VALENCIA COUNTY

BOARD OF COUNTY COMMISSIONERS

RESOULUTION No# 2023- 69

VALENCIA COUNTY EMERGENCY COMPREHENSIVE MANAGEMENT PLAN

WHEREAS, the Board of County Commissioners met in a regularly scheduled meeting on Wednesday, September 6th 2023 at 5:00 p.m. in the Valencia County Administration Building 444 Luna Ave, Los Lunas, New Mexico 87031; 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, NMSA1978, 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,"

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WHEREAS, the 2017 Valencia County Emergency Operations Plan is out of date in regards to the requirements of FEMA and NM DHSEM; and,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 the 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 3.0 (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

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 disasters 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 that directly affect both the county and one or more other emergency planning jurisdictions 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 plan. Each municipality shall remain responsible for its own emergency planning.

6. With current updates to current program requirements the Valencia County Comprehensive Emergency Management Plan requires that Annex N Distribution Management Plan be added to the current plan to meet program requirements.

BOARD OF COUNTY COMMISSIONERS

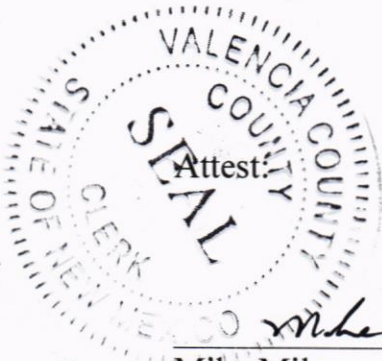APPROVED, ADOPTED AND PASSED on this _6th__ day of __September_, 2023

_____
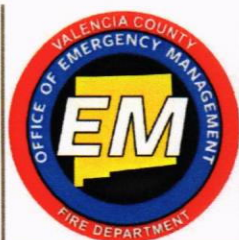Gerard Saiz
Chair, District I

_____
Jhonathan Aragon
Vice-Chair, District V

_____
Troy Richardson
Commissioner, District II

_____
Morris Sparkman
Commissioner, District III

_____
Joseph Bizzell
Commissioner, District IV

Attest:

_____
Mike Milam
Valencia County Clerk

VALENCIA COUNTY OFFICE OF EMERGENCY MANAGEMENT

Local Distribution Management Plan Guidance
Annex N

8/29/2023

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Purpose

This guide is to assist local communities and agencies to create their own Distribution Management Plan that adequately describes how food, water, fuel, medication, and other emergency essential supplies will be delivered to their community's residents when normal supply chains are broken.

Recent events have impacted supply chains unexpectedly, such as the increased protective measures and lack of personnel due to quarantine or sickness. Therefore, it is important for each community to develop a comprehensive and flexible plan for how emergency essential supplies will obtained and distributed to the impacted residents.

The supply chain may be impacted in an acute timeframe for a specific commodity, or over a longer time period, touching multiple areas of concern.

The County of Valencia County is developing a countywide distribution management plan to get materials out at the state level, but each community will need to address its specific needs or limitations. This guide will assist you in developing a plan that will enable your community to minimize the impact of a supply chain disruption and enable basic supplies to be made available to residents in need.

Resources should also include response personnel and equipment, such as medical professionals, search and rescue, delivery, warehousing, sheltering, etc.; and equipment such as generators, personal protective equipment, and equipment unique to the situation.
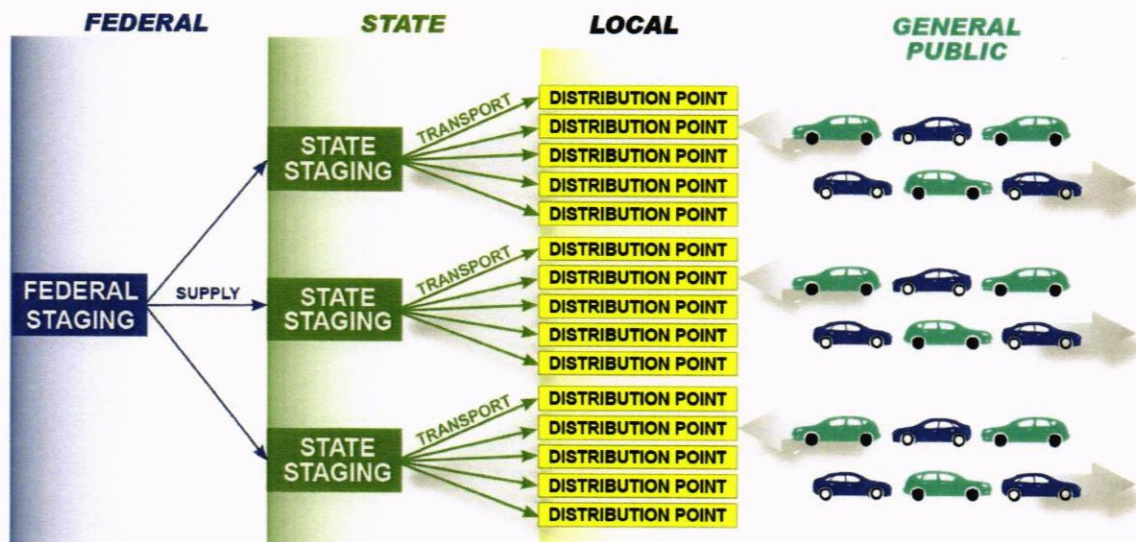
Key Elements of a Distribution Management Plan

