

LOS ALAMOS COUNTY

LOS ALAMOS COUNTY EMERGENCY OPERATIONS PLAN (Los Alamos EOP)



1 January 2024

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Promulgation Statement

Transmitted herewith is the Emergency Operations Plan (EOP) for Los Alamos County. The EOP provides a framework in which Los Alamos County can plan for and perform its respective emergency responsibilities during a disruption, disaster, or emergency event.

This plan was prepared in accordance with the highest level of state and federal principles, standards and proven best practices. It supersedes any/all previous EOP(s) and has been agreed upon by Los Alamos County. This plan will be reviewed annually and re-certified as required by New Mexico. Recipients are requested to advise Los Alamos County of any changes which may improve the plan's contents or increase its usefulness.

APPROVED: _____

DATE: _____

Los Alamos County Council

RECORD OF DISTRIBUTION

Organization	Base Plan Copies	Annex Copies	Recipient / Title	Date of Delivery
Emergency Management				
Emergency Operations Center				
County Attorney				
LANL Emergency Operations Office				
Administrative Services Department				
County Administrator				
Community Development Department				
Community Services Department				
County Council				
Council Work Room				
Public Works				
Los Alamos County Utilities				
Los Alamos Fire Department				
Los Alamos Medical Center				
Los Alamos Police Department				
Los Alamos Public Schools				
Mesa Public Library				
White Rock Public Library				
New Mexico Department of Public Safety – Office of Emergency Management				
New Mexico State Police Headquarters				

I. INTRODUCTION

A. General

Presidential Policy Directive 5 (PPD-5) requires State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Framework (NRF) as a condition for receiving certain categories of federal support for Emergency Management. Presidential Policy Directive 8 (PPD-8) describes the nation's approach to national preparedness. To meet these requirements, Los Alamos County created this Los Alamos County Emergency Operations Plan (Los Alamos EOP), and the Los Alamos County Council officially adopted it on Plan Not Yet Active.

The revised Los Alamos County Los Alamos EOP is the product of a detailed and focused planning process that 1) fully incorporates NIMS concepts, principles, practices, and language. 2) capitalizes on the lessons learned from past incidents; and 3) incorporates plans, programs, and policies that have emerged since the last revision of the Los Alamos EOP. The Los Alamos EOP establishes a framework through which the County may better prepare for, respond to, recover from, and mitigate a wide variety of disasters that could adversely affect the health, safety and/or general welfare of local residents and the emergency workers of Los Alamos County. The Los Alamos EOP provides guidance to Los Alamos County officials on operating procedures, organizational needs, and individual/team responsibilities, which will prevent, minimize, and/or relieve personnel hardship and property damage associated with disasters or the imminent threat thereof. This plan also provides for an integrated and coordinated county, local, state, and federal response. This plan is considered a living document, fully integrated with a database and dynamic fields system (i.e., the BOLDplanning.com platform) developed and maintained by Tennessee-based BOLDplanning Inc. It also complies with the most current guidance from the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) regarding the ability to keep data and personal information secure and up to date.

The Los Alamos EOP is an all-hazards, operationally based plan that addresses locally identified threats and hazards through a four-phased approach: preparedness, response, recovery, and mitigation. Consistent with FEMA's Comprehensive Planning Guide (CPG) 101, it incorporates the "whole community" concept in all phases of the emergency management cycle. The "whole community" refers to the involvement of all segments of the local population, ranging from government officials and local businesses to families and individuals. It attempts to address various local needs, and how best to utilize local resources during a disaster. The plan's objective is to clearly define the responsibilities of county, local, volunteer, and other organizations through a Los Alamos EOP/Incident Command System (ICS)/Response Annex approach.

B. Purpose

The purpose of this Los Alamos EOP is to establish a comprehensive countywide, all-hazards approach to incident management across a spectrum of activities including prevention, preparedness, response, recovery, and mitigation as they apply to emergency/disaster events.

that will enhance the County's ability to respond effectively when required and reduce the risk or magnitude of future emergency/disaster events.

The Los Alamos EOP provides a framework for county government, non-government entities, and the private sector to:

- Reduce the loss of life and property of Los Alamos County residents and visitors due to natural, technological, or intentional emergencies.
- Provide an efficient, comprehensive organizational structure for emergency preparedness, response, recovery, and mitigation.
- Establish capabilities for protecting citizens from the effects of disasters.
- Manage emergency operations within Los Alamos County by coordinating the use of resources available from the local government of the Incorporated County of Los Alamos (includes Los Alamos and White Rock), private sector partners, civic and volunteer organizations, and state and federal agencies.
- Recover from emergencies by providing for the rapid and orderly initiation of restoration and rehabilitation of persons and property affected by emergencies.

The Los Alamos EOP uses the following priorities, listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will prevail.

1. Life Safety
2. Incident Stabilization
3. Property Protection
4. Community restoration

C. Scope

The Los Alamos EOP provides for the overview of Los Alamos County's approach to emergency operations, identifies the hazards that can be expected to occur in the County, identifies the agencies responsible for the various emergency service functions associated with emergency operations. Additionally, the Basic Plan establishes the need for mitigation, preparedness, response, and recovery operations associated with the occurrence of emergency situations.

This plan identifies when and under what conditions the application, activation or revision of this plan is necessary. The plan establishes fundamental policies, strategies, and assumptions for a county program that is guided by the principles of NIMS, the National Preparedness Goal (NPG), the National Planning Frameworks, and the National Preparedness System. This Los Alamos EOP provides the following benefits to Los Alamos County:

- The Los Alamos EOP addresses all hazards, all phases of emergency management, and all impacts, plus extends an opportunity to partner with all stakeholders.

- The Los Alamos EOP establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation.
- The Los Alamos EOP defines inter-agency and inter-government coordination mechanisms to facilitate the delivery of immediate response and recovery assistance.
- The Los Alamos EOP assigns specific functions to appropriate County and local agencies and organizations, and outlines methods to coordinate with the private sector, volunteer organizations, citizens, and state and federal counterparts.

The Los Alamos EOP identifies actions that County response and recovery organizations will take in coordination with local, state, and federal counterparts as appropriate, regardless of the magnitude of the disaster.

D. Methodology

The Los Alamos County Los Alamos EOP was developed through a team effort by Los Alamos County's departments and/ stakeholders:

Throughout the course of the plan's development, all plan participants were consulted with in order to determine their particular emergency roles and responsibilities. Each has agreed with the responsibilities assigned to them in the Los Alamos County Los Alamos EOP. Agency concurrence signatures are maintained with the Los Alamos County Emergency Management. The Los Alamos EOP's concepts were developed by the Los Alamos County Emergency Management, in coordination with the agencies and organizations involved in emergency management activities. Each agency and organization involved is expected to have its own procedures to implement the concept of operations.

All Los Alamos County departments and any outside organizations with roles in this Los Alamos EOP will receive "Viewer Access" to the Los Alamos County Los Alamos EOP within the BOLDplanning.com platform, located at: LosAlamos.BOLDplanning.com.

In addition:

- The Los Alamos County Los Alamos EOP is adopted by governing bodies and by resolution, which serves as the promulgation letter for the Los Alamos EOP. A copy of the signed promulgation is found in Section I: E Acceptance, Signatures and Proof of Maintenance.
- A Record of Changes Log is used to record all published changes as those holding copies of the Los Alamos EOP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.

A master copy of the Los Alamos EOP, with a master Record of Changes Log, is maintained in the Los Alamos County Emergency Management.

1. Planning Process

This plan was developed by a collaborative planning process by government agencies, local agencies, and organizations of Los Alamos County and its communities to protect life and property from the effects of natural and technological hazards. It is the responsibility of Los Alamos County to use a consistent and uniform incident management system to prepare for, respond to, and recover from these hazards.

Regardless of scale or complexity, Los Alamos County will utilize the processes, protocols, and procedures established through the National Incident Management System (NIMS). Los Alamos County has adopted the incident command system for use during all emergency response situations within the County. The system is based on the concept of division of powers to include an emergency operations center director, planning and operations, logistics and finance in a staggered approach. This plan approaches emergency response from the position of all hazards rather than specific hazard types.

The Los Alamos County Emergency Operations Plan incorporates format and planning elements derived from the National Response Framework, the Core Capabilities List, the National Preparedness Guidelines and State of New Mexico Department of Homeland Security and Emergency Management guidance. The underlying principals used to develop the plan were:

- **Organization:** The plan subdivisions must help users quickly find what they need. Single subdivisions should be able to be revised without forcing a substantial rewrite of the entire plan.
- **Progression:** Each section and plan elements should coherently follow from the previous one. The reader should be able to understand the rationale for the plan sequencing.
- **Consistency:** Each section of the plan should use the same logical progression of elements without forcing the reader to reorient himself or herself in each section.
- **Adaptability:** The information in the plan should be developed so the plan may be used in varied and unanticipated situations.
- **Compatibility:** The plan should promote coordination with local agency plans, jurisdictions, including the State and Federal government. Responsibility assignments, whenever possible, should reflect current agency functions.
- **Inclusivity:** The plan should appropriately address the needs of those with disabilities or other access and functional needs, children, individuals with limited English proficiency, and household pets and service animals.
- **Relationships to other plans:** The combined emergency management authorities, policies, procedures, and resources of county, Tribal, regional, and state partners, federal government, and other entities (e.g., voluntary disaster relief organizations, the private sector) constitute an intergovernmental emergency response network for providing assistance following an emergency.

The Los Alamos County Emergency Operations Plan may be implemented as the only response plan or may be used in conjunction with local partner operational plans developed under

statutory authorities and/or Memorandum of Understandings (MOUs) and the State of New Mexico Intrastate Mutual Aid System (IMAS). It is also supported by tactical policies and procedures of County operational agencies and Los Alamos National Laboratory. However, the Los Alamos County Emergency Operations Plan shall remain the official and primary plan to guide response and recovery activities for Los Alamos County Emergency Management.

2. Planning Assumptions

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

- Incidents are best managed at the lowest possible geographic, organizational, and jurisdictional level.
- A disaster may occur with little or no warning and may escalate more rapidly than the ability of local government to effectively respond.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continued public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72 hours) after disaster impact.
- Disasters may involve multiple jurisdictions simultaneously, impacting the County.
- Disasters will require significant information sharing across jurisdictions, as well as between the public and private sectors.
- Los Alamos County will utilize available resources fully before requesting state and/or federal assistance.
- Mutual Aid Agreements will be implemented in those instances when locally available resources are depleted or need augmentation.
- The County will coordinate all public information activities during an emergency.
- Disasters may attract a sizable influx of spontaneous volunteers and donations.
- Widespread damage to commercial telecommunications facilities may occur, and the ability of governmental response and emergency response agencies to communicate may be impaired.
- Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged.
- Debris may make streets and highways impassable, seriously impeding the movement of emergency supplies and resources.
- Public utilities may be damaged, rendering them either fully or partially inoperable.

- Many County emergency personnel may be victims of the emergency, preventing them from performing their assigned emergency duties.
- Numerous separate hazardous conditions and other emergencies could result from the major event, further complicating the response efforts.
- People may be forced from their homes and large numbers of people may be killed or injured.
- Many victims may be in life-threatening situations, requiring immediate rescue and medical care.
- There may be shortages of a wide variety of supplies necessary for emergency survival.
- Hospitals, nursing homes, pharmacies, and other health/medical facilities may be severely damaged or destroyed; the number of victims requiring medical attention may overwhelm those that do remain in operation.
- Normal food processing and distribution capabilities may be severely damaged or destroyed.
- Damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.
- Near-total disruption of energy sources and prolonged outages may occur.
- Initially, emergency response will focus on lifesaving activities. County officials will work toward restoring order and control in the disaster area.
- In major and catastrophic disasters, the Primary EOC (White Rock Fire Station 3) will become the central point and control for County response and recovery activities.
- The Primary EOC (White Rock Fire Station 3) will be activated and staffed with agencies organized into specific functions and roles. The coordinating agency for each function is responsible for coordinating the planning and response activities for all the agencies of the function.
- The County will coordinate with state and federal personnel to expedite recovery.
- Damage assessments will be conducted as soon as the weather or the situation permits.
- The County will work to reduce its vulnerability and risk to hazards through proactive mitigation actions and activities.
- All levels of government share the responsibility of working together in preparing for, responding to, recovering from, and mitigating disasters. The emergency plans and procedures referred to in the Los Alamos County Los Alamos EOP have been maintained by those organizations having responsibility, are in coordination with the Los Alamos EOP, and are exercised on a regular basis.

Those individuals and organizations with responsibilities identified in the Los Alamos EOP (or in plans that support of the Los Alamos EOP) are sufficiently trained and prepared to perform their respective responsibilities.

3. Policies

The County maintains the following policies in regard to emergency response:

- EOC staff who learn of a local large-scale emergency or disaster, including widespread communications outages should communicate with Emergency Communications Center, and if necessary, report to the EOC.
- County personnel responding to the joint EOC must have appropriate badges for entry into the LANL EOC. Badges will be issued by the Badging Office and Los Alamos National Labs. County personnel who are not so badged may be denied entry into the LANL (Joint) EOC.
- Local emergency response agencies should expect to sustain themselves during the first 24 hours of an emergency and should exhaust their own channels of support (mutual aid, etc.) before requesting outside assistance.
- Records of all emergency/disaster-related purchases, contracts, personnel hours, and costs shall be maintained.
- Department heads and line supervisors are responsible for personnel tracking and accountability; they must know who of their staff are in the field at all times during emergency and recovery operations.
- All County staff engaged in any aspect of emergency field response and recovery shall make every effort to record time spent on specific response/recovery activities down to the hour (in order to document County expenditures that could be reimbursed in the event of a Federal disaster declaration). Finance will assist in developing a cost code to utilize for the emergency event.
- County field staff 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. County Utilities personnel will work to restore utility services to critical or essential facilities.
- All responding agencies will respond in accordance with guidance set forth in NIMS and the National Response Framework (NRF).
- The Primary EOC (White Rock Fire Station 3) remains activated until the County EOC Director orders it to stand down, whether or not the LANL side of the joint EOC is active.

4. Implementation of NIMS

The Los Alamos County Los Alamos EOP has fully implemented and adopted NIMS.

II. SITUATION

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

A comprehensive hazard and risk assessment is contained within the Los Alamos County mitigation plan. The plan is kept under separate cover and can be accessed by contacting Los Alamos County Emergency Management.

A. Hazard Analysis

Los Alamos County is vulnerable to a wide range of hazards that threaten its communities, businesses, and the environment. To determine the hazards that pose the greatest threat, Los Alamos County has prepared a Threat Hazard Identification and Risk Assessment (THIRA). The major findings are summarized below. The assessment, developed using historical data from events in the past, specifically examines:

- Probability (frequency) of event
- Magnitude of event
- Expected warning time before event.
- Expected duration of event

For emergency management planning purposes, the critical analysis that must be undertaken is an assessment of the consequences of each hazard, including potential area of impact, population exposed and impacted, duration of the hazard, and potential economic consequences. This plan is consistent with the guidance provided in the FEMA Comprehensive Planning Guide (CPG 201) for issues addressing the Threat Hazard Identification and Risk Analysis (THIRA) and the Stakeholder Preparedness Report (SPR). The THIRA and SPR are aids to identify the risk facing the jurisdiction and to help the decision-making process regarding the prevention, protection, response, recovery, and mitigation of the greatest threats. These rankings utilize the criteria laid out in THIRA to weigh them proportionally through historic data, as well as future projections based on economic, demographic, the critical infrastructure information.

The three levels of risk are identified as follows:

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

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

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

Hazard Profile Summary for Los Alamos County Emergency Operations Plan						
Hazard	Probability	Magnitude Severity	Warning Time	Duration	CPRI	Planning Significance
Wildfire	4	3	1	4	3.25	High
Severe Weather - High Winds	4	3	1	3	3.15	High
Winter Storms and Severe Cold	4	2	1	4	2.95	Moderate
Disease Outbreak	2	3	4	4	2.8	Moderate
Drought	3	3	1	4	2.8	Moderate
Terrorism	1	4	4	4	2.65	Moderate
Landslides and Rockfall	3	2	1	4	2.5	Moderate
Flood	3	2	1	3	2.4	Moderate
Severe Weather - Lightning	3	2	1	3	2.4	Moderate
Thunderstorms (includes Hail and Monsoons)	3	2	1	3	2.4	Moderate
Active Shooter	1	3	4	4	2.35	Moderate
Hazardous Materials Incident	1	3	4	3	2.25	Moderate
Earthquake	1	2	4	3	1.95	Low
Volcano	1	2	4	3	1.95	Low
Dam Failure	1	2	1	4	1.6	Low

B. Capability Assessment

Currently, capability assessments are performed by local jurisdictions in New Mexico. The capability assessments are performed in coordination with the Department of Homeland Security (DHS) & the Federal Emergency Management Agency (FEMA) with wide input accepted from key stakeholders. The results of the capability assessment guide future investments in planning, training, exercising and resources. The local capability assessment is available under separate cover.

C. Spatial Profile

The County of Los Alamos is located in northern New Mexico. It is approximately 35 miles northwest of Santa Fe. The County sits on the Pajarito Plateau, nestled on the east-facing slopes of the Jemez Mountains and surrounded by Bandelier National Monument, the Valles Caldera National Preserve, the Rio Grande, and historic pueblo lands. Los Alamos County, New Mexico has 109.2 square miles of land area and is the 33rd largest county in New Mexico by total area. Los Alamos County is bordered by Santa Fe County, New Mexico, Rio Arriba County, New Mexico, and Sandoval County, New Mexico

D. Population

Data from the 2020 United States Census indicates Los Alamos County has a population of 19,419.

E. Schools

Elementary

Aspen Elementary
Barranca Mesa Elementary
Chamisa Elementary
Mountain Elementary
Pinon Elementary

Middle School

Los Alamos Middle School

High School

Los Alamos High School
Topper Freshman Academy

F. Vulnerable Needs

Los Alamos County recognizes considerations must be made reasonably. accommodate vulnerable populations during emergencies. Los Alamos County is engaged in a number of activities which aim to improve response plans and operations to accommodate the needs of those most vulnerable during an emergency event. Multiple appendices within this plan outline or identify guidance to better assist supporting vulnerable needs populations. Los Alamos County acknowledges that, at times, it may be necessary to request assistance from regional and/or state partners in order to receive the best support.

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

III. ROLES AND RESPONSIBILITIES

A. Federal Government

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security (DHS); reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of DHS and the Federal Emergency Management Agency (FEMA) and in accordance with the National Response Plan (NRP).

B. State Government

As Chief Executive (CE) of the state, the Governor of New Mexico is responsible for public safety and welfare of the state's people. Accordingly, he/she:

- Is responsible for coordinating state resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies.
- Has the power to make, amend, and rescind orders and regulations under a governor's emergency declaration.
- Encourages participation in mutual aid and implements authorities for the state to enter into mutual aid agreements with other states, tribes, and territories to facilitate resource-sharing.
- Is the Commander-in-Chief of state military forces (i.e., the National Guard when in State Active Duty or Title 32 status for the authorized state militias).
- Requests federal assistance when it becomes clear that state or tribal capabilities will be insufficient or have been exceeded or exhausted.

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

C. County Government

County governments are responsible for:

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

Chief Elected or Appointed Officials

Los Alamos County Manager is responsible for ensuring the public safety and welfare of the people of that jurisdiction. Emergency management, including preparation and training for effective response, is a core obligation of local leaders.

Chief elected or appointed officials must have a clear understanding of their roles and responsibilities for successful emergency management and response. The objective is to get to know, coordinate with, and train with local partners in advance of an incident and to develop mutual aid and/or assistance agreements for support in response to an incident.

These officials shall:

- Establish strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners. Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Support participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector.
- Understand and implement laws and regulations that support emergency management and response.
- Ensure that local emergency plans take into account the needs of:

- The jurisdiction, including persons, property, and structures.
- Individuals with access and functional needs, including those with service animals.
- Individuals with household pets.
- Encourage residents to participate in volunteer organizations and training courses.
- Issue a local declaration of disaster, if needed.

Situation Assessment Team

The Situation Assessment Team:

- Provides strategic policy guidance and direction to the EOC.
- Reports event status to and works with the Los Alamos County Council.
- Maintains inter-governmental liaisons.

Emergency Management Commander

The Los Alamos County Emergency Management Commander will act as a disaster advisor. The local emergency manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities.

The Emergency Management Commander works with the County Manager, SAT, and appointed officials to ensure that there are unified objectives with regard to the jurisdiction's emergency plans and activities and supports local emergency response activities.

Although local elements will conduct emergency operations, supplemented as necessary by trained auxiliaries and other local manpower and resources available, the Emergency Management Commander shall:

- Serve as an Emergency Preparedness and Response Advisor.
- Provide for the development of plans, prepare guidance, and coordinate actions to accomplish an effective emergency operating capability.
- Promulgate a program promoting a general public awareness of emergency management.
- Implement procedures to obtain state or federal government programs for financial or resource assistance.
- Establish programs to protect lives, protect property, and sustain survivors in the event of a disaster.
- Coordinate all aspects of the jurisdiction's emergency management capabilities.
- Assess the availability and readiness of local resources most likely required during an incident.
- Identify and correct any shortfalls.

- Coordinate the planning process and work cooperatively with other local agencies and private-sector organizations.
- Develop mutual aid and assistance agreements.
- Coordinate disaster assessments during an incident.
- Advise and inform local officials about emergency management activities during an incident.
- Develop and execute public awareness and education programs.
- Conduct exercises to test plans and systems and obtain lessons learned.
- Involve the private sector and Nongovernmental Organizations in planning, training, and exercises.
- Facilitates the overall functioning of the Los Alamos County EOC.
- Provides information and guidance related to the internal functions of the EOC.
- Ensures compliance with New Mexico emergency plans and procedures.
- Facilitates proper procedures for directing agency representatives and conducting VIP/visitor tours of the EOC.

County Departments

Los Alamos County departments have specific responsibilities during disasters and/or during Primary EOC (White Rock Fire Station 3) activations. The everyday organizational structure of Los Alamos County government remains in effect during disaster situations; however, certain functions of various departments may be modified or suspended to meet the needs of the disaster situation.

Department and agency heads collaborate with the emergency manager during development of local emergency plans and provide key response resources. Participation in the planning process ensures that specific capabilities (e.g., firefighting, law enforcement, emergency medical services, public works, public health, environmental and natural resources agencies) are integrated into a workable plan to safeguard the community.

Department and Agency Heads shall:

- Develop, plan, and train on internal policies and procedures to meet response and recovery needs safely (including staff).
- Participate in inter-agency training and exercises to develop and maintain the necessary capabilities.
- Participate in response and recovery operations for any county disaster.

Departmental responsibilities, including designation as Primary, Coordinating, or Support operational departments for plan appendices and annexes, are detailed in included Los Alamos EOP appendices and annexes.

County Government Emergency Response by Task

County departments and partner agencies have roles and responsibilities for the following specific emergency tasks. Details can be found in specific appendices.

