

ALBUQUERQUE EMERGENCY OPERATIONS PLAN

ANNEX 4

LAW ENFORCEMENT

I. PURPOSE

The purpose of the Law Enforcement Annex is to outline the Albuquerque Police Department's response and approach to emergency operations. It addresses their ability to respond to and provide for an all-hazards capability toward emergency incidents in the City of Albuquerque and adjacent jurisdictions via intergovernmental agreements for mutual and/or automatic aid response. As an all hazards-capable entity, APD's goal is to effectively address all manner of life-safety issues, and to provide for scene stabilization, incident management, and deal with public health consequences of incidents that result from accident or deliberate acts. Additionally the Albuquerque Police Department will act as the lead agency in or assist an otherwise designated lead agency in controlling and processing a crime scene and conducting any criminal investigation that is related to a defined disaster or emergency.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

The Albuquerque Police Department (APD) understands the direct correlation between preparedness and response. The exercise of this experience and expertise provides us with the ability to protect the lives and property of the citizens of the City of Albuquerque. Strategic planning, continuous training by a properly equipped work force, and the routine exercise of response plans are all key components in assuring the Department's ultimate success in the management and control of emergency events.

We establish response readiness through diverse and comprehensive training, assuring that all APD personnel are trained in effective and efficient law enforcement and other situation –specific techniques, and that they have the proper equipment to perform their duties. The department is ready to respond to a variety of emergency situations including, but not limited to:

1. Acts of Terrorism
2. Air Transportation Accidents
3. Hazardous Material Incidents
4. Riots/ Civil disturbances
5. Evacuations
6. Natural Disasters

B. Assumptions

1. There are varying degrees of probability that the emergency situation outlined in the hazards summary will occur, thereby, requiring that the Albuquerque Police Department provide immediate assistance in an effort to save lives and protect property and if required pursue a criminal investigation.
2. The Albuquerque Police Department will maintain a high level of operational readiness for police services to respond to emergencies as they arise in the City and, where possible, to support surrounding jurisdictions.
3. The Albuquerque Police Department Communications Center is the primary communications link for the alert, activation, and deployment and incident management of all responding agencies within the greater Metropolitan area within the City of Albuquerque.
4. The Albuquerque Police Department is adequately staffed and funded to maintain appropriate and proper readiness, assuring compliance with CALEA standards as they relate to equipment and training issues. All department personnel are in compliance with state and local requisite certifications appropriate for their respective assignments.
5. The City's Emergency Operations Center (EOC) represents a key component in the department's ability to support on-scene management of events as they progress from inception to resolution. The EOC will be utilized as necessary to support selected APD operations.

III. CONCEPT OF OPERATIONS

A. Objectives

1. The preservation of life and property
2. The maintenance of peace and order
3. The prevention and detection of criminal activity
4. The apprehension and incarceration of criminals

These objectives will be carried out under the color of the United States and New Mexico State Constitutions, the laws of the State of New Mexico and the ordinances of the City of Albuquerque.

B. General

1. When notified of an emergency situation, the Albuquerque Police Department will respond with incident-specific personnel, equipment, and command apparatus to the emergency site, staging area, or other location in support of the incident.

2. The Albuquerque Police Department will assume the responsibility of organizing, training, and equipping law enforcement personnel with the appropriate tools in response to an emergency.
3. Pre-disaster, emergency response, and recovery plans are based on an “All-hazards approach” to emergency management and are consistent with the Incident Command System (ICS) in practice by the Department.
4. Standard Operating Procedures (SOPs) of the Albuquerque Police Department describes department response to critical incidents.
5. SOPs address the alert, notification, and activation of personnel and are routinely tested and exercised.
6. The Albuquerque Police Department will also address emergency planning, response, and recovery issues by coordinating the use of those resources belonging to private and/or other governmental agencies.

C. Operational Guidance

1. Initial Response

On-duty APD officers may be the first responders at an emergency occurring within their jurisdiction. APD personnel will manage those emergency incidents until resolution, or until control of the event is turned over to others who have the legal authority to assume responsibility.

2. Implementation of ICS

During an activation of the Emergency Operations Center (EOC), representatives from the Albuquerque Police Department will be present for the duration of the activation, working in various capacities within the ICS. The City’s EOC will coordinate the support of resources dealing with the incident. The principal consequence of ICS is to unify command and control, enhance communication and to ensure that all City resources are made available, if required, for the effective resolution of an emergency incident.

3. APD Standard Operation Procedures/ Response to Critical Incidents:

- a. General Orders: EMERGENCY OPERATION PLAN
- b. Field Services Bureau Section 2-1: INCIDENT NOTIFICATION LIST
- c. Procedural Orders Section 2-46: HAZARDOUS MATERIALS INCIDENT RESPONSE

4. Source and Use of Resources

Resources are provided automatically, as response needs escalate to meet demands imposed by the incident, or as assessed by the incident commander.

The Albuquerque Police Department maintains a high level of training for all department personnel that could be used during an emergency. The Albuquerque Police Department also coordinates the use of other City departments, other

government agencies, and private sector organizations to aid in emergency response. Incident management and response strategy and tactics are additionally integrated into the APD Standard Operating Procedures Manual, thereby institutionalizing the capacity to deal with such events.

