

Douglas County
Rapid Needs
Assessment

Operating Plan



**An Annex of the Douglas County
Comprehensive Emergency Management Plan**

Version 1.0 - December 2017

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I. PURPOSE.

The purpose of this operating plan is to provide guidance to all agencies involved in rapid needs assessment and will be incorporated in the Douglas County Comprehensive Emergency Management Plan (CEMP). It will also provide those involved in conducting a Rapid Needs Assessment with a tool to facilitate planning and implementing rapid needs assessment procedures, which will provide local personnel with the:

- Skills and knowledge needed to collect and report disaster intelligence immediately following an event.
- Procedures and forms they need to conduct rapid needs assessment.

II. POLICIES.

On November 10, 2015 the Douglas County Board of County Commissioners via Resolution R-015 – 134 adopted revisions to the Board of County Commissioners Policy Manual which sets forth personal and public safety goals stating that “community resources and planning are designated to mitigate, prepare for, and respond to, and recover from disaster and incidents, both man-made and environmental and supporting effective first response and emergency management services. It is the intent therefore of Douglas County to:

- Provide rapid needs assessment for life safety and protection of property.
- Provide information for overall management and coordination of rapid needs assessment.
- Provide information for coordination and liaison with appropriate federal, state and other local governmental agencies and private sector resources.
- Provide information in order to establish priorities and completion of action plans.
- Collect, evaluate, and disseminate rapid needs information and other essential data.

III. RAPID NEEDS ASSESSMENT OBJECTIVES & TIMEFRAMES

A. Objectives

1. Provide rapid needs assessment for life safety and protection of property.
2. Provide information for overall management and coordination of rapid needs assessment.
3. Provide information for coordination and liaison with appropriate federal, state and other local governmental agencies and private sector resources.
4. Provide information in order to establish priorities and completion of action plans.
5. Collect, evaluate, and disseminate rapid needs information and other essential data.

B. Timeframes

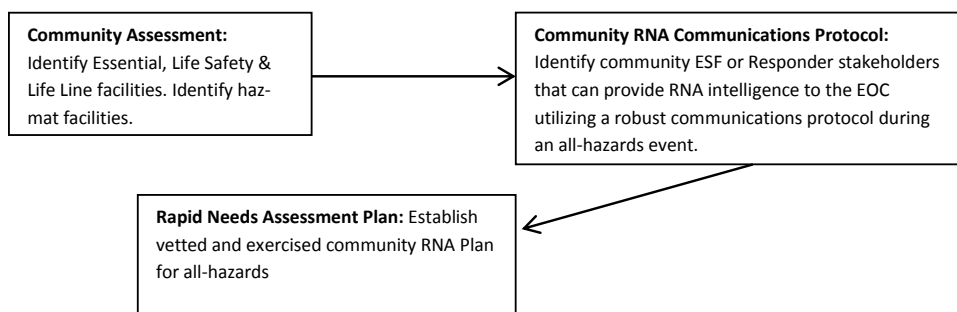
- 0 to 30 minutes: information from citizen calls for service, first responder windshield assessments, stakeholder agency reports, dispatch, local and social media.
- 30 minutes to 1-hour: Information from Incident Command on scene size-up, first responder windshield assessment, stakeholder agency reports, dispatch, local and social media.

- 1-hour to <24 hours: The EOC or the IMT deploys RNA Teams. Local Situation Analysis Units in the EOC and IMT receive information via ESF informational flows and RNA Team assessments and provides analysis of information and Situational Awareness Reports. A Common Operating Picture is established.
- 2-hours to <48 hours: Regional or State Situational Analysis Unit in the State EOC provides analysis of information and Situation Awareness Reports for region or statewide awareness.
- 6-hours to <48 hours: Federal partners begin information collection to provide disaster support and EMAC assistance if necessary.

IV. SITUATION

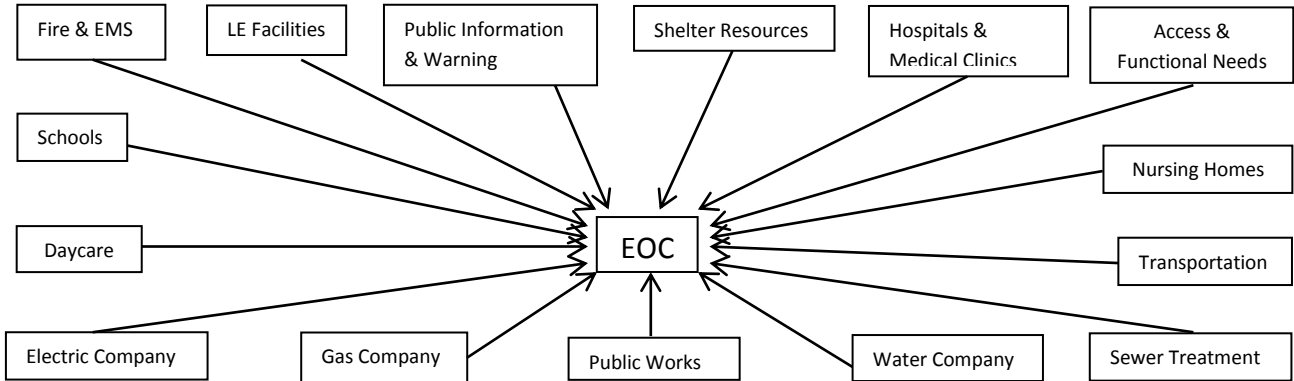
- A. Pre-planning for rapid needs assessment is an ongoing process. Procedures and teams must be in place before the disaster event occurs. Successful rapid needs assessment begins immediately. Rapid needs assessment is conducted separately from lifesaving and property protection operations.
- B. The goal of a rapid needs assessment system is to quickly and efficiently collect, analyze, and summarize data resulting from an emergency or disaster event. Information is gathered to:
 1. Identify the needs of victims.
 2. Establish priorities, type, and quantity of resources and personnel required to meet needs identified.
 3. Determine the need for, and type of State and Federal disaster assistance to ensure Douglas County's short and long-term needs are met.

Pre Disaster:

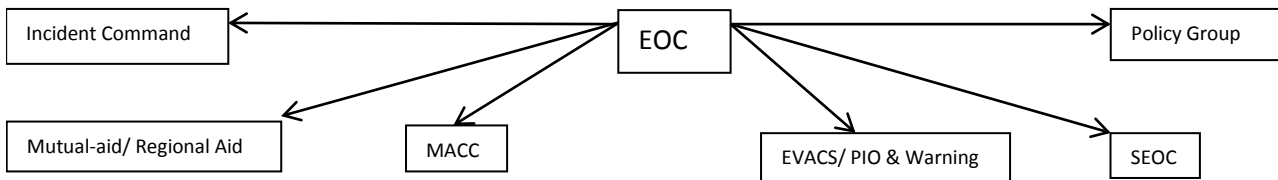


During Initial Disaster:

Community RNA Communications Activated: ESF and Responder stakeholders begin reporting status of Essential, Life Safety & Life Line facilities, LE resources, Fire & EMS Resources, Hospital & Medical Resources, Shelter Resources, Critical Infrastructure, etc. to the EOC.