Emergency Coordination Responsibility	Los Alamos County		Other Jurisdictions Entities	Annex/ Appendix	Primary Corresponding ESF #
	Department or Division	Primary EOC Position/ Section			
Implementation of Plan Activation of EOC	SAT/OEM	Directorate	NM DHSEM	B	5
Activation of EAS	SAT/OEM	Directorate	NWS JIC	A	5, 15
Air Evacuation	FD/PD/OEM	Operations	NM DHSEM NM National Guard	A, 3	1
Air Medical Evacuation	FD/EMS/OEM	Operations	UNMH Life Guard Classic air	A, 3	1,8
Animal Evacuation and Sheltering	PD/OEM	Operations	VOAD – NNM Santa Fe Animal Shelter NM Dept of Agriculture	A, 3, 4	5,11
Bomb Squad	PD/OEM	Operations	LANL NM SP	A, 13	10,13
CBRNE Event Resources	FD/PD/OEM	Operations	LANL DOE/NNSA LAMC NM DHSEM	A	10,13
Counseling/Debriefing and Defusing (responders and victims)	FD/PD/OEM/ALL	Logistics	American Red Cross State CISM/NMD OH LANL	C	8
Damage Assessments	PW/UTIL/CDD/CS D/ OEM	Planning	NM DHSEM FEMA	C, 2	1,3,5,11
Debris Management Operations	OEM/PW Solid Waste Division/Parks Division	Operations	NM DHSEM FEMA	A, 2	1,3,5

Emergency Coordination Responsibility	Los Alamos County		Other Jurisdictions Entities	Annex /Appendix	Primary Corresponding ESF #
	Department or Division	Primary EOC Position/ Section			
Decontamination Resources (including radiological, biological and chemical contaminated. casualties)	FD/PD/OEM	Operations	LAMC LANL DOE/NNSA NM DHSEM	A	5,8, 10
Detection/Monitoring Resources	FD/OEM	Operations	LANL NMDPS DOE/NNSA	A, 5	5, 8, 10
Emergency Public Information Management	PIO/OEM	Directorate	NM DHSEM	A, 6	5,15
EMS (Transport, non-transport)	FD (EMS)/OEM	Operations	NM DHSEM	A, 11	1,8
Electrical equipment and supplies	Utilities/PW/OEM	Operations	PNM Jemez Mountain Electric Coop	A, 10	
Evacuation (including access and functional needs and institutionalized populations)	PD/FD/OEM	Operations and Planning	NM DHSEM NMDOT NM National Guard	A, B, 3	1,3,5,8
Fire & EMS	FD/OEM	Operations	NM OEM	A, 11	4,8
HazMat (includes Response and Remediation)	FD/PD/OEM	Operations	NMSP ERO LANL NM DHSEM NMED EPA	A	10,12,13
Health Protection Coordination, including health protection measures; public health; detecting potential biological, chemical and radioactive agents; decontamination; detecting/monitoring food contamination: respiratory protection	FD/PD/Utilities/OEM	Operations	LAMC NMDOH CDC NM DHSEM Refer to NRP for Federal response to specific types of events	A	5,8

Emergency Coordination Responsibility	Los Alamos County		Other Jurisdictions/ Entities	Annex/ Appendix	Primary Corresponding ESF #
	Department or Division	Primary EOC Position/ Section			
Health Protection Coordination - Agriculture	CSD/OEM	Planning	NM Dept of Agriculture NM Livestock Board County Extension Agent US Dept of Agriculture NMDOH NM DHSEM Refer to the NRP for Federal response to specific types of events	B	8,11
Law Enforcement	PD/OEM	Operations	NMSP FBI Other LE Agencies NM DHSEM	A, 13	13
Mass Care Coordination (overall)	FD/PD/OEM	Operations	American Red Cross VOAD-NNM LAMC	A, 5	6
Mass Care Services (registration, housing, feeding, clothing, waste management, counseling, inquiry, and referral, etc.)	FD/PD/OEM	Logistics	American Red Cross LAPS VOAD-NNM	C, 4	6
Mass Care, Facilities Health/Medical Care	FD/PD/OEM	Logistics	LAMC ARC LA Public Health NMDOH NM DHSEM	C	6,8
Medical Facilities and Equipment	FD/OEM	Operations	LAMC LANL NMDOH	C, 5	5, 8
Medical Supplies, pharmaceuticals, antidotes, etc.	OEM	Directorate	LAMC LANL NMDOH NM DHSEM	C, 5	5, 8

Emergency Coordination Responsibility	Los Alamos County		Other Jurisdictions/ Entities	Annex/ Appendix	Primary Corresponding ESF #
	Department or Division	Primary EOC Position/ Section			
Mortuary Services	PD/OEM	Logistics	New Mexico Office of the Medical Investigator	C, 5	8
Patient Tracking	PD/FD/OEM	Logistics	American Red Cross LAMC NMDOH	C, 4, 7	8
Personal Protective Equipment Resources	FD/PD/OEM	Operations	LANL DOE/NNSA	A, 5	5
Public Inquiries and Rumor Control	PIO/OEM	Directorate	JIC NM DHSEM	A, 6	5,15
Public Utilities Restoration	UTIL/PW	Planning	PNM LANL NM Gas	C, 10	3,12,14
Radiological response and remediation	FD/PD	Operations	LANL DOE/NNSA	A	10,12,13
Sandbags and sandbagging equipment	PW	Operations	NM DHSEM NMDOT	A, 5	7
Sanitation Service (potable water, sewage systems)	Utilities/PW/OEM	Planning	NM DHSEM	B	3,8
Search and Rescue	PD/FD/OEM	Operations	NMDPS NM National Guard	A, 9	5,9
Security in Affected Area (including public/private property)	PD/OEM	Operations	NM DHSEM LANL Other LE Agencies	A, 13	13
Shelter-in-place vs. Evacuate Determination	FD/PD	Operations	LANL NM DHSEM	A, 3, 4	5
Special Needs Populations, Evacuations and Sheltering	FD/PD/OEM	Operations	LAMC LAPS LAC Senior Center (Also, see Mass Care)	A, 3, 4	6,8,15
Terrorism Response	PD/FD/OEM	Operations	FBI NMDPS Refer to NRP for Federal response to specific types of events	13	13

Emergency Coordination Responsibility	Los Alamos County		Other Jurisdiction s/ Entities	Annex/Appen dix	Primary Corresponding ESF #
	Department or Division	Primary EOC Position/ Section			
Traffic Control	PD/PW/OEM	Operations	LAC Police Department Other Law Enforcement NM DHSEM	A, 8	1,13
Transportation Resources	PW/OEM	Logistics	LA Bus North Central Regional Transit District LAPS NM DHSEM	C, 8	1,7
Water supplies and equipment	Utilities/PW/OEM	Operations	NM DHSEM NMED NM National Guard	5, 11	3
Wildfire/Interface	FD/PD/OEM	Operations	NM OEM NPS US FS NM SF BIA	11	4,11

D. Legal Affairs

The Los Alamos County Attorney's Office is responsible for providing legal advice and guidance to emergency management and the Los Alamos County Council for all emergency management issues and concerns. The staffing of this position is the responsibility of the Los Alamos County Attorney's Office. The Los Alamos County Attorney's Office is responsible for supporting requests about actions that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes, and under state and federal laws (e.g., evacuations, quarantines, etc.).

E. Citizen Involvement

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

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

Vulnerable needs population citizens are encouraged to register their information with the Los Alamos County Emergency Management Special Needs Registry and the Emergency Communications Center for disaster planning and response purposes.

IV. CONCEPT OF OPERATIONS

A. General

Los Alamos County uses the nearest appropriate responder concept when responding to any threat, event, or disaster. In most situations, Los Alamos County agencies will be the first and primary responders and will be required to exceed their abilities or deplete their resources before requesting state assistance. Under some rare circumstances, state or federal agencies may have the primary jurisdiction for the overall response effort. However, Los Alamos County resources will likely provide the first response for all incidents impacting the jurisdiction.

1. Non-Disaster Daily Operations

Day-to-day operations of Los Alamos County, absent a declaration of state or local disaster emergency, fall under the authority of the local governing body.

A proactive, day-to-day disaster planning process is in place in conjunction with the Local Emergency Planning Committee (LEPC). The LEPC prepares regional hazardous materials emergency plans that indicate the facilities that use, produce, or store hazardous substances that are present in the jurisdiction. The LEPC serves as the repository for regional reports filed under Title III of the Emergency Planning and Community Right-To-Know Act (EPCRA) of 1986. The LEPC directs regional Title III implementation activities and performs associated outreach functions to increase awareness and understanding of, and compliance with, the EPCRA program.

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

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

2. Emergency Operations

The organizational structure for response to an emergency/disaster is under the leadership of the Los Alamos County Emergency Management who is approved by the State of New Mexico Department of Homeland Security and Emergency Management. The Los Alamos County Emergency Management is the overall coordination authority for the incident. The agencies, through functional appendices, operate from the Primary EOC (White Rock Fire Station 3) and support the Los Alamos County Emergency Management. The management structure designated to respond to emergency/disasters is coordinated by the staff of the Los Alamos

County Emergency Management.

Initial and subsequent notification procedures have been provided to the 24-hour Los Alamos County Los Alamos County Emergency Communications Center for initial contacts based on the type of event. Additional notifications are made as requested by the Incident Commander or Emergency Management Director.

Disaster response and recovery agencies identify resources, training needs or planning activities to the Los Alamos County Emergency Management. The Primary EOC (White Rock Fire Station 3) will be activated for actual or potential events that threaten Los Alamos County. The level of activation will be determined by the Los Alamos County Emergency Management and based on the most accurate data from the emergency or event.

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

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

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

Each agency responding will report back to the Primary EOC (White Rock Fire Station 3) through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure. These reports are later synchronized, and information is provided to mutual aid partners, adjacent counties, and

the State of New Mexico Department of Homeland Security and Emergency Management to provide visibility of emergency operations.

During the response phase and upon declaration of a local state of emergency, the Los Alamos County Manager has ultimate authority with coordination of Los Alamos County Emergency Management who report directly to the Los Alamos County Council, which provide support and resources as requested through the Primary EOC (White Rock Fire Station 3).

All County divisions, non-governmental agencies, and other organizations fall under the direction of the coordinating agency designated in the plan. The Los Alamos County Emergency Manager will coordinate with State, Federal, and other outside agencies.

3. Field Operations

Los Alamos County's on-scene response to emergencies follows the concepts of the National Incident Management System and the Incident Command System.

The person managing the incident site is the Incident Commander who is responsible for ensuring each agency on scene can carry out its responsibilities.

Los Alamos County emergency responders are likely to be the first on scene in an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individuals. The Incident Command System is primarily a field level organizational system which has authority to make operational and tactical decisions and command all field personnel. Upon arriving at the scene, the Incident Commander has the following responsibilities:

- Establish an incident command post and direct the on-scene response.
- Isolate the scene.
- Assess the situation and identify hazards.
- Make initial notifications of larger emergency events (non-routine) via 911 communication center to the OEM duty officer.
- Warn the population in the area of the incident; provide emergency instructions.
- Determine and implement protective measures (in-place or evacuation sheltering) for the population in the immediate area of the incident.
- Implementing traffic control arrangements in and around the incident scene.
- Develop objectives (tasks to be done).

- Ensure appropriate safety and personnel protective measures.
- Develop an action plan and priorities.
- Determine the need to activate the EOC to support field operations or coordinate response.
- In coordination with the EOC, contact appropriate agencies or personnel with expertise and capability to carry out the incident action plan.
- Coordinate, as appropriate, with other first responder agencies.
- Request additional resources from the EOC.

The Incident Commander will communicate essential elements of information directly to respective agencies and to the Primary EOC (White Rock Fire Station 3) Management depending on the scope of the incident.

During widespread emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. Incident commander may be established at each site. When this situation occurs, it is particularly important that the allocation of resources to specific field operation be coordinated through the Primary EOC (White Rock Fire Station 3).

In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command (UC) structure. Principles of Area Command or Multi-Agency Coordinated Systems (MAC) may also apply. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

4. Joint Information Center

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

Los Alamos County has implemented and institutionalized processes, procedures and plans for its JIC and can be referenced in the Communications appendix.

When the Primary EOC (White Rock Fire Station 3) is activated, the Los Alamos County Emergency Manager or the Public Information Officer Representative may activate the Joint Information Center (JIC). When the JIC is in operation, it serves as the central point of public information collection and dissemination. The JIC functions as part of the Command in the Primary EOC (White Rock Fire Station 3) and will coordinate the release of non-operational information.

The Los Alamos County JIC is joint with LAC/LANL EOC and is located at the Bradbury Museum. In the event that primary EOC is unusable, or the event is County centric, the secondary JIC will be established at the Mesa Public Library on Central Drive.

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and non-governmental organization involved in incident management activities will be notified and asked to have their JIC representative respond to the Primary EOC (White Rock Fire Station 3) within a reasonable period of time. Communication will be accomplished via the Emergency Alert System, radio, television, fax, Internet, telephone, or any other means available. When the JIC is activated, the Public Information Officer or his/her designee will notify media outlets that all media inquiries are to be directed to the JIC and that the JIC will be releasing media updates on a routine basis and when noteworthy events take place. Members of the media will not be allowed access to the Primary EOC (White Rock Fire Station 3).

More information on communications may be found in the Communications Annex.

B. Coordination, Direction and Control

1. Local Level

Information Collection and Dissemination

The Los Alamos County Emergency Communications Center is normally the first entity notified of an emergency or hazardous material situation. The Dispatcher is responsible for obtaining all the required information and notifying the Los Alamos County Police Department Command Staff. Initial notification of incidents at the local level are accomplished in a variety of ways including public safety radio, websites, SMS services, television, radio, satellite broadcasts, etc.

Responsibility for notification of most incidents is accomplished through the Los Alamos County Emergency Communications Center. Other agencies with responsibilities for notification include the National Weather Service, IPAWS, law enforcement agencies, fire, or EMS services.

The Los Alamos County Emergency Communications Center will be responsible for notifying response and Emergency management personnel when the threat of a disaster is imminent.

- **Internal:** Response agencies will be notified from the Emergency Communication Center, the Emergency Alert System, or text as required by the nature of the disaster.
- **External:** It is the responsibility of Los Alamos County Emergency Management to notify the appropriate agencies outside of the jurisdiction such as State of New Mexico Department of Homeland Security and Emergency Management, State Emergency Response Commission (SERC), or appropriate Federal Agency.

The Los Alamos County Emergency Communications Center provides communications essential for the local government to communicate with all government entities. The Los Alamos County Emergency Communications Center provides communications essential for all local government to communicate with all governmental entities. This information is then passed along via notification systems, radio, NOAA radio, television, social media alerts, etc.

The Los Alamos County Police Department may handle the emergency; assistance of the Los Alamos Fire Department may be required depending on the incident. If the emergency is a hazardous material incident, the New Mexico State Police are also notified. If the situation requires multi-jurisdictional emergency response, unified command may be established.

The Incident Commander may request Dispatch to notify the Los Alamos County Situation Assessment Team (SAT), which includes the County Manager, the Chief of Police, the Fire

Chief, the Utilities Manager, the Public Works Director, and the Emergency Management Commander (or their designees). The SAT verifies the situation and confirms that all its members as well as the County Public Information Officer have been notified. LANL is also notified. Depending on the event and how it initially unfolds, any member of the SAT may recommend activation/partial activation of the Emergency Operations Center (EOC). As needed, the SAT determines optimal response activities per event as the situation dictates. The County Manager (or designee) also notifies the County Council concerning events.

The media assume a vital role in dispersing information to the public. Los Alamos County Emergency Management and the PIO work closely with local media providers to ensure timely and accurate information is provided to the public.

Information collection needs and priorities will include:

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

Direction and Control

Impacted entities will coordinate the emergency response efforts within their jurisdiction.

Los Alamos County Emergency Management may activate Mutual Aid Agreements with neighboring jurisdictions. They may also recommend that the Los Alamos County or local jurisdictions declare a local state of emergency and make a formal request for state assistance. The following positions are authorized to request resources by contacting State of New Mexico Department of Homeland Security and Emergency Management.

1. The Los Alamos County Emergency Manager
2. Any designated personnel authorized by Los Alamos County Emergency Manger (IMAS designees)

To request state assistance, Los Alamos County must meet the following parameters:

1. Exhausted or will likely exhaust Los Alamos County resources
2. Exhausted or will likely exhaust mutual aid resources
3. Exhausted or will likely exhaust contractual resources
4. The requested assistance is not available at the local level

The Los Alamos County Council and Los Alamos County Manager, and/or designee, is delegated policy-making authority and can commit resources at the Primary EOC (White Rock Fire Station 3) as well as routine management and operation of the facility. The designated EOC Director may issue mission assignments to the Annex to perform duties consistent with Los Alamos County policy. Mission assignments and mutual aid assistance is tracked at the Primary EOC (White Rock Fire Station 3).

Los Alamos County actions will occur among all affected risk and host areas and Primary EOC (White Rock Fire Station 3) under the direction and control of the of EOC Director. Areas not

impacted by these events may be requested to provide assistance. Prior to an evacuation, and under the direction of the EOC Director, Public Safety will implement coordination on issues which may include, but are not limited to, deploying and pre-deploying personnel, identifying evacuation routes, ensuring the sufficiency of fuel, address emergency medical issues, and initiate procedures for notification to the public.

Initial planning for recovery begins before an emergency event impacts Los Alamos County. While response actions necessary to protect public health and safety are being implemented, the recovery section within the Primary EOC (White Rock Fire Station 3) begins coordination and implementation of the recovery programs.

In the event state and federal assistance is required by Los Alamos County, the State Coordinating Officer will interface directly with representatives of the federal government.

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

2. Graduated Response Approach

Los Alamos County will use a graduated response approach when responding to and managing emergencies and disasters. As the potential severity of the emergency or the demand on local resources grows, the emergency response and coordination activities will increase to meet the additional demands. Four emergency action stages provide a shorthand method for mobilizing emergency response forces.

3. Emergency Action Stages

Action stages provide a shorthand method for mobilizing emergency response forces. A responder to an emergency scene estimates the stage and notifies the emergency management system.

- **Stage 1.** NIMS/ICS is necessary to direct and control emergency response forces at an incident site. Incident Command Post (ICP) and staging areas are established. Incident Commander (IC) is able to control an emergency without the additional assistance of the EOC.
- **Stage 2.** Resources that are immediately available to IC are expected to be exhausted. The County EOC is activated to manage and coordinate related, multiple, and low stage emergencies in different locations. Some precautionary evacuation may be necessary.
- **Stage 3.** State response and management resources may be needed to assist local and regional response. Local area evacuation and mass care activities characterize this stage. Hazardous materials may be involved. EOCs at State and local level are coordinating resources.

- **Stage 4.** This is the highest activation level for a disaster and indicates a major emergency. Local, regional, state, and federal response and management resources are needed to handle the disaster. Wide area evacuation and mass care activities characterize this stage. Hazardous materials may be involved. EOCs at all government levels are coordinating resources.

Action stages provide a shorthand method for mobilizing emergency response forces. A responder to an emergency scene estimates the stage and notifies the emergency management system. Different from the size and complexity of an incident, emergency actions generally fall under a set of phases from mobilization to recovery. The phases are described below:

Typical Emergency Action Phases		
Phases of Emergency Activities	Mobilization Agencies	Emergency Operations Center
Mobilization Phase	Initial responders at the emergency scene Incident Command is established Additional resources arrive	Direction and Control function activating the EOC: Establish communications, issue/send out warnings. County staff arrive at EOC and take immediate action. Start initial damage assessment
Emergency Phase	Incident Commander in-charge at the scene Response agencies mitigate the emergency Recovery agencies such as the Public Works Dept. start work	Staff fulfill resource requests from the IC Staff anticipate problems, plan and direct EOP Start recovery planning
Recovery Phase	Response agencies finish operations State, and/or voluntary agencies increase activity Response agencies demobilize and restock resources and supplies	Staff implement recovery plans Staff complete human assessments and reports Initiate cost recovery procedures

The SAT will use the following table to facilitate a decision. A partial activation may range from one individual managing the situation to activation of all the key EOC Staff members. A full activation may require calling in the policy, operations, coordination and/or non-governmental individuals, shelters, evacuation, and other necessary functions to ensure the health, safety, and protection of the public.

	Stage 1	Stage 2	Stage 3	Stage 4
Scope of Emergency	Specific location	Local area affected	Wide area disaster	Wide area disaster
Resources Needed	Local	Regional/Local	State	Federal

Possible emergency event	Serious fire or accident	Loss of telephone communications	Wildfire	Dam failure
	Stage 1	Stage 2	Stage 3	Stage 4
<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Multi-agency response needed ▪ Flash Flood ▪ Severe weather ▪ Isolated utility outage 	<ul style="list-style-type: none"> ▪ Wind damage ▪ Multi-agency Response ▪ Hazardous chemical release ▪ LANL Site Area Emergency 	<ul style="list-style-type: none"> ▪ Flash floods ▪ Prolonged utilities loss ▪ LANL General Emergency 	<ul style="list-style-type: none"> ▪ Major wildfire ▪ WMD event ▪ Major Seismic Events
Hazardous Materials	Spills, leaks, or fires of small amounts of fuel, oil, or other material that can be managed locally	Hazardous chemicals that require the use of any kind of specialized protective equipment beyond use of SCBA and/or Structural Fire-Fighters Protective Clothing (SFPC), special tools or knowledge beyond the normal scope of a first responder.		
Jurisdictions	One	One or Two	Two or more	Two or more
Evacuation	No	Possible (limited)	Possible (large area)	Yes (wide area)
Multiple Sites	No	Possible	Yes	Yes
Mass Care	No	Possible	Possible	Yes
Local EOC Activated	No	Yes/Partial	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	Possible	Yes

4. Intergovernmental Mutual Aid

Mutual Aid and MOUs

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

These agreements provide reciprocal emergency aid and assistance during an emergency or disaster; they increase available resources and improve response and recovery efforts. A complete list of Mutual Aid Agreements in effect for Los Alamos County related to emergency management can be found in Section VIII - References and Authorities of this Los Alamos EOP. In addition, these agreements are available for review in their entirety at the Primary EOC (White Rock Fire Station 3).

State

- **Emergency Management Assistance Compact (EMAC)** - After a declared emergency, and activation of EMAC, the Requesting and Assisting State Emergency Management Agencies complete the EMAC Request for Assistance Form (REQ-A) for accepted offers of assistance. The completed REQ-A constitutes a legally binding agreement between the two states. Reimbursement starts with Deployed Personnel and Resource Providers submitting a reimbursement package to the Assisting State. Assisting States audit reimbursement packages that are sent to Requesting States who, upon completing an audit and resolving any outstanding issues, issue payment back to the Assisting State. It should be noted that a state's obligation to pay EMAC reimbursements is not contingent upon the receipt of federal funds.
- **Intrastate Mutual Aid System - (08/06/2015)**

Intrastate Mutual Aid Committee (IMAS)

The Committee shall consist of members appointed by the Governor, including a representative of the Department of Public Safety and a Homeland Security Advisor. The members shall represent emergency management and response disciplines, political subdivisions and, if participating, Indian nations, tribes, or municipal entities. The committee shall elect from among its members a vice-presiding officer and any other officers the committee deems appropriate. The committee shall meet at least annually and may meet at the call of the presiding officer or as otherwise called by its members. The committee shall be attached to the Department of Public Safety for administrative purposes only.

