

# ROUTT COUNTY RESOURCE MOBILIZATION PLAN



**ROUTT**  
COUNTY  

---

**EMERGENCY OPERATIONS**

September 1, 2019

PREPARED BY  
**ROUTT COUNTY**  
**OFFICE OF EMERGENCY MANAGEMENT**

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The Routt County Board of County Commissioners hereby approves and adopts the Routt County Resource Mobilization Plan (RMP) dated September 1, 2019 this \_\_\_\_\_ day of August, 2019.

BY THE BOARD OF COUNTY COMMISSIONERS, ROUTT COUNTY, COLORADO.

\_\_\_\_\_  
M. Elizabeth Melton, Chair

Vote:	Beth Melton	(Aye)	(Nay)	(Absent)
	Doug Monger	(Aye)	(Nay)	(Absent)
	Tim Corrigan	(Aye)	(Nay)	(Absent)

APPROVED AS TO FORM

**ROUTT COUNTY ATTORNEY'S OFFICE**

Date: \_\_\_\_\_ By: \_\_\_\_\_

## OVERVIEW

### Purpose

- A. The purpose of the Routt County Resource Mobilization Plan (RMP) is to provide clear and concise direction for resource mobilization and management of these resources within Routt County immediately following a disaster or major emergency. The RMP defines the process for requesting, ordering, receiving, employing, demobilizing, and financial accounting of resources to assist with disaster and emergency response.
- B. The goal is to provide clear guidance on how to mobilize and manage resources for the period of time from the initiation of the emergency to the delegation of authority to a regional or higher Incident Management Team (IMT), or until Routt County determines that emergency response operations are complete and any further response and recovery operations can be successfully managed by regular departmental authorities and processes.

### Scope

The scope of the RMP is limited to the events occurring within the boundaries of Routt County.

### Authority

The RMP operates under the authority of the Routt County Emergency Operations Director as specified in the Emergency Operations Plan (EOP). The plan is maintained through the Routt County Office of Emergency Management (OEM) and will be coordinated through the Routt County All-Hazards Multi-Agency Coordination (MAC) Group. The Routt County All-Hazards MAC Group and operational stakeholders review procedures, validate resource mobilization practices, and make recommendations to improve the overall resource mobilization system in Routt County.

### Plan Validation

- A. The RMP will be incorporated into the Routt County EOP as part of the Emergency Support Function (ESF) 7 – Logistics Management and Resource Support annex. The validation process follows the following procedures and will be completed after an annual review or substantial plan update outside of the scheduled review:
  1. Draft version of plan completed and distributed to the All-Hazards MAC Group for review.
  2. Review period is two (2) weeks and all recommendations are submitted in writing to the Routt County OEM.
  3. Change recommendations are evaluated by Routt County OEM as plan administrator, incorporated as required into the plan, and then the revised plan is submitted to the Routt County Board of County Commissioners (BCC) for approval.
  4. The new version of the plan will be distributed to all users.

- B. The plan review cycle begins in November of each year and will be completed within 30 days. The All-Hazards MAC Group or the plan administrator may request an unscheduled review. Reasons for an unscheduled update may include changes in resource database information, after action improvements, or legislative changes.

### Plan Implementation

- A. The Routt County Board of County Commissioners (BCC) identified the Routt County Emergency Operations Director to carry out the responsibilities mandated in C.R.S. 24-33.5-707 (4). The BCC, by the adoption of the Routt County EOP, herein designates the position of Routt County Emergency Operations Director to have the full authority to conduct the responsibilities and duties of the Routt County Office of Emergency Management (OEM). The Routt County RMP is implemented when the Emergency Operations Center (EOC) is activated at any level, or when Routt County Communications' (Dispatch's) resource management capabilities are exceeded and the Emergency Operations Director is notified by either Dispatch or the established Incident Commander (IC) and requested to assist with obtaining additional resources. If unable to contact the Emergency Operations Director, Dispatch will notify the following individuals in the order provided:
- Routt County Sheriff
  - Routt County Emergency Management Specialist
  - Routt County Deputy County Manager
- B. The Routt County Emergency Operations Director, or one of the designees identified above, will activate the EOC at the appropriate level, or the necessary Emergency Support Functions (ESFs), per the EOC Activation and Operations Guide. Activation of the EOC at any level automatically activates the EOP and its annexes.
- C. The Routt County EOP is intended to be used when a situation requires the participation and coordination of multiple agencies, offices, or departments for effective and efficient emergency response management activities, an emergency or disaster declaration is made by the BCC or County Manager, or when an incident escalates beyond the capabilities of Routt County and it is necessary to seek regional, state, or federal assistance.

