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SANDOVAL COUNTY

CITY READINESS INITIATIVE/MEDICAL COUNTERMEASURE ANNEX

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**SANDOVAL COUNTY
CITY READINESS INITIATIVE/MEDICAL COUNTERMEASURE ANNEX**

DATE OF PUBLICATION AND RECORD OF CHANGES

The point of contact for all revisions/changes to this annex is the Sandoval County Emergency Manager. Any change to this plan must be reviewed with the New Mexico Department of Health, Bureau of Health Emergency Management prior to implementation. Directions for annotating the requested changes:

- Record the requested information related to the change on this page
- File a copy of the change(s) at the back of the plan
- Include the approved change(s) in the annual revision of the plan

REVISION/CHANGE:	EFFECTIVE DATE:	FILED BY:	DATE FILED:
Updated NMDOH Contact information	11-8-12	JLazzari	11-8-12
Added TICP in communications section	11-8-12	JLazzari	11-08-12
Attachment N added MSA TICP	11-8-12	JLazzari	11-8-12
Attachment O is now Job Aides for Staging Area	11-8-12	JLazzari	11-8-12
Reformatted and updated version	11-9-12	JLazzari	11-9-12
Revised Map of where staging area is	11-13-12	DBervin	11-13-12
Updated locations of Assisted living facilities Rio Rancho	11-13-12	TGreeno	11-13-12
Mission Essential numbers Rio Rancho	11-14-12	TGreeno, DBervin	11-14-12
Attachments linked throughout Annex	11-15-12	JLazzari	11-15-12
Updated Attachment D; changed Staging Area set up and made Bay 1 ME POD	12-21-12	JLazzari	12-21-12
Revision 2.1	08-20-13	JLazzari	08-20-13
Added addition	08-20-13	JLazzari	08-20-13

RECOMMENDATION FOR CHANGE FORM

Complete and return a copy of this form to the Sandoval County Office
Of Emergency Management

NAME: _____

POSITION: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

RETURN TO: Sandoval County Office of Emergency Management
Attn: Dave Bervin, Emergency Manager
10 Petroglyph Trail
Placitas, New Mexico 87043

Page #	Content Area	Change From:	Change To:

Note: Attach a photocopy of the page that includes the handwritten changes

**SANDOVAL COUNTY
OFFICE OF EMERGENCY MANAGEMENT**

RECORD OF DISTRIBUTION

<u>POSITION:</u>	<u>AGENCY/DEPARTMENT/OFFICE</u>	<u># OF COPIES</u>
Emergency Manager	Sandoval County	1
Emergency Manager	City of Rio Rancho	1
Fire Chief	Sandoval County	1
Assist Fire Chief	Sandoval County Volunteer Fire.	1
Fire Chief	City of Rio Rancho	1
Fire Chief	Village of Corrales	1
Fire Chief	Town of Bernalillo	1
Marshal	Town of SanYsidro	1
Emergency Manager	Jemez Pueblo	1
Emergency Manager	Santa Ana Pueblo	1
Emergency Manager	Santo Domingo Pueblo	1
Emergency Manager	San Felipe Pueblo	1
Emergency Manager	Zia Pueblo	1
Emergency Manager	Cochiti Pueblo	1
Emergency manager	Sandia Pueblo	1
Watch Officer	Sandoval CO Fire Station #21	1
NMDOH SNS Planner	NMDOH/ BHEM	1
Northwest Region REP	NMDOH/Public Health Division	1

Purpose

The Sandoval County Cities Readiness Initiative (CRI) Medical Countermeasure (MCM) Annex outlines the current concepts, plans and capabilities that are required for a mass prophylaxis response to a public health incident in the Albuquerque Metropolitan Statistical Area (MSA). The Annex is based on a multiple-regimen policy, which allows an adult to collect prophylaxes for other family members who are not physically present at the Point of Dispensing (POD) site. The Annex includes the identification and coordination of key local emergency responders and the integration of public and private sector resources for an effective public health response.

