



**OFFICE OF EMERGENCY MANAGEMENT**  
*San Miguel County & City of Las Vegas*

READY BEFORE YOU NEED US.

# **EMERGENCY OPERATIONS PLAN (EOP)**

San Miguel County & City of Las Vegas

April 9, 2014

Final Approved by DHSEM Crosswalk

**FOR OFFICIAL USE ONLY**

**NOTICE:** This document contains information pertaining to the deployment, mobilization, and tactical operations of San Miguel County in response to emergencies. It is exempt from public disclosure under New Mexico state law.

This plan was developed and is maintained using the web based tools of [SMCLVEOM.COM](http://SMCLVEOM.COM) powered by:



**BOLDplanning**

Your Partner in Preparedness

# **Acknowledgements**

This current San Miguel County / City of Las Vegas Emergency Operations Plan (EOP) is the product of a cooperative effort between City, County, State, and Federal agencies.

# **Supersession**

This current San Miguel County / City of Las Vegas Emergency Operations Plan (EOP) supersedes the previous document dated February 2009.

# Table of Contents

## COVER PAGE

<b>I. INTRODUCTION .....</b>	<b>7</b>
A. General .....	7
B. Purpose.....	8
C. Scope.....	8
D. Methodology .....	9
1. Planning Process.....	12
2. Implementation of NIMS .....	12
E. Acceptance, Signatures and Proof of Maintenance .....	13
<b>II. SITUATION.....</b>	<b>20</b>
A. Hazard Analysis .....	20
B. Disaster Magnitude Class .....	21
C. Capability Assessment .....	21
D. Economic Profile.....	21
E. Spatial Profile .....	23
F. Vulnerabilities .....	23
1. Critical Facilities.....	23
2. Population Demographics.....	25
3. Vulnerable Needs .....	26
G. Planning Assumptions .....	27
H. Pets and Service Animals .....	29
I. Climate .....	30
J. School Districts / Higher Education .....	30
<b>III. ROLES AND RESPONSIBILITIES .....</b>	<b>32</b>
A. Federal Government .....	32
B. State Government.....	32
C. County Government.....	33
D. Municipal Government.....	34
E. Special Districts .....	35
F. Private Sector.....	35
G. Non-Government and Volunteer Organizations.....	35
H. Hospitals, Nursing Facilities and Assisted Living Facilities.....	35
I. School Districts.....	35
J. Legal Affairs.....	36
K. Emergency Support Functions (ESFs).....	36
L. Citizen Involvement .....	37

<b>IV. METHOD OF OPERATIONS .....</b>	<b>39</b>
A. General .....	39
1. Non-Disaster Daily Operations .....	39
2. Emergency Operations .....	39
3. Field Operations .....	44
4. Joint Information Center .....	47
B. Coordination, Direction and Control .....	48
1. County Level.....	48
2. Coordinating Agencies.....	50
3. Intergovernmental Mutual Aid.....	51
4. Communication.....	53
5. State Level.....	55
6. Federal Level.....	56
7. Joint Field Office.....	57
C. Prevention.....	57
D. Preparedness .....	58
1. Resource Management and Credentialing .....	58
2. Plan Development and Maintenance.....	59
3. Public Information.....	61
4. Training and Exercise.....	62
E. Response.....	63
1. Local Emergency Operations Center (EOC) .....	63
2. Public Safety Enforcement Actions.....	64
F. Recovery .....	64
1. Recovery Field Operations .....	64
2. Recovery Personnel .....	64
3. Damage Assessment.....	65
4. Disaster Declaration .....	67
5. Public Assistance (PA) and Individual Assistance (IA) Activities.....	67
6. Disaster Recovery Centers and Staging Areas .....	69
7. Unmet Needs.....	70
G. Mitigation .....	70
1. Coordination of Mitigation Activities.....	71
2. Mitigation Programs.....	71
<b>V. INCIDENT COMMAND SYSTEM (ICS) .....</b>	<b>72</b>
Command Staff .....	73
Operations Section.....	75
Operations - Emergency Services.....	77
Operations - Human Services .....	79
Operations - Infrastructure Support.....	81
Planning Section .....	83
Logistics Section .....	85
Finance / Administration Section.....	87
Recovery Section .....	89

<b>VI. ADMINISTRATION, FINANCE AND LOGISTICS .....</b>	<b>91</b>
A. Documentation .....	91
B. Finance .....	91
C. Logistics .....	92
<b>VII. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT .....</b>	<b>95</b>
<b>VIII. REFERENCES AND AUTHORITIES .....</b>	<b>95</b>
<b>ESF 1 - Transportation .....</b>	<b>98</b>
I. Purpose and Scope .....	98
II. Concept of Operations .....	99
III. Responsibilities .....	104
IV. Financial Management.....	110
V. References and Authorities.....	110
<b>ESF 2 - Communications.....</b>	<b>112</b>
I. Purpose and Scope .....	112
II. Concept of Operations .....	113
III. Responsibilities .....	118
IV. Financial Management.....	125
V. References and Authorities.....	125
<b>ESF 3 - Public Works and Engineering.....</b>	<b>127</b>
I. Purpose and Scope .....	127
II. Concept of Operations .....	128
III. Responsibilities .....	134
IV. Financial Management.....	145
V. References and Authorities.....	145
<b>ESF 4 - Firefighting .....</b>	<b>148</b>
I. Purpose and Scope .....	148
II. Concept of Operations .....	148
III. Responsibilities .....	153
IV. Financial Management.....	160
V. References and Authorities.....	160
<b>ESF 5 - Emergency Management .....</b>	<b>162</b>
I. Purpose and Scope .....	162
II. Concept of Operations .....	163
III. Responsibilities .....	168
IV. Financial Management.....	171
V. References and Authorities.....	171
<b>ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services.....</b>	<b>174</b>
I. Purpose and Scope .....	174

II. Concept of Operations .....	175
III. Responsibilities .....	185
IV. Financial Management.....	192
V. References and Authorities.....	192
<b>ESF 7 - Logistics Management and Resource Support.....</b>	<b>195</b>
I. Purpose and Scope .....	195
II. Concept of Operations .....	196
III. Responsibilities .....	202
IV. Financial Management.....	205
V. References and Authorities.....	205
<b>ESF 8 - Public Health and Medical Services.....</b>	<b>207</b>
I. Purpose and Scope .....	207
II. Concept of Operations .....	208
III. Responsibilities .....	219
IV. Financial Management.....	223
V. References and Authorities.....	223
<b>ESF 9 - Search &amp; Rescue .....</b>	<b>226</b>
I. Purpose and Scope .....	226
II. Concept of Operations .....	226
III. Responsibilities .....	232
IV. Financial Management.....	237
V. References and Authorities.....	237
<b>ESF 10 - Oil and Hazardous Materials Response .....</b>	<b>239</b>
I. Purpose and Scope .....	239
II. Concept of Operations .....	240
III. Responsibilities .....	244
IV. Financial Management.....	251
V. References and Authorities.....	252
<b>ESF 11 - Agriculture and Natural Resources .....</b>	<b>254</b>
I. Purpose and Scope .....	254
II. Concept of Operations .....	255
III. Responsibilities .....	261
IV. Financial Management.....	270
V. References and Authorities.....	271
<b>ESF 12 - Energy.....</b>	<b>273</b>
I. Purpose and Scope .....	273
II. Concept of Operations .....	274
III. Responsibilities .....	278
IV. Financial Management.....	282

V. References and Authorities.....	282
<b>ESF 13 - Public Safety and Security.....</b>	<b>285</b>
I. Purpose and Scope.....	285
II. Concept of Operations .....	286
III. Responsibilities .....	289
IV. Financial Management.....	298
V. References and Authorities.....	299
<b>ESF 14 - Long-Term Community Recovery .....</b>	<b>301</b>
I. Purpose and Scope.....	302
II. CONCEPT OF OPERATIONS .....	303
III. Responsibilities .....	307
IV. Financial Management.....	311
V. References and Authorities.....	311
<b>ESF 15 - External Affairs .....</b>	<b>313</b>
I. Purpose and Scope.....	313
II. Concept of Operations .....	314
III. Responsibilities .....	320
IV. Financial Management.....	327
V. References and Authorities.....	328
<b>ANNEX ORDERS OF SUCCESSION .....</b>	<b>330</b>
<b>ANNEX TEAMS AND RESPONSIBILITIES.....</b>	<b>332</b>

# San Miguel County and City of Las Vegas Emergency Operations Plan

## I. INTRODUCTION

### A. General

Presidential Homeland Security Directives 5 and 8, enacted in 2004, require the State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Plan (NRP) as a condition for receiving certain categories of federal support for Emergency Management. To meet these requirements, San Miguel County and City of Las Vegas created this Emergency Operations Plan (EOP) and the New Mexico Department of Homeland Security & Emergency Management officially adopted it on 03/27/2014.

The revised San Miguel County and City of Las Vegas EOP is the product of a detailed and focused planning process that 1) fully incorporates the NIMS concepts, principles, practice and language 2) capitalizes on the lessons learned from recent disasters, 3) incorporates plans, programs and policies that have emerged since the last revision of the EOP. The EOP establishes a framework through which the County may prepare for; respond to; recover from; and mitigate to prevent the impacts of a wide variety of disasters that could adversely affect the health, safety and/or general welfare of the residents and emergency workers of San Miguel County and City of Las Vegas. The EOP provides guidance to San Miguel County and City of Las Vegas officials or procedures, organization and responsibilities, which will prevent, minimize and/or relieve personnel hardship and property damage associated with disasters or the imminent threat thereof. This plan also provides for an integrated and coordinated county, municipal, state and federal response.

The EOP is operation oriented and addresses communication and warning systems; rapid deployment and pre-deployment resources; evacuation and shelter operations; post disaster response and recovery activities and clearly defines responsibilities of county, municipal, volunteer and other organizations through an Incident Management System/Emergency Support Function approach to planning and operations.

The EOP describes the basic strategies, assumptions and mechanics through which the County will mobilize resources and conduct activities to guide and support County Emergency Management efforts through prevention, preparedness, response, recovery and mitigation. To facilitate inter-government operations, the EOP adopts a functional approach that groups the type of assistance to be provided under each Emergency Support Function (ESF). Each ESF is headed by a primary agency, which has been selected based on its authorities, resources and capabilities in the functional area. In addition, other agencies with similar capabilities have been given support assignments to appropriate ESF(s). The ESF(s) serve as the primary operational mechanism through which County assistance is managed. Command staff and other General staff have been assigned to support the ESF(s). County assistance will be provided to impacted communities within the County under the overall authority of the San Miguel County / City of Las



Vegas Office of Emergency Management, on behalf of the New Mexico Department of Homeland Security & Emergency Management.

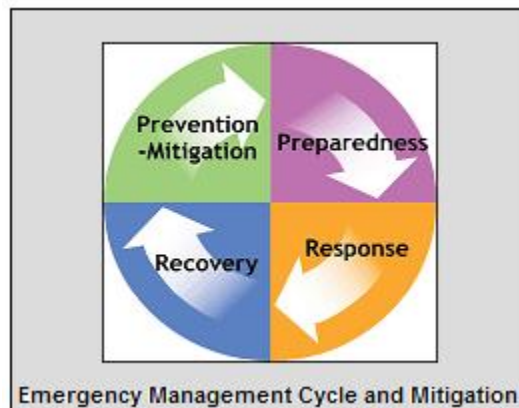
In an effort to ensure that the revised EOP was strictly aligned with the State and National preparedness guidance, the New Mexico Department of Homeland Security & Emergency Management and National Department of Homeland Security publications listed below were consulted and closely followed:

- The National Preparedness Guidelines (September, 2007), {superseding the March, 2005 Interim National Preparedness Goal}
- Draft National Response Framework (July, 2007)
- FEMA NIMCAST User's Guide
- National Planning Scenarios (15)
- Targeted Capabilities List (Draft Version 2.0)
- Universal Task List (Draft Version 2.1)

The following information is an excerpt from the National Preparedness Guidelines (September, 2007)

### B. Purpose

The purpose of the San Miguel County and City of Las Vegas Emergency Operations Plan is to establish a framework for government, non-profit organizations and residents to address prevention, preparation, response, recovery and mitigation of the effects of emergencies and disasters.



### C. Scope

This plan identifies when and under what conditions the application or activation of this plan is necessary.

The plan establishes fundamental policies, strategies and assumptions for a County-wide program that is guided by the principles of the National Incident Management System. This EOP provides the following benefits to San Miguel County and City of Las Vegas:

- Creating a plan which addresses all hazards, all phases of emergency management, all impacts, and extends an opportunity to partner with all stakeholders.

- The EOP establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post disaster response, recovery and mitigation.
- The EOP defines inter-agency and inter-government coordination mechanisms to facilitate delivery of immediate response and recovery assistance.
- The EOP assigns specific functions to appropriate County and municipal agencies and organizations as well as outlines methods to coordinate with the private sector, volunteer organizations, citizens and state and federal counterparts.
- The EOP identifies actions that County response and recovery organizations will take in coordination with municipal, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

#### D. Methodology

The San Miguel County and City of Las Vegas EOP was developed as a team effort consisting of the following agencies and organizations:

##### **Federal**

Bureau of Land Management (BLM)  
 Center for Disease Control (CDC)  
 Department of Defense (DOD)  
 Department of Homeland Security (DHS)  
 Environmental Protection Agency (EPA)  
 Federal Emergency Management Agency (FEMA)  
 National Response Center (NRC)  
 National Weather Service  
 United States Coast Guard  
 United States Department of Agriculture (USDA)  
 USDA - Animal and Plant Health Inspection Service (APHIS)

##### **State**

New Mexico Behavioral Health Institute  
 New Mexico Department of Agriculture  
 New Mexico Department of Education  
 New Mexico Department of Health  
 New Mexico Department of Homeland Security & Emergency Management  
 New Mexico Department of Internet Technology  
 New Mexico Department of Labor  
 New Mexico Department of Transportation  
 New Mexico Drinking Water Bureau  
 New Mexico Environment Department  
 New Mexico Fire Marshal's Office  
 New Mexico Game and Fish  
 New Mexico Livestock Board  
 New Mexico Radioactive Waste Consultation Task Force  
 New Mexico State Engineers Office  
 New Mexico State Forestry  
 New Mexico State Police

##### **County**

San Miguel County / City of Las Vegas Office of Emergency Management

San Miguel County Assessor's Office  
San Miguel County Attorney's Office  
San Miguel County Clerk's Office  
San Miguel County Computer Information Services Division  
San Miguel County Detention Center  
San Miguel County DWI Division  
San Miguel County Finance Division  
San Miguel County Fire Division  
San Miguel County Housing Section 8  
San Miguel County Human Resources Division  
San Miguel County Manager's Office  
San Miguel County Planning and Zoning Division  
San Miguel County Public Health  
San Miguel County Public Works Division  
San Miguel County Safety Coordinator  
San Miguel County Sheriff's Department  
San Miguel County Treasurer's Office  
San Miguel Search and Rescue Team

**City**

Las Vegas Animal Control  
Las Vegas City Clerk's Department  
Las Vegas Community Development Department  
Las Vegas Finance Department  
Las Vegas Fire Department  
Las Vegas Housing Department  
Las Vegas Human Resource Department  
Las Vegas Information Technology Department  
Las Vegas Library  
Las Vegas Mayor and City Manager's Office  
Las Vegas Police Department  
Las Vegas Public Works Department  
Las Vegas Recreation Department  
Las Vegas Safety Department  
Las Vegas Utilities Department  
Las Vegas Waste Water Department

**Private Sector**

A-1 Communications  
Advance Communications  
Care Flight ( air ambulance)  
Century Link ( Las Vegas & County telephone)  
Century Tel (telephone service) Pecos NM Area  
Comcast Cable Television  
ENMR Plateau Telecommunications ( Conchas Dam Area)  
KFUN/KLVF Radio Station  
KKOB Albuquerque (East) EAS  
KNMX/KMDZ/KBQL Radio Stations  
KOAB Television  
KOAT Television  
KRQE Television

Las Vegas Daily Optic  
New Mexico Association of Counties  
PHI Air Medical  
Public Service of New Mexico (PNM)  
Springer Electric ( Turkey Mountain Repeater)  
Summit Food Services  
Superior Ambulance Service  
Western States Air Medical  
Zia Gas Company

**Non-Profit**

Amateur Radio Emergency Services (ARES)  
American Red Cross  
Civil Air Patrol  
Local Emergency Planning Committee (LEPC)  
Methodist Disaster Relief  
Mora/San Miguel Electric COOP  
New Mexico Medical Reserve Corps  
Southern Baptist Disaster Relief  
United World College of the American West

**Other**

Alta Vista Regional Hospital  
Las Vegas City Public Schools  
Luna Community College  
New Mexico Highlands University  
New Mexico State University  
New Mexico Water/Wastewater Agency Response Network (NMWARN)  
Pecos Independent Schools  
Pecos Valley Medical Center  
West Las Vegas Public Schools

Each agency was consulted with to determine their particular emergency roles and responsibilities. Each agency has agreed with the responsibilities assigned to them in the San Miguel County and City of Las Vegas EOP. Agency concurrence signatures are maintained with the San Miguel County / City of Las Vegas Office of Emergency Management. The EOP's concepts were developed by the San Miguel County / City of Las Vegas Office of Emergency Management, in coordination with the agencies and organizations involved in emergency management activities. Each agency and organization involved is expected to have its own procedures to implement the concept of operations.

Each of the above listed agencies will receive "Viewer Access" to the San Miguel County and City of Las Vegas EOP via the BOLDplanning System, [www.SMCLVOEM.com](http://www.SMCLVOEM.com).

In addition:

- The San Miguel County and City of Las Vegas / City of Las Vegas EOP is adopted by both governing bodies (San Miguel Board of County Commissioners and the City of Las Vegas Mayor and Council) by resolution, which serves as the promulgation letter for the

EOP. A copy of the signed promulgation can be found in Section I. E. Acceptance, Signatures and Proof of Maintenance.

- A Record of Changes Log is used to record all published changes as those holding copies of the EOP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.
- A master copy of the EOP, with a master Record of Changes Log, is maintained in the San Miguel County / City of Las Vegas Office of Emergency Management.

## 1. Planning Process

The process used by San Miguel County and City of Las Vegas has been designed to ensure that all stakeholders have an opportunity to participate in the development of the EOP and the EOP is based on the best information available. To this end, the planning process is based on the following planning principles:

- Planning should be community-based, representing the whole community and their needs
- Planning should include participation from all stakeholders in the community
- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards
- Planning considers all hazards and threats
- Planning should be flexible enough to address both traditional and catastrophic incidents
- Time, uncertainty, risk and experience influence planning
- Effective plans tell those with operational responsibilities what to do and why to do it
- Planning is fundamentally a process to manage risk
- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions

## 2. Implementation of NIMS

The San Miguel County and City of Las Vegas EOP implements NIMS by:

- Using ICS and the multi-agency coordination system to manage and support all incidents
- Integrating all response agencies and entities into a single, seamless system
- Establishing a public information plan (ESF-15)
- Identifying and characterizing resources according to established standards and types
- Requiring the need for all personnel to be trained properly for the job they perform
- Ensuring interoperability, accessibility and redundancy of communications

E. Acceptance, Signatures and Proof of Maintenance



**OFFICE OF EMERGENCY MANAGEMENT**  
*San Miguel County & City of Las Vegas*

READY BEFORE YOU NEED US.

**Annual Review**

Signature	Date	Typed Printed Name & Position



**OFFICE OF EMERGENCY MANAGEMENT**  
*San Miguel County & City of Las Vegas*

READY BEFORE YOU NEED US.

**CHAIRMAN OF THE BOARD RESOLUTION**

AS CHAIRMAN OF THE BOARD OF COMMISSIONERS OF SAN MIGUEL COUNTY AND WITH THE APPROVAL OF SAID BOARD

Across the United States, natural and human-caused disasters have led to increasing levels of death, injury, property damage, and interruption of business and government services. The toll on families and individuals can be immense, and damaged businesses cannot contribute to the economy. The time, money, and effort spent to respond to and recover from these disasters divert public resources and attention from other important problems and programs. San Miguel County, New Mexico recognizes the consequences of disasters and the need to respond quickly to reduce the impacts of natural and human-caused hazards.

This plan was prepared in accordance with local responsibilities to meet the requirements of Presidential Homeland Security Directives 5 and 8, enacted in 2004, require the State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Plan (NRP) as a condition for receiving certain categories of federal support for Emergency Management. It also meets the requirements of the *New Mexico Department of Homeland Security and Emergency Management (NM DHSEM) Local Emergency Operations Plan Crosswalk Review (Version 2012)*, FEMA NIMCAST User's Guide, National Planning Scenarios (15), Target Capabilities List (Draft Version 2.0) and Universal Task List (Draft Version 2.1).

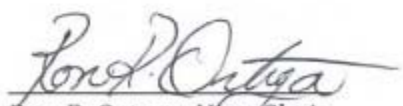
This plan will be reviewed annually. Changes to the Basic Plan will require Commission approval. Changes to the annexes will be completed as needed by the Emergency Manager and will not require Commission approval.


I do hereby approve and adopt the San Miguel County/City of Las Vegas All-Hazard Emergency Operations Plan as of **June 11, 2013** as the official emergency operations plan for San Miguel County/City of Las Vegas superseding any previous emergency operations plan.