### Local Resource Mobilization Guidance

- A. Resource mobilization is divided into two (2) areas: (1) Dispatch operations; and (2) EOC operations.
1. Dispatch operations: Routt County Dispatch receives initial emergency calls and makes resourcing decisions based on Incident Commander requests using existing local resources and mutual aid agreements when possible. When local and mutual aid resources are unavailable or specialized resources are required that are not part of a mutual aid agreement or resident within Routt County, Dispatch notifies the Routt County Emergency Operations Director or one of the designees.



2. EOC operations: The Emergency Operations Director may activate the necessary ESFs or the EOC as an incident becomes more complex and more resources are required. The EOC Resource Management Section is responsible for identification and location of resources, ordering, staging, points of distribution, transportation, and demobilization. The Finance Section is responsible for reimbursing providers for resources deployed beyond any mutual aid agreements and obtaining and maintaining all necessary documentation.

### Concept of Operations

- A. Resource mobilization and management authorities and processes will evolve as the scope and complexity of an incident increases. For most emergencies, Routt County Dispatch will be able to order resources requested by the local IC. However, when resource ordering and tracking interferes with Dispatch's ability to support public safety, or when resources are required that are not included in mutual aid agreements or are beyond the reach of Dispatch, then the Emergency Operations Director will be notified. The Emergency Operations Director will determine the best way to obtain the additional resources and whether to activate the EOC and EOP. Resource ordering and tracking will transition to the Resource Management Unit when the EOC is activated. EOP activation authorizes emergency spending by the Emergency Operations Director.
- B. The Routt County Purchasing Office and Routt County OEM will maintain a roster of agencies and commercial providers of resources that can quickly provide resources when required during times of emergency, to include government and commercial providers throughout Routt County as well as neighboring counties. Emergency purchasing authorities and processes shall be maintained by the Purchasing Office in the Routt County Purchasing Manual.
- C. The Emergency Operations Director is provided the authority to manage the emergency support operations by the BCC, to include making individual emergency purchases up to \$10,000, and a total emergency spending for a single incident up to \$100,000. The Emergency Operations Director will inform the County Manager's Office of the status of the incident, to include expenditures, as soon as the opportunity presents itself. Once emergency spending limits are reached then the Emergency Operations Director will either obtain approval from the County Manager's Office for any additional expenditures, or get approval for an increase to pre-approved limits.
- D. The Finance Section will maintain all necessary documentation to ensure complete and accurate reimbursement for resources provided. This includes pertinent mutual aid and cost share agreements, all invoices, crew time reports, and equipment shift tickets. The final stage for demobilization of any resource is to check in with the Finance Section to ensure all necessary documents are provided. The Finance Section will also maintain and provide upon request a daily burn rate for expenditures and total cost of the response operations. Total cost includes approved resources ordered but not yet received, total payments, costs to county, and total cost. This information will be provided to the Routt County Accounting Office in totality upon deactivation of the EOC.

