GRANT COUNTY EMERGENCY OPERATIONS PLAN

GRANT COUNTY

SILVER CITY

BAYARD

SANTA CLARA

HURLEY

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Promulgation Statement

CHAIRMAN OF THE BOARD RESOLUTION

AS CHAIRMAN OF THE BOARD OF COMMISSIONERS (or City or Town Council) OF GRANT COUNTY (Silver City, Bayard, Santa Clara or Hurley) AND WITH THE APPROVAL OF SAID BOARD

Across the United States, natural and human-caused disasters have led to increasing levels of death, injury, property damage, and interruption of business and government services. The toll on families and individuals can be immense, and damaged businesses cannot contribute to the economy. The time, money, and effort spent to respond to and recover from these disasters divert public resources and attention from other important problems and programs. Grant County, New Mexico recognizes the consequences of disasters and the need to respond quickly to reduce the impacts of natural and human-caused hazards.

This plan was prepared in accordance with local responsibilities to meet the requirements of the Federal Emergency Management Agency (FEMA) guide for Comprehensive Preparedness Guide, Developing and Maintaining Emergency Operations Plans, (CPG 101). It also meets the requirements of the New Mexico Department of Homeland Security and Emergency Management (NM DHSEM) Crosswalk; FEMA's Managing the Emergency Consequences of Terrorist Incidents guideline and the National Incident Management System (NIMS).

This plan will be reviewed annually. Changes to the Basic Plan will require Commission/council approval. Changes to the annexes will be completed as needed by the Emergency Management Coordinator and will not require Commission approval.

I do hereby approve and adopt the Grant County All-Hazard Emergency Operations Plan of DATE, as the official emergency operations plan for Grant County (name of jurisdiction)   superseding any previous emergency operations plan.

By my signature I do hereby authenticate this plan this date.

BOARD OF COUNTY COMMISSIONERS: (City or Town Council)   ATTEST:

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_____

APPROVED AS TO FORM:

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BASIC PLAN

Introduction

This is the All-Hazard Emergency Operations Plan for Grant County. The plan replaces any previous plan. The plan was developed through the Grant County Emergency Manager's Office with the cooperation and assistance of law enforcement, fire, health care professionals, volunteer organizations, county departments, state and federal agencies, the Grant County Local Emergency Planning Committee (LEPC) and neighboring communities.   The Plan applies only to response within the political boundaries of Grant County; the plan will apply to the individual jurisdictions including the unincorporated areas of Grant County, and the incorporated communities of Silver City, Bayard, Santa Clara and Hurley. This plan will apply to any or all of the jurisdictions that choose to adopt the plan. **The Grant County EOP is structured to provide guidance for any and all of the jurisdictions within the boundaries of Grant County.**

Mutual aid agreements and Joint Powers Agreements existing among Grant County and neighboring jurisdictions were considered in the preparation of the Plan.

Minimum requirements for the Superfund Amendments and Reauthorization Act (SARA) Title III, Hazardous Materials planning have been added and the Grant County Local Emergency Planning Committee (LEPC) must review and implement that part of the EOP.

The Plan was prepared in accordance with, and to meet the legal responsibilities of the New Mexico Civil Emergency Act of 1978, Chapter 12, New Mexico Statues, Article 4B Section 74 Article 4B supplement (1997), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended and the New Mexico Civil Emergency Act, 1978. **New Mexico Civil Emergency Act, 1978**

12-10-2. Purpose: The purpose of the All Hazard Emergency Management Act [12-10-1 NMSA 1978] is to:

  A. Authorize the creation of local offices of emergency management in the political subdivisions of the state;
  B. Confer upon the governor and upon the governing bodies of the state all hazard emergency management powers;
  C. Provide an emergency operations plan for the protection of life and property adequate to cope with disasters resulting from acts of war or sabotage or from natural or man-made causes other than acts of war;
  D. Provide for coordination of all hazard emergency management functions of this state with the comparable functions of the federal government and other states and localities and of private agencies;
  E. Initiate programs to render aid in the emergency restoration of facilities, utilities and other installations essential to the safety and general welfare of the public; and
  F. Provide for assistance and care for persons displaced, left homeless or otherwise victims of disaster or war conditions.

12-10-5. Local emergency management: The governing bodies of the political subdivisions of the state are responsible for the all hazard emergency management of their respective jurisdictions. Each political subdivision is authorized to establish, by ordinance or resolution, a local office of emergency management as an agency of the local government and responsible to the governing body, in accordance with the state emergency operations plan and program. Every local coordinator of emergency management shall be appointed by the governing body, subject to the approval of the state director of homeland security and emergency management, and the local coordinator shall have direct responsibility for carrying out the all hazard emergency management program of the political subdivision. The state director shall coordinate the emergency management activities of all local governmental departments and agencies and shall maintain liaison with and cooperate with emergency management agencies and organizations of other political subdivisions and of the state government. Each local organization shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized.

12-10-7. Authority to make appropriations and accept aid

A. Each political subdivision of the state shall have the power to make appropriations in the manner prescribed by law, and subject to the limitations of the law, for the payment of expenses of emergency management.

B. Whenever the federal government or any agency or officer thereof shall offer to the state or any political subdivision thereof services, equipment, supplies, materials or funds by way of gift, grant or loan for purposes of emergency management, the state, acting through the governor, or the political subdivision, acting with the consent of the governor, may accept the offer and may authorize any officer of the state or of the political subdivision to receive the aid and assistance.

C. Whenever any private person, firm or corporation shall offer to the state or to any political subdivision thereof any aid or assistance for emergency management, the state or the political subdivision shall be authorized to accept the aid or assistance, subject to the provisions of this section.

12-10-10. Enforcement of executive orders and rules

A. It is the duty of all political subdivisions of the state and their coordinators of the all hazard emergency management programs appointed pursuant to the provisions of the All Hazard Emergency Management Act to comply with and enforce all executive orders and rules made by the governor or under the governor's authority pursuant to law.

B. Political subdivisions shall meet all state and federal requirements before becoming eligible to participate in state and federal all hazard emergency management assistance programs. They must comply with all state and federal rules and procedures and shall be removed from participation in the assistance programs by the State Director of Homeland Security and Emergency Management for failure to comply with the rules and procedures or to maintain their eligibility in accordance with prescribed requirements.

The plan is addressed to public departments and agencies of the county and municipalities and also to charitable organizations and private companies willing to assist in disaster control. Annexes to the Plan address specific functions such as fire and law enforcement. The Resource Handbook for the Plan includes known resources such as personnel and equipment availability within the county and neighboring communities.

Americans with Disabilities Act Provisions

Grant County is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is Grant County's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Grant County will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Grant County aware of his or her disability, provided that such accommodation does not constitute an undue hardship on Grant County. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Grant County Human Resources Department.

Plan Goals

The primary goal of local emergency management is to minimize casualties and property damage and to recover from the effects of a disaster as quickly as possible.

The Grant County Emergency Operations Plan's (EOP) goal is to provide a framework to assemble, mobilize, and coordinate a team of responders and coordinators to deal with any emergency situation. The plan includes maximizing all resources of the county and municipal governments as well as resources of various private companies and organizations. The Grant County EOP is structured to provide guidance for any and all of the jurisdictions within the boundaries of Grant County.

Plan Summary

This plan identifies the existing natural and manmade emergency hazards having the potential of affecting a portion, or all of the population and political boundaries of Grant County.   The plan addresses hazard mitigation, disaster planning, preparation, response, and recovery. It provides for an overall, coordinated, integrated countywide disaster management organization with each municipality providing disaster management within its own jurisdiction and within its own capabilities. The Planning Team reviewed the current EOP, the recently completed Threat and Hazard Identification and Risk Assessment (THIRA) and the Disaster Mitigation Plan to complete this EOP. Additionally, the NM Department of Health (NM DOH) Strategic National Stockpile Plan, NM Disaster Mortuary Response Team (DMORT) Plan (Annex F) and the NM State EOP were incorporated into this plan.

This plan was developed with the support and assistance from those departments and agencies that have a role or responsibility in supporting emergencies and public safety in Grant County.

How the EOP Works

The Grant County EOP consists of two separate documents; The Basic Plan and Annexes. The Basic Plan provides the framework of emergency response in the jurisdiction, identifies the roles and responsibilities of Grant County officials, outlines the goal to coordinate emergency response efforts to save lives, reduce injuries and preserve property and identifies strategies for preparing before the incident, during the incident and after the incident. The Annexes describe general operational functions but are primarily designed for function coordinators at the Emergency Operations Center (EOC). The annexes are cross-referenced with the Emergency Support Function (ESF) used in state and federal response. The Operational Functions of the Plan are based on the Incident Command System (ICS). The ICS addresses specific response functions at the scene of the emergency. The Annexes included in the Basic Plan describe emergency functions that can apply to any type of emergency. Some of the annexes pertain to specific types of emergencies requiring special considerations and priorities.

Distribution

Grant County has determined the Basic Plan will be available for distribution to all of the persons and agencies listed below (Table 1). Grant County will provide electronic PDF copies only. However due to security issues, the Basic Plan Annexes will have controlled distribution to be determined by the Grant County Emergency Manager.

Table 1: Distribution

Department/Agency	Name/Title	Copies	Date of Distribution
New Mexico Department of Homeland Security and Emergency Management		1 PDF	11/17/14
Grant County Commission	Chris Ponce		
Grant County Manager	Tim Zamora	1 PDF	11/17/14
Grant County Fire District Chiefs	Randy Villa	1 PDF	11/17/14
Grant County Sherriff Department	Frank Gomez	1 PDF	11/17/14
Grant County EMS	Eloy Medina	1 PDF	12/3/14
Mayor of Silver City	Ken Ladner	1 PDF	12/3/14
Mayor of Bayard	Chon S. Fierro	1 PDF	12/3/14
Mayor of Santa Clara	Richard Bauch	1 PDF	12/3/14
Mayor of Hurley	Ed Stevens	1 PDF	12/3/14
Luna County Emergency Manager	Phillip Rodriguez	1 PDF	9/12/18
Hidalgo County Emergency Manager	Scott Richins		
Catron County Emergency Manager	Dusty Choate		
Sierra County Emergency Manager	Ryan Williams	1 PDF	1/18/17
GCRCDA	Amy Chappell	1 PDF	9/12/18
Grant County Airport	Rebekah Wenger	1 PDF	9/12/18
Grant County Fire Management Officer	Randy Villa		

NOTE:
EACH PRIMARY ADDRESSEE SHOULD KEEP A RECORD OF THE OFFICES THAT ARE TO RECEIVE COPIES OF THIS PLAN. WHEN CHANGES ARE DISTRIBUTED, THE SAME OFFICES MUST FORWARD THE CHANGES TO OTHERS WITH ORIGINAL COPIES.

Plan Updates

The Basic Plan is based on established policy, legal requirements and state and federal statutes. No changes can be made to the Grant County Basic Plan without the review and approval of Grant County and may include a review by legal counsel to ensure continued regulatory compliance. The Grant County EOP should be reviewed yearly at a minimum and following any disaster or emergencies that may occur in the County. The Annexes are based on functional procedures and current information so changes may be made to the annexes by the Grant County Emergency Manager. All changes, corrections or reviews of the EOP either in the Basic Plan or Annexes must be recorded. The following tables (Table 2 and 3) should be completed by the Emergency Manager or designated representative.

Table 2: Record of Changes

Date	Change No.	Summary of Change	Name of Person Making Change
May, 2017	1	Incorporated all changes recommended by LEPC after 2017 review/update to Basic Plan, Annex A, B, C, and I	Gilbert Helton
July, 2018	2	Incorporated all changes recommended by LEPC after 2018 review/update to Basic Plan, Annex D, E, F, G	Gilbert Helton
July, 2021	3	Incorporated changes recommended by LEPC after 2020 review/update to Basic Plan	
June, 2022	4	Incorporated addition of County PPE Inventory List as well as NMDOH PPE Request Procedure	Adam Baca

Table 3: Annual Review

Date	Signature	Typed/Printed Name & Position
10/15		Gilbert Helton, Emergency Manager
8/16		Gilbert Helton, Emergency Manager

5/17		Gilbert Helton, Emergency Manager
7/18		Gilbert Helton, Emergency Manager
4/19		Gilbert Helton, Emergency Manager
10/20		Gilbert Helton, Emergency Manager

List of contributors

Grant County Office of Emergency Management

Grant County Local Emergency Planning Committee (LEPC)

Grant County Sheriff's Office

Glossary of Terms and Acronyms

ACP	Access Control Point
ALERT	Automated Local Evaluation in Real Time
ANS	Alert and Notification System
AHP	All-Hazard Plan
ARES	Amateur Radio Emergency Service
ARC	American Red Cross
BIA	Bureau of Indian Affairs
BSI	Base Support Installation
CB	Citizen's Band
CDC	Centers for Disease Control & Prevention
CEO	Chief Elected Official
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CFR	Code of Federal Regulations
CHEMTREC	Chemical Manufacturers' Association Chemical Transportation Emergency Center
CPG	Civil Preparedness Guide
CSEPP	Chemical Stockpile Emergency Preparedness Program
CISM	Critical Incident Stress Management
CST	Civil Support Team
DAP	Disaster Assistance Program Local Government Handbook
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOH	Department of Health
DHSEM	Department of Homeland Security and Emergency Management
DPS	Department of Public Safety
DOD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOT	U.S. Department of Transportation
DRC	Disaster Recovery Center
DWI	Disaster Welfare Information
DCC	Donations Coordination Center
DEST	Domestic Emergency Support Team
EAS	Emergency Alert System
EM	Emergency Manager (Management)
EMAC	Emergency Management Assistance Compact
EMC	Emergency Management Center
EMI	Emergency Management Institute
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPG	Emergency Planning Guide

EPI	Emergency Public Information
ERO	Emergency Response Officer
ERT	Emergency Response Team
ESF	Emergency Support Function
EST	Emergency Support Team
EOD	Explosives Ordinance Division
FAST	Field Assessment Team
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FIA	Federal Insurance Administration
FIRM	Flood Insurance Rate Map
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
FRG	Federal Response Guidance
GAR	Governor's Authorized Representative
GIS	Geographic Information System
HAZMAT	Hazardous Material
HMER	Hazardous Materials Emergency Response
HMRU	Hazardous Materials Response Unit
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LFA	Lead Federal Agency
LEPC	Local Emergency Planning Committee
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MAA	Mutual Aid Agreement
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRT	National Response Team
NPS	National Pharmaceutical Stockpile
NRF	National Response Framework
NRP	National Response Plan
NSC	National Security Council
NMDOH	New Mexico Department of Health
NMDHSEM	New Mexico Department of Homeland Security and Emergency Management
NMSA	New Mexico Statutes Annotated
NMSP	New Mexico State Police
NMTF-1	New Mexico Task Force 1
NUREG	Nuclear Regulation

NRC	Nuclear Regulatory Commission; National Response Center
NWS	National Weather Service
OEM	Office of Emergency Management
OME	Office of the Medical Examiner
OSC	On Scene Commander
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PHE	Public Health Emergency
PHERA	Public Health Emergency Response Act
PL	Public Law
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
RAP	Radiological Assistance Program
RADEF	Radiological Defense
ROC	Regional Operations Center
REACT	Radio Emergency Associated Communications Teams
REPP	Radiological Emergency Preparedness Program
ROC	Regional Operating Center
ROD	Record of Decision
RRP	Regional Response Plan
SAC	Special Agent in Charge
SAR	Search and Rescue
SAT	Situation Analysis Team
SBA	Small Business Administration
SIOC	Strategic Information and Operations Center
SOG	Standard Operating Guide
SARA	Superfund Amendments and Reauthorization Act
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer
SERC	State Emergency Response Commission
SFPC	Structural Fire Protective Clothing
SLG	State and Local Guide
SOP	Standard Operating Procedures
SPCA	Society for the Prevention of Cruelty to Animals
UC	Unified Command
UNMH	University of New Mexico Hospital
USAR	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey
USAR	Urban Search and Rescue
VOAD	Voluntary Organizations Active in Disasters
WIPP	Waste Isolation Pilot Plant (Program)
WMD	Weapon of Mass Destruction

Basic plan
Executive Summary

PURPOSE: The All-Hazard Emergency Operations Plan describes how Grant County will handle emergency situations and disasters within the jurisdiction. **The Grant County EOP is structured to provide guidance for any and all of the jurisdictions within the boundaries of Grant County.** The plan assigns 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.

OVERALL EMERGENCY MANAGEMENT GOAL: To coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The focus of this plan is on coordinating operations during the emergency while addressing emergency issues before and after an emergency.

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 Emergency Response Strategy

1. Grant County has adopted the National Incident Management System (NIMS) as the jurisdiction's All Hazard Incident Management System. NIMS will be implemented through the New Mexico Incident Command System curriculum.
2. Grant County will use a graduated response strategy that is in proportion to the scope and severity of an emergency or disaster.
3. Three Emergency Action Levels (see Table 8) describe the extent of response. Each Emergency Action Level is a shorthand guide for describing the scope of an emergency and for activating resources to respond to the emergency.

Specific Emergency Strategies

Before an Emergency
Grant County has established a Local Emergency Planning Committee (LEPC) consisting of key emergency response agencies such as law enforcement, fire, and emergency medical services to:

1. Establish and monitor programs to reduce the potential for hazard events in the community through planning, review and training.
2. Assist the local Office of Emergency Management in developing and maintaining the All-Hazard Emergency Operations Plan for the community.

During an Emergency
1. Use the Incident Command System (ICS) to employ emergency resources at the site of an emergency. ICS is a standardized emergency management system for organizing and responding to emergencies.
2. Use an Emergency Operations Center (EOC) to centralize coordination of additional resources when needed.

After an Emergency

The Office of Emergency Management will coordinate the preparation of a disaster assistance plan to restore the community to normal. Information and guidance for a recovery plan can be obtained through the New Mexico Department of Homeland Security and Emergency Management's (NM DHSEM) Disaster Assistance Program Guidelines for Applicants. A copy of the guidelines can be found on the NM DHSEM website (www.nmdhsem.org).

Emergency Response Strategy

Purpose

The All-Hazard Emergency Operations Plan describes in general terms, how Grant County will handle emergency situations and disasters within their jurisdictions. The plan assigns responsibilities for emergency management, planning and coordinating emergency response activities and resources before, during, and after an emergency or disaster. The Plan assigns duties and responsibilities of chief elected official and departments.

The Grant County All-Hazard Emergency Operations Plan is the starting point for all other emergency plans in the County. The plan provides broad guidelines for emergency management; thus enabling responsible agencies to write their own detailed operational procedures.

Situations and Assumptions

Grant County

Grant County is located central New Mexico has a total of 3,968 square miles. According to the 2010 US Census, there were approximately 29,000 people in the County with 10,000 of them living in the County seat, Silver City. The median household income in Grant County is $37,525 compared to the New Mexico median of $44,886 and the National median of $53,000.   Over 18 percent of the County is below the poverty level and over 27 percent are over the age of 65. Like most of New Mexico, Grant County is blessed with a low density population but must provide services to a diverse, isolated and somewhat impoverished population with limited resources.

Situations

Potential Hazards

Grant County's diverse landscapes include half a dozen climatic regions and a variety of vegetation, weather and temperatures. Elevations in Grant County range from 4,000 above sea level in the high desert at the southern end of Grant County to mountains reaching over 10,000 feet in the north.

The average annual rain/snow precipitation is approximately 14 inches. Grant County can anticipate more than 300 days of sunshine per year.

Over the course of a year, the temperature typically varies from 27°F to 92°F and is rarely below 20°F or above 98°F. However, extreme cold and heat have and will occur, creating dangerous conditions for the population of Grant County.

Grant County can anticipate one or two snow storms each year and, although it is unusual for snow to persist on the roads in the southern and central part of the county for more than a day, and snow

accumulation of any amount in the south is not common. The northern tier of the county and places elsewhere in the county above 7,000 feet can have snow on the ground for several days or more. The Burro Mountains often have snow cover for several days at a time, as do the mountains east and north of Silver City.

According the he Grant County Community Wildland Protection Plan, 2006 (CWPP) there has been a 22 percent population growth within Grant County with most of it occurring within the 3 mile extraterritorial jurisdiction around Silver City. With increased residential growth in or near the forest boundary (WUI), risk from catastrophic wildfire has increased dramatically. Private inholdings are being developed with multiple structures and limited access. This growth has also increased the traffic on the roadways, resulting in safety concerns for both emergency response and urban interface fire evacuations. The New Mexico State Forestry Division designated the Grant County area as one of New Mexico's *top Twenty Communities* most threatened by catastrophic wildfire in 2000. The area continues to rate in the top 10 critical areas in the State of New Mexico.

Most of the State of New Mexico has been experiencing drought conditions for the past several years adding to the threat of wildfire and the consequential flash flooding.

Table 4: Potential Hazards

Hazard	Other Hazards Associated with Primary Event
Wildfire	Flash flooding
Flash Flooding	
Drought	Wildfire
Hazardous materials incident	
Extreme weather- heat/cold	Wildfire

Emergency Response Resources

Grant County like most counties in New Mexico has limited resources and supplies that may need to be supplemented by other jurisdictions during an emergency. See Table 5 for those Emergency Response Organizations responsibilities for Grant County and the surrounding jurisdictions. Existing Mutual Aid Agreements (MAA), Memorandums of Understanding (MOU) or "plans for emergencies" are on file at the Office of Emergency Management. Additionally, pursuant to the Intrastate Mutual Aid Act, the state NM DHSEM and every political subdivision of the state is automatically part of the Intrastate Mutual Aid System (IMAS). Under IMAS, member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with drills or exercises. Any resource (personnel, assets and equipment) of a member jurisdiction may be made available to another member jurisdiction, if resources in the community are not sufficient during an emergency. To ensure continuity between communities, the EOPs of the neighboring counties were reviewed and a copy of the Grant County EOP will be provided to each of these counties.

Table 5 on the following pages explains emergency responsibilities and the Mutual Aid Agreements (MAAs) that need to be in place to provide these resources. Additional information on procedures to respond can be found in the corresponding annexes.

NOTE: Resources are generally provided by the lowest level jurisdiction possible – local governments are required to use (exhaust) their resources first, and then States provide additional resources, followed by the Federal government when necessary. Before state

Depending on the extent of the emergency, Grant County Law Enforcement, Fire Response, or the Grant County Office of Emergency Management (OEM) will handle most incidents that require support. However, large incidents or long term events may require the involvement and support of local officials. In this event each municipality will bring together a support team (the Situation Analysis Team, defined on page 28) to advise and support the incident.

assistance is authorized, the jurisdiction must have utilized all of its appropriate disaster relief forces, including the use of local contractors, activation of mutual aid, and use of regional or other nearby resources. When the EOC is activated, the appropriate EOC Coordinator will identify the need for resources (with the input of the IC), or lack of resources, accordingly. The EOC, depending on the level of activation will support these requirements accordingly and if unable to fulfill resource requirements will notify the New Mexico Department of Homeland Security and Emergency Management for the appropriate assistance.

Table 5: Emergency Response Resources

Emergency Response Responsibility	Local	Other Jurisdictions	Annex/ESF
Direction and Control			
Activation of EOC Implementation Plan	CEO of Jurisdiction or designee	NM DHSEM – State EOC	Annex A/ ESF# 5 ESF#7
EOC/Incident Management	CEO of Jurisdiction or designee	NM DHSEM – State EOC	Annex A/ ESF# 5 ESF#7 ESF#14
Communication			
Activation of EAS	CEO of Jurisdiction or designee	NM DHSEM Statewide EAS	Annex B/ESF #2 ESF#7
Communications	Grant County Regional Dispatch Authority Grant County ARES	Neighboring Dispatch	Annex B/ESF #2 ESF#7
Emergency Public Information Management **Public Inquiries and Rumor Control**	Grant County Public Information Officer (PIO) Grant County Emergency Manager Law Enforcement representative Fire Department representative	NM DHSEM Emergency Manager of neighboring communities	Annex C ESF#15
Evacuation			
Evacuation- determination Evacuation -return	CEO of Jurisdiction or designee	NM State Police NM DHSEM Intrastate Mutual Aid System (IMAS)	Annex I/ESF#8

Emergency Response Responsibility	Local	Other Jurisdictions	Annex/ESF
Evacuation support	LE from Affected Jurisdiction	NM State Police (SP) New Mexico State Parks	Annex I/ESF#8
Air Evacuation Air Medical Evacuation	Native Air	NM National Guard Kirtland Air Force Base NM DHSEM	Annex I/ESF#8 Annex F
Animal Evacuation and Sheltering	Grant County Animal Control	NM Department of Agriculture State Livestock Inspector	Annex I/ESF#11
Shelter-in-place vs. Evacuate Determination	CEO of Affected Jurisdiction	NM DHSEM	Annex A/ESF#7
Special Needs Populations, Evacuations	LE from Affected Jurisdiction	NM DHSEM Long Term Services Division	Annex I/ESF#8
EMS			
EMS	Gila Regional Medical Center Grant County FD Silver City FD	NM DHSEM IMAS	Annex F/ESF#8
Fire			
Fire and Rescue	**Grant County** Cliff-Gila Volunteer Fire Rescue Fort Bayard Volunteer Fire Rescue Santa Rita Volunteer Fire Rescue Lower Mimbres Volunteer Fire Rescue Upper Mimbres Volunteer Fire Rescue Pinos Altos Volunteer Fire Rescue Sapillo Creek Volunteer Fire & Rescue Tyrone Volunteer Fire Rescue	Neighboring County FDs National Park Service National Forest Service NM State Forestry BLM	Annex E/ESF#4

Emergency Response Responsibility	Local		Other Jurisdictions	Annex/ESF
Fire and Rescue, cont.	Whiskey Creek Fire Rescue **Silver City** Town of Silver City Fire Department Town of Silver City Fire Department - Station 2 **Bayard** Bayard Volunteer Fire Rescue **Santa Clara** Santa Clara Volunteer Fire Rescue **Hurley** Hurley Fire Rescue			
Search and Rescue(Urban)	Volunteer Fire Departments		NM SP NM TF-1	Annex E/ESF#4 ESF#9
Haz-Mat Response and Remediation Teams	Silver City FD HazMat team NM State Police ERO *responsibility for remediation varies-depending on the situation and ownership of the spill – TBD by incident		NM DHSEM	Annex E/ESF#4 Annex K/ESF#10
Radiological response and remediation including Decontamination	State Radiological Defense Officer WIPP, DOE/RAP NM SP ERO 64th CST			Annex E/ESF#4 Annex F Annex K/ESF#10
Law Enforcement				
Security in Affected Area	**Jurisdiction** Grant County Silver City Bayard	**Agency** Sheriff's Department Silver City Police Department Bayard Police Department	New Mexico State Police District 12 New Mexico Motor Transportation District 4 US Border Patrol US Forest Service US Fish and Game	Annex D/ESF#13

Emergency Response Responsibility	Local		Other Jurisdictions	Annex/ESF
	Santa Clara	Santa Clara Police Department	US Marshal's Office	
	Hurley	Hurley Police Department	BLM	
			NM Motor Transportation	
			NM Nat'l Guard	
Health and Medical				
Health and Medical Coordination- including health protection measures, mass clinics, Counseling / Debriefing Defusing Victims and workers Patient Tracking including identification of victims	Gila Regional Medical Center Hidalgo Medical Services NM Public Health Office Varies private clinics throughout the county Chaplain Corp CISM Red Cross		NM DOH –Santa Fe American Red Cross	Annex F
Public Works				
Damage Assessments	Grant County Road Department Grant County Facilities Silver City Public Works Bayard Public Works Santa Clara Public Works Hurley Public Works		New Mexico Department of Public Safety (NMDPS) FEMA	Annex G/ESF#3 ESF#12
Debris Management Operations	County Manager- private trash haulers		South West Solid Waste Authority NM DHSEM FEMA	Annex G/ESF#3
Water purification	NM Environment Department- Water Quality Bureau		NM Environment Department	Annex G/ESF#3
Public Utilities Restoration	Grant County Road Department- private utilities- - Utilities			Annex G
Sanitation Service (potable water, sewage systems)	CEO of affected Jurisdiction			Annex G

Emergency Response Responsibility	Local		Other Jurisdictions	Annex/ESF
Mass Care/Sheltering				
Mass Care Coordination	American Red Cross Gila Regional Medical Center		Neighboring CERT	Annex J/ESF # 6
Mass Care Services (registration, housing, feeding, clothing, waste management, counseling, inquiry and referral etc)	American Red Cross Donation Management		New Mexico Department of Health (NMDOH)	Annex J/ESF # 6 Annex H
Mass Care, Health/medical care	American Red Cross Gila Regional Medical Center		New Mexico Department of Health (NMDOH)	Annex J/ESF # 6Annex F
Mortuary Services including temporary morgues	Local Funeral homes		New Mexico Office of the Medical Investigator (NMOMI)	Annex J/ESF # 6 Annex F
Transportation Resources	CEO of Affected Jurisdiction / TBD by incident Grant County Corre Caminos Transit		NM DHSEM NM DOT	Annex H/ESF #1
Traffic Control	Grant County Silver City Bayard Santa Clara Hurley	Sheriff's Department Silver City Police Department Bayard Police Department Santa Clara Police Department Hurley Police Department	New Mexico State Police District 12 New Mexico Motor Transportation District 4 US Border Patrol US Forest Service BLM NM Motor Transportation NM Nat'l Guard	Annex H/ESF #1 Annex D
Terrorism response	NMSP/FBI NM 64th CST		FBI	Annex K/ESF# 10
Bomb Squad	US Border Patrol State Police		Las Cruces Bomb Team Fort Bliss, El Paso	Annex K/ESF #10

Emergency Response Responsibility	Local	Other Jurisdictions	Annex/ESF
PPE Request Procedure	Grant County	NMDOH	Annex L
NMDOH PPE Resource Request Process	Grant County	NMDOH	Annex M

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Emergency Management for Grant County

Comprehensive emergency management planning includes planning before, during, and after an emergency.

Before
- Mitigation–reducing risk and potential loss
- Preparedness–arranging to have resources in place to respond when needed
- Training
- Exercising
- Planning

During
- Response: Acting to save lives and property when an emergency occurs

After
- Recovery: Returning support systems to operational, "normal"

Mitigation and Preparedness are continuous efforts while response and recovery are triggered by actual events. Response begins with the first warning (if any) of a potential emergency event and continues during and immediately after the event—usually the first 48 hours after the event. Examples of response activities include warning, evacuation, mass care, emergency public information, and search and rescue. Recovery begins after an emergency and continues until the jurisdiction is restored to "normal" operation.

The Local Emergency Planning Committee (LEPC) pursuant to EPCRA Public Law-99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, SARA Title III, and related regulations is required to assist the local emergency management in development, training, & evaluation of emergency operations procedures. The LEPC compiles the lists of facilities as well as the names of the facility coordinators. Facilities submit Tier II reports electronically direct to the New Mexico Department of Homeland Security Hazardous Material Program.

Planning at each stage of the emergency is aimed at reducing the risk to human life and property from emergency events. The differences among the stages relate more to time frame than to their end goal or the types of measures that are planned. Table 6 below explains the strategy for preparing and handling emergencies.

Table 6: Strategy for Preparing for and Handling Emergencies

Emergency Requirement	Definition	Strategy	Ongoing Tasks
Before	Mitigation: Reduce the potential for Hazard events.	Establish emergency responsibilities and pre-arrange resources. Publish All-Hazard Operations Plan (AHOP) document	• Conduct exercises and write plans • Train response agencies in ICS • Maintain and equip EOC • Train EOC coordinators • Continually simplify and update the plan • Identify facilities and coordinators subject to SARA Title III
During	Response	Use EOC to centralize support coordination when needed Take time sensitive actions to protect lives and property and help Grant County re-group.	Use ICS at incident
After	Recovery: Restore community to normal Review, evaluate and maintain plans		

Concept of Operations

Overall Plan Priorities

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

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

Protect Property
1. Save property from destruction.
2. Take action to prevent further loss.
3. Provide security for property, especially in evacuated areas.

Restore the Community to Normal
1. Restore essential utilities.
2. Restore community infrastructure (such as roads).
3. Help restore economic basis of the community.
4. Provide for continuity of governmental operations.

How the County Will Handle Emergencies

Most incidents are handled by the local responding agencies, however, large/long term events may require a more robust response. The following pages outlines how an incident that requires additional resources may progress.

Grant County Regional Dispatch, (911), is normally the first agency to be notified of an emergency or hazardous material situation. The Dispatcher is responsible for obtaining all the required information and notifying the appropriate response agency (according to internal protocol and procedures).

Potential events

- If the emergency is a hazardous material incident, the New Mexico State Police is notified and becomes the On-Scene Incident Commander.
- If the situation requires multi-jurisdictional emergency response, unified command may be used.

Notifications

- The Incident Commander or the CEO of the affected jurisdiction may request dispatch to notify the Grant County Emergency Manager. Dispatch will have the contact information for the Emergency Manager.
- Dispatch may contact the Grant County Emergency Manager as they see the incident escalating.

The Emergency Manager verifies the situation and notifies the CEO of the affected Jurisdiction.

- Depending on the extent of the emergency, the Grant County Office of Emergency Management (OEM) will handle most incidents that require support. However, large incidents or long term events may require the involvement and support of local officials. In this event each municipality

> **As the scope or severity of an emergency increases, other authorities may take control of Incident Command. However, the local jurisdiction retains all other jurisdictional responsibilities.**

> Most incidents will not require a SAT, however, it is the responsibility of each jurisdiction to provide guidance to the Grant County Emergency Manager when a SAT should be convened.

will bring together a support team (the Situation Analysis Team) to advise and support the incident.

- The Emergency Manager, the CEO of the affected jurisdiction, the Chief Law enforcement officer of the municipality, and the Fire Chief from the affected District may form a Situation Analysis Team (SAT) to access the situation. At least two of the SAT members must be consulted before a determination is made and may include some of the following decisions such as:
  - Whether the Emergency Operations Center (EOC) will be partially or fully activated and identify the location of the EOC.
  - Declaring an emergency
  - Activating an emergency alert to the public
  - Addressing the public through a Public Information Officer (PIO)
  - Addressing an evacuation or shelter in place decision
  - Requesting resources from neighboring communities or the State of New Mexico
- The SAT will use Table 10: Emergency Action Levels to facilitate its decisions.
- The Chief Elected Official (CEO) of the affect Jurisdiction is responsible for informing the other government officials and coordinating with their policy group

> **Potential Grant County SAT members**
>
> - Grant County Emergency Manager
> - CEO of Jurisdiction
> - County Commission /Council Members
> - Senior Law Enforcement and or/Fire Official for the affected Jurisdiction

NOTE: Resources are generally provided by the lowest level jurisdiction possible – local governments are required to use (exhaust) their resources first, and then States provide additional resources, followed by the Federal government when necessary. Before state assistance is authorized, the jurisdiction must have utilized all of its appropriate disaster relief forces, including the use of local contractors, activation of mutual aid, and use of regional or other nearby resources. When the EOC is activated, the appropriate EOC Coordinator will identify the need for resources (with the input of the IC), or lack of resources, accordingly. The EOC, depending on the level of activation will support these requirements accordingly and if unable to fulfill resource requirements will notify the New Mexico Department of Homeland Security and Emergency Management for the appropriate assistance

One of the first decisions to consider will be the level of activation of the EOC. A partial activation may range from one individual managing the situation to activation of some or all the key EOC Staff members. A full activation may require calling in the policy, operations, coordination and/or non-governmental individual shelters, evacuation and other necessary functions to ensure the health, safety and protection of the public.

Table 7 below summarizes the authority of local officials during an emergency. The documents that authorize EOC, ICS, and emergency management operations are the State Civil Emergency Preparedness Act, State Executive Order, and Emergency Management Act. A list of Federal, State, and local laws is located at the end of this section.

Who Can Act
Authority of Local Officials During an Emergency

Table 7: Authorities and Responsibilities

Community	Activate and Deactivate EOC	Declare Disaster	Use Private Resources	Request State Assistance
Grant County including Unincorporated areas	CEO[1] with the SAT[2]	County Chair County Commission	County Manager County Commission	Chair County Manager OEM
Minimum Requirements	One of the following: • Resource coordination exceeds Incident Commander's capability • Multiple incident sites	Estimated emergency needs will exhaust available local resources	Estimated emergency needs will exhaust resources **pre-arranged** with Grant County through Mutual	Must declare disaster HAZ-MAT

---

[1] Chief Elected Official (CEO)

[2] Situation Analysis Team

			Aid Agreements or other means	
Documents that authorize	■ Potential need for wide-area warnings			
	1.State Civil Emergency Preparedness Act, NMSA - 78, Chap. 12-10-1; 2. Emergency Management Act, Chap. 74-4B-1	1.State Civil Emergency Preparedness Act, NMSA - 78, Chap. 12-10-1; 2. Emergency Management Act, Chap. 74-4B-1	1.State Civil Emergency Preparedness Act, NMSA - 78, Chap. 12-10-1; 2. Emergency Management Act, Chap. 74-4B-1	1.State Civil Emergency Preparedness Act, NMSA - 78, Chap. 12-10-1; 2. Emergency Management Act, Chap. 74-4B-1

How Each Jurisdiction in the County will Ensure Continuity of Government Services

The CEO of each jurisdiction will assign the responsibility to all of the Jurisdiction's Departments to plan and provide for continuity of government services including emergency services. A copy of these plans and a memorandum of recommended emergency interim successors for all of the jurisdiction's officials will be provided to the Grant County Emergency Manager on a yearly basis.

