

LINCOLN COUNTY

EMERGENCY OPERATIONS PLAN



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June 2019



Lincoln County, New Mexico
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STATEMENT OF PROMULGATION

The publication of the County of Lincoln Emergency Operations Plan represents a concerted effort on the part of county government to provide a mechanism for effectively responding to and recovering from the impact of a major emergency or disaster. This document highlights planning assumptions, establishes policies, presents guidelines, and provides information deemed essential to the successful management of emergency operations within the Lincoln County.

From the combined efforts of county offices and agencies, community service organizations, and interested individuals and concerns this plan has been brought into fruition and made available for implementation in the event Lincoln County, or any sub-division thereof, is threatened or impacted by any natural, technological, or human-conflict related disaster occurrence.

The stated purpose of this plan, and associated supporting documents, is to facilitate the delivery of local government, community, and mutual aid resources, and to provide needed assistance and relief to disaster victims and the community at large. As no community has the resources to manage a major emergency without outside assistance, this plan represents the county's best intentions to deal with disaster within the framework of community-wide cooperation, and state- wide coordination.

The adoption of this plan nullifies all previously adopted city emergency operations plans.

The County of Lincoln Emergency Operations Plan is adopted effective this day, the _____ of _____, 2019.

Chairman

Vice-Chairman

Commissioner

Commissioner

Commissioner

County Attorney

County Manager

County Clerk



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Emergency / Disaster Declaration



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INTRODUCTION

The All-Hazard Emergency Operations Plan, referred to in this document as the “Emergency Operations Plan” or EOP, describes how Lincoln County will handle emergency situations and disasters. The EOP assigns responsibilities to County departments for coordinating emergency response activities before, during, and after any type of emergency or disaster. The EOP does not contain specific instructions as to how each department will respond to an emergency.

The goal of the EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. Although the EOP addresses emergency issues before and after an emergency, its primary goal is to assemble, mobilize and coordinate a team of responders and coordinators that can deal with any emergency.

The EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. Four Emergency Action Levels describe the scope of an emergency and the activating resources necessary to respond to the event.

Specific emergency strategies include establishing the Emergency Management Steering Committee. This Committee consists of key departments such as Law Enforcement, Fire Department, Public Works, and Environmental Health to: 1) establish and monitor programs to reduce the potential for hazard events in the community through planning, review, and training; and 2) assist the local Office of Emergency Services (OES) in developing and maintaining the EOP for the community.

During an emergency, all involved personnel will use the Incident Command System¹ (ICS) to employ emergency resources at the site. The Emergency Operations Center (EOC) will coordinate additional resources when needed according to the EOP. OES will continue to use the EOP to restore the community after an emergency.

In February 2003, Presidential Directive (HSPD) – 5 was signed to facilitate a standard management approach to major incidents by establishing a comprehensive National Incident Management System (NIMS). The Secretary of Homeland Security administers NIMS as part of the National Response Plan (NRP). The National Response Plan is intended to integrate federal government into a single, all discipline, all-hazards plan. NIMS provides a nationwide approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” This EOP has been prepared to conform to NIMS.

The jurisdiction of Lincoln County has adopted the National Incident Management System as the jurisdictions All Hazard Incident Management System. The NIMS system will be implemented through the New Mexico Incident Management System curriculum.

¹ ICS is sometimes referred to as Incident Management System (IMS), but ICS will be used in this document. ICS is a standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.



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PURPOSE

The Emergency Operations Plan (EOP) represents the county government's planned response to a real or potential major emergency or disaster situation that directly impacts or threatens public health and safety, and the general well being of the community. This plan and all supporting documents are designed to coordinate all local government and community resources to ensure an effective, rapid and sustained emergency management response.

Specifically, the Lincoln County EOP is designed to:

1. Identify planning assumptions, assess potential hazards, establish protocols, and develop mechanisms for mitigation, preparedness, response, and recovery.
2. Establish a structured local government system and corresponding support organization designed to facilitate effective emergency management operations.
3. Designate and assign functional responsibilities to county government agencies and officials, allied response organizations, and supporting community groups.
4. Establish operational policies and procedures related to conducting emergency management activities during periods of disaster.

SCOPE

This plan shall apply to all county departments, agencies, divisions, offices, boards and commissions while engaged in preparation for, response to and recovery from any natural, technological or human conflict emergency or disaster situation that threatens to overwhelm the county's ability to effectively manage real or potential risks to life, property, government continuity, critical infrastructure, and the natural environment. Although selected portions of this plan may be applicable during less critical situations, the primary scope of this plan is intended to apply to major emergencies and disasters, not day-to-day local government responses to public safety incidents.



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SITUATIONS

The following tables summarize the potential for emergency situations in Lincoln County. Specifically, these tables include things, such as: Potential Hazards; Vulnerable Critical Facilities; Locations of Flood Plains; Critical Resource Dependencies on Other Jurisdictions; and, Characteristics and Policies of the Emergency Operations Plan Jurisdiction That May Affect Response.

A. Potential Hazards

The following list shows the general hazards facing Lincoln County. Some hazards may generate other potential hazards and they are also listed.

Hazard No.	Initial Hazard	Probability	Other Hazards Generated	Primary Risk
1	Large fire (facilities, range, forest)	High/Medium	2,4	Lives, property, municipal infrastructure, and ruptured water mains from over demand.
2	Severe weather (snow/ice, rain, flash floods, high winds)	High/Medium	1,2,4,7,8	Reduced communications, municipal infrastructure, poorly constructed buildings.
3	Haz-Mat accident (highway, rail, facility, nuclear)	High/Medium	1,4,8	Lives, property, medical services for Haz-Mat route.
4	Gang, prison, civil disturbance	High/Medium/Low	1,4	Lives, property.
5	Aircraft accident	Medium	1,2,8	Lives, medical services.
6	Major epidemic/pandemic	Medium	8	Lives, medical services.
7	Terrorist attack (conventional, nuclear, biological, incendiary, explosive)	Medium	1,2,4,5,6,7,8,10,11	Lives, communications, property, and medical services.
8	Drought	Medium/Low	1,4,6,10	Water systems.
9	Severe prolonged utility and communications loss	Medium/Low	1,10	Emergency services, residents, home health care.
10	Mass casualty incident	Medium/Low	1,2,3,4,5,6,7,9,10,11,12,13,14	Lives, medical services.
11	Explosion	Low	1,2,4	Lives.
12	Dam failure/slow rising water	Low	2,4,8,10	Lives, property, agriculture, municipal infrastructure, and medical services.
13	Earthquake	Low	1,2,4,8,10,13	Lives, property, infrastructure.
14	Volcanic eruption	Low	1,2,4,9,10	Lives, property.

NOTE: Hazards are listed in order of priority, based upon likely potential of occurrence.

Detailed maps of the specific hazard areas are located at the primary and alternate EOC's, the Lincoln County Mobile Command Unit, the Sheriffs Office Dispatch Center and with the Village of Ruidoso Emergency Manager. Due to the sensitive nature of the information contained within EOP maps, they are to be maintained separately from the EOP in a controlled location.



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B. Vulnerable Critical Facilities

There are various facilities in Lincoln County whose loss would severely hamper emergency response operations or increase the potential for loss of life and property. A partial list of these types of facilities includes:

Resource	Type	Location	Potential Risk
Central Dispatch Facilities	Radio Communications Hubs	Carrizozo Ruidoso Ruidoso Downs	Loss of centralized radio dispatch of emergency response forces
Propane Storage	Flammable Fuel Storage	Various Locations	Explosion, fires, concussion damage
Petroleum Storage	Flammable Fuel Storage	Various Locations	Explosion, fires, concussion damage
Aviation Fuel Storage	Flammable Fuel Storage	Ruidoso Municipal Airport Carrizozo Municipal Airport	Explosion, fires, concussion damage
Natural Gas Pipeline	Flammable Fuel Transfer	Trans-County Pipeline El Paso Natural Gas Pipeline	Explosion, fires, concussion damage
Crude Oil Pipeline	Flammable Fuel Transfer	Giant Industries Pipeline	Explosion, fires, concussion damage
Hazardous Chemicals	Ancillary Storage	Various Locations	Explosion, fires, exposure, concussion damage
Electrical Transmission System	Power Supply	Trans-County Trunk Lines	Loss of Power to numerous essential systems/networks
Communications Network	General Communications	Trans-County Network	Loss of public communications network
Waste Water Treatment	Waste Water Treatment Facility	Various Locations	Loss of waste treatment
Water Treatment	Water Treatment Facility	Various Locations	Loss treated water
Water Storage/Reservoirs	Water Storage Facilities	Various Locations	Loss of water

Detailed maps of the specific vulnerable critical facilities are located at the primary and alternate EOC's, the Lincoln County Mobile Command Unit, the Sheriff's Office Dispatch Center and with the Village of Ruidoso Emergency Manager. Due to the sensitive nature of the information contained within EOP maps, they are to be maintained separately from the EOP in a controlled location.



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C. Emergency Facilities

There are various emergency facilities in Lincoln County that provide the backbone of response within the county. A list of unincorporated Lincoln County's facilities includes:

Facility	Type	Location	Responsible Party
Lincoln County Office of Emergency Services And Primary EOC	Command and Control	Ruidoso, Kansas City Rd	Lincoln County Emergency Services Director
Lincoln County Sheriffs Office (Main) Sub Station	Law Enforcement	Carrizozo, Hwy 54 Ruidoso, Kansas City Rd	Lincoln County Sheriff
Arabela VFD Main Station	Fire Suppression And Rescue	Arabela, Hwy	Arabela Fire Chief
Bonito VFD (Main) Sonterra Station Sun Valley Station Copper Ridge Station	Fire Suppression And Rescue	Sonterra, Hwy 220 Alto, Hwy 48 Bonito, Hwy 48	Bonito Fire Chief
Glencoe VFD Main Station	Fire Suppression And Rescue	Glencoe, Hwy 70	Glencoe Palo Verde Fire Chief
Hondo VFD Main Station Sub Station	Fire Suppression And Rescue	Hondo, Hwy 70 Tinnie, Hwy 70	Hondo Fire Chief
Lincoln VFD Main Station	Fire Suppression And Rescue	Lincoln, Hwy 380	Lincoln Fire Chief
Nogal VFD Main Station	Fire Suppression And Rescue	Nogal, Hwy 37	Nogal Fire Chief
White Oaks VF Main Station	Fire Suppression And Rescue	White Oaks, Hwy	White Oaks Fire Chief
Lincoln County Medical Center	Hospital, Trauma Level 3	Ruidoso, Sudderth Dr	Coordinate with the LCEMS Director
Lincoln County Emergency Medical Services	Emergency Medical Response	Ruidoso, Sudderth Dr	Lincoln County Emergency Medical Services Director
Lincoln County Medical Office Carrizozo	General Health Services	Carrizozo,	Lincoln County Clinic Medical Director
Lincoln County Medical Office Corona	General Health Services	Corona, Hwy 54	Lincoln County Clinic Medical Director
Lincoln County Medical Office Hondo	General Health Services	Hondo, Hwy 70	Lincoln County Clinic Medical Director
Lincoln County Medical Office Ruidoso	General Health Services	Ruidoso, Kansas City Rd	Lincoln County Clinic Medical Director

A detailed listing of equipment kept by these facilities and their capabilities is contained in the Lincoln County Resource Directory. Due to the sensitive nature of the information contained within Lincoln County Resource Directory, it is to be maintained separately from the EOP in a controlled location.



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D. Resource Dependencies on Other Jurisdictions

Some events could overwhelm the resources in Lincoln County. A list of mutual resource dependencies follows. Locally staffed agencies that already have existing Mutual Aid Agreements, Memoranda of Understanding and/or Letters of Agreement with Lincoln County are **HIGHLIGHTED** below.

Resource	Lincoln County Depends On	Municipalities Depend On
Emergency Management	All Lincoln Emergency Response Team Ruidoso Emergency Management City of Ruidoso Downs NM Office of Emergency Management US Dept. of Homeland Security	Municipal Mutual Aid Agreements LC Office of Emergency Services All Lincoln Emergency Response Team NM Office of Emergency Management US Dept. of Homeland Security
Communications	Ruidoso PD Ruidoso Downs PD All Lincoln Emergency Response Team R.A.C.E.S. NM Emergency Operations Center NM Department of Public Safety	Municipal Mutual Aid Agreements Lincoln County SO All Lincoln Emergency Response Team R.A.C.E.S. NM Emergency Operations Center NM Department of Public Safety
Fire and Rescue	Ruidoso FD Ruidoso Downs FD Capitan VFD Carrizozo VFD Corona VFD NM State Forestry US Forest Service BIA Mescalero	Municipal Mutual Aid Agreements Lincoln County Fire Services NM State Forestry US Forest Service BIA Mescalero
Law Enforcement	Ruidoso PD Ruidoso Downs PD Capitan PD Carrizozo PD NM State Police NM National Guard	Municipal Mutual Aid Agreements Lincoln County SO NM State Police NM National Guard
EMS	LCEMS	LCEMS
Haz-Mat Response and Mediation	All Lincoln Emergency Response Team Otero County OES NMSP Emergency Response Operations Holloman AFB	All Lincoln Emergency Response Team NMSP Emergency Response Operations Holloman AFB
Health and Medical Coordination	LCMC NM Dept. of Health	LCMC NM Dept. of Health
Air Medical Transport	Lifeguard Air Ambulance	Lifeguard Air Ambulance
Air Evacuation	NM Air National Guard Holloman AFB Ft. Bliss	NM Air National Guard Holloman AFB Ft. Bliss
Air Fire Suppression	As contracted locally and through USFS	As contracted locally and through USFS
Public Utilities	Zia Natural Gas PNM Electric Otero County Electric Windstream Communications Ruidoso (Water/Waste) Ruidoso Downs (Water/Waste) Capitan (Water/Waste) Carrizozo (Water/Waste) Corona (Water/Waste) Alto Water Corp (Water) Rainmakers (Water/Waste)	Zia Natural Gas PNM Electric Otero County Electric Windstream Communications Ruidoso (Water/Waste) Ruidoso Downs (Water/Waste) Lincoln County (Waste)



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Assumptions

The EOP makes certain assumptions about emergencies and about preparedness. Some assumptions are:

1. The Lincoln County Office of Emergency Services is responsible for the coordination of county departments and other public or private assisting agencies/departments as set forth in this plan.
2. Large-scale emergencies or disasters will require multiple agency response and could likely exhaust local jurisdiction resources.
3. Large-scale emergencies or disasters require assistance from outside the affected jurisdiction.
4. Emergency responders and coordinators will be familiar with this EOP.
5. County officials and response agencies have been trained in ICS and EOC management.
6. EOC is organized and equipped to coordinate emergency resources.
7. The Emergency Operations Center (EOC) and Incident Command Post (ICP) are supplied with critical information about the community, potential hazards and risks, and procedures.
8. The Emergency Management Coordinator will hold meetings as needed but at least once a year to review the Emergency Operation Plan. The review will also include notification procedures and responsibilities of County leadership (elected and appointed).
9. There is a County employee formally assigned to the role of Emergency Manager who makes determinations necessary to implement the plan. The County Manager will determine the organizational placement of this position and the Office of Emergency Services.
10. The New Mexico Department of Public Health will carry out general public health requirements for Lincoln County.
11. All planning for care, housing, transportation, and treatment of the special needs population is included in all four phases of Emergency Management – Mitigation, Preparedness, Response, and Recovery.
12. While the Commission Chair will have signature authority during an emergency event, the Emergency Manager will inform the commissioner of the affected district about the activities.



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Concept of Operations

A. EOP Priorities

The following priorities are listed in order of importance. Whenever demands for emergency resources conflict, the operational demand that is highest on this list will prevail.

Save Lives

1. Provide safety/support for responders.
2. Save human lives.
3. Treat the injured.
4. Warn the public to avoid further casualties.
5. Evacuate people from the effects of the emergency.
6. Shelter and care for those evacuated.
7. Save animals.

Protect Property

8. Save property from destruction.
9. Take action to prevent further loss.
10. Provide security for property, especially in evacuated areas.

Restore the Community

11. Restore essential utilities.
12. Restore community infrastructure (such as roads).
13. Help restore economic basis of the community.
14. Mitigate against future disasters.

B. Successful Emergency Management

This summary shows how Lincoln County will prepare for emergencies. The key to a successful response during the emergency depends on:

1. Training in ICS* for responders.
2. Training in support coordination at the EOC.
3. Training in Emergency Management Courses.

* ICS is a nationally standardized organizational structure used to command, control, and coordinate resources and personnel who respond to the scene of an emergency. The governor, by Executive Order, has mandated the use of ICS in New Mexico. The National Incident Management System (NIMS) also requires this.



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C. Emergency Management and Mitigation

Emergency Requirement	Phase of Emergency Management	Strategy	Ongoing Tasks
Before the Emergency	Mitigation: Reduce the potential for hazard events.	Emergency Management and LEPC.	Conduct exercises and write plans; Train response agencies in ICS and FEMA programs; maintain and equip EOC and train coordinators.
	Preparedness: Establish emergency responsibilities and pre-arrange resources.	Publish and distribute EOP.	Continually simplify and update the EOP. Test the EOP.
During the Emergency	Response: Take action to protect lives and property, and help to stabilize the situation.	Use ICS at site and EOC to centralize support coordination when needed.	Review and evaluate incident strategy with performance criteria.
After the Emergency	Recovery: Restore the community. Mitigation: Reduce the potential for hazard events.	Emergency Management and LEPC.	Review, evaluate, and maintain plans.



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D. Matrix of Organization Responsibilities

P – Primary responsibility depending on the nature and scope of the emergency. S – Secondary responsibility.	Direction and Control	Communications and Warning	Emergency Public Information	Law Enforcement	Fire and Rescue	Health and Medical	Public Works & Damage Assessment	Resource Management	Evacuation	Reception and Mass Care	Terrorism
County Manager	P										
County Commission	P										
Emergency Services Director	P				P						P
Emergency Services Coordinator	P				S						P
All Lincoln Emergency Response Team	P	P	P	S	S	S	S	P	S	S	P
Sheriff	P		S	P					P	S	P
Animal Control	S										S
Assessor	S										S
Clerk	S										S
Communications Center	S	P	S								P
Correction/Detention	S									S	S
County Health	S					P	S			P	P
Finance	S							P			S
Fire and Rescue	S		S		P	P			S	S	P
Legal	S										S
Maintenance	S						P	S			S
Roads	S						P	S	S	S	S
Purchasing	S							P			S
Zoning	S						P				S
Non-Governmental Organizations										P	



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E. Typical Sequence of Emergency Activities

Prior to Mobilization, the Public Safety Situational Analysis Team (PSSAT) will meet to determine what the County’s response will be to the current threat. The PSSAT includes; Fire and Rescue Chief, Sheriff, Communications Director, Emergency Management Coordinator, County Manager, and any other necessary person.

The typical sequence of emergency activities includes three major phases of emergency response management: Mobilization, Response, and Recovery. The following distinguishes between scene response activities and EOC coordination activities during these phases.

Phase	Scene Response	Emergency Operations Center
Mobilization	Initial responders and reinforcements arrive at the scene. Incident Commander (IC) assumes command.	The EOC Director activates the EOC, establishes communications, and issues warnings. Coordinators arrive at the EOC and take action. Initial damage assessment begins.
Response	ICS at the scene. Responders stabilize the scene. Some recovery agencies start work.	Coordinators fulfill resource requests from the ICP. Coordinators anticipate problems, plan and direct plan implementation. Recovery plan initiated.
Recover	Recovery agencies more active. Response agencies finish operations, shut down and restock resources and supplies.	Coordinators complete damage assessment and reports. Cost recovery procedures initiates.

F. Emergency Action Levels

Level 1: ICS directs and controls the emergency response forces at an incident site. An ICP and staging areas are established. The IC is able to control the emergency without any additional assistance from the EOC. This level may be used as a monitoring level for an event or likely event before formal EOC activation.

Level 2: The IC exhausts available local resources. The EOC is activated to request and coordinate regional resources. Some evacuation may be necessary.

Level 3: Response and management resources from the state may be needed to assist local and regional responses. Local area evacuation and mass care activities characterize this level. EOCs at state and local levels are coordinating resources.

Level 4: This is the worst-case scenario for a disaster. All local, regional, state and federal response and management resources are needed to handle a disaster. Wide area evacuation and mass care activities characterize this level. EOCs at all government levels are coordinating resources.



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Action Levels provide a shorthand method for mobilizing emergency response forces. A responder to an emergency scene estimates the level and notifies the emergency management system. For example: What actions should occur when a responder estimates a Level 2 emergency?

1. Activate the EOC.
2. The EOC confirms the action level of the emergency.
3. The EOC mobilizes resources by:
 - a. Anticipating & alerting potential resources according to the action level.
 - b. Alerting potential evacuation and mass care resources.

PSSAT will determine the initial response level.

	Level 1	Level 2	Level 3	Level 4
Scope of Emergency	Specific location or EOC standby.	Local area affected.	Wide area disaster.	Wide area disaster.
Resources Needed	Local	Local/Regional	State	Federal
Example	Serious fire or accident, multi-agency response needed.	Loss of telephones, multi-agency response, hazardous chemical release.	Wind Damage, flash floods, prolonged utilities loss, limited scale wild fire.	Earthquake, dam failure, nuclear attack, terrorist attack, bio terrorism, large scale wild fire.
Hazardous Materials	Small spills, leaks, or fires that can be managed locally.	Hazardous chemicals that require the use of any kind of specialized protective equipment beyond the use of SCBA and/or Structural Firefighting Protective Clothing (SFPC), special tools or knowledge beyond the normal scope of a first responder.		
Jurisdictions	One or Two	One or Two	Two or more	Two or more
Evacuation	No	Possible (limited)	Yes (local area)	Yes (wide area)
Multiple Sites	No	Possible	Yes	Yes
Mass Care	No	Possible	Yes	Yes
Local EOC Activated	No	Yes	Yes	Yes
Local Warnings	No	Yes	Yes	Yes
Mass Warnings	No	No	Yes	Yes
State EOC Activated	No	No	Yes	Yes
Federal EOC Activated	No	No	No	Yes



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G. Resources:

Fire/Haz-Mat/WMD/EMS	Lincoln County Fire Services All Lincoln Emergency Response Team Lincoln County EMS Ruidoso FD Ruidoso Downs FD Capitan VFD Carrizozo VFD Corona VFD NMSP Emergency Response Operations NM State Forestry US Forest Service BIA Mescalero Holloman AFB
Hospitals	LCMC
Law Enforcement	Lincoln County SO Ruidoso PD Ruidoso Downs PD Capitan PD Carrizozo PD NM State Police NM National Guard
Trucks/ Sand/ Absorbents	Municipal Public Works Depts. Lincoln County Road Dept. NM State Highway Dept. NM National Guard
Transportation/Buses	Local School District Bus/Transportation Providers
Fuel	Municipal Fleets Ruidoso Municipal Airport
Food	NGO's
Housing/Shelter	NGO's
Utilities	Zia Natural Gas PNM Electric Otero County Electric Windstream Communications Ruidoso (Water/Waste) Ruidoso Downs (Water/Waste) Capitan (Water/Waste) Carrizozo (Water/Waste) Corona (Water/Waste) Alto Water Association (Water) Rainmakers (Water/Waste)
Equipment	Refer to current county purchasing list.
Communications	Lincoln County SO Ruidoso PD Ruidoso Downs PD All Lincoln Emergency Response Team R.A.C.E.S. NM Emergency Operations Center NM Department of Public Safety
Air	NM State Police NM Air National Guard Holloman AFB Ft. Bliss

Please reference the Lincoln County Resource Directory for a more detailed listing of available resources and contact information.



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Organization and Assignment of Responsibilities

Operational Functions

The annexes in the EOP describe the roles and responsibilities of the function coordinators. Some of the annexes pertain to specific types of emergencies requiring special considerations and priorities, while others describe emergency functions that may apply to any emergency.

Each annex contains:

1. An assignment outlining general and specific duties.
2. A checklist that incorporates essential and time-crucial tasks, special considerations and priorities.

The objectives of each annex are to:

1. Get coordinators into action: Start them immediately on critical coordination tasks.
2. Inform coordinators on what to do: wall posters, assignments, priorities, etc.
3. Program initial work of coordinators with a checklist to show how he/she fits into the team.
4. Help coordinators coordinate outlining reminders and priorities for specific emphasis.
5. Familiarize coordinators with essential reference information as they work through time critical tasks in the checklist
6. Present essential reference information in a quick look-up formats (tables, charts, etc.) for emergency situations.



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General Responsibilities

Guidance for All Emergency Responders and Coordinators

1. EOC Coordinators, who learn of a local large-scale emergency or disaster, including widespread communications outages, should report to the EOC and off-duty emergency responders should report to their respective stations without waiting to be called.
2. When in doubt about the appropriate level of emergency response/coordination needed, do more than is expected. Emergency operations can tolerate duplication of effort, but not gaps or lapses.
3. Emergency response agencies should expect to sustain themselves during the first 24 hours of an emergency.
4. Emergency service agencies should exhaust their own channels of support (mutual aid, etc.) before turning to others for assistance.
5. Purchase prices and contract costs should be established during emergency planning. Records of costs should be maintained on all purchases for reimbursement purposes.
6. Lincoln County Public Works crews and equipment will provide primary assistance at the disaster site (debris clearance, road upgrading, damage assessment, etc.) and assist with the repair and restoration of essential services and vital facilities.
7. All responding agencies and EOC coordinators will manage and coordinate their own people, equipment, facilities and supplies to accomplish their tasks. The Transportation & Resources Coordinator at the EOC will provide exhausted agency with supplies, specialized resources unavailable to responding agencies, and other emergency generated needs.
8. Public Works personnel will work with public and private utility companies to restore utilities to critical or essential facilities, keeping in mind the well-being of the public. Following is the prioritized list of essential facilities for utility restoration with the understanding that it is situation dependent: Hospitals; EOC; Albuquerque/Lincoln County Government Center; and, Public Safety buildings.
9. Jurisdiction in the emergency will be based on the following:
 - a. Location of the emergency.
 - b. The jurisdiction operating the majority of initial response.
 - c. Arrival of higher authorities (such as State or Federal Agencies).