EOC Situational Awareness/ Common Operating Picture: The EOC can now establish SA and COP and begin to provide information to IC and Policy Group



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V. CONCEPT OF OPERATIONS.

A. Operational Plans.

The operational plan establishes the assessment strategy for RNA Team operations. The plan is developed by the RNA Team Leader, and EOC/IMT Representatives, in conjunction with other RNA Team members. Although each deployment is unique, several factors need to be addressed in the plan to include:

- Primary and secondary target assessment areas.
- Assessment priorities.
- Fastest method of assessment (air, ground, or both).

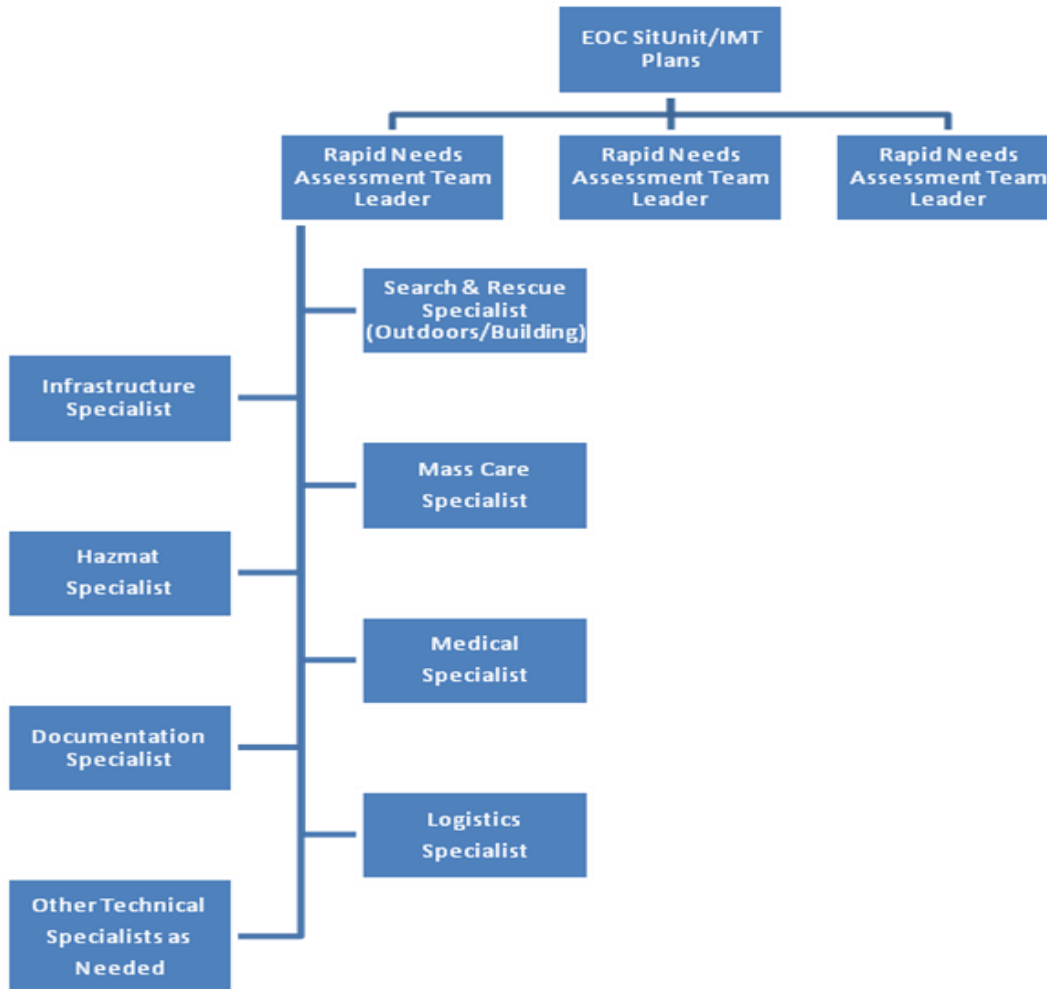
Other informational items that may be outlined in the plan include:

- Planned meetings with elected officials.
- Reporting timeframes, and other timetable requirements.
- Communications procedures.
- Emergency action procedures.
- Team rosters.
- Safety and security procedures.
- Level of logistical support required.
- Dispute resolution procedures.

The Operational Report format is included in this plan. (See Attachment 5)

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B. Rapid Needs Assessment Organizational Chart.



1. RNA Team Leader (DCSAR).

a. Responsibilities.

- Reports to the EOC Situation and Analysis Unit Leader – or – IMT Plans Section Chief (determined by the OEM Director with agreement of the Incident Commander).
- Supervises and coordinates RNA carried out by team subordinates.

b. Duties.

- Ensures all team members are prepared to perform individual and team assignments.
- Ensures the safety and welfare of all team members.
- Requests additional technical expertise, if needed.
- Requests and/or approves acquisition of supplies and equipment.
- Facilitates the demobilization process.
- Contributes toward the development of after-action reports.
- Conducts an evaluation of the effectiveness of individual team members.

- Provides link between RNA Team activities, news media, and the general public.
- Develops and submits response recommendations.
- Participates in development of the demobilization plan.

2. RNA Medical Specialist (EMS).

a. Responsibilities.

Conducts assessment of the health and medical needs of disaster victims and workers.

b. Duties.

- Participates with the RNA Team Leader to develop an operational plan.
- Assesses the scope and severity of damage to health and medical infrastructure and systems, focusing on immediate needs of disaster victims including medical treatment, transportation, and potential evacuation of victims, needs for disaster mortuary assistance, and public health issues.
- Assesses the availability of medical staffing, medical supplies, pharmaceuticals, blood products and safe drinking water.
- Coordinates medical needs assessment with local counterparts.
- Documents observations and recommendations and submits them to the RNA Team Leader.
- Keeps the RNA Team Leader advised of medical care concerns.
- Participates in the development of the demobilization plan.

3. RNA Mass Care Specialist (FFESS Staff and/or American Red Cross Staff).

a. Responsibilities.

Provides mass care expertise to assess and validate the impact of a major disaster, in specified area, on mass care systems and infrastructure.

b. Duties.

