

# Sandoval County, New Mexico

## All-Hazards Emergency Operations Plan

August 2015



# **BASIC PLAN**

**Sandoval County**  
**All-Hazard Emergency Operations Plan**

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**STATEMENT OF PROMULGATION**  
**SANDOVAL COUNTY ALL-HAZARD EMERGENCY OPERATIONS PLAN**

Proper coordination and expeditious delivery of support and assistance during emergency and disaster events are critical functions of state government. All departments and agencies must be able to respond promptly and effectively to support protection of life and property and aid in recovering from disasters. The Sandoval County All Hazard Emergency Operations Plan applies to county departments, agencies, special districts, commissions, boards, and volunteer private organizations with emergency responsibilities. It also provides a framework for working with tribal and local agencies or other subdivisions of government.

The plan assigns functional emergency management responsibilities to county departments, boards, and commission. The plan directs state departments and agencies to provide guidance, relief and assistance to local communities and the people of Sandoval County. The Emergency Operations Plan designates preparation, response, and recovery activities by each department according to the emergency support function format. The plan is written in the express interest, welfare, and safety of the people of Sandoval County to ensure that assistance is provided in the most effective and efficient manner.

This plan assigns various planning and preparedness tasks to different state government agencies and departments. Tasks include responsibility for preparing and maintaining emergency support function documents as assigned, participating in training and exercising programs, and ensuring the plans are updated accordingly. It also tasks departments to identify plan revisions, designate Emergency Operations Center representatives, and to support the Emergency Operations Plan and Emergency Operations Center in the event of emergencies or disasters. The County Emergency Manager will conduct an annual review of this Plan with input from responsible departments. Notification of either suggested revisions or no update required shall be submitted to the Sandoval County Fire Department, Emergency Management by August 1st of each year. Minor revisions will be noted in the Record of Changes document while a full update of the Plan will be completed every 3 years.

The Plan was prepared in accordance with, and to meet the legal responsibilities of the New Mexico Civil Emergency Act of 1978, Chapter 12, New Mexico Statutes, Article 4B Section 74 Article 4B supplement (1997), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended and the New Mexico Civil Emergency Act, 1978 and the New Mexico Statutes Annotated (NMSA) Inspection of Public Records, 1978 Chapter 14, Art. 2 (8).

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1. How to Declare a Disaster / State of Emergency
2. Emergency Proclamation – Declaration of Emergency
3. Forms
  - After Action Report
  - Log of Actions
4. NMDHSEM Disaster Assistance Program Guidelines

## CHAPTER 1 – APPROVALS

Submitted By:

\_\_\_\_\_  
Emergency Manager

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
County Manager, Sandoval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sheriff

\_\_\_\_\_  
Date

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## **CHAPTER 2 – INTRODUCTION**

### **A. Authority**

Authority for the Sandoval County 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 Sandoval County as shown.

Local jurisdictions within the county include: Sandoval County, City of Rio Rancho, Town of Bernalillo, Villages of Cochiti, Corrales, Cuba, Jemez Springs, and San Ysidro including the unincorporated municipalities of Algodones, Canon, La Cueva, La Jara, La Madera, Ponderosa and Placitas. The County also includes all or portions of eight Indian Pueblos, three Navajo Chapters, and a portion of the Jicarilla Apache Reservation.

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

### **B. Implementation**

All local jurisdictions 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/Plan Updates**

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

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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:

- Change in Emergency Operations Center location.
- 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.

The AHEOP is updated as changes occur such as dictated by personnel, phone numbers, technology, system additions or modifications.

To assure that this plan is kept 'up-to-date', Sandoval County Emergency Management (EM) 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 Sandoval County EM 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 Sandoval County EM. 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 Sandoval County EM for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph and page number.



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3. Proposed Change Form

|   |  |
|---|--|
| <b>SANDOVAL COUNTY<br/>ALL-HAZARDS EMERGENCY OPERATIONS PLAN (AHEOP)<br/>PROPOSED CHANGE FORM</b> |  |
| <b>DATE:</b>  |  |
| <b>DEPARTMENT:</b>  |  |
| <b>SUBMITTED BY:</b><br><i>"NAME AND TITLE"</i>   |  |
| <b>PHONE:</b><br><i>"CAN BE REACHED AT"</i>   |  |
|   |  |
| <b><u>EOP<br/>SECTION</u></b>   |  |
| <b><u>PROPOSED<br/>CHANGE</u></b>   |  |
| <b><u>REASON FOR<br/>CHANGE</u></b>   |  |

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Version 1.1 August 2015

Send to: Sandoval County Emergency Manager

**D. Record of Distribution:**

Sandoval County EM 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 Sandoval County EM.

| <b>Department/Agency/Jurisdiction</b>                                 | <b>Name/Title</b> | <b>Copies/CDs</b> | <b>Date of Distribution</b> |
|---|-------------------|-------------------|-----------------------------|
| <b>SANDOVAL COUNTY:</b>   |                   |                   |                             |
| Commissioners   |                   | Electronic        |                             |
| County Manager  |                   | Electronic        |                             |
| Sandoval County Emergency Management (EM)                             |                   | Electronic        |                             |
| Superintendents of Schools<br>Finance Office                          |                   | Electronic        |                             |
| Fire Department   |                   | Electronic        |                             |
| Public Information Officer  |                   | Electronic        |                             |
| Public Works Department   |                   | Electronic        |                             |
| Sheriff's Department  |                   | Electronic        |                             |
| Community Services Department   |                   | Electronic        |                             |
| <b>LOCAL JURISDICTIONS:</b>   |                   |                   |                             |
| City of Rio Rancho  |                   | Electronic        |                             |
| Town of Bernalillo  |                   | Electronic        |                             |
| Village of Cochiti  |                   | Electronic        |                             |
| Village of Corrales   |                   | Electronic        |                             |
| Village of Cuba   |                   | Electronic        |                             |
| Village of Jemez Springs  |                   | Electronic        |                             |
| Village of San Ysidro   |                   | Electronic        |                             |
| Pueblo of Cochiti   |                   | Electronic        |                             |
| Pueblo of Jemez   |                   | Electronic        |                             |
| Pueblo of Sandia  |                   | Electronic        |                             |
| Pueblo of San Filipe  |                   | Electronic        |                             |
| Pueblo of Santa Ana   |                   | Electronic        |                             |
| Pueblo of Santo Domingo   |                   | Electronic        |                             |
| Pueblo of Zia   |                   | Electronic        |                             |
| Navajo Nation – Torreon/Star Lake/ Ojo Encino                         |                   | Electronic        |                             |
| <b>OTHER AGENCIES:</b>  |                   |                   |                             |
| New Mexico Department of Homeland Security and Emergency Preparedness |                   | Electronic        |                             |
| Superintendents of Schools  |                   | Electronic        |                             |
| New Mexico Association of Counties                                    |                   | Electronic        |                             |
| National Weather Service  |                   | Electronic        |                             |
| American Red Cross – Southwest Chapter                                |                   | Electronic        |                             |



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|   |  |            |  |
|---|--|------------|--|
| New Mexico Department of Health Northwest<br>Region |  | Electronic |  |
|---|--|------------|--|

**NOTE:**

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

Each primary addressee should keep a record of the offices that are to receive copies and/or CDs of this plan. When changes are distributed, the same offices must forward the changes to others with original copies.

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## **CHAPTER 3 – PURPOSE, SCOPE, SITUATIONS AND ASSUMPTIONS**

### **3.1. PREFACE**

This is the All-Hazard Emergency Operations Plan (AHEOP) for Sandoval County and the jurisdictions within the County. The AHEOP was developed through Sandoval County EM in coordination with the city, towns, and villages located within the County, as well as, the Local Emergency Planning Committee (LEPC). The AHEOP applies to responses within the unincorporated portions of Sandoval County and the incorporated areas.

For the purpose of this AHEOP, each signatory community within the County (as stated in Chapter 2 section A) will be referred to as a local jurisdiction. Each local jurisdiction 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 of Sandoval County EM regarding local incidents that may escalate or require the activation of the Emergency Operations Center (EOC).

Each local jurisdiction will establish its own local response plan. However, Sandoval County EM will also serve as the coordinating agency for each of the local jurisdictions in the event of an emergency or disaster.

For the purpose of this AHEOP, each local jurisdiction is responsible for the initial response to incidents that occur within its boundaries. The other jurisdictions 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 and will continue to do on an annual basis.

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.

### **3.2. 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 Sandoval 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.

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- C. Provide for the integration of resources and capabilities of County 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.

**3.3. SCOPE**

The AHEOP is an “all-hazards” plan that involves all personnel and equipment which may be called upon to help facilitate a response to specific disasters and emergencies. It identifies responsibilities for County 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 Sandoval 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.

**3.4. SITUATION OVERVIEW**

**A. Population and Demographics**

Sandoval County was established in 1903 and is located in the north central portion of New Mexico. The U.S. Census Bureau estimated the population of Sandoval County was 137,608 in 2014, attributing to a 4.6% increase from the 2010 census. The county’s land area is approximately 3,710 square miles. The incorporated and unincorporated communities of Bernalillo, Corrales, Rio Rancho and Placitas are located in the southeastern region of the County, while the remainder land is mainly rural that consists of federal and Native American tribes. Public and Native American tribal lands accounts for approximately 73% of Sandoval County.

The largest urban area is Rio Rancho with a population of approximately 91,956 people (US Census Bureau, 2013). According to the 2013 Census, the Town of Bernalillo, acting as the County seat, had a population of about 8,338. The Town of Cochiti Lake has a population of about 569 (US Census Bureau, 2010), the Village of Corrales has a population of about 8,445 (US Census Bureau, 2013), the Village of Cuba has a population of 731 (US Census Bureau, 2010), the Village of Jemez Spring has a population of 250 (US Census Bureau, 2010), and the Village of San Ysidro has a population of about 238 (US Census Bureau, 2010).

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Pueblos in Sandoval County include Cochiti with a population of about 1,482 (US Census Bureau, 2010), Jemez with a population of about 1,918 (US Census Bureau, 2010), Sandia with a population of about 5,471 (US Census Bureau, 2010), San Felipe with a population of about 3,241 (US Census Bureau, 2010), Santa Ana with a population of about 935 (US Census Bureau, 2010), Santa Domingo with a population of about 3,169 (US Census Bureau, 2010), and Zia with a population of about 901 (US Census Bureau, 2010).

Sandoval County has two major highways (Interstate 25, and U.S Highway 550) that are common routes used by many commercial haulers and also provides easy access to the metropolitan areas of Albuquerque and Santa Fe. Other routes include New Mexico Highway State Highway 4, 285, along with state roads 16 and 22.

### **B. Local Government**

The County has a Commission/Manager type of government with five –members elected to four-year terms by voters to provide oversight for executive actions and procedures. Day-to-day administration of municipal operations is the main responsibility of the County Manager. Sandoval County government consists of 10 operating divisions, with the directors of each of these divisions responsible for successfully implementing programs and projects authorized by the Board of County Commissions and then reporting to the County Manager. The County Manager serves as the Chief Executive Officer (CEO) of the County.

The city, towns and villages either have a council/manager or an assembly style government.

Tribal governments typically consist of a tribal council, a governor, and lieutenant governors. Along with the tribal government, for cultural tradition, there are appointed war chiefs and/or fiscales to conduct religious activities. These officials are appointed annually to carry out all responsibilities and secular duties for the tribal government. Various pueblos and tribes may also incorporate police, health, public works, education, and planning and development departments. These Tribes may also have their own EOP to respond to emergency and disaster events.

### **C. Hazard Analysis**

#### **1. Probability of Hazards**

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The potential exists in the County of Sandoval 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 Sandoval County EM and/or the County Clerk’s Office.

