

EDDY COUNTY EMERGENCY MANAGEMENT STRATEGY

EMERGENCY OPERATIONS PLAN

BASIC PLAN

I. PURPOSE

The purpose of this plan is to provide a broad outline of the emergency management structure in Eddy County and how this entire document relates to disaster management.

II. SITUATION

- A. New Mexico State Statute (Ch. 12-10-1, NMSA 1978) addresses the organization and duties of a state emergency management system, and calls for local governments to address their hazards at the community level.
- B. Eddy County, the cities of Carlsbad and Artesia, the villages of Loving and Hope, and the Department of Energy have entered into a Joint Powers Agreement to cooperatively provide for emergency planning and disaster mitigation within their respective jurisdictions.
- C. The Eddy County Office of Emergency Management was created by this Joint Powers Agreement, and is charged with carrying out the duties as outlined above.
- D. This Emergency Management Strategy is designed to outline the scope of the potential hazards for Eddy County, the measures that can be taken to mitigate these hazards, and the responsibilities of the various agencies when an actual event occurs.

III. ASSUMPTIONS

- A. A disaster event separates itself from routine emergency incidents in the size and scope of affected individuals and resources committed. Our responders frequently experience emergency situations in the form of fires, vehicular accidents, and criminal confrontations, yet a disaster event is generally of a larger scale and requires the commitment of multiple agencies for an extended period of time.
- B. It is during these disaster events that resources can be depleted and assistance from other agencies becomes necessary. This plan assists in defining the roles and responsibilities during such a situation, and provides a framework for coordinating the response of many different departments.
- C. Each jurisdiction within Eddy County is responsible for the safety and well being of its citizens. The invocation of this plan and the assistance agreements within does not relieve a jurisdiction of this responsibility.

IV. ELEMENTS OF EMERGENCY MANAGEMENT

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- A. Mitigation - Acting to reduce the exposure to the potential effects of a disaster. This could be through enacting or enforcing building codes, educating the public on how to protect themselves from tornadoes, or constructing flood prevention structures.
- B. Preparedness - Identifying resources, training personnel, and practicing response for disaster situations. The establishment of mutual aid agreements, the provision of training events, and the exercise of the Emergency Operations Plan constitute preparedness.
- C. Response - The active use of resources to save lives and protect property when faced with a disaster situation. It is hoped that a community is not forced to act in this way, yet the emergency management structure becomes the coordination aspect during a disaster event.
- D. Recovery - Following the immediate response to a disaster, the longer term rebuilding of a community is also an emergency management concern. It is at this point that certain aspects of mitigation may come into play, for in the rebuilding efforts, we must incorporate measures to prevent the recurrence of similar events.

V. JOINT POWERS AGREEMENT

As mentioned above, the local jurisdictions have joined in an emergency management agreement designed to address the problems that affect all of Eddy County. Attached is a copy of this agreement.

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ANNEX A

DIRECTION AND CONTROL

I. PURPOSE

This annex outlines the roles of local government officials responsible for coordination and control of emergency response for a disaster / large-scale emergency situation.

II. SITUATION

- A. Each jurisdiction has designated an Emergency Operation Center (EOC) for the direction and control of response to a disaster.
1. Eddy County has designated an EOC at the Eddy County Sheriff's Department in both Artesia and Carlsbad.
 2. Carlsbad has designated the Carlsbad Police Department as its primary EOC.
 3. Artesia has designated the Artesia Police Department as its EOC.
 4. Loving and Hope have designated their fire stations as EOC's.
 5. An alternate EOC has been established at Living Desert State Park. Two two-way radios, five telephone lines, a generator, two computers, fax machine, and restrooms are available at this location.
- B. By State Law in New Mexico, a State Police Emergency Response Officer (ERO) must be contacted in the event of a HAZMAT fixed site or transportation incident. The Secretary of the Department of Public Safety, or his designee, shall have primary responsibility for the management of major emergencies involving hazardous materials.
- C. When it is anticipated an emergency situation may exhaust the resources of the local government(s) and require state and federal assistance and support, local government executives must use the State of New Mexico DISASTER ASSISTANCE PROGRAM, LOCAL GOVERNMENT HANDBOOK to ensure eligibility for state/federal aid. This document is included in the Recovery section of the Eddy County Emergency Management Strategy.

III. ASSUMPTIONS

- A. Direction and control is absolutely essential in any emergency and increases in importance with each increase in severity of a disaster.

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- B. During major emergency situations, coordination of efforts is best performed at an EOC. Field forces can concentrate on essential, on-scene activities while EOC staff performs planning, logistic, and organizational duties. The smaller jurisdictions may need only small EOC's, but some emergency direction and control capability is essential regardless of the size of the community.
- C. The organizational process outlined in this plan is designed for incidents with extended consequences. Due to the reliance upon persons and agencies that are not routinely involved in emergency response, the actions described may be delayed. In many cases, resources from other areas may be required and therefore the local jurisdictions must plan on limited outside assistance for the initial 24 to 48 hours of an incident.
- D. Current mutual aid agreements must be in effect for each jurisdiction. This plan will serve that purpose for all signatories in the event of a disaster. Routine emergency situations not involving the activation of this plan will require MOU's between cooperating agencies.

IV. CONCEPT OF OPERATIONS

A. General

1. The Chief Elected Official (CEO) and his/her staff will cope with most disasters within their jurisdiction. The CEO will serve as overall coordinator of disaster response or will designate a qualified person to this position.
2. For disaster events that affect more than one jurisdiction, the affected jurisdictions will coordinate their efforts through a unified command structure. This coordination will necessitate open communication between each entity involved and may be best organized through a single EOC.
3. Normally state and federal assistance units will not become actively involved until local authorities declare a disaster. This declaration should be made when the situation is larger than local authorities can handle with available resources. It does not relieve local authorities of responsibility for overall emergency response management.
4. The Incident Command System will be used to direct on-scene emergency operations and may be used in the EOC.

B. EOC Activation

1. Regardless of who first becomes aware of an emergency with a potential for disaster, the appropriate responsible official (such as the

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CEO, Chief Administrative Official, Sheriff, Fire Chief, or Police Chief) must be contacted. This official will then determine if the EOC must be activated and will make all necessary notifications.

2. The extent of the activation and degree of control the EOC assumes of the situation depends of the type and scope of the emergency. Any official with authority to activate the EOC may specify activation of only specific members of the EOC. Adjustments can be made later to fit the situation.

C. EOC Operation

1. The CEO or her/his appointee serves as director of the EOC and has overall emergency control of all necessary government emergency functions within its jurisdiction.
2. The EOC should include representatives of all major functions addressed in this EOP (health and medical, communications and warning, fire and rescue, law enforcement, public works, etc.)
3. Functional or department heads in the EOC support their on-scene operations; relay instructions and information; obtain equipment and personnel; and provide technical advice and expertise.
4. The EOC must be prepared to operate 24 hours a day during the period of emergency and initial recovery phase. Shift operation must be established, with appropriately trained personnel from each department available for subsequent shifts.
5. If the active EOC is destroyed, severely damaged or isolated by loss of communications, direction and control of emergency management will switch to an alternate EOC. This could be the designated alternate EOC, another jurisdiction's EOC, or another suitable location not subject to the forces that incapacitated the primary EOC.
6. Of almost equal importance is the continuity of direction and control of other essential functional areas (e.g. fire department and public works).
 - a. Each emergency response function or department must ensure the best possible protection for its dispatch/functional control center.
 - b. Functional SOP's should spell out the procedures for an alternate control center in the event the primary is put out of commission.

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V. ORGANIZATION AND RESPONSIBILITIES

Responsibilities by Function

A. Elected Officials (Commissioners/Councilmen):

1. Exercise overall direction and control. As the Chief Elected Official (CEO), the Chairperson/Mayor has final responsibility for emergency response. Unless he/she decides to direct operations from the EOC personally, the CEO should designate a qualified individual (normally the Chief Administrative Official) to coordinate the overall response.
2. Approve release of emergency public information.
3. Coordinate with elected officials of other neighboring jurisdictions.
4. Designate personnel to fill positions described below.

B. Chief Administrative Official (CAO):

1. Unless the CEO designates someone else, the CAO will direct overall emergency response from the EOC and coordinate efforts between the EOC staff and on-scene responders.
2. Immediately initiates a significant events log to record key disaster related information such as casualties, damage, response steps, etc. Collects inputs from each function for the log.
3. Ensures the appropriate display of essential information (risk area, number of evacuees, damage assessment, response resources, etc.) for use in planning/response and for the briefing to members of the policy group.
4. Coordinates the analysis of reported information from all sources and functions to anticipate potential problems and determine preventive actions.
5. Shall designate or serve as the Emergency Public Information Officer.
6. Provides advice and conducts briefings for senior policy makers regarding the emergency.
7. Ensures staffing of EOC.

C. Emergency Planning Coordinator (EPC):

1. Assists the CAO in managing the EOC or acts as the EOC manager if so designated.

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2. Interfaces with state and federal emergency management officials.
 3. Oversees the preparation of reports for the State EOC and other authorized agencies.
 4. Acts as resource for information regarding logistics, operations, or planning during an incident.
- E. Sheriff/Police Chief:
1. Designated as Law Enforcement, Communications and Warning Officer.
 2. Coordinates law enforcement activities during a disaster.
 3. Ensures continued communications capabilities between EOC and field personnel.
 4. Ensures that citizens and agencies are warned of hazardous circumstances by all available means of public address.
 5. Provides security for the EOC while it is open.
 6. Directs evacuation activities, if initiated. This includes evacuation of all nursing homes, hospitals and jails within the affected area.
- E. Public Information Officer:
1. Assists the Elected Officials and EOC staff in media relations and public service announcements.
 2. Develops press releases and receives approval for release of information from the Chief Elected Official.
 3. Establishes rumor control procedures.
 4. Present information briefings to media representatives.
- F. Fire and Rescue Coordinator:
1. Directs fire and rescue operations.
 2. Coordinates with other response agencies in the emergency medical treatment and transportation of injured persons.
 3. Assists in providing warnings to the public.
 4. Assists in evacuation if necessary.

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G. Public Works Officer:

1. Coordinates restoration of essential services.
2. Assists in developing, locating and allocating equipment and resources in support of field operations.
3. Establishes priority of debris removal.
4. Begins damage assessment and documentation of disaster activity.
5. Obtains public transportation as necessary.
6. Assists in rescue of trapped victims.

H. Health and Medical Coordinator:

1. Coordinates with health care facilities and state assistance agencies for the care and treatment of injured persons during disaster situations.
2. Establishes triage centers near the disaster and coordinate treatment of injured.
3. If necessary, uses clinics, urgent care centers, and other temporary facilities to develop an emergency medical care capability.

I. American Red Cross:

1. Establishes congregate care facilities (feeding and lodging) after disasters.
2. Establishes a Disaster Assistance Center if necessary.
3. Provides food, water, and other supports services to response personnel.

