Doña Ana County
Las Cruces, New Mexico

EMERGENCY OPERATIONS PLAN

Final: January 20, 2011

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CHAPTER 2 – APPROVALS

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Submitted By:

Emergency Management Director	Date

Approved By:

Chair, County Commission, Doña Ana	Date
County Manager, Doña Ana	Date
Mayor, City of Las Cruces	Date
City Manager, City of Las Cruces	Date
City Mayor, City of Anthony	Date
Mayor, City of Sunland Park	Date
Mayor, Town of Mesilla	Date
Mayor, Village of Hatch	Date
President, New Mexico State University	Date

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CHAPTER 3 – INTRODUCTORY MATERIALS

A. Authority and Promulgation

Authority for the Doña Ana County/City Las Cruces All-Hazard Emergency Operations Plan (herein referred to as "AHEOP") is contained in the New Mexico Civil Emergency Act of NMSA 1978, as Amended, Chapter 12-10-1 to 12-10-10; the State Executive Order 2005-0014, Designation of the National Incident Management System (NIMS) as the Basis for All Incident Management in the State; and the Emergency Management Act of NMSA 1978, As Amended, Chapter 74-4B-1.

This AHEOP is effective upon approval by County Commission and signing by the Chairman, County Manager, and elected officials of the respective cities within Doña Ana County as shown.

Participating Municipalities / Entities: Dona Ana County, City of Las Cruces, City of Sunland Park, City of Anthony, Town of Mesilla, Village of Hatch, New Mexico State University

This plan supersedes the previous versions of the County's emergency operations plan.

B. Implementation

All participating entities are directed to cooperate with the implementation of the AHEOP as a guide for disaster response activities and the assignment of responsibilities for various departments, agencies and personnel to ensure the most effective and timely response to any emergency that will occur within the County.

C. Record of Changes

1. Plan Updating Procedure

To be most effective, this plan needs to be current. The emergency plan shall be updated at least annually, or whenever any of the following changes occur:

- Facility modifications with the Emergency Operations Center resulting in a change of any floor plans and/or operational procedures.
- Significant modifications of resources.
- The addition of any previously undisclosed hazardous material(s).
- The addition, deletion, relocation, or modification of any hazardous materials storage area.
- Pertinent changes in legislation.

To assure that this plan is kept 'up-to-date', Dona Ana County/City of Las Cruces Office of Emergency Management will maintain a record of changes and revisions to the

AHEOP. It shall be the responsibility of the County to undertake an annual review of the AHEOP. All contact information and other pertinent data shall be reviewed, verified and updated as necessary. Any and all changes shall be documented on the attached Record of Changes. This record shall include:

- The sequential number of the change
- A brief description of the changes, updates and revisions to the plan
- The date the change was made
- The person(s) authorizing the change(s)

Each page of the plan is uniquely numbered and dated. Any superseded pages shall be removed from the plan and the newly revised pages shall be inserted in their place.

All significant changes are to be approved and authorized by the DAC / CLC OEM prior to insertion into the plan. To assure complete control of the plan's distribution, copies of the plan shall be uniquely numbered. In addition, a list of all parties holding a copy of the plan is attached and shall be maintained by the OEM. This will facilitate recall and update of all copies of the plan.

2. Change Procedures

Any user of this plan is encouraged to recommend changes to this plan which the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the OEM for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph and page number.

Annual Review – OEM Representative

Signature Date Type/Printed Name & Position

Signature Date Type/Printed Name & Position

Signature Date Type/Printed Name & Position

Signature Date Type/Printed Name & Position

Signature Date Type/Printed Name & Position

Signature Date Type/Printed Name & Position

Signature Date Type/Printed Name & Position

Signature Date Type/Printed Name & Position

PROPOSED CHANGE TO EMERGENCY OPERATIONS PLAN

Submitted By:_____ **Date:**_____

Department:_____

Phone: _____

EOP SECTION:

PROPOSED CHANGE:

REASON FOR CHANGE:

Send to: Doña Ana County Emergency Manager

3. Record of Changes

The AHEOP is updated as changes occur such as dictated by personnel, phone numbers, technology, system additions or modifications. A record of plan updates follows:

Change Number	Subject	Date	Entered By

D. RECORD OF DISTRIBUTION:

The Doña Ana County/City of Las Cruces OEM has determined the Basic Plan will be available for distribution to all of the persons and agencies listed below. However, due to security issues, the Resource Handbook will have controlled distribution to be determined by the Doña Ana County/City of Las Cruces OEM.

Doña Ana County:

Commissioners
County Manager
Office of Emergency Management
Engineering Dept.
Facilities and Parks Dept.
Finance Office
Fire Marshal's office
Flood Commission
Public Information Officer
Public Works
Sheriff's Dept.

City of Anthony:

Mayor

City of Las Cruces:

City Council
City Manager
Community Development
Finance Dept.
Fire Dept.
Mayor
Police Dept.
Public Information Officer
Public Works
Utilities Department

City of Sunland Park:

Mayor
Fire Dept.
Police Dept.
Public Works

Town of Mesilla:

Mayor
Fire Dept.
Police Dept.
Public Works

Village of Hatch:

Mayor
Fire Dept.
Police Dept.
Public Works

Other Agencies:

Basic Plan Distribution and # of Copies	
New Mexico Department of Homeland Security and Emergency Management	1
New Mexico State University	1
Superintendents of Schools	1
New Mexico Association of Counties	1
Memorial Medical Center	1
Mountain View Regional Medical Center	1
Mesilla Valley Regional Dispatch Authority	1
National Weather Service	1
American Red Cross – Southwest Chapter	1
New Mexico Department of Health Region 5	1

The OEM shall also ensure that all updates of this plan, approved by the County Manager, are promptly distributed to the agencies and organizations listed.

RECORD OF DISTRIBUTION

Organization	Name of Receiving Personnel	Signature	Date Received

CHAPTER 4 – PURPOSE, SCOPE, SITUATIONS AND ASSUMPTIONS

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CHAPTER 4 – PURPOSE, SCOPE, SITUATIONS AND ASSUMPTIONS

4.1. PREFACE

This is an update of the All-Hazard Emergency Operations Plan (AHEOP) for Doña Ana County/City of Las Cruces and the participating entities of the Town of Mesilla, the Village of Hatch, the City of Sunland Park, the City of Anthony, and New Mexico State University. This AHEOP replaces any previous plan. The AHEOP was developed through the Doña Ana County/City of Las Cruces Office of Emergency Management (DAC/CLC OEM) in coordination with the City of Las Cruces, Town of Mesilla, City of Sunland Park, Village of Hatch, City of Anthony, and New Mexico State University officials, as well as, the Local Emergency Planning Committee (LEPC). The AHEOP applies only to response within the unincorporated portions of Doña Ana County and the incorporated areas of the City of Las Cruces, City of Sunland Park, Town of Mesilla, the Village of Hatch, City of Anthony, and New Mexico State University (NMSU).

For the purpose of this AHEOP, each signatory community will be referred to as a participating entity. Each participating entity agrees to be National Incident Management System (NIMS) compliant, including but not limited to utilizing the Incident Command System (ICS), and agrees to timely notification to the DAC/CLC OEM of local incidents that may escalate or require the activation of the Emergency Operations Center (EOC). In addition, Doña Ana County, the City of Las Cruces, and the combined participating entities will be referred to as the jurisdiction.

Each participating entity will establish its own local response plan. However, the DAC/CLC OEM will also serve as the coordinating agency for each of the participating entities in the event of an emergency or disaster.

For the purpose of this AHEOP, each participating entity is responsible for the initial response to incidents that occur within its boundaries. The other participating entities not directly responsible for the incident may provide services through, but not limited to, the use of existing joint powers agreements (JPAs), memoranda of understandings (MOUs), or mutual aid agreements (MOA's) as appropriate.

The LEPC has addressed hazardous materials planning using minimum requirements of SARA Title III.

The AHEOP is a starting point for use by public departments and agencies of the County, participating agencies, charitable organizations, and private companies willing to assist in disaster management. The Basic Plan provides broad guidelines for emergency management, and the Annexes address specific response functions. The Resource Handbook for the AHEOP includes known resources such as personnel and equipment availability within the county and neighboring communities.

4.2. PURPOSE

The purpose of the AHEOP is to:

A. Maximize survival of people, save lives, prevent and/or minimize injuries, and preserve property and resources within the County of Doña Ana by making use of all available manpower, equipment, and other resources in the event of a natural, man-made, or national security emergency/disaster.

B. Provide for the effective direction and control of emergency responders and the continuity of government in disaster situations.

C. Provide for the integration of resources and capabilities of County and City government and the private sector for hazard mitigation and for survival and recovery operations when any disaster threatens or occurs.

D. Define the roles and responsibilities of local government, non-government organizations, and private agencies for the preparation and conduct of emergency operations prior to, during, or after a disaster.

E. Provide a basis for the preparation of detailed emergency operating procedures and training by the County, and support organizations assigned emergency responsibilities.

F. Set forth standard operating procedures using the “Incident Command System” (ICS) adopted by the County for handling emergencies resulting from natural and man-made disasters.

G. Maintain compliance with the National Response Framework (NRF) and the National Incident Management System (NIMS).

H. Outline a schedule of periodic training and exercises in Emergency Management functions in order to increase preparedness of all employees for the known hazards.

4.3. SCOPE

The AHEOP is an “all-hazards” plan that includes all personnel and equipment which may be called upon to help facilitate a response to specific disasters and emergencies. It identifies responsibilities for County and City officials and provides them with guidance for mitigating, preparing and responding to natural or man-made disasters and emergencies including full recovery. In the event of a disaster or emergency within Doña Ana County, this plan will be activated and will conclude when the danger to life, limb and property resulting from the emergency has ended and all issues relating from it are resolved, allowing for the resumption of normal everyday activities.

4.4. SITUATION OVERVIEW

A. Population and Demographics

Doña Ana County was established in 1852 and is the second most populated county in the state. Doña Ana County is located in the south-central portion of New Mexico. The County seat is the City of Las Cruces and includes the incorporated communities of Sunland Park, Mesilla, Anthony, Hatch, and New Mexico State University.

The U.S. Census Bureau estimated the population of Doña Ana County was 206,419 in 2009. Doña Ana is currently one of the fastest growing areas in New Mexico with the population increasing each year by approximately four to six percent. The county's land area is approximately 3,804 square miles. The largest urban area is Las Cruces with a population of approximately 86,000 people (US Census Bureau, 2006). A portion of the City of Las Cruces is still rural in nature with traditional crops of chile, onions, pecans, corn, and cotton still being farmed. According to the 2000 Census, the City of Anthony has a population of about 7,904, the City of Sunland Park has a population of about 13,309, the Town of Mesilla has a population of 2,180, and the Village of Hatch has a population of 1,673. New Mexico State University has a student population of more than 23,000.

Doña Ana County has three major highways (Interstate 10, Interstate 25 and U.S. Highway 70) that are common routes used by many commercial haulers. Hazardous materials traffic on highways, petroleum/carbon dioxide pipelines, and railroads crossing the County have been identified as potential threats to the population of Doña Ana County.

B. General

1. Doña Ana County:

   a. The County has a Commission/Manager type of government with governing of day-to-day municipal operations to be the main responsibility of the County Manager. The County Manager serves as the Chief Executive Officer of the County.

   b. Law enforcement protection is provided by the Dona Ana County Sheriff's Office.

   c. Fire protection is provided by the Dona Ana County Fire & Emergency Services (DACFES), which has 16 Districts that are located throughout the County.

d. Emergency Management activities are headed by a County/City Emergency Management Supervisor with help from an Emergency Management Coordinator, and an Emergency Management Specialist.

e. Health responsibilities are provided by the New Mexico Department of Health and the Medical Centers located throughout the County.

2. City of Las Cruces:

a. Las Cruces is a home-rule municipality with a Council/Manager form of government. The City council consists of six City Councilors and one Mayor who acts as the Chief Elected Official. The City Manager is the Chief Administrator of the City, responsible for its day-to-day operations.

b. Primary jurisdiction for fire protection is held by the Las Cruces Fire Department (LCFD). In addition to fire suppression, the LCFD also provides medical services and other special response teams including technical rescue services, hazardous materials response and aircraft rescue.

c. Law enforcement protection is provided by the City of Las Cruces Police Department.

3. City of Sunland Park:

a. Sunland Park has a City Council-Manager form of government.

b. Primary jurisdiction for fire protection is held by the Sunland Park Fire Department.

c. Primary jurisdiction for law enforcement protection is held by the Sunland Park Police Department.

4. City of Anthony:

a. The City of Anthony was incorporated as a municipality on July 1, 2010. The City now has a City Council and an elected Mayor.

b. Primary jurisdiction for fire protection is held by the Anthony Fire Department (DACFES District #2).

c. Primary jurisdiction for law enforcement protection is held by the Dona Ana County Sheriff's Office.

5. Town of Mesilla:

a. The Town of Mesilla has a Mayor, Mayor Pro Tem and a Board of Trustees, who govern the Town.

b. Primary jurisdiction for fire protection is held by the Town of Mesilla Fire Department, with mutual aid agreements with Dona Ana County and City of Las Cruces.

c. Primary jurisdiction for law enforcement protection is held by The Mesilla Marshal's Department, with some assistance by the Dona Ana County Sheriff's Department.

6. Village of Hatch:

a. The Village of Hatch has a Mayor, Mayor Pro Tem and an elected Board of Trustees, who govern the Village.

b. Primary jurisdiction for fire protection is held by the Hatch Volunteer Fire Department. The nearby communities of Garfield and Rincon each have local units of the Dona Ana County Fire & Emergency Services.

c. Primary jurisdiction for law enforcement is held by the Hatch Police Department. The Dona Ana County Sheriff's Office provides coverage outside the Village limits with 4 deputies stationed in and around Hatch. The New Mexico State Police has one officer located in the Hatch area.

7. New Mexico State University (NMSU):

a. NMSU has a Board appointed President and Executive Vice President/ Provost. The Board of Regents, along with the President and EVP/Provost have oversight of the university.

b. Primary jurisdiction for fire protection is held by the NMSU Dept. of Fire & Emergency Services (DFES).

c. Primary jurisdiction for law enforcement protection is held by the NMSU Police Department.

C. Hazard Analysis

1. Probability of Hazards

The potential exists in the County of Doña Ana for many types of disasters and emergency situations to occur which could require the activation of the AHEOP. The County has had floods, severe weather, and wild fires over the last twenty years that have had human and financial tolls for the region. The County is also vulnerable to many man-made disasters including hazardous material incidents/accidents, terrorism and civil disorder.

Information regarding historical data on natural and man-made disasters, as well as, declarations within the County is available at the OEM and/or the Dona Ana County Clerk's Office.

A list of the hazards dealt with in this plan and their general likelihood of occurring in Doña Ana are as follows:

Table 1 – Probability of Hazards

#	Hazard	Probability	Potential Hazards Generated	Primary Risk
1	Severe Weather	High/High	2, 3, 4, 5, 6, 7	Reduced communications, municipal infrastructure, weakly constructed or anchored building
2	Release of Hazardous Materials	High/High/ Medium/Low	5, 6	Lives, property, medical services
3	Flood Events (dam/levee failure)	Flood –high Levee-high Dam-low	2, 4, 5, 6, 7	Lives, property, crops along Rio Grande River and floodplain, municipal infrastructures, medical services
4	High Winds	High	1, 2, 3, 5, 6, 7, 8	Lives, property, reduced communications, municipal infrastructure, weakly constructed or anchored building
5	Wildfire	Medium	2, 6	Lives, property, urban, municipal infrastructure, ruptured water mains from over-demand
6	Power outage (prolonged communications and utilities loss)	Medium-Low	5	Emergency services, residents, home health care
7	Tornado	Medium	2, 4, 5, 6	Lives, property, infrastructure, etc.
8	Drought	Medium	5	Water system
9	Earthquake	Low	2, 3, 5, 6, 7	Lives, property, infrastructure, etc.
10	Terrorist attack (nuclear or conventional)	Low	2, 3, 5, 6	Communications, property, medical services

D. Critical Facilities and Vulnerable Populations

1. Critical Facilities

Critical facilities are buildings and structures that provide essential services to a community that if damaged or destroyed would seriously impact the ability to respond and recover from a disaster. These include, but are not limited to, hospitals, fire and police departments, government offices, power stations, and waste water facilities. Different critical facilities are at a higher risk for specific hazards as a result of their location in the County. Due to security concerns the complete list of Critical Facilities and their respective information, including maps are controlled by the OEM and not available for public view.

2. Vulnerable Populations

Some populations in the community share common characteristics that make them more susceptible to hazards. Two such groups are the elderly and low income populations. These groups are vulnerable because of financial constraints, a lack of available resources and services, and insufficient public awareness of their situations. Because of this, they often find it difficult to advocate for, or provide for all of their needs themselves, and so must rely on others for at least some support services. Location can also be a common characteristic that can make a population more susceptible to hazards than others.

3. Critical Resource Dependencies on Other Jurisdictions

The following resources (Table 2) for responding to emergencies are either in limited supply or nonexistent in the jurisdiction. Mutual Aid Agreements for each of these resource shortfalls must be arranged in advance of any potential emergency by the agencies indicated.