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Administration and Logistics

A. Records and Reports

Before, during, and after an emergency, it is essential that all incidents be documented. Each EOC Coordinator must complete reports for a permanent record of key emergency events and activities.

Report/Record	Responsibility	Frequency	Repository
Successor's List	Office of Emergency Services	Change of Personnel.	Office of Emergency Services
Expenditures and obligations of responsible agencies	Emergency Response Agencies	Daily during an emergency.	EOC – Finance and Administration
Daily Situation Report, resource consumption and shortfall to state EOC	Direction and Control Coordinator	Daily during an emergency.	State EOC
Emergency Management Agency reports on status of mass care services from volunteer agencies etc...	Direction and Control Coordinator	Daily during an emergency.	State EOC
Mutual Aid Agreements	Office of Emergency Services	At expiration or change of circumstances.	EOC

B. Use of Public/Private Employees and Volunteers

The following is a guideline for reassigning public employees to augment emergency operations or soliciting for volunteers:

Action	Policy	Liability Issues
Reassigning public employees to augment emergency operations.	Recall all off-duty employees.	Collective bargaining agreement requirements. Restrictive job description training.
Soliciting volunteers from public employment.	First exhaust public employees in response agencies.	Collective bargaining agreement requirements. Equipment. Training.
Soliciting volunteers from private employment.	First exhaust public employees.	Equipment. Training. Insurance.
Soliciting volunteers from the public.	First exhaust private employees.	Equipment. Training. Insurance.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Plan Development and Maintenance

A. Emergency Operations Plan Structure

An EOP is distributed to response agencies for further planning. Some may contain confidential information and are kept by the respective response agency or at the EOC.

Document	Purpose	Distribution
EOP	Overview approach to Emergency Operations. The EOP states general policies and objectives; acknowledges the situation and assumptions; and explains the roles and responsibilities of the EOC and coordinators.	Managers/Staff, Public, EOC and Response Agencies.
Annexes	Focus on Operations and contains assignments, the EOC checklists, and specific information for the EOC Coordinators.	Managers/Staff, Public, EOC and Response Agencies.
Additional Attachments and Appendices	Focus on specific instructions for each department and agency in combating the disaster or emergency situation. These are operational plans that detail "how" to do what needs to be done.	Complete Set – EOC, Emergency Services Coordinator, County Manager, Sheriff, County Attorney, and All Lincoln Emergency Response Team .



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B. Emergency Operations Plan Development and Maintenance of Responsibilities

Developing and Maintaining the EOP	
Responsible Party	Responsible For:
Steering Committee	Review and revision of the EOP
Office of Emergency Services	Initial EOP development Prepares and revises EOP/SOP's Directs/routes EOP for approval at all levels. Maintains Master EOP Copy Maintains Master Successors List
County Manager and Commissioners	Approves the EOP Approves the Annexes
Response Agencies	Prepares and revises agency emergency response plans, SOP's/SOG's, resource and check lists in support of the EOP and NIMS.
Developing and Promoting ICS	
Responsible Party	Responsible For:
Steering Committee	Reviews training schedule Reviews roster of trained personnel
Office of Emergency Services	Coordinates training Schedules training Maintains roster of trained personnel Seeks alternative funding sources
County Manager and Commissioners	Funds Training Requires agencies to train in ICS
Response Agencies	Participation with training system
EOC Operations	
Responsible Party	Responsible For:
Steering Committee	Evaluates training exercises
Office of Emergency Services	Coordinates training exercises Schedules training exercises Maintains and operates EOC Seeks alternative funding sources
County Manager and Commissioners	Funds an effective EOC Requires agencies to train in EOC operations
Response Agencies	Participation with training system



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Training and Exercises

Recurring training and exercises in the use of this EOP and NIMS will occur annually. Scheduling of the training/exercise sessions will be coordinated through the Office of Emergency Services and be dynamically scheduled to ensure maximum participation by all involved parties. Training will occur in the spring of each year prior to the start of wildfire season, which has been determined to be Lincoln County's primary threat.

The training and exercise session shall consist of a 3 hour NIMS/ICS/EOP refresher followed by a 4 hour table top exercise of the EOP. A 1 hour 'After Action Evaluation/Meeting' of the exercise will be held immediately after to begin the EOP review process. Additional meetings may be scheduled if needed to refine and or amend the EOP if needed. Every third exercise will be a functional exercise beginning with 2009.

Training specific to a given response agencies discipline will be coordinated by that agency, but monitored by the Office of Emergency Services. Each discipline in emergency services has a state level coordinating authority that sets requirements for continued certification, licensure, accreditation and authority to work within their given field. Lincoln County expects all cooperating agencies to maintain those required standards in their operations.

Agency	Controlling Authority
Lincoln County Office of Emergency Services (LCOES)	New Mexico Department of Homeland Security (NMDHSEM)
Lincoln County Fire Departments	New Mexico State Fire Marshalls Office
Lincoln County Emergency Medical Services (LCEMS)	New Mexico Department of Health, Emergency Medical Systems Bureau
Lincoln County Sheriffs Office (LCSO)	New Mexico Department of Public Safety

Training requirements and current training schedules available to agencies are available from the controlling authorities of those agencies.



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Authorities and References

A. Authorities

Ultimate authority to initiate Emergency Operating Plan protocols and activation of the Emergency Operations Center lies with the County Manager who acts as the Emergency Management Director during a crisis. The Emergency Services Director who acts as the Emergency Manager has alternate authority in the absence of the County Manager.

The Chair of the County Commission or the Acting Chair in the Chairs absence has the authority to declare a “State of Emergency”.

This list summarizes the authority of local officials during and emergency. The documents that authorize the EOC, ICS and emergency management operations are the State Civil Emergency Preparedness Act, State Executive Order (ICS) and Emergency Management Act.

	Activate/Deactivate EOC	Declare Disaster	Use Private Resources	Request State Assistance
County and Unincorporated Towns	County Manager, Emergency Services Director	Chair, County Commission	County Manager Emergency Services Director Sheriff	Chair, County Commission, County Manager, Emergency Services Director Sheriff
Minimum Requirements	Resource Coordination exceeds ICS capability. Multiple incident sites. Potential need for wide area warnings.	Estimated emergency needs will exhaust available local resources.	Estimated emergency needs will exhaust resources pre-arranged with jurisdiction through mutual aid agreements or other means.	Must declare disaster. Haz-Mat

B. References

In addition to the Authorities and References already listed, the following publications were used to develop this plan;

- Guide for All-Hazard Emergency Operations Planning, State and Local Guide, (SLG-101), FEMA, September 1996.
- Emergency Response to Terrorism; Self Study, FEMA/USFA/NFA, August 1997.
- New Mexico Hazardous Materials Emergency Response Plan, NM DPS, August 1999.
- Disaster Assistance Program, Local Government Handbook, NM DPS, OEM, Natural Hazards Bureau, 1997.
- Enabling legislation at federal, state, and local levels.



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List of Annexes

Annex A: Direction and Control

Involves the mobilization and use of an EOC and the roles of the local government officials responsible for policy- making, coordination and control of emergency forces and resources.

Annex B: Communications and Warning

Deals with establishing, coordinating and maintaining communications for emergency response and recovery, and with warning appropriate officials and the general public in a timely manner.

Annex C: Emergency Public Information

Outlines policies & channels necessary to inform & advise the public before, during & after emergencies.

Annex D: Law Enforcement

Outlines resources available to assist emergency response operations, to manage evacuations, and maintain civil order under emergency conditions.

Annex E: Fire and Rescue

Outlines resources available to provide fire fighting, emergency medical services and search & rescue during and after emergencies.

Annex F: Health and Medical

Covers mobilization of medical resources for the care of the population under emergency conditions. Breaks down responsibilities for the jurisdiction's public health resources, hospitals and EMS.

Annex G: Public Works & Damage Assessment

Outlines emergency response and recovery resources for engineering, construction and repair/restoration of essential facilities & services. It also covers debris removal & post disaster safety inspections of damaged structures.

Annex H: Resource Management (Logistics)

Deals with allocations & distribution of supplies and scarce resources in emergency situations.



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List of Annexes Continued

Annex I: Evacuation

Outlines procedures to relocate people and animals to safe areas before, during and after emergencies. This Annex includes special evacuation routes for the East Mountain area of Lincoln County in case of wildfire.

Annex J: Reception and Mass Care

Outlines available resources & policies, procedures, roles and responsibilities associated with providing housing, food, clothing & other essentials to a large number of people displaced by disaster.

Annex K: Environmental Health

Outlines duties necessary to assess environmental health issues such as food supplies and handling, potable water, disease-carrying insects and animals, and sanitation issues.”

Annex L: Agricultural Emergencies

Outlines duties necessary to assess agricultural emergencies and coordination with New Mexico livestock board.

Annex M: Special Needs Population

Outlines duties necessary to assess and support our special needs population and shelter requirements to house them along with transportation needs.



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List of Attachments

- 1- Wildfire
- 2- Terrorism
- 3- Hazardous Materials
- 4- Media Recourses
- 5- Continuity of Government (COG)
- 6- EOC Organization Chart
- 7- Personnel Directory
- 8- Incident Management Organization Chart
- 9- Pandemic Preparedness Plan
- 10- Interagency Flood Group / Interagency Incident Management in Lincoln County



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Annex A

Direction and Control

Primary Responsibility: County Commission
County Manager
Emergency Manager (EOC Director)

Secondary Responsibility: All County Divisions and Departments

EOC MISSION: Centralize and coordinate response activities and resources to best protect residents and property of the jurisdiction, so that emergency field forces can concentrate on essential, on-scene activities.

Assignment: EOC Director

GENERAL DUTIES:

1. Mobilize the Emergency Operations Center: Activate staff and manage the EOC facility to complete its mission. Activation of the primary EOC takes 60 minutes and the secondary EOC takes 30 minutes.
2. Direct the coordination of emergency response resources requested by the Incident Commander through the EOC staff and record actions.
3. Direct the EOC in overall county/city emergency control except those in other jurisdictions.
4. Ensure that appropriate warnings to the public are or have been issued.
5. Determine the type and scope of the emergency and mobilize needed EOC coordinators and emergency resources.
6. Establish, maintain and adequately staff emergency communications and information processing at the EOC.
7. Notify assigned EOC staff coordinators (critical functions).
8. Reassign EOC staff members when necessary.
9. Ensure that EOC coordinators do the jobs described in Annexes.
10. Provide continuous operation of the EOC during an emergency. The EOC Director may need to schedule staff to provide 24/7 coverage of the EOC during extended events. Staff scheduling will be determined by, type of event, expected duration and available resources.
11. Prepare for increased levels of emergency response.
12. Ensure the viability of the primary EOC; when in doubt, activate the alternate EOC.
13. Ensure the existence of a viable local government and of an adequate direction and control element by maintaining the EOC.
14. Coordinate with jurisdiction officials when two or more jurisdictions are involved.
15. Coordinate with state or federal assistance personnel and specify which specific functions will be turned over to state or federal disaster assistance personnel.

See Attachment VII for roster of assigned and qualified personnel
and their contact information for the above listed positions.



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Emergency Operations Center Activation

In the event of an emergency, the EOC Director will contact the following agencies and offices (according to the Emergency Action Level. Coordinators will report to the EOC immediately.

Emergency Action Level			Probable Functions to Activate	Lincoln County
1*	2	3 or 4		
X	X	X	EOC Director	County Manager Emergency Services Director
X	X	X	Law Enforcement	County Sheriff
X	X	X	Fire and Rescue	Applicable Fire Chief to Jurisdiction Affected
X	X	X	EMS, Health and Medical	EMS Field Supervisor County Health Officer Hospital Administration
	X	X	Communications and Warning	County Commission County Manager Emergency Services Coordinator
	X	X	Emergency PIO	
	X	X	Transportation and Resources	
	X	X	Public Works and Damage Assessment	
		X	Evacuation	
		X	Reception and Mass Care	
		X	Radiological Element	

* These positions will be activated only when the EOC is activated. The EOC is not activated during all Level 1 incidents.

Emergency Operations Center and Incident Command Structure

In the event of an emergency activation of the Emergency Operations Center the senior ranking on site official (as per the 'Line of Succession' Attachment V) will assume direction of EOC operations. A standard ICS structure will operate under EOP and NIMS protocols.

The Incident Commander shall be determined by the nature of the incident, the primary response agency, and the most capable and experienced person able to direct the required response.



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Emergency Operations Center Relocation

Primary #1: 111 Copper Ridge Rd. Capitan, NM 88316
Primary #2: 300 Central Ave, Carrizozo NM 88310
Alternate #3: Lincoln County Mobile Command Unit

General Concept: Move EOC operations in two phases quickly:

Phase	Coordinators	Equipment
1	Communications and Warning Law Enforcement	Telephones and Radios Annex Binders and References Coordinator Equipment
2	Direction and Control, All Remaining Coordinators and Staff	Telephones and Radios Annex Binders and References Wall Posters and Charts; Maps

Policies:

1. Maintain continuous communications if power is available. Ensure that all current communications are established and tested at the new location before disconnecting current systems, especially with the following personnel:
 - a. Field personnel
 - b. Affected jurisdictions
 - c. Higher levels of government
2. Avoid issuing new telephone numbers, if possible. When ready to transfer to the Alternate EOC, use call forward service to avoid having to notify all responders and resource contacts of new telephone numbers.
3. Give the start and estimated end times to the Incident Commander for temporary operation at the Alternate EOC.
4. EOC Coordinators transport their own binders and other items specific to their function.

Emergency Operations Center Capabilities

The Primary Emergency Operations Centers are located in separate geographic areas of the county and are tied to separate community utility grids, allowing for EOC selection based upon proximity to the event and usage of another sire should the other utility grid fail. Neither of the primary EOC's have backup or reserve systems. Should a county wide utility grid failure occur, the alternate EOC and Communications Center will be the Mobile Command Unit which is capable of self sustained operations for 72 hours, or as long as diesel fuel and water are available. Security for the primary EOC's will be on site as both are adjacent to Sheriffs' Department Offices. Security at the Mobile Command Post will be provided by on scene Sheriff's personnel. In the event of a county wide utility grid failure priority in restoration of utilities shall be given to communications and command centers. See Attachment B for a detailed summary of 'Prioritization of Essential Facility Utility Restoration'.



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Jurisdiction Overall Emergency Incident Command at Site

The following clarifies jurisdiction authority for initial response to emergencies occurring within the boundaries of Lincoln County. As the scope or severity of an emergency increases, higher authorities may take control of Incident Command. However, the local jurisdiction retains all other responsibilities listed.

Jurisdiction	Overall Emergency Management Responsibility	Incident Command at Site	EOC Responsibility
Lincoln County	LC Commission Chair	Most Qualified in Incident Command	Emergency Management
Haz-Mat Lincoln County	LC Commission Chair	NMSP ERO	Emergency Management
Village of Capitan	Mayor	Most Qualified in Incident Command	Mayor
Village of Carrizozo	Mayor	Most Qualified in Incident Command	Mayor
Village of Corona	Mayor	Most Qualified in Incident Command	Mayor
Village of Ruidoso	Mayor	Most Qualified in Incident Command	Mayor
City of Ruidoso Downs	Mayor	Most Qualified in Incident Command	Mayor
Haz-Mat City/Village	Mayor	NMSP ERO	Mayor
NM State Properties	LC Commission Chair	Most Qualified in Incident Command	Emergency Management
Federal Properties	Appropriate Controlling Auth.	Appropriate Controlling Auth.	Appropriate Controlling Auth.
Federal Incident	Appropriate Controlling Auth.	Appropriate Controlling Auth.	Appropriate Controlling Auth.



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Required Notifications for a Hazardous Materials Incident

Situation	Hazardous Substance	Extremely Hazardous Substance	Radioactive Materials	Infectious (Etiological Agents)
General Release	State Police LCOES LC Sheriff's Office	State Police LCOES LC Sheriff's Office NM Environ. Health	State Police LCOES LC Sheriff's Office NM Environ. Health	NM Environ. Health NMDOH (will notify CDC)
Release Into Water or Waterway	State Police LCOES LC Sheriff's Office	State Police LCOES LC Sheriff's Office NM Environ. Health	State Police NRC NMDOH LCOES NM Environ. Health	NM Environ. Health NMDOH (will notify CDC)
General Transportation Accidents	State Police CHEMTREC LCOES LC Sheriff's Office	State Police CHEMTREC LCOES LC Sheriff's Office NM Environ. Health	State Police NRC NMDOH LCOES NM Environ. Health	NM Environ. Health NMDOH (will notify CDC)
Military Nuclear Weapon			State Police NRC NMDOH Nearest Military Inst. LCOES NM Environ. Health	

Reference Annex B for notification procedures.

Search and Rescue Operations and Notification

Search and rescue operations will be coordinated by the Fire and Rescue EOC Coordinator. The fire jurisdiction having authority (or other designee as assigned by the Fire and Rescue EOC Coordinator) shall direct field operations, dependant upon the scope of the incident. Other assisting groups may include White Mountain Search and Rescue and the **All Lincoln Emergency Response Team** if needed.

If the incident is beyond the scope of local resources, the incident commander shall notify the New Mexico Office of Emergency Management to request assistance from the state USAR (Urban Search And Rescue) team.



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Wildfire Incidents

In cases of a wildfire, the following priorities should be considered:

1. Obtain an evaluation from on-scene personnel that includes the following;
 - a. Location
 - b. Size
 - c. Movement and Behavior
 - d. Threatened Structures
2. Determine what resources are on-scene and what resources are still needed. These resources include:
 - a. Emergency Medical Services
 - b. Additional Fire Departments
 - c. State Forestry
 - d. United States Fire Service
 - d. Available Air Attack Resources
 - e. Bureau of Land Management
3. Determine whether or not there is a need for evacuation. (See Annex I.)
4. Determine evacuation routes and shelter locations based on maps and information from the scene. (See Annex I.)



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Floods & Dam Failure

The Corps of Engineers has extensive Emergency Plans for dam failures throughout Lincoln County. Specific response and procedures should be obtained from these plans. The extent of the initial response will depend on the warning time. This will vary from a few minutes/hours for upstream locations to hours/weeks for downstream locations. Flash floods may be predicted within 6 hours of beginning of heavy rainfall, while excessive snow accumulation may serve as warning months ahead. Flooding could be considered imminent within hours of a dam breaching.



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Weather Related and Geologic Events

In cases of extreme weather or geologic events, the following priorities should be considered:

1. **Damage Assessment.** Meet with the EOC Coordinators and devise an immediate plan to initiate aerial (if possible) and ground surveys to determine the severity and extent of:
 - a. Injuries
 - b. Damage
 - d. Access
 - c. Status of key facilities.
2. **State resources.** If this is an Emergency Action Level 3 or 4 emergency, notify the State EOC to put the following additional resources on stand-by:
 - Military
 - NM National Guard
 - Regular military installations
 - Regular military airfields
 - Public Works
 - Structural engineers
 - Building inspectorsFederal assistance to perform Urban Search and Rescue operations.
3. **Begin writing out a Damage Assessment summary combining known data from:**
 - a. American Red Cross
 - b. Public Works Coordinator
 - c. Aerial and ground surveys.
4. **Establish priorities for response operations:**
 - a. Urban Search and Rescue operations (See Annex E.)
 - b. Access control and re-entry to the impacted area (See Annex D.)
 - c. Debris clearance (See Annex G.)
 - d. Restoration of utilities and lifeline repairs (See Annex G.)
 - e. Inspection, condemnation and/or demolition of buildings/structures (See Annex G.)
5. **Establish priorities for recovery operations:**
 - a. Restoration of utilities and lifeline repairs (See Annex G.)
 - b. Inspection, condemnation and/or demolition of buildings/structures (See Annex G.)



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Nuclear Attack

The EOC should be manned for an Emergency Action Level 4 (all EOC coordinators & expanded function organizations).

Critical Coordination Activities

Before an attack:

1. Fallout shelter mobilization
2. Warning arrangements
3. Evacuation
4. Emergency Public Information

During an attack:

1. Fallout shelter operations
2. Warning arrangements (arrival of Fallout)
3. Evacuation (continuing)
4. Emergency Public Information

After an attack:

1. Radiological hazard assessment and monitoring
2. Fallout shelter operations (3 to 14 days duration)
3. Warning arrangements (hazardous areas)
4. Emergency Public Information (about hazards)

Recovery:

1. Damage assessment
2. Public Works restoration



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Acts of Terrorism

An act of Terrorism is a criminal act to cause disruption of government and inflict physical, physiological, and infrastructure damage to Lincoln County and its residents. Such acts typically fall into the following events:

- Biological
- Nuclear
- Incendiary
- Chemical
- Explosive

"BNICE"

Considerations

For these hazards, it is vital for emergency response personnel to be able to detect and quantify the location of the "BNICE" event. After an event or suspected event of terrorism has occurred, the FBI must be contacted. Coordination with all levels of government is needed to obtain essential information concerning an intelligence estimate of the intent of an adversary that possess weapons of mass destruction and appropriate increased readiness actions to take, and the timing for their implementation.

EOC staff must be supplemented with personnel with expertise in dealing with hazards associated with the "BNICE" threat. Typical tasks may include advising decision-makers on the scope of the hazards and determining when it would be appropriate to distribute instruments to the field and shelters to determine the relevant exposure data of responders and shelter occupants. Advisors would also help in determining when dissemination of essential information to emergency response personnel and shelter management teams is practical and analyzing information reported by emergency response teams and facility managers.

Some facilities and areas must be inhabited or used by humans, and thus need to be monitored and decontaminated as appropriate. Areas that are unsafe for human use must be identified and a procedure that would limit the exposure of personnel performing emergency response duties must be implemented.

After Action Report

1. Description and dates of the emergency.
2. Actions taken to reduce the emergency (who, what, when, where, how & why).
3. Special events that occurred during the emergency.
4. Lessons learned.
5. Corrective actions necessary to prevent similar emergencies or coordination problems in the future.



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Checklist for EOC Coordinator

MOBILIZATION PHASE		
1	Start a Log of Actions Taken form to record anything not covered in the checklist.	<input type="checkbox"/>
2	Determine the initial emergency response actions by contacting dispatch.	<input type="checkbox"/>
3	Ask dispatch for the following information:	<input type="checkbox"/>
a	Name, phone & position of person who first notified dispatch.	<input type="checkbox"/>
b	What exactly did this person request? When (time)?	<input type="checkbox"/>
c	What caused the request?	<input type="checkbox"/>
d	Where exactly is the emergency & how can it be found?	<input type="checkbox"/>
e	Time & kind of response agencies dispatched?	<input type="checkbox"/>
f	Names & positions of response agency supervisors?	<input type="checkbox"/>
g	Response problems encountered and when (time)?	<input type="checkbox"/>
h	Type of damage & number of injured or killed?	<input type="checkbox"/>
i	Has a warning or evacuation order been given & by whom?	<input type="checkbox"/>
j	Status of essential utilities?	<input type="checkbox"/>
k	Is weather on-scene a factor and what is it?	<input type="checkbox"/>
l	Any other key information?	<input type="checkbox"/>
4	Establish two-way radio communications with the on-scene Incident Commander.	<input type="checkbox"/>
5	Determine or confirm the nature, scope and location of the disaster or incident.	<input type="checkbox"/>
6	What resources or assistance are needed (equipment, personnel, etc.)?	<input type="checkbox"/>
7	Obtain a description of the site for the Site Diagram and the exact location of the ICP and staging area.	<input type="checkbox"/>
8	Determine which jurisdiction is responsible for the emergency operations of the incident. (When an emergency crosses jurisdiction boundaries, the jurisdiction owning the majority of the resources will provide leadership.)	<input type="checkbox"/>
9	Determine the appropriate Emergency Action Level.	<input type="checkbox"/>
EMERGENCY ACTION PHASE		
10	Activate the EOC with authorization from the County Manager, Chair of the County Commission or a majority of the County Commissioners or Emergency Management Coordinator.	<input type="checkbox"/>
11	Notify immediately, the Chief Elected Official, County Manager that the EOC been activated.	<input type="checkbox"/>
12	Start EOC coordinator call-down alert list, according to the Emergency Action Level, to include secretarial/clerical personnel and runners.	<input type="checkbox"/>
13	Notify the State EOC and advise of major actions and prognosis for need of state or federal help.	<input type="checkbox"/>
14	Check often to determine if proper coordinators are present. If not, call the next person on the list of successors.	<input type="checkbox"/>
15	If more than one shift of coordinators is needed at the EOC, make an EOC shift schedule and post it on the EOC wall.	<input type="checkbox"/>
16	Alert the EOC coordinators to prepare an oral status and increased readiness report for the next higher Emergency Action Level (in case the incident escalates) and hold a meeting to present them.	<input type="checkbox"/>
17	If the scope of the incident is beyond the capabilities of the jurisdiction's resources, notify the State EOC and the Chief Elected Official or authorized representative (for Emergency Declaration see Appendix B)	<input type="checkbox"/>
18	In case of power failure and if relocation to the alternate EOC is necessary, ensure that all current communications are established and tested at the location before disconnecting current systems.	<input type="checkbox"/>
RECOVERY PHASE		
19	Plan recovery, reconstruction, and other long term actions.	<input type="checkbox"/>
20	Plan for gradual shut down of emergency operations.	<input type="checkbox"/>
21	Prepare after action report.	<input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.



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Annex B

Communications and Warning

Primary Responsibility: Communications Chief
Secondary Responsibility: Incident Management Logistics Section Chief
Lincoln County Dispatch Supervisor

EOC MISSION: Centralize and coordinate incident communications to help ensure a viable interoperable communications network during response and recovery efforts by all responding personnel, agencies and organizations.

Assignment: Communications Coordinator

GENERAL DUTIES

1. Implement the Lincoln County Communications Plan and develop an incident specific communications plan for the EOC and Incident Command
2. Provide & maintain primary communications, county wide, and for the EOC on a 24-hour basis using all available public and private communications systems. Primary methods are radio and telephone.
3. Assist Incident Command, Logistics Section as needed with communications plan and network implementation.
4. Coordinate communications radio frequencies using the Tactical Interoperable communications Plan.
5. Coordinate all local emergency warning systems activation through the appropriate communications agency.
6. Manage the communications section in the EOC.
7. Supervise EOC personnel (radio, telephone and teletype operators, repair crews, runners, etc.).
8. Support media center communications operations as needed.

