BERNALILLO COUNTY

ALL-HAZARD
EMERGENCY OPERATIONS PLAN

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Annex A	6/04	12/27/04
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Executive Summary

The All-Hazard Emergency Operations Plan, referred to in this document as the "Emergency Operations Plan" or EOP, describes how Bernalillo County will handle emergency situations and disasters. The EOP assigns responsibilities to County departments for coordinating emergency response activities before, during, and after any type of emergency or disaster. The plan EOP does not contain specific instructions as to how each department will respond to an emergency.

The goal of the EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. Although the EOP addresses emergency issues before and after an emergency, its primary goal is to assemble, mobilize and coordinate a team of responders and coordinators that can deal with any emergency

The EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. Four Emergency Action Levels describe the scope of an emergency and the activating resources necessary to respond to the event.

Specific emergency strategies include establishing the Emergency Management Steering Committee. This Committee consists of key departments such as Law Enforcement, Fire Department, Public Works, and Environmental Health to: 1) establish and monitor programs to reduce the potential for hazard events in the community through planning, review, and training; and 2) assist the local Office of Emergency Management (OEM) in developing and maintaining the EOP for the community.

During an emergency, all involved personnel will use the Incident Command System (ICS)[1] to employ emergency resources at the site.

The Emergency Operations Center (EOC) will coordinate additional resources when needed according to the EOP. The OEM will continue to use the EOP to restore the community after an emergency.

In February 2003, Presidential Directive (HSPD) – 5 was signed to facilitate a standard management approach to major incidents by establishing a comprehensive national incident management system (NIMS). The Secretary of Homeland Security will administrate NIMS as part of the National Response Plan (NRP). The National Response Plan is intended to integrate federal government into a single, all discipline, all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to "work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity." This EOP has been prepared to conform with NIMS

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[1] ICS is sometimes referred to as Incident Management System (IMS), but ICS will be used in this document. ICS is a standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

1. Purpose

The EOP describes how Bernalillo County will handle emergency situations and disasters. The plan assigns County departments responsibilities for emergency preparedness and planning and for coordinating emergency response activities and resources before, during and after any type of emergency or disaster. The plan does not contain specific instruction for each department in combating the disaster or emergency situation.

The EOP is the starting point for all other emergency plans in the County area. The plan provides broad guidelines for emergency management; thus enabling responsible departments and agencies to write detailed operational plans of their own.

2. Situations & Assumptions

Situations

The following tables and maps summarize the potential for emergency situations in Bernalillo County. Specifically, these tables include things, such as: Potential Hazards; Vulnerable Critical Facilities; Locations of Flood Plains; Critical Resource Dependencies on Other Jurisdictions; and, Characteristics and Policies of the Emergency Operations Plan Jurisdiction That May Affect Response.

A. Potential Hazards

The following list shows the general hazards facing Bernalillo County. Some hazards may generate other potential hazards and they are also listed.

Hazard No.	Initial Hazard	Probability	Other Hazards Generated	Primary Risk
1	Large fire (facilities, range, forest)	High/Medium	2,4	Lives, property, municipal infrastructure, and ruptured water mains from over demand.
2	Haz-Mat accident (highway, rail, facility, nuclear)	High/Medium	1,4,8	Lives, property, medical services for Haz-Mat routes.
3	Severe weather (snow/ice, rain, flash floods, high winds)	High/Medium	1,2,4,7,8	Reduced communications, municipal infrastructure, poorly constructed buildings.
4	Severe prolonged utility and communications loss	Medium/Low	1,10	Emergency services, residents, home health care.
5	Terrorist attack (conventional, nuclear, biological, incendiary, explosive)	Medium	1,2,4,5,6,7,8, 10,11	Lives, communications, property, and medical services.
6	Gang, prison, civil disturbance	High/Medium/Low	1,4	Lives, property.
7	Aircraft incident	Medium	1,2,8	Lives, medical services.
8	Mass casualty incident	Medium/Low	1,2,3,4,5,6,7,9, 10,11,12,13,14	Lives, medical services.
9	Earthquake	Low	1,2,4,8,10,13	Lives, property, infrastructure.
10	Major epidemic	Medium	8	Lives, medical services.
11	Explosion	Low	1,2,4	Lives.
12	Drought	Medium/Low	1,4,6,10	Water system.
13	Dam failure/slow rising water.	Low	2,4,8,10	Lives, property, agriculture, municipal infrastructure, and medical services.
14	Volcanic eruption	Low	1,2,4,9,10	Lives, property.

B. Vulnerable Critical Facilities

There are various facilities in the Bernalillo County whose loss would severely hamper emergency response operations or increase the potential for loss of life and property. A partial list of these types of facilities include:

Facility	Type	Location	Potential Risk
Propane Storage Propane Transfer	Flammable Fuel Storage	South Valley East Mountain North Valley	Explosion, fires, Concussion Damage.
Gasoline Storage	Flammable Fuel Storage	South Valley	Explosion, fires, concussion damage.
Central Dispatch	Radio Communications Hub		Loss of centralized radio dispatch of all emergency response forces.
Waste Water	Water Treatment Facility	South Valley	Loss of waste treatment.
Hazardous Chemicals	Storage facilities	South Valley	Explosion, Fires, Exposure.

C. Location of Flood Plains – This information is contained in an appendix specific to flood plain concerns.

D. Resource Dependencies on Other Jurisdictions

Some events could overwhelm the resources in Bernalillo County. Mutual Aid Agreements should be in place to provide these resources.

Resource	County depends on:	City depends on:
Fire & Rescue	Albuquerque Fire Dept. Village of Tijeras Village of Los Ranchos Kirtland Air Force Base Fire Dept.	Bernalillo County Fire Dept.
EMS (Transport)	Albuquerque Ambulance Superior Ambulance Albuquerque Fire Dept.	Albuquerque Ambulance Superior Ambulance Bernalillo County Fire Dept.
Air Medical Evacuation	Lifeguard Air Ambulance	Lifeguard Air Ambulance
Health & Medical Coordination	NM State Health Dept. Environmental Health	NM State Health Dept.
Law Enforcement	Albuquerque Police Dept. NM State Police	Bernalillo County Sheriff NM State Police
Haz-Mat Response & Remediation Teams	NM State Police Emergency Response Operations (ERO) Albuquerque Fire Dept.	NM State Police (ERO) Bernalillo County Fire Dept.
Radiological Haz-Mat Response & Remediation	NM Radiological Defense Officer Sandia National Laboratory NM State Police (ERO)	NM Radiological Defense Officer Sandia National Laboratory NM State Police (ERO)
Air Evacuation	NM National Guard Kirtland Air Force Base (AFB)	NM National Guard Kirtland AFB
Public Utilities	PNM Electric / Gas Albuquerque Water Qwest Central NM Electric Entranosa Water	PNM Electric / Gas Albuquerque Water Qwest
Emergency Public Information Management	County Manager	Mayor

Assumptions

The EOP makes certain assumptions about emergencies and about preparedness. Some assumptions are:

1. The Bernalillo County Office of Emergency Management is responsible for the Coordination of County departments and other public or private assisting agencies/departments as set forth in this plan.
2. Large-scale emergencies or disasters will require multiple agency response and could likely exhaust local jurisdiction resources.
3. Large-scale emergencies or disasters require assistance from outside the affected jurisdiction.
4. Emergency responders and coordinators will be familiar with this EOP.
5. County officials and response agencies have been trained in ICS and EOC management.
6. EOC is organized and equipped to coordinate emergency resources.
7. The Emergency Operations Center (EOC) and Incident Command Post (ICP) are supplied with critical information about the community, potential hazards and risks, and procedures.
8. The Emergency Management Coordinator will hold meetings as needed but at least once a year to review the Emergency Operation Plan. The review will also include notification procedures and responsibilities of County leadership (elected and appointed).
9. There is a County employee formally assigned to the role of Emergency Manager who makes determinations necessary to implement the plan. The County Manager will determine the organizational placement of this position and the Office of Emergency Management.
10. The New Mexico Department of Public Health will carry out general public health requirements for Bernalillo County. See Attachment 1.
11. All planning for care, housing, transportation, and treatment of the special needs population is included in all four phases of Emergency Management – Mitigation, Preparedness, Response, and Recovery.
12. Bernalillo County has adopted the Uniform fire Code. Article 80 mandates Hazardous Material reporting and compliance. This covers release reporting and emergency operations plans. The Fire Marshall's Office retains files on emergency equipment and facilities.
13. While the Commission Chair will have signature authority during an emergency event, the Emergency Manager will inform the commissioner of the affected district about the activities.

3. Concept of Operations

A. Overall EOP Priorities

The following priorities are listed in order of importance. Whenever demands for emergency resources conflict, the operational demand that is highest on this list will prevail.

<u>Save Lives</u>

1.   Provide safety/support for responders.
2.   Save human lives.
3.   Treat the injured.
4.   Warn the public to avoid further casualties.
5.   Evacuate people from the effects of the emergency.
6.   Shelter and care for those evacuated.
7.   Save animals.

<u>Protect Property</u>

8.   Save property from destruction.
9.   Take action to prevent further loss.
10. Provide security for property, especially in evacuated areas.

<u>Restore the Community</u>

11. Restore essential utilities.
12. Restore community infrastructure (such as roads).
13. Help restore economic basis of the community.
14. Mitigate against future disasters.

B. How Bernalillo County Will Handle Emergencies

This summary shows how Bernalillo County will deal with emergencies. The key to a successful response during the emergency depends on:

1. Training in ICS[*] for responders.
2. Training in support coordination at the EOC.
3. Training in Emergency Management Courses.

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[*] ICS is a nationally standardized organizational structure used to command, control, and coordinate resources and personnel who respond to the scene of an emergency. The governor, by Executive Order, has mandated the use of ICS in New Mexico. NIMS also requires this.

C. How Bernalillo County Prepares for Emergencies

Emergency Requirement	Phase of Emergency Management	Strategy	Ongoing Tasks
Before the Emergency	*Mitigation:* Reduce the potential for hazard events.	Emergency Management Steering Committee	Conduct exercises and write plans; Train response agencies in ICS and FEMA programs; and maintain and equip EOC and train coordinators.
	Preparedness: Establish emergency responsibilities and pre-arrange resources.	Publish the EOP	Continually simplify and update the plan. Test the plan.
During the Emergency	*Response:* Take action to protect lives and property and help to stabilize the community.	Use ICS at site and EOC to centralize support coordination when needed.	Review and evaluate incident strategy with performance criteria.
After the Emergency	*Recovery:* Restore the community. *Mitigation:* Reduce the potential for future events.	Emergency Management Steering Committee	Review, evaluate, and maintain plans.

D. Matrix of Organization Responsibilities

P--PRIMARY RESPONSIBILITY DEPENDING ON THE NATURE AND SCOPE OF THE EMERGENCY S--SECONDARY RESPONSIBILITY	Direction & Control	Communications & Warning	Emergency Public Information	Law Enforcement	Fire & Rescue	Health & Medical	Public Works & Damage Assessment	Resource Management	Evacuation	Reception & Mass Care	Terrorism
County Manager	P										
County Commission	P										
Emergency Management Coordinator	P										
Animal Control	S								S		S
Assessor	S										S
Clerk	S										S
Communications Center	S	P	S								P
Correction/Detention	S									S	S
Environmental Health	S					S	S			S	P
Facility Management	S						S				S
Finance	S							P			S
Fire & Rescue	S		S		P	P			S	S	P
Fleet	S							S			S
Housing	S									S	S
IT	S	S									S
Legal	S										S
Community Services	S									P	S
Public Information	S	S	P								S
Public Works	S						P	P	S	S	S
Purchasing	S										S
Real Estate/CIP	S										S
Risk Management	S										S
Sheriff	S		S	P					P	S	P
Zoning	S						S				S
Red Cross										S	

E. Typical Sequence of Emergency Activities

Prior to Mobilization, the Public Safety Situational Analysis Team (PSSAT) will meet to determine what the County's response will be to the current threat. The PSSAT includes the Fire and Rescue Chief, Sheriff, Communications Director, Emergency Management Coordinator, Public Safety Deputy County Manager, and any other necessary person.

The typical sequence of emergency activities includes three major phases of emergency response management: Mobilization, Response, and Recovery. The following distinguishes between scene response activities and EOC coordination activities during these phases.

Phase	Scene Response	Emergency Operations Center
Mobilization	Initial responders and reinforcements arrive at the scene. Incident Commander (IC) assumes command.	The EOC Director activates the EOC, establishes communications, and issues warnings. Coordinators arrive at the EOC and take action. Initial damage assessment begins.
Response	ICS at the scene. Responders stabilize Incident. Some recovery agencies start work.	Coordinators fulfill resource requests from the ICP. Coordinators anticipate problems, plan and direct plan implementation. Recovery plan initiated.
Recovery	Recovery agencies more active. Response agencies finish operations, shut down, and restock resources and supplies.	Coordinators complete damage assessments and reports. Cost recovery procedures initiated.

