

2017 Emergency Management Annual Report

Brighton Office of Emergency Management

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Background/Overview:

The City of Brighton's Office of Emergency Management (OEM) provides and coordinates planning, training, exercises, and outreach programs related to natural and man-made disasters. The Brighton Office of Emergency Management is integrated within the Brighton Police Department and the Brighton Fire Rescue District to most effectively assist and prepare and coordinate government agencies, citizens, and private/non-profit organizations prior to, during, and after a local emergency or disaster.

Brighton OEM works very closely with other municipalities, county, state and federal level partners as well as community based organizations, NGOs, volunteer organizations and special districts, to develop and test systems for emergency/disaster planning, coordinate response information sharing, and resource management to support the City of Brighton, the Brighton Fire Rescue District and our residents.



To achieve this level of preparedness, the Office of Emergency Management has, on behalf of the City of Brighton and Brighton Fire Rescue District, taken a collaborative approach and engaged partners in the areas of emergency plans/policy/procedure development, public education/community awareness, training and exercises, regional/professional contributions, grant management and incident response.

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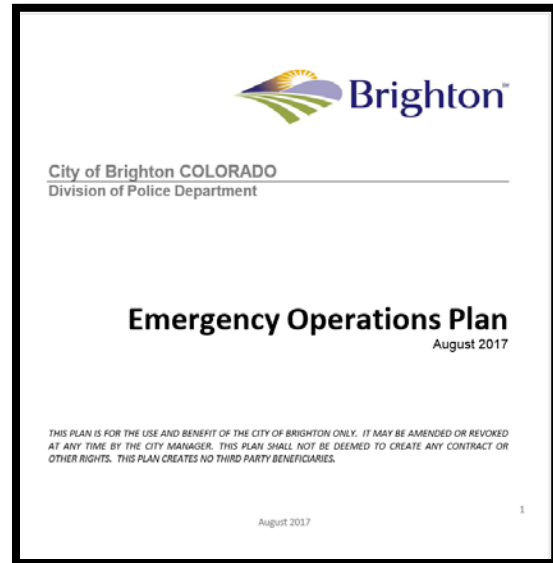
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Emergency Plans/Polices/Procedures:

- A. **Emergency Operations Base Plan (EOP)** - presented to City Council in Oct. and passed by Resolution in Nov 2017.

Updates to the 2017 EOP include:

1. Reorganization of EOC structure to allow for both the activation of individual Emergency Support Functions (ESFs) as well as “sections”,
2. Clarification of EOC responsibilities to *support* incident command as requested, and to provide command and control coordination regarding community consequence management activities as needed,
3. Clarification of roles and responsibilities of Finance Section in coordinating the collection and maintenance of all disaster related expenditures,
4. Addition of planning assumptions to include that items/locations of historical value will be preserved to the extent it is possible to do so without affecting life safety of first responders or residents, and
5. Update of acronyms and definitions.



- B. **Emergency Operation Center (EOC) Job Aids-** OEM has been developing and redesigning the Job Aids for critical positions within the Brighton EOC with the intent of providing step by step instructions to successfully accomplish the required roles and responsibilities. To this end, specific tools have been developed to support the functions of:

1. ESF/Sections (Emergency Services, Infrastructure, Community Services)
2. Planning Section
3. Logistics Section
4. Finance Section

- C. **Brighton Resource Mobilization Plan-** plan drafted and in ongoing development in coordination with Brighton departments and external partners documenting the process required to identify, procure, track, operationalize, document and demobilize the following emergency/disaster related resources in accordance with internal procedures:

1. Mutual/Automatic Aid
2. City/Fire owned resources
3. Local, private resources
4. County resources
5. Municipal resources within Adams County
6. State owned and coordinated resources outside Adams County
7. Federal resources

Public Education/Community Awareness:

- A. **Brighton Community Emergency Response (CERT) Program** – Brighton offers annual CERT training class and final, full scale disaster simulation exercise to graduating



students. In 2017, CERT class and final, full scale exercise held at the Vestas Training Facility combined students and volunteers from the city of Brighton, Amateur Radio Emergency Services (ARES), and students from 27J School District. The 2017 CERT class graduated on November 4th after the full scale simulation. In addition to the required federal curriculum, the 2017 CERT program included optional Animal Response modules to provide additional skills to graduates to support response.