Table – 2 Critical Resource Dependencies on Other Jurisdictions			
Resource Shortfall	**The County Depends On**	**The City Depends On**	**Other Participating Entities Depend On**
Air Evacuation (ESF #1)	Holloman AFB State National Guard US Customs	Holloman AFB State National Guard US Customs	**Mesilla**- same as DAC/CLC **Hatch-**same as DAC/CLC **Sunland Park**- same as DAC/CLC **New Mexico State University-**Same as DAC/CLC **City of Anthony-**Same as DAC/CLC
Air Medical Evacuation (ESF #1)	Native Air	Native Air	**Mesilla-** same as DAC/CLC **Hatch-** same as DAC/CLC **Sunland Park-** same as DAC/CLC **New Mexico State University-**Same as DAC/CLC **City of Anthony-**Same as DAC/CLC
Emergency Medical Services (EMS) – Transport (ESF #8)	American Medical Response Hatch Ambulance WSTF-NASA	American Medical Response Hatch Ambulance WSTF-NASA	**Mesilla**- American Medical Response **Hatch-** American Medical Response **Sunland Park-**American Medical Response **New Mexico State University-** American Medical Response **City of Anthony-** American Medical Response
Emergency Medical (Stabilization) Services (EMS), Non-Transport (ESF #8)	Las Cruces Fire Department Mesilla Fire Department	Doña Ana County Fire & Emergency Services Mesilla Fire Department	**Mesilla**- DAC Fire & Emergency Services , LCFD **Hatch-**DAC Fire & Emergency Services **Sunland Park** - DAC Fire & Emergency Services **New Mexico State University-** DAC Fire & Emergency Services **City of Anthony-** DAC Fire & Emergency Services
Emergency Public Information Management (ESF #15)	Las Cruces Police Dept. PIO Las Cruces Fire Department PIO City of Las Cruces PIO Las Cruces Public Schools PIO NM Dept. of Transportation PIO NM Dept. of Health Region 5 PIO	Doña Ana County PIO Doña Ana County Sheriff's Office PIO Las Cruces Public Schools PIO NM Dept. of Transportation PIO NM Dept. of Health Region 5 PIO	**Mesilla** - DAC/CLC OEM **Hatch -** DAC/CLC OEM **Sunland Park** - DAC/CLC OEM **New Mexico State University-** DAC/CLC OEM **City of Anthony-** DAC/CLC OEM

Table - 2 Critical Resource Dependencies on Other Jurisdictions (Continued)			
Resource Shortfall	**The County Depends On**	**The City Depends On**	**Other Participating Entities Depend On**
Fire & Rescue (ESF #4 & #9)	Las Cruces Fire Department Sunland Park Fire Department WSTF/NASA WSMR Mesilla Fire Department	Doña Ana County Fire & Emergency Services Sunland Park Fire Depart WSTF/NASA WSMR Mesilla Fire Department	**Mesilla**- DAC Fire & Emergency Services, LCFD **Hatch -** DAC Fire & Emergency Services, LCFD **Sunland Park** – DAC Fire & Emergency Services, LCFD **New Mexico State University-** DAC Fire & Emergency Services, LCFD **City of Anthony-** DAC Fire & Emergency Services
HAZMAT Incident Remediation Teams (ESF #4)	Contractors, who will complete final remediation	Contractors, who will complete final remediation	**Mesilla** – DAC/CLC **Hatch** – DAC/CLC **Sunland Park** – DAC/CLC **New Mexico State University**- DAC/CLC **City of Anthony-** DAC/CLC
HAZMAT Response (ESF #4)	NM State Police (Emergency Response Officer) Las Cruces Fire Department WSTF/NASA WSMR Sunland Park Fire Department	NM State Police (Emergency Response Officer) Doña Ana County Fire & Emergency Services WSTF/NASA WSMR Sunland Park Fire Department	**Mesilla** – same as DAC/CLC **Hatch –** same as DAC/CLC **Sunland Park** – same as DAC/CLC **New Mexico State University-** same as DAC/CLC **City of Anthony-** same as DAC/CLC
Health & Medical Coordination (ESF #8)	NM Dept. of Health Las Cruces Fire Department Memorial Medical Center Mountain View Regional Medical Center EMS Region II	NM Dept. of Health Memorial Medical Center Mountain View Regional Medical Center EMS Region II	**Mesilla** – same as DAC/CLC **Hatch –** same as DAC/CLC **Sunland Park** – same as DAC/CLC **New Mexico State University-**same as DAC/CLC **City of Anthony-** same as DAC/CLC

Table – 2 Critical Resource Dependencies on Other Jurisdictions (Continued)			
Resource Shortfall	**The County Depends On**	**The City Depends On**	**Other Participating Entities Depend On**
Law Enforcement	Las Cruces Police Department NMSU Police New Mexico State Police US Border Patrol NM National Guard NM State Defense Force	Doña Ana County Sheriff's Office NMSU Police New Mexico State Police US Border Patrol NM National Guard NM State Defense Force	**Mesilla** - DAC Sheriff's Office LCPD NMSU PD NMSP **Hatch -** DAC Sheriff's Office NMSP **Sunland Park** - DAC Sheriff's Office NMSP **New Mexico State University –** DAC Sheriff's Office, NMSP, Mesilla Marshals **City of Anthony-** DAC Sheriff's Office, NMSP
Radiological HAZMAT Response	State Radiological Defense NM State Police ERO US Border Patrol NM National Guard NM 64th Civil Support Team Las Cruces Fire Department	State Radiological Defense NM State Police ERO US Border Patrol NM National Guard NM 64th Civil Support Team	**Mesilla** – same as DAC/CLC **Hatch –** same as DAC/CLC **Sunland Park –** same as DAC/CLC **New Mexico State University-** same as DAC/CLC **City of Anthony-** same as DAC/CLC
Radiological Incident Remediation Teams	Contractors, who will complete final remediation	Contractors, who will complete final remediation	Contractors, who will complete final remediation

4.5. PLANNING ASSUMPTIONS

A. General

1. Based on each participating entities' approval of this AHEOP, the Doña Ana County/City of Las Cruces EOC will function as the emergency response-coordinating agency when requested by the participating entities in an emergency or disaster.

2. The participating entities will be responsible for the initial response within their community boundaries.

3. Emergencies occur that will require multiple agency response and that exhaust local jurisdiction resources.

4. Assistance from outside the affected jurisdiction will be needed for large-scale emergencies or disasters.

5. The experience and expertise of coordinators called to the EOC during an emergency may not compensate for gaps in emergency planning.

6. Predetermined evacuation route plans will be implemented based on the location of the disaster, wind direction, and other factors identified at the time of the disaster. Shelter in place plan will be implemented dependent on incident or circumstances.

7 Each Doña Ana County and City of Las Cruces department will respond as requested by their respective elected or appointed official to assist during emergencies and disasters. Individuals designated to be responsible for emergency response coordination or who may be assigned to the EOC will be familiar with this AHEOP.

8. Each department of the participating entities will respond as requested by their respective elected or appointed official to assist during emergencies and disasters. Individuals designated to be responsible for emergency response coordination or who may be assigned to the EOC will be familiar with this AHEOP.

9. The Doña Ana County and the City of Las Cruces elected or appointed official, or their designee according to the current Line of Succession, shall be responsible for allocating the jurisdiction's equipment and resources for emergency response. When equipment or resources are requested from a participating entity, the participating entity will be responsible for allocating emergency response equipment to the County/City through the DAC/CLC EOC following the procedures established in any existing MOA's or MOU's or this AHEOP.

10. The respective participating entity is responsible for allocating equipment for emergency response within their boundaries.

11. The Doña Ana County/City of Las Cruces elected or appointed official, or their designee according to the current Line of Succession, shall assign the responsibility to the Public Works or Utilities EOC Coordinator to plan and coordinate debris management operations. The guidelines for debris management including, hazardous materials, disposal of carcasses, and use of contractors will be described in ESF #3, Public Works or Utilities.

12. The participating entities and jurisdiction officials as well as the response agencies' personnel will be trained in the Incident Command System (ICS), the National Incident Management System (NIMS), and in EOC management based on Homeland Security Presidential Directive PD-5 and according to the requirements of the U.S. Department of Homeland Security.

13. The DAC/CLC EOC is sufficiently organized and equipped to coordinate emergency resources (which include telecommunications equipment and computer based management information systems).

14. All vehicles that are designed as Incident Command Posts shall be equipped with computer internet capability and multiple means of communication.

15. All emergency response organizations, including federal, state, local government, and volunteer groups responding in the jurisdiction will be responsible for preparing and maintaining their own current Standard Operating Guidelines (SOGs), resources lists, and checklists required for the operations of their organization.

16. All medical response organizations, including federal, state, and local government, and volunteer groups responding in the jurisdiction will be responsible for preparing and maintaining current Standard Operating Guidelines (SOGs), plans for response, clinical protocols, procedures and training for treatments required for medical response.

17. The Doña Ana County, the City of Las Cruces and each participating entity will assign the responsibility to each department to plan and provide for continuity of government services. This plan will include survivable records and databases needed to conduct emergency operations; survivable records needed to reconstitute government; recovery activities; and interim emergency successors for respective county/city and participating entity's officials. A copy of the County/City and participating entity continuity of government plan will be provided to the DAC/CLC OEM. In addition, a "line of succession" memorandum of approved emergency interim successors for appointed and elected official will be provided to the DAC/CLC OEM on a semi-annual basis.

18. Each emergency response organization within the jurisdiction will be responsible for maintaining current training schedules and training requirements for their emergency response and medical personnel.

19. The jurisdiction's emergency response personnel shall, as a minimum, complete training greater than or equal to specified by OSHA 29 CRF 1910.120, consistent with the emergency response functions to be performed during an emergency. As a standard, the participating entities have 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 authority having jurisdiction of the participating entity shall be responsible for approving training curriculum, based on the acceptable standard and consistent with OSHA criteria.

20. The jurisdiction and participating entities' emergency response personnel shall, as a minimum, meet the annual refresher training requirements established under OSHA 29 CFR 1910.120 and the New Mexico Safety Board.

21. The Doña Ana County LEPC, in conjunction with the DAC/CLC OEM, shall be responsible for creating, maintaining, and providing lists of SARA Title III facilities. The LEPC and DAC/CLC OEM will maintain a list of facilities contacts.

B. Federal/ State Compliance

1. This AHEOP 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); Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; and Homeland Security Presidential Directive-5: Management of Domestic Incidents (February 28, 2003) (NIMS); Homeland Security Presidential Directive-7: Critical Infrastructure Identification, Prioritization, and Protection (December 17, 2003): and Homeland Security Presidential Directive-8: National Preparedness (December 17, 2003).

2. This AHEOP is compliant with the guidelines set forth by the National Incident Management System (NIMS), the National Response Framework (NRF), the FEMA Planning Guidelines, and the State of New Mexico All-Hazard Emergency Operations Plan.

CHAPTER 5 – CONCEPT OF OPERATIONS (CONOPS)

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CHAPTER 5 - CONCEPT OF OPERATIONS (CONOPS)

5.1. INTRODUCTION

A. How the County will Handle Emergencies

The County's public safety answering point (PSAP) is normally the first agency to be notified of an emergency or hazardous material situation. The dispatcher at the PSAP is responsible for obtaining all the required information and notifying the appropriate emergency response agency (according to internal protocol and procedures). Note: NMSU has a different PSAP than that of the County.

The Incident Command System will be used to manage emergency scenes and incidents that occur within the County. The incident commander at the scene at any emergency may request dispatch to notify the on-call DAC/CLC Emergency Manager, who will determine whether the Emergency Operations Center will be partially or fully activated in support of on-scene incident management. The DAC/CLC Emergency Manager will identify the location of the Emergency Operations Center, and will notify the appropriate County/City elected or appointed officials according to their respective line of succession.

The participating entities will establish a procedure to determine when the on-call Emergency Manager will be notified of an emergency incident occurring within their boundaries. The Emergency Manager will determine whether the Emergency Operations Center will be partially or fully activated and will identify the location of the Emergency Operations Center. The participating entity will be responsible for establishing a procedure for informing their participating entity official(s) and coordinating with their policy group.

If the emergency is a hazardous material incident as defined by the NM Hazardous Materials Emergency Response (HMER) Plan, the New Mexico State Police are notified and become the On-Scene Incident Commander.

B. 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.

1. Save Lives:
   - Save human lives.
   - Treat the injured.
   - Warn the public to avoid further casualties.
   - Evacuate people from the effects of the emergency or shelter in place.
   - Shelter and care for those evacuated.
   - Save animals.
2. Protect Property:

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

3. Restore the Community:
   - Restore essential utilities.
   - Restore community infrastructure (such as roads).
   - Help restore economic basis of the community.
   - Provide for continuity of governmental operations.

5.2 PHASES OF EMERGENCY MANAGEMENT

A. Definition

1. Comprehensive emergency management is divided into four phases:

   - Mitigation – Reducing risk and potential loss
   - Preparedness – Arranging to have resources in place to respond when needed
   - Response – Acting to save lives and property when an emergency occurs
   - Recovery – Returning support systems to operational, "normal"

2. In the Mitigation Phase, actions are taken that are designed to reduce or minimize the effects of natural or man-made hazards. Mitigation efforts are also designed to minimize disruption to the community following a disaster and streamline the disaster recovery process by having pre-identified actions that can be taken to reduce or eliminate future damage.

3. The Preparedness Phase involves emergency managers developing a plan of action for when disasters strike and making preparations designed to save lives and help with the response and rescue operations. These include developing evacuation plans, stocking and pre-positioning water and medical supplies, and conducting disaster response exercises.

4. The Response Phase is that period of time during which the emergency is occurring. Actions are taken immediately to evaluate the emergency, warn the population of the County, and make use of all available personnel, equipment and resources to minimize the effects of the disaster on the community.

5. During the Recovery Phase the ultimate goal is to restore the affected area to its previous state. Recovery efforts are primarily concerned with actions that involve rebuilding destroyed property, re-employment, and the repair of other essential infrastructure and services.

6. Planning at each phase is aimed at reducing the risk to human lives and property from emergencies and disasters. The differences among the stages relate more to time frame than to their end goal or the types of measures that are planned. Table – 3 explains the strategy for preparing and handling emergencies.

Table – 3 Strategy For Preparing for and Handling Emergencies

Emergency Requirement	Definition	Strategy	Ongoing Tasks
Before the Emergency	*Mitigation*: Reduce the potential for Hazard events. *Preparedness*: Establish emergency responsibilities and prearrange resources.	Local Emergency Planning Committee (LEPC) and DAC/CLC OEM Review Plan Publish All-Hazard Emergency Operations Plan (AHEOP) document	• Conduct exercises and write plans • Train response agencies in ICS/NIMS • Maintain and equip EOC • Train EOC coordinators • Continually review and update the plan
During the Emergency	*Response*: Take time sensitive actions to protect lives and property and help jurisdiction re-group.	Use ICS at emergency site Use EOC to centralize support coordination when needed	Use EOC to coordinate multi-agency response
After the Emergency	*Recovery*: Restore community to normal	LEPC and DAC/CLC OEM review, recommend changes to Plan.	Review, evaluate, and maintain plans (then return to mitigation).

5.3 MITIGATION/PREPAREDNESS

A. <u>Measures</u>

1. Carry out hazard mitigation activities appropriate to the respective functions of departments, agencies and offices.

2. Restrict development in hazardous areas consistent with the degree of risk or, if possible, provide engineering and technology solutions to remove the hazard before development.

3. Promote fire prevention.

4. Enact wildfire mitigation through promoting wildfire home protection activities. Encourage communities to develop Community Wildfire Protection Plans. Continue to designate communities as Fire Wise communities. Enforce urban interface wildfire codes. Partner with land management agencies to continue to protect the urban interface forest treatment.

5. Work with commerce and industry to improve hazardous materials storage, use, transportation and disposal.

6. Encourage public safety efforts, with emphasis on severe weather, at all levels.

7. Continue to educate the public in emergency preparedness planning.

8. Ensure a robust and redundant emergency warning system to alert residents of emergencies.

9. Develop and maintain the Shelter/Mass Care and Evacuation ESF with pre-designated evacuation and shelter facilities.

10. Maintain mutual aid agreements with neighboring communities to share assistance and resources.

11. Maintain a HAZMAT Hazard Annex outlining decontamination procedures and availability of radiological instruments.

12. Promote professional development and training for emergency management and public safety personnel.

13. Develop and frequently conduct training and exercise programs dealing with emergency management.

14. Implement community outreach programs that will provide them with essential information to the public and encourage them to become involved in personal and community emergency preparedness.

15. Develop or promote volunteer organizations that are trained to assist emergency responders during disasters. Such organizations include, but are not limited to:

    - Community Emergency Response Teams (CERT)
    - Medical Reserve Corps (MRC)
    - Volunteer Organizations Active in Disasters (VOAD)

16. Assist facilities that provide care for special needs populations to develop a facility evacuation plan.

5.4 RESPONSE

A. Initial Actions

1. The Dona Ana County/City of Las Cruces Office of Emergency Management (DAC/CLC OEM) will call together such County and City department heads and other County officials and external agency representatives as deemed necessary and will brief them on the situation. The DAC/CLC OEM will activate this plan and/or order such steps to be taken as may be appropriate for the situation.

2. Following the briefing, all department heads and other persons involved will review their responsibilities outlined in this Emergency Operations Plan and their respective Emergency Support Function and/or emergency operations procedures (departmental technical and emergency plans).

3. Department heads will brief their personnel on their responsibilities and then make preparations for the mobilization.

4. The Emergency Operations Center (EOC) will be activated if necessary, and maintained on a stand-by basis. Department heads will designate their representatives to the EOC.

5. Personnel, equipment, and resources will be readied for dispersal and, where advisable, moved to appropriate locations on a stand-by basis.

6. The Public Information Officer (PIO) will ensure that neighborhoods and communities are provided timely and accurate information concerning the event to alleviate fears and concerns, control rumors and prepare residents for any necessary protective actions. This messaging should include media forms, social media, internet and the community notification telephone system. Special attention should be given to special needs populations, elderly, and non-English speaking residents. (Specific information is provided in ESF #15, Public Information.)

7. School officials, public and private, present at the briefing by the OEM take all necessary steps to safeguard the school population. The OEM will alert institutions and agencies not represented at the briefing, if deemed necessary by the County.

8. If the incident has the capability of quickly overwhelming the City and County's resources, planning for evacuation of the City and/or County should be considered at this phase.

9. During this phase, the overall readiness of the County's Emergency Operations Center will be initiated based upon the incident type (see Section 6.2 – Incident and Emergency Response Levels).

10. Incidents types are divided into five separate levels with Type 5 incidents being the least serious emergencies and Type 1 incidents being the most serious. (Specific information is provided in Chapter 6.2).

B. Initial Notification

1. Principles

a. Timely, detailed, and accurate information is critical for an effective response to an emergency. Any news of an actual or potential disaster - even an anonymous call – is normally sufficient to initiate response.

b. County and City response agencies must receive immediate notification whenever an emergency poses a significant threat to public health, safety, and welfare or to the environment. The more severe the incident, the more intensely higher levels of government will be involved.

c. Key departments and agencies shall be ready to receive and respond to emergency calls, 24 hours a day, 7 days a week.

2. Procedures

a. Initial notification of an emergency or disaster event occurring within the County and/or City most often comes through citizen reports to law enforcement or fire services. Notification of events that occur outside of the County, but have the potential to affect it, may come from several other sources. These include, but are not limited to:

- National Weather Service (NWS) – notifies of severe weather conditions that threatens the County through public radio communications.
- New Mexico State Police – can notify of dangerous events occurring near or in the County through direct radio communications.
- New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) – can notify of any potential or actual dangerous events within the state through normal public telephone service.
- Adjacent Counties – can notify of dangerous events occurring within their jurisdiction through either normal public telephone service or direct radio communications.

b. The office receiving notification of a disaster or emergency shall immediately notify the on-call Emergency Manager and the County or City Manager. The emergency situation shall then be conveyed to all departmental and agency heads.

C. Incident Assessment

The following are the two levels of incident assessment:

1. Rapid Assessments

Rapid assessments refer to assessments made within the first few hours of an incident. They involve quick evaluation of the on-scene situation and focus on collecting and organizing information that will help to prioritize immediate response activities, distribute essential resources and facilitate the decision to seek additional outside assistance.

The rapid assessment will include information regarding the:

- Area or jurisdiction affected
- Known injuries
- Known fatalities
- Critical facilities damaged or destroyed
- Structural safety of affected buildings (public/private)
- Evacuations
- County emergency declared
- Mutual aid activated
- Resources required

As additional information becomes available, assessment teams will provide updates to the DAC/CLC EOC which will then pass the information on up to the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM).

2. Detailed Assessment

Detailed assessments involve thorough analysis of all aspects of the disaster or emergency and may take up to several days or weeks to complete. The primary focus is on collecting information that will help officials document the extent of the damage in order to substantiate the need for State or Federal aid for recovery activities. Detailed assessments are also critical to providing the public, local officials and media with vital information.