A well-developed plan needs to answer the following questions:
- What is needed?
- How much of it is needed?
- Where should it be?
- When and how should it be transported?
- Who is responsible for custody and distribution?

What is needed?

- You can anticipate what types of resources will be needed by using records and lessons learned from past events that have happened to your community or to the other communities similar to yours,
- Other tools you could use to help you figure what will be needed are:
    - The Threat and Hazard Identification and Risk Assessment (THIRA) which helps in understanding the risks to a community and how to determine the types of resources needed to address the risks.
    - The Hazard Identification and Risk Assessment (HIRA) identifies the risks, profiles potential hazard events, provides an inventory of assets available, and the estimation of possible human and economic losses based on the vulnerability of the community.
- Common types of emergency essential resources are meals, water, fuel, and mass care supplies which include medications, medical equipment, sheltering, personal protective equipment, and other incident-specific emergency supplies.
- Don't forget to include the needs of livestock and pets within your community. In the case of an evacuation, many residents who own animals will be very reluctant to leave their animals behind so you may need to have a plan for providing animal feed and medication to those residents who stay behind or cannot leave their homes.
- Consider your special needs populations such as the long-term care facilities, mental health facilities, and home-bound residents as they may require direct or home deliveries.
- Don't forget about your residents who may not speak or understand English well. These people may not be able to understand emergency notifications or guidance that is put out as to where to go for food, shelter, water, and other needs.

How much is needed?

How much of the different types of resources will be determined by the type and severity of the event, but a good estimate would be to plan for about 3 days' worth of emergency supplies on hand for your community or as possible depending on storage availability. For example, the American Red Cross and the County of Valencia plans for two meals and three liters of water per person per day.
When you are determining how much is needed, consider the anticipated restoration of private sector supply chains and how this will impact the time period that critical emergency supplies are needed. Monitor the private sector's ability to reestablish its supply chain, which may reduce the need for emergency commodities and resources. Involve the private sector with the response (e.g., transportation, supplies, food, water, and third-party logistics such as warehouse management or inventory tracking).
- Partnership Considerations
    - Consider mutual aid agreements with neighboring communities and agencies when figuring out how much is needed.
- Contracting Considerations
    - Legislation
        - Pay attention to applicable procurement laws and regulations when setting up contracts with private vendors.

- Have a statement of work already developed for last-minute resources so that you can move quickly on a new contract.
    - o Existing Contracts
        - Conduct an inventory of all existing contracts prior to an incident
        - Adding an estimated capacity to an existing contract could speed up the ordering process during a time crunch
    - o Staffing
        - When in the middle of a disaster response, contract staffing must be flexible with a sense of urgency so that you can scale your response with an adequate number of trained personnel.
    - o Vendor De-confliction
        - Check with your neighboring communities to be sure that you are not pulling all the same resources from the same vendor. Sometimes you could combine your requests to make it easier for the vendors to have enough resources on hand.
        - Make sure vendors you are using will have the capability to support your requests as well as any additional commitments they may have.
    - o Redundancy
        - Try to have multiple vendors for similar resources so that if one vendor is tapped out, you have additional supply lanes to absorb the lack of resource flow and reduce the chance of a single-point failure.
    - o Purchase Cards
        - Have clear guidance for how government purchase cards will be used. This includes who is authorized to use it, what the cards can be used for, and what is the maximum spending limit for each card.
    - o Exercises
        - You should conduct occasional exercises or training session with your vendors and mutual aid partners in order to help increase response efficiency and clarify what you can expect from each other.
    - o Volunteer organizations are invaluable support, especially during disaster response. The State of New Hampshire has a list of volunteer organizations within the State with whom you could establish a relationship.
- Faith-based and Community Organizations
    - o Churches, rotary clubs, crafting circles are also great resources that you could use for a wide range of support such as sheltering, food distribution, emergency essential supplies, blankets, clothes, etc.