J. Income Support Division Field Office Manager:

Assists the Red Cross in providing social and financial assistance to disaster victims.

K. All Department Heads and Coordinators:

Prepare to provide full logistic support to EOC staff, field response personnel, shelter personnel, etc. during emergency operations.

VI. ADMINISTRATION AND LOGISTICS

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- A. Each Jurisdiction is responsible for the proper equipping and maintenance of their Emergency Operations Center and for its operational readiness. The Department of Energy will maintain the alternate EOC (located at Living Desert State Park), as it serves the same purpose for their operations.
- B. The EOC Director will designate secretarial/clerical personnel who will serve in the EOC during emergencies as recorders, plotters, analysts, etc.
- C. Situation reports, local disaster declarations, increased readiness reports, damage assessment reports and others deemed necessary will be channeled to the state EOC by the EOC Director.

VII. PLAN MAINTENANCE AND DISTRIBUTION

- A. Responsibility for maintaining and updating this annex belongs to the Emergency Preparedness Coordinator.
- B. This annex will be updated as needed and reviewed annually.
- C. This annex will be exercised in accordance with the exercise schedule as presented in the preparedness section of this document.

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ANNEX B

COMMUNICATIONS AND WARNING

I. PURPOSE

- A. To establish and maintain a countywide warning capability on a 24-hour basis. To receive and communicate timely warnings to appropriate officials and to the general public concerning actual or potential emergency/disaster conditions.
- B. To develop and maintain a communications network capable of supporting countywide disaster operations which uses all available public and private communications systems within the county.

II. SITUATION

- A. Eddy County's primary communications system is composed of commercial telephones, cellular telephones, and two-way radio systems in use by many jurisdictional functions (police, fire, roads, etc.). The primary south Eddy County warning point is the Carlsbad Police Department, telephone 911. For north Eddy County, the warning point is in the Artesia Police Department, telephone 911. Both are manned 24-hours a day, have emergency power and can receive and disseminate warning information throughout the county.
- B. The Sheriff's Department and the State Police department operate separate dispatch centers, which are manned on a 24-hour basis. Each of these dispatch centers can receive and disseminate warning information to its respective departments and also possess limited capability to relay warnings throughout its jurisdiction.
- C. Artesia has a siren-based warning system with limited capability to warn city residents with voice messages as well. This system has electrical backup at all sites and is actuated at the Artesia Fire Station.
- D. A countywide Emergency Alert System utilizes FCC mandated commercial broadcast capabilities to override local radio station broadcasts. Two of the cooperating stations (KATK 92.1 FM and KTZA 92.9 FM) have backup power systems and this system is actuated at the Carlsbad Police Department.
- E. A system for announcing warnings over primary cable television channels is available via dedicated telephone lines to TCI Cablevision in both Artesia and Carlsbad.
- F. The National Weather Service NOAA Weather Radio broadcasts provides weather forecasts and issue weather Watches and Warnings. Most local

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media rebroadcast these warnings. A county-owned repeater located in Carlsbad rebroadcasts the continual forecasts and weather alerts. Citizens in the southern part of Eddy County who purchase receivers are able to receive these messages. The National Weather Service is also capable of issuing hazardous materials accident warnings over their radio frequency.

- G. Citizen band, amateur radios, and two-way radio systems belonging to the various private utilities and major corporations (telephone, cable TV, electric, natural gas, etc.) may be used to backup the existing communications networks under emergency conditions.
- H. Backup warning capabilities depend upon non-EAS radio and television broadcasts, mobile sirens, mobile PA systems, horns and other devices for warning and disseminating information.

III. ASSUMPTIONS

- A. Communications capabilities are a vital part of any response / recovery situation.
- B. The general public must be warned of hazards.
- C. An effective disaster warning system has great potential for saving lives and reducing injuries.

IV. CONCEPT OF OPERATIONS

- A. Warning
 - 1. Notification of hazardous situations/potential disasters may come from a number of sources. These sources include private citizens, responding fire, police, or public service personnel, the National Warning System (NAWAS), the "Weather Wire" of the National Weather Service, major news wire services, state or federal agencies, industries, and utilities.
 - 2. The National Weather Service in Midland, TX issues severe weather warnings and watches for Eddy County via NOAA Weather Radio.
 - 3. The National Warning Center may issue warnings of potential peacetime disasters but its main purpose is dissemination of wartime enemy attack warnings.
- B. Warning Dissemination
 - 1. Fire, law enforcement, and emergency management officials are responsible for initiating warning procedures in accordance with standing operating procedures. Who initiates the warning is dependent upon the responding agency, but the decision must be approved by the senior

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officer on duty.

2. Depending on the characteristics of the emergency/disaster and size of the population in the area threatened, one or more of the facilities and techniques listed in the "Situation" section above should be utilized.
3. Whenever possible, warnings should be made in Spanish as well as in English.
4. The handicapped, hearing impaired and elderly must be notified by special means. Bilingual "crawl" messages on television must currently be initiated by the broadcast stations. Door-to-door notification is the most readily available method for notifying these special populations. Radio and TV broadcasts should ask those persons knowing hearing impaired, handicapped, and elderly, to make individual contact.

C. Communications

1. The dispatch centers for each jurisdiction will act as the primary communications hub during emergency situations.
2. During emergencies, all communication systems (two-way radios, telephones, and public broadcasts) may be used to coordinate the response.
3. Mobile units of utilities and corporations may be tasked to report damage, needed assistance and other information pertinent to the situation. In extreme emergencies companies will be tasked to provide 24-hour operation.
4. Amateur radio operators will be organized to assist jurisdictions during a disaster or emergency. A statewide network has been established to allow amateur operators access to the Santa Fe EOC in the event of an emergency situation.

D. Communication Protection

1. Most existing emergency response organizations are capable of operating without normal electrical power.
2. Arrangements have been made with the telephone companies to place the highest priority on maintenance and restoration of service to the Emergency Operating Center, functional control centers, and other vital facilities.

V. ORGANIZATION AND RESPONSIBILITIES

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- A. Each jurisdiction's chief law enforcement officer (or his designee) will serve as its Communications and Warning Officer.
- B. Each jurisdiction's dispatch center will notify its fire, law enforcement and emergency management officials in the event of a disaster.
- C. Multi-jurisdictional events must involve notification of all responsible agencies and will be coordinated as outlined in Annex A.

VI. ADMINISTRATION AND LOGISTICS

- A. Each jurisdiction is responsible for maintaining its warning and communications systems.
- B. Each police and fire department is responsible for establishing standing operating procedures for the use of its warning systems, vehicle sirens and loud speakers for notification purposes.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Responsibility for maintaining and updating this annex rests with the jurisdiction's Communications and Warning Officer.
- B. This annex will be updated as needed and reviewed annually.
- C. The annex will be exercised at least annually in accordance with the exercise schedule as presented in the preparedness section of this document.

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ANNEX C

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

The purpose of this annex is to establish procedures for rapid dissemination of emergency public information and to outline the resources available. During an emergency or disaster, local government is responsible for keeping the public informed of the situation as it develops.

II. SITUATION

A. Seven local commercial radio stations, two TCI Cablevision services, and two newspapers serve Eddy County. All of these are avenues for the dissemination of public information.

B. The WIPP has established a Joint Information Center (JIC) at the Skeen/Whitlock building. Personnel trained in providing information to the public staff the JIC and the JIC's assistance is available to local government agencies if needed.

III. ASSUMPTIONS

A. Public information/education prior to an emergency is of utmost importance. Many disasters strike without sufficient time to instruct the public as to life and property saving measures. The public must be informed of protective measures individuals may take in event of a flood, tornado, hazardous materials spill, etc. prior to and during an actual event.

B. The cooperation of the local news media is essential in disseminating emergency information and instructions to the public and in minimizing rumor and misinformation in event of a disaster.

C. Ensuring media representatives access to accurate information during a major local disaster will require the attention of a designated Public Information Officer (PIO).

IV. CONCEPT OF OPERATIONS

A. Direction and Control

1. The control and release of information to the public is the duty of the Public Information Officer (PIO).

2. The PIO is subordinate to the direction and control element of the jurisdiction, reporting directly to the EOC Director.

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3. The direction and control element determines if a PIO is appropriate, depending on the nature of the disaster and extent of media coverage.

B. Coordination of Public Releases

1. It is imperative that releases to the public and media be made from a single official point, usually the PIO. Local jurisdiction approval of and direction and control agreement with the information released is essential. Conflicting information released by different officials or jurisdictions confuses the public, leads to rumors and may cause adverse public reaction.
2. Public releases will normally be approved at the highest jurisdictional level actively involved in the disaster.

V. ORGANIZATION AND RESPONSIBILITIES

A. Organization

In most disaster situations a single Public Information Officer (PIO) can cover all public information actions. For a large-scale disaster, a PIO staff or the assistance of a JIC may be required.

B. Responsibilities

1. Public Information Officer

- a. Develop the capability for immediate release of emergency instructions and information to the public through all available media.
- b. Ensure public information releases are available for non-English speaking persons.
- c. Ensure consideration of those who are hearing impaired or visually impaired, by repeating information in more than one type of media.
- d. Obtain updates from various EOC representatives and keep the news media updated on the most current and accurate information concerning the emergency/disaster.
- e. Conduct situation briefings for visitors, media, etc., as appropriate.
- f. Conduct tours of the disaster area when and if appropriate.
- g. Arrange interviews with key personnel, when requested by the media, if possible to do so without interfering with disaster operations.

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- h. When necessary, provide emergency instructions to the public through all means available concerning in-place protection or evacuation procedures.
- i. Establish a location with telephone communications where relatives can call about disaster victims or missing persons.
- j. Provide the public educational materials pertaining to potential hazards. Include materials that explain first aid, self-help actions and other survival measures.

VI. ADMINISTRATION AND LOGISTICS

As a part of the direction and control element, the PIO is assigned space in the EOC and provided the necessary communications, supplies and equipment.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Responsibility for maintaining and updating this annex rests with the jurisdiction's designated PIO.
- B. This annex will be updated as needed and reviewed annually.
- C. The annex will be exercised in accordance with the exercise schedule as presented in the preparedness section of this document.

VIII. ATTACHMENTS:

Tab 1 Radio, TV, and Newspapers Serving Eddy County.

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ANNEX D

LAW ENFORCEMENT

I. PURPOSE

- A. To insure the safety of all citizens and protect public and private property.
- B. To provide for the maintenance of law and order during emergencies or disasters.
- C. To provide protection for essential industries, supplies, and facilities.

II. SITUATION

- A. There are ten law enforcement agencies represented in Eddy County: three city, one county, three state (Department of Public Safety, Livestock Inspector, New Mexico Game and Fish) and three Federal (Bureau of Land Management, Border Patrol and National Park Service).
- B. Additional New Mexico State Police and selected federal law enforcement agencies can be utilized to supplement local law enforcement if necessary.
- C. Carlsbad and Artesia city police departments and the Sheriff's office operate dispatch centers which, in an emergency, serve as emergency control centers to manage each agency's resources and response personnel. Each dispatch center operates on a 24-hour basis.