Line of Succession for Key Leadership Roles

Grant County

1. Grant County Chairman
2. Grant County Commissioner – to be designated by the Chairman
3. Grant County Commissioner

Silver City

1. Mayor
2. Mayor Pro tem
3. Council member to be designated

Bayard

1. Mayor
2. Mayor Pro tem
3. Council member to be designated

Hurley

1. Mayor
2. Mayor Pro tem
3. Council member to be designated

Santa Clara

1. Mayor
2. Mayor Pro tem
3. Council member to be designated

Grant County Line of Succession for Emergency Management -

1. Grant County Emergency Manager
2. Grant County Fire Management Officer
3. Emergency Management Staff to be determined dependent on the situation

Organization and Assignment of Responsibilities

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). This EOP has been prepared to coordinate and comply with NIMS.

> NIMS Guidance information and implementation plan will be maintained in the Grant County Emergency Manager's Office.

The Secretary of Homeland Security will administrate NIMS as part of the National Response Plan (NRP). The NRP is intended to integrate federal government into a single, all-discipline, all-hazards plan.

According to the presidential directive, NIMS will provide a nationwide approach that enables federal, state 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". More specifically, NIMS includes a core set of concepts, principles, terminology and technologies covering the Incident Command System (ICS); multi-agency coordination systems, including communications interoperability; Unified Command; training, identification and management of resources (including systems for classifying types of resources); qualifications and certification; and collection, tracking, and reporting of incident information and incident resources.

> ICS is a nationally standardized organizational structure used to command, control, and coordinate resources and personnel that must respond to the scene of an emergency. The Governor of the New Mexico has mandated its use in all jurisdictions within the state by Executive Order. All EOC staff will be trained on the ICS procedures and to the level required for their position within the EOC.

Under the ICS, the EOC Commander can make the decision to handle the incident with as few as two people or as many people as needed. These people represent the key EOC staff. The ICS system allows for expanding the operation/coordination groups as needed, or downsizing as needed. This staff coordinates with the Incident Commander on scene, State, local and Tribal Coordinators, news media, and other contacts. They make notifications, log events and communications, and manage resources as needed by the on-scene Incident Commander.

The Grant County OEM will implement NIMS that includes using ICS as a structured organizational structure for command, control and coordinating resources and personnel who respond to the scene of an emergency

INTEGRATION AND INCIDENT MANAGEMENT

A key goal of the ICS is to facilitate communication and integration of many operational assets as the demands of a response operation increase. Mechanisms must be in place and available to allow incident management as well as responder safety and public safety management. Decision makers must rely upon mechanisms of gathering Information, assessment and decision-making to take appropriate actions at every level. The goal is to utilize the resources of many organizations and effectively apply

them to management for the overall incident. This requires a unified effort (Unified Command) and close integration of Incident Command/Unified Command on scene with the operational capability and expertise of responders at the Emergency Operations Center.

Different organizations activated to respond and involved in carrying out response tasks at the scene and in the EOC bring additional resources, knowledge and expertise to bear on the incident, such as:

- Law enforcement and intelligence expertise on potential threats and security hazards,
- Fire Department expertise on thermal hazards and hazardous materials operations,
- Public Health organizations on disease surveillance, health monitoring and resources,
- Departments of Defense and Energy expertise on nuclear, radiological and other weapons of mass destruction,
- Utility, transportation or construction capabilities in their areas of specialization and responsibility, and
- Federal, state, local, tribal or other organizations bring expertise to assess hazards and measure environmental and occupational exposures.

An integrated approach to disaster or incident management permits decision makers to draw upon this diversity to share information, reduce confusion and duplicative resource requests, and potentially make it possible to better allocate resources across the overall response.

Assumptions

The All-Hazard Emergency Operations Plan makes certain assumptions about emergencies in general and about preparedness in Grant County. It is assumed that:

1. Emergencies occur that will require multiple agency response and that exhaust local jurisdiction resources.
2. Assistance from outside the affected jurisdiction will be needed for large-scale emergencies or disasters.
3. The experience and expertise of coordinators called to the Emergency Operations Center (EOC) during an emergency will compensate for gaps in emergency planning.
4. Each municipality's departments will respond as directed by the Chief Elected Official (CEO). In Grant County this is the Chairman of County Commission. The CEO of the municipality may assign a designee to assist during emergencies and disasters.
5. Individuals who are responsible for emergency response and coordination will be familiar with this Emergency Operations Plan (EOP).
6. The CEO of each municipality is responsible for allocating their municipality's equipment for emergency response. When outside equipment is required, the emergency manager of the responding municipality will be responsible for allocating emergency response following the procedures established in any existing MAAs or MOUs and IMAS.
7. Each jurisdiction's officials and response agencies should be trained in the Incident Command System (ICS) and in EOC management.
8. The EOC is sufficiently organized and equipped to coordinate emergency resources (telecommunications equipment and computer based management information systems).

9. Each emergency response organization including medical personnel responding in Grant County will be responsible for preparing and maintaining current SOGs, resources lists, and checklists required for the operations of their organization.
10. All Grant County Emergency Response personnel shall, as a minimum, complete training specified by OSHA 29 CRF 1910.120, consistent with the emergency response functions to be performed during an emergency. As a standard, Grant County has reviewed and approved the New Mexico Department of Public Safety Law Enforcement Academy Hazardous Materials curriculum that meets agency standards and/or is also approved by the New Mexico Safety Board. The Grant County municipality CEO or his/her designee has the authority to approve training curriculum, based on the acceptable standard and consistent with OSHA criteria.

Operational Functions of the Grant County EOP

The Grant County EOP consists of two separate documents, the Basic Plan and the Annexes. The Basic Plan describes general operational functions but is primarily designed for function coordinators at the EOC. The Operational Functions of the Plan are based on the ICS. The ICS addresses specific response functions at the scene of the emergency.

Emergency Support Functions (ESF)s provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies. Grant County's Annex system has been developed with the federal ESF in mind while still maintaining a functional system that is appropriate for Grant County. Table6, illustrating the relationship with the ESF is presented at the end of this section.

The Annexes included in the Basic Plan describe emergency functions that can apply to any type of emergency. Some of the annexes pertain to specific types of emergencies requiring special considerations and priorities. A description of the Annexes is presented below.

Each functional Annex contains:

- Job Description outlining general and specific duties.
- Checklist that incorporates essential and time-crucial tasks, special considerations and priorities.

Annex Objectives:

1. Get coordinators into action–start them immediately on critical coordination tasks by:
    a. Informing coordinators on what to do (i.e., wall posters, job descriptions, priorities, etc.)
    b. Programming initial work of coordinators with a checklist to show how he/she fits into the team.
    c. Helping coordinators coordinate outlining reminders and priorities for specific emphasis.
    d. Familiarizing coordinators with essential reference information as they work through time-critical tasks in the Checklist.
2. Present essential reference information in a quick look-up format (tables, charts, etc.) for general and specific emergency situations.

Annex A, Direction and Control (ESF 5, 7, 14 & 15)
Annex A involves the mobilization and use of an EOC and the roles of the local government officials responsible for policymaking, coordination and control of emergency forces and resources.

Annex B, Communications and Warning (ESF 2)
Annex B 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 (ESF 15)
Annex C outlines policies and channels necessary to inform and advise the public before, during and after emergencies.

Annex D, Law Enforcement (ESF 13)
Annex D outlines resources available to assist emergency response operations, to manage evacuations, and maintain civil order under emergency conditions.

Annex E, Fire and Rescue (ESF 4& 9)
Annex E outlines resources available to provide fire fighting, emergency medical and search and rescue services during and after emergencies.

Annex F, Health & Medical (ESF 6, 8, & 11)
Annex F covers mobilization of medical resources for the care of the population under emergency conditions. This annex breaks down responsibilities for the jurisdictions public health resources, hospitals and EMS.

Annex G, Public Works (ESF 3 & 12)
Annex G outlines emergency response and recovery resources for engineering, construction and repair/restoration of essential facilities and services. It also covers debris removal and post disaster safety inspections of damaged structures.

Annex H, Transportation & Resources (ESF 1 & 7)
Annex H deals with allocations and distribution of supplies and scarce resources in emergency situations.

Annex I, Evacuation (ESF 11)
Annex I outlines procedures to relocate people and animals to safe areas before, during and after emergencies.

Annex J, Reception & Mass Care (ESF 6, 8 & 11)
Annex J outlines available resources, policies, procedures, roles and responsibilities associated with providing housing, food, clothing and other essentials to a large number of people displaced by disaster.

Annex K: Hazard Specific Local Response Plans (ESF 10)
Annex K deals with response to terrorist acts, weapons of mass destruction and other nuclear, biological chemical incidents and hazardous materials response.

Annex L: PPE Inventory List
Annex L provides itemized list of on-hand PPE for the County.

Annex M: NMDOH Requests Process
Annex M is the NMDOH Personal Protective Equipment (PPE) 213 Resource Request Process

Annex/ESF Coordination

The following table (Table 8) is a guideline to compare the Emergency Support Function (ESF) with the Annex format used in this EOP.   Although they may not correspond exactly all of the functions of the ESFs are covered in the EOP Annexes.

Table 8: Annex/ESF Scope

ESF	ESF Scope	Corresponding Annex
ESF #1 – Transportation	• Aviation/airspace management and control • Transportation safety • Restoration/recovery of transportation infrastructure • Movement restrictions • Damage and impact assessment	**Annex H Transportation & Resources** Deals with allocations and distribution of supplies and scarce resources in emergency situations.
ESF #2 – Communications	• Coordination with telecommunications and information technology industries • Restoration and repair of telecommunications infrastructure • Protection, restoration, and sustainment of national cyber and information technology resources • Oversight of communications within the Federal incident management and response structures	**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.
ESF #3 – Public Works and Engineering	• Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management • Emergency contracting support for life-saving and life-sustaining services	**Annex G Public Works** Outlines emergency response and recovery resources for engineering, construction and repair/restoration of essential facilities and services. It also covers debris removal and post disaster safety inspections of damaged structures.
ESF #4 – Firefighting	• Coordination of Federal firefighting activities • Support to wildland, rural, and urban firefighting operations	**Annex E Fire and Rescue** Outlines resources available to provide fire fighting, emergency medical and search and rescue services during and after emergencies.

ESF	ESF Scope	Corresponding Annex
ESF #5 – Emergency Management	• *Coordination of incident management and response efforts* • *Issuance of mission assignments* • *Resource and human capital* • *Incident action planning* • *Financial management*	**Annex A Direction and Control** *Involves the mobilization and use of an EOC and the roles of the local government officials responsible for policymaking, coordination and control of emergency forces and resources.*
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	• *Mass care* • *Emergency assistance* • *Disaster housing* • *Human services*	**Annex J Reception & Mass Care** *Outlines available resources, policies, procedures, roles and responsibilities associated with providing housing, food, clothing and other essentials to a large number of people displaced by disaster.* **Annex F Health & Medical** *Covers mobilization of medical resources for the care of the population under emergency conditions. Breaks down responsibilities for the jurisdictions public health resources, hospitals and EMS.*
ESF #7 – Logistics Management and Resource Support	• *Comprehensive, national incident logistics planning, management, and sustainment capability* • *Resource support (facility space, office equipment and supplies, contracting services, etc.)*	**Annex A Direction and Control** *Involves the mobilization and use of an EOC and the roles of the local government officials responsible for policymaking, coordination and control of emergency forces and resources.* **Annex H Transportation & Resources** *Deals with allocations and distribution of supplies and scarce resources in emergency situations.*
ESF #8 – Public Health and Medical Services	• *Public health* • *Medical* • *Mental health services* • *Mass fatality management*	**Annex F Health & Medical** *Covers mobilization of medical resources for the care of the population under emergency conditions. Breaks down responsibilities for the jurisdictions public health resources, hospitals and EMS.* **Annex J Reception & Mass Care** *Outlines available resources, policies, procedures, roles and responsibilities associated with providing housing, food, clothing and*

ESF	ESF Scope	Corresponding Annex
		other essentials to a large number of people displaced by disaster.
ESF #9 – Search and Rescue	• Life-saving assistance • Search and rescue operations	***Annex E Fire and Rescue*** *Outlines resources available to provide fire fighting, emergency medical and search and rescue services during and after emergencies.*
ESF #10 – Oil and Hazardous Materials Response	• Oil and hazardous materials (chemical, biological, radiological, etc.) response • Environmental short- and long-term cleanup	***Annex K Hazard Specific Local Response Plans*** *Deals with response to terrorist acts, weapons of mass destruction and other nuclear, biological chemical incidents and hazardous materials response.*
ESF #11 – Agriculture and Natural Resources	• Nutrition assistance • Animal and plant disease and pest response • Food safety and security • Natural and cultural resources and historic properties protection and restoration • Safety and well-being of household pets	***Annex F Health & Medical*** *Covers mobilization of medical resources for the care of the population under emergency conditions. Breaks down responsibilities for the jurisdictions public health resources, hospitals and EMS.* ***Annex I Evacuation*** *Outlines procedures to relocate people and animals to safe areas before, during and after emergencies.* ***Annex J Reception & Mass Care*** *Outlines available resources, policies, procedures, roles and responsibilities associated with providing housing, food, clothing and other essentials to a large number of people displaced by disaster.*

ESF	ESF Scope	Corresponding Annex
ESF #12 – Energy	• *Energy infrastructure assessment, repair, and restoration* • *Energy industry utilities coordination* • *Energy forecast*	**Annex G Public Works** *Outlines emergency response and recovery resources for engineering, construction and repair/restoration of essential facilities and services. It also covers debris removal and post disaster safety inspections of damaged structures.*
ESF #13 – Public Safety and Security	• *Facility and resource security* • *Security planning and technical resource assistance* • *Public safety and security support* • *Support to access, traffic, and crowd control*	**Annex D Law Enforcement** *Outlines resources available to assist emergency response operations, to manage evacuations, and maintain civil order under emergency conditions.*
ESF #14 – Long-Term Community Recovery	• *Social and economic community impact assessment* • *Long-term community recovery assistance to States, local governments, and the private sector* • *Analysis and review of mitigation program implementation*	**Annex A, Direction and Control.** *Involves the mobilization and use of an EOC and the roles of the local government officials responsible for policymaking, coordination and control of emergency forces and resources.* **Basic Plan**
ESF #15 – External Affairs	• *Emergency public information and protective action guidance* • *Media and community relations* • *Congressional and international affairs* • *Tribal and insular affairs*	**Annex C Emergency Public Information** *Outlines policies and channels necessary to inform and advise the public before, during and after emergencies.* **Annex A Direction and Control** *Involves the mobilization and use of an EOC and the roles of the local government officials responsible for policymaking, coordination and control of emergency forces and resources.* **Basic Plan**

Typical Sequence of Emergency Activities

The typical sequence of emergency activities is characterized in three major phases of emergency response management: Mobilization, Emergency Actions, or Response and Recovery. The following (Table 9) distinguishes between Response Activities performed by the response agencies at the scene (i.e., fire, police, etc.) and coordination activities at the EOC. The list noted in the following table is not inclusive and may require the consultation of the SAT (see page 27 of this Plan).

Table 9: Typical Phased Sequence of Emergency Activities

Phases of Emergency Activities	Responding Agencies	Emergency Operations Center
Mobilization Phase	- Initial responders at the emergency scene - Reinforcements arriving - Incident Commander enroute to scene	**Direction and Control function activating the EOC:** - Establishing communications, issuing/sending out warnings. - Coordinators arriving at EOC and taking immediate action. - Starting initial damage assessment.
Emergency Phase	- Incident Commander in-charge at the scene - Response agencies reducing the emergency - Some recovery agencies such as the Public Works Dept. conduct work	- Coordinators fulfilling resource requests from the IC. - Coordinators anticipating problems, planning and directing plan implementation. - Starting Recovery plan.
Recovery Phase	- Response agencies finishing operations - Recovery agencies such as Public Works and Mass Care increase activity - All response agencies shutting down and restocking resources and supplies	- Coordinators implementing Recovery plans. - Coordinators completing human assessments and reports. - Initiating cost recovery procedures.

Graduated Response Approach

Grant County/all jurisdictions will use a graduated response approach when responding to and managing emergencies and disasters. As the potential severity of the emergency or the demand on local resources grow the emergency response and coordination activities will increase to meet the increasing demands. Grant County will use three emergency action levels consistent with the New Mexico State Emergency Operations Plan.

Emergency Action Levels

There are three (3) levels of activation of the Grant County EOC ranging from 3 (lowest) to 1 (highest, most complex) (Table 10):

LEVEL **3** – Triggered by weather advisories, security advisories, possible impending events, and significant local, national, and international events. Activities include situation analysis,

alert/notification, resource coordination, and may include warning, public information and other emergency functions.

LEVEL 2 – All events and criteria of Level 3 plus multiple or major events; significant involvement by one or more state agency; the receipt of a request for emergency support or assistance; coordination of intrastate mutual aid; the receipt of local disaster or emergency declaration; and/or the need for extended coordination of state support in an emergency. Activities include notification of agency representatives and activation of relevant agencies.

LEVEL 1 – All events and criteria of Level 2 plus joint operations including federal assistance and issuance of a federal emergency or disaster declaration; an event is occurring or imminent that has exceeded the capabilities of the state; has significant regional and/or federal involvement.

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.

Table 10: Emergency Action Levels

	Level 3 Normal Operations/Situational Awareness	Level 2 Limited Activation Increased Monitoring 24 Hours Ops	Level 1 Full Activation
Scope of Emergency	**Specific Location**	**Either Local area affected or Wide area disaster**	**Wide area disaster**
Resources Needed	**Local**	**Regional/Local/or State**	**Federal**
Possible emergency event	▪ **Serious fire or accident** ▪ **Multi-agency response needed**	▪ **Loss of telephone communications** ▪ **Multi-agency response** ▪ **Hazardous chemical release** ▪ **Wind damage** ▪ **Flash floods** ▪ **Prolonged utilities loss**	▪ **Wildfire – evacuations/sheltering** ▪ **Flooding – evacuations/sheltering**
Hazardous Materials*	**Spills, leaks or fires of small amounts of fuel, oil, or other material 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 more**	**Two or more**
Evacuation	**No**	**Possible**	**Yes (wide area)**
Multiple Sites	**No**	**Possible**	**Yes**
Mass Care	**No**	**Possible**	**Yes**
Local EOC Activated	**No**	**Yes**	**Yes**
Local Warnings	**No**	**Yes**	**Yes**
Mass Warnings	**No**	**Possible**	**Yes**
State EOC Activated	**No**	**Possible**	**Yes**
Federal EOC Activated	**No**	**No**	**Yes**

Administration and Logistics

Before, during and after an emergency, it is essential that all incidents be documented. Each EOC Coordinator completes the report for a permanent record of key emergency events and activities. Table 11 below outlines the type of report or record, responsibility, frequency, and location where the report is maintained.

Table 11: Records & Reports

Reports and Records	Responsibility	Frequency	Depository
3 successors to Grant County Commission	Grant County Commission	Change of Personnel	Grant County Manager's Office/ Grant County Emergency Manager's Office
Disaster Declarations	Grant County Commission	Each Occurrence	Grant County Manager's Office/ Grant County Emergency Manager's Office
County Resolutions associated with emergency response	Grant County Commission	Each Occurrence	Grant County Manager's Office/ Grant County Emergency Manager's Office
Expenditures and obligations of response agencies to the local EOC	Emergency Response Agencies	Daily during emergency	Emergency Manager's Office Grant County Finance Office
Daily situation, resource consumption and shortfall to State EOC	EOC, City, Direction and Control Coordinator	Daily during emergency	State EOC Grant County Emergency Manager's Office
Emergency Management Agency reports on status of Mass Care services from volunteer agencies and others	EOC, City, Direction and Control Coordinator	Daily during emergency	State EOC Grant County Emergency Manager's Office
Mutual Aid Agreements	Local Office of Emergency Management	At expiration or change	Grant County Manager's Office/ Grant County Emergency Manager's Office
Emergency Management Training Records	Local Office of Emergency Management	As needed	Human Resource Departments of Grant County

Reassigning Public Employees and Soliciting Volunteers

The following (Table 12) is a guideline for reassigning public employees or soliciting for volunteers to augment emergency operations:

Table 12: Reassigning Public Employees and Soliciting Volunteers

Action	Policy	Liability Issues
Reassigning public employees to augment emergency operations	Recall employees off-duty, on vacation, etc.	Restrictive job descriptions
Soliciting volunteers from public employment	Exhaust sources of public employees in response agencies, first.	
Soliciting volunteers from private employment	Exhaust all sources of public employees, first.	
Soliciting volunteers from the public	Exhaust all sources of public employees, first.	Insurance

Plan Development and Maintenance

Emergency Operations Plan Structure

The Basic Plan of the EOP (Table 13) is distributed to response agencies for further planning.

Table 13: EOC Plan Structure

Area	Purpose	Distribution
Basic Plan	Overview of approach to emergency operations: 1. States general policies and objectives 2. Acknowledges the situation and assumptions 3. Sets the emergency organization and assigns responsibilities to organizations and individuals	CEO/Staff, Public, EOC, Response Agency
Annexes	Focus on Operations: 1. Function job descriptions 2. EOC checklists 3. Specific information and direction for EOC coordinators	EOC

Responsibilities - Plan Development and Maintenance

Table 14 below outlines the responsibilities for developing and maintaining the important components of an EOP.

Table 14: Plan Development and Maintenance

EOP Component	County Commission/ City/Town Council	LEPC	Emergency Manager	Response Agencies	NM DHSEM
EOP	*Approve* Basic Plan and Annexes	Review EOP	Establish Committee to coordinate with EM to 1. Write plan 2. Revise annually • Deliver plan and get signatures • Store current copies of plan • Prepare and revise EOC management SOPs • Store current copies of all Succession of Authority documents	Prepare and revise response agency emergency plans and SOGs	Review EOP for compliance with State Crosswalk

EOP Component	County Commission/ City/Town Council	LEPC	Emergency Manager	Response Agencies	NM DHSEM
			▪ Write plan ▪ Revise annually		
NIMS	*Require* all response agencies to train in NIMS		1. Coordinate training 2. Schedule training Review training schedule and roster of NIMS-trained personnel, annually for EM personnel	1. Coordinate training 2. Schedule training Review training schedule and roster of NIMS-trained personnel, annually Send maximum number of appropriate personnel to training WIPP- *Fund* NIMS training	
EOC Operations	1. *Fund* an effective EOC operation 2. *Require* all response and Local Gov. agencies to train in EOC Operations		1. Coordinate training exercises 2. Schedule training exercises Determine agency to evaluate training exercises	Send maximum number of appropriate personnel to training	
EOP Exercises	1. *Fund* an effective EOP Exercise		1. Coordinate training exercises 2. Schedule training exercises	Send maximum number of appropriate personnel to training	

EOP Component	County Commission/ City/Town Council	LEPC	Emergency Manager	Response Agencies	NM DHSEM
	2. *Require* all response and Local Gov. agencies to train in EOC Operations		Determine agency to evaluate training exercises		
Other Emergency Plans: **Haz-Mat**	*Approve*		Establish Committee to 1. Write Plan 2. Prepare Revisions as required 3. Deliver plan and get signatures 4. Store current copies of plan	Assist	
Computer Aided Management of Emergency Operations (CAMEO) and mapping system (MARPLOT)	*Fund*	Store current software and data files	Determine best PC configuration for the EOC and response forces Store current software and data files	Train in use of computer aided systems	

Plan Exercises

Effective response to such incidents is paramount for public safety services and support providers (law enforcement, firefighters, EMS, emergency management, public utilities, transportation, amateur radio and others) to respond and support the safety of the general population.

Testing, training and exercising is an important process that ensures those public safety services and support providers are ready to respond accordingly and efficiently. Grant County follows the guidelines identified in the Homeland Security and Exercise Evaluation Program (HSEEP). HSEEP is a capabilities-based exercise program that provides a standardized methodology and consistent terminology for designing, developing, conducting and evaluating all exercises. HSEEP establishes common language and concepts to be adopted and used by various agencies and organizations. HSEEP provides tools and resources to help build self- sustaining exercise programs and includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction. Grant County annual identifies those areas for testing and exercising and develops a yearly exercise cycle that includes those agencies respective to the scenario and type exercise. This information is shared at the annual Training and Exercise Planning Workshop hosted by DHSEM.

The Grant County Emergency Manager is responsible for the plan exercises. The Grant County Emergency Manager will submit a Training, Exercise, and Planning Calendar annually in accordance with the NM DHSEM Training, Exercise and Planning Workshop (TEPW).

Authorities and References

Authorities

Table 16 below summarizes the authority of local officials during an emergency. The documents that authorize EOC, ICS, and emergency management operations are the State Civil Emergency Preparedness Act, State Executive Order (ICS), and Emergency Management Act.

Table 16: Authority of Local Officials

Community	Activate and Deactivate EOC	Declare Disaster	Use Private Resources	Request State Assistance
Grant County including Unincorporated areas	*CEO[3] with the SAT[4]*	*County Chair County Commission CEO of Affected Jurisdiction*	*County Chair County Commission CEO of Affected Jurisdiction*	*Chair County Manager CEO of Affected Jurisdiction OEM*
Minimum Requirements	One of the following: ▪ Resource coordination exceeds Incident Commander's 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 Grant County through Mutual Aid Agreements or other means	Must declare disaster HAZ-MAT
Documents that authorize	▪ State Civil Emergency Preparedness Act, NMSA - 78, Chap. 12-10-1; ▪ 2. Emergency Management Act, Chap. 74-4B-1			

[3] Chief Elected Official (CEO)

[4] Situation Analysis Team

References

In addition to the Authorities and References already listed, the following publications were used to develop this plan.

1. Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Version 2, (CPG-101), FEMA, April 2012.

2. Emergency Response to Terrorism; Self Study, FEMA/USFA/NFA, August 1997

3. New Mexico Hazardous Materials Emergency Response Plan, NM DPS, August 1999.

4. Disaster Assistance Program, Local Government Handbook, NM DPS, OEM, Natural Hazards Bureau, 2003.

5. New Mexico Department of Homeland Security and Emergency Management, Local Emergency Operations Plan Crosswalk Review, NMDHSEM 2014

LIST OF EMERGENCY MANAGEMENT LAWS

Federal

Management of Emergency Planning Agency (FEMA), Presidential Executive Order 12148, Section 2

Federal Civil Defense Act of 1950, PL 81-920, as Amended

The Disaster Relief Act of 1974, PL 93-288, as Amended

Comprehensive Environmental Response Compensation and Liability Act of 1980, PL 99-499 and as Amended October 17, 1986

Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), otherwise known as the Emergency Planning and Community Right-to-Know Act (EPCRA)

Robert T. Stafford Relief and Emergency Assistance Act, as Amended, PL 93-288

Homeland Security Presidential Directive-5: Management of Domestic Incidents, February 28, 2003

Homeland Security Presidential Directive-8: National Preparedness, December 17, 2003

State

Emergency Management, NMSA 1978, as Amended, Article 4B, chapters 74-4B-1 through 74-4C4 and Supplement 74-4B-1, 74-4B-3, 74-4B-4, 74-4B-10, and 74-4B-14

The Emergency Management Assistance Compact, NMSA 1978, As Amended, Chapter 11-15-1 through 11-15-2

The New Mexico Civil Emergency Act of NMSA 1978, as Amended, Chapter 12-10-1 to 12-10-10

Emergency Management Act of NMSA 1978, As Amended, Chapter 74-4B-1

Hazardous Chemicals Information Act, NMSA 1978, as Amended, Chapter 74-4E-1

New Mexico Disaster and Emergency Management Plan of 2007

New Mexico Disaster Relief Act, NMSA 1978, as Amended, Chapters 6-7-1, 6-7-2, 6-7-3

New Mexico Local Government Handbook, Emergency and Disaster Assistance, as Amended in 2002

New Mexico Hazardous Materials Response Plan

New Mexico Intrastate Mutual Aid Act, 12-10B-1 NMSA 1978- IMAS

New Mexico Emergency Management Assurances Compact, 11-15-1 and 11.15-2 NMSA 1978

County

Written Mutual Aid Agreements

Mission: Activate the Emergency Operations Center (EOC) to 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.

	CORRESPONDING ESF
ESF 5	Emergency Management
ESF 7	Logistics
ESF 14	Long Term Community Recovery
ESF 15	External Affairs

Annex A, Direction and Control, outlines 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. Specific contact information (names, phone numbers, etc.) for use in emergency response are located in the Grant County OEM and the Grant County Regional Dispatch Office.

EOC Director

CEO of Affected Jurisdiction or his/her designee

Grant County Emergency Manager- A sample letter of delegation can be found at the end of this Annex

October 2014 (Updated May, 2017)

Quick Guide

Contents

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EOC Director Duties and Checklists

Checklist for EOC Coordinator – Direction and Control

- **CEO of Affected Jurisdiction**
- **Emergency Management Coordinator**

> ICS forms can be found in the EOC.

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 Unit Log form (ICS 214) to record anything not covered in the checklist.

2. Determine the initial emergency response actions by contacting dispatch.

    Ask dispatch for the following information:

    > Use **ICS form 213** for all messages received and responded.

    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?

3. Establish and maintain two-way radio communications/and or phone communications (with and established briefing schedule) with the on-scene Incident Commander to:

    a. Determine or confirm the nature, scope and location of the disaster or incident.

    b. Determine what resources or assistance are needed (equipment, personnel, etc.)

Use the ICS Incident Action Plan to document the following:

a. Determine or confirm the nature, scope, and location of the disaster or incident.

b. Determine additional resources or assistance needed (equipment, personnel, etc.)

c. Obtain a description of the site for the Site Diagram and the exact location of the ICP and staging area.

d. 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).

Incident Action Plan
ICS forms:
✓ 201 Incident Briefing
✓ 202 Incident Objectives
✓ 204 Assignment List
✓ 205 Communications Plan
✓ 207 Staffing Plan

e. Contact Ham Radio operators (Ares) for two-way radio support, if needed.

f. Activate public warning systems including the Emergency Alert System, if needed. This procedure is explained in Annex B.

g. Determine the appropriate Emergency Action Level.

h. As the incident changes use the IAP to monitor and future effects of the emergency.

4. Activate the EOC with authorization from the SAT if required.

5. Immediately notify the CEO of Grant County/Affected Jurisdiction - (if not yet contacted) that the EOC been activated.

6. Start EOC coordinator call-down alert list, according to the Emergency Action Levels, to include secretarial/clerical personnel and runners.

7. Complete a SITREP and notify the State EOC and advice of major actions and prognosis for need of State or Federal help.

> SITREP forms and instructions can be found on the NM DHSEM website.

8. If needed request assistance using the Intrastate Mutual Aid System (IMAS).

9. Check often to determine if proper coordinators are present. If not, call the next person on the list of successors.

10. If more than one shift of coordinators is needed at the EOC, make an EOC shift schedule and post it on the EOC wall.

11. 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.

12. If the scope of the incident is beyond the capabilities of the jurisdiction's resources, notify the State EOC and the CEO of Grant County/CEO of the Affected Jurisdiction or authorized representative. Meet with the CEO and or SAT of the affected jurisdiction to determine if an Emergency/ Disaster Declaration is needed.

> An Emergency/Disaster Declaration can be found at the end of this of this Annex.

13. Identify required briefings times to routinely brief the EOC staff and senior officials not present in the EOC on current and ongoing situations. As the emergency progresses determine and appropriate actions and obtain the required emergency action authorizations and document accordingly. This action may take place in accordance with the Incident Action Plan (IAP).

14. 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:

15. Plan EOC activities for recovery, reconstitution, mitigation and other long-term actions.

16. Plan for the gradual shut down of the EOC operations.

17. Prepare direction and control After Action Report.

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How and by whom decisions are made by during an emergency

Depending on the extent of the emergency, responding law enforcement, fire departments or the Grant County Office of Emergency Management (OEM) will handle most incidents that require support.

> **Individual names and phone numbers are located in the Grant County OEM or the Grant County Regional Dispatch Authority Office**

However, large, severe consequence incidents, or long term events may require the involvement and support of local officials. In this event each municipality may decide bring together a support team composed of political as well as response individuals (the Situation Analysis Team) to advise and support the incident.

> **As the scope or severity of an emergency increases, other authorities may take control of Incident Command. However, the local jurisdiction retains all other jurisdictional responsibilities.**

- The individuals in the team should be selected according to two (2) criteria; political boundaries and severity of the incident.

The Situation Analysis Team (SAT) consists of at least five individuals from the affected jurisdiction who will determine the appropriate response. At least **two members of the SAT must be consulted before a decision is made.** The SAT assesses the situation and decides the response to proceed.

GRANT COUNTY OR OTHER THE JURISDICTIONS OF SILVER CITY, BAYARD, SANTA CLARA OR HURLEY

SAT members (suggested)

- County Emergency Manager or jurisdiction equivalent

- County Commission Chairman or City, Village Mayor – Councilors

- County Sheriff or Police Department and/or

- Fire Chief of the Affected Fire District

- Other Subject Matter Experts (SME)

The SAT may use Table 7 on page 21 of this Annex, *Emergency Action Levels* to facilitate its decisions.

Jurisdiction Authority for Initial Response

As the scope or severity of an emergency increases, other authorities may take control of Incident Command. However, the local jurisdiction retains all other jurisdictional responsibilities**.**

If the EOC will be activated the Emergency Manager will begin notification of potential EOC staff. The Grant County Emergency Manager will also notify any neighboring county emergency managers to alert them to the situation that may be affecting their community.

Understanding the EOC

Purpose of the EOC

When a major emergency or disaster strikes, centralized emergency management is necessary. The EOC provides this needed centralized management. When activated, representatives from County, City and Village departments will report to their respective EOCs to coordinate decision making, simultaneously coordinate department activities, and liaison with different levels of government as well as with private entities.

The EOC provides a centralized focus of authority and information and allows for face-to-face coordination among personnel who must set priorities for use of resources and evaluate the need to request mutual aid.

One of the first decisions to consider will be the level of activation of the EOC. A partial activation may range from one individual managing the situation to activation of all the key EOC Staff members. A full activation may require calling in the policy, operations, coordination and/or non-governmental individual shelters, evacuation and other necessary functions to ensure the health, safety and protection of the public.

The Grant County OEM will use a centralized direction and control system at the EOC. This is the National Incident Management System (NIMS) that includes using the Incident Command System (ICS) as a structured organizational structure used to command, control and coordinate resources and personnel who respond to the scene of an emergency.

ICS is a nationally standardized organizational structure used to command, control, and coordinate resources and personnel that must respond to the scene of an emergency. The Governor of the New Mexico has mandated its use in all jurisdictions within the state by Executive Order. All EOC staff will be trained on the ICS procedures and to the level required for their position within the EOC.

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Activation of the Emergency Operations Center

Most incidents are handled by the local responding agencies, however, large/long term events may require a more robust response. The following pages outlines how an incident that requires additional resources may progress.

Grant County Regional Dispatch, (911), is normally the first agency to be notified of an emergency or hazardous material situation. The Dispatcher is responsible for obtaining all the required information and notifying the appropriate response agency (according to internal protocol and procedures).

> Initial Notification of an Emergency

Potential events

- If the emergency is a hazardous material incident, the New Mexico State Police is notified and becomes the On-Scene Incident Commander.
- If the situation requires multi-jurisdictional emergency response, unified command may be used.

Notifications

- The Incident Commander or the CEO of the affected jurisdiction may request dispatch to notify the Grant County Emergency Manager. Dispatch will have the contact information for the Emergency Manager.
- Dispatch may contact the Grant County Emergency Manager as they see the incident escalating.

The Emergency Manager verifies the situation and notifies the CEO of the affected Jurisdiction.

- The On-Site Incident Commander may request dispatch to notify the Grant County Emergency Manager and may request activation of the EOC if he/she deems it necessary. Dispatch will have the contact information for the Emergency Manager.

> More information on notifications can be found in the EOC coordinator checklist in this Annex.

- The Emergency Manager verifies the situation and notifies the County Manager and the Chairman of the County Commission, contacts the State EOC, and law and fire response officials.

- The Emergency Manager, the CEO of the municipality, the Chief Law enforcement officer of the municipality, and the Fire Chief from the affected District may form a situation analysis team (SAT) to determine the level of activation.

- If the EOC will be activated the Emergency Manager will begin notification of potential EOC staff. The Grant County Emergency Manager will also notify any neighboring county emergency managers to alert them to the situation that may be affecting their community.

- If the EOC is activated the On-Site IC and the EOC Director will establish a time schedule for Incident Briefings (ICS Form -201) to concur with the EOC Incident Briefings.

> IC and EOC Interface

NOTE: Resources are generally provided by the lowest level jurisdiction possible – local governments are required to use (exhaust) their resources first, and then States provide additional resources, followed by the Federal government when necessary. Before state assistance is authorized, the jurisdiction must have utilized all of its appropriate disaster relief forces, including the use of local contractors, activation of mutual aid, and use of regional or other nearby resources. When the EOC is activated, the appropriate EOC Coordinator will identify the need for resources (with the input of the IC), or lack of resources, accordingly. The EOC, depending on the level of activation will support these requirements accordingly and if unable to fulfill resource requirements will notify the New Mexico Department of Homeland Security and Emergency Management for the appropriate assistance

Situation Analysis Team (SAT)

The Emergency Manager, the CEO of the municipality, the Chief Law enforcement officer of the municipality, and the Fire Management Officer/Chief from the affected District may form a situation analysis team (SAT) to determine the level of activation. A partial activation may range from one individual managing the situation to calling in key EOC Staff members. A full activation may require calling in the policy, operations, coordination and/or nongovernmental individuals. The SAT may also consider a disaster declaration at this time.

> **For disaster declaration instructions go to the end of this Annex.**

Hazardous Materials Incident

If the emergency is a hazardous material incident, the New Mexico State Police are notified and become the On-Scene Incident Commander. The following table (Table 1) identifies the required notification for HAZMAT response and those agencies identified to respond. Required Notifications, Hazardous Materials.