Communications Strategies

The primary method of communication shall be via 2way radio and telephonically for other supporting staff, agencies and facilities that do not have 2way radio systems available. The secondary method of communication shall be telephonically. The EAS and direct contact via runner/messenger can be used should the above systems completely fail. 4 Satellite phones are available for distribution to critical facilities and staff if needed.

The Lincoln County Mobile Command Unit is a self sustained fully functional communications unit, an ACU 1000, 1 fixed repeater and 2 programmable solar powered repeaters. Dependent upon its location, it should be able to maintain a viable 2way radio communications system with the Counties mobile radio systems throughout most of the County, and handhelds in the vicinity of an incident or multiple incident areas.



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Should a county wide communications failure occur, the Mobile Command Units primary function will serve as Emergency Communications Center and shall be located proximate to the Emergency Operations Center for ease of Command and Control.

Population Warning Agencies (Inside the jurisdiction) Law Enforcement, Fire & Rescue Agencies

Jurisdiction	Agency & Contact Person	Phone Number
Lincoln County	Lincoln County SO Lincoln County OES	575-648-2341 575-336-8600
Village of Capitan	Capitan PD (LCSO Dispatch) Capitan VFD (LCSO Dispatch)	575-648-2341 575-648-2341
Village of Carrizozo	Carrizozo PD (LCSO Dispatch) Carrizozo VFD (LCSO Dispatch)	575-648-2341 575-648-2341
Village of Corona	Lincoln County SO Corona VFD (LCSO Dispatch)	575-648-2341 575-648-2341
Village of Ruidoso	Ruidoso PD Ruidoso FD	575-258-1860 575-258-1860
City of Ruidoso Downs	Ruidoso Downs PD Ruidoso Downs FD	575-378-4001 575-378-4001
NMSP District 8 (Otero / Lincoln)	New Mexico State Police	505-437-1313

Emergency Alert Systems

The initial activation of the Emergency Alert System, Reverse 911 and other warning systems will be coordinated by the Communications Coordinator with the appropriate communications center controlling the warning system. The communications center controlling the system will operate the system as per their standard protocol under the Communication Coordinator's direction.



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See Attachment VII for roster of assigned and qualified personnel and their contact information for the above listed positions.

Checklist for Communications Coordinator

MOBILIZATION PHASE	
1	Begin a Log of "Actions Taken" to hand record anything not covered in this checklist. <input type="checkbox"/>
2	Establish two-way radio communications with the Incident Commander. <input type="checkbox"/>
3	Determine the nature and scope of the disaster or incident by consulting with the EOC Director and Incident Commander. <input type="checkbox"/>
4	Advise and consult with the EOC Director and Incident Commander on suggested Communications Planning. <input type="checkbox"/>
5	Document Initial Communications Plan and Implement. <input type="checkbox"/>
6	Coordinate warning frequencies and procedures with EOCs at higher levels of government and with adjacent communities. <input type="checkbox"/>
7	Contact all cooperating agency communication centers with established operating frequencies for incident responders. <input type="checkbox"/>
8	Anticipate potential warning needs or problems and begin alerting appropriate warning resources. <input type="checkbox"/>
9	Initiate activation of the Emergency Alert System (EAS), if necessary. (contact appropriate Dispatch and coordinate activation) <input type="checkbox"/>
10	If primary warning systems fail to work, coordinate secondary warnings. <input type="checkbox"/>
11	Remind all EOC staff to provide situation updates for potential warnings. <input type="checkbox"/>
12	Contact RACES operators for two-way radio support, if needed. <input type="checkbox"/>
13	Report communications status & potential problems and solution options to the EOC Director. <input type="checkbox"/>
14	Notify secretarial/clerical staff to serve in the EOC as messengers during emergencies. <input type="checkbox"/>
EMERGENCY ACTION PHASE	
15	Check staffing often and if needed personnel are still absent, begin calling successors. <input type="checkbox"/>
16	If more that one shift of coordinators is needed, prepare a shift schedule and post it. <input type="checkbox"/>
17	If the scope of the incident is beyond the capabilities of the jurisdiction resources, notify the EOC Director and log time and date. <input type="checkbox"/>
18	Prepare an oral increased readiness report for the first meeting with the EOC Director. <input type="checkbox"/>
19	Check the status of emergency power for the EOC. <input type="checkbox"/>
20	If relocating to the alternate EOC, ensure that all current communications are established and tested at the new location before disconnecting current systems, if possible, especially with field personnel, affected jurisdictions and higher levels of government. <input type="checkbox"/>
RECOVERY PHASE	
21	Plan communications & warning recovery, reconstitution, mitigation and other long term actions. <input type="checkbox"/>
22	Plan for the gradual shut down of emergency communications & warning operations. <input type="checkbox"/>
23	Prepare communications & warning After Action Report. <input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Annex C

Emergency Public Information

Primary Responsibility: Public Information Officer
Secondary Responsibility: Fire & Rescue, Sheriff Dept., Communications

EOC MISSION: Serve as a single release point for Emergency Public Information (EPI) (such as a Joint Public Information Center (JIC)), focusing on specific emergency-related information, and to provide positive and reassuring information when possible. Disseminate EPI materials in a timely manner, gather & produce information including news releases, monitor and control rumors, respond to public inquiries and manage media relations. Currently assigned PIO is listed in Attachment 7, Emergency Operations Personnel Directory & Assignments Roster.

Assignment: Emergency Public Information EOC Coordinator

GENERAL DUTIES

1. Manage all aspects of EPI on behalf of the EOC Director.
2. Give the public accurate, timely and useful information and instructions from one release point throughout the emergency.
3. Deal with the wider public's interest and desire to help or seek information.
4. Develop productive relationship with the news media.
5. Approve implementation of any special provisions for media convergence.
6. Designate an information center for dissemination of information during the event. The Information Center location should be such that it is capable of supporting media outlet needs (power, space, etc...), and proximate to the EOC for ease of command and control.
7. Schedule news conferences, interviews and other media access (subject to any special media convergence provisions).
8. Supervise the information center; assign print and broadcast monitors to review all media reports for accuracy.
9. Coordinate with appropriate officials (Mass Care Coordinator, Health & Medical Coordinator, etc.) to obtain necessary information. At the request of the Transportation & Resources Coordinator, obtain media assistance in disseminating information to potential donors on unmet needs, items that are not needed and should not be donated, cash donations policy, and other donations-related matters.
10. Set priorities for EPI activity: production and dissemination of EPI, response to public inquiry, monitoring and rumor control, and media relations.
11. May establish center for Disaster Welfare Information (DWI) and cooperate with any services provided by the American Red Cross.
12. Brief public affairs officers who go to incident sites.
13. Prepare news releases, public information, warnings and briefings with the approval of the Emergency Management Director or Emergency Manager.

Media Resources serving the jurisdiction will be maintained by the EPI.

See Attachment VII for roster of assigned and qualified personnel and their contact information for the above listed positions.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Checklist for Emergency Public Information EOC Coordinator

MOBILIZATION PHASE	
1	Start a Log of Actions Taken to hand-record anything not covered in this checklist. <input type="checkbox"/>
2	Determine the nature and scope of the disaster or incident by consulting with the EOC Director. <input type="checkbox"/>
3	Issue any immediate EPI approved by the EOC Director to the public, if necessary. <input type="checkbox"/>
4	Anticipate potential EPI needs or problems and begin alerting appropriate EPI resources (list at the end of this Annex). <input type="checkbox"/>
5	Report EPI status and potential problems to the EOC Director. <input type="checkbox"/>
EMERGENCY ACTION PHASE	
6	If more than one shift of EOC coordinators is needed, prepare and post a shift schedule. <input type="checkbox"/>
7	Prepare an oral readiness report for the first coordination meeting with the EOC Director. <input type="checkbox"/>
8	Collect information on incident for use to inform the public. <input type="checkbox"/>
9	Prepare EPI releases to be approved by the EOC Director for release to the media. <input type="checkbox"/>
10	Develop a JIC for use during the incident. <input type="checkbox"/>
RECOVERY PHASE	
11	Plan EPI recovery, reconstitution, mitigation & other long-term actions. <input type="checkbox"/>
12	Plan for the gradual shut down of EPI operations. <input type="checkbox"/>
13	Prepare EPI After Action Report. <input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Annex D

Law Enforcement

Primary Responsibility: Law Enforcement Section Chief

Assignment: Law Enforcement EOC Coordinator

GENERAL DUTIES

1. Coordinate law enforcement resource requests from the Incident Commander through the Incident Command Post and or Emergency Operations Center.
2. Coordinate any necessary evacuations.
3. Alert deputies, if potentially needed at reception centers, shelter and feeding facilities, triage areas, and for warning and evacuation.
4. Coordinate the law enforcement agencies in the County during disaster situations to ensure the safety of all citizens, maintain law and order, protect public and private property, and provide protection for essential industries, supplies and facilities.
5. Coordinate with state and federal law enforcement agencies.
6. Coordinate evacuation traffic control, including route assignment, departure scheduling, road capacity expansion, entry control for outbound routes, perimeter control on inbound routes, traffic flow, including dealing with breakdowns, and establishment of rest areas.
7. Provide law enforcement security to the EOC.
8. Establish mutual aid agreements with surrounding jurisdictions in the event that additional law enforcement personnel are required at a disaster. The County Sheriff will need to establish mutual aid agreements with surrounding counties for the relocation of prisoners if necessary under a disaster situation.
9. In a Hazardous Materials Incident, Emergency Action Level 2 or 3, the New Mexico State Police Emergency Response Officer (ERO) will assume control of response activity (under the ICS) and coordinate additional resources if necessary.

See Attachment VII for roster of assigned and qualified personnel and their contact information for the above listed positions.



Lincoln County, New Mexico EMERGENCY OPERATIONS PLAN

Checklist for Law Enforcement EOC Coordinator

MOBILIZATION PHASE		
1	Start a Log of Actions Taken form to hand-record anything not covered in this checklist.	<input type="checkbox"/>
2	Determine the nature and scope of the disaster or incident by consulting with the EOC Director.	<input type="checkbox"/>
3	Provide security for Access Control & Re-entry considerations for areas impacted by emergencies.	<input type="checkbox"/>
a	Control access to the area until it is safe. Allow only those people directly involved in Emergency response operations to enter.	<input type="checkbox"/>
b	Establish a protocol for determining when to allow evacuees and the general public to re-enter the impacted area.	<input type="checkbox"/>
4	Anticipate potential law enforcement needs or problems and begin alerting appropriate resources. If evacuations are probable, contact an additional Law Enforcement Coordinator (next in Succession) to manage evacuations and planning.	<input type="checkbox"/>
5	Report Law Enforcement status and potential problems to the EOC Director.	<input type="checkbox"/>
EMERGENCY ACTION PHASE		
6	Consult the file of emergency mutual aid agreements for Law Enforcement located the Lincoln County Sheriff's Department.	<input type="checkbox"/>
7	If the scope of the incident is beyond the capabilities of this jurisdiction's Law Enforcement resources; develop an action plan and forward it to the EOC Director, and note time & date.	<input type="checkbox"/>
8	If more than one shift is going to be needed, prepare and post a Law Enforcement shift schedule.	<input type="checkbox"/>
9	Prepare an oral increased readiness report for the first coordination meeting with the EOC Director.	<input type="checkbox"/>
10	If necessary to relocate to an alternate EOC ensure all communications are established and tested at the new location, if possible, before notifying resources, especially field personnel, affected jurisdictions, and higher levels of government.	<input type="checkbox"/>
RECOVERY PHASE		
11	Plan Law Enforcement recovery, reconstitution, mitigation and other long-term actions.	<input type="checkbox"/>
12	Plan for the gradual shut down of emergency Law Enforcement operations.	<input type="checkbox"/>
13	Prepare Law Enforcement After Action Report.	<input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Annex E

Fire & Rescue

Primary Responsibility: Assigned Fire & Rescue Chief

Assignment: Fire & Rescue EOC Coordinator

GENERAL DUTIES

1. Coordinate fire, search & rescue resource requests from the Incident Commander through the Incident Command Post and or Emergency Operations Center.
2. Alert administrative Fire & Rescue personnel, if potentially needed.
3. Advise decision-makers in the EOC on Fire & Rescue operations.
4. Coordinate all Fire & Rescue agencies in the jurisdiction.
5. Establish mutual aid agreements with surrounding jurisdictions in the event that additional Fire & Rescue personnel are required at a disaster.
6. Station fire personnel and equipment at congregate and shelter facilities when activated.
7. Assist in warning and evacuation operations when not involved in Fire & Rescue.
8. The Lincoln County Office of Emergency Services coordinates Hazmat activities.

Lincoln County Fire Department Capabilities

Department	All Hazard Command and Control	Structural Fire Suppression	Wildfire Suppression	HAZMAT Decontamination	HAZMAT Containment	Urban Search and Rescue	Wilderness Search and Rescue	Vehicle Extrication and Rescue	Medical First Response
All Lincoln Emergency Response Team	X			X	X	X			
Arabela VFD		X	X				X	X	X
Bonito VFD		X	X				X	X	X
Glencoe Palo Verde VFD		X	X				X	X	X
Hondo VFD		X	X				X	X	X
Lincoln VFD		X	X				X	X	X
Nogal VFD		X	X				X	X	X
White Oaks VFD		X	X				X	X	X

See Attachment VII for roster of assigned and qualified personnel and their contact information for the above listed positions.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Checklist for Fire & Rescue EOC Coordinator

MOBILIZATION PHASE		
1	Start a Log of Actions Taken to hand-record anything not covered in this checklist.	<input type="checkbox"/>
2	Determine the nature and scope of the disaster or incident by consulting with the EOC Director.	<input type="checkbox"/>
3	Anticipate potential Fire & Rescue needs or problems and begin alerting appropriate resources.	<input type="checkbox"/>
EMERGENCY ACTION PHASE		
4	Report Fire & Rescue status and potential problems to the EOC Director.	<input type="checkbox"/>
5	Consult the file of emergency mutual aid agreements for Fire & Rescue.	<input type="checkbox"/>
6	If the scope of the incident is beyond the capabilities of this jurisdiction's Fire & Rescue resources, develop an action plan and forward it to the EOC Director and log the time and date.	<input type="checkbox"/>
7	If more than one shift is needed, prepare and post a Fire & Rescue shift schedule.	<input type="checkbox"/>
8	Prepare an oral readiness report for the first coordination meeting with the EOC Director.	<input type="checkbox"/>
9	If relocating to an alternate EOC, ensure that communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdictions, and higher levels of government.	<input type="checkbox"/>
RECOVERY PHASE		
10	Plan Fire & Rescue recovery, reconstitution, mitigation and other long-term actions.	<input type="checkbox"/>
11	Plan for the gradual shut down of emergency Fire & Rescue operations.	<input type="checkbox"/>
12	Prepare Fire & Rescue After Action Report.	<input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Annex F

Health & Medical

Primary Responsibility: Health and Medical Chief
Secondary Responsibility: Environmental Health

Assignment: Health and Medical Coordinator

GENERAL DUTIES

1. Coordinate health and medical resource requests from the Incident Commander through the Incident Command Post and or Emergency Operations Center.
2. Coordinate transportation of the sick, injured and deceased from the incident area(s).
3. Alert auxiliary or reserve health and medical personnel, if potentially needed.
4. Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
5. Rapidly assesses health and medical needs.
6. Ensure that emergency medical teams responding to a disaster site establish a medical command post.
7. Coordinate with neighboring community health and medical organizations and with State and Federal officials on matters related to assistance from other jurisdictions, including Federal assistance.
8. Screen and coordinate with incoming groups such as Disaster Medical Assistance Teams (DMAT) as well as individual health and medical volunteers.
9. Ensure that positive identification and proof of licensure is made for all volunteers.
10. Maintain a patient/casualty tracking system. Lincoln County uses the START Triage System.
11. Provide information through the Emergency Public Information Coordinator to the news media on the number of injuries, deaths, etc.
12. Ensure appropriate health and medical services information is made available to the information processing section in the EOC.
13. Coordinate support to the jurisdiction's efforts to respond to inquiries from family members concerned about loved ones (usually through the American Red Cross).
14. Provide initial health/medical care at mass care facilities. For a list of potential facilities that could be converted to emergency treatment centers see Additional Attachment 4.
15. Coordinate with local medical facilities (hospitals) for receiving and treating individuals from disastrous events. Verify that hospitals maintain internal disaster plans (Joint Commission on Accreditation for Healthcare Organizations). Hospitals are listed on Pg.11 with Resources.
16. Coordinate and arrange for crisis counseling for workers and victims if needed.
17. Coordinate and arrange for temporary facilities to preserve, store and identify fatalities.
18. Ensure all medical needs of special needs population are met.

See Attachment VII for roster of assigned and qualified personnel
and their contact information for the above listed positions.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Special Tasks

Hazardous Materials:

1. Activate provisions for keeping responders and the public informed of the health risks created by a Haz-Mat release.
2. Designate Health & Medical facilities that have capabilities to decontaminate and medically treat exposed persons and dispose of contaminated items (clothing, medical supplies, etc.). Capable Medical Centers include; Lincoln County Medical Center (Local), Gerald Champion Regional Medical Center (Alamogordo), Eastern New Mexico Medical Center (Roswell).
3. Coordinate monitoring of water quality and sanitary conditions in the areas affected by the HazMat release.
4. Activate provisions for continued medical surveillance of personnel performing decontamination tasks, including radiological monitoring, if appropriate.

Flooding & Dam Failure:

1. Work with the Communications & Warning and EPI Coordinators to keep people informed of the health and sanitary conditions created by floods. Floodwaters may carry untreated sewage, dead animals, disinterred bodies, and hazardous materials.
2. Coordinate teams to monitor water quality and sanitary conditions.
3. Relocate resources and equipment from the flood area that is needed to assure continuation of health and medical services.

Nuclear Attack:

1. Work with Hazmat team to determine the radiation levels of exposed people.
2. Activate provisions for continued medical surveillance of persons performing essential tasks.
3. Designate facilities that have radiological capabilities to decontaminate and treat exposed people, and dispose of contaminated items (clothing, medical supplies, and other waste items).

Multiple Deaths:

1. Coordinate response of the New Mexico Office of the Medical Investigator (OMI). The OMI, working under the Incident Command System, will coordinate the EOC, the Incident Commander and appropriate law enforcement agencies to insure that a plan for documenting and recovering evidence, remains, and personal effects from the site can be coordinated and conducted using all available resources.
2. Call the Disaster Mortuary Operational Response Team (DMORT) if the number of deaths overwhelms OMI.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Checklist for Health & Medical EOC Coordinator

MOBILIZATION PHASE	
1	Start a Log of Actions Taken to hand-record anything not covered in this checklist. <input type="checkbox"/>
2	Determine the nature and scope of the disaster or incident by consulting with the EOC Director. <input type="checkbox"/>
3	Anticipate potential Health & Medical needs or problems and begin alerting appropriate resources and facilities. For a list of potential facilities that can be converted to emergency treatment centers, see Attachment 4. <input type="checkbox"/>
4	Report Health & Medical status and potential problems to the EOC Director. <input type="checkbox"/>
5	If the scope of the incident is beyond the capabilities of this jurisdiction's resource, notify the EOC Director and log date & time. <input type="checkbox"/>
EMERGENCY ACTION PHASE	
6	If more than one shift is going to be needed, prepare and post a shift schedule. <input type="checkbox"/>
7	Prepare an oral increased readiness report for the first coordination meeting with the EOC Director. <input type="checkbox"/>
8	If necessary to relocate to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdictions and higher levels of government. <input type="checkbox"/>
RECOVERY PHASE	
9	Plan Health & Medical recovery, reconstitution, mitigation, and other long-term actions. <input type="checkbox"/>
10	Plan for the gradual shut down of emergency Health & Medical operations. <input type="checkbox"/>
11	Prepare Health & Medical After Action Report. <input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Annex G

Public Works & Damage Assessment

Primary Responsibility: Public Works and Damage Assessment Chief
Secondary Responsibility: Damage Assessment Section Chief
Public Work Section Chief
Environmental Health Section Chief

Assignment: Public Works & Damage Coordinator

GENERAL DUTIES

1. Coordinate the location, procurement, and allocation of public works resources required to support public works operations.
2. Coordinate the continuation or restoration of those public services essential for basic human needs, the removal of debris and restoration of public access, and the accomplishment of a public shelter upgrade program, if needed.
3. Damage assessment – gather and evaluate information to determine the extent of damage and the impact on the community resulting from a disaster.
4. Use the New Mexico Disaster Assistance Program Local Government Handbook and comply with documentation and time frames specified (FAILURE TO USE THE HANDBOOK WILL RESULT IN LOSS OF DISASTER ASSISTANCE FUNDS).
5. Provide or assist in providing backup electrical power to the EOC.
6. Inspect damaged or affected structures in coordination with fire and rescue personnel, designate unsafe or uninhabitable, and demolish as necessary.
7. Make emergency repairs to key buildings and facilities to provide continued operational capability and habitability.
8. Remove debris from public and private property and transport to selected sites for disposal. Collect trash and garbage and transport to selected sites for disposal.
9. Maintain sanitation services during an emergency.
10. Provides on-scene Hazmat support.
11. Infrastructure of County roads.

See Attachment VII for roster of assigned and qualified personnel
and their contact information for the above listed positions.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Special Tasks

Hazardous Materials

1. Ensure compliance with State and Federal regulations regarding disposal of the wastes.

Wildfire (Priorities During Response Operations)

1. Work with EOC director and Sheriff Department in ensuring open roadway for evacuation
2. Work with EOC director and Fire Department in use of Public Works in establishing roadways for suppression equipment and establishment of operational areas.

Wildfire (Priorities During Recovery)

1. Inspection and condemnation.
 - a. Fire and debris may have weakened structures left standing.
 - b. Inspect building and other structures to determine whether they are safe to inhabit.
2. Identify building and structures that may threaten public safety, designating those buildings and structures that may be reoccupied.
3. Identify/mark those buildings and structures that are to be condemned.

Floods and Dam Failure (Priorities During Response Operations)

1. Make an initial damage assessment with the EOC Director.
2. Identify potential locations for the placement of temporary levees and include this information on the appropriate maps.
3. Work with the Transportation & Resources Coordinator to obtain a labor force to perform flood-fighting tasks associated with building a levee (e.g. obtain, fill, and place sandbags to prevent flooding).
4. Obtain assistance from the U.S. Army Corps of Engineers to build temporary emergency levees.
5. Relocate needed emergency resources and equipment from potential flood areas.

Flood and Dam Failure (Priorities During Recovery Operations)

1. Inspection and Condemnation.
 - a. Water pressure and debris may have weakened structures left standing. Building interiors will be filled with mud and filth, and some building materials will be waterlogged.
 - b. Inspect buildings and other structures to determine whether they are safe to inhabit after a flood has occurred.
2. Identify buildings and structures that may threaten public safety, designating those buildings and structures that may be reoccupied.
3. Identify/mark those buildings and structures that are to be condemned.

High Wind (Priorities During Response Operations)

1. Have resources be available for evacuation assistance.
2. Clear debris or other material which block or hamper the performance of emergency response functions, including constructing emergency detours and access roads; clearing obstructed roads using demolition and other actions; repair or temporarily reinforce roads and bridges.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Special Tasks (Continued)

High Wind (Priorities During Recovery Operations)

1. Inspect, condemn, and demolish buildings and other structures to determine whether it is safe to inhabit or use them after a tornado or high winds. Activities may include the following in order of priority:
 - a. Inspect buildings and structures that are critical to emergency operations.
 - b. Inspect buildings and structures that may threaten public safety.
 - c. Inspect less critically damaged structures and designate those that may be occupied and identify/mark those that are to be condemned.
 - d. Arrange for the demolition of condemned structures.
2. Work with the EOC Director to conduct immediate ground and air surveys to determine the extent of damage, casualties, and the status of key facilities for the Damage Assessment Report.

Earthquake (Priorities During Response Operations)

1. Have resources be available for evacuation assistance.
2. Clear debris or other material which block or hamper the performance of emergency response functions. Actions may include:
 - a. Constructing emergency detours and access roads.
 - b. Clear obstructed roads using demolition and other actions.
 - c. Repair or temporarily reinforce roads and bridges.
 - d. Determine safety of evacuation routes to include highway bridges, rail lines, and airports.
3. Restore and repair electrical power, natural gas, water, sewer, and telephone and other communications systems to minimize the impact on critical services and the public.
4. Work with the EOC Director to conduct immediate ground and air surveys to determine the extent of damage, casualties, and the status of key facilities. Use the following order of priority to survey and evaluate the safety of:
 - a. Hospitals.
 - b. Emergency response agency control centers (police, fire, etc.).
 - c. Reception and care centers.
 - d. Public shelters.
 - e. Emergency Operations Center.
 - f. Alternate Emergency Operations Center.

Earthquake (Priorities During Recovery Operations)

1. Inspect, condemn, and demolish buildings and other structures to determine whether it is safe to inhabit or use them after an earthquake. Additional engineering & building inspection support is available from the State. Activities may include the following (in order of priority):
 - a. Inspect buildings and structures that are critical to emergency operations.
 - b. Inspect buildings and structures that may threaten public safety.
 - c. Inspect less critically damaged structures and designate those that may be reoccupied and identify/mark those that are to be condemned.
 - d. Arrange for the demolition of condemned structures.
 - e. Inspect dams and levees.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Special Tasks (Continued)

Terrorism Events Priorities

1. Work with the Reception & Mass Care and Weapons of Mass Destruction Coordinators to list and prioritize shelter upgrades.
2. Marshall all available public and private earth moving equipment, personnel, and material, to upgrade fall-out shelters when required.

Evacuation Priorities

1. Assist the Evacuation Coordinator by restoring roads and streets designated as primary evacuation routes (Interstate Highways, U.S. Highways, and State Highways).
2. Assist Law Enforcement Coordinator in traffic control by establishing detour routes and providing barricades for traffic control points.
3. Determine safety of evacuation routes to include highway bridges, rail lines, and airports.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Debris Management

Assessment

During the initial damage assessment, assessor's crews will make a determination as to the amount and type of debris that require disposal and or require special handling. This information will be given to the Public Works and Damage Assessment Coordinator for development of a debris management plan.

