



VALENCIA COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION No# 2020- 46

VALENCIA COUNTY EMERGENCY COMPREHENSIVE MANAGEMENT PLAN

WHEREAS, the Board of County Commissioners met upon notice of a regular meeting, duly published, at the Valencia County Administration Building 444 Luna Ave, Los Lunas, New Mexico 87031; on July 15, 2020; and,

WHEREAS, NMSA 1978, Section 3-18-1 (1972) provides that municipalities, and also counties pursuant to NMSA 1978, Section 4-37-1 (1995), have the power to “protect generally the property of its municipality and its inhabitants” and to “preserve peace and order”; and

WHEREAS, NMSA 1978, Section 12-10-5 (2007) provides that “[t]he governing bodies of the political subdivisions of the state are responsible for all the hazard emergency management of their respective jurisdictions. Each political subdivision is authorized to establish, by ordinance or Resolution, a local office of emergency management as an agency of the local government and responsible to the governing body, in accordance with the state emergency operations plan and program. Every local coordinator of emergency management shall be appointed by the governing body, subject to the approval of the state director of homeland security and emergency management, and the local coordinator shall have direct responsibility for carrying out the all-hazard emergency management program of the political subdivision. Each Local organization shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized;” and,

WHEREAS, the Federal Emergency Management Agency (FEMA) and the New Mexico Department of Homeland Security and Emergency Management (NM DHSEM) requires that any local government seeking participation in FEMA and/or NMDHSEM programs or resources to have current Comprehensive Emergency Management Plan; and,

WHEREAS, Valencia County has and will continue to seek funding and participation in FEMA and NM DHSEM programs and resources; and,

WHEREAS, the 2017 Valencia County Emergency Operations Plan is out of date in regards to the requirements of FEMA and NM DHSEM; and,

WHEREAS, the Valencia County Board of County Commissioners established Valencia County Office of Emergency Management, with the Adoption of Ordinance 2014-06 on August 20, 2014, and by hiring a grant-funded Emergency Management Coordinator, to update, rewrite, and maintain the County Comprehensive Emergency Management Plan; and,

WHEREAS, this plan was prepared in accordance with the local responsibilities and requirements of FEMA Development and Maintenance of Emergency Operations Plan, Comprehensive Preparedness Guide 101, Version 2.0 (CPG101), the NM DHSEM Crosswalk,

FEMA's Managing the Emergency Consequences of Terrorist Incidents, and the National Incident Management System (MINS); and,

WHEREAS, this plan was prepared by a joint effort of the Valencia County Office of Emergency Management, Public Safety agencies, the private sector, and other governmental and non-governmental agencies; and,

WHEREAS, the updated plan is complete and ready for approval; and,

NOW THEREFORE BE IT RESOLVED, by the Board of County Commissioners of Valencia County that:

1. The Valencia County Comprehensive Emergency Management Plan of attached and incorporated into the Resolution by reference is adopted as the official disaster preparedness plan for all declared emergencies and disasters that occur within the unincorporated areas of Valencia County; and, the emergencies that occur in other jurisdictions and cross into the Valencia County areas of jurisdictions, regardless of the origin of the incident.
2. This approval shall not affect municipality responsibility for emergencies or disaster contained wholly within the municipal boundaries
3. It is the responsibility of Valencia County officials to control county resources and to manage and coordinate those resources for declared disasters and emergencies.
4. This approval shall only be for those incidents and directly affect both the county and one or more other emergency planning jurisdiction s and only for the duration of the declaration of the emergency or disaster.
5. This Comprehensive Emergency Management Plan has been developed to work and coordinate with other jurisdictions and their emergency operations plans. Each municipally shall remain responsible for their emergency planning.

NOW THEREFORE BE IT FURTHER RESOLVED, that Resolution 2015-12 and any other resolutions or plans inconsistent with this Resolution are hereby repealed and replaced with its adoption.

BOARD OF COUNTY COMMISSIONERS

APPROVED, ADOPTED, AND PASSED on this 15th day of July, 2020

DocuSigned by:

Jhonathan Aragon

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Jhonathan Aragon
Chair, District V

DocuSigned by:

Gerard Saiz

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Gerard Saiz
Vice-Chair, District I

DocuSigned by:

Tom Mraz

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Tom Mraz
Commissioner, District II

DocuSigned by:

David A. Hyder

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David A. Hyder
Commissioner, District III

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Charles D. Eaton

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Commissioner, District IV

Attest:

DocuSigned by:

Peggy Carabajal

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Peggy Carabajal
Valencia County Clerk

Pandemic Plan

Mission: To provide assurance of appropriate response to protect the population and employees during a Pandemic.

PRIMARY AGENCIES

Jurisdiction

Valencia County

Department/Agency

Valencia County Office of Emergency Management All Sections (SAT, Operations, Planning, Finance/Administration, Public Information Officer, and Logistics

SUPPORT AGENCIES

New Mexico Department of Health

New Mexico Department of Homeland Security and Emergency Management

New Mexico State Police

New Mexico Aging & Long Term Services Department

New Mexico National Guard

Federal Emergency Management Agency (FEMA)

Center for Disease Control (CDC)

Other Federal/State Departments as necessary

Quick Guide

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PURPOSE:

The purpose of the Valencia County Pandemic Plan is to provide for efficient coordination and policy guidance during the disaster recovery process. This recovery process includes the restoration of routine work assignments and infrastructure in coordination with the Valencia County Office of Emergency Management (VCOEM). The

Pandemic Plan

County of Valencia has a Comprehensive Emergency Management Plan, and this document provides for the assignment of responsibilities within the County's organizational structure and includes opportunities for participation by community members.

The coordination of available services and assistance to citizens and businesses impacted by the disaster will be administered through the VCEOC/ VCOEM.

The individuals assigned to the Recovery Task Force will be dynamic in nature, with involved personnel changing as projects and needs change. The duty of the Recovery Coordinator may also be assigned to varying personnel as necessary and appropriate. Both sworn personnel and civilians will be represented and return to work for both groups prioritized according to the needs of the community.

Responsibility

The County Commission and VCOEM will be responsible for policy actions including the institution of emergency and/or special ordinances, such as the wearing of PPE (Personal Protective Equipment) like ear-loop or N95 facemasks and gloves, hand sanitizer and decontamination equipment, use, and distribution of these supplies, etc. Also, resolutions and appropriating funds as necessary. The County Government staff will be responsible for their usual duties, as well as recovery projects and programs as assigned by VCOEM.

SITUATION:

- This Plan provides an organizational framework, policy guidance, and methods for use during the recovery process that enables Elected Officials, Directors, and staff to jointly evaluate risks and hazards to conduct on-site work activities following Pandemic Safety Protocols.
- The County's goal is to minimize both risks to the county employees, county businesses, citizens, and others as a result of Pandemic

ASSUMPTIONS:

- The response to, and mitigation of, the health and social consequences of a Pandemic will take place at both the state and local levels, with the New Mexico Department of Health assuming the lead for the public health response.

Pandemic Plan

- Unlike other contingency plans, the Pandemic recovery plan may be in operations from 18 to 24 months and could include “multiple waves of illness.”
- The County will implement a phased approach to maintain mission-essential activities and progress to normal operational status throughout this time.
- The term “Recovery” generally refers to the process of returning County government services to normal, repair of infrastructure, and restoration of economic vitality to the community.
- The management of the recovery process is the responsibility of the local jurisdiction affected by a disaster.
- Recovery includes the facilitation of the restoration of the community’s economic base by supporting business resumption and employment opportunities; and the identification and implementation of mitigation projects and programs to reduce future disaster damage.
- Some deviation from this Plan may be necessary to comply with current government standards and to meet the needs of the community.

TERMS DEFINED:

Preparation Phase – coordinated public health response with the historic economic stimulus (first quarter).

Phase I – Public Health measures and economic interventions begin to take hold (second quarter).

Phase II/Beyond – return to stability and positive growth. Adapt, innovate, and overcome (6-18 months).

Priorities

Coordination of recovery activities is the key to the successful recovery of the community.

The individuals assigned to the Recovery Task Force will be dynamic in nature, with involved

personnel changing as projects and needs change. The duty of the Recovery Coordinator may also be assigned to varying personnel as needed and appropriate to prioritize the needs of the community.

The County’s Comprehensive Emergency Management Plan, as well as existing department/economic plans for revitalization, will need to be reviewed and considered as part of the recovery process. Opportunities for community improvement should be considered while long term recovery activities are being planned.

Restore Services

- Restore essential utilities
- Support recovery operations for public health and related systems for the community
- Help restore the economic basis of the community
- Implement corrective actions to mitigate damage from future incidents.

Critical Factors: The County's phased approach is dependent upon a number of critical factors that include: the actual and projected spread of the Pandemic, the ability of the healthcare system to manage the crisis, and associated decisions and requirements by federal, state and local authorities regarding self-isolation, self-quarantine, travel and methods to control, mitigation, and/or prevention of the virus.

Based on these and other critical factors, the County Situational Assessment Team (SAT) will coordinate and obtain approval as necessary, from the County Commission, State, and Federal sponsors. Decisions regarding when to increase employees working, open businesses, and how many employees can be collectively working on-site at any given location or time, and how well the County can effectively function in accordance with safety protocols. An underlying assumption of this document is that it will take an extended period-of-time to gradually and carefully progress to normal operational status.

CONCEPT OF OPERATIONS:

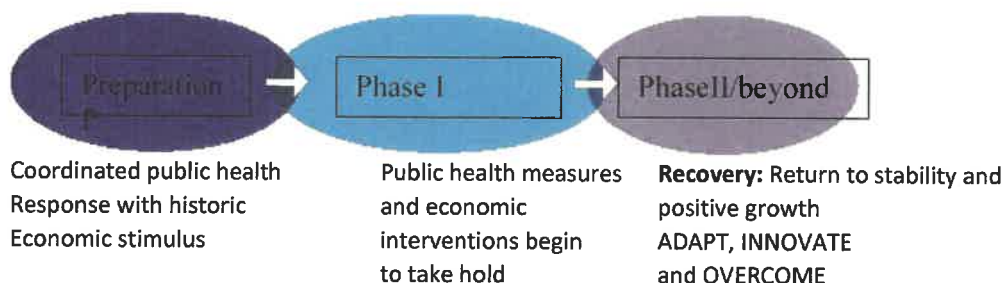
General

This Plan should be reviewed at frequent intervals in conjunction with related plans and regulations governing recovery activities. Changes in the community, including demographics, development trends, mitigation strategies, and State and Federal guidelines, should be reviewed for consideration when updating this Plan. Revisions may be made at any time to correct deficiencies or to accommodate changes within the community or County organization that would affect recovery activities.

*The main goal when implementing a restructure of involvement of staff at work and in the community with businesses and public places, (before a vaccine or cure for the Pandemic is in place), is that the County does as much as realistically possible to prevent widespread transmission of the virus.

Specifics

Phases of Reactivation (Governor's criteria)



The VCOEM, in consultation with County Commission and SAT, determines when the operational status moves from one phase to another. This determination is generally based on the types of on-site activities being performed and the number of employees working on-site. It should be realized that not every possible risk, disaster, or critical incident can be examined. As such, this Plan, as written, will serve as a guideline for Response Recovery.

Phase II Transition Phase/Recovery:

The transition from the Response Phase to the Recovery Phase following the Pandemic will begin after considerations of life and safety have been assessed, and the evaluation has started on all physical, economic, and social impacts. Primary issues will be addressed as part of the recovery planning process. Assessments of costs to prepare for the next wave, adjustment of recovery actions based on actual impacts and circumstances and to efforts to restore Valencia County to full, normal operations

ATTACHMENTS:

- County Commission - Transition/Recovery Checklist
- Emergency Management Checklist
- Elected Official/Director Checklist
- Public Information Officer Checklist
- Pre-scripted Messages

Pandemic Plan

- Pandemic Exposure Procedures
- Pandemic Facility Protocol
- Pandemic Confirmed or Suspected Guidance
- Pandemic Reporting Form
- Pandemic Recovery Phase
- Pandemic Return to Work, Self-Assessment Checklist

PANDEMIC – COUNTY COMMISSION CHECKLIST

**** Read This Entire Position Checklist before Taking Action ****

Transition Phase/Recovery

Time Initials

- ___ ___ Develop Recovery Task Group
- ___ ___ Assess all physical, economic and social impacts
- ___ ___ Adjust recovery actions based upon actual impacts and circumstances
- ___ ___ Implement all planned and adjusted recovery actions to restore Valencia County to full, normal operations.
- ___ ___ Balance recovery with essential preparedness for next pandemic wave actions
- ___ ___ Communicate with stakeholders, suppliers, and Federal/State teams regarding potential challenges facing Valencia County
- ___ ___ Adjust actions to restore Valencia County functions and ensure success for the next pandemic wave

PANDEMIC – EMERGENCY MANAGEMENT CHECKLIST

**** Read This Entire Position Checklist before Taking Action ****

Transition Phase/Recovery

Time Initials

- ___ ___ Participate in Recovery Task Group
- ___ ___ Assess all physical, economic and social impacts
- ___ ___ Adjust recovery actions based upon actual impacts and circumstances
- ___ ___ Assess costs to prepare for next wave
- ___ ___ Implement all planned and adjusted recovery actions to restore Valencia County to full, normal operations.