Table 1: Required Notifications, Hazardous Materials

Situation	Hazardous Substances	Extremely Hazardous Substances	Radioactive Materials	Infectious (Etiological Agents)
General release	State Police NM Environment Dept.	State Police HazMat Team – LCX NM Environment Dept.	State Police NM Environment Dept.	Local Public Health State Dept. of Health (will notify CDC)
Release into Water or Waterways	State Police NM Environment Dept.	State Police HazMat Team –LCX NM Environment Dept.	State Police NM Environment Dept.	Local Public Health State Dept. of Health (will notify CDC)
General Transportation Accidents	State Police NM Dept of Transportation	State Police NM Dept of Transportation	State Police NRC NM Dept of Transportation	Local Public Health State Dept. of Health (will notify CDC)
Military Nuclear Weapon	State Police Nearest military installation	State Police Nearest military installation	State Police NRC State Health Dept. Nearest military installation	Nearest military installation

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EOC Location and Resources

The Emergency Operations Center is normally manned to operate around the clock. The primary and secondary locations for the EOC are currently being utilized in everyday operations and can be activated within **one hour** if deemed necessary. Telephones, fax, and computers will be used as primary communications devices but radio is available through the Emergency Manager's Mobile Base Station, the Sheriff's Office, and Amateur Radio nets. The radio systems as well as the EOC have emergency backup power. The EOC is equipped with maps to enable emergency management activities in time of crisis. Table 2 provides a listing of EOC locations and resources available.

Any one of the County or City Fire Stations can be used as an alternate command center. If for any reason, as in the case of an emergency situation that could destroy the primary location, then a location would be designated outside the area. A mobile center could be required, utilizing communications as outlined in Annex B. This mobile center may be used either as an alternate EOC or an on-the-scene temporary center as the emergency may dictate.

The following table lists the locations and resources of potential EOCs in Grant County,

Each EOC Coordinator will handle staffing needs and shift change transitions for their respective positions (see Coordinator checklists).

Table 2: EOC Locations and Resources

Location	Resources
Primary Grant County Civic Center Highway 180 East Silver City, NM 88061	**Communications with outside facilities** Primary Telephone, fax- computers- cell phones Backup – Two way radio through the Sheriff's Department, the Fire Department, and Amateur Radio networks Back up communication VHF radio base, UHF Amateur Radio *into* EOC VHF and UHF radios *out to* Mobile Unit Runners- the EOC Director may identify personnel from the EOC to maintain person-to –person contact between the EOC and the IC and/or to obtain resources.

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Location	Resources
Primary, cont. Grant County Conference Center Highway 180 East Silver City, NM 88061	**Capabilities of Primary EOC** Emergency power- available at the location- additionally, the Emergency Manager has access to a portable emergency generator Security- ability to lock facility and limit access No back up water supply, sanitation or ventilation Other supplies Computer for dispatch Laptops White board
Secondary Silver City Annex Building 1400 Highway 180 East Silver City, NM 88062	Emergency power- diesel generator Security- ability to lock facility and limit access No back up water supply, sanitation or ventilation

Relocation to the Alternate Emergency Operations Center

In the event the primary EOC is unusable a decision will be made to transfer to the alternate location. Table 3 provides the phases for this action to take place.

General Concept: Move EOC operations quickly, in two phases:

Table 3: Relocation of EOC

Phase	Coordinators	Equipment
1	Communications & Warning Law Enforcement	Half of the telephones and radios Annex binders and references Coordinator equipment
2	Direction and Control coordinators and all remaining coordinators and staff	Half the telephones and radios Annex binders and references Wall posters and Charts Maps

Policies and Procedures:

1. **Maintain continuous communications** if power is available. Ensure that plain language and clear text communications are observed during all multi-jurisdictional emergency incidents. 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, if not already prepositioned

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) utilizing Table 4. Coordinators will report to the EOC immediately.

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Table 4: EOC Contact List

Emergency Action Levels			Probable Functions to Activate	County and or all other Jurisdictions in Grant County
3	2	1		
X	X	X	EOC Director	Emergency Manager- all
X	X	X	Law Enforcement	Grant County Sherriff or Chief Law Enforcement Officer for the Jurisdiction
X	X	X	Fire, Rescue & EMS	District Fire Chief of Affected Jurisdiction
X	X	X	Health & Medical	Public Health Office Hospital Administration
	X	X	Communications & Warning	Emergency Manager/CEO of affected Jurisdiction
	X	X	Emergency PIO	Grant County PIO or PIO of appropriate department
	X	X	Transportation & Resources	Grant County Sherriff or Chief Law Enforcement Officer for the Jurisdiction
	X	X	Public Works & Damage Assessment	Grant County/Jurisdiction Public Works Director
		X	Evacuation	Grant County Sherriff or Chief Law Enforcement Officer for the Jurisdiction
		X	Reception & Mass Care	American Red Cross
		X	Radiological Defense	NM State Police/NM Radiological Officer

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Staffing for EOC

In case of a large disaster staffing the EOC can be a challenging task. The EOC will be staffed with sufficient personnel to adequately respond to the situation. This means that a minor emergency does not require the full staffing necessary to respond to a major disaster. An example would be the difference between a localized hazardous material accident and a catastrophic earthquake. Table 5 is a suggested list of potential personnel for EOC staffing using the ICS.

> Agencies/Departments reporting to the EOC are reminded to bring current policies, operating guides, standards and any other reference material for reference and use in the EOC.

Table 5: Suggested Staffing for EOC/ICS

ICS Position	Suggested staff
EOC Director	Emergency Manager- designated by the CEO of the impacted municipality
Public Information Officer	Trained PIO/spokesperson for municipality or law or fire department
Liaison Officer	Should be experienced working with outside agencies and governments.
Operations Chief	Fire Chief or Sheriff/PD Chief depending on situation
Planning Section Chief	Fire Chief or Sheriff depending on the situation
Logistics Section Chief	Purchasing agent for the municipality
Finance/Administration Section Chief	Finance Department Head
Other EOC Staff	**TBD**
Ability to expend County/City funds	County Manager
Direction and Control Coordinator	County Emergency Manager
Communications & Warning Coordinator	Central Dispatch/Amateur radio
Public Information Coordinator	County/Jurisdiction PIO or designee

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ICS Position	Suggested staff
Law Enforcement Coordinator	Grant County Sherriff or Chief Law Enforcement Officer for the Jurisdiction
Fire and Rescue	Fire Chief of affected District
Health and Medical	Gila Regional Medical Center / EMS Field Supervisor
Public Works	Director of Public Works
Transportation and Resources	CEO of affected Jurisdiction
Evacuation	Law enforcement of the affected Jurisdiction, NM State Police
Mass Care	American Red Cross
Donations	American Red Cross
Hazardous Materials (Haz-Mat)	NM SP

ICS Forms

Figure 1 on the following page provides an outline of a fully staffed EOC Organization Chart utilizing all the ICS positions. The ICS 207 Incident Organizational Chart is located in Figure 2 and is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. The Personnel responsible for managing organizational positions would be listed in each box as appropriate. The organization chart is prepared by the Resources Unit and posted along with other displays at the Incident Command Post or EOC. A chart is completed for each operational period and updated when organizational changes occur. When completed, the chart is posted on the display board located at the Incident Command Post and/or EOC.

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Figure 1: EOC Organization Chart
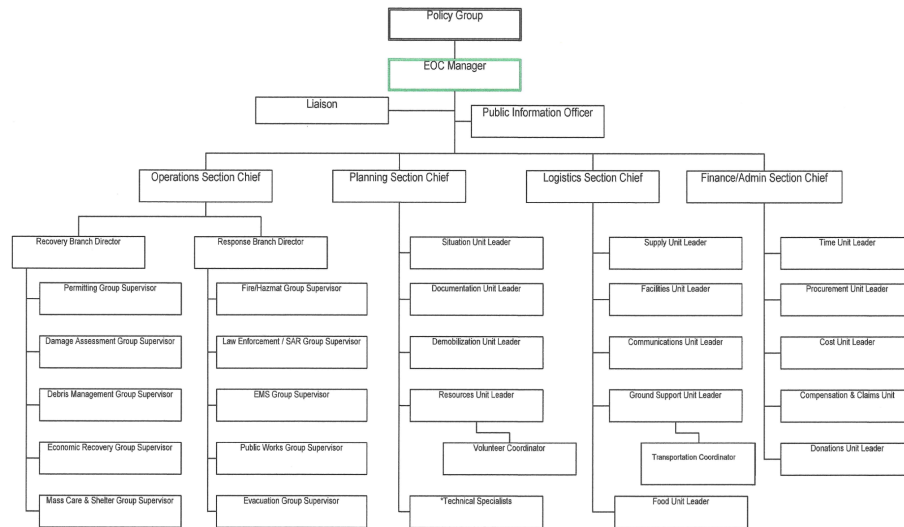
Figure 2: ICS 207 Incident Organization Chart

Confidential information as per NMSA Inspection of Public Records, 1978 Chapter 14, Art. 2

October 2014 (Updated May, 2017)
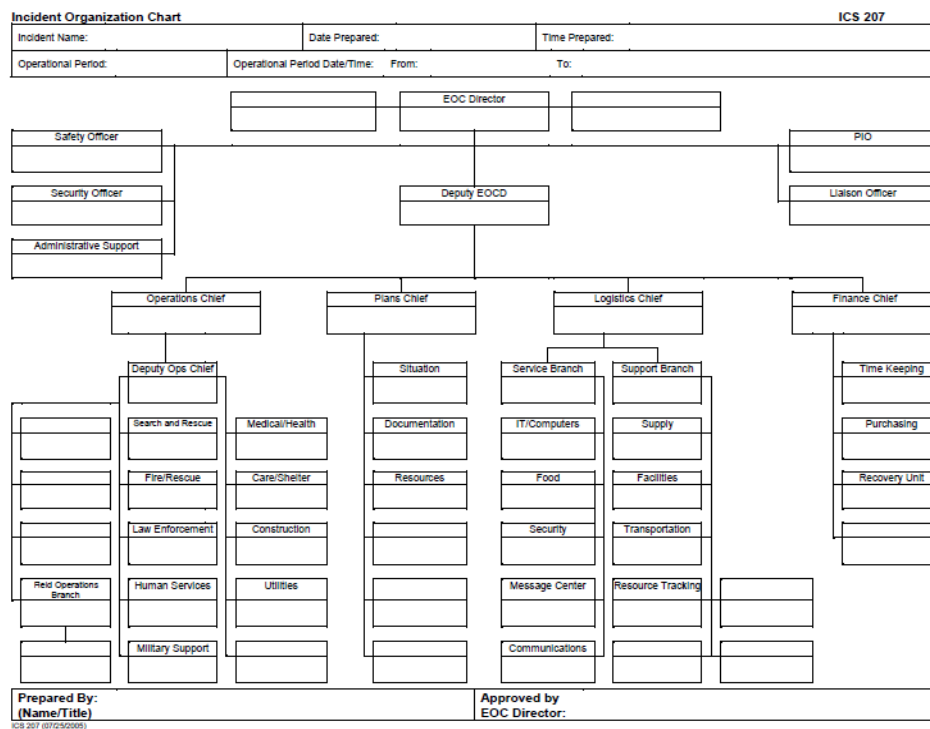
EOC Operations

The EOC (Operations Section Chief) will establish and maintain two way radio and/or phone communicators and establish a schedule for briefings with the on-scene Incident Commander to:

- Determine or confirm the nature, scope and location of the disaster or incident as it
- What resources or assistance are needed (equipment, personnel, etc.)
- Share event status information from both on-scene and at the EOC.

> **NOTE:** When the EOC is activated, the appropriate EOC Coordinator will identify the need for resources (with the input of the IC), or lack of resources, accordingly. The EOC, depending on the level of activation will support these requirements accordingly and if unable to fulfill resource requirements will notify the New Mexico Department of Homeland Security and Emergency Management for the appropriate assistance.

The EOC Director will notify the State EOC and advice of major actions and prognosis for need of State or Federal help. The EOC will provide briefing information to affected jurisdiction's CEO and the incident Public Information Officer (PIO). Additionally the EOC will:

- Assess local resource capabilities and needs using the Grant County resource lists and contacting local response agencies for resources.
- Request assistance using the Intrastate Mutual Aid System (IMAS) if necessary.

Table 6: Agency Contact List

Agency Name	Authority	Primary Phone
NM State Police District 12 **Silver City**	The Emergency Management Act, NMSA 1978, Section 74-4B-1 through 74 –4B-14 directs state government to manage hazardous material incidents or accidents that threaten lives, property and the environment.	575-388-3977
New Mexico Department of Health		505-827-2613
NM DHSEM		505-476-9635
State ERO		575-388-3977

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Agency Name	Authority	Primary Phone
National Response Center (NRC)	The NRC is the sole federal point of contact for reporting oil and chemical spills. The NRC operates 24 hours a day, 7 days a week, 365 days a year	1-800-424-8802
CHEMTREC	**CHEMTREC can provide information and advice to emergency responders to mitigate hazardous materials emergencies.**	**1-800-424-9300**

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Deactivation

When the emergency situation has progressed to the point that a high level coordination is no longer required between the EOC and external agencies, a determination will be made as to whether the EOC should be deactivated. The affected jurisdiction's CEO and EOC Director have the authority to deactivate the EOC. After the EOC has been deactivated, recovery activities may continue as necessary.

Initial Deactivation Activities

Upon deactivation of the EOC, certain activities should be performed to return the EOC space to its normal status. In most situations, emergency management staff will facilitate the completion of these activities, which include:

- Complete and store all documentation related to the incident
- Notify internal groups and external agencies and organizations
- Breakdown EOC space

EOC Recovery – Transition to Recovery Operations

As the threat to life, property and the environment dissipates, the EOC Director or Policy Group will consider deactivating the EOC. The EOC Director or Policy Group will direct the EOC Staff to deactivate, ensuring that each staff member provides its logs and files to the EOC Director. The EOC Director will organize these materials to be archived and/or utilized for the financial recovery process.

The EOC Director will coordinate the recovery effort, ensuring that all damaged public facilities, transportation networks and services are restored. The EOC Director will gather information identifying any potential long-term environmental issues, special needs population needs and coordinate with animal welfare agricultural stakeholders to identify long-term community recovery measures. In coordination with the EOC Staff the EOC Director will prepare an after-action report, submitting it to the CEO of the affected jurisdiction within 60 days of the disaster/event.

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Guidance for All Emergency Responders and Coordinators

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.

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.

> **NOTE:** Resources are generally provided by the lowest level jurisdiction possible – local governments are required to use (exhaust) their resources first, and then States provide additional resources, followed by the Federal government when necessary. Before state assistance is authorized, the jurisdiction must have utilized all of its appropriate disaster relief forces, including the use of local contractors, activation of mutual aid, and use of regional or other nearby resources.

- Emergency response agencies should expect to sustain themselves during the first 24 hours of an emergency

- Emergency service agencies should exhaust their own channels of support (mutual aid, etc.) before turning to others for assistance

- Purchase prices and contract costs should be established during emergency planning. Records of costs should be maintained on <u>all</u> purchases for reimbursement purposes

- County maintenance crews and equipment will provide primary assistance at the disaster site (debris clearance, road upgrading, damage assessment, etc.) & assist with the repair and restoration of essential services and vital facilities

- All responding agencies and EOC coordinators will manage and coordinate their own people, equipment, facilities, and supplies to accomplish their tasks. The Transportation and Resources Coordinator at the EOC will provide exhausted agency supplies, specialized resources unavailable to responding agencies, and other emergency generated needs

- Public Works personnel will work with public and private utility companies to restore utilities to critical or essential facilities

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).

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Emergency Action Level Response Criteria

Table 7: Emergency Action Stage Response Criteria

	Level 3	Level 2	Level 1
Response	Local Responders & Agencies	State Emergency Response Officer (ERO)	
Definition	Spill, leak or fire that can be contained, controlled, extinguished using equipment available to operations level-first responders	An incident that requires the use of any kind of specialized protective equipment, special tools or knowledge beyond the normal scope of a first responder	
Responder Level of Training	Incident can be properly handled by response personnel trained to first responder operations level	Incident requires skills/knowledge that is normally found at the HazMat first response team (Technical Level) and/or requires specialized knowledge of a particular substance container	
Product	Small quantities of petroleum products (fuel oil), or materials that can be approached by personnel wearing SCBA and/or SFPC	Structural Firefighter's Protective Clothing (SFPC) with a Self-Contained Breathing Apparatus (SCBA) DOES NOT provide adequate protection (refer to ERG & other HazMat response guidebooks) i.e. Chlorine (gas), anhydrous ammonia, sulfuric acid.	
Line Safety	Minimal hazard	Evacuation of limited area required	Evacuation of large area required
Environmental Impact	None to minimal	Moderate	Severe
Container Integrity (product in container)	Minimal to no damage	Damaged but serviceable for handling or transfer of product	Catastrophic rupture possible

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	Level 3	Level 2	Level 1
Leak Severity	None to small leak contained with available resources	Requires special resources and/or reportable quantity exists under SARA Title II	May not be controlled even with special resources
Spill Size	Small: contents of a single drum, small cylinder, package or bag	Small to medium: contents of multiple drums, multiple packages or bags	Medium to large: contents of tank truck/car, storage tank, multiple medium sized containers
Decontamination Requirements	None to basic decontamination using resources available to the first responder	Basic to full decontamination requiring multiple stages	Basic to full decontamination requiring multiple stages

The Disaster Process and Disaster Aid Programs

The Major Disaster Process

A Major Disaster Declaration usually follows these steps:

Local Government Responds, supplemented by neighboring communities and volunteer agencies. If overwhelmed, turn to the state for assistance;

The State Responds with state resources, such as the National Guard and state agencies; Damage Assessment by local, state, federal, and volunteer organizations determines losses and recovery needs;

A Major Disaster Declaration is requested by the governor, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery;

FEMA evaluates the request and recommends action to the White House based on the disaster, the local community and the state's ability to recover;

The President approves the request or FEMA informs the governor it has been denied. This decision process could take a few hours or several weeks depending on the nature of the disaster.

Disaster Aid Programs

There are two major categories of disaster aid:

1. Individual Assistance - for damage to residences and businesses or personal property losses, and

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2. Public Assistance - for repair of infrastructure, public facilities and debris removal.

Individual Assistance

Immediately after the declaration, disaster workers arrive and set up a central field office to coordinate the recovery effort. A toll-free telephone number should be published for use by affected residents and business owners in registering for assistance. Disaster Recovery Centers also are opened where disaster victims can meet with program representatives and obtain information about available aid and the recovery process.

Disaster aid to individuals generally falls into the following categories:

Disaster Housing may be available for up to 18 months, using local resources, for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement of damaged items to make homes habitable.

Disaster Grants are available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, and transportation, medical, dental and funeral expenses.

Low-Interest Disaster Loans are available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing or other damaged personal property. Loans are also available to businesses for property loss and economic injury.

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Long Term Recovery

PRIMARY AGENCIES

Jurisdiction	Agency
Grant County	Emergency Management /County Public Works Departments

SUPPORT AGENCIES

NM DHSEM
American Red Cross
NM VOAD
NM Department of Health
NM Public Health Office
FEMA

> A Donation's Management Plan
> can be found in Annex G.

PURPOSE

First Response to a disaster is the job of local government's emergency services with help from nearby municipalities, the state and volunteer agencies. In a catastrophic disaster, and if the governor requests, federal resources can be mobilized through the Federal Emergency Management Agency (FEMA) for search and rescue, electrical power, food, water, shelter and other basic human needs.

It is the long-term Recovery phase of disaster that places the most severe financial strain on a local or state government. Damage to public facilities and infrastructure, often not insured, can overwhelm even a large city.

A governor's request for a major disaster declaration could mean an infusion of federal funds, but the governor must also commit significant state funds and resources for recovery efforts.

A Major Disaster could result from flood, tornado or major fire, which the President determines, warrants supplemental federal aid. The event must be clearly more than state or local governments can handle alone. If declared, funding comes from the President's Disaster Relief Fund, which is managed by FEMA, and disaster aid programs of other participating federal agencies.

A Presidential Major Disaster Declaration puts into motion long-term federal recovery programs, some of which are matched by state programs, and designed to help disaster victims, businesses and public entities.

An Emergency Declaration is more limited in scope and without the long-term federal recovery programs of a Major Disaster Declaration. Generally, federal assistance and funding are provided to meet a specific emergency need or to help prevent a major disaster from occurring.

Other Disaster Aid Programs include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security and Veteran's benefits. Other state or local help may also be available.

FEMA CONTACT INFORMATION
Phone: 1 (800) 621-FEMA (3362)
TTY: 1 (800) 462-7585
Online Registration
Technical Assistance:
Phone: 1 (800) 745-0243
Mail:
Federal Emergency Management Agency
P.O. Box 10055
Hyattsville, MD 20782-8055

Assistance Process: After the application is taken, the damaged property is inspected to verify the loss. If approved, an applicant will soon receive a check for rental assistance or a grant. Loan applications require more information and approval may take several weeks after application. The deadline for most individual assistance programs is 60 days following the President's major disaster declaration.

Audits are done later to ensure that aid went to only those who were eligible and that disaster aid funds were used only for their intended purposes. These federal program funds cannot duplicate assistance provided by other sources such as insurance.

After a major disaster, FEMA tries to notify all disaster victims about the available aid programs and urge them to apply. The news media are encouraged to visit a Disaster Recovery Center, meet with disaster officials, and help publicize the disaster aid programs and the toll-free tele-registration number.

Public Assistance

Public Assistance is aid to state or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. Generally, public assistance programs pay for 75 percent of the approved project costs. Public Assistance may include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions and grants for public schools.

Hazard Mitigation

Disaster victims and public entities are encouraged to avoid the life and property risks of future disasters. Examples include the elevation or relocation of chronically flood-damaged homes away from flood hazard areas, retrofitting buildings to make them resistant to earthquakes or strong winds, and adoption and enforcement of adequate codes and standards by local, state and federal government. FEMA encourages and helps fund damage mitigation measures when repairing disaster-damaged structures.

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Resolution for Emergency/Disaster Declaration

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 (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 (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 (Chairman of the County Commission) this ( ) day of (month), 20( ).

Signature: _____

ATTEST:

Clerk/Recorder signature: _____

Council/Commission Adoption: Date, Vote, Book

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Letter of Delegation

As CEO for XXX County, it is my responsibility for emergency response, to include directing operations from the EOC. In accordance with the XXX County EOP, designate the following individual to serve as the EOC Director in my absence and/or at my discretion.

XXXX, XXXXX Emergency Manager

Included, but not limited to, are the following EOC director duties:

1. When the EOC is activated the director shall control all necessary county government emergency functions. The EOC director and staff will coordinate operational, logistical, and administrative needs of response personnel at the disaster site, public shelters, other EOC's and agency work, control or dispatch centers.

2. Establish work schedules of EOC positions.

3. Make decisions regarding relocation and/or activation of the alternate EOC when conditions dictate.

4. Designate secretarial or clerical personnel from Administration, Finance, Library, Older Adults Division, etc., to serve in the EOC as recorders, plotters, analysts, etc.

5. Forward to the State EOC, situation reports, local disaster declaration reports, increased readiness reports damage assessment reports and other reports as deemed necessary.

6. Make announcements using the Emergency Alerting System, to announce the temporary succession of unavailable officials for emergency duty.

XXXXXXXXX Chairman
XXXXXXXXX County Commission

Cc   XXXXXXXXX, County Manager
        XXXXXXXXXX Assistant County Manager
        XXXXXXXXXXXXX, Emergency Manager

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ICS FORMS LIST

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	Incident Briefing	Initial Incident Commander
*ICS 202	Incident Objectives	Planning Section Chief
*ICS 203	Organization Assignment List	Resources Unit Leader
*ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
**ICS 205A	Communications List	Communications Unit Leader
*ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart *(wall-mount size, optional 8½" x 14")*	Resources Unit Leader
**ICS 208	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List *(optional 8½" x 14" and 11" x 17")*	Resources Unit/Check-In Recorder
ICS 213	General Message *(3-part form)*	Any Message Originator
ICS 214	Activity Log *(optional 2-sided form)*	All Sections and Units
ICS 215	Operational Planning Worksheet *(optional 8½" x 14" and 11" x 17")*	Operations Section Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer
ICS 218	Support Vehicle/Equipment Inventory *(optional 8½" x 14" and 11" x 17")*	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	Resource Status Card (T-Card) *(may be printed on cardstock)*	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident

Mission: Centralize, coordinate, and maintain communications for emergency response and recovery during an emergency or disaster.
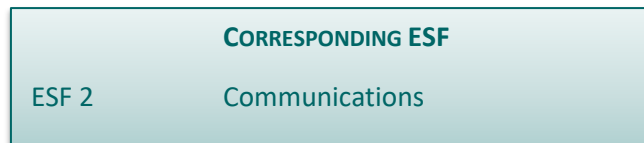
CORRESPONDING ESF	
ESF 2	Communications

PRIMARY AGENCIES

Jurisdiction	Agency
Grant County	Grant County Emergency Manager
	County Sheriff's Department
	County Fire Management Officer
	Grant County Regional Dispatch Authority
Silver City	Silver City Police Department
	Silver City Fire Chief
	Grant County Regional Dispatch
Bayard	Bayard Police Department
	Bayard Fire Chief
	Grant County Regional Dispatch Authority
Santa Clara	Santa Clara Police Department
	Santa Clara Fire Chief
	Grant County Regional Dispatch
Hurley	Hurley Police Department
	Hurley t Fire Chief
	Grant County Regional Dispatch

SUPPORT AGENCIES

NM State Police
NM Grant County Search and Rescue
NEIGHBORING LOCAL County Dispatch Center
Amateur Radio Emergency Service (ARES)
Silver City Consolidated Schools
Cobre Consolidated Schools
NM DHSEM
US Forest Service

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Quick Guide

General Duties of Communications and Warning Coordinator

Agencies/Departments reporting to the EOC are reminded to bring agency's radio, current policies, operating guides, standards and any other reference material for reference and use in the EOC.

> Individuals requiring accommodation under ADA should contact the EOC Coordinator or the Emergency Manager in a timely manner before their expected shift.

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.

1. Provide and maintain primary communications, county and city wide, and for the EOC on a 24-hour basis using all available public and private communications systems.

> The SAT has the Authority to Activate Public Warnings.

2. Coordinate communications and warnings **radio frequencies.**

3. Activate public warning systems to include Emergency Alert System (EAS).

4. Alert/warn the emergency response agencies and public in neighboring jurisdictions.

5. Coordinate secondary warnings, if primary warning systems fail to work.

6. Use call down rosters to alert emergency responders or provide situation updates.

7. Manage the emergency communications section in the EOC.

8. Coordinate warning frequencies and procedures with EOC at higher levels of government and with adjacent communities.

9. Ensure the Emergency Public Information Officer (PIO) provides pertinent warning information to the print media for distribution to the public.

10. Inform local warning receiving and disseminating agencies that the EOC is activated.

> **Useful ICS forms**
>
> 205 Incident Radio Communications Plan
>
> 213 General Messages
>
> 214 Unit Log
>
> 217 Radio Frequency Assignment Worksheet
>
> 221 Demobilization Checkout

> Additional communications information is outlined in the local TICP located in the EOC, Law Enforcement and Fire Dispatch and the Emergency Manager's Office.

Confidential information as per NMSA Inspection of Public Records, 1978 Chapter 14, Art. 2

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Communications and Warning Coordinator Checklist

This checklist is a guide for emergency response coordination of Communications and Warning.

> Warning system responsibilities are listed at the end of this Annex.

Mobilization Phase

1. Begin a Unit Log ICS 214 to hand record anything not covered in this checklist.

2. Contact local Grant County ARES operators for two-way radio support, if needed.

3. Establish two-way radio communications with the Incident Commander, if needed.

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

5. Activate the Emergency Alert System (EAS) after consultation with the IC and SAT and coordinate with EOC Manager and PIO (EPI Coordinator).

6. Issue any public warnings immediately necessary (log time and date of each warning), including any warnings to other jurisdictions.

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

8. Report communications status and potential problems and solution options to the EOC Director.

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

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

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

> Grant County currently uses CodeRED for emergency and mass notification.
>
> Contact the Grant County Regional Dispatch Authority or the Grant County Emergency Manager for instructions on how to access and activate a CodeRED notification.
>
> The National Weather Service may also provide emergency notifications.
>
> Contact 800-874-6755 or
>
> 575-589-4088

Emergency Action Phase:

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

13. If more than one shift of coordinators is needed prepare a shift schedule and post it.

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

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

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16. Check the status of emergency power for the EOC.

17. 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:

18. Plan communications and warning recovery, reconstitution, mitigation and other long-term actions.

19. Plan for the gradual shut down of emergency communications and warning operations.

20. Prepare communications and warning *After Action Report*.

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Maintaining Communications

In an effort to maintain, support and coordinate communications between the on- and off- scene personnel and agencies, communications networks consisting of telephone, satellite, internet, e-mail, paging, facsimile and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Land-line circuits, when available, will serve as the primary means of communication with other communication systems as a back-up.

During emergency operations, all County departments will maintain their existing equipment and procedures for communicating with their field operations. They will keep the Emergency Operations Center (EOC) informed of their operations at all times, by whatever means available. Updates to situations or changes in the IAP will be noted and briefed accordingly to ensure consistent interoperability during the emergency situation.

The day-to-day capabilities may be insufficient to meet the increased communications needs created by an emergency or disaster; therefore, various agencies, amateur radio operators and business/industry radio systems may be tasked to provide expanded communication capabilities.

Department representatives will be requested to report to the EOC as necessary to maintain comprehensive communications.

Communications Management

During an emergency, whatever the scale, communications management between on-scene and off-site personnel agencies will use the shared system and frequencies identified in the Preparedness Area (PA) 6 Tactical Interoperable Communications Plan (TICP). The following will occur;

Small Scale Events

- Managed through local dispatch or on-scene Incident Commander (IC)

Large Scale Events

- Managed through local dispatch
- On-scene IC
- Designated Communications Unit Leader (COML)

> The PA 6 TICP includes ICS 205s & 217s with lists of frequencies available to Grant County Responders.

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Systems Available for Public Notification in Grant County

There are a variety of emergency alert systems available in Grant County. Each has will have strengths and weaknesses that should be evaluated before activation. The SAT or the Lead Agency IC will determine which system will be used during an emergency or event. The Lead Agency IC, Grant County Emergency Manager or a designee will then activate the appropriate EAS.

> The SAT or the Lead IC will determine which system will be used during an emergency or event.

Table 1: Systems Available for Public Notification in Grant County

Organization	
National Weather Service Alert System	
CodeRed EAS	
Local radio stations	
KOAT TV station	
Grant County Schools - Cobre Consolidated School District Silver Consolidated School District Western New Mexico University	**The Grant County Regional Dispatch Authority (911) maintains a current list of contacts**
Law Enforcement/Fire Department vehicle sirens	
Law Enforcement/Fire Department door-to-door	

Grant County Emergency Notification Procedure

Emergency notification procedures and roles and responsibilities for routine calls, hazardous materials response and call out for escalating emergency situations requiring additional or special resources are outlined below:

Routine Calls

Grant County Regional Dispatch Authority, the County 911 Dispatcher, is normally the first person to be notified of an emergency or hazardous material situation. The Dispatcher is responsible for obtaining all the required information and notifying the appropriate response agency (according to internal protocol and procedures).

> The Grant County Regional Dispatch Authority Dispatcher will not activate any EAS without direction from the Lead Agency IC, the SAT designee or the Emergency Manager.

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County Sheriff's Office and the Police Departments are responsible for day-to-day and routine emergency response in their respective communities. The first responders initially determine additional resources needed at a situation. An incident will generally be managed by either law enforcement or fire response.

If no additional resources needed – Law Enforcement or Fire Response issue only.

If Hazardous materials are involved the New Mexico State Police is notified for hazardous materials incidents, accidents and releases. Hazardous Materials Emergency Response (HMER) Plan protocol is followed. Incident Commander notifies State, and Local representatives, as appropriate; Determines / requests additional resources as needed for NRF crisis or consequence management. Hazmat facilities including railroads will notify 911 or local fire department if an incident occurs at their facility.

The Decision to Activate the EAS will be made by the Situation Analysis Team (SAT)

Situation Analysis Team (SAT)

A complete list of warning systems responsibilities is located in Table 1.

The Emergency Manager, the CEO of the municipality, the Chief Law enforcement officer of the municipality, and/or the Fire Chief/Manager from the affected District may form a SAT. The SAT decides whether the EAS needs to be activated and will decide which EAS will be used for that notification. The CEO of the affected jurisdiction or his/her designee has the authority to activate the EAS. At least two of the five SAT members must be consulted before a determination is made. (See Page 10 of this Annex for more information)

Emergency Notification of Special Needs Populations

Schools in Grant County will have Spanish speaking instructors who can provide support to the Grant County OEM.

In the event that special need populations, such as schools, hospitals or nursing homes, require notification (including hazardous materials incidents) the Emergency Manager will first attempt to notify the facility by telephone. If this is not possible, a Sheriff's officer or a member of the Fire Department will be dispatched to the facility to notify the occupants. The Emergency Manager will identify a Spanish-speaking speaking radio station and/or TV station to notify the hearing impaired and a radio station to notify the blind in the event of activation of the EAS.

Shelter-in Place

The decision to evacuate or shelter in place will be made by the SAT. The EOC Director will be responsible for coordinating with the NM EOC. If sheltering in place is required coordinated emergency public information will be provided through the EOC. Suggested scripts can be found in this document.

If Additional Resources Are Needed

Single family or multi-casualty emergency resources required, call 911 to notify one or more of the following, as needed

- Emergency Management
- American Red Cross
- Emergency Medical Services
- Fire Department
- All radio frequencies and Talk groups available and used by responding agencies are identified and described in the PA 6 TICP. This information is updated quarterly to ensure consistency on 100% communication's capability.

> Additional communications information is outlined in the PA TICP located in the EOC, Law Enforcement and Fire Dispatch and the Emergency Manger's Office.

> **ADA Compliance Communications** Grant County is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is Grant County's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Grant County will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Grant County aware of his or her disability, provided that such accommodation does not constitute an undue hardship on Grant County. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Grant County Human Resources Department.

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Activation of the Emergency Alert System (EAS)

The EAS will be used when there is an immediate need to notify the public due to a threat to the public safety. The Lead Agency IC, the SAT designee or the Emergency Manager is responsible for activation of the EAS. The process of activation of the EAS is situation dependent. However, the SAT will make the final decision.

The Grant County Regional Dispatch dispatcher is normally the first person to be notified of an emergency or hazardous material situation. The Dispatcher is responsible for obtaining all the required information and notifying the appropriate response agency (according to internal protocol and procedures).

> 911 Dispatchers can notify:
>
> - The Grant County Emergency Manager
> - Hospitals/clinics
> - Schools
> - Nursing homes etc.
>
> To warn of impending disasters, evacuate, or shelter in place.

The LOCAL Dispatcher is responsible for obtaining all the required information and notifying the Grant County Sheriff's Department or the Police Department of the affected jurisdiction (according to internal protocol and procedures). The Dispatcher may also choose to contact the Grant County EM if the incident appears to potentially require additional resources. This procedure will also be followed for hazardous materials incidents.

The emergency may be handled by the Sheriff's Office/Police Department and/or joint police intervention. If the situation requires multi-jurisdictional emergency response, unified command may be used.

The Incident Commander may also request dispatch to notify the Grant County Emergency Manager. The Emergency Manager verifies the situation and notifies the District Fire Chief/Manager, the chief law enforcement officer and CEO of the affected jurisdiction. The Emergency Manger will follow these procedures to facilitate activation of the EAS;

1. The Lead Agency IC or the SAT decides whether the EAS needs to be activated. The Emergency Manager, the Lead Agency IC or the CEO of the affected Jurisdiction has the authority to activate the EAS.

2. The Grant County Regional Dispatch Authority Dispatcher will ONLY activate any EAS with direction from the Lead Agency IC, the SAT designee or the Emergency Manager. The flowing information must be included before the Dispatch will activate an EAS.
   a. The type of EAS to be activated
   b. As much information on the event as possible (i.e. type of emergency, location, actions to be taken by the public, source for more information)

3. One of the above named-officials will notify the local radio station and or the National Weather Service to advice of the current situation.

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4. The designed SAT member may provide instructions for the community to tune into the local fixed alert stations for further information.

The official who activated the EAS will inform the County Commission/City Council and coordinate with the policy group.

911 Dispatch Center

The Grant County Regional Dispatch is the 911 Public Service Answering Point (PSAP) for Grant County. Grant County PSAP has a Memorandum of Understanding (MOU) with Hidalgo County Dispatch to provide secondary 911 PSAP back up. Hidalgo County PSAP will answer all 911 calls and then notify the Grant via landline to dispatch the correct emergency services.

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Emergency Broadcast Scripts

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EMERGENCY BROADCAST SCRIPTS

Broadcast Scripts for Use by Population Warning Agencies

Script Names below are listed in order of the following pages.

- Emergency Message Procedures and Script Dust/Winter/Road Closures Warning

- Cancellation Message Procedures and Script for Dust Storm/Winter/Road Closures

- Emergency Message Procedures and Script Fire/ Hazardous Materials Release

- Cancellation Message Procedures and Script for Fire/Hazardous Materials Release

- Emergency Message Procedures for Flash Flood Evacuation

- Cancellation of Flash Flood Evacuation

- Other (Generic)

- Cancellation of Other (Generic)

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Emergency Message Procedures and Script for Dust/Winter Storm Warnings/Road Closures

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:

1. Use of Emergency Alert System must be approved by the one of the following:

   a. Emergency Manager

   b. County Chairman or Mayor of affected jurisdiction

2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

   The Office of Emergency Management has activated the Emergency Alert System to report Warning/ Road Closures at the following locations _____ has been issued for a portion of Grant County until_(time)_____a.m./p.m. due to a Dust/Winter Storm.