To maximize resources and ensure that plans are integrated and operational, officials within the MSA have collaborated to form a single planning jurisdiction to respond to a mass prophylaxis campaign. The Annex is integrated into the Sandoval County Emergency Operations Plan (EOP) as evidence of a unified planning response for the entire MSA. All planning jurisdictions within the MSA have agreed to use the standards and guidelines set forth by the New Mexico Department of Health (NMDOH) in the attached reference documents.

Identified staging or warehouse facilities are available to stage materiel for delivery or for pick-up by pre-designated jurisdictions, agencies, and /or closed POD personnel within the CRI Region. The assignments are as follows:

- **Sandoval County will stage materiel for all jurisdictions within Sandoval County to include, the City of Rio Rancho, Town of Corrales, Town of Bernalillo Jemez Pueblo, Zia Pueblo, Sandia Pueblo, San Felipe Pueblo, Santa Ana Pueblo, Santo Domingo Pueblo, Cochiti Pueblo, closed POD site(s).**

Planning jurisdictions or agencies will travel to the pre-identified staging or warehouse facility to retrieve allocated medical countermeasure (MCM) assets. Security escorts are the responsibility of the local jurisdiction or agency during this process. Prior to departure, each jurisdiction will fax or email a copy of the proposed route to the local Emergency Operations Center (EOC), and will notify the EOC upon arrival at the Sandoval County staging / warehouse facility.

Situation and Assumptions

Situation

1. The possibility of biological terrorism or emerging infectious diseases requires preparations for a mass prophylaxis response.
2. The Sandoval County CRI MCM Annex is flexible and scalable so that the infrastructure built for meeting this capability can be used for any incident as part of an all-hazards plan. This plan includes dispensing sites to serve the total population within the catchment area. Dispensing sites are selected based on the scope of population, physical site requirements and geographical distribution within the County.
3. The NMDOH-Public Health Division (NMDOH-PHD) Northwest Region is responsible for setting-up and staffing dispensing sites.

4. The County Office of Emergency Management (OEM) provides coordination of resources and operations.
5. Upon the state-level decision to begin MCM distribution; the Sandoval County coordinates and supports the delivery of assets to established dispensing sites in accordance with the procedures outlined in this plan.
6. Sandoval County as part of the MSA will coordinate with the New Mexico Department of Homeland Security and Emergency Management (DHSEM) Emergency Operations Center (EOC) and the Department of Health Operation Center (DOC) for the delivery of MCM to dispensing sites.
7. In preparation to receive MCM assets from the state; county Emergency Managers will activate designated staging sites.

Assumptions

1. An overt release of a biological agent has been verified and/or epidemiological indications are such to warrant the activation of the Sandoval County CRI MCM Annex.
2. This Annex is based upon the requirements to request and utilize MCM assets that include resources from the Centers for Disease Control and Prevention (CDC) Strategic National Stockpile (SNS), which will be delivered to the State Receiving, Storing, and Staging (RSS) site.
3. Dispensing site operations are based upon the need to provide MCM to all citizens within the timeframe established by the NMDOH. Depending on the biological agent, the distribution timeframes may range from 48-hours to 10 days, therefore, the response must be scalable.
4. Dispensing sites will activate within eight (8) hours of notice from the NMDOH DOC.
5. The populations of tribes, pueblos and other federal installations that have not developed MCM plans will be provided prophylaxis as part of the general population.

Plan Development

The Public Health Emergency Preparedness and Response Stakeholders Meeting (PHEPRSM) MCM working group, a multi-discipline planning/advisory group, meets quarterly to review and update MCM coordination in this annex. The following agencies are required to participate in PHEPRSM meetings and have collaborated to form a single regional City Readiness Initiative (CRI) planning jurisdiction for the Albuquerque MSA under this plan. A unification letter of agreement that identifies these agencies as a cohesive planning jurisdiction is on file at the Sandoval County Office of Emergency Management (OEM), the NMDOH Bureau of Health Emergency Management (BHEM) and included in this document as Attachment M:

- Bernalillo County OEM
- Sandoval County OEM
- Tarrant County OEM
- Valencia County OEM
- City of Albuquerque OEM
- City of Rio Rancho OEM