By my signature I do hereby authenticate this plan this date.


**MOVED, SECONDED AND ADOPTED** this 11<sup>th</sup> day of June, 2013 by the **BOARD OF COUNTY COMMISSIONERS OF SAN MIGUEL COUNTY, NEW MEXICO.**

  
Nicolas T. Leger, Chairman

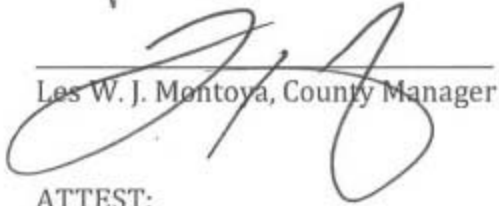
  
Ron R. Ortega, Vice-Chair

  
Arthur J. Padilla, Member



  
\_\_\_\_\_  
Marcellino A. Ortiz, Member

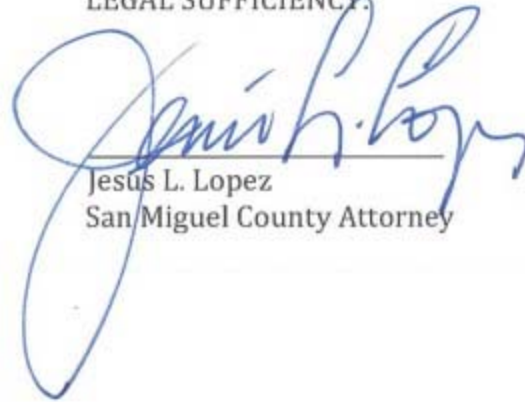
\_\_\_\_\_  
Gilbert J. B. Sena, Member

  
\_\_\_\_\_  
Les W. J. Montoya, County Manager

ATTEST:

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

\_\_\_\_\_  
Melanie Y. Rivera  
San Miguel County Clerk

  
\_\_\_\_\_  
Jesus L. Lopez  
San Miguel County Attorney

Emergency Operation Plan 06-11-2013

ii & iii



**OFFICE OF EMERGENCY MANAGEMENT**  
*San Miguel County & City of Las Vegas*

READY BEFORE YOU NEED US.

**CHIEF ELECTED OFFICIALS RESOLUTION**

WE, THE CHIEF ELECTED OFFICIALS OF THE CITY OF LAS VEGAS WITH THE APPROVAL OF OUR RESPECTIVE CITY COUNCIL

Do hereby approve and adopt the San Miguel County/City of Las Vegas All-Hazards Emergency Operations Plan of **October 09, 2013** as the official disaster preparedness plan for all declared emergencies and disasters that cross into our jurisdiction areas, regardless of the origin of the incident.

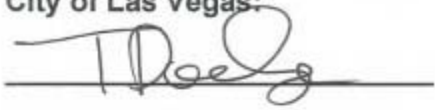
This approval shall not affect municipality responsibility for emergencies or disasters contained wholly within municipal boundaries. Unless there are current, signed agreements for municipal officials to control county and municipal resources, approval of this plan shall grant temporary, overall management and coordination responsibility for declared disasters and emergencies to the designated county Emergency Operation Center Director. Such approval shall be only for those incidents that directly affect both the county and one or more municipalities and only for the duration of the declaration of emergency of disaster. Each municipality shall remain responsible for their own emergency planning. This plan is only for emergencies and disasters within San Miguel County and the City of Las Vegas.

This plan was prepared in accordance with local responsibilities and the requirements Presidential Homeland Security Directives 5 and 8, enacted in 2004, require the State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Plan (NRP) as a condition for receiving certain categories of federal support for Emergency Management. It also meets the requirements of the *New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) Local Emergency Operations Plan Crosswalk Review (Version 2012)*, FEMA NIMCAST User's Guide, National Planning Scenarios (15), Target Capabilities List (Draft Version 2.0) and Universal Task List (Draft Version 2.1).

NOTE: The incorporated communities of San Miguel County are responsible for their local Emergency Operations Plans.

By our signatures we do hereby authenticate this plan this date.

City of Las Vegas:

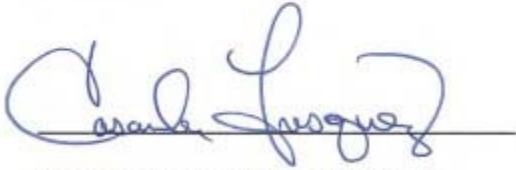


Timothy P. Dodge, City Manager

Contractor:

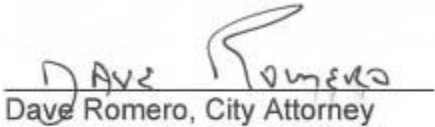
---

ATTEST:



Casandra Fresquez, City Clerk

Approved as to Legal Sufficiency Only:



Dave Romero, City Attorney



**OFFICE OF EMERGENCY MANAGEMENT**  
*San Miguel County & City of Las Vegas*

READY BEFORE YOU NEED US.

**Record of Changes**

Date	Change No.	Remarks	
_____	_____	Posted On	By _____
_____	_____	Posted On	By _____
_____	_____	Posted On	By _____
_____	_____	Posted On	By _____
_____	_____	Posted On	By _____
_____	_____	Posted On	By _____
_____	_____	Posted On	By _____
_____	_____	Posted On	By _____

## II. SITUATION

This section of the plan summarizes the hazards that could potentially affect San Miguel County and City of Las Vegas. The hazards and risk analysis addresses the major hazards to which the County is vulnerable; provides a summary of the County's vulnerable population; outlines the assumptions that were considered in the planning process; and defines disaster magnitude classifications that will trigger county response under the NIMS.

A comprehensive hazard and risk assessment is contained in the San Miguel County and City of Las Vegas mitigation plan. The plan is kept under separate cover and can be accessed by contacting San Miguel County / City of Las Vegas Office of Emergency Management.

### A. Hazard Analysis

#### **Hazard and Vulnerability Assessment Summary**

San Miguel County and City of Las Vegas is vulnerable to a wide range of hazards that threaten its communities, businesses and environment. To determine the hazards that pose the greatest threat, San Miguel County and City of Las Vegas has prepared a Hazard Identification and Vulnerability Assessment. The major findings are summarized below. The assessment was developed from historical data of events that have occurred, and specifically examines:

1. Probability (frequency) of event
2. Magnitude of event
3. Expected warning time before event
4. Expected duration of event

For emergency management planning purposes, the critical analysis that must be undertaken is an assessment of the consequences of each hazard, including potential area of impact, population exposed and impacted, duration of the hazard, and potential economic consequences.

Three levels of risk have been identified: High, Moderate and Low.

**High** - High probability of occurrence; at least 50 percent or more of population at risk from hazard; significant to catastrophic physical impacts to buildings and infrastructure; major loss or potential loss of functionality to all essential facilities (hospital, police, fire, EOC and shelters).

**Moderate** - Less than 50 percent of population at risk from hazard; moderate physical impacts to buildings and infrastructure; moderate potential for loss of functionality to essential facilities.

**Low** - Low probability of occurrence or low threat to population; minor physical impacts.

Hazard Profile Summary for Emergency Operations Plan						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Drought	4	4	4	4	4.00	<b>High</b>
Wildfire	4	4	4	4	4.00	<b>High</b>
Winter Storm	4	4	4	3	3.90	<b>High</b>
Critical Infrastructure/Utility	4	3	4	3	3.60	<b>High</b>

Failure						
Hazardous Materials	3	4	4	4	3.55	High
Windstorm	3	3	4	3	3.15	High
Tornado	3	3	3	3	3.00	High
Pandemic Event	3	3	3	3	3.00	High
Lightning	4	2	2	2	2.90	Moderate
Weapons of Mass Destruction (WMD)	1	4	4	4	2.65	Moderate
Floods & Dam Failure	3	2	3	2	2.60	Moderate
Terrorism	1	4	4	1	2.35	Moderate
Earthquake	1	3	2	1	1.75	Low
Hurricane	1	2	1	1	1.30	Low

### B. Disaster Magnitude Class

This is an all-hazards EOP and addresses minor, major and catastrophic disasters. These levels of disaster are defined as:

**Catastrophic Disaster:** A disaster that will require massive State and Federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery assets.

**Major Disaster:** A disaster that will likely exceed local capability and require a broad range of State and Federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential Federal assistance will be predominantly recovery oriented.

**Minor Disaster:** A disaster that will likely be within the response capability of local government and will result in only a minimal need for State or Federal assistance.

### C. Capability Assessment

Currently capability assessments are performed by local preparedness areas in New Mexico. The capability assessment is performed in coordination with New Mexico Department of Homeland Security & Emergency Management with wide input accepted from key stakeholders. The results of the capability assessment guide future investments in planning, training, exercising and resources. The local capability assessment is available under separate cover and is attached to the file archive in the BOLDplanning Super System.

### D. Economic Profile

#### **Economy**

**Agriculture, primarily cattle ranching, contributes to the San Miguel economy. Government is an important economic sector. Major government facilities include New Mexico Highlands University, Luna Vocational-Technical Institute and the Las Vegas Medical Center, all located in Las Vegas. I-25 passes through Las Vegas, the largest community and county seat.**

**According to the 2000 U.S. Census, 54.6 percent of San Miguel County residents were in the labor force with 49.8 percent employed and 4.8 percent unemployed (Table 4-2). The percentage employed and in the labor force in the County was lower than those employed and in the labor force in New Mexico (55.7 percent and 68 percent**

respectively). The percentage of unemployed in the County is slightly higher (4.8 percent) than those unemployed within the State (4.4 percent). The three most common industries within the County include educational, health and social services which constitutes 33 percent of the labor force, retail trade which constitutes 13 percent of the labor force, and public administration that constitutes 10 percent of the labor force. Other main industries include accommodation and food services, construction, professional, management, administration, and waste management services.

<b>Employment and Income</b>		
	<b>New Mexico</b>	<b>San Miguel County, New Mexico</b>
<b>In Labor Force</b>	68%	54.6%
<b>Employed</b>	763,116 (55.7%)	11,372 (49.8%)
<b>Unemployed</b>	60,324 (4.4%)	1,089 (4.8%)
<b>Median Household Income</b>	\$34,133	\$26,524
<b>Per Capita Income</b>	\$17,261	\$13,268
<b>Individuals Below Poverty Level</b>	328,933 (18.4%)	7,110 (24.4%)
<b>Families Below Poverty Level</b>	68,178 (14.5%)	1,506 (19.9%)

Per capita income in New Mexico is \$17,261, while the average in San Miguel County is only \$13,268. Median household income in New Mexico is \$34,133 and the median household income in the County is \$26,524. Poverty levels in San Miguel County are slightly higher than in New Mexico with 24.4 percent of individuals living below the poverty level and 19.9 percent of families living below the poverty level compared with New Mexico poverty levels of 18.4 percent and 14.5 percent respectively. Overall the level of poverty reported within the County is significant in comparison to the State reported levels.

### **Land and Ownership**

Land ownership patterns within the County include a mix of private, state, and federal property. According to community members, the mesas and upland areas are predominately used for cattle grazing. The farming lands are located along the Gallinas and Pecos River valleys with development clustered in villages, towns, and cities. According to the U.S. Geological Survey land use data for 2001, approximately 55 percent of the County consists of Agriculture or Rangeland.

### **Land Use and Development Trends**

Land use in San Miguel County is largely defined by rural areas with small villages located along waterways such as the Gallinas and Pecos Rivers. Approximately half of the county's population resides in the City of Las Vegas and nearby surrounding areas. Between 1990 and 2000, county areas outside of the City of Las Vegas grew nearly 40 percent, while city population remained stagnant (BBER 2010). Land ownership indicates that the private sector is largely in control, but the large lot and ranch sizes make governmental regulations more feasible (San Miguel County 2004). The county has recently experienced slow growth, suggesting that land conversion from rural/wild to



urban is not a pressing concern. However, national economic recovery could result in increased growth. Proximity to the job centers of Santa Fe and Albuquerque will likely mean future growth pressures. Water consumption will continually be an associated issue with growth. Continued low density growth in less developed areas will only exacerbate vulnerability to the hazards as described in later sections of this plan. According to a Las Vegas Land Use Focus Group presentation in 2010, 620 acres are projected to be needed for urban growth between 2010 and 2030. Renovation, revitalization, and infill within existing activity centers will be keys to alleviating some of these issues.

E. Spatial Profile

San Miguel County is located at the interface between the southern margin of the southern Rocky Mountain physiographic province, the northern extent of the Sacramento Section of the Basin and Range physiographic province, and the southwestern boundary of the Raton Section of the Great Plains physiographic province. High mountain ranges separated by deep structural basins typify the Southern Rocky Mountain physiographic province, whereas high tablelands with broad, rolling summit plains and widely separated structural basins characterize the Sacramento Section. The Raton Section contains high piedmont plains, the remains of extensive basalt flows, and deep canyons of the Canadian and Cimarron river systems (Hawley 1986).

The typical landcover types that occur in the general area include the Southern Rocky Mountain Piñon-Juniper Woodland, the Rocky Mountain Gambel's Oak-Mixed Montane Woodland, and the North American Warm Desert Lower Montane Riparian Woodland and Shrubland (Prior-Magee et al. 2007). The southern Rocky Mountain Piñon-Juniper ecological system occurs on dry mountains and foothills in southern Colorado and in mountains and plateaus of north-central New Mexico. The Rocky Mountain Gambel Oak-Mixed Montane Woodland occurs in the mountains, plateaus, and foothills in the southern Rocky Mountains. These shrublands are most commonly found along dry foothills, lower mountain slopes, and are often situated above Piñon-Juniper woodlands. The North American Warm Desert Lower Montane Riparian Woodland and Shrubland occurs in mountain canyons and valleys of southern Arizona, New Mexico, and adjacent Mexico and consists of mid- to low-elevation riparian corridors along perennial and seasonally intermittent streams. The vegetation is a mix of riparian woodlands and shrublands.

F. Vulnerabilities

The following vulnerabilities have been identified for the San Miguel County and City of Las Vegas Emergency Operations Plan.

1. Critical Facilities

Facility Summary for Emergency Operations Plan					
Facility Type	Facility Name	Address	City	State	Zip Code
Emergency Operations Center	NM DHSEM Emergency Operations Center (EOC)	13 Bataan Blvd.	Santa Fe	NM	87508
Fusion Center	New Mexico Intelligence	13 Battan Rd.	Santa Fe	NM	87502



	Fusion Center				
Emergency Operations Center	San Miguel County EOC (Commissioner's Chamber)	500 West National Ave. Second Floor	Las Vegas	NM	87701
Emergency Operations Center	City of Las Vegas Council Chambers (Alternate EOC)	1700 N. Grand Ave.	Las Vegas	NM	87701
Points of Dispersing (SNS/Medical Supplies)	SMC Public Health Office	18 Gallegos Rd	Las Vegas	NM	87701
Points of Dispersing (SNS/Medical Supplies)	New Mexico Behavioral Health Institute	3695 Hot Springs Boulevard	Las Vegas	NM	87701
Warning Point	New Mexico State Police District 2 Dispatch Center	520 South Commerce Street	Las Vegas	NM	87701
Warning Point	City of Las Vegas Police Department	318 Moreno Street	Las Vegas	NM	87701
Points of Distributions (supplies, food, water, etc)	Mike Marr Gym	2nd Street and Mills Ave	Las Vegas	NM	87701
Points of Distributions (supplies, food, water, etc)	Pecos High School Gym	Main Street 2 miles N of State Hwy 56	Pecos	NM	87752
Points of Distributions (supplies, food, water, etc)	West Las Vegas Gillie Lopez Gym	157 Moreno Street	Las Vegas	NM	87701
Points of Distributions (supplies, food, water, etc)	NM Highlands University (Wilson Complex)	9th Street and Friedman Ave	Las Vegas	NM	87701
Landing Zone	Robertson HS Football Field (Helicopter only)	2nd Street and Mills Ave	Las Vegas	NM	87701
Landing Zone	SMC Public Works Bldg (Helicopter only)	#10 Airport Road	Las Vegas	NM	87701
Landing Zone	West Las Vegas HS Football Field (Helicopter only)	157 Moreno Street	Las Vegas	NM	87701
Landing Zone	Las Vegas Municipal Airport		Las Vegas	NM	
Landing Zone	Perkins Stadium (Helicopter only)	Baca Ave and 9th Street	Las Vegas	NM	87701
Landing Zone	Alta Vista Regional Hospital (Helicopter only)	104 Legion Drive	Las Vegas	NM	87701
Shelter Location	Mike Marr Gym	2nd street and Mills Ave	Las Vegas	NM	87701
Shelter Location	Valley Elementary School Gym	Hwy 3 to County Road B31 A (3 miles	Ribera	NM	87560

		north on B31A)			
Shelter Location	West Las Vegas Gillie Lopez Gym	157 Moreno Street	Las Vegas	NM	87701
Shelter Location	Sapello Elementary School Gym	NM State Hwy 94 to County Road A3A (1/10th Mile N)	Sapello	NM	87745
Shelter Location	Pecos High School Gym	2 Miles North of Hwy 56 on Main Street	Pecos	NM	87552
Shelter Location	Pecos Middle School	2 Miles North of NM Hwy 56 on Main Street	Pecos	NM	87552
Shelter Location	NM Highlands University (Wilson Complex)	9th Street and Friedman Ave	Las Vegas	NM	87701
Staging Area	SMC Public Works Administration Bldg	#10 Airport Road	Las Vegas	NM	87701
Staging Area	SMC Rodeo Grounds	State Highway 65	Las Vegas	NM	87701
Common Program Control Stations (CPCS)	AM 1670 (Pacheco Site)		Las Vegas	NM	87701
Common Program Control Stations (CPCS)	AM 1670 (Trujillo Site)		Trujillo	NM	88439
Common Program Control Stations (CPCS)	AM 1670 (Apache Springs)		Apache Springs	NM	87701
Disaster Recovery Center	Las Vegas Recreation Center	1751 N Grand Ave	Las Vegas	NM	87701
Command Post Location	SMC/LV OEM Command Trl. (mobile)	20 Mineral Hill Rte.	Las Vegas	NM	87701
Common Program Control Stations (CPCS)	KFUN/KLVF Radio Station	#1 Radio Heights	Las Vegas	NM	87701
Fusion Center	San Miguel County/City of Las Vegas OEM	518 Valencia Street Suite 102	Las Vegas	NM	87701
Common Program Control Stations (CPCS)	KNMX	304 South Grand Ave.	Las Vegas	NM	87701

## 2. Population Demographics

### Population Overview

San Miguel County has a total land area of 4,736 square miles, and a population of 34,746 according to the Bureau of Business and Economic Research, UNM.

San Miguel County is a rural area in northeastern New Mexico (4,717 square miles with 6.4 persons/square mile) located to the northeast of Santa Fe and southeast of Taos. The population is predominately of Hispanic origin (78 percent) and over half of the population speaks a language other than English at home (60 percent). The population of San Miguel County, based on 2000 U.S. Census data, was estimated to be 30,126 people and the 2010 population of San Miguel County, as projected by the University of New Mexico Bureau of Business and Economic Research (BBER), is estimated to be 31,827 people.

The population in San Miguel County saw a 22 percent growth between the years of 1910 and 1940. The Second World War changed the community, and it marked the beginning of a population decline. After a peak population of 27,910 residents in 1940, the population began to decline through the 1970s. By 1990, the population had turned back around and increased by 17 percent since 1980 to 25,743 people.

The majority of San Miguel County’s population consists of individuals who are of Hispanic or Latino origin. In the 2000 US Census 78 percent of residents identified themselves as Hispanic or Latino. Fifty-eight percent of area residents identify themselves as white, and 38 percent of the residents identify as “some other race.” The demographic characteristics for San Miguel County are depicted in the following table.

<b>Project Area Demographic Characteristics</b>		
<b>Racial Characteristics</b>	<b>San Miguel County</b>	
White	16,938	56.2%
Black	236	0.8%
Asian/Pacific Islander	163	0.5%
American Indian/Alaska Native	549	1.8%
Hispanic or Latino *	23,487	78.0%
Some other race	10,910	36.2%
<b>Total Population</b>	<b>30,126</b>	<b>100%</b>

Source: U.S. Department of Commerce, U.S. Census Bureau, 2000 Census data.

Note: Percentages do not add up to 100% because some individuals may be counted in multiple categories

\* Hispanic or Latino is a separate category of the population because the Hispanic or Latino population has both cultural and racial identifications

### 3. Vulnerable Needs

San Miguel County and City of Las Vegas recognizes considerations must be made to

reasonably accommodate vulnerable populations during emergencies. San Miguel County and City of Las Vegas is engaged in a number of activities which aim to improve response plans and operations to accommodate the needs of those most vulnerable during an emergency event. ESF Annexes within this plan outline or identify guidance to better assist supporting vulnerable needs populations. San Miguel County and City of Las Vegas at times the best support for such needs is to request assistance from regional and/or state partners. Specifically the following will be addressed in this EOP:

- Identification of Vulnerable populations: Basic Plan, Vulnerable Needs Planning System
- Notification: ESF 2
- Evacuation and Transportation: ESF 1
- Sheltering: ESF 6
- First aid and medical care: ESF 8
- Temporary lodging and housing: ESF 6
- Transition back to the community: ESF 14
- Recovery: ESF 14

### G. Planning Assumptions

The preparation of the EOP was guided by several assumptions that address a range of issues that potentially impact response and recovery capabilities and the concept of operations. These assumptions include:

- Incidents are best managed at the lowest possible geographic, organizational and jurisdictional level.
- A disaster may occur with little or no warning, and may escalate more rapidly than the ability of local government to effectively respond.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continued public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72 hours) after disaster impact.
- Disasters may involve multiple jurisdictions simultaneously impacting the County.
- Disasters will require significant information sharing across jurisdictions and between the public/private sector.
- San Miguel County and City of Las Vegas will utilize available resources fully before requesting state and/or federal assistance.
- Mutual Aid Agreements will be implemented in those instances when locally available resources are depleted or need augmentation.
- The County will coordinate all public information activities during an emergency.