III. ASSUMPTIONS

- A. Law enforcement officers are among the first to be notified of and respond to an emergency or disaster. Critical information regarding the situation must be transmitted to appropriate personnel for EOC activation and plan implementation.
- B. Uniformed officers are highly visible symbols of authority and initially assume direction and control at a disaster scene until properly relieved or reassigned.

IV. CONCEPT OF OPERATIONS

- A. Each department maintains procedures for notification/recall of all personnel, including reserves if needed, in event of an emergency or disaster situation.
- B. Dispatch Centers will maintain contact with the EOC to coordinate response

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and rescue.

- C. The chief law enforcement officer or his designated representative reports to the EOC during an emergency to assist decision makers and coordinate law enforcement response.
- D. Field units furnish essential information on casualties, observable damage, evacuation status, exposure levels, etc., to the departmental dispatch center for relay to the EOC for plotting, analysis and reporting.
- E. Law enforcement personnel support emergency response and recovery operations by maintaining security and limiting access at disaster locations.
- F. During evacuation and other emergencies, law enforcement personnel establish traffic control and assist evacuees in relocating. They are also responsible for selecting evacuation routes and alternates, when necessary.
- G. Other duties include security at reception centers, shelter and feeding facilities, triage areas and hospitals, and providing warning and evacuation information.

V. ORGANIZATION AND RESPONSIBILITIES

- A. The sheriff or police chief of the affected jurisdiction is the law enforcement coordinator for emergency operations (This function will be performed by a unified command when an incident involves two or more jurisdictions).
- B. The senior law enforcement officer will use the Incident Command System (ICS) at a disaster scene to coordinate actions of response agencies and establish a chain of command.
- C. In a Hazardous Materials incident, a State Police Emergency Response Officer (ERO) will assume control of response activity (under the State Hazardous Materials Emergency Response Plan) and coordinate resources involved.
- D. The law enforcement coordinator ensures security of the disaster area (and other evacuated areas) to protect private and public property.

VI. ADMINISTRATION AND LOGISTICS

- A. Each department will implement an extended work/relief schedule so as to provide personnel with sufficient rest while maintaining response capability.
- B. EOC staff will provide logistical support to field personnel. This includes food, water, fuel, communications, and emergency power.

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VII. PLAN MAINTENANCE AND DISTRIBUTION

- A. Responsibility for maintaining and updating this annex rests with the jurisdiction's

Chief Law Enforcement Officer.
- B. This annex will be updated as needed and reviewed annually.
- C. This annex will be exercised in accordance with the exercise schedule as presented in the preparedness section of this document.

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ANNEX C - Tab 1

Media Resources

RADIO STATIONS SERVING EDDY COUNTY

Station	City	Frequency	Telephone
KATK	Carlsbad	92.1 FM	885-2151
KATK	Carlsbad	930 AM	885-2151
KCCC	Carlsbad	990 AM	887-5521
KCDY	Carlsbad	104.1 FM	887-3571
KAMQ	Carlsbad	1240 AM	887-7755
KSVP	Artesia	990 AM	746-2751
KTZA	Artesia	92.9 FM	746-2751

TV STATIONS SERVING EDDY COUNTY

Station	City	Programming Hours	Telephone
US Cable	Carlsbad	24 hours	885-4147
US Cable	Artesia	24 hours	748-1336

NEWSPAPERS SERVING EDDY COUNTY

Local Area

Publication	Circulation	Location	Phone	Frequency
Carlsbad Current Argus	County-wide	Carlsbad	887-5501	Tuesday to Sunday
Artesia Daily Press	County-wide	Artesia	746-3524	Daily

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ANNEX E

FIRE AND RESCUE

I. PURPOSE

To provide fire and rescue protection during disaster situations. To organize the capabilities of all fire and rescue services in the county when needed.

II. SITUATION

- A. Carlsbad, Artesia, Loving, and Hope maintain their own fire departments. Eddy County equips 11 volunteer fire departments to serve the unincorporated parts of the county.
- B. Artesia Fire Department operates its own 24-hour dispatch. The Carlsbad Fire Department is dispatched by the Carlsbad Police Department's 24-hour dispatch center. All other fire departments in Eddy County are dispatched through these two agencies.
- C. Mutual Aid agreements between municipal and county fire departments specify automatic mutual response to structure fires outside incorporated jurisdictions.
- D. Written agreements for mutual aid are maintained with N.M. State Forestry Division, U. S. Forest Service, and Bureau of Land Management.

III. ASSUMPTIONS

Fire and Rescue personnel perform a wide variety of duties, all of which are essential in a disaster situation. These tasks include fire suppression and prevention, rescue, extrication, emergency medical services, hazardous materials abatement, water shuttles, and more.

IV. CONCEPT OF OPERATIONS

- A. Each department/station maintains procedures for notification/recall of all personnel in event of an emergency or disaster situation.
- B. The Fire and Rescue Coordinator reports to the jurisdiction's EOC during a major emergency to assist decision makers and coordinate fire and rescue.
- C. Field units furnish information on casualties, damage, exposure levels and status of rescue operations to appropriate fire dispatch for relay to their EOC for plotting, analysis and reporting.

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V. ORGANIZATION AND RESPONSIBILITIES

- A. The CAO appoints a knowledgeable person to act as Fire and Rescue Coordinator for emergency operations. Operating from the EOC, he/she allocates equipment and personnel to the location(s) of greatest need.
- B. The senior fire official at a disaster scene coordinates actions of firefighters (under the Incident Command System) to cope with the disaster. These activities include firefighting, rescue, emergency medical care, hazardous materials abatement, evacuation, and other similar duties.
- C. The Fire and Rescue Coordinator establishes mutual aid agreements with surrounding jurisdictions to maximize support available in a localized emergency.
- D. Each fire department supports its own community but is ready to work with others to cope with a disaster.
- E. Firefighters train in rescue operations and assist in search and rescue missions when directed by EOC.

VI. ADMINISTRATION AND LOGISTICS

- A. EOC staff provides logistical support to departmental or station personnel during major emergencies. This includes water, food, fuel, communications and emergency power to fixed facilities.
- B. During disasters, a work schedule must be implemented which provides personnel sufficient rest while maintaining operational capability.

VII. PLAN MAINTENANCE AND DISTRIBUTION

- A. Responsibility for maintaining and updating this annex rests with the jurisdiction's Fire and Rescue Coordinator.
- B. Update and review this annex as needed but at least annually.
- C. This annex will be exercised in accordance with the exercise schedule as presented in the preparedness section of this document.

EDDY COUNTY EMERGENCY MANAGEMENT STRATEGY

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ANNEX F

HEALTH AND MEDICAL

I. PURPOSE

- A. To provide transport and treatment of injured in a large-scale disaster.
- B. To dispose of large numbers of dead.
- C. To control disease through sanitation and the prevention of water and food supply contamination during disaster response and in a post-disaster environment.

II. SITUATION

- A. Two full-service hospitals, the Carlsbad Medical Center and the Artesia General Hospital serve Eddy County. The St. Francis Family Medical Center and the Surgical Center of Carlsbad, both in Carlsbad, also provide medical care to walk-in patients.
- B. There are eight pharmacies located within the county. They provide the major local source of backup medical supplies.
- C. The cities of Carlsbad and Artesia each operate ambulance services for their respective jurisdictions. Mutual aid agreements provide response coverage of the entire county. In south Eddy County, a private service provides non-emergency transport to facilities in and out of the county.
- D. Air ambulance service is provided by private and military carriers. Both helicopters and fixed wing aircraft are available. Minimum response time for these services is one hour.
- E. The Eddy County Field Health Office of the New Mexico Department of Health and Environment also administers health protection services to county residents.
- F. The Medical Investigator assigned to the County from the State Medical Investigator's Office provides coroner and morgue service.

III. ASSUMPTIONS

- A. This annex addresses mass casualty disasters that cause so many casualties or fatalities that available local medical, health and mortuary capabilities are exceeded.

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- B. If the mass-casualty disaster is localized (i.e., not state-wide or nationwide) medical assistance from adjoining locales and state resources may be provided.

- C. If the mass-casualty disaster is state-, region- or nation-wide, outside assistance cannot be counted upon, and the county must organize all of its medical and mortuary capability, both public and private.

IV. CONCEPT OF OPERATIONS

- A. The Board of Commissioners of Eddy County, the County Manager, the municipal councils/commissions, mayors and city managers are vitally concerned and involved with the health of the population and with providing adequate medical care in event of disaster. They monitor medical needs closely through the EOC and assist the Health and Medical Coordinator in getting assistance from other departments/jurisdictions and private practitioners.

- B. In an emergency or disaster, the major hospitals will provide complete emergency hospital services. The urgent care clinics within the county will provide medical care to the extent of their facilities, equipment and personnel capabilities.

- C. In a mass-casualty disaster it may be the best use of trained medical personnel to have Emergency Medical Service ambulance crews perform triage duty on-scene, and assign non-medically trained personnel to transport the injured to hospitals or treatment centers. Public works vehicles, school buses and general-purpose vehicles may have to be used to transport the injured.

- D. The American Red Cross is able to provide volunteer assistance. The majority of Red Cross resources are stationed throughout the United States, so response time must be considered.

- E. In event of a localized mass-casualty disaster exceeding local medical capabilities, the CEO may request that the Governor's Office dispatch the NDMS DMAT team (a mobile surgical hospital) from Albuquerque.

- F. Following the initial stabilization of casualties during a major disaster, Health Office attention must concentrate on community health and disease vector control. Provisions will be established to inoculate individuals, if warranted by the threat of disease.

V. ORGANIZATION AND RESPONSIBILITIES

- A. General

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1. The Health and Medical Coordinator will assist in the assignment of personnel to medical centers and field teams to work disaster sites, triage areas, clinics and other medical facilities. The CEO/CAO appoints this Coordinator.
2. All medical releases and public health warnings and announcements will be released through the EOC and Public Information Officer.

B. Specific Responsibilities

1. The Health and Medical Coordinator directs medical and health response to a mass-casualty disaster from the EOC. The Coordinator will:
 - a. Designate public and volunteer private medical personnel to perform key supervisory roles in event of a mass-casualty disaster.
 - b. In a disaster, ensure a designated medical official establishes and assumes charge of an on-scene medical command post which will:
 - 1) Establish a triage area.
 - 2) Provide a holding area for those requiring immediate on-scene treatment.
 - 3) Provide a staging area for those requiring transport to a hospital and a priority for transportation.
 - 4) Work with the on-scene commander through the Incident Command System (ICS).
 - c. Ensure ambulance and other patient transport to the on-scene medical command post.
 - d. Coordinate with receiving hospitals.
 - e. Coordinate air-ambulance and/or care-flight service.
 - f. Establish procedures to identify the injured, and maintain a record showing type of injuries, condition, treatment and location (hospital) to which sent.
 - g. Assign medical staff to reception and care locations if evacuation or relocation occurs.
 - j. Coordinate with the medical investigator's office to address issues involving the deceased.