Sandoval County has been identified as part of the MSA. All contact information for planning partners and staff is located in Attachment A. The Sandoval County Emergency Manager is responsible for ensuring the development and coordination of

the plan for the catchment area, identified in Attachment B. Policies and procedures to support local mass prophylaxis operations and MCM distribution are documented in the *New Mexico Medical Countermeasures Plan* (MCM Plan) in Attachment H, where the following processes and procedures are outlined:

- The process for requesting SNS Assistance
- The process for pharmaceutical and non-pharmaceutical resource requests
- The policy for dispensing multiple regimens to family members and households at a dispensing site
- The policy for dispensing to unaccompanied minors
- The policy for minimum identification requirements in order to receive medication
- The policy for use of force by law enforcement
- The policy for providing prophylaxis to tribal nations (if applicable)
- The procedure for providing medical countermeasures to military installation(s) within the jurisdiction (if applicable)

The *Protocols for Mass Distribution or Administration of Medical Countermeasures* and the *New Mexico Medical Countermeasures Operational Guide* (NM CMOG), which is part of the MCM Plan, refer to the legal issues and considerations that follow:

- The medical practitioners who are authorized to issue standing orders and the protocols for dispensing sites
- The personnel who are authorized to dispense medications during a state of emergency
- The procurement of private property during a state of emergency
- The use of volunteers for mass distribution or administration of MCM assets

Medical Countermeasure Request

If there is an event or a report of an event or incident that presents a public health threat to the population of this jurisdiction that may require state assistance, apply the following steps:

1. Convene a Situational Analysis Team meeting. The Team will consist of these members:
 - Emergency Manager
 - City/County Manager
 - Others as requested
2. If the needed resources and information are available within the agency/jurisdiction/Region for deployment and for an adequate response, the response will be initiated.
3. If the needed resources and/or information are not available, incomplete or deemed inadequate, the Emergency Manager or their designee will contact the local public health official(s) at the New Mexico Department of Health's Public Health Division's Regional Headquarters for information and consultation. The Regional contacts are the NMDOH Metro Region Director, Metro Region Emergency Preparedness Specialist Supervisor and the Northwest/Metro Region

Emergency Preparedness Specialist. Contact information can be found in Attachment A and Sandoval County call down roster.

4. If the decision is made to activate the Sandoval County EOC to coordinate and support the response to the event or incident a request may be made to the NMDOH for an Agency Representative to be deployed to the Sandoval County EOC.
5. A resource request may be submitted to the NMDSEM for assistance and/or resources.

Key Officials involved in decision to request assistance from State.

- County Chairman authorizes the request for assistance to the state for Sandoval County and the Mayor would make request for the City of Rio Rancho.

Requests from Local to State

Initial non-pharmaceutical and pharmaceutical requests will go through the Sandoval County EOC to the State EOC.

Requests from Regional and Local Sites

- The decision to push out pharmaceuticals to all POD sites and other designated receipt locations will be only as approved by the DOH Secretary of Health and/or Chief Medical Officer or designee.
- Equipment and supply requests will be as follows:
 - Requests from PODs or other designated receipt locations to the Local EOC or the NMDOH ROCs; request process has been established in regional and local EOPs and SOGs.
 - The request will then go from the Local EOC or ROC to the State EOC.

Process for Requesting MCM Assets within the State of New Mexico

- Local jurisdictions will request non-pharmaceutical MCM assets through their local emergency managers
- Local emergency managers will send the request to the State EOC
- The State EOC will forward the request to the NMDOH DOC
- Once the NMDOH DOC receives the tasking from the State EOC, the request is verified as an actual site (e.g., POD, treatment center, etc.) by the NMDOH DOC Logistics Section for delivery and prioritized by need throughout the State
- This process will be coordinated with NMDOH DOC, Public Health Division (PHD)/ROCs and Local EOCs
- ICS Form 308 and instructions will be used to request additional SNS assets other than pharmaceuticals. ([ICS FORMS](#))