- Participates with the RNA Team Leader to develop an operational plan.
- Assesses the availability of emergency shelter, food and water.
- Reports current capabilities and projected mass care needs to the RNA Team Leader.
- Identifies and assesses potential impacts of primary and secondary hazards to mass care service delivery.
- Obtains information on, and validates capabilities of agencies currently providing mass care services.
- Collects and shares information, liaison with other team members, mass care providers in the field, and EOC.
- Participates with the RNA Team Leader in reporting assessments and possible recommendations.
- Coordinates a mass care assessment with local counterparts.
- Documents observations and recommendations and submits them to RNA Team Leader.

- Keeps the RNA Team Leader advised of mass care concerns.
 - Participates in the development of the demobilization plan.
4. RNA Hazardous Materials Specialist (DCSO/Fire HazMat).
- a. Responsibilities.
- Conducts initial needs assessment of hazardous materials releases, exposures, issues, and response requirements.
- b. Duties.
- Assesses the effects of hazardous material releases on facilities and potential for public and responder exposure.
 - Identifies unsafe areas, existing and potential contamination threats, and recommended response requirements.
 - Assesses local hazmat mutual aid response capabilities.
 - Coordinates hazmat assessment with local counterparts.
 - Keeps the RNA Team Leader advised of hazardous materials concerns.
5. RNA Land Search and Rescue Specialist, Fire/Building Search and Rescue Specialist (DCSAR/Fire & Rescue).
- a. Responsibilities.
- Conducts Land search and rescue needs, fire assessments, building search and rescue needs, and requirements at the disaster site.
- b. Duties.
- Assesses land search and rescue, fire, building search and rescue needs and requirements.
 - Coordinates land search and rescue, fire, building search and rescue assessments with local counterparts.
 - Keeps the RNA Team Leader advised of fire/search and rescue concerns.
 - Assesses local mutual aid system capabilities and limitations.
6. RNA Infrastructure Specialists (County/State structural engineer/Assessors Office/Public Works).
- a. Responsibilities.
- Conducts initial needs assessment of essential infrastructure facilities and public works within the disaster area.
- b. Duties.
- Participates with the RNA Team Leader to develop an operational plan.
 - Assesses damage to homes, public buildings, public infrastructure, transportation systems,

power, fuel, communication systems, public works, and other essential infrastructure facilities within the disaster area.

- Assesses extent of debris removal required for immediate lifesaving response.
- Documents observations and recommendations and submits them to the RNA Team Leader.
- Coordinates infrastructure assessment with local counterparts.
- Keeps the RNA Team Leader advised of infrastructure concerns.

7. RNA Documentation Specialist.

a. Responsibilities.

Responsible for compiling RNA Reports for transmittal.

b. Duties.

- Processes Assessor Reports.
- Maintains files for historical records.
- Coordinates duplication services for team documents.
- Electronically transmits assessment reports.

8. RNA Logistics Specialist (FFESS).

a. Responsibilities.

- Provides logistical support and services for the team during deployment and demobilization.
- Monitors readiness of equipment caches.

b. Duties.

- Provides the broad range of logistical support and services for the team.
- Establishes and maintains operations in the field.
- Ensures operational security is maintained.
- Participates in the development of the demobilization plan.

6. RNA "Other" Specialists (as needed).

a. Responsibilities.

Conducts initial needs assessment of other types of needs not included above. These can include companion animal, livestock and/or wildlife assessments.

b. Duties.

- Participates with the RNA Team Leader to develop an operational plan.
- Assesses damage to other identified needs within the disaster area.
- Assesses extent of carcass removal required for response purposes.
- Documents observations and recommendations and submits them to the RNA Team Leader.

- Coordinates assessments with local counterparts.
- Keeps the RNA Team Leader advised of any concerns.

C. Team Activation and Deployment.

1. RNA Teams are deployed at the request of the Director of OEM in coordination with the EOC (and dependent upon the incident, the IMT). A determination to deploy an RNA Team(s) may be in anticipation of a potential disaster, such as a flood, or immediately after a major disaster occurs.
2. This plan will utilize the following mobilization phases and guidelines:

- a. Advisory.

When an incident occurs that could result in RNA Team activation, an advisory notice may be issued. An advisory is for informational purposes only and does not require formal action, other than acknowledgment of receipt. An advisory provides a means for information-sharing concerning incidents, events, and crisis/emergency response activities conducted by emergency responders. Advisory notices will be sent via email to a pre-established RNA Team distribution list.

- b. Alert.

When an event has occurred, or is imminent, that may require a RNA Team response, an alert noticed is issued. Affected organizations will ensure that RNA Team members are informed, mission-capable, and will take necessary action(s) to make sure they are capable of deploying, if activated. RNA Team Alerts will be sent via email and/or phone call to a pre-established RNA Team distribution list.

- c. Activation.

When a decision has been made to deploy a RNA Team(s), an activation notice will be issued. Activation signals the transition from a preparedness phase to an operational phase. Upon issuance of activation, affected organizations will immediately stage and deploy their team members in accordance with the activation message. Activation notices will be sent via a pre-established RNA Team distribution list as email and/or a phone call to each of the pre-identified RNA Team organizations/members.

- d. Deactivation.

When a team(s) is authorized to withdraw staff and assets from the disaster area and return to their home base, a deactivation notice will be issued. A deactivation notice terminates the team mission under a previously declared activation. The deactivation notice will always be used to mark the end of RNA Team operations resulting from the completion of the mission assignment or other authorized instructions. Deactivation notices will be via a pre-established RNA Team distribution list as email and/or a phone call to each of the pre-identified RNA Team organizations/members.

e. Redeployment.

When it is necessary to deploy previously activated or committed teams to another disaster area, a redeployment notice will be issued. Redeployment notices will be via a pre-established RNA Team distribution list as email and/or a phone call to each of the pre-identified RNA Team organizations/members. If a deployed team receives a redeployment order, the EOC must ensure the RNA Team cache is replenished as soon as possible at the new disaster scene.

D. Assessment Operations.

Once the RNA Team is assembled, they will receive information from the EOC and/or the IMT about the method and objectives of their mission. They may be instructed to perform a windshield survey of the area or an aerial over flight. If a windshield survey is performed, the RNA Team Leader will determine which vehicle(s) may be used. All team member vehicles must travel together due to the intensive coordination requirements involved in performing a needs assessment. The RNA Team Leader will assess the geographical areas and determine the assessment components that will accompany each vehicle.

The overall mission of a RNA Team is to collect and provide information to determine requirements for critical resources needed to support emergency response activities. Therefore, a team operation considers the resource needs of the affected population as their primary objective.

Team members should not focus their attention on identifying damage levels in terms of the number of structures damaged or destroyed, nor should they attempt to construct an overall cost estimate of a disaster's destruction. Damage Assessment operations will be conducted later in the disaster, after the critical resource needs of the affected population have been met. In fact, the information that the RNA Team provides will be utilized in later assessments and surveys in order to construct more accurate damage estimates.