- _____ _____ Balance recovery with essential preparedness for next pandemic wave actions
- _____ _____ Communicate with stakeholders, suppliers, and Federal/State teams regarding potential challenges facing Valencia County
- _____ _____ Adjust actions to restore Valencia County functions and ensure success for the next pandemic wave

Interpandemic/Preparedness Phase

Time Initials

- _____ _____ Designate Pandemic Preparedness and Response Team
- _____ _____ Define essential functions and essential employees to sustain operations and services vital to sustaining county services
- _____ _____ Prioritize actions to support normal, critical and essential functions
- _____ _____ Initiate initial appropriate actions for the Alert and Pandemic phase and external trigger points
- _____ _____ Continuously monitor and assess implementation actions
- _____ _____ Review plans at least every 90 days initially, and more frequently as the pandemic unfolds

Alert/Response

Time Initials

- _____ _____ Convene Pandemic Preparedness and Response Team.
- _____ _____ Communicate policies to be implemented in the event of a pandemic influenza
- _____ _____ Initiate communications plan
- _____ _____ Track changes in the WHO pandemic alert phases to define objective trigger points that will shift activities to the next level
- _____ _____ Continuously assess ongoing preparedness activities to adjust objectives, effects, and actions based upon changes at Local, State, and Federal,
- _____ _____ Identify key POCs at all government levels to ensure congruence regarding preparedness actions and support requirements.
- _____ _____ Determine legal issues regarding employees' obligation to report to duty when ordered to do so (include consequences for not doing so)
- _____ _____ Anticipate critical/traumatic incident stress occurrences

Pandemic/Response

Time Initials

- _____ _____ As the pandemic spreads, assess and adjust actions based upon potential implications

- for VC.
- _____ _____ As the stages of pandemic advance, implement relevant social distancing policies, including telework for non-essential employees
 - _____ _____ Implement a formal worker and workforce protection strategy for assessing worker conformance (closures, travel advisories, 14-day isolations, etc.) and workplace cleanliness
 - _____ _____ Monitor for potential weaknesses in the system
 - _____ _____ Implement “essential operations only”
 - _____ _____ Implement alternative absenteeism policies to assist department employees in caring for ill family members

Transition Phase/Recovery

Time Initials

- _____ _____ Assess all physical, economic and social impacts
- _____ _____ Adjust recovery actions based upon actual impacts and circumstances
- _____ _____ Assess costs to prepare for next wave
- _____ _____ Implement all planned and adjusted recovery actions to restore VC to full, normal operations.
- _____ _____ Balance recovery with essential preparedness for next pandemic wave actions
- _____ _____ Communicate with stakeholders, suppliers, and Federal/State teams regarding potential challenges facing VC
- _____ _____ Adjust actions to restore VC functions and ensure success for the next pandemic wave

Interpandemic Phase/Preparedness

Time Initials

- _____ _____ Ensure any open actions are assigned to appropriate staff
- _____ _____ Provide any input for the After Action Report
- _____ _____ Ensures necessary functions are maintained throughout and following the interpandemic phase
- _____ _____ Ensures all documentation is in order should a Federal Disaster Declaration be approved following the Public Health Emergency

PANDEMIC – ELECTED OFFICIALS/DIRECTORS CHECKLIST

**** Read This Entire Position Checklist before Taking Action ****
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Interpandemic/Preparedness Phase

Time Initials

- ___ ___ Develop phone trees for maintaining contact with employees
- ___ ___ Develop a list of contracts of agency-specific external suppliers, contractors, vendors, etc.
- ___ ___ Participate in VC Continuity of Operations and Continuity of Government planning. Define essential operations, personnel, requirements and telecommunications needs
- ___ ___ Provide sufficient and accessible infection control supplies (e.g., hand hygiene products, tissues, and receptacles for their disposal) at all site locations
- ___ ___ Continuously monitor and assess implementation actions
- ___ ___ Establish process to monitor subordinates' health/morale
- ___ ___ Assess the number of employees with school-age children and other dependents at home
- ___ ___ Assess the number of employees who rely solely on public transportation
- ___ ___ Establish process to monitor subordinates' health/morale
- ___ ___ Prioritize resources

Alert/Response

Time Initials

- ___ ___ Discuss with contractors any issues with good/services/delivery
- ___ ___ Practice "ghost" shift changes whenever possible (employee leaves the workplace before the replacement arrives)
- ___ ___ Consider expanding the normal one-shift workday to multiple shifts to minimize employee contact
- ___ ___ Establish a means of dedicated transportation for essential staff to and from VC while maintaining infection control measures
- ___ ___ Review equipment standards (maintenance, repair, life expectancy) to ensure all essential and critical pieces are capable of sustained operations with the supply and resources available.

Time Initials

- ___ ___ Determine essential services that must be rendered and the strategies that must be developed to ensure their delivery
- ___ ___ Develop strategies aimed at supply ordering, stockpiling and storage
- ___ ___ Train and prepare an auxiliary workforce to assume roles in helping sustain essential functions

Pandemic/Response

Time Initials

- _____ Implement specific strategies to protect your staff from getting or spreading COVID-19 on the job, including instituting processes that request and enable employees with COVID-19 to stay home at the first sign of symptoms
- _____ After assessing your employees, look at strategies to meet the particular needs of both individuals and Valencia County.
- _____ Avoid crowded/heavily populated places (more than 10 people)
- _____ Avoid face to face meetings. Use teleconference, video conference and internet to conduct business
- _____ Recommend avoiding cafeterias/restaurants (suggest take out) and introduce staggered lunches
- _____ If face to face meetings are unavoidable, choose a large room and sit at least 6 ft away from each other
- _____ Evaluate office and workstation modifications to ensure social distancing
- _____ Develop and prepare to implement emergency spending procedures/contingencies
- _____ Alter/modify business-related travel based upon travel advisories issued by the CDC/HHS

Transition Phase/Recovery

Time Initials

- _____ Assess all physical, economic, and social impacts.
- _____ Adjust recovery actions based upon actual impacts and circumstances
- _____ Assess costs to prepare for next wave
- _____ Implement all planned and adjusted recovery actions to restore Valencia County to full, normal operations.
- _____ Balance recovery with essential preparedness for next pandemic wave actions.
- _____ Communicate with stakeholders, suppliers, and Federal/State teams regarding potential challenges facing Valencia County.
- _____ Adjust actions to restore Valencia County functions and ensure success for the next pandemic wave.

Interpandemic Phase/Preparedness

Time Initials

- _____ Ensure any open actions are assigned to appropriate staff
- _____ Provide any input for the After Action Report
- _____ Ensures necessary functions are maintained throughout and following the interpandemic phase

_____ Ensures all documentation is in order should a Federal Disaster Declaration be approved following the Public Health Emergency

PANDEMIC – PUBLIC INFORMATION CHECKLIST

**** Read This Entire Position Checklist before Taking Action ****

Interpandemic/Preparedness Phase

Time Initials

- ___ ___ Assess and prioritize Valencia County's normal and emergency communications protocols, processes, and capabilities for rapid information sharing with stakeholders
- ___ ___ Meet with all internal and external stakeholders groups to identify concerns and support needs
- ___ ___ Coordinate with local Public Health and Emergency Management on message and information sharing initiatives
- ___ ___ Develop messages and protocols for sharing information with the media
- ___ ___ Prepare communications on Valencia County's preparedness to manage a pandemic, possible health and safety issues, service provision and/or curtailment of policies
- ___ ___ Identify and exploit opportunities to inform the public, County staff and suppliers

Alert/Response

Time Initials

- ___ ___ Provide overview information on symptoms, modes of transmission, etc. utilizing CDC website
- ___ ___ Provide information on personal protection and response strategies (e.g., hand hygiene, sneezing and coughing etiquette)
- ___ ___ Provide information on disease containment strategies (e.g. social distancing, non-contract shift relief, telecommuting, etc.).
- ___ ___ Provide updated VC planning and preparedness information
- ___ ___ Share information on the trigger points and phase changes and implications for Valencia County with all internal and external stakeholders
- ___ ___ Coordinate with public and media points of contact to ensure they are aware of changes and impacts upon the County

Pandemic/Response

Time Initials

- ___ ___ Communicate critical messages to Valencia County staff, and internal/external stakeholders and the public regarding Valencia County operational status, influenza

- _____ protection and expectations of employees
- _____ Recommend visiting CDC.GOV for information about individual and family care planning, checklists, and guides
- _____ Publicize CDC recommendation relating to hygiene, infection control, and prevention
- _____ Assess pre-planned messages and adjust for changing conditions
- _____ Monitor and forecast potential public and media relations issues
- _____ Quickly address rumors and misinformation
- _____ Keep all internal and external stakeholders informed promptly

Transition Phase/Recovery

Time Initials

- _____ Ensure communications and information sharing channels remain open with all external stakeholders
- _____ Provide continuous update concerning Valencia County's recovery and next pandemic wave preparedness levels
- _____ Assess media releases to prepare for the next wave

Interpandemic Phase/Preparedness

Time Initials

- _____ Ensure any open actions are assigned to appropriate staff
- _____ Provide any input for the After Action Report
- _____ Ensures necessary functions are maintained throughout and following the interpandemic phase

PRESCRIPTED MESSAGES

Special News Advisory – School & Public Facilities

1. The Valencia County Office of Emergency Management has issued the following advisory for those who live, work, or visiting in the County.
2. The current emergency situation involving _____ has affected the operation of the number of local facilities. This advisory is intended to provide you an update on the status of schools, hospitals, nursing homes, and other key facilities.

3. All local public schools have been closed.

4. The following schools have been closed and students [are being/have been] returned to their homes:

5. The following schools have been evacuated, and their students relocated to other facilities:

School _____ Students relocated to: Parents

should pick up their children at this facility(ies)

6. The following hospitals and nursing homes have been evacuated, and their patients relocated to other facilities:

Facility _____ Patients relocated to:

7. The following government offices, parks, recreation areas, and other public facilities have been closed:

8. Please stay tuned to this station for more information and instructions from local officials.

9. And please refrain from using the telephone unless you have a true emergency.

Pandemic EXPOSURE PROCEDURES

The purpose of this procedure is to describe how incidents of COVID-19 will be addressed in both Valencia County Facilities and when Valencia County Employees are performing their duties.

Section 1 – Employee Exposure – this section defines two types of exposures that employees may have, direct or indirect, and the steps that will be taken.

Direct exposure with a COVID-19 individual: When a Valencia County Employee has contact with an individual, through the course of their duties, who has or is suspected of having “the Disease” where proper PPE was not used, and there is a high likelihood of transmission.

An example of this would be; if a Firefighter responds to a call and has contact with an individual and during their assessment determines they have the symptoms of COVID-19, and the Firefighter is not wearing the correct PPE.

Example: During intake at Detention, an inmate begins coughing and states that he has a family member that had tested positive. The detention officers that are processing him are not wearing proper PPE and are within 6 feet of the inmate.

When a Valencia County employee has direct exposure with an asymptomatic individual in the course of their job duties, the following procedures will be used:

1. Contact your supervisor on the possible exposure.
2. Contact the Valencia County EM at 505-866-2043 or 505-264-6240 or email oem_web@co.valencia.nm.us
3. Report the circumstances. (see “the disease” Reporting Form)
4. The EM will coordinate with the DOH for testing and additional medical protocols.
5. Have individual(s) immediately clean and disinfect all “high-touch” surfaces within their workspace if possible and restrict interaction with all other employees.
6. The individual will be able to self-isolate until the test results come back or have fully recovered.
 - a) If the employee wishes to self-isolate at home, they will be sent home.
 - b) If the employee does not want to self-isolate at home, they will be provided with an alternate location to self-isolate (see Section 2)
7. The individual will return to work under one of the following conditions
 - a) If NOT tested for “the disease” with symptoms
 - i. No fever for at least 72 hours (three full days of no fever without the use of medicine to reduce the fever)
 - ii. Other symptoms have improved (when cough and shortness of breath have improved)
 - iii. At least 7-days have passed since your symptoms first appeared.
 - b) If NOT tested for “the disease” without symptoms, 14-day self-isolation
 - c) Negative test results
 - d) Positive test results WITH SYMPTOMS
 - i. No longer have a fever (without the use of medicine to reduce the fever)
 - ii. Other symptoms have improved (when cough and shortness of breath have improved)
 - iii. You receive two negative tests in a row, 24hrs apart.
 - e) Positive test results with NO SYMPTOMS
 - i. May discontinue isolations when at LEAST 7 days have passed since the positive the result provided they remain asymptomatic.
AND
 - ii. For 3-days after the discontinuation of isolation, they will be required to wear a face-covering while in public.