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

| <b>Table 1 – Probability of Hazards*</b> |  |                    |                                    |  |
|--|--|--------------------|------------------------------------|--|
| <b>#</b>                                 | <b>Hazard</b>  | <b>Probability</b> | <b>Potential Hazards Generated</b> | <b>Primary Risk</b>  |
| 1  | Floods, including flash floods   | High/ High Medium  | 2, 3, 7, 9, 10                     | Reduced communications, municipal infrastructure, buildings weakly constructed or anchored.                |
| 2  | Wildfire   | Medium             | 3, 10                              | Lives, property, urban; municipal infrastructure; ruptured water mains                                     |
| 3  | HAZMAT accident and/ or release (highway, rail, facility, nuclear/ WIPP) | High / Medium      | 2                                  | Lives, property, medical services  |
| 4  | Drought  | High               | 2                                  | Water system   |
| 5  | Severe Storms, including Winter Storms                                   | Medium             | 1, 2, 3, 7, 9, 10                  | Reduced communications, municipal infrastructure, buildings weakly constructed or anchored                 |
| 6  | Terrorism  | Medium / Low       | 2, 3, 9, 10                        | Communications, property, medical services   |
| 7  | High Winds   | Medium             | 1, 2, 3, 4, 5                      | Lives property, reduced communications, municipal infrastructure, weakly constructed or anchored buildings |
| 8  | Earthquake   | Low                | 2, 3, 9, 10                        | Lives, property, infrastructure, etc.  |
| 9  | Dam / Levee Failure  | Low                | 1                                  | Lives, property, crops along floodplain, municipal infrastructures, medical services                       |
| 10                                       | Landslide  | Low                | 9                                  | Lives, property, infrastructure, etc.  |

**D. Critical Facilities and Vulnerable Populations**

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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 Sandoval County EM 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.

### **3.5. PLANNING ASSUMPTIONS**

**A. General**

1. Based on each the Commission's approval of this AHEOP, Sandoval County may at its discretion function as the emergency response-coordinating agency when requested by the county's jurisdiction in an emergency or disaster.
2. The County's jurisdictions will be responsible for the initial response within their unincorporated areas of the County.
3. Emergencies occur that exhaust local jurisdiction resources will require multiple agency response.
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 should not compensate for gaps in emergency planning.
6. 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 plans will be implemented dependent on incident or circumstances.

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7. Each Sandoval County 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. The Sandoval County Manager, 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 jurisdiction, the jurisdiction will be responsible for allocating emergency response equipment to the County through the Sandoval County EOC following the procedures established in any existing MOA's or MOU's or this AHEOP.
9. The 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.
10. The Sandoval County EOC is organized and equipped to coordinate emergency resources (which include telecommunications equipment and computer based management information systems).
11. All vehicles that are designed as Incident Command Posts should be equipped with computer internet capability and multiple means of communication.
12. 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.
13. 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.
14. The County of Sandoval should 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 and local jurisdiction's officials. A copy of the County's Continuity of Government plan will be provided to Sandoval County EM. In addition, a "line of succession" memorandum of approved emergency interim successors for appointed and elected official will be provided to Sandoval County EM on a semi-annual basis.
15. 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.



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16. The County's emergency response personnel shall, as a minimum, complete training greater than or equal to specified by OSHA 29 CFR 1910.120, consistent with the emergency response functions to be performed during an emergency. As a standard, the local jurisdictions 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 local jurisdictions shall be responsible for approving training curriculum, based on the acceptable standard and consistent with OSHA criteria.
17. The jurisdiction and municipalities' 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.
18. The Sandoval County LEPC, in conjunction with Sandoval County EM, shall be responsible for creating, maintaining, and providing lists of SARA Title III facilities. The LEPC and Sandoval County EM 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 Statutes, 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 (2013).
3. Americans with Disabilities Act Provisions

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

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## **CHAPTER 4 - CONCEPT OF OPERATIONS**

### **4.1. INTRODUCTION**

#### **A. How the County Will Handle Emergencies**

Initial emergency response and management is the responsibility of the local town and village governments. The emergency may be handled by the responsible jurisdiction's law enforcement officer and / or joint police intervention. Should the incident exceed the resources of the towns and villages, the County will next respond to the incident. If the emergency is a hazardous material incident, the Sandoval County Hazardous Materials Unit and/or the New Mexico State Police are to be notified and become the on-scene Incident Commander (IC). If the situation requires multi-jurisdictional emergency response, unified command may be used.

Legal authority has been granted to the County Manager to plan for and respond to emergency situations. Pursuant to applicable New Mexico State Law, the County Manager has the authority to declare and terminate a "State of Emergency." The declaration of a State of Emergency allows County Officials the authority to enact specific actions to mitigate the impact of a disaster. A State of Emergency will allow for potential State Government level assistance requested through the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM). The Governor may enact a State of Emergency to assist local governments in responding to and mitigating the effects of a disaster. The Governor may request the President of the United States to declare a "Federal Disaster" if the impact of a disaster overwhelms the resources of state and local governments. It should be noted that FEMA reimbursement is not guaranteed at the declaration of a local or state level emergency.

#### **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.

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- 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.

## **4.2 PHASES OF EMERGENCY MANAGEMENT**

### **A. Definition**

1. Comprehensive emergency management is divided into four phases:
  - a. Mitigation - Refers to taking actions 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.
  - b. Preparedness - The preparedness phase occurs prior to an emergency and involves 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.
  - c. Response - This 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.
  - d. Recovery - 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.
2. 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 provides an overview of the strategy to accomplish the four phases. The following sections outline a general list of minimum actions to be taken emergency management and first responders during each phase

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**Table – 3 Phases of Emergency Management**

| Emergency Requirement | Definition   | Strategy   | Ongoing Tasks   |
|-----------------------|--|--|---|
| Before the Emergency  | <p><i>Mitigation:</i> Reduce the potential for Hazard events.</p> <p><i>Preparedness:</i> Establish emergency responsibilities and prearrange resources.</p> | <p>Local Emergency Planning Committee (LEPC) and Sandoval County EM Review Plan</p> <p>Publish All-Hazard Emergency Operations Plan (AHEOP) document</p> | <ul style="list-style-type: none"> <li>• Conduct exercises and write plans</li> <li>• Train response agencies in ICS/NIMS</li> <li>• Maintain and equip EOC</li> <li>• Train EOC coordinators</li> <li>• Continually review and update plans</li> </ul> |
| During the Emergency  | <p><i>Response:</i> Take time sensitive actions to protect lives and property and help jurisdiction re-group.</p>  | <p>Use ICS at emergency site</p> <p>Use EOC to centralize support coordination when needed</p>   | <p>Use EOC to coordinate multi-agency response</p>  |
| After the Emergency   | <p><i>Recovery:</i> Restore community to normal</p>  | <p>LEPC and Sandoval County EM review, recommend changes to Plan.</p>  | <p>Review, evaluate, and maintain plans (then return to mitigation).</p>  |

### 4.3 MITIGATION/PREPAREDNESS

#### A. Measures

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.
  1. Develop and enact flood plain management
  4. Promote fire prevention.
  5. Promote the establishment and enforcement of building codes.

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6. 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.
7. Work with commerce and industry to improve hazardous materials storage, use, transportation and disposal.
8. Encourage public safety efforts, with emphasis on severe weather, at all levels.
9. Continue to educate the public in emergency preparedness planning.
10. Develop and maintain emergency plans and Standard Operating Procedures (SOP) to deal with specific emergencies and situations during emergencies to include:
  - Natural disasters
  - Hazardous Materials (HAZMAT) incidents
  - Terrorism
  - Evacuations
  - Shelter/ mass care
  - Special needs populations
11. Establish, equip, and develop SOPs for an Emergency Operations Center (EOC) to act as the central location for monitoring potential emergencies and coordinating response activities.
12. Ensure a robust and redundant emergency warning system to alert residents of emergencies.
13. Develop and maintain the Shelter/Mass Care and Evacuation ESF with pre-designated evacuation and shelter facilities.
14. Maintain mutual aid agreements with neighboring communities to share assistance and resources.
15. Maintain a HAZMAT Hazard Annex outlining decontamination procedures and availability of radiological instruments.
16. Promote professional development and training for emergency management and public safety personnel.
17. Develop and frequently conduct training and exercise programs dealing with emergency management.
18. 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.
19. Develop or promote volunteer organizations that are trained to assist emergency responders during disasters. Such organizations include, but are not limited to:

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- Community Emergency Response Teams (CERT)
  - Medical Reserve Corps (MRC)
  - Volunteer Organizations Active in Disasters (VOAD)
20. Assist facilities that provide care for special needs populations to develop a facility evacuation plan.
21. Assist schools in development of emergency operations plans.

## **4.4 RESPONSE**

### **A. Initial Notification**

1. Initial notification of an emergency or disaster event occurring within the County 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.
2. The County 911 Dispatcher is normally the first person to be notified of an emergency. The Dispatcher is responsible for obtaining all the required information and notifying the Sheriff (according to internal protocol and procedures).
3. Dispatch or the office receiving notification of a disaster or emergency shall immediately notify the Emergency Manager. Dispatch will have the contact information for the Emergency Manager. The Emergency Manager shall verify the situation and notify the County Manager and the Chairman of the County Commission.
4. 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.

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

**B. Incident Assessment**

In order to fully understand the impact of a disaster and how to appropriately respond and recover from it, there must be a systematic approach to evaluating the situation and the damage incurred. Incident assessments are key to this approach. However, due to the demands that are placed upon response organizations during and immediately after a disaster, a thorough incident assessment may not be feasible right away. Therefore, incident assessments are divided into two categories, rapid and detailed, which take into account the constraints of the immediate circumstances. 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 Sandoval County 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:



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- Persons affected in disaster area
- Persons evacuated
- Shelters open
- Persons in shelter
- Confirmed injured
- Confirmed fatalities
- Confirmed missing persons
- Homes and businesses with damage

Orion Damage Assessment System

The Orion Damage Assessment System will be the primary tool to be used to assess damages from a disaster.

Features:

- Compatible with Apple and Android Devices
- GPS Address Identification
- No Internet Connection required
- Multi-level Security

FEMA Compliant:

- FEMA Damage Designations
- FEMA Structure Types (residential, public/infrastructure, business, agricultural)
- Damage Estimates
- Insurance Information
- Property Contact Info
- Identify Households with Access and Functional Needs
- Capture Utility Disruptions
- Damage Pictures are automatically associated with property.

C. AHEOP Activation

1. The Emergency Manager, the Sandoval County Manager, the Chairman, the Sandoval County Sheriff and the Fire Chief form a Situation Analysis Team (SAT).
2. Upon notification of an emergency, The Emergency Manager will call together the other members of the SAT and will brief them on the situation. The SAT will activate this plan and/or order such steps to be taken as may be appropriate for the situation.

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3. The SAT will determine whether the EOC will be partially or fully activated and identify the location of the EOC (see Section 6.4). At least three of the five SAT members must be consulted before a determination is made. The County Manager is responsible for informing the County Commission and coordinating with the policy group.
4. County 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.
5. Following the briefing, all department heads and other persons involved will review their responsibilities outlined in this AHEOP and their respective Emergency Support Function and/or emergency operations procedures (departmental technical and emergency plans).
6. Department heads will designate their representatives to the EOC will brief them on their responsibilities and at which time they will make preparations for the mobilization.
7. Personnel, equipment, and resources will be readied for dispersal and, where advisable, moved to appropriate locations on a stand-by basis.

**D. Emergency Response Actions**

1. Immediately alert the public affected and 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.
2. Make certain that emergency information is disseminated in a manner that is understandable to all groups that may be present throughout the County and adjacent jurisdictions. Special attention should be given to special needs populations, elderly, and non-English speaking residents. (Specific information is provided in ESF #15, External Affairs).
3. Fully activate the Emergency Operations Center to the appropriate level based upon incident type (see Section 6.4). Develop appropriate shift commensurate with the incident. Take appropriate steps for water, food and sleeping facilities.
4. Ensure that all ESF positions needed are activated.
5. Declare "State of Emergency" if appropriate and necessary.
6. Establish communications with the State's Emergency Operations Center (SEOC) and cities, towns, and villages with which mutual aid agreements are in effect. Establish liaison with SEOC logistics for resource ordering.

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7. 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.
8. Implement protective measures based on protective action guides.
9. If the incident has the capability of quickly overwhelming the County's resources, planning for evacuation of the population should be considered and a decision made as soon as possible.

E. 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 unlit 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 and County response personnel will also adhere to their respective departmental personal protection guidelines and policies.

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- 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 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.

**F. 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 Sandoval County). 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**

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 IC with the help of the Emergency Support Function (ESF) Coordinators and other appropriate officials.

**3. Evacuation Procedures**

- Identify 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:

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- 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.
- Identify transportation resources (e.g., public transit, school buses, etc.) likely to be needed for evacuation operations.
  - Develop information for evacuees' use on the availability and location of Shelter/Mass Care facilities away from the threat of further hazard-induced problems.
  - Assist, 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 Sandoval County EM 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.

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**4.5. 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 HAZMAT 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. 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.