Detailed assessments will include information regarding the number of:

- Persons affected in disaster area
- Persons evacuated
- Shelters open
- Persons in shelter
- Confirmed injured
- Confirmed fatalities
- Confirmed missing persons

- Homes and businesses with damage

D. Emergency Response Actions

1. Immediately alert the public affected. Provide them with whatever guidance or instruction is required to respond to the emergency. Make certain that emergency information is disseminated in a manner that is understandable to foreign language groups that may be present in the City and throughout the County.

2. Fully activate the Emergency Operations Center to the appropriate level. Develop appropriate shift commensurate with the incident. Take appropriate steps for water, food and sleeping facilities.

3. Ensure that all ESF positions needed are activated.

4. Declare "State of Emergency" if appropriate and necessary.

5. Establish communications with the State's Emergency Operations Center (SEOC) and Cities and towns with which mutual aid agreements are in effect. Establish liaison with SEOC logistics for resource ordering.

6. Ensure that on scene operations are efficient and effective. Ensure that needed resources are obtained in the most efficient and expeditious manner possible using all available manpower, equipment, fallout protection and other resources.

7. Implement protective measures based on protective action guides and other criteria consistent with the recommendations of the Environmental Protection Agency (EPA), the Nuclear Regulatory Commission (NRC), etc.

E. Incident Management

1. Use of the Incident Command System (ICS) - Policy Statement

   It shall be the policy of all departments/agencies within Doña Ana County that are involved in emergency response efforts to utilize the Incident Command System, in conformance with the National Incident Management System (NIMS) during real world emergencies as well as training exercises.

2. Incident Management Team (IMT)

   An IMT is an incident command organization made up of the Command and General Staff members and other appropriate personnel in an ICS organization and can be deployed or activated, as needed. IMTs are often formed at an incident or for specific events. The level of training and experience of the IMT members, coupled with the IMT's identified formal response requirements and responsibilities, are factors in determining an IMT's type, or level.

The IMT will be assigned to manage the incident through a Delegation of Authority (DOA) by the County Manager or Policy group. Delegation of Authorities is dictated by the jurisdiction. In the case of wildfire, national, regional teams may receive DOA from land management agencies. Coordination between County EOC and IMT needs to be maintained and directed by the Emergency Management at the EOC or by the Incident Commander located at the designated Incident Command Post.

Figure 5-1 is a organizational chart for an IMT.

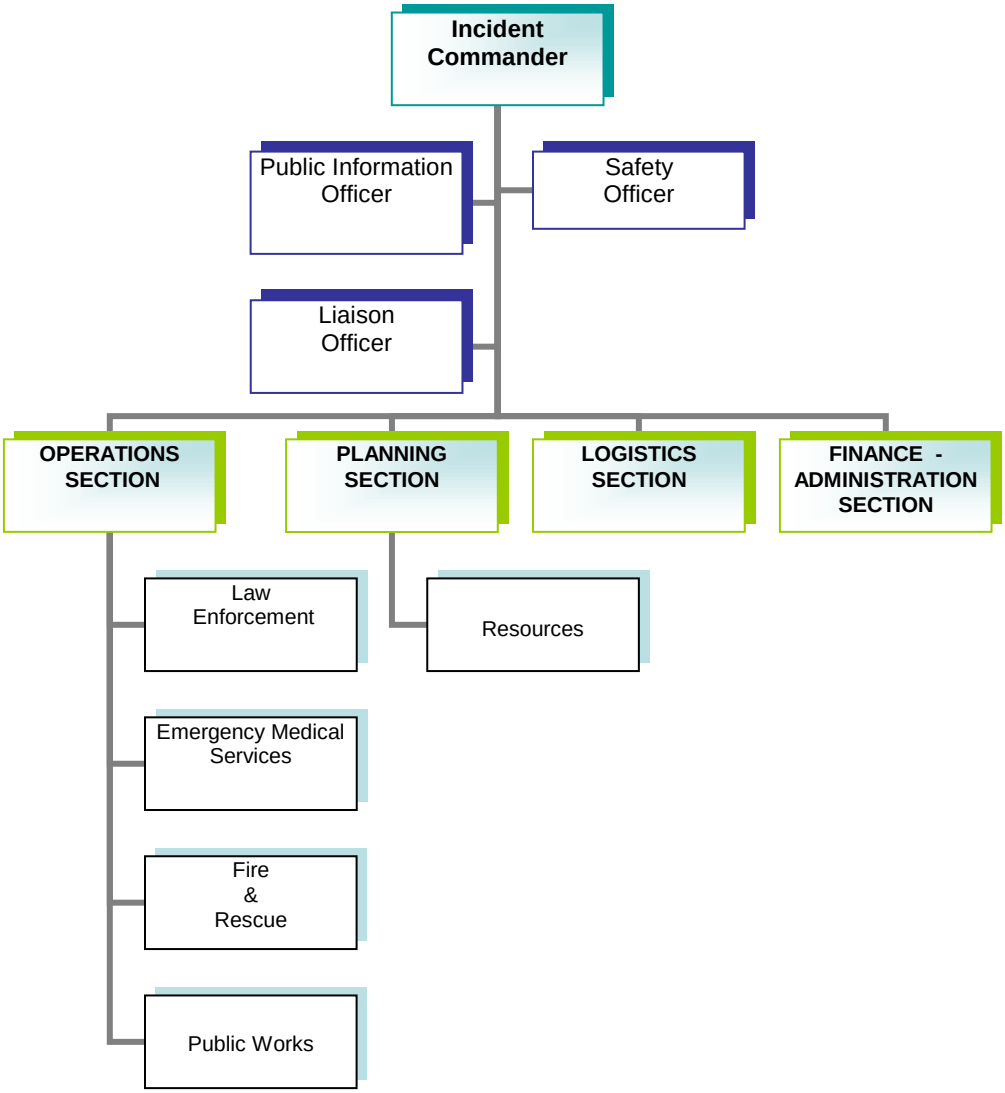

Figure 5-1
Incident Management Team

F. Roles and Responsibilities

To ensure the most effective use of the services and functions of existing offices, departments and other agencies within County/City for emergency operations, selected departments and agencies as well as specific personnel have been assigned emergency management responsibilities in this plan.

1. Chair, County Commission/City Mayor:

    a. Act as the Chief Elected Official (CEO) official responsible for ensuring the public safety and welfare of the people through providing strategic guidance and resources.

    b. Set policy for the emergency response organization and authorize specific functions to enact the policy.

    c. Appoint primary spokesperson for media/press conferences.

    d. Confer with ESF #5 –Emergency Management and Public Information Officer (PIO) prior to issuing evacuation orders.

    e. Issue evacuation orders (Orders should include a policy for people who do not comply with evacuation instructions.)

    f. Authorize strategy for recovery operations.

    g. Development and implementation of County/ City COOP/COG plan.

2. County/City Manager:

    a. Act as a backup for the CEO.

    b. Approve all mutual aid agreements.

    c. Requests assistance from mutual aid communities and from the State of New Mexico.

    d. Review and approve Public Information (PI) release.

3. Office of Emergency Management (OEM):

    a. Advise the County Manager and other local officials on emergency management matters and related laws, rules and regulations.

    b. Plan, develop, organize, direct, and coordinate the County's Emergency Operations Plan.

    c. Involve the private sector and Non-Governmental Organizations (NGO's) in planning, training and exercises.

d. Develop mutual aid and assistance agreements.

e. Coordinate volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the County.

f. Work with the Public Information Officer (PIO) to develop emergency information packets and emergency instructions for the public.

g. Develop and executes public awareness and education programs.

h. Activate and manage EOC.

i. Direct overall EOC activity.

j. Activate public warning system and store canned messages for emergency alert system.

k. Plan, provide and maintain primary EOC communication.

l. Provide backup for emergency PIO.

m. Request American Red Cross (ARC) to open mass care facilities.

n. Provide resources to alert and coordinate mass care facilities.

o. Coordinate amateur radio operator resources.

p. Act as backup Primary Agency for ESF #6 – Mass Care and Sheltering.

4. Fire/HAZMAT:

a. Conduct initial Incident Command (ICS) functions at site if first on scene.

b. Send representative to EOC if activated.

c. Manage and direct fire and Hazmat resources and operations.

d. Activate mutual aid agreements.

e. Provide communication and warning EAS activation backup.

f. Provide manpower for public warning.

g. Provide primary or secondary Emergency Medical Services (EMS).

h. Provides radiological monitoring and decontamination support.

i. Conduct mass decontamination of County or City employees and residents as a result of possible chemical, biological or radiological contamination incidents.

j. Provide personnel and transportation assets to support evacuation efforts.

k. Provide public address system notification to residents of evacuation areas.

5. Law Enforcement:

a. Conduct initial Incident Command (ICS) duties at site if first on scene.

b. Send representative to EOC when activated.

c. Manage law enforcement resources, and direct traffic control and law enforcement operations.

d. Activate mutual aid agreements for Law Enforcement.

e. Provides liaison and coordination with other County, State and Federal law enforcement groups.

f. Provide traffic control, crowd control, and restricted area control including patrolling evacuated areas.

g. Provide security to Critical Infrastructure and Facilities, including EOC and Mass Care Shelters.

h. Provide security for transportation, warehousing and distribution of medication and medical supplies.

i. Provide primary response communications and personnel for public information.

j. Provide back-up communications for shelter operations and other communications support.

k. Disseminate emergency information.

l. Designate media staging area at site and identify for PIO.

m. Conduct and search and rescue operations.

n. Offer evacuation options to CEO.

o. Identify evacuation routes.

p. Implement evacuation orders.

q. Direct and carry out evacuation and relocation of prisoners in jail facilities.

r. Provide animal care and control.

s. Handle criminal investigations.

t. Explosive scene management.

u. Riot control.

v. Unattended death investigation (coordinate with OMI).

w. Maintain public order.

6. Memorial Medical Center/Mountain View Regional Medical Center:

a. Coordinate the use of health and medical resources and personnel involved in providing medical assistance to disaster victims.

b. Coordinate with New Mexico Department of Health and Centers for Disease Control (CDC) on development of public health plans.

c. Activate appropriate mutual aid agreements as necessary.

d. Support EMS operations.

e. Support Public Health (PH) response plan activation.

f. Activate reserve medical professional resources.

g. Support hospital disaster plan implementation.

h. Support Office of Medical Investigator (OMI) morgue operations.

i. Track hospital surge capacity.

j. Reduce patient population in health care facilities.

k. Arrange for transport of persons with “special needs”.

l. Facilitate care for patients who cannot be moved.

7. Public Works/Utilities Division Director:

a. Send representative to EOC when activated.

b. Manage public works resources and direct public works operations.

c. Prioritize utilities restoration and debris management.

d. Coordinate with private sector utilities and contractors for use of private sector resources in public works related operations.

e. Activate appropriate mutual aid agreements as necessary.

f. Conduct comprehensive damage assessments.

g. Provides distribution and management of emergency/disaster equipment and related resources for emergency.

h. Provide debris clearance in support of emergency response activities, access to impacted areas and evacuation routes.

8. Transportation Director:

a. Plan, provide and maintain sufficient transportation resources.

b. Prioritize allocation of transportation resources.

c. Preplan bus and transportation available with private and municipal transit services.

d. Send representative to EOC when activated.

e. Activate appropriate mutual aid agreements as appropriate.

f. Coordinate transportation resources with Law Enforcement for evacuations.

g. Provide transportation for persons within the evacuation area that cannot self-evacuate, including “special needs” persons.

h. Provide resources to transport pharmaceuticals and other medical supplies.

i. Provide resources for removal of trash, debris and contaminated soil.

j. Ensure safety of routes, bridges, etc.

9. Public Information Officer:

a. Act as the primary spokesperson to media.

b. Manage all aspects of emergency public information for CEO.

c. Send representative to EOC when activated.

d. Establish Joint Information Center (JIC) as necessary.

e. Disseminate emergency instructions and information to public and officials.

f. Disseminate instructions and information to evacuees.

g. Inform the public and evacuees on evacuation activities.

h. Announce availability, location and opening time of mass care facilities to public.

i. Provide information on protecting and caring for animals.

10. Finance Director:

a. Send representative to EOC when activated.

b. Manage and track all disaster related expenditures.

c. Implement pre-arranged contracts, issue Purchase Orders and required purchase documents.

d. Maintain financial records on required FEMA forms.

e. Determine Purchase Order limits for emergency purchases.

f. Provide guidance to ESF #7 in carrying out their functions.

11. Central Dispatch (MVRDA):

a. Transmit to law enforcement, EMS and fire resources.

b. Coordinate radio communications frequency allocation.

c. Establish communications between EOC and IC.

d. Send representative to EOC when activated.

e. Provide resources to alert and coordinate mass care facilities.

12. American Red Cross (ARC):

a. Send representative to EOC when activated.

b. Recommend number and locations of mass care facilities to EOC.

c. Manage mass care facilities.

d. Provide resources to;

- Feed emergency medical personnel and patients as requested,
- Track status of victims,
- Reinforce medical support, and
- Aid disabled, elderly, and lost children.

e. Advise PIO on information available through the ARC.

f. Conduct initial damage assessment for general community.

13. National Weather Service (NWS):

a. Activate warning systems

b. Alert public of impending or potentially dangerous weather events.

c. Alert ESF #2 – Communications at the EOC.

d. Coordinate alerts with PIO.

e. Provide weather information to the EOC and/or IC.

14. Resource Coordinator:

a. Send representative to EOC when activated.

b. Coordinate, order, receive, store, process, document and allocate emergency supplies, resources and services during mobilization and demobilization.

c. Staff distribution group.

d. Maintain financial and legal accountability in cooperation with Finance Coordinator.

e. Coordinate with ESF #1-Transportation to handle flow of resources.

f. Provide comfort and welfare support for EOC personnel (including food, water, etc.)

g. Obtain resources necessary to support PIO and JIC operations.

h. Provide resources to support mass care facilities.

G. Response Personnel Safety

1. General

Most disasters pose dangers not only to the general public but to emergency responders as well. Since responders are often the first line of defense during disasters, the importance of their safety must be made paramount.

Critical to the safety of response personnel is the accurate and sufficient knowledge concerning health and safety hazards that may be present at the incident.

Among the safety and health hazards emergency workers may encounter are:

- Safety Problems: wet or uneven floors or carpets, broken walkways, or unlighted parking lots; sharp edges, falling objects; blocked fire doors or emergency escape routes; lack of emergency lighting; electrical cables strung across floors or from ceilings; unprotected or underground electrical circuits; traffic safety issues (internal and external); construction and equipment hazards; field issues such as damaged structures, fire, flood, or winter storm conditions.

- Health Problems: ergonomic issues; repetitive motion injuries; reactions to matter, chemicals, NBC contaminants; exposure to hazardous materials such as asbestos or PCB's; naturally occurring infectious diseases and vector caused illnesses; poor ventilation or air quality; exposure to weather extremes, etc.

The emergency may call for the immediate deployment of protective clothing and equipment as well as chemical, biological and radiological detection, monitoring and decontamination equipment.

2. Safety Actions

a. Public safety response personnel will be kept informed as to the status of dangers present during an incident and will take measures to protect themselves when such measures become necessary.

b. State, County and City response personnel will also adhere to their respective departmental personal protection guidelines and policies.

c. Response agencies will insure that emergency workers are properly equipped and trained with appropriate and fitted Personal Protective Equipment (PPE) as necessary.

d. Emergency response personnel will be trained in hazardous materials control and vehicles will be equipped with reference material guidebooks.

e. County/City personnel will respond only at the level of training and certification they have achieved.

f. Compliance with all State and Federal regulations concerning emergency responder's actions, training and equipment will be followed.

H. Protection of Citizens

1. Emergency Public Notification and Warning Systems

a. Emergency public information activities will be undertaken to ensure the coordinated, timely and accurate release of a wide range of information to

the news media and to the public about disaster related activities. These activities will be carried out through the joint use of a JIC (Joint Information Center of Doña Ana County and the City of Las Cruces). The Message Center will be staffed with state, local and volunteer organizations and, in some instances, commercial public information representatives. Information intended for the news media and the public will be coordinated prior to release with affected jurisdictions' officials.

b. Procedures regarding emergency public information are described in the ESF #15 - Public Information ESF.

2. Implement Protective Actions

a. Effective protection actions for the public mainly include evacuations or sheltering in place. The determination for the need to use either of these or other protective actions will be the responsibility of the Incident Commander (IC) with the help of the Emergency Support Function (ESF) Coordinators and other appropriate officials.

3. Evacuation Procedures

a. Evacuation Coordinator will coordinate all evacuation planning activities with the Office of Emergency Management in accordance with the *Doña Ana County Evacuation Plan*.

b. Identifies high hazard areas and determines population at risk; prepares time estimates for evacuation of the people in the different risk zones. Accomplishment of these tasks requires the preparation of a threat summary, based on the jurisdiction's hazard analysis. The summary addresses the evacuation needs that are applicable to the natural and man-made hazards that threaten the people living in the jurisdiction. Typical threats include:

- Hazardous materials accidents involving the facilities that use, store, manufacture, or dispose of them, and the transport modes (planes, boats, trucks, pipelines, etc.) used to move them.
- Flooding as a result of torrential rains in flood-prone and/or low lying areas subject to flash floods and inland flooding.
- Areas subject to wildfires.
- Areas subject to major seismic activity.
- Populations at risk to national security threats involving radiological, chemical, or biological weapons.
- Any other situations involving terrorist activities.

c. Identifies transportation resources (e.g., public transit, school buses, etc.) likely to be needed for evacuation operations.

d. Develops information for evacuees' use on the availability and location of Shelter/Mass Care facilities away from the threat of further hazard-induced problems.

e. Assists, as appropriate, the Animal Care and Control Coordinator in the preparedness actions for the evacuation of animals during catastrophic emergencies.

4. Shelter-in-Place

There may be circumstances that arise during emergencies that impair or prohibit an effective evacuation of citizens from affected areas. Shelter-in place is an effective protection strategy for many types of disasters to include the release of chemical, biological, radiological or nuclear material. In such cases, citizens may be directed to remain indoors wherever they are and seek to protect themselves from dangerous materials as best as possible.

The Incident Commander (IC) will work with the OEM and Evacuation Coordinator to determine when sheltering in place is appropriate and will direct the dissemination of the order, and any specific actions to be taken by citizens, through radio, public telephone and other media outlets.

5.5. RECOVERY

A. General

This phase is that period immediately following the emergency when actions will be taken to restore the community, to the greatest extent possible, to normal conditions. The phase begins when the disaster has subsided to such a degree that recovery operations can begin. Some recovery actions may commence during the Emergency Phase. In a radiological emergency, it may be necessary to precede all recovery operations with decontamination procedures, with the exception of urgent rescue operations. For most incidents, the State will be responsible for Disaster Recovery Centers (DRC).

B. Recovery Actions

1. Continue rescue operations. If a radioactive environment exists, ensure monitoring and decontamination when possible. Monitoring and decontamination should precede all other recovery operations.

2. Arrange for temporary housing, food and clothing.

3. Provide transportation for people who are being relocated.

4. Make evaluation of the situation, including damage assessment and plan for restoration. Determine restoration priorities.