F. Emergency Action Levels

Level 1: ICS directs and controls the emergency response forces at an incident site. An ICP and staging areas are established. The IC is able to control the emergency without any additional assistance from the EOC. This level may be used as a monitoring level for an event or likely event before formal EOC activation.

Level 2: The IC exhausts available local resources. The EOC is activated to request and coordinate regional resources. Some evacuation may be necessary.

Level 3: Response and management resources from the state may be needed to assist local and regional responses. Local area evacuation and mass care activities characterize this level. EOCs at state and local levels are coordinating resources.

Level 4: This is the worst-case scenario for a disaster. All local, regional, state and federal response and management resources are needed to handle a disaster. Wide area evacuation and mass care activities characterize this level. EOCs at all government levels are coordinating resources.

Action Levels provide a shorthand method for mobilizing emergency response forces. A responder to an emergency scene estimates the level and notifies the emergency management system. For example: What actions should occur when a responder estimates a Level 2 emergency?

1. Activate the EOC.

2. The EOC confirms the action level of the emergency.

3. The EOC mobilizes resources by:

    a. Anticipating & alerting potential resources according to the action level.
    b. Alerting potential evacuation and mass care resources.

PSSAT will determine the initial response level.

	Level 1	Level 2	Level 3	Level 4
Scope of Emergency	Specific location or EOC standby.	Local area affected	Wide area disaster	Wide area disaster
Resources Needed	Local	Regional/Local	State	Federal
Example	Serious fire or accident, multi-agency response needed.	Loss of telephones, multi-agency response, hazardous chemical release.	Wind damage, flash floods, prolonged utilities loss.	Earthquake, dam failure, nuclear attack, terrorist attack, bio-terrorism.
Hazardous Materials	Small spills, leaks, or fires that can be managed locally.	Hazardous Chemicals that require the use of any kind of specialized protective equipment beyond use of SCBA and/or Structural Fire fighters Protective Clothing (SFPC), special tools or knowledge beyond the normal scope of a first responder.		
Jurisdictions	One	One or Two	Two or more	Two or more
Evacuation	No	Possible (limited)	Yes (local area)	Yes (wide area)
Multiple sites	No	Possible	Yes	Yes
Mass Care	No	Possible	Yes	Yes
Local EOC activated	No	Yes	Yes	Yes
Local warnings	No	Yes	Yes	Yes
Mass warnings	No	No	Yes	Yes
State EOC activated	No	No	Yes	Yes
Federal EOC activated	No	No	No	Yes

G. Resources:

FIRE/HAZMAT/WMD/EMS	Bernalillo County Fire Dept. Albuquerque Fire Dept. Village of Tijeras Fire Dept. Village of Los Ranchos Fire Dept. Kirtland AFB Fire Dept. Army National Guard 64 Civil Support Team
Hospitals **Public Health Offices**	Lovelace, Presbyterian, West Mesa Medical Center, Veteran's Administration, Kaseman, Albuquerque Regional, Heart Hospital of NM, UNMH, Woman's Hospital 1111 Stanford Dr. NE, 7525 Zuni SE, 2001 Centro Famillar SW
LAW ENFORCEMENT **BOMB SQUAD**	APD, NMSP
TRUCKS/ **SAND/** **ABSORBENTS:**	County Public Works City Public Works State Highway Dept. NM National Guard
BUSSES/TRANSPORTATION:	Albuquerque Transit School Bus Companies
FUEL:	County Fleet
FOOD:	American Red Cross Salvation Army
HOUSING/SHELTERING	American Red Cross (coordinates all sheltering locations and operations)
UTILITIES: **See Attachment 2 for phone numbers.**	PNM Electric/Gas Central NM Electric Entranosa Water Qwest
EQUIPMENT: **COMMUNICATIONS:**	As listed in current County purchasing list Qwest NM State Police Communications RACES
AIR:	Bernalillo County Metro One Albuquerque Air One KAFB NM State Police NM National Guard
Further resources will be maintained at the EOC.	

4. Organization and Assignment of Responsibilities

Operational Functions

The annexes in the EOP describe the roles and responsibilities of the function coordinators. Some of the annexes pertain to specific types of emergencies requiring special considerations and priorities, while others describe emergency functions that may apply to any emergency.

Each annex contains:
1. An assignment outlining general and specific duties.
2. A checklist that incorporates essential and time-crucial tasks, special considerations and priorities.

The objectives of each annex are to:
1.   Get coordinators into action: Start them immediately on critical coordination tasks.
2.   Inform coordinators on what to do: wall posters, assignments, priorities, etc.
3.   Program initial work of coordinators with a checklist to show how he/she fits into the team.
4.   Help coordinators coordinate outlining reminders and priorities for specific emphasis.
5.   Familiarize coordinators with essential reference information as they work through time-critical tasks in the checklist
6.   Present essential reference information in a quick look-up formats (tables, charts, etc.) for emergency situations.

5. General Policies

Guidance for All Emergency Responders and Coordinator:

1.   EOC Coordinators, who learn of a local large-scale emergency or disaster, including widespread communications outages, should report to the EOC and off-duty emergency responders should report to their respective stations without waiting to be called.
2.   When in doubt about the appropriate level of emergency response/coordination needed, do more than is expected. Emergency operations can tolerate duplication of effort, but not gaps or lapses.
3.   Emergency response agencies should expect to sustain themselves during the first 24 hours of an emergency.
4.   Emergency service agencies should exhaust their own channels of support (mutual aid, etc.) before turning to others for assistance.
5.   Purchase prices and contract costs should be established during emergency planning. Records of costs should be maintained on all purchases for reimbursement purposes.
6.   Bernalillo County Public Works crews and equipment will provide primary assistance at the disaster site (debris clearance, road upgrading, damage assessment, etc.) and assist with the repair and restoration of essential services and vital facilities.
7.   All responding agencies and EOC coordinators will manage and coordinate their own people, equipment, facilities and supplies to accomplish their tasks. The Transportation & Resources Coordinator at the EOC will provide exhausted agency with supplies, specialized resources unavailable to responding agencies, and other emergency generated needs.
8.   Public Works personnel will work with public and private utility companies to restore utilities to critical or essential facilities, keeping in mind the well-being of the public. Following is the prioritized list of essential facilities for utility restoration with the understanding that it is situation dependent: Hospitals; EOC; Albuquerque/Bernalillo County Government Center; and, Public Safety buildings.
9.   Jurisdiction in the emergency will be based on the following:
        a.   Location of the emergency.
        b.   The jurisdiction operating the majority of initial response.
        c.   Arrival of higher authorities (such as State or Federal Agencies).

6. Administration and Logistics

A. Records and Reports

Before, during, and after an emergency, it is essential that all incidents be documented. Each EOC Coordinator must complete reports for a permanent record of key emergency events and activities.

Report/Record	Responsibility	Frequency	Repository
Successor's List	Office of Emergency Management	Change of Personnel	Office of Emergency Management
Expenditures and obligations of responsible agencies.	Emergency Response Agencies	Daily during an emergency.	EOC-Finance and Administration
Daily situation report, resource consumption and shortfall to State EOC.	Direction and Control Coordinator	Daily during an emergency.	State EOC
Emergency Management Agency reports on status of mass care services from volunteer agencies, etc.	Direction and Control Coordinator	Daily during an emergency.	State EOC
Mutual Aid Agreement	Office of Emergency Management	At expiration or change of circumstances.	EOC

B. Use of Public/Private Employees and Volunteers

The following is a guideline for reassigning public employees to augment emergency operations or soliciting for volunteers:

Action	Policy	Liability Issues
Reassigning public employees to augment emergency operations.	Recall all off-duty employees.	Collective bargaining agreement requirements Restrictive job description Training
Soliciting volunteers from public employment.	First exhaust public employees in response agencies.	Collective bargaining agreement requirements Equipment Training
Soliciting volunteers from private employment.	First exhaust public employees.	Equipment Training Insurance
Soliciting volunteers from the public.	First exhaust private employees.	Equipment Training Insurance

7. Plan Development and Maintenance

A. Emergency Operations Plan Structure

An EOP is distributed to response agencies for further planning. Some may contain confidential information and are kept by the respective response agency or at the EOC.

Document	Purpose	Distribution
EOP	Overview approach to Emergency Operations. The EOC states general policies and objectives; acknowledges the situation and assumptions; and explains the roles and responsibilities of the EOC/Coordinators.	Managers/Staff, Public, EOC, Response Agencies.
Annexes	Focus on Operations and contain assignments, the EOC checklists, and specific information for EOC Coordinators.	Managers/Staff, Public, EOC, Response Agencies
Additional Attachments and Appendices	Focus on specific instruction for each Department or agency in combating the disaster or emergency situation. These are operational plans that detail "how" to do what needs to be done.	Complete set - EOC, Emergency Management Coordinator, County Manager, Chief of Public Safety, Sheriff , Fire and Rescue Chief, and County Attorney Departments will maintain their own but share with other departments as appropriate.

B. Responsibilities in the Development and Maintenance of the Emergency Operations System

Developing and Maintaining the EOP	
Responsible Party	**Responsible For:**
Steering Committee	Writes the plan. Annually revises the plan.
Office of Emergency Management	Delivers the EOP and gets the needed signatures. Stores a current copy of the plan. Prepares and revises EOP/SOPs. Stores current copies of Successor's list.
County Manager and Commissioners	Approves the EOP. Approves the Annexes.
Response Agencies	Prepares and revises emergency plans and SOPs.
Developing and Promoting ICS	
Responsible Party	**Responsible For:**
Steering Committee	Reviews training schedule. Reviews roster of trained personnel annually.
Office of Emergency Management	Coordinates training. Schedules training. Maintain roster of trained individuals.
County Manager and Commissioners	Funds training. Requires county agencies to train in ICS.
Response Agencies	Sends maximum number of appropriate personnel to training.

B. Responsibilities in the Development and Maintenance of the Emergency Operations System (con't.)

EOC Operations	
Responsible Party	**Responsible For:**
Steering Committee	Evaluates training exercises.
Office of Emergency Management	Coordinates training exercises. Schedules training exercises. Maintains and operational EOC.
County Manager and Commissioners	Funds an effective EOC. Requires county agencies to train in EOC operations.
Response Agencies	Sends maximum number of appropriate personnel to training.

8. Authorities and References

A. Authorities

This list summarizes the authority of local officials during an emergency. The documents that authorize the EOC, ICS, and emergency management operations are the State Civil Emergency Preparedness Act, State Executive Order (ICS) and Emergency Management Act.

	Activate/Deactivate EOC	Declare Disaster	Use Private Resources	Request State Assistance
County/Unincorporated Towns	County Manager/ OEM (see Attachment C for Activation Org. Chart)	Chair, County Commission	County Manager/OEM	Chair, County Commission, County Manager, Office of Emergency Management.
Minimum Requirements	Resource coordination exceeds ICs capability. Multiple incident sites. Potential need for wide area warnings.	Estimated emergency needs will exhaust available local resources.	Estimated emergency needs will exhaust resources pre-arranged with jurisdiction through Mutual Aid Agreements or other means.	Must declare disaster. Haz-Mat

B. References

In addition to the Authorities and References already listed, the following publications were used to develop this plan.
Guide for All-Hazard Emergency Operations Planning, State and Local Guide, (SLG-101), FEMA, September 1996.
Emergency Response to Terrorism; Self Study, FEMA/USFA/NFA, August 1997.
New Mexico Hazardous Materials Emergency Response Plan, NM DPS, August 1999.
Disaster Assistance Program, Local Government Handbook, NM DPS, OEM, Natural Hazards Bureau, 1997.
Enabling legislation at federal, state, and local levels.

9. List of Annexes

Annex A: Direction and Control. Involves the mobilization and use of an EOC and the roles of the local government officials responsible for policy- making, coordination and control of emergency forces and resources.

Annex B: Communications and Warning. Deals with establishing, coordinating and maintaining communications for emergency response and recovery, and with warning appropriate officials and the general public in a timely manner.

Annex C: Emergency Public Information. Outlines policies & channels necessary to inform & advise the public before, during & after emergencies.

Annex D: Law Enforcement. Outlines resources available to assist emergency response operations, to manage evacuations, and maintain civil order under emergency conditions.

Annex E: Fire and Rescue. Outlines resources available to provide fire fighting, emergency medical services and search & rescue during and after emergencies.

Annex F: Health and Medical. Covers mobilization of medical resources for the care of the population under emergency conditions. Breaks down responsibilities for the jurisdiction's public health resources, hospitals and EMS.

Annex G: Public Works. Outlines emergency response and recovery resources for engineering, construction and repair/restoration of essential facilities & services. It also covers debris removal & post disaster safety inspections of damaged structures.