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- k. Establish and operate emergency medical care centers for essential workers in evacuated area following evacuation of general public.
2. The ambulance services within the county will:
 - a. Respond to a major disaster with all available ambulances.
 - b. Recall off-duty EMS trained personnel and assigns them to the triage center or as otherwise specified by the Health and Medical coordinator in

the EOC.
 - c. Maintain field communications and coordination with other response forces, and communications with their parent organization.
 3. The full-service hospitals in the county will:
 - a. Implement their disaster plans.
 - b. Provide medical guidance, as needed, to ambulance crews/EMS personnel operating field triage, collection or treatment centers.
 - c. Recall all staff, as needed, and provide medical personnel, supplies and equipment within the county as the EOC requests.
 - d. Provide necessary logistic support for food, water, supplies, instruments, emergency power, communications, fuel, etc. for staff, patients and response personnel at the hospitals.
 4. Deputy Medical Investigator for Eddy County will:
 - a. Coordinate local resources used for the collection, identification and disposition of deceased persons and human tissue.
 - b. Select qualified personnel to staff temporary morgue sites.
 - c. Determine cause of death.
 - d. If necessary, coordinate with the Public Health Office on the location of mass-burial sites, and with the public works department for earth moving equipment support.
 - e. During a localized disaster resulting in many deaths, request additional medical investigator support from the State Medical Investigator's Office in Albuquerque.

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- f. Protect the property and personal effects of the deceased.
 - g. Coordinate with the American Red Cross, ensuring relatives are notified.
 - h. Maintain a record of each deceased, cause of death, personal possessions and burial site if the remains were not released to relatives.
5. The Public Health Field Office will:
- a. Monitor, evaluate and correct environmental health risks or hazards.
 - b. Inspect food, water, medicine and other consumables for purity.
 - c. Coordinate with the water, public works, and/or sanitation departments to ensure available potable water, effective sewage system, sanitary garbage disposal and removal of dead animals.
 - d. Inspect sources of possible contamination.
 - e. Provide preventive health services including epidemiological surveillance, quarantine, control of communicable diseases, control of vectors (such as flies/rodents) and mass immunizations.
 - f. Monitor food handling and mass feeding sanitation service in field and emergency facilities, and increase monitoring of commercial feeding facilities.
 - g. Mobilize local veterinarians to assist in public health services, if necessary.
6. Support Services
- a. The American Red Cross will:
 - 1) Provide food for emergency workers and patients at field sites and temporary hospital facilities.
 - 2) Provide blood products.
 - 3) Provide assistance for the handicapped, elderly, orphans and children separated from parents.
 - 4) Assist in notification of next-of-kin of injured and deceased.
 - b. Mental Health Agencies will:

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- ◆ Provide professional psychological support to victims and personnel involved in a disaster.

c. Other Services

- 1) All government departments will provide transportation for medical personnel, patients, medical supplies and equipment.
- 2) The patient population in nursing homes and other health care facilities will be reduced to extent possible in event of evacuation or mass-casualty disaster. Continued care must be provided for those who cannot be evacuated.

VI. ADMINISTRATION AND LOGISTICS

- A. The full-service hospitals will provide necessary drugs, medical supplies and equipment to on-scene treatment centers and coordinate medical resupply for all facilities.
- B. Resupply difficulties and shortages will be reported to the Health and Medical Coordinator at the EOC for resolution.
- C. Medical facilities and personnel will be included in disaster exercises in order to test and practice the implementation of this annex.

VII. PLAN MAINTENANCE AND DISTRIBUTION

- A. Responsibility for maintaining and updating this annex rests with the Health and Medical Coordinator.
- B. This annex will be updated as needed and reviewed at least annually.
- C. This annex will be exercised in accordance with the exercise schedule as presented in the preparedness section of this document.

VIII. ATTACHMENT:

Tab 1 Health and Medical Resources

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ANNEX F - Tab 1

HEALTH AND MEDICAL RESOURCES

Hospitals and Urgent Care Centers:

Name	City	Address	Telephone Number
Carlsbad Medical Center	Carlsbad	2430 W. Pierce St.	505-887-4100
Artesia General Hospital	Artesia	702 N. 13 th St.	505-748-3333
St. Francis Family Medical Center	Carlsbad	105 N. Guadalupe	505-887-2455
Surgical Center of Carlsbad	Carlsbad	2323 W. Pierce	505-234-1343

Nursing Homes:

Name	City	Address	Telephone Number
Artesia Good Samaritan	Artesia	1402 W. Gilchrist Ave.	505-748-1257
Lakeview Christian	Carlsbad	1300 N. Canal	505-885-4150
Landsun Homes	Carlsbad	1900 Westridge	505-885-8150

Pharmacies:

Name	City	Address	Telephone Number
Albertson's Pharmacy	Carlsbad	808 N. Canal	505-887-5085
Furr's Pharmacy	Carlsbad	809 W. Pierce	505-887-6664
Southwest Pharmacy	Carlsbad	2402 W. Pierce	505-887-6611
Walgreen Drug Store	Carlsbad	902 W. Pierce	505-887-0572
Wal-Mart Pharmacy	Carlsbad	2101 S. Canal	505-885-1029

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Brown Drug	Artesia	322 W. Washington	505-746-3591
K-Mart Pharmacy	Artesia	2307 W. Main	505-746-2791
Lowell's Pharmacy	Artesia	612 N. 13 th	505-746-6681

Veterinary Hospitals/Clinics:

Name	City	Address	Telephone Number
Animal Care Center	Carlsbad	1302 S. Canal	505-885-5352
Carlsbad Animal Clinic	Carlsbad	103 E. Blodgett	505-887-3653
Animal Clinic	Artesia	3003 N. 13 th	505-746-6167
Artesia Animal Clinic	Artesia	110 W. Mahone Dr.,	505-748-2042

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ANNEX G

PUBLIC WORKS

I. PURPOSE

To provide for continuation or restoration of those public services essential to basic human needs.

II. SITUATION

- A. Jurisdictions within the county have a variety of public works departments (street, utilities, water, sewer and electric).
- B. Several major construction and utility companies possess heavy equipment that could be of assistance in the event of a disaster.

III. ASSUMPTIONS

- A. County and city maintenance crews and equipment will be used to provide assistance at the disaster site (debris clearance, road upgrading, damage assessment, etc.) and to assist with repair and restoration of essential services and vital facilities.
- B. State personnel and equipment will augment city and county crews if a localized disaster exceeds available capabilities.
- C. Contract crews and equipment may assist public works when necessary.
- D. The timely and accurate assessment and reporting of public and private property damage will serve as a basis for response and recovery operations. Properly accomplished and documented, it also serves as the basis for receiving state disaster assistance funds.

IV. CONCEPT OF OPERATIONS

- A. The Public Works Coordinator (PWC) operates from the EOC during an emergency to coordinate damage-limiting actions, assist in rescue, participate in damage assessment and direct recovery activities.
- B. The PWC gathers all public and private heavy equipment as needed to respond to the disaster.
- C. Major public works emphasis early in a disaster or potential disaster is directed towards limiting casualties and damage with such actions as shutting off power

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and gas, building dikes, etc.

- D. The next immediate priority centers on assisting in rescue operations, clearing roads for emergency response, using heavy equipment for rescue from collapsed buildings, etc.
- E. Following rescue actions, public works priority shifts to damage assessment and short-term recovery actions to return vital life support systems to minimum operating standards (e.g., restoration of electrical power).
- F. Once the situation is stabilized, the public works function becomes ensuring that long-term recovery actions are planned and prioritized.
- G. Throughout disaster operations, high priority is on emergency repairs to key facilities and to ensure ongoing command and control.

V. ORGANIZATION AND RESPONSIBILITIES

- A. Each jurisdiction within the county designates a PWC. The coordinator is usually the director of the public works, street, or a utility department. The PWC provides emergency/disaster public works assistance within the jurisdiction.
- B. When more than one jurisdiction is affected by the disaster, each jurisdictional PWC will coordinate activities under the direction of a unified EOC.
- C. The PWC of each jurisdiction will develop and maintain a list identifying the availability of public and private earth moving and other specialized heavy equipment which could support rescue, response, and recovery operations.
- D. The PWC will arrange agreements with local equipment maintenance companies for quick response to repairs of emergency equipment.
- E. If the normal water supply is contaminated or disrupted, potable water will be furnished by other available means (tanker, portable bladders, etc.).
- F. Hazardous structures will be inspected and those designated unsafe will be demolished.
- G. Trash collection/disposal must continue to prevent health hazards.
- H. The public will be kept informed of public works through the Public Information Officer at the EOC.

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VI. ADMINISTRATION AND LOGISTICS

- A. The PWC coordinates logistical support for food, water, fuel, emergency power, communications, etc. for its control center and for its response personnel during emergency operations.
- B. All expenditures for man hours, equipment, etc. **MUST** be documented in accordance with the Disaster Assistance Program Local Government if State disaster assistance funds are to be requested.
- C. The County Assessor and staff will assist with documenting damage if reimbursement funds are to be requested.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Responsibility to maintain and update this annex rests with the jurisdiction's PWC.
- B. This annex will be updated as necessary and reviewed at least annually.
- C. This annex will be exercised in accordance with the exercise schedule as presented in the preparedness section of this document.

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ANNEX H

RESOURCES AND TRANSPORTATION

I. PURPOSE

- A. Resources. To determine the local extent of essential supplies such as food, water, shelter, beds and bedding, heating fuels, clothing and vehicle fuels; and to coordinate their procurement, storage, control and allocation in the event of a disaster.
- B. Transportation. To delineate various types of ground transportation available within the county and establish procedures for its effective use in a disaster.

II. SITUATION

- A. Food. Major retail grocery stores maintain less than a four-week supply of total foodstuffs at normal rates of purchase. The supply of perishables is far less, and without resupply many popular foods would be gone well before less popular foods. Food supply at convenience stores averages less than 10 days.
- B. Water. The normal water supply is adequate to support all residents and evacuees. Disruption of the water extraction or distribution systems will result in shortages. There is limited bottled water available, but a major disruption of the supply will require use of water trailers. There are several surface reservoirs with ample supplies of non-potable water.
- C. Shelter. There are a number of large capacity facilities such as school gymnasiums which can be used to shelter people during a localized disaster. The Red Cross has identified several schools as primary shelters. None of the identified shelters have backup power capabilities.
- D. Beds/Bedding. Other than those in motel rooms, there is very limited availability of beds and bedding. Small numbers of beds and blankets are available from local furniture and department stores. The local Red Cross has no stock of beds or bedding.
- E. Heating Fuels. A disaster may disrupt gas and electrical distribution systems leaving large areas without fuel for furnaces or power for blowers. Shortages of propane could impact some facilities and homes.
- F. Clothing. There is no local stock of clothing, other than that in retail stores.