5. Certify buildings and/or areas as being safe for habitation.

6. Commence restoration of the County following established priorities.

7. Assist public utilities with the restoration of service when requested.

8. Provide emergency mortuary service.

9. Maintain the Emergency Operations Center in operation until such time as the emergency and recovery operations no longer require it.

10. Provide for protection from looting and vandalism.

11. Establish and maintain a disaster inquiry center.

12. Maintain facilities for the dissemination of information to the public.

13. Arrange for individual assistance (IA) to help residents and County government to recover from the disaster. This will be done in cooperation with State and Federal agencies.

14. Destroy contaminated food, drugs and other material.

15. Conduct a public health assessment for potential short and long-term threats.

C. Implement Short-Term Stabilization

1. General

Short-term stabilization seeks to restore vital services to the community and provide for the basic needs of the public. In the immediate timeframe of an emergency, residents may be evacuated to an initial location or staging ground. From there, the situation should be reassessed and the Incident Commander (IC) determines what steps need to be taken to accomplish short-term stabilization. Though many factors influence this decision, the most important factor is the safety of all residents and personnel while the emergency continues.

2. Implementation

a. Evaluate the situation

- Decide whether residents stay at the initial evacuation point or are evacuated to a shelter

- Determine whether residents can temporarily return to their families for care If so, outline the procedures for discharging these residents

b. Provide security for residents before, during, and after the evacuation, during transportation, and at the shelter.

- Determine how to secure the shelter point for resident and staff safety
- Partner with local emergency personnel about securing the facility during the disaster

c. Continue to monitor the situation and communicate with emergency personnel regarding re-entry.

D. Implement Long-Term Stabilization

1. General

Long-term recovery efforts entail those operations or actions intended to assist a community or jurisdiction to regain its normal appearance and functionality.

Potential operations include:

- Re-connecting telephone lines
- Re-establishing electric and gas services
- Damage assessment
- Debris removal
- Decontamination
- Restoring water treatment facilities
- Repairing roads and bridges
- Helping eligible victims apply for and receive relief funds

Local jurisdictions have primary response and recovery obligations, and the State and Federal Government provides supplemental support when requested. The County may determine that additional supplemental resources are needed and may request assistance from the State and Federal Government.

2. Requesting Assistance

a. A thorough assessment of damage will be conducted and the information will be analyzed to determine the immediate needs in affected communities. The County/City will determine whether to seek state and federal assistance. Comprehensive damage assessment information is essential as the basis for a request to the governor for disaster assistance.

b. State recovery assistance, both public and individual, is coordinated from the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM).

c. Federal emergency financial assistance is also available to any applicant only if established criteria are met and only within the parameters established for each program and disaster event including the Memorandum of Agreements (MOA's) that have been developed.

d. Federal financial assistance is available through several grant programs, usually only after a declaration of emergency or major disaster by the President of the United States. Eligibility for a federally declared disaster is based on per capita impact within the state for public assistance with a minimum threshold of $1,000,000 in public assistance damages. In addition, some Federal grant programs require administrative plans such as hazard mitigation plans, as one element of a county's eligibility. Federal eligibility can be referenced in 44 CFR Chapter1 206.48.

e. Some Federal disaster assistance (search and rescue, flood protection, wildfire suppression and support (including EOC operations), and loans for farmers and small businesses) are available without a presidential declaration.

f. Following a presidential declaration, a Disaster Field Office (DFO) will be established in the State and staffed with federal personnel assigned to manage the disposition of federal relief funds in cooperation with state personnel.

g. Disaster Recovery Centers (DRCs) may be established in the affected area to provide information and guidance to County staff and citizens affected by the emergency or disaster, which might include an individual's potential eligibility for assistance.

h. In a request for federal assistance, the State will seek funds for designated jurisdictions from available programs based on the nature and scope of damage. Upon notification that the request for Federal assistance has been granted, the State will organize a staff relative to the scope of the award and coordinate the operation with the Office of Emergency Management.

i. Debris management and volunteers and donations operations begin as emergency response functions and will continue as necessary.

CHAPTER 6 – EOC MANAGEMENT – DIRECTION AND CONTROL

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CHAPTER 6 - EOC MANAGEMENT - DIRECTION AND CONTROL

6.1. ROLES AND FUNCTION OF EMERGENCY OPERATIONS CENTER (EOC)

A. General

1. The EOC serves as a guiding body for the jurisdiction's officials. Within this specially organized venue, they are provided the means to jointly focus on issues requiring cross input and decisions by the jurisdiction's senior leadership and to make certain that the most effective use of all available resources is being applied (or redirected) to the highest priorities, as they emerge. The EOC does not have the authority to command or exert force upon local elected officials.

2. The EOC is activated during emergencies at the recommendation of the Dona Ana County/City of Las Cruces Office of Emergency Management (DAC/CLC OEM). The EOC can also be activated at the recommendation of the On-Scene Incident Commander. The EOC is a joint operation between Doña Ana County and the City of Las Cruces. It is comprised of the policy group and thirteen Emergency Support Function (ESF) positions configured under the Incident Command organization. Additionally Standard Operating Guidelines (SOG's) for EOC operations are available at the OEM for use in conjunction with the AHEOP.

   Whenever an EOC is activated, it becomes the jurisdiction's central headquarters for coordinating efforts to deal with any major incident that imperils the safety and welfare of the public.

3. The following are the primary functions of the EOC:

   - Situational Assessment – Collection of all jurisdiction situation reports, maps, status boards to provide a common operation picture.
   - Incident Priority Determination – establishing priorities among incident for scarce and limited resources.
   - Provide Management policies and Interagency Activities- Provide policy level decisions relevant to incident management activities, strategies and priorities.
   - Coordination with State and Federal Operations Centers.
   - Manage the consequences of the Incident such as evacuation, sheltering, business continuity, disaster recovery.

B. Strategic Goals and Objectives

1. Implementation of the jurisdiction's strategic goals will take into consideration the following menu of EOC objectives, which will be addressed, amended, or added to as applicable in the EOC Consolidated Action Plan:

    a. Determining if there is a need to exercise one or more of jurisdiction's emergency powers;

    b. Coordinating jurisdiction specific warning and emergency public information;

    c. Coordinating jurisdiction damage assessment;

    d. Calculating emergency cost for referral by the jurisdiction leadership to the State;

    e. Coordinating continuity of government and continuity of operations;

    f. Overseeing the effective use and allocation of available local resources;

    g. Determining specific requirements that are vital but beyond the jurisdiction means to acquire, and referring such needs to the State EOC for supplemental assistance; and

    h. Orchestrating recovery, including the development of a jurisdiction Disaster Recovery Plan.

C. Organizational Structure

1. Figure 6-1 identifies the roles of the individuals at the EOC. Individuals may be required to serve in more than one role. The EOC will communicate with the Incident Commander, through the Liaison Officer. The Incident Commander will update and report incident status on a regular basis, will request resources to manage the incident, and will provide necessary information to the EOC. Figure 6-2 illustrates the on-scene response to the incident.

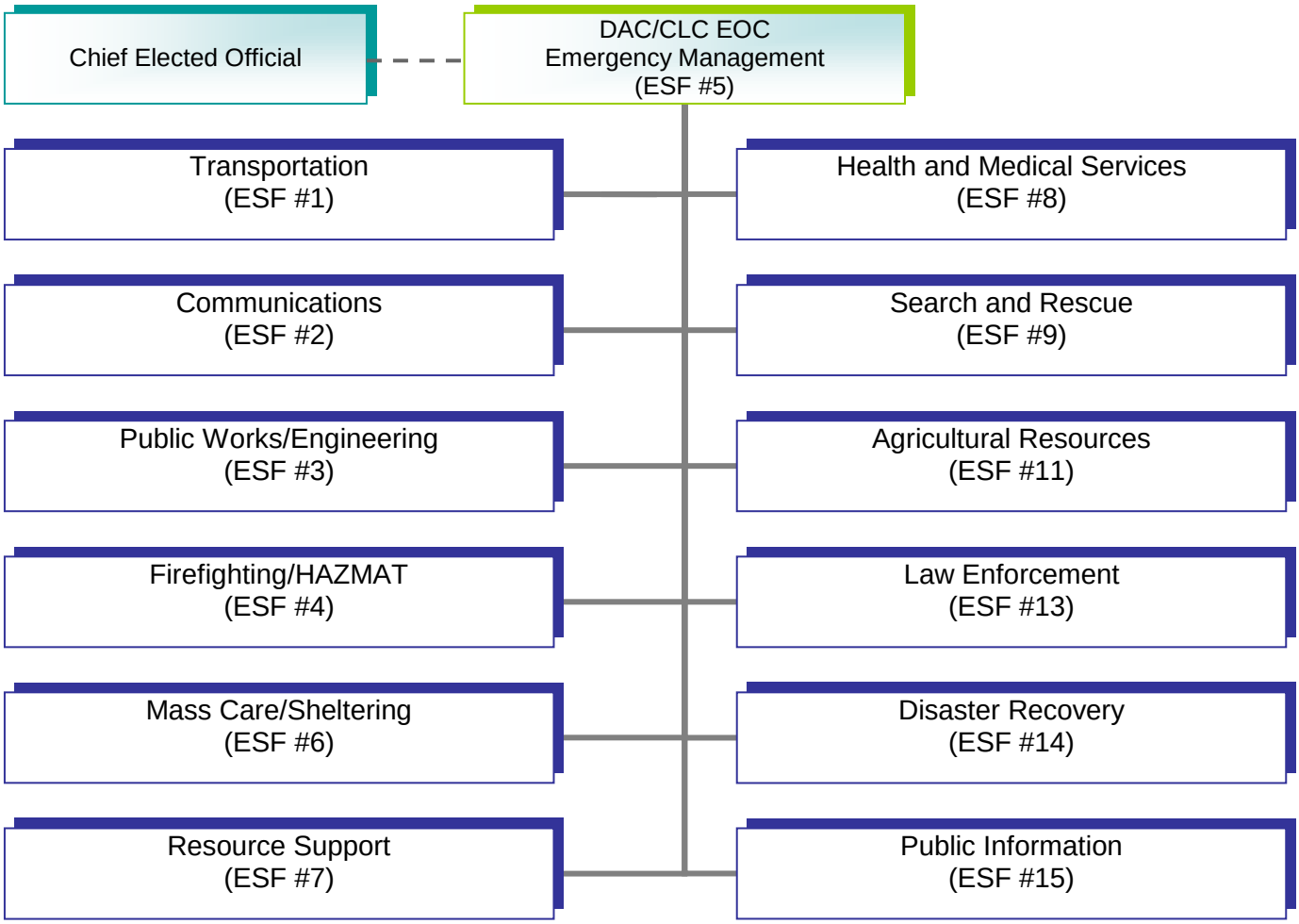

Figure 6-1
Centralized Response Coordination (EOC)
Command Structure

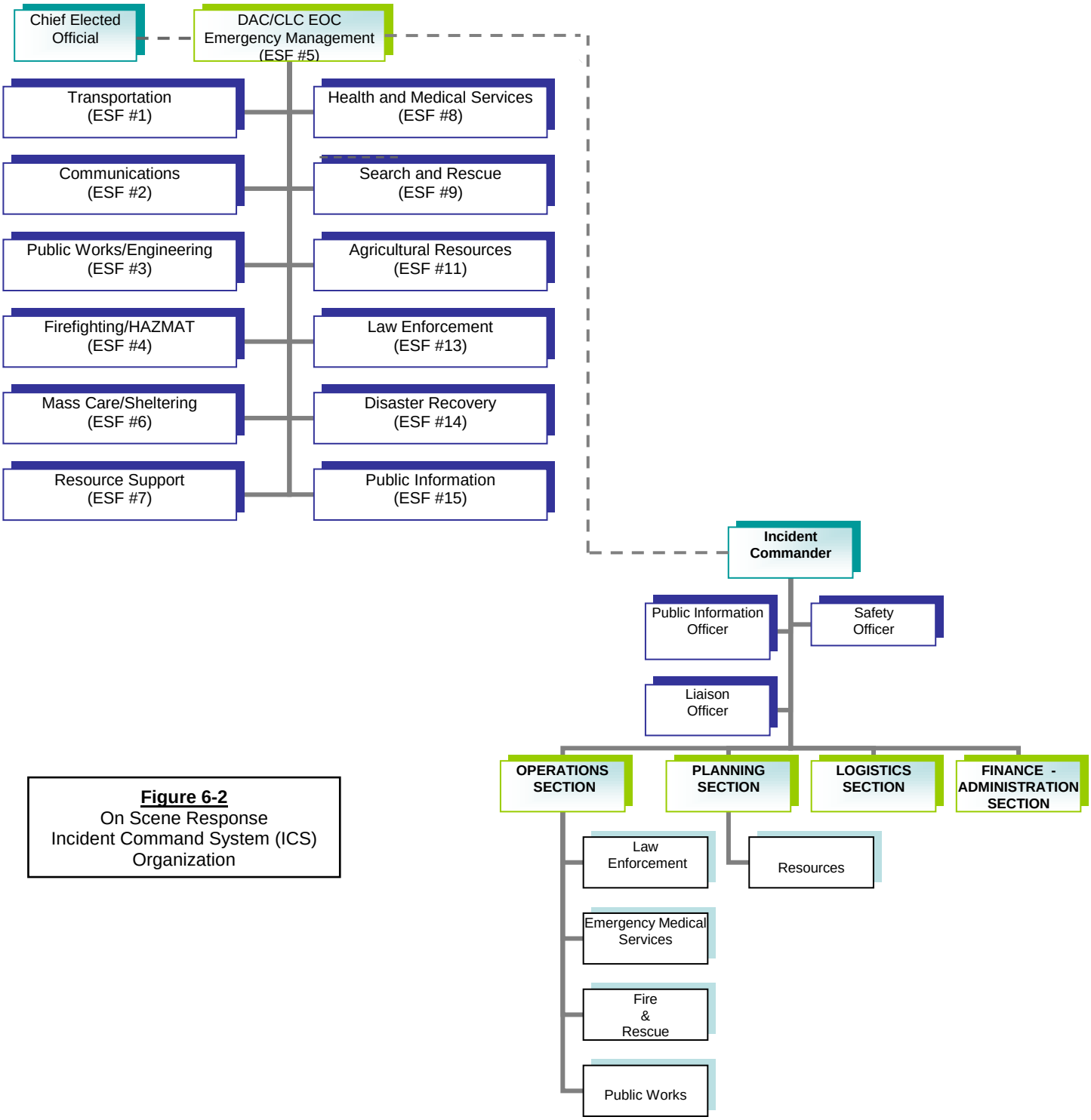

Figure 6-2
On Scene Response
Incident Command System (ICS)
Organization

D. Operational Planning

1. Operational planning is a dynamic process, which is driven by field size-up reports. As updated reports are received from the field supervisors and department/agency managers, it will be the responsibility of the Emergency Support Functions to confirm and interpret the data. Once an intelligible assessment of the data's significance and known ramifications can be processed, the most important details will be combined into a narrative.

   Overall, the narrative must serve as a real time portrayal of the department / agency's situation and status that highlights the scope and importance of emergency and other concurrent operations, and contrasts them in terms of their impact (direct and collateral) on capabilities, infrastructure, people, property, the economy, and the environment. From a topical perspective, each narrative should account for the following, when applicable:

   - Damage assessment of vital fixed and portable assets (owned and leased), relocation to alternate sites, and corresponding impact(s).
   - Department casualties, available staffing levels, and constraints imposed.
   - Essential operations and services that must be continued and non-essential operations that may be scaled back or curtailed.
   - Period(s), location(s), and correlation of all disaster incidents.
   - Times of initial response and composition of emergency units dispatched.
   - Threat(s) and risk(s) encountered.
   - Effect and impact of threat(s) on people, public and private property, business, infrastructure, capabilities, and resources.
   - Prognosis for neutralization, stabilization, and/or disposal of threat(s).
   - Ability to acquire, move needed resources and materials.
   - Evacuations undertaken to include disposition of displaced, injured, and deceased persons.
   - Requests for support from and by other departments, organizations, and mutual aid agencies.
   - Loss or shut-off of utilities and closure of roadway structures.
   - Detours and traffic control measures established.
   - Results of preliminary and technical inspections of buildings, emergency routes, bridges, tunnels, ground failures, flood control works, and utility infrastructure.
   - Strategy and action plan for dealing with emergency.
   - Prognosis for restoration of interrupted services.
   - Estimate of emergency costs that represent disaster related values over and above normal expenditures for overtime, temporary employment services (TES), emergency requisitions, emergency protective measures, capital losses and repairs, etc.
   - Requests for assistance from the EOC for emergency power authority, contracting relief, area warning and coordination, public information, and urgent resources beyond the department's means.
   - Critical information not otherwise covered.

So long as the event requires the activation of the EOC, these size-up summaries will be forwarded from the ICP to the department's EOC representative.

In the EOC, these reports will be collaboratively analyzed and evaluated by the responsible ESF under the direction of the Section Coordinator. The aim is to form a Countywide picture of how departments and interdepartmental actions occurring at incident sites, in or among control/communication centers, or in areas of the county more distant from or untouched by the crisis need to be supported by EOC goals and objectives.

Attention will also be focused on detecting signs or patterns in planning or ongoing response and recovery activities that might portend:

- Hidden issues requiring resolution;
- Inconsistencies, duplications, or conflicts; or
- Problematic consequences or residual effects.

2. All requests for assistance and other actions that are judged to be essential and call for EOC intervention will be incorporated into the Situational Update Log. For uniformity in the EOC, the format for the Situational Update Log is standardized so that each major action item is given a priority and expressed as an objective. Likewise, each objective will contain a list of necessary implementing steps along with notations to indicate the ESF assigned primary responsibility, an estimate of the time it will take to complete the steps, and an estimate of direct and indirect emergency cost involved.

   ESF Coordinators will submit their Action Plans to the Planning Section.

   The Plans Section Coordinator:

   - Reconcile potential inconsistencies, duplications, or conflicts;
   - Confirm or record priorities;
   - Make certain that EOC goals are being accomplished as efficiently as possible; and
   - Determine the operational period for the Incident Action Plan.

   Once agreement is reached, the Situation Update will be combined into an EOC Action Plan for approval by the EOC Director and the County / City Manager. From a figurative point of view, operational planning should be considered the glue that binds. But, in order to manage the fluid and sometimes uncertain nature of hazard producing circumstances, planning must be flexible enough to anticipate and accommodate change.

3. Thus, every time new developments occur, they need to be reflected in the planning process and shared. In the EOC, every time significant new information and requests for help are reported by the control/communication centers and every time an EOC objective is affected in some tangible way, it triggers an automatic update of the Action Plan.