APD Resource Table

	Admin. Office Address	Unit	Staff	Capabilities
1	5408 2 nd St NW	SWAT	18	
2	5408 2 nd St NW	K-9	7	
3	5408 2 nd St NW	ERT	60	
4	5408 2 nd St NW	EOD	7	
5	5408 2 nd St NW	HMU / Seizure Unit	9	
6	5408 2 nd St NW	Air Support	6	
7	7520 Corona NE	Traffic	18	
8	5408 2 nd St NW	DWI / Booking	9	
9	401 Roma NW	CNT	10	
10	401 Roma NW	SID	62	
11	8401 Osuna Rd NE	FSB NE	91	
12	201 Muriel NE	FSB SE	102	
13	5408 2 nd St NW	FSB VA	84	
14	6404 Los Volcanes NW	FSB WS	90	
15	12800 Lomas NE	FSB FH	67	
16	401 Roma NW	CID	75	
17	5410 2 nd St NW	Criminalistics / Evidence Unit	22	
18	401 Roma NW	School Resource Unit	31	
19	5412 2 nd St NW	Training and Recruiting	20	
20	401 Roma NW	Ops Support Unit	3	
21	401 Roma NW	Public Information Unit	2	

D. Incident Command System

1. Overview

The Albuquerque Police Department is comprised of highly trained professionals that are capable of providing emergency services for incidents occurring within the City's jurisdictional boundaries, and when possible to adjacent or regional jurisdictions. APD department personnel can be augmented with mutual aid and off-duty personnel as the incident demands.

When notified of an emergency situation, response personnel, equipment, and command apparatus are dispatched to the emergency site, staging area, or other location as appropriate. The APD Communications Center will establish communication links among response personnel and/or the EOC when it is activated. The 800 MHZ radio systems will serve as the primary form of communication.

Computer aided dispatch; landlines and cell phones will serve as the backup or supplementary methods of communications.

2. Command procedures are designed to:

- a. Fix the responsibility for incident command on a specific individual, depending on the arrival sequence of first responders, line supervisors, special service commanders and command level officers.
- b. Ensure that a strong, direct, and visible Command is established from the onset of the incident.
- c. Establish an effective incident organization that defines the activities and responsibilities assigned for the Incident Commander and other individuals operating within the ICS.
- d. Provide a system to process information in support of incident management, planning, and decision-making processes.
- e. Provide a system for the orderly transfer of Command to appropriate personnel.

3. Responsibilities of Command

The Incident Commander is responsible for the completion of the tactical objectives. The Tactical Objectives (listed in order of priority) are:

- a. Removal of injured or endangered occupants from the critical area or hot zone.
- b. Containment of the incident and the safe direction of resources to the event.
- c. Providing for the safety, accountability, and welfare of response personnel.
- d. Maintaining competent command from inception to resolution of the incident.

E. ICS/ EOC Interface

The Albuquerque Police Department will support all EOC activities when the EOC has been activated. The APD representatives will coordinate a seamless interface between the IC and the EOC by providing the following:

1. Reliable communications link for resource support of the Incident Command post.
2. Support of the overall incident management strategy.
3. Assisting in the development of an EOC incident action plan.
4. Assignment of appropriate personnel, consistent with pre-emergency plans and Standard Operating Guidelines.
5. Review, evaluate, and revise (as needed) the incident action plan.
6. Resource allocation and the coordination of resources to specific field operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

The Albuquerque Police Department is responsible for plan development and the deployment of resources to all emergency events occurring within the jurisdictional boundaries of the City.

The Police Chief will oversee all operations and activities of the Police Department and will assure that resources are adequately utilized.

The Field Services Bureau Deputy Chief is charged with staffing five sub-stations, strategically located throughout the City, with on-duty strength of 200 officers during any given shift. The FSB/DCOP will provide support to the Chief of Police. In the event of a large-scale incident, FSB personnel may be activated in an Alpha Bravo format, which could increase on-duty personnel to more than 300 during a given shift. In addition, the bureau also maintains a ready force of highly trained personnel specializing in unique areas of law enforcement. These personnel include, Special Weapons and Tactics (SWAT), Canine Enforcement Unit (K-9), Explosive Ordinance and Disposal Unit (EOD), Emergency Response Team (ERT), Horse Mounted Unit (HMU), DWI Enforcement Unit, Seizure Unit, Traffic Unit and Air Support Unit.

The Criminal Investigations Bureau Deputy Chief is responsible to provide primary investigations support for all emergency incidents, as well as supplemental staffing for critical needs areas. The CIB/DCOP will provide support to the Chief of Police. In the case of a large-scale incident, CIB personnel may be activated in an Alpha Bravo format, which is intended to supplement on-duty resources during a given shift. The bureau maintains a ready force of highly trained personnel specializing in unique areas of law enforcement. These personnel include, Criminal Investigations Section, Special Investigations Unit, Repeat Offender Project, Crisis Negotiator Unit, School Resource Unit, Criminalistics Section and Evidence Unit.

The Support Services Bureau Deputy Chief is responsible to provide administrative services support for all emergency incidents, as well as supplemental staffing for critical needs areas. The SSB/DCOP will provide support to the Chief of Police.

In the case of a large-scale incident, SSB personnel may be activated in an Alpha Bravo format, which is intended to supplement on-duty resources during a given shift. The bureau maintains a ready force of highly trained sworn and non-sworn personnel specializing in field support services. These personnel include Communications, Records Management, Technical Services, Recruiting/Training, Court Services and Internal Affairs.

B. Police Department Scope of Operations

The Albuquerque Police Department provides the community with highly trained and professional law enforcement services including but not limited to, patrol services, traffic enforcement, property protection, and criminal investigations. Other significant efforts afforded by the Department's service protocols include combined force response capabilities to weapons of mass destruction, terrorist incidents, hazardous material spills, civil disobedience, and natural disasters.

As a municipal department, we are publicly funded through an annual budget allocated by the Albuquerque City Council and the City of Albuquerque Mayor's office, and our organizational structure reflects that subsidiary affiliation. The department is committed to providing the highest level of service within the constraints of available funding.