The amount of resources ordered should not exceed your community's maximum storage and distribution capability.

Once you have determined how much your community can provide on its own either through contracts, mutual or other sources, your community's Emergency Management Director (EMD) can request additional supplies and resources from the State through the State Emergency Operations Center (SEOC). Keep in mind that the State has limited resources as well and expect about a 24-48 hour response time. In addition to figuring out how much you need to have available, you will also need to resupply during the event. The local EMD should report the daily "burn rate" or amount of supplies used or distributed to the SEOC. This will help both the EMD and the Logistics Section in the SEOC to forecast for resupply tasks in order to avoid running out of needed supplies.

Where is it needed?

Each community should identify the areas that are most vulnerable to most likely threats and hazards, for example, homes and businesses in low lying areas are vulnerable to flooding or long term care facilities will be vulnerable during a long-term power outage. These vulnerable areas should be mentioned in the

community's Hazard Mitigation Plan.

The EMD must coordinate with the Logistics Section of the SEOC so that the supplies go to the right locations, and the EMD knows when it will arrive and makes sure that the receiving point is ready to receive the incoming supplies. This is why maps of the community's designated receiving and distribution points should be shared with partner agencies, neighboring communities, and the SEOC.

When is it needed?

As mentioned before, it is good practice to maintain a couple days' of emergency supplies on hand and to encourage your community's residents to do the same within their own homes. Delivery of supplies from your vendors, mutual aid partners, or the State may take a couple days depending on the situation.

How will it get there?

The County does not have the resources to provide every community with transportation means within their community. It is up to the community to plan on how to get the supplies from the State drop off points to the community points of distribution or directly to home-bound residents.

Identify your most reliable means of transportation as well as primary and alternate routes. Sometime those means may be airborne depending on how the area has been impacted or hard to reach locations. Have a map of your primary and alternate transportation routes to help with communication with your contractors, vendors, the State, and your community residents.me too

Part of identifying your transportation means is identifying the people who will be involved. This would include certified drivers for hazardous materials such as heating fuel, heavy equipment operators, or pilots as well as the support personnel who will assist in tracking the movement of those supplies and transportation vehicles from the State's distribution points to your community's distribution points and any direct-to-home deliveries.

Who will be receiving and where?

This is where your commodity points of distribution (CPODs) and local staging areas will come into play. FEMA's free online training course, IS-26, gives a basic description for how a CPOD should be laid out and operated. However, this will only give you guidance as your community will need to determine how best to run a CPOD. A CPOD could be as simple as a connex box in a parking lot with manned distribution hours or more complex such as food bank set up as shown in the example below. It will all depend on the needs of your community.

When selecting a site for a CPOD, you need to make sure that it is large enough to manage the type of in-bound and out-bound traffic you are expecting and that it is secure enough if it is necessary to leave staged supplies overnight. Examples of locations that could support a simple or complex CPOD are as follows:

- Warehouses,
- Parks and recreational areas,
- Schools with adjacent parking,
- Athletic field parking areas,
- Civic center parking areas,
- Vacant shopping center parking areas,
- Fairground parking areas,
- Proximity to affected population,

- Availability for use,
- Availability of services to support the CPOD,
- Access to major road and parking capabilities,
- Secured location, and
- Dry location for tents and additional support equipment

See the attached checklist as a guide for selecting, setting up, operating, and closing a CPOD.