- Disasters may attract a sizeable influx of spontaneous volunteers and donations.
- Widespread damage to commercial telecommunications facilities may occur and the ability of governmental response and emergency response agencies to communicate may be impaired.
- Homes, public buildings and other critical facilities and equipment may be destroyed or severely damaged.
- Debris may make streets and highways impassable, seriously impeding the movement of emergency supplies and resources.
- Public utilities may be damaged and may be either fully or partially inoperable.
- Many County emergency personnel may be victims of the emergency, preventing them from performing their assigned emergency duties.
- Numerous separate hazardous conditions and other emergencies could result from the major event, further complicating the response efforts.
- People may be forced from their homes and large numbers of people may be killed or injured.
- Many victims may be in life-threatening situations requiring immediate rescue and medical care.
- There may be shortages of a wide variety of supplies necessary for emergency survival.
- Hospitals, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed; and the number of victims requiring medical attention may overwhelm those that do remain in operation.
- Normal food processing and distribution capabilities may be severely damaged or destroyed.
- Damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.
- Near-total disruption of energy sources and prolonged outages may occur.
- Initially, emergency response will focus on lifesaving activities. County officials will work toward restoring order and control in the disaster area.
- In major and catastrophic disasters the San Miguel County EOC (Commissioner's Chamber) will become the central point and control for County response and recovery activities.
- The San Miguel County EOC (Commissioner's Chamber) will be activated and staffed with agencies organized into specific ESFs. The coordinating agency for each support

function is responsible for coordinating the planning and response activities for all the agencies of the function.

- The County will coordinate with State and Federal personnel to expedite recovery.
- Damage assessments will be conducted as soon as weather or the situation permits.
- The County will work to reduce its vulnerability and risk to hazards through proactive mitigation actions and activities.
- All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from disasters. The emergency plans and procedures referred to in the San Miguel County and City of Las Vegas EOP have been maintained by those organizations having responsibility, are in coordination with the EOP, and are exercised on a regular basis.
- Those individuals and organizations with responsibilities identified in the EOP (or in plans that support of the EOP) are sufficiently trained and prepared to perform their respective responsibilities.

#### H. Pets and Service Animals

This plan takes into consideration the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with disabilities and requires that State and local governments comply with Title II of the ADA in the emergency and disaster-related programs, services, and activities they provide.

The sheltering and protection of companion animals are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their household pets and service animals, the local jurisdictions will provide assistance as outlined in the Pets Evacuation and Transportation Standards Act of 2006 (PETS) and FEMA DAP 9523.19. The Pets Evacuation and Transportation Standards Act of 2006 requires that local governments plan for sheltering and care of household pets and service animals during emergencies where shelters are established. San Miguel County and City of Las Vegas has included pet sheltering as part of ESF 6: Mass Sheltering Annex. The following is specifically addressed in ESF 6:

- Pre-event planning
- Animal sheltering operations
- Animal registration and return
- Coordination with human shelters

#### FEMA Disaster Assistance Policy 9523.19

The Policy identifies the expenses related to state and local governments' emergency pet evacuation and sheltering activities that are eligible for reimbursement following a major disaster declaration under Category B, Emergency Protective Measures, and provisions of the Public Assistance Program. The terms household pet, service animal, and congregate household pet shelters are defined. The policy details eligible reimbursements related to shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services,

transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

#### I. Climate

Average maximum and minimum temperatures range from a high of 84 degrees Fahrenheit (F) to a low of 16 degrees F. Mean annual air temperature is 65 degrees F and the frost-free period is 120 to 150 days (Bennett 1986). Mean annual precipitation is 16.5 inches and mean annual total snowfall is 32 inches.

#### J. School Districts / Higher Education

**There are three school districts serving San Miguel County:**

##### **Las Vegas City School District**

**Las Vegas City School District covers a 1,261-square-mile (3,270 km) area in northern San Miguel County. Within the city of Las Vegas, the district serves areas located east of the Gallinas River.**

**This school district is comprised of one High School, one Middle School, five Elementary Schools and one Early Childhood Center.**

##### **West Las Vegas Public School District**

**West Las Vegas Public School District covers a 3,065-square-mile (7,940 km<sup>2</sup>) area in southern San Miguel County. Within the city of Las Vegas, the district serves areas located west of the Gallinas River.**

**This school district is comprised of one High School, two Middle Schools, five Elementary Schools and two West Las Vegas Family Partnership Schools.**

##### **Pecos Independent School District**

**Pecos Independent Schools (also known as the Pecos Independent School District) is a public school district based in Pecos, New Mexico, United States. The district covers a 383-square-mile (990 km<sup>2</sup>) area in western San Miguel County.**

**San Miguel County also has 3 institutes of Higher Education:**

##### **New Mexico Highlands University**

**The university was first established as "New Mexico Normal School" in 1893. The institution became "New Mexico Normal University" in 1902, and then New Mexico Highlands University in 1941, as it expanded its role beyond teacher education. Today, NMHU offers graduate and undergraduate programs in arts and sciences, business, education, and social work.**

**In the 1997-1998 academic year New Mexico Highlands University established an extended learning center in Rio Rancho which began offering upper division**

undergraduate and graduate courses in business, accounting, education, and social work. The center continues with classes in those areas and has added studies in criminal justice, public affairs administration, computer science and general and school counseling.

Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, NMHU also has specialty accreditations. The School of Education received full accreditation by the National Council for Accreditation of Teacher Education in 2012. The School of Business is accredited by the Association of Collegiate Business Schools and Programs. The School of Social Work is accredited by the Council on Social Work Education. The School of Social and Behavioral Sciences is accredited by the Master's in Psychology and Counseling Accreditation Council

Highlands' main campus is located in Las Vegas, NM. There are also other branch campuses in New Mexico, including in Santa Fe, Farmington, Taos, Raton, Rio Rancho, and Espanola.

### Luna Community College

Luna Community College (LCC) is the only community college in northeastern New Mexico. LCC is located in the city of Las Vegas and has satellite centers in the northeastern NM towns of Mora, Springer and Santa Rosa. LCC enjoys an outstanding reputation for its caliber of facilities, teaching methods, curricula, and dedication to excellence.

All campuses are administered and supervised by LCC and governed by an elected Board of Trustees from the service area. Programs may be offered in any community of the service area where need is demonstrated.

In 1967 an Act of the Legislature of the State of New Mexico authorized the establishment of a vocational training facility at Las Vegas, New Mexico. When LCC was founded in 1969, the new board of trustees named the school, Luna Area Vocational Technical School.

In 1970, the first 5-mill levy election to fund LCC, which at the time was called Luna Vocational Technical Institute (LVTI), was held and overwhelmingly approved by the citizenry to voluntarily tax themselves in support of vocational-technical education. This provided an occupational training opportunity for the people of the following school districts: West Las Vegas Municipal Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, and Mora Independent Schools. These school districts lie within San Miguel, Guadalupe, and Mora Counties. Later, the Springer Municipal Schools, Maxwell Municipal Schools and most recently, Wagon Mound Public Schools joined the mill levy. Since its inception, the college has continued to grow and develop its ability to meet the occupational needs throughout northeastern New Mexico.

On December 18, 2000, the Board of Directors approved the adoption of the current name, Luna Community College, to signify that the college was a comprehensive community college. LCC continues to offer a broad range of vocational, technical, and professional education programs.



## United World College, USA

The Armand Hammer United World College of the American West (UWC-USA) is a two-year residential school that marks the beginning of an experience that is life-defining.

Located in Montezuma, New Mexico, UWC-USA makes its home at the edge of the Pecos Wilderness in the foothills of the Sangre de Cristo mountain range, the southernmost point of the Rockies.

Arriving from over 80 different countries and representing a myriad of cultures, traditions, languages, and ethnicities, 200 students aged 16-19, selected on merit and not on ability to pay, begin their education as strangers and together confront a multitude of new ideas and opportunities. They develop an ethos of critical thinking, discovery, and cross-cultural understanding that will frame the lives they lead and touch the people, institutions, and societies that they serve.

### **III. ROLES AND RESPONSIBILITIES**

#### A. Federal Government

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency and in accordance with National Response plans.
- Identifying and coordinating provision of assistance under other federal statutory authorities.
- Providing assistance to the State and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan.
- Managing and resolving all issues pertaining to a mass influx of illegal aliens.
- Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas. The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

#### B. State Government

As a State's Chief Executive, the Governor is responsible for the public safety and welfare of the people of New Mexico. The Governor:

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to

include terrorism, natural disasters, accidents, and other contingencies.

- Has power to make, amend, and rescind orders and regulations under a Governor's emergency declaration.
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within New Mexico.
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing.
- Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias).
- Requests Federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted.

The New Mexico Department of Homeland Security & Emergency Management is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters will be coordinated with local emergency management coordinators.

### C. County Government

County governments are responsible for:

- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements to render emergency assistance.
- Implementing a broad-based public awareness, education and information program designed to reach all citizens of the county including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss.
- Coordinating mutual aid activities within San Miguel County and City of Las Vegas to ensure the provision of supplemental emergency aid and assistance.
- Maintaining an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of Mutual Aid Agreements.

- Coordinating public information activities during disasters.
- Developing and maintaining systems to coordinate the provision of shelters and mass care to those displaced by disasters.

San Miguel County and City of Las Vegas departments have specific responsibilities during disasters and/or during EOC activations. The everyday organizational structure of San Miguel County and City of Las Vegas government remains in effect during disaster situations, however certain functions of various departments may be modified or suspended to meet the needs of the disaster situation.

#### D. Municipal Government

Cities are responsible for ensuring the safety and well-being of their citizens, as well as providing initial response, within city capabilities, in the case of emergency/disaster events. At a minimum, cities should establish emergency response policies and procedures for their jurisdiction. Specific responsibilities of cities include:

- Appoint and support a qualified person to serve as the City Emergency Management Liaison. This position serves as the primary emergency management point of contact between the City and the County and actively participates in the emergency management system.
- Coordinate and integrate emergency management activities of the city with county emergency management through all phases of emergency management (mitigation, preparedness, response, and recovery).
- Provide San Miguel County / City of Las Vegas Office of Emergency Management with current copies of the city EOP (or EOGs/SOPs), emergency contact information, and lists of critical resources.
- Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).
- Ensure all responders have the appropriate level of NIMS and hazardous materials training.
- Train damage assessment teams (for cities desiring to field their own teams) and coordinate efforts with San Miguel County and City of Las Vegas's overall damage assessment process.
- Ensure that San Miguel County / City of Las Vegas Office of Emergency Management is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the San Miguel County EOC (Commissioner's Chamber).
- Ensure that during a disaster, response activities (including requests for assistance and public information efforts) are coordinated with San Miguel County and City of Las Vegas and that situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through San Miguel County and City of Las Vegas.

## E. Special Districts

Special districts (such as Soil and Water Conservation, Water Management, Fire and Rescue, and School) are responsible for establishing liaisons with San Miguel County and City of Las Vegas and its organizations to support emergency management capabilities within New Mexico. Special districts that involve inter-jurisdictional authority can provide resources and services to support other functionally related systems in times of disaster.

## F. Private Sector

It is encouraged that members of the Private Sector:

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.
- Provide and coordinate relief not provided by government on a complimentary and supplementary basis.
- Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.
- Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.
- Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.

## G. Non-Government and Volunteer Organizations

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance and relief during emergencies.
- Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- Develop Mutual Aid Agreements and Memorandums of Understanding of duties and areas of responsibilities to be performed during an emergency.

## H. Hospitals, Nursing Facilities and Assisted Living Facilities

These facilities are responsible for the safety and well-being of visitors and tenants to their facilities. They have a state mandate to maintain an emergency operations plan.

## I. School Districts

School districts are responsible for the safety and well-being of students, staff and visitors to their facilities. Emergency plans should be developed taking into account those hazards to which schools might reasonably be exposed. The districts are encouraged to be proactive in developing and implementing these plans.

## J. Legal Affairs

The San Miguel County Attorney's Office is responsible for providing legal advice and guidance to emergency management and the New Mexico Department of Homeland Security & Emergency Management for all emergency management issues and concerns. The staffing of this position is the responsibility of the San Miguel County Attorney's Office. San Miguel County Attorney's Office are responsible for supporting requests about actions that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes and under state and federal laws (e.g., evacuations, quarantines, etc.).

## K. Emergency Support Functions (ESFs)

### ESF Coordinating Agency

The ESF coordinator is the agency/organization with coordination responsibilities for the assigned ESF throughout the preparedness, response, and recovery phases of incident management. Responsibilities of the ESF coordinator include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.
- Managing mission assignments and coordinating with primary and support agencies, as well as appropriate State officials, operations centers, and agencies.
- Ensuring financial and property accountability for ESF activities.

### ESF Primary Agencies

An agency designated as an ESF primary agency is chosen on the basis of its authorities, resources and/or capabilities. When an ESF is activated in response to an incident, the primary agency is responsible for:

- Supporting the ESF coordinator and coordinating closely with the other primary and support agencies.
- Providing staff for the operations at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.

- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Conducting situational and periodic readiness assessments.
- Executing contracts and procuring goods and services as needed.
- Participate in planning for short- and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

### ESF Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the responsibilities of the ESF. When an ESF is activated, support agencies are responsible for:

- Conducting operations, when requested by the EOC consistent with their own authority and resources.
- Participate in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.
- Assisting in situational assessments.
- Furnishing available personnel, equipment or other resource support as requested by the EOC.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

### L. Citizen Involvement

The public is responsible for preparing for disasters just as the various levels of government do. Specifically, individual, family and/or business plans need to be developed and maintained to ensure the appropriate level of preparedness.

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

Vulnerable needs population citizens are encouraged to register their information with the San Miguel County / City of Las Vegas Office of Emergency Management for disaster planning and response purposes.

## IV. METHOD OF OPERATIONS

### A. General

San Miguel County and City of Las Vegas uses the nearest appropriate responder concept (likely to be a county, municipal, state or nationally available resource) when responding to any threat, event or disaster. In most situations, San Miguel County and City of Las Vegas agencies will be the first and primary responders, and will be required to exceed their abilities or deplete their resources before requesting state assistance. Under some rare circumstances state or federal agencies may have the primary jurisdiction for the overall response effort. However San Miguel County and City of Las Vegas resources will likely provide the first response for all incidents impacting the jurisdictions.

#### 1. Non-Disaster Daily Operations

Day-to-day operations of San Miguel County and City of Las Vegas, absent of a declaration of State or Local Disaster Emergency is under the authority of the local governing body.

A proactive day-to-day disaster planning process is in place using the following resources:

- Local Emergency Planning Committee (LEPC)
- The Local Emergency Planning Committee prepares regional hazardous materials emergency plans that indicate the facilities that use, produce or store hazardous substances that are present in the jurisdiction.

LEPC serves as the repository for regional reports filed under Title III of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA). LEPC directs regional Title III implementation activities and performs associated outreach functions to increase awareness and understanding of, and compliance with the EPCRA program.

It is the responsibility of governments of San Miguel County and City of Las Vegas and its communities to protect life and property from the effects of hazardous events. This plan is based on the concept that emergency functions of responding agencies will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be re-directed to accomplish the emergency task assigned.

This plan provides assistance in day-to-day operations by providing each agency their responsibilities during an emergency. This allows agencies to construct programs, strategies and methods which allow day-to-day responsibilities to compliment emergency operations.

#### 2. Emergency Operations

The Chairman of the San Miguel County and City of Las Vegas Board of Commissioners may declare a state of local disaster emergency within San Miguel County and City of Las Vegas.



Such declaration shall be based on the judgment that a state of local disaster emergency is necessary to deal with a current or imminent emergency/disaster situation.

San Miguel County and City of Las Vegas Emergency Management will be responsible for preparing any disaster declarations. A declaration of a state of local disaster emergency shall implement the response and recovery elements of this plan and any applicable emergency operations plans. Subject to New Mexico Civil Emergency Act 1978 and the All Hazards Emergency Management Act 12-10-1 NMSA 1978, the Cabinet Secretary of the New Mexico Department of Homeland Security & Emergency Management may issue any order deemed necessary for the efficient and effective management for the protection of life or property or for the general public health and welfare.

The San Miguel County and City of Las Vegas EOP may be activated by the following positions in order of succession:

1. The Situational Analysis Team of San Miguel County or City of Las Vegas through the San Miguel County / City of Las Vegas Office of Emergency Management
2. Through the designated Duty Officer/s of the New Mexico Department of Homeland Security & Emergency Management
3. By the Cabinet or the Deputy Cabinet Secretary of New Mexico Department of Homeland Security & Emergency Management

### Response

The organized structure for response to an emergency/disaster is under the leadership of the San Miguel County / City of Las Vegas Office of Emergency Management who is approved the New Mexico Department of Homeland Security & Emergency Management. The County Emergency Manager is the overall coordination authority for the incident. The agencies, through the ESF structure, operate from the San Miguel County EOC (Commissioner's Chamber) and support the San Miguel County / City of Las Vegas Office of Emergency Management. The management structure designated to respond to emergency/disasters is coordinated by the staff of the San Miguel County / City of Las Vegas Office of Emergency Management.

Initial and subsequent notification procedures have been provided to the 24 hour San Miguel County and City of Las Vegas Warning Point for initial contacts based on the type of event. Additional notifications are made as requested by the Incident Commander or Emergency Management Director.

Disaster response and recovery agencies identify resources, training needs or planning activities to the San Miguel County / City of Las Vegas Office of Emergency Management. The San Miguel County EOC (Commissioner's Chamber) will be activated for actual or potential events that threaten San Miguel County and City of Las Vegas. The level of activation will be determined by the San Miguel County or City of Las Vegas Situational Analysis Team (SAT) based on the emergency or disaster event.

The following are possible criteria for activation of the San Miguel County EOC (Commissioner's Chamber):

1. A threat (or potential threat) increases the risk in San Miguel County and City of Las Vegas

2. Coordination of response activities are needed
3. Resource coordination is needed to respond to an event
4. Conditions are uncertain or could possibly escalate
5. A County emergency/disaster declaration is made
6. By the San Miguel County or City of Las Vegas Situational Analysis Team (SAT)

The San Miguel County EOC (Commissioner's Chamber) may be activated or deactivated by at least three of the following individuals who are members of the SAT, depending on the incident jurisdiction being in San Miguel County or the City of Las Vegas:

- Emergency Manager - Office of Emergency Management
- County Manager - San Miguel County
- County Commission Chairmen - San Miguel County
- County Commissioner Vice- Chairmen District 1 - San Miguel County
- SMC Fire Chief - San Miguel County
- Sheriff - SMC Detention Center

The San Miguel County EOC (Commissioner's Chamber) utilizes 3 levels of activation:

- **Watch:** When conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The San Miguel County EOC (Commissioner's Chamber) will be staffed by emergency management personnel.
- **Partial-Activation:** When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and essential ESFs are represented in the San Miguel County EOC (Commissioner's Chamber).
- **Full-Scale Activation:** Any disaster/emergency that will require large-scale mutual aid and possible State and Federal assistance in response and recovery. Emergency management personnel and essential ESFs are represented in the San Miguel County EOC (Commissioner's Chamber).

The Primary San Miguel County EOC (Commissioner's Chamber) is located at:

**San Miguel County EOC (Commissioner's Chamber)**  
**500 West National Ave.**  
**Second Floor**  
**Las Vegas, NM 87701**

The Alternate San Miguel County EOC is located at:

**Tthe City of Las Vegas (Council Chambers)**  
**1700 North Grand Ave.**  
**Las Vegas, NM 87701**

The facility serves as the coordination, command and control center for San Miguel County and

City of Las Vegas, is staffed when the need arises, and serves as the 24 hour San Miguel County and City of Las Vegas Warning Point for initial notification and warning of emergencies and disasters.

San Miguel County and City of Las Vegas operates under the ESF concept. Each ESF contained in this plan identifies the coordinating, primary and support agencies required to carry out the responsibilities of the ESF. These agencies are responsible for preparing additional operating guides, checklists, staffing patterns or resource requirements needed to complete their assignments. Each agency is responsible for carrying out the tasks assigned by this EOP, with the coordinating agency having primary responsibility for coordinating that effort. A comprehensive list of ESFs and their responsibilities can be found as attachments to this plan.

During activation, the San Miguel County EOC (Commissioner's Chamber) provides the core emergency function coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. Field Operations will be managed through the Incident Command System (ICS) and is discussed below.