- B. **Brighton CERT Team**- Our Brighton CERT team is unique and serves as a regional model, as a deployable resource within the PD who can be requested to assist in a variety of emergency response and support roles. In 2017, the Brighton CERT team was asked to deploy on a variety of incidents/events including assistance with city events such as The Turkey Trot, Festival of Lights, Summerfest, and the Brighton Fire Safety Expo, City Council BBQ, and the 4th of July celebration. The CERT team is trained to provide assistance in communications, traffic control and is a huge support to Brighton OEM and PD when additional assistance is needed.



- C. **Emergency Preparedness Training for People with Disabilities**- Supported though regionally available Homeland Security Grant Program (HSGP) funds, these courses provide people with disabilities, their families and caregivers with various levels of training on emergency/disaster preparedness specific to individuals and families who may have access and functional needs. Safety/emergency presentations included basic



preparedness 101, receiving emergency notifications and communication, CPR and first aid, building 72-hour survival kits and home fire safety. These classes are offered in formats of two (2), and six (6) hour classes as well as an advanced training. In cooperation with the NCR's Access and Functional Needs Committee, Brighton OEM will has coordinated a total of three (3) of these classes within the Denver

metro area and will continue to receive funding for these classes in 2018.

- D. **National Preparedness Month 2017**- In recognition of National Preparedness Month, Brighton OEM assists by supporting preparedness based social media materials, presenting the National Preparedness Month Proclamation for City Council adoption, initiates the annual CERT class, and participates in public events in promote individual, family and community emergency preparedness.
- E. **Brighton Citizen Police Academy**- Brighton OEM provides abbreviated emergency preparedness training to students as part of the course curriculum. Will continue to offer preparedness info to students within CPA as part of overall program.
- F. **Brighton Fire Rescue District's Safety Expo**-Brighton OEM participates in conjunction with Brighton CERT and ARES to provide the public with information on emergency preparedness, local warning and notification systems and upcoming trainings available to Brighton residents.



Trainings/Exercises:

- A. **Emergency Management Specific Training/Certifications:**
1. **Legal Issues in Emergency Management**- Jan 2017
 2. **Adams County EOC Academy**- Brighton OEM coordinating with Adams County OEM to integrate county level EOC trainings and exercises into Brighton plans and processes (ongoing 2017).
 3. **Cyber Security Seminar/Workshops**- offered throughout 2017 with regional support. In coordination with IT, will be looking at policies and applicability of cyber security/consequence management strategies for City of Brighton in 2018/19.
 4. **E0197- Integration of Access and Functional Needs into Emergency Planning**- Jan 2017
 5. **Chemical Safety Workshop**- presented by Colorado Emergency Preparedness partnership (CEPP) to integrate emergency planners, EPA and local chemical facilities into discussion about local risk and hazards. (Adams County specific)

B. **Training Provided by Brighton OEM:**

1. **G288- Donations and Volunteer Management**- Brighton OEM, in coordination with JeffCo OEM and the Colorado Division of Homeland Security and Emergency Management (DHSEM) took the FEMA version of the course and redeveloped into a Colorado specific version

G288: Volunteer and Donations Management

(G series), which can be delivered statewide with a locally applicable focus. This course was successfully implemented in May 2017.

2. **Incident Command System (ICS) 100 and 700**- offered and delivered to city employees as an alternative to independent online study class in an effort to update employee training and fulfill requirements. Will continue to offer live class at least annually to support employees who prefer classroom delivery and exam support.
3. **Brighton Emergency Operations Center (EOC) Training**- offered in Jan. and Oct. in conjunction with EOC drill series to keep employees trained on EOC operations, processes and responsibilities.
4. **Point of Dispensing (POD) / Caregivers for People with Access and Functional Needs Emergency Training**- as part of the June 2017 Full Scale POD exercises, Brighton OEM partnered to provide participants of the exercise with emergency preparedness training specific to people with access and functional needs
5. **University of Denver**- Introduction to Homeland Security- guest lecturer on: *Emergency Planning for Special, At Risk and Vulnerable Populations in Colorado and the Brighton Emergency Management Program*