**C. Implement Long-Term Stabilization**

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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
- Functional Needs Population
- Animals

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. Recovery Actions

- a. Continue rescue operations. If a hazardous environment exists, ensure monitoring and decontamination when possible. Monitoring and decontamination should precede all other recovery operations.
- b. Arrange for temporary housing, food and clothing.
- c. Provide transportation for people who are being relocated.
- d. Make evaluation of the situation, including damage assessment and plan for restoration. Determine restoration priorities.
- e. Certify buildings and/or areas as being safe for habitation.
- f. Commence restoration of the County following established priorities.
- g. Assist public utilities with the restoration of service when requested.
- h. Provide emergency mortuary service.
- i. Maintain the Emergency Operations Center in operation until such time as the emergency and recovery operations no longer require it.
- j. Provide for protection from looting and vandalism.
- k. Establish and maintain a disaster inquiry center.

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- l. Maintain facilities for the dissemination of information to the public.
  - m. 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.
  - n. Destroy contaminated food, drugs and other material.
  - o. Conduct a public health assessment for potential short and long-term threats.
3. 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 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 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.



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- 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 Emergency Management.
- i. Debris management and volunteers and donations operations begin as emergency response functions and will continue as necessary.
- j. All expenditures must be documented for reimbursement.

## **CHAPTER 5 – ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES**

### **5.1 GENERAL**

Most government departments/agencies have emergency functions in addition to their normal day-to-day duties. Emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures. Specific primary support functions are listed in Section 6.3 of the Basic Plan and in each individual ESF Annex. Government departments/ agencies that provide response personnel should maintain Standard Operating Procedures (SOP) and proper Continuity of Operations Planning (COOP). These Plans should address the order of succession of authority within each agency, what positions or persons shall assume responsibility, identification of the necessary requirements for succession to occur, alternate locations to conduct businesses, and specific time frame that identifies the time or point at which the Plan is terminated.

### **5.2 ORGANIZATION**

#### **A. State**

The Governor of New Mexico has the ultimate responsibility for direction and control over state activities related to emergencies and disasters. Upon delegation of authority by the Governor, the Cabinet Secretary for NMDHSEM will act on behalf of the Governor in coordinating and executing state activities to cope effectively with the situation.

#### **B. Local**

1. Sandoval County Emergency Preparedness Structure is as follows:
  - a. Sandoval County Emergency Manager (EM)
  - b. Sandoval County Fire Chief
  - c. Sandoval County Sheriff

### **5.3 ROLES AND RESPONSIBILITIES**

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

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**A. County Manager:**

1. Act as Chief Elected Official (CEO) responsible for ensuring the public safety and welfare of the people through providing strategic guidance and resources.
2. Set policy for the emergency response organization and authorize specific functions to enact policy.
3. Appoint primary spokesperson for media/press conferences.
4. Confer with ESF #5 – Emergency Management and Public Information Officer (PIO) prior to issuing evacuation orders.
5. Issue evacuation orders (Orders should include a policy for people who do not comply with evacuation instructions).
6. Authorize strategy for recovery operations.
7. Development and implementation of County COOP/COG plan.
8. Approve all mutual aid agreements.
9. Request assistance from mutual aid communities and from the State of New Mexico.
10. Review and approve Public Information (PI) release.

**B. Emergency Manager (ESF #5):**

1. Advise the County Manager and other local officials on emergency management matters and related laws, rules, and regulations.
2. Plan, develop, organize, direct, and coordinate the County's Emergency Operations Plan.
3. Involve the private sector and non – Governmental Organizations (NGO's) in planning, training, and exercises.
4. Develop mutual aid and assistance agreements.
5. 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.
6. Work with the Public Information Officer (PIO) to develop emergency information packets and emergency instructions for the public.
7. Develop and executes public awareness and education programs.
8. Activate and manage EOC.

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9. Direct overall EOC activity.
10. Activate public warning system and store canned messages for emergency alert system.
11. Plan, provide and maintain primary EOC communication.
12. Provide backup for emergency PIO.
13. Request American Red Cross (ARC) to open mass care facilities.
14. Provide resources to alert and coordinate mass care facilities.
15. Coordinate amateur radio operator resources.
16. Act as backup Primary Agency for ESF #6 – Mass Care and Sheltering.
17. Oversee recovery operations
18. Deactivate EOC and ESF personnel.
19. Collect incident assessments, damage assessments, log of actions and after action reports from ESF's and response organizations.
20. Develop final After – Action Report and conduct meeting with all participating organizations to discuss strengths and weaknesses.
21. Implement corrective actions.

**C. Fire Chief (ESF #4):**

1. Conduct initial Incident Command (ICS) functions at site if first on scene.
2. Send representative to EOC if activated.
3. Manage and direct fire and Hazmat resources and operations.
4. Activate mutual aid agreements related to ESF # 4 and #10.
5. Provide communication and warning EAS activation backup.
6. Provide manpower for public warning.
7. Provide primary or secondary Emergency Medical Services (EMS).
8. Provides radiological monitoring and decontamination support.

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9. Conduct mass decontamination of County employees and residents as a result of possible chemical, biological or radiological contamination incidents.
10. Provide personnel and transportation assets to support evacuations efforts.
11. Provide public address system notification to residents of evacuation areas.
12. Conduct and perform search and rescue operations.
13. Collect all incident reports, log of actions and after – action reports from Firefighting and HAZMAT organizations and forward them to the Sandoval County EM Manager.

**D. Law Enforcement (ESF #13):**

1. Conduct initial Incident Command (ICS) duties at site if first on scene.
2. Send representative to EOC when activated.
3. Manage enforcement resources, and direct traffic control and law enforcement operations.
4. Activate mutual aid agreements for Law Enforcement.
5. Provides liaison and coordination with other County, State, and Federal law enforcement groups.
6. Provide traffic control, crowd control, and restricted area control including patrolling evacuated areas.
7. Provide security to Critical Infrastructure and Facilities, including EOC and Mass Care Shelters.
8. Provide security for transportation, warehousing, and distribution of medication and medical supplies.
9. Provide primary response communications and personnel for public information.
10. Provide back – up communications for shelter operations and other communications support.
11. Disseminate emergency information.
12. Designate media staging area at site and identify for PIO.
13. Offer evacuation options to CEO.
14. Identify evacuation routes.
15. Implement evacuation orders.

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16. Direct and carry out evacuation and relocation of prisoners in jail facilities.
17. Provide animal care and control.
18. Handle criminal investigations.
19. Explosive scene management.
20. Riot control
21. Unattended death investigation (coordinate with OMI).
22. Maintain public order.

**E. Public Works & Engineering Division Director (ESF #3):**

1. Send representative to EOC when activated.
2. Manage public works resources and direct public works operations.
3. Prioritize utilities restoration and debris management.
4. Coordinate with private sector utilities and contractors for use of private sector resources in public works related operations.
5. Activate appropriate mutual aid agreements as necessary.
6. Conduct and coordinate comprehensive damage assessments.
7. Provides distribution and management of emergency / disaster equipment and related resources for emergency.
8. Provide debris clearance in support of emergency response activities, access to impacted areas and evacuation routes.
9. Coordinate the restoration of critical utilities.
10. Collect all incident reports, damage assessments, log of actions and after – action reports from organizations responsible for emergency public works and engineering operations and forward them to the Sandoval County EM Manager.

**F. Transportation Director (ESF #1):**

1. Plan, provide and maintain sufficient transportation resources.
2. Prioritize allocation of transportation resources.

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3. Preplan bus and transportation available with private and municipal transit services.
4. Send representative to EOC when activated.
5. Activate appropriate mutual aid agreements as appropriate.
6. Coordinate transportation resources with Law Enforcement for evacuations.
7. Provide transportation for persons within the evacuation area that cannot self – evacuate, including “special needs” persons.
8. Provide resources to transport pharmaceuticals and other medical supplies.
9. Provide resources for removal of trash, debris and contaminated soil.
10. Ensure safety of routes bridges, etc.

**G. Public Information Officer (ESF #15):**

1. Act as the primary spokesperson to the media.
2. Manage all aspects of emergency public information for CEO.
3. Send representative to EOC when activated.
4. Establish Joint Information Center (JIC) as necessary.
5. Disseminate emergency instructions and information to public and officials.
6. Disseminate instructions and information to evacuees.
7. Inform the public and evacuees on evacuation activities.
8. Announce availability, location and opening time of mass care facilities to the public.
9. Provide information on protecting and caring for animals.
10. Provide Emergency Management Manager with all incident reports, log of actions and after – action reports for Public Information operations.

**H. County Medical Director (ESF #8):**

1. Send representative to EOC when activated.
2. Recommend number and locations of mass care facilities to EOC.
3. Manage mass care facilities.

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4. 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.
5. Advise PIO on information available through the ARC.
6. Conduct initial damage assessment for general community.

**I. Finance Director (ESF #7):**

1. Send representative to EOC when activated.
2. Coordinate, order, receive, store, process, document and allocate emergency supplies, resources and services during mobilization and demobilization.
3. Staff distribution group.
4. Maintain financial and legal accountability in cooperation with Finance Coordinator.
5. Coordinate with ESF #1 – Transportation to handle flow of resources.
6. Provide comfort and welfare support for EOC personnel (including food, water, etc).
7. Obtain resources necessary to support PIO and JIC operations.
8. Provide resources to support mass care facilities.

**State**

STATE ASSISTANCE AND COORDINATION WITH STATE RESPONSE

The Department of Homeland Security and Emergency Management (DHSEM) has the responsibility for maintaining the State EOP and enacting the State Emergency Operations System, coordinating State response, and Staffing the State Emergency Operations Center. Should Sandoval County resources become overwhelmed or predicted to be overwhelmed assistance will be requested to DHSEM.

**Federal**

FEDERAL ASSISTANCE AND COORDINATION WITH FEDERAL RESPONSE



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Federal assistance in support of state and local efforts is conducted under the authority of the Secretary of Homeland Security in accordance with the National Response Framework (NRF) and the National Incident Management System (NIMS). In most cases federal support is delivered through provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). Assistance would be requested from the state after a State Declaration to provide need resources to met local jurisdiction needs.

**Mutual Aid Agreements**

Sandoval County may enter into mutual aid agreements with State Agencies and Departments, Federal military installations and private or volunteer organizations in their jurisdictions.

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## **CHAPTER 6 - DIRECTION AND CONTROL**

### **6.1. COMMAND RESPONSIBILITY**

- A. The County Manager has the responsibility for responding to emergencies in the County. This authority shall include, but not be limited to, the declaration of an emergency condition within the political jurisdiction.
- B. The Sandoval County Emergency Manager acts as the Chief Advisor to the County Manager during any declared emergency affecting the people and property of Sandoval County.
- C. The Emergency Manager will be responsible for managing all emergency response operations under a declared County State of Emergency under the direction of the County Manager.
- D. State and federal officials will coordinate their operations through the County Manager or the Emergency Manager.

### **6.2. INCIDENT MANAGEMENT**

#### **A. Incident Command System**

- 1. The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS). NIMS provides a flexible nationwide approach that enables federal, state and local government agencies to work effectively together in responding to emergencies, regardless of the cause or complexity of the incident.
- 2. The ICS system allows for expanding the operation/coordination groups as needed or downsizing as needed.
- 3. It is the policy of Sandoval County that all departments/agencies involved in emergency response efforts within the County utilizes the ICS system, in conformance with NIMS, during real world emergencies as well as training exercises.

#### **B. Incident Management Team**

An Incident Management Team (IMT) is group made up of the command and general staff members and other appropriate personnel formed into an ICS organization who personally manage on-scene response operations at an incident. IMTs are often formed at the incident and are organized based upon first responders who arrive on-scene.