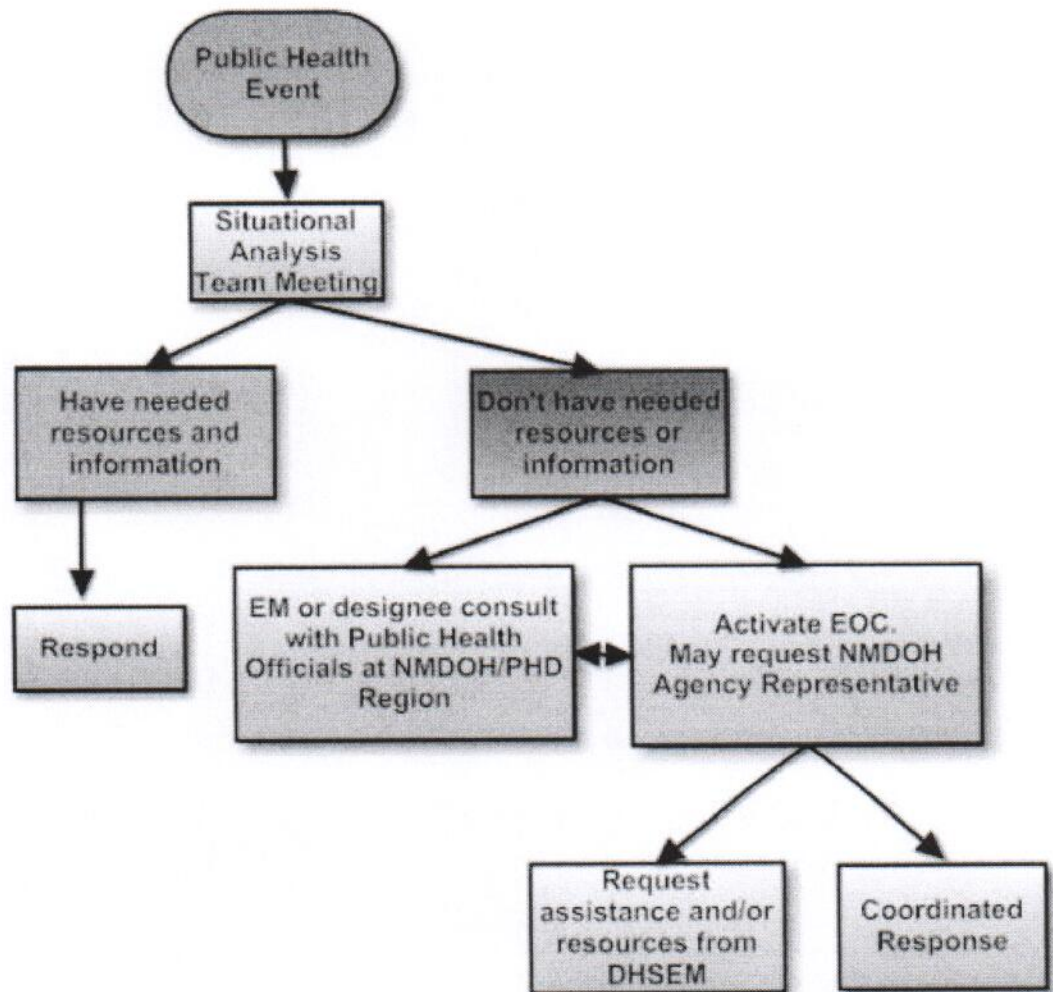
Pharmaceutical Requests

Pharmaceutical requests will follow the same process on an ICS-308 form. (ICS FORMS)

Request for additional Supplies/Resupply

Additional supplies will be requested as previously identified for initial requests for supplies, equipment and pharmaceuticals.