6.2. INCIDENT AND EMERGENCY RESPONSE LEVELS

A. Incident Levels

1. Doña Ana County will generally adhere to the following in incident levels:

Table – 4 Incident Levels

	Incident/Situation	Type Definition	Minimum Staffing
Level 5	Vehicle fires, motor vehicle accidents, house fires, plumbing failure, individual medical issues.	Local resources at the scene are sufficient to coordinate and address all incident issues. The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.	**No EOC Activation**
Level 4	**Small (1-100 acre wildfire)** **Extreme Weather/Storms** **Hazardous Materials** **Petroleum Releases** **Notification of Potential Flooding** **Rail and Highway Transportation Emergencies** **Water/Well Shutdown** **Individual Human or Animal Biological Incident** **Emergency Communication Outage w/o back-up** **Mass Household Utilities Outage** **Airplane crash**	The incident is limited to one operational period, or information is limited. Incident Command System (ICS) is necessary to direct, control and ensure the safety of emergency response forces at an incident site. Incident Command Post is identified and staging areas are established for arriving response resources.	**Key staffs given incident information and put on Standby.** **Level 4 EOC Activation** Key Staffs: Emergency Manager; County Manager; Asst. County Mgrs.; Communications/Public Info Officer.
Level 3	**Earthquake** **Mass Fatality** **Localized Flooding** **Wildland Fire Local resources** **Extreme Weather/Storms** **Hazardous Materials** **Petroleum Releases** **Tire Fire** **Rail and Highway Transportation Emergencies** **Expanded Human or Animal Biological Incident** **Emergency Communication Outage w/o back-up** **Mass Household Utilities Outage** **Airplane crash**	**The incident may extend into multiple operational periods, but only requires a limited and targeted EOC staffing** response due to the scope and nature of the incident. Resources immediately available to IC are exhausted. Local/ County / State Declaration	Notification of Key Staffs as in Type 4. **Partial or Virtual (Level 3 or 2) EOC Activation:** Key Staffs and some or all of the Command and General Staff positions may be activated as well as Division/Group Supervisor and/or Unit Leader level positions.

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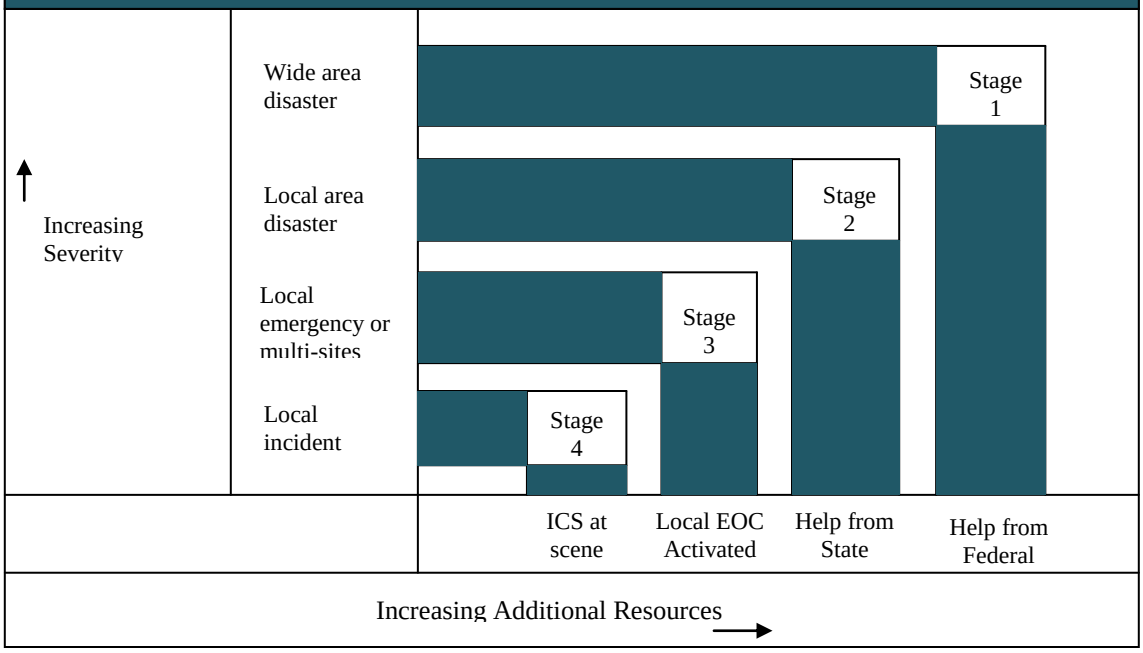
Level 2	**Earthquake** **Mass Fatality** **Regional Flooding** **Extreme Weather/Storms** **Hazardous Materials with Evacuations** **Wildland Fires Type I Urban Interface FMAG** **Rail and Highway Transportation Emergencies with evacuation** **Terrorism** **Mass Biological Incident** **Radiological Dispersion Device (RDD) Detonation** **Emergency Communication Outage w/o back-up** **Mass Household Utilities Outage**	**The incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. The incident may require the response of resources out of the area, including state resources**. County/State declarations are in place. Possible FEMA declaration. National Media Event	Notification of Key Staffs as in Type 4. **Full (Level 1) EOC Activation:** All Command and General Staff positions are activated.
Level 1	**Earthquake** **Mass Fatality** **Dam/Flood Retarding Structure Failure** **Mass Flooding** **Extreme Weather/Storms** **Hazardous Materials** **Wildland Fires** **Rail and Highway Transportation Emergencies** **Terrorism** **Regional Mass Biological Incident** **Radiological Dispersion Device (RDD) Detonation**	This type of incident is most complex, **requiring both state and national resources** to safely and effectively manage and operate. Presidential Declaration. Large Media Event	Notification of Key Staffs as in Type 4. **Full (Level 1) EOC Activation:** All Command and General Staff positions are activated.

Table – 5 Stages of Disaster



B. EOC Activation Levels

1. Depending on the nature and the scope of the emergency, the DAC/CLC Emergency Operations Center (EOC) may be activated to one of four (4) levels of activation that range from 4 (lowest) to 1 (highest, most complex). With regard to who is physically present in the EOC, the nature and the scope of the incident will determine who should be in the EOC.

   a. Level 4 (Local Incident Monitoring Level):

      Triggered by weather advisories, security advisories, possible impending events, HAZMAT incidents and significant local, national, and international events. Activities include situation analysis, notification, resource coordination, and may include warning, public information and other emergency functions. An example would be the issuance of a National Weather Service forecast for a snowstorm in the next 24 hours.

   b. Level 3 (EOC Monitoring Level):

      Conduct staffing availability check. Implement visitor escort procedures and lockdown EOC front door.

      Using the various sources of information available, the Emergency Management staff shall take prudent preliminary steps to initiate the alert of other staff and to get the EOC ready for operational use. Those efforts shall also be coordinated with the senior officials of the jurisdictions, any other departments needed, and support organizations whose services and resources could make them a part of any projected emergency response.

   c. Level 2 (Emergency Operations Level):

      All events and criteria of Level 3 plus multiple or major events; the receipt of a request for emergency support or assistance; local disaster or emergency declaration; the need for extended coordination of state support in an emergency. Activities include notification of agency representatives and activation of relevant agencies, complete EOC lockdown, and preparation for extended operations.

      The second level shall result in a partial or full activation of the EOC. Once activated, it would be used as a unified coordination site for senior management representatives from the departments involved in the incident response.

      From the EOC they would:

      - Monitor, exchange, and coordinate information about the efforts and implications of imminent and planning events on the public and their respective and combined services and assets (size-up summaries);

- Jointly formulate and coordinate strategic objectives, priorities, and contingency options (EOC Consolidated Action Plan);
- Identify and, as necessary, refer policy questions and executive decisions for
- resolution;
- Identify position assignments and responsibilities;
- Identify and deal with resource and assistance needs;
- Maintain appropriate reports and records of all activities; and
- Pass appropriate advice and information to the department or support organization control center or communication/dispatch centers.

The EOC staffing levels will vary and, at any particular time, could be adjusted by the EOC Director to match the demands of the immediate situation. In this phase, representatives in the EOC, under the lead of the EOC Director, would have the authority to coordinate the use of all local available resources, public and private.

Advisory notification of the Level 2 Alert would include the Chief Elected Officials, County/City Manager, Police Chief, Fire Chief, County Emergency Service Director, EOC staff, and the State EOC.

d. Level 1 (Disaster Operations Level)

All events and criteria of Level 2, plus request for issuance of a State or Federal Emergency or Disaster Declaration. An event is occurring or imminent that has exceeded the capabilities of the DAC/CLC OEM; has significant regional and/or federal involvement; or issuance of a specific Homeland Security Red Alert advisory for New Mexico, to prepare for incoming federal resources.

Notification of a Level 1 Activation shall be made, at the earliest practical time, to the State EOC. Full activation of all EOC staff is required.

EOC Deactivation – The EOC will be deactivated or the activation level will be lowered when events or State support of an incident have lessened.

Table - 6 Emergency Action Stage Matrix				
	Stage 4	**Stage 3**	**Stage 2**	**Stage 1**
Incident Level	Level 4	Level 3	Level 2	Level 1
Scope of Emergency	Local area affected	Local/Multi-site emergency	Wide area disaster	Wide area disaster
Hazardous Materials*	Spills, leaks, or fires of small amounts of fuel, oil, or other material that can be managed locally- as defined in the HMP	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.		
Resources Needed	Local	Regional/Local	State	Federal
Jurisdictions	One	One or Two	Two or More	Two or More
Local EOC Activation Level	Level 4	Level 3 or 2	Level 1	Level 1
State EOC Activated	No	Possible	Yes	Yes
Federal EOC Activated	No	No	No	Yes
Evacuation	No	Possible (limited)	Possible (large area)	Yes (wide area)
Multiple Sites	No	Possible	Yes	Yes
Mass Care	No	Possible	Possible	Yes
Local Warnings	No	Yes	Yes	Yes
Mass Warnings	No	No	Yes	Yes

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6.3. EMERGENCY SUPPORT FUNCTIONS

A. General

Emergency Support Functions (ESF) are the primary means through which the Federal and State government provides assistance to municipal governments. The ESF structure follows the Incident Command System (ICS) and unites various agencies and focuses their efforts on a specific function necessary to respond to an emergency.

The Doña Ana County/City of Las Cruces AHEOP consists of the Basic Plan and 13 Emergency Support Functions (ESFs). Each ESF contains:

- A list of the primary and supporting agencies/departments
- The purpose of the ESF
- Assumptions about their main role
- Actions taken during each phase of Emergency Management
- Specific roles and responsibilities for the primary and supporting agencies
- General information on organization and direction and control

The following Matrix details the relationship between the ESFs and departments and agencies responsible for carrying out emergency tasks. Departments listed as the Primary agency for the ESF shall be responsible for overall coordination of that ESF. Support departments shall lend assistance as needed.

B. Emergency Support Function Matrix

S—SUPPORT DEPARTMENT P—PRIMARY DEPARTMENT

	Transportation	Communications	Public Works	Firefighting/ HAZMAT	Emergency Management	Mass Care / Sheltering	Resource Support	Health and Medical	Search and Rescue	Agricultural Resources	Law Enforcement	Disaster Recovery	Public Information
Emergency Support Function	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**11**	**13**	**14**	**15**
Dona Ana County													
Chair, County Commission					S							S	
County Manager					S							S	
Emergency Management	S	S	S	S	P	S	S	S	S	S	S	P	S
Engineering Dept.	S		S									S	
Facilities & Parks Dept.			S									S	
Finance Office							P					S	
Fire Marshalls Office				P					S			S	
Information Technology		S			S								
Public Information Officer													P
Public Works	P		P				S					S	
Purchasing	S	S				S	S					S	
Sheriff's Office	S	S			S	S			P		P	S	
New Mexico State University													
NMSU Police Dept.	S	S	S		S	S		S	S	S	S	S	S
NMSU Fire Dept.				S									
New Mexico Dept. of Agriculture										P			

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	Transportation	Communications	Public Works	Firefighting/ HAZMAT	Emergency Management	Mass Care / Sheltering	Resource Support	Health and Medical	Search and Rescue	Agricultural Resources	Law Enforcement	Disaster Recovery	Public Information
Emergency Support Function	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**11**	**13**	**14**	**15**
City of Las Cruces													
Fire Department				P	S	S	S					S	
Finance Department							P					S	
Parks and Recreation			S									S	
Police Department	S	S	S	S	S	S	S		P	S	P	S	
Public Works	P		P										
Public Information Officer													P
Central Dispatch (MVRDA)		P											
NGO's													
Civil Air Patrol									S				
American Red Cross					S	P		S					
ARES		S				S			S				
Salvation Army						S						S	
American Medical Response						S		S				S	
Memorial Medical Center								P					
Mountain View Medical Center								P					

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	Transportation	Communications	Public Works	Firefighting/ HAZMAT	Emergency Management	Mass Care / Sheltering	Resource Support	Health and Medical	Search and Rescue	Agricultural Resources	Law Enforcement	Disaster Recovery	Public Information
Emergency Support Function	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**11**	**13**	**14**	**15**
State Agencies													
NM Environment Dept.				S				S		S			
NMDHSEM	S	S	S	S	S	S	S	S	S	S	S	S	S
Dept. of Public Safety	S	S		S		S		S	S		S		
Dept. of Transportation	S		S						S		S		
Dept. of Health									P				
NM National Guard	S					S			S		S	S	
NM Livestock Board										P			
64th Civil Support Team				S						S			
Public Schools													
Las Cruces Public Schools	S					S							
Gadsden ISD	S					S							
Hatch ISD	S					S							
Federal Agencies													
DHS		S			S	S			S		S		
HHS						S			S	S			
FBI									S		S		
FEMA					S	S	S	S					

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CHAPTER 7 – TRAINING AND EXERCISE REQUIREMENTS

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CHAPTER 7 - TRAINING AND EXERCISE REQUIREMENTS

7.1. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING

In Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the President directed the Secretary of Homeland Security to develop and administer a unified, national system for managing incidents. The NIMS provides a consistent nationwide approach for Federal, State, local, and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

In order to satisfy NIMS requirements, and based on the results of the County's survey, Doña Ana County and the City of Las Cruces should continue to have local officials and local responders complete ICS-100 and IS-700. In addition, local officials and local responders (first line supervisors) should take ICS-200 and IS-800.

Higher-level ICS Management officials and local responders responsible for managing to the response shall complete ICS-300 and ICS-400 as necessary. Links to these materials are available from the Emergency Management Institute.

The following page summarizes NIMS training requirements for the County, City and NGO personnel. It lists the audience for the courses and the training needed for each of those individuals. *This training is not annual training for these individuals - they only need to take the course once.* New hires will have to take ICS-100 and IS-700 for the County to remain compliant with the on-going NIMS standard. NIMS training has been included on the exercise schedule both to allow formal classroom time slots teach agencies and/or serve as a remainder for agencies to comply with NIMS training on-line for new hires.

Figure 7-1 NIMS Training Guidelines	
Audience	**Required Initial Training**
County, City & Non-governmental personnel to include: Entry level first responders and disaster workers • Emergency Medical Service personnel • Firefighters • Hospital Staff • Law Enforcement personnel • Public Health personnel • Public Works/Utility personnel • Skilled Support Personnel • Other emergency management response, support, volunteer personnel at all levels	FEMA IS-700: NIMS, An Introduction ICS-100: Introduction to ICS or equivalent
County, City & Non-governmental personnel to include: • First Line Supervisors • Single resource leaders • Field Supervisors • Emergency Mgt. & response personnel that require a higher level of ICS/NIMS Training	FEMA IS-700: NIMS, An Introduction ICS-100: Introduction to ICS or equivalent ICS-200: Basic ICS or equivalent
County, City & Non-governmental personnel to include: • Middle Management • Strike and Task Force and Unit Team Leaders • Division/group supervisors • Branch directors • Multi-agency coordination system/emergency operations center (EOC) staff	FEMA IS-700: NIMS, An Introduction FEMA IS-800: National Response Framework ICS-100: Introduction to ICS or equivalent ICS-200: Basic ICS or equivalent ICS-300: Intermediate ICS or equivalent (FY07 Requirement)
County, City & Non-governmental personnel to include: • Command and General Staff • Select Dept. Heads with multi-agency coordination system responsibilities • Area commanders • Emergency Managers • Multi-agency coordination system/emergency operations center (EOC) managers	FEMA IS-700: NIMS, An Introduction FEMA IS-800: National Response Framework ICS-100: Introduction to ICS or equivalent ICS-200: Basic ICS or equivalent ICS-300: Intermediate ICS or equivalent (FY07 Requirement) ICS-400: Advanced ICS or equivalent (FY07 Requirement)

7.2. NIMSCAST REQUIREMENTS

The NIMS Compliance Assistance Tool (NIMSCAST) is a self assessment instrument for County, tribal, local, private sector, and non-governmental organizations to evaluate and report their jurisdiction's achievement of all NIMS implementation activities.

All agencies will complete NIMSCAST assessments.

7.3. HSEEP REQUIREMENTS

A. The Homeland Security Exercise and Evaluation Program (HSEEP) is defined by FEMA as a "capabilities and performance-based exercise program that provides a standardizing methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning."

B. The HSEEP constitutes a national standard for all exercises.

C. Compliance with HSEEP is defined as adherence to four specific practices that are mandated in the HSEEP.

1. Conduct an annual Training and Exercise Planning Workshop (TEPW), and maintain a Multi-Year Training and Exercise Plan (TEP). An annual TEPW provides an opportunity to develop, review, or update and entity's Multi-Year TEP. The TEPW also provides a forum for determining how an entity will execute its multi-year plan in a given year. The purpose of the TEPW and the Multi-Year TEP is to translate strategic goals and priorities into specific training and exercise activities and to coordinate and de-conflict all training and exercise activities on a schedule. While all exercises conducted by an entity are not required to be included in its Multi-Year TEP, the entity should follow the guidance and priorities established during its TEPW.

2. Plan and conduct exercises in accordance with the guidelines set forth in HSEEP policy. HSEEP policy guidance includes an overview of exercise planning and conduct. Specific areas for compliance include the use of various types of planning conferences and exercise documentation. The number of conferences and types of documentation required are flexible and depend on the full scope of the exercise being completed. HSEEP also provides sample documents for all potential presentations and manuals for all types of exercise.

3. Develop and submit a properly formatted After Action Report/Improvement Plan (AAR/IP). An AAR/IP is used to capture events as they occurred during an exercise, provide analysis of the events relative to exercise objectives, and suggest development actions to either further enhance or improve agencies' planning and response capabilities. It also evaluates achievement of the selected exercise objectives and demonstration of the overall capabilities being validated. The IP portion of the AAR/IP includes corrective actions for improvement, along with timelines for their implementation and assignment to responsible parties.

4. Track and implement corrective actions identified in the AAR/IP. Once recommendations, corrective actions, responsibilities, and due dates are identified in the IP, the exercising entity ensures that each corrective action is tracked to completion. Exercising entities review all exercise evaluation feedback and resulting IPs to assess progress on enhancing preparedness. This analysis and information are incorporated into the capabilities-based planning process because they may identify needs for additional equipment, training, exercises, coordination, plans, or procedures that can be validated through future exercises. Continual IP tracing and implementation should be part of a corrective action program within each participating entity.

7.4. COUNTY TRAINING AND EXERCISE PLAN

A. The Doña Ana County/City of Las Cruces OEM and the LEPC are responsible for preparing the schedule to exercise the AHEOP. The OEM and the LEPC will conduct exercises in accordance with the NMDHSEM Three-Year Exercise Plan, and will submit the exercise to the NMDHSEM.

B. **ALL EXERCISES MUST BE HSEEP COMPATABLE IN ORDER TO RECEIVE FEDERAL GRANT MONEY.**

C. Doña Ana County conducts an annual review of the training and exercise plan to ensure compliance with the HSEEP and that it is relevant to all County needs.