(Provided information and recommended actions to be taken by the public)

> Refer to FEMAS's Ready.gov web site for public instructions

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Cancellation Message Procedures and Script for Dust/Winter Storms Warnings and Road Closures

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:

1. Use of Emergency Alert System must be approved by the one of the following:

   a) Emergency Manager

   b) County Chairman or Mayor of affected jurisdiction

2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Grant County Office of Emergency Management has activated the Emergency Alert System to report that the Dust Storm Warning/Road Closures Message in effect for a portion of Grant County has been cancelled as of_ (time)_____a.m./p.m.

(Provide updated information and whether public can return to normal activities.)

Civil Emergency Message Procedures and Script Fire/ Hazardous Materials Release

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:
1. Use of Emergency Alert System must be approved by the one of the following:
    a. Emergency Manager
    b. County Chairman or Mayor of affected jurisdiction
    Global Change
2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Office of Emergency Management has activated the Emergency Alert System to report a Civil Emergency Message has been issued for a portion of Grant County
until_____ a.m. / p.m. due to a_(type of incident)_____
located at_(name and/or street location)_____
As a safety precaution, we recommend all persons within_____mile(s) of this location between
_____ (street)_on the north, _____(street)_on the south,
_____(street)_on the east, and_____(street)_on the west
to:
          SHELTER IN PLACE until the release is stopped and fumes/smoke have dissipated.
This means you should go inside the nearest building or vehicle, close all doors and windows, and turn off any air conditioning or heating systems that might draw in outside air. Stay off the telephone to keep phone lines open for emergency use.

EVACUATE and stay clear of the area by heading cross-wind toward the_____(safe directions or shelter location)_____.
(If needed, add any other information or special instructions here.)

October 2014 (Updated May, 2017)

Cancellation Message Procedures and Script for Hazardous Materials Release

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:
1. Use of Emergency Alert System must be approved by the one of the following:
   a. Emergency Manager
   b. County Chairman or Mayor of affected jurisdiction
2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Office of Emergency Management has activated the Emergency Alert System to report that the Civil Emergency Message in effect for a portion of Grant County
has been cancelled as of _____(time)_____a.m./p/m.

The_ (type of incident)_____
located at_(name and/or street location)_____
is now under control and no longer poses any threat to the area.

The earlier recommendation to SHELTER IN PLACE has been cancelled. Instead, persons who sheltered-in-place should now open all doors and windows, and turn on their air conditioning or heating systems in order to air out the building before returning inside and resuming normal activities.

The earlier recommendation to EVACUATE the area has been cancelled. Instead, persons who evacuated the area can now safely return to the area and resume normal activities. Evacuees should be prepared to show proper identification to local law enforcement to gain admission to the area.

(If needed, and any other information or special instructions here.)

October 2014 (Updated May, 2017)

Emergency Message Procedures and Script for Flash Flood Evacuation

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:

1. Use of Emergency Alert System must be approved by the one of the following:
    a. Emergency Manager
    b. County Chairman or Mayor of affected jurisdiction
2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Office of Emergency Management has activated the Emergency Alert System to report an Emergency Message has been issued for a portion of Grant County

until__ (time) _____a.m./p.m. due to a _(type of incident)_____.

Based on National Weather Service warnings, the Emergency Management Office of Grant County recommends the following persons evacuate immediately:

*   all residents of mobile homes in the area threatened by high winds
*   all persons in low-lying or flood-prone areas along_____(river, arroyo, or lake)_____from_(location)_____to_(location)_____
*   all persons located in_(sub-division, city or county)_____

    should evacuate before_(time and date)_____to a safe location

(If needed, add any other information or special instructions here.)

Refer to FEMAS's Ready.gov web site for public instructions

October 2014 (Updated May, 2017)

Cancellation Message Procedures and Script for Flash Flood Evacuation

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:
1. Use of Emergency Alert System must be approved by the one of the following:
   a. Emergency Manager
   b. County Chairman or Mayor of affected jurisdiction
2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Office of Emergency Management has activated the Emergency Alert System to report that the Civil Emergency Message in effect for a portion of Grant County has been cancelled as of_(time)_____a.m./p.m.

The threat of_(flooding damage)_____has now ended for the area.

The earlier recommendation to EVACUATE the area has been cancelled. Instead, persons who evacuated the area can safely return to the area and resume normal activities.

Evacuees should be prepared to show proper identification to local law enforcement to gain admission to the evacuated area.

(If needed, add any additional information or special instructions here.)

Emergency Message Procedures and Script for Other Emergency (Generic)

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:
1. Use of Emergency Alert System must be approved by the one of the following:
   a. Emergency Manager
   b. County Chairman or Mayor of affected jurisdiction
2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Office of Emergency Management has activated the Emergency Alert System to report a Civil Emergency Message has been issued for a portion of Grant County until_(time)_____a.m./p.m. due to a _(type of incident)_____.

(Provided information and recommended actions to be taken by the public)

Cancellation Message Procedures and Script For Other Emergency (Generic)
Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:
1. Use of Emergency Alert System must be approved by the one of the following:
   a. Emergency Manager
   b. County Chairman or Mayor of affected jurisdiction
2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.
The Grant County Office of Emergency Management has activated the Emergency Alert System to report that the Civil Emergency Message in effect for a portion of Grant County has been cancelled as of_
(time)_____a.m./p.m.
(Provide updated information and whether public can return to normal activities.)

October 2014 (Updated May, 2017)

ICS FORMS LIST

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	**Incident Briefing**	Initial Incident Commander
*ICS 202	**Incident Objectives**	Planning Section Chief
*ICS 203	**Organization Assignment List**	Resources Unit Leader
*ICS 204	**Assignment List**	Resources Unit Leader and Operations Section Chief
*ICS 205	**Incident Radio Communications Plan**	Communications Unit Leader
**ICS 205A	**Communications List**	Communications Unit Leader
*ICS 206	**Medical Plan**	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	**Incident Organization Chart** *(wall-mount size, optional 8½" x 14")*	Resources Unit Leader
**ICS 208	**Safety Message/Plan**	Safety Officer
ICS 209	**Incident Status Summary**	Situation Unit Leader
ICS 210	**Resource Status Change**	Communications Unit Leader
ICS 211	**Incident Check-In List** *(optional 8½" x 14" and 11" x 17")*	Resources Unit/Check-In Recorder
ICS 213	**General Message** *(3-part form)*	Any Message Originator
ICS 214	**Activity Log** *(optional 2-sided form)*	All Sections and Units
ICS 215	**Operational Planning Worksheet** *(optional 8½" x 14" and 11" x 17")*	Operations Section Chief
ICS 215A	**Incident Action Plan Safety Analysis**	Safety Officer
ICS 218	**Support Vehicle/Equipment Inventory** *(optional 8½" x 14" and 11" x 17")*	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	**Resource Status Card (T-Card)** *(may be printed on cardstock)*	Resources Unit
ICS 220	**Air Operations Summary Worksheet**	Operations Section Chief or Air Branch Director
ICS 221	**Demobilization Check-Out**	Demobilization Unit Leader
ICS 225	**Incident Personnel Performance Rating**	Supervisor at the incident

Confidential information as per NMSA Inspection of Public Records, 1978 Chapter 14, Art. 2

October 2014 (Updated May, 2017)

Mission: It is this jurisdiction's policy to have a single release point for Emergency Public Information (EPI) such as a Public Information Center, to focus EPI on specific emergency-related information, and to provide positive and reassuring information when possible. It is also our policy to disseminate EPI materials in a timely manner, gather and produce information including news releases, monitor and control rumors, respond to public inquiries and   manage media relations.

CORRESPONDING ESF
ESF 15   External Affairs/Emergency Public Information

Primary Agencies

Jurisdiction	**Agency**
Grant County	Grant County Manager/or designated PIO
	County Sheriff's Department
	Grant County Fire Management Officer
Silver City	Mayor of Silver City or designated PIO
	Silver City Police Department
	Silver City Fire Chief
Bayard	Mayor of Bayard or designated PIO
	Bayard Police Department
	Bayard Fire Chief
Santa Clara	Mayor of Santa Clara or designated PIO
	Santa Clara Police Department
	Santa Clara Fire Chief
Hurley	Mayor of Hurley or designated PIO
	Hurley Police Department
	Hurley Fire Chief

Support Agencies

New Mexico Department of Homeland Security and Emergency Services

New Mexico State Police

October 2014 (Updated May, 2017)

Contents

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WHO –Grant County

Each Department may designate a Public Information Officer (PIO) however, additional PIO staffing may be found at the OEM, Sheriff's Office or County Fire Departments.

Other Jurisdictions – The CEO may designate the PIO

Jurisdictions/Departments that host social media sites will be responsible for the management of the site and for monitoring the site to ensure that the information pertaining to ongoing incidents is acceptable.

WHAT – PIO duties/checklists are listed on the following page.

WHEN & WHY – Timely warning of an impending disaster may save lives, prevent injuries, and reduce property damage by enabling people to take appropriate protective measures, preventing panic and quelling rumors. Grant County will use all appropriate systems to provide timely and consistent information to county officials and employees, neighboring jurisdictions, special needs populations, and citizens at large.

WHERE – The Primary location for the media during an emergency will be situational dependent. The PIO will secure an additional location, if necessary, based on the location of the disaster.

October 2014 (Updated May, 2017)

Local Media Capabilities

The Grant County Regional (911) Dispatch maintains a current list of media contacts and phone numbers. Table 1 lists the organization and its ability to provide warnings to the community.

Table 1: Local Media Capabilities

Organization				Ability to Provide Warnings
National Weather Service Alert System				Emergency Weather warning via internet mapping, radio station alerts
Local radio stations-				Carrier for NWS alerts
Call Sign	**Frequency**	**City**	**Format**	
KOOT	88.1 FM	Hurley, NM	Variety	
KQTO	88.1 FM	Hurley, NM	Spanish	
K204BU (KSOS)	88.7 FM	Silver City, NM	Christian Contemporary	
KURU	89.1 FM	Silver City, NM	Variety	
K212EH (KLYT)	90.3 FM	Silver City, NM	Christian Contemporary	
K217AP (KRWG)	91.3 FM	Silver City, NM	Public Radio	
KRXG	91.3 FM	Silver City, NM	Public Radio	
KSCQ	92.9 FM	Silver City, NM	Hot AC	Local warnings
KNUW	95.1 FM	Santa Clara, NM	Rhythmic Oldies	
K243BH (KNFT)	96.5 FM	Silver City, NM	Oldies	
KPSA (CP)	97.9 FM	Lordsburg, NM	Classic Rock	
KSNM	98.7 FM	Truth or Consequence, NM	Classic Hits	
KKSC (LPFM)	100.1 FM	Silver City, NM	Religious	
KJIK	100.7 FM	Duncan, AZ	Adult Contemporary	
K268CD (KOOT)	101.5 FM	Pinos Altos, NM	Variety	
KNFT	102.9 FM	Bayard, NM	Country	
KNFT	950 AM	Bayard, NM	Oldies	
Silver Consolidated and Cobres Consolidated Schools				Automated call system for students
Law Enforcement/Fire Department vehicle sirens				Public warnings

October 2014 (Updated May, 2017)

Organization	Ability to Provide Warnings
Law Enforcement/Fire Department door-to-door	Public warning – can include vulnerable populations warnings
Newspapers: Silver City Sun News Silver City Daily News Grant County Beat	Public information announcements and educational information
TV Stations: Albuquerque local channels	Crawlers for public warning announcements

Emergency Public Information Coordinator Duties and Checklists

The affected jurisdiction's CEO is responsible for public inquiries and rumor control. The Public Information (PIO) Coordinator will provide updated information and keep in contact with the EOC Director and CEO of the affected jurisdiction concerning the EAS announcements.

> **The PIO is responsible for public inquires and rumor control.**

General Duties

1. Manage all aspects of Emergency Public Information (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 relationships with the news media.
5. Approve implementation of any special provisions for media convergence.
6. Designate location for media briefings (e.g. Grant County Commission 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 and Medical Coordinator, etc.) to obtain necessary information.

10. Coordinate with appropriate agencies to use a Joint Information Center, to obtain and disseminate necessary information.

11. At the request of the Transportation and 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.

12. Set priorities for EPI activity: production and dissemination of EPI, response to public inquiry, monitoring and rumor control, and media relations.

13. May establish center for disaster coordination and cooperate with any services provided by the American Red Cross and/or pet evacuation and sheltering agencies.

14. Brief public affairs officers who go to incident sites.

15. Prepare news releases, public information, warnings and briefings with the approval of the EOC Director.

October 2014 (Updated May, 2017)

EPI Coordinator Checklists

This checklist is only a guide for emergency response coordination.

Mobilization Phase

Checklist

1. Start a Unit Log of actions taken (ICS form 214) to hand-record anything not covered in this checklist.

2. Determine the Emergency Public Information (EPI) priorities of the incident by requesting a briefing with the EOC Director and reviewing the current IAP.

3. Attend all EOC Director Briefings during the incident to continue to monitor EPI and resource needs.

4. Monitor television, print, radio, and social media for review to assess the information. (Assign others if needed).

5. Issue any immediate EPI; Use the Notice of Press Briefing, Press Release and EAS Scripts located at the end of this Annex, if necessary. Obtain approval of the EOC Director or the CEO of the affected jurisdiction before release to the public.

6. Anticipate potential EPI needs or problems and begin alerting appropriate EPI resources.

7. Coordinate with EOC Director to control access to the scene, responders and victims if necessary

8. Establish a media centers on-site or near the scene to encourage controlled media access.

9. Schedule press briefings. Use the Notice of Press Briefing located at the end of this Annex as an example briefing.

10. Continue to monitor television, print, radio, and social media for rumors/misinformation and be prepared to release corrected information as soon as possible.

Incident Action Plan

ICS forms:

- ✓ 201 Incident Briefing

- ✓ 202 Incident Objectives

- ✓ 204 Assignment List

- ✓ 205 Communications Plan

- ✓ 207 Staffing Plan

To ensure content authenticity and validity use the Notice of Press Briefing, Press Release and EAS Scripts located at the end of this Annex and obtain approval of the EOC Director or the CEO of the affected jurisdiction before release to the public.

Refer to FEMAS's Ready.gov web site for public instructions.

11. Continue to monitor shelter information through the Red Cross/Mass Care Coordinator for people/animals and be issue updated status reports as needed.

12. Report EPI status and potential problems to the EOC Director.

13. If more than one shift of EOC coordinators is needed, prepare and post a shift schedule.

14. Prepare an oral increased readiness report for the first coordination meeting with the EOC Director.

> **Rumor Control**
>
> **Monitor** television, print, radio, and social media for review to assess rumor and misinformation
>
> **Brief** 911 dispatch, public affairs officers who go to incident site and hold scheduled press briefings
>
> **Create** a rumor hotline for the public

15. As information is updated for shelter capacity and availability, ensure the appropriate media response to the public is coordinated and updated as the situation changes.

16. Coordinate information to the public on the current availability of animal shelters and any additional information that supports animals during an emergency event.

> The first and foremost goal of the County is to provide timely, accurate information to the public and to protect the integrity of the County and associated agencies. It shall be the role of the Public Information Team established to determine what necessary and important information should be released to the media and the public. Such releases of information should be truthful and occur as quickly as possible to minimize public rumors and fears.
>
> Organizations that work with special populations may assist in disseminating alert and warning and on-going emergency information to groups such as the elderly, hearing or vision impaired, non-English speaking, citizens with physical or mental challenges, and individuals who are homebound or have other special needs. The EOC will coordinate with those organizations that assist special populations and will make every effort possible to assists in developing options for reaching out to special needs populations.

Recovery Phase:

17. Plan EPI recovery, reconstitution, mitigation and other long-term actions.

18. Plan for the gradual shut down of EPI operations.

19. Prepare EPI After Action Report

Media Briefing Notice

Use the following example for your media briefing notice.

We are aware that an [accident/incident] involving [type of incident] occurred at approximately [time], in the vicinity of [general location]. [Agency personnel] are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at [location], and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

Press Release Sample

1. **FOR IMMEDIATE RELEASE**:
These words should appear at the top left of the page, in upper case. If you don't want the story to be made public yet, write "HOLD FOR RELEASE UNTIL ...." instead.

2. **Headline**
Just like a headline in a newspaper. Make sure this describes the content of the story.

3. **City, State/Country - Month Day, Year**
These details precede the story and orient the reader.

4. **Body**
This is where the actual story goes. There should be more than one paragraph, each paragraph no more than a few sentences.
If there is more than one page, write "-more-" at the bottom of the page. Provide instructions/information to the public on how to deal with the emergency/disaster.

> To ensure information to the public content is valid use the
>
> - **WHO**
> - **WHAT**
> - **WHEN**
> - **WHERE**
> - **WHY** process
>
> To confirm the authenticity of the information confer with the EOC Director or the CEO of the affected jurisdiction.

5. **Jurisdiction/official information**
Include any background information about the jurisdiction/official featuring in this press release.

6. **Contact Information**
Include contact person, company name, phone/fax, email, physical/postal address.

7. **ENDS or ###**
This indicates the end of the press release.

(xxx words)
 If you like you could include the total number of words contained in the press release.

EMERGENCY BROADCAST SCRIPTS

Broadcast Scripts for Use by Population Warning Agencies

Script Names below are listed in order of the following pages.

Emergency Message Procedures and Script Dust/Winter Road Closures Warning

Cancellation Message Procedures and Script for Dust/Winter Storm/Road Closures

Emergency Message Procedures and Script Fire/ Hazardous Materials Release

Cancellation Message Procedures and Script for Fire/Hazardous Materials Release

Emergency Message Procedures for Flash Flood Evacuation

Cancellation of Flash Flood Evacuation

Other (Generic)

Cancellation of Other (Generic)

October 2014 (Updated May, 2017)

Emergency Message Procedures and Script for Dust/Winter Storm Warnings/Road Closures

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:

1. Use of Emergency Alert System must be approved by the one of the following:

   a. Emergency Manager

   b. County Chairman or Mayor of affected jurisdiction

2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

   The Office of Emergency Management has activated the Emergency Alert System to report Warning/ Road Closures at the following locations _____ has been issued for a portion of Grant County until_(time)_____a.m./p.m. due to a Dust Storm.

(Provided information and recommended actions to be taken by the public)

| Refer to FEMAS's Ready.gov web site for public instructions |

Cancellation Message Procedures and Script for Dust/Winter Storms Warnings and Road Closures

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:

1. Use of Emergency Alert System must be approved by the one of the following:

    a) Emergency Manager

    b) County Chairman or Mayor of affected jurisdiction

2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Grant County Office of Emergency Management has activated the Emergency Alert System to report that the Dust Storm Warning/Road Closures Message in effect for a portion of Grant County has been cancelled as of_ (time)_____a.m./p.m.

(Provide updated information and whether public can return to normal activities.)

October 2014 (Updated May, 2017)

Civil Emergency Message Procedures and Script Fire/ Hazardous Materials Release

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:

1. Use of Emergency Alert System must be approved by the one of the following:

    a. Emergency Manager

    b. County Chairman or Mayor of affected jurisdiction

    Global Change

2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

> Refer to FEMAS's Ready.gov web site for public instructions

The Office of Emergency Management has activated the Emergency Alert System to report a Civil Emergency Message has been issued for a portion of Grant County

until_____ a.m. / p.m. due to a_(type of incident)_____

located at_(name and/or street location)_____

As a safety precaution, we recommend all persons within_____mile(s) of this location between _____ (street)_on the north, _____(street)_on the south, _____(street)_on the east, and_____(street)_on the west

to:

SHELTER IN PLACE until the release is stopped and fumes/smoke have dissipated.

This means you should go inside the nearest building or vehicle, close all doors and windows, and turn off any air conditioning or heating systems that might draw in outside air. Stay off the telephone to keep phone lines open for emergency use.

EVACUATE and stay clear of the area by heading cross-wind toward the_____(safe directions or shelter location)_____.

(If needed, add any other information or special instructions here.)

October 2014 (Updated May, 2017)

Cancellation Message Procedures and Script for Hazardous Materials Release

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:

1. Use of Emergency Alert System must be approved by the one of the following:
   a. Emergency Manager
   b. County Chairman or Mayor of affected jurisdiction
2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Office of Emergency Management has activated the Emergency Alert System to report that the Civil Emergency Message in effect for a portion of Grant County

has been cancelled as of _____(time)_____a.m./p/m.

The_ (type of incident)_____

located at_(name and/or street location)_____

is now under control and no longer poses any threat to the area.

The earlier recommendation to SHELTER IN PLACE has been cancelled. Instead, persons who sheltered-in-place should now open all doors and windows, and turn on their air conditioning or heating systems in order to air out the building before returning inside and resuming normal activities.

The earlier recommendation to EVACUATE the area has been cancelled. Instead, persons who evacuated the area can now safely return to the area and resume normal activities. Evacuees should be prepared to show proper identification to local law enforcement to gain admission to the area.

(If needed, and any other information or special instructions here.)

Emergency Message Procedures and Script for Flash Flood Evacuation

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:

1. Use of Emergency Alert System must be approved by the one of the following:

     a. Emergency Manager

     b. County Chairman or Mayor of affected jurisdiction

2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Office of Emergency Management has activated the Emergency Alert System to report an Emergency Message has been issued for a portion of Grant County

until__ (time) _____a.m./p.m. due to a _(type of incident)_____.

Based on National Weather Service warnings, the Emergency Management Office of GrantCounty recommends the following persons evacuate immediately:

all residents of mobile homes in the area threatened by high winds

all persons in low-lying or flood-prone areas along_____(river, arroyo, or lake)_____from_(location)_____to_(location)_____

all persons located in_(sub-division, city or county)_____

should evacuate before_(time and date)_____to a safe location

(If needed, add any other information or special instructions here.)

> Refer to FEMAS's Ready.gov web site for public instructions

October 2014 (Updated May, 2017)

Cancellation Message Procedures and Script for Flash Flood Evacuation

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:

1. Use of Emergency Alert System must be approved by the one of the following:
    a. Emergency Manager
    b. County Chairman or Mayor of affected jurisdiction
2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Office of Emergency Management has activated the Emergency Alert System to report that the Civil Emergency Message in effect for a portion of Grant County has been cancelled as of_(time)_____a.m./p.m.

The threat of_(flooding damage)_____has now ended for the area.

The earlier recommendation to EVACUATE the area has been cancelled. Instead, persons who evacuated the area can safely return to the area and resume normal activities.

Evacuees should be prepared to show proper identification to local law enforcement to gain admission to the evacuated area.

(If needed, add any additional information or special instructions here.)

Emergency Message Procedures and Script for Other Emergency (Generic)

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:

1. Use of Emergency Alert System must be approved by the one of the following:
    a. Emergency Manager
    b. County Chairman or Mayor of affected jurisdiction
2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Office of Emergency Management has activated the Emergency Alert System to report a Civil Emergency Message has been issued for a portion of Grant County until_(time)_____a.m./p.m. due to a _(type of incident)_____.

(Provided information and recommended actions to be taken by the public)

> Refer to FEMAS's Ready.gov web site for public instructions

October 2014 (Updated May, 2017)

Cancellation Message Procedures and Script for Other Emergency (Generic)

Originating Agency: _____

Contact Person: _____

Phone Number: _____Or:_____

Procedures:

1. Use of Emergency Alert System must be approved by the one of the following:

    a. Emergency Manager

    b. County Chairman or Mayor of affected jurisdiction

2. Complete the script. All blanks must be filled out. Limit Message to 90-seconds max.

The Grant County Office of Emergency Management has activated the Emergency Alert System to report that the Civil Emergency Message in effect for a portion of Grant County has been cancelled as of_ (time)_____a.m./p.m.

ICS FORMS LIST

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.

Table 1: Annex C ICS Forms List

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	**Incident Briefing**	Initial Incident Commander
ICS 202	**Incident Objectives**	Planning Section Chief
ICS 203	**Organization Assignment List**	Resources Unit Leader
ICS 204	**Assignment List**	Resources Unit Leader and Operations Section Chief
ICS 205	**Incident Radio Communications Plan**	Communications Unit Leader
**ICS 205A*	**Communications List**	Communications Unit Leader
ICS 206	**Medical Plan**	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	**Incident Organization Chart** *(wall-mount size, optional 8½" x 14")*	Resources Unit Leader
**ICS 208*	**Safety Message/Plan**	Safety Officer
ICS 209	**Incident Status Summary**	Situation Unit Leader
ICS 210	**Resource Status Change**	Communications Unit Leader
ICS 211	**Incident Check-In List** *(optional 8½" x 14" and 11" x 17")*	Resources Unit/Check-In Recorder
ICS 213	**General Message** *(3-part form)*	Any Message Originator
ICS 214	**Activity Log** *(optional 2-sided form)*	All Sections and Units
ICS 215	**Operational Planning Worksheet** *(optional 8½" x 14" and 11" x 17")*	Operations Section Chief
ICS 215A	**Incident Action Plan Safety Analysis**	Safety Officer
ICS 218	**Support Vehicle/Equipment Inventory** *(optional 8½" x 14" and 11" x 17")*	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	**Resource Status Card (T-Card)** *(may be printed on cardstock)*	Resources Unit
ICS 220	**Air Operations Summary Worksheet**	Operations Section Chief or Air Branch Director
ICS 221	**Demobilization Check-Out**	Demobilization Unit Leader
ICS 225	**Incident Personnel Performance Rating**	Supervisor at the incident

October 2014 (Updated May, 2017)

Mission: Centralize and coordinate law 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.

CORRESPONDING ESF	
ESF 13	Public Safety & Security

Law Enforcement Coordinator Duties and Checklist

The Law Enforcement Coordinator will be responsible for assisting in providing;

- Security to both public and private property in areas affected by a disaster

- Resources for direction and control during emergencies.

- Coordinating an evacuation

- Evacuating special needs and institutionalized populations

- Evacuating and securing shelters for pets

Search and Rescue Information Can Be Found In Fire and Rescue Annex E

PRIMARY AGENCIES

Jurisdiction	Agency
Grant County	Sheriff's Department
Silver City	Silver City Police Department
Bayard	Bayard Police Department
Santa Clara	Santa Clara Police Department
Hurley	Hurley Police Department

Radio or phone Contact can be made through the Grant County Regional Dispatch

Support Agencies
New Mexico State Police District 12
New Mexico Motor Transportation District 4
US Border Patrol
US Forest Service
BLM
NM Motor Transportation

October 2014

Quick Guide

October 2014

General Duties and Checklists

Pre-Incident Coordination

Law enforcement will support incident management planning activities and pre-incident actions required to assist in the prevention or mitigation of threats and hazards. This includes the development of operational and tactical public safety and security plans to address potential or actual incidents of critical significance, and the deployment of public safety and security resources to specific threats or potential incidents.

Incident Coordination

1. Coordinate law enforcement resource requests from the Incident Commander through the EOC.

2. Coordinate any necessary evacuations.

3. Alert officers, 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 Grant County, Silver City, Bayard, Santa Clara and Hurley during disaster situations to ensure the safety of all citizens, maintain law and order, protect public and private property, and 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 Grant County Sheriff's Department has established 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 Stage 2 or 3, the State Emergency Response Officer (ERO) will assume control of response activity (under the Incident Command System) and coordinate additional resources if necessary.

Post-Incident

Law enforcement will support post-incident actions required by preparing plans of Law Enforcement recovery, reconstitution, mitigation and other long-term actions. Law enforcement will plan for the gradual shut down of emergency Law Enforcement operations and will prepare a Law Enforcement After Action Report.

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Law Enforcement Coordinator Checklist

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

> Agencies/Departments reporting to the EOC are reminded to bring current policies, operating guides, standards and any other reference material for reference and use in the EOC.

Mobilization Phase:

1. Start a Unit Log (ICS 214) form to hand-record anything not covered in this Checklist.

2. Determine the public safety and security requirements and resource priorities of the incident by requesting a briefing with the EOC Director and reviewing the current IAP.

3. Attend all EOC Director Briefings during the incident to continue to monitor staffing and resource needs.

4. Provide security for Access Control and Re-entry considerations for areas impacted by emergencies.

> Incident Action Plan
>
> ICS forms:
>
> ✓ 201 Incident Briefing
>
> ✓ 202 Incident Objectives
>
> ✓ 204 Assignment List

   A. Control access to the area until it is safe. Allow only those people to enter that are directly involved in Emergency response operations.

   B. Establish a protocol for determining when to allow evacuees and the general public to re-enter the impacted area.

5. 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.

6. Maintain communications phone or two way radio communications (document communications using with ICS Form 213) with the appropriate agencies (see Primary and Secondary Support Agencies listed on page 1 of this Annex) to determine capabilities, assess the availability of resources and track resources.

> Use **ICS form 213** for all messages received and responded.

7. Communications equipment will be maintained by individual law enforcement agency participating in the emergency. The Communications and Warning Coordinator will provide support (see Annex B).

8. Report Law Enforcement status and potential problems to the EOC Director.

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Emergency Actions Phase:

9. Consult the file of emergency mutual aid agreements for Law Enforcement located at the County Sheriff's or City Police Department offices.

10. If the scope of the incident is beyond the capabilities of this jurisdiction's Law Enforcement resources, notify EOC Director, and note time and date.

    If more than one shift is going to be needed, prepare and post a Law Enforcement shift schedule.

11. Prepare an oral increased readiness report for the briefings with the EOC Director.

12. Coordinate communications requirements with Communications and Warning Officer and provide updates as required on status.

13. If it becomes 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:

14. Plan Law Enforcement recovery, reconstitution, mitigation and other long-term actions.

15. Plan for the gradual shut down of emergency Law Enforcement operations (ISC Form 221).

16. Prepare Law Enforcement After Action Report.

An ICS Form List is included at the end of this Annex

ICS FORMS LIST

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.

Table 1: Annex D ICS Forms List

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	**Incident Briefing**	Initial Incident Commander
*ICS 202	**Incident Objectives**	Planning Section Chief
*ICS 203	**Organization Assignment List**	Resources Unit Leader
*ICS 204	**Assignment List**	Resources Unit Leader and Operations Section Chief
*ICS 205	**Incident Radio Communications Plan**	Communications Unit Leader
**ICS 205A	**Communications List**	Communications Unit Leader
*ICS 206	**Medical Plan**	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	**Incident Organization Chart** *(wall-mount size, optional 8½" x 14")*	Resources Unit Leader
**ICS 208	**Safety Message/Plan**	Safety Officer
ICS 209	**Incident Status Summary**	Situation Unit Leader
ICS 210	**Resource Status Change**	Communications Unit Leader
ICS 211	**Incident Check-In List** *(optional 8½" x 14" and 11" x 17")*	Resources Unit/Check-In Recorder
ICS 213	**General Message** *(3-part form)*	Any Message Originator
ICS 214	**Activity Log** *(optional 2-sided form)*	All Sections and Units
ICS 215	**Operational Planning Worksheet** *(optional 8½" x 14" and 11" x 17")*	Operations Section Chief
ICS 215A	**Incident Action Plan Safety Analysis**	Safety Officer
ICS 218	**Support Vehicle/Equipment Inventory** *(optional 8½" x 14" and 11" x 17")*	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	**Resource Status Card (T-Card)** *(may be printed on cardstock)*	Resources Unit
ICS 220	**Air Operations Summary Worksheet**	Operations Section Chief or Air Branch Director
ICS 221	**Demobilization Check-Out**	Demobilization Unit Leader
ICS 225	**Incident Personnel Performance Rating**	Supervisor at the incident

October 2014

Mission: Centralize and coordinate fire 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

	CORRESPONDING ESF
ESF 4	Firefighting Annex
ESF 9	Search and Rescue

PRIMARY AGENCIES

Jurisdiction	Agency
Grant County	Cliff-Gila Volunteer Fire Rescue
	Fort Bayard Volunteer Fire Rescue
	Santa Rita Volunteer Fire Rescue
	Lower Mimbres Volunteer Fire Rescue
	Upper Mimbres Volunteer Fire Rescue
	Pinos Altos Volunteer Fire Rescue
	Sapillo Creek Volunteer Fire & Rescue
	Tyrone Volunteer Fire Rescue
	Whiskey Creek Fire Rescue
Silver City	Town of Silver City Fire Department
	Town of Silver City Fire Department - Station 2
Bayard	Bayard Volunteer Fire Rescue
Santa Clara	Santa Clara Volunteer Fire Rescue
Hurley	Hurley Fire Rescue

SUPPORT AGENCIES

Luna County Fire Departments
Hidalgo County Fire Departments
Catron County Fire Departments
Sierra County Fire Departments

NM Department of Homeland Security and Emergency Management
Bureau of Land Management (BLM)
NM Forestry Division
US Forest Service
NM State Police ERO (HAZMAT)

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Fire and Rescue Coordinator Duties and Checklists

- There are nine fire districts in Grant County. The fire district boundaries of the fire districts do not correlate exactly with the political boundaries of the County. A map of the fire districts can be found in the Grant County Office of Emergency Management.
- Joint Powers agreements have been established with the fire departments within Grant County along with MOUs with BLM, NM Forestry and the US Forest Service.

General Duties

> Agencies/Departments reporting to the EOC are reminded to bring current policies, operating guides, standards and any other reference material for reference and use in the EOC.

1. Coordinate fire and rescue resource requests from the Incident Commander through the EOC.

2. Detect and suppress wildland, rural, and urban fires resulting from, or occurring coincidentally with, naturally occurring, technological or manmade emergency incidents.

3. Monitor incidents are they are occurring for the potential to ignite a wildfire, rural or urban fire as a consequence of either the incident or response to the incident. The Grant County CWPP can be reviewed for additional guidance.

> The Grant County Community Wildfire Protection Plan (CWPP) can be found on the NM State Forestry Web site www.emnrd.state.nm.us or a copy may be found in the Grant County Emergency Manager's Office.

4. Alert administrative fire and rescue personnel, if potentially needed.

5. Advise decision-makers in the EOC on fire and rescue operations.

6. Coordinate all fire and rescue agencies in the jurisdiction.

7. In a Hazardous Materials Incident, the State Police Emergency Response Officer (ERO) will

   a. Assume control of response activity (under the Incident Command System) and

   b. Coordinate additional resources if necessary.

8. Coordinate the inspection of congregate and shelter facilities prior to occupancy by evacuees.

9. Assist in warning and evacuation operations when not involved in fire & rescue.

October 2014

Fire and Rescue Coordinator Checklist

This checklist is only a guide for emergency response coordination.

Mobilization Phase:

1. Start a Unit Log (ICS 214) to hand-record anything not covered in this Checklist.

1. Determine the potential for fire (wildfire, rural or urban) at the incident and resources by requesting a briefing with the EOC Director and reviewing the current IAP.

> Use **ICS form 213** for all messages received and response provided.

2. Attend all EOC Director Briefings during the incident to continue to monitor the potential consequence of wildfire, rural or urban fire at the incident and to monitor resource needs.

3. Anticipate potential fire and rescue needs or problems and begin alerting appropriate resources.

4. Report Fire and Rescue status and potential problems to the EOC Director.

5. Consult the file of emergency mutual aid agreements/Joint Powers Agreements for Fire and Rescue, located at the Grant County Office of Emergency Management.

6. If the scope of the incident is beyond the capabilities of this jurisdiction's Fire and Rescue resources, notify 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 increased readiness report for a briefing with the EOC Director.

9. Assign and manage damage assessment teams to determine the scope of damage, casualties and the status of key facilities.

> Damage Survey Instructions are located below.

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 and Rescue recovery, reconstitution, mitigation and other long-term actions.

11. Plan for the gradual shut down of emergency Fire and Rescue operations.

12. Prepare Fire and Rescue After Action Report.

> An ICS Form List is included at the end of this Annex

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Damage surveys

Survey Considerations

1. Consider delegating the task of organizing and conducting surveys to another coordinator in the Emergency Operations Center.

2. Update the disaster situation on maps in the Emergency Operations Center from all sources including the following:

    A. Law Enforcement

    B. Fire and Rescue

    C. Private Citizens

3. Divide the situation map into sectors using easy-to-recognize boundaries such as streets, waterways, and large tracts of vacant land. Ensure that boundaries are included in a sector.

4. Label each sector for simple identification.

5. Consider placing a survey team at the top of high buildings or other high structures that dominate the disaster area. Teams can use compass readings to sight emergency hot spots or to triangulate exact locations of incident sites.

6. Assign sectors to survey teams

Instructions to Survey Teams

Survey Objective: Locate areas needing response and determine the scope of damage, casualties and the status of key facilities.

Priorities:

1. Location of incident sites requiring urban search and rescue such as;

    A. Fires

    B. Damaged building

2. Condition of roads

    A. Leading to or from emergency sites

    B. Affecting evacuation

3. Condition of key facilities

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Search and Rescue

Firefighting personnel train in rescue operations and assist in non-fire related search and rescue missions when determined by the EOC.

During any type of disaster or large-scale emergency, search and rescue technicians and first responders will be faced with a tremendous challenge of overwhelming demands in providing help and assistance to the public. The stress of high emergency call volume with physical and emotional constraints, such as fatigue, sight of death and destruction, large fires, collapsed structures, extrication and rescue needs and a multitude of injured victims, will appear to be an endless battle within the disaster.

The Search and Rescue will ensure effective employment of all available search and rescue assets and resources that may be used during large-scale emergencies or disasters requiring technical search and rescue intervention. Grant county Law Enforcement and Fire Departments have limited capabilities to support a large scale search and rescue effort and will required outside agencies to assist. Table E-1 below outlines those agencies and their role in supporting those different search and rescue requirements.