Figure 1.1 - Decision to Request Assistance and/or resources

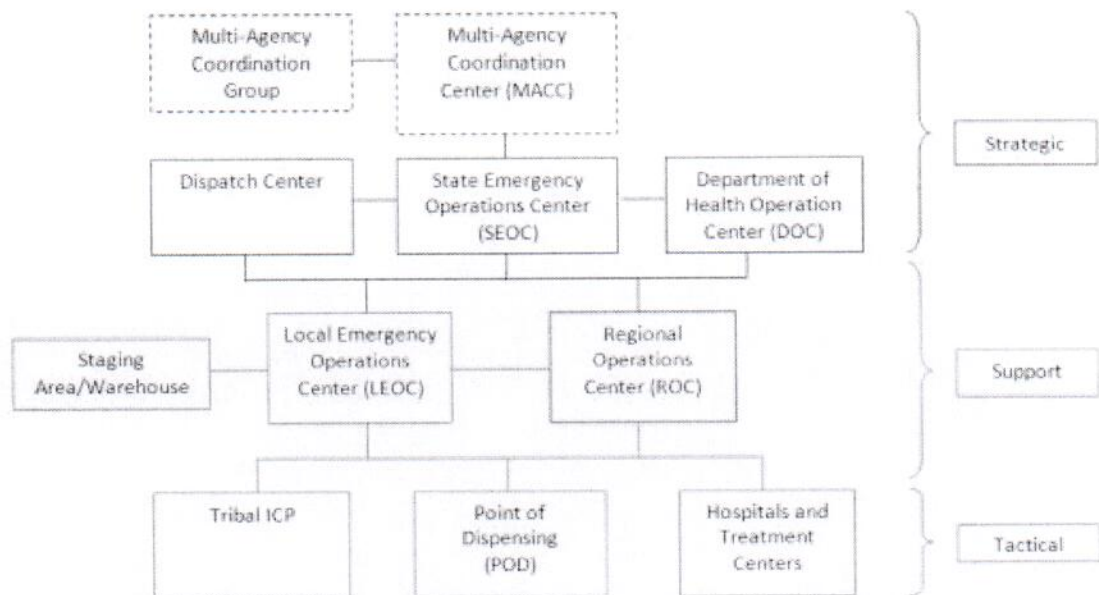


Communications

The following table lists elements of the organizational structure where pathways have been established for communication between command and management locations and support agencies:

Sandoval County EOC	Staging Areas or Warehouses
Rio Rancho EOC	Security
NMDOH Metro Region ROC	Transportation Resources
State EOC	Points of Dispensing (POD)s

Communication Pathways



Set up support communications between PODs /Tribes and local EOC and ROC for support, coordination, tracking and resource ordering.

Set up tactical communications at ICPs, PODs, hospitals and treatment centers

Develop an ICS-205 Communications Plan to attach to Incident Action Plans

The Incident Action Plan (IAP) in Attachment G contains an ICS-205

The Metropolitan Statistical Area (MSA) Tactical Interoperable Communications Plan – TICP (Attachment N) contains information, instructions, tables and diagrams that delineate communication pathways, modalities, equipment, channels and frequencies that support the command and management locations that are applicable.

The following redundant communication platforms are tested quarterly and are in place to ensure back-up communication pathways exist in the event that primary communication systems are unavailable. These communication systems include:

- Landline dependent telecommunications, landline telephones, fax, dial-up/digital subscriber line (DSL), internet and email

- Non-telephone based internet, email and web-based communication access systems such as satellite or cable
- Cellular technologies and communications such as mobile phones or text messaging
- Amateur (HAM) Radio
- Two-way VHF/UHF/700/800/900 MHz communications

Public Information/Risk Communications

Local public information and communication personnel, identified in Attachment A, have been trained in the responsibilities associated with a MCM distribution and dispensing campaign.

The *New Mexico Department of Health Risk Communication Plan for Health Emergencies and Disasters* is included in this plan as Attachment I. The policies and procedures include:

- A written Public Information and Communication (PIC) plan to support a MCM distribution and dispensing campaign
- Messages that are consistent with state and federal guidance to support MCM distribution and dispensing at the local level
- Methods to disseminate messages before, during and after an incident
- Messages directing people to activated dispensing sites and instructions for navigating through the sites
- Materials (fact sheets, press releases, signs) or templates, consistent with state and federal guidance
- Job Aides (JA) and checklists

Security

Security and Escorts

Sandoval County Sheriff's Office and the City of Rio Rancho Police Department will provide security for:

- MCM and personnel at the staging site(s)
- Transportation of the MCM to the closed dispensing sites
- MCM and personnel at PODs

The establishment of all security and escort requirements will be coordinated between Sandoval County OEM, Sandoval County Sheriff's Office, City of Rio Rancho Police Department and other Sandoval County local jurisdiction law enforcement agencies.

There will be no security escorts of personnel to and from state or local sites.