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- F. Over-the-Counter Medicine. The supply of over-the-counter drugs available in drug stores and retail grocery stores is sufficient for a two week period unless a

large number of evacuees are sent to the county. Medicines are addressed in the Health and Medical Annex, Annex F.
- H. Transportation. There is adequate private transport available in the county. The public school busses are all on contract. No school bus can be used during a disaster situation unless written agreements are in effect. Other public vehicles may be used in localized evacuations, flooding, etc. Local bussing, trucking, and rental companies may have vehicles available in time of an emergency.
- I. Vehicle Fuels. Severe shortages may be caused by distribution problems. Electrical outages may result in inaccessible in-ground fuel storage reserves. Limited above-ground storage exists at public works facilities.

III. ASSUMPTIONS

- A. Panic buying and hoarding in anticipation of a major disaster may require County Commission and City Councils to set rationing or sales restrictions.
- B. An abundance of care and feeding space exists. The American Red Cross will normally establish shelter facilities.
- C. Transportation resources would be needed most in addressing the needs of the handicapped, elderly and disabled for evacuation or relocation.

IV. CONCEPT OF OPERATIONS

- A. The Resources and Transportation Coordinator constantly assesses the potential need and availability of transportation and resources, coordinates actions to correct anticipated shortages, and informs the EOC of any anticipated major deficiencies requiring ordinance action (rationing, purchase limitations, etc.).
- B. Maximum use will be made of publicly owned vehicles to meet transportation needs.
- C. When additional resources are required, the Resources and Transportation Coordinator obtains those from adjoining jurisdictions if possible.

V. ORGANIZATION AND RESPONSIBILITIES

- A. A Resources and Transportation Coordinator (RTC) will be designated by each jurisdiction to perform the duties and manage the responsibilities outlined herein.

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- B. The RTC will keep a list of multi-purpose and special purpose vehicles for use in an evacuation.
- C. Coordination with contract school bus owners will establish guidelines for the types and scope of emergencies for which school buses will be made available to the EOC for disaster transportation use.
- D. The RTC will immediately notify the American Red Cross of anticipated shelter needs if evacuation of an area appears necessary.
- E. The establishment of curfews, rationing, sales limits, closing of businesses, commandeering of vehicles and facilities, etc., will be attempted through voluntary compliance. If ordinance action is necessary to enforce compliance, all appropriate jurisdictions must pass the ordinance for it to be effective.
- F. If civil disturbances are anticipated, industries and businesses storing explosives and liquid fuels must be warned by the RTC to secure and protect their supplies. If commissions and councils wish to stop or limit sales of such materials, and voluntary compliance cannot be obtained, each jurisdiction must pass an ordinance.
- G. The RTC will maintain a list of those public and privately owned water tank trucks, water trailers and other resources for hauling potable and non-potable water, which may be used in the event of a water system failure.
- H. The RTC will set up arrangements for priority emergency equipment repair with local companies.

VI. ADMINISTRATION AND LOGISTICS

All materials, overtime, transportation, etc. used in support of a disaster must be itemized in accordance with the State of New Mexico Disaster Assistance Program Local Government Handbook if State Disaster Assistance Program funds are requested.

VII. PLAN MAINTENANCE AND DISTRIBUTION

- A. Responsibility for maintaining and updating this annex rests with the jurisdiction's Resources and Transportation Coordinator.
- B. This annex will be updated as necessary and reviewed at least annually.
- C. This annex will be exercised in accordance with the exercises schedule as presented in the preparedness section of this document.

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ANNEX I

EVACUATION

I. PURPOSE

- A. To evacuate any part of Eddy County that may be in danger from a natural or man-caused disaster.
- B. To provide temporary lodging, feeding and general welfare of persons forced to leave their homes due to any kind of emergency, disaster or precautionary evacuation in Eddy County.

II. SITUATION

- A. There are numerous hazards that could result in a need to evacuate a portion of the county, a municipality or one of the unincorporated communities. The most probable of these are tornadoes, floods, hazardous material spills and fires.
- B. Potential evacuation areas due to disasters include all populated areas.

III. ASSUMPTIONS

- A. Some disasters occur slowly, providing ample time for warning and an orderly, well planned evacuation. Many types of disasters, however, occur so rapidly there is no time for evacuation preparation, and in the worst cases, not even time for warning.
- B. Evacuation may be required at any time of day or night, and in any kind of weather. Maximum confusion and traffic congestion must be expected.
- C. It is anticipated a large number of people would voluntarily evacuate upon being alerted of a potential problem or danger.
- D. Some people will refuse to evacuate in spite of an obvious, life-threatening hazard.
- E. In most situations evacuees will have little preparation time and will require maximum support in reception areas, particularly for food, bedding and clothing.
- F. In any evacuation situation, those directing emergency operations must take extra precautions to insure that people with special needs are taken care of.

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These people include the elderly, handicapped, nursing home and hospital patients, and prisoners in all the confinement facilities within the county.

- G. The American Red Cross will select and provide shelters during evacuations. Evacuees will be housed in public-type buildings (i.e., schools, churches, etc.) and not in private residences.

IV. CONCEPT OF OPERATIONS

- A. The Emergency Operations Center (EOC) will normally have been activated because of the primary hazard event.
- B. The Chief Elected Official of the affected political subdivision will normally order evacuation due to natural or man-made hazards. In a situation where rapid evacuation is critical to the continued health and safety of the population, the on-scene command authority may order evacuation.
- C. The EOC will insure evacuees are instructed to take with them bedding, cots (if available), rugged clothing for two weeks, two weeks supply of easily prepared foods, medical items, etc., if time permits.
- D. All possible news media will be used to instruct evacuees. Preparation instructions should be passed through the Public Information Officer when it first appears evacuation may be necessary.
- E. Movement and Transportation of Evacuees:
 - 1. Primary evacuation mode will be in private cars.
 - 2. Law enforcement officials will select evacuation routes for a natural or man-caused disaster at the time of the evacuation decision.
 - 3. If possible, two-way traffic will be maintained on evacuation routes to permit continued emergency vehicle access. Traffic control points will be located as needed for anticipated traffic volume and complexity of evacuation routes.
 - 4. Rest areas may be necessary along the evacuation route and will be designated by the Chief Law Enforcement Officer or his designee. Patrols will provide assistance to persons with disabled vehicles.
 - 5. The Resource and Transportation Officer coordinates public transportation resources (i.e., school buses, church buses, vans and multi-purpose vehicles).
 - 6. The evacuation of non-ambulatory patients from nursing homes in Carlsbad and Artesia will be coordinated by the each city's ambulance

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service.

7. The School Superintendent will evacuate Public Schools by public or privately contracted school buses if necessary. However, if sufficient time permits, parents will be notified to pick up their children. This prevents separation of children and parents, and makes school buses available for other transportation needs.
 8. Each police chief is responsible for evacuating prisoners. Evacuating county prisoners is the responsibility of the county Sheriff. Each coordinates reception and shelter of prisoners at the facility they're going to. Each will coordinate with the other departments to assist in ensuring security of prisoners in route.
 9. Impediments to evacuation may occur and plans for temporarily sheltering and feeding evacuees at an in route point should be made.
- F. Essential industries coordinate the numbers of their workers with the Shelter Coordinator, and identify those workers to the reception center. Those from the same industry will be housed in the same facility nearest their work location to permit ease in returning them to perform essential work. Each industry provides the necessary transportation to and from the risk area. Families of essential workers will be housed with them.
- G. The re-entry decision and permission for evacuees to return is made by the Chief Elected Official of the evacuated jurisdiction after the threat has passed and the evacuated area is determined free of dangerous contamination. Take care to ensure the plume from a hazardous material incident is completely dissipated. The area will be inspected by fire, law enforcement and utilities personnel for safety. Some specific re-entry considerations are:
1. The threat causing evacuation is completely over.
 2. No contamination (or a safe level) exists.
 3. Homes/buildings inspected to determine safety.
 4. Determine the number of persons in shelters who require transport to their homes.
 5. Determine long-term housing requirements.
 6. Coordinate traffic control and movement.
 7. Inform the public of proper re-entry actions such as cleanup and reactivation of utilities.

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V. ORGANIZATION AND RESPONSIBILITIES

- A. **Evacuation Coordinator:** The CAO assigns this function to the appropriate law enforcement official. Among others, the Evacuation Coordinator works with the American Red Cross (ARC), Fire and Rescue Coordinator, and Reception and Care Coordinator.
- B. **Law Enforcement:** Determine alternate or tertiary evacuation routes, provide traffic and movement control, establish security in the evacuated area, and assist in warning the public. Establish parking and security at the reception, lodging and feeding centers.
- C. **Fire Department:** Respond to hazardous material and fire incidents. Perform rescue, emergency medical care, and transport of individuals injured during an event. Provide on-scene control and advise executives on evacuation. Provide fire security in evacuated areas and assistance in warning the public.
- D. **Public Information Officer:** Inform the public of evacuation requirements and actions, and provide them with other essential emergency information.
- E. **Public Works/Street or Road Departments:** Maintain evacuation routes and provide traffic control devices.
- F. **Resources and Transportation:** Provide transportation for evacuees without private vehicles. Coordinate with area ambulances for transport of non-ambulatory persons and persons with special needs. Coordinate transportation from reception areas to shelters when necessary.
- G. **Essential Industries:** Must justify necessity to the EOC Director. Essential industries provide transportation for their workers to/from the industry and the shelter. They identify and transport out of the high-risk area those resources considered essential.

VI. ADMINISTRATION AND LOGISTICS

All transportation, man-hours and other costs associated with evacuations must be itemized in accordance with the State of New Mexico Disaster Assistance Program Local Government Handbook, if reimbursement is desired.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The jurisdiction's Evacuation Coordinator is responsible for maintaining and updating this annex.
- B. Update this annex as necessary and review at least annually.

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- C. Exercise this annex in accordance with the exercise schedule as presented in the preparedness section of this document.

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ANNEX J

RECEPTION AND CARE

I. PURPOSE

To determine actions and establish procedures necessary for the reception, care and protective sheltering of Eddy County residents evacuated during any type of emergency.

II. SITUATION

A. Natural or Man-Caused Disasters

1. Hazards identified in Eddy County could require the sheltering of portions of the population. A major hazardous materials accident along main highways or the railroad is a distinct possibility. Range fires and tornadoes can also require evacuation.
2. Sheltering is desirable prior to an actual disaster. In many cases, post-disaster sheltering is required to house those who have lost homes.
3. The 1990 Census shows an Eddy County resident population of 48,605. Most of the county population lives in communities along the main highways.

B. Shelter Resources

1. Disaster Shelters

- a. The American Red Cross (ARC) selects and establishes shelters. There are two Red Cross chapters in Eddy County, one located in Artesia and one in Carlsbad.
- b. Memorandums of Understanding are maintained with the local school districts for the use of their facilities to house evacuees in the event of a disaster.
- c. The Reception and Care Coordinator will coordinate shelter needs, locations and selection with the ARC.
- d. The ARC also provides shelter needs including beds, feeding, etc. ARC stocks of beds, food, etc., are not available locally and must be brought in. In some disasters, supply of these items may be delayed, and the

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county and municipalities may have to provide these to the best of their abilities.