Example of a Complex CPOD Site Layout: Los Lunas High School

Figure 1: Belen High School POD Site Traffic and Parking Plan

Loading Points
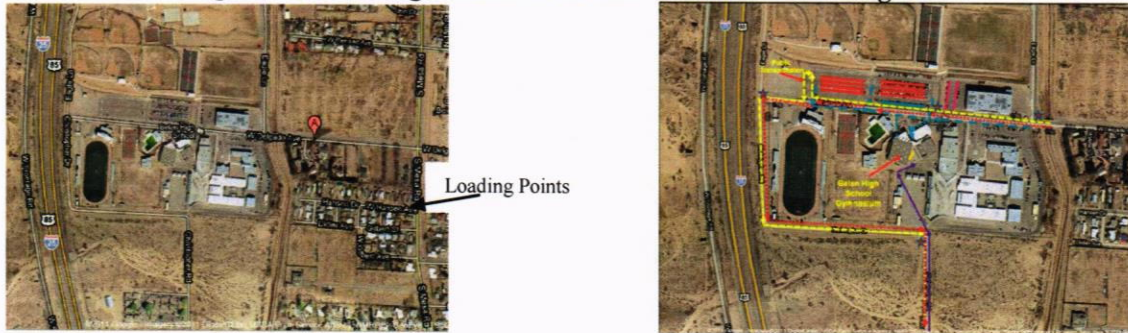
Ensure that your community knows where to find the CPOD, what the distribution hours are, and what supplies are available.

You will also need to clearly identify who will be responsible for running the CPODs and direct-to-home deliveries. The EMD cannot be the only one responsible as that person will be extremely busy with many disaster response activities.

Simple CPOD Operations

During simple CPOD Operations, the CPOD Manager may be the only person on site, or he/she may have 2-3 people assisting with distribution of supplies. In general, for a simple CPOD would be 1 or 2 connex containers in a parking lot with manned distribution hours. Key responsibilities described below must still be completed:

1. Supply Management

    a. Tracking the amount of supplies available in storage on site

    b. Tracking the amount of supplies distributed

    c. Reporting the end of day supply inventory to the local EMD or other designated person

2. Safety/Health Management

    a. Maintaining safety of everybody on the site, to include the people picking up supplies

    b. Safely controlling the flow of traffic

    c. Adequate amount of shelter, food, water on site for daily operations

    d. Adequate emergency medical supplies on site

    e. Ensuring site security both during off-hours and during distribution hours

        i. Off-hours site security could be as simple as making sure the storage/staging container is properly locked at the end of the day

3. Personnel Management

    a. Maintaining manning rosters to make sure site personnel have the ability to take breaks as needed

    b. Rosters will also allow the EMD to know that the site will be adequately staffed for efficient distribution depending on the number of people coming to pick up supplies

Complex CPOD Operations

Complex CPOD operations, such as a food bank or a CPOD in a highly populated area or requiring more space for handling heavy vehicle traffic flows, would require more personnel to ensure efficient supply

distribution. Below is a diagram of the personnel who would be needed to operation a more complex CPOD.
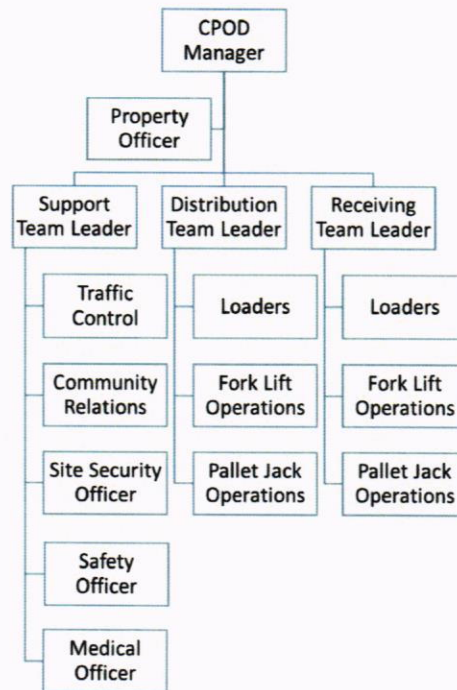
1. Emergency Management Director Responsibilities

   The local EMD where the operational CPOD is located will maintain direct support and supervision for the CPOD Manager.

2. CPOD Manager

   The CPOD Manager will be responsible for receiving all commodities that are transported from SLSA and signing for receipt of those supplies. They will maintain primary responsibility for coordination of distribution through the management of the CPOD Team. Additional responsibilities will include:

   a. Identifying any equipment shortfalls at the site and reporting those shortfalls to the EMD who will submit request to the Logistics Sections of the SEOC.

   b. Ensuring effective distribution of commodities to impacted communities.

   c. Coordinating with the local EMD, SEOC Logistics Section and SLSA Manager for upsizing/downsizing the CPOD and reception of supplies.

   d. Ensuring all personnel at the distribution center act in a polite and courteous manner while serving municipal customers.

   e. Reporting "burn rates" to the EMD who will submit report SLSA and SEOC and working to develop future commodity needs.

   f. Ensuring that paramount importance is placed upon safety.

   g. Planning for and initiating downsizing/deactivation of the CPOD.