County

- **Cooperation During Emergencies - (03/2005)**
Agreement Number: 5F.1
LAC cooperation with LANL during times of crisis
- **Joint Powers Agreement between the Energy, Minerals and Natural Resources Department, Forestry Division and the Incorporated County of Los Alamos for Wildland Fire Protection and Suppression - (03/21/2010)**
Agreement Number: 10-521-2300-0033
Documents EMNRD's and the County's agreement and commitment to mutual wildland fire suppression and management assistance and cooperation.
- **LAPD Bomb Team/LANL Response Protocol** - Response protocol; bomb team responses on LANL property

- **LASO/LAPD Mutual Assistance and Incident Response and Resolution - (06/22/2007)**
LAPD is responsible for law enforcement activities throughout LAC, including LANL property
- **Los Alamos Bus System and Emergency Management** - Establishes agreement between transit agency staff and emergency management in the event of a community incident/emergency or an incident/emergency on board a transit vehicle or on transit agency property
- **MOU Between the US Dept of Interior National Park Service Bandelier National Monument and Incorporated County of Los Alamos for and on behalf of the Los Alamos County Fire Department - (01/23/2015)**
Agreement Number:
Establishes standards, terms, and conditions under which structural, vehicle and hazardous material firefighting services and equipment will be provided for prevention/suppression and the protection of life and property in Bandelier National Monument
- **NPS, Bandelier and LAPD Law Enforcement Assistance - (09/07/2006)**
Agreement Number: G7126060001
Provision of law enforcement across jurisdictional boundaries in certain circumstances will be necessary and will increase the ability to protect the safety and promote the general welfare of the public
- **Red Cross and LAC - (07/01/2015)**
Agreement Number: MOU 16-4243
Define a working relationship between Red Cross and LAC
- **Statement of Substantial Government Involvement - (10/01/2013)**
Agreement Number: DE-NA0002067/000
LAC agreement to provide LAFD response to LANL and County requirements

Local

- **Institutional Agreement for Operation of an Emergency Communications Center - (05/09/2007)**
Los Alamos Emergency Communications Center to serve as single 911 Emergency Dispatch Operations for fire, police, and emergency medical services for Los Alamos County and LANL
Agreement Number IA-0018

Other

- **American Red Cross** - MOU with ARC

Requesting Mutual Aid

All mutual aid requests should be coordinated through the Los Alamos County Emergency Manager, IMAS signatory authorities, or the Primary EOC (White Rock Fire Station 3) if activated. To request mutual aid, Los Alamos County uses the following process:

- The Party seeking mutual aid shall make the request directly to the party providing the aid in coordination with Los Alamos County Emergency Management.
- Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing no later than ten (10) calendar days following the verbal request unless otherwise stated according to policies or resolutions.
- All communication shall be conducted directly between recipient and provider in coordination with Los Alamos County Emergency Management.
- The Recipient shall be responsible for keeping all parties advised of the status of mutual aid activities.

If assistance is needed to coordinate mutual aid, Los Alamos County can request coordination assistance to State of New Mexico Department of Homeland Security and Emergency Management.

5. Communication

The Communications Appendix provides information and guidance concerning available communications systems and methods in Los Alamos County, including:

- Dissemination of emergency information to response organizations and government
- Information flow and management to and from the Primary EOC (White Rock Fire Station 3)
- Communications interoperability among response units
- Primary and backup communications systems
- Telecommunications and information technology resources
- Emergency warning and notification

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

Los Alamos County Los Alamos County Emergency Communications Center

The Los Alamos County Emergency Communications Center serves as the Los Alamos County Warning Point. The Los Alamos County Warning Point provides Los Alamos County with a single point to disseminate information and warnings to government officials that a hazardous situation could threaten the general welfare, health, and safety, and/or property of the population. Los Alamos County will also use additional Emergency Alert Notification systems.

The Los Alamos County Emergency Communications Center is equipped with multiple communication networks, auxiliary power, and capabilities that ensure the broadcast of pertinent information the targeted audience in a timely manner.

The Los Alamos County Emergency Communications Center has Standard Operating Guides (SOG) to notify and warn officials and general public of emergency and disaster events that occur in Los Alamos County. In addition, these guides also identify actions to be taken based off types of incidents. Notification lists for agencies and individuals are maintained by the Los Alamos County Emergency Communications Center. The Emergency Manager or Emergency Management personnel will initiate any further notification.

Developing or existing emergency conditions which should be reported to the Los Alamos County Emergency Communications Center include those that have or may result in multiple loss of life, environmental or property damage, or evacuation of a populated area whether or not State or Federal resources are needed to support local emergency response efforts.

Coordinators and other Emergency Operation Center Representatives are kept informed of potential events by the Emergency Manager of Los Alamos County Emergency Management by fax, email, or telephone.

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

- Activation of the Emergency Alert System (EAS)
- Information statements released to the local media
- SMS text services administered by Los Alamos County PIO or Los Alamos County Emergency Communications Center
- Public address systems of public safety vehicles
- Reverse 911
- Alert Messaging System

- Social Media

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

6. State Level

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

At the State level, the New Mexico Adjutant General, or designee performs policy-making authority and commitment of National Guard (NG) resources to State of New Mexico Department of Homeland Security and Emergency Management. State of New Mexico Department of Homeland Security and Emergency Management Cabinet Secretary or designee is responsible for the provision of State assistance, as well as routine management and operation of the State of New Mexico Department of Homeland Security and Emergency Management. State of New Mexico Department of Homeland Security and Emergency Management may issue mission assignments to the NG to perform duties consistent with State policy. Mission assignments, and mutual aid assistance brokered by the State, are tracked by State of New Mexico Department of Homeland Security and Emergency Management.

Coordination of regional and multi-regional protective actions will occur among all affected risk and host counties, other states, and the State of New Mexico EOC under the direction and control of the State of New Mexico Department of Homeland Security and Emergency Management Cabinet Secretary.

During activation of the State of New Mexico EOC, the State of New Mexico EOC Team provides up-to-date information on the situation and is also equipped to provide information on various grant programs and funding sources available to affected areas in the aftermath of disaster.

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

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

In the event a request for disaster assistance comes from the governor of another state, the

Governor of the State of New Mexico may solicit the mobilization of State resources under the Emergency Management Assistance Compact (EMAC) to be deployed to the impacted state. The management and coordination of these resources will be administered through the Response Bureau under the direction of the Bureau Chief located in the State of New Mexico EOC. In the event the State of New Mexico EOC is not activated, EMAC will be managed and coordinated by FEMA Region VI.

7. Federal Level

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

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

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

8. Joint Field Office

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

Once a field office has been established in Los Alamos County, the Los Alamos County Emergency Management will provide the proper liaisons to the appropriate field office operations.

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

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

C. Prevention

Los Alamos County's prevention goals are to avoid an incident, intervene, or stop an incident from occurring. To accomplish the goal the following strategy will be used:

- Expand Regional Collaboration
- Implement the National Incident Management System and National Response Framework
- Strengthen information sharing and collaboration capabilities
- Strengthen interoperable and operable communications capabilities
- Strengthen medical surge and mass prophylaxis capabilities
- Strengthen planning and citizen preparedness capabilities
- Increase coordination with the New Mexico Intelligence Fusion Center

[JURISDICTION] Police Department serves as the local liaison to the New Mexico All Source Intelligence Fusion Center (ASIFC). Given the nature of the information, the NM DHSEM Fusion Center will distribute the information in accordance with local SOPs and be marked as Unclassified/For Official Use Only (U/FOUO). The ability to share intelligence information quickly and accurately among state fusion centers and emergency operation centers is crucial in preventing potential criminal and terrorist acts. The primary components of a fusion center are situational awareness and warnings that are supported by law enforcement intelligence, derived from the application of the intelligence process, where requirements for actionable information are generated and information is collected, integrated, evaluated, analyzed, and disseminated. Important intelligence that may forewarn of a future attack may be derived from information collected by several diverse entities.

D. Preparedness

The goal of Los Alamos County's preparedness operations is to help ensure a timely and effective response to, recovery from, and mitigation of the impacts and consequences associated with an emergency/disaster situation. In order to response objectives, the following activities will be prioritized:

- Administer grant programs for operational support and training activities
- Participate in capability assessments at the regional and county level
- Establish an inclusive planning process using the “whole community “concept

1. Resource Management and Credentialing

Resource Management

Los Alamos County has listed local resources available for local response or through mutual aid deployment. Each Los Alamos County Department provides a similar list to aid in resources.

management activities. The Master List of resources is maintained by the Los Alamos County Emergency Management. Inventory lists may include, but are not limited to:

- Vehicle and equipment inventories
- Personnel
- Suppliers/contractors/vendors

Credentialing

Los Alamos County utilizes New Mexico's Medical Reserve Corps MRC Serves as a credentialing system when appropriate. It is at the discretion of Los Alamos County Emergency Management to identify other expedient or applicable means of credentialing staff. Los Alamos County follows their designated policy as a guide and policy to ensure that personnel resources requested to assist are adequately trained and skilled.

When New Mexico's MRC Serves is used, it also allows Emergency Managers to verify identity and qualification in order to allow access to an incident site. This system can serve to prevent unauthorized (self-dispatched or unqualified personnel) access to an incident site.

2. Plan Development and Maintenance

The plan was developed in conjunction with the cooperation of participating Los Alamos County Departments.

The Los Alamos County Emergency Operations Plan will be reviewed regularly and amended as appropriate in accordance with a five-year schedule, to include at a minimum:

- Twenty percent (20%) of the plan elements found in the Los Alamos EOP will be reviewed and updated each year.
- A complete review and amendment (as appropriate) of the Los Alamos EOP shall be conducted every five years.

Modifications to the Los Alamos EOP will require Council approval. However, any changes to the appendices and annexes will be the responsibility of the Emergency Services Commander and will not require Council approval.

The preparation and revision of the basic plan and Annexes and Appendices will be coordinated by Los Alamos County Emergency Management with the assistance and involvement of all applicable entities.

This plan will be made available to all agencies tasked herein, mutual aid partners and adjoining counties for comment. It is the responsibility of ALL parties to review and submit any comments to Los Alamos County Emergency Management. The process of distributing the plan will be accomplished by either 1) granting "viewer" access to the BOLDplanning.com platform, or 2) providing an electronic copy. Los Alamos County Emergency Management will keep a hard copy on file.

Plan Maintenance

Los Alamos County Emergency Management will maintain the Los Alamos EOP and provide an updated Los Alamos EOP to State of New Mexico Department of Homeland Security and Emergency Management as required. However, the Los Alamos EOP may be updated as often as needed during any year.

The coordinating, primary and support Departments of each appendix will be responsible for preparing and maintaining operating procedures for all responsibilities assigned to them in the Los Alamos EOP. These procedures will be prepared following guidance issued by local policies.

Other Plans

In addition to the Los Alamos EOP, additional plans have been developed and are maintained pursuant to state and federal requirements.

3. Public Information

Making information available to the public before an emergency or disaster occurs is critical if they are to take the necessary protective actions. The County's public information program focuses on how to better communicate emergency information to the public before, during, and after such events. Particular attention will be given to strategies that enhance awareness of the evacuation process (exit and re-entry), road conditions, shelter status, etc., and address how to communicate such information on an accurate and consistent basis.

- The Los Alamos County PIO, or their designee, will work closely with the Los Alamos County Emergency Manager and will be the primary resource for providing disaster-related information to the public. This includes information about all preparedness, response, recovery, and mitigation activities. Following a disaster, the public will be informed that they can contact a designated point of contact to receive disaster-related preparedness, response, recovery, or mitigation information.
- Pre-scripted public service announcements are maintained by the Los Alamos County Emergency Management and Los Alamos County PIO.
- The PIO will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.
- The Los Alamos County PIO will prepare pre-scripted news releases that can easily be edited to include disaster specific information.
- The PIO will, upon the approval of the Incident Commander and/or Los Alamos County Manager, will send disaster updates to local media outlets, and to the State of New Mexico Department of Homeland Security and Emergency Management.
- Additional information is provided in the Communications Appendix with close coordination between affiliated agencies.

4. Training and Exercise

The Los Alamos County Emergency Management is responsible, directly, or indirectly, for ensuring that local response agencies receive the training necessary to respond to all-hazards incidents and demonstrate those skills during a pre-planned exercise. Exercise and training programs may consist of local, state sponsored, federally sponsored, or contracted programs. Much of the daily operational training of first responders also serves as vital training for incident and disaster management.

Training

NIMS outlines a series of courses based upon the level to which each responder will fill roles within the ICS. The following list is the core training program; the level to which each individual is trained will be determined by the Los Alamos County Emergency Management or Department. It is important to note that not all responders are required to complete all training courses, and the higher the role in daily or emergency operations the more required courses.

- IS-700
- IS-800
- ICS-100
- ICS-200
- ICS-300
- ICS-400

This is not an exhaustive list of required training. Other courses may be required to perform specific roles during a disaster.

Exercises are a key component in improving all-hazards incident management capabilities. Los Alamos County Emergency Management participates on an ongoing basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability. Exercise types that Los Alamos County has participated in include:

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

After Action Reviews and Corrective Action Plans

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

- Change to plans/procedures
- Acquire new or replace outdated equipment/resources
- Train/re-train personnel

Following actual events, the same procedure will be used and will be led by Los Alamos County Emergency Management.

E. Response

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

1. Local Emergency Operations Center (EOC)

The Primary EOC (White Rock Fire Station 3) is a centralized location where all agencies involved in the event may co-locate in order to enable countywide emergency management coordination and executive decision-making for managing emergency disaster response and recovery.

The Primary EOC (White Rock Fire Station 3) focuses on the "big picture" of an incident. It has responsibility for:

- Coordination of Jurisdictions
- Strategic Planning
- Policy Making and Interpretation
- Prioritization of Resources
- Support to Field Operations

The Primary EOC (White Rock Fire Station 3) is both people and a facility and is led by the County Manager or his/her designee, assisted by the Emergency Manager.

Department heads of appropriate agencies and other decision-makers including private sector non-governmental organizations such as utilities, the American Red Cross, hospitals, the Salvation Army, and the United Way are represented in the Primary EOC (White Rock Fire Station 3) usually under the Operations Section.

It is important that the agency representatives who staff the Primary EOC (White Rock Fire Station 3) be authorized to make decisions on behalf of their organization.

This Los Alamos EOP assumes coordination with LANL and other agencies for assistance with emergencies.

The Primary EOC (White Rock Fire Station 3) is located at: 129 New Mexico 4 White Rock, NM 87547.

The alternate EOC is located at: Los Alamos Police Department
2500 Trinity Drive
Los Alamos, NM 87544

Virtual EOC
N/A

In the event LANL declares a general emergency in response to an event originating on DOE/NNSA property, the County will activate its EOC staff. A partial County EOC activation is possible in the event LANL declares a site area emergency with potential to escalate off-site. Such a partial activation will depend on the event. This Los Alamos EOP assumes coordination with LANL and other agencies for assistance with emergencies. In the event Los Alamos County is requested to participate in the joint LAC/LANL EOC, identified personnel will respond. The LANL EOC provides a central location for interagency and interjurisdictional coordination and executive decision making in support of an incident response. County personnel responding to the joint EOC must have appropriate badges for entry into the EOC. County personnel who are not so badged may be denied entry into the Joint EOC.

LANL Site Area Emergency

A Site Area Emergency is declared when incidents are predicted, in progress, or have occurred that result in an actual or credible threat of substantial degradation in the level of control over hazardous materials affects the site (not at or beyond the site boundary) but not the general public and/or may adversely impact the health and safety workers in the immediate area but not the public.

LANL General Emergency

A General Emergency is declared when incidents are predicted, in progress, or have occurred that result in an actual or credible threat of substantial degradation in the level of control over hazardous materials affect at or beyond the site boundary and/or may adversely impact the health and safety of workers and the public.

In the event the primary EOC is unusable the secondary EOC shall be established in the Los Alamos County Police Department at 2500 Trinity Drive, or at another location specified by the County Manager. When it becomes necessary to relocate the EOC, operations are anticipated to begin within one hour. This facility has the basic operating systems necessary to function as an EOC.

The Los Alamos County EOC staff in the Joint EOC may need to be relocated, depending on the situation. Operations should be relocated if:

- The emergency only involves Los Alamos County
- The emergency situation is likely to envelop the primary EOC
- Problems arise within the primary EOC that affects its operational capability
- The safety of the center personnel is compromised

When it becomes necessary to relocate the EOC, consideration must be given to continuity of command. The relocation of the EOC to the secondary EOC will be accomplished in one of two ways:

Slowly Developing Situation

When an emergency situation is predicted to affect the EOC at some future point and if arrangements can be made, the LAPD Training Room will be designated, and the incoming personnel will be called in to staff it. When the alternate location is staffed and capable of operations, it will assume the lead role in direction and coordination of the situation. Once the alternative site becomes active, the primary EOC (Joint) will be deactivated, and all records and personnel will be evacuated to the new location.

Rapidly Developing Situation

Circumstances may arise when the primary EOC (Joint) is either destroyed or otherwise rendered ineffective. If such a situation occurs, re-establishing direction and coordination becomes imperative. In the event that a rapidly developing situation occurs which requires the immediate relocation of direction and coordination, the next representatives of each department, agency or volunteer group presently involved in the incident will be notified and directed to the alternative Emergency Operations Center and assume command of the situation.

The Primary EOC (White Rock Fire Station 3) remains activated until the County EOC Director orders it to stand down.

Role of the Emergency Operations Center

Once activated, the EOC directs and coordinates the County's overall strategic response to emergency events. Individual field departmental supervisors retain tactical control of resources assigned to incidents. The purpose of a County-centric EOC is to provide a location to collect and disseminate information, provide a common operating picture of countywide response activities, and facilitate actions necessary to protect residents and property during emergency incidents. The EOC may be partially activated to coordinate multi-agency support or for monitoring events without activating the full EOC organization and may be virtually activated. The Emergency Manager is responsible for the proper functioning of the EOC and will also serve as a liaison with state and federal emergency agencies and neighboring jurisdictions. The Emergency Manager will advise other emergency officials on courses of action available for major decisions.

When the EOC is activated, it is essential to establish a division of responsibilities between the Incident Commander/Command Post(s) and the EOC for emergency operations. Common EOC tasks include:

- EOC/ICS Interface Management. Coordination of on-scene to EOC interaction.
- Situation Awareness and Reports. Assemble accurate information and intelligence on the emergency situation and current resource data to allow officials to make informed decisions.
- Incident Prioritization. Collaborate with representatives of emergency service agencies, determine, and prioritize required response actions and coordinate their implementation.
- Policy Establishment. Suspend or curtail government services, recommend the closure of schools and businesses, cancellation of public events, or curfews.
- Public Protection Measures. Implement public protection measures, including:

- Direct Shelter-In-Place
- Organize and implement large-scale evacuation.
- Organize and implement shelter and mass arrangements for evacuees.
- Coordinate traffic control for large-scale evacuations.
- Resource Management. Provide resource acquisition and management support for unplanned incident operations.
 - Request and acquire
 - Prioritize and allocate
 - Cost control analysis measures.
- Emergency Public Warning. Issue community-wide warnings.
- Record Keeping. Gather, process, analyze, and store incident records.
- Emergency Public Information. Issue emergency instructions; provide information to the general public and Joint Information Center Management.
- Liaison Coordination. Coordinates agency representatives assigned to the EOC, sending liaison staff to other EOC's, and liaison with other agencies and jurisdictions.
- Continuity of Government and Operations. A coordinated effort to ensure the stability and survivability of essential County functions continues to be performed under all circumstances that may disrupt normal operations.
- Records and Reports. Records and reporting are vital to the success of incident management, and to ensure accurate paperwork is available for cost reimbursement. The following table shows common reports and records, along with who has responsibility for them, the frequency in which they are developed and their official repository.

Reports and Records	Responsibility	Frequency	Official Repository
Record of designated disaster successors below the office of Council Vice Chair	Council	Change of personnel	County Clerk, OEM
Record of three designated disaster successors for each appointed office, including all County Departments and the Attorney's office	CMO, Department heads, Attorney's office	Change of personnel	OEM
Emergency Declarations	County Council	Each occurrence	CMO, OEM
Government Resolutions associated with emergency response	County Council	Each occurrence	County Clerk
Expenditures and obligations of response agencies.	Emergency Response Agencies	Daily during emergency	Finance Division

Reports and Records	Responsibility	Frequency	Official Repository
Daily situation, resource consumption, and shortfall to State EOC	EOC	Daily during emergency	State EOC OEM
Emergency Management Agency reports on status of Mass Care services from volunteer agencies and others	EOC, VOAD-NNM	Daily during emergency	State EOC
Mutual Aid Agreements MOU with DOE/NNSA	CMO	At expiration or change	County Manager's Office
Emergency Management Training Records	LAC OEM	As needed	OEM (non-County only) LAC Human Resources (County staff)

Organization, Operations and Staffing

The EOC management structure is intended to be flexible and can be modified by the Los Alamos County Manager, the EOC Manager and the EOC Section Chiefs, to meet the demands of any particular situation.

- The Los Alamos County Manager through the EOC Manager will implement policy directives and will have overall management responsibility for the incident.
- The EOC Manager directs EOC response actions to save lives and protect property and recommends/implements population protective actions. Within the framework of the EOC, all available resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this priority framework.
- Sections will document work assignments in an emergency situation. They submit a complete emergency action plan on staffing allocation, equipment distribution, and other emergency-related needs as requested by the EOC Manager.
- All officers and employees of Los Alamos County are deemed part of the emergency management organization and may be called on to perform emergency management functions during an emergency.

Use of the National Incident Management System (NIMS) and Incident Command System

The EOC utilizes a modified organizational structure of the National Incident Management System (NIMS)/ Incident Command System (ICS) in the context of both pre-incident, post-incident and recovery activities. The EOC organization adapts to the magnitude and complexity of the situation at hand and incorporates the NIMS principles regarding span of control and standard organizational structure. Emergency Management, the Situation Assessment Team, Operations, Planning and Public Information Officer will always be activated; other sections will activate based on the magnitude and nature of the emergency.

Although the EOC uses a modified ICS structure, the EOC does not manage on-scene operations. Instead, the EOC focuses on policy decisions, providing multi-agency support to on-scene efforts, develops situational awareness for the entire county, and conducting broader operational management for activities such as mass shelter, catastrophic evacuation, and public information activities.

Support for a Larger, Regional Incident

While rare, it may be possible for Los Alamos County to be involved in a larger, regional incident; the County wishes to support its neighbors in any way it can. When necessary, Los Alamos County will participate in a larger regional command structure and will provide resources and other assistance to impacted counties throughout the State of New Mexico.

EOC Positions

County Manager

The County Manager provides overall direction and control and is responsible for making decisions necessary to meet the emergency/disaster impacts to include management of incident activities, development, and implementation of strategic decisions.