- e. The Reception and Care Coordinator works with the Resources and Transportation Coordinator to obtain these needed items.

2. In-Place Shelters

- a. In-place sheltering (Annex K) provides an alternate to establishing mass congregation sites.
- b. This technique can be used in situations where warning time is not adequate, transportation is unavailable, or access to resources in houses is preferable.

3. County Reception Centers

- Due to the unknown nature of disasters, reception centers will be established as necessary and their locations publicized via local radio stations.

III. ASSUMPTIONS

- A. During most emergencies, sufficient warning time should exist to enable residents to go to protective shelters.
- B. Buildings planned for use as shelters will be available.
- C. Protective shelter requirements for most hazards will be short term requiring little upgrade action (schools, motels, civic centers, etc.).

IV. CONCEPT OF OPERATIONS

- A. Evacuees must be directed to a reception center for registration and assignment to lodging and feeding facilities and to a shelter. Reception may be performed in the lodging facility for disasters causing a limited number of evacuees.
- B. When temporary lodging and feeding facilities are opened, the following functions and staffing will be necessary. The ARC will provide some; some are clearly functions of local government. The ARC and EOC will assemble all available resources to provide:
 1. Shelter managers.
 2. Registration of all individuals and families.
 3. Food service.

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4. Health service.
5. Maintenance of records.
6. Shelter maintenance.
7. Maintenance of order.
8. Evacuee locator and welfare inquiry service.
9. Vehicle parking and security.

V. ORGANIZATION AND RESPONSIBILITIES

- A. The local Red Cross chapter, supported by state, regional, and national chapters, will assist local government in caring for evacuees. The Reception and Care Coordinator will be the liaison between local government officials and volunteer organizations such as the Red Cross, Salvation Army, religious organizations, civic groups, etc.
- B. Each shelter system organization consists of the following positions/responsibilities:
 1. Reception and Care Coordinator
 - a. Advises local government officials on shelter matters and coordinates overall operations with the Shelter Systems Officer and Reception Center Supervisors.
 - b. Coordinates the location of reception centers in each jurisdiction receiving evacuees.
 - c. Coordinates with police to direct evacuees to reception centers.
 - d. Develops a crisis shelter-stocking plan.
 2. Shelter Systems Officer
 - a. Maintains current listings of reception centers, lodging and feeding facilities, and shelters.
 - b. Manages overall shelter operations.
 - c. Designates shelter managers.
 - d. Coordinates shelter-upgrading program with the Public Works

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Coordinator.

- e. Implements and coordinates the shelter stocking and marking programs.
 - f. Designates a food service supervisor for each feeding facility.
3. Shelter Training Officer
 - Recruits potential shelter managers.
 4. Shelter Stocking Supervisor
 - Provides for stocking of food in shelters.
 5. Shelter Operations Supervisor
 - a. Serves as assistant to the Shelter Systems Officer.
 - b. Coordinates assignment to shelters.
 - c. Conducts shelter-marking program.
 - d. Obtains volunteers to assist in cooking and serving food in the feeding facilities.
 - e. Provides a designated area within the shelter facility to accommodate groups with special needs or institutionalized groups.
 6. Reception Center Supervisor
 - a. Manages the reception center team.
 - b. Registers all evacuees and assign them to shelters, taking into consideration essential workers, families with small children, etc.
 - c. Provides evacuees with handouts of all pertinent information.
 7. Shelter Manager
 - a. Manages one individual shelter.
 - b. Supervises cleanliness, feeding and conduct.

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- c. Serves as link between shelterees, Reception and Care Coordinator and local government.
 - d. Provides rumor control and pass correct information to shelterees.
- C. Special Considerations
- 1. House essential workers and their families in shelters accessible to their work places.
 - 2. To the best extent possible, designate a quarantine area within the shelter for persons with, or suspected of having, a communicable disease.

VI. ADMINISTRATION AND LOGISTICS

- A. Basic administrative and accountability procedures will be followed as required by local government.
- B. Records of supplies, materials and equipment used will be maintained to assist in making a determination of resources remaining and support assistance requests.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Responsibility for maintaining and updating this annex rests with the designated Reception and Care Coordinator.
- B. This annex will be updated as necessary and reviewed at least annually.
- C. This annex will be exercised in accordance with the exercise schedule as presented in the preparedness section of this document.

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ANNEX K

IN-PLACE PROTECTIVE SHELTER

I. PURPOSE

To establish planning factors and procedures for those disasters which occur with little warning and evacuation is not possible. In this situation the population takes the best available shelter at or very near its location at the time of the warning.

II. SITUATION

A. Natural Disaster

Certain natural hazards may occur with little warning. A tornado funnel may be observed approaching; leaving insufficient time available for those in its path to proceed to a place of assured safety.

B. Man-Caused Disasters

1. Certain man-caused situations may preclude safe evacuation, necessitating the affected population take shelter in-place. An example would be a large-scale chemical spill that completely surrounds a building(s). Responding HAZMAT personnel might decide it is safer to keep the occupants in the building(s) rather than attempt an evacuation.
2. Such a decision is based on careful evaluation of the affected structure, its ventilation system, the nature of the spilled chemical, the atmospheric conditions, the threat of fire or explosion and the extent and duration of any toxic effects.

III. ASSUMPTIONS

- A. Two principal options for population protection from potential disaster are evacuation and shelter.
- B. County and municipal officials select the option (or use of both) that appears will minimize injuries and casualties, based on the best available estimate of the hazard.
- C. Several potential hazards could produce conditions which warrant the use of Shelter In Place (SIP) techniques - hazardous materials releases, tornadoes, hailstorms, etc.

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- D. Evacuation and congregate shelters are available options to protect against these events, yet in some instances the lack of prior warning creates a situation where individuals must seek shelter at their location.
- E. Use of warning and public information measures (Action Plan C) can provide citizens with the information necessary to protect themselves.

IV. CONCEPT OF OPERATIONS

- A. A decision to shelter in-place must evaluate the degree of protection from the hazard afforded by the existing structures in the hazardous area, the size of the population that would require special assistance in evacuation (the hospitalized, disabled, elderly, etc.), and the time available.
- B. A key to survival in any in-place sheltering is pre-planning and knowledge on the part of all members of the population. Survival information must be provided as part of normal public service actions by the media. Newspaper, radio and television reminders and instructions concerning actions to take in the event of a tornado, prior to tornado season, are an example of public survival education.
- C. Public Information
 - 1. Provide warning messages to operational media. Sirens (in Artesia), EAS (all radio stations), Cable TV override, and NOAA Weather Radio (call Midland NWS office) are all potential warning routes.
 - 2. Mobile law enforcement and fire units can utilize P.A. systems to inform public if necessary.

V. DETAIL ACTIONS

- A. Techniques for Tornadoes, High Winds, Severe Weather, Large Hail
 - 1. Seek shelter in an interior room or below grade space.
 - 2. Stay away from windows and exterior walls.
 - 3. Position yourself under a sturdy table, desk or other furniture or in a bathtub with a rigid cover pulled over top.
 - 4. Persons in mobile homes and vehicles should seek shelter in a more sturdy structure if possible.
 - 5. For persons caught out in the open, irrigation ditches, culverts, and below grade spaces provide limited protection.
- B. Techniques for Airborne Hazard (Hazardous Materials)
 - 1. Advising people to stay indoors and prevent airborne particles from entering the shelter, is a possible alternative given a specific incident's

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characteristics. When utilized, officials must be sure to advise citizens on proper procedures.

2. Turn off ventilation system and shut doors, flues, and windows tightly.
3. Seal around windows and doors with tape, plastic or other impermeable material.
4. If necessary, assemble in a single room that allows for complete isolation from outside air.
5. Do not turn on/off any electrical appliances or lights.
6. If possible, extinguish all open flames, pilot lights, and cigarettes.

C. **ADVISE CITIZENS TO REMAIN SHELTERED UNTIL "ALL CLEAR" MESSAGE IS BROADCAST.**

V. ORGANIZATION AND RESPONSIBILITIES

- A. Warning the population and advising them of sheltering options is the responsibility of the Communications and Warning Coordinator (see Annex B).
- B. The decision to Shelter-in-Place will be made either by the CEO or the on-scene incident commander, depending upon the necessary time constraints.

VI. ADMINISTRATION AND LOGISTICS

Each jurisdiction will develop and maintain the capability to provide protective shelter. For situations where designated shelters are not practical, each jurisdiction will maintain procedures for advising the public of in-place sheltering techniques.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Responsibility for maintaining and updating this annex belongs to the Reception and Care Coordinator.
- B. This annex will be updated as needed and reviewed at least annually.
- C. This annex will be exercised in accordance with the exercise schedule as presented in the preparedness section of this document.

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ANNEX L

HUMAN SERVICES

I. PURPOSE

To provide guidance on the support and assistance available to disaster victims from state and federal social and welfare type agencies.

II. SITUATION

- A. On a daily basis, the New Mexico Human Services Department (HSD) provides financial, medical and direct food subsidy support to low income eligible families and individuals through local offices.
- B. It also provides direct services and programs to the elderly, families, children, the handicapped, etc., to protect against abuse, neglect and exploitation.

III. ASSUMPTIONS

- A. Almost any disaster will increase the number of people in need of social and financial assistance.
- B. Disasters affecting large numbers will exceed Field Office capability and require augmentation by HSD.
- C. Mutual support agreements with volunteer service/support groups will enhance service to disaster victims.
- D. Providing timely welfare assistance immediately after a disaster will decrease tensions and reassure the public.

IV. CONCEPT OF OPERATIONS

- A. Following a disaster, various branches of local HSD Field Offices will publicize services available to the public and expand operations to serve victims quickly.
- B. Local chapters of the American Red Cross, Salvation Army and other volunteer organizations will marshal resources to provide maximum assistance to disaster victims.
- C. Maximum use will be made of available assistance from all sources: private, charitable, and government. Various federal aid programs may be available to qualified recipients: temporary housing assistance from the Federal

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Emergency Management Agency (FEMA), loans from the Small Business Administration

(SBA), and loans from the Farmer's Home Administration (FHA).

- D. In the event of a large-scale disaster, local government officials may request state/federal assistance. The Governor may request federal funds for state use to make financial grants to disaster victims for whom other assistance is unavailable or inadequate.
- E. A Disaster Assistance Center (DAC) will be set up to be easily accessible to disaster victims who may be without transportation. If possible, DACs will be in or near shelters or care facilities. Types of assistance will be widely publicized in Spanish and English.