Indirect exposure with “the disease” individual: When a Valencia County employee is working in an area that “the disease” individual has visited.

An example of this would be an office worker that calls in sick, reporting “the disease” symptoms. The co-workers have been around this individual the previous day. The employees have gone home each day. Social distancing, proper cleaning, and handwashing were strictly enforced in the workplace. The likelihood of transmission is low.

When a Valencia County employee has an indirect exposure with “the Disease” individual(s) while at work that following procedures will be used:

1. Immediately notify your supervisor.
2. Contact the Valencia County EM Office 505-866-2043 or Cell 505-264-6240, email at oem_web@valencia.nm.us
3. Have individual(s) immediately wash hands, clean area, restrict access, and reduce interaction with all other employees.
4. The EM will investigate the circumstances surrounding the exposure and determine the likelihood of exposure.
5. Facilities will coordinate the enhanced cleaning of the area. (see Building Cleaning Procedures)
6. Based on the possibility of transmission or at the employee’s request, they may self-isolate at home.
7. The individual will return to work under one of the following conditions
 - a. 14-day self-isolation with no symptoms
 - b. Negative test results
 - c. Positive test results (see direct exposure guidance)

Employee reporting symptoms to supervisor:

When a VC Employee reports that they have had direct exposure with someone that has “the disease”, show signs of “the disease”, or they have been tested, they should follow. What to do if you have confirmed or suspected of having “the disease”?

Section 2 – Alternate Procedures – the purpose of isolating employees to an alternate location (hotel) is to reduce the spread of the virus when there is a high likelihood of exposure, and the employee has not already returned home.

1. The EM will coordinate with DOH for alternate location arrangements
2. The EM will work with each department for coordinating meals. Any deliveries shall be left outside of the room, preventing physical contact.
3. No cleaning services will be provided by the hotel during this period, should the individual need towels or other items, they will contact the front desk.
4. Individual(s) will be provided a mask and gloves and will report to the designated hotel. They will meet the coordinator who will direct them to a room, and they will remain until further notice.
5. Individuals are not to leave the room during isolation period unless under emergency circumstances.
 - a. Absolutely no visitors will be allowed during this period of isolation.

- b. Report daily status to your supervisor

PANDEMIC FACILITY PROTOCOL

Reference:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/correction-detention/guidancecorrectional-detention.html#management>

Protocol:

Cleaning and Disinfection after individuals suspected/confirmed to have COVID-19 have been in a County facility.

Facility Identification and Timing

- Upon identification of a suspected COVID19 case at a Valencia County facility, contact the Emergency Manager (EM) 505-866-2043 or 505-264-6240 to determine whether to close the building or movement will be restricted within the building.
- The EM will coordinate with the facility to assess risk and provide appropriate guidance.
- The Facilities Manager will work with the departments/buildings based on the advice received from the EM.

Non-Critical County Facility (Tier 2)

- The facility will be vacated for cleaning and disinfecting for a minimum of 2-hours. Close off areas visited by the ill person(s). If possible, increase outside air circulation in the area.
- Facilities staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, used by the ill persons, focusing mainly on frequently touched surfaces.

Critical County Facility (Tier 1)

- If an infected individual is unable to be removed from the facility, isolate them into a separate area of the facility.
- If the facility is a detention facility, coordinate with onsite staff and follow recommendations from CDC guidance: Interim Guidance on Management of Coronavirus Disease 2019 (COVID-19) in Correctional and Detention Facilities
- If possible, close off areas visited by the ill persons. If possible, increase outside air circulation in the area. Wait as long as practical before beginning cleaning and disinfection.
- Staff entering the facility will be limited to those already exposed by the ill individual to the extent feasible to maintain operations.
- Either staff assigned to that facility, facility staff, or contractors will perform cleaning and disinfecting. Delivery of PPE and cleaning product/supplies to the site to support at levels corresponding to the length of time from exposure.

- Focusing on cleaning and disinfecting common areas where staff/others providing services may encounter ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons as needed.
- In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.

Personal Protective Equipment (PPE) and Hand Hygiene:

- **Required PPE Levels for cleaning**

Personal Protective Equipment Levels	
Time Since Exposure	Required PPE
1 Hour	No Entry
2 - 10 Hours	N95 Mask Eye Protection Gloves Disposable Gowns
10-72 Hours	Particle Mask Eye Protection Gloves
72 Hours - 7 Days	Mask Eye Protection Gloves
7 Days	Standard PPE per SDS
For questions please contact your Supervisor	

- **The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear the designated PPE for all tasks in the cleaning process, including handling trash.**
 - PPE should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of a splash.
 - PPE should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean your hands** after removing gloves.
 - If gowns are not available, coveralls, aprons, or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterward. Clean hands after handling dirty laundry.
 - Do not shake dirty laundry. This will minimize the possibility of dispersing the virus through the air.
- Gloves must be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.

- Cleaning staff should immediately report breaches in PPE, such as a tear in gloves or any other potential exposures to their supervisor.
- **Cleaning staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

How to Clean and Disinfect

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, use an EPA-approved product that is effective against the virus that causes “the disease”.
- Follow product label instructions and Safety Data Sheet (SDS) for a required contact period of disinfectant.

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.
 - ✦ Otherwise, use products that are EPA approved for use against the “the disease”/ virus and that are suitable for porous surfaces

Electronics

- For electronics such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present.
 - Follow the manufacturer’s instructions for all cleaning and disinfection products. ○ Consider the use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid the pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to the guidance above for hard or soft surfaces.

PANDEMIC CONFIRMED OR SUSPECTED GUIDANCE

Purpose

To protect employees and the public from potential exposure and limit the spread of “the Disease”. Provide guidance and awareness of the symptoms and isolation procedures for “the disease”. Identify procedures for positive cases and provide resources for employees.

In the event you are sick and have been diagnosed with “the disease” or suspected to have “the disease” because you have been exposed to someone with “the disease”, or if you are awaiting test results; follow the steps below to help prevent the disease from spreading to people in your workplace, home, and community.

Symptoms of “the disease”

The most common symptoms of “the disease” are fever, cough, and shortness of breath. If you have been exposed to someone with laboratory-confirmed “the disease” and are experiencing a fever with either cough or shortness of breath, you might have “the disease”. You can contact your doctor to see if you need to be tested. If you have tested positive for “the disease” or are suspected of having “the disease” but are not tested, you should follow the below instructions.

How long does it take to show symptoms after you have been exposed to “the disease”?

Symptoms could appear as soon as two days after exposure to as long as 14 days later, according to the Centers for Disease Control and Prevention (CDC). A new study led by researchers at Johns Hopkins Bloomberg School of Public Health provides a median time of about five days. That is why the 14-day quarantine period is used by the CDC for people with likely exposure to the new coronavirus.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or family for rides. This means no grocery shopping, no family events; this policy must be practiced, or you place community and family at risk of potential exposure.

If for any reason, you require a designated area outside of your home for self-quarantine, the EOC can make arrangements.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: You should restrict contact with pets and other animals while sick. When possible, have another member of your household care for your animals while you are sick; if you must care for your pet, wash your hands before and after you interact with pets and wear a face covering, if possible. [See COVID-19 and Animals for more information.](#)

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have "the disease". This will help the healthcare provider's office take steps to keep other people from getting infected or exposed. Put on a face-covering before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Seek Emergency Care

If you develop emergency warning signs for "the disease", get medical attention immediately. Emergency warning signs include*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning. (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

Resources to help you navigate

<https://www.phs.org/covid-19>

[CDC Coronavirus Self-Checker](#)

Coronavirus Hotline: 1-855-600-3453

Wear a face covering

You should wear a face covering, if possible, when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facecovering (for example, because it causes trouble breathing), then people who live with you should not be in the same room with you, or they should wear a face-covering if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately clean your hands as described below.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water are preferred if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water and dried before use by others.

Clean all “high-touch” surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product, including precautions you should take when applying the product, such as wearing gloves and making sure you have proper ventilation during the use of the product.

If I get sick with “the disease”, how long will it take before I feel better?

Those with mild cases of “the disease” appear to recover within one to two weeks. For severe cases, recovery may take six weeks or more. About 1% of infected people worldwide will die from the disease.

Ask your healthcare provider to call the local or state health department to discuss your situation. If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or may have “the disease”. If possible, put on a face-covering before emergency medical services arrive.

Discontinuing home isolation

For individuals with symptoms who are confirmed or suspected cases of “the disease” and are directed to care for themselves at home, discontinue home isolation under the following conditions:

- At least 3-days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); AND,
- At least 7-days have passed since symptoms first appeared. Individuals with laboratory confirmed “the disease” who have not had any symptoms may discontinue home isolation when at least 7-days have passed since the date of their first positive “the disease” diagnostic test and have had no subsequent illness.

Additional information for your household members, intimate partners, and caregivers is available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

CORONAVIRUS (COVID-19) REPORTING FORM

Suspected COVID19 Exposure Report
1. Your Name (Last, First MI):
2. Department:
3. Who was the suspected individual?
4. What symptoms were they showing?
5. When did the exposure occur?
Where....
6. did you encounter the suspected individual (provide facility, floors, and rooms)?
7. did you go after encountering the individual?
8. had the suspected individual been?

CORONAVIRUS (COVID-19) RECOVERY PHASE

Purpose

To protect employees and public from potential exposure and limit the spread of “the disease” during the recovery phase following the pandemic as the County develops plans for releasing work to be performed on-site, management will be asking employees to transition from telecommuting to working on-site. Provide guidance and awareness of the symptoms and isolation procedures for “the disease”. Identify procedures for positive cases and provide resources for employees.

The Department Directors are responsible for developing a process to be implemented in their respective organizations that defines proper hazard identification, analysis control, execution, resource identification (i.e., support personnel, PPE, etc.); and implementation of safety protocols (virus).

Department directors will work with VCEOC regarding the development of work procedures to ensure specific mitigations and protocols can be effectively followed.

*The general process for returning to work, without a vaccine in place, but once it has been deemed medically appropriate to do so, will be to ease somewhat gradually back to being fully staffed. This will

help to avoid another large contamination by limiting the number of people in any given location returning at a time.

*This will primarily be based on the aforementioned mandatory State and Federal guidelines, if/when they are established and may include, but not limited to,

1. Mandatory wearing of cloth facemasks in the workplace/public
2. Limiting face-to-face group meeting for the immediate future, and if feasible using online platforms like Microsoft Teams or Zoom to facilitate staff meetings, department meetings w/ supervisors or personnel, etc.
3. If a physical group setting is required, then mandatory facemasks and social distancing should still be in effect. (Sitting or standing 6 feet apart where feasible.)
4. Having a hand wash station/restroom or hand sanitizer available for everyone attending a group setting, and having mandatory sanitizing measures in place as people enter the room will be standard.

*Areas/departments that have three or less people assigned to an office will be allowed to return to work together once it has been deemed allowable. If there are four or more employees in a specific area/office, then they will be divided up by either 25% or 50% return a week at a time, depending on how many there are.

When employees are requested to work on-site, before coming to work each day, all workers must perform a daily self-assessment to determine their susceptibility/exposure to "the disease". More than 25 percent of individuals infected with "the disease" do not exhibit any symptoms for several days or, in some cases, never exhibit symptoms. However, individuals can still transmit the virus to others who may be more susceptible to "the disease"

The County's goal is to minimize both risks to the employee and risk to others. Therefore, all employees are urged to be extremely honest in completing the self-assessment.

Employees must complete the daily self-assessment and may not come to work if feeling sick, regardless of their personal assessment of the likelihood that they may have "the disease".

Answers to the Self-Assessment

If the employee responds "YES" or "NOT SURE" to ANY of the questions in the attached self-assessment, then before coming on-site, the employee must contact the DOH "the disease" hotline. A "the disease" hotline staffing nurse will provide direction on whether the worker can safely return to the workplace. The employee will be required to document on the self-assessment form the individual spoken to, the time of call, and directions provided. Employees WILL BE asked to share the completed self-assessment with their supervisor (to verify hotline response).

If the employee self-responds “NO” to ALL questions in the attached self-assessment, the employee will report to work. Employees, in this case, will NOT need to share their completed self-assessment with their supervisor.