Sorting

Sorting will be coordinated by the Public Works and Damage Assessment Coordinator. Sorting will be determined by the nature of the material and the potential hazards it presents. Hazardous materials will require resources able to contain, store and dispose of those materials in accordance established State and Federal guidelines.

Collection

The Public Works and Damage Assessment Coordinator will coordinate collection of materials for disposal or staging if permanent facilities are not immediately available. Prioritization of collection will be determined by need and greater public interest. If Lincoln County Public Works resources are not sufficient for removal of the debris, private contractors may be retained to assist (reference the Lincoln County Resource Directory). Aid programs may be available for private property owners without financial resources for the disposal of their own debris, and the Public Works and Damage Assessment Coordinator will coordinate those programs.

The Health and medical director will be notified of any human remains to arrange for temporary facilities for identification, preservation and storage until permanent arrangements are made.

Staging

If permanent facilities are not available for the disposal of debris, it may be necessary to establish a staging area for temporary storage. Temporary staging areas will be chosen by the Public Works and Damage Assessment Coordinator according to their accessibility, proximity to the event area, the ability to store the predicted volume of materials and the environmental soundness of the site.

Disposal

The Public Works and Damage Assessment Coordinator will determine available facilities for the permanent disposal of debris, and will establish plans for the removal of debris to those facilities. Consideration should be given to the nature of the debris to be disposed of.

Resources

A complete list of available resources can be found in the Lincoln County Resource Directory.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Utilities Restoration

Assessment

During the initial damage assessment, assessor's crews will make a determination as to which areas have had utility disruption. This information will be given to the Public Works and Damage Assessment Coordinator for development of a utility restoration plan.

Priorities

Priority for utility restoration will be given in this order;

1. Critical Infrastructure
2. Essential Facilities
3. Public Infrastructure and Facilities
4. Private Infrastructure and Facilities

Special consideration will be given to facilities and residences requiring services for critical patient care.

Local Service Utility Companies and Contacts

Servicing unincorporated areas of Lincoln County

Company	Service Type	Areas Served	24 Hour Contact Number
PNM	Electricity	Ruidoso and immediate vicinity	575-258-5511
Otero County Electric	Electricity	Lincoln County	800-548-5660
Zia Natural Gas	Natural Gas	Lincoln County	575-378-4277
Alto Water Corp	Water	Alto	575-336-4333
Rainmakers	Water	Rancho Ruidoso Valley Estates	575-336-4177
Rainmakers	Sewage	Rancho Ruidoso Valley Estates	575-336-4177
Lincoln County Solid Waste	Garbage	Unincorporated Lincoln County	575-378-4697
Windstream	Telecommunications	Lincoln County	575-275-9000

Reference maps showing exact utility boundary areas are available in the Lincoln County Office of Emergency Services, EOC, alternate EOC, Mobile Command Unit, Lincoln County Central Dispatch Center, and with the Village of Ruidoso Central Dispatch Center and Emergency Manager.

All of unincorporated Lincoln County's water and waste water systems are privately owned and operated. They are each responsible for ensuring restoration of their respective systems and for compliance with State and Federal health, environmental and safety standards. The Public Works and Damage Assessment Coordinator will oversee compliance and timely restoration of service to customers according to New Mexico Public Regulation Commission guidelines.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Checklist for Public Works & Damage Assessment Coordinator

MOBILIZATION PHASE		
1	Start a Log of Actions Taken to hand-record anything not covered in this checklist.	<input type="checkbox"/>
2	Determine the nature and scope of the disaster or incident by consulting with the EOC Director.	<input type="checkbox"/>
3	Refer to the State Disaster Assistance Program, Local Government Handbook for guidance on preparing damage assessments for obtaining financial assistance.	<input type="checkbox"/>
4	Anticipate potential Public Works needs or problems and begin alerting appropriate resources.	<input type="checkbox"/>
5	Report Public Works status and potential problems to the EOC Director.	<input type="checkbox"/>
EMERGENCY ACTION PHASE		
6	Consult the file of emergency mutual aid agreements for Public Works located in the Public Works office.	<input type="checkbox"/>
7	If the scope of the incident is beyond the capabilities of this jurisdiction's Public Works resources, develop an action plan and forward it to the EOC Director and log the date and time.	<input type="checkbox"/>
8	If more than one shift is needed, prepare and post a shift schedule.	<input type="checkbox"/>
9	Prepare an oral readiness report for the first coordination meeting with the EOC Director.	<input type="checkbox"/>
10	If relocating to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdictions and higher levels of government.	<input type="checkbox"/>
RECOVERY PHASE		
11	Plan Public Works recovery, reconstitution, mitigation and other long-term actions.	<input type="checkbox"/>
12	Plan for the gradual shut down of emergency Public Works operations.	<input type="checkbox"/>
13	Prepare Public Works Damage Assessment Report.	<input type="checkbox"/>
14	Prepare Public Works After Action Report.	<input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Annex H

Resource Management (Logistics)

Primary Responsibility: Finance Director
Secondary Responsibility: Purchasing Section

Assignment: Resource Management Coordinator

GENERAL DUTIES

1. Determine the specialized resources that are unavailable to responding agencies and their coordinators at the EOC.
2. Determine the exhausted supplies and resources of emergency response agencies.
3. Determine the supply needs generated by the emergency.
4. Obtain needed resources and supplies.
5. Maintain detailed financial records of expenditures for later cost recovery.
6. Distribute supplies.
7. Manage and coordinate donations.
8. The Resources Management Coordinator has the discretionary authority to activate additional facilities and personnel to handle the flow of resources into and through the jurisdiction (for example, a Donations Coordination Team and associated telephone banks, donations receiving areas, checkpoints, and warehouses).
9. Coordinate with the EOC Director regarding needs and priorities for meeting them.
10. Expand the Needs, Supply, and Distribution Groups when needed.
11. Arrange for workspace and other support needs for Resource Management staff.
12. Monitor potential resource shortages in the jurisdiction during the emergency and present options to the EOC Director.
13. Set specific priorities in consultation a designated official or the EOC Director.
14. When allocating resources, the following priorities apply:
 - a. Responder/Rescuers.
 - b. Disaster or emergency victims.
 - c. Needs of the resource management organization.
 - d. Other needs not directly related to the emergency.
15. Coordinate public and private transportation resources.

Donations:

Donations management is described in Appendix H.

See Attachment VII for roster of assigned and qualified personnel and their contact information for the above listed positions.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Checklist for Resources Management Coordinator

MOBILIZATION PHASE		
1	Start a Log of Actions Taken to hand-record anything not covered in this checklist.	<input type="checkbox"/>
2	Determine the nature and scope of the disaster or incident by consulting with the EOC Director.	<input type="checkbox"/>
3	Consult the EOC Director and combine the current emergency priorities with the Resource Management priorities.	<input type="checkbox"/>
4	If the present Resource Management staff is not large enough to handle coordination needs or problems, make arrangements to expand the staff (reassign public employees, solicit volunteers, or begin to alert appropriate coordination staff on the successor list).	<input type="checkbox"/>
5	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.	<input type="checkbox"/>
6	Report Resource Management status and potential problems to the EOC Director.	<input type="checkbox"/>
EMERGENCY ACTION PHASE		
7	Review the State Disaster Assistance Program and Local Government Handbook for the requirements for cost recovery.	<input type="checkbox"/>
8	Evaluate all requests for resources against known supplies.	<input type="checkbox"/>
9	If the scope of the incident is beyond the resource capabilities of this jurisdiction, develop an action plan and forward it to the EOC Director and log date and time notified.	<input type="checkbox"/>
10	If more than one shift of Resource Management Coordinators is needed, prepare and post a shift schedule.	<input type="checkbox"/>
11	Prepare an oral readiness report for the first coordination meeting with the EOC Director.	<input type="checkbox"/>
12	If relocating to an alternate EOC ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdictions, and higher levels of government.	<input type="checkbox"/>
RECOVERY PHASE		
13	Plan Resource Management recovery, reconstitution, mitigation and other long-term actions.	<input type="checkbox"/>
14	Plan for the gradual shut down of emergency Resource Management operations.	<input type="checkbox"/>
15	Prepare Resources Management After Action Report.	<input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Annex I

Evacuation

Primary Responsibility: Law Enforcement Section Chief
Secondary Responsibility: Fire and Rescue Chief
Reception and Mass Care Section

Assignment: Evacuation Coordinator

GENERAL DUTIES

The on-scene Incident Commander will determine the need for shelter-in-place or evacuation areas, including special needs and institutionalized populations. The on-scene Incident Commander will also determine when evacuees may return to their homes, places of business, etc.

1. Identify and select evacuation routes with regard to; type of incident, weather conditions, population density, number of evacuees, ability of population to mobilize, location of selected safe zones and usable routes of evacuation that are available. Due to the rural and sparsely populated nature of Lincoln County, and limited roads, evacuation routes will be determined utilizing using provided mapping data at the EOC and ICP with regard to the above considerations.
2. Establish precautionary evacuation plans and establish alternate evacuation routes.
3. Prepare evacuation movement control plans and brief the EOC Director.
4. Coordinate the movement of evacuees from the hazard area to shelters or mass care facilities, if appropriate.
5. Recommend evacuation options to the EOC Director.
6. Prepare evacuation movement control plans and planning tables.
7. Coordinate with the Health and Medical Coordinator the evacuation of special need, institutionalized and home bound populations.
8. Determine what area(s) the Incident Commander(s) may have already evacuated. If any, identify perimeters and verify extent of abandonment.
9. Coordinate available animal control agencies and private efforts to evacuate animals at risk during catastrophic emergency situations.
10. Check to see that the County Manager issues a statement on the jurisdiction's policy on people that do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services (food, medical, utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area.
11. Issue evacuation instructions or an evacuation order when appropriate.
12. Ensure that the Sheriffs Office will maintain security for evacuated areas.
13. Ensure that the Sheriffs Office will maintain and control traffic flow in and around the evacuation area.
14. Coordinate all private and public transportation resources.

See Attachment VII for roster of assigned and qualified personnel
and their contact information for the above listed positions.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Evacuation Movement Plans

1. Maintain two-way traffic when possible to allow emergency response forces to the incident site.
2. Set-up traffic control points at road intersections. Notify Traffic Engineer to begin controlling traffic lights at designated intersections.
3. In Hazardous Material Incidents, establish routes and movements as to not be down wind of the incident.
4. In a Wildfire incidents, establish routes in through areas that Incident Command advised are appropriate.
5. The Incident Commander is responsible for evacuation operations inside the incident site perimeter.
6. Identify assembly points for picking up people that do not have their own transportation.
7. Estimate the traffic capacity of each designated evacuation route.
8. Select evacuation routes from risk area to designated mass care facilities.
9. Examine access to evacuation routes from each part of the risk area.
10. Identify potential evacuation routes.

Special Evacuation Routes for Alto/Ruidoso Areas

The need to evacuate the Alto/Ruidoso areas of the County during a wildland fire will require residents to use roadways away from not only the advancing fire but away from responding fire suppression equipment. Residents will be asked to proceed out of the area along one of the three primary road routes:

1. North along Hwy 48 towards Capitan.
2. South and West along Hwy 70 towards Alamogordo.
3. East along Hwy 70 towards Roswell.

The Sheriff's Office will maintain a detailed evacuation plan for the Alto/Ruidoso area.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Checklist for Flood & Dam Failure

Flood & Dam Failure		
1	Review topographical maps at the EOC that detail probable flood inundation areas and designated evacuation routes.	<input type="checkbox"/>
2	When complete evacuation is not feasible, citizens and response forces need to know which routes face possible inundation (work with Communications & Warning Coordinator).	<input type="checkbox"/>
3	When evacuation is feasible, citizens and response forces need to know which routes face possible inundation	<input type="checkbox"/>
4	Establish pickup points and government provided transport to move evacuees who do not have their own transportation	<input type="checkbox"/>
5	Make provisions for moving the residents of custodial facilities (hospitals, jails, mental health facilities, nursing homes, retirement homes, etc.)	<input type="checkbox"/>
6	Coordinate and implement mutual aid agreements with adjacent jurisdictions to facilitate evacuation	<input type="checkbox"/>

Factor(s) to Consider:

1. Estimated time necessary for evacuation.
2. Availability of shelter space above the estimated flood elevation.
3. Critical facilities that are low-lying or in the path of projected debris flows (custodial institutions, or recreational areas prone to flooding – whether the site is physically isolated or because visitors isolate themselves from communications).
4. Transportation routes subject to flooding should also be noted, given the potential impact on evacuation and relief efforts.

Checklist for Extreme Weather and Geologic Events

Extreme Weather and Geologic Events		
1	Review the initial damage assessment prepared by the EOC Director to identify areas that may need evacuation and prioritize evacuation operations.	<input type="checkbox"/>
2	Evacuate people from structures that have been damaged (unsafe) and/or are likely to receive damage (made unsafe) by ongoing/recurring events.	<input type="checkbox"/>
3	See Transportation & Resources for U.S. Military or National Guard air evacuation.	<input type="checkbox"/>

Factor(s) to Consider:

1. Non-Evacuees (particularly homebound) – Do they have necessary survival supplies (food, medicine, water, etc...) for the duration of the event.
2. Special provisions for moving the residents of custodial facilities.
3. Air evacuation may be unavailable due to weather.
4. Evacuation/Access routes may be blocked.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Animal Care During Disasters

The Evacuation Section of the Emergency Operations Center as operated by the Lincoln county Sheriff's Office in conjunction with NM Livestock Board will maintain a list of cooperating shelters who will accept displaced animals.

Pets are not allowed in shelters, unless they are Service animals with their masters. Arrangements must be made for emergency sheltering of companion pets during disasters. Veterinary hospitals are one good source for small animals. Livestock and other agricultural animals may have to be moved due to flooding or other disasters. Care should be taken to keep careful records on where all livestock are moved to (try to keep them as close to their home pastures as possible). Check with Animal Control to determine if any Mutual Aid Agreements or Memoranda of Understanding are in place. If the State EOC is activated, the New Mexico Office of Emergency Management will also have a person assigned to the care and shelter of animals as a resource for the County.



Lincoln County, New Mexico EMERGENCY OPERATIONS PLAN

Checklist for Evacuation Coordinator

MOBILIZATION PHASE		
1	Start a Log of Actions Taken to hand-record anything not covered in this checklist	<input type="checkbox"/>
2	Determine the nature and scope of the disaster or incident by consulting with the EOC Director	<input type="checkbox"/>
3	Anticipate potential Evacuation needs or problems and discuss with the Transportation & Resources Coordinator	<input type="checkbox"/>
4	Prepare any evacuation plans that are immediately needed	<input type="checkbox"/>
5	Report Evacuation status and potential problems to the EOC Director	<input type="checkbox"/>
EMERGENCY ACTION PHASE		
6	If the scope of the incident is beyond the capabilities of this jurisdiction's Evacuation	<input type="checkbox"/>
7	If more than one shift of Evacuation Coordinators is needed, prepare and post a shift resources, notify the EOC Director and log the date and time. schedule	<input type="checkbox"/>
8	Prepare an oral increased readiness report for the first coordination meeting with the EOC Director	<input type="checkbox"/>
9	If relocating to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying Evacuation field personnel, affected jurisdictions, or higher levels of government	<input type="checkbox"/>
RECOVERY PHASE		
10	Plan Evacuation recovery, reconstitution, mitigation and other long-term actions	<input type="checkbox"/>
11	Plan for the gradual shut down of emergency Evacuation operations	<input type="checkbox"/>
12	Prepare Evacuation After Action Report	<input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Annex J

Reception & Mass Care

Primary Responsibility: Reception and Mass Care Section
Secondary Responsibility: Environmental Health
Public Works
Fire and Rescue
Law Enforcement
Correction and Detention
Housing
Red Cross
Animal Care

Assignment: Reception & Mass Care Coordinator

GENERAL DUTIES

1. Recommend to the EOC Director the number and locations of mass care facilities to be opened.
2. Coordinate all facets of the mass care facility(s) to include registration, housing, feeding clothing, waste crisis and victim counseling.
3. Alert persons and organizations identified in the mass care resource list about the possible need for services and facilities.
4. Coordinate the necessary actions with cooperating NGO's to ensure mass care facilities are opened and staffed, as needed.
5. Maintain a list of available Mass Care facilities.
6. Coordinate with Resource Management Coordinator for supplies needed (including bulk emergency relief items) and ensure each Mass Care facility receives its supplies.
7. Coordinate with the appropriate EOC coordinators to establish communications, mark routes to the Mass Care facilities, establish traffic control systems, and upgrade when needed against radiation.
8. Ensure each mass care facility has a highly visible identity marker and sign that identifies its location.
9. Provide appropriate Mass Care information (number of occupants, meals served, etc.) to the information processing section in the EOC.
10. Collect information from Mass Care Facility Managers to support the jurisdiction's efforts to respond to inquiries from family members about the status of loved ones (name, home address, phone, next of kin, etc.).
11. Ensure individual and family support services are provided at the Mass Care facility including space for service animals that belong to people with disabilities.
12. Provide each Mass Care Facility Manager a listing of animal shelters opened to house and care for companion and agricultural animals during catastrophic emergencies.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Selecting Mass Care Facilities

Select Mass Care Facilities for activation in accordance with the following criteria listed in priority:

1. Hazard/vulnerability analysis considerations.
2. Locations in relation to evacuation routes.
3. Services available in facilities.
4. Input from the EOC Director.

Types of Mass Care Facilities

Type	Description	Square Feet Per Person	RPF Factor *
Congregate Care	A public or private building that may be used to lodge evacuees	40	Less than 40
Fallout Shelters	A facility that offers protection against radiation at least 40 times better than outdoors	10	40 Minimum
Upgraded Fallout Shelters	A facility that has been upgraded with mass (usually deposited soil) to provide better protection against radiation	10	Near 100

* Radiation Protection Factor (PF): A degree of protection obtained by having a certain amount of mass between the individual and the radiation source. One foot of earth (soil) or 7 inches of concrete provide a PF of 40, meaning the radiation passing through is decreased forty times.

Due to its remote location and existing facilities, Ft Stanton could be considered for use as mass casualty care center in the event of disease outbreak requiring a state ordered quarantine.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Volunteer Resources

Numerous Volunteer resources, organized and individual, will offer assistance to victims and responders. Free lance volunteers can not only add confusion, redundancy and misallocation of resources to an incident, but they can themselves become an additional victim to the situation, tying up valuable resources should they get in trouble.

The NGO (Non-Government Organization) section leader of the EOC, as managed by the Reception and Mass Care Chief, shall coordinate all volunteer resources, to and include registration, accountability, staging, assignments and deployment. A resources, accountability and tracking system shall be maintained by the NGO Section Chief through the duration of the event. The NGO section Chief may assign field representatives and managers as needed to maintain order within the volunteer system. Leaders of volunteer groups actively involved in response and recovery efforts should be utilized as liaisons and field managers when available.

Donations Management

Large quantities of goods, solicited and unsolicited will be donated to the victims and responders of major incidents. The volume of incoming goods can be overwhelming if not managed early on.

The NGO (Non-Government Organization) section leader of the EOC, as managed by the Reception and Mass Care Chief, shall coordinate the receipt of all donated goods, to and include receiving, sorting, inventory, staging, storage and distribution. The NGO section Chief may assign field representatives and managers as needed to maintain a viable, deliverable inventory of received goods. Leaders of volunteer groups actively involved in response and recovery efforts should be utilized as liaisons and field managers when available.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Long-term, Post-Disaster Services

Should a disaster/emergency last for a long period of time, it is necessary to provide for long-term service for shelters and Mass Care facilities. Some of the considerations are kitchens for feeding people, water supply stations, first aid stations, temporary housing or rental units, tents, hotels & motels, mobile homes, hygiene facilities (portable toilets & showers), and mail service.

Hazardous Materials

Factor(s) to Consider:

Ensure that any proposed mass care facilities are upwind or out of range of a hazardous materials release.

Wildland Fire

Factor(s) to Consider:

Ensure that any mass care facilities to be opened are out of the downwind smoke of a wildfire. Any care facilities in use in a wildfire incident should be out of harms way if the fire changes direction. Care facilities in use in a wildfire should be able to be easily relocated if further evacuation is necessary.

Floods & Dam Failure

Priorities:

1. Review the initial damage assessment prepared by the EOC Director to estimate the number of evacuees needing mass care, and identify undamaged mass care facilities that are also out of the way of secondary effects threats, located on high ground and beyond the worst case inundation estimates from a damaged dam.
2. Alert and notify Mass Care facility managers.
3. Address special provisions for moving the residents of custodial facilities.

Factor(s) to Consider:

Availability of shelter space for a prolonged period (up to 90 days).



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Extreme Weather and Geologic Events

Priorities:

1. Review the initial damage assessment prepared by the EOC Director to estimate the number of evacuees needing mass care, identify appropriate mass care facilities to open, and prioritize mass care facility openings.
2. Alert and notify mass care facility managers.
3. Notify Mass Care Facility Managers and alert others.
4. Address special provisions for moving the residents of custodial facilities.

Factor(s) to Consider:

Damaged houses may not be habitable; work with the EPI Coordinator to dissuade residents from entering unsafe buildings and persuade residents, instead, to seek temporary shelter.

Safe location of facilities: If possible, identify Mass Care Facilities in safe areas.

Structural safety: If the facilities selected for use are located within the hazard area, ensure that a structural engineer, knowledgeable of the hazard, identifies facilities for use that are structurally sound, well retrofitted, or built to code. Rank the facilities based on the amount of resistance/protection each one offers.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Terrorism Event

Time Phases:

1. Increased Readiness Phase: Begins when State and Federal officials announce implementation of increased readiness actions. Specific activities:
 - a. Check readiness of shelters.
 - b. Check readiness of shelter managers.
 - c. Check readiness of EOC (open to level necessary to match threat).
 - d. Coordinate with mass care agencies.
 - e. Ensure notice to County Management.
2. Actual events: Begins upon receipt of an attack warning or when a "BNICE" event has occurred.
 - a. Recall shelter managers.
 - b. Institute protective actions for the public and employees.
 - c. Obtain situation report promptly.
 - d. Open appropriate shelter sites.
3. Post Event / Recovery Phase: Begins when State and Federal officials End the Attack Phase.
 - a. Ensure that the areas in question are safe.
 - b. Conduct necessary decontamination and site safety requirements.
 - c. Release evacuees to home areas.

Factor(s) to Consider:

1. Facilities are located outside of the area know targets.
2. Contamination from releases in other areas (up from prevailing winds).
3. If evacuating outside of the jurisdiction's boundaries, coordinate with the adjacent jurisdiction(s) to arrange space for evacuees.
4. Mass care facilities suitable for housing custodial care groups.
5. Facilities that provide protection from "BNICE" and provides shelter to occupants.
6. All facilities used will be outside of any known "BNICE" threat area.
7. In events causing contamination, all people entering a "Clean Area" will undergo decontamination.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Records & Reports of Reception & Mass Care

Report	Description	Responsible Party	Frequency	Repository
Shelter Registrations	List of occupants with names for family inquires	Mass Care Facility Manager	Daily during the emergency	EOC Director
Mass Care Information	Regarding number of occupants, needs served, etc...	Mass Care Facility Manager	Periodically during the emergency	EOC Director
Shelter Record	Names, addresses, phone, next of kin, etc...	Mass Care Facility Manager	Periodically during the emergency	EOC Reception & Mass Care Coordinator
Daily Status Report	Number of occupants, supply status, facility conditions, specific support requests	EOC Reception & Mass Care Coordinator	Daily during the emergency	EOC Director
Final Status Report	Running total of extended supplies that are needed to restock facility and restore to pre-emergency conditions	Mass Care Facility Manager	Termination of Mass Care operations	EOC Reception & Mass Care Coordinator
Final Mass Care Report	Expenditure statement for reimbursement	EOC Reception & Mass Care Coordinator	Termination of Mass Care operations	EOC Director



Lincoln County, New Mexico EMERGENCY OPERATIONS PLAN

Checklist for Reception & Mass Care Coordinator

MOBILIZATION PHASE	
1	Start a Log of Actions Taken to hand-record anything not covered in this checklist.. <input type="checkbox"/>
2	Determine the nature and scope of the disaster or incident by consulting with the EOC. <input type="checkbox"/>
3	Anticipate potential needs or problems and begin alerting appropriate Reception & Mass Director. Care resources. <input type="checkbox"/>
4	If necessary to send evacuees to another jurisdiction, make sure Mutual Aid Agreements are in effect.. <input type="checkbox"/>
EMERGENCY ACTION PHASE	
5	If the scope of the incident is beyond the capabilities of this jurisdiction's resources, notify the EOC Director and log the date and time. <input type="checkbox"/>
6	Consider the impact of the disaster on special needs populations and animals. <input type="checkbox"/>
7	If more than one shift of Reception & Mass Care Coordinators is needed, prepare and post a shift schedule. <input type="checkbox"/>
8	Prepare an oral readiness report for the first coordination meeting with the EOC Director. <input type="checkbox"/>
9	If relocating to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdictions, and higher levels of government. <input type="checkbox"/>
RECOVERY PHASE	
10	Plan Reception & Mass Care recovery, reconstitution, mitigation and other long-term actions. <input type="checkbox"/>
11	Plan for the gradual shut down of emergency Reception & Mass Care operations. <input type="checkbox"/>
12	Prepare Reception & Mass Care After Action Report. <input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Annex K

Environmental Health

Primary Responsibility: Environmental Health

Assignment: Environmental Health Coordinator

GENERAL DUTIES

1. Assess environmental health needs.
2. Coordinate the location, procurement, screening and allocation of environmental health resources, including human resources, required to support environmental health operations.
3. Coordinate with city, state and federal environmental health officials on matters related to assistance from other jurisdictions.
4. Provide personnel and equipment necessary for inspecting, monitoring and advising on basic environmental health, general sanitation, food safety problems and hazardous substances
5. Provide information through the Emergency Operations Center Public Information Officer to the news media on environmental health concerns and sanitation matters.
6. Ensure appropriate environmental health information is made available to the information processing center at the Emergency Operations Center.
7. Assess and coordinate appropriate health protection measures relating to general public health and agriculture.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Specific Duties

Food Safety

1. Inspect public food supply and other consumables for appropriate handling.
2. Monitor food handling and mass feeding in field and emergency facilities.
3. Increase monitoring of commercial feeding facilities.
4. Disseminate information to Emergency Operations Center Public Information Officer on residential food safety issues.