## LOCAL PROCEDURES

### Local and Regional Resource Mobilization and Management Procedures

- A. The Routt County Emergency Operations Director has full authority as provided by the Routt County BCC to conduct the responsibilities and duties of the Routt County OEM, including ordering and mobilizing resources, requesting mutual aid, and spending to respond to an emergency or disaster, until official delegation has been made to an Incident Management Team (IMT) by the County Manager or BCC. This authority is intended to remove any undue delays in the procurement and employment of necessary resources to save lives, minimize suffering, and protect property throughout the county prior to, during, and immediately following emergencies or disasters.
- B. In-county mutual aid requests may be made directly by the IC via Routt County Dispatch, such as requesting additional fire suppression support from other Routt County Fire Protection Districts (FPDs), heavy equipment from Routt County Road & Bridge, law enforcement from the Routt County Sheriff's Office (RCSO), or personnel or equipment support from Routt County Search & Rescue. For wildland fires, the IC may also directly request fire suppression support from Craig Interagency Dispatch. However, the IC shall inform the Emergency Operations Director of these requests at the earliest opportunity. Requests for additional support that is not provided by a local response agency or available through previous agreement will be placed through the Emergency Operations Director if the EOC is not activated.
- C. Larger events that are likely to span multiple operational periods and require multiple response agencies create greater complexity for resource management. These events also increase the strain on Dispatch as they perform resource management functions simultaneously with day-to-day public safety tasks. The Emergency Operations Director will initially support the increased resource management operations as required by directly notifying the appropriate county departments or mutual aid partners and coordinating the necessary support. The Emergency Operations Director will analyze the hazard and response requirements with the IC and determine whether EOC activation is required to provide effective management and support to the IC.
- D. Once the EOC is activated, a dispatcher will be provided to the EOC to assist the Resource Management Section during this transition and ensure resources already ordered by Dispatch are transitioned to the tracking mechanism employed by the EOC.
- E. Various tracking mechanisms will be employed as the incident develops and advanced management capabilities evolve. Initially, resource management is accomplished by Dispatch via the Computer Aided Dispatch (CAD). If the Emergency Operations Director activates the Routt County Type 4 Incident Management Team (IMT) or components of the EOC then IMT Logistics and the EOC Resource Management Unit will initially track resources ordered on manual spreadsheets provided by OEM. While the EOC is becoming fully operational, the Resource Management Unit may elect to employ a T-Card system in the EOC for a better visual display of resource status for all EOC participants. Once the EOC is fully operational and connectivity is fully established, WebEOC will be used for ordering and tracking resources.

- F. The preferred method for the IC to request resources is by utilizing the ICS 213RR forms. It is important that the IC or his/her staff request a capability and not a specific resource. However, if the IC is familiar and experienced with local resources then he/she may recommend a specific provider. In the event it is not feasible to use the 213RR, the IC or his/her staff may make the resource request via other means. Typically, this can be done face-to-face with the Emergency Operations Director if they are co-located, or via telephone or radio. Once the request information reaches the Resource Management Unit for the EOC then the information will be initially recorded on a paper 213RR and on the OEM Resource Tracking spreadsheet, and eventually recorded in WebEOC once the EOC is fully operational.
- G. While resource orders are normally managed through WebEOC, support requests for wildland fires are initially made through Craig Interagency Dispatch. Regardless of the resource ordering mechanism, the EOC will track the status of all resources ordered and employed using one of the previously mentioned systems, will maintain all documents pertaining to reimbursement (mutual aid agreements, cost share agreements, etc.) and collect and maintain all crew time reports, equipment shift tickets, and invoices.
- H. Resource requests approved by the Emergency Operations Director are sent to IMT Logistics, the Resource Management Unit in the EOC, or the purchasing representative in the EOC for actual ordering. The Resource Management Unit will inform the Planning and Operations Sections of the status of all ordered resources so that plans can be updated and the IC can most effectively use the resources assigned to the event.

**Resource Mobilization Infrastructure**

- A. Routt County OEM is responsible for the development of resource mobilization infrastructure. The infrastructure utilized in the RMP is evaluated on the type of infrastructure, function, operations and maintenance responsibility, and physical location. Each infrastructure type provides a capability needed to identify, notify, acquire, dispatch, and mobilize resources to an event. The infrastructure used in the Routt County RMP integrates local, state, and federal systems.

Table 1 below identifies the infrastructure to manage resource mobilization in Routt County:

Resource Infrastructure	Function	Responsibility For Operating	Responsibility For Maintaining	Location
Public Safety Answering Point (PSAP) and CAD System	Maintains 911 system resources and performs dispatching	Routt County Communications (RCC)	RCC	Routt County
WebEOC Resource Status	Track status and location	Local EOC	Local OEM	State WebEOC at the State EOC
WebEOC ICS 213RR Form	Ordering Form in WebEOC	Local EOC	Local OEM	Local EOC
Federal Interagency Dispatching Centers	Inventory of ROSS resources in the Federal System	Regional Interagency Dispatch	Regional Interagency Dispatch	Craig Interagency Dispatch

Table 1

B. Routt County Dispatch is capable of requesting additional resources for most emergencies that occur in the county, including the five FPDs, RCSO, Routt County Search & Rescue, and Steamboat Springs, Oak Creek, and Hayden Police Departments, as well as resources that are owned and operated by other agencies and jurisdictions and deployed through mutual aid agreements. However, as the scope of an emergency increases or additional resources beyond what Dispatch normally coordinates or what is available in Routt County are required, resource ordering will require increased authority. Resource ordering will transition at this time to the Emergency Operations Director, the IMT, or the EOC.