While Working On-Site

All employees must:

- Immediately go home and contact their supervisor, healthcare provider, and the “the disease” hotline if they begin to feel ill while working on-site.
- Maintain social distancing and minimize the time in close contact, which means maintain a distance of about 6-feet from co-workers whenever possible.
- If employees must be within 6 feet of each other due to safety or job requirements, then preplanning of work must be conducted to minimize the time, interactions, and the number of people.
- Work side by side, not face to face
- Keep as far apart as possible, unless other safety or health requirements require otherwise.
- Wash your hands often with soap and water for at least 20 seconds. (Every half hour if dealing with the public).
- Wash your hands when you arrive at work, before eating and drinking, after using the restroom, and before leaving your work site.
- Wash your hands before you don protective gloves or other PPE.
- Wash your hands after removing PPE. If soap and water are not available, use a hand sanitizer with at least 60% alcohol, and wash your hands as soon as possible.
- Use hand sanitizer after each transaction with the public.
- Do not touch your face. If you must touch your face to don PPE, wash your hands first. Ensure that PPE that touches your face (safety glasses, mask, and respirator) has been sanitized first.
- Use your own tools as much as possible. If you must share tools, wipe them down with an approved disinfectant or soap and water before and after use.
- Clean shared surfaces routinely with soap and water or disinfectant.
- Conduct meetings remotely and avoid gathering for meetings in groups as much as possible. If in person meetings or gatherings are mission essential, then keep the gatherings to less than ten people.
- It is strongly recommended that employees coming on-site provide and wear their cloth face coverings, following published CDC guidance. Even while wearing face coverings, it is essential that other controls (e.g., social distancing and infection control measures) also be maintained.

***If during the recovery process, there is another “outbreak” or large spreading of the virus, then the process may be stopped completely, and employees may be tasked with going back to the current quarantine/self-isolation/telecommute policies, for another extended time period.**

CORONAVIRUS (COVID-19) SELF-ASSESSMENT CHECKLIST

RETURN-TO-WORK SCREENING DAILY SELF ASSESSMENT

Employee Instructions: Each day before going to your worksite, please use the following self-assessment to help determine your susceptibility/exposure to “the disease”. More than 25 percent of individuals infected with SARS/CoV2 do not exhibit any symptoms for several days or, in some cases, never exhibit symptoms. However, they can still transmit the virus to others who may be more susceptible to severe illness. The County's is to minimize your risk and the risk to your coworkers. Therefore, please be extremely honest with yourself on this questionnaire.

If you respond "YES" or "NOT SURE" to any of the questions, contact the STATE hotline for guidance. A “the disease” hotline staffing nurse will provide guidance on whether you may return to work. The nurse will provide you with guidance. A “the disease” hotline staffing nurse will provide direction on whether the worker can safely return to the workplace. The employee will be required to document on the self-assessment form the individual spoken to, time of call, and directions provided. Employees WILL BE asked to share the completed self-assessment with their supervisor (to verify hotline response).

If the employee self-responds “NO” to ALL questions in the attached self-assessment, the employee will report to work. Employees, in this case, will NOT need to share their completed self-assessment with their supervisor.

Employee Daily Self-Assessment		Yes	No	Not Sure
1	Is your temperature 100 degrees or more today?			
2	Today or in the past 72 hours, have you had any of the following symptoms?			
	Fever, felt feverish, or had chills?			
	Cough?			
	Difficulty breathing?			
3	During the past 14 days, have you traveled out of state?			
4	During the past 14 days, have you had close contact with or do you live with			
	a person known to be infected with “the disease”?			
	a person with “the disease” test outcome pending?			
	a person who has fever, cough, or difficulty breathing?			
5	Are you considered to be at high risk of complications related to “the disease”			
	Are you over the age of 65?			
	Do you have uncontrolled diabetes?			
	Do you have heart disease?			
	Do you have lung disease?			

	Are you on medications that alter the way that your immune system works (Call the hotline for guidance if you are unsure)?			
Note: If any of your answers change during “the disease” pandemic, contact the Hotline immediately.				

Valencia County Comprehensive Emergency Management Plan

Including the following communities:

The City of Belen

The Village of Bosque Farms

The Village of Los Lunas

The Town of Peralta

The City of Rio Communities

**Valencia County
Office of Emergency Management**

2014 (Revised 5/2020)

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VALENCIA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

FOREWARD

This plan will outline actions to be taken by local government officials and cooperating private or volunteer organizations to:

- 1) Prevent avoidable disasters and reduce the vulnerability of Valencia County residents to any natural, technological, and/or manmade emergency or disasters that may strike;
- 2) Establish capabilities for protecting citizens from the effects of disasters;
- 3) Respond effectively to the actual occurrence of disasters; and
- 4) Provide for recovery in the aftermath of any major emergency or disaster involving extensive damage within the county.

It is NOT the intent of this plan to attempt to deal with those events that happen on a daily basis, which do not cause widespread problems and are handled routinely by the city and/or county agencies. It will; however, attempt to deal with those occurrences such as flooding, severe winter storms, etc., which create needs and cause suffering that the victims cannot alleviate without assistance, and that requires an additional commitment of government resources.

This plan follows the principles and processes outlined in the National Incident Management System (NIMS). As a result, this plan institutionalizes the concepts and principles of the NIMS and the Incident Command System (ICS) into the mitigation, the preparedness, the response and the recovery operations conducted within Valencia County.

The Village of Los Lunas, the City of Belen, the City of Rio Communities, the Village of Bosque Farms, the Town of Peralta, and Valencia County have adopted the National Incident Management System as the jurisdictions' All-Hazard Incident Management System. The NIMS will be implemented through the New Mexico Incident Management System curriculum.

The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, mitigation, preparedness, response, and recovery.

This is a living document, and as such, contains information that changes as response capabilities, policies, guidelines, and other factors change. It contains information vital to emergency response and supporting agencies in the event of a natural, technological, and manmade emergencies or disasters. Each response or supporting agency addressed in this plan may have and maintain Standard Operating Policies or Guidelines that compliment this plan.

The Valencia County Emergency Management Plan was developed through the efforts of the Valencia County Office of Emergency Management, various other agencies, organizations, as well as county, city, village, and town governments. All were polled to discuss their roles, responsibilities, and capabilities, in an emergency. This plan is a result of that input.

This plan can be reviewed publicly, but the annexes are to be considered for "OFFICIAL USE ONLY" and should not be released to the general public. No part of this document, partially or wholly, should be re-produced unless authorized by the Valencia County Emergency Manager.

The Emergency Management Plan has been developed to coordinate those responsibilities and supporting agencies within the jurisdictions of the county that include the Village of Los Lunas, the City of Belen, the City of Rio Communities, the Village of Bosque Farms, the Town of Peralta, and Valencia County.

All changes required to this plan will be indicated in red pen and a change notice will be distributed as required. Any change that exceeds seventy-five percent of that page will require the entire page to be re-written. All changes must be authorized and noted on the change page.

Each organization/agency with an assigned task in this plan will be responsible for preparing and maintaining current guidelines, resource lists, and checklists required to support operations. Plan development and maintenance will be done under the direction of the Valencia County Emergency Manager.

Special thanks to the Valencia County Office of Emergency Management, the Valencia County Fire Department, and those who spent many hours helping with the development of this plan.

VALENCIA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

SIGNATURE PAGE

<i>AGENCY</i>	<i>PRINTED NAME</i>	<i>TITLE</i>	<i>DATE</i>	<i>SIGNATURE</i>
<i>Valencia County</i>	Danny Monette	County Manager	2/7/2016	ON FILE
<i>Village of Los Lunas</i>	Gregory Martin	Village Administrator	2/7/2016	ON FILE
<i>City of Belen</i>	Jerah R. Cordova	Mayor	2/7/2016	ON FILE
<i>City of Rio Communities</i>	Mark Gwinn	Mayor	2/7/2016	ON FILE
<i>Village of Bosque Farms</i>	Robert Knowlton	Mayor	2/7/2016	ON FILE
<i>Town of Peralta</i>	Julie Pluemer	Clerk/Administrator	2/7/2016	ON FILE

Users are encouraged to recommend changes that will improve the clarity and use of this plan.

Plan was written and submitted by: Emergency Manager Sarah Gillen



Comments or questions concerning this document should be directed to:
Valencia County Office of Emergency Management
PO Box 1119 / 444 Luna Avenue
Los Lunas, NM 87031
(505) 866-2043

VALENCIA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

REVISIONS AND CHANGES

<i>Date</i>	<i>Approval</i>	<i>Pages Changed</i>
15 June 2015	Seth Muller, VC EM based off plan review by Rocco Forte (SME/Consultant)	BP 14, 15 - for adding in an ESF chart
15 June 2015	Seth Muller, VC EM based off plan review by Rocco Forte (SME/Consultant)	BP 34 - definition of short-term and long-term recovery
15 June 2015	Seth Muller, VC EM based off plan review by Rocco Forte (SME/Consultant)	BP 36 - explanation of Forms for situational awareness/COP
15 June 2015	Seth Muller, VC EM based off plan review by Rocco Forte (SME/Consultant)	Annex B, various pages changing special needs to access/functional
15 June 2015	Seth Muller, VC EM based off plan review by Rocco Forte (SME/Consultant)	Annex C, added social media to general duties
15 June 2015	Seth Muller, VC EM based off plan review by Rocco Forte (SME/Consultant)	Annex E, added Local Red Cross Chapter to damage survey teams
01 February 2016	Seth Muller, VC EM based off the decision to allow the OEM some autonomy	Multiple pages in BP and Annexes changing Coordinator to Manager
01 March 2017	Seth Muller, VC EM based off changes within jurisdiction.	All Annexes a name change to reflect Sheriff's Office and Fire Department
01 March 2017	Seth Muller, VC EM based off changes within jurisdiction.	Changes to basic plan to reflect SO and FD
01 March 2017	Seth Muller, VC EM based off change in annexes	Annex K remove rail incident info and change MSDS to SDS
01 March 2017	Seth Muller, VC EM based off change in annexes	Annex L Rail Safety / Incident added to plan
04 May 2020	Sarah Gillen, VC EM based off change in annexes	Annex M Recovery Plan COVID-19 added to CEMP
04 May 2020	Sarah Gillen, VC EM based off Changes within Jurisdiction	Change in location of Emergency Operations Center

VALENCIA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

<i>Date</i>	<i>Approval</i>	<i>Pages Changed</i>

VALENCIA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

SAMPLE EMERGENCY/DISASTER DECLARATION

WHEREAS, Valencia County has suffered severe damage caused by a (hazard) on the (00) day of (month), 20(00); and,

WHEREAS, extensive damage was caused to (describe damage) and to (describe damage); and,

WHEREAS, the damage has resulted in human suffering and hardship and threatens the safety, health, welfare, and well-being of the citizens and economic function of Valencia County; and,

WHEREAS, all available local, public, and private resources and forces to mitigate and alleviate the damage are deemed insufficient to cope with the resulting situation, initiate repairs, and meet restoration requirements;

NOW, THEREFORE, I, (Name), by virtue of authority provided by (Ordinance Number) and by the New Mexico Civil Emergency Preparedness Act, NMSA 1978, 12-10-01 to 12-10-11 do hereby declare Valencia County to be an (emergency/disaster) for the purpose exercising necessary emergency powers and expenditure of available resources, requesting aid, assistance, and relief programs and funds available from the State of New Mexico.

DONE at the Office of the (Title) this (00) day of (month), 20(00).

Signature: _____

Title: _____

ATTEST:

Clerk

Valencia County Commission Adoption Date: (00) day of (month), 20(00)

VALENCIA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

CEMP DISTRIBUTION LIST

<i>Department/Agency</i>	<i>Copies</i>	<i>Name / Title</i>	<i>Date</i>
New Mexico DHSEM Office	1	Local Preparedness Coordinator	March 2017
Valencia County Emergency Management	3	Emergency Manager	March 2017
Valencia County Commission	5	Commission Chair	March 2017
Valencia County Manager	1	County Manager	March 2017
Valencia County District Fire Chiefs	10	VCFD Fire Chief	March 2017
Valencia County Sheriff	1	County Sheriff	March 2017
Valencia Regional Emergency Communications Center	1	Director	March 2017
Los Lunas Emergency Management	1	Emergency Manager	March 2017
Belen Emergency Management	1	Emergency Manager	March 2017
City of Rio Communities	1	Mayor	March 2017
Village of Bosque Farms	1	Clerk / Administrator	March 2017
Town of Peralta	1	Clerk / Administrator	March 2017
Pueblo of Acoma	1	Emergency Manager	March 2017
Pueblo of Isleta	1	Emergency Manager	March 2017
Pueblo of Laguna	1	Emergency Preparedness Mngr.	March 2017
Bernalillo County Emergency Management	1	Emergency Manager	March 2017
Cibola County Emergency Management	1	Emergency Manager	March 2017
Socorro County Emergency Management	1	Emergency Manager	March 2017
Torrance County Management	1	Emergency Manager	March 2017

NOTE:

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

VALENCIA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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BASIC PLAN

I. PURPOSE

This plan establishes policies and procedures that will allow the respective governments of Valencia County, the Village of Los Lunas, the City of Belen, the City of Rio Communities, the Village of Bosque Farms, and the Town of Peralta to save lives, minimize injuries, protect property, preserve functioning civil government, and maintain economic activities essential to their survival and recovery from any natural, technological or manmade incident. It establishes the guidelines for conducting efficient and effective coordinated emergency operations involving the use of all resources belonging to these jurisdictions or available to them.