Annex H: Resource Management (Logistics). Deals with allocations & distribution of supplies and scarce resources in emergency situations.

Annex I: Evacuation. Outlines procedures to relocate people and animals to safe areas before, during and after emergencies. This Annex includes special evacuation routes for the East Mountain area of Bernalillo County in case of wildfire.

Annex J: Reception and Mass Care. Outlines available resources & policies, procedures, roles and responsibilities associated with providing housing, food, clothing & other essentials to a large number of people displaced by disaster.

Annex K: Environmental Health. Outlines duties necessary to assess environmental health issues such as food supplies and handling, potable water, disease-carrying insects and animals, and sanitation issues."

Annex A
Direction and Control

Primary Responsibility: County Commission
        County Manager
        Emergency Management Coordinator
Secondary Responsibility: All County Divisions and Departments

EOC MISSION: Centralize and coordinate response activities and resources to best protect residents and property of the jurisdiction, so that emergency field forces can concentrate on essential, on-scene activities.

Assignment: EOC Director
GENERAL DUTIES:

1. Mobilize the Emergency Operations Center: Activate staff and manage the EOC facility to complete its mission. Activation of the primary EOC takes 60 minutes and the secondary EOC takes 30 minutes.
2. Direct the coordination of emergency response resources requested by the Incident Commander through the EOC staff and record actions.
3. Direct the EOC in overall county/city emergency control except those in other jurisdictions.
4. Ensure that appropriate warnings to the public are or have been issued.
5. Determine the type and scope of the emergency and mobilize needed EOC coordinators and emergency resources.
6. Establish, maintain and adequately staff emergency communications and information processing at the EOC.
7. Notify assigned EOC staff coordinators (critical functions).
8. Reassign EOC staff members when necessary.
9. Ensure that EOC coordinators do the jobs described in Annexes.
10. Provide continuous operation of the EOC during an emergency.
11. Prepare for increased levels of emergency response.
12. Ensure the viability of the primary EOC; when in doubt, activate the alternate EOC.
13. Ensure the existence of a viable local government and of an adequate direction and control element by maintaining the EOC.
14. Coordinate with jurisdiction officials when two or more jurisdictions are involved.
15. Coordinate with state or federal assistance personnel and specify which specific functions will be turned over to state or federal disaster assistance personnel.

Checklist for EOC Coordinator

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:
1. ☐ Start a Log of Actions Taken form to record anything not covered in the checklist.
2. ☐ Determine the initial emergency response actions by contacting dispatch.

3. ☐ Ask dispatch for the following information:
    a.   Name, phone & position of person who first notified dispatch.
    b.   What exactly did this person request? When (time)?
    c.   What caused the request?
    d.   Where exactly is the emergency & how can it be found?
    e.   Time & kind of response agencies dispatched?
    f.   Names & positions of response agency supervisors?
    g.   Response problems encountered and when (time)?
    h.   Type of damage & number of injured or killed?
    i.   Has a warning or evacuation order been given & by whom?
    j.   Status of essential utilities?
    k.   Is weather on-scene a factor and what is it?
    l.   Any other key information?

4. ☐ Establish two-way radio communications with the on-scene Incident Commander.
5. ☐ Determine or confirm the nature, scope and location of the disaster or incident.
6. ☐ What resources or assistance are needed (equipment, personnel, etc.)?
7. ☐ Obtain a description of the site for the Site Diagram and the exact location of the ICP and staging area.
8. ☐ Determine which jurisdiction is responsible for the emergency operations of the incident. (When an emergency crosses jurisdiction boundaries, the jurisdiction owning the majority of the resources will provide leadership.)
9. ☐ Determine the appropriate Emergency Action Level.

Emergency Action Phase:
10. ☐ Activate the EOC with authorization from the County Manager, Chair of the County Commission or a majority of the County Commissioners or Emergency Management Coordinator.
11. ☐ Notify immediately, the Chief Elected Official, County Manager that the EOC been activated.
12. ☐ Start EOC coordinator call-down alert list, according to the Emergency Action Level, to include secretarial/clerical personnel and runners.
13. ☐ Notify the State EOC and advise of major actions and prognosis for need of state or federal help.
14. ☐ Check often to determine if proper coordinators are present. If not, call the next person on the list of successors.
15. ☐ If more than one shift of coordinators is needed at the EOC, make an EOC shift schedule and post it on the EOC wall.
16. ☐ Alert the EOC coordinators to prepare an oral status and increased readiness report for the next higher Emergency Action Level (in case the incident escalates) and hold a meeting to present them.
17. ☐ If the scope of the incident is beyond the capabilities of the jurisdiction's resources, notify the State EOC and the Chief Elected Official or authorized representative (for Emergency Declaration see Appendix B. - Forms).
18. ☐ In case of power failure and if relocation to the alternate EOC is necessary, ensure that all current communications are established and tested at the location before disconnecting current systems.

Recovery Phase:
19. ☐ Plan recovery, reconstruction, and other long term actions.
20. ☐ Plan for gradual shut down of emergency operations.
21. ☐ Prepare after action report.

Relocation to the Alternate Emergency Operations Center

EOC location: 10401 Holly NE
Alternate #1:   6840 2nd St. NW (Atrium)
Alternate #2:   Albuquerque EOC 11510 Sunset Gardens SW

General Concept: Move EOC operations in two phases quickly:

Phase	Coordinators	Equipment
1	Communications & Warning Law Enforcement	Telephones & radios Annex binders & references Coordinator equipment
2	Direction & Control and all remaining coordinators & staff	Telephones & radios Annex binders & references Wall posters and charts; Maps

Policies:
1. Maintain continuous communications if power is available. Ensure that all current communications are established and tested at the new location before disconnecting current systems, especially with the following personnel:
   a. Field personnel
   b. Affected jurisdictions
   c. Higher levels of government
2. Avoid issuing new telephone numbers, if possible. When ready to transfer to the Alternate EOC, use call forward service to avoid having to notify all responders and resource contacts of new telephone numbers.
3. Give the start and estimated end times to the Incident Commander for temporary operation at the Alternate EOC.
4. EOC Coordinators transport their own binders and other items specific to their function.

Required Notifications for a Hazardous Materials Incident

Situation	Hazardous Substance	Extremely Hazardous Substance	Radioactive Materials	Infectious (Etiological Agents)
General release	State Police BC Fire Dept. BC Sheriff's Dept. BC Environmental Health.	State Police BC Fire Dept. BC Sheriff's Dept. BC Environmental Health.	State Police BC Fire Dept. BC Sheriff's Dept. BC Environmental Health.	BC Environmental Health NMDOH (will notify CDC)
Release into water or waterway	State Police BC Fire Dept. BC Sheriff's Dept. BC Environmental Health.	State Police BC Fire Dept. BC Sheriff's Dept. BC Environmental Health.	State Police NRC NMDOH BC Fire Dept. BC Sheriff's Dept.	BC Environmental Health NMDOH (will notify CDC)
General transportation accidents	State Police CHEMTREC BC Fire Dept. BC Sheriff's Dept. BC Environmental Health.	State Police CHEMTREC BC Fire Dept. BC Sheriff's Dept. BC Environmental Health.	State Police NRC NMDOH BC Fire Dept. BC Sheriff's Dept.	BC Environmental Health NMDOH (will notify CDC)
Military nuclear weapon			State Police NRC NMDOH Nearest military installation. JNACC. BC Fire Dept. BC Sheriff's Dept.	

Critical Telephone Numbers

All critical telephone numbers are on file with the Communications Center and Bernalillo County Emergency Management.

Wildfire Incidents

In cases of a wildfire, the following priorities should be considered:

1. Obtain an evaluation from on-scene personnel that includes the following:
    a. Location
    b. Size
    c. Movement and Behavior
    d. Threatened Structures
2. Determine what resources are on-scene and what resources are still needed. These resources include:
    a. Emergency Medical Services
    b. Additional Fire Departments
    c. State Forestry
    d. United States Fire Service
    e. Bureau of Land Management
3. Determine whether or not there is a need for evacuation. (See Annex I.)
4. Determine evacuation routes and shelter locations based on maps and information from the scene. (See Annex I.)

Priorities for Recovery Operations:

1. Restoration of utilities and infrastructure. (See Annex G.)
2. Inspection, condemnation, and/or demolition of structures. (See Annex G.)

Floods & Dam Failure

The Corps of Engineers has extensive Emergency Plans for dam failures throughout Bernalillo County. Specific response and procedures should be obtained from these plans. The extent of the initial response will depend on the warning time. This will vary from a few minutes/hours for upstream locations to hours/weeks for downstream locations. Flash floods may be predicted within 6 hours of beginning of heavy rainfall, while excessive snow accumulation may serve as warning months ahead. Flooding could be considered imminent within hours of a dam breaching.

High Winds and/or Earthquakes

In cases of high winds of any kind (windstorm, tornado, etc.) and/or earthquakes, the following priorities should be considered:

1. Damage Assessment. Meet with the EOC Coordinators and devise an immediate plan to initiate aerial (if possible) and ground surveys to determine the severity and extent of:
   a. Injuries
   b. Damage
   c. Status of key facilities.
2. State resources. If this is an Emergency Action Level 3 or 4 emergency, notify the State EOC to put the following additional resources on stand-by:
   Military
   > NM National Guard
   > Regular military installations
   > Regular military airfields
   Public Works
   > Structural engineers
   > Building inspectors
   Federal assistance to perform Urban Search and Rescue operations.
3. Begin writing out a Damage Assessment summary combining known data from:
   a. American Red Cross
   b. Public Works Coordinator
   c. Aerial and ground surveys.
4. Establish priorities for response operations:
   a. Urban Search and Rescue operations (See Annex E.)
   b. Access control and re-entry to the impacted area (See Annex D.)
   c. Debris clearance (See Annex G.)
   d. Restoration of utilities and lifeline repairs (See Annex G.)
   e. Inspection, condemnation and/or demolition of buildings/structures (See Annex G.)

5. Establish priorities for recovery operations:
   a. Restoration of utilities and lifeline repairs ((See Annex G.)
   b. Inspection, condemnation and/or demolition of buildings/structures (See Annex G.)

Nuclear Attack

The EOC should be manned for an Emergency Action Level 4 (all EOC coordinators & expanded function organizations).

Critical Coordination Activities

<u>Before an attack:</u>
1. Fallout shelter mobilization
2. Warning arrangements
3. Evacuation
4. Emergency Public Information

<u>During an attack:</u>
1. Fallout shelter operations
2. Warning arrangements (arrival of Fallout)
3. Evacuation (continuing)
4. Emergency Public Information

<u>After an attack:</u>
1. Radiological hazard assessment and monitoring
2. Fallout shelter operations (3 to 14 days duration)
3. Warning arrangements (hazardous areas)
4. Emergency Public Information (about hazards)

<u>Recovery:</u>
1. Damage assessment
2. Public Works restoration

Acts of Terrorism

An act of Terrorism is a criminal act to cause disruption of government and inflect physical, physiological, and infrastructure damage to Bernalillo County and its residents. Such acts typically fall into the following events:

- Biological
- Nuclear
- Incendiary
- Chemical
- Explosive

"BNICE"

Considerations

For these hazards, it is vital for emergency response personnel to be able to detect and quantify the location of the "BNICE" event. After an event or suspected event of terrorism has occurred, the FBI must be contacted. Coordination with all levels of government is needed to obtain essential information concerning an intelligence estimate of the intent of an adversary that possess weapons of mass destruction and appropriate increased readiness actions to take, and the timing for their implementation.

EOC staff must be supplemented with personnel with expertise in dealing with hazards associated with the "BNICE" threat. Typical tasks may include advising decision-makers on the scope of the hazards and determining when it would be appropriate to distribute instruments to the field and shelters to determine the relevant exposure data of responders

and shelter occupants. Advisors would also help in determining when dissemination of essential information to emergency response personnel and shelter management teams is practical, and analyzing information reported by emergency response teams and facility managers.

Some facilities and areas must be inhabited or used by humans, and thus need to be monitored and decontaminated as appropriate. Areas that are unsafe for human use must be identified and a procedure that would limit the exposure of personnel performing emergency response duties must be implemented.

After Action Report

1. Description and dates of the emergency.
2. Actions taken to reduce the emergency (who, what, when, where, how & why).
3. Special events that occurred during the emergency.
4. Lessons learned.
5. Corrective actions necessary to prevent similar emergencies or coordination problems in the future.

Jurisdiction Authority for Initial Response

The following clarifies jurisdiction authority for initial response to emergencies occurring within the boundaries of Bernalillo County. As the scope or severity of an emergency increases, higher authorities may take control of Incident Command. However, the local jurisdiction retains all other responsibilities listed.