Table 2 below identifies the different actions required for certain events and ordering authorities:

Trigger	Measures	Ordering Authority
Request for support	<ul style="list-style-type: none"> <li>• First responders request additional support from Routt County Dispatch</li> <li>• Additional resources available within county and are in regular communication with Dispatch</li> <li>• Dispatch capable of requesting additional resources</li> </ul>	RCC Dispatch or local IC
Local resources exhausted or not available	<ul style="list-style-type: none"> <li>• Routt County resources already committed to an event or otherwise unavailable</li> <li>• Dispatch task-saturated or overwhelmed by current events</li> <li>• Mutual aid agreements in place with resources external to Routt County</li> <li>• Specific capabilities requested that are not organic to Routt County first responders</li> <li>• Specific capabilities requested that exceed or not included in Routt County capabilities</li> </ul>	Routt County Emergency Operations Director
Mutual aid capabilities exceeded or not available	<ul style="list-style-type: none"> <li>• Specific capabilities required that are not available via mutual aid</li> <li>• Contracting required to obtain additional resources</li> <li>• Cost share agreements required with responding agencies</li> <li>• Type 4 Incident Management Team (IMT) required to manage response efforts</li> <li>• Routt County EOC Level 3 activation</li> </ul>	Routt County Emergency Operations Director, may be delegated to Type 4 IMT IC; EOC Resource Manager
Multi-jurisdictional response required, including local, state, and federal government	<ul style="list-style-type: none"> <li>• State or federal assistance required for one or more capabilities</li> <li>• Dedicated resource tracking required to manage multiple contracts and external resource providers</li> <li>• Type 3 IMT required to manage response efforts</li> <li>• Routt County EOC Level 2 activation</li> <li>• State EOC partial activation expected</li> </ul>	Routt County Sheriff and Routt County Emergency Operations Director; EOC Resource Manager

<p>Large segment of county population and businesses affected, extensive recovery time and effort expected</p>	<ul style="list-style-type: none"> <li>• Routt County EOC Level 1 activation</li> <li>• State EOC activation required</li> <li>• Local emergency or disaster declaration likely</li> <li>• Evacuation and sheltering expected</li> </ul>	<p>Routt County Emergency Operations Director and County Manager; EOC Resource Manager; Type 2 or 3 IMT (as delegated)</p>
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Table 2

**Authority to Request State Resource Mobilization**

- A. The process to implement the State Resource Mobilization Plan begins at the local level. The process is described below and graphically represented in the Routt County Resource Ordering System flow chart (Appendices A). The authority to request state resource mobilization resides with the following individuals:
  - Routt County Emergency Operations Director or designee
  - County Sheriff
  - County Manager
  - Board of County Commissioners
  - Incident Commander acting under a direct delegation of authority from any of the above
- B. The key prerequisite for requesting state resource mobilization under the RMP is to expend local and mutual aid resources prior to implementation. The IC is responsible for incident management using the National Incident Management System (NIMS) and coordination of resources assigned to the incident.
- C. Mobilization can be initiated by any of the above authorities through the Colorado Department of Public Safety OEM Regional Field Manager at (970) 846-3912 and the Colorado Emergency Operations Line (24 hours) at (303) 279-8855.

**Disaster Declarations and Authorities**

- A. When a local disaster declaration is declared and local resources are demonstrated to be exhausted, access to state held resources, funding, and support is achieved through the activation of the State Emergency Operations Plan (SEOP).
- B. Local Disaster Declaration
  - 1. The principle executive officer of a jurisdiction has the authority to declare a disaster and delegate authority or responsibilities to effectively manage disaster response under C.R.S. 24-33.5-709. A local jurisdiction, specifically a special district or municipality, will declare an emergency when their response capabilities are exceeded and they request support from the county. The disaster declaration shall be promptly filed with Routt County OEM, the County Manager, and County Recorder. If the county’s response capabilities are also exceeded then the county will also make a local disaster declaration to the state. Once the disaster is declared, local ordinances/ resolutions, regulations, emergency policies, and the implementation of the Routt County EOP take effect.

2. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Even though a local state of emergency declaration can be initiated by a county at any time, it should be declared prior to requesting response or recovery assistance from the state. Doing so informs state decision-makers that an emergency situation exists beyond the response or recovery capabilities of the local jurisdiction.
3. The effect of a declaration of a local disaster is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.
4. The declaration of a local disaster automatically activates the local EOP. By activating the local plan, the jurisdiction will have access to policies, procedures, and agreements that are not necessarily available during day-to-day operations. These measures pertain to:
  - Performance of public works
  - Entering into contracts
  - Incurring obligations
  - Hiring permanent/temporary workers
  - Using volunteers
  - Securing rental equipment
  - Acquisition and distribution of supplies
  - Appropriation and expenditure of public funds
  - Emplacing measures to prevent price gouging
  - Transportation regulations
  - Resource mobilization and management

Before implementing any emergency policy, carefully consider what conditions should be met to return to normal business practices.

### State and Federal Declaration of Emergency / Disaster

- A. If Routt County determines the emergency or disaster is beyond its ability to effectively respond, a state of emergency can be declared by the governor through an executive order or proclamation (C.R.S. 24-33.5-704). Routt County OEM will accumulate and prepare supporting documentation for the declaration through damage assessment and emergency support function information. The action of the governor will be in support of the local jurisdiction's expressed needs. The declaration of a state of disaster or emergency by the governor serves to activate the emergency response, recovery, and mitigation phases of the state and local emergency management plans and provides the authority for the mobilization and deployment of all resources required for the execution of these emergency plans.
- B. When state and local resources are inadequate to effectively respond to a major disaster, the Stafford Act allows for federal assistance through a Presidential Disaster Declaration. This assistance is requested by the governor if the situation meets the criteria for a declaration. The governor submits a written request to the President through the Federal Emergency

Management Agency (FEMA), Region VIII, in Denver, Colorado. FEMA gathers information to supplement the governor's request and this is sent to the president who determines the final disposition. The disposition of the request is transmitted through FEMA Region VIII back to the governor. FEMA is tasked with coordinating the response of federal agencies with state and local governments.

## EOC PROCEDURES FOR ORDERING RESOURCES EXTERNAL TO ROUTT COUNTY

### EOC Resource Ordering Verification and Authorization Process

- A. Ordering out of county resources carries a financial exposure to the county. No resource shall be ordered through the EOC unless proper authorization is obtained prior to the order being placed.
- B. The Emergency Operations Director has the authority to request resources as necessary and will update the BCC and County Manager of any resources requested outside of the county at the earliest opportune time. If the EOC and EOP are activated, the Emergency Operations Director will obtain any spending limitations from the BCC and County Manager and provide guidance to EOC Resource Management and EOC Finance on procurement process, authorities, and limitations.
- C. Reimbursement. It is imperative that all delegations of authority, to include ordering and spending authorities, are annotated, current, and maintained. Assumption of Control forms must also be signed by the appropriate authorities and dated. If a local disaster is declared, a local disaster declaration must be signed and dated by the County Manager and BCC. These forms will accompany any requests for reimbursement from the state.
- D. Procedure for Ordering Resources
  - Local disaster declaration is prepared (if applicable) and appropriate forms are initiated. A local disaster declaration does not have to be made in order to implement the RMP. It is understood that a small-scale or non-emergency incident may require specialized resources that are not available locally or through mutual aid and that the RMP can be implemented for those necessary resources.
  - A Resource Order Form (ICS 213RR) is completed for any resources requested through State via the Emergency Operations Director. Complete the ICS 213RR using resource typing definitions with specific job assignments for responding resources, travel radio channel, Agency Having Jurisdiction (AHJ) point of contact, other contact numbers, and staging area location and address.
  - The EOC or the Emergency Operations Director is responsible for communicating which resources are currently involved, what types of resources are being requested, and the anticipated assignment. Colorado OEM duty officer confirms request and initiates State EOC/MACC activation as appropriate.
  - Colorado OEM and DFPC Field Managers will provide technical assistance for resource ordering.
  - An Initial Incident Situation Report should be provided to Colorado OEM as soon as is practical.