This plan assigns recommended responsibilities for emergency preparedness, planning, and coordinating emergency response activities and resources before, during, and after an emergency or disaster. The plan provides broad guidelines for emergency management, and relies on response agencies to follow their own detailed operational plans. This plan serves as a transition between the day-to-day procedures used by the response agencies and emergencies that require increased levels of response activities, including activation of the Emergency Operations Center (EOC). This plan will be implemented by the communities within Valencia County at the direction and discretion of the officials in the affected jurisdiction.

II. SITUATION

- A. Valencia County is located in central New Mexico along the Rio Grande and is part of the Albuquerque Metropolitan Statistical Area (MSA). This MSA is made up by Valencia County, Bernalillo County, Sandoval County, and Torrence County.
- B. There are four counties bordering Valencia County; Bernalillo County to the north, Torrence County to the east, Socorro County to the south, and Cibola County to the west.
- C. Valencia County transportation infrastructure is by highway, state roads, county roads, and rail. Interstate 25 bisects the county from north to south; NM 6 comes in from the east and runs west to NM 47; NM 47 enters from the north at Isleta Pueblo and runs to the south. These routes are traveled with major shipments of all types of goods, some of which are classified as hazardous.
- D. Based on the U.S. Census Bureau's 2010 census, Valencia County has a population of 76,569 people. The largest community and the county seat is the Village of Los Lunas with a population of 14,835. Other communities include the City of Belen with 7,369, the City of Rio Communities with 4,723, the Village of Bosque Farms with 3,904, and the Town of Peralta with 3,660.
- E. The Pueblo of Isleta and the Pueblo of Laguna are also partially located in Valencia County.
- F. The land area of Valencia County is 1,066 square miles with approximately 72 persons per square mile. The water area is 2 square miles with the following rivers; the Rio San Jose which feeds into the Rio Puerco which then feeds into the Rio Grande.

VALENCIA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

- G. Valencia County and its communities are vulnerable to many different hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. The identified natural and technological hazards include, but are not limited to:

<i>Floods</i>	<i>Urban / Structural Fires</i>	<i>Severe Weather</i>
<i>Drought</i>	<i>Hazardous Materials Incident</i>	<i>Power Failure</i>
<i>Terrorism</i>	<i>Transportation Accident</i>	<i>Civil disorder</i>
<i>Wildfires</i>	<i>Public Health Emergency</i>	<i>Seismic</i>

- H. The Valencia County Emergency Management Plan is being developed for Valencia County and is inclusive of the Village of Los Lunas, the City of Belen, the City of Rio Communities, the Village of Bosque Farms, and the Town of Peralta. The Village of Los Lunas and the City of Belen each have an Emergency Manager as part of their fire staff with all other communities falling under the Valencia County Office of Emergency Management and the Valencia County Emergency Manager.
- I. Incidents involving acts of terrorism will be managed as established in Presidential Decision Directive 39 (PDD-39), which provides specific policy guidance regarding the response to acts of terrorism. The response to a terrorist incident involves a coordinated effort between local, state, and federal law enforcement agencies to resolve the immediate crisis, while at the same time working with federal, state, and local emergency management officials to manage the consequences.
- J. Valencia County, the Village of Los Lunas, the City of Belen, the City of Rio Communities, the Village of Bosque Farms, and the Town of Peralta have all adopted the National Incident Management System (NIMS) as their All-Hazard Incident Management System. The NIMS will be implemented during every incident in Valencia County.
- K. Most emergency responders in Valencia County have been trained in the Incident Command System and use the system on day-to-day calls. Should the Emergency Operations Center be activated during an incident, the EOC would communicate with the Incident Commander, or designee, on-scene to collaborate and coordinate a multi-agency response.
- L. Among the capabilities of the first response agencies in Valencia County are the Joint Special Weapons and Tactics (SWAT), and the Middle Rio Grande Valley Drug Task Force.
- M. Valencia County is an active participant in the New Mexico Intrastate Mutual Aid System (IMAS) to receive or provide support as needed when working with surrounding counties during a major emergency or disaster.

III ASSUMPTIONS

- A. Any major emergency or disaster that occurs that will require a multiple agency response and will most likely exhaust all local jurisdiction resources.
- B. Valencia County has completed and will continually maintain a Threats and Hazards Identification and Risk Assessment (THIRA) Plan. This plan can be found within the Valencia County Office of Emergency Management.
- C. Some situations may occur after an implementation of warning and other preparedness measures, whereas other events may occur with little or no warning at all.

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- D. The Valencia County Office of Emergency Management will provide emergency management assistance to all communities within Valencia County with the Village of Los Lunas and the City of Belen providing the primary emergency management contact for their respective jurisdictions.
- E. Depending on the severity and magnitude of the situation, local resources may not be adequate to deal with every occurrence. In these situations it may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements, or state and federal sources. In the event of a national or statewide emergency any requested assistance from outside the jurisdiction may be extremely delayed or not available at all.
- F. Individuals who are responsible for emergency response, collaboration, and coordination should be familiar with this Emergency Management Plan.
- G. County, city, village, and town officials and response agencies are trained or will obtain training in the Incident Command System (ICS) and Emergency Operations Center (EOC) management.
- H. The EOC is not sufficiently organized and equipped to collaborate and coordinate all emergency resources. Additional resources may include the use of amateur radio, obtaining communication radios, computer equipment, and other means of redundant communication.
- I. Incident Commanders should have access to computers with critical information regarding the community, potential hazards and risks, and procedures.
- J. Continued government operations will be assured to the maximum extent possible through the development of continuity of operations and of government plans and procedures.
- K. The Emergency Manager will direct, coordinate training programs and exercises for all elements of emergency management activities, and provide assistance to the Village of Los Lunas and the City of Belen, as needed. First response agencies are responsible to schedule training and exercises specific to their agency.
- L. All jurisdictions and citizens are responsible for situations taking place entirely within their respective boundaries.
- M. Arrival of outside help does not relieve a local jurisdiction of responsibility for managing the disaster response, recovery or mitigation efforts. All emergencies, large or small, and disasters happen at the local level.
- N. Crisis Location
 - a. Relocation of the population from Valencia County will occur at the direction of the Governor in response to a Presidential request. Return of the relocated population will be only at the discretion of the Governor, generally at the request of the President of the United States.
 - b. Valencia County does not have the capacity to receive evacuees from other jurisdictions. Although, the county may assist in receiving these individuals while keeping in mind that the citizens of Valencia County have the priority to any available shelter facilities within the jurisdiction.

- c. The federal government should provide federal assistance with costs derived from any crisis relocation process.
- O. All maps of County critical infrastructure and key resources can be found in the Valencia County GIS office and for all other jurisdictions they are located within their local mapping and/or GIS office.

IV. AUTHORITY

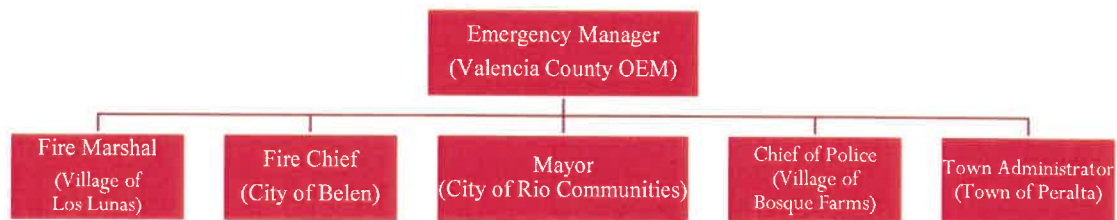
- A. Authority for this plan is contained in:
 - a. Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
 - b. Federal Public Law 99-499, SARA, Title III
 - c. Presidential Decision Directive 39 (PDD-39), dated February 29, 2003.
 - d. Guide for All-Hazard Emergency Operations Planning, SLG 101, FEMA, September 1996.
 - e. Emergency Response to Terrorism; Self-Study, Federal Emergency Management Agency / United States Fire Administration National Fire Academy, August 1997
 - f. National Fire Protection Association (NFPA), Standard on Disaster/Emergency Management and Business Continuity Programs, NFPA 1600, 2010 Edition
 - g. New Mexico Statutes (NMSA 1978) Article 28 – Homeland Security and Emergency Management Department Act, 9-28-1 thru 9-28-7
 - h. NMSA 1978 Article 11 – Disaster Acts, 12-11-1 thru 12-11-25
 - i. NMSA 1978 Article 10B – Intrastate Mutual Aid, 12-10B-1 thru 12-10B-10
 - j. NMSA 1978 Article 10 – All Hazard Emergency Management Act, 12-10-1 thru 12-10-21
 - k. Valencia County ordinance 2014-06, Office of Emergency Management
- B. The primary responsibility for the safety and welfare of the residents of Valencia County and its communities rests with their respective governments. To fulfill this responsibility, the various local governments must individually, and where possible, jointly implement plans to insure proper emergency actions are taken in a timely manner and provide care and support for those citizens affected.
- C. Local Government Structure
 - a. The affairs of Valencia County are managed by a five member Board of Commissioners. Their authority extends into all the unincorporated areas of Valencia County, separated into five districts. The County Manager oversees all the daily operations of all county departments.
 - b. The affairs of the Village of Los Lunas serve under the discretion of a five-member village council consisting of a Mayor (CEO), Mayor Pro-Tem, and three village council members. The Village Administrator oversees daily operations.
 - c. The affairs of the City of Belen functions under the Council/Manager system. The City Council consists of a Mayor (CEO), Mayor Pro-Tem, and three council members. The Belen City Manager oversees daily operations.

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- d. The affairs of the City of Rio Communities functions under a Council/Manager system. The City Council consists of a Mayor (CEO), Judge, and four council members.
- e. The Village of Bosque Farms serves under the discretion of a five-member Village Council consisting of a Mayor (CEO), Mayor Pro-Tem, and three village council members. The Village Administrator oversees all daily operations.
- f. The affairs of the Town of Peralta functions under a Council/Manager system. The City Council consists of a Mayor (CEO), Mayor Pro-Tem, and three council members. The Town Administrator oversees all daily operations.

D. Emergency Management

- a. The Valencia County Office of Emergency Management is the primary agency for coordinating emergency management efforts for the entire county program, although, each respective jurisdiction has emergency management personnel that are tasked with overseeing preparedness for their boundaries. For example, if the emergency is located within a specific jurisdiction, that jurisdiction is responsible for emergency response. The Valencia County Office of Emergency Management will assist in the coordination of resources and disaster assistance, as needed.
- b. The Valencia County Office of Emergency Management provides for resource coordination and emergency planning in conjunction with the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM). Valencia County shall be recognized as the “lead agency” for emergency management and all matters pertaining to emergency management shall be coordinated through the Valencia County Office of Emergency Management.



E. State Agencies

- a. It should be understood that this plan primarily addresses local authority in a major emergency or disaster situation and references to state agency utilization are not meant to be a comprehensive list of when the state should be involved. State statutes mandate certain agencies to participate actively during a response or support role and those agencies will perform their duties as needed, when necessary.
- b. State assistance must be requested through the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) through the Valencia County

Emergency Manager. NMDHSEM has a 24-hour telephone number that can be used to request assistance in a major emergency or disaster.

- i. 24-hour number is 505-476-9635
 1. Business hours; calls will be answered by on-duty personnel in EOC.
 2. Non-business hours; calls will be answered by the duty officer.
- ii. The State will make the necessary requests for federal assistance.