Because the RNA Team concentrates on ***immediate*** resource needs, members should attempt to identify the specific level of resources required to respond to the disaster. The following broad categories are offered as examples of the types of information that may be collected. Team members should, of course, concentrate their efforts on collecting information that is consistent with their area of expertise.

1. Imminent Hazards (Key needs issues).

Certain response needs will be readily apparent based upon the focus of local government officials, public, and media attention. The RNA Team Leader should first verify these needs with local responders, and then immediately proceed with an appropriate response. Information that falls into this category will be promptly communicated to the EOC by the RNA Team Leader.

2. Boundaries of Affected Area.

The affected area may be identified by:

- Geographical boundaries.

- Political boundaries.
- Boundaries of a specific hazard.

3. Local Resource Levels.

Identifying the need for resources at the local level is the primary mission of the team. Two areas should be examined when considering the availability of resources.

a. Personnel.

The RNA Team should determine if there are personnel shortfalls in local government organizations that could cause significant delays in responding to an event. The number and type of responders who are on duty at a given time and location should be taken into consideration when assessing the personnel situation. Agencies with key disaster response duties include, but are not limited to:

- Emergency Management.
- Law Enforcement.
- Fire (including search and rescue capabilities).
- Public Works.
- Public Health.
- Voluntary agencies (e.g., American Red Cross, Salvation Army, etc).

b. Material/Equipment.

The RNA Team should determine what resource shortfalls exist in the affected area. If different sectors require different resources, these variations should also be identified. Resource shortfalls that occur during a disaster include, but are not limited to:

- Food (adult and infant).
- Water/water purification equipment.
- Shelters/tents/blankets.
- Distribution locations.
- Sanitation services.
- Generators.
- Communications equipment.
- Construction equipment (plastic sheeting, wood).
- Debris removal equipment.

4. Population Information.

a. Functional-Needs Population.

The functional needs population includes groups such as the elderly, infirm, school children, hearing and vision impaired, and non-English-speaking persons that may need assistance in avoiding potentially dangerous situations.

b. Demographic Statistics.

Demographic statistics available from the affected local government may be collected by the RNA Team. Such information will aid emergency responders in the delivery of resources to the affected population. Such information includes, but is not limited to:

- Housing types.
- Housing values.
- Income levels (median).
- Ethnic groups.
- Population by age.

In addition, if a portion of the affected population was evacuated prior to, or immediately following the event, an estimate of the number of evacuees and their current location (if possible) should be determined.

GIS can generate demographic data. Given specific boundaries (streets, bodies of water, county/city borders), it can quickly produce demographic information. Any request for GIS support should be forwarded through the RNA Team Leader to the EOC Planning Section.

c. Special Facilities.

Assessing the status of special facilities is an important component of the RNA Team mission. The damage to these facilities should be evaluated as it relates to both the length of time that the facility may be inoperable, and the number of people the facility serves. Good estimates of downtime of these facilities will allow responders to send in the appropriate amount of relief. Special facilities include facilities that house special needs populations that require immediate attention. The most common special needs facilities are schools and nursing homes.

d. Essential Facilities.

Essential facilities are facilities that are essential to emergency response operations. RNA Team members should verify: (1) the existence of these facilities; (2) the operational capabilities of these facilities; and (3) the location of these facilities. Essential facilities include:

- Shelters.
- Food distribution centers.
- Hospitals.
- Police stations.
- Fire stations.
- Government offices.
- Emergency operations centers.

Based on assignments from the RNA Team Leader, team members conduct assessments of the situation, which are later reported to the EOC through the RNA Team Leader. The information is transmitted to the EOC. Critical, time-sensitive information should be transmitted as it is

obtained, not at a specified reporting timetable or at the end of the assessment process. The flow of critical, time-sensitive information between the RNA Team and the EOC should be almost continuous.

E. Safety and Security.

1. Safety.

RNA Team members may be exposed to many hazards during the initial hours following a disaster. The local jurisdiction will focus on saving lives and many public safety issues will not be immediately addressed. Selected risk factors may include the following:

- Earthquake aftershocks.
- Falling material or flying objects.
- Exposure to hazardous materials.
- Excessive noise, dust, smoke and fire.
- Contaminated air and water.
- Downed electrical lines.
- Dangerous equipment.
- Armed looters and thieves.
- Physical demands, insomnia, excessive fatigue and stress.
- Adverse weather.
- Working in unfamiliar surroundings.

The RNA Team Leader has the primary responsibility to ensure that good safety practices are always followed throughout the operation. In order that safety is considered by all involved safety must be a topic covered in each briefing and critique. The RNA Team Leader will ensure that all operations are monitored for compliance.

While the RNA Team Leader is ultimately responsible for ensuring the safety of the responders, each team member must also recognize and practice safety procedures to ensure for the welfare of the entire team. As a result, all team members must identify unsafe acts and hazardous conditions and must report them to their supervisor. If possible, unsafe or hazardous conditions will be mitigated.

2. Security.

Security of equipment is a responsibility of each team member. Team members will not only be operating in a potentially unsafe environment, but security risks may also pose threats to personnel. It is essential that the team develops a plan to ensure that personnel, equipment are secure.

If security becomes an issue during the mission, the RNA Team Leader will discuss the need for law enforcement. The RNA Team Leader may work with the local jurisdiction to obtain protection team members. If local resources cannot be committed to the team, the RNA Team Leader may wish to communicate requirements to the EOC. The EOC may provide law enforcement officers from other areas to support the team.

F. Demobilization/Reassignment.

The RNA Team Leader, in coordination with the EOC and/or the IMT, will determine when their assignment is completed. The RNA Team Leader and EOC and/or the IMT will develop recommendations to demobilize the RNA Team and/or coordinate possible reassignment of RNA Team members. The team will be entirely demobilized and all team members returned to home base or the Team may be reassigned in one of three ways:

- The Team may be re-deployed as a full team to another area of the disaster.
- Selected Team members may remain in the disaster area to provide technical assistance to local governments; or,
- Team members may be reassigned to participate on a Damage Assessment Team, compiling more detailed damage assessment reports and determining long-range human/infrastructure needs.

If the Team is reassigned, it may not be self-sufficient for 72 hours in the new location due to the use and depletion of equipment during the first mission. This must be anticipated prior to reassignment. Supply systems may be identified and used to provide RNA Team support needs for a second mission.

VI. ATTACHMENTS AND REFERENCES.

A. Attachments.

1. RNA Team Operational Checklist.
2. RNA Team Initial Briefing.
3. RNA Team Demobilization Checklist.
4. RNA Team Media Contacts Checklist.
5. RNA Team Operational Report Format.
6. RNA Report: Infrastructure – Water Treatment.
7. RNA Report: Infrastructure – Electrical.
8. RNA Report: Infrastructure – Bridges, Roads, Airports
9. RNA Report: Infrastructure – Debris Removal, Potable Water.
10. RNA Report: Fire/Urban Search and Rescue.
11. RNA Report: Mass Care.
12. RNA Report: Health and Medical.