D. Annual Training and Exercise workshops will be coordinated by the County/City OEM with the participation of the LEPC. This workshop will produce a yearly calendar of exercises.

E. Annual or Semiannual Table Top Exercises may be conducted by OEM, participating entities, or the LEPC.

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CHAPTER 8 – INFORMATION COLLECTION AND SHARING

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CHAPTER 8 - INFORMATION COLLECTION AND SHARING

8.1. COMMUNICATIONS AMONG RESPONDERS

A. General Assumptions

1. First responders must have timely communications with each other to respond effectively to emergencies and provide public safety.

2. The county has a wide variety of emergency communications equipment including: radios (fixed, mobile and handheld), pagers, telephones (including mobile and cellular), fax machines, etc.

3. Which communication medium is used will vary with each incident depending on location, equipment interoperability, reliability, timeliness and what is being communicated. However, communications in the field will normally be established by radio.

4. During a major disaster, the telephone system may become inoperative and cell phone systems may become overused. Certain radio frequencies may also be overused if a large number of emergency responders are attempting to communicate on the few radio frequencies that are available.

5. Communication Interoperability must be part of each responder's operations plan. In response, communication interoperability must be maintained by all first responders.

B. Guiding Principles

1. Utilize county-wide communication systems that will ensure reliability and interoperability between emergency responders during any disaster incident.

2. Ensure that responders are sufficiently trained on the use and capabilities of the system so as to maximize their value.

3. Institute policies and procedures that ensure all responders have access to the various communications devices in the system as needed.

4. Identify specific vulnerabilities that would affect communications (i.e., power outages, high wind, flooding, etc.) that are most likely to occur in the County and provide resources to overcome them.

5. Ensure redundant/back-up communications for each.

6. Perform periodic testing of systems to ensure they will work in an emergency

7. Ensure the availability of technicians during an emergency to test and fix equipment in the event that communications suffer technical malfunctions

8.2. PUBLIC INFORMATION/ COMMUNITY RELATIONS

A. General Assumptions

1. An effective public information program which combines both education and emergency information will significantly reduce disaster casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until affected, despite educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program at the policy-making level of government.

2. During emergencies and disasters the public needs detailed information regarding protective actions which need to be taken to minimize the loss of life and property. Every effort should be made to provide emergency information through conventional news media sources as well as a community outreach program of public education for responding to, recovering from and mitigating hazards that pose a threat to a community to ensure necessary protective measures can be employed.

B. Actions

1. Notification

   a. Pre-incident and ongoing activities will be monitored by OEM and reported to the Emergency Management Supervisor.

   b. OEM will notify the ESF #15 - Public Information Staff.

2. Response Actions:

   - Staff JIC as needed in the EOC.
   - Establish an initial press briefing.
   - Establish Call Center.
   - Designate assignments of the Public Information staff and equipment.

3. Continuing Actions:

   - Provide updates to the news media concerning disaster conditions and actions taken.
   - Provide regular situation reports to the news media.
   - Provide trained public information staff in support roles to assist in recovery operations.
   - Staff the citizen's Call Centers as needed.

- Coordinate with other ESFs to provide public information pertinent to the disaster. (For a comprehensive public information plan please refer to ESF #15).

CHAPTER 9 – ADMINISTRATION, LOGISTICS AND FINANCE

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CHAPTER 9 - ADMINISTRATION, LOGISTICS, AND FINANCE

9.1. ADMINISTRATION

A. General

1. Each County/City department or agency will delegate emergency management responsibilities to a senior manager of sufficient stature that the representative can coordinate the operations of personnel and resources from the emergency operations center on behalf of the department or agency.

2. Consistent with relevant County/City rules and regulations, each department or agency with responsibilities for emergency functions will develop Continuity of Operations Plans (COOP) that ensure continuity of leadership and delegation of emergency authorities. Such delegation should include limits on authority, standards of accountability, and circumstance under which authority is exercised.

3. Each County/City department or agency may designate a subordinate employee to perform emergency work even though the assigned duties are not precisely within the scope of the employee's usual responsibilities.

4. Each County/City department or agency may designate a subordinate employee to perform emergency work at any place in the County/City or jurisdiction and for periods of time other than those normally designated as regular work hours.

5. Employees assigned to emergency duties shall be reimbursed for reasonable and necessary expenses and shall receive appropriate overtime or compensatory time in accordance with County/City laws, regulations, and policies.

6. Employees assigned to Emergency Management duties may be subject to legal action because of injuries or damages resulting from their acts or omissions that involve gross negligence, malice, or unlawful conduct during the performance of emergency work.

7. Each department or agency will provide for the continual safekeeping of important documents or essential records and the safeguarding of resources, facilities, and personnel of their respective organization.

8. 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 4 outlines the type of report or record, responsibility, frequency, and location where the report is maintained. The individual government entities of Doña Ana County, Las Cruces, Anthony, Sunland Park, Mesilla, Hatch and New Mexico State University each must maintain their own records.

Table – 7 Records and Reports			
Reports and Records	**Responsibility**	**Frequency**	**Depository**
Doña Ana County Three successors to County Commission and each appointed office	County Commission	Change of Personnel	County Clerk's Office County Manager's Office DAC/CLC OEM
Las Cruces Three successors to City Council and each appointed office	City Manager	Change of Personnel	Clerk's Office City Manager's Office DAC/CLC OEM
Sunland Park Three successors to City Council and each appointed office	Fire Chief	Change of Personnel	Clerk's Office City Administrator's Office DAC/CLC OEM
Mesilla Three successors to Town Council and each appointed office	Town Council	Change of Personnel	Clerk's Office Town Manager's Office DAC/CLC OEM
Hatch Three successors to Village Council and each appointed office	Village Clerk	Change of Personnel	Clerk's Office DAC/CLC OEM
Anthony	City Manager	Change of Personnel	County Clerk's Office City Manager's Office DAC/CLC OEM
NMSU	President	Change of Personnel	County Clerk's Office NMSU Clerk's Office
Disaster Declarations	Doña Ana County-County Commission Las Cruces-City Council Sunland Park-City Council Mesilla-Town Council Hatch-Village Council Anthony-City Council NMSU-Board of Regents	Each Occurrence	Clerk's Offices in Doña Ana County City of Las Cruces City of Anthony Hatch Mesilla Sunland Park DAC/CLC OEM NMSU
Resolutions associated with emergency response	Doña Ana County-County Commission Las Cruces-City Council Sunland Park-City Council Mesilla-Town Council Hatch-Village Council Anthony-City Council NMSU-Board of Regents	Each Occurrence	Clerk's Offices in Doña Ana County City of Las Cruces City of Anthony Hatch Mesilla Sunland Park DAC/CLC OEM NMSU
Expenditures and obligations of response agencies to the local EOC	Emergency Response Agencies	At least daily but more frequent, depending on situation, during emergency	DAC/CLC OEM County Accounting City/Town/Village Manager/ Accounting
Daily situation, resource consumption and shortfall to State EOC	EOC Direction and Control Coordinator	At least daily but more frequent, depending on situation, during emergency	State EOC DAC/CLC OEM
Emergency Management Agency reports on status of Mass Care services from volunteer agencies and others	EOC	At least daily but more frequent, depending on situation, during emergency	State EOC

Mutual Aid Agreements	Doña Ana County City of Las Cruces City of Sunland Park Town of Mesilla Village of Hatch City of Anthony New Mexico State University	At expiration or change	Clerk's Offices of Doña Ana County City of Las Cruces City of Anthony Sunland Park Mesilla Hatch DAC/CLC OEM NMSU

9.2. CONTINUITY OF GOVERNMENT (COOP)

In order to ensure continuity in operations of local government during a period of emergency resulting from a declared disaster (natural, man-made or national security), the following line of succession shall prevail:

A. Doña Ana County Line of Succession for Key Leadership Roles

1. Doña Ana County (DAC) Commission Chairman
2. DAC County Manager
3. DAC Assistant County Manager

B. City of Las Cruces Line of Succession for Key Leadership Roles

1. Mayor
2. Mayor Pro Tem
3. City Manager

C. City of Sunland Park Line of Succession for Key Leadership Roles

1. Mayor
2. Mayor Pro Tem
3. City Administrator or Fire Chief

D. Town of Mesilla Line of Succession for Key Leadership Roles

1. Mayor
2. Mayor Pro Tem
3. Fire Chief
4. Mesilla Marshall

E. Village of Hatch Line of Succession for Key Leadership Roles

1. Mayor
2. Mayor Pro Tem
3. Village Clerk

F. City of Anthony Line of Succession for Key Leadership Roles

1. Mayor
2. Mayor Pro Tem
3. Trustee

G. New Mexico State University Line of Succession for Key Leadership Roles

1. President
2. Provost and Executive Vice President
3. Senior Vice President for Business, Finance, and Human Relations

H. Doña Ana County/City of Las Cruces Line of Succession for Emergency Management

1. DAC/CLC Emergency Management Supervisor
2. DAC/CLC Emergency Management Coordinator
3. DAC/CLC Emergency Management Specialist

I. Successor's Powers and Responsibilities

During any period the County Manager is unable to fulfill the duties outlined in this plan because of absence or disability, the person who assumes the position will have all of the powers and responsibilities (as outlined in this plan) as the Chief Executive Officer of the County. The successor's powers and responsibilities shall terminate upon the return of the County Manager.

J. Extent, Limits and Cessation

In order to ensure continuity in operations of County departments and agencies during a period of emergency resulting from disaster (natural, man-made or national security); a line of succession, and the extent, limits and cessation of the successor's powers will be specified in each department's or agency's annex or standing operating procedures.

K. Preservation of Records

It is the responsibility of the manager or supervisor of each department to establish procedures for the preservation of important records and equipment during and after emergencies. A copy of said records will be furnished to the Finance Director for record keeping procedures and record retention procedures.

9.3. LOGISTICS MANAGEMENT

A. General

1. In the event of an emergency or disaster, the County/City may rely on assistance from outside the County. These supplies and resources can be privately owned or from neighboring jurisdictions.

2. Comprehensive resource management for coordinating and recording resources for field responses is critical to all aspects of emergency response efforts.

B. Implementation

1. Doña Ana County/City of Las Cruces Office of Emergency Management, in coordination with other County and City departments, will facilitate logistical support for countywide emergency operations. In major EOC activations, a logistics branch may be established.

2. Local governments shall implement established resource controls. Determine resource availability. This includes source and quantity of available resources. Further, they shall keep the County EOC advised of any anticipated shortfalls in required resources needed to support a given emergency or disaster operation.

3. Local participating entities shall develop and maintain a current database of locally available resources and their locations. The database should include available public and private equipment, and personnel with special technical skills, pertinent to the anticipated needs of the local jurisdiction. The local participating entities shall provide on an annual basis a current resource list to the OEM.

4. Accurate records must be maintained of services and resources rendered and obtained during emergencies in accordance with State and Federal regulations.

5. Detailed documentation of any assistance given to or received from mutual aid jurisdictions must be maintained and delivered to the proper authorities for disposition of future claims in accordance with State and Federal regulations. Coordination with County EOC and the Finance Officer should be implemented as soon as possible.

6. Problems encountered during the disaster as well as their solutions should be noted for discussion in the After-Action Report.

7. EOC coordinators are responsible for the management and coordination of all resources regardless of origin, which support their assigned function. All responding agencies will manage and coordinate their own people, equipment, facilities, and supplies to accomplish their tasks assigned by their EOC (function) coordinator. The Resources & Logistics Coordinator at the EOC will be responsible

for replenishing exhausted agency supplies, specialized resources unavailable to responding agencies, and other emergency generated needs.

8. Emergency response agencies shall be prepared to sustain themselves during the first 24 hours of an emergency.

9.4. FINANCIAL MANAGEMENT

A. Expenditure of Funds

1. Expenditures by County/City departments or agencies that are necessitated by an emergency or disaster must exhaust regularly appropriated funds before any supplemental financial assistance can be sought from the State or Federal government.

2. Emergency procurement may be attempted when a condition arises in which a County/City department or agency has resource requirements critical to response and recovery operations that cannot be met through regular or expedited methods. Each participating entity shall follow their emergency procurement procedures.

B. Financial Records

1. All County departments, agencies, participating entities, etc. participating in emergency operations must maintain detailed records of their time, materials, equipment, and contractual costs throughout the response and recovery period to be eligible for reimbursement of those expenses.

2. Financial reports and records relating to claims made by applicant for assistance shall be retained for no less than five years and shall be made available for inspection and audit by NMDHSEM and the Auditor General.

3. Purchase prices and contract costs shall be established during emergency planning.

4. Records of expenditures shall be maintained **on all** purchases to serve as documentation for reimbursement purposes.

C. Federal and State Funds

1. State recovery assistance, both public and individual, is coordinated from the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM). Assistance to individuals, households, families and businesses may be delivered by both government and non-government organizations from Individual Assistance Service Centers (IASC) established within the affected area at the discretion of the Director, NMDHSEM.

2. Administration of state and federal disaster assistance will be in accordance with the following laws and regulations:

   - State of New Mexico, Individual and Households Program Administrative Plan
   - State of New Mexico, Administrative Plan for Public Assistance
   - State of New Mexico, Hazard Mitigation Grant Program Administrative Plan
   - NMDHSEM, Disaster Recovery Guidebook
   - NMDHSEM, Public Assistance, Standard Operating Procedures
   - Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707 (The Stafford Act)
   - Post-Katrina Emergency Management Reform Act of 2006-10-04, Title VI – National Emergency Management (HR5441)
   - 44 CFR Emergency Management and Assistance
   - OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments
   - National Flood Insurance Act (NFIA) of 1968, Section 1323, 42 USC 4030, as amended by the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264
   - National Flood Insurance Reform Act (NFIRA) of 1994, 42 USC. 4101

3. Jurisdictions responsible for Federal and State emergency funds must adhere to generally accepted accounting principles, practices, and regulations.

4. Reimbursements from Federal and State funds to County/City or Participating Entities will be made consistent with provisions of pertinent Federal and State legislation and regulations.

5. Financial awards accepted by County/City or Participating Entities must comply with the policies and procedures of that jurisdiction.

D. Cost Shares

Traditionally, the federal cost share for eligible disaster assistance is no less than 75 percent. The remaining 25 percent of costs is derived from non-Federal sources. In a Federally Declared Disaster, the State generally pays up to 75 percent of the non-federal costs and local government pays 25 percent of non-state costs or 6 percent of overall eligible costs.

However, in extreme situations where state and local hardships necessitate, the cost-share may be amended to 90 /10, or even 100 percent for certain types of work.

Federal cost shares can be adjusted for two forms of assistance: emergency work and permanent work. In order to adjust the 75 percent federal share of obligated costs:

- The state must request that the President amend the cost share of federal obligations to the disaster.

- FEMA may recommend only up to 90 percent of federal obligations for permanent work whenever a disaster is so extraordinary that actual Federal obligations under the Stafford Act, excluding FEMA administrative cost, meet or exceed a qualifying threshold.
- The amendment of the cost-share primarily hinges on whether actual federal obligations under the Stafford Act, excluding FEMA administrative cost, meet or exceed a qualifying threshold of: $1.10 per capita of State population (Katrina).
- By law, the federal cost share for hazard mitigation efforts undertaken with federal monies cannot exceed 75 percent of total obligations.
- The state may adjust its cost share agreement with the local governments to reduce the burden on the most affected communities.

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CHAPTER 10 – PLAN DEVELOPMENT AND MAINTENANCE

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CHAPTER 10 - PLAN DEVELOPMENT AND MAINTENANCE

10.1. RESPONSIBILITY FOR THE PLAN

A. Office of Emergency Management

1. The Doña Ana County/City of Las Cruces Office of Emergency Management is responsible for updating and maintaining the AHEOP, in coordination with those departments, agencies, organizations, and other participating entities within the County that have been assigned emergency duties or responsibilities.

2. Each department, agency, organization, or participating entities within the County responsible for emergency functions outlined in the AHEOP will maintain a response strategy and procedures consistent with the principles and premises espoused in the AHEOP.

3. Some departments, agencies and offices having Emergency Support Function (ESF's) assignments are required to develop and maintain a current annex to this Emergency Operations Plan.

4. Table 8 outlines the responsibilities for developing and maintaining the important components of an AHEOP.

Table – 8 Plan Development and Maintenance					
	DAC /CLC and Participating Entities	LEPC	OEM	Response Agencies	NMDHSEM
AHEOP	*Approve* Basic Plan	Establish committee to coordinate with OEM to write plan, and revise annually	Write plan Prepare and revise EOC management SOPs Deliver plan and obtain signatures Store current copies of plan Store current copies of all Succession of Authority documents Revise annually	Prepare and revise response agency emergency plans and SOGs Provide expertise and representation during AHEOP revision	Review AHEOP for compliance with State Crosswalk
ICS/NIMS	*Require* all response agencies to train in ICS and fund agencies to meet NIMS requirements	Review annually training schedule and roster of ICS-trained personnel	Coordinate and conduct training Schedule training	Send all appropriate personnel, or maximum, to training	
EOC Operations	*Fund* an effective EOC operation *Require* all response and local government agencies to train in EOC operations	Evaluate training exercises	Coordinate and conduct training exercises Schedule training exercises	Send maximum number of appropriate personnel to training	
AHEOP Exercises	*Fund* an effective AHEOP Exercise *Require* all response and local government agencies to train in EOC operations Including Table Tops	Conduct and evaluate training exercises	Coordinate and conduct training exercises Schedule training exercises	Send maximum number of appropriate personnel to training	
Technical enhance-ments as appropriate to ensure effective EOC operations	*Fund*	Recommend	Store current software and data files	Train in the use of Computer Aided Management of Emergency Operations (CAMEO) software	

B. Local Emergency Planning Committees

1. State Statutes

   In Doña Ana County, the Local Emergency Planning Committee (LEPC) is the primary planning organization for emergencies. The AHEOP is subject to preparation and review in accordance with New Mexico Statutes.

10.2. CYCLE OF TESTING, REVIEWING AND UPDATING THE PLAN

A. General

1. The AHEOP will be reviewed and tested annually for the purpose of correcting deficiencies identified through actual emergency response operations, drills and exercises, changes in local government structure, technological changes, etc.

2. Minor changes shall be accumulated and made with major changes. If no major changes occur and there are no minor changes to be made, the New Mexico Department of Homeland Security and Emergency Management and all holders of the plan will be so notified in writing.

3. Each participating entity is encouraged to develop an emergency appendix consistent with the AHEOP.

4. Each Local government may enter into mutual aid agreements with Federal military installations and private or volunteer organizations in their jurisdictions.