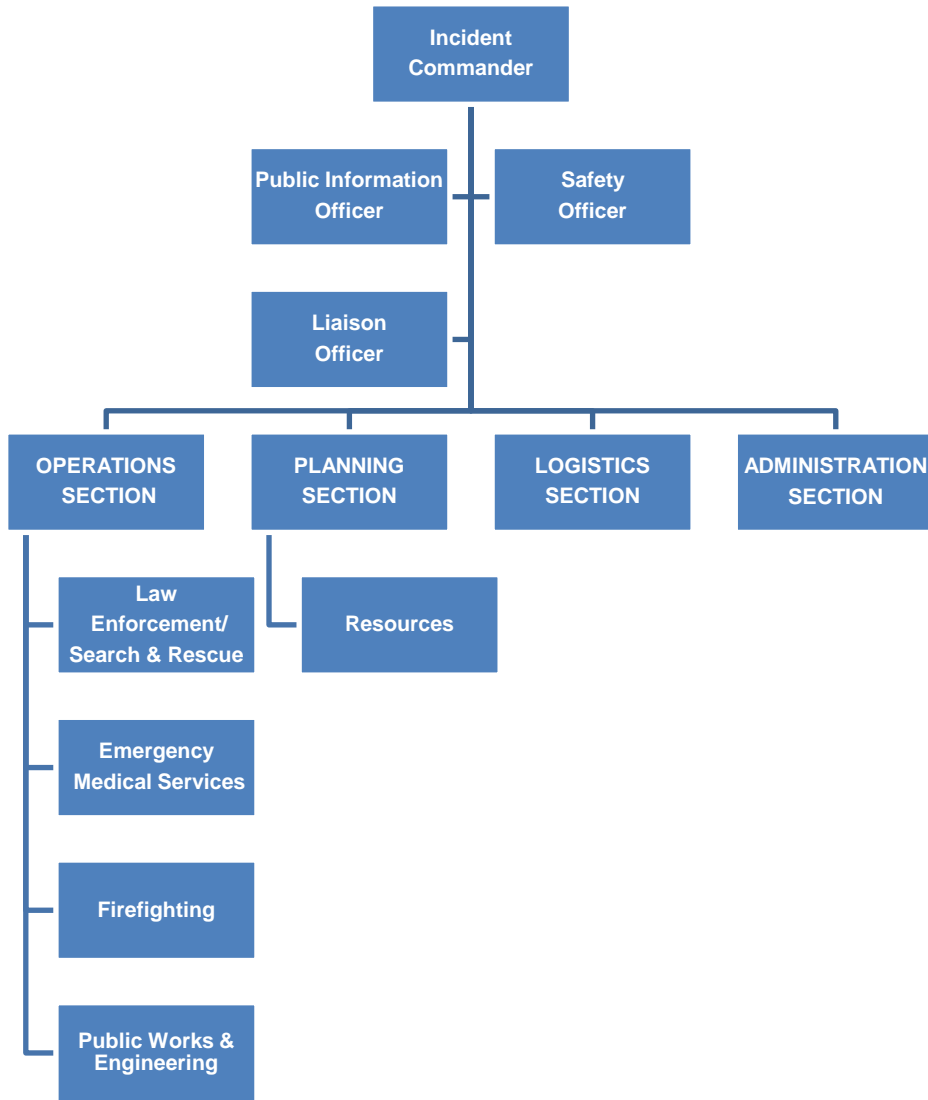
The IMT will be assigned to manage the incident through a Delegation of Authority (DOA) by the County Manager or Policy group. Delegation of Authorities is dictated by the

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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 6-1 is an organizational chart for an IMT based on the ICS system.



**Figure 6-1**  
Incident Management Team (IMT)  
Organization Chart

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### **6.3. EMERGENCY OPERATIONS CENTER ROLES AND FUNCTIONS**

#### **A. EOC General Overview**

1. The EOC serves as a central location for County Emergency Management and elected officials to oversee emergency operations. 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.
2. The primary or alternant EOC is activated during emergencies at the recommendation of the Sandoval SAT. The SAT is responsible for determining if the EOC is going to be fully or partially activated and where. At least three of the five SAT members must be consulted before a decision is made.
3. 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. It is the County Manager's duty to inform the County Commission and to work with the policy group.
4. The EOC staff is comprised of the policy group and fourteen Emergency Support Function (ESF) positions configured under the ICS system. Standard Operating Guidelines (SOG's) for EOC operations are available with Sandoval County EM for use in conjunction with the AHEOP.
5. 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:

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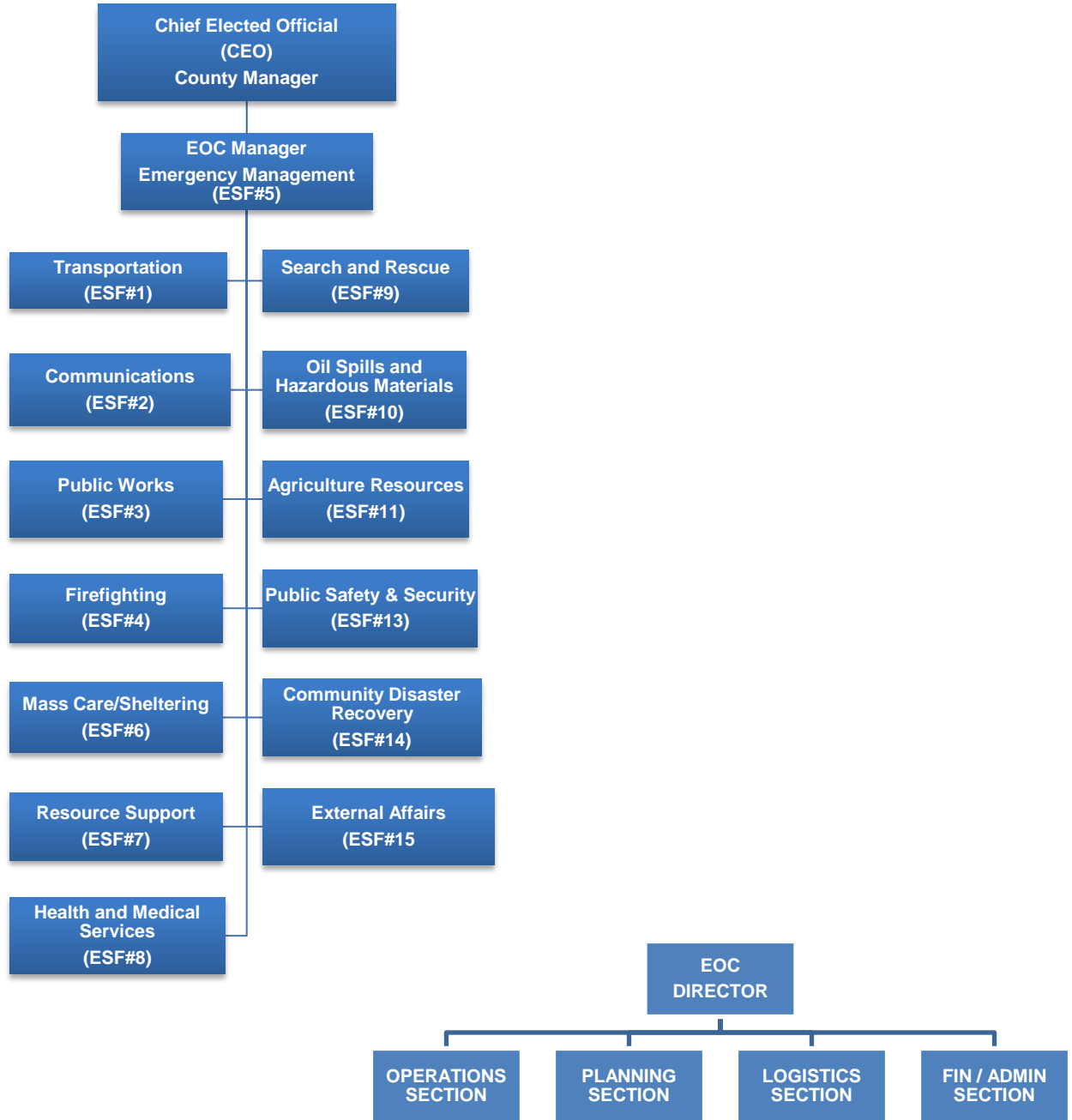
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- a. Determining if there is a need to exercise one or more of jurisdiction's emergency powers;
- b. Coordinating jurisdiction specific warning and emergency public information;
- c. Coordinating jurisdiction damage assessment using the Orion System.
- 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 6-2 identifies the command structure and organization at the EOC. Individuals may be required to serve in more than one role.
- 2. Figure 6-3 illustrates the interface between the EOC and the on-scene IMT. In general, the on-scene IMT will include the IC and the Operations (or tactical) Section as shown in red in the figure. If the incident is escalated and the EOC is fully activated, planning logistics and administration will be housed at the EOC.
- 3. The EOC will communicate with the IC through the Liaison Officer. The IC will update and report incident status on a regular basis, will request resources to manage the incident, and will provide other necessary information to the EOC. The EOC manager manages the EOC, not the incident.

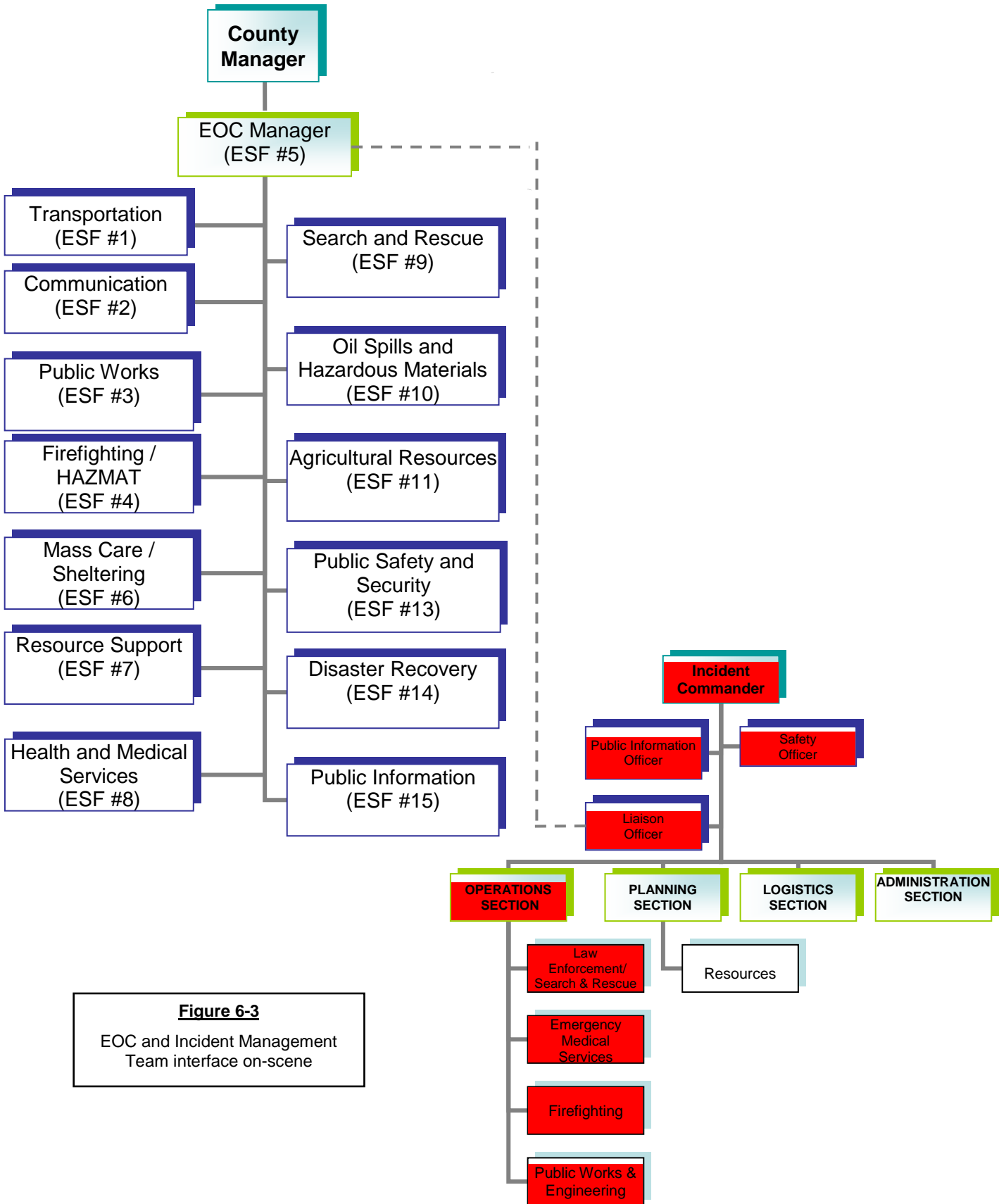
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At EOC Director's discretion and based of on-going operations they may activate a General Staff, made up of an Operations, Planning, Logistics, and Finance / Administration Sections or a combination of depending on needs.

**Figure 6-2**  
EOC Command Structure and Organization

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**Figure 6-3**  
EOC and Incident Management  
Team interface on-scene



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**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 EOC General Staff and 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.

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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 Emergency Manager.

The Emergency Manager will:

- 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 County 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 Incident Action Plan (IAP).

## **6.4. INCIDENT AND EMERGENCY RESPONSE LEVELS**

### **A. Activation Levels**

Not all emergencies pose the same level of risk and therefore do not require the same level of response. Table 4 categorizes incidents into 4 separate levels based upon their severity and correlates them with the level of response needed and activation of the County EOC. Table 5 illustrates the stages of a disaster and resources required for each.