13. RNA Report Hazardous Materials
14. Douglas County Disaster Declaration Agreement Form
15. Douglas County EOC Rapid Needs Assessment Report Form
16. State of Colorado Consequence Complexity Analysis
17. RNA Community Sectoring/Profile Information

B. References.

1. Rapid Needs Assessment Operations Manual, FEMA, April, 2001.
2. Rapid Needs Assessment Team Field Operations Guide, FEMA, October, 1999.

ATTACHMENT 1: RNA Team Operational Checklist.

1. When activated, verify:
 - Type of disaster event.
 - Location of disaster site.
 - Assembly point location.
 - Reporting time.
 - Method of transportation.
 - Current and forecasted environmental conditions at the disaster site.
 - Special instructions or precautions.
2. Review the personal equipment checklist. Assess personal gear readiness for the specific disaster area climate. Make necessary changes.
3. Review the RNA Operating Guide for information pertinent to your position description, operational checklist, and team operating and safety procedures.
4. Monitor disaster-related information from local sources such as radio, television and other news media while en-route.
5. Establish communications with RNA Team Leader and receive initial briefing.
6. Develop summary reports as directed by RNA Team Leader.

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ATTACHMENT 2: RNA Team Initial Briefing.

An Initial Briefing is attended by the Team and is conducted by the Crisis Action Team (CAT) or by the EOC Manager. During this briefing the Team receives assessment objectives, protocol, social and political considerations, disaster information, reporting procedures, etc. The following items provide actions or discussion points that may be addressed during the Specific Briefing.

- Team assessment priorities, objectives and expectations.
- General overview of information identified on the specific incident/affected area.
 - Approximate size and incident magnitude of the affected area.
 - General weather conditions at the incident site.
 - Other incidents or activities impacting strategy, resources or tactics.
- Political, fiscal, and logistical considerations and/or constraints that may impact Team assessment activities.
- Current availability of resources.
- Status of affected population.
- Current and predicted information on on-site conditions.
- Procedure for ordering additional resources.
- Damage and needs assessment processes.
- Briefing and debriefing procedures with State and/or FEMA Region, including time schedule.
- After Action Report development process.
- Handling media inquiries.
- Use of local support personnel and equipment.
- Potential locations for support facilities.
- Documentation and reporting process.
- Provide maps, key list of contacts, phone numbers, etc., before concluding the meeting.

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ATTACHMENT 3: RNA Team Demobilization Checklist.

Once an RNA Team has completed the assessment and fulfilled their objectives, the process of demobilizing the team begins. The following checklist provides guidance for performing demobilization actions.

- Review demobilization plan, release priorities, and procedures.
- Identify final report requirements and make assignments to team members.
- Develop a list of outstanding actions that must be completed before leaving the incident.
- Make sure supporting documentation is complete and accurate.
- Close out all fiscal documents.
- Finalize demobilization schedule.
- Conduct team critique.
- Review procedures for collecting/reporting the status of team equipment issued during the mission.
- Assemble for a team debriefing, which includes reassignment or demobilization orders.
- Ensure that all documentation has been completed (RNA Team Leader) including:
 - Ensure all documentation of events is complete.
 - Provide a forwarding contact name and number to the local jurisdiction for follow-up actions, if necessary.
 - Ensure that the media understands the mission of the team and why it is demobilizing.
 - Notify the EOC when the team leaves the site.

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ATTACHMENT 4: RNA Team Media Contacts Checklist.

Team members, while in the field, may be contacted by news media for interviews. The purpose of this Media Contacts Checklist is to provide techniques Team members can use to make the most of these news media interviews.

- Talk to the reporter before the interview to get some idea of the subject, direction and slant of the interview. Ask the reporter's name then use it in your response.
- Use your full name. Nicknames are not appropriate.
- Get comfortable. Be calm. Your demeanor and apparent control of the situation are very important in establishing the tempo of evolving events.
- Maintain eye contact with the reporter, not the camera.
- Think about the best way to structure your response to convey the facts clearly, in the proper context, communicating the message you want to communicate, and minimizing the chance of misunderstanding.
- Let your appearance, countenance and speech reflect the seriousness of the situation.
- Be brief and direct, avoid long responses, and speak in short sound bites (10 seconds for radio and television).
- Use wrap-around sentences. This means repeating the question with your answer to provide a complete sound bite.
- Expect a reporter to ask the question several times, phrased in different ways. If you have said all you have to say and you've said it clearly, don't feel compelled to change.
- Demonstrate empathy, leaving the media, and viewers or readers, with the impression you care about them, their community, their environment, and their future.

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ATTACHMENT 5: Format for RNA Team Operational Report.

Incident: Self-explanatory.

Location: Self-explanatory.

Date: Self-explanatory.

Team Roster: Self-explanatory.

Assessment Objectives.

Based on Initial Briefing.

- Primary Targets.
- Secondary Targets.

Assessment Strategies.

Include specifics, such as:

- Individual assignments.
- Team leader designations.
- Method of transportation.
- Points of Contact at sites.
- Reporting times.
- Safety and/or security concerns.
- Any other unusual circumstances or special instructions.

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ATTACHMENT 6: RNA Report – Infrastructure/Water Treatment.

Infrastructure Water Treatment		Incident				Reporting Unit			
Disaster Number		Date/Time Prepared				Prepared By			
Observation Information									
Weather/Temperature									
Agency/Organization									
Survey Method		Aircraft		Windshield		Interview			
Location									
Latitude		Longitude							
Type of Area		Urban		Suburban		Rural		Industrial	
Waste Water Treatment Plants									
Systems		Lagoons		Tricking Filter		Activated Sludge		Other	
Number of Facilities Affected		Unknown							
Facility Name									
Location									
Extent of Damage		Destroyed		Major Damage		Minor Damage		Operational	
Time to Return to Service		Hours		Days		Weeks		Longer	
Are there interstate systems nearby?		Yes		No		Unknown			
Is power available to the facility?		Yes		No		Unknown			
Is generator power available		Yes		No		Unknown			
Are interceptor sewers operational?		Yes		No		Unknown			
Are lift stations operational?		Yes		No		Unknown			
Do lift stations have bypasses?		Yes		No		Unknown			
Do lift stations have power?		Yes		No		Unknown			
Is generator power available?		Yes		No		Unknown			
Service area of plant						Unknown			
Service population of plant						Unknown			
Porta-toilets needed		Yes		No		Unknown			
Approximate number needed						Unknown			
Remarks/Comments									
Summary/Recommendation Statement									
Team Leader		Date				Time			

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ATTACHMENT 7: RNA Report – Infrastructure/Electrical.