## Resource Ordering Using WebEOC Resource Management System

- A. Resource ordering in Colorado is a continuum of processes. When the resource requirement exceeds what is available through dispatch centers and mutual aid then external support is required. As an incident grows and staffing increases, resource ordering may transition from dispatch to a logistics section, incident management staff position, or ESF as necessary. Resource ordering can be done at the ICP or at the EOC, depending upon local agreements and processes.
- B. The purpose of the statewide resource management system is:
  - To provide one location for all emergency managers and first responders to locate resources within the state;
  - To gain access to contact details used to order those resources; and
  - To provide a status tool that is accessible across the state.
- C. Through use of the statewide resource ordering system, emergency managers and first responders will have quick access to resources in their own jurisdictions, neighboring jurisdictions, and those across the state.
- D. The Colorado Office of Emergency Management will maintain the resource status boards in WebEOC. Stakeholders from the emergency management and first responder communities will have input into WebEOC and development of the system through established working groups.

## Database Management

- A. The effectiveness of the statewide resource ordering system is dependent on the accuracy of the information in the database. All the data in the system, which is maintained in WebEOC, comes directly from the Colorado Resource Mobilization System. However, it is the responsibility of each jurisdiction and resource owner to maintain accurate information in the system. At this time, the WebEOC database is the only location where data should be entered.
- B. Local jurisdictions or resource owners will update the database when new information is made available or at least semi-annually to ensure the list of resources and all the supporting information such as contact numbers is accurate.
- C. To edit a resource:
  1. Open the statewide Resource Status Board in WebEOC;
  2. Select the Jurisdiction (County) filter for your agency;
  3. Select the resource category as appropriate for the resource you are editing;
  4. Click on “Details” to the right of the resource you are editing;
  5. Click on “Edit” on the top right of the window;
  6. Add or change the information as needed;
  7. Click on “Save” on the top left of the window; and
  8. Click on “Return to List” to see the full resource list again.



- D. To add a resource:
1. In the WebEOC menu, click on the blue plus sign (+) to the right of the “Statewide Resource Status Board” link;
  2. Complete the fields of the “New Record” form that pops up. Leave the default status of “Not Reported” unless there is an active incident or event; and
  3. Click “Save.”

## Locating, Ordering, and Status Maintenance

- A. Emergency managers and first responders have access through this system to locate, order, and status resources across the state. The system provides a tool for quickly mobilizing statewide resources, determining resources assigned to an incident and managing draw-down.
- B. Definitions:
1. Requesting Agency: Defined as the agency having jurisdiction. The request can be processed through any locally preferred ordering point, typically the ICP or the local EOC.
  2. Assisting Agency: Defined as the agency providing requested resources.
- C. The assisting jurisdiction is responsible for changing the “Status,” “Assigned Incident,” “Assigned Jurisdiction,” and “Location Data” fields once it fills a resource request. Once on the incident, the requesting jurisdiction/incident command will maintain the resource status. This may be accomplished at the ICP or at the EOC per local agreement.
- D. Statuses will default to “Available Local,” allowing jurisdictions may set their status to a locally preferred status. This allows for a more accurate list of resources available statewide, as it does not assume resources are available at all times. It allows a jurisdiction to make a percentage of their resources available when needed by another jurisdiction, while still maintaining adequate resources to meet local needs.