Sandoval County will use a graduated approach when responding to and managing emergencies and disasters. As the potential severity of the emergency or the demand on local resource increases, the emergency response and coordination activities will expand to meet the growing demands.

Depending on the nature and the incident level of an emergency, the Sandoval County EOC may be activated to one (1) of four (4) levels of activation. With regard to who is physically present in the EOC, the nature and the scope of the incident will determine staffing levels.

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.

### **B. EOC Staffing**

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

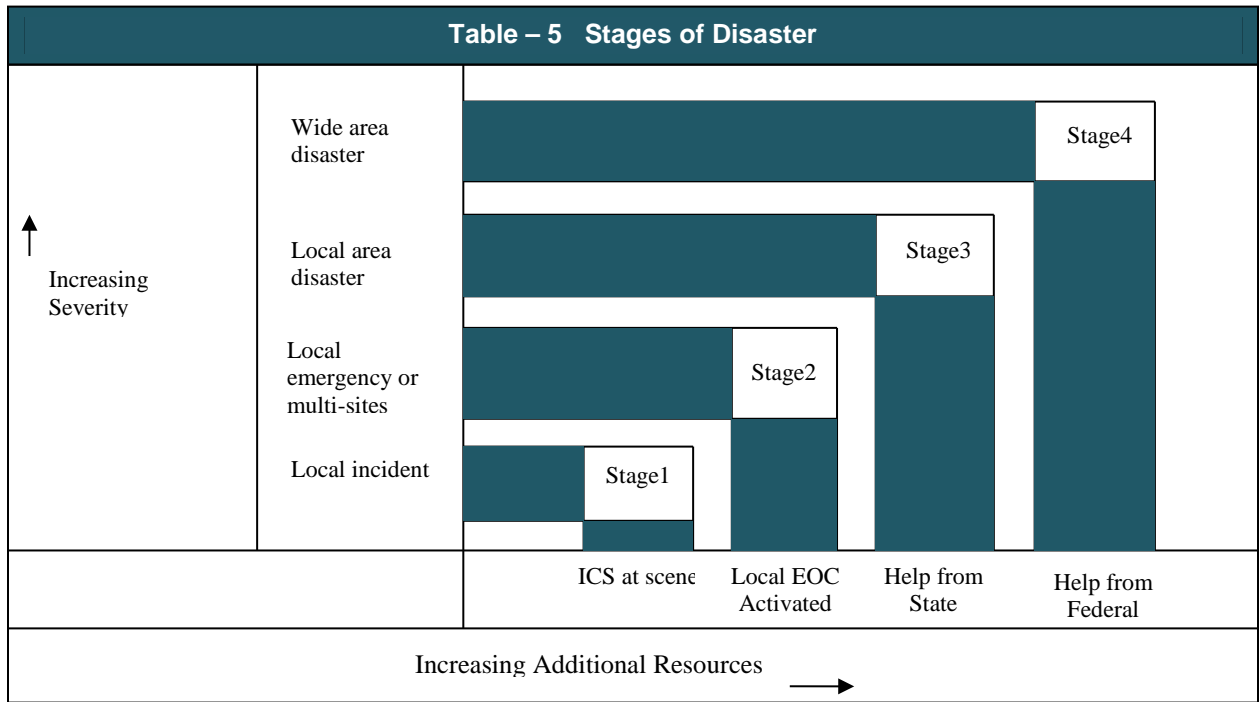
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| <b>Table – 4 Activation Levels</b>  |   |   |
|---|---|---|
| <b>EOC Activation Level</b>   | <b>Description of activities</b>  | <b>Response</b>   |
| <p style="text-align: center;"><b><u>LEVEL 4</u></b><br/><b>(Normal Operations)</b><br/><br/><b>No EOC Activation:</b></p>  | <p>Normal Operations, Normal operations, also known as Level 4, is a non activated status for the Sandoval County EOC involving countywide monitoring of conditions.</p> <p>Activities may include:<br/>Maintaining operational readiness by Emergency Management, through situational awareness, planning, training, exercising, low level operations, and coordinates facility and equipment maintenance of response resources.</p>   | <p>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.</p>  |
| <p style="text-align: center;"><b><u>LEVEL 3</u></b><br/><b>(Partial or Virtual)</b><br/><br/><b>EOC Activation</b><br/><br/><b>Key staff is given incident information and put on Standby.</b><br/><br/>Key Staff:<br/>County Manager<br/>Emergency Manager<br/>Fire Chief<br/>Sheriff<br/>Public Info Officer<br/>Specific ESFs</p> | <p>Sandoval County EOC is partially staffed with some positions filled within the ICS structure and several ESFs represented. The Level 3 activation is usually short term involving one shift per day, but not extended hours of operation. The County Emergency Manager monitors the incident overnight.</p> <p>Activities may include: situation analysis, alert/notification, limited resource coordination, financial tracking, public information and other emergency functions.</p> <p>Possible Event Triggers for a Level 3 Activation:</p> <p>Weather advisories, impending winter storm, potential flooding, minor flooding occurring, one or several small wildfire(s) threatening few or no structures, limited number of evacuations, providing mutual aid during significant local, national or international events, and specific warnings from the U.S. Government warning of credible threats.</p> | <p>Incident Command System (ICS) is necessary to direct, control and ensure the safety of emergency response forces at an incident site. Incident Command Post (ICP) is identified and staging areas are established for arriving response resources. IC is able to control emergency without additional assistance from EOC.</p> |

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|--|--|---|
| <p style="text-align: center;"><b><u>LEVEL 2</u></b></p> <p style="text-align: center;"><b>(Increased)</b></p> <p><b>EOC Activation</b></p> <p><b>Key staff is notified to report to EOC.</b></p> <p>Key Staff and some or all of the Command and General Staff positions may be activated</p> | <p>Sandoval County EOC is nearly fully staffed with the ICS positions and multiple ESF representatives. Staffing may involve 2 shifts covering extended hours (such as from 0700 to 2200).</p> <p>Activities may include: situation analysis, incident planning, alert/notification, communications, resource coordination, public information, coordination of intrastate mutual aid, and financial tracking.</p> <p>Possible Event Triggers for a Level 2 activation:</p> <p>a widespread winter blizzard, a damaging tornado, moderate flooding, a hazardous materials leak prompting large scale evacuations, and a large wildfire as well as any event from Level 3</p>   | <p>The incident may extend into multiple operational periods, but only requires a limited and targeted EOC staffing. <b>Resources immediately available to IC are exhausted.</b> Local/ County / State Declaration</p>  |
| <p style="text-align: center;"><b><u>LEVEL 1</u></b></p> <p style="text-align: center;"><b>(Full)</b></p> <p><b>EOC Activation:</b></p> <p>All Key Command and General Staff positions are activated.</p>  | <p>Sandoval County EOC is fully staffed with both ICS positions and ESF representatives for long term or 24/7 operations.</p> <p>Activities may include: situation analysis, incident planning, alert/notification, communications, resource coordination, public information, coordination of intrastate mutual aid, emergency purchasing, financial tracking, requesting resources through the Emergency Management Assistance Compact (EMAC) or Interstate Emergency Response Support Plan (IERSP), and requesting federal assistance and/or issuance of a federal emergency or disaster declaration.</p> <p>Possible Events Triggers for a Level 1 Activation:</p> <p>A tornado (s) causing numerous injuries or fatalities, disease causing numerous injuries or fatalities (and the request of the Strategic National Stockpile), a mass evacuation and sheltering operation, a major earthquake, a major wildland urban interface fire, extensive flooding, and a NTAS Imminent Threat Alert from the US Government warning of a credible, specific, and impending threat involving New Mexico as well as any event from Level 2.</p> | <p><b>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.</b> County/State declarations are in place. Possible FEMA declaration. National Media Event. Local area evacuation and mass care needed.</p> |

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**Table - 6 Emergency Action Stage Matrix**

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

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|                       |    |          |          |     |
|-----------------------|----|----------|----------|-----|
| <b>Mass Care</b>      | No | Possible | Possible | Yes |
| <b>Local Warnings</b> | No | Yes      | Yes      | Yes |
| <b>Mass Warnings</b>  | No | No       | Yes      | Yes |

**C. Emergency Activities**

The typical sequence of emergency activities is characterized in three major stages of emergency response: Mobilization, Emergency Actions, or Response and Recovery. The following Table (Table 7) distinguishes between Response Activities performed by the response agencies (i.e., fire, police, etc.) at the incident scene and coordination activities at the EOC.

| <b>Table - 7 Emergency Action Stage Matrix</b> |   |   |
|--|---|---|
| <b>Stages of Emergency Response</b>            | <b>Responding Agencies</b>  | <b>Emergency Operations Center</b>  |
| Mobilization Phase                             | <ul style="list-style-type: none"> <li>• Initial responders at the incident site</li> <li>• Reinforcements arriving</li> <li>• Incident Commander en route to site</li> </ul>   | <ul style="list-style-type: none"> <li>• Emergency Management activating EOC:</li> <li>• Establishing communications, issuing/sending out warnings</li> <li>• ESF Coordinators arriving at EOC and taking immediate action</li> <li>• Starting initial damage assessment</li> </ul> |
| Emergency Phase                                | <ul style="list-style-type: none"> <li>• Incident Commander in charge at incident</li> <li>• Response agencies reducing the emergency</li> <li>• Some recovery agencies such as Public Works Dept. start work</li> </ul>  | <ul style="list-style-type: none"> <li>• ESF Coordinators fulfilling resource requests from the IC</li> <li>• Coordinators anticipating problems, planning and directing plan implementation</li> <li>• Starting Recovery plan</li> </ul>   |
| Recovery Phase                                 | <ul style="list-style-type: none"> <li>• Response agencies finishing operations</li> <li>• Recovery agencies such as Public Works and Mass Care increase activity</li> <li>• All response agencies shutting down and restocking resources and supplies</li> </ul> | <ul style="list-style-type: none"> <li>• ESF Coordinators implementing Recovery plan</li> <li>• ESF Coordinators completing human assessments and reports</li> <li>• Initiating cost recovery procedures.</li> </ul>  |

## **6.5. EMERGENCY SUPPORT FUNCTIONS**

### **A. General**

1. 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.
2. The Sandoval County AHEOP consists of the Basic Plan and 14 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, and
  - General information on organization and direction and control.



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3. The following Matrix in Section B. 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 the ESF. Support agencies shall lend assistance as needed.

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**B. Emergency Support Function Matrix**

|                                    | Transportation | Communications | Public Works and Engineering | Firefighting | Emergency Management | Mass Care / Sheltering | Resource Support | Health and Medical Services | Search and Rescue | Oil & Hazardous Materials | Agricultural Resources | Public Safety and Security | Community Disaster Recovery | External Affairs |
|------------------------------------|----------------|----------------|------------------------------|--------------|----------------------|------------------------|------------------|-----------------------------|-------------------|---------------------------|------------------------|----------------------------|-----------------------------|------------------|
| Emergency Support Function         | 1              | 2              | 3                            | 4            | 5                    | 6                      | 7                | 8                           | 9                 | 10                        | 11                     | 13                         | 14                          | 15               |
| <b>Sandoval County Departments</b> |                |                |                              |              |                      |                        |                  |                             |                   |                           |                        |                            |                             |                  |
| Community Services                 | S              |                |                              |              |                      | P                      | S                | S                           |                   |                           |                        |                            | S                           |                  |
| Emergency Management               | S              | S              | S                            | S            | P                    | S                      | S                | S                           | S                 | S                         | S                      | S                          | S                           | S                |
| Extension Agency                   |                |                |                              |              |                      |                        |                  |                             |                   |                           | P                      |                            |                             |                  |
| Finance Department                 | S              | S              |                              |              | S                    | S                      | P                | S                           |                   | S                         |                        |                            | P                           |                  |
| Fire Department                    |                | S              |                              | P            | S                    | S                      | S                | S                           | S                 | P                         |                        | P                          |                             |                  |
| Information Technology             |                | P              |                              |              | S                    | S                      | S                | S                           | S                 |                           |                        | S                          | S                           | S                |
| Public Works                       | P              |                | P                            |              |                      |                        | S                | S                           |                   | S                         |                        | S                          |                             |                  |
| Public Information Officer         |                | S              |                              |              |                      | S                      | S                | S                           |                   | S                         | S                      | S                          | S                           | P                |
| Sheriff's Department               | S              |                |                              | S            | S                    | S                      | S                | S                           | S                 | S                         |                        | P                          |                             |                  |
| County Development (GIS)           | S              |                | S                            |              | S                    |                        | S                |                             | S                 | S                         |                        | S                          | S                           |                  |
| Human Resources                    |                |                |                              |              |                      |                        | S                |                             |                   |                           |                        |                            |                             |                  |
| Assessor                           |                |                |                              |              |                      |                        |                  |                             |                   |                           |                        |                            | S                           |                  |
| Legal                              |                |                |                              |              | S                    |                        | S                |                             |                   |                           |                        |                            |                             |                  |
| Commission/ County Manager         |                |                |                              |              | S                    |                        | S                |                             |                   |                           |                        |                            | S                           | S                |
| County Medical Director            |                |                |                              |              |                      | S                      |                  | P                           |                   |                           |                        |                            |                             |                  |