Situation Assessment Team

Is comprised of department leaders who provide strategic, advice and policy recommendations to the County Manager or EM. This ad hoc group meets as needed and is chaired by the County Manager. A member of the County Council should also be present for the Situational Assessment Team.

EOC Manager

The EOC Manager is the Los Alamos County Emergency Management Manager (or designee) and reports directly to the Los Alamos County Manager. The EOC Manager ensures that the EOC is adequately staffed and that appropriate positions are activated to meet the emergency tasks and demands. The EOC Manager implements the Los Alamos County Manager's decisions through the EOC process and ensures that the EOC is structured to meet the event demands. The EOC Manager supervises the Management Staff and Section Chiefs.

Public Information Officer

The "Public Information Officer (PIO)" reports to the County Manager. The PIO Section includes various units to manage: Rumor Control; Public Enquiries; Media Enquiries; Social Media monitoring, and Public Warnings, Information, and Instruction.

EOC Section Chiefs. The size and functions within this organization will be dictated by the magnitude and nature of the emergency.

EOC Operations Section

The EOC Operations Section is responsible for all operational command support and coordination of incident response assets. The Operations Chief position is staffed by the situational needs of the emergency, i.e., Fire, Law Enforcement, Public Works, etc., and consists of Emergency Services, Human Services, and Infrastructure Services.

EOC Planning Section

The EOC Planning Section collects, evaluates, disseminates, and documents information about the incident, status of resources, develops the Incident Action Plans, compiles damage assessment, and develops recovery plans. The Planning Section consists of Situation/Damage, Planning, Documentation, and Technical Services/Specialists.

EOC Logistics Section

The EOC Logistics Section is responsible for providing all support needs to emergency incident sites, and will order all resources, and provide facilities, supplies, and services.

Finance and Administration Section

The EOC Administration and Finance Section is responsible for monetary, financial, and administrative functions.

Extended Operations

The EOC may be required to operate on a 24-hour basis for the duration of an emergency. During a 24-hour operation, shifts will normally last 12 hours, but may be adjusted based on the needs created by the emergency. Each position in the EOC must have a total of, at minimum, two people designated to cover shift staffing during a 24-hour period.

EOC Objectives

Los Alamos County objectives contribute to effective response coordination. Working as a team, the Situation Assessment Team and Section Chiefs develop a common set of strategic Los Alamos County objectives. Los Alamos County objectives are updated each operational period (typically 12 to 24 hours). For those incidents that occur without notice, standing EOC objectives can be used until there is sufficient time to develop custom objectives based on incident needs. The EOC standing objectives and associated tasks are:

EOC STANDING OBJECTIVES AND ASSOCIATED TASKS	
Develop and maintain situation awareness	<ul style="list-style-type: none"> • Collect, organize, and analyze damage assessments from departments and other partners. • Issue Situation Reports on regular and frequent basis. • Arrange for subject matter experts to conduct specialized analysis. • Coordinate mapping. • Rapidly incorporate information from social media. • Work with LANL for situational assessment and protective action response (if required). • Share situation awareness information with appropriate partners, including LANL (if required).
Develop and execute a County-wide strategy for response and recovery.	<ul style="list-style-type: none"> • Establish and maintain the EOC Action Plan planning cycle. • Publish a County Incident Action Plan each operational period or as directed. • Define impacts to vulnerable populations and address through Los Alamos County Incident Action Plan. • Hold EOC briefings frequently each operational period. • Ensure areas of operation and responsibility are clearly defined at all levels. • Provide logistical support to operations. • Support restoration of critical services such as utilities and healthcare. • Conduct advanced planning. • Designate the department, or departments, responsible for staffing and operating local Points of Distribution, Staging Areas, Donation Centers and other facilities and functions. • Make protective action decisions with appropriate partners.

EOC STANDING OBJECTIVES AND ASSOCIATED TASKS	
<p>Coordinate communication between County departments, external agencies and the community.</p>	<ul style="list-style-type: none"> • Establish and maintain communications with all internal and external partners. • Participate in local and regional conference calls. • Establish a Joint Information Center. • Participate in the regional Joint Information System.
<p>Promote unity of effort with County departments and external agencies.</p>	<ul style="list-style-type: none"> • Leverage all available Los Alamos County resources, as needed, based on County goals, priorities, strategy. • Include vulnerable population impacts, and how to address them, in Director and Section Chief briefing agenda. • Advocate for and support a regional approach to addressing the needs of vulnerable populations and for restoring essential services such as public transportation, mass care and healthcare. • Request jurisdictional representatives to the EOC as needed. • Coordinate requests for assistance from the County to regional, state, and federal partners. • Wherever possible, provide support to neighboring jurisdictions.
<p>Sustain public confidence and trust in response and recovery efforts.</p>	<ul style="list-style-type: none"> • Ensure EOC Consolidated Action Plans, Situation Reports, and damage reports are coordinated with public and employee messages. • Develop a public conversation strategy, i.e., sharing information, being open and being informed by the community. • Ensure public messaging is available to vulnerable populations including access and functional needs such as the deaf and hard of hearing community
<p>Address impacts to the community in a comprehensive manner.</p>	<ul style="list-style-type: none"> • Utilize advanced planning to identify challenges and opportunities as early as possible. • Initiate recovery operations as soon as possible. • Closely coordinate impact analysis and planning with regional partners.

2. EOC Activation

The Primary EOC (White Rock Fire Station 3) may be activated as either a “Command” entity or as a “Coordination” entity.

- For pre-incident or special events management, the EOC may serve as a single command element for the management of operations.
- Where incidents occur across political jurisdictions, or there is more than one responding agency with incident jurisdiction, the EOC may be activated as a “Command” entity, usually a “Unified Command” element (in conjunction with LANL) to direct operations.

- In its “Coordination” role, the EOC may act as a Multi-Agency Coordination Center; it provides emergency management coordination of policies and priorities established by jurisdictional policy makers.

The Primary EOC (White Rock Fire Station 3) may be activated at any time there is an existing or potential threat, or any event deemed as an Incident of Critical Significance by the SAT per standard operating procedures. Plan stakeholders should intend on staffing the EOC to the requested scale as soon as possible, but within two (2) hours of notification.

Scheduled Activations

A scheduled activation is a predetermined activation in response to various meteorological, geophysical, or planned events. Planned events may include, but are not limited to, protest/demonstrations, political events, parades, exercises, and holiday celebrations. The general or management components that are designated to staff the EOC will be expected to report to the EOC as soon as possible, but within two (2) hours. Notifications will be made according to established policies and protocols. The type and severity of the event will dictate which level the EOC is activated, and which functions and components should staff the EOC.

Unscheduled Activations

The Primary EOC (White Rock Fire Station 3) may also be activated as a response to unanticipated events. Depending upon the incident, the appropriate positions or management component will be notified to staff the Primary EOC (White Rock Fire Station 3) as soon as possible but no longer than two (2) hours from notification. Los Alamos County Emergency Management staff will cease conducting their daily activities and report to the EOC and prepare it for activation and operation. Dispatch and Los Alamos County Emergency Management staff will make the appropriate notifications. Initial notification of an unscheduled event may come from several sources such as the public, on-scene source, media, 911 Center, or another jurisdiction.

Authority to Activate

The Primary EOC (White Rock Fire Station 3) is an essential facility for successful response and recovery operations. With decision and policy makers located together in the Primary EOC (White Rock Fire Station 3), personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished and minimize duplication of efforts.

Depending on the severity and magnitude of the disaster, activation of the Primary EOC (White Rock Fire Station 3) may not be necessary, may be virtually activated, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those persons needing to interact in providing Los Alamos County coordinated response. Upon request or the existence of circumstances threatening the County or the potential to threaten the County, the Primary EOC (White Rock Fire Station 3) may be automatically activated according to the guidelines set forth in this document by Los Alamos County Emergency Management.

Primary EOC (White Rock Fire Station 3) activation levels will generally follow the “emergency levels” as described in this plan.

The following individuals are authorized to activate the EOC for unscheduled events during situations where the need for EOC-level coordination is evident:

- Emergency Services Commander - Los Alamos County Police Department
- County Manager - CMO
- Fire Chief - Los Alamos County Fire Department

Any agency director, partner organization leader or incident commander may request Primary EOC (White Rock Fire Station 3) activation to coordinate or support emergencies, or for planned events being managed by their organization or in anticipation of an emergency event.

Any chief elected official, or designee, from a jurisdiction or pueblo adjacent to Los Alamos County may request the Primary EOC (White Rock Fire Station 3) be activated to support an emergency occurring in or affecting their jurisdiction.

Once notified of the request to activate the Primary EOC (White Rock Fire Station 3), the appropriately authorized individuals will make an assessment to determine what services the Primary EOC (White Rock Fire Station 3) can provide and whether to activate.

Factors to Consider When Determining EOC Activation

The following criteria may factor into the decision of whether or not to activate the Primary EOC (White Rock Fire Station 3):

- The nature, scale, and severity of the hazard and immediate known or possible impacts.
- The potential for the hazard and/or secondary impacts to increase.
- The degree and extent of support needed to achieve response and/or recovery objectives.
- The time of day and day of week.
- The amount of public attention generated by the event.
- The benefit achieved by coordinating departmental operations from a centralized location.
- Other unrelated incidents are underway or planned events are scheduled.

When the decision is made to activate the Primary EOC (White Rock Fire Station 3), upon direction from the Los Alamos County Manager the Los Alamos County Emergency Manager, and/or CDC will notify appropriate staff members to report to the Primary EOC (White Rock Fire Station 3).

Notification is also made to the state emergency management duty officer or State of New Mexico EOC (State of New Mexico Department of Homeland Security and Emergency Management).

When to Activate

Incidents of Critical Significance are those high-impact events that require a coordinated and effective response by an appropriate combination of County, private-sector, and nongovernmental entities in order to manage an emergency event. Incidents of Critical

Significance which requires notification to Los Alamos County Emergency Management from on scene responders to determine if a Primary EOC (White Rock Fire Station 3) activation is required may include, but are not limited to the following:

- Any incident which may require a substantial evacuation and/or temporary displacement of multiple persons (>25) or where assistance in coordinating temporary sheltering or providing transportation assistance.
- Any event posing a potential or actual threat for a mass casualty incident of greater than >11 victims.
- Have significant impact and/or require significant information sharing, resource coordination, and/or assistance.
- Attract a sizable influx of independent, spontaneous volunteers.
- Overwhelm capabilities of government, and infrastructure owners and operators.
- Any incidents pertaining to actual or potential significant hazardous material releases.
- Events which create substantial media attention that may significantly impact the County's reputation.
- Needs exceed authority.
- Incidents involving actual or potential severe environmental damage.
- Any severe weather-related warning or phenomena indicating or involving serious injury or property damage.
- Any incident which closes or significantly blocks major thoroughfares within LAC for an extended time period due to emergency events.
- Any prolonged outage of public utilities:
 - Electrical: sustained electrical outage resulting in loss of power in excess of six hours.
 - Natural gas: line breaks requiring evacuation of a significant number of the general public and/or closing of a major roadway; or loss of natural gas capacity that threatens the health and safety of a significant number of residents.
 - Sewer: any spill involving significant per minute flow rates of effluent which threatens human health and safety, environmental damage, or any significant spill into any major body of water.
 - Water: any line break lowering pressure to a point requiring a 'boil water' order or a long-term disruption threatening human health and safety.
- Wildland fires at or near the urban areas that threaten residential structures, utilities, or cause extended road closures.

- Any incident where public resources within LAC are depleted, being deployed out of the county (except for emergency services mutual aid) or any event posing a major environmental threat.
- Whenever circumstances are such that an Incident Commander and/or Los Alamos County Emergency Management believe Primary EOC (White Rock Fire Station 3) assistance is advantageous.

When Not to Activate

The Primary EOC (White Rock Fire Station 3) should not be activated if normal department operating guidelines, emergency plans, resources, or normally established coordination guidelines are adequate to respond to an emergency situation and no other extenuating circumstances exist.

Access and Functional Needs

In some cases, responders to the Primary EOC (White Rock Fire Station 3) may have specific access and functional needs. It is the policy of Los Alamos County to comply with the American Disabilities Act and its standards by reasonable accommodation according to needs, to the extent permitted by fiscal constraints.

F. Recovery

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

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

1. Damage Assessment

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

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

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

If the situation warrants, a formal Preliminary Damage Assessment will be requested and performed by local, state, and federal assessors. This will include assessments for both public and individual damage. Local representatives will accompany these teams during their

assessments. These individuals will be familiar with damaged areas and will supply maps needed to complete the damage assessment process. The State of New Mexico Department of Homeland Security and Emergency Management will then coordinate with FEMA to determine if the County qualifies for public and/or individual assistance.

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

2. County Civil Emergency Proclamation

A local “Civil Emergency Proclamation” is an action taken by a local government that is usually a prerequisite for the County to receive state and/or federal assistance and is typically made at the onset of an emergency to allow Los Alamos County to obtain adequate resources to address the emergency. A civil emergency proclamation is typically what provides the authority to enact the measures outlined in this plan.

Pursuant to Section 202.1 of the County Charter, the Council Chair is the head of County government for purposes of emergency law and is the county official that has the authority to issue a civil emergency proclamation.

A written or verbal proclamation may be issued, however, after a verbal proclamation is declared, it must be followed by a written proclamation that is filed with the State of New Mexico Department of Homeland Security and Emergency Management and the Los Alamos County Clerk’s Office for official documentation as soon as the emergency conditions allow.

In preparing a proclamation, a description of the event and the necessary emergency authorizations need to be documented. The State of New Mexico EOC and the public should be informed as soon as possible when an Emergency Proclamation is made.

The Governor may declare a Local State of Emergency to expedite access to local resources needed to cope with the incident. The Council Chair or County Manager may further ask for a gubernatorial declaration and state and federal assistance.

3. County Disaster Declaration

A local “Disaster Declaration” is an action taken by a local government that is usually a prerequisite for the County to receive state and/or federal assistance and is made at the onset of a disaster to allow Los Alamos County to obtain adequate resources to address the disaster. A disaster declaration proclamation is typically what provides the authority to enact the measures outlined in this plan.

A disaster declaration is normally issued when the threat or occurrence of a disaster is of sufficient severity and magnitude and local resources are insufficient to meet the needs of the event. A Disaster Declaration can be issued with or without the enactment of a Civil Emergency Proclamation.

Pursuant to Section 202.1 the Council Chair is the head of the County government for purposes of emergency law and is the county official that has the authority to issue a Disaster Declaration.

4. The County's Emergency Powers

Pursuant to Section 10-15-1(F) of the Open Meetings Act, if there are unforeseen circumstances that, if not addressed immediately by the County Council, will likely result in injury or damages to persons or property or cause a substantial financial loss to the County, the Council may meet and take actions on emergency matters without complying with the usual notice and agenda requirements of the Open Meetings Act.

If the County Council takes emergency actions pursuant to Section 10-15-1(F) of the Open Meetings Act, the County must report the action taken and the circumstances creating the emergency to the New Mexico Attorney General's Office unless there has been a declaration of a state or national emergency.

Pursuant to Section 203.3 of the County Charter the County Council may adopt emergency ordinances without the usual notice, publication and agenda requirements contained in the Charter and the Open Meetings Act. However, pursuant to the Charter, emergency ordinances must be published in a newspaper of general circulation within seven (7) days of its adoption. Emergency ordinances are effective upon adoption and are automatically repealed ninety (90) days after adoption. Section 102.1 of the Charter enumerates what actions must be done through the adoption of an ordinance.

Emergency procurement of goods and services including construction services is governed by Section 31-105 of the Los Alamos Code of Ordinances. Pursuant to this section the chief purchasing officer of the County may make or authorize others to make emergency procurements when a bona fide emergency exists.

The County Sheriff or the County, through a majority vote of the County Council, may request that the Governor declare a state of emergency in the County pursuant to the Riot Control Act (12-10-16 to 12-10-21 NMSA 1978) and enact emergency measures such as a curfew as provided in the Riot Control Act. The County Council may enact emergency measures such as a curfew without the approval or consent of the Governor through the adoption of an emergency ordinance.

Neither a Civil Emergency Proclamation nor Disaster Declaration, as provided above, are necessary for the County to exercise its emergency powers contained in the Charter and Ordinances of Los Alamos County.

5. Presidential Disaster and Emergency Proclamations

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

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

Example Disaster Declaration

Civil Emergency Proclamation/Disaster Declaration

Due to _____

WHEREAS, a state of emergency exists in the Incorporated County for the following reasons:

OR

WHEREAS, a disaster declaration is warranted for the following reasons:

WHEREAS, this incident has resulted in undue human suffering and hardship and threatens the safety, health, welfare, property and well-being of the citizens and the local economy of Los Alamos County; and,

WHEREAS, all locally available public and private resources and forces available to mitigate and alleviate the effects of this disaster have been insufficient to cope with the resulting situation, initiate repairs and meet restoration requirements necessary to protect public safety.

NOW, THEREFORE, I, _____, as the Chair of the County Council of the Incorporated County of Los Alamos, by virtue of the authority provided by Section 202.1 of the Charter of the Incorporated County of Los Alamos do hereby declare Los Alamos County to be under a state of emergency for the purpose of requesting aid, assistance, relief programs, and funding that may be available from the State of New Mexico and the Government of the United States, if applicable.

OR

NOW, THEREFORE, I, _____, as the Chair of the County Council of the Incorporated County of Los Alamos, by virtue of the authority provided by Section 202.1 of the Charter of the Incorporated County of Los Alamos do hereby declare a disaster in Los Alamos County for the purpose of requesting aid, assistance, relief programs, and funding that may be available from the State of New Mexico and the Government of the United States, if applicable.

DECLARED THIS ____ DAY OF _____, 202__ IN LOS ALAMOS COUNTY

Incorporated County of Los Alamos

, Chair of the County Council

ATTEST:

Los Alamos County Clerk

Record:
(Book and Page, if Applicable)

Notes on Declaration:

- Do not include specific dollar amounts in the Resolution.
- Do not name specific entities that were damaged. Identify them by general category, such as Irrigation Ditches, Livestock Producers, County Roads, or Public Utilities.
- This Resolution does not guarantee that the jurisdiction or any potential applicants will qualify to receive state or federal funding assistance.

2. Public Assistance (PA) and Individual Assistance (IA) Activities

Declared Disasters

Public Assistance (PA)

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

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

In the event of a declared disaster, Los Alamos County Emergency Management will work closely with the PIO to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all Los Alamos County government agencies, and those quasi-governmental organizations that perform a governmental function. Los Alamos County Emergency Management will notify local governments, non-profit agencies and other eligible applicants of scheduled briefings and kick-off meetings for the PA program and the Hazard Mitigation Grant Program (HMGP). The PA applicant briefings include procedures for all aspects of financial management, personnel and record keeping that will be required for the various federal and state financial assistance programs. State and federal recovery personnel must advise the Los Alamos County Emergency Management of these briefings so that agencies can be notified. Key components of the PA program include:

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

Documentation is obtained by Los Alamos County Emergency Management regarding damage sustained to:

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

Individual Assistance (IA)

If the County is declared for Individual Assistance (IA), eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the state or local assessors. Los Alamos County will also perform inspections of damaged homes to determine safety. A zoning or civil affairs engineer may be responsible for coordinating post-disaster habitability inspections.

G. Mitigation

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

- Complete and maintain a hazards and risk assessment
- Maintain a comprehensive list of mitigation goals, objectives and tasks
- Planning process and organizational framework for carrying out the mitigation goals and objectives
- Implement pre- and post-hazard mitigation actions to reduce overall risk/vulnerability
- Evaluation of existing agencies, organizations, plans, programs, and guidelines that impact mitigation.

The Los Alamos County Emergency Management has been delegated as the lead agency to facilitate and coordinate the activities of the Los Alamos County Mitigation Planning Committee (MPC) and subcommittees. The Los Alamos County's Hazard Mitigation Plan (HMP) identifies the hazards to which Los Alamos County is vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of the available funding; and links mitigation projects to these sources of funding. The Los Alamos County's Mitigation Plan defines the mitigation goals, objectives, and initiatives for Los Alamos County. Annual revisions to the Los Alamos County's Mitigation Plan are standard, although in the event of a disaster, or if needed, the plan can be updated more frequently.

V. REFERENCES AND AUTHORITIES

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

Relationship to Other Plans

In addition to the Los Alamos County Los Alamos EOP, the following plans have been developed and are maintained pursuant to state and federal requirements and have been incorporated in the Los Alamos EOP annexes or affiliated materials:

- Hazard Mitigation Plan (HMP)
- Access and Functional Needs Protocols (AFN)
- Continuity of Operations / Continuity of Government (COOP/COG)

References:

- **Comprehensive Preparedness Guidance (CPG) 101, Developing and Maintaining Emergency Operations Plans, Version 3.0, September 2021.**
- **Comprehensive Preparedness Guidance (CPG) 201: Threat and Hazard Identification Risk Analysis (THIRA) August 2013**
- **Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction**
- **Federal Radiological Emergency Response Plan**
- **National Incident Management System (NIMS)**
- **National Response Framework (NRF), Fourth Edition, October 2019.**
- **County Procurement Manual, FY23 - Procurement SOPs and Policy**
- **Security Incident Policy** - IM is charged with protection and mitigation of security threats to County network and communications systems. The goal of this policy is to establish security threat identification, response, and reporting guidelines.

Authorities:

- **16 U.S.C. 3501** - Coastal Barrier Resources Act.
- **44 CFR 350** - Code of Federal Regulations.
- **44 CFR Part 10** - Environmental Considerations.

- **44 CFR Part 13** - Uniform Administrative Requirements for Grants and Cooperative Agreements.
- **44 CFR Part 14** - Audits of State and Local Governments.
- **44 CFR Part 206** - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- **44 CFR Parts 59-76** - National Flood Insurance Program and related programs.
- **50 CFR, Title 10** - Code of Federal Regulations.
- **National Flood Insurance Act of 1968, 42 U.S.C. 4101** - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- **Public Law 101-549** - Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- **Public Law 101-615** - Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- **Public Law 106-390, Disaster Mitigation Act 2000** - To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **Public Law 107-296, 116 Stat. 2135 (2002)** - (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), Established The Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- **Public Law 833-703** - amendment to the Atomic Energy Act of 1954.
- **Public Law 84-99, 33 U.S.C. 701n** - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- **Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210** - Provides for a system of compensating the public for harm caused by a nuclear accident.
- **Public Law 89-665, 16 U.S.C. 470** - National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- **Public Law 91-671, Food Stamp Act of 1964 in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.**
- **Public Law 93-234** - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.