General Sanitation

1. Monitor sanitary facilities at emergency shelters.
2. Coordinate with public works and other appropriate agencies to ensure availability of
3. Monitor vector control issues and provide for eradication of mosquitoes, flies, rodents and potable water, effective sewage systems and sanitary garbage disposal. other potential disease-carrying animals or insects.
4. Disseminate information to the Emergency Operations Center Public Information Officer on residential sanitation issues and vector control.

Hazardous Materials

1. Monitor and evaluate environmental health risks or hazards from hazardous materials releases.
2. Inspect possible sources of contamination.
3. Provide technical assistance and liaison with other appropriate agencies or organizations for the remediation of hazardous waste releases and other contamination sources.
4. Disseminate information to the Emergency Operations Center Public Information Officer on hazardous material releases issues.



Lincoln County, New Mexico EMERGENCY OPERATIONS PLAN

Special Tasks Checklists

Hazardous Materials		
1	Activate provisions for keeping responders and the public informed of the health risks associated with hazardous materials releases.	<input type="checkbox"/>
2	Notify and act as liaison with other appropriate agencies and organizations for response and remediation to problems and issues associated with hazardous materials releases.	<input type="checkbox"/>
3	Coordinate the monitoring of water quality and sanitary conditions in the areas affected associated with hazardous materials release(s).	<input type="checkbox"/>
4	Provide technical assistance for the clean-up of hazardous materials releases and other sources of contamination.	<input type="checkbox"/>

Wild Fires, Flooding and Dam Failure, Extreme Weather and Geologic Events		
1	Work with Communications and Warning and the Emergency Operations Center Public Information Officer to keep responders and the public informed on the health and sanitary conditions created by floods, severe storms, wildfires and earthquakes (i.e. untreated sewage, dead animals, hazardous materials, unsafe and contaminated food supplies, etc.).	<input type="checkbox"/>
2	Coordinate teams to monitor water quality, food safety, and other unsanitary conditions in the affected areas.	<input type="checkbox"/>
3	Relocate resources and equipment, from the affected area that are needed to assure continuation of environmental health services.	<input type="checkbox"/>

Evacuation Centers		
1	Inspect and monitor potable water sources, food storage, mass feeding operations and sanitary facilities to that might affect the health of the evacuees.	<input type="checkbox"/>
2	Provide information, technical assistance and liaison with other agencies and organizations involved with safe feeding and general sanitation.	<input type="checkbox"/>
3	Notify the Emergency Operation Center Director of any unsafe or unsanitary conditions existing or becoming potential problems in the evacuation center(s).	<input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Checklist for Environmental Health Coordinator

MOBILIZATION PHASE	
1	Start a Log of Actions Taken to hand-record anything not covered in this checklist. <input type="checkbox"/>
2	Determine the nature and scope of the disaster or incident by consulting with the EOC Director. <input type="checkbox"/>
3	Anticipate potential Environmental Health needs or problems and begin alerting appropriate resources and facilities. <input type="checkbox"/>
4	Report the Environmental Health status and potential problems to the EOC Director. <input type="checkbox"/>
5	If the scope of the incident is beyond the capabilities of this jurisdiction's resources, notify the EOC Director and log the date and time. <input type="checkbox"/>
EMERGENCY ACTION PHASE	
6	If more than one shift is going to be needed, prepare and post the shift schedule and notify the appropriate parties. <input type="checkbox"/>
7	Prepare and oral increased readiness report for the first coordination meeting with the EOC Director. <input type="checkbox"/>
8	If it becomes necessary to relocate to an alternative Emergency Operations Center, verify that all current communications are established and tested at the new location, if possible, before notifying field personnel and affected governmental agencies. <input type="checkbox"/>
RECOVERY PHASE	
9	Plan Environmental Health recovery, reconstitution, mitigation, and other long-term actions. <input type="checkbox"/>
10	Plan for the gradual shutdown of emergency Environmental Health operations. <input type="checkbox"/>
11	Prepare and Environmental Health After Action Report. <input type="checkbox"/>

This checklist is a guide for emergency response coordination of the EOC. This checklist will be collected at the end of the emergency for record-keeping purposes.

**Lincoln County
Agriculture Emergencys
Annex L**

**IN THE EVENT OF AN ACTUAL OR SUSPECTED AGRICULTURAL
EMERGENCY, INITIAL LOCAL POINTS OF CONTACT SHOULD BE AS
FOLLOWS:**

Lincoln County Fire and Emergency Services:
Phone: (Office) 575-336-8600 (Mobile) 575-808-1381

Lincoln County Extension Agent:
Phone: (Office) 575-648-2311

New Mexico Livestock Board Inspector:
Phone: 575-642-3993 (George Mendez)

Lincoln County Sheriff:
Phone: 1-800-687-2419

LINCOLN COUNTY AGRICULTURE ANNEX

**Developed for Incorporation into the
Lincoln County Emergency Operations Plan**

Revised: July 2019
LC Agriculture Annex

July 2019

Page L-1

**Lincoln County
Agriculture Emergencies
Annex L**

I. PURPOSE.

The purpose of this Annex is to establish coordination procedures for local government agencies, volunteer organizations and veterinary medical personnel in providing care, transport, and sheltering to animals affected by man-made or natural disasters. And to provide a course of action for a statewide-integrated response to an animal health emergency that is beyond the capabilities of local and county resources.

II. SCOPE.

The scope of this Annex is to describe the general response of local, state, and other support agencies in the event of man-made or natural disasters and animal health emergencies that could potentially impact the Lincoln County Agriculture industry. And to outline the actions, roles, and responsibilities associated with a response to an Agriculture incident of known or unknown origin that may require State or Federal assistance.

III. SITUATION and ASSUMPTIONS

The type of incident occurring in Lincoln County will dictate our response actions. The introduction of a foreign animal disease (FAD) could be accidental or intentional. The intentional introduction of a FAD could originate from radical groups within our own country or from foreign groups with different political views. The most likely threat to the Lincoln County Agriculture infrastructure would be in the form of man-made or natural disaster events such as drought, wildfire, severe winter storms, flooding, extreme heat and a variety of naturally occurring events.

Planning Assumptions:

Animal Disease Incidents:

- Reportable disease outbreaks will be treated as an emergency unless determined otherwise by the State Veterinarian.
- Local Veterinarians will report any reportable disease to the State Veterinarians Office.
- The New Mexico Livestock Board and New Mexico Department of Agriculture will be the lead agencies for incidents that exceed local capability.
- Animal disease disasters in Lincoln County will impact not only the economic stability of the county but can also present environmental and public health challenges.
- FAD can be utilized in a WMD capacity that will affect not only economic stability but may pose a threat to human life. If a zoonotic disease is diagnosed, public health officials will be notified.
- The incursion of a highly contagious animal disease will necessitate the mass culling of livestock, and possibly non-domesticated populations such as wildlife. Response efforts will also include carcass removal and disposal. The scale of these operations will quickly overwhelm local resources and will require assistance from State and Federal Agencies.
- Bio security measures can be implemented, and quarantine and decontamination procedures will be put in affect for specific zones suspected of contamination. Law Enforcement may be required for quarantine enforcement, and HazMat may be utilized to set-up decontamination stations.

Natural and Man-made Disasters:

- Many people will be reluctant to leave their animals behind, and may opt to stay in unsafe locations, or may leave and then try to reenter the area to retrieve their animals before it is safe.

**Lincoln County
Agriculture Emergencies
Annex L**

- The evacuation of livestock from any area at risk in Lincoln County will put a severe strain on already limited resources.
- The majority of livestock in Lincoln County is located on ranches, and will need to be rounded up before evacuation can take place, assuming resources for transport are available.
- Many natural hazards occur with little to no warning and response efforts may be relegated to dealing with the aftermath of a natural hazard disaster.
- Pre-disaster public education is of utmost importance to ensure the public has the knowledge that will enable them to implement pre-disaster mitigation efforts for both large and small animals.
- Generally animal care and control is the responsibility of the animal owner and the local jurisdiction.

IV. CONCEPT OF OPERATIONS:

The needs of animals prior to, during, and following emergency and disaster situations are the primary responsibility of the owners and caretakers and of the local government. When local resources are overwhelmed assistance is requested from the next level of government.

Emergency animal care will be provided by private and public professionals based on pre-event coordination planning indicated in this document.

Private shelters, local humane associations, and local animal related groups in Colfax will be identified and utilized for manpower and material resources during emergencies and disasters.

Establish roles and responsibilities to provide guidance to volunteer agencies that may be required to participate in emergency operations.

Coordinate preparedness information activities with local Humane Society, media, and other groups publicizing emergency mass care for animals.

Maintain current resource list of participating groups with point of contact information, and continue development of list of potential groups and agencies that may be interested in participating.

Designate sheltering areas throughout the County and develop shelter activation procedures.

Ensure that all response agencies and management teams coordinate utilizing the structure consistent with the National Response Framework (NRF) and the National Incident Command System (NIMS) to carry out their response duties.

The Agriculture industry in Lincoln County is a major contributor to the economy of the county and state. The impact of an outbreak of disease or of a natural or man-made disaster could devastate the already fragile economy of Lincoln County.

Vigilant disease control, planning and preparedness initiatives, pre-disaster mitigation programs, and an efficient, well organized response to a disaster requires the full utilization of available resources and the cooperation of all local, state, and federal agencies in order to minimize the impact on the Lincoln County agriculture industry.

The New Mexico Livestock Board and the New Mexico Department of Agriculture are the primary state agencies with the statutory authority pertaining to animal and plant issues. The NMLB is responsible for,

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but not limited to, coordinating disease control procedures, disposition of abandoned, disabled or dead animals and Agro-terrorism issues. The NMDA is responsible for, but not limited to, coordinating disease control procedure and disposition of diseased crops and Agro-terrorism. This plan recognizes certain catastrophic events related to agriculture as events that may require activation of the State Emergency Operations Plan. This plan supports the control efforts of public health agencies in controlling zoonotic and botanical diseases and law enforcement in acts of terrorism where either animals or plants are the vehicle of dissemination for a chemical or biological agent.

The purposes and intent of the Lincoln County Agriculture Annex are consistent with the National Response Framework (NRF) and National Incident Management System (NIMS) in that the overall intention of this document is to provide a guide that will facilitate a coordinated and efficient initial response to Agriculture emergencies in Lincoln County. This plan also provides guidance on the coordination of local, state, federal, and volunteer resources responding to an agriculture emergency or disaster to provide for a seamless integration of all responding parties.

Agriculture emergencies could be declared because of natural occurrences (snow, heavy rains/hail, drought, wildfire/lightning, or infestation), or when the introduction of a highly contagious, infectious or economically devastating disease or agent is confirmed in Lincoln County, other states (particularly adjacent state), or a country adjacent to the United States. The introduction of agricultural diseases could be accidental or intentional. Any factor causing a substantial impact to the safety, sustainability, and stability of the county's agriculture industry and food supply from an animal or plant source may be categorized as an agriculture emergency. The New Mexico APPRR will be activated only when Lincoln County's capabilities have been exceeded.

RESPONSE LEVELS

The Lincoln County Agriculture Annex utilizes emergency response levels (ERL's) to designate which activities will take place in the event of impending or actual threats affecting Lincoln County. The State veterinarian, the NMLB, NMDA and the Cooperative Extension Service will, on a continuing basis, assimilate information relative to the presence of diseases in other countries, the United States, and New Mexico. The Lincoln County Agriculture emergency response levels are defined in three phases; ERL 1, ERL 2, and ERL 3. Response level 1 being an incident that can be handled locally and response level 3 being worst case scenario with State and Federal response.

In order to protect Lincoln County from agriculture threats, daily vigilance must be maintained in the form of preparedness, routine monitoring and surveillance.

ERL 1 for Lincoln County:

First responders for Lincoln County will be Local NMLB Inspectors, Agriculture Extension Agent and local veterinarians for livestock diseases. Incident Command will be assumed by the first first-responder on the scene and will remain in that capacity until it is deemed that the emergency qualifies as an ERL 2 or higher, or until someone with more expertise or authority arrives on scene. The New Mexico Department of Homeland Security and Emergency Management will be notified of the situation.

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Local Response to an ERL 1:

- Incident Command along with support agencies (NMLB, Lincoln County Extensions and Local veterinarian on scene) will determine ERL for the incident.
- Scope and level of initial response, and prioritization of response activities will be determined.
- Location and size of possible affected areas will be determined
- Incident Command will begin assignment of duties and responsibilities utilizing the Incident Command structure as per NIMS.
- Notification of appropriate industry groups as to the presence of a possible threat and requests for support to contain and mitigate the incident will commence.

Notification Groups:

Lincoln County Fire and Emergency Services: Phone: 575-258-9991/575-808-1381
Lincoln County Manager: Phone: 1 800-687-2705 Ext. 101
Lincoln County Dispatch: Phone: 911/ 1800-687-2419
Lincoln County Road Superintendent: Phone: 575-354-2922
Lincoln County NMLB Inspector: Phone: 800-687-2419
Lincoln County Extensions Agent: Phone: 575-648-2311
Fire Departments: Dependent on location of incident within Lincoln.
Police Chief: Dependent on location of incident within Lincoln
Hospital/LCMC: Phone: 575-257-8260
Veterinarian: 575-354-2311 or 575-430-8614
New Mexico EOC: 505-476-9635

ERL 2 for Lincoln County:

After Incident Command determination of an ERL 2 incident, the local Livestock Inspectors and the Lincoln County Extension Agent will alert the office of the New Mexico State Veterinarian and/or the New Mexico Department of Agriculture at which time they will enter into Unified Command with local officials. The Lincoln County Fire and Emergency Services will notify the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) and the New Mexico State Emergency Plan will be activated and take precedence. At this time State resources may be requested to support operations.

ERL 3 for Lincoln County:

In the event of an incident exceeding both local and state capabilities, federal emergency authorities may become involved as per the New Mexico State Emergency Plan. At this time the National Response Framework will be implemented including Emergency Support Function #11. The NMLB (office location of the State Veterinarian) and the NMDA are the lead agencies in any domestic animal health or plant emergency. NMLB and NMDA will respond in accordance with the National Incident Management System (NIMS) protocol. Specific components of the operation will be under the Unified Command of the State Veterinarian's Office and the USDA Area Veterinarian in Charge (AVIC) for animal health emergencies or the NMDA and USDA/PPQ (United States Department of Agriculture/Plant Protection Quarantine) for plant emergencies. Their overall responsibility will encompass command and management of the disease event, overseeing the management and dissemination of resources, establishing a communication and information management system and securing supporting technologies.

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The State Veterinarian, AVIC and State Plant Pathologist (NMDA) may use any or all of the following actions to control and/or eradicate the disease encountered in the incident.

- Assign the emergency response level to the incident.
- Determine the scope and level of initial response and initiate a task force.
- Determine the location and size of possible affected zones.
- Establish quarantine area(s) and issue quarantine orders as needed.
- In consultation with other agency personnel, strategically assign duties and areas of responsibility.
- Determine appropriate movement restrictions for animals, people, equipment, feed, commodities, and conveyances.
- Prepare information for dissemination to the public, producers, processors and other concerned groups through the JIC.
- Notify NMDHSEM and allied parties when a livestock disease sample being sent to the Foreign Animal Disease Diagnostic Lab (FADDL) in Plum Island, NY for analysis is likely to be a highly contagious or infectious disease or agent.
- Coordinate with NMDHSEM, USDA, NMDOT, NMSP, County jurisdictions and other agencies as needed in locating a staging area outside of quarantined areas.
- Conduct livestock disease assessments at the site of the incident to determine needs and priorities.
- Coordinate state level livestock disease emergency response and recovery.
- Prioritize activities and areas of greatest urgency for state response and recovery personnel in the field.
- Coordinate with the USDA, APHIS, VS, and EM Staff and provide liaison between other federal, state, and county organizations when required.
- Direct disease investigations, epidemiological investigations and trace out to determine source of disease and scope of disease outbreak.
- Identify and approve, with notification to NMDEQ (New Mexico Department of Environmental Quality), animal carcass disposal sites, sites for burning animal carcasses, contaminated feed or other items that are contaminated.
- Identify and approve, through coordination with NMDEQ, temporary waste disposal sites for effluent from cleaning and decontamination stations.
- Coordinate with appropriate organizations for the deployment of inspectors and veterinarians for agricultural response and recovery.
- Establish and/or coordinate appropriate regulatory controls
- Provide advisories and related public information.
- Coordinate with OSP, county and local law enforcement for site security and related issues.
- Maintain ongoing animal agriculture surveillance of affected communities in order to rapidly identify and address disease related problems.

Regardless of the Emergency Response Level for an incident the NIMS Incident Command System will be utilized to manage the response for an incident in Lincoln County and will also be utilized by state and federal agencies responding to an incident in Lincoln County that has exceeded local capabilities. Unified Command will be utilized at all response levels since an agriculture event would involve multiple agencies and possibly multiple jurisdictions. The State Veterinarian will, in conjunction with AVIC, direct all animal disease investigation, surveillance, diagnostic, bio-security, animal depopulation, carcass disposal, cleaning/disinfection, and recovery activities. Primary and support agencies will coordinate through the State Veterinarian, NMDHSEM, and County EOC. An ICS will be established in a safe zone near the outbreak area to ensure the most effective response and use of personnel and resources. An Area Command Center will be established at the State Emergency Operations Center (EOC) or the New

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Mexico Department of Agriculture, when an incident has the potential to be widespread with a slow onset such as a FAD, and the span of control for initial ICS capability has been exceeded.

Acts of terrorism may be directed at the nation's food supply, either as a target or as a vehicle for dissemination of biological, chemical, or radiological agents. Acts of terrorism are a Federal crime and the response to such events are authorized and outlined in the National Response Framework (NRF). The Secretary of Homeland Security is the principal federal official responsible for domestic incidents. The Federal Bureau of Investigation (FBI) is the primary federal agency that would be notified when an act of terrorism is suspected. All other activities will proceed as consequences of such an event as described in the NRF. The event will proceed according to the NRF, the extraordinary state of emergency and the state emergency operations plans.

PRIORITIES AND OBJECTIVES FOR UNIFIED COMMAND

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- Size up the situation and establish general control objectives
- Identify, Isolate and Contain the Disease
- Trace Back and Forward
- Eradication
- Initiate supporting functions such as traffic, security, resource management, environmental health and public safety, public information in accordance with Incident Action Plan.
- Communicate situation information and related intelligence.

V. ORGANIZATION AND RESPONSIBILITIES

Local Government:

County Emergency Management: The Lincoln County Fire and Emergency Services will be actively involved in the response to Agriculture emergencies in Lincoln County. Local EM will work closely with Lincoln County Extensions and the New Mexico Livestock Board on all agriculture emergency initial responses. Local emergency management personnel will be responsible for the activation of the local EOC in appropriate emergency situations and also work with the New Mexico Department of Homeland Security and Emergency Management to facilitate the acquisition of needed resources and the coordination of logistical support. Local emergency management will also facilitate the coordination of local resources and response personnel to Agriculture emergencies. The local EM office will also actively participate in all Agriculture planning and preparedness initiatives and mitigation efforts deemed necessary by the County.

Local Law Enforcement: In the incidence of an intentional introduction of a FAD or other biological, local law enforcement will support New Mexico State Police in initial investigation until investigation is turned over to the FBI. In agriculture incidents involving natural disaster local law enforcement will also provide support to the operation in the form of traffic checkpoints and roadblocks, evacuation support and the securing of quarantine zones during livestock emergencies. Depending on the type of emergency law enforcement may also have to deal with civil unrest issues.

Fire/EMS/HazMat: Fire and EMS personnel may be involved in initial response, depending on the type of disaster. In a disaster that poses a threat to human life in addition to livestock and other animals Fire and EMS may have to perform rescue operations and administer medical care. Fire and EMS personnel may also be utilized as support for evacuation and quarantine perimeter control. Hazardous Materials

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teams can be utilized for biological detection and identification and should also be consulted in decontamination set-up and procedures.

Local NMLB Inspectors/County Extensions: Will be the initial responders for livestock diseases and will have the responsibility of assuming Incident Command in accordance with NIMS and NRF. These first responders will remain in the Incident Command role until the emergency is deemed more than local resources can support and is moved the next response level, or until someone with more expertise or authority arrives.

Local Government Officials: Local government officials will be activated to the local EOC during Agriculture emergencies where they will be given the information needed about the current emergency in order to make decisions possible that will best serve the community.

Volunteer Organizations: Volunteer organizations will be utilized in a manner that best fits their capabilities as an organization. For example Red Cross could be utilized in the capacities of mass sheltering operations or providing services to responders as well as lending their expertise in coordinating check-in and checkout procedures in quarantine zones and mass sheltering locations for animals. The local Humane Society chapter would be utilized in animal support functions. Local veterinarians would be utilized for animal medical support functions.

State Agencies:

New Mexico Livestock Board/ New Mexico Department of Agriculture: The NMLB and the NMDA are the lead agencies in any domestic animal health or plant related emergency. NMLB and NMDA will respond to these emergencies utilizing the National Incident Management System (NIMS) protocols

New Mexico Department of Homeland Security Emergency Management (NMDHSEM): May activate the State Emergency Operations Plan and Emergency Operations Center to support County, NMDA and NMLB by providing statewide coordination for logistical support, security, bio-security, support personnel, resources, supplies and administrative support during livestock disease response and recovery.

New Mexico State Police (NMSP): Provide law enforcement support to conduct traffic checkpoints and roadblocks and secure quarantined zones and related sites during livestock emergencies. Coordinate with local law enforcement throughout the response and recovery and provide law enforcement support for issuing search warrants and other support as needed.

New Mexico Department of Health (NMDOH): Will coordinate with NMLB and NMDA if a zoonotic condition exists, support public information efforts and provide veterinary, epizootiologic, and laboratory support to an emergency. The Department of Health Services may provide or coordinate mental health staff to assist in crisis counseling efforts.

New Mexico Environment Department (NMED): Will assist and coordinate with NMDA on subjects such as carcass disposal, cleaning and disinfection and other issues that may influence soil, water and air quality, and act as liaison with Environmental Protection Agency to address issues that may arise.

New Mexico Game and Fish Department: Will provide disease surveillance in free-ranging wildlife and wildlife in zoos, parks and other natural areas; survey for and/or dispose of

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contaminated items and wild animals, conduct wild animal inventories in the area of a disease event to identify susceptible species. In collaboration with the State Veterinarian's Office, collect animals, specimens and samples for disease testing to determine presence of disease or impact of disease on wildlife. In consultation and cooperation with the State Veterinarian's Office conduct disease control and elimination activities in wildlife, support public information efforts throughout the emergency, provide bio-security training to personnel designated for operations in the affected area based upon training provided by NMDA, NMLB and USDA and support animal movement restrictions in New Mexico throughout the emergency. Assist NMSP, NMDA and NMLB with law enforcement support as requested. Assist with euthanasia procedures for infected livestock or wild animals. Assist with the disposal of infected livestock or wild animals.

New Mexico Department of Transportation (NMDOT): Will assist in the movement of state resources during emergencies. Provide traffic control and routing assistance, barricades and road monitoring.
Provide equipment and operators to assist with animal disposal.

New Mexico General Services Department: May assist in the identification of resource providers and in purchasing of supplies, equipment and services needed during a state-level livestock or crop emergency.

New Mexico National Guard may be called upon for support:

- 1) Assist with cleaning, disinfection of equipment, facilities and the decontamination of personnel working at the site based upon NMDA, NMLB and USDA guidance.
- 2) Assist with transportation and logistical issues.
Assist with recovery operations.
- 3) Assist with recovery operations.

New Mexico State University (NMSU)

- 1) The College of Agriculture and Home Economics may provide support and expertise throughout the emergency as requested by NMDA and NMLB.
- 2) NMDA Veterinary Diagnostic Laboratory may provide appropriate diagnostic support services as requested by NMDA and NMLB.
- 3) The Cooperative Extension Service may provide reliable coordination, communication and information dissemination between the EOC, the industry groups and local communities during emergencies.

New Mexico Energy, Minerals, and Natural Resources Department may be a resource for logistical support, storage and parking. Depending on the location, the state agency may have land that could be utilized to dispose of animals by burial.

Federal Agencies:

United States Department of Agriculture (USDA) and Animal Plant Health Inspection Service (APHIS) may:

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- 1) Assist in disease eradication activities including quarantine, evaluation, slaughter, disposal, cleaning and disinfecting, epidemiology, trace-back, vector control and transportation permitting arrangements.
- 2) Consult with state and local authorities regarding eradication proceedings.
- 3) Collect, analyze and disseminate technical and logistical information.
- 4) Define training requirements for casual employees or support agencies involved in eradication operations.
- 5) Issue a declaration of extraordinary emergency.
- 6) Coordinate with state and local agencies to define quarantine and buffer zones.
- 7) Prepare information for dissemination to the public, producers, processors and other concerned groups through the Joint Information Center.
- 8) Allocate funding for compensation to the owner(s) of depopulated animals.
- 9) Define restrictions on interstate commerce.

USDA, Food Safety Inspection Service (FSIS)

The FSIS is charged with protecting the Nation's food supply by providing inspectors and veterinarians in meat, poultry and egg product plants and at ports-of-entry to prevent, detect and act in response to food safety emergencies. FSIS has developed the infrastructure needed to confront new biosecurity challenges. FSIS may assist state and local authorities in disease eradication activities and/or food-borne illness emergency investigations.

USDA APHIS Plant Protection Quarantine (PPQ)

USDA APHIS PPQ safeguards agriculture and natural resources from the risks associated with the entry, establishment or spread of animal and plant pests and noxious weeds. An FAD could enter the US and New Mexico on smuggled plants or animal food products. PPQ is an agency that is critical in preventing a FAD from entering the US and New Mexico intentionally by agro-terrorists or unintentionally by world travelers.

Federal Emergency Management Agency (FEMA)

The Federal Emergency Management Agency may recommend implementation of the NRF if conditions are warranted. The conditions required for FEMA involvement are usually large-scale natural disasters, e.g., flooding, earthquake, etc. The NRF provides a mechanism for organizing, coordinating and mobilizing federal resources to augment state and local resources.