3. Property Officer

   a. Tracking all equipment and resources used during CPOD operations.

   b. Ensures that all loaned resources (primarily non-perishable equipment) are properly maintained

   c. Upon deactivation, ensures borrowed equipment cleaned and returned to the original owners.

4. Support Team

The Support Team supports the receiving and distribution teams by:
   a. Maintaining traffic control

   b. Providing community relations

   c. Sustaining staff operations to include:

      i. Restrooms

      ii. Break Areas

      iii. Trash Removal

      iv. Staff Feeding

      v. Establishing Shift Schedules

      vi. Providing site security, safety, and medical support

The Support Team Staff consists of:
   a. Support Team Leader

      The Support Team Leader supervises all support operations and reports to the CPOD Manager. Additional duties include:
      i. Ensuring equipment used on-site has been inspected, maintained, and used in a safe manner

      ii. Coordinating supply truck movement on site

      iii. Maintaining accountability of all commodities received, on hand, and distributed from the site.

      iv. Maintaining all paperwork relating to resource accountability and providing daily resource reports to the CPOD Manager

      v. Oversees site security and coordinates with local law enforcement for assistance

      vi. Oversees site safety and medical assistance as needed and works with first responders during a medical emergency.

   b. Traffic Controller

      i. Manages the movement of vehicles through the POD, to include customer vehicles and tractor trailers.

      ii. Directly controls the movement of vehicles in the vehicle lane and oversees the safety of loaders on the vehicle line

      iii. Handles all issues with customer vehicles, such as breakdowns, with assistance from the Support Team Leader

   c. Community Relations

      i. Serves as the central point of contact for media and public relations on the site

      ii. Works with the SEOC's Public Information Officer (PIO) to distribute public information (flyers, handouts, etc)

   d. Site Security Officer

      i. Responsible for securing the CPOD site and ensuring/maintaining good order.

      ii. Primary staff member that will work with angered or agitated customers.

      iii. Should be a law enforcement officer or an individual trained in security operations.

e. Safety Officer

    i. Responsible for ensuring that all operations are conducted in a safe manner utilizing proper safety equipment and personal protective equipment (PPE) (such as eyewear, masks, gloves, safety vests, hearing protection, etc, as appropriate).

    ii. Should be familiar with OSHA safety regulations and is responsible for ensuring that adequate safety equipment and PPE is available at all times on site.

f. Medical Officer

    i. Responsible for providing first aid and other first responder medical assistance until other emergency medical personnel arrive on scene. This person and any supporting medical staff should have current CPR and First Aid certifications.

    ii. Should be comfortable and experienced with providing first aid and working with other medical professionals.

    iii. Responsible for ensuring that adequate emergency medical, water, and food supplies are available at all times on the site.

5. Distribution Team

The Distribution Team conducts loading operations. The Distribution team supports the loading line by:

    a. Conducting customer commodity loading

    b. Resupplying loading points

    c. Assisting the Support Team with trash removal.

The Distribution Team consists of:

    a. The Distribution Team Leader

    The Distribution Team Leader supervises all loading and sustainment operations including:

        i. Loading of supplies into customer vehicles

        ii. Ensuring the Loading Line has adequate supplies by coordinating with the Support and Receiving Team Leaders

        iii. Reports to the CPOD Manager

    b. Loaders

        i. Loading set quantities of supplies into customer vehicles

        ii. Coordinate with the Receiving Team through the Distribution Team Leader for resupply of the loading line

    c. Fork Lift Operations

        i. Manages the movement of pallets to and from the resupply vehicle(s), including resupplying the loading line.

        ii. **NOTE:** All Fork Lift Operators **MUST** be qualified in order to operate the equipment.

    d. Pallet Jack Operations

        i. Responsible for the movement of pallets from the loading line and moving empty pallets to the receiving location.

        ii. Must be familiar with the equipment and conduct movement safely.

6. Receiving Team

The Receiving Team conducts unloading and resupplying for the Distribution team. The receiving team supports the loading line by:

    a. Conducting receiving operations from LSA deliveries.

    b. Resupplying loading points

    c. Unloading bulk commodities

    d. Assisting the Support Team with trash removal

The Receiving Team consists of:

    a. The Receiving Team Leader

        The Receiving Team Leader supervises all unloading and sustainment operations including:

        i. Unloading of supplies from LSA deliveries

        ii. Ensuring the Loading Line has adequate supplies by coordinating with the Distribution Team Leader

        iii. Conducting resupply operations including downloading commodities and resupplying the loading line

        iv. Reports to the CPOD Manager

    b. Loaders

        i. Unloading bulk commodities from LSA delivery vehicles.

        ii. Coordinate with the Receiving Team Leader for resupply of the loading line

    c. Fork Lift Operations

        i. Manages the movement of pallets to and from the resupply vehicle(s), including resupplying the loading line.

        ii. **NOTE:** All Fork Lift Operators **MUST** be qualified in order to operate the equipment.

    d. Pallet Jack Operations

        i. Responsible for the movement of pallets to the loading line.

        ii. Must be familiar with the equipment and conduct movement safely.