- **Public Law 93-288, as amended, 42 U.S.C. 5121** - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- **Public Law 95-510, 42 U.S.C. 9601** - The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 99-499** - Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- **Regal Community Development and Regulatory Improvement Act of 1994.**
- **Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352** - Federal Emergency Management Food and Shelter Program.
- **Los Alamos County Code of Ordinances - Chapter 31 Procurement, January, 2021.**

Annex A- Operations

Coordinating Agency:

Los Alamos County Emergency Management
Los Alamos County Public Utilities
Los Alamos County Public Works Department
Los Alamos County Traffic and Streets Division

Primary Agency:

Los Alamos County Fire Department
Los Alamos County Police Department
Los Alamos County Traffic and Streets Division

Support Agencies:

Atomic City Transit
Los Alamos Airport
Los Alamos County Emergency Communications Center
Los Alamos County Fleet Division
Los Alamos County Geographic Information System (GIS) Services
Los Alamos County Information Management Division
Los Alamos County Planning and Zoning
Los Alamos County Public Information Officer
Los Alamos National Laboratory (LANL)
State of New Mexico Department of Homeland Security and Emergency Management
State of New Mexico Department of Public Safety
State of New Mexico Department of Transportation
State of New Mexico National Guard

Introduction

Purpose

The Operations Annex outlines the management and support duties of the Emergency Operations Center (EOC) Operations Section in support of an emergency response. It is the purpose of this annex to define the actions and roles necessary to provide a coordinated response within Los Alamos County. This annex provides guidance to agencies within the County with a general concept of potential emergency assignments before, during and immediately following emergency situations. The priorities of the response are:

1. Protect life, the environment and property
2. Ensure coordination of the incident response
3. Cooperate with other sections of the County, EOC teams and Los Alamos National Laboratory

Scope

This annex applies to all participating Los Alamos County departments and agencies. The following are examples of Operations Annex EOC activities:

- Air evacuation
- Air medical evacuation
- Animal evacuation and sheltering
- Explosive ordnance disposal/bomb squad
- Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE)
- Debris management
- Decontamination
- EMS transport, non-transport
- Evacuation
- Fire and EMS
- Hazmat
- Health protection coordination, including health protection measures; public health; detecting potential biological, chemical, and radiological agents; decontamination; detecting and monitoring food contamination; respiratory protection mass clinics; and water purification
- Law enforcement
- Radiological response and remediation
- Search and Rescue
- Security in affected area
- Shelter in place vs. evacuation determination
- Access and functional needs populations, evacuations and sheltering
- Terrorism response
- Traffic control
- Wildfire/interface

Situation

- Los Alamos County is subject to a number of hazards requiring response from the county during an emergency.
- The hazards could require response from a variety of departments within and in partnership with Los Alamos County.

Assumptions

- Different departments in this annex will coordinate when necessary to accomplish emergency missions.
- Mutual aid may be available when local resources are exhausted.
- Los Alamos National Laboratory may require assistance from the county during an emergency, which may decrease available resources.
- Depending on the emergency, Los Alamos National Lab may also be able to provide resources during an emergency or assist with the response effort.
- Incidents with a health and medical component, including issues of public health, patient care and incidents of mass casualty and mass fatality, may require consultation with Los Alamos Medical Center, New Mexico Department of Health or the CDC and may be addressed through the Los Alamos Medical Center Emergency Operations Plan (EOP). Mass casualty incidents are also addressed through the Los Alamos Fire Chief's Directive on mass casualty incidents.
- Vector control is handled by the Los Alamos County Parks and Recreation Department utilizing herbicides, rodenticides, and insecticides for vector control.
- The Los Alamos County Public Service Aide/Animal Control section is responsible for enforcing all Los Alamos County codes concerning the housing and care of animals. Officers also ensure that animals do not pose a health or safety hazard to county residents and that each animal is appropriately vaccinated and licensed as required by law per county statute.

Organizational Structure

The EOC will be organized using the National Incident Management System (NIMS) to include the Incident Command System (ICS). The EOC Directorate organizational structure consists of the Situation Assessment Team (SAT), Emergency Manager, and five principled sections, which normally would be activated as needed for a major incident.



Internally, the organization chart of the Operations Section contains five potential branches, activated as required.



The Operations Section will coordinate with other sections as appropriate to implement response actions.

Concept of Operations

Primary and supporting agencies will work within the Operations Structure to accomplish priority actions relating to the emergency response. Further information on concepts of operations for specific areas within Operations can be found in Primary Agency Functions.

When local resources are exhausted, additional resources may be available through mutual aid agreements and the New Mexico Intrastate Mutual Aid System. Requests for additional resources will be made following the through the Logistics Branch.

Operations Section Chief

The duties of the Operations Section Chief are primarily filled by the police chief, fire chief, or their designee. The Operations Section Chief reports directly to the EOC Directorate and supervises the four Operations branches. The Operations Section Chief:

- Ensures that the Operations Function is carried out including coordination of response for all operational functions assigned to Los Alamos County.
- Ensures that operational objectives and assignments identified in the EOC Incident Action Plan are carried out effectively.
- Establishes the appropriate level of branch organizations (as needed) within the Operations Section, continuously monitoring the effectiveness and modifying accordingly. Representatives from these departments may be incorporated into Operations or branches may be established as dictated by the incident:
 - Utilities
 - Law Enforcement
 - Fire/Rescue/EMS
 - Public Works
 - Care and Shelter
- Exercises overall responsibility for the coordination of Branch activities within the Operations Section.
- Provides the Planning Section with Branch Status Reports and Major Incident Reports. Examples include:
 - Status of branch activities for EOC Situation Reports
 - Information on any major incidents occurring during the response
- Conducts periodic Operations briefings for the EOC Directorate as required or requested.
- Provides overall supervision of the Operations Section.

The Operations Section Chief Checklist can be found as an attachment in the Operations Annex.

Primary Agency Functions

When activated in response to an incident, primary agencies are responsible for:

- Conducting response operations within their functional area for an affected area.
- Providing staff for the operations functions at fixed and field facilities.
- Notifying and requesting assistance from support agencies through the EOC.
- Managing mission assignments and coordinating with support agencies, as well as
- appropriate local jurisdictions through the EOC.

- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping all organizational elements informed of operational priorities and activities.
- Coordinating resource requests as needed.
- Ensuring overall financial and property accountability for activities.
- Planning for short-term and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.

Utilities

The Los Alamos County Department of Public Utilities is the primary agency to fill the Utilities Branch in an emergency response in Los Alamos County. The Utilities Branch is overseen by the Utilities Branch Director. The duties of the Utilities Branch Director are primarily filled by a Utilities Manager or their designee. The Utilities Branch Director:

- Analyzes existing power and water capabilities.
- Establishes priorities for utility requirements to support immediate and extended operations.
- Monitors all utility systems, keeps current on their status, and mitigate system vulnerabilities when possible.
- Identifies vulnerable critical points in the utilities system and recommend them for protection as necessary.
- Restores water, electricity, wastewater systems that have been disrupted.
- Monitors utilities outages in other areas and assesses their potential impact on Los Alamos County.

While it is not a written plan that covers emergency scenarios, the Los Alamos County Department of Public Utilities has a generic utilities-specific emergency response plan to follow when emergencies impact utilities – each case is taken individually. Redundancies are built into the system allowing for circumvention and redundancy for broken lines and downed wells. Most repairs can be completed in 1-2 days.

Los Alamos County Emergency Management keeps a list of identified critical infrastructure in the County, and this list includes energy-related assets. During an emergency, these sites will be monitored by the Utilities Branch Director, with vulnerabilities mitigated as appropriate.

Law Enforcement

The law enforcement branch is overseen by the Law Enforcement Branch Director. The duties of the Law Enforcement Branch Director are primarily filled by a police commander or their designee. The Law Enforcement Branch Director:

- Coordinates movement and evacuation operations during a disaster (see also the Evacuation annex).
- Coordinates to alert and notify the public, including special needs populations, and facilities of the impending or existing emergency within the County as secondary to the EAS.
- Coordinates law enforcement for public and private property and traffic control operations during the disaster.
- Coordinates site security at incidents.
- Determines public safety and security requirements and determines resource priorities.
- Coordinates Los Alamos County requests through the Operations Section to the State of New Mexico EOC.
- Establishes and maintains communication with Law Enforcement field personnel.
- Responds to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
- Monitors and tracks law enforcement resources utilized during the event.
- Provides general support to field personnel as required.
- Supervises the law enforcement operations unit.
- Is responsible for animal control activities as required.

During emergency operations, different law enforcement agencies may be called in to provide law enforcement response support. As such, care will need to be taken to ensure that these resources are used efficiently and effectively.

Communication will be maintained through the incident command structure. Deployed units will report up the chain of command, with reports feeding into the operations branch of the EOC. These reports, along with conditions on the ground and input from the Logistics Branch, will be used to determine capabilities, assess the availability of resources, and track those resources.

Fire/EMS/Rescue

The Los Alamos County Fire Department is the primary agency to fill the Fire/Rescue/EMS branch in an emergency response in Los Alamos County. The Los Alamos County Fire Department is responsible for detecting and suppressing wildland and urban fires resulting from, or concurrent with, an incident response. Fire operations are executed according to Los Alamos County Fire Department plans and directives for both wildland and structural firefighting. The Fire/Rescue/EMS branch is overseen by the Fire/Rescue/EMS Branch Director. The duties of the Fire/Rescue/EMS Branch Director are primarily filled by a Fire Battalion Chief or their designee. The Fire/Rescue/EMS Branch Director:

- Assists incident commanders in the field by coordinating fire suppression, rescue, EMS operations and/or hazardous materials operations, as appropriate. The Los Alamos Fire Department maintains a Directive on decontamination.
- Coordinates fire, rescue and/or EMS Mutual Aid requests from emergency response agencies through the Operations Section at the State of New Mexico EOC.
- Establishes and maintains communication with fire, rescue and/or EMS field personnel in ICP or identified Operations Centers if activated.
- Responds to requests for fire, rescue and/or EMS resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
- Monitors and tracks fire, rescue and/or EMS resources utilized during the event.
- Provides general support to field personnel as required.
- Supervises the Fire/Rescue/EMS operations unit.

Public Works

The Los Alamos County Public Works Department is the primary agency to fill the Public Works Branch in an emergency response in Los Alamos County. The Public Works Branch is overseen by the Public Works Branch Director. The duties of the Public Works Director are primarily filled by the Public Works Director or their designee. The Public Works Branch Director:

- Monitors and reports on the status of and damage to transportation systems and infrastructure.
- Recommends alternative transportation solutions that can be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Provides public works equipment and operators as necessary.
- Provides emergency repairs to damaged infrastructure and/or roadways.
- Provides for support flood-fighting operations.
- Provides for debris management.
- Coordinates the restoration and recovery of transportation systems and infrastructure.
- In conjunction with the EOC, identifies, prioritizes, and coordinates work to repair/restore roads, bridges, culverts along transportation routes.
- In conjunction with the EOC, identifies critical locations that need to be cleared of debris immediately to provide effective emergency services.
- Pre-identifies potential trash collection and temporary storage sites, including final landfill sites for specific waste categories (vegetation, food, dead animals, hazardous and infectious wastes, construction debris, or tires/vehicles, etc.).

- Provides evaluation and inspection of all county-owned structures damaged in the incident.
- Coordinates the priorities of public health and sanitation.

Debris Management

The Debris Management function is further outlined in the Debris Management Appendix.

The Care and Shelter Branch

- Maintains current status on all care and sheltering activities being conducted in the county
- Determines preliminary sheltering needs
- Maintains current status on all shelters in the county, including availability, census, and unmet needs
- Coordinates with private sector and non-governmental organization partners on the provision of mass care
- Implements the activities in the mass care and shelter appendix
- Implements the activities in the animal sheltering appendix

Support Agency Functions

When activated in response to an event, threat, or incident, support agencies are responsible for:

- Conducting support operations using their own subject matter experts, capabilities, or resources.
- Participating in planning for short-term and long-term incident management and recovery operations.
- Assisting in the conduct of situation assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the primary agency.
- Providing information or intelligence regarding their agency's area of expertise.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Los Alamos County Emergency Management	
Preparedness (Pre-Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
2	The Public Works Director and Emergency Management Commander reviews FEMA guidance to ensure compliance with debris management guidelines.
3	The Emergency Management Commander reviews debris management plan with key personnel via conference call or at the Emergency Operations Center.
4	The Emergency Operations Center stages debris monitoring and removal contractors.
Response (During Event) Actions for Annex A- Operations	
1	The Emergency Management Commander conducts meetings/briefing with key personnel.
2	Ensure all departments update contact lists.
Recovery (Post Event) Actions for Annex A- Operations	
1	(Two days to Two Weeks) The Public Works Director and Utilities Manager will coordinate with external agencies. The Emergency Management Commander initiates discussions with FEMA.
2	Ensure all departments update contact lists.
Protection Actions for Annex A- Operations	
1	Ensure all departments update contact lists.

Coordinating: Los Alamos County Public Works Department	
Preparedness (Pre-Event) Actions for Annex A- Operations	
1	The Public Works Director evaluates Debris Management Sites (DMS) locations.
2	The Public Works Department reviews road list and road maps.
3	The Public Works Director and Emergency Management Commander reviews FEMA guidance to ensure compliance with debris management guidelines.

Coordinating: Los Alamos County Traffic and Streets Division	
Preparedness (Pre-Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Response (During Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Recovery (Post Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Protection Actions for Annex A- Operations	
1	Ensure all departments update contact lists.

Primary: Los Alamos County Fire Department	
Preparedness (Pre-Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Response (During Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Recovery (Post Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Protection Actions for Annex A- Operations	
1	Ensure all departments update contact lists.

Primary: Los Alamos County Police Department	
Preparedness (Pre-Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Response (During Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Recovery (Post Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Protection Actions for Annex A- Operations	
1	Ensure all departments update contact lists.

Primary: Los Alamos County Traffic and Streets Division	
Preparedness (Pre-Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Response (During Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Recovery (Post Event) Actions for Annex A- Operations	
1	Ensure all departments update contact lists.
Protection Actions for Annex A- Operations	
1	Ensure all departments update contact lists.

Supporting: Los Alamos County Public Information Officer	
Response (During Event) Actions for Annex A- Operations	
1	The PIO or JIC issues media press release regarding the initiation of debris removal operations.
Recovery (Post Event) Actions for Annex A- Operations	
1	(Two days to Two Weeks) The PIO issues the second press release regarding segregation of debris.
2	(Two Weeks to One Month) PIO communicates project closeout to residents via press release.

Care and Shelter Branch Director	
Response (During Event) Actions for Annex A- Operations	
1	Maintain current status on all care and sheltering activities being conducted in the county
2	Determine preliminary sheltering needs
3	Maintain current status on all shelters in the county, including availability, census, and unmet needs
4	Coordinate with private sector and non-governmental organization partners on the provision of mass care.
5	Implement the activities in the mass care and shelter appendix
6	Supervise the implementation of the activities in the animal sheltering appendix
7	Report in.
8	Obtain briefing.
9	Document all activity on unit Log (ICS Form 214)
10	Ensure that Branch position logs and other appropriate files are maintained.
11	Provide an initial situation report to the Operations Section Chief.
12	Based on the initial EOC strategic objectives, prepare objectives for the Care and Shelter Branch, and provide them to the Operations Section.

13	Chief prior to the first Incident Action Planning meeting.
14	Maintain current status on all care and sheltering activities being conducted in the County.
15	Determine preliminary sheltering needs, and numbers of people that will require emergency care and shelter.
16	Determine preliminary condition and availability of designated shelters.
17	Request mutual aid as required through EOC.
18	Ensure that all information on system outages is consolidated and provided to the Operations and Planning Sections.
19	Ensure coordination of all mass care activities occurs with the Red Cross and other volunteer agencies as required.
20	Assist the American Red Cross in staffing and managing shelters.
21	Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act.
22	Coordinate with PSA on the sheltering of domestic animals
23	Coordinate with Department of Agriculture on the sheltering of large animals
24	Provide the Operations Section Chief and the Planning Section with an overall summary of Care and Shelter Branch activities periodically during the operational period or as requested.
25	Ensure that updated rosters are maintained of persons housed in shelters in the County.
26	Refer all contacts with the media to the Public Information Officer.
27	Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
28	Prepare objectives for the Care and Shelter Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Incident Action Planning meeting.
29	Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
30	Maintain contact with out of county shelters that receive Los Alamos County residents, forward requests for personnel, supplies, and support to Los Alamos County EOC Logistics to Local/Region/State/Federal levels as required.
31	Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
32	Complete and maintain all care and shelter reports.
Recovery (Post Event) Actions for Annex A- Operations	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached

Debris Management	
<i>Preparedness (Pre-Event) Actions for Annex A- Operations</i>	
1	Ensure all departments update contact lists.
2	The Public Works Director evaluates Debris Management Sites (DMS) locations.
3	The Public Works Department reviews road list and road maps.
4	The Public Works Director and Emergency Management Commander reviews FEMA guidance to ensure compliance with debris management guidelines.
5	The Emergency Management Commander reviews debris management plan with key personnel via conference call or at the Emergency Operations Center.
6	The Public Information Officer issues pre-event media press releases. The Procurement Officer and County Attorney review contracts for accuracy.
7	The Public Works Director reviews pre-identified DMS locations for capacity and permits.
8	The Public Works Director determines if citizen drop-off sites will be available and operated by the County.
9	The Public Works Director facilitates a pre-event coordination meeting with contractors.
10	The Emergency Operations Center stages debris monitoring and removal contractors.
11	The Traffic & Street stages equipment for debris operations.
<i>Response (During Event) Actions for Annex A- Operations</i>	
1	Collect and clear debris
2	Manage transportation, processing, and final disposal of waste.
3	The Public Works Director confirms emergency priority roads.
4	The Public Works Director coordinates with the potential monitoring firm to conduct an impact assessment.
5	The Emergency Operations Manager coordinates with Fire/Hazardous Materials Teams to assess hazardous materials debris.
6	The Emergency Management Commander conducts meetings/briefing with key personnel.
7	The Public Works Director determines force account requirements and staffing needs (debris, Public Assistance, etc.) with the County Finance Department and the Human Resources Department
8	Ensure all departments update contact lists.
<i>Recovery (Post Event) Actions for Annex A- Operations</i>	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached
6	(Two days to Two Weeks) The Public Works Director coordinates with the Traffic and Streets Division to prioritize roads/areas and disseminate that information to the debris removal and monitoring contractors.

7	(Two days to Two Weeks) The Public Works Branch Director requests contact information and a meeting with the FEMA Public Assistance Officer. Attendees should include: <ul style="list-style-type: none"> • Emergency Management Commander • Traffic and Streets • County Finance • County Attorney • FEMA Public Assistance Coordinator • State of New Mexico Public Assistance Coordinator • Potential debris monitoring firm
8	(Two days to Two Weeks) The PIO issues the second press release regarding segregation of debris.
9	(Two Weeks to One Month) The Public Works Director in coordination with the Traffic & Streets Manager will maintain and evaluate right-of-way cleanup.
10	(Two Weeks to One Month) The Public Works Director coordinates with debris removal contractors to open additional OMS as necessary.
11	(Two Weeks to One Month) The Emergency Management Commander continues daily meetings with FEMA. The Public Works Director coordinates with the County Departments.
12	(Two Weeks to One Month) PIO communicates project closeout to residents via press release.
13	(One Month to Three Months) The Public Works Director maintains and evaluates right-of-way cleanup and vegetative and C&D.
14	(One Month to Three Months) The Traffic & Streets Manager coordinates with debris removal contractors to initiate haul out.
15	(Three Months to Project Completion) The Public Works Director and Traffic & Streets Manager coordinate with debris removal contractors to complete the disposal of reduced debris.
16	(Three Months to Project Completion) The Public Works Director and Traffic & Streets Manager coordinate with debris removal contractors to close out and remediate debris management sites.
17	(Three Months to Project Completion) The Emergency Management Commander conducts project closeout meetings with FEMA and external agencies.
18	Ensure all departments update contact lists.
Protection Actions for Annex A- Operations	
1	Ensure all departments update contact lists.

Fire/Rescue/EMS Branch Director	
Response (During Event) Actions for Annex A- Operations	
1	Assist Incident Commanders in the field by providing coordination for fire, emergency medical, rescue, and hazardous materials operations.
2	Assist with mutual aid requests to and from the New Mexico EOC, as appropriate.
3	Monitor and track fire resources utilized during the event.
4	Assist with the mobilization and transportation of all resources through the Logistics Section.
5	Complete and maintain branch status reports for major incidents requiring or potentially requiring state and federal response, and maintain status of unassigned fire and rescue resources in the County.

6	Implement the objectives of the EOC Incident Action Plan assigned to the Fire/Rescue/EMS Branch.
7	Supervise the Fire/Rescue/EMS Branch.
8	Check in and identify yourself as the Fire/Rescue/EMS Branch Director upon arrival at the Los Alamos County EOC.
9	Read this entire checklist.
10	Start and maintain an EOC log of actions taken, and decisions made (ICS 214).
11	Based on the situation, activate necessary units within the Fire/Rescue/EMS Branch. <ul style="list-style-type: none"> • Fire Operations • Hazardous Materials • EMS
12	If mutual aid system is activated, coordinate use of County fire resources with local, regional, and state fire mutual aid coordinator(s).
13	Prepare and submit a preliminary branch status report as appropriate to the Operations Section Chief.
14	Prepare objectives for the Fire Branch and provide them to the Operations Section Chief prior to the first action planning meeting.
15	Ensure that Branch position logs and other files are maintained.
16	Maintain current status of fire missions being conducted in the County.
17	Be prepared to provide the Operations Section Chief and Planning Section with overall summary of Fire Branch Operations.
18	Ensure that all fiscal and administrative requirements are coordinated with the Finance and Administration Section to include notification of any emergency expenditures and daily time sheets.
19	Prepare objectives for the Fire Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Incident Action Planning meeting.
20	Ensure that Branch position logs and other files are maintained.
21	Assess the impact of the disaster/event on the Los Alamos Fire Department's operational capability.
22	Establish the objectives of the Fire Operations Branch based on the nature and severity of the disaster and provide them to the Operations Section Chief prior to the first Incident Action Planning meeting.
23	Provide the Operations Section Chief and the Planning Section with an overall summary of Fire Branch operations periodically or as requested during the operational period.
24	On a regular basis, complete and maintain the Fire Branch Status Report.
25	Reinforce the use of proper procedures for media contacts by maintaining contact with the PIO. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.
26	Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
27	(EMS) Determine the status and availability of medical mutual aid resources in the operational area; specifically, paramedics and ambulances.
28	(EMS) Order deployment of Mass Casualty Incident trailer(s) to scene(s) as needed.
29	(EMS) Establish communications with area hospitals and other medical facilities to determine their capability to treat disaster victims.
30	

31	(EMS) Obtain necessary supplies and equipment to support disaster medical operations in the field.
32	(EMS) Acquire suitable transportation for injured victims as required or requested.
33	(HAZMAT) Determine the status and availability of HazMat Response Teams in the State.
34	(HAZMAT) Coordinate with Public Works/Utilities to provide on-site assistance with HazMat operations at the request of team leaders.
35	(HAZMAT) Provide assistance to hazardous materials teams to detect and assess the extent of contamination (including sampling and analysis and environmental monitoring).
36	(HAZMAT) Coordinate with hazardous materials teams for environmental cleanup and waste disposition, implementation of environmental cleanup, and storage, treatment and disposal of oil and hazardous materials.
37	(HAZMAT) Coordinate with the medical facilities for the availability to receive victims of HazMat incidents.
Recovery (Post Event) Actions for Annex A- Operations	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached

Law Enforcement Branch Director	
Response (During Event) Actions for Annex A- Operations	
1	Coordinate law enforcement and traffic control operations during the disaster.
2	Coordinate movement and evacuation operations during a disaster.
3	Coordinate to alert and notify the public, including access and functional populations of the impending or existing emergency within the County (supplemental to EAS).
4	Coordinate site security at incidents.
5	Supervise the Law Enforcement Branch.
6	Report in
7	Obtain briefing.
8	Document all activity on unit Log (ICS Form 214).
9	Based on the situation, activate necessary Units within the Law Enforcement
10	Branch and provide for necessary relief. <ul style="list-style-type: none"> • Law Enforcement Operations • Bomb Team
11	Assist the New Mexico EOC with the coordination of law enforcement mutual aid resources requested or provided by Los Alamos County.
12	Provide an initial situation report to the Operations Section Chief.
13	Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch, and provide them to the Operations Section
14	Maintain current status on law enforcement missions being conducted in the County.
15	Provide the Operations and Planning Section Chiefs with an overall summary of law enforcement operational activities periodically or as requested during the operational period.
16	On a regular basis, complete and maintain the Law Enforcement Branch Status Report.