Under the direction of the Police Chief, the Department fulfills its mission through the coordinated effort of three bureaus, each responsible for the overall coordination of unique services. The Field Services Bureau, Criminal Investigations Bureau and Support Services Bureau provide these services. Through these bureaus, we serve a metropolitan area that includes both the City of Albuquerque and portions of Bernalillo County, for a jurisdictional area of more than 182 square miles and an estimated population in excess of 500,000.

Each Bureau administers their respective functions at area command/ section, unit and team levels to ensure an effective chain-of-command and span of control throughout the organization. In order to maintain consistent management protocols that will sustain the continuous drive toward excellence in the department's service delivery, we have implemented an Accountability Driven Management System. The system's basic goals are to facilitate the improvement of the department through accountability of all personnel. As stakeholders in the success of the department, all members of the organization are encouraged to introduce new concepts, and they are equally invited to take part in the decision-making process. Furthermore, all department issues and proposed ideas are analyzed and evaluated through a standardized accountability process.

The Albuquerque Police Department's principal customers are those who populate our established jurisdiction -- encompassing the entire City of Albuquerque, and including mutual-aid agreements with Bernalillo County, State of New Mexico and Federal agencies including, Kirtland Air Force Base. The APD also offers special services response (SWAT, ERT and EOD) throughout the state. Memorandums of Understanding exist between the APD and any county, state, or federal entity requiring cross-jurisdictional services.

The Albuquerque Police Department maintains an initial response time of four minutes or less to all emergency calls (Priority 1) for service. Each response time includes a one-minute threshold from the time from that a call is received at the public safety answering point (PSAP), to the time that an emergency unit is dispatched; the goal for this threshold is 100% reliability.

C. Strategic Level:

The strategic level involves the overall Command of the incident. The Incident Commander is responsible for the overall strategic level of the Command Structure. The operational plan covers all strategic responsibilities, all tactical objectives, and all support activities needed to respond to the incident. The operational plan defines where and when resources will be assigned to control the incident. This plan is the basis for developing a Command organization, assigning all resources, and establishing tactical objectives. The Strategic level responsibilities include:

1. Establishing critical incident protocol
2. Determining the appropriate strategy
3. Establishing overall incident objectives
4. Setting priorities of accomplishment
5. Developing an incident action plan
6. Obtaining and assigning resources
7. Predicting outcomes and planning
8. Assigning specific objectives to tactical level units

APD Standard Operating Procedures

General Orders – Emergency Operations Plan, Section II	Activation Procedures
General Orders – Emergency Operations Plan, Section III	Command and Control
General Orders – Emergency Operations Plan, Section IV	Deployment
General Orders – Emergency Operations Plan	Evacuation Appendix
Administrative Orders, Section 3-16	Commanding Officer's Duties and Responsibilities
Administrative Orders, Section 3-17	Superior Officer's Duties and Responsibilities

D. Tactical Level:

The tactical level directs operational activities toward specific objectives. Tactical level officers include Metro-Division Commanders, Area Commanders and others as assigned. Tactical level officers are responsible for specific geographic areas or functions, and supervising assigned personnel. A tactical level assignment comes with the authority to make decisions and assignments, within the boundaries of the overall plan and safety conditions. The accumulated achievements of tactical objectives should accomplish the strategy as outlined in the Incident Action Plan.

E. Task Level:

The task level refers to those activities normally accomplished by first responders or specific personnel. The task level is where the work is actually done. Lieutenants and Sergeants routinely supervise task level activities. The accumulated achievements of task level activities should accomplish tactical objectives consistent with the incident action plan.

APD Standard Operating Procedures

General Orders – Emergency Operations Plan, Section VI. A.	Operational Procedures First Responder Guidelines
Procedural Orders, Section 2-45	Use of Canine Unit
Procedural Orders, Section 2-46	Hazardous Materials Incident Response
Procedural Orders, Section 2-52	Use of Force
Procedural Orders, Section 2-56	Responding to Calls
FSB SOP, Section 3-18	Traffic Direction
FSB SOP, Section 3-19	Demonstration Tact Plan
FSB SOP, Section 3-20	Flood Control Channel Action Plan (Code RAFT)

V. APD Communications Center

The Communications Center is responsible for processing all requests for assistance received through the 911 systems, providing pre-arrival assistance to callers, and dispatching appropriate units. The center is responsible for Police, Fire and EMS notification and configuration recommendations, unit status, incident tracking, and event frequency management. In the event of a large-scale incident, APD COMMUNICATIONS WILL BE RESPONSIBLE FOR NOTIFYING PERSONNEL OF ALPHA BRAVO STATUS AND BRIEFING EXECUTIVE COMMANDERS ON THE STATUS OF EVENTS.

A. Administration and Documentation

The Albuquerque Police Department provides for accountability of its response efforts through a Computer Aided Dispatch System (CADS) and Records Management System (RMS) that tracks details of each emergency incident from its inception through its resolution. The data collection begins with audio recordings and CADS records of calls to the APD Dispatch Center, and continues through the event, detailed on Police incident reports. Most major incidents are followed by after action reports and analysis. This data assists with the critical review of policies, procedures and performance of the APD and its personnel.