Jurisdiction	Overall Emergency Management Responsibility	Incident Command at Site	EOC Responsibility
Bernalillo County	County Commission Chair	Most qualified in Incident Command	Emergency Management
Pueblo of Sandia	Pueblo Governor	Most qualified in Incident Command	Tribal Administrator
Pueblo of Isleta	Pueblo Governor	Most qualified in Incident Command	Tribal Administrator
Village of Tijeras	Mayor	Most qualified in Incident Command	Mayor
Village of Los Ranchos de Albuquerque	Mayor	Most qualified in Incident Command	Mayor
State Property	Chair of County Commission	Most qualified in Incident Command	Emergency Management
County (Haz-Mat)	Chair of County Commission; Mayor; Pueblo Governor	NMSP ERO	Emergency Management
Incorporated city/town (Haz-Mat)	Mayor	NMSP ERO	City/Town Manager
Military property	Dept. of Defense	Dept. of Defense	Dept. of Defense
Military weapons	Dept. of Defense	Dept. of Defense	Dept. of Defense
Bureau of Land Management/Dept. of Interior	Dept. of Interior	Local ICS	Bureau of Land Management Area Manager
Army Corps of Engineers	Army Commander	Army Commander	Army

Emergency Operations Center Activation

In the event of an emergency, the EOC Director will contact the following agencies and offices (according to the Emergency Action Level. Coordinators will report to the EOC immediately.

Emergency Action Level 1*	2	3 or 4	Probable Functions to Activate	Bernalillo County
X	X	X	EOC Director	County Manager Emergency Management
X	X	X	Law Enforcement	County Sheriff
X	X	X	Fire, Rescue & EMS	County Fire Chief
X	X	X	Health & Medical	EMS Field Supervisor Environmental Health Officer Hospital Administration
	X	X	Communications & Warning	Emergency Manager County Manager County Commission Director
	X	X	Emergency PIO	County Manager
	X	X	Transportation & Resources	City Transportation Director
	X	X	Public Works & Damage Assessment	Public Works
		X	Evacuation	County Sheriff
		X	Reception & Mass Care	American Red Cross
		X	Radiological Incident	Dept. of Energy

*   These positions will be activated only when the EOC is activated. The EOC is not activated during all Level 1 incidents.

Annex B
Communications & Warning

Primary Responsibility: Communications Center Director
Secondary Responsibility: Information Technology
Public Information Officer

EOC MISSION: Centralize and coordinate response activities and resources to best protect residents and property of the jurisdiction, so that emergency field forces can concentrate on essential, on-scene activities.

Assignment: Communications & Warning Coordinator
GENERAL DUTIES

1. Activate the public warning system to receive and communicate timely warnings to appropriate officials and to the public concerning actual or potential emergency or disaster conditions.
2. Provide & maintain primary communications, county and city wide, and for the EOC on a 24-hour basis using all available public and private communications systems. Primary methods are telephone and radios.
3. Coordinate communications and warnings radio frequencies.
4. Activate public warning systems to include Emergency Alert System (EAS) and the Reverse 911 System.
5. Alert/warn the emergency response agencies and public in neighboring jurisdictions.
6. Coordinate secondary warnings, if primary warning systems fail to work. Secondary methods are cell phone and 800mhz system.
7. Use call down rosters to alert emergency responders or provide situation updates.
8. Manage the emergency communications section in the EOC.
9. Coordinate warning frequencies and procedures with EOC at higher levels of government and with adjacent communities.
10. Supervise EOC personnel (radio, telephone and teletype operators, repair crews, runners, etc.).
11. Support media center communications operations as needed.
12. Ensure the Emergency PIO provides pertinent warning information to the media for distribution to the public.
13. Inform local warning receiving and disseminating agencies that the EOC is activated.

Checklist for Communications & Warning
EOC Coordinator

This checklist is a guide for emergency response coordination of Communications & Warning. This checklist will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:
1. ☐ Install EOC telephones. Ensure telephone books are available at all stations.
2. ☐ Begin a Log of Actions Taken to hand record anything not covered in this checklist.
3. ☐ Contact RACES operators for two-way radio support, if needed.
4. ☐ Establish two-way radio communications with the Incident Commander.

5. ☐ Determine the nature and scope of the disaster or incident by consulting with the EOC Director.

6. ☐ Activate the Emergency Alert System (EAS), when necessary.

7. ☐ Issue any public warnings immediately necessary (log time and date of each warning), including any warnings to other jurisdictions. Facility Emergency Coordinators are required to provide reliable, effective and timely notification to the Fire Chief as stipulated in Article 80 of the Uniform Fire code that has been adopted by Bernalillo County.

8. ☐ If primary warning systems fail to work, coordinate secondary warnings.

9. ☐ Remind all EOC staff to provide situation updates for potential warnings.

10. ☐ Report communications status & potential problems and solution options to the EOC Director.

11. ☐ Coordinate warning frequencies and procedures with EOCs at higher levels of government and with adjacent communities.

12. ☐ Anticipate potential warning needs or problems and begin alerting appropriate warning resources.

13. ☐ Notify secretarial/clerical staff to serve in the EOC as messengers during emergencies.

Emergency Action Phase:

14. ☐ Check staffing often and if needed personnel are still absent, begin calling successors.

15. ☐ If more that one shift of coordinators is needed, prepare a shift schedule and post it.

16. ☐ If the scope of the incident is beyond the capabilities of the jurisdiction resources, notify the EOC Director and log time and date.

17. ☐ Prepare an oral increased readiness report for the first meeting with the EOC Director.

18. ☐ Check the status of emergency power for the EOC.

19. ☐ If relocating to the alternate EOC, ensure that all current communications are established and tested at the new location before disconnecting current systems, if possible, especially with field personnel, affected jurisdictions and higher levels of government.

Recovery Phase:

20. ☐ Plan communications & warning recovery, reconstitution, mitigation and other long-term actions.

21. ☐ Plan for the gradual shut down of emergency communications & warning operations.

22. ☐ Prepare communications & warning After Action Report.

Population Warning Agencies
(Inside the jurisdiction)
Law Enforcement, Fire & Rescue Agencies

City/Town	Agency & Contact Person	Phone Number
Bernalillo County	Sheriff's Department Fire Department	798-7000 798-7014
Village of Los Ranchos de Albuquerque	Sheriff's Department Fire Department	798-7000 798-7014/345-9148
Village of Tijeras	Sheriff's Department Fire Department	798-7000/281-3877 798-7014/281-3511
City of Albuquerque	Police Department Fire Department	833-7398 833-7396
Albuquerque District	State Police	841-9273

Annex C
Emergency Public Information

Primary Responsibility: Public Information Manager
Secondary Responsibility: Fire & Rescue, Sheriff Dept., Communications

EOC MISSION: Serve as a single release point for Emergency Public Information (EPI) (such as a Joint Public Information Center (JIC)), focusing on specific emergency-related information, and to provide positive and reassuring information when possible. Disseminate EPI materials in a timely manner, gather & produce information including news releases, monitor and control rumors, respond to public inquiries and manage media relations.

Assignment: Emergency Public Information EOC Coordinator
GENERAL DUTIES

1.   Manage all aspects of EPI on behalf of the EOC Director.
2.   Give the public accurate, timely and useful information and instructions from one release point throughout the emergency.
3.   Deal with the wider public's interest and desire to help or seek information.
4.   Develop productive relationship with the news media.
5.   Approve implementation of any special provisions for media convergence.
6.   Designate location for media briefings (e.g. conference room).
7.   Schedule news conferences, interviews and other media access (subject to any special media convergence provisions).
8.   Supervise the media center; assign print and broadcast monitors to review all media reports for accuracy.
9.   Coordinate with appropriate officials (Mass Care Coordinator, Health & Medical Coordinator, etc.) to obtain necessary information. At the request of the Transportation & Resources Coordinator, obtain media assistance in disseminating information to potential donors on unmet needs, items that are not needed and should not be donated, cash donations policy, and other donations-related matters.
10.   Set priorities for EPI activity: production and dissemination of EPI, response to public inquiry, monitoring and rumor control, and media relations.
11.   May establish center for Disaster Welfare Information (DWI) and cooperate with any services provided by the American Red Cross.
12.   Brief public affairs officers who go to incident sites.
13.   Prepare news releases, public information, warnings and briefings with the approval of the EOC Director.

Checklist for Emergency Public Information
EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:
1. ☐ Start a Log of Actions Taken to hand-record anything not covered in this checklist.
2. ☐ Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
3. ☐ Issue any immediate EPI approved by the EOC Director to the public, if necessary.
4. ☐ Anticipate potential EPI needs or problems and begin alerting appropriate EPI resources (list at the end of this Annex).
5. ☐ Report EPI status and potential problems to the EOC Director.

Emergency Response Phase:
6. ☐ If more that one shift of EOC coordinators is needed, prepare and post a shift schedule.
7. ☐ Prepare an oral readiness report for the first coordination meeting with the EOC Director.
8. ☐ Collect information on incident for use to inform the public.
9. ☐ Prepare EPI releases to be approved by the EOC Director for release to the media.
10. ☐ Develop a JIC for use during the incident.

Recovery Phase:
11. ☐ Plan EPI recovery, reconstitution, mitigation & other long-term actions.
12. ☐ Plan for the gradual shut down of EPI operations.
13. ☐ Prepare EPI After Action Report.

Media Resources serving the jurisdiction will be maintained by the EPI.

Annex D
Law Enforcement

Primary Responsibility: Sheriff Department - Sheriff

Assignment: Law Enforcement EOC Coordinator
GENERAL DUTIES

1.   Coordinate law enforcement resource requests from the Incident Commander through the Incident Command Post.
2.   Coordinate any necessary evacuations.
3.   Alert deputies, if potentially needed at reception centers, shelter and feeding facilities, triage areas, and for warning and evacuation.
4.   Coordinate the law enforcement agencies in the County during disaster situations to ensure the safety of all citizens, maintain law and order, protect public and private property, provide protection for essential industries, supplies and facilities.
5.   Coordinate with state and federal law enforcement agencies.
6.   Coordinate evacuation traffic control, including route assignment, departure scheduling, road capacity expansion, entry control for outbound routes, perimeter control on inbound routes, traffic flow, including dealing with breakdowns, and establishment of rest areas.
7.   Provide law enforcement security to the EOC.
8.   Establish mutual aid agreements with surrounding jurisdictions in the event that additional law enforcement personnel are required at a disaster. The County Sheriff will need to establish mutual aid agreements with surrounding counties for the relocation of prisoners if necessary under a disaster situation.
9.   In a Hazardous Materials Incident, Emergency Action Level 2 or 3, the New Mexico State Police Emergency Response Officer (ERO) will assume control of response activity (under the ICS) and coordinate additional resources if necessary.

Checklist for
Law Enforcement EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:
1. ☐ Start a Log of Actions Taken form to hand-record anything not covered in this checklist.
2. ☐ Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
3. ☐ Provide security for Access Control & Re-entry considerations for areas impacted by emergencies.
   a. Control access to the area until it is safe. Allow only those people directly involved in Emergency response operations to enter.
   b. Establish a protocol for determining when to allow evacuees and the general public to re-enter the impacted area.

4. ☐ Anticipate potential law enforcement needs or problems and begin alerting appropriate resources. If evacuations are probable, contact an additional Law Enforcement Coordinator (next in Succession) to manage evacuations and planning.
5. ☐ Report Law Enforcement status and potential problems to the EOC Director.

Emergency Actions Phase:
6. ☐ Consult the file of emergency mutual aid agreements for Law Enforcement located the Bernalillo County Sheriff's Department.
7. ☐ If the scope of the incident is beyond the capabilities of this jurisdiction's Law Enforcement resources, develop an action plan and forward it to the EOC Director, and note time & date.
8. ☐ If more than one shift is going to be needed, prepare and post a Law Enforcement shift schedule.
9. ☐ Prepare an oral increased readiness report for the first coordination meeting with the EOC Director.
10. ☐ If necessary to relocate to an alternate EOC ensure all communications are established and tested at the new location, if possible, before notifying resources, especially field personnel, affected jurisdictions, and higher levels of government.

Recovery Phase:
11. ☐ Plan Law Enforcement recovery, reconstitution, mitigation and other long-term actions.
12. ☐ Plan for the gradual shut down of emergency Law Enforcement operations.
13. ☐ Prepare Law Enforcement After Action Report.

Annex E
Fire & Rescue

Primary Responsibility: Fire & Rescue Chief

Assignment: Fire & Rescue EOC Coordinator
GENERAL DUTIES

1.   Coordinate fire & rescue resource requests from the Incident Commander through the Incident Command Post.
2.   Alert administrative Fire & Rescue personnel, if potentially needed.
3.   Advise decision-makers in the EOC on Fire & Rescue operations.
4.   Coordinate all Fire & Rescue agencies in the jurisdiction. Searches are handled by the New Mexico State Police.
5.   Establish mutual aid agreements with surrounding jurisdictions in the event that additional Fire & Rescue personnel are required at a disaster.
6.   Station fire personnel and equipment at congregate and shelter facilities when activated.
7.   Assist in warning and evacuation operations when not involved in Fire & Rescue.
8.   The Bernalillo County Fire Marshall's Office coordinates Hazmat activities.