17	Refer all contacts with the media to the Public Information Officer.
18	Establish and maintain radio or cell-phone communication with the field.
19	Obtain regular status reports on the law enforcement situation from the field.
20	Assess the impact of the disaster/event on the Police Department's operational capability.
21	Determine the need for law enforcement mutual aid.
22	Monitor communications and location of distressed personnel, coordination, and execution of evacuation through use of public and private resources to assist persons and property in potential or actual distress.
23	In conjunction with Planning, determine if current and forecasted weather conditions will affect law enforcement operations.
24	Coordinate major evacuation activity with the Fire Operations Branch, as required.
25	Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or EOC.
26	Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
27	Prepare objectives for the Law Enforcement Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Incident Action Planning Meeting.
28	Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
<i>Recovery (Post Event) Actions for Annex A- Operations</i>	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached

Los Alamos County Attorney's Office

Preparedness (Pre-Event) Actions for Annex A- Operations

1	The Public Information Officer issues pre-event media press releases. The Procurement Officer and County Attorney review contracts for accuracy.
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Los Alamos County Capital Projects & Facilities Division

Preparedness (Pre-Event) Actions for Annex A- Operations

1	The Traffic & Street stages equipment for debris operations.
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Recovery (Post Event) Actions for Annex A- Operations

1	(Two days to Two Weeks) The Public Works Director coordinates with the Traffic and Streets Division to prioritize roads/areas and disseminate that information to the debris removal and monitoring contractors.
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Los Alamos County Dispatch	
<i>Preparedness (Pre-Event) Actions for Annex A- Operations</i>	
1	Ensure all departments update contact lists.
<i>Response (During Event) Actions for Annex A- Operations</i>	
1	Ensure all departments update contact lists.
<i>Recovery (Post Event) Actions for Annex A- Operations</i>	
1	Ensure all departments update contact lists.
<i>Protection Actions for Annex A- Operations</i>	
1	Ensure all departments update contact lists.

Los Alamos County Finance Department	
<i>Response (During Event) Actions for Annex A- Operations</i>	
1	The Public Works Director determines force account requirements and staffing needs (debris, Public Assistance, etc.) with the County Finance Department and the Human Resources Department
Operations Section Chief	
<i>Response (During Event) Actions for Annex A- Operations</i>	
1	Ensure that the Operations Function is carried out including coordination of response for all operational responsibilities assigned to the Los Alamos County.
2	Ensure that operational objectives and assignments identified in the EOC Incident Action Plan are carried out effectively.
3	Establish the appropriate level of branch organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4	Exercise overall responsibility for the coordination of Branch activities within the Operations Section.
5	Supervise the Operations Section.
6	Check in upon arrival.
7	Track activities on ICS 214 form
8	Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
9	Obtain a situation briefing from the Situation Assessment Team.
10	Based on the situation; activate appropriate departments within the section, designate Department Directors, as necessary: <ul style="list-style-type: none"> • Fire/Rescue/EMS • Law Enforcement • Public Works • Utilities • Care and Shelter
11	Request additional personnel for the section as necessary for 24-hour operation.
12	Obtain current communications status. Ensure that there is adequate equipment and frequencies available for the section.
13	Confer with the Situation Assessment Team to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
14	Coordinate with the Emergency Management Commander regarding the need for external agency representatives.
15	Establish radio or cellular communications with Incident Commander(s) and coordinate accordingly.

16	Based on the situation known or forecasted, determine likely future needs of the Operations Section.
17	Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
18	Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
19	Determine the need for mutual aid.
20	Obtain current communications status briefing.
21	Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
22	Record all major activities on ICS 214 form.
23	Ensure that all section personnel are maintaining their individual position logs.
24	Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires, including Branch Status Reports.
25	Ensure that all media contacts are referred to the Public Information Officer.
26	Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.
27	Attend and participate in Incident Action planning meetings.
28	Provide the Planning Section Chief with the Operations Section's objectives prior to each Incident Action Planning meeting.
29	Work closely with each Department Director to ensure that the Operations Section objectives, as defined in the current Incident Action Plan, are being addressed.
30	Ensure the Branches coordinate all resource needs.
31	Ensure information from the Branch Director is made available to the Planning Section in a timely manner.
32	Ensure that fiscal and administrative requirements are coordinated through the Administration/Finance Section (notification of emergency expenditures and daily time sheets).
33	Brief the EOC Directorate on all major incidents.
34	Document all major incidents; forward a copy to the Planning Section.
35	Brief Department Directors periodically on any updated information you may have received.
36	Share status information with other sections as appropriate.
Recovery (Post Event) Actions for Annex A- Operations	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached

Public Works Director	
<i>Preparedness (Pre-Event) Actions for Annex A- Operations</i>	
1	The Public Information Officer issues pre-event media press releases. The Procurement Officer and County Attorney review contracts for accuracy.
2	The Public Works Director reviews pre-identified DMS locations for capacity and permits.
3	The Public Works Director determines if citizen drop-off sites will be available and operated by the County.
4	The Public Works Director facilitates a pre-event coordination meeting with contractors.
<i>Response (During Event) Actions for Annex A- Operations</i>	
1	Survey all systems and restore those that have been disrupted, including coordinating with utility services providers in the restoration of disrupted services.
2	Survey all public and private facilities, assessing the damage to such facilities and coordinating repair of damage to public facilities.
3	Survey all infrastructure systems, such as streets and roads within the County.
4	Assist other sections, units and branches as needed.
5	Provide Public Works (PW) equipment and operators as necessary.
6	Provide emergency repairs to damaged infrastructure/roadways.
7	Provide flood-fighting assistance.
8	Provide for debris management.
9	Supervise the Public Works Branch.
10	Report in.
11	Obtain briefing.
12	Document all activity on unit Log (ICS Form 214)
13	Ensure that Branch position logs and other appropriate files are maintained.
14	Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment.
15	Ensure that engineering staff is available to assist with damage/safety assessment in inspecting damaged structures and facilities.
16	Assess the situation and determine the following: <ul style="list-style-type: none"> • Location and nature of major road problems • Response already underway • Best response routes • Staging Area locations • Availability of other resources
17	As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.
18	Provide support and materiel as required.
19	Keep the Operations Section Chief informed of Branch status.
20	Advise PIO, through the Public Works Department Director of road, building, and bridge closures. Refer all contacts with media to the Public Information Officer.
21	The Public Works Director confirms emergency priority roads.
22	The Public Works Director coordinates with the potential monitoring firm to conduct an impact assessment.
23	The Emergency Operations Manager coordinates with Fire/Hazardous Materials Teams to assess hazardous materials debris.
24	The Public Works Director and Traffic & Streets Manager will notify debris haulers to begin emergency roadway debris clearance.

25	The Traffic & Streets Manager will review debris volume and collection cost assessment.
26	The Traffic & Streets Manager and the debris removal contractors coordinate to prepare DMS based on concentration of debris.
27	The Public Works Director and Traffic & Streets Manager conducts daily coordination meeting with contractors.
28	The Public Works Director determines force account requirements and staffing needs (debris, Public Assistance, etc.) with the County Finance Department and the Human Resources Department
Recovery (Post Event) Actions for Annex A- Operations	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached
6	(Two days to Two Weeks) The Public Works Director coordinates with the Traffic and Streets Division to prioritize roads/areas and disseminate that information to the debris removal and monitoring contractors.
7	(Two days to Two Weeks) The Public Works Branch Director requests contact information and a meeting with the FEMA Public Assistance Officer. Attendees should include: <ul style="list-style-type: none"> • Emergency Management Commander
	<ul style="list-style-type: none"> • Traffic and Streets • County Finance • County Attorney • FEMA Public Assistance Coordinator • State of New Mexico Public Assistance Coordinator • Potential debris monitoring firm
8	(Two days to Two Weeks) The Public Works Director coordinates with the debris removal and potential monitoring contractors to begin right-of-way debris removal.
9	(Two days to Two Weeks) The Public Works Director coordinates with FEMA and the New Mexico Environment Department to begin environmental monitoring program of DMS locations.
10	(Two days to Two Weeks) The Public Works Director and Utilities Manager will coordinate with external agencies. The Emergency Management Commander initiates discussions with FEMA.
11	(Two Weeks to One Month) The Public Works Director in coordination with the Traffic & Streets Manager will maintain and evaluate right-of-way cleanup.
12	(Two Weeks to One Month) The Public Works Director coordinates with debris removal contractors to open additional OMS as necessary.
13	(Two Weeks to One Month) The Emergency Management Commander continues daily meetings with FEMA. The Public Works Director coordinates with the County Departments.
14	(One Month to Three Months) The Public Works Director maintains and evaluates right-of-way cleanup and vegetative and C&D.
15	(One Month to Three Months) The Traffic & Streets Manager coordinates with debris removal contractors to initiate haul out.
16	(Three Months to Project Completion) The Public Works Director and Traffic & Streets Manager coordinate with debris removal contractors to complete the disposal of reduced debris.

17	(Three Months to Project Completion) The Public Works Director and Traffic & Streets Manager coordinate with debris removal contractors to close out and remediate debris management sites.
18	(Three Months to Project Completion) The Emergency Management Commander conducts project closeout meetings with FEMA and external agencies.

Utilities Division Director	
Response (During Event) Actions for Annex A- Operations	
1	Check in and identify yourself as the Utilities Branch Director upon arrival at the Los Alamos County EOC.
2	Start and maintain an EOC log of actions taken and decisions made.
3	Analyze existing power, fuel, and water capabilities.
4	Establish priorities for utility requirements to support immediate and extended operations.
5	Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
6	Assist other sections, branches, and units as needed.
7	Supervise the Utilities Branch. Check in and identify yourself as the Utilities Branch Director upon arrival at the Los Alamos County EOC.
8	Read this entire checklist.
9	Start and maintain an EOC log of actions taken and decisions made (ICS 214).
10	Provide an initial situation report to the Operations Section Chief.
11	Based on the initial EOC strategic objectives, prepare objectives for the Utilities Branch, and provide them to the Operations Section Chief prior to the first Incident Action Planning meeting.
12	Ensure that all branch and unit position logs and other necessary files are maintained (ICS Form 214)
13	Request mutual aid as required through Los Alamos County EOC.
14	Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment.
15	Ensure that engineering staff is available to assist with damage/safety assessment in inspecting damaged structures and facilities.
16	Assess the situation and determine the following: <ul style="list-style-type: none"> • Response already underway • Best response routes • Staging Area locations • Availability of other resources
17	As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.
18	Provide support and materiel as required.
19	Keep the Operations Section Chief informed of Branch status.
20	Advise PIO, through the Operations Section Chief, of road, building, and bridge closures. Refer all contacts with media to the Public Information Officer.
21	Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Public Works Branch activities periodically during the operational period or as requested.
22	Refer all contacts with the media to the Public Information Officer.
23	Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

24	Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
<i>Recovery (Post Event) Actions for Annex A- Operations</i>	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached

Annex B - Planning

Coordinating Agency:

Los Alamos County Emergency Management

Primary Agency:

Los Alamos County Emergency Management
Los Alamos County Fire Department
Los Alamos County Police Department
Los Alamos County Public Utilities

Support Agencies:

Atomic City Transit
Los Alamos Airport
Los Alamos County All Departments
Los Alamos County Environmental Services Division
Los Alamos County Fleet Division
Los Alamos County Public Works Department
Los Alamos County Traffic and Streets Division
Los Alamos National Laboratory (LANL)
State of New Mexico Department of Homeland Security and Emergency Management
State of New Mexico Department of Public Safety
State of New Mexico Department of Transportation
State of New Mexico National Guard

Purpose

The Planning Annex outlines the activities of the Emergency Operations Center (EOC) Planning Section, which collects, evaluates, processes, and disseminates information for use in an emergency.

Scope

The planning section's primary responsibility is to collect, evaluate, process, and disseminate incident information and status of resources. This section functions as primary support for decision-making to the overall emergency response. This section maintains damage assessment estimates, develops plans necessary to cope with short and long-term field events, and conducts safety inspections to establish occupancy standards. This section also provides anticipatory appraisals and develops plans necessary to cope with changing events during the response.

During a disaster or emergency, other department heads and sections will advise the Planning Section Chief on various courses of action from their department level perspective. Specific responsibilities under the Planning Section include:

- Damage assessment
- Situation status
- Information dissemination
- Advanced resource planning

- Documentation
- Mapping and recording of the operation
- Determination of post-event condition
- Recovery, including post-disaster recovery plan preparation
- Technical expertise
- Demobilization

Organizational Structure

The EOC will be organized using the National Incident Management System (NIMS) to include the Incident Command System (ICS). The EOC organizational structure consists of the Situation Assessment Team (SAT), the Emergency Manager, and four principled sections, which normally would be activated for a major incident.

The Planning Section may activate sub-sections for specific tasks, including damage assessment, situation status, advanced resource planning, documentation, recovery, personnel, and demobilization.

The Planning Section will coordinate with other sections as appropriate to implement response actions.

The Planning Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches, groups, or units. The following may be established as the need arises:

- Situation Status Unit
- Resource Unit
- Documentation Unit
- Advance Planning Unit
- Damage Assessment Unit
- Recovery Planning Unit
- Technical Specialists
 - Geographic Information Systems Unit
 - Amateur Radio Emergency Service (ARES) Radio Data Analysis Unit
- Demobilization Unit

Situation

- Situational awareness is paramount for a successful response and recovery.
- Both short-term and long-term planning based on situational awareness is also required for a successful response.
- Documentation is required to receive reimbursement for disaster-related costs in the event of a federal declaration.

Assumptions

- Both accurate and advanced planning will aid in the effectiveness of the response, including guiding request and utilization of resources.
- Damage assessments will need to be conducted quickly once the initial incident is over.
- ARES will be available to provide backup radio and communications services if necessary.
- GIS can perform vital functions during an incident.

Planning Section Chief

The duties of the Planning Section Chief are primarily filled by the fire battalion chief, utilities, public works, or their designees. The Planning Section Chief reports directly to the EOC. The Planning Section Chief

- Collects, evaluates, disseminates, and uses information regarding the development of the incident and status of resources.
- Ensures responders in the EOC are kept up to date on parameters of the disaster.
- Assess the impact of the emergency on the County.
- Direct the coordination of periodic incident and strategy plans briefings to the SAT and the Chiefs of the other sections to include predictions on incident potential.
- Prepare periodic predictions on the future and potential of the incident.
- Begin planning for recovery in the affected area(s).
- Maintain a log of all messages received and sent and all significant actions taken.
- Develop incident demobilization plan.

The Planning Section Chief is ultimately responsible for all activities whether a specific unit is activated or not. The Planning Section Chief is responsible for overseeing all demobilization post-disaster. The Planning Section Chief will account for all equipment, personnel, and supplies at the end of any operation.

Concept of Operations

The Planning Section is responsible for collecting, evaluating, processing, and disseminating information for use in an emergency or disaster response.

Situation Status Unit

The Situation Status Unit will:

- Continually update the EOC and responders on the status of the situation to understand the current situation, predict probable course of incident events and prepare alternative strategies for the incident.
- Ensure that the information collected from all sources is validated prior to posting on status boards.
- Ensure situation status reports are disseminated to County EOC staff and to State EOC as required/requested.
- Ensure that an EOC Action Plan is developed for each operational period, based on objectives developed by each EOC section.
- Ensure all maps, status boards and other displays contain current and accurate information.

Resource Unit

The Resource Unit will:

- Using situation forecasts and working with responding departments, identify potential advanced resource needs for the response.
- Work with this Logistics Section to identify sources of these resources when necessary.
- Identify staffing needs for extended EOC operations.
- Establish check in activities.
- Prepare resource status information.
- Maintain displays, charts and lists that reflect current status and location of resources, transportation, and support vehicles.
- Confirm dispatch and estimated time of arrival of response resources.
- Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
- Establish check-in function at incident locations (ICS Form 211).
- Maintain master list of resources assigned to the incident.
- Provide resource summary information.

Documentation Unit

The Documentation Unit will:

- Collect, organize, and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
- Provide document reproduction services to EOC staff.
- Distribute Los Alamos County EOC situation status report, EOC Action Plan and other documents as required.
- Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- Ensure that legal restrictions on public and exempt records are observed.
- Provide incident documentation as requested.
- Store files for post-incident use.
- Assist the EO Advisor in the preparation and distribution of the After-Action Report.

Advanced Planning Unit

The Advanced Planning Unit will:

- Develop situation forecasts to assist in advance planning for the operation, typically 36 to 72 hours beyond the current operational period.
- Review all available status reports, action plans, and other significant documents.
- Determine potential future impacts of the emergency, particularly issues which might modify overall strategic EOC objectives.

Damage Assessment Unit

The Damage Assessment Unit will:

- Coordinate the implementation of preliminary damage assessments to ascertain the extent of the incident and its impacts.
- Use the information learned from the damage assessments to project short and long-term impacts for use in response planning.

Recovery Planning Unit

The Recovery Unit will:

- Coordinate post-incident assessments, plans and activities.
- Identify long-term recovery needs of populations with access and functional needs and incorporate these needs into recovery strategies.
- Identify long-term environmental restoration issues.
- Coordinate with animal welfare and agriculture stakeholders and service providers in long-term community recovery efforts.
- Coordinate all fiscal recovery with disaster assistance agencies.
- Prepare and maintain a cumulative cost report for the event or disaster.

Technical Specialists

Technical specialists could include GIS and the ARES. The Technical specialists will:

- Provide GIS analysis and mapping support for the operation.
- Provide communications support for the operation as necessary.
- Provide technical observations and recommendations to the EOC in specialized areas, as required.
- Ensure that qualified specialists are available in the areas required by the particular event or disaster.

Demobilization Unit

The Demobilization Unit will:

- Begin planning near the outset of the incident for the demobilization phase at incident end.
- Review incident resource records to determine the likely size and extent of the demobilization effort.
- Evaluate logistics and transportation capabilities to support demobilization.
- Develop an official incident demobilization plan detailing specific responsibilities and release priorities and procedures.
- Ensure that all sections/units understand their specific demobilization responsibilities.

Responsibilities

The following list identifies unassigned actions.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for Annex B - Planning</i>	
1	Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.
2	Ensure that the information collected from all sources is validated prior to posting on status boards.
3	Ensure all maps, status boards and other displays contain current and accurate information.

The following list identifies the responsibilities designated for all agencies and organizations in all phases of the event.

Coordinating: All Departments	
<i>Preparedness (Pre-Event) Actions for Annex B - Planning</i>	
1	Protective Actions for life safety include: Evacuation Sheltering Shelter-in-Place Lockdown
<i>Response (During Event) Actions for Annex B - Planning</i>	
1	Protective Actions for life safety include: Evacuation Sheltering Shelter-in-Place Lockdown
<i>Recovery (Post Event) Actions for Annex B - Planning</i>	
1	Protective Actions for life safety include: Evacuation Sheltering Shelter-in-Place Lockdown
<i>Protection Actions for Annex B - Planning</i>	
1	Protective Actions for life safety include: Evacuation Sheltering Shelter-in-Place Lockdown

Damage Assessment Unit Leader

Response (During Event) Actions for Annex B - Planning

1	Report in
2	Obtain briefing
3	Document all activity on unit Log (ICS Form 214).
4	Coordinate the implementation of preliminary damage assessments to ascertain the extent of the incident and its impacts.
5	Use the information learned from the damage assessments to project short and long-term impacts for use in response planning.
6	Coordinate assessment with jurisdiction(s), special districts, schools, authorities, and private non-profit organizations.
7	Coordinate with other groups conducting home assessments.
8	Prepare priority list for those facilities with the highest risk to public health and safety.
9	Identify emergency badge/identification needed to access damaged areas.
10	Advise the EOC manager of situation updates and needs.
11	Brief damage assessment team leaders of assignments and coordinate field damage assessment activities.
12	Stress safety to damage assessment team members.
13	Collect, compile, and maintain damage assessment records.
14	Provide required paperwork to support requests for supplemental federal and state financial assistance.
15	If activated, coordinate with the GIS to support damage assessment data.
16	Coordinate with the Public Information Officer for relevant damage assessment information needed for media reports and the public.
17	Coordinate with on-site surveys from state and federal officials.
18	Ensure that unsafe buildings, roads, bridges, structures, etc. are visibly barricaded or marked as unsafe and if not, report to proper officials.
19	Keep track of the weather forecast for each day's damage assessment field activities.
<i>Recovery (Post Event) Actions for Annex B - Planning</i>	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensures necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached.

Documentation Unit Leader	
<i>Response (During Event) Actions for Annex B - Planning</i>	
1	Report in
2	Obtain briefing
3	Document all activity on unit Log (ICS Form 214).
4	Ensure position logs (ICS 214) and other necessary files are maintained.
5	Collect, organize, and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
6	Provide document reproduction services to EOC staff.
7	Distribute Los Alamos County EOC situation status report, EOC Action Plan and other documents as required.
8	Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.
9	File all official forms and reports.
10	Review records for accuracy and completeness; inform appropriate units of errors or omissions.
11	Ensure that legal restrictions on public and exempt records are observed.
12	Provide incident documentation as requested.
13	Store files for post-incident use.
14	Assist the EO Advisor in the preparation and distribution of the After-Action Report.
15	Supervise the Documentation Unit.
16	Meet with Planning Section Chief to determine what EOC materials should be maintained as official records.
17	Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
18	Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
19	Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to appropriate entities (State EOC).
20	Keep extra copies of reports and plans available for special distribution as required.
21	Set up and maintain documented reproduction services for the EOC.
<i>Recovery (Post Event) Actions for Annex B - Planning</i>	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensures necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached.