B. Interagency Memorandum of Understanding

The Albuquerque Police Department currently maintains MOU's with the following agencies:

- a. New Mexico Gaming Control Board
- b. Bernalillo County
- c. Bureau of Alcohol, Tobacco, Firearms and Explosives
- d. Region I Drug Enforcement Coordinating Council
- e. New Mexico Department of Health
- f. New Mexico Gang Task Force

- g. New Mexico Department of Corrections
- h. New Mexico State Police
- i. Family and Community Services Department (COA)
- j. Federal Bureau of Investigation
- k. New Mexico Department of Public Safety
- l. Bernalillo County Sheriff's Office
- m. United States Attorney
- n. Drug Enforcement Agency
- o. United States Marshal's Service
- p. Immigration and Naturalization Service
- q. Housing and Urban Development, Office of Inspector General
- r. Bernalillo County District Attorney, 2nd Judicial District
- s. New Mexico National Guard
- t. Albuquerque Police Officer's Association
- u. Local 3022 AFSCME, Council 18, AFL-CIO

C. Plan Development, Maintenance and Distribution

The responsibility for plan development, maintenance and department distribution will lie with the Chief of Police and, or his designee. Each year this plan will be reviewed and updated, if necessary, to meet the dynamic needs of the City environment. When an update is made the former section will be included in an appendix to the original document. This will enable future drafters the advantage of a historical perspective.

D. Authorities and References

The laws and regulations of the City of Albuquerque, State of New Mexico and U.S. Constitution govern the Albuquerque Police Department. Accepted law enforcement standards established by the FBI, CALEA, IACP, FOP, NTOA, and other recognized authorities guide the policies and procedures of the Albuquerque Police Department.

VI. Definitions (See Basic Plan)

Annex 4 Law Enforcement Attachment 1 Guidelines for Assessing Suspicious Letters or Packages

Assessing Credible Threat Related to a Suspicious Letter or Package

The New Mexico Department of Health Office of Epidemiology (NMDOH EPI), Federal Bureau of Investigation (FBI)/Albuquerque Office, New Mexico Department of Public Safety (DPS)/Homeland Security Department, other law enforcement, or fire and hazardous material (HAZMAT) personnel may be asked to assess the credibility of suspicious letters, packages, and other potential threats. The following outline is provided to help assess whether a letter or package represents a credible threat (refer to flowchart at end of this document). *These guidelines refer only to those threats that originate in New Mexico.*

Does the letter or package have **EITHER** of the following criteria for a **CREDIBLE THREAT**?

A. Letter or package with an explicit threat (substance need not be present).

OR

B. A letter or package that is suspicious for a bomb or other hazardous material, e.g., ticking, protruding wires or foil, unexplained material leaking from package.

IF YES – FOLLOW THESE STEPS:

A. Have caller contact local police. If the caller is at work, then also have them report the incident to an available supervisor or building security official.

B. Instruct the caller not to handle the package, and to leave the room, close the door, and section off the area to prevent others from entering. If possible, turn off local fans or ventilation units in the room.

C. Regardless of who receives the initial report, the following agencies will be contacted to inform them of the incident:

- | | |
|-------------------------------------|----------|
| 1. Emergency Operations Center | 476-9635 |
| 2. Federal Bureau of Investigations | 224-2000 |
| 3. Office of Epidemiology | 827-0006 |
| 4. Director of Homeland Security | 621-4284 |
| 5. Local law enforcement/Hazmat | |

D. If Laboratory testing is being considered, then credible threat must be determined by FBI and NMDOH EPI.

E. REFER TO APPENDIX 1 FOR ADDITIONAL INSTRUCTIONS

Does the letter or package have material present, whether opened or unopened (e.g., powder spilling)?

IF YES – REVIEW OTHER CHARACTERISTICS OF THE LETTER OR PACKAGE:

- a. Is there a logical explanation for the letter/package or material?
- b. Is the letter/package “suspicious” because it is unfamiliar?
- c. Is there a return address? Is the return address known to the recipient? Can the recipient contact the return address to confirm that they sent the item? Is the return address a reputable company conducting normal business?
- d. Did anyone actually see the material?

IF THERE IS DEFINITELY MATERIAL PRESENT THAT CANNOT BE LOGICALLY EXPLAINED, THIS REPRESENTS A CREDIBLE THREAT. FOLLOW THESE STEPS:

- A. Have the caller contact their local police. If the caller is at work, then also have them report the incident to an available supervisor or building security official.
- B. How to handle the letter or package if material is present that represents a credible threat:
- C. Do not shake or empty the contents of any suspicious envelope or package.
- D. Do not smell, taste, or touch the material.
- E. Do not try to clean up powders or liquids.
- F. Place the envelope or package in a sealed bag or container. A transparent container such as a ziplock bag or plastic storage container is preferable. If a container is not available, then cover the letter or package.
- G. If possible, turn off local fans or ventilation units in the room.
- H. Leave the room and close the door, and/or section off the area to prevent others from entering.
- I. Anyone who handled the item should wash their hands with soap and water.
- J. If the material spilled out onto clothing, remove contaminated clothing and place in sealed plastic bag. Shower with soap and water as soon as possible. Do not use bleach or harsh disinfectant on your skin.
- K. If possible, obtain a list of all people who handled the letter/package or were in the room or area when the letter/package was recognized or opened. Give this list to both local enforcement officials and Public Health authorities for further investigation.
- L. If a room was contaminated by intentional mechanical aerosolization, follow these instructions:
- M. Turn off local fans or ventilation units in the area.
- N. Leave the area immediately.
- O. Close the door or section off the area to prevent others from entering.
- P. Report the incident to local police and/or FBI.
- Q. Shut down air handling system in the building, if possible.
- R. If possible, obtain a list of all people who were in the room or area.
- S. Regardless of who receives the initial report, the following agencies will be contacted to inform them of the incident:
 - 1. Emergency Operations Center 476-9635**
 - 2. Federal Bureau of Investigations 224-2000**
 - 3. Office of Epidemiology 827-0006**
 - 4. Director of Homeland Security 621-4284**
 - 5. Local law enforcement/Hazmat**

Does the letter or package have other suspicious characteristics? For example:

- A. Excessive postage
- B. Handwritten or poorly typed addresses
- C. Incorrect titles
- D. Title but no name
- E. Misspellings of common words
- F. No return address/unknown return address
- G. Excessive weight
- H. Lopsided or uneven envelope
- I. Excessive security materials (e.g., heavily taped)
- J. Visual distractions
- K. Marked with restrictive endorsements (e.g., “Personal” or “Confidential”)

IF YES - THESE ITEMS MAY OR MAY NOT REPRESENT A THREATENING SITUATION. REVIEW THE FOLLOWING CHARACTERISTICS OF THE LETTER OR PACKAGE:

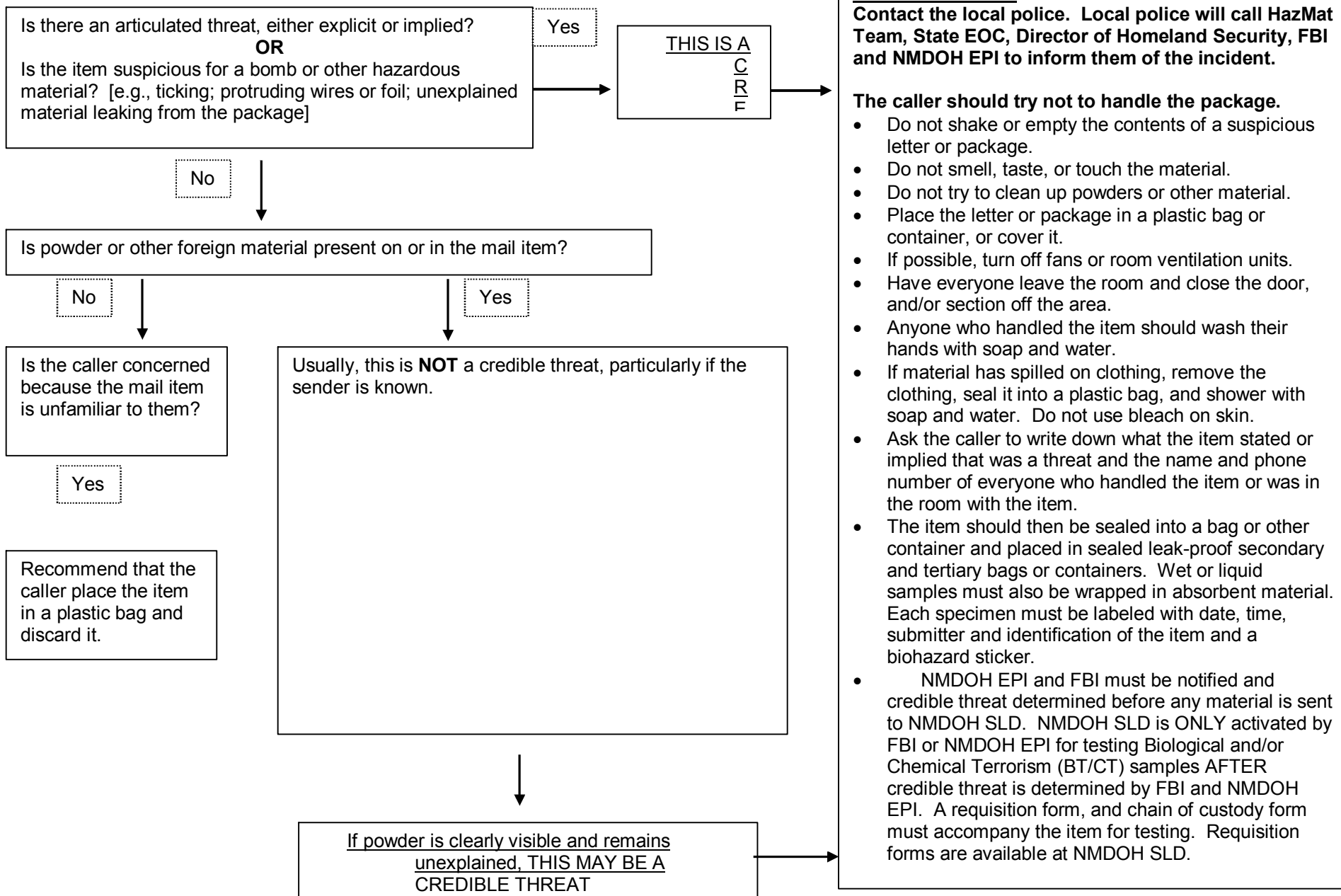
- A. Is there a logical explanation for the letter/package or material?
- B. Is the letter/package “suspicious” because it is unfamiliar?
- C. Is there a return address? Is the return address known to the recipient? Can the recipient contact the return address to confirm that they sent the item? Is the return address a reputable company conducting normal business?

If there is not a logical explanation for the letter or package, have the caller contact local police. Alternatively, the caller may place the item in a plastic bag and discard.

If the letter or package does not contain an observable threat or material, but the recipient is concerned, instruct the recipient to place the letter or package in a plastic bag and discard.

This mail does not need to be reported to local law enforcement, FBI, or NMDOH EPI. FBI will not take possession of the letter or package and testing will not be performed.