Checklist for
Fire & Rescue EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:
1. ☐ Start a Log of Actions Taken to hand-record anything not covered in this checklist.
2. ☐ Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
3. ☐ Anticipate potential Fire & Rescue needs or problems and begin alerting appropriate resources.

Emergency Action Phase:
4. ☐ Report Fire & Rescue status and potential problems to the EOC Director.
5. ☐ Consult the file of emergency mutual aid agreements for Fire & Rescue.
6. ☐ If the scope of the incident is beyond the capabilities of this jurisdiction's Fire & Rescue resources, develop an action plan and forward it to the EOC Director and log the time and date.
7. ☐ If more than one shift is needed, prepare and post a Fire & Rescue shift schedule.
8. ☐ Prepare an oral readiness report for the first coordination meeting with the EOC Director.
9. ☐ If relocating to an alternate EOC, ensure that communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdictions, and higher levels of government.

Recovery Phase:

10. ☐ Plan Fire & Rescue recovery, reconstitution, mitigation and other long-term actions.
11. ☐ Plan for the gradual shut down of emergency Fire & Rescue operations.
12. ☐ Prepare Fire & Rescue After Action Report.

Annex F
Health & Medical

Primary Responsibility: Fire & Rescue EMS Commander
Secondary Responsibility: Environmental Health Director

Assignment: Health and Medical Coordinator
GENERAL DUTIES

1.   Coordinate health and medical resource requests from the Incident Commander through the Incident Command Post.
2.   Alert auxiliary or reserve health and medical personnel, if potentially needed.
3.   Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
4.   Rapidly assesses health and medical needs.
5.   Ensure that emergency medical teams responding to a disaster site establish a medical command post.
6.   Coordinate with neighboring community health and medical organizations and with State and Federal officials on matters related to assistance from other jurisdictions, including Federal assistance.
7.   Screen and coordinate with incoming groups such as Disaster Medical Assistance Teams (DMAT) as well as individual health and medical volunteers.
8.   Ensure that positive identification and proof of licensure is made for all volunteers.
9.   Maintain a patient/casualty tracking system. Bernalillo County uses the START Triage System. See Attachment 3.
10. Provide information through the Emergency Public Information Coordinator to the news media on the number of injuries, deaths, etc.
11. Ensure appropriate health and medical services information is made available to the information processing section in the EOC.
12. Coordinate support to the jurisdiction's efforts to respond to inquiries from family members concerned about loved ones (usually through the American Red Cross).
13. Provide initial health/medical care at mass care facilities. For a list of potential facilities that could be converted to emergency treatment centers see Additional Attachment 4.
14. Coordinate with local medical facilities (hospitals) for receiving and treating individuals from disastrous events. Verify that hospitals maintain internal disaster plans (Joint Commission on Accreditation for Healthcare Organizations). Hospitals are listed on Pg.11 with Resources.

Checklist for
Health & Medical EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:
1. ☐ Start a Log of Actions Taken to hand-record anything not covered in this checklist.
2. ☐ Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
3. ☐ Anticipate potential Health & Medical needs or problems and begin alerting appropriate resources and facilities. For a list of potential facilities that can be converted to emergency treatment centers, see Attachment 4.
4. ☐ Report Health & Medical status and potential problems to the EOC Director.
5. ☐ If the scope of the incident is beyond the capabilities of this jurisdiction's resource, notify the EOC Director and log date & time.

Emergency Actions Phase:
6. ☐ If more than one shift is going to be needed, prepare and post a shift schedule.
7. ☐ Prepare an oral increased readiness report for the first coordination meeting with the EOC Director.
8. ☐ If necessary to relocate to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdictions and higher levels of government.

Recovery Phase:
9. ☐ Plan Health & Medical recovery, reconstitution, mitigation, and other long-term actions.
10. ☐ Plan for the gradual shut down of emergency Health & Medical operations.
11. ☐ Prepare Health & Medical After Action Report.

Special Tasks

Hazardous Materials:
1. ☐ Activate provisions for keeping responders and the public informed of the health risks created by a Haz-Mat release.
2. ☐ Designate Health & Medical facilities that have capabilities to decontaminate and medically treat exposed persons and dispose of contaminated items (clothing, medical supplies, etc.). For a list of facilities see Additional Attachment #5.
3. ☐ Coordinate monitoring of water quality and sanitary conditions in the areas affected by the Haz-Mat release.
4. ☐ Activate provisions for continued medical surveillance of personnel performing decontamination tasks, including radiological monitoring, if appropriate.

Flooding & Dam Failure:
1. ☐ Work with the Communications & Warning and EPI Coordinators to keep people informed of the health and sanitary conditions created by floods. Floodwaters may carry untreated sewage, dead animals, disinterred bodies, and hazardous materials.
2. ☐ Coordinate teams to monitor water quality and sanitary conditions.
3. ☐ Relocate resources and equipment from the flood area that is needed to assure continuation of health and medical services.

Nuclear Attack:
1. ☐ Work with Hazmat team to determine the radiation levels of exposed people.
2. ☐ Activate provisions for continued medical surveillance of persons performing essential tasks.
3. ☐ Designate facilities that have radiological capabilities to decontaminate and treat exposed people, and dispose of contaminated items (clothing, medical supplies, and other waste items).

Multiple Deaths:
1. ☐ Coordinate response of the New Mexico Office of the Medical Investigator (OMI). The OMI, working under the Incident Command System, will coordinate the EOC, the Incident Commander and appropriate law enforcement agencies to insure that a plan for documenting and recovering evidence, remains, and personal effects from the site can be coordinated and conducted using all available resources.
2. ☐ Call the Disaster Mortuary Operational Response Team (DMORT) if the number of deaths overwhelms OMI.

Annex G
Public Works & Damage Assessment

Primary Responsibility: Public Works Deputy County Manager
Secondary Responsibility: Zoning Dept. Director
                                    Facility Maintenance Director
                                    Environmental Health Director

Assignment: Public Works & Damage Coordinator
GENERAL DUTIES

1. Coordinate the location, procurement, and allocation of public works resources required to support public works operations.
2. Coordinate the continuation or restoration of those public services essential for basic human needs, the removal of debris and restoration of public access, and the accomplishment of a public shelter upgrade program, if needed.
3. Damage assessment – gather and evaluate information to determine the extent of damage and the impact on the community resulting from a disaster.
4. Use the New Mexico Disaster Assistance Program Local Government Handbook and comply with documentation and time frames specified (FAILURE TO USE THE HANDBOOK WILL RESULT IN LOSS OF DISASTER ASSISTANCE FUNDS).
5. Provide or assist in providing backup electrical power to the EOC.
6. Inspect damaged or affected structures in coordination with fire and rescue personnel, designate unsafe or uninhabitable, and demolish as necessary.
7. Make emergency repairs to key buildings and facilities to provide continued operational capability and habitability.
8. Remove debris from public and private property and transport to selected sites for disposal. Collect trash and garbage and transport to selected sites for disposal. For detailed information, see Attachment 6.
9. Maintain sanitation services during an emergency.
10. Provides on-scene Hazmat support.
11. Infrastructure of County roads.

Checklist for
Public Works & Damage Assessment Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:
1. ☐ Start a Log of Actions Taken to hand-record anything not covered in this checklist.
2. ☐ Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
3. ☐ Refer to the State Disaster Assistance Program, Local Government Handbook for guidance on preparing damage assessments for obtaining financial assistance.
4. ☐ Anticipate potential Public Works needs or problems and begin alerting appropriate resources.
5. ☐ Report Public Works status and potential problems to the EOC Director.

Emergency Actions Phase:
6. ☐ Consult the file of emergency mutual aid agreements for Public Works located in the Public Works office.
7. ☐ If the scope of the incident is beyond the capabilities of this jurisdiction's Public Works resources, develop an action plan and forward it to the EOC Director and log the date and time.
8. ☐ If more than one shift is needed, prepare and post a shift schedule.
9. ☐ Prepare an oral readiness report for the first coordination meeting with the EOC Director.
10. ☐ If relocating to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdictions and higher levels of government.

Recovery Phase:
11. ☐ Plan Public Works recovery, reconstitution, mitigation and other long-term actions.
12. ☐ Plan for the gradual shut down of emergency Public Works operations.
13. ☐ Prepare Public Works Damage Assessment Report.
14. ☐ Prepare Public Works After Action Report.

Special Tasks

Hazardous Materials
1. Ensure compliance with State and Federal regulations regarding disposal of the wastes.

Wildfire (Priorities During Response Operations)
1. Work with EOC director and Sheriff Department in ensuring open roadway for evacuation
2. Work with EOC director and Fire Department in use of Public Works in establishing roadways for suppression equipment and establishment of operational areas.

Wildfire (Priorities During Recovery)
1. Inspection and condemnation.
   a. Fire and debris may have weakened structures left standing.
   b. Inspect building and other structures to determine whether they are safe to inhabit.
2. Identify building and structures that may threaten public safety, designating those buildings and structures that may be reoccupied.
3. Identify/mark those buildings and structures that are to be condemned.

Floods and Dam Failure (Priorities During Response Operations)
1. Make an initial damage assessment with the EOC Director.
2. Identify potential locations for the placement of temporary levees and include this information on the appropriate maps.
3. Work with the Transportation & Resources Coordinator to obtain a labor force to perform flood-fighting tasks associated with building a levee (e.g. obtain, fill, and place sandbags to prevent flooding).
4. Obtain assistance from the U.S. Army Corps of Engineers to build temporary emergency levees.
5. Relocate needed emergency resources and equipment from potential flood areas.

Flood and Dam Failure (Priorities During Recovery Operations)
1. Inspection and Condemnation.
   a. Water pressure and debris may have weakened structures left standing. Building interiors will be filled with mud and filth, and some building materials will be waterlogged.
   b. Inspect buildings and other structures to determine whether they are safe to inhabit after a flood has occurred.
2. Identify buildings and structures that may threaten public safety, designating those buildings and structures that may be reoccupied.
3. Identify/mark those buildings and structures that are to be condemned.

High Wind (Priorities During Response Operations)
1. Have resources be available for evacuation assistance.
2. Clear debris or other material which block or hamper the performance of emergency response functions, including constructing emergency detours and access roads; clearing obstructed roads using demolition and other actions; repair or temporarily reinforce roads and bridges.

High Wind (Priorities During Recovery Operations)
1. Inspect, condemn, and demolish buildings and other structures to determine whether it is safe to inhabit or use them after a tornado or high winds. Activities may include the following in order of priority:
   a. Inspect buildings and structures that are critical to emergency operations.
   b. Inspect buildings and structures that may threaten public safety.
   c. Inspect less critically damaged structures and designate those that may be occupied and identify/mark those that are to be condemned.
   d. Arrange for the demolition of condemned structures.
2. Work with the EOC Director to conduct immediate ground and air surveys to determine the extent of damage, casualties, and the status of key facilities for the Damage Assessment Report.

Earthquake (Priorities During Response Operations)
1. Have resources be available for evacuation assistance.
2. Clear debris or other material which block or hamper the performance of emergency response functions. Actions may include:
   a. Constructing emergency detours and access roads.
   b. Clear obstructed roads using demolition and other actions.
   c. Repair or temporarily reinforce roads and bridges.
   d. Determine safety of evacuation routes to include highway bridges, rail lines, and airports.
3. Restore and repair electrical power, natural gas, water, sewer, and telephone and other communications systems to minimize the impact on critical services and the public.
4. Work with the EOC Director to conduct immediate ground and air surveys to determine the extent of damage, casualties, and the status of key facilities. Use the following order of priority to survey and evaluate the safety of:
   a. Hospitals.
   b. Emergency response agency control centers (police, fire, etc.).
   c. Reception and care centers.
   d. Public shelters.

  e. Emergency Operations Center.
  f. Alternate Emergency Operations Center.

Earthquake (Priorities During Recovery Operations)

1. Inspect, condemn, and demolish buildings and other structures to determine whether it is safe to inhabit or use them after an earthquake. Additional engineering & building inspection support is available from the State. Activities may include the following (in order of priority):
   a. Inspect buildings and structures that are critical to emergency operations.
   b. Inspect buildings and structures that may threaten public safety.
   c. Inspect less critically damaged structures and designate those that may be reoccupied and identify/mark those that are to be condemned.
   d. Arrange for the demolition of condemned structures.
   e. Inspect dams and levees.

Terrorism Events Priorities

1. Work with the Reception & Mass Care and Weapons of Mass Destruction Coordinators to list and prioritize shelter upgrades.
2. Marshall all available public and private earth moving equipment, personnel, and material, to upgrade fall-out shelters when required.