F. Agency/Department Responsibilities

- a. Most departments within local government have set emergency functions they perform in addition to their normal duties and each agency/department is responsible for developing and maintaining the procedures and guidelines to meet these emergency responsibilities. Ten primary functional areas of responsibility are detailed in annexes to this plan, which define the tasks that should be accomplished to ensure the safety of the public and the well-being of their welfare. Additional functions, which do not warrant a full annex, are also addressed at the appropriate place within this plan. Those responsibilities for certain organizations that are not a part of local government are also presented.
 - i. Many departments and agencies operate under certain procedures and guidelines for their role and responsibility of safety to the public. These plans will NOT be attached to this plan and they shall be maintained at their respective offices.
- b. These functions are described by the Federal Emergency Management Agency (FEMA) as Emergency Support Functions (ESF) and the following list describes what each ESF is:
 - i. ESF 1 – Transportation
 - ii. ESF 2 – Communications
 - iii. ESF 3 – Public Works and Engineering
 - iv. ESF 4 – Firefighting
 - v. ESF 5 – Emergency Management
 - vi. ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
 - vii. ESF 7 – Logistics Management and Resource Support
 - viii. ESF 8 – Public Health and Medical Services
 - ix. ESF 9 – Search and Rescue
 - x. ESF 10 – Oil and Hazardous Materials Response
 - xi. ESF 11 – Agriculture and Natural Resources
 - xii. ESF 12 – Energy
 - xiii. ESF 13 – Public Safety and Security
 - xiv. ESF 14 – Long-Term Community Recovery
 - xv. ESF 15 – External Affairs
- c. With limited resources the County cannot maintain an ESF plan so the following list describes our functional annexes to this plan and the ESF they correlate to:

- i. Annex A Direction, and Control (ESF's 5, 7, 14, 15)
 - ii. Annex B Communications and Warning (ESF 2)
 - iii. Annex C Emergency Public Information (ESF15)
 - iv. Annex D Law Enforcement (ESF 13)
 - v. Annex E Fire and Rescue (ESF's 4, 9)
 - vi. Annex F Health and Medical (ESF 8)
 - vii. Annex G Public Works (ESF's 3, 12)
 - viii. Annex H Transportation and Resources (ESF's 1, 7)
 - ix. Annex I Evacuation (ESF's 1, 6)
 - x. Annex J Reception and Mass Care (ESF 6)
 - xi. Annex K Hazard Specific Local Response (ESF's 10, 11)
 - xii. Annex L Rail Safety / Incident (All ESF's)
 - xiii. Annex M Pandemic
- d. Valencia County through the Office of Emergency Management and the Emergency Manager along with the Village of Los Lunas, the City of Belen, the City of Rio Communities, the Village of Bosque Farms, and the Town of Peralta have developed plans and procedures to perform emergency functions using all available resources. These plans and procedures include:
 - i. Use of the Incident Command System (ICS) at the incident site and within the Emergency Operations Center (EOC).
 - ii. Local agencies will activate their emergency operation procedures first and notify the Valencia County Regional Emergency Communications Center.
 - iii. All jurisdictions will utilize the EOC when needed. The EOC is located at the Valencia County Fire Department: Office of Emergency Management is located in the Valencia County Administration building and should be staffed and operational within two hours of notification of a needed activation. The alternate EOC location will depend on the incident and severity of the incident will most likely take additional time to become operational due to equipment restraints. The alternate location should be operational within four hours of notification of activation.
 - iv. The Valencia County Emergency Manager will coordinate all efforts with the State EOC.
- e. Responsibilities of agencies and jurisdictions involved are as follows:
 - i. Specific groups, departments, agencies, and individuals will be assigned a primary responsibility to prepare for and perform, while others will be assigned a support role. Some functions/roles will be specific and others could be a combination of such, depending on the type and size of incident.
 - ii. Departments and agencies tasked with emergency responsibilities will also need to address the requirements of special needs groups (i.e. medical needs, transportation, and other emergency support for the handicapped, elderly, etc.).

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V. CONCEPT OF OPERATIONS

A. General

- a. It is the responsibility of the local government to provide for a comprehensive emergency management program that meets the emergency needs of those who either have been or might be affected by an emergency or major disaster. This plan is based on the concept that emergency functions for various agencies and organizations involved in emergency management will generally parallel their normal daily functions. Whenever it is possible, the same personnel and material resources will be employed in both cases. When the emergency exceeds the local government's capability to respond, assistance will be requested from the state government. If additional assistance is needed beyond state capabilities, the state will coordinate requests to the proper federal agencies.
- b. The Chief Elected Official (CEO) is ultimately responsible for emergency management activities within the boundaries of the jurisdiction. The Commission Chair Person of Valencia County is responsible for those activities in the unincorporated areas of the county. The Chief Elected Official of each municipality (i.e., Mayor) has a similar responsibility within their corporate boundaries. These officials can delegate their authority, but never their responsibility.
- c. There is a Joint Powers Agreement in effect between Valencia County, the Village of Los Lunas, the City of Belen, the City of Rio Communities, the Village of Bosque Farms, the Town of Peralta, and the Valencia Regional Emergency Communications Center (VRECC.) This Joint Powers Agreement assigns responsibility to the VCRECC to coordinate **ALL** emergency communications to the first response agencies within the Valencia County.
- d. Those day-to-day functions that do not contribute directly to emergency operations may be suspended during the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.
- e. The following priorities are listed in order of importance:
 - i. Saving lives
 - ii. Treating the injured
 - iii. Warning the public to avoid further casualties
 - iv. Safely evacuate people from the effects of the emergency/disaster
 - v. Provide shelter and care for those who are displaced
 - vi. Save property from further destruction/loss
 - vii. Provide security for evacuated areas
 - viii. Restore essential utilities
 - ix. Restore community infrastructure
 - x. Restore economic basis of community
 1. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on the list will prevail.

B. Emergency Management Time Frames

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- a. This plan is based to encompass all types of hazards that may develop in Valencia County and must account for activities before, during, and after an incident. The following summarizes the approach that Valencia County, as a whole, will take:
 - i. Mitigation – A period of time during which activities are undertaken by individuals and departments to improve their capabilities to respond to a potential emergency and fulfill their assigned responsibilities. Activities include: training in the Incident Command System, training Emergency Operations Center personnel, and conduct emergency training and exercises.
 - ii. Preparedness – A period of time during which activities are undertaken by individuals and departments to increase their readiness posture during periods of heightened risk. Activities include maintaining and updating the Emergency Management Plan, the Hazard Mitigation Plan, etc.
 - iii. Response – A period of time during which activities are undertaken by individuals and departments to respond to an occurrence that threatens or harms people and property. During any type of incident within Valencia County, the Incident Command System will be utilized.
 - iv. Recovery – A period of time during which activities are undertaken by individuals and departments to provide for the welfare of the people following a major emergency and/or disaster. Activities include reviewing, evaluating, and maintaining emergency management plans.

C. Phases of Emergency Response

a. Mobilization Phase

- i. Responding Agencies – will have initial responders at the scene with reinforcements arriving. Incident Command is established.
- ii. Emergency Operations Center – If needed, collaboration and coordination of control functions will be activated; personnel will begin arriving at the EOC and begin establishing communications.

b. Emergency Action Phases

- i. Responding Agencies – Incident Commander in charge, response personnel reduce the emergency and some recovery work begins.
- ii. Emergency Operations Center – Personnel providing assistance to the Incident Commander, anticipating problems, planning, and directing plan implementation. Personnel also begin developing a recovery plan.

c. Recovery Phase

- i. Responding Agencies – De-escalation of response activities. Recovery agencies such as Public Works and the volunteer organizations become more active and all response agencies will restock resources and supplies.
- ii. Emergency Operations Center – Personnel are implementing recovery plans, damage assessments and reports. The finance group should initiate cost recovery procedures.

D. Emergency Management Action Levels

- a. The Chief Elected Official (CEO) of a jurisdiction affected by an emergency should implement a graduated response approach in responding to and managing emergencies and disasters. As the potential severity of the emergency or the demand on local resources grow, the Incident Commander should increase emergency response and coordination activities to meet increasing emergency demands. Four Emergency Action Levels are identified to assist with mobilizing efforts. The purpose of these levels is for providing a short-hand method for mobilizing emergency response forces. An on-scene responder estimates the level of response and then notifies the Incident Commander and/or the Valencia County Office of Emergency Management.
 - i. Level One – Incident Command System is necessary to direct and control emergency response forces at an incident site. Incident Command Post and staging areas established. Incident Commander able to control emergency without additional assistance or Emergency Operations Center (EOC) activation. Incidents involving spills, leaks, or fires of small amounts of fuel, oil or other materials that can be managed using equipment available to first responder operations level, such as Self Contained Breathing Apparatus (SCBA) and/or Structural Firefighter's Protective Clothing (SFPC).
 - ii. Level Two – Resources that are immediately available to Incident Commander are nearing exhaustion. The EOC may be activated to manage, collaborate, and coordinate related, multiple, low level emergencies in different locations. Some precautionary evacuations may be necessary. Regional assistance may be required. Includes incidents involving hazardous chemicals requiring the use of any kind of specialized protective equipment beyond use of their SCBA and/or SFPC, special tools or knowledge beyond the normal scope of first responders.
 - iii. Level Three – State response and management resources may be needed to assist the local and regional response. Local area evacuation and mass care activities characterize this level. Hazardous materials may be involved. State and local EOC's are coordinating resources. Regional assistance is generally required.
 - iv. Level Four – All local, regional, state and federal response and management resources are needed to handle a disaster. Wide area evacuation and mass care activities characterize this level. Hazardous materials may be involved. All government level EOC's are coordinating resources.
 1. Refer to the chart for examples

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	Level 1	Level 2	Level 3	Level 4
Scope of emergency	Specific location	Local area affected	Wide area disaster	Wide area disaster
Resources Needed	Local	Regional or Local	State	Federal
Possible emergency event	Examples: Civil Disruption, Serious fire or accident, multi-agency response needed	Examples: Loss of communications, multi-agency response, hazardous chemical release, or terrorism	Examples: Wind damage, flash floods, prolonged utilities loss	Examples: Earthquake, dam failure
Hazardous Materials*	Spills, leaks, or fires of small amounts of fuel, oil or other materials that can be managed using equipment available to first responder operations level, such as SCBA and/or SFPC.	Hazardous chemicals that requires the use of any kind of specialized protective equipment beyond use of Self-contained Breathing Apparatus (SCBA) and/or Structural Firefighter's Protective Clothing (SFPC), special tools or knowledge beyond the normal scope of a first responders		
Jurisdictions	One	One or Two	Two or more	Two or more
Evacuation	No	Possible, Limited Area	Possible, Large Area	Encouraged, Wide Area
Multiple sites	No	Possible	Possible	Yes
Mass Care	No	Possible	Possible	Yes
Local EOC activated	No	Possible	Yes	Yes
Local warnings	No	Yes	Yes	Yes
Mass warnings	No	No	Yes	Yes
State EOC activated	No	No	Yes	Yes
Federal EOC activated	No	No	No	Yes

E. Continuity of Government

a. Succession of Command

- i. The lines of succession for executive heads of government for emergency management purposes within Valencia County are defined in Annex A.
- ii. The lines of succession for each entity are according to the operating procedures established by each.
- iii. If the current line of succession cannot be carried out due to a threat or occurrence of an event then succession is appointed by the CEO or Board Chairperson.

b. Preservation of Records

- i. The preservation of records and the taking of measures to insure continued operation and reconstruction, if necessary, of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Normally, the development and maintenance of procedures for insuring continuity of government will be carried out for by the

County Clerk, City Clerks or Managers, and Village or Town Administrators. Records to be preserved will include as a minimum:

1. Records to protect the rights and interests of individuals such as vital statistics, land and tax documents, papers of incorporation, employment, etc.
 2. Records required by health, fire, public works, and law enforcement to conduct emergency operations.
 3. Records required to reestablish normal governmental functions and to protect the rights and interests of government such as resolutions, ordinances, court records, financial records, etc.
- ii. Many current records have already been microfilmed at their respective jurisdictions office. Some of the historic documents that may be damaged or lost during a major emergency or disaster have not been microfilmed.
- c. Protection of Government Resources
- i. Procedures and guidelines have been established, separately and within this plan, to provide for the physical safety of government personnel, records, and equipment.
 1. Personnel – all government buildings have emergency evacuation and fire plans which designate appropriate actions and protective shelter locations including provisions for handicapped persons.
 2. Records – all essential government records are stored in each respective jurisdictions vault or special storage area.
 3. Equipment – no specific high probability hazard has been identified that could cause damage to equipment. Catastrophic events could strike at any time precluding specific equipment protection procedures. The public safety communications capability of various emergency response agencies and departments has been duplicated in which the main county communications center has a back-up generator along with each of the jurisdiction's communications centers. The primary EOC is able to support amateur radio communications equipment and portable public safety communications, if needed.
- d. Direction and Control Relationships
- i. During disaster operations, coordination and control of community emergency response will be exercised by the principal executive officers of the political subdivision concerned. Chief officials should operate from the EOC providing support in the overall collaboration, direction, and control.
 - ii. Each office, agency, or organization assigned a primary or supporting responsibility under this emergency plan will need to assign a key representative for the staffing of the EOC. The EOC thus becomes the central point for all collaboration, coordination, and supervision of operations. The EOC Manager is responsible for

maintaining the EOC in a readiness condition and for stocking and maintaining equipment.