P—PRIMARY DEPARTMENT  
S—SUPPORT DEPARTMENT

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|   | Transportation | Communications | Public Works and Engineering | Firefighting | Emergency Management | Mass Care / Sheltering | Resource Support | Health and Medical Services | Search and Rescue | Oil & Hazardous Materials | Agricultural Resources | Public Safety and Security | Community Disaster Recovery | External Affairs |
|---|----------------|----------------|------------------------------|--------------|----------------------|------------------------|------------------|-----------------------------|-------------------|---------------------------|------------------------|----------------------------|-----------------------------|------------------|
| <b>Emergency Support Function</b>               | <b>1</b>       | <b>2</b>       | <b>3</b>                     | <b>4</b>     | <b>5</b>             | <b>6</b>               | <b>7</b>         | <b>8</b>                    | <b>9</b>          | <b>10</b>                 | <b>11</b>              | <b>13</b>                  | <b>14</b>                   | <b>15</b>        |
| <b>City/ Town/ Tribal / Village Departments</b> |                |                |                              |              |                      |                        |                  |                             |                   |                           |                        |                            |                             |                  |
| <b>Local Governments</b>                        |                |                | S                            | S            |                      | S                      | S                |                             |                   | S                         |                        | S                          | S                           |                  |
| <b>Police Departments</b>                       |                |                |                              |              |                      |                        | S                |                             | S                 |                           |                        | S                          |                             |                  |
| <b>Paid and Volunteer Fire Departments</b>      |                | S              |                              | S            |                      |                        | S                | S                           | S                 | S                         |                        | S                          |                             |                  |
|   |                |                |                              |              |                      |                        |                  |                             |                   |                           |                        |                            |                             |                  |
|   |                |                |                              |              |                      |                        |                  |                             |                   |                           |                        |                            |                             |                  |
|   |                |                |                              |              |                      |                        |                  |                             |                   |                           |                        |                            |                             |                  |
|   |                |                |                              |              |                      |                        |                  |                             |                   |                           |                        |                            |                             |                  |
| <b>NGO's</b>                                    |                |                |                              |              |                      |                        |                  |                             |                   |                           |                        |                            |                             |                  |
| <b>American Red Cross</b>                       |                |                |                              |              |                      | S                      |                  | S                           |                   |                           |                        |                            | S                           |                  |
| <b>Civil Air Patrol</b>                         |                |                |                              |              |                      |                        |                  |                             |                   | S                         |                        |                            |                             |                  |
| <b>Local Churches</b>                           |                |                |                              |              |                      | S                      |                  |                             |                   |                           |                        |                            |                             |                  |
| <b>RACES/ ARES</b>                              |                | S              |                              |              |                      |                        |                  |                             |                   |                           |                        |                            |                             | S                |
| <b>Salvation Army</b>                           |                |                |                              |              |                      | S                      |                  |                             |                   |                           |                        |                            |                             |                  |

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|  | Transportation | Communications | Public Works and Engineering | Firefighting | Emergency Management | Mass Care / Sheltering | Resource Support | Health and Medical Services | Search and Rescue | Oil & Hazardous Materials | Agricultural Resources | Public Safety and Security | Community Disaster Recovery | External Affairs |
|--|----------------|----------------|------------------------------|--------------|----------------------|------------------------|------------------|-----------------------------|-------------------|---------------------------|------------------------|----------------------------|-----------------------------|------------------|
| <b>Emergency Support Function</b>                                  | <b>1</b>       | <b>2</b>       | <b>3</b>                     | <b>4</b>     | <b>5</b>             | <b>6</b>               | <b>7</b>         | <b>8</b>                    | <b>9</b>          | <b>10</b>                 | <b>11</b>              | <b>13</b>                  | <b>14</b>                   | <b>15</b>        |
| <b>State Agencies</b>  |                |                |                              |              |                      |                        |                  |                             |                   |                           |                        |                            |                             |                  |
| Environment Department   |                |                |                              | S            |                      |                        |                  |                             |                   | S                         | S                      |                            | S                           |                  |
| Department of Homeland Security and Emergency Management (NMDHSEM) |                | S              |                              | S            | S                    | S                      |                  | S                           |                   |                           |                        |                            | S                           | S                |
| NM Department of Health (NMDOH)                                    |                |                |                              |              |                      |                        |                  | P                           |                   | S                         | S                      |                            | S                           | S                |
| National Guard   | S              | S              | S                            | S            |                      |                        | S                | S                           | S                 |                           |                        | S                          | S                           |                  |
| Livestock Board  |                |                |                              |              |                      |                        |                  |                             |                   |                           | S                      |                            |                             |                  |
| State Police   |                |                |                              |              |                      |                        |                  |                             | P                 | P                         |                        | S                          |                             |                  |
| Department of Transportation                                       | S              |                | S                            | S            |                      |                        | S                |                             |                   | S                         |                        |                            |                             |                  |
| <b>Federal Agencies</b>  |                |                |                              |              |                      |                        |                  |                             |                   |                           |                        |                            |                             |                  |
| Army Corps of Engineers  |                |                | S                            |              |                      |                        | S                |                             |                   |                           |                        |                            |                             |                  |
| EPA  |                |                |                              |              |                      |                        |                  |                             |                   | S                         | S                      |                            |                             |                  |
| FEMA   |                |                |                              |              | S                    | S                      | S                | S                           |                   |                           |                        | S                          | S                           |                  |
| FBI  |                |                |                              |              |                      |                        |                  |                             | S                 |                           |                        |                            |                             |                  |
| HHS  |                |                |                              |              |                      | S                      |                  | S                           |                   |                           |                        |                            | S                           | S                |
| US & R   |                |                |                              |              |                      |                        |                  |                             | S                 |                           |                        |                            |                             |                  |

## **6.6. CONTINUITY OF GOVERNMENT (COOP)**

### **A. General**

Effective comprehensive emergency management operations depend upon two important factors to ensure continuity of government from the highest to the lowest level; (1) Lines of succession for officials/agency heads/authorized personnel and (2) preservation of records.

### **B. Succession of Command**

#### **1. Local Government Succession**

The Emergency Interim Local Executive Succession Act references government succession on a local level. 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 lines of succession shall prevail:

##### **a. Sandoval County:**

- Sandoval County Commission Chairman
- Sandoval County Commission Vice Chairman
- Sandoval County Manager

##### **b. Emergency Management**

- Sandoval County Emergency Manager
- Sandoval County Deputy Fire Chief
- Sandoval County Sheriff

### **C. Successor's Power**

During any period The Commission Chairman 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 (CEO) of the County. The successor's powers and responsibilities shall terminate upon the return of the Commission Chairman.

### D. Relocation of Government

In times of emergency or in the event county buildings are compromised, Sandoval County can relocate the center of county government. Due to secure content and locations these locations are contained in a secure document in ESF#5 Appendix 2.

### E. Preservation of Records

#### 1. Local Level:

Each agency/department is responsible for recording and maintaining all legal documents affecting the organization and administration of emergency management functions. It is the further responsibility to ensure that all records are secure and protected from elements of theft, damage or destruction at all times.

The responsibility of the elected officials is to ensure that all legal document of both public and private nature recorded by the designated official (i.e., tax assessor, sheriff's office) be protected and preserved in accordance with applicable state and local laws. Examples include ordinances, resolutions, minutes of meetings, land deeds, and tax records.

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

### F. Continuity of Operations Plan

1. The U.S Department of Homeland Security (DHS) encourages continuity planning as a sound practice for ensuring the execution of essential functions through all circumstances. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternate facilities, personnel, resources, interoperable communications, and vital records/databases.
2. In an effort to ensure the continuation of essential County functions during times of emergencies, Sandoval County will create a Continuity of Operations (COOP) Plan that will be developed to include all respective county departments. COOP planning is designed to familiarize County officials, department heads and personnel with the components necessary to create and implement internal procedures that will ensure the continuation of essential functions under all circumstances.
3. The COOP will be developed, reviewed and updated on annual basis.

## **6.7. DEACTIVATION AND TRANSITION TO RECOVERY**

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

The EOC may transfer some of its duties to County Departments who are working on recovery operations during the recovery phase following a disaster declaration. Daily operations would then be transferred back to the Emergency manager.

The recommendation to deactivate is made by the EOC Director to the County Manager. All resource demobilization responsibilities will be completed before deactivation.

### **Initial Deactivation Activities**

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

Which include:

- Plan EOC activities for recovery, reconstitution, mitigation and other long-term actions
- Plan for the gradual shut down of the EOC operations
- Complete and store all documentation related to the incident
- Notify internal groups and external agencies and organizations
- Breakdown EOC space

### **EOC Recovery – Transition to Recovery Operations**

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

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

## **6.7. DISASTER PROCESS AND DISASTER AID PROGRAMS**

A Major Disaster Declaration usually follows these steps:

1. Local Government Responds, supplemented by neighboring communities and volunteer agencies. If overwhelmed, turn to the state for assistance;
2. The State Responds with state resources, such as the National Guard and state agencies;
3. Damage Assessment by local, state, federal, and volunteer organizations determines losses and recovery needs;
4. A Major Disaster Declaration is requested by the governor, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery;
5. FEMA evaluates the request and recommends action to the White House based on the disaster, the local community and the state's ability to recover;
6. The President approves the request or FEMA informs the governor it has been denied. This decision process could take a few hours or several weeks depending on the nature of the disaster.

### **Disaster Aid Programs**

There are two major categories of disaster aid:

1. Individual Assistance - for damage to residences and businesses or personal property losses, and
2. Public Assistance - for repair of infrastructure, public facilities and debris removal.

### **Individual Assistance**

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

### **Disaster aid to individuals generally falls into the following categories:**

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

Disaster Grants are available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may



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include replacement of personal property, and transportation, medical, dental and funeral expenses.

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

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## 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, Sandoval County 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 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.

Additional higher level training is listed in each ESF Annex.

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| <b>Table – 8 NIMS Training Guidelines</b>  |   |
|--|---|
| <b>Audience</b>  | <b>Required Initial Training</b>  |
| <p><b>County &amp; Non-governmental personnel to include:</b></p> <p>Entry level first responders and disaster workers</p> <ul style="list-style-type: none"> <li>• Emergency Medical Service personnel</li> <li>• Firefighters</li> <li>• Hospital Staff</li> <li>• Law Enforcement personnel</li> <li>• Public Health personnel</li> <li>• Public Works/Utility personnel</li> <li>• Skilled Support Personnel</li> <li>• Other emergency management response, support, volunteer personnel at all levels</li> </ul> | <p>FEMA IS-700: NIMS, An Introduction</p> <p>ICS-100: Introduction to ICS or equivalent</p>   |
| <p><b>County &amp; Non-governmental personnel to include:</b></p> <ul style="list-style-type: none"> <li>• First Line Supervisors</li> <li>• Single resource leaders</li> <li>• Field Supervisors</li> <li>• Emergency Mgt. &amp; response personnel that require a higher level of ICS/NIMS Training</li> </ul>   | <p>FEMA IS-700: NIMS, An Introduction</p> <p>ICS-100: Introduction to ICS or equivalent</p> <p>ICS-200: Basic ICS or equivalent</p>   |
| <p><b>County &amp; Non-governmental personnel to include:</b></p> <ul style="list-style-type: none"> <li>• Middle Management</li> <li>• Strike and Task Force and Unit Team Leaders</li> <li>• Division/group supervisors</li> <li>• Branch directors</li> <li>• Multi-agency coordination system/emergency operations center (EOC) staff</li> </ul>   | <p>FEMA IS-700: NIMS, An Introduction</p> <p>FEMA IS-800: National Response Framework</p> <p>ICS-100: Introduction to ICS or equivalent</p> <p>ICS-200: Basic ICS or equivalent</p> <p>ICS-300: Intermediate ICS or equivalent</p> <p style="text-align: right;">(FY07 Requirement)</p>   |
| <p><b>County Non-governmental personnel to include:</b></p> <ul style="list-style-type: none"> <li>• Command and General Staff</li> <li>• Select Dept. Heads with multi-agency coordination system responsibilities</li> <li>• Area commanders</li> <li>• Emergency Managers</li> <li>• Multi-agency coordination system/emergency operations center (EOC) managers</li> </ul>   | <p>FEMA IS-700: NIMS, An Introduction</p> <p>FEMA IS-800: National Response Framework</p> <p>ICS-100: Introduction to ICS or equivalent</p> <p>ICS-200: Basic ICS or equivalent</p> <p>ICS-300: Intermediate ICS or equivalent</p> <p style="text-align: right;">(FY07 Requirement)</p> <p>ICS-400: Advanced ICS or equivalent</p> <p style="text-align: right;">(FY07 Requirement)</p> |

## **7.2. NIMSCAST REQUIREMENTS**

The NIMS self-assessment is an 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.