### EOC Organizational Structure

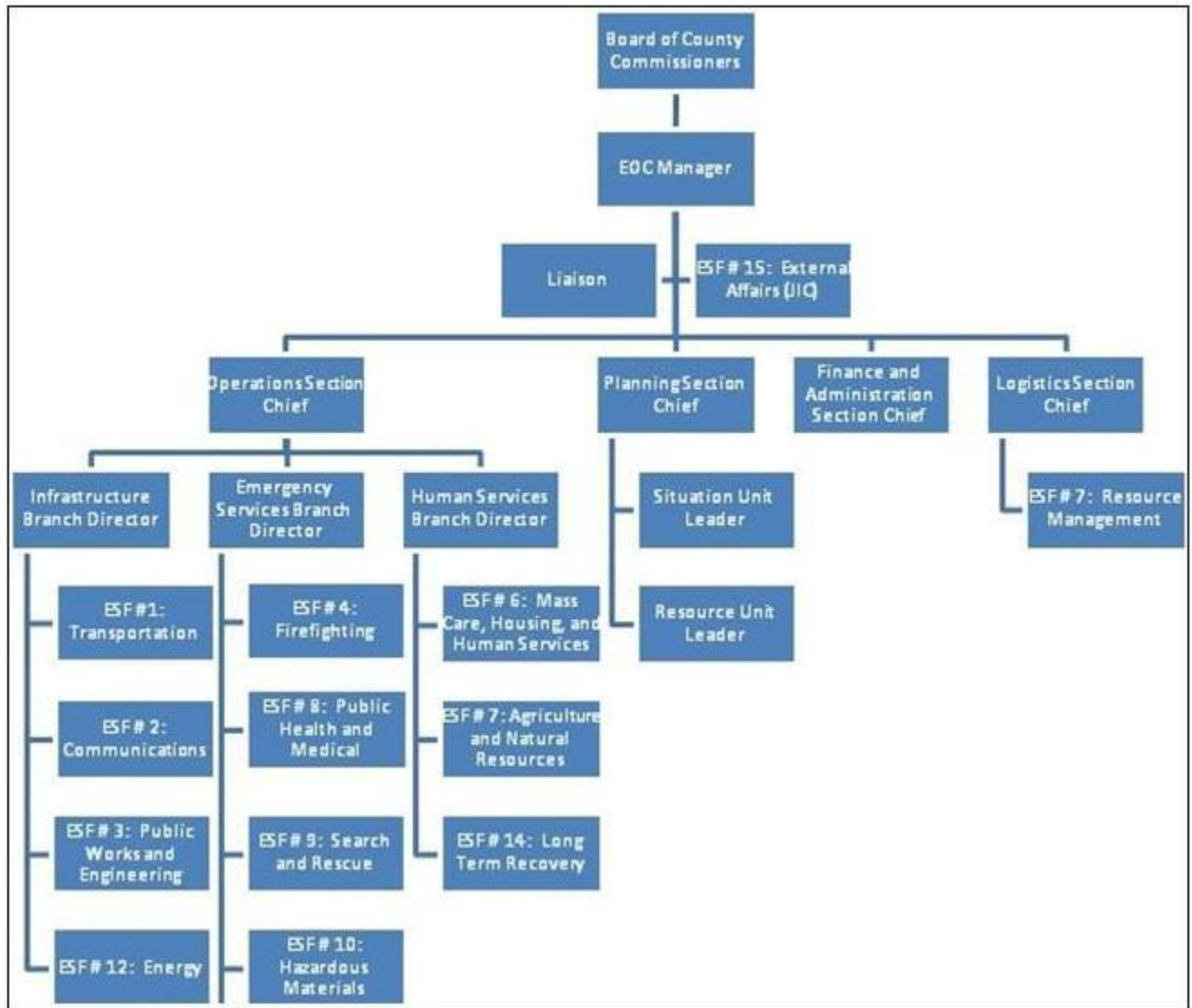
The EOC staffing level and composition is contingent on the specific requirements of an incident. The organizational structure of the EOC is modular, extending to incorporate all elements necessary for the type, size, scope, and complexity of a given incident. While any configuration of functional units may be used in the EOC, the core organizational structure of the EOC is organized by Sections and ESF teams. While an organizational chart is provided below, the various functional elements are activated based on need. The organizational structure can be condensed, expanded, or reconfigured as needed.

While the structure is flexible, it is always organized around five core functions:

- **EOC Management**: This component is responsible for the overall disaster policy and coordination. Specific functions include oversight of the EOC and coordinates public information with ESF 15. EOC Management is led by the EOC Director. This position is staffed by a designated responsible agency.
- **Operations Section**: The purpose of this section is to support field operations and coordinate countywide response activities through the implementation of the EOC Action Plan. This section is led by the Operations Section Coordinator which is staffed by a designated responsible agency.
- **Planning Section**: The purpose of this section is to collect, evaluate, process, and disseminate information for use in the EOC. This section is led by the Planning Section Coordinator which is staffed by a designated responsible agency.
- **Logistics Section**: This section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, and other support and services necessary for disaster response and recovery. This section is led by the Logistic Sections Coordinator which is staffed by a designated responsible agency.

- Finance / Administration Section:** This section is responsible for the coordination of the financial planning, operations, and reporting services. This section is led by the Finance Section Coordinator which is staffed by San Miguel County Finance Division.

## ORGANIZATIONAL CHART



Each agency responding will report back to the San Miguel County EOC (Commissioner's Chamber) through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure. These reports are later synchronized and information is provided to mutual aid partners, adjacent counties, and the New Mexico Department of Homeland Security & Emergency Management to provide visibility of emergency operations.

During the response phase and upon declaration of a local state of emergency, the San Miguel Board of County Commission Chairman, or the Mayor of the City of Las Vegas has ultimate

authority with coordination of San Miguel County / City of Las Vegas Office of Emergency Management who report directly to the New Mexico Department of Homeland Security & Emergency Management, which provide support and resources as requested through the San Miguel County EOC (Commissioner's Chamber).

All County divisions, City departments, non-governmental agencies, and other organizations fall under the direction of the coordinating agency designated in the plan. The Emergency Manager of San Miguel County / City of Las Vegas Office of Emergency Management will coordinate with State, Federal and other outside agencies.

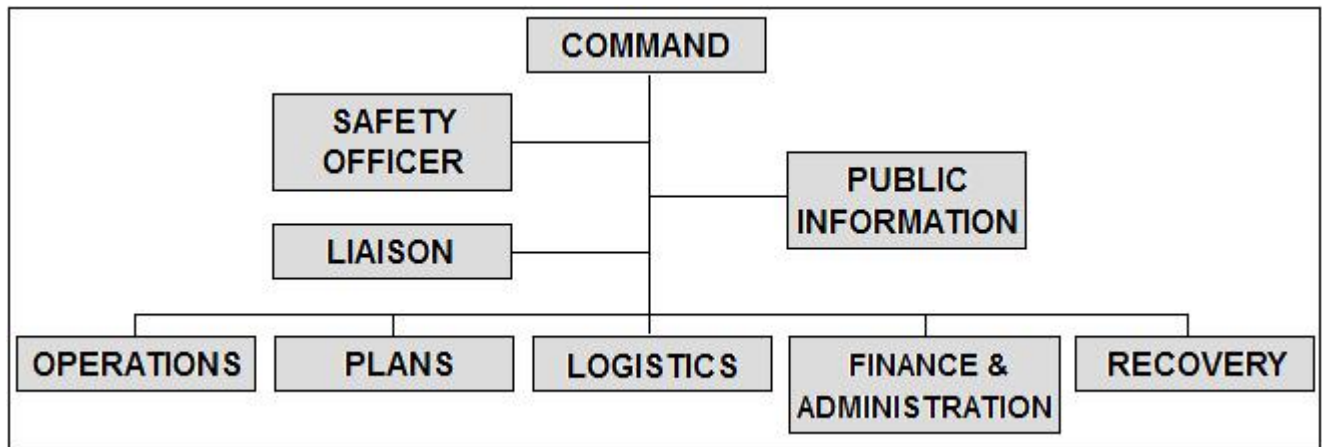
### 3. Field Operations

Field Operations will be managed through the Incident Command System (ICS). The ICS that has been implemented in San Miguel County and City of Las Vegas and utilizes common terminology; is modular and scalable; incorporates measurable objectives; provides for a manageable span of control; and relies on the Incident Action Plan (IAP) as the principal tool for communicating and carrying out operational objectives in an incident. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request, through appropriate channels, that the San Miguel County EOC (Commissioner's Chamber) be activated to support the field operations.

Response to an incident by single discipline agencies (i.e., fire, law enforcement, EMS) will utilize a single Incident Commander within the ICS structure. As the incident progresses to include multiple jurisdictions and disciplines, a Unified Command will be used to the extent possible, and as deemed necessary.

During a single discipline response to an incident, the first on-scene emergency responder with management responsibilities will take the necessary steps to establish an Incident Command Post (ICP), report a scene size-up, activate the appropriate ICS organizational elements required for incident management, delegate authority within the ICS organizational structure, and develop incident objectives on which subsequent incident action planning will be based.

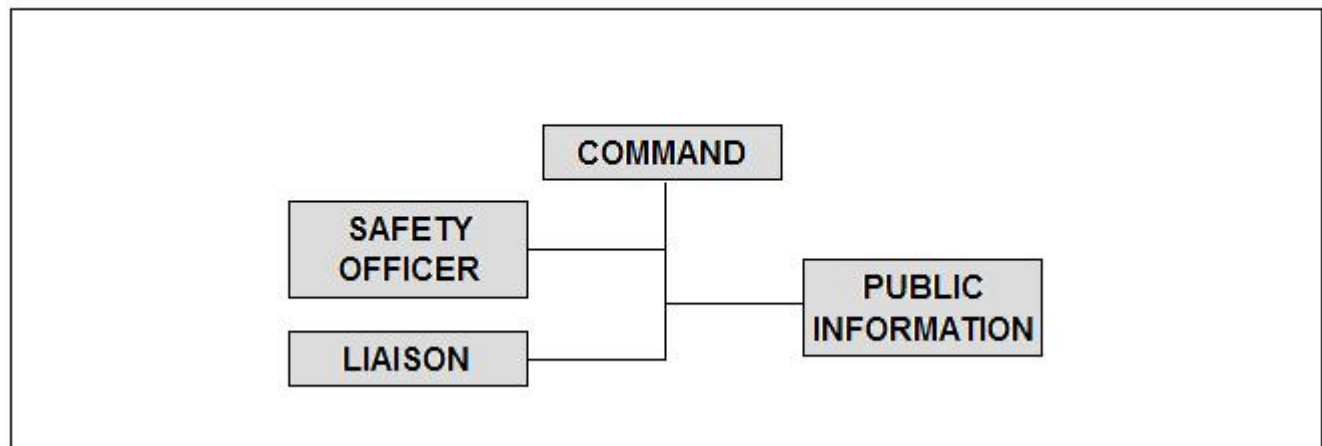
Each agency deploying to the field will report back to the San Miguel County EOC (Commissioner's Chamber) through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure.



**Command Staff**

The Command Staff function will be conducted in two ways: 1) as a Single Command (used when an incident occurs within single jurisdiction, and there is no jurisdictional or agency overlap, and a single IC can be designated); or 2) Unified Command (used when there are multiple agencies and multiple jurisdictions, and a single set of objectives need to be developed to guide incident management).

**COMMAND STAFF**



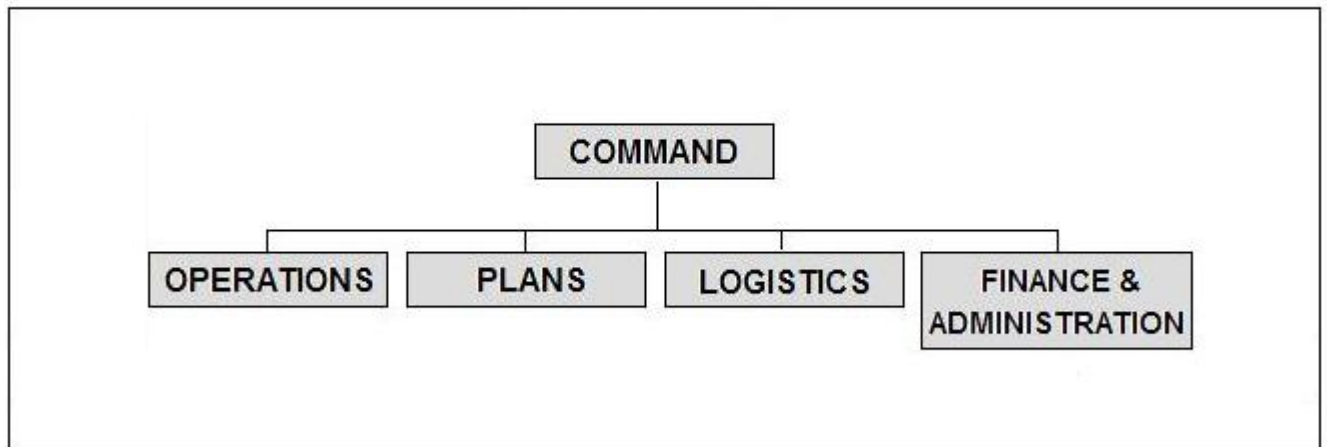
**General Staff**

The General Staff positions will include the following sections:

- Operations Section
- Planning Section
- Logistics Section
- Finance / Administration Section

The scope, direction, and control of these sections will follow established ICS procedures.

## GENERAL STAFF



### a. Area of Operations

An area of operations will be established by the Incident Commander. This will vary depending on the size and magnitude of the event. Once established, or changes made to an existing area of operations, it will be communicated to all responders.

### b. Area Command

An Area Command (AC) will be activated if an incident is not site specific (i.e., pandemic outbreaks), the incident is extremely large and involves multiple ICS organizations, or there are multiple incidents that are being handled by separate ICS organizations. If the incidents are multi-jurisdictional, then a UC will be established within the AC. Therefore, the AC has the responsibility to:

- Set overall incident-related priorities
- Allocate critical resources according to priorities
- Ensure that incidents are properly managed
- Ensure that incident management objectives are met and do not conflict with each other or with agency policy
- Identify critical resource needs and report them to EOCs and/or multi-agency coordination entities
- Ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations

### c. Multi-Agency Coordination Center

A key component of NIMS is the development of a multi-agency coordination system that integrates the operations and functions of the San Miguel County EOC (Commissioner's Chamber) and field operations, guided by the principles embedded in the Incident Command System. In most cases, emergencies are handled by local fire departments, law enforcement agencies, medical service agencies, and communication/dispatch centers; but in larger

emergencies or disasters, additional coordination support is required. In these situations, entities such as city EOCs and/or the San Miguel County EOC (Commissioner's Chamber) have critical roles in an emergency.

The County's incident management responsibility is directed and managed through the San Miguel County / City of Las Vegas Office of Emergency Management. As a multi-agency coordination entity, the San Miguel County / City of Las Vegas Office of Emergency Management will coordinate and manage disaster operations through the San Miguel County EOC (Commissioner's Chamber) to:

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to San Miguel County EOC (Commissioner's Chamber)
- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved
- Acquire and allocate resources required by incident management personnel in coordination with the priorities established by the IC or UC
- Anticipate and identify future resource requirements
- Coordinate and resolve policy issues arising from the incident(s)
- Provide strategic coordination as required
- Coordinate briefings, message tracking, situational reports, and establish a common operating picture

Following an incident, plans, procedures, communications, staffing and other capabilities necessary for improved incident management are coordinated through the San Miguel County / City of Las Vegas Office of Emergency Management. These tasks are accomplished by the San Miguel County EOC (Commissioner's Chamber) by ensuring the ability to perform four core functions:

- Coordination
- Communications (that are reliable and contain built-in redundancies)
- Resource dispatch and tracking
- Information collection, analysis, and dissemination

#### 4. Joint Information Center

The Joint Information System (JIS) provides the mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private-sector and non-governmental organizations.

San Miguel County and City of Las Vegas has implemented and institutionalized processes, procedures and plans for its JIC and can be referenced in the Annex for Emergency Support Function 15.

When the San Miguel County EOC (Commissioner's Chamber) is activated, the Emergency Manager of San Miguel County / City of Las Vegas Office of Emergency Management or the Public Information Officer Representative may activate the Joint Information Center (JIC). When the JIC is in operation, it serves as the central point of public information collection and dissemination. The JIC functions as part of the Command in the San Miguel County EOC



(Commissioner's Chamber) and will coordinate the release of non-operational information.

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and non-governmental organization involved in incident management activities will be notified and asked to have their JIC representative respond to the San Miguel County EOC (Commissioner's Chamber) within a reasonable period of time. Communication will be accomplished via the Emergency Alert System, radio, television, fax, Internet, telephone or any other means available. When the JIC is activated, the Public Information Officer or his/her designee will notify media outlets that all media inquiries are to be directed to the JIC and that the JIC will be releasing media updates on a routine basis and when noteworthy events take place. Members of the media will not be allowed access to the San Miguel County EOC (Commissioner's Chamber).

More information on public awareness and education can be found in ESF 15, External Communications. More information on communication plans and protocols can be found in ESF 2, Communications.

## B. Coordination, Direction and Control

### 1. County Level

#### Information Collection and Dissemination

Initial notification of incidents at the local level are accomplished in a variety of ways including public safety radio, television, radio, broadcast, fax, etc.

Responsibility for notification of most incidents is accomplished through the New Mexico State Police District 2 Dispatch Center. Other agencies with responsibilities for notification include the National Weather Service and DSHEM Duty Officer.

The New Mexico State Police District 2 Dispatch Center will be responsible for notifying response and Emergency management personnel when the threat of a disaster is imminent.

- **Internal:** Response agencies will be notified from the communication center as required by the nature of the disaster.
- **External:** It is the responsibility of San Miguel County / City of Las Vegas Office of Emergency Management to notify the appropriate agencies outside of the jurisdiction such as New Mexico Department of Homeland Security & Emergency Management, State Emergency Response Commission (SERC), and the United States Department of Agriculture (USDA).

The New Mexico State Police District 2 Dispatch Center provides communications essential for the county government to communicate with all government entities. The City of Las Vegas Police Department Communications Center provides communications essential for all city government to communicate with all governmental entities. This information is then passed along to the public via siren, notification system, radio, NOAA radio, television, social media alerts, etc.

The media assume a vital role in dispersing information to the public. San Miguel County / City of Las Vegas Office of Emergency Management works closely with local media providers to

ensure timely and accurate information is provided to the public.

Information collection needs and priorities will include:

1. Life safety
2. Incident security and stability
3. Property and environmental protection

### Direction and Control

Impacted entities will coordinate the emergency response efforts within their political jurisdiction (county and municipalities).

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain communications and coordination with the San Miguel County EOC (Commissioner's Chamber) at all times as detailed by this plan.

San Miguel County / City of Las Vegas Office of Emergency Management may activate Mutual Aid Agreements with neighboring jurisdictions. They may also recommend that the San Miguel County and City of Las Vegas Board of County Commissioners declare a local state of emergency and make a formal request for state assistance. The following positions are authorized to request resources by contacting New Mexico Department of Homeland Security & Emergency Management.

1. The San Miguel County and City of Las Vegas Emergency Manager of Emergency Management
2. Any designated personnel authorized by San Miguel County and City of Las Vegas Emergency Manger of Emergency Management

To request state assistance, San Miguel County and City of Las Vegas must meet the following parameters:

1. Exhausted or will likely exhaust San Miguel County and City of Las Vegas resources
2. Exhausted or will likely exhaust mutual aid resources
3. Exhausted or will likely exhaust contractual resources
4. The requested assistance is not available at the local level

The Policy Group of San Miguel County or City of Las Vegas depending on jurisdiction, and/or designee is delegated policy-making authority and can commit resources at the San Miguel County EOC (Commissioner's Chamber) as well as routine management and operation of the facility. The designated EOC Director may issue mission assignments to the ESFs to perform duties consistent with San Miguel County and City of Las Vegas policy. Mission assignments and mutual aid assistance is tracked at the San Miguel County EOC (Commissioner's Chamber).

Coordination of County-wide protective actions will occur among all affected risk and host areas and San Miguel County EOC (Commissioner's Chamber) under the direction and control of the of EOC Director. Areas not impacted by these events may be requested to provide assistance. Prior to an evacuation and under the direction of the EOC Director, EOC Manager and Policy Group will implement coordination on issues which may include, but not limited to: deploying

and pre-deploying personnel, identifying evacuation routes, ensuring the sufficiency of fuel, address emergency medical issues, and initiate procedures for notification to the public.

The SAT may authorize a field operations response in or near the impacted area. Field operations will be under the direction and control of the Incident Commander and may involve the deployment and staging of personnel and resources in the impacted area.

Initial planning for recovery begins before an emergency event impacts San Miguel County and City of Las Vegas. While response actions necessary to protect public health and safety are being implemented, the recovery section within the San Miguel County EOC (Commissioner's Chamber) begins coordination and implementation of the recovery programs.

In the event state and federal assistance is required by San Miguel County and City of Las Vegas, the State Coordinating Officer will interface directly with representatives of the federal government.

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of New Mexico may order the mobilization of State and local resources under the Emergency Management Assistance Compact to be deployed to the impacted state. The management and coordination of these resources will be administered through the Response and Recovery Section under the direction of the Response and Recovery Director located at New Mexico Department of Homeland Security & Emergency Management.

