



Emergency Response and Preparedness Plan (ERPP) Annual Update

*In order to mitigate life-safety hazards to occupants of private property within the Poudre River floodplain, Chapter 10 of City Code requires for additions, substantial improvements, change of use, redevelopment and/or new development that private property owners demonstrate flood-preparedness through the development and implementation of a site-specific **Emergency Response and Preparedness Plan (ERPP)**. The plan includes, at a minimum, conditions and methods for emergency preparedness and evacuation from the property.*

*This **Annual Update** form shall be completed by the private property owner and submitted to the City during the first quarter of the calendar year for ERPP's requiring no changes. If updates and/or revisions to the plan are necessary, an updated ERPP must be submitted to the City along with the Annual Update form.*

Applicant Information

Name of Business: _____	Business Phone Number: () _____
Name of Responsible Party: _____	Primary Phone Number of Responsible Party: () _____

Annual Review of Emergency Response and Preparedness Plan (ERPP)

The following questions are intended to identify whether it is necessary to prepare and submit an updated ERPP to the City. If the answer to any of the following questions is "Yes", then That portion of the ERPP needs to be updated and submitted to the City.

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| a. Are there any changes to the Authorized Persons and their respective contact information? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b. Has the Responsible Party identified in the approved ERPP changed? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c. Have there been any alternations or changes to ground elevations on the property (i.e. landscaping, parking lots, etc.) that could require an updated determination of the lowest elevation on the property? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d. Review the primary and secondary evacuation routes. Are there any changes to these routes that would prevent their use? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| e. Have you changed your methods for receipt of flood warning notices? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| f. Are there any changes to the information contained in the "Identification and Assignment of Personnel to Implement Plan (Chain of Command)" section of the approved ERPP? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| g. Are any changes proposed to the procedures for notifying employees, customers and other building occupants as outlined in the approved ERPP? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| h. Are any changes appropriate or required to the designated trigger event for either: | | | | |
| 1. Emergency Response Preparation Process? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Evacuation process? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| i. Are any changes proposed to the "Rally Point(s)" identified in the approved ERPP? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| j. Have there been any changes to the property (i.e. building, equipment) that necessitate additional procedures to protect the property from damage or hazardous conditions during a flood event? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| k. Does the evacuation route and shelter in place signage need to be updated? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| l. Do the mandatory training procedures and process need to be updated based on change in business operations, staffing, or other factors? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Annual Review of ERPP

Submitted Date: _____

Accepted Date: _____ City Staff Signature: _____

By signing this Annual Update, I certify that the approved ERPP on file with the City of Fort Collins remains applicable and does not require updating or has been updated and is hereby resubmitted in addition to this annual update form. I understand that this property is at risk of flooding and that the ERPP is a tool to help in the planning and response for potential flood events. In the first quarter of each year I agree to: 1) review the ERPP and submit any changes to Fort Collins Utilities; and 2) if there are no changes to the ERPP, I will submit the necessary paperwork documenting that the plan has been reviewed, and 3) I will conduct a practice drill of the ERPP. I understand that the ERPP may not consider all possible scenarios that could result in property damage or life-safety issues related to flooding and that it is my responsibility to be aware of the potential flood threat and to take appropriate actions to protect lives and property.

Signature of Responsible Party: _____