Closing it down

Once the need for a CPOD or other distribution actions are no longer needed, the community needs to have a plan for deactivating the CPODs and ending distribution actions.

Deactivation Checklist

- o Gain approval from EMD to begin deactivation procedures
- o Conduct a full inventory of all the equipment used
  - o Include equipment that was contracted or volunteered
- o Clean all equipment and return it to its original owners
- o Conduct a full inventory of leftover supplies
  - o Properly discard items that are past their shelf life
  - o Properly store and secure all other items for use during the next incident
- o Ensure all paid personnel's timesheets are completed properly and submitted
- o Track all volunteer personnel hours for submission to the volunteer agencies
- o Make sure the distribution site has been cleaned up, especially if it is leased or borrowed from another agency/community

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 9/2023)

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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 in 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.

SIGNATURE PAGE

AGENCY	PRINTED NAME	TITLE	DATE	SIGNATURE
Valencia County	Danny Monette	County Manager	2/?/2016	**ON FILE**
Village of Los Lunas	Gregory Martin	Village Administrator	2/?/2016	**ON FILE**
City of Belen	Robert Noblin	Mayor	2/?/2016	**ON FILE**
City of Rio Communities	Joshua Ramsell	Mayor	2/?/2016	**ON FILE**
Village of Bosque Farms	Wayne Ake	Mayor	2/?/2016	**ON FILE**
Town of Peralta	Kori Taylor	Clerk/Administrator	2/?/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

REVISIONS AND CHANGES

Date	Approval	Pages Changed
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
08/30/2023	Sarah Gillen, VC EM based off changes in the Annexes	Annex N Distribution Management Plan added to the CEMP

Date	Approval	Pages Changed

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)

CEMP DISTRIBUTION LIST

Department/Agency	Copies	Name / Title	Date
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.

Table of Contents

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 2020 census, Valencia County has a population of 78,080 people, July 1st 2022. The largest community and the county seat is the Village of Los Lunas with a population of 17,861. Other communities include the City of Belen with 7,423, the City of Rio Communities with 4,977, the Village of Bosque Farms with 4,128, and the Town of Peralta with 3,406.

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 71.4 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.

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:

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

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.

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 Manger 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.

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.
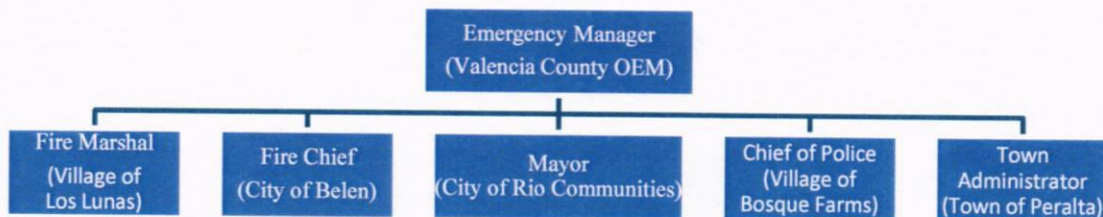
E. State Agencies

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.).

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
   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

	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 annual identifies those areas for testing and exercising and develops a yearly exercise cycle that includes those agencies respective to the scenario and type exercise. This information is shared at the annual Training and Exercise Planning Workshop hosted by DHSEM.

        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.

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.
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 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
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 cases 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, tsunami, 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 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 dies 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.
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 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-5f 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.
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.
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 volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed.
VOAD	Volunteer Organizations Active in a Disaster

ORGANIZATION RESPONSIBILITIES MATRIX

FUNCTIONAL ANNEX	Function	A Direction and Control	B Warning and Emergency Public Information	C Law Enforcement	D Fire and Rescue	E Resource and Supply	F Hazardous Materials Response	G Public Works	H Evacuation	I Reception and Care	J Health and Medical	K Terrorism	L Agro-Terrorism	M School District Response
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.														
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.