Planning Section Chief	
Response (During Event) Actions for Annex B - Planning	
1	Read this entire checklist.
2	Report in
3	Obtain briefing
4	Document all activity on unit Log (ICS Form 214).
5	Collect, analyze, and display situation information.
6	Prepare periodic Situation Reports
7	Prepare and distribute the EOC Action Plan and facilitate Action Planning Meetings.
8	Conduct Advance Planning activities and report
9	Provide technical support services to the various EOC sections and branches
10	Establish appropriate level of organization for the Planning Sections (which units to stand up)
11	Document and maintain files on all EOC activities.
12	Keep the SAT informed of significant issues affecting the Planning/Intelligence Section.
13	In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
14	Supervise the Planning Section.
15	Identify yourself as the Planning Section Chief upon arrival at the Los Alamos County EOC.
16	Document all activity on unit Log (ICS Form 214)
17	Initiate collection and display of significant disaster events to include a weather data collection system when necessary.
18	Obtain a briefing on the extent of the emergency.
19	Confirm that all key Planning Section personnel or alternates are in the EOC or have been notified.
20	Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
21	Based on the situation, activate units within the sections needed and designate Unit leaders for each element: <ul style="list-style-type: none"> • Situation Status Unit • Damage Assessment Unit • Resource Unit • Recovery Planning Unit • Documentation Unit • Technical Specialists • Advance Planning Unit • Demobilization Unit.
22	Request additional personnel for the section as necessary to maintain a 24-hour operation
23	Meet with the Operations Section Chief, obtain and review any major incident reports.
24	Review responsibilities of branches in section; develop plans for carrying out all responsibilities.
25	Make a list of key issue to be addressed by Planning, in consultation with section staff.
26	Keep the SAT informed of any significant events.
27	Ensure position logs and other necessary files are maintained.

28	Oversee the collection and analysis of all event/or disaster related information.
29	Ensure that the Situation/Status Unit is maintaining current information for the situation status report.
30	Ensure that major incident reports and branch status reports are completed by the Operations Section and are accessible to the Planning Section.
31	Ensure that a situation status report is produced and distributed to EOC Sections/Director and, once approved, to the State EOC at least once, prior to the end of the operational period.
32	Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
33	Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays.
34	Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
35	Facilitate the EO Director's Action Planning meetings approximately two hours before the end of each operational period.
36	Ensure that objectives for each section are completed, collected, and posted in preparation for the next Action Planning meeting.
37	Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
38	Work closely with each branch/unit within the Planning Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
39	Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the County EOC.
40	Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
41	Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.
Recovery (Post Event) Actions for Annex B - Planning	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensures necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached.

Recovery Unit Leader	
<i>Response (During Event) Actions for Annex B - Planning</i>	
1	Report in
2	Document all activity on unit Log (ICS Form 214).
3	Prepare resource status information.
4	Coordinate post-incident assessments, plans and activities.
5	Identify long-term recovery needs of populations with access and functional needs and incorporate these needs into recovery strategies.
6	Identify long-term environmental restoration issues.
7	Develop the initial recovery plan and strategy for the County.
8	Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.
9	Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency effort.
10	Supervise personnel assigned to the Recovery Unit.
11	Monitor the current situation report to include recent updates and determine overall impacts of the emergency.
12	Based on available information, prepare an initial estimate of likely recovery issues that must be addressed; document these in the preliminary report.
13	Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental, and political impacts.
14	Facilitate recovery planning meetings involving appropriate personnel and other agencies as needed.
15	Develop the recovery plan and strategy for the County.
16	Coordinate with the Finance and Administration Section to ensure that all documentation and applications are consistent with the recovery strategy.
17	Coordinate with the Finance and Administration Section to ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.
<i>Recovery (Post Event) Actions for Annex B - Planning</i>	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensures necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached.

Resource Unit Leader	
Response (During Event) Actions for Annex B - Planning	
1	Report in
2	Obtain briefing
3	Maintain displays, charts and lists that reflect current status and location of resources, transportation, and support vehicles.
4	Confirm dispatch and estimated time of arrival of response resources.
5	Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
6	Establish check-in function at incident locations (ICS Form 211).
7	Maintain master list of resources assigned to the incident.
8	Provide resource summary information.
9	Supervise the Resource Unit.
10	Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
11	Determine what resources have been assigned, their status, and location.
12	Establish and maintain resources tracking system.
13	Brief appropriate personnel on how to communicate resource status changes.
14	Establish and distribute communications frequencies (if necessary) and communications schedule (check in)
15	Maintain master roster of all resources at the incident: <ul style="list-style-type: none"> • Total number of personnel assigned to the incident. • Total number of resources assigned to each Section and/or Unit. • Total number of specific equipment/apparatus types.
16	Assist in preparation of the Incident Action Plan (IAP):
17	Participate in Planning Meetings, as assigned.
18	Verify the resource status display accurately reflects operations.
19	Provide briefing to relief on current and unusual situations.
20	Assist in identification of additional and special resources: <ul style="list-style-type: none"> • Other disciplines • Technical Specialists. • Resources needed to implement contingency plans.
21	Document all activity on Unit Log (ICS Form 214).
Recovery (Post Event) Actions for Annex B - Planning	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensures necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached.

Annex C - Logistics

Coordinating Agency:

Los Alamos County Emergency Management

Primary Agency:

Los Alamos County Human Services
Los Alamos County Procurement Division
Los Alamos County Risk Management

Support Agencies:

Atomic City Transit
Federal Emergency Management Agency (FEMA)
Los Alamos Airport
Los Alamos County All Departments
Los Alamos County Environmental Services Division
Los Alamos County Fleet Division
Los Alamos County Public Works Department
Los Alamos County Traffic and Streets Division
Los Alamos National Laboratory (LANL)
State of New Mexico Department of Homeland Security and Emergency Management
State of New Mexico Department of Public Safety
State of New Mexico Department of Transportation
State of New Mexico National Guard

Purpose

The Logistics Annex outlines the management and support duties of the Emergency Operations Center (EOC) Logistics Section in support of emergency response. The Logistics Section oversees emergency resource and support functions. It is the purpose of this annex to define the actions and roles necessary to provide a coordinated response within Los Alamos County. This annex provides guidance to agencies within the County with a general concept of potential emergency logistics assignments before, during and immediately following emergency situations.

Scope

This annex applies to all participating Los Alamos County departments and agencies. The Logistics Section has primary responsibility to ensure the acquisition, transportation, and mobilization of resources to support the response efforts at shelters, disaster sites, emergency operations centers and other sites involved with the disaster response.

This section provides all necessary personnel, supplies, and equipment and procurement support, as well as working with partners to identify appropriate methods of moving resources throughout the County. Methods for obtaining and using facilities, equipment, supplies, services, and other resources to support the emergency response at all operational sites during emergency or disaster conditions will be the same as those used during normal operations unless authorized by the County Manager or emergency orders of the County Council.

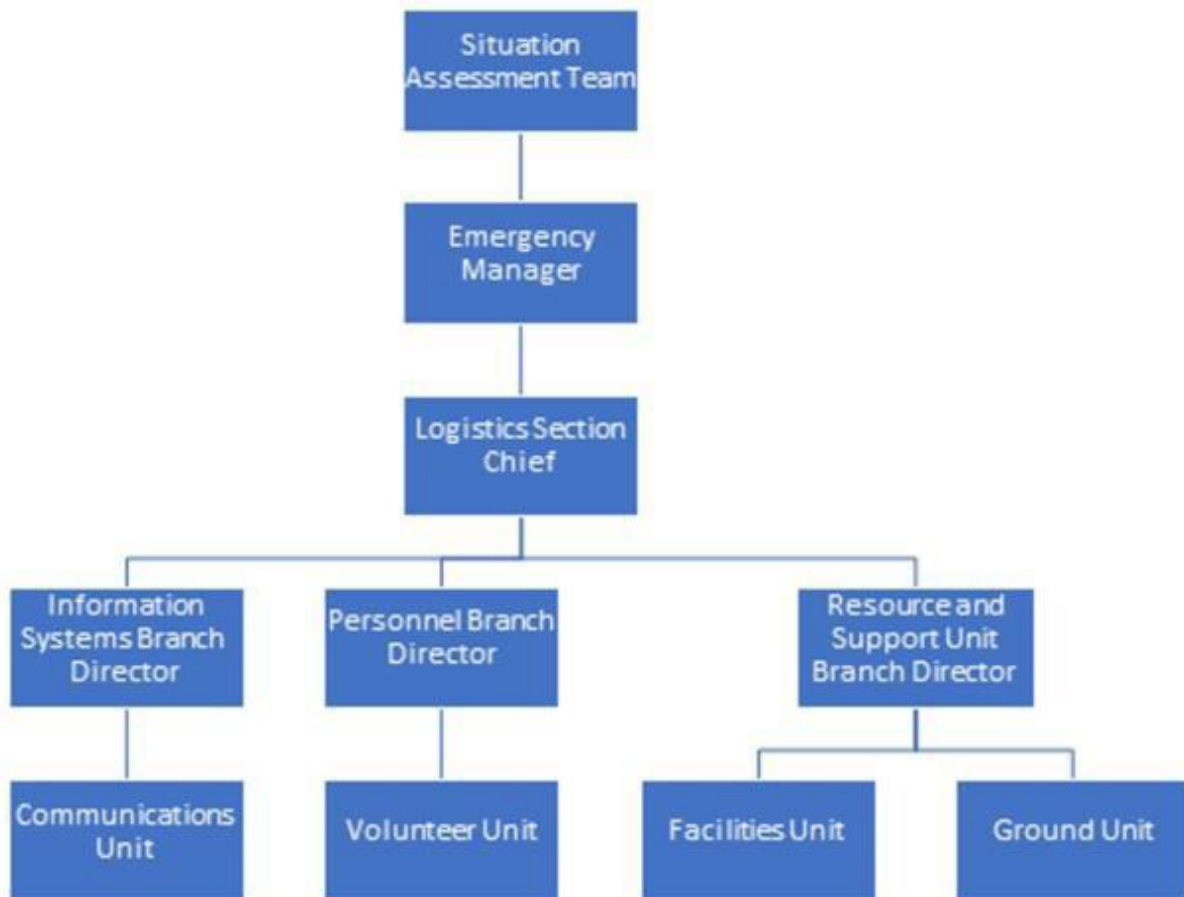
Organizational Structure

The EOC will be organized using the National Incident Management System (NIMS) to include the Incident Command System (ICS). The EOC organizational structure consists of the

Situation Assessment Team (SAT), Emergency Manager, and four principled sections, which normally would be activated as needed for a major incident.



Logistics has the potential to be split into multiple subsections, including information systems, personnel and resource and support. In turn, these sections may be further split, as described in the chart below.



The Logistics Section will coordinate with other sections as appropriate to implement response actions.

Concept of Operations

Primary and supporting agencies will work within the Logistics structure to accomplish priority actions relating to the emergency response. Logistics focuses on a variety of tasks.

When local resources are exhausted, additional resources may be available through mutual aid agreements and the New Mexico Intrastate Mutual Aid System.

The Logistics Section will accomplish the following specific tasks during a disaster or emergency:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provisions of logistical support with the EOC Director.
- Prepare reports requiring identifying the activities performed by the Logistics Section.
- Determine County logistical needs and plan for both immediate and longer-term requirements.
- Maintain proper documentation of all actions and preserve records for future use, per State of New Mexico Department of Homeland Security and Emergency Management and FEMA requirements.

The following branches operate through the Logistics Annex, and each branch can activate units for individual responsibilities.

Information Systems Branch

The Information Systems Branch will:

- Locate, procure (with Finance and Administration), and manage all information systems resources needed for the response effort, including communications.
- Manage communications and warning systems
- Deploy, track, and recover communications equipment used during the

incident. If the situation warrants, a Communications Unit can be activated within the

Personnel

Branch. The Communications Unit Lead assumes the responsibility for communications system operation and management.

Communications Unit

If activated, the Communications Unit will:

- Ensure that warning and communication systems at the EOC are fully and properly utilized and remain ready for use at all times.

- Establish appropriate communications distribution/maintenance locations within the EOC.
- Ensure an equipment accountability system is established.
- Recover equipment from Units being demobilized.

Personnel Branch

The Personnel Branch will:

- Locate, procure (with Finance and Administration), and manage personnel for the emergency response effort.
- Coordinate credentialing protocols for personnel access to critical sites.
- Identify, deploy, use, support, dismiss and demobilize affiliated and spontaneous unaffiliated volunteers.
- Manage volunteer resources for the emergency response effort (see Volunteer Coordination Overview attachment).

If the situation warrants, a Volunteer Unit can be activated within the Personnel Branch. The Volunteer Unit Lead assumes the responsibility for volunteer operations and management.

Volunteer Unit

If activated, the Volunteer Unit will:

- Utilize volunteers as needed in responding to the disaster or emergency situation.
- Utilize only those volunteers provided through the Volunteer Management System.
- Ensure that the activities and location of all volunteers involved in emergency response operations are accounted for.
- Provide the American Red Cross with volunteer questionnaires and identification cards (as required) for use during all emergency operations.

Further information on the responsibilities and activities of the Volunteer Unit can be found in the Volunteer Coordination Overview attachment to this annex.

Resource and Support Branch

The Resource and Support Branch will:

- Pre-position resources as appropriate to respond to an incident efficiently and effectively.
- Manage unsolicited donations.

- Establish logistical staging areas for internal and external response personnel, equipment, and supplies.
- Establish points of distribution across the County.
- Ensure that the county is capable of supplying resources to support a larger, regional incident if necessary.
- Determine qualified contractors offering recovery and/or restoration services.
- Identify, procure (through Finance and Administration), and manage facilities needed during the hazard response.
- Monitor status of available and utilized facilities
- Maintain facilities
- Identify, procure (through Finance and Administration), and manage all transportation assets needed during the hazard response.
- Monitor status of available and deployed transportation resources
- Maintain transportation systems

If the situation warrants, the Resource and Support Unit Branch can activate additional units focusing on facilities and ground operations. The Facilities Unit Lead assumes the responsibility for ensuring county facilities are ready to be utilized during an incident; the Ground Unit Lead assumes the responsibility for ensuring county transportation systems and equipment are managed and maintained during the disaster.

Facilities Unit

If activated, the Facilities Unit will:

- Determine requirements for each facility.
- Prepare layouts of incident facilities.
- Notify Unit leaders of facility layout.
- Activate incident facilities.
- Provide sleeping facilities.
- Coordinate security services.
- Coordinate facility maintenance services.
- Maintain facility records.

Ground Unit

If activated, the Ground Unit will:

- Provide for transportation of personnel, supplies, food, and equipment.
- Provide fueling, maintenance and repair of vehicles and other ground support equipment.
- Implement the Traffic Plan for the incident.
- Maintain support vehicle inventory and transportation vehicles.
- Provide transportation services.
- Collect information on rented equipment.
- Requisition maintenance and repair supplies.
- Maintain incident roads.

Situation

- Los Alamos County may not possess the capability and resources to cope with a major disaster without outside help. Private sector organizations and groups may be relied on to provide some resources.
- Support agencies will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements.
- Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and therefore affect the availability and distribution of resources.
- Departments with lead or support responsibilities as defined in this Annex should have the resources needed to fulfill their responsibilities, or they should have a plan for how they will acquire those resources in an emergency.
- During a disaster many resources and donations of all types, both internal and external may become available to Los Alamos County.
- Some resources may self-dispatch to the affected area with good intentions but may aggravate the situation at hand.
- Disasters have the potential to trigger large amounts of media coverage which can overwhelm the abilities of volunteer agencies to coordinate and control donated goods and services.
- The management of unsolicited goods and services is crucial to an efficient relief and recovery operation.
- Los Alamos County acknowledges the outpouring of donations can overwhelm the ability of volunteer organizations to be effective.

- Los Alamos County has the responsibility in a catastrophic disaster to accept or reject offers of unsolicited donated goods or services in order to ensure an efficient relief and recovery operation.
- There may be a need for volunteers during a large-scale incident.
- Agencies accept and manage their own volunteers.
- Volunteers must be screened, and this is an on-going process. Screening is done by individual agencies to various degrees, using a range of methods.
- Volunteers may come from both within and outside the affected area.
- During an emergency situation, spontaneous self-activated volunteers will appear
- Without a plan, some volunteers will not be qualified to perform the duties they will attempt and will create additional response issues
- Unaccounted for volunteers will create an increased chance of loss of life and the need of rescue as they become involved in the response
- Individuals may appear at an emergency scene with no authority or skills in order to perform response operations

Assumptions

- During an emergency period many resources of all types, both from within and from outside Los Alamos County will become available.
- Private sector organizations and groups will be an important part of the resource management system.
- People as a whole are kind and will want to do something to help disaster victims.
- The county has pre-identified county resources deployable during a disaster; these resources have been typed using NIMS guidance where possible.
- The county has pre-identified personnel and their capabilities where possible.

Logistics Section Chief

The duties of the Logistics Section Chief are primarily filled by the Administrative Services with the Finance as the alternate. The Logistics Section Chief reports directly to the Emergency Manager and supervises the three Logistics branches. The Logistics Section Chief meets the logistical needs of the operation, including:

- Communications
- Supply/procurement
- Transportation
- Care

- Resource status

Primary Agency Functions

When activated in response to an incident, primary agencies are responsible for:

- Conducting response operations within their functional area for an affected area.
- Providing staff for the operations functions at fixed and field facilities.
- Notifying and requesting assistance from support agencies through the EOC.
- Managing mission assignments and coordinating with support agencies, as well as appropriate local jurisdictions through the EOC.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping all organizational elements informed of operational priorities and activities.
- Procuring goods and services as needed.
- Ensuring financial and property accountability for activities.
- Planning for short-term and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.

Support Agency Functions

When activated in response to an event, threat, or incident, support agencies are responsible for:

- Providing resources and input on resource management and logistics.

VOLUNTEER COORDINATION OVERVIEW

Overview

During any emergency situation, spontaneous volunteers can be expected to arrive on the scene. Although many such volunteers may have skills useful in the emergency response, it is necessary to identify their skills, organize the volunteers, and utilize them in a safe and accountable manner. The orderly use of volunteers during any emergency will ensure that this resource is used efficiently and safely during emergency operations.

It is important that volunteers be directed away from the emergency scene into an area where they can be identified and organized through the emergency management system without creating complication for the first responders and incident commanders on the scene.

In the ICS structure, spontaneous volunteer coordination falls in the Logistics Section, Personnel Unit. In the EOC, the role of the Volunteer Unit Leader for spontaneous volunteer

resources are to facilitate and coordinate spontaneous volunteer resources in a disaster. The Volunteer Unit Leader will be the point of contact between the EOC for spontaneous volunteer issues. The Volunteer Unit Leader will also communicate and coordinate with the county as well as with any partner agencies and other entities for effective volunteer coordination within the county.

Reasons for activation of the Volunteer Unit Leader position:

- When the nature of the disaster and/or media coverage of it makes convergence of spontaneous volunteers likely
- When shortages of workers require augmentation of staffing support from outside resources
- When volunteers with particular skills and/or special knowledge of the affected community could enhance relief and recovery efforts.
- When the order to activate the plan is given, the Volunteer Unit Leader in the Personnel Unit will notify as needed those people, agencies and organizations tasked with specific implementation roles.

Purpose

The organization and proper utilization of spontaneous volunteers during any emergency response situation is vital to the safe resolution of the situation. During any large-scale emergency situation, self-activating volunteers can be expected to arrive on their own to assist first responders in dealing with the situation. Although volunteers are an important component of the resources available during such situations, it is important to identify, organize, and utilize these volunteers in a manner best suited for the situation, their skill/knowledge levels, and the needs of the emergency manager and responding agencies.

Self-activating volunteers will be directed to a specific location to ascertain their available skills and qualifications prior to being allowed to assist in the emergency response. In identifying and categorizing these volunteers, they can be assigned to operations based on their skills. Their presence on the incident site will be documented to account for all those present, on scene, at any given time.

Management of these volunteers will be accomplished by gathering them in designated areas (Volunteer Reception Areas/Emergency Volunteer Centers) where they can be properly identified. Volunteer management may be the responsibility of the American Red Cross which will provide the Volunteer Unit Leader with lists of available volunteers for use during disaster/emergency situations.

Concepts

During the response to an emergency situation, individuals will come forward to volunteer their services and equipment to assist in the ongoing response efforts. It is important to identify and utilize these volunteers within the controls of the emergency response environment and through the Incident Command System.

Once an emergency situation occurs requiring the activation of the Emergency Operations Center, the Primary EOC (White Rock Fire Station 3) or VOAS organization identified will

coordinate with the Los Alamos County Public Information Officer to provide potential volunteers with instructions to proceed to designated locations for in-processing. Each volunteer is required to fill out an information form, including contact information, health concerns, and specific qualifications (if any) that they consider important. Volunteers will be required to provide certifications or licenses for the skills and qualifications they are volunteering to provide.

Once this process is complete, the form will be reviewed, and the volunteer will be classified for the type of work best suited for their skills and qualifications. In some cases, skills/qualifications will need to be verified prior to the utilization of a volunteer in the given field of expertise. When this occurs, the volunteer will be assigned duties requiring only general skills until such time as their skills/qualifications can be verified.

Volunteer skills/qualification will be verified through the American Red Cross as quickly as possible to make the best use of their individual skills. Persons whose skills/qualifications cannot be verified will remain in the general labor pool, regardless of their purported skills/qualifications.

A list of volunteers and their verified skills/qualification levels will be prepared and updated as needed and provided to the Volunteer Unit Coordinator.

The Logistics Branch Director and the Situation Assessment Team will utilize the list of volunteers to supplement the labor needs of the disaster/emergency situation. No self-activated volunteer will be utilized during emergency response operations without going through the American Red Cross evaluation process.

Any person discovered to be a spontaneous self-activation volunteer who has not been assigned through the Volunteer Management System will be immediately removed from whatever efforts in which they are involved until they have been identified and classified by the American Red Cross and their name provided to the Volunteer Unit Leader.

Volunteer Unit Leader

- Will utilize volunteers as needed in responding to the disaster/emergency situation
- Will utilize only those volunteers provided through the Volunteer Management System
- Will ensure that the activities and location of all volunteers involved in emergency response operations are accounted for
- Will provide the American Red Cross with volunteer questionnaires and identification cards (as required) for use during all emergency operations.

American Red Cross

- Will collect and evaluate the qualifications of all volunteers during disaster/emergency situations
- Will follow up as necessary to verify the skills/qualifications of volunteers.
- Will provide the Volunteer Unit Coordinator with a list of volunteers, their verified skills/qualifications, and their classification for services during the emergency response.

- Will update the volunteer list as needed.
- Will provide a control and tracking system for volunteer identification cards during emergency response operations.
- Will ensure that any volunteer who arrives to assist has been identified and classified through the Volunteer management system and has been assigned to the operation through the Emergency Operations Center.
- Will provide its own logistical support during emergency operations
- Will maintain approved volunteer application forms for use during emergency response operations.

Los Alamos County **Public Information Officer**

- Will coordinate with the American Red Cross so that the reporting locations for volunteers are announced to the public in a timely manner

All Other Agencies

- Will ensure that all volunteers assisting in their operations have been identified and classified through volunteer management system prior to being allowed to respond in emergency response operations
- Will ensure that those persons who have not been identified and classified through the volunteer management System are removed from the incident until they have been verified.