## Demobilization

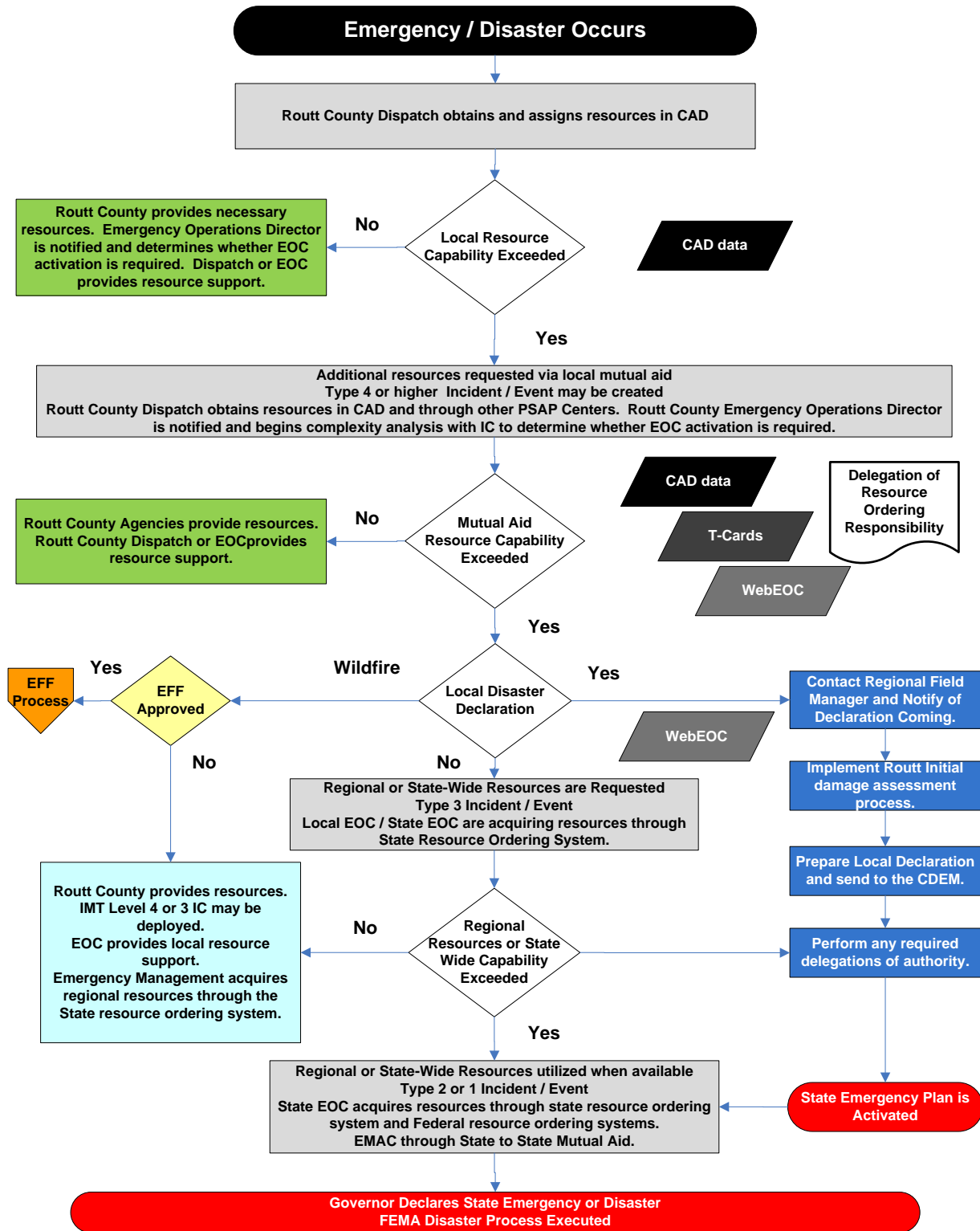
- A. It is the responsibility of the IC to be fully aware of the extent and capacity of resources at his or her disposal. The demobilization process is as important as mobilization in maintaining the IC’s knowledge of resources available at any given time. The IC is responsible for ensuring that a demobilization plan is developed and preferably distributed 24 hours prior to the first anticipated release. The plan will involve personnel from all ICS functions in order to provide full resource accountability.
- B. Effective demobilization requires that personnel sign out of service and depart from the incident scene in an organized and responsible manner. To facilitate an orderly and cost effective demobilization process, an accurate and complete compilation of records of time, supplies, and equipment expended in handling an emergency incident is essential.
1. All mobilized personnel will insure that their demobilization orders are validated by the Plans Section;

2. All supervisors will verify all personnel are accounted for, all equipment is properly accounted for, and all forms are properly completed and signed;
  3. Demobilization will include stops at the Logistics and Finance Sections to communicate and sign-off on all emergency repairs on equipment (The Finance Section Chief must approve of these prior to demobilization);
  4. The Demobilization Unit Leader will inform the SEOC when resources are released, anticipated travel route, and estimated time of return; the state will notify the home agency;
  5. Demobilized resources will return directly to their home agency or other assignment; and
  6. All personnel will complete the required forms and reports of their assigned position.
- C. Demobilizing resources in the system allows resources to be requested again as needed and jurisdictions to view an accurate list of resources assigned to an incident.
- D. The requesting jurisdiction EOC or assisting jurisdiction is responsible for changing the “Status,” “Assigned Incident,” and “Assigned Jurisdiction” fields once the resource is demobilized according to local policy.
- E. Procedure to demobilize a resource:
1. Open the Statewide Resource Status Board in WebEOC;
  2. Click on “Details” to the right of the resource you are editing;
  3. Click on “Edit” on the top right of the window;
  4. Change these three fields, as appropriate:
    - a. Status to Demobed to indicate to resource owner that their resource is released;
    - b. Assigned Incident to blank;
    - c. Assigned Jurisdiction to blank;
  5. Click on “Save” on the top left of the window; and
  6. Click on “Return to List” to see the full resource list again.