Site Specific Security Plans for PODs

POD Plans are located in a separate document stored at the Sandoval County and Rio Rancho EOCs

A list of the POD sites within the catchment area is included in this document in Attachment C. A site-specific POD/security plan, including detailed security requirements for each POD site is stored at the Sandoval County and Rio Rancho EOCs.

Site Specific Security Plan for Staging Area

Sandoval County Sheriff's Department will be required to implement security at the staging area. An internal and external perimeter will be required with controlled access.

Distribution Sites

The RSS site for MCM assets is identified in the state MCM plan. MCM assets will be delivered from the RSS site under state-level security escort to state facilities, hospitals/treatment centers, open PODs and to the Sandoval County staging site.

Hospitals and Treatment Centers within Sandoval County

The NMDOH provides MCM to hospitals, treatment centers and alternate dispensing sites. These facilities are identified by the NMDOH and listed by name and address with specific 24/7 contact information, located in Attachment C. The NMDOH will inform these facilities of the delivery status or they may be instructed to pick up supplies from a designated staging site(s).

Private businesses within Sandoval County

- All Private businesses will receive MCM from open PODs unless a specific business is identified as a Closed POD under Attachment C.

State Correctional facilities within Sandoval County

- The State RSS will deliver directly to all State Correctional facilities.

Government Facilities (State and Federal) within Sandoval County

- If Government Facilities (State and Federal) are not identified as a closed POD, the employees and their families will go through open PODs.

Sandoval County Staging Area

The Sandoval County staging site personnel are responsible for the further breakdown and allocation of medical supplies, as well as the delivery to or pick up by Sandoval County closed PODs and dispensing sites.

The staging/warehouse facility will be operational with personnel onsite at least one hour prior to site delivery of MCM. Sandoval County and the City of Rio Rancho Emergency Management staff will coordinate the transportation of supplies to the dispensing sites and other identified facilities within Sandoval County.

Depending on the severity of the incident and expected delivery of supplies, POD sites will operate in two 12-hour shifts or three 8-hour shifts. If deliveries are not expected, the option of closing for the night will be decided by the command unit. Additionally, when MCM assets are housed in a staging/warehouse facility or POD site, the building/grounds will be secured.

The staging site personnel (primary and back-up) are identified by name in Attachment A. These individuals receive training in the distribution function and participate in planned exercises using Job Aides (JA). During an incident, *Just-in-Time Training* (JITT) will be conducted prior to each operational period.

A list of individuals who are authorized to receive and sign for MCM assets will be submitted to the NMDOH-DOC at the beginning of each operational period.

Staff care

The staging site lead is responsible for managing staff/volunteer work breaks, shift schedules, meals and snacks. Reference to staff/volunteer management procedures and support (work breaks, shift schedules, meals/snacks, lodging, family care, etc.) is contained within the NM MRC Serves Policies and Procedures and Job Aids which are included in Attachment L.

Material Handling Equipment (MHE)

Staging and POD site(s) are required to have appropriate MHE (forklifts, hand-trucks, etc) and office supplies onsite during an incident. However, if MHE is not available, volunteers/personnel will unload all contents by hand. A list of the required MHE and office supplies is included in Attachment D. If additional MHE is required, POD plans include prepared resource order forms (Incident Command System [ICS]-308), (ICS FORMS) also included in Attachment G of this plan. An inventory listing of MHE and plans to support MHE requirements at POD sites are available in each POD plan.

Inventory Management

The NMDOH/BHEM computer-based spreadsheet inventory management and tracking system will be implemented as the primary system during a major mass prophylaxis response. The web-based New Mexico State Immunization Information System (NMSIIS) will be the back-up system and for the Sandoval County Staging Area (SCSA) a simple paper inventory system will be used "SCSA Inventory Management". The procedures for resource ordering and tracking will be included in the Incident Action Plan (IAP) in Attachment G (ICS-204). The following features will be included for inventory tracking:

- Product description
- Lot number
- Unit of use
- Product size
- National Drug Code (NDC) number
- Expiration date

Chain of Custody

The Staging Area Manager will sign for the receipt of all MCM assets received from the RSS and copies will be filed at the DOC. Identification of all drivers will be verified before they are allowed onsite to pick-up MCM assets and signatures will be kept on file.