Infrastructure Electrical		Incident				Reporting Unit				
Disaster Number		Date/Time Prepared				Prepared By				
Observation Information										
Weather/Temperature										
Agency/Organization										
Survey Method		Aircraft		Windshield		Interview				
Location										
Latitude		Longitude								
Type of Area		Urban		Suburban		Rural		Industrial		
Electrical Systems (Generator)										
Systems		Coal-fired		Oil-fired		Nuclear		Gas-fired		Other
Number of facilities affected		Unknown								
Facility Name										
Location										
Damage		Destroyed		Major Damage		Minor Damage		Operational		
Time to return to service		Hours		Days		Weeks		Longer		
Generator power available?		Yes		No		Unknown				
Service area of plant		Unknown								
Service population of plant		Unknown								
Electrical Systems (Transmission)										
Are power lines down?		Yes		No		Unknown				
How many?		Unknown								
Are power poles/towers down?		Yes		No		Unknown				
How many?		Unknown								
Damage		All down		Majority down		Few down		Operational		
Are substations down?		Yes		No		Unknown				
How many?		Unknown								
Damage type		Transformers		Switches		Power lines		Other		
Remarks/Comments										
Summary/Recommendation Statement										
Team Leader		Date				Time				

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ATTACHMENT 8: RNA Report – Infrastructure/Bridges, Roads, Airports.

Infrastructure Bridges, Roads, Airports	Incident	Reporting Unit
Disaster Number	Date/Time Prepared	Prepared By
Observation Information		
Weather/Temperature		
Agency/Organization		
Survey Method	Aircraft	Windshield Interview
Location		
Latitude	Longitude	
Type of Area	Urban Suburban	Rural Industrial
Bridges		
Are bridges open to traffic?	Yes	No Unknown
Number of bridges affected	Unknown	
Bridge damage	Most destroyed Major damage	Minor damage In use
If destroyed, are alternate routes available?	Yes	No
Roads		
Are roads open to traffic?	Yes	No Unknown
Number of roads affected	Unknown	
Road damage	Most destroyed Major damage	Minor damage In use
Airports		
Are airports open to traffic?	Yes	No Unknown
Number of airports affected	Unknown	
Airport damage	Most destroyed Major damage	Minor damage In use
If destroyed are alternate routes available?	Yes	No
If yes, where?		
Estimated distance		
Remarks/Comments		
Summary/Recommendation Statement		
Team Leader	Date	Time

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ATTACHMENT 9: RNA Report – Debris Removal, Potable Water.

Infrastructure Debris Removal, Potable Water		Incident				Reporting Unit			
Disaster Number		Date/Time Prepared				Prepared By			
Observation Information									
Weather/Temperature									
Agency/Organization									
Survey Method		Aircraft		Windshield		Interview			
Location									
Latitude		Longitude							
Type of Area		Urban		Suburban		Rural		Industrial	
Debris Removal									
Type of Debris (Check the appropriate boxes)									
Shingles		Trees Down < 1 ft. Dia		Utility Poles Down		Wood		Steel	
Small Branches		Trees Down > 1 ft. Dia		Power Lines					
Business Signs		Building Components		Other (give description)					
Are there areas where you need emergency access that are covered with debris?						Yes	No	Unknown	
Does local jurisdiction have capability to remove debris for emergency access?						Yes	No	Unknown	
Have all emergency routes been identified?						Yes	No	Unknown	
Estimated debris to be removed tons/cubic yards						Unknown			
Potable Water Systems									
What type of systems?		Wells		Reservoirs		Water plants			
Number of facilities affected		Unknown							
Facility name									
Location									
Extent of damage		Most destroyed		Major damage		Minor damage		In use	
Time to return to service		Hours		Days		Weeks		Longer	
Is commercial power available?		Yes		No		Unknown			
Is generator power available?		Yes		No		Unknown			
Service area of facility		Unknown							
Service population of facility		Unknown							
Has water been contaminated?		Yes		No		Unknown			
Is distribution system operational?		Yes		No		Unknown			
Will water be required (potable)?		Yes		No		Unknown			
How much potable water may be needed (3 gallons/person/day)?									
Remarks/Comments									
Summary/Recommendation Statement									
Team Leader		Date				Time			

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ATTACHMENT 10: RNA Report – Fire/Urban Search and Rescue.

Fire/Urban Search and Rescue		Incident				Reporting Unit			
Disaster Number		Date/Time Prepared				Prepared By			
Observation Information									
Weather/Temperature									
Agency/Organization									
Survey Method		Aircraft		Windshield		Interview			
Location									
Latitude		Longitude							
Type of Area		Urban		Suburban		Rural		Industrial	
Are there fire incidents in progress?						Yes	No	Unknown	
Do fire incidents exceed capabilities of available resources?						Yes	No	Unknown	
Are there US&R incidents in progress?						Yes	No	Unknown	
Need for Fire/US&R resources for other hazard reduction activities?						Yes	No	Unknown	
Estimated debris to be removed tons/cubic yards						Unknown			
Incidents in Progress									
	Fires				US&R				
Building Type	Attended		Victims		Attended		Victims		
	Yes	No	Yes	No	Yes	No	Trapped	Missing	
Commercial									
Industrial									
Health care									
Educational									
Religious									
Apartments									
Houses									
Mobile/Modular									
Hotels/Motels									
Other									
Total									
Resources	Fire				US&R				
	Local		Other		Local		Other		
	Assigned	Available	Assigned	Available	Assigned	Available	Assigned	Available	
Personnel									
Apparatus									
Summary/Recommendation Statement									
Team Leader		Date				Time			

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ATTACHMENT 11: RNA Report – Mass Care.

Mass Care		Incident				Reporting Unit			
Disaster Number		Date/Time Prepared				Prepared By			
Observation Information									
Weather/Temperature									
Agency/Organization									
Survey Method		Aircraft		Windshield		Interview			
Location									
Latitude		Longitude							
Type of Area		Urban		Suburban		Rural		Industrial	
Shelter									
Number of Shelters Open		Estimated Population in Shelters							
Number of Shelters which need structural survey									
Number of Shelters Closed									
Due to Damage		Due to Population Demand							
Number of Shelters without		First Aid Support		Communications		Security			
Food Prep Capabilities		Power		Adequate Staffing (Agency Specific)					
Less than a 3 day food supply		Less than a 3 day water supply							
Unmet needs – Estimated number and locations									
Food/Feeding									
Number of Fixed Feeding Facilities (not counting shelters)									
Hot meal capability		Cold meal capability							
Local food stock available		Yes		No		Estimated number of days			
Adequacy of Staffing									
Status of Food Retailers and Wholesalers									
Unmet needs – Estimated number and locations									
Immediate Lifesaving Actions									
Summary/Recommendation Statement									
Team Leader		Date				Time			

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ATTACHMENT 12: RNA Report – Health and Medical.