Evacuation Priorities

1. Assist the Evacuation Coordinator by restoring roads and streets designated as primary evacuation routes (Interstate Highways, U.S. Highways, and State Highways).
2. Assist Law Enforcement Coordinator in traffic control by establishing detour routes and providing barricades for traffic control points.
3. Determine safety of evacuation routes to include highway bridges, rail lines, and airports.

Annex H
Resource Management (Logistics)

Primary Responsibility: Finance Deputy County Manager
                                     Public Works Deputy County Manager
Secondary Responsibility: Fleet/Facility Maintenance Director

Assignment: Resource Management Coordinator
GENERAL DUTIES

1. Determine the specialized resources that are unavailable to responding agencies and their coordinators at the EOC.
2. Determine the exhausted supplies and resources of emergency response agencies.
3. Determine the supply needs generated by the emergency.
4. Obtain needed resources and supplies.
5. Maintain detailed financial records of expenditures for later cost recovery.
6. Distribute supplies.
7. Manage and coordinate donations.
8. The Resources Management Coordinator has the discretionary authority to activate additional facilities and personnel to handle the flow of resources into and through the jurisdiction (for example, a Donations Coordination Team and associated telephone banks, donations receiving areas, checkpoints, and warehouses).
9. Coordinate with the EOC Director regarding needs and priorities for meeting them.
10. Expand the Needs, Supply, and Distribution Groups when needed.
11. Arrange for workspace and other support needs for Resource Management staff.
12. Monitor potential resource shortages in the jurisdiction during the emergency and present options to the EOC Director.
13. Set specific priorities in consultation a designated official or the EOC Director.
14. When allocating resources, the following priorities apply:
    a. Responder/Rescuers.
    b. Disaster or emergency victims.
    c. Needs of the resource management organization.
    d. Other needs not directly related to the emergency.
15. Coordinate public and private transportation resources.

Checklist for
Resources Management Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:
1. ☐ Start a Log of Actions Taken to hand-record anything not covered in this checklist.
2. ☐ Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
3. ☐ Consult the EOC Director and combine the current emergency priorities with the Resource Management priorities.

4. ☐ If the present Resource Management staff is not large enough to handle coordination needs or problems, make arrangements to expand the staff (reassign public employees, solicit volunteers, or begin to alert appropriate coordination staff on the successor list).
5. ☐ Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
6. ☐ Report Resource Management status and potential problems to the EOC Director.

Emergency Actions Phase:
7. ☐ Review the State Disaster Assistance Program and Local Government Handbook for the requirements for cost recovery.
8. ☐ Evaluate all requests for resources against known supplies.
9. ☐ If the scope of the incident is beyond the resource capabilities of this jurisdiction, develop an action plan and forward it to the EOC Director and log date and time notified.
10. ☐ If more than one shift of Resource Management Coordinators is needed, prepare and post a shift schedule.
11. ☐ Prepare an oral readiness report for the first coordination meeting with the EOC Director.
12. ☐ If relocating to an alternate EOC ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdictions, and higher levels of government.

Recovery Phase:
13. ☐ Plan Resource Management recovery, reconstitution, mitigation and other long-term actions.
14. ☐ Plan for the gradual shut down of emergency Resource Management operations.
15. ☐ Prepare Resources Management After Action Report.

Donations:
Donations management is described in Appendix H.

Annex I
Evacuation

Primary Responsibility: Sheriff
Secondary Responsibility: Public Works Deputy County Manager
                               Fire and Rescue Chief
                               Animal Control Manager

Assignment: Evacuation Coordinator
GENERAL DUTIES

The on-scene Incident Commander will determine the need for shelter-in-place or evacuation areas, including special needs and institutionalized populations. The on-scene Incident Commander will also determine when evacuees may return to their homes, places of business, etc.

1.   Identify and select evacuation routes using the Bernalillo County Evacuation Map – Attachment 7.
2.   Prepare evacuation movement control plans and brief the EOC Director.
3.   Coordinate the movement of evacuees from the hazard area to shelters or mass care facilities, if appropriate.
4.   Recommend evacuation options to the EOC Director.
5.   Prepare evacuation movement control plans and planning tables.
6.   Coordinate evacuations with law enforcement officials.
7.   Determine what scene(s) the Incident Commander(s) may have already evacuated. If any, identify perimeters and verify extent of abandonment.
8.   Assist, as appropriate, the animal control agency's efforts to evacuate animals at risk during catastrophic emergency situations.
9.   Check to see that the County Manager issues a statement on the jurisdiction's policy on people that do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services (food, medical, utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area.
10.   Issue evacuation instructions or an evacuation order when appropriate.
11.   Ensure that Sheriffs office will coordinate security for evacuated areas.
12.   The evacuation area will be determined by the on-scene Incident Commander and EOC Director considering the immediate danger to the public based on current/potential areas of threat using tools such as Plume Studies.

Checklist for
Evacuation Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:
1. ☐ Start a Log of Actions Taken to hand-record anything not covered in this checklist.
2. ☐ Determine the nature and scope of the disaster or incident by consulting with the EOC Director.

3. ☐ Anticipate potential Evacuation needs or problems and discuss with the Transportation & Resources Coordinator.
4. ☐ Prepare any evacuations plans that are immediately needed.
5. ☐ Report Evacuation status and potential problems to the EOC Director.

Emergency Actions Phase:
6. ☐ If the scope of the incident is beyond the capabilities of this jurisdiction's Evacuation resources, notify the EOC Director and log the date and time.
7. ☐ If more that one shift of Evacuation Coordinators is needed, prepare and post a shift schedule.
8. ☐ Prepare an oral increased readiness report for the first coordination meeting with the EOC Director.

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<u>Emergency Actions Phase: (cont.)</u>
9. ☐ If relocating to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying Evacuation field personnel, affected jurisdictions, or higher levels of government.

<u>Recovery Phase:</u>
10. ☐ Plan Evacuation recovery, reconstitution, mitigation and other long-term actions.
11. ☐ Plan for the gradual shut down of emergency Evacuation operations.
12. ☐ Prepare Evacuation After Action Report.

Evacuation Movement Plans

1. Maintain two-way traffic when possible to allow emergency response forces to the incident site.
2. Set-up traffic control points at road intersections. Notify Traffic Engineer to begin controlling traffic lights at designated intersections.
3. In Hazardous Material Incidents, establish routes and movements as to not be down wind of the incident.
4. In a Wildfire incidents, establish routes in through areas that Incident Command advised are appropriate.
5. The Incident Commander is responsible for evacuation operations inside the incident site perimeter.
6. Identify assembly points for picking up people that do not have their own transportation.
7. Estimate the traffic capacity of each designated evacuation route.
8. Select evacuation routes from risk area to designated mass care facilities.
9. Examine access to evacuation routes from each part of the risk area.
10. Identify potential evacuation routes.

<u>Special Evacuation Routes for East Mountain Area</u>

The need to evacuate the East Mountain area of the County during a wildland fire will require residents to use roadways away from not only the advancing fire but away from responding fire suppression equipment. Residents will be asked to proceed out of the area along one of the four primary road routes:
1. East along I-40 / Hwy 333 to Edgewood area.
2. West along I-40 / Hwy 333 to Albuquerque area.
3. North along Hwy 14 to Santa Fe.
4. South along Hwy 337 to Mountainair.

The Sheriff's Office will maintain a detailed evacuation plan for the East Mountain area.

**Checklist for
Flood & Dam Failure**

1. ☐ Review topographical maps at the EOC that detail probable flood inundation areas and designated evacuation routes.
2. ☐ When complete evacuation is not feasible, citizens and response forces need to know which routes face possible inundation (work with Communications & Warning Coordinator).
3. ☐ When evacuation is feasible, citizens and response forces need to know which routes face possible inundation.
4. ☐ Establish pickup points and government provided transport to move evacuees who do not have their own transportation.
5. ☐ Make provisions for moving the residents of custodial facilities (hospitals, jails, mental health facilities, nursing homes, retirement homes, etc.).
6. ☐ Coordinate and implement mutual aid agreements with adjacent jurisdictions to facilitate evacuation.

Factor(s) to Consider:
1. Estimated time necessary for evacuation.
2. Availability of shelter space above the estimated flood elevation.
3. Critical facilities that are low-lying or in the path of projected debris flows (custodial institutions, or recreational areas prone to flooding – whether the site is physically isolated or because visitors isolate themselves from communications).
4. Transportation routes subject to flooding should also be noted, given the potential impact on evacuation and relief efforts.

High Winds & Tornadoes

1. Review the initial damage assessment prepared by the EOC Director to identify areas that may need evacuation (especially lightly anchored homes and mobile homes), and prioritize evacuation operations.
2. Evacuate people from structures that have been damaged or weakened.

Factor(s) to Consider:
1. Special provisions for moving the residents of custodial facilities.
2. Air evacuation may be unavailable due to weather.
3. Evacuation routes may be blocked by debris.

Earthquake

1. ☐ Review the initial damage assessment prepared by the EOC Director to identify areas that may need evacuation and prioritize evacuation operations.
2. ☐ Evacuate people from structures that have been damaged and are likely to receive more damage when hit by one or more of the after shocks.
3. ☐ Address special provisions for moving the residents of custodial facilities.
4. ☐ Debris may block evacuation routes.
5. ☐ See Transportation & Resources for U.S. Military or National Guard air evacuation.

Animal Care During Disasters

Pets are not allowed in shelters, unless they are Service animals with their masters. Arrangements must be made with the Animal Control Offices to house or arrange for emergency sheltering of companion pets during disasters. Veterinary hospitals are one good source for small animals. Livestock and other agricultural animals may have to be moved due to flooding or other disasters. Care should be taken to keep careful records on where all livestock are moved to (try to keep them as close to their home pastures as possible). Check with Animal Control to determine if any Mutual Aid Agreements or Memoranda of Understanding are in place.   If the State EOC is activated, the New Mexico Office of Emergency Management will have a person assigned to the care and shelter of animals as a resource for the County.

Annex J
Reception & Mass Care

Primary Responsibility: Community Services Deputy County Manager
Secondary Responsibility   Environmental Health
                                   Public Works
                                   Fire and Rescue Department
                                   Sheriff's Department
                                   Correction and Detention
                                   Housing
                                   Red Cross
                                   Animal Care

Assignment: Reception & Mass Care Coordinator
GENERAL DUTIES

1. Recommend to the EOC Director the number and locations of mass care facilities to be opened.
2. Alert persons and organizations identified in the mass care resource list about the possible need for services and facilities.
3. Coordinate the necessary actions with The American Red Cross to ensure mass care facilities are opened and staffed, as needed.
4. Maintain a list of available Mass Care facilities.
5. Coordinate with Resource Management Coordinator for supplies needed (including bulk emergency relief items) and ensure each Mass Care facility receives its supplies.
6. Coordinate with the appropriate EOC coordinators to establish communications, mark routes to the Mass Care facilities, establish traffic control systems, and upgrade when needed against radiation.
7. Ensure each mass care facility has a highly visible identity marker and sign that identifies its location.
8. Provide appropriate Mass Care information (number of occupants, meals served, etc.) to the information processing section in the EOC.
9. Collect information from Mass Care Facility Managers to support the jurisdiction's efforts to respond to inquiries from family members about the status of loved ones (name, home address, phone, next of kin, etc.).
10. Ensure individual and family support services are provided at the Mass Care facility including space for service animals that belong to people with disabilities.
11. Provide each Mass Care Facility Manager a listing of animal shelters opened to house and care for companion and agricultural animals during catastrophic emergencies.

**Checklist for
Reception & Mass Care Coordinator**

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:
1. ☐ Start a Log of Actions Taken to hand-record anything not covered in this checklist.
2. ☐ Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
3. ☐ Anticipate potential needs or problems and begin alerting appropriate Reception & Mass Care resources.
4. ☐ If necessary to send evacuees to another jurisdiction, make sure Mutual Aid Agreements are in effect.

Emergency Actions Phase:
5. ☐ If the scope of the incident is beyond the capabilities of this jurisdiction's resources, notify the EOC Director and log the date and time.
6. ☐ Consider the impact of the disaster on special needs populations and animals.
7. ☐ If more than one shift of Reception & Mass Care Coordinators is needed, prepare and post a shift schedule.
8. ☐ Prepare an oral readiness report for the first coordination meeting with the EOC Director.
9. ☐ If relocating to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdictions, and higher levels of government.

Recovery Phase:
10. ☐ Plan Reception & Mass Care recovery, reconstitution, mitigation and other long-term actions.
11. ☐ Plan for the gradual shut down of emergency Reception & Mass Care operations.
12. ☐ Prepare Reception & Mass Care After Action Report.