## 2. Coordinating Agencies

The Emergency Manager of San Miguel County / City of Las Vegas Office of Emergency Management designates the coordinating agencies for each emergency support function to coordinate the activities of that support function.

Coordinating Agency Listing for Emergency Operations Plan	
FUNCTIONAL ANNEX	COORDINATING AGENCY
ESF 1 - Transportation	San Miguel County / City of Las Vegas Office of Emergency Management
ESF 2 - Communications	San Miguel County / City of Las Vegas Office of Emergency Management
ESF 3 - Public Works and Engineering	San Miguel County / City of Las Vegas Office of Emergency Management
ESF 4 - Firefighting	San Miguel County / City of Las Vegas Office of Emergency Management
ESF 5 - Emergency Management	New Mexico Department of Homeland Security & Emergency Management
ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services	San Miguel County / City of Las Vegas Office of Emergency Management
ESF 7 - Logistics Management and Resource Support	New Mexico Department of Homeland Security & Emergency Management
ESF 8 - Public Health and Medical Services	San Miguel County / City of Las Vegas Office of Emergency Management New Mexico Department of Health

ESF 9 - Search & Rescue	San Miguel County / City of Las Vegas Office of Emergency Management
ESF 10 - Oil and Hazardous Materials Response	San Miguel County / City of Las Vegas Office of Emergency Management
ESF 11 - Agriculture and Natural Resources	San Miguel County / City of Las Vegas Office of Emergency Management
ESF 12 - Energy	San Miguel County / City of Las Vegas Office of Emergency Management
ESF 13 - Public Safety and Security	San Miguel County / City of Las Vegas Office of Emergency Management
ESF 14 - Long-Term Community Recovery	San Miguel County / City of Las Vegas Office of Emergency Management
ESF 15 - External Affairs	San Miguel County / City of Las Vegas Office of Emergency Management

Upon activation of the San Miguel County EOC (Commissioner's Chamber), the primary agency for the emergency support functions will send representatives to the San Miguel County EOC (Commissioner's Chamber) to coordinate activities. The coordinating agency determines which primary and support agencies are required at the San Miguel County EOC (Commissioner's Chamber).

The coordinating agency for the Emergency Support Functions will be responsible for collecting all information related to the disaster and providing it to the SAT.

### 3. Intergovernmental Mutual Aid

Mutual Aid Agreements and Memoranda of Understanding are essential components of emergency management planning, response, and recovery activities.

These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts. A complete list of Mutual Aid Agreements in effect for San Miguel County and City of Las Vegas related to emergency management can be found in Section VII-Authorities and References of this EOP. In addition, these agreements are available for review in their entirety at the San Miguel County EOC (Commissioner's Chamber).

#### Intrastate Mutual Aid System (IMAS)

It is recognized that emergencies often overwhelm local government capability, transcend jurisdictional boundaries, and that intergovernmental coordination is essential for the protection of lives and property. This cooperation is also essential for the maximum use of available resources. Under the Intrastate Mutual Aid System (IMAS) member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with drills or exercises. Any resource (personnel, assets and equipment) of a member jurisdiction may be made available to another member jurisdiction. Use of IMAS will be in accordance with the New Mexico Emergency Operations System (EOS) as established in the New Mexico All-Hazard Emergency Operations Plan. Pursuant to the Intrastate Mutual Aid Act, IMAS is composed of and may be described as: Guidelines and

procedures for implementing IMAS; Actions taken in requesting aid for an emergency or disaster; Actions taken in responding to a request for aid; and, The committee and actions taken by the committee.

Note: The Intrastate Mutual Aid System (IMAS) provides no immunity, rights or privileges to individuals that respond to an emergency that are not requested and authorized to respond by member jurisdictions, in accordance with the Act.

### Emergency Management Assistance Compact (EMAC)

The Intrastate Mutual Aid System is closely tied to the State of New Mexico's participation in the Emergency Management Assistance Compact (EMAC) for the seamless escalation of disaster response and execution of national mutual aid. IMAS is the mechanism by which resources of member jurisdictions will be deployed under EMAC. No separate agreement is necessary, although individual resource orders will be executed in accordance with IMAS and the New Mexico Emergency Operations System.

### Intrastate Mutual Aid Committee

The Committee shall consist of eleven members appointed by the Governor, including a representative of the Department of Public Safety and the Governor's Homeland Security Advisor (who shall be a permanent member and the presiding officer of the committee). The members shall represent emergency management and response disciplines, political subdivisions and, if participating, Indian nations, tribes or pueblos. Appointments shall be made for terms expiring four years from the date of the appointment. The committee shall elect from among its members a vice-presiding officer and any other officers the committee deems appropriate. The committee shall meet at least annually and may meet at the call of the presiding officer or as otherwise called by seven of its members. The committee shall be attached to the Department of Public Safety for administrative purposes only.

### Requesting Mutual Aid

All mutual aid requests should be coordinated through the San Miguel County and City of Las Vegas Emergency Manager or the San Miguel County EOC (Commissioner's Chamber) if activated. To request mutual aid, San Miguel County and City of Las Vegas uses the following process:

- The Party seeking mutual aid shall make the request directly to the party providing the aid in coordination with San Miguel County / City of Las Vegas Office of Emergency Management.
- Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing no later than thirty (30) calendar days following the verbal request unless otherwise stated according to policies or resolutions.
- All communication shall be conducted directly between recipient and provider in coordination with San Miguel County / City of Las Vegas Office of Emergency Management.
- The Recipient shall be responsible for keeping all parties advised of the status of mutual aid activities.

If assistance is needed to coordinate mutual aid, San Miguel County and City of Las Vegas can request coordination assistance to New Mexico Department of Homeland Security & Emergency Management.

#### 4. Communication

ESF 2 (Communications) provides information and guidance concerning available communications systems and methods in San Miguel County and City of Las Vegas, including:

- Dissemination of emergency information to response organizations and government
- Information flow and management to and from the San Miguel County EOC (Commissioner's Chamber)
- Communications interoperability among response units
- Primary and backup communications systems
- Telecommunications and information technology resources
- Emergency warning and notification

ESF 15 (External Communications) provides information on and the dissemination of information to the public for the purpose of protective action guidance and ongoing emergency information. This information is focused on the minimization of confusion, misinformation, and rumors during times of an emergency/disaster.

#### San Miguel County and City of Las Vegas Warning Point

The New Mexico State Police District 2 Dispatch Center serves as the San Miguel County and City of Las Vegas Warning Point. The San Miguel County and City of Las Vegas Warning Point provides San Miguel County and City of Las Vegas with a single point to disseminate information and warnings to government officials that a hazardous situation could threaten the general welfare, health and safety, and/or property of the population.

The Warning Point is equipped with multiple communication networks and auxiliary power.

A list of these capabilities is provided in ESF 2 (Communications) and below:

**Communication:** AM Highway Advisory Alert System

**Priority:** High

**Type:** Voice

**Quantity:** 1

**Description:** External Use - SMC/LV OEM has an AM Highway Advisory Alert System. The primary work station is located in the SMC/LV EOC Communication room where messages are created and delivered over a microwave system to three separate AM fixed site within San Miguel County (Las Vegas, Trujillo, and Apache Springs) All three are found on frequency AM 1670.

**Communication:** RoadRunner Portable AM Highway Advisory Trailer System

**Priority:** High

**Type:** Voice

**Quantity:** 1

**Description:** External Use - The SMC/LV OEM has a RoadRunner Portable AM Highway Advisory Trailer System to be utilized in rough terrain areas and/or areas of low accessibility to radio or television reception. The SMC/LV OEM RoadRunner Portable AM Highway Advisory Trailer System allows the OEM to be able to communicate emergency notification information under disaster events. It has two separate AM radio frequencies which are AM 1640 and AM

1680.

**Communication:** State of New Mexico Emergency Alert System (EAS)

**Priority:** High

**Type:** Voice

**Quantity:** 1

**Description:** Internal Use, External Use, Mobile -

The State of New Mexico has an Emergency Alert System (EAS). This system allows each warning point within San Miguel County (State Police / City Police) to have the capabilities to notify KKOB which is located in Albuquerque, NM to be able to give out any emergency notification statewide and/or within the jurisdiction to notify the communities of any emergency events.

**Communication:** Incident Command Trailer

**Priority:** High

**Type:** Data

**Quantity:** 1

**Description:** External Use, Mobile - The SMC/LV OEM has a 42 foot goose neck Incident Command Trailer which consists of 2 VHF, 1 UHF, Wi-Fi capabilities, and 1 amateur radio system to be utilized towards field support. It also includes an Raytheon ACU 1000 inter-operable communication system which allows up to 9 agencies to communicate simultaneously. This allows inter operable communications between first responders due to the fact that it interlinks transmissions from VHF to VHF, UHF to UHF, or VHF to UHF frequencies. First responders do not have to change frequencies or equipment.

**Communication:** New Mexico Statewide Interoperable Communication System

**Priority:** High

**Type:** Voice

**Quantity:** 1

**Description:** Internal Use, External Use - The State of New Mexico has a Statewide Interoperable Communication System. The system has three repeaters (VHF,UHF, 800MHz) strategically located throughout the State. San Miguel County's is located on Turkey Mountain within Mora County. The system is programmed with V-TAC channels to allow first responders and agencies to work outside their normal operating channels and to communicate together using the unified V-TAC Channel for emergency events.

The New Mexico State Police District 2 Dispatch Center has Standard Operating Guides (SOG) to notify and warn officials and general public of emergency and disaster events that occur in San Miguel County and City of Las Vegas. In addition these guides also identify actions to be taken based off types of incidents. Notification lists for agencies and individuals are maintained by the New Mexico State Police District 2 Dispatch Center. Notification of the State Warning Point is included in these guides. The Emergency Manager or the on-call Emergency Management staff person will initiate any further notification.

Developing or existing emergency conditions which should be reported to the New Mexico State Police District 2 Dispatch Center include those that have or may result in multiple loss of life, environmental or property damage, or evacuation of a populated area whether or not State or Federal resources are needed to support local emergency response efforts.

ESF Coordinators and other Emergency Operation Center Representatives are kept informed of potential events by the Emergency Manager of San Miguel County / City of Las Vegas Office of Emergency Management by fax, email, or telephone.

Warnings are accomplished in various ways depending on the persons that need to be warned and the time available. The Emergency Manager of San Miguel County / City of Las Vegas Office of Emergency Management or the Incident Commander can initiate warnings and notification procedures. The following list identifies warning methods during an event. Any or all may be used.

- Activation of the Emergency Alert System (EAS)
- Information statements released to the local media
- Public address systems of public safety vehicles
- Door-to-door contacts
- Alert Messaging System
- Outdoor warning sirens

Persons in the threatened areas with vulnerable needs may be notified by all of the methods outlined above. Hotels, motels and Chambers of Commerce will assist in notification of tourists visiting the area. Most of the other warning systems previously listed would also reach some visitors to the County.

The San Miguel County and City of Las Vegas Warning Point (New Mexico State Police District 2 Dispatch Center) is responsible for network control and conducts routine tests to ensure operational readiness.

Common Program Control Stations (CPCS) are radio stations utilized to provide the general public with information about events. The following stations have been identified as CPCS locations in and around San Miguel County and City of Las Vegas:

**AM 1670 (Apache Springs)  
Apache Springs, NM 87701**

**AM 1670 (Pacheco Site)  
Las Vegas, NM 87701**

**AM 1670 (Trujillo Site)  
Trujillo, NM 88439**

**KFUN/KLVF Radio Station  
#1 Radio Heights  
Las Vegas, NM 87701**

**KNMX  
304 South Grand Ave.  
Las Vegas, NM 87701**

## 5. State Level

When an emergency or disaster has occurred or is imminent, the Governor may issue an Executive Order proclaiming the existence of a State of Emergency or activate the emergency response, recovery and mitigation aspects of State, local and inter-jurisdictional disaster plans.



At the State level, the New Mexico Adjutant General, or designee performs policy-making authority and commitment of State resources at the NM DHSEM Emergency Operations Center (EOC). The NM DHSEM Emergency Operations Center (EOC) Manager is responsible for the provision of State assistance, as well as routine management and operation of the NM DHSEM Emergency Operations Center (EOC). The NM DHSEM Emergency Operations Center (EOC) Manager may issue mission assignments to the State ESFs to perform duties consistent with State policy. Mission assignments, and mutual aid assistance brokered by the State, are tracked in the NM DHSEM Emergency Operations Center (EOC).

Coordination of regional and multi-regional protective actions will occur among all affected risk and host counties, other states, and the NM DHSEM Emergency Operations Center (EOC) under the direction and control of the NM DHSEM Emergency Operations Center (EOC) Manager. Counties that are not impacted by an emergency/disaster situation may be directed by the New Mexico Adjutant General to activate their EOCs to provide emergency assistance.

During activation of the NM DHSEM Emergency Operations Center (EOC), the NM DHSEM Emergency Operations Center (EOC) Team provides up-to-date information on the situation and is also equipped to provide information on various grant programs and funding sources available to affected areas in the aftermath of disaster.

The New Mexico Department of Homeland Security & Emergency Management Preparedness Coordinator serves as the NM DHSEM Emergency Operations Center (EOC) liaison and shares information with local command, who then shares the information as per local protocol. The NM DHSEM Emergency Operations Center (EOC) will provide incident information to State agencies, State legislative, and United States Congressional officials. This is typically accomplished via situation reports and frequent NM DHSEM Emergency Operations Center (EOC) briefings.

In the event federal assistance is required, the State Coordinating Officer will interface directly with representatives of the federal government. If the State Coordinating Officer determines that the span-of-control needs to be broadened, he may designate a Deputy State Coordinating Officer to ensure coordination between federal and State agency representatives and to anticipate any needs or conflicts in the response or recovery phases as they progress.

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of New Mexico may order the mobilization of State resources under the Emergency Management Assistance Compact (EMAC) to be deployed to the impacted state. The management and coordination of these resources will be administered through the Response Section under the direction of the Response Section Chief located in the NM DHSEM Emergency Operations Center (EOC). In the event the NM DHSEM Emergency Operations Center (EOC) is not activated, EMAC will be managed and coordinated will be administered by New Mexico Department of Homeland Security & Emergency Management's Response and Recovery Branch under the direction of the Response and Recovery Branch Director.

## 6. Federal Level

Through the National Response Framework (NRF), the federal government provides assistance by establishing a single, comprehensive framework for the management of domestic incidents. The NRF provides the structure and mechanisms for the coordination of federal support. Through the NRF, federal ESFs may establish direct liaison with New Mexico ESF

representatives in the NM DHSEM Emergency Operations Center (EOC).

If the disaster is major or catastrophic, the New Mexico Department of Homeland Security & Emergency Management will contact the Federal Emergency Management Agency, Region 6 and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Primary Federal Official (PFO) will represent the Secretary of the U.S. Department of Homeland Security and/or a Federal Coordinating Officer. The Federal Coordinating Officer is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

## 7. Joint Field Office

The emergency recovery process is initiated when the President of the United States issues a Major Presidential Disaster Declaration. Such a declaration makes available a series of federal disaster assistance programs to aid the State in its recovery from a disaster situation. The basis for the declaration is the determination by the President that the disaster is of such severity and magnitude that response is beyond State and local capabilities. The field recovery operation will be conducted in accordance with the most current edition of the State of New Mexico Emergency Response Plan as well as other recovery plans and procedures.

Once a field office has been established in San Miguel County and City of Las Vegas, the San Miguel County / City of Las Vegas Office of Emergency Management will provide the proper liaisons to the appropriate field office operations.

The organizational structure for recovery is under the leadership of the State Coordinating Officer. Once a federal disaster declaration has been issued, the State Coordinating Officer consults with a Federal Coordinating Officer. In addition, a Governor's Authorized Representative (GAR) is designated in the Federal Emergency Management Agency-State Agreement and is responsible for compliance with that Agreement.

During a recovery operation, the State Coordinating Officer usually appoints a Deputy State Coordinating Officer who represents him/her at the Joint Field Office. The Deputy State Coordinating Officer is responsible for the establishment and management of State operations in the Joint Field Office and coordination between State and federal programs.

### C. Prevention

San Miguel County and City of Las Vegas's prevention goals are to avoid an incident, intervene, or stop an incident from occurring. To accomplish the goal the following strategy will be used:

- Expand Regional Collaboration
- Implement the National Incident Management System and National Response Framework (NRF)
- Strengthen Information Sharing and Collaboration capabilities
- Strengthen Interoperable and Operable Communications capabilities
- Strengthen Medical Surge and Mass Prophylaxis capabilities
- Strengthen Planning and Citizen Preparedness Capabilities

- Increase coordination with the New Mexico Intelligence Fusion Center (IFC)

## 1. New Mexico Intelligence Fusion Center

The ability to share intelligence information quickly and accurately among state fusion centers and emergency operation centers is crucial in preventing potential criminal and terrorist acts. The primary components of a fusion center are situational awareness and warnings that are supported by law enforcement intelligence, derived from the application of the intelligence process, where requirements for actionable information are generated and information is collected, integrated, evaluated, analyzed, and disseminated. Important intelligence that may forewarn of a future attack may be derived from information collected by several diverse entities.

New Mexico Intelligence Fusion Center / San Miguel County/City of Las Vegas OEM serves as the local liaison to the New Mexico All Source Intelligence Fusion Center (NMAISIFC). Given the nature of the information, the New Mexico Intelligence Fusion Center / San Miguel County/City of Las Vegas OEM will distribute the information in accordance to local SOPs and be marked as Unclassified/For Official Use Only (U/FOUO).

### D. Preparedness

The goal of San Miguel County and City of Las Vegas's preparedness operations is to help ensure a timely and effective response to, recover from and mitigation of the impacts and consequences associated with an emergency/disaster situation. To accomplish the goal the following strategy will be used:

- Administer grant programs for operational support and training activities
- Participate in capability assessments at the regional and county level
- Establish an inclusive planning process using the "Whole Community" concept.

## 1. Resource Management and Credentialing

### Resource Management

Each agency tasked within this plan is responsible for developing and maintaining applicable resource lists. These lists should follow established county protocols for maintaining resource lists. At a minimum, full resource lists (including all county resources) will be provided to San Miguel County / City of Las Vegas Office of Emergency Management and the ESF 7 coordinating agency. The following lists are created using the State of New Mexico's Comprehensive Resource Management and Credentialing System (CRMCS). These inventories include a point of contact, geographic location, and operation area for:

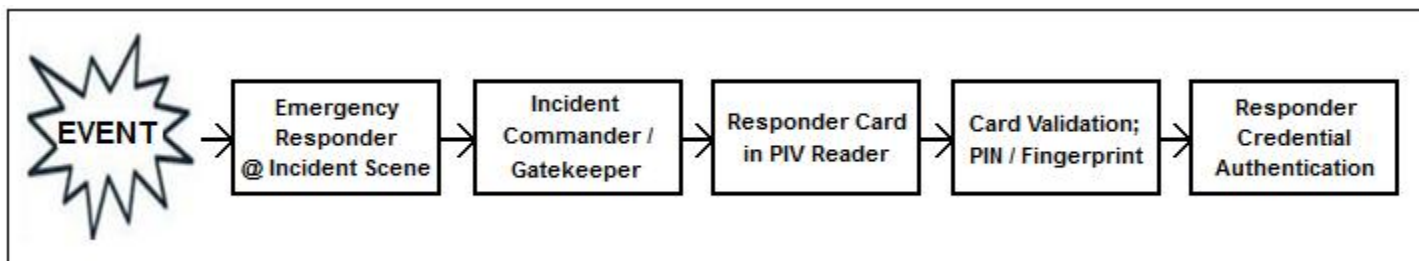
1. Vehicle inventories
2. Personnel
3. Equipment
4. Equipment operators
5. Suppliers/Contractors/vendors
6. Resources in adjacent jurisdictions that could be used during a disaster-if applicable

The following lists are currently created outside of the CRMCS and should also include point of contact, geographic location, and operation area:

1. Facilities
2. Staging areas for internal and external response
3. Services/Contracts/Mutual Aid Agreements
4. List of critical facilities having priority for restoration of utilities during emergencies

### Credentialing

San Miguel County and City of Las Vegas utilizes the CRMCS as the county credentialing system. San Miguel County and City of Las Vegas follows their designated policy as a guide and policy to ensure that personnel resources requested to assist are adequately trained and skilled. The CRMCS is also used to verify identity and qualification to allow access to an incident site. This system can serve to prevent unauthorized (self-dispatched or unqualified personnel) access to an incident site.



## 2. Plan Development and Maintenance

### Plan Development

The San Miguel County and City of Las Vegas Emergency Operations Plan is developed with the assistance and input from the following groups serving in an advisory capacity.

- San Miguel County and City of Las Vegas Mitigation Planning Committee
- Local Emergency Planning Committee (LEPC)
- ESF Coordinating, primary and support agencies
- Mutual aid partners and adjoining counties.