Table 1: Search and Rescue Capability

Search and Rescue Component	Local	Other
Structural Collapse (Urban)	Grant County Fire Departments	Other Jurisdictions as required
Waterborne S&R	Estimated emergency needs will exhaust available local resources	Swift Water Callout
Inland / Wilderness S&R	NMSP SAR	Grant County Fire Departments NM SAR Teams State Forestry Office Mustang SAR
Aeronautical S&R	**Grant County Search and Rescue**	**National Guard** **Civil Air Patrol**

SAR Coordination Process

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For most emergency situations, an IC will establish an ICP and direct and control emergency operations at the scene from that ICP. All SAR resources will carry out missions assigned by the IC. The IC will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present will serve as the IC.

In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior SAR officer will normally report to the EOC to coordinate any response by SAR personnel. In both situations, the monitoring of distress, communications, locations of distressed personnel, coordination and execution of rescue operations will conform to the established processes already established within the general duties and checklists identified.

External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the NMSP IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors**.**

ICS FORMS LIST

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Table 2: Annex E ICS Forms List

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	**Incident Briefing**	Initial Incident Commander
*ICS 202	**Incident Objectives**	Planning Section Chief
*ICS 203	**Organization Assignment List**	Resources Unit Leader
*ICS 204	**Assignment List**	Resources Unit Leader and Operations Section Chief
*ICS 205	**Incident Radio Communications Plan**	Communications Unit Leader
**ICS 205A	**Communications List**	Communications Unit Leader
*ICS 206	**Medical Plan**	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	**Incident Organization Chart** *(wall-mount size, optional 8½" x 14")*	Resources Unit Leader
**ICS 208	**Safety Message/Plan**	Safety Officer
ICS 209	**Incident Status Summary**	Situation Unit Leader
ICS 210	**Resource Status Change**	Communications Unit Leader
ICS 211	**Incident Check-In List** *(optional 8½" x 14" and 11" x 17")*	Resources Unit/Check-In Recorder
ICS 213	**General Message** *(3-part form)*	Any Message Originator
ICS 214	**Activity Log** *(optional 2-sided form)*	All Sections and Units
ICS 215	**Operational Planning Worksheet** *(optional 8½" x 14" and 11" x 17")*	Operations Section Chief
ICS 215A	**Incident Action Plan Safety Analysis**	Safety Officer
ICS 218	**Support Vehicle/Equipment Inventory** *(optional 8½" x 14" and 11" x 17")*	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	**Resource Status Card (T-Card)** *(may be printed on cardstock)*	Resources Unit
ICS 220	**Air Operations Summary Worksheet**	Operations Section Chief or Air Branch Director
ICS 221	**Demobilization Check-Out**	Demobilization Unit Leader
ICS 225	**Incident Personnel Performance Rating**	**Supervisor at the incident**

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Mission: Centralize and coordinate Heath and Medical resources, and services for the residents of the jurisdiction.

CORRESPONDING ESF	
ESF 8	Public Health and Medical Services

PRIMARY AGENCIES

Jurisdiction	Agency
Grant County	NM Public Health Office
	Gila Regional Medical Center
	Fort Bayard Medical Center
Silver City	Hidalgo Medical Center
Bayard	
Santa Clara	
Hurley	

SUPPORT AGENCIES

NM Department of Health

NM Public Health Office

NM Office of the Medical Examiner (NM OMI)

US Department of Health and Human Services

Center for Disease Control and Prevention (CDC)

U.S. Food and Drug Administration

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Health and Medical Duties and Checklists

Health and Medical Coordination- Support.

General Duties

Agencies/Departments reporting to the EOC are reminded to bring current policies, operating guides, standards and any additional data material for reference and use in the EOC.

1. Coordinate health and medical resource requests from the Incident Commander through the EOC.

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 (i.e. IHS, CDC, USDA USFDA).

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.

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).

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Health & Medical Coordinator Checklists

This checklist is only a guide for emergency response coordination.

> A list of specific health and medical needs and coordination information can be found on page 4 of this annex.

Mobilization Phase:

1. Start a Unit Log (ICS 214) to hand-record anything not covered in this checklist.

2. Determine the medical priorities of the incident by requesting a briefing with the EOC Director and reviewing the current IAP.

3. Attend all EOC Director Briefings during the incident to continue to monitor medical needs.

> Obtain a NM DOH ICS form 308 at http://www.nmsphere.org/index.shtml to request medical resources from NM DOH.

4. Anticipate potential health and medical needs or problems and begin alerting appropriate resources and facilities.

5. Report Health and Medical status and potential problems to the EOC Director.

6. Coordinate with the Communications Annex Coordinator or local health professionals when issuing public health medial releases and media alerts.

7. If the scope of the incident is beyond the capabilities of this jurisdiction's resource, notify the EOC Director and log date and time.

EMERGENCY ACTIONS PHASE:

8. If more than one shift is going to be needed, prepare and post a 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 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 Health and Medical recovery, reconstitution, mitigation and other long-term actions.

12. Plan for the gradual shut down of emergency Health and Medical operations.

13. Prepare Health and Medical After Action Report.

> An ICS Form List is included at the end of this Annex

October 2014

Health and Medical Needs

Medical Surge, Medical Supplies

Primary:

Gila Regional Medical Center

Secondary:

Fort Bayard Medical Center

Mimbres Memorial Hospital- Deming

Gila Regional Medical Center (GRMC) is a county-owned, not-for-profit, 68-bed acute care organization located in Silver City, New Mexico. The largest hospital in a 100-mile radius, GRMC is the Sole Community Provider for about 63,000 people.

GRMC has an Emergency Operations Plans, Medical Surge Plan, and will manage medical surge through the NM DOH HavBed and EMSystems. These plans are developed, maintained and located at each hospital.

Hospitals in Grant County service area will each identify shortfalls in both durable medical equipment and disposable medical supplies and will coordinate with their sister hospitals in the area. Resources will be first requested locally through pre existing agreements and MOUs with local suppliers. Once those resources are exhausted the Hospital may request additional resources from the NM DOH using ISC form 308.

Each hospital will most likely manage supplies/equipment from their facility.

GRMC will assist medical operations with on-scene personnel (e.g., prioritize patient arrival, divert patients to other sites when current site is full/less capable, and provide triage team support) and will use the plans, SOPs and SOGs developed and maintained by the Hospital.

GRMC has equipment and training to decontaminate a limited number of patients, individuals with access and functional needs, and children, for exposure to chemical, biological, nuclear, and radiological hazards at the Hospital facility.

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Mass Casualties

Primary:

OMI (local presence)

Secondary:

OMI State

DMORT

Mass Casualty Incident Protocols

Mass Casualty Incident **(MCI)** An MCI is an event resulting from man-made or natural causes which result in illness or injury which exceed the capabilities of the Emergency response agencies, and the local medical facilities, within the jurisdiction, and the region.

Local response to a mass casualty-producing incident involves triage, transport, treatment, and logistics support. Three approaches are commonly considered at the local level in response to a mass casualty-producing incident. The first approach will involve expansion of the capacities in medical treatment facilities to accept critical patients. The second approach is to transport victims to outlying unaffected areas. The third is to receive deployable medical assets in the affected area and possibly establish off-site treatment facilities. The techniques are not listed in the order they would necessarily occur and may be used simultaneously.

a. Medical treatment facilities will expand their capacities by canceling or rescheduling elective surgical procedures, discharging non-critical patients, and diverting non-critical patients to other facilities. Additional specialized transportation assets will likely be required to support the discharge/diversion/transfer of patients;

b. Victims will also be transported to outlying areas that have not been affected by the mass casualty-producing incident. Communication of critical information and use of the bed capacity website, EMSystem, will be necessary in addition to transportation assets; and

c. Deployable medical assets from within the state will be sent to the affected area. Federal assets, if available, will be received and supported in the state. Assets may also come to the state through the EMAC. In many of these cases, the assets may likely be used to establish additional off-site treatment facilities to augment what is already in place and overburdened by patient influx.

This Annex will be primarily involved with the deployment of medical assets to the affected area as identified in item three above. Local medical organizations will direct the operations within their own organization including implementing their own medical surge plans and procedures.

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Patient Tracking

Injured

Tracking of individuals associated in a mass casualty emergency from first medical contact to final release from a medical facility is an important duty of medical responders. Proper patient tracking will help promote accountability of patients for providers, facilitate information sharing to family members of patients who will enhance reconciliation with families, and provide accurate incident casualty numbers and status to incident management staff.

Hospitals state-wide utilize the EMSystems and the HAvBED tracking systems. These systems do are interoperable with national and U.S. Department of Defense systems due to national protocols and procedures. The New Mexico Department of Health, Bureau of Health Emergency Management, who oversee this program state-wide, are aware of this issue and will maintain communications with hospitals in the state should this interface change.

Local hospitals and EMS providers are responsible for the tracking of individual patients as they enter and are dismissed from the medical system. This system is necessary to promote positive patient outcomes, provide timely medical information exchange to other medical responders, and ensure proper fiscal reimbursement. Each agency currently has policies and procedures to follow to ensure that proper and consistent information is transferred with the patient. The enhancement to these policies and procedures to form a system would aid in avoiding duplication of patient counting. Patient tracking would allow for being able to track patients from initial incident through final discharge.

Fatalities

In the event of mass causalities (fatalities) in INSERT County local resources will be quickly overwhelmed. The Grant County EOC Director or affected jurisdiction's CEO will notify the State Office of the Medical Investigator (OMI) local representative or Field Deputy Medical Investigator (FDMI).

The OMI representative will

- Initiate OMI response
- Make an initial assessment
- Coordinate with the State EOC
- Identify and coordinate with the appropriate law enforcement agency if necessary
- Activate Disaster Mortuary Operational Response Teams (DMORT)
- Directly coordinate with NM DHSEM/FEMA

Additional duties of OMI

- Recovery of remains and personal effects
- Examination of remains including gravesites/cemeteries
- Communication with victim's families
- Coordination with Federal Support under the National Response Guidelines
-

D.M.O.R.T. (Mortuary Services)

DMORT stands for Disaster Mortuary Operational Response Teams. DMORT operates under the supervision of the United States Department of Health and Human Services (HHS); and only respond to ASSIST local jurisdictions should their resources become overwhelmed by a disaster.

DMORT is just one of the many components of the United States National Disaster Medical System, Department of Health and Human Services, which stands ready to assist local and state jurisdictions during a disaster scenario. Region VI is just one small part of DMORT, and covers New Mexico, Texas, Oklahoma, Arkansas and Louisiana. However, at any time, members from this region may be called to assist in other parts of the country and internationally. DMORT is comprised of funeral directors, dentists, fingerprint experts, photographers, police, firefighters, radiological technicians, anthropologists, medico-legal investigators and forensic pathologists working to accomplish one mission -- to assist in the proper identification of those unfortunate victims of disaster and reunite those loved ones with their families in order that they may find peace of mind necessary to begin the healing process.

In the event there is a disaster/emergency with multiple deaths, it will be necessary to notify the DMORT Emergency Operations Center after a federal disaster is declared. To make contact with them, dial 1-800-USA-NDMS. The activated DMORT will require the following:

- Minimum of 10,000 square feet (prefer 18,000 square feet)Water/Sewer
- Bio-Hazard Equipment Containers
- Room for separate partitions
- Area that is easy to secure (lock up money, etc.)
- Parking lots for rental cars
- Good access
- Refrigerator trucks (one clean and one dirty – at least 25 bodies per truck)
- Concrete floor
- Forklifts capable of lifting 8,000 pounds

DMORT Can Provide:

- Mobile Morgue Operations
- Forensic examination

- DNA Acquisition
- Remains identification
- Search and recovery
- Scene documentation
- Medical/psychology support
- Embalming/casketing
- Family Assistance center
- Antemortem data collection
- Postmortem data collection
- Records data entry
- Database administration
- Personal effects processing
- Coordination of release of remains
- Provide a Liaison to USPHS
- Provide communications equipment
- Safety Officers and Specialists

Other Disaster-related medical needs

During and immediately following a disaster the public medical and needs of the community will require additional resources from other agencies. The EOC Medical Coordinator will contact and coordinate with the appropriate agencies to secure resources and guidance.

The Medical Coordinator will

- Make an initial assessment
- Coordinate with EOC Director
- Coordinate with the State EOC
- Identify and coordinate with the appropriate health and medical agencies
- Directly coordinate with NM DHSEM/FEMA

Food/Water

The NM Department of Health and NM Environment Department work together to protect the public from waterborne diseases by examining waterborne disease and drinking water standards in the state in order to assess the safety of New Mexico's public drinking water system

Biological Concerns

NM DOH Epidemiology & Response Division

The NM DOH tracks infectious diseases, injury and health statistics, trains organizations in disease control, injury prevention, responds to public health emergencies.

Vaccinations, quarantine guidance

NM DOH Bureau of Health and Emergency Management manages the Strategic National Stockpile for the State of New Mexico.

The Strategic National Stockpile is a national repository of antibiotics, chemical antidotes, antitoxins, life-support medications, IV administration, airway maintenance supplies and medical/surgical items. The SNS is designed to rapidly supplement and re-supply local and state public health agencies in the event of a national emergency

Twelve-hour Push Packages containing pharmaceuticals, antidotes and medical equipment, are the first deployment of supplies. These Push Packages are positioned in strategically located, secure warehouses ready for immediate release to a designated within 12 hours of the federal decision to deploy SNS assets.

Vector control (insect and rodent controls, biological waste/contamination and use of pesticides)

NM DOH

Refer to the NM DOH Manual of Investigational Control of Communicable Diseases in NM (2008) that can be found at http://nmhealth.org/erd/healthdata/pdf/CDManualFinal04.pdf

Human waste disposal

Primary:

>   Local porta-potty suppliers

>   Grant County Public Works

>   Grant County Waste Treatment

Impacted cemeteries/gravesites

Primary:

>   Local cemeteries/funeral homes

Secondary:

October 2014

NM OMI

DMORT

Individuals with disabilities and access/functional needs

Primary:

NM Public Health Department

Secondary:

Senior Services (Grant County)

The NM Public Health Department maintains lists and is the lead agency for providing information to identify individuals, children, and families who will need additional assistance, as well as individuals with disabilities and others with access and functional needs, with their specific health-related needs in advance of, during, and following an emergency.

October 2014

ICS FORMS LIST

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Table 1: ICS Forms List

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*ICS 203	Organization Assignment List	Resources Unit Leader
*ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
**ICS 205A	Communications List	Communications Unit Leader
*ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart *(wall-mount size, optional 8½" x 14")*	Resources Unit Leader
**ICS 208	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List *(optional 8½" x 14" and 11" x 17")*	Resources Unit/Check-In Recorder
ICS 213	General Message *(3-part form)*	Any Message Originator
ICS 214	Activity Log *(optional 2-sided form)*	All Sections and Units
ICS 215	Operational Planning Worksheet *(optional 8½" x 14" and 11" x 17")*	Operations Section Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer
ICS 218	Support Vehicle/Equipment Inventory *(optional 8½" x 14" and 11" x 17")*	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	Resource Status Card (T-Card) *(may be printed on cardstock)*	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident

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Mission: Centralize and coordinate restoration and recovery of essential utilities for the residents of Grant County.

	CORRESPONDING ESF
ESF 3	Public Works and Engineering/Critical Infrastructure and Key Resources Restoration

PRIMARY AGENCIES

Jurisdiction	Agency
Grant County	Grant County Commission
	Grant County Public Works
	Grant County Roads
	Grant County Planning/Zoning
Silver City	Silver City Town Council
Bayard	Bayard City Council
Santa Clara	Santa Clara Village Council
Hurley	Hurley Town Council

SUPPORT AGENCIES

NM DHSEM
New Mexico Environment Department
New Public Health Department
NM State Police
NM Public Regulatory Commission

Utilities

NM Gas Company
PNM

Water Companies

Arenas Valley Water Development Association
Silver City, NM
Bayard Water Dept.
Hurley Water Dept.
Santa Clara Water Dept.
Silver City Water Dept.

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Quick Guide

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Public Works Responsibilities

- The CEO of each jurisdiction is responsible providing for debris management.
- Local utilities are responsible for continuation and restoration of services (including rural water systems.
- The Grant County Public Works Division Supervisor and Engineer on Contract will be responsible for initial damage assessments.
- The Road Department of the respective jurisdictions will be responsible for damage assessment in their respective jurisdictions.
- The Public Works Coordinator will meet and coordinate with local Utilities that may include PNM , the Gas Company of New Mexico , or local water representatives to address local energy issues during an emergency.

Identified Essential Facilities for Priority Utility Restoration

- Hospitals
- Grant County/other jurisdictions Government Offices
- Initial response agencies
- Grant County Regional Dispatch (911)
- Community public utilities (Including water and waste water treatment plants)
- More information on prioritizing utilities restoration is presented within this annex

Energy

If energy distribution systems and supplies are impacted the Public Works Coordinator will meet the jurisdiction's energy providers, local Utilities or PNM, and the Gas Company of New Mexico and review the appropriate emergency plans to:

> Request energy representatives provide local emergency plans, suppliers and continuity of operations plans.

- Identify actions to address significant disruptions in energy supplies, including physical disruptions, operational failure or economic political events.
- Address the impact of damage to other regions relying on the same system
- Identify energy –centric assets and infrastructures and identify a method to monitor those facilities during an emergency/disaster. damage to other regions relying on the same system Grant County Planning/Zoning

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Infrastructure

1. Determine the public works priorities of the incident by requesting a briefing with the EOC Director and reviewing the current IAP.

2. Meet with the jurisdiction's officials to identify critical locations that need to be cleared of debris immediately to provide effective emergency service.

3. Meet with the jurisdiction's officials to identify, prioritize, and coordinate the work to repair/restore bridges, and culverts along roads in the jurisdiction.

> For information and maps review the Grant County Comprehensive Plan, Grant County Zoning Atlas, Grant County, and GIS mapping from the Grant County Planning Department.

Water and other utilities

Meet with the jurisdiction's officials and water/wastewater authorities to identify actions that will be taken to repair local water and wastewater system including providing temporary water distribution and wastewater collection system until normal operations resume.

> For information review the emergency operations plans located at the local water/waste water facilities.

Unsafe structures

Meet with the jurisdiction's officials and the Fire and Rescue Coordinator to identify actions to be taken to condemn, demolish, and dispose of structures that present a safety hazard to the public.

> For information and maps review the Grant County Zone Atlas and GIS mapping from the Grant County Planning Department.

> **DEBRIS MANAGEMENT INFORMATION IS LOCATED ON PAGE 11 OF THIS ANNEX**

General Duties and Checklists

1. Coordinate the location, procurement, and allocation of public works resources required to support public works operations.

> Agencies/Departments reporting to the EOC are reminded to bring current policies, operating guides, standards and any additional data material for reference and use in the EOC.

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.

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Use the ***New Mexico Disaster Assistance Program Local Government Handbook*** and comply with documentation and time frames specified.

1. **Failure to follow procedures and use the handbook <u>will</u> result in loss of disaster assistance funds**).

2. Provide or assist in providing backup electrical power to the EOC.

> Go to the NM DHSEM web site for the latest version of the Disaster Assistance Program Handbook

3. Inspect damaged or affected structures in coordination with fire and rescue personnel, designate unsafe or uninhabitable, and demolish as necessary.

4. Make emergency repairs to key buildings and facilities to provide continued operational capability and habitability.

5. 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.

6. Maintain sanitation services during an emergency.

Public Works Coordinator Checklist

This checklist is only a guide for emergency response coordination.

Mobilization Phase:

> Incident Action Plan
>
> ICS forms:
>
> ✓ 201 Incident Briefing
>
> ✓ 202 Incident Objectives
>
> ✓ 204 Assignment List
>
> ✓ 205 Communications Plan
>
> ✓ 207 Staffing Plan

1. Start *a Unit Log (ICS 214)* to hand-record anything not covered in this checklist.

2. Determine the public works priorities of the incident by requesting a briefing with the EOC Director and reviewing the current IAP.

3. Attend all EOC Director Briefings during the incident to continue to monitor staffing and resource needs.

4. Refer to the State Disaster Assistance Program, Local Government Handbook for guidance on preparing damage assessments for obtaining financial assistance.

5. Anticipate potential Public Works needs or problems and begin alerting appropriate resources.

6. Report Public Works status and potential problems to the EOC Director.

7. Meet with the jurisdiction's officials to identify, prioritize, and coordinate the work to repair/restore bridges, and culverts along roads in the County.

An ICS Form List is included at the end of this Annex

Emergency Actions Phase:

8. Consult the file of emergency mutual aid agreements for Roads/Public Works located in the Roads/Public Works office.

9. If the scope of the incident is beyond the capabilities of this jurisdiction's Public Works resources, notify the EOC Director and log the date and time.

10. If more than one shift is needed, prepare and post a shift schedule.

11. Prepare an oral increased 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:

1. Plan Public Works recovery, reconstitution, mitigation and other long-term actions.

2. Plan for the gradual shut down of emergency Public Works operations.

3. Prepare *Public Works Damage Assessment Report*.

4. Prepare *Public Works After Action Report.*

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Response Operations Damage Assessment Planning Guide

- Determine the public works priorities of the incident by requesting a briefing with the EOC Director and reviewing the current IAP.
- Refer to the State Disaster Assistance Program, Local Government Handbook for guidance on preparing damage assessments for obtaining financial assistance.
- Anticipate potential Public Works needs or problems and begin alerting appropriate resources.
- Report Public Works status and potential problems to the EOC Director.
- Meet with the jurisdiction's officials to identify, prioritize, and coordinate the work to repair/restore bridges, and culverts along roads in the County.

Table 1: Planning Guide Template

Priority #	Description of the Site	Location	Description of Response Operations	Resources Dispatched	Status of Response Operation

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Special Tasks

Hazardous Materials

1. Monitor the surrounding area of the Hazardous Material release site for possible liquid contamination.
2. Ensure compliance with State and Federal regulations regarding disposal of the wastes.

Floods and Dam Failure

Priorities During Response Operations

> See Table 1 at the end of this Annex for response plan to the damage assessment.

3. Make an initial damage assessment with the EOC Director.
4. Identify potential locations for the placement of temporary levees and include this information on the appropriate maps.
5. Work with the Transportation and 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).
6. Obtain assistance from the U.S. Army Corps of Engineers to build temporary emergency levees.
7. Relocate needed emergency resources and equipment from potential flood areas.

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 materials that 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.

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Priorities During Recovery Operations

1. Inspect buildings and other structures to determine whether it is safe to inhabit or use them after a tornado or high winds. Condemn, and demolish those that are. 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.

Other Disasters

Priorities During Response Operations

1. Have resources be available for evacuation assistance.

2. Clear debris or other material that 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. Survey and evaluate the safety of the following (in order of priority):

    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

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Priorities During Recovery Operations

1. Inspect buildings and other structures to determine whether it is safe to inhabit or use them after an earthquake. Condemn, and demolish those that are unsafe. Additional engineering and building inspection support is available from the State. Activities may include the following (in order of priority):

   a. Inspecting buildings and structures that are critical to emergency operations.

   b. Inspecting buildings and structures that may threaten public safety.

   c. Inspecting less critically damaged structures and designate those that may be reoccupied and identify/mark those that are to be condemned.

   d. Arranging for the demolition of condemned structures.

   e. Inspecting dams and levees.

Evacuation Priorities

Assist the Evacuation Coordinator by restoring roads and streets designated as primary evacuation routes (Interstate Highway, U.S. Highways, and State Highways).

Assist Law Enforcement Coordinator in traffic control by establishing detour routes and providing barricades for traffic control points.

Determine safety of evacuation routes to include highway bridges, rail lines and airports.

Table 1 on the next page provides a planning guide for the **Damage Assessment Report.** Work with the Direction & Control Coordinator to conduct immediate ground and air surveys to determine the extent of damage, casualties, and the status of key facilities.

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Debris Management Plan

DEBRIS REMOVAL SUPPORT AGENCIES

Including Contaminated Food Supplies

New Mexico Environment Department

New Mexico Public Health Department

New Mexico Department of Agriculture

The Responsible Jurisdiction's Public Works Department is responsible for removal of debris from roadways, elimination of hazards, management of storm damage, providing rapid restoration of water/sewer services, repairing essential services and cooperation with other emergency response staff after an emergency or disaster. To perform these activities, employees need to be prepared for quick mobilization; therefore, employees need to understand and comply with the Grant County EOP before an event occurs.

The Debris Management Plan identifies key staff personnel and their responsibilities for managing and controlling debris collection and disposal operations. The purpose of this plan is to identify procedures in the event of a natural event; however, the procedures may be amended under the direction of governing authorities such as FEMA, U.S. Army Corps of Engineers, etc. Personnel should document the critical decisions made in response to the disaster and provide the debris manager and local, State, and Federal officials with a clear plan of action. Debris removal may extend for weeks or months and a lack of documentation could cause confusion between Public Works and other agencies involved in the cleanup.

Initial Damage Assessment: Damage assessment should be conducted to identify the magnitude of the damage and to determine what additional resources may be needed from other local governments and the State. They should estimate the amount and composition of debris observed and report findings to either the County's Public Works Staff (road crews) or the debris management personnel at the EOC.

Debris Collection: This phase will involve the removal and temporary storage of storm debris throughout the county. Debris removal will become a Public Work's priority due to the potential health and safety hazard the piles may create. Also, the expedient removal of debris from in front of residents' homes becomes a high priority because it is a positive sign that recovery operations are underway. It also expedites the replacement of key utilities located along public rights-of-way. Crews will be dispatched to areas throughout the county depending on the amount and type of debris found. These assignments will be based on the initial damage assessment and allows debris management personnel to determine the priority of debris collection.

Crew Assignments: Crews will be responsible for cutting, collecting and removing heavy debris within the Public Works rights of way in unincorporated Grant County. Another crew will maintain and operate county disposal sites. Mutual aid and contractual assistance may be attainable depending on the amount of debris and the availability of resources.

Special Considerations: Emergency evacuation and transportation routes will be cleared of debris as quickly as possible and will be the first priority of debris removal crews. As removal operations progress, the initial road side piles of debris become dumping locations for additional yard waste and other storm generated debris such as construction material, personal property, trash, white metals, roofing material and even household, commercial and agricultural chemicals. These materials must be kept separated as much as possible in order to expedite the disposal process. All vegetative materials and animal carcasses should be separated at roadside pick-up.

Hazardous Waste Removal: Hazardous and toxic wastes may be mixed in with storm debris. This may present a difficult handling situation for PW crews. Some examples of hazardous and toxic wastes are household chemicals, propane tanks, oxygen bottles, batteries, paints and thinners, refrigerators and freezers and industrial chemicals. Properly trained and equipped crews will be designated to pick up such materials and transport them to the proper facilities or storage areas. When PW crews come in contact with any such materials, they will report to Public Works the type and amount of hazardous and toxic waste. Then they will remove all other debris and leave the hazardous and toxic waste for the proper removal personnel. Additionally, debris issues affecting health and safety, to include such issues as chemical, sewage, and flood contaminated debris, as well as dangerous limbs and trees, dead animals, and spoiled food, will be assessed and the proper response provided for removal and disposal.

Debris Storage Sites: Several storage sites will be designated for temporary use. The storage sites will be identified by the responsible jurisdiction after an event that requires their use. These sites will be used only to store debris removed from rights of way. A crew will maintain the sites and separate debris as directed and 24-hour security will be provided to eliminate illegal dumping of debris; also, this will provide a 24-hour fire watch that can contact the nearest fire department at the first sign of a fire.

Disposal: The Southwest New Mexico Regional Landfill as well as other local transfer and convenience centers located throughout the county have been designated for temporary and permanent disposal (after evaluation of applicability) of debris.

Debris Volume Reduction and Disposal: Severe storms, tornadoes, fires and other natural disasters may present the opportunity to employ large scale chipping and grinding operations as part of the overall debris volume reduction strategy. Severe storms can blow away scarce topsoil and cause extensive tree damage. This will present an opportunity to reduce clean, woody debris into suitable mulch that can be used to replenish the topsoil and retain soil moisture.

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An Air Curtain Destructor (ACD) can be employed if chipping and mulching efforts are overwhelmed by the large amount of debris generated by a significant storm. These operations can be performed efficiently only if debris is kept separated. Non-vegetative material must be disposed of in an approved landfill if a reuse cannot be found. Equipment and personnel supplied through mutual aid agreements and outside contractors may be needed to assist in completing this task in a timely manner. Every attempt will be made to reduce the volume of debris disposed into a permitted landfill.

1. Grinders, chippers, air curtain destructors, and contractual services should be employed at each of the debris storage sites to reduce the volume of debris and provide mulching material.

2. Mutual aid and contractual services can be utilized to transport debris from debris storage sites for disposal and processing.

3. Briefings: Superintendents will ensure that employees under their direction are aware of the situation they are facing, what is being done, and what is expected of them. Briefings should be scheduled to begin at least thirty minutes prior to the beginning of a shift.

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ICS FORMS LIST

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.

Table 2: Annex G ICS Forms List

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	**Incident Briefing**	Initial Incident Commander
*ICS 202	**Incident Objectives**	Planning Section Chief
*ICS 203	**Organization Assignment List**	Resources Unit Leader
*ICS 204	**Assignment List**	Resources Unit Leader and Operations Section Chief
*ICS 205	**Incident Radio Communications Plan**	Communications Unit Leader
**ICS 205A	**Communications List**	Communications Unit Leader
*ICS 206	**Medical Plan**	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	**Incident Organization Chart** _(wall-mount size, optional 8½" x 14")_	Resources Unit Leader
**ICS 208	**Safety Message/Plan**	Safety Officer
ICS 209	**Incident Status Summary**	Situation Unit Leader
ICS 210	**Resource Status Change**	Communications Unit Leader
ICS 211	**Incident Check-In List** _(optional 8½" x 14" and 11" x 17")_	Resources Unit/Check-In Recorder
ICS 213	**General Message** _(3-part form)_	Any Message Originator
ICS 214	**Activity Log** _(optional 2-sided form)_	All Sections and Units
ICS 215	**Operational Planning Worksheet** _(optional 8½" x 14" and 11" x 17")_	Operations Section Chief
ICS 215A	**Incident Action Plan Safety Analysis**	Safety Officer
ICS 218	**Support Vehicle/Equipment Inventory** _(optional 8½" x 14" and 11" x 17")_	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	**Resource Status Card (T-Card)** _(may be printed on cardstock)_	Resources Unit
ICS 220	**Air Operations Summary Worksheet**	Operations Section Chief or Air Branch Director
ICS 221	**Demobilization Check-Out**	Demobilization Unit Leader
ICS 225	**Incident Personnel Performance Rating**	Supervisor at the incident

Confidential information as per NMSA Inspection of Public Records, 1978 Chapter 14, Art. 2

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Mission: Centralize and coordinate transportation issues, resources, and supplies for the residents of the jurisdiction.

CORRESPONDING ESF

ESF 1   Transportation

PRIMARY AGENCIES

Jurisdiction	Agency
Grant County	Grant County Commission
	Grant County Public Works
	Grant County Roads
	Grant County Planning/Zoning
Silver City	Silver City Town Council
Bayard	Bayard City Council
Santa Clara	Santa Clara Village Council
Hurley	Hurley Town Council

SUPPORT AGENCIES

NM Department of Transportation
NM Department of Homeland Security and Emergency Management
NM State Police
NM Department of Health
Mountain Excavators, LLC   Deming, NM   Angus Campbell, 575-544-8756

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Quick Guide

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General Duties and Checklists

The Transportation and Resources Coordinator will be selected by the EOC Director and the selection of the Coordinator will based on the incident needs. The Transportation and Resources Coordinator will be responsible for coordinating all private and public transportation and resources needs.

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 financial and legal accountability.

6. Distribute supplies.

> Agencies/Departments reporting to the EOC are reminded to bring current policies, operating guides, standards and any additional data material for reference and use in the EOC.

7. The Transportation and Resources 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).

8. Coordinate with the EOC Director regarding needs and priorities for meeting them.

9. Generate detailed information on needs and logistics that the higher level of government may not have.

10. Expand the Needs, Supply, and Distribution Groups when needed.

11. Arrange for workspace and other support needs for EOC staff.

12. Monitor potential resource shortages in the jurisdiction during the emergency and present options to the EOC Director.

13. Coordinate and provide emergency bus transportation support and services with other public and private transportation providers and jurisdictions for the movement of people, equipment, and supplies in Grant County and other jurisdictions.

14. Provide for handling and disposal of contaminated soil, water, clothing, and other items that could not be adequately decontaminated.

15. Set specific priorities in consultation with Elected Officials, a designated official, or the EOC Director.

16. When allocating resources, the following priorities apply:

    a. Disaster or emergency victims.

    b. Needs of the resource management organization

    c. Other needs not directly related to the emergency.

17. Plan located at the end of this annex to manage and distribute donations.

18. Provide maps, damage assessments and local liaison to local utilities and FEMA, NM DOT, NM DHSEM and other applicable agencies to facilitate restoration and recovery.

Transportation and Resources Coordinator Checklist

This checklist is only a guide for emergency response coordination.

> An ICS Form List is included at the end of this Annex

Mobilization Phase:

1. Start a Unit Log (ICS 214) 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. Determine the resource priorities of the incident by requesting a briefing with the EOC Director and reviewing the current IAP.

4. Attend all EOC Director Briefings during the incident to continue to monitor staffing and resource needs.

5. If the present Transportation and Resources 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.

> **Incident Action Plan**
>
> **ICS forms**:
>
> ✓ 201 Incident Briefing
>
> ✓ 202 Incident Objectives
>
> ✓ 204 Assignment List
>
> ✓ 205 Communications Plan
>
> ✓ 207 Staffing Plan

6. Anticipate potential needs or problems and begin alerting appropriate resources to stand by.

7. Report Transportation and Resources status and potential problems to the EOC Director.

Emergency Actions Phase:

8. Review the highlights of the State Disaster Assistance Program, Local Government Handbook.

9. Evaluate all requests for resources against known supplies.

10. If the scope of the incident is beyond the resource capabilities of this jurisdiction, notify the EOC Director and log date and time notified.

> A copy of the IMAS Implementation Guide and Resource and Request Forms can be found on the NM DHSEM Web site.

11. Identify resources available through MOUs, MOAs, and IMAS.

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12. Meet with the Medical Coordinator (see Annex F for information on resources offered by the NM DOH to identity on-scene medical and local hospital resources if needed.

13. Contact the affected jurisdiction's CEO or CFO to ensure local procurement policies are followed to obtain resources through pre-qualified contractors and new contractors.

> Resources for Grant County that have been identified by Resource Type can be accessed through the NM DHSEM E-TEAM system located on the NM DHSEM website.

14. Meet with Law Enforcement Coordinator to develop credentialing protocols for contractors, if needed, for access to critical sites after an incident.

15. Coordinate with NM DOT, NM SP, and County/City Roads Departments to identify alternative transportation solutions.

16. Meet with Public Works Coordinator, the Evacuation Coordinator, Road Departments and the NM DOT to provide the appropriate methods to move people and resources.

17. Monitor and report the status of and damage to the transportation systems and infrastructure during the incident and provide for restoration and recovery.

18. Coordinate and provide emergency bus transportation support and services with other public and private transportation providers and jurisdictions for the movement of people, equipment, and supplies in Grant County and other jurisdictions. Modes of transportation may include the appropriate aviation, surface transportation and railway if available.

19. Use the Donations Plan at the end of this Annex to manage donations and volunteers.

> Donation Plan – Large scale and highly publicized emergencies and disasters bring unsolicited and undesignated donations of money, goods and volunteers.

20. If more than one shift of Transportation and Resources Coordinators is needed, prepare and post a shift schedule.

21. Prepare an oral increased readiness report for the first coordination meeting with the EOC Director.

22. 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:

23. Plan Transportation and Resources recovery, reconstitution, mitigation and other long-term actions.

24. Provide maps, damage assessments and local liaison to local utilities and FEMA, NM DOT, NM DHSEM and other applicable agencies to facilitate restoration and recovery.

25. Plan for the gradual shut down of emergency Transportation & Resources operations.

26. Prepare Transportation and Resources After Action Report.

Establishing Resource Priorities

Transportation & Resources Coordinator will set specific priorities in consultation with the SAT or the Direction & Control Coordinator in the Emergency Operations Center.

The Overall Plan Priorities listed in the Basic Plan still apply and take precedence for all emergency operations.

When allocating resources, the following priorities apply:

1. Disaster or emergency victims
2. Needs of the resource management organization, e.g., securing the use of any additional facilities required by the Transportation & Resources Coordinator.
3. Other needs not directly related to the emergency.

Transportation & Resources Coordinator will consult with the SAT and or the EOC Director and the appropriate EOC Coordinators in the Emergency Operations Center to:

- Developing plans for logistical staging area for internal and external response personnel, equipment, and supplies.

- Developing plans for points of distribution across the jurisdictions.

- Developing plans for providing support for a larger, regional incident.

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Resources

Local Resources

The Transportation & Resources Coordinator will work with the ICS Financial Officer (if staffed) and the affected justifications purchasing and procurement department to ensure contractors/vendors are that are prequalified to provide recovery/restoration services are used.

If no qualified contractors/vendors are identified, the Coordinator will use the jurisdiction's established emergency procurement process to obtain the required resources.

Inter-State Mutual Aid System (IMAS)

IMAS is a system to facilitate the efficient and effective sharing of resources between jurisdictions during times of emergency or disaster. The state and every political subdivision of the state is automatically part of the system. Participation in the system does not supersede any other agreement to which a jurisdiction is a party. A copy of the IMAS Implementation Guide and Resource and Request Forms can be found on the NM DHSEM Web site.

NIMS Resource Typing

Resource typing a system developed by FEMA to categorize, by

> **NOTE:** Resources are generally provided at the lowest level jurisdiction as possible – local governments are required to use (exhaust) their resources first and then states provide additional resources, followed by the Federal government when necessary. Before state assistance is authorized, the jurisdiction must have used all of its appropriate disaster relief forces, including the use of local contractors, activation of mutual aid, and use of regional or other nearby resources. When the EOC is activated, the appropriate EOC Coordinator will identify the need for resources (with the input of the IC), or lack of resources, accordingly. The EOC, depending on the level of activation will support these requirements accordingly and if unable to fulfill resource requirements will notify the New Mexico Department of Homeland Security and Emergency Management for the appropriate assistance.

capability, the resources requested, deployed, and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. Resource kinds may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

The Transportation and Resource Coordinator will use the NIMS resource typing whenever possible to obtain resources before (per-positioning) and during an incident. Resources for INSERT County that have been identified by Resource Type can be accessed through the NM DHSEM E-TEAM system located on the NM DHSEM website.