- iii. Primary direction and control communications will be through normal operational systems. Supporting emergency communication facilities will be controlled from the EOC. Communications available to executives and the EOC are outlined in Annex B.

e. Notification

- i. Initial notification of a major emergency or disaster event occurring within Valencia County would normally come via a report to law enforcement or fire services in the affected area and the Incident Commander then notifying the Emergency Manager, if needed. Notification of events occurring outside of the county that could affect the county could come from several sources, such as:
 - 1. The National Weather Service (NWS):
 - a. Weather phenomena threatening the county would normally be received from the NWS via telephone to the Emergency Manager, a dispatch center, or the EOC. Valencia County does not have a specific channel on a weather alert radio. Secondary messages would be transmitted through email or text messaging with current weather alerts.
 - 2. New Mexico State Police (NMSP):
 - a. Notification of hazardous events occurring near or in the county could come from the NMSP to the Office of Emergency Management via a dispatch center, direct radio communications, telephone, or teletype.
 - 3. The New Mexico Department of Homeland Security and Emergency Management (NMDHSEM):
 - a. Notification of another jurisdiction that has been affected and needs Mutual Aid Assistance. Any request from another jurisdiction through the IMAS system for available resources. It can also provide back-up notification of all severe weather events via telephone or email.
 - 4. Adjacent Counties:
 - a. Notification of a major emergency or disaster event occurring in a nearby or adjacent county would normally be relayed by the affected county using telephone or email.
- ii. Notification of key officials for an actual or potential major emergency or disaster would come from the Office of Emergency Management based on information received from an on-scene Incident Commander or the Valencia County Regional Emergency Communications Center.

1. If notification requires activation of EOC then standard operating procedures for staffing the EOC need to be followed for proper situation evaluation and decision making processes.
- f. Plan Implementation
- i. The decision to implement all or portions of this plan will be made by the executive heads of the affected local government on the advice of the Emergency Manager and/or emergency response officials.
 - ii. The Board Chairperson and/or CEO of the affected jurisdiction(s) along with the Emergency Manager will take charge of all operations directed by the plan.
 1. Depending on the situation, emergency/disaster declarations will be made by the principal executive heads of the affected community/jurisdiction. The effect of a declaration of a local disaster or emergency shall be to activate the response and recovery aspects of this plan and any other multi-jurisdictional disaster or emergency operations plans and to authorize the furnishing of aid and assistance from these plans. A local disaster declaration is a prerequisite for obtaining a state disaster declaration proclamation from the Governor authorizing state assistance and response support.
 2. All county/village/city/town officials will immediately activate their portions of the plan and discontinue all non-essential actions. If a portion of the plan cannot be activated, the Board Chairperson or CEO will immediately notify the Emergency Manager so alternate arrangements can be made if necessary.
 3. The Emergency Manager will coordinate disaster operations support for emergency response activities. The EOC Manager will notify the EOC Staff and agency representative having a response role, activate the EOC, and make contact with the NMDHSEM, their partners in the Albuquerque Metropolitan Statistical Area (MSA), and all other appropriate state and local organizations.
 - iii. A presidential declaration of an emergency/disaster shall mean automatic implementation of this plan. Local executives will assume such emergency powers as authorized by local ordinances or contained in the New Mexico Civil Emergency Preparedness Act and delegated by the Governor.
 - iv. Valencia County has established a Local Emergency Planning Committee (LEPC) consisting of key emergency response agencies such as law enforcement, fire, and emergency medical services to:
 1. Establish and monitor programs to reduce the potential for hazard events in the community through planning, review and training.
 2. Assist the local Office of Emergency Management in developing and maintaining the All-Hazard Emergency Operations Plan for the community.

g. Mutual Aid Assistance

- i. During disaster operations when existing local resources are exceeded, assistance will be requested from neighboring communities/agencies with which mutual aid agreements have been established. On request, all emergency service agencies within the county may be summoned to assist other jurisdictions under existing mutual aid agreements. Emergency service agencies within Valencia County can operate without mutual aid agreements.
- ii. All Mutual aid requests must be in accordance with the New Mexico Intrastate Mutual Aid System (IMAS). [NMSA 1978, Article 10B, 12-10B-1 to 12-10B-10]

h. Request for State Assistance

- i. State support may be requested under major emergency or disaster conditions.

1. If it appears that required disaster response actions are or will be beyond the capability of the local government and available mutual aid, the Emergency Manager will request assistance from the state. This request shall be made through the Valencia County Office of Emergency Management to the NMDHSEM and should contain, at a minimum, the following information:
 - a. Type of major emergency or disaster
 - b. Extent of damages and/or losses (estimation)
 - c. Action taken by local government up to this point, including funds expended and mutual aid requests that have been made
 - d. Type of assistance requested and timeline of needed assistance
2. The NMDHSEM will review the request, evaluate the overall disaster situation, and recommend action, if any, to the Governor's Office. If the Governor finds the disaster emergency is of such severity that the response is beyond local resources, he or she will proclaim a disaster emergency in accordance with New Mexico statutes and state assets will be employed to support local efforts. State support will be coordinated through the State Emergency Operations Center. This does not preclude any direct requests already made for early assistance to first responder type state agencies.
3. Under disaster conditions support by the National Guard or military assistance can be made, but they will only supplement and not supplant local participation in emergency operations. These forces, if made available, will remain at all times under military command but will support and assist local forces and receive direction from the executive heads of government to include objectives, priorities, and other information necessary to accomplish their mission in the affected area(s) of Valencia County. The State EOC Director and the local Emergency Manager will coordinate the request for this support.

i. Protection of the Public

- i. One of the primary responsibilities of government is to insure that all possible measures are taken to protect its citizens from a potential or actual disaster. This plan outlines the actions necessary in Valencia County. In addition to normal emergency services, there are four major areas for government action.
 1. Warning and Emergency Public Information:
 - a. Warning of the public is accomplished through a combination of methods depending on the specific situation. These methods include a fixed outdoor warning siren, emergency vehicles, radio, and television. Advising the public of proper actions to take and utilizing the full cooperation of the local media. Details of procedures are located in Annex B and C.
 2. Protective Shelter Facilities:
 - a. The providing of shelter from the direct effects of hazards in Valencia County focuses on two major hazards, natural and manmade. Some facilities have already been inventoried as a public shelter that could be used during the major emergency or disaster event. Not all of these shelters may contain special accommodations such as bedding or food, but they can be used as a temporary shelter until needed furnishings can be made and supply needs are met.
 3. Evacuation:
 - a. When time permits or when a continued presence in the vicinity of a hazard poses a threat to the life and safety of the citizens that may be affected, an evacuation may be ordered. Approximately 65% of the population within Valencia County resides within the 100-year flood plain. Any area of the county could become affected by toxic vapors resulting from a hazardous materials incident or fire. All evacuation decisions will be made by the on-scene command authority or, if time permits, the executive staff based on recommendation of the Valencia County Office of Emergency Management. Any incident involving Hazardous Materials (HAZMAT) will be handled by the authority and command of the New Mexico State Police Emergency Response Officer (NMSP-ERO).
 4. Shelter-in-Place:
 - a. For some hazardous materials and/or fires, it will be safer to keep citizens inside with doors and windows closed rather than to evacuate them. A chemical plume will frequently move quickly past homes. Because air circulation systems can easily transport airborne toxic substances, instruction will be given to shut off all circulation systems both in private and institutional settings.

j. Recovery Actions

- i. Once the emergency or disaster is under control, search and rescue operations have been completed, and the immediate needs of the affected citizens are attended to, including the care of the injured, the executive staff will initiate all recovery actions necessary to return the affected area to normal status. If state and/or federal assistance was provided, the principal CEO, Board Chairperson, or Emergency Manager will coordinate with the state/federal coordinating officers. Recovery is the responsibility of each jurisdiction with coordination coming from the Valencia County Office of Emergency Management. Primary recovery efforts will focus on the following areas:
 1. Debris Removal
 2. Habitability Inspections
 3. Restoration and Repair of Essential/Public Utilities
 4. Decontamination
 5. Individual, Public, and Small Business Assistance

k. Mitigation

- i. The Valencia County Board of Commissioners, Village, City and Town Councils are all aware of their responsibilities for maintaining an on-going program to eliminate hazards or minimize their effects in their respective jurisdictions. All jurisdictions have complied with requirements and are participants in the National Flood Insurance Program (NFIP). All communities qualify for federal flood insurance and other forms of flood related disaster assistance.
- ii. To insure continuity of mitigation efforts, after any major emergency or disaster executives will hold a post-disaster discussion or After Action Review (AAR) to determine what mitigation actions or Improvement Plan (IP), if any, might be appropriate. An annual review and update, as needed, of the Valencia County Hazard Mitigation Plan (HMP) should also take place at this time.

F. Training and Exercising

a. Training

- i. Each department, agency or organization with responsibilities under this plan is also responsible for insuring that its personnel are adequately trained and capable of carrying out their required tasks. The Emergency Manager will assess training needs, insure that formal emergency management training programs are made available to county/village/city/town executives and key personnel. He or she will coordinate the overall training program.

b. Exercising

- i. The Valencia County Office of Emergency Management shall conduct exercises and drills on elements of this plan on an ongoing basis to maintain the capability of an emergency response and for insuring the adequacy of this plan. The Emergency Manager will develop and coordinate the overall exercise program. A functional

exercise on the direction and control aspects this plan should be done, at a minimum, on a bi-annual basis. All exercises and drills will be critiques and will help identify planning or capability deficiencies within the plan so they can be corrected or modified as needed to ensure the full capability of this plan.

- ii. Valencia County follows the guidelines identified in the Homeland Security and Exercise Evaluation Program (HSEEP). HSEEP is a capabilities-based exercise program that provides a standardized methodology and consistent terminology for designing, developing, conducting and evaluating all exercises. HSEEP establishes common language and concepts to be adopted and used by various agencies and organizations. HSEEP provides tools and resources to help build self-sustaining exercise programs and includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction. Socorro County annually identifies those areas for testing and exercising and develops a yearly exercise cycle that includes those agencies respective to the scenario and type exercise. This information is shared at the annual Training and Exercise Planning Workshop hosted by DHSEM.
- iii. The Valencia County Emergency Manager or designee is responsible for the plan exercises. The Valencia County Emergency Manager or designee will conduct exercises in accordance with the NM DHSEM Training, Exercise and Planning Workshop (TEPW) that is submitted by all local Emergency Management partners annually.

G. Plan Development and Maintenance

- a. It shall be the responsibility of all county/village/city/town department heads, agency leads, coordinators, and supervisors to meet and review/update the entire plan at least once annually.
 - i. A five year revision should take place no later than December of 2025.
- b. Each jurisdictional Emergency Manager is responsible for maintaining and updating information as it changes within their jurisdiction.
- c. Specific Annexes from this plan shall be tested by the specific Annex departments' exercise and training program to identify who is responsible for their maintenance and upkeep. Recommendations to any annex should be made to the Emergency Manager for necessary corrections or amendments.