The County will complete the NIMS self-assessments in accordance with federal guidelines.

## **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 organize 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.

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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 local jurisdiction.

### 7.4. COUNTY TRAINING AND EXERCISE PLAN

- A. The Sandoval County Emergency Manager is responsible for preparing the schedule to exercise the AHEOP. The Emergency Manager 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. The Exercise Plan will test each of the following functions at least once every three years.

| <b>Table – 9 NIMS Training Guidelines</b>  |                 |        |         |               |
|--|-----------------|--------|---------|---------------|
| Functions to be Tested                     | Hazard Scenario |        |         |               |
|  | Wildfire        | HAZMAT | Bombing | Mass Casualty |
| Alert Notification                         | ✓               | ✓      | ✓       | ✓             |
| Communications                             | ✓               | ✓      | ✓       | ✓             |
| Coordination and Control                   | ✓               | ✓      | ✓       | ✓             |
| Emergency Public Information Effectiveness | ✓               | ✓      | ✓       | ✓             |
| Damage Assessment                          | ✓               | ✓      | ✓       | ✓             |
| Health and Medical                         | ✓               | ✓      | ✓       | ✓             |
| Individual Family Assistance               | ✓               | ✓      | ✓       | ✓             |
| Public Safety                              | ✓               | ✓      | ✓       | ✓             |
| Public Works                               | ✓               | ✓      | ✓       | ✓             |
| Resource Management                        | ✓               | ✓      | ✓       | ✓             |
| Warning                                    | ✓               | ✓      | ✓       | ✓             |
| Transportation                             | ✓               | ✓      | ✓       | ✓             |
| Continuity of Government                   |                 |        | ✓       | ✓             |

## **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 mitigate them.
5. Ensure redundant/back-up communications for each system.
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. (For a comprehensive communications plan see ESF #2 – Communications).

## **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 that should 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 the internet, social media, and 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 Sandoval County Emergency Management (EM) and reported to the Emergency Manager.
  - b. Sandoval County EM will notify the Public Information Officer (ESF #15).
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.
  - Continue to provide trained public information staff in support roles to assist in recovery operations.
  - Continue to staff the citizen's Call Centers as needed.
  - Continue to coordinate with other ESFs to provide public information pertinent to the disaster. (For a comprehensive public information plan please refer to ESF #15).



### **8.3. INFORMATION COLLECTION AND ANALYSIS**

#### **A. General**

1. Incoming information to the EOC will be evaluated by the Planning Section.
2. Information will then be incorporated into next IAP / Operational Period.

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## CHAPTER 9 - ADMINISTRATION, LOGISTICS, AND FINANCE

### 9.1. ADMINISTRATION

#### A. General

1. Each County 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 rules and regulations, each department or agency with responsibilities for emergency functions will develop Continuity of Operations Plans (COOP) that ensures 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 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 department or agency may designate a subordinate employee to perform emergency work at any place in the County 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 laws, regulations, and policies.
6. Employees assigned to Emergency Management (ESF #5) 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 10 outlines the type of report or record, responsibility, frequency, and location where the report is maintained. The individual government entities of Sandoval County must maintain their own records.

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**Table – 10 Records and Reports**

| <b>Reports and Records</b>   | <b>Responsibility</b>  | <b>Frequency</b>   | <b>Depository</b>   |
|--|--|--|---|
| 3 successors to County Commission and each appointed office  | County Commission  | Change of Personnel  | County Clerk's Office<br>County Manager's Office<br>Sandoval County EM  |
| Disaster Declarations  | County-County Commission   | Each Occurrence  | Clerk's Offices in<br>Sandoval County municipalities<br>Sandoval County EM                                    |
| Resolutions associated with emergency response   | County Commission  | Each Occurrence  | Clerk's Offices in<br>Sandoval County municipalities<br>Sandoval County EM                                    |
| Expenditures and obligations of response agencies to the local EOC                                     | Emergency Response Agencies  | At least daily but more frequent, depending on situation, during emergency | Sandoval County EM<br>County Accounting<br>City/Town/Village Manager/<br>Accounting                           |
| Daily situation, resource consumption and shortfall to State EOC                                       | EOC<br>Emergency Manager   | At least daily but more frequent, depending on situation, during emergency | State EOC<br>Sandoval County EM   |
| Emergency Management Agency reports on status of Mass Care services from volunteer agencies and others | EOC, Emergency Manager   | At least daily but more frequent, depending on situation, during emergency | State EOC   |
| Mutual Aid Agreements  | Sandoval County<br>Rio Rancho<br>Bernalillo<br>Santa Fe County<br>Rio Arriba County<br>Cibola County | At expiration or change  | Clerk's Offices of<br>Sandoval County and municipalities of<br>neighboring county<br>Sandoval County EM (EOC) |
| Emergency Management Training Records  | Local<br>Emergency Management  | As needed  | Clerk Office<br>Sandoval County EM (EOC)  |

**B. Agreements and Understanding**

Should local government resources prove inadequate during emergency operations, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. This assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understanding are entered into by duly authorized officials. Copies of written agreements are on file at the EOC.

### Intrastate Mutual Aid System (IMAS)

Under the Intrastate Mutual Aid System (IMAS) member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with drills or exercises. Any resource (personnel, assets and equipment) of a member jurisdiction may be made available to another member jurisdiction

## 9.2. LOGISTICS MANAGEMENT

### A. General

1. In the event of an emergency or disaster, the County 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. Sandoval County EM, in coordination with other County 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 jurisdictions 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 jurisdictions shall provide on an annual basis a current resource list to Sandoval County EM.
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 Sandoval County EM 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.

### C. Relief Assistance (Volunteer Coordination and Donation Management)

1. Volunteer management and donation management are important to an emergency response. In the event of a disaster, Sandoval County EM will coordinate and support the responsible agencies through its identified ESF #7 Resource Coordinator. The Resource Coordinator is responsible for developing a Volunteer and Donation Management Plan (See ESF #7 Annex). This is Appendix 2 under ESF#7.

## 9.3. FINANCIAL MANAGEMENT

### A. Expenditure of Funds

1. Expenditures by County 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 department or agency has resource requirements critical to response and recovery operations that cannot be met through regular or expedited methods. Each local jurisdiction shall follow their emergency procurement procedures.

### B. Financial Records

1. All County departments, agencies, local jurisdictions, 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.

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

### C. Role of the County Manager in Purchasing

1. Pursuant to applicable state law, the County Manager has the authority to order any emergency purchases and/or authorize contracting any emergency services that might be required to mitigate the circumstances of an emergency situation.
2. Purchasing should be conducted in a manner consistent with accepted rules and regulations pertaining to the purchase of equipment and/or professional services while operating under a State of Emergency.
3. Because the county budget has no provision to deal with a large emergency that might occur to tax limited resources, mutual aid agreements and procedures for requests for assistance from state and federal authorities are critical to the planning effort.

### D. Administration of Insurance Claims

1. Insurance claims are normally handled on a routine basis by the commercial insurance companies and their adjustment agencies.
2. Complaints should be referred to the State of New Mexico Insurance Commissioner.
3. Representatives of the American Insurance Association are usually dispatched to a disaster area to assist with claim problems.

### E. Duplication of Benefits

1. No person, business concern, or other entity will receive assistance in respect to any loss for which he has received financial assistance under any other program or for which he has received insurance or other compensation.

### F. Consumer Protection

1. Consumer protection pertaining to alleged unfair or illegal business practices will be referred to the County District Attorney's Office.
2. The mechanisms set up for specific violations by Sandoval County such as price gouging rest within ESF #13 (Public Safety and Security).
3. Reports of price gouging should be forwarded to the appropriate law enforcement agency and the District Attorney's Office for investigation and possible prosecution.

### G. 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

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(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 (IAW) 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 or local jurisdictions will be made consistent with provisions of pertinent Federal and State legislation and regulations.
5. Financial awards accepted by County or local jurisdictions must comply with the policies and procedures of that jurisdiction.

### H. 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:



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- 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**

### **10.1. RESPONSIBILITY FOR THE PLAN**

A. Emergency Management

1. Sandoval County Emergency Management is responsible for updating and maintaining the AHEOP, in coordination with those departments, agencies, organizations, and other local jurisdictions within the County that have been assigned emergency duties or responsibilities.
2. Each department, agency, or organization, 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 this AHEOP.
3. Some departments, agencies and offices having Emergency Support Function (ESF's) assignments are will assist in developing and maintaining a current annex to this Emergency Operations Plan.
4. Table 11 outlines the responsibilities for developing and maintaining the important components of an AHEOP.

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**Table – 11 Plan Development and Maintenance**

|  | Sandoval County and Participating Entities   | LEPC   | EM   | Response Agencies   | NMDHSEM  |
|--|--|--|--|---|--|
| AHEOP  | <i>Approve</i> Basic Plan  | Establish committee to coordinate with EM to write plan, and revise annually | Write plan<br>Prepare and revise EOC management SOPs<br>Deliver plan and obtain signatures<br>Store current copies of plan<br>Store current copies of all Succession of Authority documents<br>Revise annually | Prepare and revise response agency emergency plans and SOGs<br>Provide expertise and representation during AHEOP revision | Review AHEOP for compliance with State Crosswalk |
| ICS/NIMS   | <i>Require</i> 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<br>Schedule training   | Send all appropriate personnel, or maximum, to training   |  |
| EOC Operations   | <i>Fund</i> an effective EOC operation<br><i>Require</i> all response and local government agencies to train in EOC operations                       | Evaluate training exercises  | Coordinate and conduct training exercises<br>Schedule training exercises   | Send maximum number of appropriate personnel to training  |  |
| AHEOP Exercises  | <i>Fund</i> an effective AHEOP Exercise<br><i>Require</i> all response and local government agencies to train in EOC operations Including Table Tops | Conduct and evaluate training exercises                                      | Coordinate and conduct training exercises<br>Schedule training exercises   | Send maximum number of appropriate personnel to training  |  |
| Technical enhancements as appropriate to ensure effective EOC operations | <i>Fund</i>  | 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 Sandoval County, the Local Emergency Planning Committee (LEPC) is the primary planning organization for HAZMAT 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 local jurisdiction 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.

### B. Plan Testing

1. This Plan should be activated at least once a year in the form of a simulated emergency in order to provide practical controlled operations experience to those with EOC responsibilities.
2. The Emergency Manager shall conduct at least one annual table top exercise with elected and other appropriate officials to test the EOP.
3. The Emergency Manager may determine that the activation of this Plan in response to an actual emergency may count as an exercise of the Plan.

### C. Plan Updating

1. Upon execution of the Plan, whether as a result of an exercise or actual emergency, the Director shall conduct an After-Action-Review (AAR) of the AHEOP and its implementation.
2. All emergency response agencies involved shall submit revisions to Sandoval County EM. Agencies shall refrain from revisions to their plans until approval is obtained from Sandoval County EM.

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3. The Sandoval County EM Manager is responsible for updating the AHEOP according to submitted revisions.
4. Pursuant to the United States Department of Homeland Security (DHS) guidance, the Sandoval County EM Manager shall conduct an AAR and update the AHEOP within 90 days of any exercise.
5. Sandoval County EM shall provide updates to all plan holders.

## **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

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- 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 311 of the Federal Water Pollution Act of October 18, 1972, as amended, and the Oil Pollution Act of 1990" (October 1991).



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- 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 (December 2008)
  - 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

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- 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)

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### **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. Additional References:**

In addition to the References already listed, the following publications were used to develop this plan: all these are out dated, verify!!