C. Exercises:

1. **Brighton Emergency Operations Center (EOC) Drills** - OEM developed and executed two (2) EOC drills in 2017 in January and October to test updated Resource Mobilization Plan, Job Aids, and recently adopted EOC tool, Trello. These drills also included a training component to provide city and Fire staff with basic information to support EOC functions.
2. **Chemical Stockpile Emergency Preparedness Program (CSEPP)** - May 2017 Full Scale Exercise. Brighton OEM participated on evaluation team in State EOC. (Remaining stockpiles exist at the Pueblo Chemical Depot and the Blue Grass Army Depot) As part of this preparedness effort the Pueblo Chemical Depot, El Paso County, state and federal officials at each location coordinate annually to plan, conduct, evaluate, and provide lessons learned following a full-scale, chemical response based incident.
3. **Jewell of Lakewood EOC Functional exercise**-- Brighton OEM participated as Lakewood EOC evaluator to assess staff's ability to complete exercise objectives and utilization of internal plans in response to flooding based incident.
4. **DHSEM Emergency Management Academy EOC Exercise**- Brighton OEM



assisted as EOC evaluator for *Operation Bridge Over Troubled Waters*, a functional, dam break scenario exercise developed for Colorado based students following the 2017 Emergency Management Academy.

5. **Aurora Functional EOC exercise**- Brighton OEM participated as an evaluator for EOC operations for functional flood based exercise.
6. **University of Colorado Denver Medical School ICC4 exercise**- Brighton OEM participated as facilitator/evaluator for student group engaged in TTX/Functional exercise addressing medical response to pandemic based emergency.
7. **Tri County Health Department Point of Dispensing (POD) FSE**- Brighton OEM served as evaluator in Adams County at the Local Transfer Point (LTP) location to observe and evaluate the ability of the county and TCHD to coordinate the activation of an LTP to dispense medications to local open and closed PODs needed to support the provision of prophylactics in response to a public health event.
8. **Denver International Airport 2017 Full Scale Exercise**- July 2017 Brighton OEM participated as EOC evaluator at DIA backup EOC location in a full scale exercise designed to test coordination among Denver Fire, DIA operations and local fire districts in response to an off airport crash.
9. **City of Brighton Quarterly Drill Series**- Implemented 2016, continued through 2017. City employees were trained and participated in quarterly exercises, including a Lockout, Lockdown, shelter in place, evacuation drills. 2018 will focus on utilizing new technologies and expanding participation of additional city facilities.

Regional/Professional Contributions:

- A. **Regional/State Organization Membership:** ESF 5- Emergency Management, UASI voting board member, Citizen Corp Committee, TCHD Health Care Coalition, Training and Exercise Committee, Incident Operations Committee, Access and Functional Needs, Local Emergency Planning Committee (LEPC) member, Colorado Emergency Management Association (CEMA) member, International Association of Emergency Managers (IAEM) member, Community Inclusion for Disaster Health Committee
- B. **Local Organization Membership-** City of Brighton Safety Committee, Platte Valley Hospital Emergency Management Group, , 17th Judicial District Crisis Response (CRT), Adams County Multiagency Coordination (MAC) Group
- C. **North Central Region Healthcare Coalition Governance Board Member-** Emergency Management repetitive
- D. **Colorado Emergency Management Association (CEMA) member and serving on following committees:**
 1. Certification
 2. Membership
 3. EOC Task Book



- E. **International Association of Emergency Managers Mentor-** part of new 2017 program providing mentorship to prospective members seeking certification
- F. Colorado Emergency Management Conference March. 2017
- G. Colorado Local Emergency Planning Commission (LEPC) Conference Sept. 2017
- H. North Central Region Training and Exercise Planning Team and Workshop. Oct. 2017
- I. North Central Region Improvement Planning Workshop. Sept 2017
- J. Chair of NCR Access and Functional Needs Committee
- K. Contributing author in IAEM's special focus edition bulletin : *"Navigating a Journey with the Whole Community"*

Grant Management:

- A. **Emergency Management Performance Grant (EMPG) -** FY2017 Award **\$45,000**.

Primary grant under which county and local Office(s) of Emergency Management operate. Reimbursement grant- OEM provides quarterly reports on activities and expenditures and is reimbursed quarterly for half of all eligible expenses (up to the amount of that year's award). FY2018 state guidance and application process not yet released, but expected to be funded at similar levels.