ASSUMPTIONS

Each emergency response organization including medical personnel and volunteers responding in Grant County will be responsible for preparing and maintaining current credentialing protocols.

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Reassigning Public Employees, Soliciting Volunteers, and Hiring

Table 1 below is a guideline for reassigning public employees to augment emergency operations, soliciting for volunteers, or hiring needed help.

Table 1: Reassigning Public Employees

Employee Type	Legal Sources of Authority	Policy	Liability Issues
Public employees, Reassigning to augment emergency operations	EOP	Recall employees off-duty, on vacation, etc.	1. Union 2. Restrictive job descriptions
Volunteers, Soliciting from public employment		Exhaust sources of public employees in response agencies, first.	Unions
Volunteers, Soliciting from private employment		Exhaust all sources of public employees, first.	
Volunteers, Soliciting from the public		Exhaust all sources of public employees, first.	Insurance
Hiring			

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DONATIONS MANAGEMENT INSTRUCTIONS – Goods and Volunteers

PRIMARY AGENCY:

Grant County of Emergency Management

SUPPORT AGENCIES:

American Red Cross

County/City Fire Departments

Law Enforcement of affected jurisdiction

New Mexico Department of Homeland Security and Emergency Management (NM DHSEM)

INTRODUCTION AND PURPOSE

Large scale and highly publicized emergencies and disasters bring unsolicited and undesignated donations of money, goods and volunteers. A system is needed to document, manage and track these offers or to refer them to the appropriate organizations to benefit the victims. Having an emergency donations management system in place for receiving and managing these offers can help reduce the burden caused by receiving undesignated donations that cannot be used, cannot be stored, or are too costly to transport to the disaster scene. To this end, the basic concept is to make full use of existing voluntary organizations capabilities.

The purpose of this annex is to define the organization, operational concepts, responsibilities and procedures to accomplish County EOP Donations Management requirements. Further, this annex is applicable to all agencies, organizations and personnel with donations management emergency support function responsibilities. This annex outlines a donations management coordination program for the County that can be implemented once it is determined that an emergency/disaster situation exists and is of such magnitude or is receiving such high media attention that it is necessary to implement the plan.

SITUATIONS AND ASSUMPTIONS

Because many emergency/disaster situations create a need to coordinate donations, when circumstances warrant, a united and cooperative effort by the County Office of Emergency Management and private volunteer agencies will be put into effect by activation of this plan. This plan outlines a system for receiving and managing the unsolicited goods that make their way to the disaster area. Because private, non-profit relief organizations are experienced in managing donations and have existing capabilities to receive, process and distribute goods and services to disaster victims, the County Office of Emergency Management will look to those organizations to

provide a structure to administer the donations management system. The NM DHSEM will provide support services to coordinate needs and requests from impacted areas, as the need is determined.

Each emergency response organization including medical personnel and volunteers responding in Grant County will be responsible for preparing and maintaining current credentialing protocols.

AUTHORITIES AND REFERENCES

 Authority:

> Grant County Emergency Operations Plan
>
> National Response Plan Donations Management Support Annex
>
> Course material from FEMA State Donations Management course

CONCEPT OF OPERATIONS

The County Emergency Manager has the lead role in coordination of unsolicited donated-resources in. emergency/disaster situations affecting their jurisdictions. State, Federal and voluntary agencies will assist as needed. A Donations Management Coordinator will be appointed and will serve as the contact person in helping meet local resource needs by directing the flow of donations. The designated coordinator should:

1. Work with the Office of Emergency Management and the State Emergency Operations Center Donations Coordinator to request any anticipated resource needs. Early needs assessment and requests will help insure those needs get met more quickly and efficiently.

2. Prior to approving receipt of any unsolicited goods, the designated coordinator or a designee(s) will ascertain if there is a need, attempt to get an agency to distribute, and arrange transport and storage of items that cannot be immediately used or distributed.

3. In situations that involve several different counties, the Donations Management Coordinator will work with the State Donations Management Coordinator, the other counties involved, and voluntary organizations (Red Cross, Salvation Army, etc.) to properly meet needs and distribute goods and services as needed to the proper areas.

It is recommended that the American Red Cross designate a government liaison to work with the local EOC to most effectively coordinate resources. That representative can identify which agencies can and will receive and use certain types of donations for that particular emergency/disaster. The American Red Cross representative should also be invited to attend media briefings whenever possible in order to assist in requesting or stopping certain types of goods or services.

DIRECTION AND CONTROL

This Donations Management Annex and its implementing procedures may be activated in times of a major emergency/disaster or some other significant event. The County Office of Emergency Management, the chairperson of the Red Cross and the County Manager will determine when this annex will be implemented. Notification will be given to appropriate Federal, State and local government officials and related participating officials and volunteer organizations prior to public announcement.

 ACTIVATION OF THE PLAN

1. The County Office of Emergency Management may request activation of this plan when it appears that local government may become overwhelmed with donations. Some early factors pointing toward activation are:

    a. Need identified in an initial assessment by government teams;

    b. Heavy phone activity at key voluntary agencies;

    c. The magnitude of an event;

    d. A high level of media interest.

2. For most emergency/disaster situations, the local government donations management plan can be handled through the local EOC. However, large scale and/or particularly damaging disasters will likely overwhelm local capabilities. Therefore, State assistance in managing the flow of unsolicited or undesignated donations may be required.

DEACTIVATION OF THE PLAN

The donations management operations may be deactivated when:

1. The level of activity no longer warrants its operation;

2. The local EOC is no longer operational to provide needed information exchange; and/or

3. The Office of Emergency Management, in consultation with the Donations Management Coordinator and the County Manager determines it is time to cease operation.

ADMINISTRATION AND SUPPORT

SUPPORT

Requests for assistance for the donations management program will be addressed to either the EOC Director or the Donations Management Coordinator.

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COMMUNICATIONS

The coordination for telecommunications, information technology and many other communications requirements are critical. The local ARES/RACES groups will be coordinated by the Donations Management Coordinator to insure communications will be available at all times.

AGREEMENTS AND UNDERSTANDINGS

All agreements and understandings entered into for the purchase, lease, or otherwise use of County laws, ordinances and procedures. The Declaration of Emergency issued by the Chief Elected Official may suspend selected rules and regulations, which affect support operations. The specific impact of the situation will be determined by the primary agency and the support group members will be advised accordingly.

SITUATION/STATUS REPORTS

All facility managers involved in the donations management program (phone bank operations, donations coordination center, warehouse facilities, and the volunteer services functions) will be required to prepare periodic reports detailing the operational status and effectiveness of that function. These reports will be prepared for the Donations Management Coordinator for submission to the EOC Director.

EXPENDITURES AND RECORD KEEPING

Each agency and organization is responsible for establishing administrative controls necessary to manage their own expenditure of funds, use of equipment and personnel hours spent in order to provide reasonable accountability and justification for federal reimbursement in accordance with established guidelines.

Records will be maintained for calls of offered and/or received donations via the donations management "800 line". This will include information recorded at the phone bank operations. Back-up electronic files and hardcopy listing of donations information will also be maintained at the EOC in the event of loss, power failure, or any other situation affecting the information.

Accurate information will be maintained at the designated warehouse facility(s) regarding goods (donated and otherwise) which are being stored or shipped through that facility(s).

Detailed information on the donations management system will be used to evaluate and audit the overall donations management program, compile statistics regarding specific donations and vendor calls as well as operator performance, maintain records on resources being handled by the warehouse facility(s) and the volunteer functions, and prepare reports for the Office of Emergency Management.

- It is the responsibility of receiving agencies to send "tax slip" and thank you notes to donors.
- The receiving agency is held accountable for appropriate distribution of donations received.

LESSONS LEARNED

Following the conclusion of any significant emergency/disaster or exercise, the Office of Emergency Management and all represented agencies will provide inputs via a critique. These inputs will be consolidated into a final written report and any needed changes will be made to this annex.

PLAN DEVELOPMENT AND MAINTENANCE

The County Office of Emergency Management and the American Red Cross are responsible for the development, maintenance and implementation of this plan.

POLICIES

A. EOC staff will refer resources based on the needs as determined by that staff, not the preference of donors.

B. EOC staff will not refer resources designated for specific populations.

C. EOC staff will not attempt to match offers from associations to "adopt" disaster affected similar organizations.

PROGRAM COMPONENTS AND OPERATIONS

A. DONATIONS COORDINATION

1. Donations Management Coordinator is responsible for:

a) Coordinating donations policy, planning and annex development;

b) Select Donations Coordination's Team personnel, assigning committees, task forces, etc., necessary to plan policy implementation (that may include requesting activation of IMAS);

c) Working with the PIO to plan and implement public awareness and information;

d) Coordinating donations management with other counties' programs as necessary.

2. The Donations Coordination Team

a. This team typically includes the local donations coordinator, Red Cross representative; County government, County Office of Emergency Management, and community based organizations and business and industry. Responsibilities include:

i. Managing the donations phone bank;
ii. Identifying needs and unneeded donations;
iii. Processing donations offers from the public;
iv. Ensuring effective logistics procedures are in place;
v. Ensuring effective communications procedures are in place;
vi. Conducting donations intelligence;
vii. Working to include emerging relief organizations; and
viii. Establishing procedures to manage spontaneous volunteers.

3. Donations Coordination Center (DCC)

The DCC is used as a central facility to assist in identifying needed and unneeded donations. This facility allows for the DCT to process offers of unsolicited goods and services and management of the phone bank operations to take those unsolicited offers. It does not receive goods! The DCC is used also to coordinate with PIO regarding media releases about unsolicited goods and services. It is typically located in or near the EOC.

B. PUBLIC INFORMATION STRATEGY

Volunteer resources issues can be highly visible and politically charged. Consistent public information is the key to successful coordination of the outpouring of donations and volunteer time. Making full use of current technology, the Office of Emergency Management, in coordination with the Joint Information Center (JIC) will:

1. Work with other PIOs, as well as voluntary agencies and County officials, to publicize needed donations and volunteer information.

2. In an emergency/disaster situation that receives national news coverage, provide public information about donations to other jurisdictions through the New Mexico Office of Emergency Management.

C. MANAGING GOODS AND IN-KIND WAREHOUSING

1. Designated donations:

   a) All inquiries concerning donations for a specific organization will be referred to that organization.

   b) The organization accepting/receiving designated donations will follow its own policies and procedures for logistics.

2. Unsolicited/non-designated donations:

In-kind (non-money) spontaneous donations, such as used clothing or trucking services are unsolicited and can aid in disaster relief. The receipt of these donations is complicated because different stages of a disaster present different logistical problems. Some in-kind donations that are often received are not needed at all. Most of the donations will arrive at the height of news exposure, but victim's needs may not be known for some time afterward.

This necessitates listing offers, storing donations or letting the donor know that a particular donation is just not needed. Measures taken to ensure these donations are managed more effectively involve, but are not limited to, the following:

   a) Significant offers of items that will likely be needed will be catalogued and made known to organizations that may need them

   b) Donations of unneeded items will be rerouted to more appropriate places when possible;

   c) Available storage of needed donations may be provided for donors;

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d) Storage of unneeded items may be provided temporarily, if such storage is available, until the items can be used or re-routed to a more appropriate destination. Transportation of unneeded goods will NOT be provided for donors.

e) Offers of items for sale or rent will not be referred or accepted.

3. The requirements and procedures for transporting of donations into affected areas may be influenced by:

a) State or Federal Department of Transportation (DOT) waivers required (e.g., for heavy loads, critical items, driver hours, and licensing issues);

b) Conditions of the infrastructure and transportation systems (e.g., roads, airports, etc.);

c) Location and geography of the affected area (e.g., remote areas, etc.); and

d) Regulations governing transportation imposed by the emergency (e.g., curfew, police escort, etc.).

4. Control/check points

Control/check points are officially designated locations where trucks and other transport vehicles containing unsolicited donated goods can be inspected and directed to an appropriate volunteer agency or other location for processing, storage and distribution.

Examples of possible control/check point locations include toll booths, weigh stations, roadside parks, truck stops, state parks and recreation areas, county fairgrounds, highway rest areas, armories and other governmental facilities (located in close proximity to major transportation routes) that have large parking areas for vehicle inspections. Vehicles containing unsolicited donations will not be allowed to unload at the control/check point. All such vehicles will be referred to an appropriate volunteer agency for receipt and distribution to victims. Each control/check point should be staffed with at least two individuals. Staffing will be handled through local government agencies and voluntary organizations.

Depending on the nature, scope and magnitude of the emergency/disaster, and the anticipated volume of unsolicited donations, the control/check points may be utilized to "filter" incoming goods and services before they reach the disaster area. Unneeded or unwanted items (and volunteers) can be turned back at these points. These steps will aid in reducing congestion in the disaster area.

D. VOLUNTEER SERVICES (SPONTANEOUS AND UNAFFILIATED)

Many volunteer agencies bring their trained volunteers to the scene of large-scale emergencies/disasters. The two types of volunteers include:

- **Affiliated Volunteers**: Usually individuals associated with and trained by a host agency prior to a disaster.

- **Unaffiliated or Spontaneous Volunteers**: Individuals or groups that arrive unsolicited at the scene of a disaster. They may or may not be a resident of the affected community. They may or may not possess skills necessary to respond to the current disaster. Also, they usually are not associated with any part of the existing emergency management system.

These affiliated volunteers are deployed and supervised by their specific agencies. The purpose of this plan is to channel the flow of unaffiliated and spontaneous volunteers who want to assist with disaster relief and who don't expect to be reimbursed for their services (NOTE: No referral will be done for offers of contract services for payment) In an effort to facilitate referrals:

1. Operators of the "800 line" and the EOC Message Center will provide referral of unaffiliated volunteers to an appropriate volunteer agency by-providing appropriate phone numbers to the volunteers

2. Volunteer agencies will provide information to the "800 line" and EOC Message Center regarding specific volunteer capabilities and experience.

During response, volunteers may be utilized from the moment the incident takes place through the time that basic emergency human and community needs have been met through volunteer support in rescue operations, mass shelter, mass feeding and overall stabilization of the disaster-affected community.

During Recovery, volunteers can play a major role in collaborative efforts as individuals, communities, from all levels of government, the private sector, and others to re-establish a sense of normalcy, development and growth in a community affected by a disaster.

Currently INSERT County utilizes the efforts of the Red Cross to assist in managing volunteers during a declared disaster. The Red Cross will work with the established EOC to determine and meet all requirements in disaster response. In the event and EOC is not activated, the IC will provide direction.

E. CASH DONATIONS

Cash donations are preferred from donors and will be encourage throughout the donations management system. Cash benefits the system in the following ways:

1. It can be used for items known to be needed;

2. It can be leverage to provide more goods, through bulk purchasing by relief agencies;

3. It simplifies the logistics of managing available goods;

4. It allows disaster victims to have purchasing choices.

ICS FORMS LIST

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.

Table 2: ICS Forms List

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	**Incident Briefing**	Initial Incident Commander
*ICS 202	**Incident Objectives**	Planning Section Chief
*ICS 203	**Organization Assignment List**	Resources Unit Leader
*ICS 204	**Assignment List**	Resources Unit Leader and Operations Section Chief
*ICS 205	**Incident Radio Communications Plan**	Communications Unit Leader
**ICS 205A	**Communications List**	Communications Unit Leader
*ICS 206	**Medical Plan**	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	**Incident Organization Chart** *(wall-mount size, optional 8½" x 14")*	Resources Unit Leader
**ICS 208	**Safety Message/Plan**	Safety Officer
ICS 209	**Incident Status Summary**	Situation Unit Leader
ICS 210	**Resource Status Change**	Communications Unit Leader
ICS 211	**Incident Check-In List** *(optional 8½" x 14" and 11" x 17")*	Resources Unit/Check-In Recorder
ICS 213	**General Message** *(3-part form)*	Any Message Originator
ICS 214	**Activity Log** *(optional 2-sided form)*	All Sections and Units
ICS 215	**Operational Planning Worksheet** *(optional 8½" x 14" and 11" x 17")*	Operations Section Chief
ICS 215A	**Incident Action Plan Safety Analysis**	Safety Officer
ICS 218	**Support Vehicle/Equipment Inventory** *(optional 8½" x 14" and 11" x 17")*	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	**Resource Status Card (T-Card)** *(may be printed on cardstock)*	Resources Unit
ICS 220	**Air Operations Summary Worksheet**	Operations Section Chief or Air Branch Director
ICS 221	**Demobilization Check-Out**	Demobilization Unit Leader
ICS 225	**Incident Personnel Performance Rating**	Supervisor at the incident

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Mission: Centralize and coordinate evacuation issues for both people and pets of the jurisdiction.

CORRESPONDING ESF	
ESF 1	Transportation/Evacuation
ESF 6	Mass Care, Emergency Assistance, Housing and Human Services

PRIMARY AGENCIES – EVACUATION

Jurisdiction	Agency
Grant County	Grant County Manager/or designated PIO County Sheriff's Department Fire Chief of Affected District
Silver City	Mayor of Silver City or designated PIO Silver City Police Department Silver City Fire Chief
Bayard	Mayor of Bayard or designated PIO Bayard Police Department District Fire Chief
Santa Clara	Mayor of Santa Clara or designated PIO Santa Clara Police Department District Fire Chief
Hurley	Mayor of Hurley or designated PIO Hurley Police Department District Fire Chief

SUPPORT AGENCIES

NM Department of Transportation
NM Department of Homeland Security and Emergency Management
NM State Police
NIEGHBORING LE

Animal Evacuation

New Mexico Department of Agriculture
State of New Mexico Livestock Board
State of New Mexico Game and Fish Department
Grant County High Desert Humane Society
Back Country Horsemen of America

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New Mexico Horseman's Association

Quick Guide

Confidential information as per NMSA Inspection of Public Records, 1978 Chapter 14, Art. 2

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Evacuation Decision

Depending on the extent of the emergency, responding law enforcement, fire departments or the Grant County Office of Emergency Management (OEM) will handle most incidents that require evacuation.

However, large, severe consequence incidents, or long term events may require the involvement and support of local officials. In this event each municipality may decide bring together a support team composed of political as well as response individuals (the Situation Analysis Team) to advise and support the incident.

> As the scope or severity of an emergency increases, other authorities may take control of Incident Command. However, the local jurisdiction retains all other jurisdictional responsibilities.

The individuals in the team should be selected according to two (2) criteria; political boundaries and severity of the incident

Although most decisions to evacuate will be done quickly by the primary response agency, in the event of a large on-going event, the SAT will be responsible for making the decision to evacuate or to shelter-in-place. County and State Law Enforcement will facilitate evacuations.

The Situation Analysis Team (SAT) consists of at least five individuals from the affected jurisdiction who will determine the appropriate response. At least **two members of the SAT must be consulted before a decision is made**.

- County Emergency Manager

- County Commission Chairman

- County Sheriff and/or

- Fire Chief of the Affected Fire District

Evacuation Coordinator Duties and Checklists
The Evacuation Coordinator will be responsible for assisting in providing;

- Coordinating an evacuation

- Evacuating special needs and institutionalized populations

- Evacuating and securing shelters for pets

> Shelter in place directions is located in Annex B.

- Coordinating with NM DOT, NM SP, County/City Roads Departments to identify alternative transportation solutions.

- Monitoring and reporting the status of and damage to the transportation systems and infrastructure during an incident.

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- Meeting with Public Works Coordinator,the Evacuation Coordinator, Road Departments and the NM DOT to provide the appropriate methods to move people and resources.

General Duties

1. Identify and select evacuation routes
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 care and control agency's efforts to evacuate animals at risk during catastrophic emergency situations.
9. Identify shelters that have adaqute space allocation for children as well as individuals with disabilites and others with access and functional needs who may require additional space for assistive devices to include but not limitied to wheel chairs and walkers.
10. 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.
11. Issue evacuation instructions or an evacuation order when appropriate.

The ADA and Emergency Shelters:

Access for All in Emergencies and Disasters

To provide equal access to people with disabilities, effective advance planning requires at least two steps: (1) identify the disability-related needs of the residents and visitors likely to be housed in a shelter, and (2) make the advance arrangements necessary to meet those needs in the event an emergency or disaster strikes. The most effective way for emergency managers and shelter operators to ensure that advance planning addresses the needs of people with disabilities in their community is to involve community members with a wide variety of disabilities in the advance planning process. Grant County will make every effort to identify the types of disability-related needs that community residents and visitors are likely to have during emergencies as well as some of the community resources that may be available to help meet those needs.

Evacuation Coordinator Checklists

This checklist is only a guide for emergency response coordination.

Mobilization Phase:

1. Start a Unit Log (ICS 214) to hand-record anything not covered in this checklist.

2. Determine the priorities of the incident by requesting a briefing with the EOC Director and reviewing the current IAP.

3. Attend all EOC Director Briefings during the incident to continue to monitor evacuation needs.

4. Anticipate potential Evacuation needs or problems and discuss with the Transportation and Resources Coordinator.

> Incident Action Plan
>
> ICS forms:
>
> ✓ 201 Incident Briefing
>
> ✓ 202 Incident Objectives
>
> ✓ 204 Assignment List

5. Coordinate with NM DOT, NM SP, County/City Roads Departments to identify alternative transportation solutions.

6. Monitor and report the status of and damage to the transportation systems and infrastructure during an incident.

> NM DOT can provide up-to-date road conditions at http://dot.state.nm.us/

7. Meet with the Public Works Coordinator,the Evacuation Coordinator, Road Departments and the NM DOT to provide the appropriate methods to move people and resources.

> Obtain maps from Grant County Mapping Department.

8. Prepare any evacuations plans that are immediately needed.

9. Prepare briefing and coordinate with the PIO disseminate evacuation information to the pulbic including routes and shelter locations. Periodically report status of shelters and evacutions to the PIO.

10. Report Evacuation status and potential problems to the EOC Director.

> An ICS Form List is included at the end of this Annex

Emergency Actions Phase:

11. 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.

12. If more that one shift of Evacuation Coordinators is needed, prepare and post a shift schedule.

13. Prepare an oral increased readiness report for the first coordination meeting with the EOC Director.

14. Maintain consistent and routine communications with via available communications modes to include telephone, Cell phone, radio, or runner. Information on expected numbers evacuated, and/or received, food, medical, utilities, sanitation, and emergency medical support, etc.

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15. 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.

Recovery Phase:

16. Plan Evacuation recovery, reconstitution, mitigation and other long-term actions.

17. Plan for the gradual shut down of emergency Evacuation operations.

18. Provide information to the public on current sitations of the emergency and provide details if possible on returning home.

19. 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, initial routes and movements must be crosswind from the incident site.

4. The Incident Commander is responsible for evacuation operations inside the incident site perimeter.

5. Identify assembly points for picking up people that do not have their own transportation.

6. Estimate the traffic capacity of each designated evacuation route.

7. Select evacuation routes from risk area to designated mass care facilities.

8. Examine access to evacuation routes from each part of the risk area.

9. Identify potential evacuation routes.

Special Evacuation Routes

In case there is a need to evacuate areas of the County where there may be a problem the following evacuation routes will be instituted, leading to a Red Cross shelter at a location to be determined by the SAT.

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.

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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.

Factors Affecting Priorities after Flood and/or Dam Failure:

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 and 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.

Factors to consider after High Winds or Tornadoes:

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.

Other Disasters

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 and Resources for U.S. Military or National Guard air evacuation.

Animal Care During Disasters

The Pets Evacuation and Transportation Standards Act (PETS) require states seeking Federal Emergency Management Agency (FEMA) assistance to accommodate pets and service animals in their plans for evacuating residents facing 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 have been moved (try to keep them as close to their home pastures as possible).

Check with Animal Control to determine if any Mutual Aid Agreements or Memorandums of Understanding are in place.

Upon activation of the New Mexico Department of Homeland Security Emergency Management EOC a person is assigned to the care and sheltering of animals and is a resource for Grant County.

Animal Care/Evacuation Plan

Overview:

During an emergency/disaster event, evacuation of County residences may become necessary. When such events occur, consideration must be given to the pets and livestock residing within the County.

Responsible Departments:

Primary:

> Grant County Law Enforcement
> Grant County Animal Control/Humane Society

High Desert Humane Society may be able to shelter and assist in evacuation of some small animals.

Secondary:

> New Mexico Department of Agriculture
> State of New Mexico Livestock Board
> State of New Mexico Game and Fish Department
> Neighboring Animal Shelters
> New Mexico Horseman's Association

Purpose

> The purpose of this plan is to provide guidance in the area of animal needs during an emergency/disaster event.

Situation

Grant County Animal Control agencies may be required to assist in the needs of animals during emergency/disaster events. The assistance required may be in many areas, including:

- *Evacuation*
- *Rescue*
- *Sheltering*
- *Disposal*
- *Medical treatment*

Assumptions

Many residents will be able to care for the needs of their pets and livestock during an emergency/disaster event.

There will be some residents that will require assistance in the care of their pets and livestock during an emergency/disaster event.

> **Individual names and phone numbers are located in the Grant County OEM or Grant County Regional Dispatch Authority**

Animals, pets, livestock and wildlife depend on people for their care and welfare during emergency/disaster events.

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.

The American Red Cross will provide pet friendly sheltering faciities if possible.

Grant County Animal Control/Humane Society may be required to coordinate and assist in the care of animals within the county, in accordance with the above.

During an emergency/disaster event, Grant County Animal Control/Humane Society will become overwhelmed and will require outside assistance from other jurisdictions.

> Local Fair and Rodeo grounds will be used to house stock animals if needed.

The need for public health and safety outweighs the needs of animals during an emergency/disaster event.

Concept of Operations

Upon notification of the activation of the Emergency Operations Center (EOC), representative of the Animal Shelter and Animal Control/Humane Society will proceed there in order to coordinate the efforts concerning care and welfare of animals.

- The Animal Shelter and Animal Control/Humane Society representative will assist the EOC Public Information Officer in providing information to the public concerning their animals during emergency/disaster events.

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- Grant County Animal Control/Humane Society will coordinate evacuation, rescue and sheltering of animals during emergency/disaster events.

- Grant County Animal Control/Humane Society and County Animal Control agencies will coordinate with local veterinarians for the medical needs of animals during an emergency/disaster event.

- Grant County Animal Control/Humane Society will coordinate with the State of New Mexico Livestock Board and Grant County Extension agent for the needs of livestock and horses during an emergency/disaster event.

- Grant County Animal Control/Humane Society will coordinate with the Department of Game and Fish for the needs of wildlife during an emergency/disaster event.

- Grant County Animal Control/Humane Society will coordinate with pet facilities to ensure inspections/agreements are in place including foster familiies during a disaster.

- Grant County Animal Control/Humane Society will be responsible for the care and maintenance of all dogs and cats committed to their care.

- Dead Animals Pick Up-The Grant county Road Department and NM State Department of Transportation which may find and pick up dog and cat remains bearing identification shall notify the animal control officer; animal shelter personnel shall make every effort to notify owners of such animals found. Animal control officers shall remove and dispose of all dog and cat remains not picked up.

Specific duties of all Responsible Departments and Agencies can be found in their respective Standard Operating Procedures/Guidelines.

ICS FORMS LIST

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- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
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Table 1: Annex I ICS Forms List

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	**Incident Briefing**	Initial Incident Commander
*ICS 202	**Incident Objectives**	Planning Section Chief
*ICS 203	**Organization Assignment List**	Resources Unit Leader
*ICS 204	**Assignment List**	Resources Unit Leader and Operations Section Chief
*ICS 205	**Incident Radio Communications Plan**	Communications Unit Leader
**ICS 205A	**Communications List**	Communications Unit Leader
*ICS 206	**Medical** Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	**Incident Organization Chart** *(wall-mount size, optional 8½" x 14")*	Resources Unit Leader
**ICS 208	**Safety Message/Plan**	Safety Officer
ICS 209	**Incident Status Summary**	Situation Unit Leader
ICS 210	**Resource Status Change**	Communications Unit Leader
ICS 211	**Incident Check-In List** *(optional 8½" x 14" and 11" x 17")*	Resources Unit/Check-In Recorder
ICS 213	**General Message** *(3-part form)*	Any Message Originator
ICS 214	**Activity Log** *(optional 2-sided form)*	All Sections and Units
ICS 215	**Operational Planning Worksheet** *(optional 8½" x 14" and 11" x 17")*	Operations Section Chief
ICS 215A	**Incident Action Plan Safety Analysis**	Safety Officer
ICS 218	**Support Vehicle/Equipment Inventory** *(optional 8½" x 14" and 11" x 17")*	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	**Resource Status Card (T-Card)** *(may be printed on cardstock)*	Resources Unit
ICS 220	**Air Operations Summary Worksheet**	Operations Section Chief or Air Branch Director
ICS 221	**Demobilization Check-Out**	Demobilization Unit Leader
ICS 225	**Incident Personnel Performance Rating**	Supervisor at the incident

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Mission: Centralize and coordinate mass care, emergency assistance and housing and human services for the residents of the jurisdiction.

CORRESPONDING ESF	
ESF 6	Mass Care, Emergency Assistance, Housing and Human Services

PRIMARY AGENCIES

Jurisdiction	Agency
Grant County	NM Public Health Office
	Gila Regional Medical Center
	Baptist Convention of NM Disaster Relief
	Ira Shelton, S.W. Coordinator, 505-924-2315
	Angus Campbell, Sr. Chaplain, 575-545-9908
	Kathy Campbell, Sr. Chaplain, 575-545-9462
Silver City	
Bayard	
Santa Clara	
Hurley	

SUPPORT AGENCIES

American Red Cross   NM Public Health Department
NM Department of Transportation   NM State Police
NM DHSEM

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Reception and Mass Care Decisions

In the event of a large on-going event, the SAT or a representative of the SAT with the American Red Cross representative, will decide the location of the mass care facilities. The Situation Analysis Team (SAT) consists of at least five individuals from the affected jurisdiction who will determine the appropriate response. At least **two members of the SAT must be consulted before a decision is made.**

County Emergency Manager

- County Commission Chairman

- County Sheriff and/or

- Fire Chief of the Affected Fire District

At least two of the five SAT members must be consulted before a determination is made

The American Red Cross has compiled a list of facilities available for sheltering and other disaster needs both within Grant County and throughout the state.

The Red Cross has MOUs with local schools, churches and other facilities in Grant County for sheltering.

American Red Cross

Grant County has a relatively small population and sheltering needs for large numbers of people would not be anticipated under most likely disaster scenarios. The American Red Cross will be able to meet the sheltering and mass care needs of the population with the exception of the Pandemic illness events, which are addressed in the Pandemic Flu Plan. The Red Cross opens shelters for those displaced by a disaster and

Red Cross Shelters are ADA Compliant.

provides meals and snacks to families and to emergency workers in affected communities at both shelter locations and other identified feeding sites.

Disaster Mental Health Services workers are licensed mental health practitioners trained to recognize the emotional impact of a disaster on those affected by the disaster as well as disaster workers. They offer information and help educate people on the emotional impacts of disasters and how to cope with them.

During and after a disaster trained Red Cross interviewers meet one on one with families to determine their needs. The assistance may include providing the means for them to pay for groceries, new clothes, rent, and medicines. The Red Cross will coordinate with the Grant County EOC to distribute emergency relief items such as hygiene kits, clean up items and infant care supplies. The Red Cross also lets people know about other

community or government resources available to them and helps those needing long-term recovery assistance when other resources are inadequate.

The American Red Cross will be responsible for coordination of the mass care facilities, including staffing, supplies and tracking victims.

- Medical care will be provided by:

  - Local Hospitals/Clinics

  - NM DOH

- The Mass Care Facility Shelter will ensure there is adequate space for children, individuals with disabilities and access and functional needs and their assistive devices (e.g. wheelchairs, walkers, etc)

- The shelter support staff will provide information to the shelter care manager (who will relay this information to the Reception and Mass Care Coordinator) concerning the needs of the evacuees, including appropriate supplies such as diapers, formula, medicines, medical equipment etc. that may be needed in the shelter.

- The shelter manager (Red Cross) will conduct intake according to Red Cross procedures, including evacuees exposed to hazards of the disaster such as infectious wastes, polluted water, chemical hazards, and make arrangements for alternate sheltering or decontamination with the input of the Reception and Mass Care Coordinator.

- The Reception and Mass Coordinator will coordinate with the EOC Director to ensure evacuees from domestic violence shelters are provided with safe accommodations, including the possibility of sheltering in neighboring communities.

- The Reception and Mass Coordinator and the Mass Care Facility Manager will coordinate to provide provisions for emergency childcare at the shelter and the accounting for unaccompanied minors at the shelter.

- The Mass Care Facility Manager/Red Cross will coordinate with outside agencies to provide information to the evacuees and identify needs within the shelter.

> The Grant County
>
> Comprehensive Community
>
> Health Improvement Profile (2009) located in the NM Public Health Office identifies vulnerable populations and medical/supplies and resources for Grant County.

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Reception and Mass Care Coordinator Duties and Checklists

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 to ensure mass care facilities are opened and staffed, as needed.
4. Maintain a list of available Mass Care facilities.
5. Coordinate with Transportation & Resources 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. Coordinate with Mass care Facilities Manager to provide information to the evacuees and to identify needs within the shelter.
8. Ensure each Mass Care facility has a highly visible identity marker and sign that identifies its location.
9. Provide appropriate Mass Care information (number of occupants, meals served, etc.) to the information processing section in the EOC.
10. 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.).
11. Collect information from Mass Care Facility Managers to provide for the needs of the shelter evacuees, including special needs of children, the disabled, and the non-English speaking population.

> Ask the Mass Care Facility Managers to share both the actual and perceived "unmet needs" of the evacuees.

12. Ensure individual and family support services are provided at the Mass Care facility including space for service animals that belong to people with disabilities.
13. Provide each Mass Care Facility Manager a listing of animal shelters opened to house and care for companion and agricultural animals during catastrophic emergencies.

> 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. See Annex I for more information on Animal/Pet evacuation/sheltering.

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Reception and Mass Care Coordinator Checklist

This checklist is only a guide for emergency response coordination.

Mobilization Phase:

1. Start a Unit Log (ICS 214) to hand-record anything not covered in this checklist.

2. Determine the Sheltering/Mass Care priorities of the incident by requesting a briefing with the EOC Director and reviewing the current IAP.

3. Attend all EOC Director Briefings during the incident to continue to monitor needs.

4. Anticipate potential needs or problems and begin alerting appropriate Reception & Mass Care resources (Red Cross Representatives).

5. Contact shelter manager and identify a schedule of times to communicate both disaster updates and convey needs from the shelter population.

6. If necessary to send evacuees to another jurisdiction, make sure Mutual Aid Agreements are in effect.

> Incident Action Plan
>
> ICS forms:
>
> ✓ 201 Incident Briefing
>
> ✓ 202 Incident Objectives
>
> ✓ 204 Assignment List
>
> ✓ 205 Communications Plan
>
> ✓ 207 Staffing Plan

Emergency Actions Phase:

7. 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.

8. Consider the impact of the disaster on special needs populations and animals. See Table 1 for a listing of those facilities identified for use to support these populations. More information on Animal Care During a Disaster is located in Annex I.

9. If more than one shift of Reception & Mass Care Coordinators is needed, prepare and post a shift schedule.

10. Prepare an oral increased readiness report for the first coordination meeting with the EOC Director.

11. 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.

> ### An ICS Form List is included at the end of this Annex

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Recovery Phase:

12. Plan Reception & Mass Care recovery, reconstitution, mitigation and other long-term actions.

13. Plan for the gradual shut down of emergency Reception & Mass Care operations.

14. Prepare Reception & Mass Care After Action Report.

Selecting Mass Care Facilities:

Select Mass Care Facilities for activation in accordance with the following criteria (see page 6 for further instructions) 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.

Identified Facilities for Mass Casualties (This list is included in the most recent Vulnerabilities Assessment List located in the Emergency Manager's Office.)

1. Schools within the County

2. Senior Centers

3. Churches

4. Community Centers

Selecting Mass Care Facilities during different types of emergencies

Hazardous Materials

Planning Considerations

1. Ensure that any mass care facilities to be opened are

    a. Upwind and/or

    b. Out of range of the hazardous materials release

Floods & Dam Failure

Priorities

1. Review the initial **Damage Assessment** prepared by the Direction & Control Coordinator.

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2. Estimate the **number of evacuees** needing mass care.

3. Identify **undamaged mass care facilities** that are also out of the way of secondary effect threats, located on high ground (beyond the worst case inundation estimates e.g., flooding from a damaged dam).

4. **Meet with the** Public Works and Fire & Rescue Coordinators for engineer/building inspector resources

5. Prioritize mass care **facility openings**

6. Alert and notify mass care **facility managers**.

7. Address special provisions for moving the residents of **custodial facilities** (hospitals, jails, mental health facilities, nursing homes, retirement homes, etc.) following an earthquake.

Planning Factor to Consider:

Availability of shelter space for a prolonged period (up to **90 days**).

High Winds & Tornados

Priorities for High Winds & Tornadoes:

1. Review initial **Damage Assessment** prepared by the Direction & Control Coordinator to
   a. Estimate the number of evacuees needing mass care
   b. Identify appropriate mass care facilities to open
   c. Prioritize mass care facility openings
2. Alert and notify mass care facility managers.

Factors to Consider for High Winds & Tornadoes:

1. Damaged houses may not be habitable; work with the Emergency Public Information Coordinator to:
   a. Dissuade residents from entering unsafe buildings.
   b. Persuade residents, instead, to seek temporary shelter.