RESPONDING TO A SUSPICIOUS LETTER OR PACKAGE



Annex 4 Law Enforcement
Attachment 2
Preliminary Investigation of a Letter or Package Representing a
Credible Threat, Including a Letter or Package with Definite
Material Present

I. REASSESSMENT OF INCIDENT

Upon notification of an incident, law enforcement dispatchers and responders will conduct an investigation:

- A. To reassess whether there is an explicit or implied threat regarding a chemical, biological, radiological agent/device, or explosive device.
- B. To confirm whether there is material present. If there is material present, the FBI in conjunction with NMDOH EPI, HAZMAT personnel, local and state law enforcement agencies, and/or other field responders will decide whether the item still represents a potential act of terrorism.
 - 1. IF NMDOH EPI and the FBI determine that the material is to be analyzed, representatives from the FBI, local and state law enforcement, and/or local HAZMAT Response Unit will come to the scene to collect the material.
 - 2. NMDOH EPI and FBI must be notified before any material is sent to NMDOH SLD.
 - 3. The material must be appropriately packaged for transport to NMDOH SLD (See section below).

II. TRANSPORTATION OF MATERIAL TO NMDOH SLD

- A. NMDOH SLD is ONLY activated by either FBI or NMDOH EPI for testing of Biological and/or Chemical Terrorism samples after credible threat has been determined by FBI and NMDOH EPI.
- B. The material MUST be appropriately packaged before transporting to NMDOH SLD. The packaging and transporting protocol for delivering materials to NMDOH SLD is outlined in Appendix 2.
- C. FBI, police, or HAZMAT personnel MUST complete the appropriate chain of custody forms when transporting materials for testing.
- D. Material should be transported to NMDOH SLD promptly. Normal hours of operation at NMDOH SLD are 8AM to 5PM, Monday thru Friday. Please make a reasonable attempt to deliver the material during those hours and call ahead for anticipated transport (505-841-2541). If material must be delivered after hours, call the NMDOH EPI on-call epidemiologist (505-827-0006). He/she will coordinate with NMDOH SLD, FBI, police, and/or HAZMAT personnel to have the material delivered.

III. PRELIMINARY MATERIAL TESTING AND REPORTING PROCEDURE

- A. Environmental samples or other specimens will be tested at NMDOH SLD using protocols from the Centers for Disease Control and Prevention (CDC). NMDOH SLD will only accept specimens that they have been instructed to test by NMDOH EPI and the FBI.
- B. NMDOH EPI will coordinate the follow-up of results from materials tested at NMDOH SLD.
 1. **ALL TEST RESULTS ARE STRICTLY CONFIDENTIAL AND TEST RESULTS WILL ONLY BE GIVEN OUT THROUGH NMDOH EPI.**
 2. NMDOH SLD will only report results to the senior epidemiologist at NMDOH EPI (505-827-0006). NMDOH SLD will **NOT** report results to any other person/agency. All results, both preliminary and final, will be reported to those agencies that need to know by NMDOH EPI. Hard copy of test results will be sent to Public Health Emergency Preparedness Unit, c/o Maggi Gallaher, MD, MPH, Medical Epidemiologist, Emergency Preparedness Unit, Office of Epidemiology, NM Department of Health, 2500 Cerrillos Rd, Santa Fe, 87505-3260.
 3. NMDOH EPI will be responsible for contacting other agencies with test results as soon as possible and within 24 hours of receipt of the results from NMDOH SLD. The agencies to be contacted include, but are not limited to:
 - a. FBI, Albuquerque Office
 - b. Secretary, Department of Health
 - c. Public Information Officer, Department of Health
 - d. Secretary, Department of Public Safety
 - e. Director, Office of Homeland Security
 - f. State Emergency Operations Center
 4. The State Police or FBI will be responsible for providing the potential victim with information about testing procedures and follow-up. The FBI will notify the potential victim of final test results. If the potential victim has additional questions, he/she may contact the FBI and request that NMDOH EPI call them back.

CONTACT PHONE NUMBERS and EMAIL

New Mexico Department of Health Office of Epidemiology (NMDOH EPI)	505-827-0006	mgallaher@doh.state.nm.us
New Mexico Scientific Laboratory Division (NMDOH SLD)	505-841-2541	
New Mexico Dept of Health—Cabinet Secretary Call with <i>positives</i> , email only for negative results	505-231-2112	pmontoya@doh.state.nm.us
Federal Bureau of Investigation/Albuquerque Office (FBI)	505-224-2000	Wshuptrine@fbi.gov
New Mexico Department of Public	505-476-9635	eocdirector@dps.state.nm.us

Safety (DPS) – Cabinet Secretary New Mexico Emergency Operations Center (EOC)	
Director, Homeland Security	505-621-4284 asobel@state.nm.us

All results will be emailed regardless of whether they are positive or negative. For those with access to DOH Lotusnotes, there is an email group called BT/CT Results for the purpose of emailing these results.

**Annex 4 Law Enforcement
Attachment 3
Packaging and Transporting Suspicious Items**

I. PACKAGING AND TRANSPORTING PROTOCOL

- A. Place the specimen into a leak-proof transparent plastic bag or a leak-proof container with a tight cover that is labeled “biohazard”.
- B. Place this bag/container into a second leak-proof transparent bag or container with a tight cover that is labeled “biohazard”.
- C. Place the second bag/container into a third leak-proof transparent bag or container with a tight cover that is labeled “biohazard”.
- D. Any liquid or wet samples must be wrapped in absorbent material.

II. THE DELIVERY PACKAGE MUST BE LABELED WITH:

- A. Biohazard labels, AND
- B. Date, time, submitter name, and identification of the item being transported.

III. PAPERWORK THAT MUST BE COMPLETED FOR ALL DELIVERY PACKAGES INCLUDES:

- C. Requisition form (should be filled out at NMDOH SLD)
- D. Chain of custody form (should be filled out at NMDOH SLD)

Material should be transported to NMDOH SLD promptly. Normal hours of operation at NMDOH SLD are 8AM to 5PM, Monday thru Friday. Please make a reasonable attempt to deliver the material during those hours and call ahead for anticipated transport (505-841-2541). If material must be delivered after hours, call the NMDOH EPI on-call epidemiologist (505-827-0006). He/she will coordinate with NMDOH SLD, FBI, police, and/or HAZMAT personnel to have the material delivered.