CHAPTER 11 – AUTHORITIES AND REFERENCES

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CHAPTER 11 - AUTHORITIES AND REFERENCES

11.1. Authorities and References

A. Federal

1. Federal Laws and Rules

   a. Public Law 78-410, "Public Health Service Act" Section 216; 42 U.S.C. 217

   b. Public Law 78-410, "Public Health Service Act" Section 311; 42 U.S.C. 243

   c. Public Law 78-410, "Defense Health Service Act" Section 319

   d. Public Law 81-774, “Defense Production Act of 1950" as amended, Title I, Section 101(a) and 101(b); 50 U.S.C. 2061; November 2008 AR-1

   e. Public Law 81-920, “Federal Civil Defense Act of 1950”, as amended

   f. Public Law 93-288, as amended by Public Law 100-707, "Robert T. Stafford Disaster Relief and Emergency Assistance Act" (November 23, 1988)

   g. Public Law 95-124, "Earthquake Hazards Reduction Act of 1977"; 42 U.S.C. 7701 and 7704

   h. Public Law 95-313, "Cooperative Forestry Assistance Act of 1978"

   i. Public Law 96-510, "Comprehensive Environmental Response, Compensation, and Liability Act of 1980" Section 104(i); 42 U.S.C. 9604(i)

   j. Public Law 101-640, "Water Resources Development Act of 1990" Title III, Section 302, 5(a)(1) (November 1990)

   k. United States Congress Act of January 5, 1905, as amended; 36 U.S.C. (American National Red Cross Congressional Charter)

   l. Communications Act of 1934, as amended

   m. Older Americans Act of 1965, as amended, Section 310; 42 U.S.C. 3030

   n. Food Stamp Act of 1977, Section 5(h)(1); implemented by 46 CFR 8922 and 8923

   o. Interstate Commerce Act, Emergency Rates; 49 U.S.C. 10724 and 11121 to 11128

   p. Public Law 93-288, “Robert T. Stafford Disaster Relief and Emergency Assistance Act” as amended, implemented by Food Distribution Regulations, Parts 250.1(b) and 250.8(e)

   q. 7 CFR Part 250.1(b)(10)&(11) - Food Commodity Funding

   r. 10 CFR Part 50, NRC - Emergency Planning and Preparedness

   s. 28 CFR Part 65 - Emergency Federal Law Enforcement Assistance

   t. 40 CFR Part 300 - National Oil and Hazardous Substances Pollution Contingency Plan

u. 44 CFR Part 322 - Defense Production: Priorities and Allocation Authority

v. 44 CFR Part 350 - Review and approval of State and Local Radiological Emergency Plans and Preparedness

w. Public Law 106-390 – Amendment to Robert T. Stafford Disaster Relief and Emergency Assistance Act (October 2000)

x. Public Law 107-296 Homeland Security Act of 2002 (October 2002) Authorities and References November 2008 AR-3

y. 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)

2. Orders

a. Executive Order 10480, "Further Providing For The Administration of the Defense Mobilization Program" as amended (August 1953)

b. Executive Order 12148, "Federal Emergency Management" (July 20, 1979)

c. Executive Order 12472, "Assignment of National Security and Emergency Preparedness Telecommunications Functions" (April 1984)

d. Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities" (November 1988)

e. Executive Order 12657, "FEMA Assistance in Emergency Preparedness Planning at Commercial Nuclear Power Plants" (November 1988)

f. Executive Order 12777, "Implementation of Section 311of the Federal Water Pollution Act of October 18, 1972, as amended, and the Oil Pollution Act of 1990" (October 1991).

g. Executive Order 10310, Critical Infrastructure Protection (July 1996), as amended – E.O. 13231 (October 2001).

h. Executive Order 13228, Establishing the Office of Homeland Security and the Homeland Security Council (October 2001); as amended – E.O. 13284, January 2003; E.O. 13286, February 2003.

i. Executive Order 13231 on Critical Infrastructure Protection (October 2001), as amended – E.O. 13284, January 2003; E.O. 13286, February 2003.

j. Executive Order 13286 Amendment of Executive Orders, and Other Actions, in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security (February 2003).

3. Directives

a. Homeland Security Presidential Directive – 3, Advisory System Implementation (March 2002)

b. Homeland Security Presidential Directive – 5, Domestic Incident Management (February 2003)

c. Homeland Security Presidential Directive – 7, Critical Infrastructure Identification, Prioritization, and Protection (December 2003)

d. Homeland Security Presidential Directive – 8, National Preparedness (December 2003) Authorities and References November 2008 AR-4\

4. Plans and Agreements

a. National Response Framework (January 2008)

b. National Incident Management System (March 2004)

c. Federal Communications Commission Report and Order of August 4, 1981

d. National Plan for Telecommunications Support in Non-Wartime Emergencies (January 1992)

e. Department of Defense Directive 3025.1, "Military Support to Civil Authorities" (1992)

f. Federal Preparedness Circular 8, "Public Affairs in Emergencies"

g. NUREG - 0654/FEMA-REP-1: Criteria for the Preparedness and Evaluation of Radiological Emergency Response Plans and Preparedness in support of Nuclear Power Plants

h. NUREG - BR0230: (RCM-96) Response Coordination Manual

i. American Red Cross Disaster Services Regulations and Procedures, ARC 3003 (January 1984)

j. American National Red Cross Mass Care Preparedness and Operation Procedures and Regulations, ARC 3031(February 1998)

k. American National Red Cross National Board of Governors Disaster Services Policy Statement (July 1, 1977) - BOG Disaster Services Policy, Section 2.6, Revised (February 2003)

l. Statement of Understanding Between the Federal Emergency Management Agency and the American National Red Cross (Jan. 22, 1982)

m. CPG 1-14, Principals of Warning and Criteria Governing Eligibility of National Warning Systems (NAWAS) Terminals

n. CPG 1-16, National Warning Systems (NAWAS) Operations Manual

o. DOD Directive 6010.17 - National Disaster Medical Service

p. CONPLAN 7300-91, Commander, Western Defense Command Integrated CONUS Regional Medical Mobilization Plan

q. Prevention and Control of Stress Among Emergency Workers, U.S. Department of Health and Human Services (ADM) 88-1496

r. Disaster Work and Mental Health: Prevention and Control of Stress Among Workers, U.S. Department of Health and Human Services, (ADM) 87-1422

s. Critical Incident Stress Debriefing: (CISD) - An Operations Manual for the Prevention of Traumatic Stress Among Emergency Services and Disaster Workers. Jeffrey T. Mitchell & George S. Everly, Jr. Plus various other works by Jeffrey T. Mitchell.

t. Chemical/Biological (C/B) Health and Medical Services Support Plan (June 1996)

u. USDA "National Response To A Highly Contagious Animal Disease Plan" (March, 2001)

v. USDA "Bovine Spongiform Encephalopathy (Mad Cow Disease) Response Plan (October 1998)

w. Statement of Understanding Between the Federal Emergency Management Agency and the American National Red Cross (October 1, 1997)

B. State Emergency Authorities and References:

1. 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
2. The Emergency Management Assistance Compact, NMSA 1978, As Amended, Chapter 11-15-1 through 11-15-2
3. The New Mexico Civil Emergency Act of NMSA 1978, as Amended, Chapter 12-10-1 to 12-10-10
4. Emergency Management Act of NMSA 1978, As Amended, Chapter 74-4B-1
5. Hazardous Chemicals Information Act, NMSA 1978, as Amended, Chapter 74-4E-1
6. New Mexico Disaster Relief Act, NMSA 1978, as Amended, Chapters 6-7-1, 6-7-2, 6-7-3
7. New Mexico Public Health Act, PHERA Section 12, NMSA 1978
8. Executive Order 2005-0014. State of New Mexico. Designation of the National Incident Management System (NIMS) as the Basis for All Incident Management in the State. March 9, 2005.

C. County Emergency Authorities and References:

1. Doña Ana County/City of Las Cruces All-Hazard Emergency Operations Plan County Commission Approval dated August 21, 2001.
2. Doña Ana County/City of Las Cruces All-Hazard Emergency Operations Plan City of Las Cruces Approval dated November 7, 2001
3. Resolution No. 05-87. Resolution for Designation of the National Incident Management System (NIMS) as the Basis for All Incident Management in the County of Dona Ana, New Mexico. Approved September 27, 2005
4. Various Mutual Aid Agreements

D. Local Emergency Authorities and References:

1. Resolution No. 06-117. A Resolution for Designation of the National Incident Management System (NIMS) as the Basis for All Incident Management in the City of Las Cruces (City), New Mexico. Approved October 3, 2005
2. Resolution No. 05-56. A Resolution for Designation of the National Incident Management System (NIMS) as the Basis for All Incident Management in the City of Sunland Park, New Mexico.
3. Resolution No. 657. Designation of the National Incident Management System (NIMS) as the Basis for All Incident Management in the Village of Hatch, New Mexico. Approved September 13, 2005.

E. Additional References:

In addition to the References already listed, the following publications were used to develop this plan:

2. Guide for All-Hazard Emergency Operations Planning, State and Local Guide, (SLG-101), FEMA, September 1996.
3. Emergency Response to Terrorism; Self Study, FEMA/USFA/NFA, August 1997.
4. New Mexico Hazardous Materials Emergency Response Plan, NM DPS, August 1999.
5. Disaster Assistance Program, Local Government Handbook, NM DPS, OEM, Natural Hazards Bureau, 2003.
6. New Mexico Local Government Handbook, Emergency and Disaster Assistance, as Amended in 2010
7. New Mexico All-Hazard Emergency Operations Plan – Interim 2004.
8. New Mexico State Emergency Operations Plan – 2010
9. New Mexico State University All Hazards Emergency Operations Plan – May, 2010.
10. Gadsden Independent School District All Hazard Plan – June 1998.

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CHAPTER 12 - DEFINITIONS AND ABBREVIATIONS

12.1. DEFINITIONS

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. Such definitions allow the users of the EOP to share an understanding of the EOP.

ACUTE EXPOSURE: An exposure, often intense, over a relatively short period of time.

ALPHA RADIATION: The least penetrating type of nuclear radiation; not considered dangerous unless alpha-contaminated particles enter the body.

AGENCY LIAISON OFFICER (ALO): Persons appointed by Director of designated state agencies who, during emergency periods, coordinate an agency's actions for providing effective relief and assistance in accordance with this plan and Public Law 93-288.

AMERICAN RED CROSS: The American Red Cross is a humanitarian organization, led by Volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

ANNEX: An additional document attached to the main plan designed to supplement it or address specific information relating to the plan.

ASPHYXIATION: One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident. Asphyxiants interfere with oxygen flow during normal breathing. There are two types of asphyxiants: simple and chemical.

BACTERIA: Single-celled organisms that multiply by cell division and can cause disease in humans, plants, or animals. Examples include anthrax, cholera, plague, tularemia, and Q fever.

BETA RADIATION: A type of nuclear radiation that is more penetrating than alpha radiation and can damage skin tissue and harm internal organs.

BIOLOGICAL AGENT: (A) Living organisms, or the materials derived from them, which cause disease in, or harm, humans, animals, or plants, or cause deterioration of material. Biological agents may be found as liquid droplets, aerosols, or dry powders. A biological agent can be adapted and used as a terrorist weapon, such as anthrax, tularemia, cholera, encephalitis, plague, and botulism. There are three different types of biological agents: bacteria, viruses, and toxins; (B) Microorganisms or toxins from living organisms that have infectious or non-infectious properties which produce lethal or serious effects in plants and animals (FBI).

BLISTER AGENT: A chemical agent, also call a vesicant, which causes severe blistering and burns to the eyes, skin, and tissues of the respiratory tract. Exposure is through liquid or vapor contact. Also referred to as mustard agents; examples include mustard and lewisite.

BLOOD AGENT: A chemical agent that interferes with the ability of blood to transport oxygen and causes asphyxiation. These substances injure a person by interfering with cell respiration (the exchange of oxygen and carbon dioxide between blood tissues). Common examples are hydrogen cyanide and cyanogens chloride.

CHEMICAL AGENT: Solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals (FBI). There are five classes of chemical agents, all of which produce incapacitation, serious injury, or death: (1) nerve agents, (2) blister agents, (3) blood agents, (4) chocking agents, and (5) irritating agents. A chemical substance used in military operations is intended to kill, seriously injure, or incapacitate people through its physiological effects.

CHEMICAL ASPHYXIANT: Referred to as blood poisons, these are compounds that interrupt the flow of oxygen in the blood or the tissues in three ways: (1) They react more readily than oxygen with the blood. Carbon monoxide is the best-know example. (2) They liberate the hemoglobin from red blood cells, resulting in a lack of transport for oxygen. Hydrazine is one such asphyxiant. (3) They cause a malfunction in the oxygen carrying ability of the red blood cells. Benzene and toluene are two of these.

CHIEF ELECTED OFFICIAL (CEO): The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be a mayor, city manager, etc.

CHOCKING AGENT: A chemical agent that causes physical injury to the lungs. In extreme cases, membranes swell and lungs become filled with liquid, which can result in asphyxiation resembling drowning. Death results from lack of oxygen; hence, the victim is “chocked.” Common examples are chlorine and phosgene.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT): A program that helps train people to be better prepared to respond to emergency situations in their communities. CERT members give critical support to first responders in emergencies, provide immediate assistance to victims, organize spontaneous volunteers at a disaster site, and collect disaster intelligence to support first responder efforts.

CONSEQUENCE MANAGEMENT: As described in PDD-39, consequence management is the response to the disaster, and focuses on alleviating damage, loss, hardship, or suffering. The Federal Emergency Management Agency (FEMA) has the lead in consequence management.

CONTAMINATION: The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

COORDINATING AGENCY / DEPARTMENT: The County or City department or agency assigned primary responsibility to facilitate and coordinate a specific ESF.

CORROSIVE MATERIALS: One type of chemical agent that can cause chemical harm at an incident scene. They are liquids or solids causing visible destruction or irreversible alternations in human skin tissue at the site of contact.

CRISIS MANAGEMENT: As described in PDD-39, crisis management is the law enforcement response, and focuses on the criminal aspects of the incident. The Federal Bureau of Investigation (FBI) has the lead in crisis management.

DAMAGE ASSESMENT: The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.

DECONTAMINATION: The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.

DIRECTED EVACUATION: This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals must evacuate in accordance with the instructions of local officials.

DISASTER: A dangerous event that causes significant human and economic loss and demands a crisis response beyond the scope of any single agency or service, such as the fire or police department. Disasters are distinguished from emergencies by the greater level of response required. Disaster may require resources beyond those available locally.

DISASTER FIELD OFFICE (DFO): The office established in or near the designated area of a Presidential-declared major disaster to support federal and state response and recovery operations. The DFO houses the FCO and ERT, and where possible, the SCO and support staff.

DISASTER - MAN-MADE: A disaster caused by acts of man including, but not limited to, an act of war, terrorism, chemical spill or release, or power shortages that require assistance from outside the local political subdivision.

DISASTER RECOVERY CENTER (DRC): Places established in the area of a Presidential-declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, state and federal agency representatives, as well as staff from volunteer organizations (e.g., the American Red Cross.)

DISASTER – NATURAL: Any natural catastrophe, including, but not limited to, a tornado, severe storm, high water, flood waters, wind-driven water, earthquake, landslide, mudslide, snowstorm, or drought which causes damage of sufficient severity and magnitude to warrant hazard mitigation or the use of resources of the federal government, or the state and political subdivisions thereof to alleviate the damage, loss, hardship or suffering caused thereby.

DEFENSE COORDINATING OFFICER (DCO): Supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support Functions regarding requests for military assistance.

DOSE RATE: The amount of ionizing radiation that an individual would absorb per unit of time.

DOSE (RADIATION): A general term indicating the quantity (total or accumulated) or ionizing radiation or energy absorbed by a person by a person or animal.

DOSIMETER: An instrument for measuring and registering total accumulated exposure to ionizing radiation.

ELECTROMAGNETIC PULSE: A sharp pulse of energy radiated instantaneously by a nuclear detonation that may affect or damage electronic components and equipment.

EMERGENCY: While an emergency may have been devastating, it is a dangerous event that may result in a request for State or Federal assistance.

"EMERGENCY" AS PROCLAIMED BY THE COUNTY BOARD CHAIRMAN/COUNTY MANAGER / CITY MAYOR: Whenever, in the opinion of the County Board Chairman or City Mayor, the safety of Doña Ana County and its citizens requires the exercise of extreme measures due to an impending or actual disaster, he may declare an emergency to exist in the County/City, or any part of the County/City, in order to aid individuals and local government.

EMERGENCY ALERT SYSTEM (EAS): A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission. The system provides the President and other national, state, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

EMERGENCY ENVRONMENTAL HEALTH SERVICES: Services required to correct or improve damaging environmental health effects on humans, including inspection for food contamination, inspection for water contamination, and vector control; providing for sewage and solid waste inspection and disposal; clean-up and disposal of hazardous materials; and sanitation inspection for emergency shelter facilities.

EMERGENCY HEALTH SERVICES: Services required to prevent and treat the damaging health effects of an emergency, including communicable disease control, immunization, laboratory services, dental and nutritional services; providing first aid for treatment of ambulatory patients and those with minor injuries; providing public health information on emergency treatment, prevention and control; and providing administrative support including maintenance of vital records and providing for a conduit of emergency health funds from state and federal governments.

EMERGENCY MEDICAL SERVICES (EMS): Services, including personnel, facilities and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead. Further, emergency

medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

EMERGENCY MORTUARY SERVICES: Services required to assure adequate death investigation, identification, and disposition of bodies, removal, temporary storage, and transportation or bodies to temporary morgue facilities; notification of next of kin; and coordination of mortuary services and burial of unclaimed bodies.

EMERGENCY OPERATIONS CENTER (EOC): A centralized facility to be utilized by the County for direction, control and coordination in an emergency or disaster.

EMERGENCY OPERATIONS PLAN (EOP): An EOP is a document that: (1) assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; (2) sets forth lines of authority and organizational relationships, and shows all actions will be coordinated; (3) describes how people and property will be protected in emergencies and disasters; (4) identifies personnel, equipment, facilities, supplies, and other resources available for use during response and recovery operations; and (5) identifies steps to address mitigation concerns during response and recovery activities.

EMERGENCY PERIOD: The period of time immediately before, and/or immediately after the impact of a catastrophe when severe threats exist to human life, animals, other private and public property and/or the environment.

EMERGENCY PLANNING ZONES (EPZ): Areas around a facility for which planning is needed to ensure prompt and effective actions are taken to protect the health and safety of the public if an accident occurs. The REP Program and CSEPP use the EPZ concept.

EMERGENCY RESPONSE TEAM (ERT): An interagency team consisting of the lead representative from each federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other federal departments and agencies as needed. The ERT usually consists of regional-level staff.

EMERGENCY RESPONSE TEAM ADVANCE ELEMENT (ERT- A): For federal disaster response and recovery activities under the Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident. The ERT-A is the nucleus of the full ERT.

EMERGENCY RESPONSE TEAM NATIONAL (ERT- N): An ERT that has been established and rostered for deployment to catastrophic disasters where the resources of the FEMA Region have been, or are expected to be, overwhelmed. Three ERT-Ns have been established.

EMERGENCY SUPPORT FUNCTION (ESF): A functional area of response activity established to facilitate the delivery of Federal and State assistance required to the County during the

immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

EXPLOSIVES: As defined by the U.S. Department of Transportation, "a substance fitting into one of these two categories: (1) any substance or article, including a device, designed to function by explosion; or (2) any substance or article, including a device, which, by chemical reaction within itself, can function in a similar manner even if not designed to function by explosion.