Health and Medical		Incident		Reporting Unit	
Disaster Number		Date/Time Prepared		Prepared By	
Observation Information					
Weather/Temperature					
Agency/Organization					
Survey Method		Aircraft	Windshield	Interview	
Location					
Latitude		Longitude			
Type of Area	Urban	Suburban	Rural	Industrial	
Population Information					
Total population		Unknown			
Total hospitals		Unknown			
Total hospital beds		Unknown			
Hospital System Status					
Number of hospitals fully operational		Unknown			
Number of emergency departments accepting patients		Unknown			
Number of inpatients		Unknown			
Number of hospital beds		Unknown			
Number of patients to be evacuated		Unknown			
Ambulatory		Unknown			
Non-ambulatory		Unknown			
Primary Care Clinic Status (Public/Private)					
Number of primary care clinics		Unknown			
Number of operational primary care clinics		Unknown			
Outpatient Pharmacy System Status					
Number of outpatient pharmacies		Unknown			
Number of operational outpatient pharmacies		Unknown			
Nursing Home System Status					
Number of nursing homes/special care facilities		Unknown			
Number of residents		Unknown			
Number of residents requiring evacuation		Unknown			
Number of non-ambulatory residents requiring evacuation					
Pre-hospital Emergency Medical Service (EMS) Status					
% of EMS systems operational		Unknown			
Is the number of ambulances in operation sufficient?		Unknown			
Is the radio dispatch system working?		Unknown			
Are roads passable?		Unknown			
Are EMTs available for duty?		Unknown			
Personnel Shortfalls					
Accessibility of Services					
Summary/Recommendation Statement					
Team Leader		Date		Time	

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ATTACHMENT 13 RNA Report – Hazardous Materials.

Hazardous Materials		Incident		Reporting Unit	
Disaster Number		Date/Time Prepared		Prepared By	
Observation Information					
Weather/Temperature					
Agency/Organization					
Survey Method		Aircraft	Windshield	Interview	
Location					
Latitude		Longitude			
Type of Area		Urban	Suburban	Rural	Industrial
Release Information Source					
Highway	Air Transport	Railway	Vessel		
Pipeline	Offshore	UST	AST		
Unknown	Fixed Facility				
Name of Fixed Facility					
Other					
Material Type					
Hazardous Substance	Oil	Other			
Radiological	Unknown				
Estimated Quantity					
Catastrophic	Major	Minor	Unknown		
Media Affected					
Air	Land	Water	Unknown		
Water Body					
Responders Present					
Yes	No	Unknown	If yes, whom		
Release Contained	Yes	No	Unknown	If yes, how?	
Summary/Recommendation Statement					
Priority		High	Low		
Team Leader		Date		Time	

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ATTACHMENT 14: Douglas County Disaster Declaration Agreement Form

Pursuant to C.R.S. 24-33.5- 709 a title 32 political subdivision of Government may declare a disaster by the principal executive officer. Douglas County must demonstrate that ability to manage the disaster is exceeded in three areas; damage, resources and funding ability. (1) Provide damage reports that demonstrate severe impacts to life, property and critical infrastructure. (2) Demonstrate that available local resources are committed or exhausted. (3) Show immediate lack of ability to fund costs associated with the disaster or demonstrates exigency and imminent funding deficits due to the disaster response.

Douglas County shall submit a disaster declaration form per the Douglas County Emergency Operations Plan (EOP) requirement for the execution of a disaster declaration agreement. The disaster declaration agreement is the document that assesses the level of support needed to structure the agreement and cost share. The following form shall be completed and is the principle structure for completing a formalized written agreement document if required.

Entity Declaring a Disaster: _____

Event Name or Location: _____

Disaster Type: _____

Date: _____ Time: _____

Principle Executive Officer: _____

Sheriff: _____ OEM: _____

Cross Check on Resources		Yes	No
1	Declaring Agency's resources are committed		
2	Local Mutual aid resources are exhausted		
3	County provided contracted resources are deployed		
If 1 & 2 are not checked yes, do not proceed with the disaster declaration agreement.			

Social Impacts: Life and Property

Description	Yes	No	Numbers
Deaths			
Injuries			
Displaced residents			
Missing persons			
Animals injured or killed			
Homes destroyed			
Homes damaged			
Businesses destroyed			
Businesses damaged			
Farms and ranches damaged			
Farms and ranches destroyed			
Livestock killed			
If deaths & displaced residents are present and all resources are committed, impact is demonstrated.			

Infrastructure Impacts-

Level 1- off-line for long term. Level 2- not working and repairs underway. Level 3- damaged but operational.

Description	Damaged	Destroyed	Level
Road systems			1---2---3
Sewer system			1---2---3
Water treatment facility			1---2---3
Water delivery system			1---2---3
Natural gas delivery system			1---2---3
Electrical grid			1---2---3
Telecommunications system			1---2---3
Governmental facilities			1---2---3
Hospital facilities			1---2---3
Long Term Care facilities			1---2---3
Airport facilities			1---2---3
Fire Stations			1---2---3
Law enforcement facility			1---2---3
Railways			1---2---3
Schools			1---2---3
Irrigation ditches			1---2---3

Resource Needs

Description	Yes	No	Cost share Sheriff / Local	Description
Need resource mobilization resources			/	
Need Interagency resources			/	
Need private sector resources			/	
PIO services			/	
Sheltering facilities			/	
Emergency animal sheltering			/	
Food / water resources			/	
Sanitation resource			/	
Security and site access control			/	
Road repair			/	
Medical Reserve Corps			/	
Transportation of victims			/	
Debris removal			/	

Notes: _____

Time that the agreement is in effect: _____

 Sheriff / OEM Personnel Signature

 Principle Executive Officer Signature

ATTACHMENT 15: Douglas County EOC Rapid Needs Assessment Report Form

Douglas County EOC Rapid Needs Assessment Report					
Jurisdiction/Unincorporated County		Incident Name:		Report Date:	Report Time:
Incident Location/Address			Type of Incident:		
LIFE SAFETY AND LIFELINE STATUS					
# of People Affected	Fatalities	Injured	# of Displaced	# of Sheltered	# of Evacuees
STRUCTURES IMPACTED			CURRENT WEATHER		
# Destroyed/Damaged		# Threatened		Wind Speed	
Residential				Wind Direction	
Commercial				Temperature	
Other				Relative Humidity	
FACILITIES STATUS:			STATUS OF LIFELINES:		
O = Operational N = Non-operational					
Fire Stations/Locations	O	N		O	N
			Electrical Power Systems		
			Natural Gas Distribution Systems		
			Fuel Distribution Systems		
			Water Systems		
Law Enforcement Facilities			Wastewater Systems		
			Food Distribution Systems		
			800 Mhz, DTRS		
PSAP/Dispatch Center Locations			VHF System		
			UHF System		
EOC Locations			Low Band System		
			ARES		
Local Government Locations			Telephone System Hardline		
			Cell Phone System		
			Internet Provider System		