Selecting Mass Care Facilities

Select Mass Care Facilities for activation in accordance with the following criteria listed in priority:

1. Hazard/vulnerability analysis considerations.
2. Locations in relation to evacuation routes.
3. Services available in facilities.
4. Input from the EOC Director.

Types of Mass Care Facilities

Type	Description	Square Feet per person	RPF Factor*
Congregate Care	A public or private building that may be used to lodge evacuees.	40	Less than 40
Fallout Shelters	A facility that offers protection against radiation at least 40 times better than outdoors.	10	40 minimum
Upgraded Fallout Shelter	A facility that has been upgraded with mass (usually deposited soil) to provide better protection against radiation.	10	Near 100

*Radiation Protection Factor (PF): A degree of protection obtained by having a certain amount of mass between the individual and the radiation source. One foot of earth (soil) or 7 inches of concrete provide a PF of 40, meaning the radiation passing through is decreased forty times.

Long-term, Post-Disaster Services

Should a disaster/emergency last for a long period of time, it is necessary to provide for long-term service for shelters and Mass Care facilities. Some of the considerations are kitchens for feeding people, water supply stations, first aid stations, temporary housing or rental units, tents, hotels & motels, mobile homes, hygiene facilities (portable toilets & showers), and mail service.

Hazardous Materials

Factor(s) to Consider:

Ensure that any proposed mass care facilities are upwind or out of range of a hazardous materials release.

Wildland Fire

Factor(s) to Consider:

Ensure that any mass care facilities to be opened are out of the downwind smoke of a wildfire. Any care facilities in use in a wildfire incident should be out of harms way if the fire changes direction. Care facilities in use in a wildfire should be able to be easily relocated if further evacuation is necessary.

Floods & Dam Failure

Priorities:

1. Review the initial damage assessment prepared by the EOC Director to estimate the number of evacuees needing mass care, and identify undamaged mass care facilities that are also out of the way of secondary effects threats, located on high ground and beyond the worst case inundation estimates from a damaged dam.
2. Alert and notify Mass Care facility managers.
3. Address special provisions for moving the residents of custodial facilities.

Factor(s) to Consider:
Availability of shelter space for a prolonged period (up to 90 days).

High Winds & Tornadoes

Priorities:
1. Review the initial damage assessment prepared by the EOC Director to estimate the number of evacuees needing mass care, identify appropriate mass care facilities to open, and prioritize mass care facility openings.
2. Alert and notify mass care facility managers.

Factor(s) to Consider:
Damaged houses may not be habitable; work with the EPI Coordinator to dissuade residents from entering unsafe buildings and persuade residents, instead, to seek temporary shelter.

Earthquake

Priorities:
1. Review the initial damage assessment prepared by the EOC Director to estimate the number of evacuees needing mass care, identify undamaged mass care facilities that are also out of the way of secondary effect threats (meet with Public Works and Fire & Rescue coordinators for engineer/building inspector resources), and prioritize mass care facility openings.
2. Notify Mass Care Facility Managers and alert others.
3. Address special provisions for moving the residents of custodial facilities.

Factor(s) to Consider:
Safe location of facilities: If possible, identify Mass Care Facilities in low seismic risk areas. Structural safety: If the facilities selected for use are located within the earthquake hazard area, ensure that a structural engineer, knowledgeable of the earthquake hazard, identifies facilities for use that are structurally sound, well retrofitted, or built to code. Rank the facilities based on the amount of earthquake resistance/protection each one offers.

Terrorism Event

Time Phases:
1. Increased Readiness Phase: Begins when State and Federal officials announce implementation of increased readiness actions. Specific activities:
    a. Check readiness of shelters.
    b. Check readiness of shelter managers.
    c. Check readiness of EOC (open to level necessary to match threat).
    d. Coordinate with mass care agencies.
    e. Ensure notice to County Management.

2. Actual events: Begins upon receipt of an attack warning or when a "BNICE" event has occurred.
    a. Recall shelter managers.
    b. Institute protective actions for the public and employees.
    c. Obtain situation report promptly.
    d. Open appropriate shelter sites.

3. Post Event / Recovery Phase: Begins when State and Federal officials End the Attack Phase.
   a. Ensure that the areas in question are safe.
   b. Conduct necessary decontamination and site safety requirements.
   c. Release evacuees to home areas.

Factor(s) to Consider:
1. Facilities are located outside of the area know targets.
2. Contamination from releases in other areas (up from prevailing winds).
3. If evacuating outside of the jurisdiction's boundaries, coordinate with the adjacent jurisdiction(s) to arrange space for evacuees.
4. Mass care facilities suitable for housing custodial care groups.
5. Facilities that provide protection from "BNICE" and provides shelter to occupants.
6. All facilities used will be outside of any known "BNICE" threat area.
7. In events causing contamination, all people entering a "Clean Area" will undergo decontamination.

Records & Reports of Reception & Mass Care

Report	Description	Responsible Party	Frequency	Repository
Shelter registrations	List of occupants with names for family inquires.	Mass Care Facility Manager	Daily during the emergency	EOC Director
Mass Care Information	Regarding number of occupants, needs served, etc.	Mass Care Facility Manager	Periodically during the emergency	EOC Director
Shelter record	Names, addresses, phone, next of kin, etc.	Mass Care Facility Manager	Periodically during the emergency	EOC Reception & Mass Care Coordinator
Daily Status Report	Number of occupants, supply status, facility conditions, specific support requests.	EOC Reception & Mass Care Coordinator	Daily during the emergency	EOC Director
Final Status Report	Running total of extended supplies that are needed to restock facility and restore to pre-emergency conditions.	Mass Care Facility Manager	Termination of Mass Care operations	EOC Reception & Mass Care Coordinator
Final Mass Care Report	Expenditure statement for reimbursement	EOC Reception & Mass Care Coordinator	Termination of Mass Care operations	EOC Director

Annex K
Environmental Health

Primary Responsibility: Environmental Health Manager

Assignment: Environmental Health Coordinator
GENERAL DUTIES

1. Assess environmental health needs.
2. Coordinate the location, procurement, screening and allocation of environmental health resources, including human resources, required to support environmental health operations.
3. Coordinate with city, state and federal environmental health officials on matters related to assistance from other jurisdictions.
4. Provide personnel and equipment necessary for inspecting, monitoring and advising on basic environmental health, general sanitation, food safety problems and hazardous materials releases.
5. Provide information through the Emergency Operations Center Public Information Officer to the news media on environmental health concerns and sanitation matters.
6. Ensure appropriate environmental health information is made available to the information processing center at the Emergency Operations Center.

Specific Duties: Food Safety

1. Inspect public food supply and other consumables for appropriate handling.
2. Monitor food handling and mass feeding in field and emergency facilities.
3. Increase monitoring of commercial feeding facilities.
4. Disseminate information to Emergency Operations Center Public Information Officer on residential food safety issues.

General Sanitation

1. Monitor sanitary facilities at emergency shelters.
2. Coordinate with public works and other appropriate agencies to ensure availability of potable water, effective sewage systems and sanitary garbage disposal.
3. Monitor vector control issues and provide for eradication of mosquitoes, flies, rodents and other potential disease-carrying animals or insects.
4. Disseminate information to the Emergency Operations Center Public Information Officer on residential sanitation issues and vector control.

Hazardous Materials

1. Monitor and evaluate environmental health risks or hazards from hazardous materials releases.
2. Inspect possible sources of contamination.
3. Provide technical assistance and liaison with other appropriate agencies or organizations for the remediation of hazardous waste releases and other contamination sources.

4. Disseminate information to the Emergency Operations Center Public Information Officer on hazardous material releases issues.

Checklist for
Environmental Health Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:
1. ☐ Start a Log of Actions Taken to hand-record anything not covered in this checklist.
2. ☐ Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
3. ☐ Anticipate potential Environmental Health needs or problems and begin alerting appropriate resources and facilities.
4. ☐ Report the Environmental Health status and potential problems to the EOC Director.
5. ☐ If the scope of the incident is beyond the capabilities of this jurisdiction's resources, notify the EOC Director and log the date and time.

Emergency Actions Phase:
1. ☐ If more than one shift is going to be needed, prepare and post the shift schedule and notify the appropriate parties.
2. ☐ Prepare and oral increased readiness report for the first coordination meeting with the EOC Director.
3. ☐ If it becomes necessary to relocate to an alternative Emergency Operations Center, verify that all current communications are established and tested at the new location, if possible, before notifying field personnel and affected governmental agencies.

Recovery Phase:
1. ☐ Plan Environmental Health recovery, reconstitution, mitigation, and other long-term actions.
2. ☐ Plan for the gradual shutdown of emergency Environmental Health operations.
3. ☐ Prepare and Environmental Health After Action Report.

Special Tasks
Hazardous Materials:

1. ☐ Activate provisions for keeping responders and the public informed of the health risks associated with hazardous materials releases.
2. ☐ Notify and act as liaison with other appropriate agencies and organizations for response and remediation to problems and issues associated with hazardous materials releases.
3. ☐ Coordinate the monitoring of water quality and sanitary conditions in the areas affected by the hazardous materials release(s).
4. ☐ Provide technical assistance for the clean-up of hazardous materials releases and other sources of contamination.

Flooding and Dam Failure, Severe Storms, Earthquakes, Wildfires.

1. ☐ Work with Communications and Warning and the Emergency Operations Center Public Information Officer to keep responders and the public informed on the health and sanitary conditions created by floods, severe storms, wildfires and earthquakes (i.e. untreated sewage, dead animals, hazardous materials, unsafe and contaminated food supplies, etc.)
2. ☐ Coordinate teams to monitor water quality, food safety, and other unsanitary conditions in the affected areas..
3. ☐ Relocate resources and equipment from the affected area that are needed to assure continuation of environmental health services.

Evacuation Centers

1. ☐ Inspect and monitor potable water sources, food storage, mass feeding operations and sanitary facilities to that might affect the health of the evacuees.
2. ☐ Provide information, technical assistance and liaison with other agencies and organizations involved with safe feeding and general sanitation.
3. ☐ Notify the Emergency Operation Center Director of any unsafe or unsanitary conditions existing or becoming potential problems in the evacuation center(s).

10. List of Attachments

Attachment I: Terrorism

Attachment II: Forms

Attachment III: Emergency Operations Plan Activation Organizational Chart

Attachment IV: Hazardous Materials

Attachment I
Terrorism

Executive Summary

Purpose: The purpose of this attachment is to ensure that all Bernalillo County departments are aware of and capable of responding to any act of terrorism that may occur in the county. This attachment will describe Crisis Management, define consequence management, and the policies and structures to coordinate both.

Scope: This appendix applies to all threats or acts of terrorism in Bernalillo County that requires a response. It builds upon the process and structure of SOP/SOGs of the departments by addressing unique policies, situations, operating concepts, responsibilities, and funding guidelines required for response to the consequences of terrorism.

Overall Emergency Management Goal: To coordinate emergency response efforts to save lives, reduce injuries and preserve property.

Plan Goals: Since this plan is essentially a contingency plan, its primary goal is to assemble, mobilize and coordinate a team of responders and coordinators that can deal with any emergency.

General Strategies:

1. The county will use a graduated response strategy, which is in proportion to the scope and severity of the threat or act of terrorism.
2. The extent of the response will depend on the Emergency Action Level assigned.
3. Before such an act or threat, the county should establish and monitor programs to reduce potential hazards through planning, review and training.
4. Departments should assist the local Office of Emergency Management in developing and maintaining an All-Hazard Emergency Operations Plan (EOP) for the area.
5. Jurisdictions shall use the Incident Command System (ICS) to employ emergency resources at the site of an emergency.
6. The county shall use the Emergency Operations Center (EOC) to centralize coordination of additional resources, when needed.
7. After an emergency, departments will assist the Office of Emergency Management in preparing, distributing and maintaining the EOP to restore the area to normal.

Considerations:

1. A terrorist act involving a Weapon of Mass Destruction (WMD – nuclear, chemical or biological warfare) will quickly exhaust law enforcement resources and will likely require mass decontamination.
2. A WMD can be 1,000 times more lethal than industrial hazardous materials.
3. Additional resources will be needed to establish a perimeter around the site and to deny entry, and to respond to criminal activity in the surrounding area that will take advantage of law enforcement's focus on the terrorist crime scene.

4. Fire & Rescue responders will need replacement personal protection equipment since contaminated equipment will be bagged and left for technical decontamination later on.
5. Run off water from emergency decontamination operations may contaminate downstream water drains and sources:
   a. Chemical: Larger amounts of water will hydrolyze and dilute chemical agents to some extent and should not present a major problem downstream.
   b. Radiological: Expect run-off water to spread the contamination downstream.
   c. Biological: Downstream contamination will vary depending on the type of biological agent and how it survives in the environment.

