

EXECUTIVE ORDER NO. 85

To: All Agencies and Departments Under the Mayor

From: Michael B. Hancock, Mayor

Date: September 10, 2020

Subject: City and County of Denver's Emergency Management Policy for All City Agencies.

Purpose: This Executive Order revises Executive Order #85 and establishes the policy of the City and County of Denver (City) concerning major emergency and disaster preparedness, response, recovery and mitigation for all City agencies. Executive Order #85, dated June 17, 2011 and all memorandum attachments thereto are hereby canceled and superseded by this revised Executive Order No. 85.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 Denver Charter and Chapter 16 of the Denver Revised Municipal Code (DRMC).
- 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 preparedness, response, recovery and mitigation efforts to prepare for potential emergencies. Safety and security of the City following an emergency 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 an emergency.
- 3.0 **Executive Director of Mayor's Office of Emergency Management:** In accordance with the provisions of the D.R.M.C., the Executive Director of Emergency Management (Executive Director) shall advise and assist the Mayor in determining City emergency preparedness, response, recovery and mitigation 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 Executive Director will be the City's liaison with regional, state, federal, and private sector agencies involved in preparedness, response, recovery and mitigation from emergencies. The Executive Director will also be responsible for ensuring the coordinated effort of all City agencies and in the preparedness, response, recovery and mitigation of all emergencies.

4.0 **Citywide Emergency Plans:** City agencies identified in the Emergency Operations Plan (EOP), Hazard Mitigation Plan (HMP), and Continuity of Government Plan (COG) shall, in accordance with this Executive Order:

4.1 Support the EOP, HMP and COG and carry out their assigned functional responsibilities to ensure orderly and timely citywide emergency management efforts;

4.2 Develop internal policies and procedures to address the responsibilities delineated in the EOP, HMP and COG;

4.3 Cooperate with the Mayor, Emergency Operations Center, Incident Commander and other involved City agencies, other local, state, and federal governments to provide effective oversight of emergency operations;

4.4 Coordinate with the Executive Director to form partnerships and mutual aid agreements with counterpart local and state agencies, voluntary emergency 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 emergency relief costs;

4.6 Coordinate with the Executive Director to continue to develop and refine the City's EOP, HMP, COG, and regional emergency plans; and

4.7 Plan, conduct and participate in exercises and training activities to maintain necessary operational capabilities as described in the EOP, HMP and COG.

5.0 **Agency Plans:** In addition to the activities specified in the City's EOP, HMP and COG, all agency managers, or applicable designee, shall do the following:


5.1 Prepare and keep current agency specific emergency plans and procedures, in coordination with the Office of Emergency Management;


- 5.2 Prepare and keep current individual agency Continuity of Operations Plans (COOP). Each agency, or applicable designee, shall assign a lead Agency Continuity Coordinator (ACC) who shall manage the agency continuity preparedness efforts, COOP maintenance, and act as representative to Citywide continuity program initiatives as overseen by the Office of Emergency Management. The ACC will also coordinate with the Office of Emergency Management in the development of the City's overall COG Plan
 - 5.3 Develop plans that cover preparedness, response, recovery and mitigation activities that are appropriate for the mission of the agency;
 - 5.4 Give appropriate consideration to emergency preparedness factors in the conduct of the regular functions of their agency, particularly those functions considered essential in time of emergency;
 - 5.5 Train and exercise agency emergency plans at regular intervals and participate in the development and implementation of the City's Training and Exercise Plan as appropriate to ensure citywide coordination.
- 6.0 **Emergency Operations Center (EOC) and Joint Information Center (JIC):** The Denver EOC is the central point of emergency and disaster coordination for the City. The Denver JIC is the central point of emergency and disaster communication and public information coordination for the City. Agencies shall, in accordance with this Executive Order:
- 6.1 Provide appropriate personnel to fill positions in the EOC and JIC during emergencies as requested by the Executive Director of the Office of Emergency Management. Agencies must ensure their assigned EOC and JIC positions are staffed for multiple shifts, including alternate staff as appropriate.
 - 6.2 Ensure staff assigned to positions in the EOC and JIC complete annual trainings and exercises and are capable of completing their assigned EOC responsibilities.
 - 6.3 Maintain a Departmental Operations Center (DOC) to coordinate emergency response efforts within each agency if required by the EOP. Each DOC must maintain procedures to coordinate its emergency management efforts with the EOC.
 - 6.4 Participate in after action reviews and improvement planning after activations of the EOC and JIC as requested by OEM.


7.0 **National Incident Management System(NIMS):** NIMS guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prepare for, respond to, recover from and mitigate incidents. NIMS, and its attendant Incident Command System (ICS), is adopted by the City as the process by which all agencies will respond to emergencies and multi-jurisdictional or multi-agency responses.


Executive Order No. 85 is:

Approved for Legality:

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Kristin M. Bronson
City Attorney

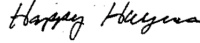
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MAYOR


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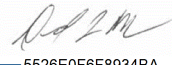
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Chief Financial Officer

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Executive Director of Safety

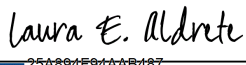
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