Listed below are planning events that have occurred or are scheduled to occur in the development of the San Miguel County and City of Las Vegas Emergency Operations Plan:

- SMC Hazardous Chemical Release Response
- SMC Emergency Water Distribution Drill
- SMC Communication Trailer Drill
- Plan update
- Plan Maintenance
- 2nd EOP draft completed
- Plan update
- Plan update
- 1st EOP draft complete
- Plan maintenance and updates
- plan maintenance

- ICS action update
- Fulton Added Exercise Event to plan
- Plan review and update
- Plan review and update
- Plan review and update
- Plan update and review
- Plan review & update
- Plan review and update
- Plan Update
- Plan update
- File Archive update
- Document prep for file archive
- Document prep for file archive
- Plan update
- ESF and file archive updates
- ESF 4 Update
- ESF 4 updates
- Updated file archive
- ESF 11 additions
- CONOP Updates and File Archives
- ESF 15
- ESF 6 CONOP
- Plan Review
- ESF and file archive update
- ESF updates
- Dennis Review
- EOP Plan additions
- Update contacts
- Updated ESF 2-Communications and File Archive Library
- Updated ESFs and Department listings
- SMC Hazardous Material Vehicle Accident
- Preparedness Area 2/3 Communications Exercise
- SMC Hazardous Material Vehicle Accident

The preparation and revision of the basic plan and ESF Annexes will be coordinated by San Miguel County / City of Las Vegas Office of Emergency Management with the assistance and involvement of all applicable entities.

This plan will be made available to all agencies tasked therein, mutual aid partners and adjoining counties for comment. It is the responsibility of ALL parties to review and submit any comments to San Miguel County / City of Las Vegas Office of Emergency Management. The process of distributing the plan will be accomplished by either 1) granting “viewer” access via the BOLDplanning Super System or 2) providing an electronic copy. San Miguel County / City of Las Vegas Office of Emergency Management will keep a hard copy on file.

The public will be provided the opportunity to view the Basic Plan portion of this document at a place determined by San Miguel County and City of Las Vegas.

#### Plan Maintenance

The San Miguel County / City of Las Vegas Office of Emergency Management will maintain the San Miguel County and City of Las Vegas EOP and provide an updated EOP to New Mexico Department of Homeland Security & Emergency Management every five years, with the exception of ESF 10 which must be updated annually as per federal law. However, the EOP may be updated as often as needed during any year. Examination and review should be conducted annually and will reflect changes in implementing procedures, improved emergency preparation capabilities, and deficiencies identified from corrective action planning. The San Miguel County / City of Las Vegas Office of Emergency Management will revise the plan by using a process best suited for the county. Whenever a change is made, the date and nature of the change will be recorded. Upon update, these changes will be incorporated into the overall plan and re-promulgated by the New Mexico Department of Homeland Security & Emergency Management.

The coordinating, primary and support agencies/organizations of each ESF will be responsible for preparing and maintaining operating procedures for all responsibilities assigned them in the EOP. These procedures will be prepared following guidance issued by local policies.

### Other Plans

In addition to the San Miguel County and City of Las Vegas EOP, additional plans have been developed and are maintained pursuant to state and federal requirements.

### 3. Public Information

Before an emergency or disaster occurs, public information is critical for the public to make the necessary protective actions. The County's public information program focuses on how to better communicate emergency information to the public before, during, and after a disaster. Particular attention will be given to strategies that enhance awareness of the evacuation process, road conditions, shelter status and re-entry issues, and how to communicate information to people during evacuation.

- The EOC Director or their designee will serve as the Public Information Officer (PIO). The PIO will work closely with the Emergency Manager or NIMS Coordinator of San Miguel County / City of Las Vegas Office of Emergency Management, and will be the primary resource for providing disaster-related information to the public. This includes information about all preparedness, response, recovery, and mitigation activities. Following a disaster, the public will be informed that they can contact the San Miguel County EOC (Commissioner's Chamber) to receive disaster-related preparedness, response, recovery, or mitigation information.
- Pre-scripted public service announcements are maintained by the San Miguel County / City of Las Vegas Office of Emergency Management.
- The PIO will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.
- The San Miguel County / City of Las Vegas Office of Emergency Management will prepare pre-scripted news releases that can easily be edited to include disaster specific information.
- The PIO will, upon the approval of the EOC Director, send disaster updates to local media outlets, and to the New Mexico Department of Homeland Security & Emergency Management.

- Additional information is provided in ESF 15.

#### 4. Training and Exercise

All training related to emergency management is coordinated and scheduled through the San Miguel County / City of Las Vegas Office of Emergency Management. The San Miguel County / City of Las Vegas Office of Emergency Management offers training to all inter-agencies (County, City and others) on preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism and other issues. The training offered is conducted through the New Mexico Department of Homeland Security & Emergency Management training section, American Red Cross, the Local Emergency Planning Committees, the Fire Department, and any other organization offering training. The San Miguel County / City of Las Vegas Office of Emergency Management provides the notice of training being offered to local response agencies.

San Miguel County and City of Las Vegas continues to implement a training and exercise program, consistent with NIMS, for incident management organizations and personnel. Elements of the program include:

- Multi-disciplinary and multi-jurisdictional interaction, including involvement with private-sector and non-governmental organizations, during realistic exercises.
- Standard courses on incident command and management, incident management structure, and operational coordination processes and systems.
- Courses focused on discipline and agency-specific subject matter expertise.

San Miguel County and City of Las Vegas further requires courses for all incident management organizations and personnel to ensure NIMS compliance at all levels of response. The following courses are required:

- IS 700 - National Incident Management System (NIMS), An Introduction
- IS 800 - National Response Plan (NRP), An Introduction
- ICS 100 Series - Incident Command Systems, An Introduction
- ICS 200 Series - Incident Command System, Basic
- ICS 300 Series - Intermediate Incident Command System
- ICS 400 Series - Advanced Incident Command System

Exercises are a key component in improving all-hazards incident management capabilities. The San Miguel County / City of Las Vegas Office of Emergency Management participates on an ongoing basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability. These exercises are integrated in an annual Training and Exercise Planning Workshop (TEPW). Among the key exercises types that San Miguel County and City of Las Vegas participates in or has participated in include:

- SMC Hazardous Chemical Release Response
- SMC Hazardous Material Vehicle Accident
- Preparedness Area 2/3 Communications Exercise
- SMC Hazardous Material Vehicle Accident

The Homeland Security Exercise Evaluation Program (HSEEP) will be used for developing, delivering and evaluating Department of Homeland Security/Office of Domestic Preparedness funded exercises.

#### After Action Reviews and Corrective Action Plans

After each exercise, the lead agency performing the exercise will conduct an evaluation of the effectiveness of the exercise. This information will be incorporated into future plan revisions and updates by the San Miguel County / City of Las Vegas Office of Emergency Management. This will be accomplished by drafting a corrective action plan which may include, but not limited to assigning the following actions:

- Change to plans/procedures
- Acquire new or replace outdated equipment/resources
- Train/Re-Train Personnel

Following actual events the same procedure will be used and will be led by San Miguel County / City of Las Vegas Office of Emergency Management.

#### E. Response

San Miguel County and City of Las Vegas must be prepared to respond quickly and effectively on a 24-hour basis to developing events. The primary goal of the County's response operation is to ensure a timely and effective response to the many consequences that may be generated by an emergency/ disaster situation. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

##### 1. Local Emergency Operations Center (EOC)

The San Miguel County EOC (Commissioner's Chamber) is the facility that is used to coordinate a County response to any major emergency or disaster situation. The San Miguel County EOC (Commissioner's Chamber) is located at 500 West National Ave., Second Floor, Las Vegas, NM 87701. The facility serves as the coordination, command and control center for San Miguel County and City of Las Vegas. The San Miguel County EOC (Commissioner's Chamber) is staffed as prescribed above. Security and maintenance of the San Miguel County EOC (Commissioner's Chamber) will be carried out in accordance with the provisions of the most current version of the San Miguel County and City of Las Vegas EOP. In the event the San Miguel County EOC (Commissioner's Chamber) is threatened, an alternate EOC site may be activated. This site is located at the City of Las Vegas Council Chambers, 1700 N. Grand Ave., Las Vegas, NM 87701 as designated in the San Miguel County / City of Las Vegas Office of Emergency Management Continuity of Operations Plan.

The San Miguel County EOC (Commissioner's Chamber) will be activated for actual or potential events that threaten San Miguel County and City of Las Vegas. The level of activation will be determined by the SAT, in coordination with the Emergency Manager, San Miguel County / City of Las Vegas Office of Emergency Management based on the emergency or disaster event.

Additional information on San Miguel County EOC (Commissioner's Chamber), communications, warning points, and field operations has been previously provided above.



## 2. Public Safety Enforcement Actions

In a large-scale incident law enforcement resources will quickly become overwhelmed, and law enforcement officials will have to balance their resources and efforts between new responsibilities and everyday service demands. The ESF 13 Coordinating Agency will activate mutual aid by contacting law enforcement agencies outside the affected area. Shifts will be assigned and responding law enforcement agents will report to the staging area for assignments. ESF 13 will provide security for the inner and outer sections of the established perimeter. Additional information is provided in ESF 13.

### F. Recovery

In the aftermath of a disaster, County efforts turn to rebuilding the infrastructure and restoring the social and economic life of the community with the incorporation of mitigation measures as a major goal. To accomplish this goal the following strategy is provided:

- To deploy several specialized recovery teams (personnel) and facilities (centers) into a disaster area to help victims and support the Incident Commander
- To work closely with the New Mexico Department of Homeland Security & Emergency Management and to inform affected local governments, individuals and businesses that programs are available to assist them in recovery efforts.

## 1. Recovery Field Operations

In the aftermath of a disaster, with or without a Presidential Declaration, the State may deploy several specialized recovery teams (personnel) and establish centers (facilities) into a disaster area.

## 2. Recovery Personnel

- Assessment Team - Teams of qualified personnel, including building inspectors, structural engineers and architects, who will gather information by performing an assessment of all structures and property in the disaster area; and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state and federal disaster assistance programs.
- Community Relations Team - Team is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee - A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- Human Needs Assessment Team - A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the

immediate needs of disaster victims.

- Insurance Team - A team that is deployed to assist policy owners following a disaster.

### 3. Damage Assessment

Damage assessments include those actions that are undertaken to determine the nature and scope of damages to structures, facilities and infrastructure for the purpose of identifying and scaling the need for State and Federal disaster assistance in the recovery phase. Damage assessment will be closely coordinated with ESF 5, which has the lead for impact assessment and incident action planning during the response phase.

Operational assessment is the immediate, informal reporting of emergency conditions to size-up the damage that has occurred and to determine what personnel, equipment and facility resources the county has available for response. First indications of the scope and extent of damages will likely be provided by field personnel reporting to their dispatch centers or to the San Miguel County EOC (Commissioner's Chamber). These initial reports include hazard conditions, critical emergency needs and condition of surface routes, and are extremely important in allocating emergency responders and determining incident situation status.

The San Miguel County EOC (Commissioner's Chamber) may also receive damage assessment information from additional sources: ambulance crews, utility crews, employees traveling to or from work, media sources in the field, citizens, businesses, etc. The San Miguel County EOC (Commissioner's Chamber) may establish a process where the public can submit damage reports.

The San Miguel County Public Works Division is the lead for the County's Damage Assessment Program. Responsibilities include: recruitment and training of team members and the overall management of damage assessment priorities in coordination with ESF 5.

The County Property Appraiser's Office will assist in providing estimates of loss and economic impact. The Chamber of Commerce and the insurance industry will provide information on losses to businesses.

The Emergency Manager will provide information to the New Mexico Department of Homeland Security & Emergency Management within 12-36 hours if possible.

#### Initial Safety and Damage Assessments

The County will conduct an initial damage assessment using resources to determine the overall extent of damages. The San Miguel County Public Works Division is responsible for the direction and control of the Impact Assessment process and has pre-identified County and municipal employees who will assist with damage assessment. Also, members of the fire department have been trained and will assist with damage assessment. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. This information will be collected by the San Miguel County Public Works Division, and provided to the provided to San Miguel County / City of Las Vegas Office of Emergency Management, who will then provide the information to the New Mexico Department of Homeland Security & Emergency Management.

The impact assessment data provides a County wide general overview of the most significantly impacted areas and, therefore establishes a prioritization mechanism for damage assessment team deployment, resource allocation and disaster assistance.

Team members will be contacted by telephone, pager, cellular phone, email or two-way radio. The San Miguel County Public Works Division maintains a current contact list of Damage Assessment Team members. Information collected through the initial damage assessment will be collected by the San Miguel County Public Works Division, and provided to the San Miguel County / City of Las Vegas Office of Emergency Management, who will then provide the information to the New Mexico Department of Homeland Security & Emergency Management.

### Preliminary Damage Assessment

If the situation warrants, a formal Preliminary Damage Assessment will be requested and performed by local, State and Federal assessors. This will include assessments for both public and individual damages. Local representatives will accompany these teams during their assessments. These individuals will be familiar with damaged areas and will supply maps needed to complete the damage assessment process. The New Mexico Department of Homeland Security & Emergency Management will then coordinate with the Federal Emergency Management Agency to determine if the County qualifies for public and/or individual assistance.

Capturing all costs associated with the emergency is essential because accurate damage assessments (Initial Damage Assessments and Preliminary Damage Assessments) document the need for state and/or federal assistance and are required to obtain a federal disaster declaration.

### Habitability Assessments

Habitability assessors will determine the structural safety of residential buildings. This will be conducted through the coordinated efforts of the Local Emergency Planning Committee (LEPC). When practical, this assessment will be coordinated with the American Red Cross, or other relief agencies.

The municipalities in San Miguel County and City of Las Vegas are responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area. The County would include the municipalities in its response and recovery activities due to their limited resources. The municipalities will still coordinate final reporting to the San Miguel County / City of Las Vegas Office of Emergency Management, who will then provide the information to the New Mexico Department of Homeland Security & Emergency Management.

The County is responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area. The County will coordinate final damage estimates to the San Miguel County / City of Las Vegas Office of Emergency Management, who will then provide the information to the New Mexico Department of Homeland Security & Emergency Management.

Additional damage assessment functions are maintained in the appropriate San Miguel County and City of Las Vegas SOPs and Annexes. This includes the identification of roles and responsibilities, training, assessment criteria, reporting formats and process for both initial and

preliminary damage assessments.

Priorities of inspections include:

- Structures involved in response operations
- Critical transportation routes and infrastructure
- Essential county facilities

Cities and special districts within the County share responsibility for damage assessment and provide information regarding damages and costs within their jurisdictions and service areas to San Miguel County / City of Las Vegas Office of Emergency Management, who will then provide the information to the New Mexico Department of Homeland Security & Emergency Management.

#### 4. Disaster Declaration

Following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the President, federal assistance to disaster victims becomes available under three program areas: Individual Assistance, Public Assistance and Hazard Mitigation. The administration of these programs is coordinated through a joint Federal/State effort in a Joint Field Office, which is usually located in the impacted area

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) co-locate in the JFO, as well as other Federal and State personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO.

#### 5. Public Assistance (PA) and Individual Assistance (IA) Activities

##### **Declared Disasters**

##### Public Assistance (PA)

The Public Assistance (PA) program provides program support to eligible local governmental entities following a disaster to assist in the recovery and restoration of buildings, infrastructure and the removal of debris that is on public property. The categories of Public Assistance include:

- Category A: Debris Removal
- Category B: Emergency Protective Actions
- Category C: Road Systems
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreation, and Other

In the event of a declared disaster, San Miguel County / City of Las Vegas Office of Emergency Management will work closely with ESF-15 - External Communications to notify all eligible

governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all San Miguel County and City of Las Vegas government agencies, and those quasi-governmental organizations that perform a governmental function. Such applicants are trained concerning the public assistance program through the various recovery training sessions offered. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio station. The San Miguel County / City of Las Vegas Office of Emergency Management will notify local governments, non-profit agencies and other eligible applicants of scheduled briefings and Kick-Off Meetings for the Public Assistance (PA) program and the Hazard Mitigation Grant Program (HMGP). The Public Assistance applicant briefings include procedures for all aspects of financial management, personnel and record keeping that will be required for the various Federal and State financial assistance programs. State and Federal recovery personnel must advise the San Miguel County / City of Las Vegas Office of Emergency Management of these briefings so that agencies can be notified. Key components of the Public Assistance program include:

- Project Worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent nonfederal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the New Mexico Legislature.
- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program.
- Contractual agreements with New Mexico Department of Homeland Security & Emergency Management are executed with applicants with all reimbursements coming through New Mexico Department of Homeland Security & Emergency Management.
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the New Mexico Department of Homeland Security & Emergency Management.

Documentation is obtained by San Miguel County / City of Las Vegas Office of Emergency Management regarding damage sustained to:

- Roads
- Water control facilities
- Public building and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

#### Individual Assistance (IA)

If the County is declared for Individual Assistance, eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the State or local assessors. San Miguel County and City of Las Vegas will also perform inspections of damaged homes to determine safety. The New Mexico Construction Industry Division Agent

(CID) will be responsible for coordinating post-disaster habitability inspections. The New Mexico Construction Industry Division Agent (CID) will also be responsible for coordinating post-disaster permitting of structures to ensure compliance with all state and local building codes and to maximize mitigation of damages in future disasters.

### Non-Declared Disasters

During the recovery stage, a disaster may not be declared at the federal level. It will then fall upon the County to use local funds, available competitive grant funds, or any supplemental funding provided by the State of New Mexico to recover from the event.

Similar to a declared disaster, costs for response and recovery are to be monitored by all participating agencies. Each responding agency is responsible for the overall management of documentation of the costs of a non-declared disaster with reports submitted ultimately to the New Mexico Department of Homeland Security & Emergency Management for budget and finance approval of local dollars.

## 6. Disaster Recovery Centers and Staging Areas

Centers that are set up in a disaster area to provide information on the complete range of disaster assistance that is available. The responsibility for managing these centers is jointly shared by the State, the Federal Emergency Management Agency, and the County where the center is located.

A Disaster Recovery Center (DRC) is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented Federal, State, local and volunteer agencies to:

- Discuss their disaster-related needs
- Obtain information about disaster assistance programs
- Tele-register for assistance
- Learn about measures for rebuilding that can eliminate or reduce the risk
- Request the status of their application for Assistance to Individuals and Households

The Emergency Manager of San Miguel County / City of Las Vegas Office of Emergency Management, the State of New Mexico and potentially FEMA, will assess the need to open Disaster Recovery Centers and Field Offices, based upon initial damage assessment and human services needs estimates and reports. San Miguel County / City of Las Vegas Office of Emergency Management will request that the New Mexico Department of Homeland Security & Emergency Management open a Disaster Recovery Center in San Miguel County and City of Las Vegas.

Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened in San Miguel County and City of Las Vegas, the NM DHSEM Emergency Operations Center (EOC) will take the lead and should notify the San Miguel County EOC (Commissioner's Chamber). The NM DHSEM Emergency Operations Center (EOC) will advise if there are resources the County may need to supply include staffing. The DRC will be staffed with representatives from appropriate federal, state, county, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses.

Fixed locations for Disaster Recovery Centers include:

**Las Vegas Recreation Center**  
**1751 N Grand Ave**  
**Las Vegas, NM 87701**

The EOC Director's designated Public Information Officer will provide local media with detailed information on locations of recovery centers, distribution sites and other individual assistance programs. Pamphlets will be prepared to be distributed by personnel in damaged areas so citizens will know how to apply for assistance.

## 7. Unmet Needs

The San Miguel County / City of Las Vegas Office of Emergency Management will coordinate the unmet needs recovery function. The San Miguel County / City of Las Vegas Office of Emergency Management will contact the New Mexico Department of Homeland Security & Emergency Management to obtain assistance through the New Mexico Voluntary Organizations Active in Disasters (VOAD) who will serve as the Unmet Needs Coordinator for San Miguel County and City of Las Vegas following a disaster. The VOAD Coordinator will be responsible for making contacts and establishing a relationship with community service providers, local churches, community outreach programs and volunteer organizations to be called upon in the event that a disaster creates unmet needs in the community.

Once immediate life safety issues have been addressed in the end of the response phase and early in the recovery phase, the next task will be identifying any unmet needs. If the need arises for an Unmet Needs Committee, the Disaster Services Director will appoint a committee and a chairperson. The committee will be comprised of members from local religious organizations, the San Miguel County / City of Las Vegas Office of Emergency Management and the appropriate State and Federal agencies. The Unmet Needs Committee Chairperson will be responsible for the oversight of the committee, addressing immediate human needs (food, water, clothing, etc.), immediate housing needs, issues involving special needs population and coordination with Community Relations Teams. The unmet needs committee will be formed on an as-needed basis for a given event. The VOAD Coordinator will select the appropriate individuals and organization when the committee is formed.

## G. Mitigation

In the aftermath of a disaster, the County's mitigation goal is to ensure mitigation efforts are designed to ensure that residents, visitors, and businesses in San Miguel County and City of Las Vegas are safe and secure from future disasters. The strategies to complete this goal include:

- Complete and maintain a hazards and risk assessment
- Maintain a comprehensive list of mitigation goals, objectives and tasks
- Planning process and organizational framework for carrying out the mitigation goals and objectives
- Implement Pre and Post Hazard Mitigation Actions to reduce overall risk/vulnerability

- Evaluation of existing agencies, organizations, plans, programs and guidelines that impact mitigation.