Long-term, Post-Disaster Services:

Should a disaster/emergency last a 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.

Special Needs Populations

Table 1: Mass Care Services for Special Needs Populations Template

Type Special Needs Populations	Facility Location	Name of Facility	Special Provisions Made
Children in School	listed in the risk analysis		
Children in Day Care Centers	listed in the risk analysis		
Hearing-impaired, Sight-impaired			
Incarcerated Residents (In Jails, Juvenile Facilities, Drug Treatment Centers, Etc.)			
Institutionalized Individuals (In Hospitals, Mental Health Facilities, Nursing Homes (Short Term)			
Mentally Impaired			
Mobility-impaired			
Non-English Speaking People-including Spanish and Navajo Speakers	population throughout county		
Nursing Home Residents (Long Term)			
People Without Transportation			
Transient Population (Street People, Motel and Hotel Guests, Seasonal Workers)			

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Animal Housing Facilities

Refer to Annex I for more information on Animal/Pet Evacuation/Sheltering

The Pets Evacuation and Transportation Standards Act (PETS) require states seeking Federal Emergency Management Agency (FEMA) assistance to accommodate pets and service animals in their plans for evacuating residents facing 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 have been moved (try to keep them as close to their home pastures as possible).

Check with Animal Control to determine if any Mutual Aid Agreements or Memorandums of Understanding are in place. **Upon activation of the New Mexico Department of Homeland Security Emergency Management EOC a person is assigned to the care and sheltering of animals and is a resource for Grant County**

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ICs FORMS LIST

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.

- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.

- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.

Table 2: Annex J ICS Forms List

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	Incident Briefing	Initial Incident Commander
*ICS 202	Incident Objectives	Planning Section Chief
*ICS 203	Organization Assignment List	Resources Unit Leader
*ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
**ICS 205A	Communications List	Communications Unit Leader
*ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart (wall-mount size, optional 8½" x 14")	Resources Unit Leader
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ICS 209	Incident Status Summary	Situation Unit Leader
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ICS 214	Activity Log (optional 2-sided form)	All Sections and Units
ICS 215	Operational Planning Worksheet (optional 8½" x 14" and 11" x 17")	Operations Section Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer
ICS 218	Support Vehicle/Equipment Inventory (optional 8½" x 14" and 11" x 17")	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	Resource Status Card (T-Card) (may be printed on cardstock)	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident

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Confidential information as per NMSA Inspection of Public Records, 1978 Chapter 14, Art. 2

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Appendix A - Other Local Resources

Other Resources

The listed entities have resources available through Memorandums of Understanding for Mutual Aid.

Possible Incidents when the other resources may be able to support Grant County Response efforts:

- EMS

- Fire Support

- Police/Law Enforcement Support

- Evacuation

- Pandemic Influenza

- Search and Rescue

- Road Blocks During Adverse Weather Conditions

Assumptions:

The neighboring counties of Luna, Hidalgo, Catron , Sierra , Dona Ana and Socorro will support local emergency response personnel if needed, and if available.

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.

Logistics:

If supplies, materials, and equipment are required, records will be maintained in accordance to local, state and federal reporting requirements. All procurement processes will also follow appropriate local procurement policies and regulations, and state and federal policies and regulations as necessary.

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Appendix B – Hazardous Materials Response

PRIMARY AGENCY: Hazardous Materials Team Dona Ana County

       New Mexico State Police

> **Individual names and phone numbers are located in the Grant County OEM office and the Grant County Regional Dispatch Center .**

SUPPORT AGENCIES: Grant County Law Enforcement

       County/City, EMS

       Emergency Operations Center

       Environmental Protection Agency (EPA)

       Environment Department

       Other Federal/State Departments as necessary

       Contract Technical/Clean up Support as necessary

Overall Hazardous Materials Response Plan 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.

Save Lives

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.

Protect Property

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

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Restore the Community

11.   Restore essential utilities.

12.   Restore community infrastructure (such as roads)

13.   Help restore economic basis of the community.

14.   Mitigate against future disasters.

How the County will respond to emergencies.

This Appendix provides guidance for Local Response to a potential or actual hazardous materials incident or exercise. It outlines an organized response of local/Grant governments (multi-jurisdictional hazardous material response system) and integrates that response with state government through the New Mexico State Police using the following:

a.   NIMS is a National Incident Management System that includes using the Incident Command System as a structured organizational structure used to command, control and coordinate resources and personnel who respond to the scene of an emergency. (See Attachment 3 for brief description of NIMS).

b.   The State Governor, by Executive Order, has mandated the use of ICS in New Mexico. For all types of Hazardous Materials Response, State Statutes mandate that a New Mexico State Police Emergency Response Officer (ERO) must respond and take charge of the situation as Incident Commander. The federal government-mandated National Incident Command System for unified emergency response.

c.   This information augments the information contained in the All-Hazard Emergency Operations Plan (EOP). This Appendix applies to hazardous materials incidents or accidents. It builds upon the process and structure of Standard Operating Guidelines of the departments by addressing unique policies, situations, operating concepts, responsibilities and funding guidelines required for cleanup and/or recovery.

Scope of Operations

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

a.   Training in ICS (NIMS) for Responders.

b.   Training in support coordination at the EOC.

c.   Training in Emergency Management Courses.

d.   Training in Hazardous Materials Awareness and WMD Awareness.

e. Training the Multi-Jurisdictional Hazardous Material Response Team.

f. Evaluating response capability through Exercises and response to actual events.

g. Providing for an after action Corrective Action Component.

h. Updating plans, policies, procedures and other actions as needed.

i. Maintaining the active **Local Emergency Planning Committee** (LEPC) that will take the lead in identifying hazardous materials and threats to the community and providing the forum in which all government representatives, emergency managers, emergency response departments, business, industry and other members of the community may develop, refine, integrate and maintain emergency plans, develop appropriate environmental hazard response, train, exercise and make recommendations as needed to elected bodies in the best interests of the community.

   1) The LEPC identifies facilities subject to the requirements of SARA Title III, Section 302, that are within the emergency-planning district. This information is provided to the New Mexico Department of Homeland Security and Emergency Management (NM DHSEM).

   2) The facilities with reportable amounts of hazardous material must report annually and provide a copy of their Tier II or Material Safety Data Sheets (MSDS) annual reports to the LEPC, the closest Fire Department and to the State Emergency Response Commission. The Facility Emergency Operations Plan will include a list of equipment and responsible staff. This information is available through the NM DHSEM.

   3) The LEPC identifies routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in SARA Title III, Section 302(a). *Transportation route maps and Pipeline maps are found in the Resource Handbook.*

4) Facilities subject to additional risk due to their proximity to storage, transportation, or use of hazardous materials subject to the requirements of SARA Title III, Section 302, such as hospitals and nursing homes, are identified and on a computer data base called CAMEO, which is available to emergency response agencies in their command trailers and in the Emergency Operations Center. The Incident Commander will use this information to access risk to the vulnerable populations and facilities. This information is available through the NM DHSEM.

5) Facilities contributing additional risk due to their proximity to facilities subject to the requirements of SARA Title III, Section 302, such as natural gas pipelines are also identified. This information is available through the NM DHSEM.

6) Facility owners and operators must maintain and provide a facility Emergency Operations plan and site map showing the location of hazardous materials. They must identify facility emergency coordinators who shall make determinations necessary to implement their plan. They will identify any HazMat or emergency response equipment available at their facilities and will provide the name and contact information of the responsible person. They must develop their own policies, procedures, training and other mandated actions to stay in compliance with SARA Title III, which also requires membership in the Local Emergency Planning Committee. This partnership of facility emergency coordinators and community emergency responders help to integrate facility plans with response plans of the communities. This information is available through the NM DHSEM.

Tier II Administration

New Mexico Department of Homeland Security and Emergency Management

Address:

State Emergency Response Commission

Hazardous Materials Program

P.O. Box 27111 (Mail)

13 Bataan Blvd. (FEDEX/UPS)

Santa Fe, NM 87502

Phone: 505-476-0617

Fax: 505-476-9695

Email: henry.jolly@state.nm.us

Website: http://www.nmdhsem.org

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7) The facility owner in most cases determines a hazardous substance release. The facility owner must notify the Hazardous Materials Team closest to their facility, New Mexico State Police, State Environmental Department, Environmental Protection Agency, appropriate Emergency Management Department/Chief Elected Official, State Emergency Response Commission and all other notifications as required by mandates of SARA Title III for Release of a Substance.

> Detection and assessment of contaimination is the responsibility of the owner of the contaminated property, All samping, analysis and monitoring will be completed under the regulatory requirements of the New Mexico Environment Department.

8) The State's Hazardous Material Emergency Response Plan (HMER) shall be used as the primary Hazardous Material Response Guide.

9) In some situations, someone other than a facility owner or emergency manager may report a hazardous materials release "or" unknown substance. The call taker should take all the information and immediately notify the New Mexico State Police and the City of Grant Hazardous Materials team to investigate the situation. The New Mexico State Police Emergency Response Officer will determine if a release has occurred. Every emergency response must be considered a hazardous materials release response until proven otherwise. If someone other than a facility owner or emergency manager reports a hazardous materials release or unknown substance. 9-1-1 Emergency dispatch should still be notified and other notifications followed per Table K-2 on the following pages.

10. Typical Sequence of Emergency Activities:

A responder (may be a citizen or emergency responder) calls 9-1-1 to report the problem. The Dispatcher notifies New Mexico State Police and Hazardous Materials Response Team. The first emergency response agency personnel on the scene estimate the level, notify County Dispatch of scene assessment, and establish Incident Command. Dispatch makes notifications. Prior to mobilization, the Incident Commander(s), who normally include New Mexico State Police, Fire and Rescue Chief, Law Enforcement and other necessary person (such as Emergency Medical Response), will meet to determine what the County's (or other jurisdiction) response will be to the current threat. Incident Command mobilizes resources as necessary. The jurisdiction's officials or emergency manager will be notified, which will set into motion the coordination of additional resources or emergency actions as deemed necessary to save lives and protect property. Typical sequence of emergency activities includes three major phases of emergency

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management: Mobilization, Response, and Recovery. The chart below describes typical scene response activities and EOC coordination activities during each phase.

Table 2: Typical Sequence of Emergency Activities

Phase	Scene Response	Emergency Operations Center Response
Mobilization	- Initial responders and reinforcements arrive at the scene. - Incident Commander (IC) assumes command. - After size up, State Police Headquarters and EOC Duty Officer is notified. - Emergency Manager or County Official (EOC Director) is notified, if deemed necessary.	- The Emergency Manager notifies the County Manager - Population protection and requests from Incident Commander are considered. - SAT Team decides if EOC activation is required. EOC Director may activate the EOC, establish communications, issue warnings, & activate Red Cross and other EOC Staff. Coordinators arrive at the EOC and take action. - Initial damage assessment begins, including identifying vulnerable populations such as hospitals, schools, nursing homes and areas where large numbers of people can be found.
Response	- ICS at the scene is established & required Hazardous Material notifications completed. - Risk to emergency responders & population is factored into operations plan. - Responders stabilize incident. - Force labor & equipment records are developed.	- Coordinators fulfill resource requests from the EOC/ICP. - Coordinators anticipate problems, plan and direct plan implementation. - Shelter in Place or Evacuation Order is considered or initiated if needed. Proposed Mass Care Facilities are upwind or out of range of the threat. - Recovery plan is 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.

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I. Emergency Action Levels

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. The chart below represents typical emergency action for each Level:

Table -3: Emergency Action Levels

	Level 3 Normal Operations/Situational Awareness	Level 2 Limited Activation Increased Monitoring 24 Hours Ops	Level 1 Full Activation
Scope of Emergency	**Specific Location**	**Either Local area affected or** **Wide area disaster**	**Wide area disaster**
Resources Needed	Local	Regional/Local/or State	Federal
Possible emergency event	▪ Serious fire or accident ▪ Multi-agency response needed	▪ Loss of telephone communications ▪ Multi-agency response ▪ Hazardous chemical release ▪ Wind damage ▪ Flash floods ▪ Prolonged utilities loss	▪ Earthquake ▪ Dam failure ▪ Nuclear attack
Hazardous Materials*	Spills, leaks or fires of small amounts of fuel, oil, or other material 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 more	Two or more
Evacuation	No	Possible	Yes (wide area)
Multiple Sites	No	Possible	Yes

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	Level 3 Normal Operations/Situational Awareness	Level 2 Limited Activation Increased Monitoring 24 Hours Ops	Level 1 Full Activation
Mass Care	No	Possible	Yes
Local EOC Activated	No	Yes	Yes
Local Warnings	No	Yes	Yes
Mass Warnings	No	Possible	Yes
State EOC Activated	No	Possible	Yes
Federal EOC Activated	**No**	**No**	**Yes**

The chart below provides a shorthand method for estimating the overall level of emergency action and response requirements for each level.

Table 4: Determining Appropriate Response Actions

Action	Level 3	Level 2	Level 1
Response	Local Responders & Agencies	State Emergency Response Officer (ERO)	
Definition	Spill, leak or fire that can be contained, controlled, extinguished using equipment available to operations level- first responders	An incident that requires the use of any kind of specialized protective equipment, special tools or knowledge beyond the normal scope of a first responder	
Responder Level of Training	Incident can be properly handled by response personnel trained to first responder operations level	Incident requires skills/knowledge that is normally found at the HazMat first response team (Technical Level) and/or requires	

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Action	Level 3	Level 2	Level 1
		specialized knowledge of a particular substance container	
Product	Small quantities of petroleum products (fuel oil), or materials that can be approached by personnel wearing SCBA and/or SFPC	Structural Firefighter's Protective Clothing (SFPC) with a Self-Contained Breathing Apparatus (SCBA) DOES NOT provide adequate protection (refer to ERG & other HazMat response guidebooks) i.e. Chlorine (gas), anhydrous ammonia, sulfuric acid.	
Line Safety	Minimal hazard	Evacuation of limited area required	Evacuation of large are required
Environmental Impact	None to minimal	Moderate	Severe
Container Integrity (product in container)	Minimal to no damage	Damaged but serviceable for handling or transfer of product	Catastrophic rupture possible
Leak Severity	None to small leak contained with available resources	Requires special resources and/or reportable quantity exists under SARA Title II	May not be controlled even with special resources
Spill Size	Small: contents of a single drum, small cylinder, package or bag	Small to medium: contents of multiple drums, multiple packages or bags	Medium to large: contents of tank truck/car, storage tank, multiple medium sized containers

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Action	Level 3	Level 2	Level 1
Decontamination Requirements	None to basic decontamination using resources available to the first responder	Basic to full decontamination requiring multiple stages	

Resources

In an emergency, the type of resources needed should be determined. Records of available resources are located in the Resource Handbook. All resources responding to the scene should be directed to the appropriate staging area. Incident Command and the Emergency Operations Staff in each functional area should coordinate and track resources and force labor, equipment and other expenses for possible disaster reimbursement(s).

Depending on the size and type of incident, the Incident Commander and EOC Director (if EOC is activated) usually orders resources. Common resources required for hazardous material response include:

> Clean up after a spill or incident is the responsibility of the owner of the property. All environmental cleanups will be monitored by the NM Environment Department including, cleanup, waste disposition, implementation of environmental cleanup and storage treatment, disposal of oil and hazardous materials.

1. Hazardous Material Team – State Police
2. Fire (Local, County)
3. Public Works (coordinates Trucks/Sand/Absorbents- Local, State, Contract)
4. Fuel (responsible jurisdiction)
5. Food (American Red Cross)
6. Housing/Sheltering (American Red Cross coordinates all shelter in locations and operations, GCDRT)
7. Utilities (Local water departments, Amateur Radio)
8. Law Enforcement (responsible jurisdiction's law enforcement coordinates evacuation, scene security; local/Grant resources along with NMSP who coordinates Hazardous Material response and State resources, such as the Highway Department)
9. Health & Medical (coordinates hospital, EMS, public health resources)

Attachments

Attachments to this Annex include a typical notification/information form, a sample Disaster Declaration, a description of NIMS and a typical Hazardous Materials EOC Activation Chart.

ATTACHMENT 1

HAZARDOUS MATERIALS NOTIFICATION INFORMATION CHECKLIST

ENSURE THAT THE FOLLOWING INFORMATION IS GIVEN TO COUNTY DISPATCH FOR RESPONSE AGENCIES, IF NOT ALREADY DONE. USE THIS FORM TO COLLECT IMPORTANT INFORMATION AND INSURE TIMELY RESPONSE AND NOTIFICATION OF THE PUBLIC.

1. Hazardous Materials*Spills, leaks or fires of small amounts of fuel, oil, or other material that can be managed locally.

2. 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.

Table 5: Hazardous Materials Notification Information Checklist

Notification	**Time Central Dispatch Notified:**
Caller	**Caller name:**
	Caller location:
	Caller phone number:
Hazardous Material Information	**Incident location:** *(address or nearest milepost or exit)*
	Time incident occurred:
	Container type: *(truck, train car, drum, storage tank, pipeline, etc.)*
	Substance:
	UN Identification Number:
	Other identification: *(704 marking, labels,* etc.)
	Amount of material spilled/released:
	Current condition of material: *(flowing, on fire, vapors present, etc.)*
Scene Description	**Weather conditions:** *(i.e., sunny, overcast, wet, dry,* etc.)
	Wind direction:
	Wind speed:
	Terrain: *(i.e., valley, stream bed, depression, asphalt, etc.)*
	Environmental concerns: *(stream,* sewers, etc.)
Affected Population	**Number of people affected:**
	Condition of people affected: *(actual or anticipated)*
Resources	**Resources required:** *(EMS, Haz-Mat Team, Fire Department, etc.)*
Response	**Response actions anticipated and/or in progress:** *(i.e., rescue, fire suppression, containment,* etc.)
Comments	

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Appendix C - Agricultural Prevention, Preparedness, Response and Recovery Plan

Grant COUNTY

Note: A copy of the Agricultural Plan is located in the Grant County Office of Emergency Management's Office.

PRIMARY AGENCIES

New Mexico Livestock Board

New Mexico Department of Agriculture

The New Mexico Livestock Board and the New Mexico Department of Agriculture are the primary state agency with statutory authority pertaining to animal and plant issues. The NMLB is responsible for, but not limited to, coordinating disease control procedures, disposition of abandoned, disabled, or dead animals, and agro-terrorism. The NMDA is responsible for, but not limited to, coordinating disease control procedure and disposition of diseased crops and agro-terrorism.

Agricultural Prevention, Preparedness, Response, and Recovery Plan (APPRR) for Grant County

A. Agencies, organizations, and individuals identified in this plan are familiar with it, and will execute their assigned responsibilities, including the timely reporting of agricultural emergencies.

B. If an agricultural emergency is discovered in Grant County, the entire agricultural complex of the county, region, and possibly the entire U.S. may be at risk.

C. There is the potential for the state to incur a disease and/or threat of disease as a result of an act of terrorism.

D. Numerous local, state, federal and volunteer organizations will play a role in preventing, preparing, responding, and recovering from ANY agricultural emergency.

E. Certain agricultural emergencies and large scale disasters quickly require federal involvement.

F. NM DHSEM coordinates assistance to local jurisdictions by state and federal agencies in case of a disaster.

G. The New Mexico Livestock Board (NMLB) and the New Mexico Department of Agriculture

H. (NMDA) will use the National Incident Management System (NIMS) to manage the response to an agricultural emergency, including but not limited to highly contagious animal or plant diseases threatening agricultural production in New Mexico.

I. The Area Veterinarian in Charge (AVIC) for the United States Department of Agriculture, Animal and Plant Health Inspection Service, Veterinary Services (USDA, APHIS, VS) will assist the State Veterinarian as appropriate in any animal health emergency.

J. An agricultural disease emergency involving animals and/or plants in New Mexico, the United

K. States or surrounding countries may significantly restrict the intrastate, interstate, and international movement of animals (especially livestock), as well as harvested animal and plant products.

L. The function of and access to public utilities, water, roads, and veterinary medical supplies may be severely restricted or inaccessible after a disaster or in the event of quarantine due to an agricultural emergency.

M. The incursion of highly contagious animal diseases and catastrophic events will necessitate mass culling of livestock (animals and/or birds), crops, carcass and crop removal and disposal.

N. Response efforts could also encompass culling of non-domesticated populations such as wildlife.

O. Animal carcasses, un-harvested crops, unused animal feed, manure and other organic matter may create sanitation, pest, and vector control issues.

P. Widespread bio-security control measures may be implemented. Suspected infected locations and transport vehicles may need to be cleaned and disinfected.

Q. Quarantine of areas may be required where there are confirmed or suspect cases.

R. Special operational procedures within these zones may be required. Law enforcement may be required for quarantine enforcement.

S. Agricultural emergencies may lead to long term economic impacts requiring long term federal and state assistance programs for recovery.

T. Producers directly involved in the agricultural emergency (i.e. losing animals or crops, euthanasia and disposal of animals, etc.) may require psychological counseling and support.

The agriculture industry in Grant County is a major contributor to the economy of the state and to the nation. The negative impact of an outbreak of disease, or impact of a natural or man-made disaster could result in economic losses of enormous scale.

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Effective disease control and an efficient, well-organized response to a disaster requires full utilization of available resources and cooperation of all local, state, and federal agencies in order to minimize the impact on the agriculture industry.

The New Mexico Livestock Board and the New Mexico Department of Agriculture are the primary state agency with statutory authority pertaining to animal and plant issues. The NMLB is responsible for, but not limited to, coordinating disease control procedures, disposition of abandoned, disabled, or dead animals, and agro-terrorism. The NMDA is responsible for, but not limited to, coordinating disease control procedure and disposition of diseased crops and agro-terrorism.

This plan recognizes certain catastrophic events related to agriculture as events requiring activation of the state emergency operations plan. This plan supports the control efforts of public health agencies in controlling zoonotic and botanical diseases and law enforcement in acts of terrorism where either animals or plants are the vehicle for dissemination of a chemical or biologic agent.

The purpose of the Grant County APPRR Plan is consistent with the National Response Plan (NRP), National Incident Management System (NIMS) with the overall intention of protecting the agricultural resources by providing a guide for a rapid and coordinated response to an agricultural emergency. This plan coordinates the application of local, state, federal, and volunteer resources in mitigation, preparedness, response, and recovery efforts to assist production agriculture in an agricultural emergency to provide for a seamless integration of county, state, and federal response.

This plan identifies the roles and responsibilities of the APPRR participants to protect the public health and the agricultural industry of Grant County New Mexico.

The New Mexico APPRR will be activated only when Grant County's APPRR and capabilities are exceeded.

An agriculture emergency could be declared because of a natural occurrences (snow, rain, wind, drought, or infestation of an insect or plant), or when a highly contagious, infectious, or economically devastating disease or agent is confirmed in Grant County, New Mexico, other states (especially an adjacent state), or a country adjacent to the United States (i.e. Canada and Mexico). The introduction of agricultural diseases could be accidental or intentional (bio-terrorism/agroterrorism).

Any factor causing a substantial impact on the safety, sustainability, and stability of the county agriculture industry, and food supply from animal or plant sources may be categorized as an agricultural emergency.

The Grant County APPRR utilizes emergency response levels (ERLs) to designate which activities will take place in the event of imminent or actual threats affecting Grant County. The State Veterinarian, the

NMLB, NMDA, and the Cooperative Extension Service will, on a continuing basis, assimilate information relative to the presence of diseases in other countries, the United States, and New Mexico.

A daily level of preparedness, which includes routine monitoring and surveillance, will be maintained.

Defining ERL 1 for Grant County:

First-responders for Grant County will be: Local NMLB inspectors, Agricultural Extension Agent, and local veterinarians. Incident Command will be the responsibility of the first "first responder" on scene and will remain their responsibility until the emergency is declared an ERL2, or when someone arrives with more expertise or authority

Local Response to an ERL 1:

1. In consultation with first responders group (*local NMLB inspectors, Grant County Extension agent, and local veterinarians*) assign the emergency response level to the incident.
2. Determine the scope and level of initial response, initiate a task force, and prioritize response activities.
3. Determine the location and size of possible affective areas.
4. In consultation with other agency personnel, strategically assign duties and areas of responsibility.
5. Notify appropriate industry groups of the presence of the threat and request their support to contain and remedy the problem.
6. The County Emergency Manager will "at their discretion" Activate the EOC and make the necessary notifications to NM DHSEM and State Officials.

PRODUCERS INVOLVED TO BE IDENTIFIED AND NOTIFIED BY Local Livestock Inspector and Extension Agent.

In the event of an ERL 2:

The Local Livestock Inspectors and the Grant County Extension agent will alert the office of the New Mexico State Veterinarian and/or The New Mexico Department of Agriculture at which time they will become the Incident Command and the New Mexico State Emergency Plan will take precedence. The Emergency Manager will be responsible to notify the NM DHSEM and State Agencies and it will then be their responsibility to secure a disaster declaration from New Mexico Governor Office and FEMA.

In the event of an ERL 3:

The Federal Emergency authorities may become involved according to the new plan, and at this time the National Emergency Plan will take effect. The New Mexico Livestock Board (the office location of the

State Veterinarian) and the New Mexico Department of Agriculture are the lead agencies in any domestic animal health or plant related emergency. NMLB and NMDA will respond by using the National Incident Management System (NIMS) protocol. The specific components will be under the unified command of the State Veterinarian's office and the USDA Area Veterinarian in Charge (AVIC) for animal health emergencies or the NMDA and the USDA/PPQ for plant emergencies. Their overall responsibility will encompass command and management of the disease event, overseeing the management and dissemination of resources, establishing a communication and information management system and securing supporting technologies. The State Veterinarian, AVIC, and State Plant Pathologist (NMDA) may use any or all of the following action steps to control and/or eradicate the disease encountered in the event.

1. Assign the emergency response level to the incident.
2. Determine the scope and level of initial response and initiate a task force.
3. Determine the location and size of possible affective areas.
4. Establish quarantine area(s) and issue quarantine orders as needed.
5. In consultation with other agency personnel, strategically assign duties and areas of responsibility.
6. Determine appropriate movement restrictions for animals, people, equipment, feeds, commodities, and conveyances.
7. Prepare information for dissemination to the public, producers, processors and other concerned groups through Joint Information Center.
8. Notify NM DHSEM and allied parties when a livestock disease sample being sent to the Foreign Animal Disease Diagnostic Lab (FADDL, Plum Island, NY) for analysis is highly likely to be a highly contagious or infectious disease or agent.
9. Coordinate with NM DHSEM, USDA, NMDOT, NMSP, local jurisdictions, and other agencies as needed in locating staging area(s) outside of the quarantined area.
10. Conduct livestock disease assessments at the site of the event to determine needs including nutritional needs and priorities and obtain supplies.
11. Coordinate state-level livestock disease emergency response and recovery.
12. Prioritize activities and areas of greatest urgency for state response and recovery personnel in the field.
13. Coordinate with the USDA, APHIS, VS, and Emergency Programs Staff and provide liaison between other federal, state and local organizations when required.
14. Direct disease investigations, epidemiological investigations and trace outs to determine source of disease and scope of disease outbreak.

15. Identify contaminated feed, livestock, and agricultural products that must be destroyed and disposed of or decontaminated.

16. Identify and approve, with notification to NMED, animal carcass disposal sites, sites for burning animal carcasses, contaminated feed, or other items that are contaminated.

17. Identify and approve, with coordination with NMED, temporary waste disposal sites for effluent from cleaning and disinfecting stations.

18. Coordinate with appropriate organizations for the deployment of inspectors and veterinarians for agricultural response and recovery.

19. Establish and/or coordinate appropriate regulatory controls.

20. Provide advisories and related public information.

21. Coordinate with NMSP, county and local law enforcement for site security and related issues.

22. Maintain ongoing animal agriculture surveillance of affected communities in order to rapidly identify and address disease related problems.

LOCAL GOVERNMENT

Local emergency management officials will be actively involved in the response and will be utilized. Each county has a comprehensive emergency management plan, which provides the framework for the jurisdiction's response to emergencies and disasters. Counties will utilize their resources and provide an additional line of communication with local farmers, industry groups and community.

STATE AGENCIES

The New Mexico Department of Homeland Security and Emergency Management (NM DHSEM) may activate the state emergency management plan and emergency control center to:

1. Support LOCAL,NMDA and AHID by providing statewide coordination for logistical support, security, bio-security, support personnel, procurement of supplies, equipment, vehicles, food, lodging, and administrative support during livestock disease response and recovery emergencies. Coordinate with NMDA, AHID for the provision of bio-security training to support agencies and provide bio security training to agency personnel designated for operations in the affected area.

New Mexico State Police (NMSP) may: Provide law enforcement support to conduct traffic checkpoints and roadblocks, and, secure quarantined areas and related sites during livestock emergencies. Coordinate with local law enforcement throughout response and recovery, and provide law enforcement support for issuing search warrants and other support as needed.

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New Mexico Department of Health (NM DOH) may: Coordinate with NMDA, AHID if a zoonotic condition exists, support public information efforts and provide veterinary and epizootiologic support to an emergency. The Department of Health Services, Office of Mental Health and Addiction Services may provide or coordinate mental health staff to assist in crisis counseling efforts.

New Mexico Environment Department (NMED) may: assist and coordinate with NMDA on subjects such as carcass disposal, cleaning and disinfection and other issues that may influence soil, water, and air quality, Liaison with Environmental Protection Agency to address issues that may arise, provide lab emergency response support.

New Mexico Department of Fish and Wildlife (NMDF&W) may: provide disease surveillance in free-ranging wildlife and wildlife in zoos, parks, and other natural areas, survey for and/or dispose of contaminated items and wild animals, conduct wild animal inventories in the area of a disease event to identify susceptible species. In collaboration with the State Veterinarian's office, collect animals, specimens, and samples for disease testing to determine presence of disease or impact of disease on wildlife. In consultation and cooperation with the State Veterinarian's office, conduct disease control and elimination activities in wildlife's, support public information efforts throughout the emergency, Provide bio-security training to personnel designated for operations in the affected area based upon training provided by NMDA, AHID and USDA, support animal movement restrictions in New Mexico throughout the emergency. Assist NMDA, AHID with law enforcement support as requested. Assist with euthanasia procedures for infected livestock or wild animals. Assist with the disposal of infected livestock or wild animals.

New Mexico Department of Transportation (NMDOT) may:

Assist in the movement of state resources during emergencies.

Provide traffic control and routing assistance, barricades, and road monitoring.

Provide equipment and operators to assist with animal disposal.

New Mexico National Guard may be called upon for support

1) Assist with cleaning, disinfection of equipment, facilities and the decontamination of personnel working at the site based upon NMDA, AHID and USDA guidance.

2) Assist with transportation and logistical issues.

3) Assist with recovery operations.

New Mexico State University (NMSU)

1) The College of Agriculture and Home Economics may provide support and expertise throughout the emergency as requested by NMDA, AHID.

2) NMDA Veterinary Diagnostic Laboratory may provide appropriate diagnostic support services as requested by NMDA, AHID.

3) The Cooperative Extension Service may provide reliable coordination, communication, and information dissemination between the EOC, the industry groups and local communities during emergencies.

NMED Occupational Health and Safety Division may:

1) Provide technical assistance on worker safety and health issues.

2) Liaison with Federal OSHA when worker safety and health issues are coordinated pursuant to OSHA regional and national emergency management plans, or under the National Response Plan.

3) Assist and coordinate with NMDA on subjects such as worker protection related to incident-specific health and safety site plans (HASP), risk (hazard/exposure) assessments, personal protective equipment (PPE) and respiratory protection programs, responder training, and/or decontamination.

4) Assist and coordinate with NMDA on actions such as personal exposure monitoring and laboratory analysis of occupational exposure samples; data collection, interpretation and sharing; and reports and recordkeeping.

5) Assist and coordinate with NMDA on technical information resources to facilitate effective risk management and risk communication.

Federal agencies

United States Department of Agriculture (USDA), Animal Plant Health

Inspection Service (APHIS) may:

1) Assist in disease eradication activities including quarantine, evaluation, slaughter, disposal, cleaning and disinfecting, epidemiology, trace-back, vector control and transportation permitting arrangements.

2) Consult with state and local authorities regarding eradication proceedings.

3) Collect, analyze, and disseminate technical and logistical information.

4) Define training requirements for casual employees or support agencies involved in eradication operations.

5) Issue a declaration of extraordinary emergency.

6) Coordinate with state and local agencies to define quarantine and buffer zones.

7) Prepare information for dissemination to the public, producers, processors and other concerned groups through the Joint Information Center.

8) Allocate funding for compensation to the owner(s) of depopulated animals.

9) Define restrictions on interstate commerce.

USDA, Food Safety Inspection Service (FSIS)

The FSIS is charged with protecting the Nation's food supply by providing inspectors and veterinarians in meat, poultry, and egg product plants and at ports-of-entry to prevent, detect, and act in response to food safety emergencies. FSIS has developed the infrastructure needed to confront new biosecurity challenges. FSIS may assist state and local authorities in disease eradication activities and/or food-borne illness emergency investigations.

USDA APHIS Plant Protection Quarantine (PPQ)

USDA APHIS PPQ safeguards agriculture and natural resources from the risks associated with the entry, establishment or spread of animal and plant pests and noxious weeds. An FAD could enter the US and New Mexico on smuggled plants or animal food products. PPQ is an agency that is critical in preventing a FAD from entering the US and New Mexico intentionally by agro-terrorists or unintentionally by world travelers.

Federal Emergency Management Agency (FEMA)

The Federal Emergency Management Agency may recommend implementation of the NRP if conditions are warranted. The conditions required for FEMA involvement are usually large-scale natural disasters, e.g., flooding, earthquake, etc. The NRP provides a mechanism for organizing, coordinating, and mobilizing federal resources to augment state and local resources.

Food and Drug Administration (FDA)

One of FDA's mandates is to protect the public health by assuring the safety of our nation's food supply. FDA also has an important role in prevention and control of contaminated animal feed. FDA may assist state and local authorities in disease eradication activities and/or food-borne illness emergency investigations.

Federal Bureau of Investigation (FBI)

The FBI is the agency responsible for investigating cases of bio-terrorism or agro-terrorism. When food animals are the target of a terrorist's attack and evidence suggests a foreign animal disease may have been intentionally introduced or threatened, NMDA will notify the FBI.

Environmental Protection Agency (EPA)

The federal agency that may collaborate with the state DEQ on decisions of carcass disposal, cleaning and disinfection and their effect on soil, air and water.

Department of Homeland Security (DHS)

In an agro/bio-terrorism event, specific agencies that NMDA may be involved with that are under DHS are, US Customs, Immigration and Naturalization Services, Customs Border

Protection, FAD Diagnostic Lab at Plum Island and other agencies noted above such as FEMA and NMEM.

Volunteer and industry groups

Volunteer groups such as The Red Cross, Humane Societies, Animal Shelters, and Veterinary Medical Associations may provide resources such as personnel, equipment, technical assistance, rescue and sheltering, planning, training, animal medical care and public health issues. Activities will be coordinated via liaison with the Incident Command. The New Mexico livestock industry groups (i.e. producer organizations, livestock markets, slaughtering establishments, rendering facilities and other allied groups) may, upon request from the NMDA, AHID act as liaison on matters relating to livestock industries affected by an animal disease outbreak such as participate as members of state and local jurisdiction planning teams and assist state and local jurisdictions in the response and recovery phases of emergencies. Provide assistance to families affected by quarantine, euthanasia, and disposal activities during the emergency. Provide support for disease control and eradication activities.

Provide appropriate information for dissemination to industries and the public. Identify individuals who may be qualified to assist with disease control efforts. Develop a list of qualified appraisers. Support exercises and drills as a participant during the exercise and design period and conduct of the event. Include state and local jurisdictions in business and industry activities.

When ERL 2 is activated, the NIMS Incident Command System (ICS) will be used to manage the response at the county or local jurisdiction where the incident occurred and at the state and federal level. Unified Command would be utilized at all levels since the event would involve multi-jurisdictional or multi-agencies. The State Veterinarian, in conjunction with the AVIC, will direct all animal disease investigation, surveillance, diagnostic, bio-security, animal depopulation, carcass disposal, cleaning/disinfection and recovery activities. Primary and support agencies will coordinate through the State Veterinarian, NMEM and County Emergency Operations Center (EOC). An ICS will be established at

the outbreak area(s) to ensure the most effective response and use of personnel and equipment. An Area Command Center will be instituted at the state Emergency Operations Center (EOC) or the New Mexico Department of Agriculture, when an incident occurs in more than one location and the span of control exceeds capability of the initial ICS. All acts of terrorism may be directed to the nation's food supply, either as the target or as a vehicle of chemical, radiological and biologic weapons of mass destruction. Acts of terrorism are a federal crime and the response to such events are authorized and outlined in the -- National Response Plan (NRP). The Secretary of Homeland Security is the principal federal official responsible for domestic incidents. The Federal Bureau of Investigation (FBI) is the primary federal agency that would be notified when an act of terrorism is suspected. All other activities will proceed as consequences of such an event as described in the NRP. The event will proceed according to the NRP, the extraordinary state of emergency and the state emergency operations plans.

Recognizing that the ability to respond to and recover from emergency events is a result of mitigation, planning, training and exercise, all primary and support agencies will participate in such activities to maintain a state of readiness.

The New Mexico Department of Agriculture in cooperation with the USDA APHIS Veterinary Services is responsible for the development of this plan. NMDA and USDA APHIS VS will be responsible for plan updates and other ongoing maintenance. NMDA, under the direction of the State Veterinarian's office, will play a central role in ensuring that the plan continues to reflect the latest generally accepted veterinary principles and is maintained at a level to protect the health of New Mexico's animal populations and citizens of New Mexico.

The maintenance and updating of this plan may be timed in accordance with the processes of changes in government structure, exercises performed, critiques of actual emergency situations, or guidance from state and federal government.