Food and Drug Administration (FDA)

One of FDA's mandates is to protect the public health by assuring the safety of our nation's food supply. FDA also has an important role in prevention and control of contaminated animal feed. FDA may assist state and local authorities in disease eradication activities and/or food-borne illness emergency investigations.

Federal Bureau of Investigation (FBI)

The FBI is the agency responsible for investigating cases of bio-terrorism or agro-terrorism. When food animals are the target of a terrorist's attack and evidence suggests a foreign animal disease may have been intentionally introduced or threatened, NMDA will notify the FBI.

Environmental Protection Agency (EPA)

The federal agency that may collaborate with the state DEQ on decisions of carcass disposal, cleaning, disinfection, effects on soil, air, and water.

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Department of Homeland Security (DHS)

In an agro/bio-terrorism event, specific agencies that NMDA may be involved with that are under DHS are: US Customs, Immigration and Naturalization Services, Customs Border Protection, FAD Diagnostic Lab at Plum Island and other agencies noted above such as FEMA and NMDHSEM.

Volunteer and industry groups:

Volunteer groups such as The Red Cross, Humane Societies, Animal Shelters and Veterinary Medical Associations may provide resources such as personnel, equipment, technical assistance, rescue and sheltering, planning, training, animal medical care and public health issues. Activities will be coordinated via liaison with the Incident Command. The New Mexico livestock industry groups (i.e. producer organizations, livestock markets, slaughtering establishments, rendering facilities and other allied groups) may, upon request from NMDA and NMDA act as liaison on matters relating to livestock industries affected by an animal disease outbreak, such as participate as members of state and local jurisdiction planning teams and assist state and county jurisdictions in the response and recovery phases of emergencies. Provide assistance to families affected by quarantine, euthanasia and disposal activities during the emergency. Provide support for disease control and eradication activities. Provide appropriate information for dissemination to industries and the public. Identify individuals who may be qualified to assist with disease control efforts. Develop a list of qualified appraisers. Support exercises and drills as a participant during the exercise and design period and conduct of the event. Include state and county jurisdictions in business and industry activities.

VI ANNEX MAINTENANCE AND UPDATE:

Lincoln County recognizes that the ability to respond to and recover from an agriculture emergency or disaster is a direct result of planning, implementation of mitigation initiatives, and training and exercise. It is the goal of Lincoln County to ensure that all participants in this planning effort receive the appropriate training and participate in any agriculture related exercises as well as meet with industry representatives to discuss mitigation efforts in order to eliminate or reduce the impacts that may be incurred as a result of an agriculture emergency or disaster.

Maintenance, update and plan review should be conducted on a two year basis, but may also be performed in accordance with changes in government structure, or as a result of After Action Reports/Improvement Plans (AAR/IP) following exercises that may have identified shortfalls within the Annex. The need for Annex update may also be required as a result of shortfalls identified during actual emergency responses or after mitigation initiatives have been implemented to improve previously identified shortfalls. Guidance from State and Federal government may also drive plan review and update.

Lincoln County also recognizes that having an Agriculture Annex will only be of use to the County and its residents if that Annex is periodically tested to determine its effectiveness. Ensuring that the Annex maintains effectiveness by adapting to the ever-changing legal environment, advances in technology, changes in the livestock industry, new disease threats and the mutation of current disease threats, and advancements in veterinary medicine are the responsibility of all Agriculture response participants.



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Special Needs Population

Introduction

This annex is intended to encompass all public and private institutions housing or supervising Special Needs Populations (SNP) as well as individuals with special needs living independently with the County. However, the content contained herein is broad in scope and not intended to be all encompassing of the challenges in supporting response operations for the County's Special Needs Population. It is recommended that the institutions, service providers, and most of all, the individuals themselves, take responsibility for their own pre-disaster preparedness. Persons with special needs are encouraged to have individual plans for emergencies. The importance of individual preparedness cannot be overstated.

The term "shelter" used in this annex means any facility established to provide care and assistance to the public during an emergency incident.

Purpose

This annex provides a framework for supporting populations whose members may have additional needs before, during, and after an incident in functional areas including but not limited to:

Maintaining independence Supervision

Communication Medical Care

Transportation

Individuals in need of additional response assistance may include:

- Persons who have challenges due to disability, including, but limited to;
- Hearing or sight impairment
- Mobility impairment
- Mental or developmental disability, or
- Any person declared by a medical doctor or government agency to be disabled.
- Minor children whose parents are not available to care for them.
- Aged citizens who need assistance moving about or with personal care.
- Indigent citizens who lack the basic resources to self-evacuate such as transportation, financial resources and temporary lodging arrangements.
- Persons with limited English proficiency.

Situation

Statistical estimates following Hurricane Katrina suggest that approximately 20% of a jurisdiction's population may be considered "special needs" These needs may be related to maintaining independence, communication, transportation, supervision, and medical care and often render these populations especially vulnerable during a disaster.



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The National Response Framework has identified the following groups of individuals as those that may have additional needs before, during or after an incident:

Disabled	Live in institutions
Elderly	Limited English Proficiency
Children	Transportation disadvantaged

Individuals in the above categories who might need extra assistance during a disaster or emergency are widely-distributed across Lincoln County. They may live independently, in a community based/assisted living facilities, in long term care facilities, or may even be homeless. Special Needs Planning has not been overlooked in Lincoln County. Many hours and efforts have gone into addressing special needs planning concerns within the County.

Some people may utilize service animals, therefore accommodations for animals must be considered when working on evacuation planning and sheltering. The American Red Cross is not authorized to manage a “Special Needs Shelter”, but may assist in the establishment and operation of one.

There is no “emergency special needs shelter” currently identified in the County. Evacuees with special needs will either have to be managed in existing shelters, transported to assisted living/healthcare facilities, or seek refuge with family or friends. If the number of special needs citizens is such that a “special needs shelter” is needed, the Mass Care and Health and Medical teams in the EOC will coordinate efforts to find a solution.

The community is home to several service providers that provide services to residents either in their homes or in facility settings. These service providers maintain client/patient lists, have specially trained staff, specialized equipment, and in some cases, specialized vehicles.

The County Health Council, American Red Cross, and maintain various lists of people and agencies that may be able to provide assistance to special needs populations during an emergency. These lists include professionals such as: medical personnel, interpreters, mental health professionals, and pharmacists.

Assumptions:

- Up to 20% of an incident's affected population may have special needs.
- It is highly unlikely, with the possible exception of a wide spread winter storm or some cataclysmic event, that the entire county would be affected at one time by a disaster or emergency.



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- Some special needs populations may not receive, understand, or are able to respond to Public Warning messages.
- Community resources such as interpreters, health care personnel, and facility managers will make themselves available and provide assistance to members of the community having special needs.
- Many members of the community will evacuate without or may be separated from their care-givers, medical supplies, or specialized equipment (wheelchairs, prescriptions, oxygen, etc.).
- Emergency incidents may threaten or affect special needs facilities such as child care centers, institutions, assisted living facilities etc. These facilities may lack the resources to effectively evacuate without assistance.

- It is assumed that each special needs facility or agency has a current emergency action plan which includes procedures for evacuation and procurement of emergency transportation and patient care. It is also assumed that facilities take the initiative to train staff and residents and inform families as needed.

- Special Needs Facilities and Service Providers in the community maintain list of their residents and clients in the community and will make this information available to emergency response agencies during an emergency or disaster as needed and appropriate.

- Some of the special needs individuals in the county that are not living in some type of care facility have family, friends, or neighbors that are aware of their situation and if unable to help them directly during an emergency, would notify authorities about the need for assistance.

- When emergencies threaten local populations, local response agencies will respond using all available resources. If necessary, the County Emergency Operations Center (EOC) will be activated to provide resource and information coordination support to Incident Command.

- As appropriate, the EOC team will attempt to identify and coordinate assistance for any populations in the affected area(s) that may need help. This will be done through the use of the Incident Command System (ICS) organizational structure outlined for the EOC and in conjunction with on-scene Incident Commander(s).

- Special Needs Populations will most likely be supported by Mass Care and Health and Medical resources in the EOC. Local Special Needs Providers will be contacted to provide an Agency Representative to the EOC for coordination assistance.

- Due to the critical care required for Special Needs Shelter Operation, such a shelter should be the last option for the public during an emergency incident. Appropriate options include:
 - Individual can go to the home of a family member, relative or qualified caregiver;
 - Individual can be transported to a hospital;
 - Individual can be transported to a skilled nursing facility, extended care facility, group



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home, day care facility, or other like facility with appropriate staff and management, or to another facility with available space.

- Provide and NGO (Non-Governmental Organizations) entities such as providers of mental health, developmental disabilities, and medical assistance will be requested through the EOC to assist and augment the ARC in the screening and management of Shelters.

In order to provide for proper care and protect the rights of residents, Shelters may organize residents into three or more categories, including;

- Residents in need of medical care,
- Residents who are generally healthy and have no immediate need beyond customary resources, and
- Minor children not presently in the custody of their parents (i.e., child day care center evacuees).
- In the event that residents of any care facility are evacuated to a shelter, staff of that facility shall accompany their residents/charges and shall bring appropriate resident documentation (i.e., medical charts, etc). Any documentation shall be treated confidential, shared only with qualified medical personnel and must be kept with the person to whom it belongs.

Under no circumstances should a person be denied admittance to a Special Needs shelter unless that person,

- Presents a significant threat to the safety of the shelter population, or,
- Fails to exhibit a qualifying special need beyond a reasonable doubt.

The EOC Coordinator will facilitate the ongoing development of additional Special Needs planning and strategic development.

Preparedness:

- ❖ Partner with independent living, consumer service, and advocacy organizations to extend outreach to individuals with special needs to help them plan ahead for sheltering in place or evacuating from their home, school, workplace, or facility.
- ❖ Include members of the public and private sector (including local businesses) in the planning and outreach process, ensuring participation of potentially transportation-dependent populations including older adults, persons with disabilities (including physical, visual, hearing, intellectual, psychiatric, learning, and cognitive disabilities), people living in group situations, and those without access to personal transportation.
- ❖ Utilize multiple means of communicating public information and education. Stress the message of personal preparedness through PSAs, outreach materials (brochures, magnets), and through special needs networks within the community.
- ❖ Conduct Map your neighborhood trainings.



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- ❖ Pre-select accessible mass-care shelter sites to ensure that individuals with mobility limitations are not misdirected to medical shelters unnecessarily and ensure that shelter plans outline how to obtain resources needed to support special needs shelter residents.
- ❖ Establish mutual aid agreements and memorandums of understanding with local agencies and neighboring jurisdictions that can provide additional resources and assistance.
- ❖ Ensure public information message templates and formats known to be used in the community.

Response:

- ❖ Agency Representatives report to the EOC as requested.
- ❖ Ensure that messages provide specific information about transportation, evacuation, and shelter locations and any special instructions such as staging or pickup sites and reception areas.
- ❖ Ensure continuity of critical services.
- ❖ Provide support for those with special needs in the form of transportation, specialized equipment, medications, and medical supplies and care.
- ❖ Activate agency or facility emergency operation plans.
- ❖ Identify appropriate location for a Special Needs Shelter and facilitate its proper and timely activation OR provide for special needs residents at existing Shelters.

- ❖ Provide trained staff as appropriate at the shelter(s).
- ❖ Establish and maintain communications between shelters and the EOC to ensure support.
- ❖ Provide timely and accurate public information.

Recovery:

- ❖ Develop a Priority Facility Restoration List
- ❖ Continue to utilize multiple means of communicating public information and education.
- ❖ Ensure the availability of mental and behavioral health professionals.
- ❖ Coordinate with (Recovery) for Individual Assistance.

Mitigation:

- ❖ Coordinate with special needs facilities and providers.
- ❖ Conduct training and education.
- ❖ Conduct Practice Drills
- ❖ Convey public information in multiple formats and languages.
- ❖ Form Planning and Response networks.
- ❖ Improve infrastructure.
- ❖ Evaluate shelter accessibility and usability for special needs populations.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Attachment I

Wildfire

Executive Summary

Purpose: The purpose of this attachment is to ensure that all Lincoln County departments are aware of and capable of responding to any wildfire that may occur in the county. This attachment will describe Crisis Management, define consequence management, and the policies and structures to coordinate both.

Scope: This appendix applies to all wildfires in Lincoln County that require a response. It builds upon the process and structure of SOP/SOGs of the departments by addressing policies, situations, operating concepts and responsibilities for wildfire response.

Overall Emergency Management Goal: To coordinate emergency response efforts to save lives, reduce injuries and preserve property.

Plan Goals: Since this plan is essentially a contingency plan, its primary goal is to assemble, mobilize and coordinate a team of responders and coordinators that can deal with any wildfire emergency.

General Strategies:

1. The county will use a graduated response strategy, which is in proportion to the scope and severity of the event.
2. The extent of the response will depend on the Emergency Action Level assigned.
3. Before such an act or threat, the county should establish and monitor programs to reduce potential hazards through planning, review and training.
4. Departments should assist the local Office of Emergency Management in developing and maintaining an All-Hazard Emergency Operations Plan (EOP) for the area.
5. Jurisdictions shall use the Incident Command System (ICS) to employ emergency resources at the site of an emergency.
6. The county shall use the Emergency Operations Center (EOC) to centralize coordination of additional resources, when needed.
7. After an emergency, departments will assist the Office of Emergency Management in preparing, distributing and maintaining the EOP to restore the area to normal.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Considerations:

1. A large or catastrophic wildfire can quickly exhaust Fire Department, Law Enforcement and Road Department resources.
2. A large or catastrophic wildfire may require mass rapid evacuations of entire communities.
3. A large or catastrophic wildfire can cause a serious degradation in local environmental health particularly for people with respiratory ailments.
4. A large or catastrophic wildfire may produce long lasting environmental effects or hazardous situations (soil instability, flooding, surface water contamination, etc...).

Planning Assumptions:

1. No single agency at the local, state or federal level possesses the ability to effectively mitigate a large or catastrophic wildfire in a populated area alone.
2. A large or catastrophic wildfire will overwhelm the capabilities of local, and local area state and federal agencies immediately, Out-of-Area assistance will be required.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Local Response to Wildfire Events

Fire Departments:

- a. When notified by Dispatch of a possible wildfire, designated fire response units will proceed to the area, report to dispatch an accurate size-up, determine the initial method of response and execute that response if capable and able to do so safely.
- b. Authority having jurisdiction should be immediately determined and the appropriate controlling authorities notified.
- c. Notification should be made to any and all agencies/jurisdictions that are in the potential path of the wildfire, and additional resources requested if needed.
- d. Should the scope of the event require it; the first on-scene responders will initiate the Incident Command System, with the first responder on the scene becoming the Incident Commander, until relieved by an authorized superior, specialist in the field or the authority having jurisdiction.
- e. All Policies & Procedures regarding wildfire response will be followed.
- f. Additional assignments will be made by the on-scene Incident Commander.

Sheriff's Department:

- a. When notified by Dispatch of a possible wildfire, the designated Law Enforcement units will proceed to the area and secure the perimeter and set up in the staging area to assist Fire Response and other agencies as may be requested. This may include evacuation of subdivisions and areas immediately adjacent and close to the incident location.
- b. All Policies & Procedures regarding wildfire response will be followed.
- c. Additional assignments will be made by the on-scene Incident Commander.

Office of Emergency Management:

- a. When notified by Dispatch or a responding unit that there is a verified flooding event, the Office of Emergency Management will contact the County Manager and request to activate the Emergency Operations Center for the duration of the incident, if the scope of the incident justifies such action.
- b. Upon activation, the EOC Activation Plan will be followed at the designated location for the Center.
- c. All Policies & Procedures regarding wildfire response will be followed.
- d. Additional assignments will be made by the EOC Director as needed.
- e. Notification will be made to the New Mexico Department of Public Safety, New Mexico Office of Emergency Management of a wildfire event and the possibility of an Emergency Declaration.

Road Department:

- a. When notified by Dispatch of a possible wildfire, the designated Road Department units will proceed to the area and assist with road closures and debris mitigation as may be requested. This may include mitigation of debris in subdivisions and areas immediately adjacent and close to the incident location.
- b. All Policies & Procedures regarding wildfire response will be followed.
- c. Additional assignments will be made by the on-scene Incident Commander.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Attachment II

Terrorism

Executive Summary

Purpose: The purpose of this attachment is to ensure that all Lincoln County departments are aware of and capable of responding to any act of terrorism that may occur in the county. This attachment will describe Crisis Management, define consequence management, and the policies and structures to coordinate both.

Scope: This appendix applies to all threats or acts of terrorism in Lincoln County that requires a response. It builds upon the process and structure of SOP/SOGs of the departments by addressing unique policies, situations, operating concepts, responsibilities, and funding guidelines required for response to the consequences of terrorism.

Overall Emergency Management Goal: To coordinate emergency response efforts to save lives, reduce injuries and preserve property.

Plan Goals: Since this plan is essentially a contingency plan, its primary goal is to assemble, mobilize and coordinate a team of responders and coordinators that can deal with any emergency.

General Strategies:

1. The county will use a graduated response strategy, which is in proportion to the scope and severity of the threat or act of terrorism.
2. The extent of the response will depend on the Emergency Action Level assigned.
3. Before such an act or threat, the county should establish and monitor programs to reduce potential hazards through planning, review and training.
4. Departments should assist the local Office of Emergency Management in developing and maintaining an All-Hazard Emergency Operations Plan (EOP) for the area.
5. Jurisdictions shall use the Incident Command System (ICS) to employ emergency resources at the site of an emergency.
6. The county shall use the Emergency Operations Center (EOC) to centralize coordination of additional resources, when needed.
7. After an emergency, departments will assist the Office of Emergency Management in preparing, distributing and maintaining the EOP to restore the area to normal.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Considerations:

1. A terrorist act involving a Weapon of Mass Destruction (WMD – nuclear, chemical or biological warfare) will quickly exhaust law enforcement resources and will likely require mass decontamination.
2. A WMD can be 1,000 times more lethal than industrial hazardous materials.
3. Additional resources will be needed to establish a perimeter around the site and to deny entry and to respond to criminal activity in the surrounding area that will take advantage of law enforcement's focus on the terrorist crime scene.
4. Fire & Rescue responders will need replacement personal protection equipment since contaminated equipment will be bagged and left for technical decontamination later on.
5. Run off water from emergency decontamination operations may contaminate downstream water drains and sources:
 - a. Chemical: Larger amounts of water will hydrolyze and dilute chemical agents to some extent and should not present a major problem downstream.
 - b. Radiological: Expect run-off water to spread the contamination downstream.
 - c. Biological: Downstream contamination will vary depending on the type of biological agent and how it survives in the environment.

Planning Assumptions:

1. No single agency at the local, state, federal or private-sector level possesses the authority or expertise to handle all the issues that may arise in response to a threat or act of terrorism, particularly if Weapons of Mass Destruction are involved.
2. An act of terrorism, particularly involving Weapons of Mass Destruction, may produce major consequences that will overwhelm the capabilities of most local and state governments almost immediately. Existing federal capabilities may be overwhelmed as well, particularly if multiple locations are affected.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Federal Policies

1. Through PDD-39, the FBI is designated as the Lead Federal Agency (LFA) for crisis management in all threats or acts of terrorism within the United States. The Federal Emergency Management Agency (FEMA) is designated as the LFA for consequence management.
2. To ensure that there is one overall LFA, PDD-39 directs FEMA to support the FBI until the Attorney General transfers the overall LFA role to FEMA. FEMA supports the overall LFA as permitted by law.
3. The FBI will provide a graduated, flexible response to a range of incidents, including:
 - a. A credible threat, which may be presented in verbal, written, intelligence based or other form;
 - b. An act of terrorism that exceeds the local FBI field division's capability to resolve;
 - c. The confirmed presence of an explosive device or WMD capable of causing a significant destructive event, prior to actual injury or property loss;
 - d. The detonation of an explosive device, utilization of a WMD, or other destructive event, with or without warning, that results in limited injury or death; and
 - e. The detonation of an explosive device, utilization of a WMD, or other destructive event, with or without warning, that results in substantial injury or death.
4. If warranted, the FBI implements a response and simultaneously advises the Attorney General, who notifies the President and NSC groups as warranted, that a Federal crisis management response is required. If authorized, the FBI activates multi-agency crisis management structures at FBI Headquarters, the responsible FBI Field Office, and the incident scene.
5. If the threat involves WMD, the FBI Director may recommend to the Attorney General, who notifies the President and NSC groups as warranted, to deploy a Domestic Emergency Support Team (DEST). The mission of the DEST is to provide expert advice and assistance to the FBI On-scene Commander (OSC) related to the capabilities of the DEST agencies and to coordinate follow-on response assets.

Funding Guidelines

1. Federal agencies directed to participate in the resolution of terrorist incidents or conduct of counter terrorist operations will bear the costs of their own participation.
2. FEMA can use limited pre-deployment authorities in advance of a disaster declaration to "lessen or avert the threat of a catastrophe" only if the President expresses intention to go forward with a declaration. Under the Stafford Act, the President is able to issue "emergency" and "major disaster" declarations. If a Stafford Act declaration is provided, funding for consequence management may continue to be allocated from responding agency operating budgets, the Disaster Relief Fund, and supplemental appropriations to agencies under the Federal Response Plan (FRP).



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Local Response to WMD Incidents

Sheriff's Department:

- a. When notified by Dispatch of a possible WMD Incident, designated law enforcement units will proceed to the area and secure the perimeter. This may include evacuation of some buildings and areas immediately adjacent and close to the incident location.
- b. The on-scene officers will initiate the Incident Command System, with the first officer on the scene becoming the Incident Commander, until relieved by a Commander or specialist in the field.
- c. The Explosives Ordinance Division (EOD) will be notified and requested to respond to the scene.
- d. All Policies & Procedures regarding Terrorist/Bomb Threats will be followed.
- e. Additional assignments will be made by the on-scene Incident Commander.

Fire Departments:

- a. When notified by Dispatch of a possible WMD Incident, the designated Fire Department units will proceed to the area and set up in a staging area to assist law enforcement and other agencies as may be requested.
- b. All Policies & Procedures regarding Terrorist/Bomb Threats will be followed.
- c. Additional assignments will be made by the on-scene Incident Commander.

Office of Emergency Management:

- a. When notified by Dispatch or a responding unit that there is a verified WMD Incident, the Office of Emergency Management will contact the County Manager and request to activate the Emergency Operations Center for the duration of the incident.
- b. Upon activation, the EOC Activation Plan will be followed at the designated location for the Center.
- c. All Policies & Procedures regarding Terrorist/Bomb Threat situations will be followed.
- d. Additional assignments will be made by the EOC Director as needed.
- e. Notification will be made to the New Mexico Department of Public Safety, Office of Emergency Safety and Security of possible terrorist activity and the possibility of an Emergency Declaration.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Attachment III

Hazardous Materials

Executive Summary

Purpose: The purpose of this attachment is to ensure that Lincoln County is able to plan for and respond to events involving Hazardous Materials.

Scope: The appendix applies to all incidents involving Hazardous Materials. The attachment builds upon the process and structures of SOPs/SOGs of departments within the county.

Overall Emergency Management Goal: Coordination of emergency response efforts to save lives, reduce injuries, preserve property, and to protect the environment.

Plan Goals: Since this plan is essentially a contingency plan, its primary goal is to assemble, mobilize and coordinate a team of responders and coordinators that capable of handling an emergency.

General Strategies:

1. The County shall use a graduated response strategy, which is in proportion to the scope and severity of the incident.
2. The County will use the New Mexico Department of Public Safety Hazardous Material Management Emergency Response Plan (HAMMER) in decisions and operations.
3. The County has adopted the Uniform Fire Code (1997) and shall use the UFC regarding inspections and permitting for the use, storage of and the reporting of discharges of Hazardous Materials.
4. County departments such as Public Works, Zoning, Building Inspections, Fire and the Sheriffs Dept. will assist in the planning and response to Hazardous Materials incidents.
5. The County shall use the Incident Command System (ICS) to employ emergency resources at the site of an emergency / incident.
6. The County shall use the Emergency Operations Center (EOC) to centralize coordination of additional resources, when needed.
7. The County shall maintain trained personnel to respond to and manage events involving Hazardous Materials.
8. The County shall maintain specialized response equipment and manage events involving Hazardous Materials.
9. Check the Pipeline Group Manual located in the Office of Emergency Management.



Lincoln County, New Mexico

EMERGENCY OPERATIONS PLAN

Considerations:

1. A Hazardous Material incident can quickly exhaust public safety personnel and will likely require assistance from other Hazardous Material responders both locally and statewide.
2. A Hazardous Material incident will likely involve the coordination of local, state, tribal, federal and industrial responders.
3. The incident commander will establish a safe perimeter around the site, determine the need and scope of shelter in place, and / or evacuations of the public by quickly putting an incident action plan in place.
4. The incident action plan will cover areas such as personal protective equipment, monitoring of chemicals, spread of the chemicals, medical care, etc.
5. Evacuation routes will be identified using the Lincoln County Evacuation Map.
6. Potentially affected populations and areas can be determined using plume data programming, available in the primary EOC, Mobile Command Unit, and with the Emergency Services Director. Additional data can usually be obtained from the controlling facility contact person as listed in the Lincoln County Hazardous Material Response Guide.

Planning Assumptions:

1. A Hazardous Materials incident can be small or large scale, affecting only one or two individuals or an entire community.
2. A Hazardous Materials incident can be accidental in origin or one of terrorism involving mass destructions and / or criminal intent.
3. A large scale Hazardous Material incident can overwhelm existing response capabilities.
4. A dedicated on-going inspection program involving the use and storage of Hazardous Materials will be carried out by the County Fire Marshal's Office.
5. A detailed site emergency plan will list: the chemicals on hand, their quantities, and their location on site, responsible parties and their contact information. Emergency response procedures will be on file with the public safety response agencies as required by code. Individual facilities have determined a danger zone around their sites as required by Uniform Fire code Article 80.
6. All facilities storing and or using Hazardous Materials within the county shall comply with the requirements of the building and fire codes. (Example: Large diameter gas line cannot be located under a school or having a chemical plant next to a hospital).
7. All Facilities storing and or using Hazardous Materials shall maintain required monitoring equipment and will be responsible to notify emergency responders of a release. (Notification will be via the 911-phone system to the County's communication center.)
8. Emergency Equipment located at facilities shall be maintained as required by fire code. Equipment will be kept ready by the facility Safety Team.