**PLAN DEVELOPMENT AND MAINTENANCE**

- A. Routt County OEM is responsible for maintaining, updating, and disseminating the RMP.
- B. While Routt County OEM actually produces the RMP, it does go through extensive coordination with its whole community partners. The most common method to achieve this coordination is the Routt County All-Hazards MAC Group. Routt County OEM convenes the All-Hazards MAC Group at least quarterly with a specific agenda provided for each meeting.

APPENDIX A  
 Routt County Resource Ordering System



**APPENDIX B**  
**Acronyms**

AHJ	Agency Having Jurisdiction
BCC	Board of County Commissioners
CAD	Computer Aided Dispatch
CO-OEM	Colorado Office of Emergency Management
CRS	Colorado Revised Statute
CSFS	Colorado State Forest Service
DEM	Division of Emergency Management
DFPC	Division of Fire Prevention & Control
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EFF	Emergency Fire Fund
ESF	Emergency Support Function
FEMA	Federal Emergency Management Association
FPD	Fire Protection District
FSA	Farm Service Agency
IC	Incident Commander
ICS	Incident Command System
IMT	Incident Management Team
MAC	Multi-Agency Coordination
MACC	Multi Agency Coordination Center
NIMS	National Incident Management System
OEM	Office of Emergency Management
PSAP	Public Safety Answering Point
RCC	Routt County Communications
RCSO	Routt County Sheriff's Office
RMP	Resource Mobilization Plan
ROSS	Resource Ordering and Status System

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SEOC	State Emergency Operations Center
SEOP	State Emergency Operations Plan
USDA	United States Department of Agriculture
WebEOC	Web Based Emergency Operations Center

## APPENDIX C

### Definitions

**Agency Having Jurisdiction** – An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

**Board of County Commissioners** – A county commission is a group of elected officials charged with administering the county government in some states of the United States.

**Computer Aided Dispatch** – Also called computer-assisted dispatch, is a method of dispatching taxicabs, couriers, field service technicians, mass transit vehicles or emergency services assisted by computer.

**Emergency Management Assistance Compact** – A mutual aid agreement among states and territories of the United States. It enables states to share resources during natural and man-made disasters, including terrorism. EMAC is used alongside federal **assistance** or when federal **assistance** is not warranted.

**Emergency Operations Center** – A central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level during an emergency, and ensuring the continuity of operation of a company, political subdivision or other organization. An EOC is responsible for strategic direction and operational decisions and does not normally directly control field assets, instead leaving tactical decisions to lower commands. The common functions of EOCs is to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals.

**Emergency Operations Plan** – The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

**Emergency Support Function** – The grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents. Emergency Support Functions use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

**Federal Emergency Management Agency** – An agency of the United States Department of Homeland Security, initially created by Presidential Reorganization Plan No. 3 of 1978 and implemented by two Executive Orders on April 1, 1979.

**Fire Protection District** – A political district established for the purpose of providing fire protection and response to emergencies within its district boundaries.

**Incident Command System** – A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander** – The person responsible for all aspects of an emergency response; including quickly developing **incident** objectives, managing all **incident** operations, application of resources as well as responsibility for all persons involved.

**Multi-Agency Coordination** – Provides the basic architecture for facilitating the allocation of resources, incident prioritization, coordination and integration of multiple agencies for large-scale incidents and emergencies.

**National Incident Management System** – A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**Office of Emergency Management** – An agency at the local, tribal, state, national or international level that holds responsibility of comprehensively planning for and responding to and recovering from all manner of [disasters](#), whether man-made or natural.

**Public Safety Answering Point** – Sometimes called "public safety access point", is a call center in Canada and the United States responsible for answering calls to an emergency telephone number for police, firefighting, and ambulance services.

**Resource Management** – A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid and assistance agreements; the use of special Federal, state, territorial, tribal, and local teams; and resource mobilization protocols.

**Routt County Communications** – A consolidated PSAP (Public Safety Answering Point) providing public safety communication services for over 30 agencies in Routt County, including local and county law enforcement, emergency medical services, fire protection, Colorado Division of Wildlife, Colorado State Parks, and local and county public works.

**Web Based Emergency Operations Center (WebEOC)** – A web-based information management system that provides a single access point for the collection and dissemination of emergency or event-related information.