1. Guide for All-Hazard Emergency Operations Planning, Comprehensive Planning Guide (CPG), Version 2.0, FEMA, November 2010.
2. New Mexico Hazardous Materials Emergency Response Plan, NMDHSEM
3. Disaster Assistance Program, Local Government Handbook, NMDHSEM
4. New Mexico All-Hazard Emergency Operations Plan – November 2013
5. Sandoval County All Hazard Mitigation Plan – May 2013
6. Sandoval County THIRA – March 2015

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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.

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**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) choking 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, county 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 “choked.” 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 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.

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**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 ASSISTANCE CENTER (DAC):** A facility established within or adjacent to an affected area for the purpose of providing disaster victims with “one-stop” service for their emergency needs. It is usually staffed by representatives of federal, state, and local government agencies, volunteer organizations, and certain representatives of the private sector.

**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.

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**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) of ionizing radiation or energy absorbed 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 / MAYOR:** Whenever, in the opinion of the County Board Chairman or County Manager the safety of Sandoval 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, or any part of the County 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 ENVIRONMENTAL 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



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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.

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**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.

**FLOODPLAIN:** The area adjoining a river, stream, watercourse, ocean, lake or other body of standing water that has been or may be covered by flood water.

**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.

**GRANT COORDINATING OFFICER (GCO):** The state official assigned to management responsibility in the administrative Plan for the Individual Family Grants (IFG) Program.

**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

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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 concentration 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.

**LOCAL JURISDICTION:** The local governments in which the Sandoval County All-Hazard Emergency Operations Plan will cover, in terms of emergency management services, include: Sandoval County, City of Rio Rancho, Town of Bernalillo, Villages of Cochiti, Corrales, Cuba, Jemez Springs, and San Ysidro including the unincorporated municipalities of Algodones, Canon, La Cueva, La Jara, La Madera, Ponderosa and Placitas. The County also includes all or portions of eight Indian Pueblos, three Navajo Chapters, and a portion of the Jicarilla Apache Reservation.

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**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

**ORION:** Orion is a mobile damage assessment system tool that will be used during the damage assessment phase of an event. Teams of personnel will be sent out with mobile devices with the program loaded on them to rapidly collect damage information and relation back to EOC.

**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.

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**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.

**PROTECTIVE 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 ASSISTANCE:** 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.

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**REGIONAL OPERATING CENTER (ROC):** The temporary operations facility for the coordination of federal response and recovery activities, located at the FEMA 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.

**RECEPTION AREA:** A specified area relatively unlikely to undergo the direct effects of a particular disaster, and designated for the reception, care, and logistical support of the hazard area evacuees.

**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).

**SLOSH (MODEL):** Sea, Lake, and Overland Surge from a hurricane.

**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.

**STAGING AREA:** An identified location having large parking areas and covers for equipment, vehicle operators, and other personnel (i.e. a major shopping area, schools, etc.) The Staging

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Area provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to Reception jurisdictions, a rally point for mutual aid, and a debarking area for returning evacuees. Several of these areas should be designated in each Evacuating/Hazard and Reception jurisdiction.

**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 an 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").

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**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).

**VULNERABILITY/ RISK:** The degree to which people, property, the environment, or social and economic activity is susceptible to injury, damage, disruption, or loss of life.

**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).



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**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:

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

## Sandoval County All-Hazard Emergency Operations Plan

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|                 |  |
|-----------------|--|
| <b>DHS</b>      | Department of Human Services                       |
| <b>DMAT</b>     | Disaster Medical Assistance                        |
| <b>DMORT</b>    | Disaster Mortuary Team                             |
| <b>DOA</b>      | Department of Agriculture                          |
| <b>DOC</b>      | Department of Corrections                          |
| <b>DOD</b>      | Department of Defense                              |
| <b>DOE</b>      | Department of Energy                               |
| <b>DOE</b>      | Department of Education                            |
| <b>DOH</b>      | Department of Health                               |
| <b>DOL</b>      | Department of Labor                                |
| <b>DOT</b>      | Department of Transportation                       |
| <b>DPS</b>      | Department of Public Safety                        |
| <b>DRC</b>      | Disaster Recovery Center                           |
| <b>DR&amp;R</b> | Disaster Response and Recovery                     |
| <b>DSR</b>      | Damage Survey Report                               |
| <b>DWI</b>      | Disaster Welfare Inquiry                           |
| <b>EAS</b>      | Emergency Alert System                             |
| <b>ELT</b>      | Emergency Locator Transmitter                      |
| <b>EM</b>       | Emergency Manager (Management)                     |
| <b>EMAC</b>     | Emergency Management Assistance Compact            |
| <b>EMI</b>      | Emergency Management Institute                     |
| <b>EMS</b>      | Emergency Medical Service                          |
| <b>EMSA</b>     | Emergency Medical Service Authority                |
| <b>EOC</b>      | Emergency Operations Center                        |
| <b>EOD</b>      | Explosive Ordinance Disposal                       |
| <b>EPA</b>      | Environmental Protection Agency                    |
| <b>EPCRA</b>    | Emergency Planning and Community Right to Know Act |
| <b>EPI</b>      | Emergency Public Information                       |
| <b>ERO</b>      | Emergency Response Officer                         |
| <b>ERT</b>      | Emergency Response Team                            |
| <b>ESF</b>      | Emergency Support Function                         |
| <b>EST</b>      | Emergency Support Team                             |
| <b>FAA</b>      | Federal Aviation Administration                    |
| <b>FAD</b>      | Foreign Animal Disease                             |
| <b>FAST</b>     | Field Assessment Team                              |
| <b>FBI</b>      | Federal Bureau of Investigation                    |
| <b>FCO</b>      | Federal Coordinating Officer                       |
| <b>FEMA</b>     | Federal Emergency Management Agency                |
| <b>FIA</b>      | Flood Insurance Administration                     |
| <b>FIRM</b>     | Flood Insurance Rate Map                           |
| <b>FRP</b>      | Federal Response Plan                              |
| <b>GAR</b>      | Governor's Authorized Representative               |
| <b>GIS</b>      | Geographic Information system                      |
| <b>HAZMAT</b>   | Hazardous Material                                 |
| <b>HMER</b>     | Hazardous Material Emergency Response              |
| <b>HMRU</b>     | Hazardous Material Response Unit                   |
| <b>HSEEP</b>    | Homeland Security Exercise and Evaluation Program  |
| <b>HSPD</b>     | Homeland Security Presidential Directive           |
| <b>IAO</b>      | Individual Assistance Officer                      |
| <b>IAW</b>      | In Accordance With                                 |

## Sandoval County All-Hazard Emergency Operations Plan

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|                  |   |
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| <b>IC</b>        | Incident Commander  |
| <b>ICP</b>       | Incident Command Post   |
| <b>ICS</b>       | Incident Command System   |
| <b>IMT</b>       | Incident Management Team  |
| <b>IS</b>        | Independent Study   |
| <b>JFO</b>       | Joint Field Office  |
| <b>JIC</b>       | Joint Information Center  |
| <b>LEPC</b>      | Local Emergency Planning Committee                                      |
| <b>LFA</b>       | Lead Federal Agency   |
| <b>MAA</b>       | Mutual Aid Agreement  |
| <b>MOA</b>       | Memorandum of Agreement   |
| <b>MOU</b>       | Memorandum of Understanding   |
| <b>MRC</b>       | Medical Reserve Corps   |
| <b>MSA</b>       | Metropolitan Statistical Area   |
| <b>MSDS</b>      | Material Safety Data Sheet  |
| <b>NAWAS</b>     | National Warning System   |
| <b>NBC</b>       | Nuclear, Biological, and chemical Hazards                               |
| <b>NCP</b>       | National Oil and Hazardous Substances Pollution Contingency Plan        |
| <b>NDA</b>       | National Defense Area   |
| <b>NDMS</b>      | National Disaster Medical System  |
| <b>NFA</b>       | National Fire Academy   |
| <b>NFIP</b>      | National Flood Insurance Program  |
| <b>NGO</b>       | Non Governmental Organization   |
| <b>NASA/WSTF</b> | National Aeronautics and Space Administration/White Sands Test Facility |
| <b>NIMS</b>      | National Incident Management System                                     |
| <b>NIMSCAST</b>  | National Incident Management System Compliance Assistance Tool          |
| <b>NMDA</b>      | New Mexico Department of Agriculture                                    |
| <b>NMDHSEM</b>   | New Mexico Department of Homeland Security and Emergency Management     |
| <b>NMDOH</b>     | New Mexico Department of Health   |
| <b>NMED</b>      | New Mexico Environment Department                                       |
| <b>NMLB</b>      | New Mexico Livestock Board  |
| <b>NMSA</b>      | New Mexico Statues Annotated  |
| <b>NMSP</b>      | New Mexico State Police   |
| <b>NMSU</b>      | New Mexico State University   |
| <b>NMTF-1</b>    | New Mexico Task Force – 1   |
| <b>NOAA</b>      | National Oceanic & Atmospheric Administration                           |
| <b>NRC</b>       | Nuclear Regulatory Commission; National Response Center                 |
| <b>NRCS</b>      | National Resources Conservation Service                                 |
| <b>NRF</b>       | National Response Framework   |
| <b>NRT</b>       | National Response Team  |
| <b>NSC</b>       | National Security Council   |
| <b>NTSP</b>      | National Telecommunications Support Plan                                |
| <b>NUDET</b>     | Nuclear Weapons Detonation  |
| <b>NUREG</b>     | Nuclear Regulation  |
| <b>NWR</b>       | NOAA Weather Radio  |
| <b>NWS</b>       | National Weather Service  |
| <b>NWWS</b>      | NOAA Weather Wire Service   |
| <b>EM</b>        | Emergency Management  |
| <b>OMI</b>       | Office of the Medical Investigator                                      |
| <b>OSC</b>       | On-Scene Coordinator  |

## Sandoval County All-Hazard Emergency Operations Plan

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|                  |   |
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| <b>OSHA</b>      | Occupational Safety and Health Administration   |
| <b>PDA</b>       | Preliminary Damage Assessment                   |
| <b>PDD</b>       | Presidential Decision Directive                 |
| <b>PHE</b>       | Public Health Emergency                         |
| <b>PHERA</b>     | Public Health Emergency Response                |
| <b>PIO</b>       | Public Information Officer                      |
| <b>PL</b>        | Public Law                                      |
| <b>POC</b>       | Point of Contact                                |
| <b>POD</b>       | Point of Dispensing                             |
| <b>PPE</b>       | Personal Protective Equipment                   |
| <b>PSAP</b>      | Public Safety Answering Point                   |
| <b>REACT</b>     | Radio Emergency Association Communications Team |
| <b>RACES</b>     | Radio Amateur Civil Emergency Service           |
| <b>RADEF</b>     | Radiological Defense                            |
| <b>RAP</b>       | Radiological Assistance Program                 |
| <b>ROC</b>       | Regional Operations Center                      |
| <b>RRT</b>       | Radiological Response Team                      |
| <b>SAR</b>       | Search and Rescues                              |
| <b>SARA</b>      | Superfund Amendments and Reauthorization Act    |
| <b>SARDA</b>     | State and Regional Disaster Airlift             |
| <b>SBA</b>       | Small Business Administration                   |
| <b>SCO</b>       | State Coordinating Officer                      |
| <b>SDS</b>       | Safety Data Sheet                               |
| <b>SEOC</b>      | State Emergency Operations Center               |
| <b>SITREP</b>    | Situation Report                                |
| <b>SLA</b>       | State and Local Assistant                       |
| <b>SNS</b>       | Strategic National Stockpile                    |
| <b>SOG</b>       | Standard Operation Guideline                    |
| <b>SOP</b>       | Standard Operation Procedure                    |
| <b>TEPW</b>      | Training and Exercise Program Workshop          |
| <b>TSA</b>       | The Salvation Army                              |
| <b>USACE</b>     | United States Corps of Engineers                |
| <b>USAF</b>      | United States Air Force                         |
| <b>USDHS</b>     | Department of Homeland Security                 |
| <b>USPS</b>      | United States Postal Service                    |
| <b>USC</b>       | United States Code                              |
| <b>USDA</b>      | United States Department of Agriculture         |
| <b>USAR</b>      | Urban Search and Rescue                         |
| <b>USFS</b>      | United States Forest Service                    |
| <b>VET</b>       | Veterinary Emergency Triad                      |
| <b>VOAD</b>      | Voluntary Organizations Active in Disasters     |
| <b>WMD</b>       | Weapon of Mass Destruction                      |
| <b>WSMR</b>      | White Sands Missile Range                       |
| <b>ZULU TIME</b> | Zone Corresponding to Greenwich, England        |



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