Periodic plan testing is essential for determining the ongoing effectiveness of the plan as the legal environment, technology, livestock industry, the field of veterinary medicine, disease threats and other key parameters change over time. The NMDA will work in partnership with local and other state and federal agencies 14 to ensure that adequate testing and maintenance of this plan occurs.

It is highly recommended that regardless of the ERL level, the nature of the emergency, or degree of the disaster, LOCAL emergency response teams be involved in all planning, coordination, and implementation of emergency actions.

Appendix D - Rail Road Events

COORDINATING ORGANIZATION

> Union Pacific Rail Road
>
> Southwestern Railroad

COOPERATING AGENCIES

GOVERNMENT AGENCIES:

> Local law enforcement
>
> Local Fire Departments

> To Report Emergencies, contact Union Pacific Police
>
> 1-888-877-7267

In the event of a railroad accident/spill:

Contact: Response Operations Command Center

  To Report Emergencies, contact RR emergency number

- Reporting Unusual or Suspicious Occurrences

- Please call to report any of the following:

  o Hazardous materials releases

  o Personal injuries

  o Criminal activities

  o Illegal dumping

  o Vehicles stuck / stalled on the tracks, or other track obstructions

> To Report Emergencies, contact
>
> 1-575.885.7104
>
> **SOUTHWESTERN RAILROAD INC**

Other environmental issues, such as:

- Petroleum Spills

- Idling locomotives

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- Engines with excessive smoke

- Reporting Rough or Damaged Grade

Reporting Rough or Damaged Grade Crossings call 1-800-848-8715

- To report emergency grade crossing blockages or damage.

   o To report rough crossings, or crossings blocked or obscured by vegetation

Procedure: Be prepared with the following information:

1. Where the incident has occurred,

2. If there is a release, and

3. Are there any injuries.

Most likely RR has already been notified by the train engineer and will be trying to contact law enforcement in Grant County to coordinate responses. However, do not assume the incident has been reported and make the call.

RR will call their local response contractor if necessary and get them on site as soon as possible. It is not known how long this will take to occur.

For more information on emergency response go to the RR web site at
ttp://www.up.com/aboutup/reference/whotocall/

Appendix E – Terrorism Response

OVERVIEW

Hazard specific plans and procedures delineate the responsibilities and operational concepts for Local response to specific hazards that are designed for quick review and used without lengthy review of the Basic Plan.

RESPONSIBLE DEPARTMENT

Situation Dependent

SUPPORTING

- New Mexico State Police (NM SP)

- Federal Bureau of Investigation (FBI)

- NM Department of Homeland Security and Emergency Management (DHSEM)

- Other Departments as dictated by the Situation

Purpose: The purpose of the Terrorism Appendix is to ensure that all departments are aware of and capable of responding to any act of terrorism that may occur in any jurisdiction and to make each jurisdiction aware of response capabilities of the others.

This Appendix will describe Crisis Management; define consequence management, and the policies and structures to coordinate both.

Scope: This Appendix provides guidance for local response to a potential or actual terrorist threat or event. It outlines an organized response of local and state governments, integrates that response with Federal Government and provides for clarification of roles and responsibilities that may result from a threat of or an actual terrorist event. This appendix augments the information contained in the All-Hazard Emergency Operations Plan (EOP). This Appendix applies to all threats or acts of terrorism in Grant County that the appropriate governing body determines require a response. It builds upon the process and structure of SOP/SOG of the departments by addressing unique policies, situations, operating concepts, responsibilities, and funding guidelines required for response to the consequences of terrorism.

Terrorism

1. Nature of Terrorism events

    A. *Initial Warning:* it may not be immediately obvious that the accident or event reported is a terrorist incident. While specific events may vary, the emergency response and the protocol followed should remain consistent.

    B. *Initial Detection:* State and local health departments and local emergency first responders will be relied upon to identify unusual symptoms, patterns of symptom occurrence and any additional cases of symptom as effects spread.

    C. *Investigation and Containment of Hazard*: Local, state and federal authorities capable of dealing with and containing the hazard should be alerted to a suspected WMD attack after state/local health departments recognize the occurrence of symptoms that are highly unusual or of an unknown cause. Hence, state and local emergency responders must be able to assess the situation and request assistance as quickly as possible.

2. Hazard Agents

    A. *Chemical*: Most chemical attacks will be localized and their effects will be evident within a few minutes. Such an attack might involve the release of such agents as a nerve or blister agent or industrial chemical.

    B. *Biological*: Incubation periods may range from days to weeks; humans or agricultural commodities may be affected. Initial response is likely to be made by direct patient care providers.

    C. *Nuclear/Radiological:* In an explosion, the fact that radioactive material was involved may or may not be obvious.

    D. *Conventional Explosive Devices:* Bombs and firebombs are cheap and easily constructed, involve low technology and are the terrorist weapon most likely to be encountered. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary devices may be targeted against responders.

3. Potential Targets – The list of potential vulnerable targets is maintained in the County Office of Emergency Management.

4. Release Area – The list of potential release areas is maintained in the County Office of Emergency Management.

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 jurisdictions 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. A copy of the New Mexico Homeland Security Advisory System Guidelines with instructions on response to the National Homeland Security Threat Conditions levels is located in this Appendix.

3. Before such an act or threat, the jurisdictions should establish and monitor programs to reduce the potential hazards through planning, review and training.

4. Jurisdictions should assist the Grant County 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. Jurisdictions shall use the Grant County Emergency Operations Center (EOC) to centralize coordination of additional resources, when needed.

7. After an emergency, jurisdictions will assist the County 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 Weapon of Mass Destruction 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. Runoff 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. The first responder (e.g., local emergency or law enforcement personnel) or health and medical personnel will in most cases initially detect and evaluate the potential or actual incident, assess casualties (if any), and determine whether assistance is required. If so, state support will be requested and provided. This assessment will be based on warning or notification of a WMD incident that may be received from law enforcement, emergency response agencies, or the public.

2. 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 a WMD is involved.

3. In the case that Federal support is required, FEMA is authorized to support the Department of Justice until the Attorney General transfers the overall Lead Federal Agency (LFA) role to FEMA. In addition, FEMA is designated as the lead agency for consequence management within the US and its territories.

4. Federal response will include experts in the identification, containment, and recovery of WMD (chemical, biological, or nuclear/radiological).

5. Federal consequence management response will entail the involvement of FEMA, additional NRP departments and agencies, and the American Red Cross as required.

6. An act of terrorism, particularly involving a WMD, 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.

7. Working perimeters may be used to control access to the area, target public information messages, assign operational sectors among responding organizations and assess potential effects on the population and the environment.

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;

E. And, 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 National Response Plan (NRP).

SITUATION

• Acts of terrorism can occur with or without warning.

• The State of New Mexico, its governmental entities, public and private institutions, businesses and its people may all be targets of terrorism.

• Federal Law dictates that all acts of terrorism, planned or executed, are subject to federal jurisdiction (FBI).

- Federal law assigns the primary authority or responsibility to the Federal Government for prevention of and response to acts of terrorism; state and local governments provide assistance as required.

- As used in this appendix:

Crisis Management – A term used by the federal government to denote measures taken to identify, acquire and plan for the use of resources needed to anticipate, prevent and/or resolve a threat or act of terrorism. Crisis Management is predominantly a law enforcement response to a terrorist incident.

Consequence Management – A term used by the federal government to denote those measures taken to protect public health and safety, restore essential government services and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism. Consequence Management is predominantly an emergency management-related response and recovery action to the effects of the terrorist incident as prescribed in local, state and federal emergency management plans.

Weapons of Mass Destruction (WMD) Incidents – Any destructive device as defined in Section 921 of Title 18 U.S.C., Section 2332a, which reads: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Terrorist Incident – A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Significant Threat – The confirmed presence of an explosive device of WMD capable of causing a significant destructive event, prior to actual injury or property loss.

Critical Infrastructure Facility – Facilities that may be terrorist targets, such as electrical energy, emergency services, gas and oil production or transportation, telecommunications, transportation, water, financial institutions, government buildings, media, office buildings, religious institutions, retail and other public areas and schools.

Homeland Security Advisory System – Guidelines developed to assist State, County, Local and Grant Governments, private industry, business, critical facilities and the general public to initiate actions necessary to react to increased terrorist threat levels.

Threat Conditions – for an overview of threat conditions, including some guidelines and recommended activities refer to the New Mexico Homeland Security Advisory System Guidance **(NM DHSEM website).**

CONCEPT OF OPERATIONS

This appendix is only implemented whenever there is consideration or evidence that a threat of or actual occurrence of a terrorist incident has taken place. Otherwise, normal actions outlined in the emergency operations plans for responding to or recovering from an all-hazards or hazardous material emergency or disaster will remain in effect.

Prior to the occurrence of a terrorist incident, there are intelligence functions that may take place. These will be the responsibility of appropriate law enforcement agencies and will not be addressed in this appendix.

The Incident Command System (ICS) will be used to provide law enforcement emergency response direction and control during Crisis Management Operations. The appropriate service commander will designate the Incident Commander. The Federal Bureau of Investigation (FBI), in cooperation with appropriate state and local law enforcement authorities, will exercise authority for managing the federal response at the incident site. The FBI is the lead federal agency (LFA) and has tasking authority over all federal responders. FBI may request State Law Enforcement assistance or non-Law Enforcement Assistance (Office of Emergency Management) assistance through the New Mexico Department of Homeland Security and Emergency Management. All emergency management agencies and resources will support the FBI as much as practical until the Crisis Management phase is concluded.

If an incident involving terrorism has taken place where injuries and/or deaths have or may soon occur, Consequence Management activities may begin while Crisis Management operations are still occurring. In this situation, activities will be conducted under the control and supervision of the Incident Commander or the designated law enforcement agency (ies) on the scene.

Once Crisis Management actions are completed to the satisfaction of the FBI and appropriate State, Local and/or Grant Law Enforcement authorities, Consequence Management activities will become primary. In fact, there may be times that both Crisis Management and Consequence Management activities are happening simultaneously and those Consequence Management activities should receive primary attention. The FBI will no longer be responsible and direction and control activities will revert to those found in the normal local, State and Federal Emergency Management System. All Emergency Management activities regarding response, recovery will be in accordance with applicable local emergency management plans, State EOP and National Response Plan (NRP). Local government will generally take the lead with support provided from the State and the Federal Government as needed. The person who will primarily coordinate emergency management response and recovery activities at each echelon during the Consequence Management Phase will be:

1. Grant County Emergency Manager

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2. State EOC – NM Department of Homeland Security and Emergency Management State EOC Coordinator or Governor's Authorized Representative

3. Federal Region – FEMA Region 6 Federal Coordinator

4. Federal – FEMA's Federal Coordinating Officer (FCO)

Procedures for requesting state and possibly federal assistance for response to and recovery from the terrorist incident will follow current laws and the State EOP.

- Based on the severity of the incident, the Grant/county jurisdiction may send a Disaster Declaration to the Governor and the Governor may send a Declaration to the President of the United States requesting a Presidential Disaster Declaration.

- The Governor may authorize the National Guard 64th Civil Support Team (CST) to assist with the WMD incident. The team's mission is to assess, advise and facilitate the incident commander and provide communication to subject matter experts. (Note: National Guard is a supplement to civil resources and cannot replace private enterprises or local work force.

- The Incident Commander requests through the Emergency Manager, who then requests through the State Office of Emergency Management to the Governor. The Governor must authorize use of the National Guard).

- Federal military or other resources such as the Disaster Medical Assistance Team or Disaster Mortuary Operations Response Team may be used based on the Governor's Disaster Declaration and requests for resources.

- Military airbases may be used as Base Support Installations (BSIs).

- FEMA is the lead federal agency for directing and coordinating overall delivery of federal assistance to civil authorities during a major emergency or disaster.

Reports and Records

In addition to individual intra-agency recording and reporting requirements, all affected member departments and agencies will provide emergency management reports in accordance with the All-Hazard Emergency Operations Plan (EOP).

Based on situational requirements, operations reports will be submitted to the jurisdiction that is affected by the terrorist situation for review and consolidation prior to submission to the State EOC in Santa Fe, New Mexico.

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Upon determination of need, the State Director or State Coordinating Officer may authorize additional emergency recording and reporting requirements applicable to local governments and state agencies.

Each department or agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

Critiques

Department and Agency Representatives will conduct a critique of their group's activities during the incident and provide written and/or oral inputs for this critique to the Emergency Management Coordinator who will consolidate all inputs into a final written report and submit it to the State Coordinating Officer.

Table 6: Response to a WMD Incident and the Participants Involved

Events	Participants
Incident occurs	
911 Center receives calls, elicits information, dispatches first responders, makes notifications, and consults existing databases of chemical hazards in the community.	911 Center, first responders
First responders arrive on scene and make initial assessment. Establish the Incident Command. Determine potential WMD incident and possible terrorist involvement; warn additional responders, establish security perimeter; begin triage and hazard agent ID	Incident Command: Fire, Law Enforcement, EMS and Haz-Mat units.
Incident Command manages incident response, notifies organizations outlined in EOP; requests notification of FBI Field office	
Special Agent in Charge assesses information, supports local law enforcement and determines WMD terrorist incident has occurred. Notifies Strategic Information and Operations Center (SIOC), activates Joint Operations Center, coordinates the crisis management aspects of WMD incident and acts as Federal on-scene manager while FBI is LFA	Incident Command. FBI Field Office: SAC
Local EOC activated. Supports IC. Coordinates consequence management activities. Local authorities declare state of emergency. Coordinates with State and Federal agencies. Requests State and Federal assistance.	Local EOC: Local agencies, as identified in basic EOP
Strategic local coordination of crisis management activities. Brief President, National Security Council (NSC) and Attorney General. Provide Headquarters support to Joint Operations Center (JOC). Domestic Emergency Support Team may be deployed.	
Manage criminal investigation. Establish Joint Information Center (JIC). State and local agencies and FEMA ensure coordination of consequence management activities	

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Events	Participants
State EMS support local consequence management Brief Governor. Declare state of emergency. Develop/coordinate request for Federal assistance through FEMA Regional Operations Center (ROC). Coordinate State request for Federal consequence management assistance.	SIOC: FBI, Department of Justice (DOJ), DOE, FEMA, DOD, Department of Health and Human Services, and EPA

FBI: other Federal, State, Grant and local law enforcement agencies. Local EM representatives. FEMA, DOD, DOE, HHS, EPA and other National Response Plan agencies.

State EOC: State EMS and State agencies, as outlined in EOP |
DEST provides assistance to FBI SAC. Merges into JOC as appropriate.	DEST: DOD, DOJ, HHS, FEMA, EPA and DOE
FEMA representative coordinates Consequence Management Group. Expedites Federal consequence management activities and monitors crisis management response to advice on areas of decision that could impact consequence management response.	FBI, FEMA, EPA, DOD, DOE, HHS and other NRP agencies
Crises management response activities to incident may continue	
Federal response efforts coordinated and mission assignments determined. A consequence management support team deploys to incident site. All EOCs coordinate.	
An Emergency Response Team–Advance Element (ERT-A) deploys to State EOC and incident site, as needed. Base installation sites identified for mobilization centers. Liaisons from WMD-related agencies requested for Emergency Support Team (EST) and ROC. Disaster Field Office (DFO) liaisons as needed (may be extended response phase).	

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Events	Participants
A consequence management support team provides operational technical assistance to Unified Command	FBI, ICS, Special Operations, Hazardous Materials Response Unit (HMRU), Joint Technical Operations Team, Joint Inter-Agency Intelligence Support, and additional authorities as needed
Recovery operations. Transition of LFA from FBI to FEMA	ROC and regional-level agencies
DEST provides assistance to FBI SAC. Merges into JOC as appropriate.	
FEMA representative coordinates Consequence Management Group. Expedites Federal consequence management activities and monitors crisis management response to advice on areas of decision that could impact consequence management response.	
Crises management response activities to incident may continue	ERT-A: Regional-level FEMA and NRP primary support agencies, as needed

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Attachment A: Local/Grant Response to WMD Incidents

A. Police/Sheriff's Department:

1) 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.

2) 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.

3) The Explosives Ordinance Division (EOD) will be notified and requested to respond to the scene.

4) All Policies & Procedures regarding Terrorist/Bomb Threats will be followed.

5) Additional assignments will be made by the on-scene Incident Commander.

B. Local/Grant/County Fire Departments:

1) 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.

2) All Policies & Procedures regarding Terrorist/Bomb Threats will be followed.

3) Additional assignments will be made by the on-scene Incident Commander.

C. Office of Emergency Management:

1) When notified by Dispatch or a responding unit that there is a verified WMD Incident, the County Office of Emergency Management will contact the SAT and request to activate the Emergency Operations Center for the duration of the incident.

2) Upon activation, the EOC Activation Plan will be followed at the designated location for the Center.

3) All Policies & Procedures regarding Terrorist/Bomb Threat situations will be followed.

4) The EOC Director, as needed, will make additional assignments.

5) Notification will be made to the New Mexico Department of Homeland Security and Emergency Management of possible terrorist activity and the possibility of an Emergency Declaration.

Attachment B: Biological and Chemical

- The New Mexico Department of Health will be the lead agency for incidents involving a biological or chemical agent.

The response to this type of incident is situation dependent and will fall upon emergency management staff, hospitals and public health offices to coordinate local response activities and to activate the New Mexico Department of Health All-Hazard Emergency Response Plan. In situations defined as a public health emergency or threatening communicable disease, a public health emergency can be declared. University of New Mexico Hospital in Albuquerque has decontamination capabilities and has received training for biological and chemical emergency response actions. The State has developed laws and response plans for management of biological and chemical incidents.

In all hazardous materials situations the plan for Hazardous Materials Response should be followed. The New Mexico State Police are responsible for incident command in all incidents that involve hazardous materials in accordance with State law and the Hazardous Materials Emergency Response Plan.

The New Mexico Department of Health will be the lead agency for incidents involving a biological or chemical agent. After consultation with the Secretary of Health, the Governor may issue an Enhanced Public Health Advisory and may also declare an emergency under the Civil Emergency Preparedness Act. These decisions set into motion the activities that will help the local jurisdiction deal with the problems of isolation, quarantine, medical supplies and medical personnel.

The Strategic National Stockpile (SNS) will be requested as deemed necessary and appropriate. The shipment would be delivered as planned and taken to a secure area. The New Mexico National Guard would then transport medicine to National Guard Armories throughout the state in affected areas, where the Department of Health personnel would administer individual doses to local personnel and to the public.

Potential biological agents include anthrax, plague, and tularemia. Nerve agents are also a concern in chemical terrorism.

Attachment C: Incendiary/Explosive

Crisis management during an actual terrorist threat or incident is predominantly a law enforcement function. **New Mexico State Police (NMSP) is tasked with the role and responsibility with overall Incident Command, which is assigned to a trained Emergency Response Officer (ERO). The NMSP will coordinate emergency response activities with local and state departments and agencies and may activate the Bomb Team**. When the incident is identified as a terrorist incident, crisis management response includes traditional law enforcement missions such as intelligence, surveillance, tactical operations, forensics and investigation as well as technical support missions. During this phase of the operation consequence management activities, conducted by Emergency Management, may run concurrently.

The State Police will notify the FBI Special Agent in Charge (SAC) of the Albuquerque FBI Office. Dispatch the SP District Commander for the District in which the Incident occurred. Notify both County and State Office of Emergency Management. The following information will be provided:

- Location of Incident
- Name of the Incident Commander

The Federal Bureau of Investigation (FBI) is the lead agency for crisis management during a terrorist threat or incident. Once it is determined by local, or state, law enforcement agencies that a potential or actual terrorist incident involving an incendiary/explosive device, the New Mexico State Office of Emergency Management will coordinate with the New Mexico State Police and the Albuquerque Office of the FBI.

Attachment D: Nuclear

This attachment defines how Grant County will respond to a potential or actual terrorist incident involving a nuclear incident.

In the event of a potential or actual terrorist incident involving nuclear material, the Emergency Operations Center would request assistance from the State Office of Emergency Management to obtain assistance from any one or all of the following organizations, depending on the location and magnitude of the nuclear WMD incident:

- U.S. Department of Energy
- Sandia National Laboratory
- Waste Isolation Pilot Plant (WIPP) facility
- National Guard 64th Civil Support Team (CST) – upon Governor's activation order only
- Los Alamos National Laboratory

Jurisdictions located along the WIPP route have radiological instruments to detect radiation. These jurisdictions have received training in decontamination procedures and provide refresher training. These procedures are vital to lessen potential radiation injuries and future health problems. A nuclear terrorist event could cause an area within a jurisdiction to be evacuated. The Emergency Operations Plan addresses evacuation.

Attachment E: Linking Federal, State, Local Emergency Response Operations

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, authorizes the federal government to respond to disasters and emergencies in order to provide state and local governments assistance to save lives and protect public health, safety and property. The NRF was developed to help expedite federal support to state and local governments dealing with the consequences of large-scale disasters. Generally, the NRF is implemented when the state's Resources are not sufficient to cope with a disaster and the Governor has requested federal assistance.

The local government directly impacted by the disaster makes initial response. State and federal augmentation and support follows as the situation becomes clearer and resource needs are identified.

- Local response is initiated by local first responders such as police, fire, medical, public works, etc.
- The Local Emergency Operations Center is activated.
- A Declaration of Disaster is necessary to request state and federal resources.
- The local EOC coordinates emergency support functions with the State EOC through the State Coordinating Officer.
- The State EOC coordinates with the Federal Regional Center and Federal Coordinating Officer.

The state emergency response mission is much broader than the federal government's. In addition to providing resources to satisfy unmet local needs, the State EOP addresses several operational response functions, such as direction and control, warning, emergency public information and evacuation actions that must be dealt with during the initial phase of response operations. These functions fall outside the federal response mission. The state plan details what the state government will do to respond to large-scale disasters and emergency situations that could harm people and property within the state.

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PPE Inventory List

Date inventory performed: 5/27/22, 6/1/22, 6/2/22
Person(s) performing inventory: Randy Villa, Jeff Fell, Mike Bonenfant

Location	Item	Count
Grant County Business and Conference Center	Face shield	1,200
	Disposable face mask	2,000
	Isolation gown	1,200
Silver City File Station 1	Face shield	98
	Disposable face mask	400
	Isolation gown	100
	KN95 mask	270
	N95 mask (various brands)	198
	Non-latex gloves: ● S ● M ● L ● XL	750 500 100 100
Grant County Detention Center	Face shield	3,250
	KN95 mask	6,400
	Surgical mask	6,432
	Isolation gown	1,400

	Non-latex gloves:	
	● S	0
	● M	4,500
	● L	3,500
	● XL	0

NMDOH
NEW MEXICO DEPARTMENT OF HEALTH

Personal Protective Equipment (PPE)
213Resource Request (213RR) Process
April 2022

- PPE should be requested from the Local County Emergency Manager (EM)
- County EM's will put in the 213RR to Department of Homeland Security and Emergency Management (DHSEM) State Emergency Operations Center (SEOC) via e-mail to NM.EOC@State.NM.US
  - County EM's will need a burn rate[1] from the requesting organization as well as documentation from at least three (3) vendors[2] to show items have tried to be procured and have not been successful.
    - Documentation from vendors is needed at the time of request for PPE. Documentation can include but is not limited to a denial letter, and/or cancelled order by the vendor.
    - New Mexico Department of Health (NMDOH) only has PPE to include: masks (surgical and N95's), gloves, hand sanitizer, disposable gowns, and face shields to provide requesters with adequate PPE needs for their organizations.
      - It is noted on DHSEM Web Emergency Operations Center (WebEOC) homepage that New Mexico Department of Health does not have access to medical equipment and other medical supplies- individuals need to reach out to vendors or other facilities to obtain medical supplies and equipment.
  - County EM's are required to fill out all applicable fields in the 213RR. This includes items 1, 2, 4-6, 8, 9, 15 and 16. See attached 213RR example as well as blank 213RR for future request needs.
    - EOCR will review the 213RR for accuracy and recontact the requester of the 213RR if additional details are needed.
- DHSEM will receive the 213RR and enter it into WebEOC.
  - DHSEM will then assign the 213RR to the correct Emergency Support Function (ESF). Not all requests are for NMDOH.
  - The ESF who gets the 213RR will utilize WebEOC to approve, deny, or comment on the requests process. If anything is needed of the requester the assigned ESF will be in contact. The ESF will also mark the 213RR process at each stage of the request from assignment to completion.
- 213RR Completed and closed out in WebEOC

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[1] A burn rate is a calculation of how much PPE is used every day/weekly to get a better accountability of PPE received. Please see attached State of New Mexico PPE Tracking Form.
[2] Vendors include but are not limited to medical supply companies.

STATE OF NEW MEXICO PPE TRACKING FORM

Name of Facility/Individual Requesting PPE: _____

   Number of Employees: _____

Number of Customers/Clients/Patients/Students/etc: _____

   Week: _____ to _____

	SUN	MON	TUES	WED	THUR	FRI	SAT	Total
N 95 (any model)								
Surgical Masks (include K95)								
Gloves - SM								
Gloves - MD								
Gloves - LG								
Gloves - XL								
Gowns								
Face Shields								
Hand Sanitizer								

1. Please list how many of each type of PPE you have at the end of each day. FEMA is now requiring that we track all the PPE so there can be better accountability for PPE received and it will allow the local, state, and federal level partners be able to see any changes/trends that are occuring with PPE across the Nation. (*This will show us how much is used daily/weekly to better serve you*)

2. When you place a PPE order through your local Emergency Manager they will need at least two weeks of PPE reports to accompany your request, before it can be processed to the State. Your Local EM will also need documentation, from at least three (3) vendors to show you have tried procurring these items on your own and cannot get the equipment that you need.

Thank you for you help and cooperation with this as the Local EM will not be able to place any PPE order for you without this documentation.

RESOURCE REQUEST (ICS 213 RR), Adapted for NM SEOC

1. Incident Name:	2. Date/Time	3. Resource Request Number:

Requestor/ Call Center

4. Order (Use additional forms when requesting different resource sources of supply.):

Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Cost	5. Resource Request Tracking				
					Form initiated by	Name/title	Name/title	Name/title	Name/title

6. Requested Delivery/Reporting Location & Contact name & number:

7. Suggested Sources:

8. Requested by: Name & Phone	9. Priority: Urgent Routine Low	10. GAR Approval: date/time

Operations/ Logistics

11. DHSEM Tracking Resource Order Number:	12. Supplier Phone/Fax/Email:
13. Name of Supplier/POC:	

14. Notes:

15. Approval Signature of Auth Logistics Rep:	16. Date/Time:

17. Order placed by:

Finance

18. Reply/Comments from Finance:

19. Finance Section Signature:	20. Date/Time:

ICS 213 RR, Page 1n

Updated by NMDHSEM 10/20

ICS 213 RR, Adapted for NM SEOC
Resource Request

Purpose. The Resource Request (ICS 213 RR) is utilized to order resources and track resource status.

Preparation. The ICS 213 RR is initiated by the resource requestor and initially approved by the appropriate Section Chief or Command Staff. The Logistics and Finance/Administration Sections also complete applicable sections of the form.

Distribution. This form is maintained in order to track resource status and assist with determining incident costs.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time	Self explanatory
3	Resource Request #	County code, date in YYYYMMDD format, time in 24 hour format
4	Order	Specify quantity, item description, cost. Complete resource status section after resource is received
5	Resource Request Tracking	Enter name/title of person working the order
6	Requested Delivery/Reporting Location	Enter location requested resource delivery/reporting location
7	Suitable Substitutes and/or Suggested Sources	Enter possible substitute items if exact requested resource is not available. Provide supplier information if known.
8	Requested by Name/Position:	Requestor's name and position
9	Priority	Urgent – this operating period, Routine – Next operating period, low – when available
10	GAR Approval	Obtain GAR signature for request
11	E-Team Resource Order Number	Enter E-Team Resource Order Number if applicable
12	Supplier Phone/Fax/Email	Enter resource Supplier's phone/Fax/Email
13	Name of Supplier/POC	Enter name of resource supplier/POC
14	Notes	Any relevant notes regarding the request
15	Approval Signature of Authorized Logistics Rep	Enter approval signature of an authorized Logistics Section representative
16	Date/Time	Self explanatory
17	Order placed by	Enter name of individual who places order for requested resource(s)
18	Reply/Comments from Finance	Any relevant notes regarding the request
19	Finance Section Signature	Enter approval signature of an authorized Finance/Admin Section representative
20	Date/Time	Self explanatory

Updated by NMDHSEM 11/17

Mission: To coordinate the application and integration of resources and capabilities of county, local government agencies, private sector and volunteer resources with the overall goal for protection of agricultural resources. The purpose of the annex is to address vulnerabilities and mitigate the detrimental effects to the food and agriculture sector from natural, technological, and manmade disasters. The potential damage to crops, livestock, and disruption of the distribution networks can produce harmful impacts and lasting economic implications.

	CORRESPONDING ESF
ESF 11	Agriculture and Natural Resources Annex

PRIMARY AGENCIES

Grant County Office of Emergency Management: Phone: 575-956-5426 / 575-574-0065

Grant County Manager: Phone: 575-574-8675 / 575-574-0001

Grant County Regional Dispatch Authority: Phone: 911/ 575-388-8851

Grant County Fire Chief Phone: 575-313-3460 / 575-574-0035

Grant County Sheriff's Office: 575-495-4052 / 575-574-0100

Grant County NMLB Inspector: Phone: 575-590-4183

Grant County Extension Agent: Phone: 575-649-3598 / 575-388-1559

Hospital/Gila Regional: Phone: 575-538-4000

Veterinarians: Arenas Valley Animal Clinic: 575-388-1993 /575-956-3078 (after hours) or Town & Country Veterinary Clinic: 575-538-3700

New Mexico Department of Agriculture ESF 11 Coordinator: 575-339-5040 / 575-646-7245

New Mexico Department of Agriculture SW Border Food Protection & Emergency: 575-339-5040

New Mexico EOC: 505-476-9635

Animal Evacuation Sites: Grant County Fairgrounds (Arena Rd Cliff, NM 88028) or Southwest Horseman's Association (1 Caballero, Silver City, NM 88061) 575-519-9268 or 575-534-4122

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Planning Assumptions

- The participating jurisdictions are responsible for the initial response within their community boundaries. Each respective participating jurisdiction is responsible for allocating equipment and personnel for emergency response within its boundaries.

- New Mexico's food and agriculture systems are mainstays to the economy, none of which are immune to natural, technological, adversarial, or human caused hazards.

- Many of these assets cannot be replaced: when an incident occurs response and recovery must be swift to minimize loss.

- In the case of adversarial or human caused hazards, simply the threat or perception of an event is enough to cause a dramatic decline in public confidence and a potential reduction to the economy.

- In the case of agriculture, a contagious animal disease or exotic plant pathogen affecting the farm-to-table pathway could result in public health consequences and severe economic losses.

- Agricultural incidents do not respect jurisdictional boundaries and may require coordinated efforts between multiple local, tribal, state, regional, national, and international entities as well as the private sector and non-governmental organizations. A large-scale incident might overwhelm the capabilities of any one entity, furthering the need for coordinated efforts of many jurisdictions.

Concept of Operations

Mitigation/Preparedness

Through a coordinated county wide planning effort, Grant County has created and implemented an effective hazard mitigation plan. This plan has fostered partnerships with municipal and county resources and private resources to minimize risk, reduce severity of the effects of a disaster on the agriculture industry and protect the commercial food supply and safety of domestic animals, livestock, and farm animals.

- Develop Standard Operating Procedures (SOPs) for coordinating resources and activities.

- Staff shall be familiar with and use the National Incident Management System (NIMS) and Incident Command System (ICS) procedures and forms.

- Inventory and Identify all County and jurisdictional resources and shortcomings.

- Develop Mutual Aid Agreements (MAA) with other jurisdictions and organizations and Memorandum of Understanding (MOU) to bridge any gaps.

- Plan for the utilization of essential public health personnel, supplies and equipment to carry out essential duties and functions.

- Develop a plan detailing assignments and responsibilities for staff and volunteers. Ensure responders are professionally trained and able to perform exercises relating to their responsibilities and duties.

- Ensure food safety using the proper handling, packaging, and shipping of food and agricultural products.

- Conduct surveillance of animal and plant pests and pathogens that may pose a substantial threat to livestock and crops and the agriculture industry.

Response

- Incident management may involve activation agency response plans, and operational centers: for complex incidents, the counties and/ or state may activate their emergency operations centers.

- In the event of a disaster or catastrophic event, personnel will be familiar with the National Incident Management System (NIMS) which will be implemented to manage the incident.

- Incident management involves the rapid identification, detection, and confirmation of the incident. Incident identification also defines notification and action triggers.

- Coordinate the inspection of food processing facilities and agricultural facilities throughout affected areas of county.

- Implement control and containment measures for communicable diseases and pests, pathogens and sanitation on agricultural land and facilities.

- Coordinate the proper disposal methods for contaminated food, livestock, crops, and other agricultural products.

- Establish communication and coordinate lines of communication, internally with lead and supporting agencies, externally with other neighboring jurisdictions, and concurrently with the private sector. Establish communication channels with the agricultural community for situation monitoring and staging of resources and personnel.

- Communication and coordination also involve awareness to disseminate accurate information to advise the public of the incident.

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Recovery

- Restore equipment and supplies to normal pre disaster levels. Recovery following an incident is necessary to ensure that the effected assets are brought back to their pre-event status.
- Maintain logs and records of activities, resources, messages, etc. for applying for federal disaster assistance and for use in after-action reports after the emergency.
- Provide documentation on costs incurred by the incident to EOC.
- Participate in an after-action review with all participating agencies and officials to improve existing plan.

Organization and Assignment of Response

Local government with the guidance and direction of the County Emergency Manager will be actively involved in the coordinated response to an emergency or natural disaster. Grant County will deploy its comprehensive Emergency Operations Plan (EOP) and position resources in response to an emergency. The EOP will provide the framework and define each agency's specific responsibilities in an emergency. The local authorities and the county will utilize their resources and personnel for the best interest of the community and the agriculture industry to ensure food protection. If local and county resources are exhausted and no longer proving effective, greater resources will be required. When the scale and scope of the emergency is greater than local resources and capabilities can manage affectively the county can request assistance from New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) through which ESF (Emergency Support Function) #11 is activated. The NMDHSEM will provide guidance during an emergency and may request further assistance and support from state agencies that can provide specialized aid and expertise, equipment, and personnel.

The New Mexico Department of Agriculture can provide expertise, personnel, and equipment. The New Mexico Department of Agriculture is responsible for, but not limited to coordination of disease control procedures, and disposition of diseased crops. The New Mexico Livestock Board can provide expertise, personnel and equipment and is responsible for, but not limited to coordination disease control procedures, disposition of abandoned, disabled, or dead animals.

The New Mexico Department of Agriculture (NMDA) and the New Mexico Livestock Board (NMLB) are the primary state agencies with statutory authority pertaining to animal and plant subject matter.

1) Ensure the protection of the state's commercial food supply ensure food safety and food defense food security

- New Mexico Department of Agriculture NMDA

- New Mexico Department of Health

- New Mexico Environment Department

- Southwest Border Food Safety and Emergency Preparedness Center

- New Mexico Food Protection Alliance

2) Respond to an outbreak of a highly contagious or economically devastating animal disease or zoonotic disease affecting livestock and farm animals.

- New Mexico Livestock Board (NMLB)

- New Mexico Department of Health, Public Health Veterinarian, Epidemiology and Response Division

- New Mexico Department of Game and Fish

- New Mexico Department of Veterinary Diagnostic Services (NM VDS)

- New Mexico State Engineer

- New Mexico Environment Department

3) Respond to an outbreak of an economically devastating plant pathogen or plant pest or highly contagious or economically devastating plant disease.

- New Mexico Department of Agriculture

- New Mexico State University Plant Diagnostic Laboratory

4) Provide for the safety and well-being and sheltering of domestic animals, service animals, livestock and farm animals during an emergency response or evacuation situation

- County Animal Control

- New Mexico State Veterinarian

- Animal Livestock Incident Response Team (ALIRT)

- Animal Protection of New Mexico

- CERT Teams throughout NM

- Animal Control of NM

- New Mexico Department of Health, Public Health Veterinarian

- New Mexico Medical Reserve Corps (VMAT type Team)

- New Mexico Veterinary Medical Association

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In the event of a disaster or emergency that is deemed a disease outbreak that is not prevalent in the United States the United States Department of Agriculture Animal and Plant Health Inspection Service will assume the lead role for the response and recovery from the agricultural emergency or disaster. In the event of a terrorist attack on the agricultural industry the Federal Bureau of Investigation (FBI) will the lead for the investigation of such an event assisted local law enforcement.

Direction, Control and Coordination

Grant County Emergency Management will coordinate and integrate all emergency management activities through all phases of emergency management (mitigation, preparedness, response, and recovery).

The National Incident Management System (NIMS) framework and the Incident Command System (ICS) will be implemented when Annex M is activated.

- In the event of an agricultural incident in Grant County, there will be a close working and coordinated relationship between county government, local municipal governments and volunteer organizations including public and private entities. A large-scale incident would likely overwhelm the capabilities of any one entity, furthering the need for a larger coordinated effort. In the event State or Federal Emergency authorities become involved, the ESF#11 Coordinating Agencies would respond using the National Incident Management System (NIMS) framework. State organizations and federal organizations included within the scope of ESF#11 would require coordinated efforts between multiple local, municipal, state, regional, national, and international entities with our proximity to the southern border as well as the private sector and non-governmental organizations.

Public and private partnerships are essential to mitigate the effects of a food or agriculture related incident.

- Due to varied and diverse agriculture distribution across Grant County, the NMDA will work closely with other supporting organizations particularly producer groups of agricultural products for information dissemination and gathering.

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