Federal Policies and Guidelines:

1. Agencies have several Federal Environmental Protection Agency requirements for the safe use, handling and storage of Hazardous Materials, including SARA Title III Section 302. All requirements shall be followed.
2. Hazardous Material (chemicals) listed with EPA and within quantities requiring special handling will be monitored at the time of annual inspections as required by code.



Lincoln County, New Mexico **EMERGENCY OPERATIONS PLAN**

Sara Title III Section 304

Facilities must immediately notify the LEPCs and the SERCs likely to be affected if there is a release into the environment of a hazardous substance that exceeds the reportable quantity for that substance. Substances subject to this requirement are those on the list of 360 extremely hazardous substances as published in Federal Register (40 CFR 355) as well as the more than 700 hazardous substances subject to the emergency notification requirements under CERCLA Section 103(a)(40 CFR 302.4). Some chemicals are common to both lists. The CERCLA hazardous substances also require notification of releases to the National Response Center (NRC), which alerts federal responders.

Initial notification can be made by telephone, radio, or in person. Emergency notification requirements involving transportation incidents can be met by dialing 911, or in the absence of a 911 emergency number, calling the operator. This emergency notification needs to include:

- The chemical name;
- An indication of whether the substance is extremely hazardous;
- An estimate of the quantity released into the environment;
- The time and duration of the release;
- Whether the release occurred into air, water, and/or land;
- Any known or anticipated acute or chronic health risks associated with the emergency, and where necessary, advice regarding medical attention for exposed individuals;
- Proper precautions, such as evacuation or sheltering in place; and,
- Name and telephone number of contact person.
- Section 304 also requires a written follow-up emergency notice as soon as practicable after the release. The follow-up notice or notices must:
 - Update information included in the initial notice, and
 - Provide information on actual response actions taken; and advice regarding medical attention necessary for exposed individuals.

Upon initial notification facility emergency coordinators will respond as per their existing protocols and as required by federal regulations.

Local emergency personnel will respond to any release with only the intent to stabilize the scene and care for the injured, only within the scope of their training and abilities. Significant HazMat incidents will be turned over to New Mexico State Police as per state statute. All responding personnel will operate within the guidelines established SARA Title III Section 302.

If LEPCs are not yet formed, releases should be reported to appropriate local response officials. The Lincoln County Dispatch Center maintains a list of all current facility emergency coordinators of facilities located within Lincoln County.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Sara Title III Section 304 Continued

Data specific to the storage of SARA Title III section 302 Hazardous Materials and points of contact are maintained in the Lincoln County Hazardous Materials Response Guide. Due to the sensitive nature of the data contained in the Lincoln County Hazardous Materials Response Guide, they are located at the primary and alternate EOC's, the Lincoln County Mobile Command Unit, the Sheriffs Office Dispatch Center, the Village of Ruidoso Emergency Manager, and each fire station responding to unincorporated areas of the county, they are to be maintained separately from the EOP in a controlled location.

There are no major storage facilities subject to SARA Title III Section 302 reporting requirements located within the county. The few facilities that do report are limited in scope and isolated in location. They are primarily communications facilities, electrical utility facilities and pumping transfer stations storing materials in quantity and type specific to their daily operation. The isolated nature of these facilities presents no exposure risk to or from other facilities.

Transportation routes are most vulnerable to a hazardous release. Although any public roadway contains traffic that could create a release, primary routes of inter-county transportation including; Hwy 70, Hwy 54, Hwy 380, Hwy 37, Hwy 48, Hwy 247 and Hwy 220 are most at risk. The Burlington Northern Santa Fe railway running adjacent to hwy 54 in eastern Lincoln County presents the potential for a very large scale release.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Attachment IV

Media Resources

RADIO-WEB NEWS						
Call	Frequency	Genera	Address	Phone	Fax	Email
KBUY KWES	1360 am 93.5 fm	Oldies Country	1096 Mechem Dr Ruidoso NM, 88345	575-258-2222	575-258-2224	news@kwes.net
KIDX KRUI KNMB KWMW	101.5 fm 1490 am 96.7 fm 99.1 fm	Rock News/Talk Rock Country	1086 Mechem Dr Ruidoso NM 88345	575-258-9922	575-258-2363	will@mtdradio.com news@mtdradio.com
KEDU	102.3 fm	News/Talk/ Christian	1009 Mechem Dr #11 Ruidoso NM 88345	575-258-1386 575-973-0232	575-258-1399	harveymedia@gmail.com harveyt@kedu.us kedu@kedu.us

TELEVISION						
Call	Channel	Affiliate	Address	News Desk	News Fax	Email
KKOB	4	NBC	4 Broadcast Plaza SW Albuquerque NM, 87104	505-764-2453	505-764-2456	news@kob.com
KOAT	7	ABC	3801 Carlisle Blvd NE Albuquerque NM, 87107	505-884-6324	505-884-6354	koatdesk@hearst.com
KRQE	13	CBS	13 Broadcast Plaza SW Albuquerque NM, 87104	505-764-5240	505-842-8483	krqesoundoff@krqe.com

NEWSPAPERS				
Name	Address	Phone	Fax	Email
Ruidoso News	104 Park Ave Ruidoso NM 88345	575-257-4001 575-802-3013	575-257-7053	mmohr@ruidosonews.com tvestal@ruidosonews.com
Lincoln County News	309 Central Ave Carrizozo NM 88301	575-648-2333	575-648-2333	lincounews@hotmail.com



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Attachment V

Continuity of Government

Executive Summary

Purpose: This section of the EOP provides general criteria for the establishment of applicable programs, policies and strategies dealing with maintaining the continuity of county government during periods of major emergency or disaster.

Scope: Designated county administrative and elected officials have a statutory responsibility to ensure the survival and continued operation of local government during and immediately following the impact of any disaster. Under certain conditions such levels of government operation may be reduced to the maintenance of essential services only, and even a forced temporary relocation of county administration. Regardless of the potential impact, government operations may not be abandoned, and every effort must be undertaken to maintain essential municipal services.

Overall Emergency Management Goal: To preserve lawful order and to continue/restore key local government services and leadership to ensure essential, critical elements of county government continue to function during and immediately following the impact from a disaster or major emergency.

Plan Goals: To establish guidelines for the continuity of government and preservation of records.

General Strategies:

1. Identification and designation of alternative seats of local government.
2. Provisions for the continuance of elected and administrative county leadership.
3. Protection and preservation of vital public documents and records.
4. Maintenance of essential inter-jurisdictional communication and coordination.

Alternate Seat of Government

It is conceivable that severe disaster conditions may require that the official seat of county government be temporarily moved relocated to alternative quarters within Lincoln County, or even relocated to another neighboring jurisdiction until such time as the emergency has abated and conditions returned to normal.

The decision to move vital government operations to another site removed from the existing county courthouse will require coordination between the County Commissioners, elected officials, and the County Manager. A decision to relocate the seat of county government to an adjacent jurisdiction will require coordination between all Lincoln County governmental elements as well as the State of New Mexico.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Line of Succession

County Government Leadership Continuance

Successful management of county government operations requires able, skillful, and dedicated leadership at all levels. It is reasonable to assume that local government leadership may become imperiled by disasters and that such threats may adversely impact the ability to sustain county government operations.

It is also essential that an established line of succession be established for emergency management of operations.

See Attachment VI for Line of Succession Chart/ EOP Organization Chart



Lincoln County, New Mexico

EMERGENCY OPERATIONS PLAN

Preservation of Vital Records & Documents

Certain records and documents are essential for the continued effective operation of local government. The preservation of such documents is a vital component of the emergency management mission and will require coordination between all county agencies, elected officials, and organizations prior to, during, and after emergency activities.

Essential records include:

1. Records and documents dealing with county government administration
2. Tax and assessor files and records
3. Treasurer files and records
4. Court documents, files, and records
5. Records of legislative hearings and legal declarations
6. Public filings of business, corporate, and legal activities

Lincoln County's records preservation planning has established five separate methods of documentation preservation, they are:

1. Vaulted on-site documentation.
2. Digitized on-site back-up documentation.
3. Emergency relocation of essential documents, to be coordinated by each responsible department's director for relocation to a site chosen by the County Manager.
4. Vaulted local off-site digitized back-up documentation.
5. Vaulted out-of-state digitized back-up documentation.

Continuation of Essential Government Services

Under certain conditions it is expected that the continuance of non-essential government services will be temporarily discontinued due to hazard exposure or redirection of resources to emergency management activities. Nevertheless, in spite of ongoing emergency management operations, the county has a responsibility to ensure, to the greatest extent possible, that essential local government services continue to function.

Normally, the following local government services are deemed to be essential and every effort should be made to ensure the continuation of these activities:

1. Public safety and emergency services
2. Public health and welfare services
3. Public works networks and systems
4. Local government financial control
5. Public information and direction

It will be the responsibility of the County Manager, in consultation with the County Commissioners and all other elected officials, to determine what local government services will continue to function in the face of developing emergency conditions and what provisions will be instituted to address any necessary service discontinuation.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Post-Emergency Functions

Recovery Activities

County government operations will continue throughout all periods of the declared emergency. Local government operations will provide necessary support during the recovery process, at all stages. All county government agencies, offices, and organizations will ensure that associated recovery activities are fully integrated into departmental policy development and decision-making.

Deactivation

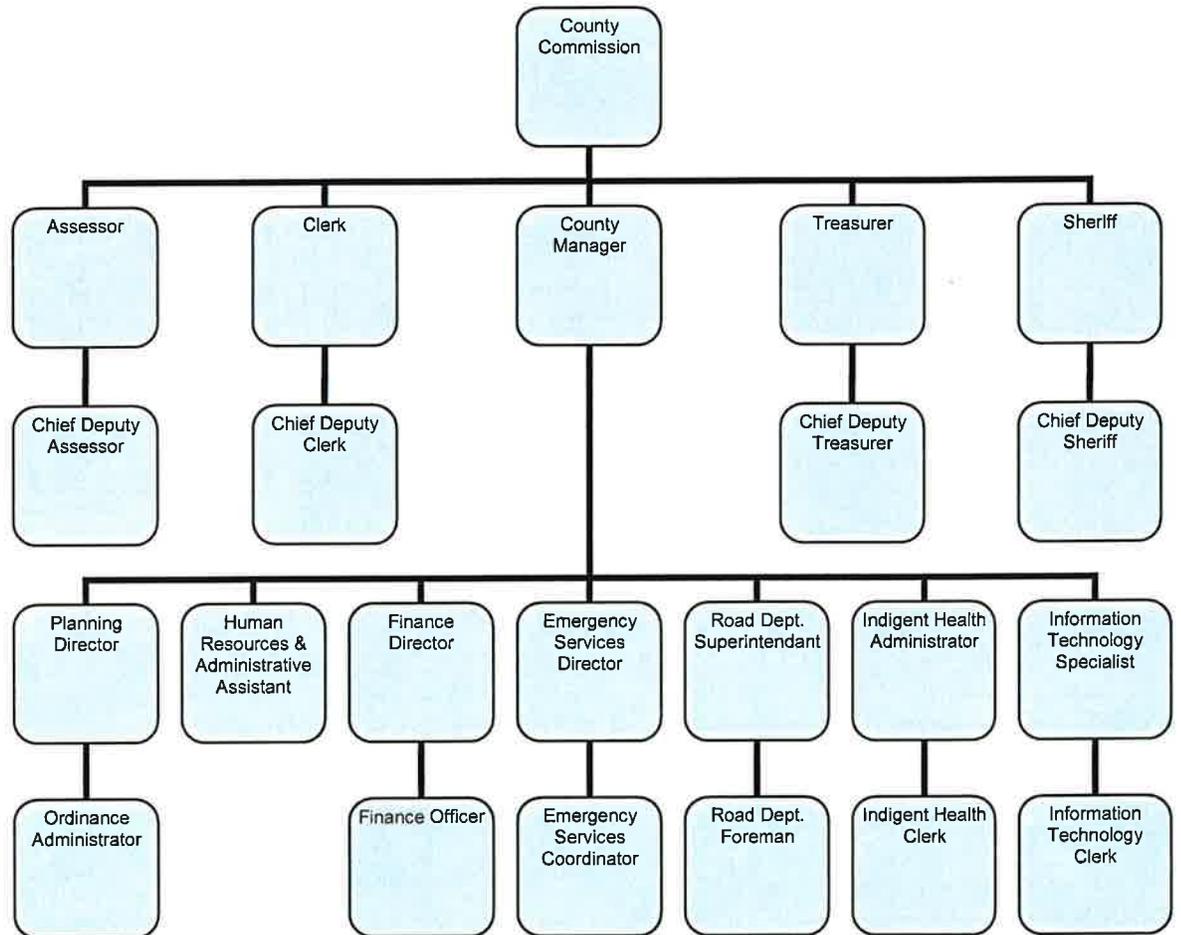
There is no deactivation activity associated with maintaining continuity of county government operations.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Attachment VI

Line of Succession Chart



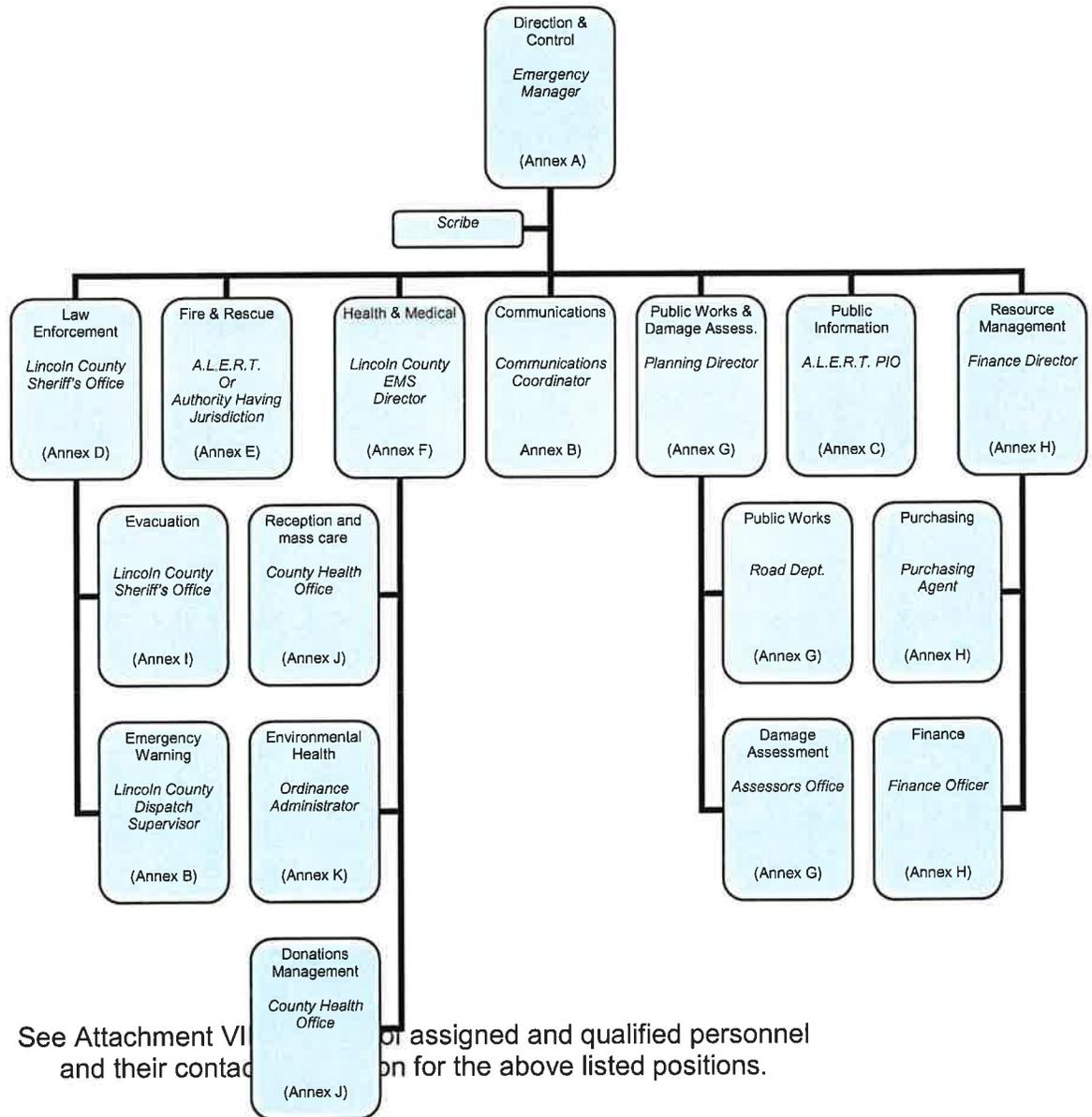
See Attachment VII for roster of assigned and qualified personnel and their contact information for the above listed positions.



Lincoln County, New Mexico EMERGENCY OPERATIONS PLAN

Attachment VI

EOC Organization Chart



Attachment VII

Essential Lincoln County Government & Emergency Operations Personnel Directory & Assignments Roster

The following directory is a list of essential Lincoln County government and Emergency Operations personnel. This attachment is not for public release.

By Post

ICS & EOC Post	Name	County Position	Office	Home	Mobile
A.L.E.R.T. Commander	Griewahn, Arron	Emergency Services Coordinator	336-8600	336-8600	937-2824
A.L.E.R.T. Lt. Commander	Hall, Robby	Asst. Chief, Bonito F.D.		937-2721	937-2721
A.L.E.R.T. Public Information Officer	Mendez, Samantha	Lincoln County Planning Director	575-259-8533 x1	575-937-4310	575-937-6531
Assist Damage Assessment		Information Tech. Clerk	800-687-2705		
Assist Evacuation Planning/GIS	Garcia, Amanda	Information Tech. Specialist	800-687-2705		937-1681
Communications Chief	Kenmore, Joe P.	Emergency Services Director	575-336-8600	336-8600	808-1381
Damage Assessment Chief, Alternate	Zamora, Lee Roy Jr.	Assessor, Chief Deputy	800-687-2705	575-404-3518	575-404-3518
Damage Assessment Section	Hill, Walter	Assessor	800-687-2705x125	648-2881	
District 1 Representative	Stone, Preston	Commissioner, Ch		354-2356	808-0729
District 2 Representative	Willard, Lynn	Commissioner			937-2743
District 3 Representative	Draper, Dallas	Commissioner, Vice Ch			937-4790
District 4 Representative	Stewart, Tom	Commissioner		336-1344	973-7363
District 5 Representative	Allen, Elaine	Commissioner		653-4251	973-0725
District Fire Chief, Arabela	Montoya, Fernando	Chief, Arabela F.D. Asst. Chief		653-4019	575-626-6036
District Fire Chief, Bonito	Hall, Rick	Chief, Bonito F.D.			575-973-0449
District Fire Chief, Glencoe	Bryant, Mike	Chief, Glencoe F.D.			575-937-2991
District Fire Chief, Hondo	Griewahn, Arron	Chief, Hondo F.D.			575-937-7639
District Fire Chief, Lincoln	Long, Bennie	Chief, Lincoln F.D.	575-354-2748		973-0887
District Fire Chief, Nogal	Row, Chris	Chief, Nogal F.D.			575-808-0076
District Fire Chief, White Oaks	Dose, Roy	Chief, White Oaks F.D.		648-9920	575-808-2309

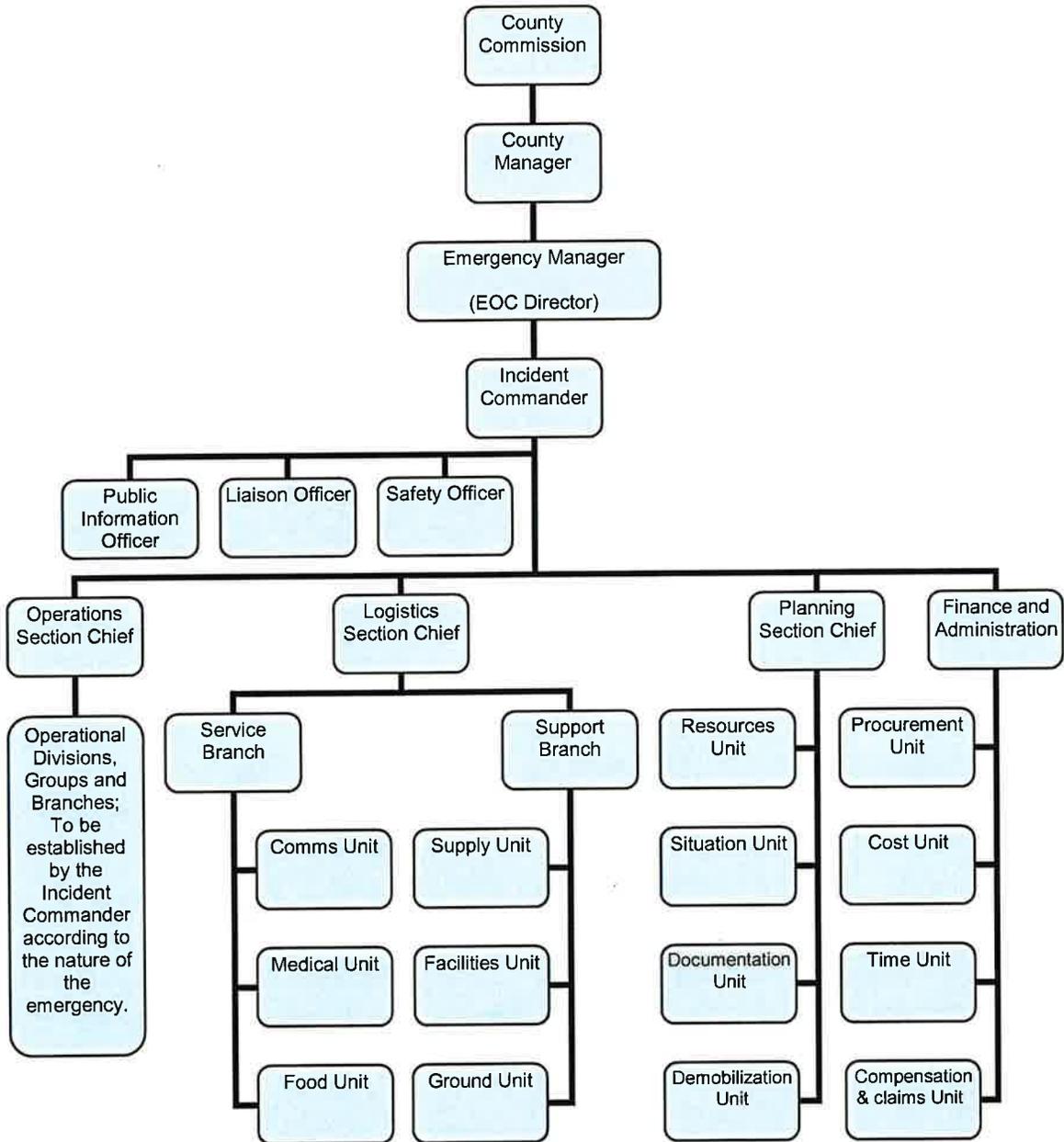
Donations Manager	Crenshaw, Mary	Indigent Health Clerk			
Emergency Management	Taylor, Nita	County Manager	648-2385 x 101		808-1379
Emergency Manager, EOC Director	Kenmore, Joe P.	Emergency Services Director	336-8600 X1		808-1381
Emergency Warning Section	Wood, Mike	Dispatch Supervisor	800-687- 2419	575-840- 8564	575-315- 6000
Environmental Health	Mendez, Samantha	Ordinance Administrator	258-8533		937-6531
Finance Section, Alternate	Edwards, Rhonda	Finance Officer	800-687- 2705		
Health & Medical Chief	Nunnally, Sandie	Lincoln County EMS Director	257-8297		575-973- 8063
Law Enforcement Chief	Shepperd, Robert	Sheriff	800-687- 2419		575-937- 4660
Law Enforcement Chief, Alternate	Wood, Mike	Sheriff, Chief Deputy	800-687- 2419	575-840- 8564	575-315- 6000
Legal Advisor	Morel, Alan	Attorney	257-3556		
Public Works and Damage Assessment Chief	Mendez, Samantha	Planning Director	258-5934	257-2897	575-808- 1380
Public Works Field Supervisor	Hammond, Josh	Road Dept. Foreman	575-954- 2922		575-808- 1282
Public Works Section Chief	Honeycutt, Jeff	Road Dept. Superintendent	575-354- 2922		575-808- 1390
Finance Section Chief	Schlarb, Punkin	Finance Director	800-687- 2705	648-5671	491-0109 973-1445
Special Needs and Mass Care Section	Annala, Scott	Indigent Health Administrator	575-258- 8533		937-2224
Resource Chief	Samora, Orlando	Purchasing Agent		648-2800	
	Guevara, Billie Jo	H.R. / Administrative Assistant	648-2385 x 100	648-1181	937-8059 973-1397
	Whitaker, Whitney	Clerk	575-648- 2385x127		575-937- 2632
	Burrows, Rhonda	Clerk, Chief Deputy	575-648- 2385x130		575-937- 4972
	Calloway, Beverly	Treasurer	575-648- 2381	575-354- 9128	575-937- 0614
	Huddleston, Sherrie	Treasurer, Chief Deputy	575-648- 2381x110	575-354- 3178	



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Attachment VIII

Incident Management Organization Chart



See Attachment VII for roster of assigned and qualified personnel and their contact information for the above listed positions.

Attachment IX

Lincoln County



Pandemic Preparedness Plan

Lincoln County Pandemic Preparedness Plan

Prologue:

Flu has the potential to reach pandemic. Planning for potential pandemic is the motivation for this document, but many of the elements apply equally to planning for other events that would disrupt normal emergency service deliver.

Objective:

Insure the health and stability of essential Lincoln County offices during and after the outbreak.

Goals:

- That the essential Lincoln County Offices are staffed and operational throughout a pandemic period.

Procedures:

The World Health Organization (WHO) has established phases of alert for pandemic flu. At the time of writing this plan, we are in Phase III of the pandemic alert. (See chart Influenza Pandemic – Phases and Strategic Actions in Appendix.) This Pandemic Plan for the Lincoln County will follow the phases as outlined by WHO in this chart. This plan has specific recommendations for each Phase.