Annex 4 Law Enforcement Attachment 4 Device/Substance Response

I. Initial Actions

An incident involving a bomb threat, suspicious package, or actual device is a law enforcement event that requires an appropriate response from the APD, AFD, DOH-EPI and FBI. APD will initiate as the Incident Commander during such an incident.

An announced biological release will initiate a 911 response. Fire, Hazardous Materials and Police teams will arrive, assess the situation in the field, isolate the area, follow standard hazardous materials operating procedures for management of an exposed population and initiate notification.

The criminal investigation will commence under the direction of the Police Operations Commander and the FBI representative.

II. Detail and Responsibilities

A. Field Operations

Initial response considerations will depend on the size of the release and nature of the agent. For small to medium sized events, these could include the following:

B. Identification of the Hot Zone

AFD will determine the necessity for and extent of an evacuation. APD will assist in evacuations in cooperation with AFD. When first responders reach the scene of a suspected biological agent, they will perform an evaluation to determine the "hot zone" and the potential number of exposed individuals. Based on the nature and location of the event, the Incident Commander, after consulting with the respective Chiefs, will make a decision as to whether or not to evacuate the building/area involved.

C. Rescue and Decontamination of all potentially exposed individuals

1. Decontamination

The goal of decontamination after an exposure to a bioterrorism agent is to reduce the extent of external contamination on patients and contain the contamination to prevent further spread. Decontamination will only be considered in instances of gross contamination where the biological agent is externally adhered to the exposed population. The Albuquerque Fire Department will use standard hazardous materials decontamination procedures developed for mass victims of a chemical weapon of mass destruction release. These procedures rely primarily on the use of soap and water.

2. Evacuation:

Only the AEHD Bio-Disease Management Division staff and AFD are equipped and trained to operate in a contaminated environment. Should there be people that need to be removed from a contaminated venue, it will be directed and carried out by AFD personnel. If mutual aid is needed, it will be requested through the AFD Dispatch Center based on instructions from the Incident Commander.

Unlike a chemical exposure, exposed victims may not need immediate transport to a health care facility. However, if the biological release is announced and/or witnessed, provisions for immediate transportation of the exposed population to care facilities or triage centers must be considered. The possible transportation resources in the City of Albuquerque are highlighted in the Emergency Operation Plan (EOP).

Transportation for the evacuation of non-infectious victims of a biological attack that are in need of bed space outside the metropolitan area will be arranged as called for in Emergency Support Function (ESF)-7. Such an evacuation will likely be done in coordination with local Fire Departments and ambulance services. If necessary, the Mayor may request state assistance to include activation of the National Disaster Medical System (NDMS).

3. Exposure analysis, counseling, and care of exposed individuals:

The NMDOH Office of Epidemiology will identify all potentially exposed individuals, obtain contact information for them and perform appropriate agent-specific follow-up consultations. These victims will be evaluated and will receive counseling with the assistance of AFD assets at the scene.

4. Crowd Control and Protection of Treatment Facilities and Personnel:

The APD is responsible for crowd control in public areas, and based on the situation would manage this responsibility in any disaster including a biological attack. Should large masses of people be involved the Police would use mutual aid to augment and support their capabilities and to cover other concurrent requirements that could not be curtailed or totally scaled back. If these additional resources proved insufficient the Police Chief, or an Assistant Chief acting on behalf of the Chief, would ask the Mayor to request assistance from the state.

Protection of treatment facilities and their personnel is primarily a function for hospital security. If these in-house resources are unable to handle the situation or if public roadway accesses to treatment facilities are being blocked, emergency room or administration personnel from any facility encountering such problems will refer the details to the Control APD.

D. Establishment of a crime scene and initiation of a criminal investigation

1. Microbiological sampling for laboratory identification:

AFD, in cooperation with AEHD Bio-Disease Management Division (BDMD), will use reliable field screening tests to presumptively determine the agent and to define the hot zone. The AFD-BDMD will obtain field samples for laboratory analysis and

these will be transported immediately to the DOH Scientific Laboratory Division. APD will be responsible for determining the mode of transport for this initial sample unless the FBI has primary jurisdiction. In this case, the FBI will control transportation. Depending on the presumptive identification, samples may also be taken to other, more specialized laboratories. The primary confirmatory laboratories are at the Center for Disease Control in Atlanta, Georgia or USAMRIID. Specimen and transport will be coordinated with the AFD, APD, New Mexico State Patrol (NMSP), DOH-EPI, and FBI in order to ensure a proper chain of custody for evidentiary purposes.

Note: Specimens obtained by hospitals or other medical facilities from patients presenting symptoms of suspicious and highly infectious diseases will be transported to DOH laboratories after notification of DOH-EPI. APD and NMSP will coordinate transport operations.

2. Transportation of samples to reference laboratories will be with an accompanying law enforcement officer to maintain the chain of custody.

E. Packaging and Transporting Protocol

Packaging and labeling specimens is the same as for any infectious substance:

- a. If the specimen is a dry powder or paper material, place it in a plastic zip-lock bag, place biohazard label, and follow steps 1-4 (see diagram following).
- b. If the specimen is a clinical specimen, place biohazard label on the specimen receptacle, wrap the receptacle with an absorbent material, and follow steps 1-4 (see diagram following)
 1. Place the bag or specimen receptacle into a leak proof container with a tight cover that is labeled "biohazard."
 2. Place this container into a second leak proof container with a tight cover that is labeled "biohazard." The size of the second container should be no larger than a one-gallon paint can.
- c. For a clinical specimen, an ice pack (not ice) should be placed in the second container to keep the specimen cold
- d. If the specimen is not a clinical specimen, but is paper or powder, the ice pack should be omitted
 1. Place the second container into a third leak proof container with a tight cover that is labeled "biohazard." The third container should be no larger than a five-gallon paint can.
 2. Both containers should meet state and federal regulations for transport of hazardous material, and be properly labeled.