Antibiotic Dimensions

For planning purposes; Table 1.1 describes the weight, dimension and number of pills and bottles per case for Ciprofloxacin, Doxycycline and Amoxicillin.

Table 1.1: Antibiotic Case Dimensions

Product	Pills Per Bottle	Bottles Per Case	Dimensions LWH	Weight lbs.
Cipro 500mg	20	100	12X8.5X8.5	7
Doxy 100mg	20	100	12.5X8.5X8.25	5
Amoxil 500mg	30	40	10X8.5X8.5	5
Amoxil 500mg	30	80	14.25X10.25X10.5	10
Amoxil 500mg	30	480	18.25X18.25X18.25	50

The most common antibiotics from the SNS will be in boxes of 100 bottles per case. Approximately 112 cases will fit on a single pallet stacked up to four feet high.

Distribution

The transportation of MCM assets will be facilitated by the ESF-1 Transportation Coordinator. This position is identified as Distribution Operations in [Attachment A](#).

Distribution of MCM assets will be minimal; most MCM assets will be picked up at the Sandoval County Staging Area. Primary and Backup transportation resources have been identified and are available to support primary and re-supply activities for MCM distribution. These resources are listed in the IAP in [Attachment G](#) (ICS-218) and updated every operational period during an incident.

Upon activation, the Office of Emergency management shall contact the ESF 1 Transportation Coordinator in the EOC to mobilize the ground support vehicles necessary to accomplish the mission. The Transportation Staging Area shall be established at the Sandoval County [REDACTED]. A list of vehicles and operators with official photo identification shall be submitted to the EOC. The security detail shall report to the Staging Area and await tactical assignment. All vehicles shall be fully fueled and maintained prior to departure. See [Attachment "E"](#) for Transportation Schedule and Routes.

All the resources needed to perform transportation activities, including hand trucks, pallet jacks, or forklifts shall be provided as required.

The IAP, in Attachment G, describes the distribution strategy for delivery of MCM assets (delivery locations, routes, delivery schedule/frequency, fueling, repair, recovery, etc), and is updated prior to each operational period during an incident.

Personnel are trained in all distribution functions and Just-In-Time (JIT) training materials are located in Attachment O.

All communication for transportation vehicles is coordinated through the local EOC and will be relayed to the staging site, transport vehicle(s) and security escorts. Tactical communication equipment and frequencies are assigned according to the IAP in Attachment G (ICS-205) and are updated every operational period during an incident.

Local Alternate Distribution Strategies

The General strategy is that all jurisdictions and entities responsible for pick up and/or delivery of MCM assets will be notified through the Sandoval County EOC. The details of the alternate strategies are described in Attachment F of this Annex.

Transportation Schedule and Routes

The MCM assets will either be picked up from the staging site or delivered by distribution team(s) to the respective agencies or sites. The transportation plan with designated routes and maps is included in Attachment E. Transportation routes are included in the IAP (Attachment G) (Separate document) and will be updated as the situation changes.

Dispensing (Mass Prophylaxis)

POD site activation and dispensing operations within the MSA are the responsibility of DOH/PHD Metro Region. Tribal officials are responsible for dispensing operations within their respective catchment areas. Site-specific information for each of the designated PODs within Sandoval County is in a separate binder included in Attachment C. The POD plans are located at the Sandoval County and Rio Rancho EOCs and include the following information:

- Resource ordering procedures for the equipment and supplies required prior to activation and in support of operations
- Identification of core management teams and back-ups

The Sandoval County and City of Rio Rancho OEM coordinate resources and provide support to PODs during POD activation.

The process for pharmaceutical and non-pharmaceutical resource ordering is described in Attachment H of this plan.