- B. **Homeland Security Grant Program (HSGP) Shelter Project(s) –** FY14 grant awarded **\$10,905**. Additional shelter cache supplies specific to assisting in the sheltering of people with disabilities and access and functional needs purchased in 2017. Additional shelter kits items valued at approx. **\$8,166**. (Devices and tools to assist with communication, hygiene, accessibility, mobility, etc.)

- C. **Homeland Security Grant Program (2016 HSGP) -** City of Brighton awarded **\$63,610** (in addition to \$8,000 city match) to wire Brighton Recreation Center to have the ability to receive a generator for emergency power as primary city shelter site. As Brighton is coordinating with United Power for wiring and installation of generator. Brighton OEM and City staff will be discussing and coordinating with grant fiscal agent (City and County of Denver) to determine if wiring another facility may be appropriate.
- D. **Homeland Security Grant Program (2017 HSGP) -** Brighton CERT training and support resources, **\$15,000** for Access and Functional Needs training programs (Basic, Intermediate and Advanced series), **\$16,000** for funding for interpreters for regional meetings and citizen trainings, **\$2,270** for Brighton CERT program and materials.



- E. **DR 4145 Hazard Mitigation Performance Grant (HMPG) \$230,012.** – Outdoor Warning system project. Completed, awaiting federal closeout. Project included the installation of three (3) new sirens (Prairie Center, Great Rock and Todd Creek Fire Stations) and upgrades to 4 existing units from multi-directional to omnidirectional units. City of Brighton has received full reimbursement and has completed a monitoring visit with State to assess policies, procedures and record keeping associated with the proper management of this project.
- F. **DR 4229 Public Assistance-** Ken Mitchel Diversion Structure. Project complete, reimbursement grant funding awaiting federal closeout. Project is currently in federal queue awaiting closeout process. OEM continues to report quarterly pending final federal closeout and reimbursement.

Incident Response:

- A. Brighton OEM invited to participate in Colorado's Emergency Management Assistance Compact (EMAC) Deployment to FL for Hurricane Irma response.
- B. Deployed as part of an Emergency Operation Center (EOC) support team as Logistics- new concept in disaster deployment requests
- C. Basic lessons learned as it applies to local emergency planning and EOC procedures:
 - 1. Creates plans and procedures that do not require Internet to access
 - 2. Maintain back up communication plans (ARES, runners, radios) to supplement email, land lines, cell phones, radio etc.
 - 3. Prolonged response operations require staff for multiple operational periods, EOC staff may come from other cities regions or states. EOC processes should be documented and easily understood and followed
 - 4. Local emergency manager may not be able to serve consistently as EOC Manager or ESF 5 representative, additional assistance from local emergency managers should be requested early
 - 5. Purchasing/finance policies should be documented and followed to support further reimbursement requests
 - 6. Providing timely, consistent and accessible public information is key to keeping the community as a partner in recovery



Looking Ahead- Priorities for 2018:

- A. Develop plans to gather, communicate, analyze and make decisions based on disaster related information in the EOC as a way to quickly assess needs and damages, provide information to city and fire leadership, and assess levels of assistance that may be needed to address consequence management. These plans may include the development of a complexity analysis tool, a rapid needs assessment plan, damage assessment plans/teams.
- B. Work with Adams County and north central region as appropriate to identify recovery planning priority items and address gaps in municipal vs county capabilities (damage assessment, debris management, housing etc.). Work with regional Recovery Committee to assist in providing seminar/training to support the identification and addressing of unmet needs in recovery operations.
- C. Continue to work with Safety Committee to conduct city wide quarterly safety drills. 2018 will increase emphasis on drills in other city facilities in addition to City Hall.
- D. Continue training and drills for EOC staff on Resource Mobilization plan/system, situational awareness, and functionally specific responsibilities- at least two drills/trainings per year to test updated plans and procedures.
- E. Continue with work with the NCR and IT to explore options in developing a cyber security/consequence management plans, and participating in trainings, drills and exercises where they appropriately support the needs of the City of Brighton.
- F. Completion of Emergency/Disaster Finance policies and procedures as well as the EOC specific Finance Section Job aid to support the proper EOC based policies and procedures allowing for documentation and reimbursement when applicable.