	O	N	Status of Lifelines:	O	N
Public Works/Utility Yards			Bus Transit Systems		
			Light Rail Systems		
			Interstate		
			Highways		
Hospitals/Medical Locations			Railroad		
			Airport		
			Emergency Evacuation Routes		
Mass Care Facilities			Reverse Telephone Alert System		
Schools					
Television & Radio Stations					
Other					

Shelter Locations		Occupancy	
Location 1			
Location 2			
Location 3			
Location 4			
Imminent Hazards			
Refinery/bulk storage/pipeline facilities (List)			
Dams and levees			
Hazardous materials facilities			
Major unsafe structures			
Other			
Current Actions			
ESF – 1 Transportation			
ESF – 2 Telecommunications & IT			
ESF – 3a Road & Bridge Engineering			
ESF – 3b Debris Management			

ESF – 4 Fire Fighting
ESF – 5 Emergency Management
ESF – 6 Mass Care, Housing & Human Services
ESF – 7 Resources & Logistics
ESF – 8 Public Health
ESF – 9 Search and Rescue
ESF – 10 Hazardous Materials
ESF – 11 Animal Issues

ESF – 12 Public Service/Utilities		
ESF – 13a Law Enforcement		
ESF – 13b Evacuation & Traffic Management		
ESF – 14 Recovery		
ESF – 15 Public Information		
Service Organization Support		
Prepared by:	Email address:	Telephone Number:
Please submit EOC Assessment Report by the most expedient available means to the State Emergency Operations Center. Send as an attachment via WebEOC, Email address eocops@state.co.us , Fax Number 720-852-6753		

ATTACHMENT 16: State of Colorado Consequence Complexity Analysis

 State of Colorado Consequence Complexity Analysis (Appendix F)							
Incident Name				Type of Incident			
Date			Time	VAxWF=TP			
Ranking Element	Value of	Value of 1	Value of 3	Value of 5	Value Assign	Weight	Total Point
First Responder Safety	N/A	Low exposure with simple hazards easily mitigated.	Moderate exposure with several hazardous conditions mitigated through 215A	High exposure which requires multiple strategies to mitigate hazards. Additional SOFRs are needed.		5	0
Public Safety	N/A	Exposure to hazards can be mitigated through public contact (ie. face - to - face meetings or via the	Public must be managed to limit hazard exposures, voluntary evacuations.	Public exposure to hazards are imminent. Closures or highways and evacuations are mandatory.		5	0
Environmental Impact (Air & Water Quality)	N/A	No environmental impacts	Minimal environmental impacts.	Major environmental impacts occurring which will result in the deployment of specialized resources to combat the		4	0
Objectives	N/A	Objectives are easily achieved.	Objectives are moderately difficult to achieve.	Objectives are difficult to achieve or original objectives are eclipsed by new objectives. Several conflicts between objectives and constraints		4	0
Anticipated duration of Resource Commitment ordered by the IC	N/A	One to Three Days on scene	Four to Seven Days on scene	Eight Days or more on scene		4	0
Incident control/ stabilization measures to be protected	N/A	No incident control measures within or adjacent to the incident. No damage anticipated.	Several control measures to be protected within or adjacent to the incident. Minimal damage to be anticipated to	Numerous control measures within or adjacent to the incident. Severe and imminent damage is likely without commitment of specialized resources with appropriate		4	0
Critical Infrastructure / Key Resources (CI/KR) to be protected within the incident area.	N/A	No CI/KR within or adjacent to the incident.	Several CI/KR to be protected within or adjacent to the incident. Mitigation through planning and/or preparation is adequate. May require some	Numerous CI/KR within or adjacent to the incident. Severe damage is likely without commitment of specialized resources with appropriate skill level.		4	0
Evacuations needed or occurring	N/A	Not occurring, but pre - planning taking place	Small scale evacuations occurring	Both human and large animal evacuations occurring		4	0

Cultural and Natural Resource Values	N/A	No impacts to resources.	Several resource values will be impacted	Resource benefits are significant or the likelihood of negative impacts are		3	0	
Social and economic impacts / concerns	N/A	No impacts to economic values.	Moderate economic impacts exists.	High economic impacts exists. High internal and external jurisdictional interests and concerns		2	0	
Media interest / Public Interest	N/A	No controversy or media interest.	Media releases are issued, but no media are present or contacting PIO	Media present or contacting PIO during operations periods. National media present or		2	0	
Economic / Cost Benefit Analysis	N/A	Values to be protected or treated are less than costs of	Values to be protected or treated are equal to costs of management	Values to be protected or treated exceed costs of management actions.		2	0	
Threats to containment	N/A	Low risk of incident escaping established perimeter and active engagement or holding is required	Moderate risk of incident escaping established perimeter and active engagement or holding is required	Incident is certain to exceed established perimeter without aggressive engagement or holding actions and will result in a much more complex incident		3	0	
Current Organization Performance	N/A	Current organization performing within expectations and span of control, can develop and implement the IAP.	Current Organization struggling to develop and implement IAP, beginning to see overhead extended	Current Organization unable to develop and implement IAP, overhead extended, exceeds span of control. Incident requires multiple, branches, groups, division		3	0	
Disaster declaration	N/A	Local disaster declaration has been issued.	State assistance is required, but no Gubernatorial disaster declaration	A State disaster declaration has been issued. Request for federal assistance is being		1	0	
Multiple jurisdictions directly impacted	N/A	Incident is contained within one political jurisdiction.	Two political jurisdictions are directly impacted by incident.	Three or more jurisdictions are directly impacted by incident or are provided evacuation centers / shelters / etc.		3	0	
Special / Night Operations required / Unmet Needs (Donations & Volunteer Management)	N/A	No Special / Night operations are occurring. No current unmet needs	Special / Night operations are being conducted but only to monitor the situation. Night operations do not equate to the same level of activity as	Special / Night operations are on - going with high level of response intensity. Significant unmet needs currently being addressed		4	0	
POINT		0 to 92	Consider turning back to home	TOTAL			0	
		93 to 138	Consider ordering Type 3 IMT					
		139 to 184	Consider ordering Type 2 IMT					
		185 to 230	Consider ordering Type 1 IMT					
Prepared by:			Signature:			Date / Time:		
Position:			EOC INCIDENT PRIORITIZATION RANKING					
CDPS - Incident Complexity Analysis-3/03/15								

ATTACHMENT 17: RNA Community Sectoring/Profile Information

**Attach local Jurisdictional and/or Special District Sectoring Map Products
These need to be developed with GIS**