The “*New Mexico Medical Countermeasures Operational Guide*” (Attachment J) which is part of the *NM MCM Plan* and the “*NM MRC Serves Deployment Management Plan*” (Attachment L) are included in this plan and address the following:

- Alternate dispensing modalities
- Criteria, authorization and procedures to alter the dispensing model to increase throughput
- Procedures for providing prophylaxis to public health responders and mission critical personnel
- Procedures for supplying prophylaxis to homebound and other at-risk populations
- Job Aides (JA) and Just-In-Time Training (JITT) materials to support each staff position for all dispensing/POD roles identified in the plan
- Volunteer/staff database access and deployment information
- Reference to staff/volunteer management procedures and support (work breaks, shift schedules, meals/snacks, lodging, family care, etc.).
- Monitoring adverse events and processing symptomatic individuals

General Duties and Responsibilities

General Duties

Sandoval County will:

1. Use [REDACTED] as Staging Area for Sandoval County.
2. Provide 9 personnel to set up and operate staging area.
3. Provide 9 additional personnel to operate Staging Area second shift
4. Coordinate pick up of assets for Mission Critical personnel from Sandoval County
5. Coordinate delivery of assets to closed PODs in county areas

City of Rio Rancho will:

1. Provide 5 personnel from the Parks and Recreation Department to work at the Sandoval County Staging Area.
2. Recruit 5 additional staff to have as back up to work at Sandoval County Staging Area.
3. Coordinate pick up of assets for Mission Critical personnel from the City of Rio Rancho.
4. Coordinate delivery of assets to closed PODs within Rio Rancho city limits.

NMDOH

1. NMDOH Coordinates SNS requests with NMDHSEM, State Governor or GAR and HHS
2. NMDOH and NMDHSEM alert and notify partners and stakeholders.
3. Coordinates the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support Medical Countermeasure operations.

COUNTY

1. Rapidly assesses resource needs.
2. Ensure that local responders are notified and establish a command structure.

3. Coordinate with community health and medical organizations and with State and Federal officials on matters related to assistance from other jurisdictions, including Federal assistance.
4. Coordinate with other agencies and jurisdictions as well as individual health and medical volunteers.
5. Ensure credentialing and security of all staff and facilities involved.
6. Maintain an inventory management system and resource request process.
7. Coordinate public information and participate in a JIS/JIC as appropriate.
8. Provide Support, Coordination and a common operating picture to the respective agencies and jurisdictions involved in the response efforts.

Table 1.2: Responsibility during response

Responsibility	Primary	Secondary
Request (Local)	Sandoval County Rio Rancho	Sandoval County Rio Rancho
Request SNS assets "State"	NMDOH	NM DHSEM
Transportation of SNS assets to Sandoval County Staging Area	NMDOH NM National Guard	Hot Shots NMDOT
Dispensing MCM assets to affected area/population of NM	NMDOH NMDOH/PHD	NM DHSEM LEOC
Set up of Sandoval County Staging Area	Sandoval County Fire Department Rio Rancho Parks and Recreation Department	Sandoval County Fire Department Rio Rancho Parks and Recreation Department
Distribution to designated Closed PODs	Sandoval County Fire Department	Rio Rancho Parks and Recreation Department
Coordinate pick up or delivery at Sandoval County Staging Area	Sandoval County EOC Rio Rancho EOC	Sandoval County EOC Rio Rancho EOC

Training and Exercise Requirements

The DOH-BHEM will oversee CRI/MCM related training, exercise and evaluation. All CRI/MCM exercises will be developed in accordance with the Department of Homeland Security Exercise and Evaluation (HSEEP) guidance. Sign-in sheets and supporting documents validate training and exercise participation.

Specialized training on POD management; position functions layout and set-up/breakdown procedures is provided to all personnel designated to staff PODs. All other training for POD staff/volunteers is done on a "just-in-time" basis.

Primary staff, backups and other essential personnel have been assigned by Sandoval County and the City of Rio Rancho Emergency Management to collaborate with public health MCM distribution, dispensing and emergency preparedness-related training, exercise and evaluation. The assigned staff attends and participates in designated and sponsored annual training and exercises.

The Sandoval County and the City of Rio Rancho will maintain records, rosters and reports of annual training on the SNS/MCM functional areas or processes described in this plan.

Plan Maintenance

This plan, including appendices, attachments and other reference documents, is a 'living' document under continual improvement and will be updated annually in collaboration with NMDOH-BHEM. Change(s) to the plan will result from resource evaluation, plan activation, training, exercising, CDC Local CRI Medical Countermeasure Operational Readiness Review (ORR), recommendations and real events.