V. ORGANIZATION AND RESPONSIBILITIES

- A. Each jurisdiction will designate a Human Services Coordinator. This person is usually a member of the local HSD Income Support Division field office.
- B. Initial responsibility to provide financial and social assistance to eligible disaster victims rests with the HSD Field Offices of the Income Support and Social Services Divisions.
- C. The American Red Cross, the Salvation Army, church groups, fraternal organizations, employers and other private agencies will work with HSD Field Offices to alleviate financial and social distress.
- D. HSD Field Offices, the Red Cross and other charitable and volunteer organizations will establish a DAC in or near the location where disaster victims are sheltered.
- E. Workers will tell each disaster victim about all aid available. Local aid representatives will be present.
 - 1. Insurance.
 - If any disaster loss is covered, volunteers will assist in applying for benefits.
 - 2. Private grants or loans.
 - The Red Cross, Salvation Army, church groups, fraternal organizations and private agencies will first try to meet needs.
 - 3. Temporary Housing Assistance.
 - Home repair and rental costs may be provided by FEMA. Workers

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will assist with applications.

4. Business Loans.
 - Small businesses may obtain loans from the SBA to offset disaster damage. Workers will assist in preparation of applications.
5. Farm Loans.
 - Farmers may be eligible for emergency loans from the FHA for home and personal property losses. Workers will assist with applications.
- G. After any disaster adversely affecting large numbers of people, the County Commissioners may ask the Governor's Authorized Representative to recommend the Governor request the President declare a federal disaster area.
- H. After a federal disaster area declaration, the HSD Income Support Division administers the Individual and Family Grant (IFG) Program (which the Governor must first implement). This is 25% state/local funded and 75% federal. The IFG provides grants to disaster victims unable to meet necessary expenses or serious needs. Assistance may be provided for the following:
 1. Housing.
 - a. Repair/rebuild/replace homes or mobile homes.
 - b. Repair/replace access roads, culverts, etc.
 - c. Clean or sanitize.
 - d. Remove debris.
 - e. Protect against further damage.
 - f. Floodplain compliance.
 2. Personal Property.
 - a. Clothing.
 - b. Household items, furnishings, or appliances.
 - c. Tools/specialized items required as condition of employment.
 - d. Repair or clean personal property.

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- e. Move and store personal property to prevent or reduce damage.
- 3. Transportation.
 - a. Repair/replace/provide privately owned vehicle.
 - b. Provide public transportation.
- 4. Medical or Dental.
 - Disaster related expenses.
- 5. Funeral Expenses.
- 6. Assistance amounts will NOT be duplicated.
- I. When the Governor implements the Individual and Family Grant Program, the Deputy Director of the HSD Income Support Division becomes Grant Coordinating Officer (GCO) and takes over/establishes the DAC(s).
- J. The GCO will publicize availability of Disaster Assistance Centers through all available media.
- K. Centers will be manned by charitable and volunteer organizations, representatives of FEMA, SBA, FHA, insurance company representatives, and HSD Income Support Division disaster assistance experts.
- L. FEMA also provides DAC registration/application staff.
- M. The GCO will supply representatives at each DAC to steer applicants to proper agencies, answer questions, verify eligibility and process applications.
- N. The GCO will ensure the confidentiality of information.

VI. ADMINISTRATION AND LOGISTICS

Administration of the Individual and Family Grant Program will be in accordance with the New Mexico Individual and Family Grant Program Administrative Plan.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Responsibility for maintaining and updating this annex rests with the Human Services Coordinator.
- B. This annex will be updated as needed and reviewed at least annually.

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- C. This annex will be exercised in accordance with the exercise schedule as presented in the preparedness section of this document.

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ANNEX M

HUMAN SERVICES

III. PURPOSE

To provide guidance on the support and assistance available to disaster victims from state and federal social and welfare type agencies.

IV. SITUATION

- C. On a daily basis, the New Mexico Human Services Department (HSD) provides financial, medical and direct food subsidy support to low income eligible families and individuals through local offices.
- D. It also provides direct services and programs to the elderly, families, children, the handicapped, etc., to protect against abuse, neglect and exploitation.

VIII. ASSUMPTIONS

- E. Almost any disaster will increase the number of people in need of social and financial assistance.
- F. Disasters affecting large numbers will exceed Field Office capability and require augmentation by HSD.
- G. Mutual support agreements with volunteer service/ support groups will enhance service to disaster victims.
- H. Providing timely welfare assistance immediately after a disaster will decrease tensions and reassure the public.

IX. CONCEPT OF OPERATIONS

- F. Following a disaster, various branches of local HSD Field Offices will publicize services available to the public and expand operations to serve victims quickly.
- G. Local chapters of the American Red Cross, Salvation Army and other volunteer organizations will marshal resources to provide maximum assistance to disaster victims.
- H. Maximum use will be made of available assistance from all sources: private, charitable, and government. Various federal aid programs may be available to qualified recipients: temporary housing assistance from the Federal Emergency Management Agency (FEMA), loans from the Small Business

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Administration (SBA), and loans from the Farmer's Home Administration (FHA).

- I. In the event of a large-scale disaster, local government officials may request state/federal assistance. The Governor may request federal funds for state use to make financial grants to disaster victims for whom other assistance is unavailable or inadequate.
- J. A Disaster Assistance Center (DAC) will be set up to be easily accessible to disaster victims who may be without transportation. If possible, DACs will be in or near shelters or care facilities. Types of assistance will be widely publicized in Spanish and English.
- K. Publicity will emphasize that grant awards are non-discriminatory. It will also emphasize that acceptance of grants does not alter eligibility for welfare or other public assistance programs; nor are they taxable.

X. ORGANIZATION AND RESPONSIBILITIES

- F. The County Office Manager of the County HSD Income Support Field Office will be Human Services Coordinator.
 - G. Initial responsibility to provide financial and social assistance to eligible disaster victims rests with the HSD County Field Offices of the Income Support and Social Services Divisions.
 - H. The American Red Cross, the Salvation Army, church groups, fraternal organizations, employers and other private agencies will work with county HSD Field Offices to alleviate financial and social distress.
 - I. State aid to individual disaster victims is very limited except through existing income and social aid programs. A disaster may increase the number of eligible, but grants and loans are only available if the President declares a federal disaster area.
 - J. HSD Field Offices, the Red Cross and other charitable and volunteer organizations will establish a DAC in or near the location where disaster victims are sheltered.
 - K. Workers will tell each disaster victim about all aid available. Local aid representatives will be present.
- 6. Insurance.
 - If any disaster loss is covered, volunteers will assist in applying for benefits.
 - 7. Private grants or loans.

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- The Red Cross, Salvation Army, church groups, fraternal organizations and private agencies will first try to meet needs.
8. Temporary Housing Assistance.
 - Home repair and rental costs may be provided by FEMA. Workers will assist with applications.
 9. Business Loans.
 - Small businesses may obtain loans from the SBA to offset disaster damage. Workers will assist in preparation of applications.
 10. Farm Loans.
 - Farmers may be eligible for emergency loans from the FHA for home and personal property losses. Workers will assist with applications.
- O. After any disaster adversely affecting large numbers of people, the County Commissioners may ask the Governor's Authorized Representative to recommend the Governor request the President declare a federal disaster area.
- P. After a federal disaster area declaration, the HSD Income Support Division administers the Individual and Family Grant (IFG) Program (which the Governor must first implement). This is 25% state/local funded and 75% federal. The IFG provides grants to disaster victims unable to meet necessary expenses or serious needs. Assistance may be provided for the following:
7. Housing.
 - g. Repair/rebuild/replace homes or mobile homes.
 - h. Repair/replace access roads, culverts, etc.
 - i. Clean or sanitize.
 - j. Remove debris.
 - k. Protect against further damage.
 - l. Floodplain compliance.
 8. Personal Property.

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- f. Clothing.
 - g. Household items, furnishings, or appliances.
 - h. Tools/specialized items required as condition of employment.
 - i. Repair or clean personal property.
 - j. Move and store personal property to prevent or reduce damage.
9. Transportation.
- c. Repair/replace/provide privately owned vehicle.
 - d. Provide public transportation.
10. Medical or Dental.
- Disaster related expenses.
11. Funeral Expenses.
12. Other.
- The state may cover necessary expenses.
13. Assistance amounts will NOT be duplicated.
- Q. When the Governor implements the Individual and Family Grant Program, the Deputy Director of the HSD Income Support Division becomes Grant Coordinating Officer (GCO) and takes over/establishes the DAC(s).
- R. The GCO will publicize availability of Disaster Assistance Centers through all available media.
- S. Centers will be manned by charitable and volunteer organizations, representatives of FEMA, SBA, FHA, insurance company representatives, and HSD Income Support Division disaster assistance experts.
- T. FEMA also provides DAC registration/application staff.
- U. The GCO will supply representatives at each DAC to steer applicants to proper agencies, answer questions, verify eligibility and process applications.
- V. The GCO will ensure the confidentiality of information.
- XI. ADMINISTRATION AND LOGISTICS

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- Administration of the Individual and Family Grant Program will be in accordance with the New Mexico Individual and Family Grant Program Administrative Plan.

XII. PLAN DEVELOPMENT AND MAINTENANCE

- D. Responsibility for maintaining and updating this annex rests with the Human Services Coordinator.
- E. This annex will be updated as needed and reviewed at least annually. Changes or revisions will be distributed as outlined in the Basic Plan.
- F. This annex will be exercised at least annually in accordance with FEMA CPG 1-3, in conjunction with other annexes to this plan.

XIII. AUTHORITIES AND REFERENCES

A. Authorities

1. Public Law 93-288, Section 408, Individual and Family Grant Program.
2. Chapter 6, Disaster Relief Act, New Mexico Statutes, 1978 as amended (NMSA-78).
3. Chapter 12, Civil Emergency Preparedness Act, NMSA-78.
4. Chapter 27, Human Services Department Act, NMSA-78.

B. References

1. Federal Emergency Management Agency, Handbook for Applicants, DR&R-1. Washington: FEMA, 1981.
2. Insurance Handbook for Public Assistance, DR&R-3. Washington: FEMA, 1986.
3. Community Disaster Loan Handbook, DR&R-5. Washington: FEMA, 1981.
4. Individual and Family Grant Program Handbook Pursuant to Public Law 93-288, DR&R-18. Washington: FEMA, 1985.
5. A Guide to Federal Aid in Disasters, DAP-19. Washington: FEMA, 1987.
6. Emergency Planning and Coordination Bureau, Individual and Family

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Grant Program Administrative Plan. Santa Fe: Department of Public Safety, 1990.