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ACRONYMS AND DEFINITIONS

Agency	A division of government with a specific function offering a particular kind of assistance.
Albuquerque MSA	Albuquerque Metropolitan Statistical Area. Includes Bernalillo County, Sandoval County, Torrence County, and Valencia County.
ALS	Advanced Life Support
American Red Cross (ARC)	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	A plan element developed to one functional part of the county approach to meeting responsibilities in preparation for and response to an emergency or disaster.
ARES	Amateur Radio Emergency Services
Attack	A hostile action taken against the United States by foreign or domestic forces or terrorists, resulting in the destruction, damage, injury or death to the civilian population or damage or destruction to public and private property.
BCOHSEM	Bernalillo County Office of Homeland Security and Emergency Management
B-NICE or CBRNE	The acronym for identifying the five categories of terrorist incidents: Biological, Nuclear, Incendiary, Chemical, and Explosives or can be Chemical, Biological, Radiological, Nuclear, and Explosives.
Biological Agent	Living organisms or the materials derived from them that cause disease in, or harm, humans, animals, or plants, or cause deterioration of material.
Biological Incident	An event in which a biological agent is used as a terrorist weapon.
Branch	The organizational level having functional or geographical responsibility for major aspects of incident operations.
CDC	Centers for Disease Control and Prevention
Chief Elected Official (CEO)	The official of the municipality who is charged with authority to implement and administer laws, ordinances, and regulations for the community. The CEO is responsible for protecting the lives and property to the citizens.
CFR	Code of Federal Regulations. Emergency Management is guided by the CFR-44: Emergency Management and Assistance.
Chain of Command	A series of command, control, executive, or management positions in hierarchical order of authority.
Check-In	The process through which resources first report to an incident. Check-in locations include the incident command post, resources unit, incident base, camps, staging areas, or directly on the site.
Checklist	Written, or computerized, enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

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Chief	The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, and Finance/Administration.
CHEMTREC	Chemical Transportation Emergency Center
Chemical Agent	A chemical substance intended to kill, seriously injure, or incapacitate people through its physiological effects.
Collaboration	Working with each other to do a task and to achieve shared goals.
Command	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
Command Staff	In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander.
Communications Unit	An organizational unit within the Logistics Section responsible for providing ongoing and redundant communication services on-scene at an incident or within an EOC.
Community	A political entity which has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction.
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.
Cooperating Agency	An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.
Coordinate	To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.
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.
Cyber Terrorism	Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures...in order to intimidate or coerce a government or civilian population in order to further political or social objectives.
Damage Assessment	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 manmade 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.
Deputy	A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task.
Direction and Control Staff	Comprised of the functional coordinators found in each annex of this plan. The Direction and Control Staff are members of the overall EOC staff.
Disaster	For the purpose of this plan, a disaster can be described as any type situation that endangers life and/or property to a degree that a concentrated

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	effort of emergency services needs to be coordinated on a large scale to contain the situation.
Disaster Field Office (DFO)	The office is established in or near the designated area of a presidentially declared major disaster to support Federal and State response and recovery operations.
Disaster Recovery Center (DRC)	Places established in the area of a presidentially 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.
Disaster Volunteering	Refers to all volunteer activities performed during any of the four phases of emergency management – mitigation, preparedness, response, and recovery.
Dispatch	The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.
Division	The partition of an incident into geographical areas or operation.
DMAT	Disaster Medical Assistance Team
DOT	Department of Transportation
EEI	Essential Elements of Information
EMAC	Emergency Management Assistance Compact
Emergency Alert System (EAS)	Radio and television stations authorized by the Federal Communications Commission (FCC) to operate in a coordinated manner during war or state of public emergency.
Emergency Management Plan (EMP)	The single, all-hazard plan, which identifies the responsibilities and resources available on a day-to-day basis for planning the prevention of a response to an emergency or disaster.
Emergency Operations Center (EOC)	A protected, self-sufficient facility with communications capability and resources available and the coordinated actions to be taken in the event of emergency or disaster.
Emergency Public Information (EPI)	Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.
Emergency Response Provider	Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital facilities), and related personnel agencies and authorities.
ERO	Emergency Response Officer
Evacuation	Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous or potentially dangerous areas, and their reception and care in safe areas.
Event	A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, Summer Fest events, rodeos, balloon fiestas, etc.
Exercise	An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: Tabletop, Functional, and Full Scale.
Federal Emergency Management Agency (FEMA)	The federal agency responsible for disaster preparedness throughout the nation.
FIRM	Flood Insurance Rate Map

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Governor's Authorized Representative (GAR)	The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.
General Staff	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief
GIS	Geographic Information System
Group	Established to divide the incident management structure into functional areas of operation.
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Hazard Analysis	The process of identifying potential hazards that could affect the jurisdiction and determining the probable impact these hazards could have on people and/or property.
Hazardous Materials (HAZMAT)	Explosives, Gases, Flammable liquids, Flammable solids, Oxidizers, Toxic, Radioactive, Corrosive and miscellaneous material that poses a threat to the public if any of these substances are released in a quantity that can cause harm.
Hazardous Substances	Any substance or mixture of substances that presents a danger to public health, public safety, or the environment.
HSPD-5	Homeland Security Presidential Directive-5
Incident	A major emergency or disaster, whether it be natural, technological, or manmade and requires an emergency response to protect life or property.
Incident Action Plan (IAP)	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
Incident Commander (IC)	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident Command Post (ICP)	The field location at which the primary tactical-level, on-scene incident command functions is performed.
Incident Command System (ICS)	A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.
Intrastate Mutual Aid System (IMAS)	A system to facilitate the efficient and effective sharing of resources between jurisdictions within New Mexico during times of emergency or disaster.
Incident Management Team (IMT)	The IC and appropriate Command and General Staff personnel assigned to an incident and can respond to a wide range of emergencies, including fires, floods, earthquakes, hurricanes, tornadoes, tsunamis, riots, spilling of hazardous materials, and other natural or human-caused incidents.
Incident Objectives	Statements or guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are

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	based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed.
Initial Action	The actions taken by those responders first to arrive at an incident site.
Initial Response	Resources initially committed to an incident.
Joint Information Center (JIC)	A facility established to coordinate all incident-related public information activities. PIO's from all agencies and media should be located at the JIC.
Joint Information System (JIS)	Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
Jurisdiction	A legal entity of government, such as county, incorporated municipality. It has legal authority/responsibility to act within the legal boundaries of the entity. Unincorporated communities are not jurisdictions.
Liaison	A type of communication between two or more groups, or co-operation for working together.
Local Emergency Planning Committee (LEPC)	The LEPC is a product of federal legislation passed in the wake of the Bhopal disaster in India, where thousands of people died because of an accident involving hazardous chemicals. The Emergency Planning and Community Right-to-Know Act were passed by Congress to avoid this type of accident in the United States. Two main goals of this law are to: provide a basis for each community to develop and tailor a chemical emergency planning and response program to suit the community needs, and provide the public with a right-to-know attitude to identify, quantify, locate, and determine the physical and chemical properties of hazardous substances in the community.
Local Government	A county, municipality, city, town, township, local public authority, council of governments, regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other entity. See Section s (10), Homeland Security act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Logistics	Providing resources and other services to support incident management. This section, in the ICS structure, is responsible for providing facilities, services, and material support for the incident.
Major Disaster	As defined by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of State, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

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Management by Objective (MBO)	The MBO approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.
Mitigation	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
Mobilization	The process and procedures used by all organizations (Federal, State, local and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
Memorandum of Understanding (MOU)	A document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties indicating an intended common line of action.
Multi-Agency Coordination Systems (MACS)	Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency coordination systems include facilities, equipment, EOC's specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.
Multi-jurisdictional Incident	An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident.
Mutual-Aid Agreement	Written agreement between agencies and/or jurisdictions that they will assist one another or request, by furnishing personnel, equipment, and/or expertise in a specified manner.
National Disaster Medical System (NDMS)	A cooperative asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Federal Response Plan.
The National Warning System (NAWAS)	NAWAS is an automated telephone system used to convey warnings to United States-based federal, state and local governments. The original mission of NAWAS was to warn of an imminent enemy attack or an actual accidental missile launch upon the United States. NAWAS still supports this mission, but the emphasis is on natural and technological disasters.
National Incident Management System (NIMS)	A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments: the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for

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	interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology.
National Response Plan (NRP)	A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.
NERRTC	National Emergency Response and Rescue Training Center
New Mexico Department of Homeland Security and Emergency Management (NMDHSEM)	Prepares and maintains state emergency operations plans, the state EOC, and assists local government in the development and maintenance of their operations plans and centers. It is also responsible for radiological support, damage assessment, and emergency public information.
NFIP	National Flood Insurance Program
NOAA	National Oceanic and Atmospheric Administration
Nongovernmental Organization (NGO)	An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGO's include faith-based charity organizations and the American Red Cross.
NWS	National Weather Service
OEM	Office of Emergency Management
Operational Period	The time scheduled for executing a given set of operations actions, as specified in the IAP. Operations periods can be of various lengths, although usually not over 24 hours.
Operations Section	The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.
Personnel Accountability	The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are in place and that personnel are working within established guidelines.
Planning Meeting	A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the IAP.
Planning Section	Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation of the incident.
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, mitigate, respond to, and recover from domestic incidents. Preparedness is a continuous process and involves efforts at all levels of government and between private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify resources.
Preparedness Organizations	The groups and forum that provide interagency coordination for domestic incident management activities in a non-emergency context.
PDD-39	Presidential Decision Directive 39, dated February 29, 2003
Prevention	Actions to avoid an incident or stop an incident from occurring.
Private Sector	Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.

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Processes	Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.
Public Information Officer (PIO)	A member of the Command Staff responsible for interfacing with the public and the media or with other agencies with incident-related information requirements.
Qualifications and Certification	The subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel.
RACES	Radio Amateur Civil Emergency Service
Reception Area	This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness distribution of IAP's, supplies and equipment, feeding, and bed down.
Recovery, Short-term	Phase of recovery which addresses the health and safety needs beyond rescue, the assessment of the scope of damages and needs, the restoration of basic infrastructure and the mobilization of recovery organizations and resources including restarting and/or restoring essential services for recovery decision making.
Recovery, Long-term	Phase of recovery that may continue for months or years and addresses complete redevelopment and revitalization of the impacted area, rebuilding or relocating damaged or destroyed social, economic, natural and built environments and a move to self-sufficiency, sustainability and resilience.
Recovery Plan	A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to an incident and for which status is maintained. They are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.
Resource Management	Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.
Response	Activities that address the short-term, direct effects of an incident.
SARA Title III	Superfund Amendments and Reauthorization Act
Section	The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, and Finance/Administration.
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.
SitRep	Situation Report
Span of Control	The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. Under the NIMS, an appropriate span of control ratio is between 1:3 and 1:7.
Staging Area	Location established where resources can be placed while awaiting a tactical assignment.

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Standard Operating Procedures (SOP)	A set of instructions or guidelines constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment.
Strategic	Elements of incident management that are characterized by continuous long-term, high-level planning by elected or other senior officials.
Stafford 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.
Succession	The process established to list the order, line, or interim personnel entitled to succeed one another under emergency conditions.
Task Force	Any combination of resources assembled to support a specific mission or operational need. Has common communications and a designated leader.
Technical Assistance	Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity.
Technical Operations	Operations to identify, assess, dismantle, transfer, dispose, and decontaminate personnel and property exposed to an explosive material.
Threat	An indication of possible violence, harm, or danger.
Tribal	Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat 688) [43 U.S.C.A. and 1602 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
Type	A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4 respectively, because of size, power, capacity, or in the case of incident management teams, experience and qualification.
Unaffiliated Volunteers	Individuals or groups that arrive unsolicited or spontaneously at the scene of an emergency or disaster. They may or may not be a resident of the affected community. Also, they usually are not associated with any part of the existing emergency management system.
Unified Command (UC)	An application of the ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.
Unified Area Command	A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.
Unit	The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
Unity of Command	The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one commander for every objective.
USAR	Urban Search and Rescue
VCFD	Valencia County Fire Department
VRECC	Valencia Regional Emergency Communications Center
Volunteer	For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept

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	volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed.
VOAD	Volunteer Organizations Active in a Disaster

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ORGANIZATION RESPONSIBILITIES MATRIX

FUNCTIONAL ANNEX		A	B	C	D	E	F	G	H	I	J	K	L	M
Primary – Has primary responsibility depending on the type and size of emergency or disaster. Secondary – Has a secondary or supporting role. Joint – Has a joint role. If not primary then secondary and vice versa.	Function	Direction and Control	Warning and Emergency Public Information	Law Enforcement	Fire and Rescue	Resource and Supply	Hazardous Materials Response	Public Works	Evacuation	Reception and Care	Health and Medical	Terrorism	Agro-Terrorism	School District Response
Department / Individual														
Chairperson, County Commission, Mayor, Chief Elected Official (CEO)		S	S									S	S	
County/City/Village Manager		S	S									S	S	
Valencia County Regional Communications Center		S	J	S	S	S	S	S	S	S	S	S	S	S
County Sheriff, City/Village/Town Police Chief and NM State Police		S	S	P	S		J		P	S	S	J	J	S
County/City/Village/Town Fire Chiefs		S	S	S	P		J	S	J	S	S	J	J	S
Emergency Management		P	S	S	S	S	S	S	S	S	S	S	S	S
Finance Director			S			J				S				
Emergency Medical Services				S	S		S		S	S	S	S	S	S
Public Information		S	J						S	S		S	S	S
Department of Health		S								S	P	S	S	
Public Works Director		S				J		P	J	S		S	S	
Volunteer Organizations		S	S						S	P	S	S	s	S

NOTE:

All forms used within an EOC are designed to document the event and help ensure proper reimbursement, when needed. They also keep individuals on task and track the event from the beginning to the very end. Most importantly though, these documents are intended to ensure situational awareness and ensure that the IAP/s are developed with the common operating picture in mind so that the entire event can be managed by objectives and correctly follow the ICS structure.