Planning Assumptions:

1. No single agency at the local, state, federal or private-sector level possesses the authority or expertise to handle all the issues that may arise in response to a threat or act of terrorism, particularly if Weapons of Mass Destruction are involved.
2. An act of terrorism, particularly involving Weapons of Mass Destruction, may produce major consequences that will overwhelm the capabilities of most local and state governments almost immediately. Existing federal capabilities may be overwhelmed as well, particularly if multiple locations are affected.

Federal Policies:

1. Through PDD-39, the FBI is designated as the Lead Federal Agency (LFA) for crisis management in all threats or acts of terrorism within the United States. The Federal Emergency Management Agency (FEMA) is designated as the LFA for consequence management.
2. To ensure that there is one overall LFA, PDD-39 directs FEMA to support the FBI until the Attorney General transfers the overall LFA role to FEMA. FEMA supports the overall LFA as permitted by law.
3. The FBI will provide a graduated, flexible response to a range of incidents, including:
   a. A credible threat, which may be presented in verbal, written, intelligence based or other form;
   b. An act of terrorism that exceeds the local FBI field division's capability to resolve;
   c. The confirmed presence of an explosive device or WMD capable of causing a significant destructive event, prior to actual injury or property loss;
   d. The detonation of an explosive device, utilization of a WMD, or other destructive event, with or without warning, that results in *limited* injury or death; and
   e. The detonation of an explosive device, utilization of a WMD, or other destructive event, with or without warning, that results in *substantial* injury or death.
4. If warranted, the FBI implements a response and simultaneously advises the Attorney General, who notifies the President and NSC groups as warranted, that a Federal crisis management response is required. If authorized, the FBI activates multi-agency crisis management structures at FBI Headquarters, the responsible FBI Field Office, and the incident scene.
5. If the threat involves WMD, the FBI Director may recommend to the Attorney General, who notifies the President and NSC groups as warranted, to deploy a Domestic Emergency Support Team (DEST). The mission of the DEST is to provide expert advice and assistance to the FBI On-scene Commander (OSC) related to the capabilities of the DEST agencies and to coordinate follow-on response assets.

Funding Guidelines:

1. Federal agencies directed to participate in the resolution of terrorist incidents or conduct of counter terrorist operations will bear the costs of their own participation.
2. FEMA can use limited pre-deployment authorities in advance of a disaster declaration to "lessen or avert the threat of a catastrophe" only if the President expresses intention to go forward with a declaration. Under the Stafford Act, the President is able to issue "emergency" and "major disaster" declarations. If a Stafford Act declaration is provided, funding for consequence management may continue to be allocated from responding agency operating budgets, the Disaster Relief Fund, and supplemental appropriations to agencies under the Federal Response Plan (FRP).

Local Response to WMD Incidents:

Sheriff's Department:
    a. When notified by Dispatch of a possible WMD Incident, designated law enforcement units will proceed to the area and secure the perimeter. This may include evacuation of some buildings and areas immediately adjacent and close to the incident location.
    b. The on-scene officers will initiate the Incident Command System, with the first officer on the scene becoming the Incident Commander, until relieved by a Commander or specialist in the field.
    c. The Explosives Ordinance Division (EOD) will be notified and requested to respond to the scene.
    d. All Policies & Procedures regarding Terrorist/Bomb Threats will be followed.
    e. Additional assignments will be made by the on-scene Incident Commander.

Fire Departments:
    a. When notified by Dispatch of a possible WMD Incident, the designated Fire Department units will proceed to the area and set up in a staging area to assist law enforcement and other agencies as may be requested.
    b. All Policies & Procedures regarding Terrorist/Bomb Threats will be followed.
    c. Additional assignments will be made by the on-scene Incident Commander.

Office of Emergency Management:
    a. When notified by Dispatch or a responding unit that there is a verified WMD Incident, the Office of Emergency Management will contact the County Manager and request to activate the Emergency Operations Center for the duration of the incident.
    b. Upon activation, the EOC Activation Plan will be followed at the designated location for the Center.
    c. All Policies & Procedures regarding Terrorist/Bomb Threat situations will be followed.
    d. Additional assignments will be made by the EOC Director as needed.
    e. Notification will be made to the New Mexico Department of Public Safety, Office of Emergency Safety and Security of possible terrorist activity and the possibility of an Emergency Declaration.

Attachment II
Forms

Emergency Operation Center Incident Message Form

Emergency/Disaster Declaration Form

Emergency Operation Plan Activation Organizational Chart

**BERNALILLO COUNTY
EMERGENCY OPERATION CENTER**

MESSAGE

INCIDENT NAME/LOCATION
_____/_____
Circle One:
URGENT   ROUTINE

Received by: Radio   Phone   In Person   Fax   Email   Other:_____

TO:_____   FROM:_____

SITUATION:
Who:
What:
When:
Where:
ACTION TAKEN: **TIME:**_____
Who:
What:
When:
Where:

(Circle Coordination Needed)

Ops   Plans   Log   Fin   Comm   PIO   Law   Fire   Med   PW   Trans   Evac   Other_____

___   _____   ___   ___   _____   ____   ___   ____   ___   ___   ____   ____   _____
(Initial on the line to Show Coordination Completed)

(White copy - Ops)   (Pink copy - Plans)   (Yellow copy - ESF)

Emergency/Disaster Declaration

RESOLUTION

WHEREAS, (Municipality/County) has suffered severe damage caused by a (Flood/Tornado/Blizzard/Earthquake) on the (   ) day of (month), 20(   ); and,

WHEREAS, extensive damage was caused to (describe damage to public property, streets, roads, bridges, water, power, equipment, facilities, etc.) and to (describe damage to private business, industry, equipment, inventory, facilities, homes, land, agriculture, etc.); and,

WHEREAS, the damage has resulted in undue human suffering and hardship and threatens the safety, health, welfare, and well-being of citizens and economic function of (Municipality/County); and,

WHEREAS, all locally available public and private resources and forces available to mitigate and alleviate the damage are deemed insufficient to cope with the resulting situation, initiate repairs, and meet restoration requirements;

Now, therefore, I, by virtue of the authority provided by Ordinance Numbers and by the New Mexico Civil Emergency Preparedness Act (NMSA 1978, 12-10-01 to 12-10-11) do hereby declare (Municipality/County) to be an (emergency/disaster) area for the purpose of exercising necessary emergency powers and expenditure of available resources, and requesting aid, assistance, and relief programs and funds available from the State of New Mexico.

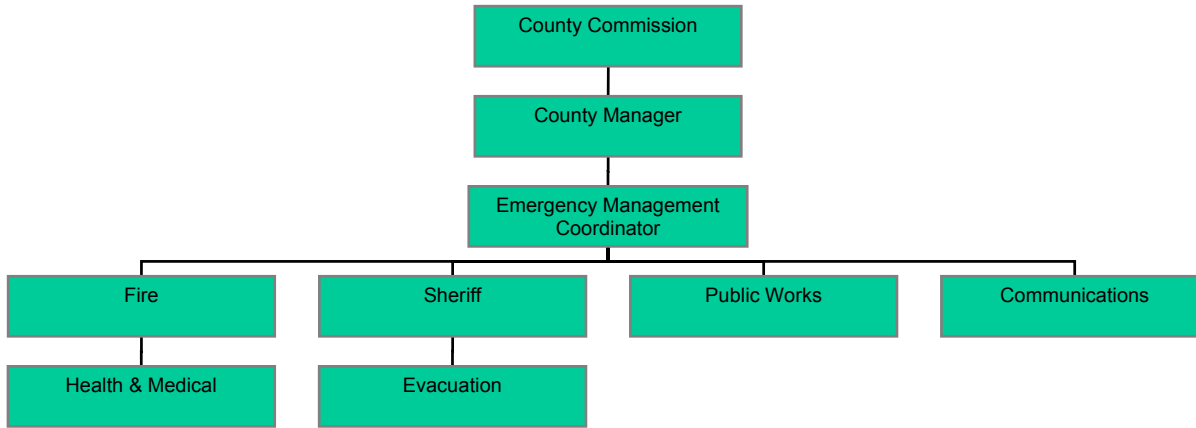DONE at the Office of the (Mayor/Chairman of the County Commission) this (   ) day of (month), 20(   ).

Signature: _____

ATTEST:

Clerk/Recorder signature: _____

Council/Commission Adoption: Date, Vote, Book:
_____

Attachment III
Emergency Operation Plan Activation Organization Chart

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                    ┌──────────────────┐
                    │ County Commission│
                    └──────────────────┘
                             │
                    ┌──────────────────┐
                    │  County Manager  │
                    └──────────────────┘
                             │
                  ┌──────────────────────┐
                  │ Emergency Management  │
                  │     Coordinator       │
                  └──────────────────────┘
          ┌──────────┬──────────┬──────────┬──────────┐
       ┌──────┐  ┌────────┐ ┌───────────┐ ┌──────────────┐
       │ Fire │  │ Sheriff│ │Public Works│ │Communications│
       └──────┘  └────────┘ └───────────┘ └──────────────┘
          │          │
 ┌─────────────────┐ ┌──────────┐
 │ Health & Medical│ │Evacuation│
 └─────────────────┘ └──────────┘
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Attachment IV
Hazardous Materials

Purpose: The purpose of this attachment is to ensure that Bernalillo County is able to plan for and respond to events involving Hazardous Materials.

Scope: The appendix applies to all incidents involving Hazardous Materials. The attachment builds upon the process and structures of SOPs/SOGs of departments within the county.

Overall Emergency Management Goal: Coordination of emergency response efforts to save lives, reduce injuries, preserve property, and to protect the environment.

Plan Goals: Since this plan is essentially a contingency plan, its primary goal is to assemble, mobilize and coordinate a team of responders and coordinators that capable of handling an emergency.

General Strategies:

1.   The County shall use a graduated response strategy, which is in proportion to the scope and severity of the incident.

2.   The County will use the New Mexico Department of Public Safety Hazardous Material Management Emergency Response Plan (HAMMER) in decisions and operations.

3.   The County has adopted the Uniform Fire Code (1997) and shall use the UFC regarding inspections and permitting for the use, storage of and the reporting of discharges of Hazardous Materials.

4.   County departments such as Public Works, Zoning, Building Inspections, Fire and the Sheriffs Dept. will assist in the planning and response to Hazardous Materials incidents.

5.   The County shall use the Incident Command System (ICS) to employ emergency resources at the site of an emergency / incident.

6.   The County shall use the Emergency Operations Center (EOC) to centralize coordination of additional resources, when needed.

7.   The County shall maintain trained personnel to respond to and manage events involving Hazardous Materials.

8.   The County shall maintain specialized response equipment and manage events involving Hazardous Materials.

9.   Check the *Pipeline Group Manual* located in the Office of Emergency Management.

Considerations:

1.   A Hazardous Material incident can quickly exhaust public safety personnel and will likely require assistance from other Hazardous Material responders both locally and statewide.

2.   A Hazardous Material incident will likely involve the coordination of local, state, tribal, federal and industrial responders.

3.   The incident commander will establish a safe perimeter around the site, determine the need and scope of shelter in place, and / or evacuations of the public by quickly putting an incident action plan in place.

4.   The incident action plan will cover areas such as personal protective equipment, monitoring of chemicals, spread of the chemicals, medical care, etc.

5.   Evacuation routes will be identified using the Bernalillo County Evacuation Map. Transportation of hazardous substances referred to by SARA Title III primarily use one of two Interstates – I-40 and I-25 coming into and leaving Bernalillo County.

Planning Assumptions:

1.   A Hazardous Materials incident can be small or large scale, affecting only one or two individuals or an entire community.

2.   A Hazardous Materials incident can be accidental in origin or one of terrorism involving mass destructions and / or criminal intent.

3.   A large scale Hazardous Material incident can overwhelm existing response capabilities.

4.   A dedicated on-going inspection program involving the use and storage of Hazardous Materials will be carried out by the County Fire Marshal's Office.

5.   A detailed site emergency plan will list: the chemicals on hand, their quantities, and their location on site, responsible parties and their contact information. Emergency response procedures will be on file with the public safety response agencies as required by code. Individual facilities have determined a danger zone around their sites as required by Uniform Fire code Article 80.

6.   All facilities storing and or using Hazardous Materials within the county shall comply with the requirements of the building and fire codes. (Example: Large diameter gas line cannot be located under a school or having a chemical plant next to a hospital).

7.   All Facilities Storing and or using Hazardous Materials shall maintain required monitoring equipment and will be responsible to notify emergency responders of a release. (Notification will be via the 911-phone system to the County's communication center.)

8.   Emergency Equipment located at facilities shall be maintained as required by fire code. Equipment will be kept ready by the facility Safety Team.

Federal Policies and Guidelines:

1.   Federal Environmental Protection Agencies have several requirements for the safe use, handling and storage of Hazardous Materials. All requirements shall be followed.

2.   Hazardous Material (chemicals) listed with EPA and within quantities requiring special handing will be monitored at the time of annual inspections as required by code.