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ANNEX N

TERRORISM

I. SITUATION AND ASSUMPTIONS

- A. Terrorism has become a fact in today's world. The tactics used by the terrorists to attain their goals may include: bombing, arson, hijacking, ambushes, kidnapping, hostage taking, assassination and environmental destruction. The purpose of these acts is to destroy public confidence in the ability of government to protect its citizens. In order to insure large-scale dissemination of information about the act of terror the news media will be relied upon by the terrorists to spread the word of their actions.
- B. In order for terrorism to remain a viable news media event it must, over time, escalate its attacks on society. Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE), or weapons combining these may be used to maintain this news media viability. These may be directed at buildings and population centers, or used for large-scale environmental contamination.
- C. The term terrorism means:
 - 1. A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or any segment to intimidate or coerce a government, the population or any segment thereof, in furtherance of political or social objectives (US Department of Justice).
 - 2. These may be either of the following:
 - a. Domestic terrorism involving groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.
 - b. International terrorism involving groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside of the United States or whose activities transcend national boundaries (Federal Bureau of Investigation).
- D. The threat of a terrorist group or individual to use a bomb, or other device/weapon, to include persistent irritants, i.e. Tear Agents, Oleoresin Capsicum or similar agent may or may not involve an actual weapon. All incidents, however, will be treated as real until a search or investigation has proven otherwise.
- E. The threat or use of any tactic in furtherance of the above motives will be treated as a terrorist incident.

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- F. The primary responsibility for the management of a terrorist action that is deemed a threat to the national security rests with the Federal Bureau of Investigation (FBI). For all other terrorist actions the primary state agency will be the New Mexico State Police (NMSP). The local law enforcement agency at the scene of the incident will act as the local lead agency.
- G. Primary responsibility for an incident involving a nuclear weapon rests with the federal government and is defined in the "Federal Bureau of investigation, Department of Defense and Department of Energy Joint Agreement for Response to Improvised Nuclear Device Incident". State responsibility for the coordination of resources in any such event will be accomplished through the applicable sections of the Emergency Operations Plan (EOP).
- H. The implementation of this plan will occur whether the result is a peaceful resolution of the crisis or a terrorist act.
- I. For terrorist acts involving the intentional contamination of a waterway or supply the State Environmental Department will have the primary state responsibility, in conjunction with the Department of Health to insure that any water resource is safe prior to permitting consumption to resume. The actions of NR&EPD will be coordinated through the EOC with other responding agencies.
- J. Terrorist threats may be made by mail, phone, or they may be transmitted electronically. They may also result from intelligence gathering by law enforcement agencies. Additionally they may result from first responder information from the scene of any event. Such first responder information, whether from police, fire, EMS or other sources may be the result of response to a scene which was initially believed to be a "routine" event. As a result of this factor the notification may be delayed for a time after the event. In such cases the EOC will be activated as necessary in accordance with this Plan.
- K. Terrorism attacks may be made against people, property, livestock or agricultural plants. The onslaught may be immediate or slow developing.
- L. Harm/damage resulting from terrorist events can be categorized using the acronym TRACEM. This means:
 - 1. Thermal
 - 2. Radiation
 - 3. Asphyxiation
 - 4. Chemical
 - 5. Etiological
 - 6. Mechanical Harm

II. MISSION

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To establish the procedures and policies that will prevent or minimize terrorist activities, apprehend the persons responsible for the incident, manage all necessary resources to address a terrorist event, and to provide for the return to normal in the wake of a terrorist event.

III. DIRECTION AND CONTROL

- A. The efforts of all local agencies will be focused in support of the lead local law enforcement agency. All supporting agencies will report to the Incident Commander and their deployment and activities will be coordinated by the Incident Commander.
- B. The Director of Eddy County Emergency Management, or his/her designee, at the direction of the Mayor/CEO, will coordinate the local organizational response in support of the lead local law enforcement agency. The senior Emergency Management Services Officer at the scene will be designated Incident Commander. The Incident Commander will provide assistance and advice to the local law enforcement on-scene commander who will be in overall command of the scene. State agency personnel on scene may be observers, technical advisory personnel, or they may be integrated into the local ICS.
- C. Upon arrival of NMSP at the scene they may serve in a support role to the local law enforcement officer or they may assume the role of lead law enforcement agency, under provisions of the Incident Management system set forth in the Terrorism Annex of the State of NM EOP.
- D. When NMSP assumes management of the law enforcement function, at the request of local officials, the state will assume management of the support functions. The efforts of all state agencies will be focused in support of the lead agency, the NMSP.
- E. The Director of the New Mexico Emergency Management, at the direction of the Governor, or successor, will coordinate the organizational response for all state managed incidents. The senior NMEM officer at the scene will be designated the Incident Commander, as outlined in the Terrorism Annex of the NM State EOP. The Incident Commander will provide assistance and advice to the NMSP on-scene commander who will be in overall command of the situation. Local agencies will be integrated into the state managed ICS.
- F. In instances which involve terrorism affecting aircraft, the initial federal response will be by the Federal Aviation Administration (FAA). The investigation duties will then pass to the National Transportation Safety Board (NTSB) upon their notification and assumption of control. If the on-scene officials determine the incident resulted from an act of terrorism the FBI will direct all subsequent operation as the lead federal agency.
- G. Once the federal government becomes officially involved with a federal agency becoming the lead agency and the FBI has declared the incident an act of

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terrorism, all state and local agencies will act in support of the federal response. This will be done in accordance with the "US Policy on Counter-terrorism Presidential Decision Directive 39" and the "Federal Response Plan".

IV. CONCEPT OF OPERATIONS

- A. Until a New Mexico State Police officer, FBI agent, or a federal law enforcement agency representative arrives on the scene and assumes the role of lead law enforcement officer during crisis management, the Eddy County Sheriff will assume this role in the county and the local jurisdiction Police Chief in the city.
- B. Until a FEMA or a NMSP representative arrives on the scene and assumes the role of Incident Commander during consequence management the Eddy County Emergency Manager, or his/her designee, will assume this role.
- C. An incident command system will be established to coordinate the response to the terrorist incident. The Operation Section Chief for the incident will be assigned based upon the hazard and which agency has the most expertise to resolve the incident.
 1. In a biological incident the Eddy County Health Department will serve as Operations Section Chief.
 2. In a chemical incident, depending on the jurisdiction, either the Artesia or Carlsbad Fire Chief will serve as Operations Section Chief.
 3. In a radiological incident the Eddy County Health Department will serve as Operation Section Chief until a member of the New Mexico Department of Health or supporting agency can arrive on the scene. Upon arrival of the member of the NM DOH, the county Health Department will transfer responsibility of Operation Section Chief to that person. This procedure will be followed because the Eddy County Health Department does not have a qualified person or the equipment to measure and interpret the potential radiological dose threat to people at the scene of a radiological incident.
 4. In an attack on the Eddy County government computer system, the Eddy County Clerk will assume the role of Operations Section Chief. In an attack on schools within Eddy County, the appropriate School Superintendent will assume the role. In an attack on a city government computer system, the Mayor or his/her designee will assume the role.
 5. In a terrorist incident that does not involve any of the threats listed above, a member of the Eddy County Sheriff's Department will assume the duties of Operations Section Chief in the county and a member of the local jurisdiction Police Department will assume such duties in the city.
 6. In an attack on a state or federal building the county/city will, if directed by the owning agency, turn management of the response over to that agency or another agency of that level of government.
- D. If a Joint Operation Center (JOC) must be established, it must be set up in an area with sufficient space for the media and it must have adequate communications equipment.

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E. The Health Department will:

1. Identify specialized medical supplies and equipment.
2. Identify and coordinate with MMRS the pharmaceutical needs of the community during the first 24 hours of a medical crisis resulting from a WMD terrorist incident.
3. Coordinate Health Department mutual aid resources and request that the CDC dispatch the national pharmaceutical stockpile (NPS), as appropriate. Be prepared to accept responsibility for the NPS upon its arrival to include repackaging and labeling bulk NPS materials, temporary storage and redistribution, according to directives from CHS.
4. Provide a liaison officer for the Federal JOC, as needed. Provide a representative to the EOC.
5. Coordinate mental health support and counseling for victims, responders, and their families. May involve local Red Cross for this.
6. Notify health care facilities and providers of the nature of the incident and advise them on protective and precautionary measures, reporting requirements, and, if known, the appropriate treatments.
7. Notify on scene response agencies following detection of a suspected or actual biological agent attack.
8. Coordinate the mobilization of the community's medical resources in conjunction with NM Health Department, US Health and Human Services, hospitals, and the medical community.
9. Develop and implement an accurate casualty count procedure to ensure an accurate count of casualties at the incident scene is maintained.
10. Crime scene management, including evidence collection and processing.

F. Operations and missions under this plan will be carried out during given distinct time periods: Preparedness, Response, and Recovery.

1. The Preparedness Phase covers normal readiness. During this period plans will be reviewed and exercised to insure their validity. The training of all appropriate personnel will be accomplished on an annual basis.
2. The Response Phase - The response phase has two identifiable periods:
 - a. The Increased Readiness Period includes readiness during the time the threat is being confirmed. Preparation to implement the plan will take precedence during the alert until advice is received from the field confirming the threat, or it has been determined that the threat was false.
 - b. The Emergency Operations Period begins when a threat of the use of terrorism within New Mexico, or in a state adjacent to New Mexico, has been confirmed. All operations during this phase will be conducted with all possible consideration given to the Time, Distance, and Shielding construct. In all cases appropriate standoff distances as prescribed in the "2000 Emergency Response Guidebook" should be used.

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3. The Recovery Phase begins when it is determined that no terrorist action exists, the action has been neutralized, the action had not been accomplished, or its effects are diminishing. The Recovery Annex of this EOP will govern all activities in the Recover Phases. The Recovery Phase will also include a measured reduction in operations and assets as dictated by the situation.
- G. All terrorist threats or activities must be reported through the local law enforcement and NMSP. Local and State Emergency Managers will not be part of the law enforcement response to any terrorist incident. The county emergency management organization and state EM will act to coordinate actions in support of police, fire, EMS, and rescue activities. The actual situation will dictate if the EOC should be opened, or if the Incident Command System should be put into effect. This will ensure:
1. A coordinated response.
 2. The exchange of information.
 3. The implementation of the Joint Information Center for the release of information.
- H. Terrorists may resort to, or threaten, any of the acts mentioned above to achieve their goals. Since the primary objective is to destroy the public's confidence in the ability of the government to protect its citizens a coordinated response is essential to the continuation of governmental operations and the restoration of confidence. As local governments and officials are not generally equipped to deal with a major terrorist incident, assistance will be needed immediately from a variety of state agencies and the NM EM. If the severity of the incident warrants such action, federal agencies will be requested by NM EM to support local and state officials.
- I. Antiterrorism involves the measures taken by installations, organizations or individuals to reduce the probability of their becoming a victim of terrorism. Educational programs, physical security, personal protection techniques, and operational patterns are all passive means of making potential targets less appealing to terrorists.
- J. Counter terrorism is the full range of offensive measures to prevent, deter, and respond to terrorism. Participation in counter terrorism actions is generally limited to those forces with special training and expertise.
- V. **ADMINISTRATIVE SUPPORT**
- Support of this operation will consist of assistance from all necessary local, state and federal agencies.
- VI. **GUIDANCE DOCUMENTS**

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US Policy on Counter-terrorism, Presidential Decision Directive 39.