## 1. Coordination of Mitigation Activities

The San Miguel County / City of Las Vegas Office of Emergency Management has been delegated as the lead agency to facilitate and coordinate the activities of the San Miguel County and City of Las Vegas Mitigation Planning Committee and subcommittees. The San Miguel County and City of Las Vegas's Mitigation Plan identifies the hazards to which San Miguel County and City of Las Vegas is vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

The San Miguel County and City of Las Vegas's Mitigation Plan defines the mitigation goals, objectives and initiatives for San Miguel County and City of Las Vegas. Annual revisions to the San Miguel County and City of Las Vegas's Mitigation Plan are standard, although in the event of a disaster, or if needed, the plan can be updated more frequently.

## 2. Mitigation Programs

### Pre-Disaster Activities

- ***The National Flood Insurance Program (NFIP)*** –The Department of Agriculture, Division of Water Resources (DWR), provides technical assistance to the public and communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community's Special Flood Hazard Areas (SFHAs).
- ***Community Rating System (CRS)*** - Additionally, DWR provides technical assistance to local communities on the Community Rating System (CRS). The CRS is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP.
- ***Flood Mitigation Assistance (FMA) Program*** – New Mexico Department of Homeland Security & Emergency Management administers the FMA. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMA is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.
- ***Repetitive Flood Claims (RFC) Program*** - New Mexico Department of Homeland Security & Emergency Management administers the RFC. The goal remains to reduce flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest



savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.

- **Severe Repetitive Loss (SRL) Program** - New Mexico Department of Homeland Security & Emergency Management administers the SRL. The goal remains to reduce flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- **Pre-Disaster Mitigation (PDM) Program** - New Mexico Department of Homeland Security & Emergency Management administers the PDM. The PDM is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future major disaster declarations.
- **State Hazard Mitigation Planning** - The State Hazard Mitigation Plan is updated every three years or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

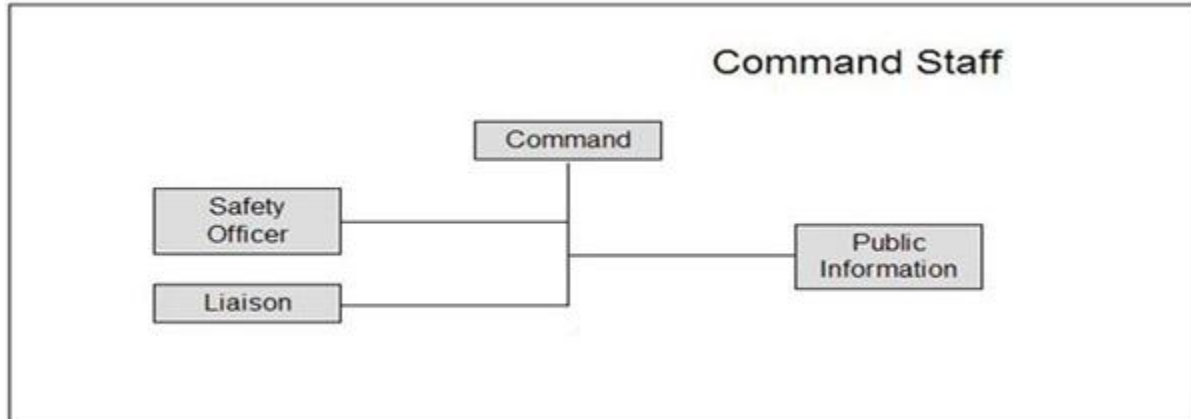
#### Post Disaster Activities

- **Hazard Mitigation Grant Program (HGMP)** - New Mexico Department of Homeland Security & Emergency Management administers the HGMP. HGMP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HGMP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HGMP is available when authorized under the Presidential major disaster declaration in the areas of the State requested by the Governor.
- **406 Mitigation** - Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

## **V. INCIDENT COMMAND SYSTEM (ICS)**

## Command Staff

The Command Staff function will be conducted in two ways: 1) as a Single Command (used when an incident occurs within single jurisdiction, and there is no jurisdictional or agency overlap, and a single IC can be designated); or 2) Unified Command (used when there are multiple agencies and multiple jurisdictions, and a single set of objectives need to be developed to guide incident management).



Command Staff	Roles and Responsibility
All ICS Command Staff Departments	<ol style="list-style-type: none"> <li>1. Declares a state of emergency</li> <li>2. Approves Mutual Aid Agreements with other agencies</li> <li>3. Approves memorandums of understanding with resource providers</li> <li>4. Keeps the executive officials informed of all actions</li> <li>5. Ensures City/County government agencies are providing critical emergency services</li> <li>6. Acts as the City/County Emergency Response Team (ERT) Leader/ICS Commander</li> <li>7. Directs activation of the EOP and local EOC</li> <li>8. Responsible for coordinating the re-entry process and procedures</li> <li>9. In a localized disaster, declares a state of special emergency</li> <li>10. Directs the evacuation of affected areas</li> <li>11. Directs opening of shelters for evacuees</li> <li>12. Requests State and Federal assistance as needed</li> <li>13. Coordinates resource requests</li> <li>14. Coordinates with all agencies involved in the emergency or disaster</li> <li>15. In major disasters, directs evacuation</li> <li>16. Monitors warning systems</li> <li>17. Serves as point of contact for representatives from other governmental agencies or private entities</li> <li>18. Drafts emergency resolutions and ordinances for executive approval</li> <li>19. Provides legal review of all pertinent documents</li> <li>20. Provides legal advice for emergency functions pertinent to the City/County</li> <li>21. Coordinates news releases and interfaces with the public and</li> </ol>

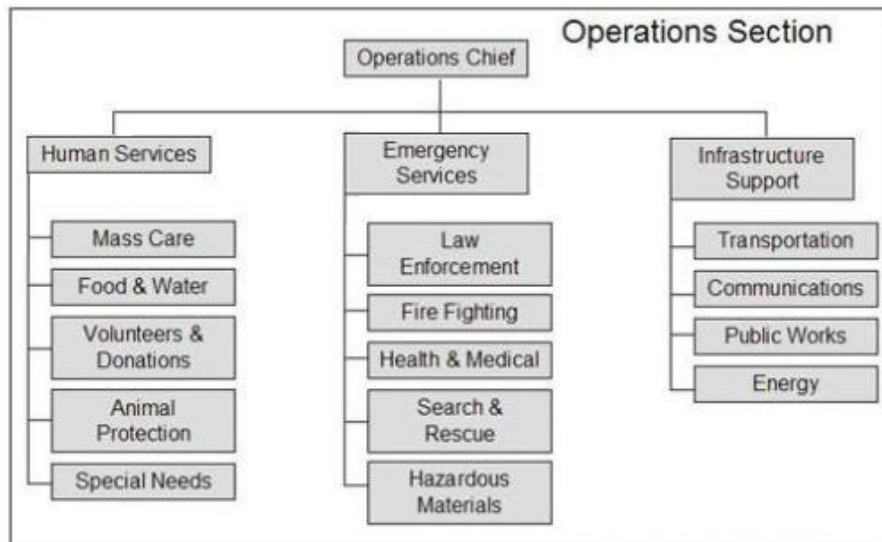
	<p>media</p> <ul style="list-style-type: none"><li>22. Develops accurate and complete information on the incident</li><li>23. Maintains close contact with media on public information and other PIOs</li><li>24. Provides space near EOC for media representatives</li><li>25. Monitors the incident operations and advises the Incident Commander on all matters relating to operational safety</li></ul>
--	---

## Operations Section

The Operations Section is responsible for all activities focused on response to the immediate hazard, saving lives, establishing situational control and restoration of normal operations.

The Operations Chief is responsible to the Command Staff for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period, with other section chiefs and unit leaders establishing their own supporting objectives.

The Operations Section, shown below, is comprised of three branches: Human Services, Infrastructure, and Emergency Services. The ESFs that are grouped under each of these three branches are also depicted in the diagram below. The tables that follow depict the key agencies (primary and secondary) that have a role under each branch. More detailed information on the specific responsibilities of each agency is contained in each of the ESF annexes.



Operations Section	Roles and Responsibility
All ICS Operations Section Departments	<ol style="list-style-type: none"> <li>1. Assign a Deputy Operations Chief to assist and track progress on critical coordinations</li> <li>2. Confirm that EOC staff understands overall objectives, strategies, and priorities for coordination and critical resources.</li> <li>3. Coordinate with staff representing Emergency Services, Human Services, and Infrastructure Support Operations</li> <li>4. If multiple incidents sites are involved, prioritize support coordination efforts for each site.</li> <li>5.</li> </ol> <p>Anticipate problems concerning the emergency such as:</p>

	<p>Related Hazards Other Hazards that may be generated Impact on response agencies and critical facilities Resources that will be exhausted</p> <ol style="list-style-type: none"><li>6. Conduct EOC operation briefing by obtaining progress reports from EOC staff and schedule EOC operation briefings</li><li>7. Coordinate with EOC Planning Chief the contents for an Incident Action Plan</li><li>8. Coordinate with EOC Planning Chief toward developing, approving a written demobilization plan</li></ol>
--	---

## Operations - Emergency Services

The Emergency Services ESFs have responsibility for reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. Incident operations can be organized and executed in multiple ways, and will depend on the type of incident, agencies involved, and specific objectives and strategies of the incident management effort.

<b>Operations - Emergency Services</b>	<b>Roles and Responsibility</b>
All ICS Operations - Emergency Services Departments	<ol style="list-style-type: none"> <li>1. Perform Rapid Impact Assessment to provide immediate field intelligence regarding area of impact, extent of damage and need for emergency response actions and resources</li> <li>2. Responsible for providing emergency medical care to victims of disasters</li> <li>3. Assist in implementing protective actions for the public</li> <li>4. Ensure water potability, availability of sanitation supplies and solid waste disposal are functional</li> <li>5. Maintain contact with the State Warning Point on issues related to major fires</li> <li>6. Coordinate 9-1-1 Emergency Communications</li> <li>7. Coordinate Traffic Control and road blocks</li> <li>8. Assist in emergency notification, and public information dissemination of safety decisions, i.e. evacuations</li> <li>9. Responsible for providing any assistance required by the Emergency Management Director or the on-scene Incident Commander for HazMat Incidents</li> <li>10. Notify State Warning Point of HazMat incident, and request assistance, if needed</li> <li>11. Coordinate hazardous materials response</li> <li>12. Assist the State Health Department in coordinating the evacuation of special needs residents</li> <li>13. Request services of the National Guard from State Emergency Management, when warranted for law enforcement/humanitarian missions</li> <li>14. Responsible for coordinating the resources necessary to respond to hazardous materials incidents</li> <li>15. Develop and maintaining firefighting resources</li> <li>16. Assist in HazMat incidents to ensure public health issues are covered</li> <li>17. Responsible for responding to potential outbreaks of disease in affected areas that are caused by potential vectors such as mosquitoes, rats, and other disease carrying organisms</li> <li>18. Coordinate request for additional law enforcement resources to State Emergency Management, when needed to support emergency services</li> <li>19. Coordinate fire suppression activities</li> <li>20. Provide any assistance required by the local Emergency</li> </ol>

	<p>Management Director or the On-scene Incident Commander for fire suppression</p> <ol style="list-style-type: none"> <li>21. Coordinate the resources necessary to respond to structure fires, wild fires, or brush fires</li> <li>22. Responsible for providing any assistance required by the local Emergency Management Director or the On-scene Incident Commander for HazMat Incidents</li> <li>23. Responsible for coordinating with the on-scene incident commander during Search and Rescue (SAR) operations to ensure that the local emergency management agency can quickly obtain needed resources from the State EOC</li> <li>24. Provide security operations for traffic control for firefighting efforts</li> <li>25. Ensure the safety of food supplies at institutional facilities</li> <li>26. Assist law enforcement agencies in traffic control</li> <li>27. Assist in notification of evacuations</li> <li>28. Provide assistance clearing roads, if necessary</li> <li>29. Responsible for coordinating all aspects of Search and Rescue (SAR) operations</li> <li>30. Provide ESF 5 with intelligence on the magnitude of search and rescue missions</li> <li>31. Assist law enforcement agencies in search and rescue operations</li> <li>32. Provide emergency medical treatment to the seriously injured and immediately medically compromised, and to the physically entrapped</li> <li>33. Responsible for assisting the City/County with mass care operations in the form of staffing and feeding at shelters and supplying nursing staff at shelters</li> <li>34. Coordinate Security for Mass Care Operations</li> <li>35. Provide environmental health functions</li> <li>36. Monitor and assess medical and public health needs</li> <li>37. Request health care assistance from State Health Department, as needed</li> <li>38. Monitor and provide warning/control of potential vectors of pathogens (rats, flies, mosquitoes)</li> <li>39. Monitor the spread of disease following a disaster and direct immunizations for disease control</li> <li>40. Assist with mortuary services</li> <li>41. Coordinate emergency organization credentialing/privileging procedures</li> <li>42. Assure certification of all hazardous materials response personnel to, at a minimum, Technician Level</li> <li>43. Provide training to public safety personnel and first responders; public safety communications personnel; and operations personnel</li> </ol>
--	---

## Operations - Human Services

The Human Services Branch groups the Emergency Support Functions that address pre- and post-disaster preparedness, mitigation and operational readiness for social services and animal protection. Specific ESFs include: Mass Care (ESF 6), Food and Agriculture (ESF 11), Volunteers and Donations (ESF 15), and Animal Control (ESF 17). The following tables profile the key agencies with a role and responsibility for Human Services.

Operations - Human Services	Roles and Responsibility
All ICS Operations - Human Services Departments	<ol style="list-style-type: none"> <li>1. Provide shelter staffing and support with trained local volunteers</li> <li>2. Support food, water and ice distribution</li> <li>3. Coordinate and expedite delivery of donated goods and services in order to meet the needs of the affected area</li> <li>4. Assess unmet needs and provide resources and volunteers to meet these needs from the volunteer database</li> <li>5. Relay volunteer and donation needs to the State volunteer coordinator</li> <li>6. Maintain a database listing available volunteers for access by relief agencies and organizations (Orientation will be provided for volunteers consisting of services needed, requirements for response, documentation of hours and other appropriate information)</li> <li>7. Identify the number of people without food and safe drinking water</li> <li>8. Provide an inventory of warehouse food products/quantities and identify sources to obtain additional supplies</li> <li>9. Ensure sufficient warehouse space to store food supplies</li> <li>10. Coordinate transportation of food shipments to warehouses, feeding sites, and pantry locations</li> <li>11. Purchase or solicit food supplies to sustain the disaster victims until State officials/agencies can support the operation</li> <li>12. Provide for the over-all management, coordination and prioritization of local resources in response to pet, farm and wild animal emergency needs, before, during and after a significant natural or man-made disaster event</li> <li>13. Make arrangements for the removal and disposal of dead animals</li> <li>14. Assist human emergency response teams with animal treatment issues</li> <li>15. Provide health related advice concerning communicable and environmental issues following a disaster</li> <li>16. Provide medical and health related support to state and local entities involved in delivering emergency response and recovery efforts for natural and other catastrophes</li> <li>17. Coordinate all local and state health and medical resources expended in response to a local disaster</li> <li>18. Coordinate activities involved with the emergency operation of temporary shelters</li> <li>19. Coordinate emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disaster</li> </ol>



- |  |   |
|--|---|
|  | <ol style="list-style-type: none"><li>20. Provide dissemination of disaster welfare information. In some instances, services may also be provided to disaster workers</li><li>21. Coordinate response actions with relief efforts provided by volunteer organizations performing mass care functions</li><li>22. Provide essential information regarding status of shelter operations: population, capacity, supplies, and special needs of shelter residents</li><li>23. Coordinate with local authorities in the identification of bulk supply staging areas and distribution sites in the affected areas</li><li>24. Provide assistance to mass care operations</li><li>25. Assist with animal control issues</li><li>26. Provide security services for mobile feeding stations should it be deemed necessary</li><li>27. Responsible for the capture and housing of displaced domestic animals following a disaster</li><li>28. Maintain a listing of vendors capable of supplying food, water and ice (updated annually)</li><li>29. Maintain a list of post-disaster, non-essential government employees to be deployed as needed to support the distribution of supplies</li><li>30. Responsible for assisting with mass care operations in the form of staffing and feeding at shelters and supplying nursing staff at shelters</li><li>31. Responsible for assisting in providing care to sheltered populations</li><li>32. Provide health care services during and following a disaster</li></ol> |
|--|---|

## Operations - Infrastructure Support

The Infrastructure Branch groups the Emergency Support Functions that address pre- and post-disaster preparedness, mitigation and operational readiness for infrastructure, including: Emergency Transportation (ESF 1), Communications (ESF 2), Public Works and Engineering (ESF 3), Resource Support (ESF 7), and Energy (ESF 12). Table 3 profiles the key agencies with a role and responsibility for Infrastructure.

<b>Operations - Infrastructure Support</b>	<b>Roles and Responsibility</b>
All ICS Operations - Infrastructure Support Departments	<ol style="list-style-type: none"> <li>1. Coordinate the use of all transportation resources to support the needs of local government and other emergency support groups requiring transportation capacity to perform their emergency response, recovery and assistance missions</li> <li>2. Maintain a list of resources available from local agencies, their addresses and after hours points of contact</li> <li>3. Responsible for operating the 9-1-1 call center as well as dispatching for EMS, Fire, and local Law Enforcement</li> <li>4. Provide vehicles modified for the disabled for evacuation of disabled individuals</li> <li>5. Maintain the special needs registry of individuals needing transportation assistance during evacuations and collect all necessary contact information for special needs victims for coordination with transportation providers to arrange for pick-up</li> <li>6. Coordinate emergency response and recovery activities relating to fuel shortages, power outages and electrical capacity shortages, which impact or threaten to impact significant numbers of citizens and critical facilities</li> <li>7. Ensure the provision of emergency power to support immediate response operations as well as restoring the normal supply of power to normalize community functions</li> <li>8. Provide public works and engineering support to assist the local government in needs related to lifesaving or life protecting support prior to, during and immediately following a major or catastrophic disaster</li> <li>9. Provide technical advice, evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair, and damage assessment services</li> <li>10. Provide assistance evacuating members of the general population, if necessary</li> <li>11. Coordinate continuing supply of fuel, oil and other operational supplies with its day-to-day vendors or emergency sources as required</li> <li>12. Coordinate law enforcement activities and provide emergency vehicles to transport or escort disaster response personnel and vital supplies</li> <li>13. Coordinate and assist in providing communications support to</li> </ol>

	<p>state, county and local disaster response elements; and coordinate all communications assets (both equipment and services) available from state agencies, local agencies, and volunteer groups</p> <ol style="list-style-type: none"><li>14. Coordinate evacuation routes and re-entry routes, including re-routing due to road closures and other logistical actions</li><li>15. Coordinate emergency response and recovery activities relating to fuel shortages, power outages and electrical capacity shortages, which impact or threaten to impact significant numbers of citizens and critical facilities</li><li>16. Responsible for clearing debris from roads and coordinating overall debris management operations</li></ol>
--	---

## Planning Section

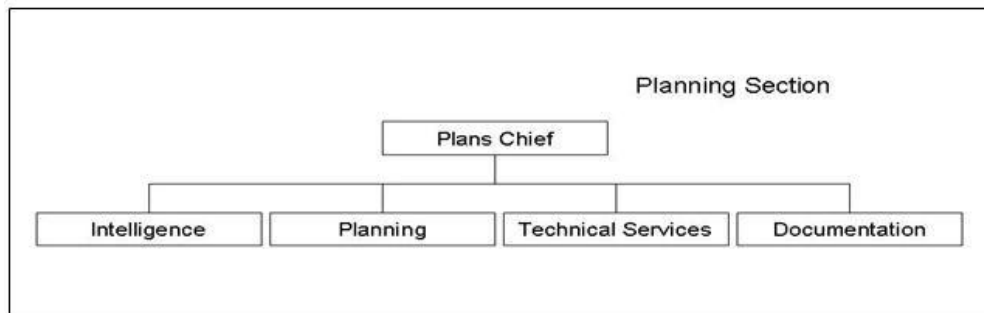
The Planning Section is responsible for collecting, evaluating and disseminating tactical information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident.

Designated agencies will be responsible for ESF-5 (Information and Planning) activities during an activation of the EOC and are identified within the ESF-5 Annex. Activities could include damage assessment by providing assessed values and parcel information, staff, and maps to the damage assessment team as well as development of daily Incident Action Plans.

The Planning section has four branches:

- Intelligence
- Planning
- Technical Services
- Documentation

The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings, and prepares the Incident Action Plan for each operational period.