Many of the elements of this plan are applicable to all hazards planning and should not be considered in isolation. Others, such as the use of a family advocate, can be of value in adding flexibility to daily operations.

Receiving Site and Distribution Managers

The NMDOH Pharmacy already receives, stores, and distributes vaccine (including seasonal influenza vaccine) throughout the state in a secure fashion for routine immunizations. The NMDOH Pharmacy is designated as the receiving site for all pre-pandemic and pandemic influenza vaccine shipments. The Pharmacy Director has been designated as the primary Distribution Manager for the initial receipt, inventory, storage, distribution, security and transportation of pandemic influenza vaccine. The Pharmacy Warehouse Manager has been designated as back-up. In the event of a NMDOH Pharmacy primary vaccine transportation, security and/or delivery system failure, the New Mexico Strategic National Stockpile - Appendix F: In-State Pharmaceutical Cache and Anti-viral/ Vaccine Distribution (model) will be used until the primary NMDOH Pharmacy systems can be restored. Designated recipients are the 5 Regional Public Health Offices, the 50 Local Public Health Offices around the state and/or the 155 pre-identified Points of Dispensing (PODs) within the state. All NMDOH Public Health

Offices have trained staff to assure appropriate receipt, inventory, storage and administration of vaccine.

New Mexico Department of Health Point of Distribution Plan

It is understood that pandemic influenza vaccines are not part of the Strategic National Stockpile (SNS). However, in the event of a pre-pandemic or pandemic influenza disease outbreak parts of New Mexico's SNS plan may be utilized. Below is the portion of the POD plan that will be used to distribute pandemic influenza vaccine.

There is a requirement to clearly define the process, roles and responsibilities for dispensing the Strategic National Stockpile (SNS) during an emergency/disaster. This Plan delineates the roles and functions of leadership between the Department of Health and other agencies/organizations for dispensing SNS Assets. PODs could include the following services: medical screening / assessment, medication/immunization dispensing, mental health services, and client education. The nature of the outbreak may affect the number of sites, physical location, and services provided. Alternative treatment sites would be identified for both contagious and non-contagious threats.

I. SITUATION

Should an influenza pandemic occur the Department of Health (DOH) will be required to setup Points of Dispensing (PODs) to prophylaxis or vaccinate the citizens of New Mexico within forty eight hours.

II. ASSUMPTION

- The New Mexico Point of Dispensing (POD) Plan will be used in Dispensing operations in New Mexico.
- Procedures identified in the concept of operations are ideal conditions. In an emergency we should adapt to the situation and be flexible and do only what is required by Law.

III. CONCEPT OF OPERATIONS

Activation:

- The Incident Command System (ICS) will serve as the management system that properly identifies staffing and activation of PODs.
- Memorandums of understanding (MOUs) for pre-designated PODs are on file in Santa Fe with the State SNS Coordinator and each NMDOH Regional Planner /Trainer for the appropriate Public Health Region of the state.
- The PODs are established in the affected areas.

Staffing and Shifts:

- Teams will be deployed to POD sites using the local ICS model in the affected area(s). The following personnel will be contacted and deployed: clinicians, pharmacists, nurses, mental health professionals, volunteer support personnel, and other support staff as needed.
- Shifts should run for 12 hours and follow Command Post shift change procedures.

Facility and Set-up Needs:

- The New Mexico POD Plan should be used to set up and staff PODs in preparation for the arrival and dispensing of the SNS assets.
- The POD sites should be established in the affected area(s).
- The number of PODs activated will be based on population numbers , treatment time frames and available resources.
- The PODs are familiar to the community.

- The PODs are accessible to the community.
- There is adequate parking adjacent to the PODs.
- The PODs are capable of handling large numbers of people during inclement weather.
- POD site personnel should activate a patient tracking system, inventory tracking system, and patient flow system prior to the arrival of the SNS material and beginning dispensing.
- POD sites have adequate unloading space for SNS material.
- The SNS inventory will be secured by appropriate personnel during the POD process.
- Plans are in place to deal with hearing impaired, sight impaired, bilingual, and physically handicapped as well as undocumented nationals.
- Plans are in place to deal with special populations including but not limited to inmates, patients in nursing homes, hospitals, and long-term care institutions, immobile patients who get care at home, others with limited means of transportation.
- Plans are in place to receive and prioritize requests from treatment sites to deliver medical material and to recover any SNS equipment / containers during the recovery phase.
- Coordinate teams with local officials and/or hospital executives.
- Operate dispensing/treatment site (clinic) and forward all clinic records to the appropriate authorities (SNS inventory, patient tracking etc.).
- Close down site, clean up and return SNS inventory, supplies, equipment to appropriate agency(ies)
- POD will function under the NMDOH Department Operations Center (DOC) and be directed from the appropriate DOH Regional Command Post.
- Initiation of surveillance will occur if necessary.
- Works with the Controlling Inventory Function to order re-supply of medications.
- Works with the Distribution Function to coordinate delivery and processing of re-supply orders.
- Coordinates with the Communication Function to ensure smooth ongoing communications.

Dosages and Medications:

- Personnel roles will include, but are not limited to: dispensing of drugs, maintaining of tracking system, educating and orienting citizens, completing history and demographics information sheets, and encouraging drug adherence.
- DOH will develop a policy on dispensing individual versus multiple doses. The situation will likely arise where one family member may present at the POD seeking individual doses for family members who are unable to stand in line at the dispensing site (elderly, children, sick).
- Process for labeling, issuing, and tracking SNS pharmaceuticals and supplies are in place.
- A family member can pick up as many doses as needed for their immediate family members.
- First Responders will be vaccinated with in-state pharmaceutical caches first. First responders will need to maintain public order and respond to other emergency needs. First Responder families will need to be done in a second phase of prophylaxis.

- Medications labeling equipment will be used to ensure compliance with New Mexico State Laws at the POD.

Credentialing of POD workers:

- Currently the credentials that will be accepted at PODs are DOH, State Police, and other identification as identified necessary by the PH Regional Director/ Regional Incident Commander through coordination of on-site security.
- An access list will be developed for each POD for personnel working at that site.

Law Enforcement

- Local Law Enforcement should be mobilized for security of the POD sites and initiate designated POD Security Plan.
- They should coordinate all Security Functions for the PODs to include:
 - Traffic and parking control;
 - Crowd control;
 - Staff security concerns for entrances and exits.
 - Security for SNS inventory / storage locations
- Law enforcement rules of engagement should follow local and state law.
- Law enforcement should be prepared to detain unruly citizens.

Staffing training requirements Vaccination in the context of an influenza pandemic will take place over many months and involve vaccinating an unprecedented number of persons. Special planning challenges include the need for close collaboration among existing immunization and preparedness programs at the State and local levels, identification of sufficient staffing, and building flexibility into the planning to allow the campaign to adjust to changes in vaccine availability and to ensure the sustainability effort.

NMDOH staff and healthcare providers including volunteers will be at the forefront of vaccine administration. NMDOH will use licensed staff and healthcare providers to administer vaccine during a pandemic.

Existing State legislation already includes an EMS scope of practice that defines the skills, techniques, medications, and procedures allowed for the practice of emergency medical services within the State. This law applies to all licensed EMS personnel, EMS Services, and EMS medical directors. In the event of disaster or emergency, the State EMS Medical Director or the NMDOH Chief Medical Officer may temporarily authorize the administration of immunizations, vaccines, biologicals, or tests in addition to those listed below.

Immunizations: Administration of immunizations is authorized under the following circumstances to the general public as part of a Department of Health NMDOH initiative or emergency response, utilizing NMDOH protocols.

The administration of immunizations is to be under the supervision of a NMDOH public health physician, nurse, or other authorized public health provider.

NMDOH just-in-time training for vaccine administration is in the planning phase.

Fortunately, intramuscular vaccination is a relatively easy procedure to teach to volunteers/staff. Until NMDOH is able to develop its own training materials, CDC and other existing training materials will be utilized and adapted to the State's needs. There are many internet available training/informational programs for diabetics to administer

subcutaneous insulin. Many of these could easily be adapted for an intramuscular influenza vaccination.

Vaccination by Priority Groups as determined by NMDOH:

Priority groups for pre-pandemic and pandemic vaccination have been recommended at the national level. Draft priority groups are listed in the HHS Pandemic Plan (<http://www.hhs.gov/pandemicflu/plan/appendixd.html>). The order of these groups is subject to change based on review by a wide array of government agencies and other stakeholders. In addition, priority groups may change based on epidemiologic information once a pandemic begins.

Pre-pandemic vaccine will be targeted to persons whose work helps maintain critical infrastructure.

Healthcare workers (including vaccine and antiviral drug manufacturers, public health workers, and those who would be involved in implementing pandemic vaccination or other response components), emergency service workers (i.e., emergency medical services, fire, and law enforcement), and public health emergency workers are among the groups that have been identified as providing critical services to society and being at increased occupational risk in a pandemic, and therefore as eligible for pre-pandemic vaccine. Additional groups currently under discussion includes those responsible for critical services, e.g., utilities, transportation, banking and communications to name a few.

Distribution of antivirals will depend on the amounts of antivirals available in the state, the priority groups that are to be targeted (as per the VAPPC), and the locations of greatest need. In order to equitably and effectively distribute antivirals to priority groups during an influenza pandemic, NMDOH will need to know the location and amount of antivirals throughout the state, and be able to rapidly direct their flow to the appropriate priority groups.

Public Information Releases shall be handled by NMDOH:

A. The Joint Information Center (JIC – Office of the Governor, Office of Homeland Security; Department of Health; Department of Public Safety) will coordinate the dissemination of public information during a disaster or declared emergency. It is the policy of the State that all information about the disaster or emergency, executive orders and proclamations, protective actions and response actions being taken, the affected area, the nature of the disaster or emergency, and instructions for protective actions will be made available to the public.

B. Based on an Incident Command Structure, the NMDOH Public Information Officer (PIO) will be responsible for preparing all health and medical related press releases and other information as well as coordinating the dissemination of this information through the proper agencies as specified in the State All-Hazard EOP.

C. The NMDOH PIO may designate an alternate PIO to carry out the public information duties during certain situations. This designated person may function from EOC or a field location. Any releases made by the alternate PIO should first, if possible, be coordinated through the NMDOH PIO or NMDOH Secretary's Office.

- D. In the event that the PIO (or designee) is not at the incident scene or EOC, it is the responsibility of the NMDOH Emergency Operations Center Representative (EOCR) to keep the PIO informed on important health and medical matters.
- F. Every effort will be made to deliver emergency public information to the hearing and visually handicapped as well as in languages other than in English if those languages are common in the disaster area.
- G. During disaster or emergency situations, it is anticipated that the State EOC will be the coordination center and focal point for the receipt of information from outside agencies. Therefore, the State JIC will be the focal point for the preparation and release of emergency public information.
- H. The primary PIO and support staff will be located at the State EOC. Public information staffing at the EOC will operate on a 24-hour schedule, as necessary. Upon activation of the State EOC, the DPS PIO will notify other State agency PIO personnel and alert them of possible support requirements. PIO personnel from other agencies may be called on to assist in PIO functions
- I. Any information released by other than the JIC will not be considered official and the news media will be so informed. Any person desiring to release information to the public will submit the release to the State JIC or to a designated agency PIO for consideration by the JIC. Local officials are requested to coordinate press releases concerning emergency response or recovery operations with the State EOC.
- J. The JIC may deploy a member of the PIO staff to the disaster scene to gather, evaluate, and coordinate available data and information at the off-site location. This person will also be available to assist the Incident Commander (IC).
- K. If the situation warrants, the JIC appointed PIO will establish a Media Center at the State EOC. Media briefings will be conducted at this location or at the disaster site.
- L. Depending on the severity of the situation and the level of media interest, the State PIO may open a Joint Information Center (JIC). The JIC will provide coordinated emergency public information and coordinate all PIO activities. The JIC will be staffed with local, State, Federal, and agency PIO personnel and will be under the overall control of the State PIO Coordinator. During Federally declared disasters, or in situations where a Federal agency such as DOE or DOD is the lead agency, the JIC will be under the control of the State PIO and a Federal Coordinator who will jointly share responsibilities for joint information activities. When the JIC is activated, it will be the primary source of official information.
- M. During a President's Declared Disaster, FEMA may deploy a Community Relations Team to work with the State and local public affairs officials in the disaster area. Community Relations activities will be accomplished through a joint Federal/State cooperative effort. The purpose of the team is to collect and disseminate information that establishes confidence that disaster assistance is being delivered as quickly as possible.
- N. During extended disaster operations, news conferences will be held as required. Updates will be provided as the situation warrants.
- O. The lead JIC PIO will prepare a final after action report (AAR) on PIO activities stating problems unique to the particular event and steps taken or recommended to avoid recurrence in future incidents.
- P. To ensure a single source of official information, news announcements addressing warning, immediate protective actions, and other critical information will be issued by

the JIC, designated as the lead public information authority by the Office of the Governor. All information intended for release that has been developed by a participating agency will be coordinated with the lead agency PIO.

Phase Levels and Strategic Actions

WHO definition: Transmission

Human infection
(Transmission in close contacts only)

Objective for Public Safety Answering Point (PSAP)

Reduce current sickness related absentee levels

Prepare for pandemic

Strategic Actions

Institute the practice of wiping of all surfaces using recommended disinfectants appropriate for flu viruses. (See Appendix, Surface Wipe-down Policy)

Allow and make available measures such as masks, and gloves to employees and their families, as appropriate.

Ask all suppliers of services and materials to supply a copy of their plans for business continuity in a pandemic, or other disaster, situation. Request contact information in preparation for credentialing if necessary in late phases.

Obtain protocols from State and local health offices, DOH, Lincoln County Health Office.

Encourage all employees to have a six-week to three-month supply of food, medicine and water in their homes.

Establish working relationships with the Lincoln County Health Office, New Mexico Department of Health, and other organizations for sharing of data, procedures, and protocols.

Make a list with contact information of retired or past employees who could return to work should situations warrant.

Phase IV

WHO Definition: Transmission

Limited human to human spread; small clusters
Less than 25 cases lasting less than two (2) weeks

Objectives

Contain the virus or delay its spread

Strategic actions:

Continue Phase III practices.

Continue gathering information and protocols from various agencies such as DOH as situations change.

Continue training of employees on best home hygiene practices.

Be alert for rapid transition to Phase V.

Exercise Phase IV procedures to test effectiveness.

Phase V

WHO definition: Transmission

Localized human-to-human spread;

Large clusters

25-30 cases over two – to – four weeks

Objectives:

Maximum efforts to contain or delay the spread

Strategic actions:

Continue Phase III and IV actions

Social distancing

Encourage employees to limit contact with others outside of work (other than family)

Essential personnel at work only! Lock out of all non essential personnel.

Prohibit contact with outside personnel during scheduled work day.

Discourage contact with other outside the workplace.

Family Support

See Triage in Appendix

Stockpiling of final supplies needed and not purchased.

Note: It is assumed in Phase V or VI, that local Public Health Officers or the Governor of the State of New Mexico will take actions that will possibly close schools, limit gatherings and curb certain forms of transportation. Quite possibly, the procedures outlined in this plan at the time will have the weight of the law.

Phase VI

WHO definition: Transmission
Widespread in general population

Objectives:

Keep the essential facilities open and functioning

Strategic Actions:

Continue with Phase III, IV, and V actions
Consider on-premises housing, if possible
Maintain communications with EOC, State, and Local governments
Maintain communications with local health providers, first responders, and area hospitals
Perform status check with the State EOC Office on daily basis
Begin recovery planning.

Appendix

Surface Wipe-Down Policy

Overview:

Viruses are known to survive on non-porous surfaces, such as steel and plastic, for up to 24 to 48 hours after inoculation and from cloth, paper, and tissues for up to 8 to 12 hours. Viable virus can be transferred from non-porous surfaces to hands for 24 hours and from tissues and hand fro 15 minutes.

Frequency:

Surfaces to be disinfected should be cleaned with each shift change or at all staff changes for shared work stations. Janitorial visits should be at least every 24 hours.

Procedure:

Listed surfaces should be cleaned with an appropriate disinfectant by the person starting the shift. The person cleaning should consider wearing gloves and N95 mask during cleaning procedures.

List of surfaces to disinfect:

The following is only a suggestion of the items needing disinfected within the building. Additional surfaces may be added to this list.

Door knobs, telephone handsets, touch pads, keyboards, mice, control knobs, all work surfaces, chair arms, seats and adjustment handles, any object that is touched or potentially coughed on.

Consider:

Make available an FDA approved hand sanitizer at all work stations, break rooms and in common areas.

Disinfectants

Clean and disinfect high-touch, non-porous surfaces using an EPA-registered disinfectant labeled for activity against influenza viruses. Carefully follow all label directions and safety precautions.

If an EPA-registered disinfectant is not available, use a dilute solution (1:100 volume/volume-600 parts per million) of household chlorine bleach. Add $\frac{1}{4}$ cup of bleach to a gallon of clean water (or 2 teaspoons of bleach per quart) and apply solution to a clean surface, preferably with a cloth moistened with a bleach solution, and allow the surface to remain wet for 5 minutes.

Hand Washing Technique

Proper hand washing is probably the single most effective barrier to infection. Hands must be thoroughly and properly washed at the beginning and end of each shift.

Remove all debris from hands and arms.

Rinse hands under cool running water and apply antimicrobial soap, lather well.

There is a 15-second minimum washing time for hands and fingers.

Work soap around fingers and nails. Do not use a scrub brush, because it may cause abrasions.

Rinse thoroughly with cool running water (hot water opens pores and dilates capillaries).

Dry hand with paper towels and use the towel to turn off the faucet.

Cover cuts and abrasions with Band-Aids or finger cot until fully healed.

If hands are not visibly soiled or sticky, they may be sanitized with an alcohol-based hand rub.

Restricted Entry Policy

Objective:

To see that the building remains as virus free as possible.

Rational:

Limiting entrance to non-essential personnel will limit exposure to essential personnel.

Procedure:

Prior to entry, the person seeking entrance:

Will have their oral temperature taken. It must register 99 degrees F or lower.

Oral electronic thermometers should be available for self use outside the entry.

Persons seeking entrance must answer the following questions with a negative:

Have you had a fever since your last work day?

Does anyone in you household have a fever?

Do you now feel sick in any way?

If in doubt, personnel should be denied entrance.

Those seeking entrance should be directed to a hand-washing station prior to being admitted.

Questions and/or disputes regarding entry should be directed to the Public Health Office or their designee.

Triage Policy

The use of the triage person will depend on the extent of the crisis measured by available hospital beds, availability of Emergency Medical Service (EMS) and other factors limiting normal resources. As treatment options dwindle triage become critical for managing the available resources and has the potential for providing care guidance. The use of a Triage Officer may be included as a component of modification to the standard of care made by EMS planners in response to a pandemic or other event.

Triage Support:

Use a trained Triage Officer to determine treatment options and to assist with prioritizing the use of the limited resources available.

Triage Personnel:

Personnel used in the triage function will depend on local conditions:

- Medical Doctor (MD), Registered Nurse (RN), Physician's Assistant (PA) or a Paramedic who is familiar with local protocols.
 - Must have current information on status of disease outbreak
 - Must have knowledge of status of area hospitals and clinics and emergency overflow areas.

Objective:

A Triage Officer, with appropriate medical training, should be used (via telephone) to determine the most appropriate course of action.

Sample Flu Season Operation Directive

Memorandum

DATE:

TO:

FROM:

RE: Flu Season Operation Changes

As you are aware, the World Health Organization (WHO) predicts that a strain of flu will reach a pandemic level in the near future, possibly this flu season. While that threat has not presented itself in our community, the normal flu season is fast approaching. None of us likes getting the flu, and our pandemic planning has demonstrated that through the use of proven methods of prevention, we can significantly reduce our chances of catching and passing on the flu to others. With your help, we are implementing the following preventative measures to protect you and the balance of our workforce.

The following guidelines shall be use beginning immediately:

1. Health Department approved sanitizing and influenza prevention products will be provided by our department within our workplace to assist in efforts to prevent or at least minimize the spread of influenza.
2. All employees are asked to actively utilize common sense influenza prevention techniques that include: covering your mouth with the upper part of our sleeve, not your hand, when coughing or sneezing to prevent the spread of droplets/germs to other surfaces that can be touched by others or breathed in by others; and utilizing proper hand washing techniques as posted in lavatories.
3. Every employee is strongly encouraged to obtain a current flu vaccination. While flu vaccinations are derived from the WHO's best guess on what will affect a region, it is our best hedge against this year's strain from negatively affecting us. Health officials note that a normal vaccination has no live virus in it, so you can't catch the flu from a vaccination. However, if you receive your vaccination from a nose dose, it does have some live virus and it is possible, though not probably, to be able to contract the flu from that form of inoculation.
4. All employees are to wipe down all surfaces in their office or work area.
5. At shift change commonly touched public surfaces such as door handles, handrails, etc. will be wiped down with sanitizing wipes.
6. We encourage each of you to practice "social distancing" which is simply maintaining a distance of 3 feet or more from others. This is typically the spread rate of germs from coughing/sneezing.

7. During the flu season, we are discouraging the typical hand shaking and or touch type greetings that my normally be practiced in the workplace.

We sincerely hope to minimize your exposure to the influenza virus this year, and hope that you will assist us in keeping us all as healthy as possible with these changes.



Lincoln County, New Mexico
EMERGENCY OPERATIONS PLAN

Attachment I0

Flood

Executive Summary

Purpose: The purpose of this attachment is to ensure that all Lincoln County departments are aware of and capable of responding to any flood that may occur in the county. This attachment will describe Crisis Management, define consequence management, and the policies and structures to coordinate both.

Scope: This appendix applies to all floods in Lincoln County that require a response. It builds upon the process and structure of SOP/SOGs of the departments by addressing policies, situations, operating concepts and responsibilities for wildfire response.

Overall Emergency Management Goal: To coordinate emergency response efforts to save lives, reduce injuries and preserve property.

Plan Goals: Since this plan is essentially a contingency plan, its primary goal is to assemble, mobilize and coordinate a team of responders and coordinators that can deal with any wildfire emergency.

General Strategies:

1. The county will use a graduated response strategy, which is in proportion to the scope and severity of the event.
2. The extent of the response will depend on the Emergency Action Level assigned.
3. Before such an act or threat, the county should establish and monitor programs to reduce potential hazards through planning, review and training.
4. Departments should assist the local Office of Emergency Management in developing and maintaining an All-Hazard Emergency Operations Plan (EOP) for the area.
5. Jurisdictions shall use the Incident Command System (ICS) to employ emergency resources at the site of an emergency.
6. The county shall use the Emergency Operations Center (EOC) to centralize coordination of additional resources, when needed.
7. After an emergency, departments will assist the Office of Emergency Management in preparing, distributing and maintaining the EOP to restore the area to normal.



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Considerations:

1. A large or catastrophic flood can quickly exhaust Fire Department, Law Enforcement and Road Department resources.
2. A large or catastrophic flood may require mass rapid evacuations of entire communities.
3. A large or catastrophic flood can cause a serious degradation in local environmental health particularly for people with respiratory ailments.
4. A large or catastrophic flood may produce long lasting environmental effects or hazardous situations (soil instability, surface water contamination, etc...).

Planning Assumptions:

1. No single agency at the local, state or federal level possesses the ability to effectively mitigate a large or catastrophic flood in a populated area alone.
2. A large or catastrophic flood will overwhelm the capabilities of local, and local area state and federal agencies immediately, Out-of-Area assistance will be required.



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Local Response to Flooding Events

Fire Departments:

- a. When notified by Dispatch of a possible flood, designated fire response units will proceed to the area, report to dispatch an accurate size-up, determine the initial method of response and execute that response if capable and able to do so safely.
- b. Authority having jurisdiction should be immediately determined and the appropriate controlling authorities notified.
- c. Notification should be made to any and all agencies/jurisdictions that are in the potential path of the flood, and additional resources requested if needed.
- d. Should the scope of the event require it; the first on-scene responders will initiate the Incident Command System, with the first responder on the scene becoming the Incident Commander, until relieved by an authorized superior, specialist in the field or the authority having jurisdiction.
- e. All Policies & Procedures regarding swift water rescue response will be followed.
- f. Additional assignments will be made by the on-scene Incident Commander.

Sheriff's Department:

- a. When notified by Dispatch of a possible flood, the designated Law Enforcement units will proceed to the area and secure the perimeter and set up in the staging area to assist Fire Response and other agencies as may be requested. This may include evacuation of subdivisions and areas immediately adjacent and close to the incident location.
- b. All Policies & Procedures regarding flood response will be followed.
- c. Additional assignments will be made by the on-scene Incident Commander.

Office of Emergency Management:

- a. When notified by Dispatch or a responding unit that there is a verified flooding event, the Office of Emergency Management will contact the County Manager and request to activate the Emergency Operations Center for the duration of the incident, if the scope of the incident justifies such action.
- b. Upon activation, the EOC Activation Plan will be followed at the designated location for the Center.
- c. All Policies & Procedures regarding flooding or swift water rescue response will be followed.
- d. Additional assignments will be made by the EOC Director as needed.
- e. Notification will be made to the New Mexico Department of Public Safety, New Mexico Office of Emergency Management of a flooding event and the possibility of an Emergency Declaration.



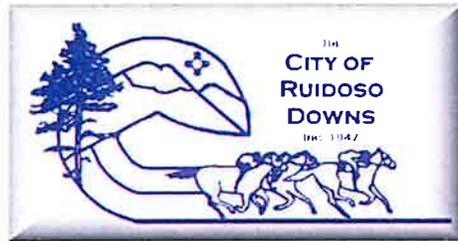
Lincoln County, New Mexico
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Road Department:

- a. When notified by Dispatch of a possible flood, the designated Road Department units will proceed to the area and assist with road closures and debris mitigation as may be requested. This may include mitigation of debris in subdivisions and areas immediately adjacent and close to the incident location.
- b. All Policies & Procedures regarding flood response will be followed.
- c. Additional assignments will be made by the on-scene Incident Commander.



Interagency Flood Group



Interagency Incident Management in Lincoln County

Operating and Evacuation Plan

July 2019

Adapted from IIM Plan, 2012

**OPERATING PLAN FOR FLOOD MANAGEMENT WITHIN
LINCOLN COUNTY**