F. Operational Guidelines

These incidents will be treated as a "WMD Incident" (Weapons of Mass Destruction). Life safety (civilian and first responder) is the first priority and the Fire Department will manage this portion of the incident, in a Unified Command with the Police Department. Fire Department and Police Department resources will be coordinated to mitigate and investigate the incident, perhaps with assistance of DOH-EPI.

1. Upon arrival, establish command, give a comprehensive size-up and call for needed resources.
2. Request Albuquerque Police, if they have not been dispatched.
3. Contact a responsible party for the premises.
4. Isolate and deny entry:
 - a. secure and contain the immediate scene
 - b. establish zones (hot, warm, cold)
 - c. conduct evacuation to secure area and separate potentially same spore contaminated patients
 - d. consider shelter in place in large structures
 - e. control building operating systems (HVAC, elevators, fire control panel, etc)
 - f. establish decontamination areas as needed
 - g. request MCI/HazMat Response for multiple patient
 - h. establish and maintain communications links with victims, consider assigning a Firefighter/Officer to this task
 - i. consider the potential for a secondary device

G. Hazmat Units shall provide the following:

1. Detection
2. Decontamination
3. Evidence Collection and Stabilization in conjunction with Law Enforcement
4. Any potentially contaminated evidence gathered at the scene should be triple sealed in airtight containers. The Albuquerque Fire Department HazMat Unit has evidence collection cans for this purpose. Unopened envelopes or packages do not represent a safety hazard if handled properly.
5. Potentially contaminated patients do not need to be quarantined, nor placed on chemoprophylaxis while awaiting laboratory results. The patients need to be

instructed that if they experience symptoms (see agent specific fact sheets) or become symptomatic before laboratory results are available (usually within 48 hours) they should contact Bernalillo County Department of Health at 505-827-0006.

6. Patients with a high probability of contamination should be decontaminated with soap and water.
7. Potentially contaminated personal articles should be double bagged and retained in Police custody awaiting analysis of the substance.
8. All potentially exposed patients should be logged for later contact if needed.

H. Augmentation Activities

1. Hand Held Field Assays

These testing devices are limited; reliable only for ricin and bio-toxins. These testing devices do not possess the wide range of agent identification required for reliable field use. We must rely primarily on lab analysis for agent confirmation. In the field, first responders should approach every suspected biological incident with the assumption it is a biological agent until proven otherwise.

MOBILIZATION MATRIX FOR EMERGENCY RESPONSE

Incident: Arbovirus-West Nile virus, St. Louis and Western Equine encephalitis
Division: Bio-Disease Management(BDM)

BDM Duties: Conduct field investigation based on epidemiological information to determine source of infection, i.e. patient interview, follow-up surveillance, and implement mosquito control measures and community outreach.

Duties of Departmental EOC/EOP Liaison: To coordinate with EOC/EOP, to oversee incident investigation, and assess and develop disease containment strategies with the Lead Coordinator.

Duties of the Lead Coordinator: To evaluate the disease outbreak and the population at risk, to determine the procedures necessary to contain the outbreak (I.e. evaluations, samples), and organize the personnel necessary to perform those tasks.

Duties of Lead Field Operations: Organize and conduct field investigation, control operations, and public education.

Duties of Environmental Health Educator: Media resource and coordination

Name	Position	Admin. Role	ER Role	Phone
Kent Newton*	EHD Associate Director Environmental Health	Z		768-2626, 250-2703
Rudy Bueno, Jr.	Supervisor/ Public Health Entomologist	X		873-6613x223, 250-2567
Jeff Sheyka	Environmental Health Scientist	O		873-6613x221,251-3626(p)
Joseph Targhetta	Environmental Health Specialist	S	1,2,3	764-1159, 250-4984
David Gallegos	Environmental Health Technician	S	1,2	873-6613x227, 380-2273(p)
James Gonzalez**	Environmental Health Technician	S	1,2	873-6613x226, 401-4216
Vacant				
Vacant	Environmental Health Educator	S		

Z=Departmental EOC/EOP Liaison

X =Lead Coordinator

O=Lead Field Operations

S=Support staff

Emergency response role:

1=Responder to biodisease/haz mat incident

2=Site worker for biodisease/haz mat incident

3=Confined space entrance

*In the absence of Rudy Bueno, Kent Newton will assume the role of lead coordinator.

**Bernalillo County Environmental Health staff

Equipment Available:

Respirators: Positive Air Protection Respirators (PAPR's); Advantage and 3M 7800S Full and Half Face.

Filters: HEPA, organic vapor filters, and GME P100(99.97%filter efficiency level) effective against all particulate filters aerosols)

Certification: OSHA Incident Response, Hazardous Waste Operations, Confined Space.

NM Public Health Applicators License 7B, 8; Respirator Training (Risk Mgmt.)

Consulting Agencies:

1. Centers for Disease Control, Ft. Collins, CO 970-221-6400
Contact: Dr. Roger Nasci
2. NM Department of Health, Office of Epidemiology 827-0279
Contact: Dr. Paul Ettestad
3. NM Scientific Laboratory Division 841-2541
Contact: Dr. Pascale Leonard
4. Bernalillo County Environmental Health
Contact: Christine Suozzi, Ph.D.