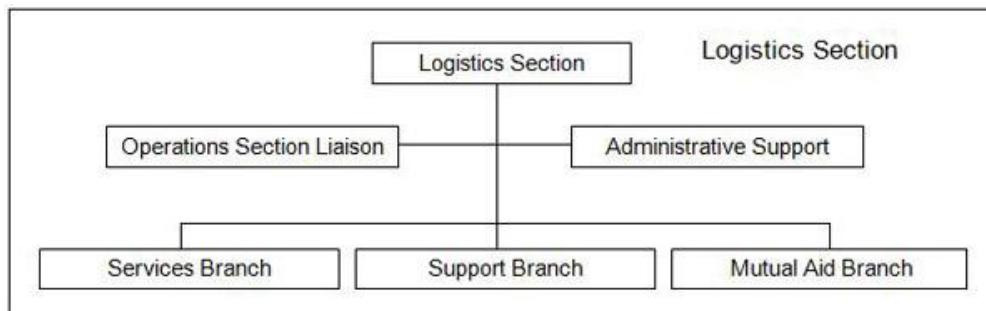
Planning Section	Roles and Responsibility
All ICS Planning Section Departments	<ol style="list-style-type: none"> <li>1. Coordinate the planning process of activities contained within the EOP for all involved organizations</li> <li>2. Obtain information and understand current situation</li> <li>3. Predict the probable course of the incident events</li> <li>4. Prepare alternative strategies and control the operations for the incident</li> <li>5. Supervise and coordinate the preparation of the Incident Action Plan (IAP)</li> <li>6. Assemble Information on alternative strategies</li> <li>7. Identify the need for use of specialized resources(s)</li> <li>8. Perform operational planning for the planning section</li> <li>9. Provide periodic predictions on incident potential</li> <li>10. Compile and display incident status summary information</li> <li>11. Advise EOC staff of any significant changes in the status of</li> </ol>

	the incident
--	--------------

## Logistics Section

The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. The Logistics Section will coordinate the key ESFs that have a significant role in managing logistics and resource support, including:

- ESF 1 - Transportation
- ESF 2 - Communications
- ESF 5 - Information and Planning
- ESF 7 - Resource Support
- ESF 8 - Health and Medical
- ESF 11 - Food and Agriculture



Logistics Section	Roles and Responsibility
All ICS Logistics Section Departments	<ol style="list-style-type: none"> <li>1. Assist in the collection, processing, and dissemination of information to facilitate emergency response and recovery efforts</li> <li>2. Establish and provide operational support for Points of Distribution (PODs)</li> <li>3. Develops Memorandums of Understanding with vendors for essential items needed before, during, and after a disaster</li> <li>4. Provide staff to the EOC to coordinate resource requests</li> <li>5. Responsible for identifying suppliers for critical resources</li> <li>6. Responsible for identifying funding for emergency expenditures</li> <li>7. Will secure resources from private vendors, agencies, or requests assistance from the State</li> <li>8. Responsible for obtaining logistical support for all lead and supporting agencies during all phases of disaster operations</li> <li>9. Will request assistance through the State EOC if local resources are not able to adequately address a situation</li> <li>10. Coordinate the provision of all mutual aid</li> <li>11. Will provide staff for the Points of Distribution</li> <li>12. Coordinate Rapid Impact Assessment Team (RIAT) activity and support requirements with local support agencies and organizations</li> <li>13. Manage the Logistics Section, in close coordination with the Command Group at the local EOC</li> </ol>

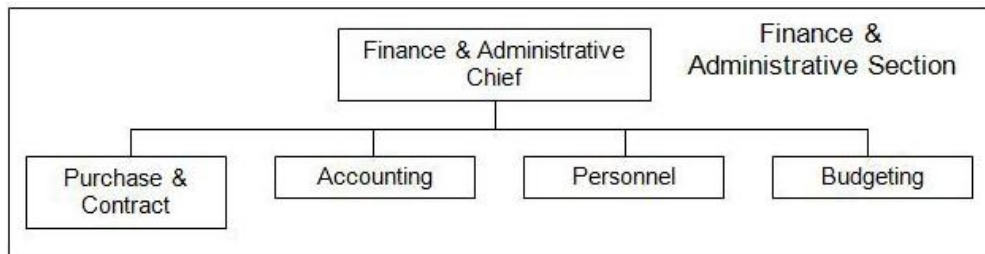
- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>14. Provide intelligence on requirements for Logistics based on the scope and magnitude of the disaster</li><li>15. Assist in evaluating damage to water and wastewater systems control facilities</li><li>16. Assist in evaluating damage to utilities and traffic control systems; roads and bridges, and flood control facilities</li><li>17. Assist in evaluating damage to local government facilities and transportation resources</li><li>18. Coordinate the transportation assets within the City/County</li><li>19. Provide communications logistics support to the Emergency Response Team (ERT)</li><li>20. Provide pertinent intelligence pertaining to situation around the City/County</li></ul> |
|--|--|

## Finance / Administration Section

The Finance/Administration Section is established when there is a need for financial, reimbursement (individual and agency, or department) and/or administrative services to support incident management activities.

The equipment, personnel, and financial resources of an affected jurisdiction may quickly be overtaxed in a disaster. Resource Policies and Financial Management Policies and Procedures for Emergency Management have been established and implemented which provide statutory authorities and responsibilities for financial management related to response activities. These policies ensure that funds are provided expeditiously and that financial operations are conducted in accordance with appropriate policies, regulations, and standards.

Designated agencies have been given the primary responsibility to manage all financial matters, including those of the response, recovery, and mitigation phases of an emergency or declared disaster. These responsibilities include providing financial training to the staff of the Emergency Operations Center, recovery personnel, and the mitigation staff. This is based on the need to manage local, state, and federal recovery financial assets in accordance with local and State laws and includes training on proper documentation of recovery grants, funding agreements, funding sources, records maintenance, and more. Other responsibilities of the Finance/Administration Section include entering into any funding agreements between local, State, and Federal Governments. These agreements will cover the Public Assistance and Hazard Mitigation Grant Programs, as well as any other funding agreements necessary for the receipt of State and federal funds.



Finance / Administration Section	Roles and Responsibility
All ICS Finance / Administration Section Departments	<ol style="list-style-type: none"> <li>1. Manages and oversees the Finance and Administration Section</li> <li>2. Will coordinate an annual training schedule for emergency event financial reporting and records maintenance requirements</li> <li>3. Will identify funding for emergency expenditures</li> <li>4. Will conduct appropriate training for financial management to city/county agencies</li> <li>5. Will maintain all records of expenditures; including all associated costs for local City/County agencies for manpower, equipment, supplies, etc.</li> <li>6. Coordinate recovery actions with FEMA to include all financial matters</li> </ol>



	<ol style="list-style-type: none"><li>7. Coordinates training to EOC agencies for proper financial management processes during disasters</li><li>8. Inform executive officials of expenditure and reimbursement information, to include expenditures for manpower, equipment and materials</li><li>9. Establish deadlines for submission of appropriate forms and documentation for reimbursement procedures</li><li>10. Manage all financial aspects of disaster recovery for the City/County</li></ol>
--	--

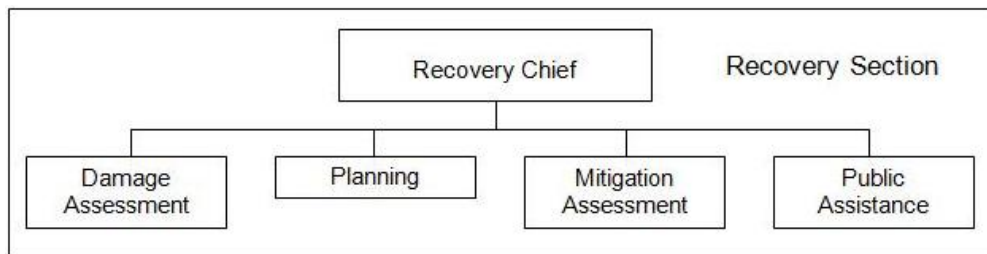
## Recovery Section

When the Emergency Operations Center is activated in response to an emergency/disaster, a recovery component is activated as well. The purpose of this component is to initiate activities necessary to ensure a successful recovery effort. Activities include: condition monitoring, situation evaluation, damage assessment teams, mitigation assessment teams, deployment of damage assessment teams, Liaisons, and mitigation assessment team.

Once the initial response operations have been completed, and it is appropriate for recovery activities to commence, the agencies identified as having recovery functions will initiate their activities. In actuality, many of the recovery functions run concurrent with the initial response functions, and are managed by the same agencies.

## Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). After local government conducts the initial damage assessment and reports it to the State Emergency Operations Center, a joint local/State preliminary damage assessment may be scheduled that could include the Federal Emergency Management Agency. This damage assessment validates the local data and is the basis for requesting a Presidential Disaster Declaration. Other federal agencies that may participate in the assessment process include the Small Business Administration. This process is described in 44 CFR, Part 206, Subpart B - The Declaration Process and other federal and state policies and procedures.



Recovery Section	Roles and Responsibility
All ICS Recovery Section Departments	<ol style="list-style-type: none"> <li>1. Staff the Human Services Section of the ICS to coordinate community relations, addressing unmet needs, and providing emergency housing following a disaster</li> <li>2. Responsible for coordinating community relations following a disaster to ensure that critical recovery information is available for the benefit of the entire affected community</li> <li>3. Responsible for coordinating activities to address individual and community needs that remain after governmental assistance has been exhausted following a disaster</li> <li>4. Provide damage reports to the local EOC, and provide food and water to field operations</li> <li>5. Coordinate all damage assessment for public infrastructure with assistance from local public works agencies</li> <li>6. Responsible for coordinating activities associated with the Public</li> </ol>

	<p>Assistance Program following a disaster</p> <ol style="list-style-type: none"> <li>7. Providing information and planning support for agencies involved in recovery operations</li> <li>8. Inspect buildings for structural integrity</li> <li>9. Issue post-disaster permits, as necessary</li> <li>10. Identify additional assistance for the issuance of permits via the Statewide Mutual Aid Agreement</li> <li>11. Responsible for serving as a liaison with the local Emergency Management department, recovery agencies and the local business community</li> <li>12. Coordinate all recovery efforts for the City/County</li> <li>13. Negotiate the hiring of temporary staff to assist in recovery financial matters, if necessary</li> <li>14. Negotiate all disaster contracts, i.e. debris removal</li> <li>15. Coordination and establishment of a Disaster Recovery Center for the affected area</li> <li>16. Coordinate damage assessment processes</li> <li>17. Provide information to the media concerning recovery</li> <li>18. Staff the Logistics Section of the ICS. Responsible for resource support and public information</li> <li>19. Provide information and planning support for agencies involved in recovery operations</li> <li>20. Responsible for providing, to the extent possible, the provision of emergency housing</li> <li>21. Identification of immediate personal, disaster relief needs for individuals affected by the event (Victim mass care requirements to include: food, water, clothing, shelter/housing, medical needs)</li> <li>22. Serve as the lead agency for post-disaster debris management operations</li> <li>23. Responsible for the coordination of all debris removal and disposal</li> <li>24. Monitor health conditions throughout the recovery phase</li> <li>25. Provide public education on proper disposal of debris</li> <li>26. Identify proper disposal sites, both temporary and long term</li> <li>27. Responsible for ensuring all debris cleanup team members have proper vaccinations</li> <li>28. Provide security in support of all aspects of recovery operations</li> <li>29. Gather preliminary disaster assessment information</li> <li>30. Provide assistance and information regarding Unemployment Compensation and Disaster Unemployment assistance</li> </ol>
--	--

## **VI. ADMINISTRATION, FINANCE AND LOGISTICS**

### **A. Documentation**

Responding agencies should keep documentation on the ICS Activity Log (ICS Form 214) or another suitable log. The San Miguel County EOC (Commissioner's Chamber) will document activities on an ICS form 214, situation reports, and/or common operating pictures. Such documentation is crucial for the following reasons:

- Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.
- Documentation provides a legal account of the actions which took place before, during and after an emergency.
- Documentation provides for a historical record which could be used during after action reviews to improve response operations in the future.

Following a disaster, documentation is provided to San Miguel County / City of Las Vegas Office of Emergency Management to maintain an archive for the required time period, after such time archival documents are protected at a designated location.

During after action review the documentation will be used to identify:

- Actions taken (or not taken)
- Resources expended
- Economic and human impacts
- Lessons learned and possible improvements
- Possible mitigation measures that could be taken
- Key impacts and damages

### **B. Finance**

#### **Funding**

- During local state of emergency, the monetary support for logistical and administrative support will be funded out of each agency's budget. However, agencies may request reimbursement or additional funds that may be provided through the county's general funds or other legal funding mechanisms available to the local jurisdictions through the Governor's Office's Emergency Disaster Fund which is available to local jurisdictions if the incident is declared a state disaster by the Governor's Office. This will be accomplished by going through the New Mexico Department of Homeland Security & Emergency Management Disaster/Recover Bureau.
- In the event of a federal declaration, some expenses and/or reimbursements are available to affected agencies through Public Assistance Grants.

#### **Disaster Assistance**

As previously mentioned, in a federal disaster declaration the county and its eligible jurisdictions/citizens may qualify for federal assistance. Such assistance has been described above and will be further described in ESF 14. In the event of a federal declaration authorizing public assistance, applicant briefings will be conducted to educate responders and local officials about the cost recovery process.

The San Miguel County Finance Division will manage and oversee the financial aspects of the Public Assistance Programs. The San Miguel County Finance Division will work closely with San Miguel County / City of Las Vegas Office of Emergency Management and the New Mexico Department of Homeland Security & Emergency Management to identify funds for the recovery effort, to include response, recovery and mitigation functions.

### Tracking Local Disaster Costs

In the event of a federally declared disaster, San Miguel County / City of Las Vegas Office of Emergency Management may ask the County's Financial Officer to assign a special project number to track all county-related expenses. Incorporated areas of the county may also assign special project numbers per the recommendation of San Miguel County / City of Las Vegas Office of Emergency Management.

### Insurance and Cost Recovery

The New Mexico Association of Counties, in coordination with the San Miguel County / City of Las Vegas Office of Emergency Management or other designee, will coordinate all insurance actions pertaining to County property. The San Miguel County Finance Division coordinates all financial activities relating to recovery operations.

### Pet Sheltering Costs: Disaster Assistance Policy (DAP) 9523.19

FEMA Disaster Assistance Policy (DAP) 9523.19 details eligible reimbursements related to pet sheltering including: shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

ESF 6 provides the concept of operations for pet sheltering and documentation of costs.

## C. Logistics

### Identifying Resource Gaps

The San Miguel County / City of Las Vegas Office of Emergency Management in coordination with the Local Emergency Planning Committee (LEPC) will determine the priorities for resource needs based on identified gaps.

The San Miguel County / City of Las Vegas Office of Emergency Management and LEPC using input and data from the regional capability assessment (see file archive), Department of Homeland Security, local intelligence and threat assessments, will provide a high level determination of resource needs. These assessments will take into account specific threats as well as potential all-hazard threats and response capability.

Resource and logistic response will be prioritized and accomplished under the direction of the

EOC Director and/or their designee. Information from Field Incident Commanders and Incident Action Plan priorities will be used to prioritize multiple requests. Resource requests will be met dependent on incident type and the responding entities available or anticipated resource requirements. All resource requests should be captured using an ICS form. Any requests requiring rental, hire or costs to fill will be passed on to the Finance group with a copy of the ICS form.

### Contracting

The following locations provide a list of contractors for San Miguel County and City of Las Vegas:

- The CRMCS has the functionality to enter contractor support and can be retrieved during an emergency.
- San Miguel County and City of Las Vegas can access the state contracting website at <http://www.generalservices.state.nm.us/statepurchasing> and query for available state contracts applicable to political subdivisions (i.e. counties, cities, etc.).
- County resource manual(s) with specific contracting lists.

### Requesting State Assistance

Coordination of resource needs:

- When local municipal resources are committed, the San Miguel County / City of Las Vegas Office of Emergency Management will coordinate assistance to satisfy resource needs.
- If the County requires additional assistance, it will call mutual aid from adjacent counties and regional resources.
- Only the San Miguel County and City of Las Vegas Emergency Manager or his/her documented designee, is authorized to request resource support from the New Mexico Department of Homeland Security & Emergency Management.
- New Mexico Department of Homeland Security & Emergency Management will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster that threatens to exceed the capabilities and resources of the state.

Each agency tasked within this plan is responsible for developing and maintaining applicable resource lists. These lists should follow established county protocols for maintaining resource lists. At a minimum, a full resource list (including all county resources) will be provided to San Miguel County / City of Las Vegas Office of Emergency Management and the ESF 7 Coordinating and Primary Agency.

### Key Logistics Facilities

Potential locations for Staging Areas and Points of Distribution sites (PODS) are identified annually by San Miguel County / City of Las Vegas Office of Emergency Management. Predetermined Staging Areas and PODS include:

San Miguel County and City of Las Vegas Points of Distribution:

**Mike Marr Gym**

**2nd Street and Mills Ave  
Las Vegas , NM 87701**

**NM Highlands University (Wilson Complex)  
9th Street and Friedman Ave  
Las Vegas, NM 87701**

**Pecos High School Gym  
Main Street 2 miles N of State Hwy 56  
Pecos, NM 87752**

**West Las Vegas Gillie Lopez Gym  
157 Moreno Street  
Las Vegas, NM 87701**

San Miguel County and City of Las Vegas Staging Area:

**SMC Public Works Administration Bldg  
#10 Airport Road  
Las Vegas, NM 87701**

**SMC Rodeo Grounds  
State Highway 65  
Las Vegas, NM 87701**

San Miguel County and City of Las Vegas Landing Zones:

**Alta Vista Regional Hospital (Helicopter only)  
104 Legion Drive  
Las Vegas, NM 87701**

**Las Vegas Municipal Airport  
Las Vegas, NM**

**Perkins Stadium (Helicopter only)  
Baca Ave and 9th Street  
Las Vegas , NM 87701**

**Robertson HS Football Field (Helicopter only)  
2nd Street and Mills Ave  
Las Vegas, NM 87701**

**SMC Public Works Bldg (Helicopter only)  
#10 Airport Road  
Las Vegas, NM 87701**

**West Las Vegas HS Football Field (Helicopter only)  
157 Moreno Street  
Las Vegas , NM 87701**

### Pre-Staging

Certain situations will require pre-staging assets. Identifying these resources and triggers points to utilize such resources are based on the phases indicated in the San Miguel County and City of Las Vegas Incident Action Plan (IAP). The IAP will be developed in preparation of or during an emergency or disaster situation.

### Fuel

Fuel will be procured using local economy. Local incident command will provide the desired location of fuel purchasing if applicable for the incident. ESF 7 and ESF 12 provide further detail concerning procuring fuel.

### Security

Security at each staging area will be accomplished by mission assigning ESF 13. ESF 13 provides further detail.

## **VII. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT**

All San Miguel County and City of Las Vegas government agencies are encouraged to develop and implement Continuity of Operations Plans (COOP) to ensure that a viable capability exists to continue their essential functions of government services. Planning and training efforts for COOP is closely coordinated with the EOP and actions. This serves to protect and preserve vital records/documents deemed essential for continuing government functions and conducting post-disaster operations.

Continuity of Government is also an essential function of Emergency Management and is vital during an emergency/disaster situation. Critical issues such as Lines of Succession, Delegation of Emergency Authority, Emergency Actions, safeguarding essential records, and protection of government resources are adhered within the State of New Mexico constitution, statutes and administrative rules.

## **VIII. REFERENCES AND AUTHORITIES**

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this EOP is not intended to incorporate them by reference.



## Relationship to Other Plans

In addition to the San Miguel County and City of Las Vegas EOP, the following plans have been developed and are maintained pursuant to state and federal requirements. In addition they have been incorporated in the EOP annexes:

- Hazardous Materials
- Mitigation Plan / Local Mitigation Strategy
- Special Needs
- Continuity of Operations / Continuity of Government (COOP/COG)
- Terrorism
- Other

## References:

- CPG 201 Comprehensive Preparedness Guide - THIRA
- Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction
- Federal Radiological Emergency Response Plan
- National Incident Management System (NIMS)
- National Response Framework (NRF)

## Authorities:

- 16 U.S.C. 3501, et seq, Coastal Barrier Resources Act.
- 44 CFR 350 of the Code of Federal Regulations.
- 44 CFR Part 10 - Environmental Considerations.
- 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
- 44 CFR Part 14 - Audits of State and Local Governments.
- 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- 44 CFR Parts 59-76 - National Flood Insurance Program and related programs.
- 50 CFR - Title 10 of the Code of Federal Regulations.
- Public Law 93-234, Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- Public Law 84-99, 33 U.S.C. 701n, Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- Public Law 89-665, 16 U.S.C. 470, et seq, National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- National Flood Insurance Act of 1968, 42 U.S.C. 4101, et seq, as amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- Public Law 101-549, Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.

- Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- Public Law 833-703 - amendment to the Atomic Energy Act of 1954.
- Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.
- Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- Public Law 93-288, as amended, 42 U.S.C. 5121, et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- Public Law 95-510, 42 U.S.C. 9601, et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- Regal Community Development and Regulatory Improvement Act of 1994.
- Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
- The plan requirements within the crosswalk must be in accordance with the guidance provided in Comprehensive Preparedness Guide 101 (CPG 101) and be satisfactorily addressed, as determined by the reviewer, in order to be considered an approved Emergency Operations Plan by the New Mexico Department of Homeland Security and Emergency Management (DHSEM). It is the responsibility of the submitting jurisdiction to ensure the location of each requirement is identified in the appropriate column. All plans submitted for review must be submitted electronically in Microsoft Word. PDF files are not acceptable. Plans should be submitted to DHSEM for review via the Local Preparedness Area Coordinator. The jurisdiction will receive initial crosswalk review with comments within 3 business days of submission. Any disputes regarding the plan's adequacy in meeting DHSEM requirements will be mediated by the Local Preparedness Program Manager. Once the plan has been approved by DHSEM, it is the jurisdiction's responsibility to submit a hard copy of the Emergency Operations Plan with completed signature page to the New Mexico Department of Homeland Security and Emergency Management.

#### **Memorandums of Understanding and Agreements:**