EXPOSURE (RADIOLOGICAL): A quantitative measure of gamma or x-ray radiation at a certain place based on its ability to produce ionization in air.

EXPOSURE RATE (RADIOLOGICAL): The amount of ionizing radiation to which an individual would be exposed or which he or she would receive per unit of time.

FEDERAL COORDINATING OFFICER (FCO): The person appointed by the President of the United States to operate under the Director, Region VI Federal Emergency Management Agency to coordinate federal assistance in a declared major disaster area under the provisions of Public Law 93-288.

FIELD ASSESSMENT TEAM (FAST): A small team of pre-identified technical experts that conduct an assessment of response need (not a PDA) immediately following a disaster. The experts are drawn from FEMA, other agencies and organizations—such as the U.S. Public Health Service, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, and the American Red Cross—and the affected States(s). All FAST operations are joint federal/state efforts.

FLASH FLOOD: Follows a situation in which rainfall is so intense and severe and runoff so rapid that it precludes recording and relating it to a stream stages and other information in time to forecast a flood condition.

GAMMA RADIATION: Gamma rays are high-energy, ionizing radiation that travel at the speed of light and have great penetrating power. They can cause skin burns, severely injure internal organs, and have long-term physiological effects.

GEDAPER: An acronym used to describe an incident analysis process. The steps of the process include: (1) gathering information; (2) estimating course and harm; (3) determining strategic goals; (4) assessing tactical options and resources; (5) planning and implementing actions; (6) evaluating; and (7) reviewing.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR): The person appointed by the Governor of New Mexico in the Federal/State Disaster Assistance Agreement as his authorized representative to act in cooperation with the Federal Coordinating Officer.

HAZARDOUS MATERIAL: Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

HAZARD MITIGATION: Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

HIGH-HAZARD AREAS: Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life.

IMMEDIATE RESPONSE ZONE (IRZ): A circular zone ranging from 10 to 15 km (6 to 9 miles) from the potential chemical event source, depending on the stockpile location on-post. Emergency response plans developed for the IRZ must provide for the most rapid and effective protective actions possible, since the IRZ will have the highest concentrati4on of agent and the least amount of warning time.

INCENDIARY DEVICE: Any mechanical, electrical, or chemical device used intentionally to initiate combustion and start a fire.

INCIDENT COMMAND SYSTEM (ICS): A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan manageable span of control, designated incident facilities, and comprehensive resource management.

INDIVIDUAL ASSISTANCE: Disaster assistance available for affected individuals, families and businesses following a Presidential disaster declaration. Assistance may be provided in the form of low-interest loans, cash grants, housing assistance, unemployment benefits and other forms.

INGESTION PATHWAY (50-MILE EPZ) REP PROGRAM: A circular geographic zone (with a 50-mile radius centered at the nuclear power plant) for which plans are developed to protect the public from the ingestion of water or foods contaminated as the result of a nuclear power plant accident.

IRRITATING AGENT: A chemical agent, also known as riot control agents or tear gas, which causes respiratory distress and tearing, designed to incapacitate. Common examples include chloropicrin, MACE, tear gas, pepper spray, and dibenzoxazepine.

JOINT FIELD OFFICE (JFO): The office established in or near the designated area to support Federal and State response and recovery operations. The JFO houses the FCO and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

JOINT INFORMATION CENTER (JIC): The primary field location for the coordination of Federal, State and local media relations, located in or near the JFO.

JOINT INFORMATION SYSTEM (JIS): Under the Federal Response Framework, connection of public affairs personnel, decision-makers, and news centers by electronic mail, fax, and telephone when a single federal-state-local JIC is not a viable option.

MASS CARE: The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

MASS CARE CENTER: A place selected locally by the private volunteer groups to provide care for individuals dislocated during the emergency period. Services provided are lodging, feeding, registration, first aid and other social services.

MAJOR DISASTER: Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, volcanic eruption, landslide, snow storm, explosion, or other catastrophe in any part of the United States that, in the determination of the United States, causes damage of sufficient severity and magnitude as to warrant major disaster assistance under Public Law 93-288 above and beyond emergency services by the federal government, to supplement the efforts and available resources of the state, local governments and disaster relief organizations in alleviation of the damage, loss, hardship, or suffering caused thereby.

NATIONAL WARNING SYSTEM (NAWAS): A protected full-time voice communications system that provides warning information throughout the nation.

NERVE AGENT: A substance that interferes with the central nervous system. Exposure is primarily through contact with the liquid (skin and eyes) and secondarily through inhalation of the vapor. Three distinct symptoms associated with nerve agents are pinpoint pupils, an extreme headache, and severe tightness in the chest. Examples of nerve agents are sarin, Soman, tabun, and VX gas.

NUCLEAR INCIDENT: An event in which a nuclear agent is used as a terrorist weapon. There are two fundamentally

PARTICIPATING ENTITIES: The local governments in which the Dona Ana County/City of Las Cruces All-Hazard Emergency Operations Plan will cover, in terms of emergency management services, include: Dona Ana County, City of Las Cruces, City of Sunland Park, City of Anthony, Town of Mesilla, Village of Hatch, and New Mexico State University.

PLAN OF ACTION: A written document that consolidates all of the operational actions to be taken by various personnel in order to stabilize the incident.

PLUME EXPOSURE PATHWAY (10-MILE EPZ) REP PROGRAM: A circular geographic zone (with a 10-mile radius centered at the nuclear power plant) for which plans are developed to protect the public against exposure to radiation emanating from a radioactive plume caused as a result of an accident at the nuclear power plant.

PRECAUTIONARY ZONE (PZ): The outermost portion of the EPZ for Chemical Stockpile Emergency Preparedness Program (CSEPP), extending from the PAZ outer boundary to a distance where the risk of adverse impacts to humans is negligible. Because of the increased warning and response time available for implementation of response actions in the PZ, detailed local emergency planning is not required, although consequences management planning may be appropriate.

PRELIMINARY DAMAGE ASSESSMENT (PDA): A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the state as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDA's are made by at least one state and one federal representative. A local government representative familiar with the extent and location of damage in the community often participates; other state and federal agencies and volunteer relief organizations also may be asked to participate, as need.

PRESIDENTIAL DECISION DIRECTIVE 39 (PDD-39, JUNE 1995): U.S. Policy on Counterterrorism, directed a number of measures to reduce the Nation's vulnerability to terrorism, to deter and respond to terrorist acts, and to strengthen capabilities to prevent and manage the consequences of terrorist use of nuclear, biological, and chemical weapons.

PROTCETIVE ACTION ZONE (PAZ): An area that extends beyond the area to approximately 16 to 50 km (10 to 30 miles) from the stockpile location. The PAZ is that area where public protective actions may still be necessary in case of an accidental release of chemical agent, but where the available warning and response time is such that most people could evacuate. However, other responses (e.g., sheltering) may be appropriate for institutions and special populations that could not evacuate within the available time

PUBLIC ASSITANCE: Disaster relief from a Presidential Declare Disaster through which the federal government supplements the efforts of state and local governments to return the disaster area to pre-disaster conditions. These efforts primarily address the repair and restoration of public facilities, infrastructure, or services which have been damaged or destroyed.

PUBLIC FACILITY: Any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-federal aid street, road or highway and any other public building, structure or system.

PUBLIC INFORMATION OFFICER (PIO): A federal, state, or local government official responsible for preparing and coordinating the dissemination of emergency public information.

RADIATION (NUCLEAR): There are three types of nuclear radiation: (1) alpha, (2) beta, and (3) gamma.

RADIATION SICKNESS: The process characterizing the sickness known as radiation injury, resulting from excessive exposure of the whole body to ionizing radiation.

RADIOLOGICAL MONITORING: The process of locating and measuring radiation by means of survey instruments that can detect and measure (as exposure rates) ionizing radiation.

RADIOLOGICAL DISPERSAL DEVICE (RDD): A conventional explosive which incorporates nuclear materials.

RECOVERY PERIOD: That period of time subsequent to an emergency when economic recovery from disaster damage takes place, including the use of any available county, state, federal government and private resources.

REGIONAL OPERATING CENTER (ROC): The temporary operations facility for the coordination of federal response and recovery activities, located at the FENU Regional Office (or Federal Regional Center) and led by the FEMA Regional Director or Deputy Director until the DFO becomes operational. Once the ERT-A is deployed, the ROC performs a support role for federal staff at the disaster scene.

RESOURCE MANAGEMENT: Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

RESPONSE: Activities to address the immediate and short-term effects of an emergency or disaster.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT: Authorizes the federal government to respond to disasters and emergencies in order to help state and local governments save lives, and to protect public health, safety, and property.

SECONDARY HAZARD: A threat whose potential would be realized as the result of a triggering event that of itself would constitute an emergency. For example, dam failure might be a secondary hazard associated with earthquakes.

SHELTER IN PLACE: Remaining inside a protected area and out of danger during an emergency or disaster.

SHIELDING: One of the three components of TDS; refers to maintaining significant physical barriers between you and the hazard. Examples include vehicles, buildings, walls, and PPE.

SIGNIFICANT EVENTS: All hazardous material releases of any size and type, earthquakes, fires involving large buildings or facilities and large grass or wild fires, explosions, bomb threats, terrorist/civil disturbance, aircraft crash, natural disaster, utility disruption, dam breach, technological/man-made incident, search and rescue, structural collapse, and any other incident that poses significant consequences to the jurisdiction.

SIGNIFICANT THREAT: The confirmed presence of an explosive device or WMD capable of causing a significant destructive event, prior to actual injury or property loss (FBI).

SPONTANEOUS EVACUATION: Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised.

STANDARD OPERATING GUIDELINE (SOG): A set of instructions developed for individual organizations which constitute a directive for implementation of operational objectives in a step-by-step manner. SOGs supplement the AHEOP by providing guidance on how tasks and objectives may be carried out.

STANDARD OPERATING PROCEDURE (SOP): A set of specific instructions developed for individual organizations which constitute a directive for implementation of specific operational objectives in a defined step-by-step process of implementation. SOPs supplement all hazard emergency operations plans by detailing and specifying how responsibilities assigned by the AHEOP are to be carried out.

STATE AND REGIONAL DISASTER AIRLIFT (SARDA) PLAN: Plan to provide the New Mexico Department of Homeland Security and Emergency Management with a means to access and utilize general aviation resources within the State, when needed to support emergency operations.

STATE COORDINATING OFFICER (SCO): The person appointed by the Governor to coordinate state, commonwealth, or territorial response and recovery activities with FRP-related activities of the Federal Government, in cooperation with the Federal Coordinating Officer.

STATE EOP: The state EOP is the framework within which local EOP's are created and through which the federal government becomes involved. The states play three roles: (1) they assist local jurisdictions whose capabilities are overwhelmed by and emergency; (2) they themselves respond first to certain emergencies; and (3) they work with the federal government when federal assistance is necessary.

STATE LIAISON: A FEMA official assigned to a particular state, who handles initial coordination with the state in the early stages of an emergency.

SUPPORT AGENCY: A local, state, or volunteer agency designated to assist a specific local coordinating agency with available resources, capabilities, or expertise in support of ESF response operations.

TECHNICAL OPERATIONS: Includes operations to identify, assess, dismantle, transfer, dispose, and decontaminate personnel and property exposed to explosive ordnance or NBC/WMD material.

TERRORISM: Defined by the Federal Bureau of Investigation (FBI) as "the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." This definition includes three elements: (1) terrorist activities are illegal and involve the use of force; (2) the actions are intended to intimidate or coerce; and (3) the actions are committed in support of political or social objectives. Emergency management is typically concerned with the

consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").

TERRORISM INCIDENT: Defined as the act associated with Terrorism. Categories include Chemical (including explosive devices), Biological (including infectious and noninfectious organisms), Nuclear (including contamination and weapons) and Electronic (including interference with telephone systems, computers, etc.).

TIME: One of the three components of TDS; refers to the amount of time a responder should be exposed to an incident. It is recommended that one spend the shortest amount of time possible in the hazard area.

TIME, DISTANCE, AND SHIELDING (TDS): Three types of protective measures commonly associated with hazardous materials training.

TOXIC MATERIALS: A type of chemical that can cause chemical harm at an incident scene. They produce harmful effects depending on the concentration of the materials and the length of exposure to them. An individual can have chronic or acute exposures to toxic materials.

TRACEM: The acronym used to identify the six types of harm one may encounter at a terrorist incident: Thermal, Radioactive, Asphyxiation, Chemical, Etiological, and Mechanical.

VESICANTS: Chemical agents, also called blister agents, which cause severe burns to eyes, skin, and tissues of the respiratory tract. Also referred to as mustard agents, examples include mustard and lewisite.

VIRUS: The simplest type of microorganisms, lacking a system for their own metabolism. They depend on living cells to multiply and cannot live long outside of a host. Types of viruses are smallpox, Ebola, Marburg, and Lassa fever.

VOLUNTEER EVACUATION: The warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future

VOLUNTEER SERVICE ORGANIZATION: Any organization which is non-government, nonprofit whose primary mission is to provide humanitarian support in times of need using public donated funds and volunteer personnel resources with or without a formal declaration of an emergency. (i.e.: American Red Cross, The Salvation Army, etc).

WARNING: The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

WATCH: Indication by the National Weather Service that, in a defined area, conditions are favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch).

WEAPONS OF MASS DESTRUCTION (WMD): A) Any destructive device as defined I section 921 of this title, (which reads) 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; B) poison gas; C) any weapon involving a disease organism; or D) any weapon that is designed to release radiation or radioactivity at a level dangerous to human live (18 U.S.C., Section 2332a).

12.2. LIST OF ACRONYMS:

AAR/IP	After Action Report/Improvement Plan
ACP	Access Control Point
AHEOP	All-Hazard Emergency Operations Plan
ALERT	Automated Local Evaluation in Real Time
AMR	American Medical Response
ANS	Alert and Notification System
APHIS	Animal Plan Health Inspection Services
ARES	Amateur Radio Emergency Service
ARC	American Red Cross
ARM	Aerial Radiological Monitor
ARRL	American Radio Relay League
AZA	American Zoo and Aquarium Association
BIA	Bureau of Indian Affairs
CAP	Civil Air Patrol
CAR	Capability Assessment for Readiness
CAT	Crisis Action Team
CB	Citizen's Band
CDC	Centers for Disease Control & Prevention
CEO	Chief Elected Official
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CFSA	Consolidated Farm Service Agency
CHEMTREC	Chemical Manufacturer's Association Chemical Transportation Emergency Center
CISM	Critical Incident Stress Management
CLC	City of Las Cruces
CMT	Crisis Management Team
COE	Corps of Engineers
COG	Continuity of Government
COOP	Continuity of Operations
CPG	Civil Preparedness Guide
CSPP	Chemical Stockpile Emergency Preparedness Program
CST	Civil Support Team
DAC	Dona Ana County
DACFES	Dona Ana County Fire & Emergency Services
DAP	Disaster Assistance Program Local Government Handbook

DASO	Dona Ana Sheriff's Office
DCC	Donations Coordination Center
DCO	Defense Coordinating Officer
DCT	Disaster Coordination Team
DEST	Domestic Emergency Support Team
DEQ	Department of Environmental Quality
DFO	Disaster Field Office
DHS	Department of Human Services
DMAT	Disaster Medical Assistance
DMORT	Disaster Mortuary Team
DOA	Department of Agriculture
DOC	Department of Corrections
DOD	Department of Defense
DOE	Department of Energy
DOEd	Department of Education
DOH	Department of Health
DOL	Department of Labor
DOT	Department of Transportation
DPS	Department of Public Safety
DRC	Disaster Recovery Center
DR&R	Disaster Response and Recovery
DSR	Damage Survey Report
DWI	Disaster Welfare Inquiry
EAS	Emergency Alert System
ELT	Emergency Locator Transmitter
EM	Emergency Manager (Management)
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMS	Emergency Medical Service
EMSA	Emergency Medical Service Authority
EOC	Emergency Operations Center
EOD	Explosive Ordinance Disposal
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right to Know Act
EPI	Emergency Public Information
ERO	Emergency Response Officer
ERT	Emergency Response Team
ESF	Emergency Support Function
EST	Emergency Support Team
FAA	Federal Aviation Administration
FAD	Foreign Animal Disease
FAST	Field Assessment Team
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FIA	Flood Insurance Administration
FIRM	Flood Insurance Rate Map

FRP	Federal Response Plan
GAR	Governor's Authorized Representative
GIS	Geographic Information system
HAZMAT	Hazardous Material
HMER	Hazardous Material Emergency Response
HMRU	Hazardous Material Response Unit
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IAO	Individual Assistance Officer
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
IS	Independent Study
JFO	Joint Field Office
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
MSDS	Material Safety Data Sheet
MVRDA	Mesilla Valley Regional Dispatch Authority
NAWAS	National Warning System
NBC	Nuclear, Biological, and chemical Hazards
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDA	National Defense Area
NDMS	National Disaster Medical System
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NGO	Non Governmental Organization
NASA/WSTF	National Aeronautics and Space Administration/White Sands Test Facility
NIMS	National Incident Management System
NIMSCAST	National Incident Management System Compliance Assistance Tool
NMDA	New Mexico Department of Agriculture
NMDHSEM	New Mexico Department of Homeland Security and Emergency Management
NMDOH	New Mexico Department of Health
NMED	New Mexico Environment Department
NMLB	New Mexico Livestock Board
NMSA	New Mexico Statues Annotated
NMSP	New Mexico State Police
NMSU	New Mexico State University
NOAA	National Oceanic & Atmospheric Administration
NRC	Nuclear Regulatory Commission; National Response Center
NRCS	National Resources Conservation Service
NRF	National Response Framework

NRT	National Response Team
NSC	National Security Council
NTSP	National Telecommunications Support Plan
NUDET	Nuclear Weapons Detonation
NUREG	Nuclear Regulation
NWR	NOAA Weather Radio
NWS	National Weather Service
NWWS	NOAA Weather Wire Service
OEM	Office of Emergency Management
OMI	Office of the Medical Investigator
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PHE	Public Health Emergency
PHERA	Public Health Emergency Response
PIO	Public Information Officer
PL	Public Law
POC	Point of Contact
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point
REACT	Radio Emergency Association Communications Team
RACES	Radio Amateur Civil Emergency Service
RADEF	Radiological Defense
RAP	Radiological Assistance Program
ROC	Regional Operations Center
RRT	Radiological Response Team
SAR	Search and Rescues
SARA	Superfund Amendments and Reauthorization Act
SARDA	State and Regional Disaster Airlift
SBA	Small Business Administration
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SITREP	Situation Report
SLA	State and Local Assistant
SOG	Standard Operation Guideline
SOP	Standard Operation Procedure
TEPW	Training and Exercise Program Workshop
TSA	The Salvation Army
USACE	United States Corps of Engineers
USAF	United States Air Force
USDHS	Department of Homeland Security
USPS	United States Postal Service
USC	United States Code
USDA	United States Department of Agriculture
US&R	Urban Search and Rescue
USFS	United States Forest Service

VET	Veterinary Emergency Triad
VOAD	Voluntary Organizations Active in Disasters
WSMR	White Sands Missile Range
ZULU TIME	Zone Corresponding to Greenwich, England