Communications

Communications are critical to the successful activation and coordination of responsibilities for managing volunteers. Parties that must communicate include the following:

- The Emergency Volunteer Center) will need to communicate directly with other government agencies and Non-Government Agencies (NGOs) regarding their needs for volunteers and any related issues.
- There should be communication between all cities and the Operational Area in regard to coordination between Emergency Volunteer Centers activated in various jurisdictions. In the event that direct communications via telephone is not possible, the Emergency Volunteer Center will employ other methods of communication, for example:
 - Fax
 - E-mail
 - Digital and voice radios
 - Amateur radio operators
 - Other radio services

- Runners

Within the jurisdiction, there must be communications between the Emergency Volunteer Center and the EEOC. Typically, these will be located some distance apart.

A Resource Directory with agency names and contact information will enhance the ability to communicate and should be prepared in advance.

Mutual Aid

Los Alamos County may request mutual aid from other jurisdictions for staffing and other resources to assist with volunteer management operations. Requests should be channeled through the EOC in accordance with this jurisdiction’s mutual aid policies and procedures.

Los Alamos County will honor mutual aid agreements and support a larger regional incident as much as possible through existing mutual aid mechanisms; each request will be weighed against the needs of the County.

Demobilization

As the level of volunteer activity decreases, those in charge of the Emergency Volunteer Center should prepare to demobilize. An effort should be made to address all outstanding issues and transfer any unresolved issues to the appropriate staff or department within the jurisdiction. Lessons learned regarding volunteer management should be captured through debriefing of the Emergency Volunteer Center’s lead staff and preparation of an after-action report. The lessons learned should be reviewed and evaluated for possible changes to the spontaneous volunteer management plan.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated for all agencies and organizations in all phases of the event.

Coordinating: All Departments	
<i>Response (During Event) Actions for Annex C - Logistics</i>	
1	Meeting the logistical needs of the operation, including: <ul style="list-style-type: none"> • Communications • Supply/procurement • Transportation • Care • Resource status

Communications Unit Leader	
Response (During Event) Actions for Annex C - Logistics	
1	Report in
2	Obtain briefing
3	Document all activity on unit Log (ICS Form 214)
4	Ensure that warning and communication systems at the EOC are fully and properly utilized and remain ready for use at all times.
5	Establish appropriate communications distribution/maintenance locations within the EOC.
6	Ensure an equipment accountability system is established.
7	Ensure that warning and communication systems at the EOC are fully and properly utilized and remain ready for use at all times.
8	Ensure that names and contact information are current.
9	Ensure communications personnel have been trained and the system is periodically exercised.
10	Establish appropriate communications distribution/maintenance locations within the EOC.
11	Ensure that communications systems are installed and tested.
12	Ensure an equipment accountability system is established.
13	Ensure personal portable radio equipment is distributed per the direction of the Situation Assessment Team.
14	Provide technical information as required for: <ul style="list-style-type: none"> • Adequacy of communications systems currently in operation. • Geographic limitation on communications systems • Equipment capabilities/limitations. • Amount and types of equipment as appropriate. • Anticipated problems in the use of communications equipment.
15	Supervise Communications Unit activities.
16	Maintain records on all communications equipment as appropriate.
17	Ensure equipment is tested and repaired.
18	Recover equipment from Units being demobilized.
19	Ensure the Communications Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
20	Mobilize sufficient section staffing for 24-hour operations; continue to monitor effectiveness and modify as required.
21	Keep the Information Systems Branch Director informed of all significant issues relating to the Communications Unit.
22	Provide periodic Unit status reports to the Information Systems Branch Director.
23	Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur
Recovery (Post Event) Actions for Annex C - Logistics	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached.
6	Recover equipment from Units being demobilized.

Facilities Unit Leader	
Response (During Event) Actions for Annex C - Logistics	
1	Report in
2	Obtain briefing
3	Document all activity on unit Log (ICS Form 214)
4	Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur
5	Determine requirements for each facility including the incident command post.
6	Prepare layouts of incident facilities.
7	Notify Branch Directors and Unit leaders of facility layout.
8	Activate incident facilities.
9	Provide Base and Camp Managers, and personnel to operate facilities.
10	Provide sleeping facilities.
11	Coordinate security services.
12	Coordinate facility maintenance services.
13	Demobilize Base and Camps facilities.
14	Maintain facility records.
15	Supervise the Facilities Unit.
16	Obtain a briefing from the Support Branch Director or the Logistics Section Chief.
17	Receive and review a copy of the IAP.
18	Ensure the Facilities Unit function is carried out in support of the County EOC activities.
19	Establish the appropriate level of staffing within the Facilities Unit, continuously monitoring the effectiveness of the organization and modifying as required.
20	Keep the Resource and Support Branch Director informed of all significant issues relating to the Facilities Unit.
21	Participate in Logistics Section/Support Branch planning activities.
22	Determine requirements for each facility including the incident command post.
23	Prepare layouts of incident facilities.
24	Notify Branch Directors and Unit leaders of facility layout.
25	Activate incident facilities.
26	Provide Base and Camp Managers, and personnel to operate facilities.
27	Provide sleeping facilities.
28	Coordinate security services.
29	Coordinate facility maintenance services.
30	Demobilize Base and Camps facilities.
31	Maintain facility records.
32	Ensure the Facilities Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
33	Provide periodic Unit status reports to the Resource and Support Branch Director.
Recovery (Post Event) Actions for Annex C - Logistics	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached.

Information Systems Branch Director	
Response (During Event) Actions for Annex C - Logistics	
1	Report in
2	Obtain briefing
3	Document all activity on unit Log (ICS Form 214)
4	Locate, procure (with Finance and Administration), and manage all information systems resources needed for the response effort, including communications.
5	Manage communications and warning systems
6	Deploy, track, and recover communications equipment used during the incident
7	Supervise the Information Systems Branch.
8	Ensure the Information Systems is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
9	Based upon the situation, activate units within the section as needed and designate Unit Leaders for each element: <ul style="list-style-type: none"> • Communications Unit
10	Mobilize sufficient section staffing for 24-hour operations.
11	Keep the EOC informed of all significant issues relating to the Information Systems Branch.
12	Identify information developed by the Information Systems section that should be passed to other EOC sections or to the public.
13	Assist Unit Leaders in developing objectives for the Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Incident Action Plan.
14	Provide periodic Branch status reports to the Logistics Section Chief.
15	Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
16	Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period.
17	Ensure that Logistics Section position logs and other necessary files are maintained.
18	Meet regularly with Section staff and work to reach consensus on objectives for forthcoming operational periods.
19	Attend and participate in EOC Incident Action Planning meetings as needed.
20	Ensure that Unit Leaders have copies of the Incident Action Plan.
21	Provide Branch staff with information updates as required.
Recovery (Post Event) Actions for Annex C - Logistics	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached.

Logistics Team Chief	
Response (During Event) Actions for Annex C - Logistics	
1	Meeting the logistical needs of the operation, including: <ul style="list-style-type: none"> • Communications • Supply/procurement • Transportation • Care • Resource status
2	Supervise the Logistics Section.
3	Report in
4	Obtain briefing
5	Document all activity on unit Log (ICS Form 214)
6	Ensure the Logistics function is carried out in support of the County EOC activities. This function includes providing communication services, resource tracking; acquiring equipment, supplies and transportation services; as well as arranging for food, lodging/shelter, and other support services as required.
7	Establish the appropriate level of staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
8	Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period.
9	Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Command(s) within the County.
10	Keep the EOC informed of all significant issues relating to the Logistics Section.
11	Meet regularly with Section staff and work to reach consensus on Section objectives for forthcoming operational periods.
12	Attend and participate in EOC Incident Action Planning meetings. Prepare 24-hour logistics statements for inclusion in the Incident Action Plan.
13	Ensure that Logistics Unit Leaders have copies of the Incident Action Plan.
14	Ensure that transportation requirements, in support of response operations, are met.
15	Ensure that all requests for facilities and facility support are addressed.
16	Ensure that all County resources are tracked and accounted for, as well as resources ordered through mutual aid.
17	Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
18	Based upon the situation, activate branches within the section as needed and designate Branch Directors for each element: <ul style="list-style-type: none"> • Information Systems Branch • Personnel Branch • Support Branch
19	Coordinate with appropriate Branches in the Operations Section to prioritize and validate resource requests from Incident Command Post(s) in the field. This must be done prior to fulfilling the request.
20	Meet with the SAT and County Staff and identify immediate resource needs. Brief and update the EOC on all logistics resources and support concerns caused by the emergency. Information that should be provided could include: <ul style="list-style-type: none"> • Priority logistics requirements filled/completed. • Logistics shortfalls/unresolved problems.

	<ul style="list-style-type: none"> • Major new problems since previous brief. • Assistance needed from other agencies, and status of mutual aid. • Information developed by the logistics section that should be passed to other EOC sections or to the public.
21	Provide Section staff with information updates as required.
22	Meet with the Finance/Administration Section Chief and determine level of procurement authority for the Logistics Section.
23	Assist Unit Leaders in developing objectives for the Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Incident Action Plan.
24	Provide periodic Section Status Reports to the EOC.
Recovery (Post Event) Actions for Annex C - Logistics	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached.

Los Alamos County Public Information Officer	
Response (During Event) Actions for Annex C - Logistics	
1	Meeting the logistical needs of the operation, including: <ul style="list-style-type: none"> • Communications • Supply/procurement • Transportation • Care • Resource status

Resource Unit Leader	
Response (During Event) Actions for Annex C - Logistics	
1	Report in

Volunteer Unit Leader	
<i>Response (During Event) Actions for Annex C - Logistics</i>	
1	Report in
2	Obtain briefing
3	Document all activity on unit Log (ICS Form 214)
4	Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur
5	Coordinate the efforts of all volunteers used during a response.
6	Utilize only those volunteers provided through the Volunteer Management System.
7	Utilize volunteers as needed in responding to the disaster emergency situation
8	Ensure that the activities and locations of all volunteers involved in the emergency response are accounted for
9	Provide the American Red Cross with volunteer questionnaires and identification cards (as required) for use during all emergency operations.
10	Supervise the Volunteer Unit.
11	Ensure the Volunteer Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
12	Mobilize sufficient section staffing for 24-hour operations.
13	Utilize volunteers as needed in responding to the disaster/emergency situation
14	Utilize only those volunteers provided through the Volunteer Management System
15	Ensure that the activities and location of all volunteers involved in emergency response operations are accounted for
16	Provide the American Red Cross with volunteer questionnaires and identification cards (as required) for use during all emergency operations.
17	Provide periodic Unit status reports to the Personnel Branch Director.
<i>Recovery (Post Event) Actions for Annex C - Logistics</i>	
1	Ensure any open actions are assigned to appropriate staff.
2	Ensure necessary functions are maintained throughout and following demobilization.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave.
5	Leave a forwarding number where you can be reached.

Annex D - Finance and Administration

Purpose

The Finance and Administration Annex outlines the management and support duties of the Emergency Operations Center (EOC) Finance and Administration Section in support of emergency response and recovery. The Finance and Administration Section provides financial support and coordination to County emergency operations and coordination of recovery of costs as allowed by State and Federal Law. This annex provides guidance to agencies within the County with a general concept of potential emergency finance and administration assignments before, during and immediately following emergency situations.

Scope

The Finance and Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the County functioning during a disaster/emergency. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery and documentation

This section also supervises the negotiation and administration of vendor and supply contracts and procedures.

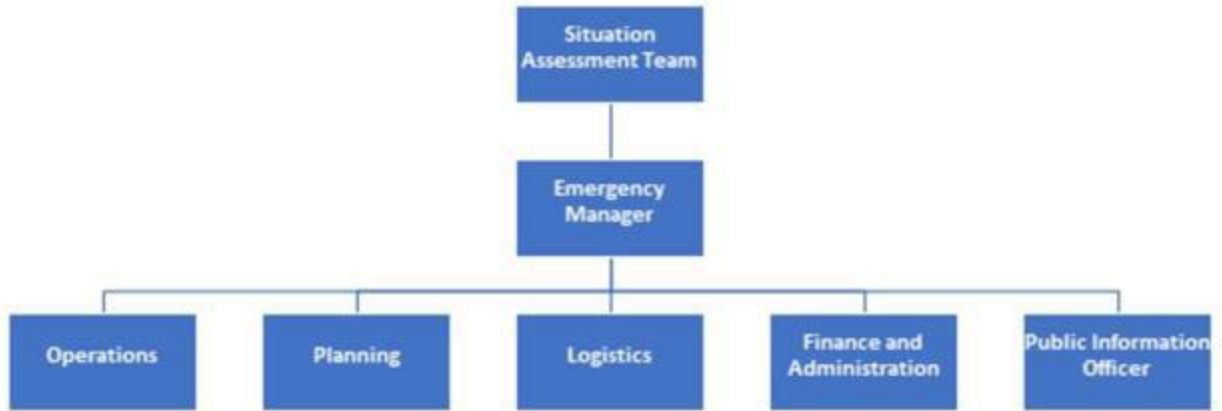
The extent of the disaster or emergency will determine the extent to which the Finance and Administration Section will mobilize.

Expenditures during emergency operations are recognized as not being included in the normal operating budget of the departments and agencies that have responsibilities during such occurrences. It is incumbent upon each department and agency to accurately account for all expenditures that occur during emergency operations. The extent of the disaster or emergency will determine the extent to which the Finance and Administration Section will mobilize.

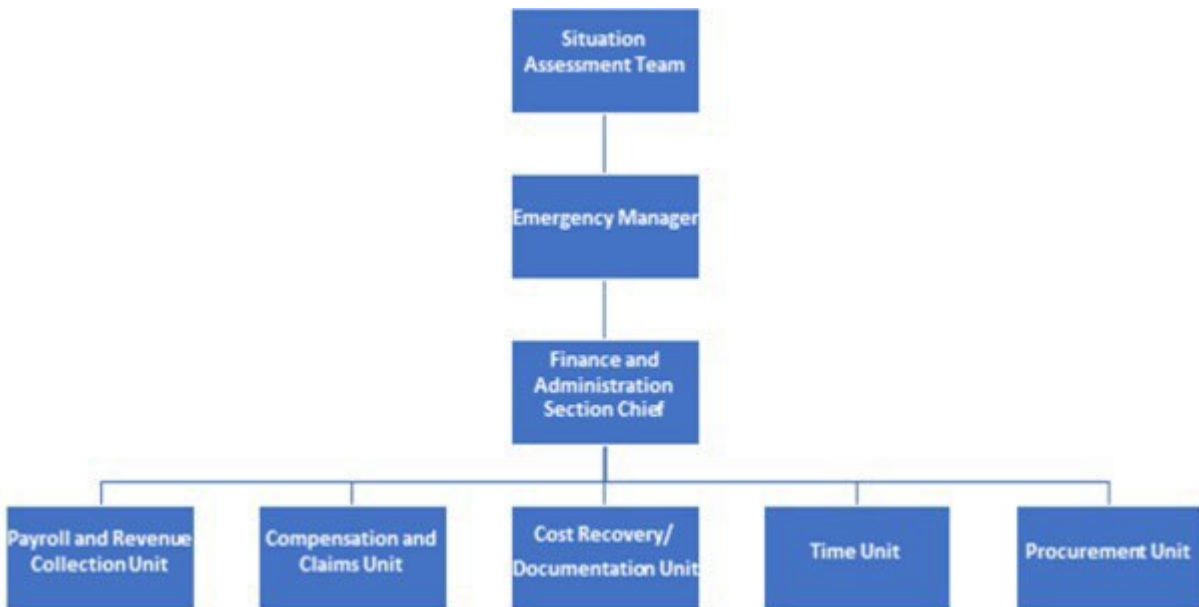
During emergency situations it may become necessary to make immediate purchases of equipment or materials which have not been budgeted for. In such cases, Los Alamos County Procurement Procedures will be followed.

Organizational Structure

The EOC will be organized using the National Incident Management System (NIMS) to include the Incident Command System (ICS). The EOC organizational structure consists of the Situation Assessment Team (SAT), Emergency Manager, and four principled sections, which normally would be activated as needed for a major incident.



Logistics has the potential to be split into multiple subsections, including information systems, personnel and resource and support. In turn, these sections may be further split, as described in the chart below.



Situation

- Disaster or emergency responses will incur costs that must be paid for by the County.
- There may be an opportunity for federal reimbursement for response costs.

Assumptions

- Proper documentation is required to ensure eligibility for reimbursement of disaster costs.
- The County will follow proper internal spending and purchasing protocols and procedures as required for procurement.
- There is a continuum of the payroll process for all county employees responding to the emergency.

Concept of Operations

The Finance and Administration Section is responsible for managing all financial aspects of the emergency, including claims processing, contracting, and administrative functions. They must closely work all sections to ensure that all costs are documented.

General

All existing County and departmental fiscal operating procedures will be adhered to unless modified by the County.

Payroll and Revenue Collection Unit

The Payroll and Revenue Collection Unit will:

- Ensure that personnel are paid on time and in full.
- Ensure that revenue due to the county is duly collected.

Compensation and Claims Unit

The Compensation and Claims Unit will:

- Keep track of claims for the incident.
- Investigate and process physical-injury and property damage claims arising out of an emergency or disaster.
- Complete all forms required by workers compensation programs and local agencies.
- Maintain a file of injuries and illnesses associated with the incident.
- Issue checks upon settlement of claims.

Cost Recovery and Documentation Unit

The Cost Recovery and Documentation Unit will:

- Execute procedures to capture and document costs related to the disaster or emergency.
- Coordinate recovery costs as allowed by law.
- Keep accurate records and tracks costs associated with the emergency response.

- Provide cost analysis data for the incident to help planning and recovery efforts.
- Ensure that all pieces of equipment and personnel that require payment are properly identified.
- Obtain and record all cost data.
- Support the planning function during recovery in terms of cost estimates of resources used.

Time Unit

The Time Unit will:

- Ensure that accurate employee time records are kept for response costs during the disaster.
- Ensure that volunteer hours are tracked and recorded.
- Prepare daily personnel time recording documents.
- Ensure compliance with any applicable agency time policies.
- Ensure that time and equipment records identify the scope and location of work performed.
- Collect and process applicable time records.

Procurement Unit

The Procurement Unit will:

- Manage all procurement activities, including rental and purchasing.
- Place orders for supplies and equipment.
- Establish ordering procedures.
- Determine time and location for delivery of supplies and equipment.

Finance and Administration Section Chief

The duties of the Finance and Administration Section Chief are primarily filled by the Finance Division Manager. The Finance and Administration Chief reports directly to the EOC Directorate and supervises the five Finance and Administration Units. The Finance and Administration Section Chief will:

- Ensure that all financial records are maintained throughout the event or disaster.
- Ensure that all on-duty time is recorded for all County emergency response personnel.
- Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staff.

- Ensure there is a continuum of the payroll process for all County employees responding to the event or disaster.
- Determine purchase order limits for procurement.
- Ensure that workers' compensation claims resulting from the response are processed within a reasonable time, given the nature of the situation.
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
- Provide administrative support to all EOC Sections as required.
- Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
- Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the State of New Mexico Department of Homeland Security and Emergency Management.
- Supervise Finance and Administration Units
- Assist in negotiation and administration of vendor and supply contracts and procedures.
- Upon declaration of disaster, coordinate with disaster agencies to initiate the recovery process of the county's costs.
- Coordinate with other sections and departments for the collection and documentation of costs pertaining to disaster and emergency.
- Coordinate with disaster assistance agencies for required inspections, documentation, audits, and other necessary work to recover costs.

Primary Agency Functions

When activated in response to an incident, primary agencies are responsible for:

- Manage, track, and report all costs associated with the incident

Support Agency Functions

When activated in response to an event, threat, or incident, support agencies are responsible for:

- Tracking costs and providing these to the Finance and Administrative Section.
- Coordinating through the Finance and Administrative Section for purchasing and procurement.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Compensation and Claims Unit Leader	
<i>Response (During Event) Actions for Annex D - Finance and Administration</i>	
1	Obtain briefing.
2	Report in.
3	Document all activity on unit Log (ICS Form 214)
4	Respond immediately to the EOC, identify yourself and locate your functional work area.
5	Contact and assist the New Mexico EOC with the coordination of mutual aid resources as necessary.
6	Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency.
7	Investigate all injury and damage claims as soon as possible.
8	Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with jurisdiction's policy & procedures
9	Coordinate with the safety officer regarding the mitigation of hazards
10	Keep the Finance/Administration Section Chief informed of significant issues affecting the compensation and claims unit.
<i>Recovery (Post Event) Actions for Annex D - Finance and Administration</i>	
1	Ensure any open actions are assigned to appropriate staff
2	Provide all final documentation to the Documentation Unit Leader, as appropriate prior to departure.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave
5	Ensures necessary functions are maintained throughout and following demobilization.
6	Leave a forwarding number where you can be reached.

Cost Recovery Unit Leader	
Response (During Event) Actions for Annex D - Finance and Administration	
1	Obtain briefing.
2	Report in.
3	Document all activity on unit Log (ICS Form 214)
4	Execute procedures to capture and document costs related to the disaster or emergency
5	Coordinate recovery costs as allowed by law
6	Keep accurate records and track costs associated with the emergency response
7	Provide cost analysis data for the incident to help planning and recovery efforts
8	Ensure that all pieces of equipment and personnel that require payment are properly identified
9	Obtain and record all cost data
10	Support the planning function during recovery in terms of cost estimates of resources needed
11	Establish (or implement) an accounting system and special cost codes associated with the emergency.
12	Monitor all emergency expenditures
13	Ensure all sections and units are documenting cost related information.
14	Collect and compile cost information at the end of each shift
15	Obtain and record all cost data to cover: <ul style="list-style-type: none"> • Personnel • Equipment • Rental/Contract Equipment • Supplies from outside vendors • Contracts for special or emergency services
16	Identify content and format of cost related files to be transferred
17	Review existing documentation to determine if there are additional cost items that may have been overlooked.
18	Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC Planning Meetings if required.
19	Compile cumulative cost records on a daily basis.
20	Ensure that departments are compiling cost information using any special agency/jurisdiction cost codes.
21	Ensure that estimate costs are replaced with actual costs where known.
22	Provide verbal or written reports to the Finance/Administration Section Chief upon request.
23	Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency
24	Organize and prepare records for audits as necessary.
25	Act as the liaison for the EOC with county and other disaster assistance agencies to coordinate the cost recovery process.
26	Prepare all required state and federal documentation as necessary to recover allowable
Recovery (Post Event) Actions for Annex D - Finance and Administration	
1	Ensure any open actions are assigned to appropriate staff

2	Provide all final documentation to the Documentation Unit Leader, as appropriate prior to departure.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave
5	Ensures necessary functions are maintained throughout and following demobilization.
6	Leave a forwarding number where you can be reached.

Finance and Administration Section Chief	
<i>Response (During Event) Actions for Annex D - Finance and Administration</i>	
1	Obtain briefing.
2	Report in.
3	Document all activity on unit Log (ICS Form 214)
4	Ensure that all financial records are maintained throughout the event or disaster.
5	Coordinate the establishment of financial (cash accounts, invoices, billing, contracts, etc.) and administrative (filing, stationary, etc.) systems.
6	Establish written and official documentation of agreed-upon conditions for all purchases and resources.
7	Follow jurisdictional procedures for establishing and distributing accounting codes for financial tracking.
8	Ensure that all on-duty time is recorded for all County emergency response personnel.
9	Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.
10	Ensure there is a continuum of the payroll process for all County employees responding to the event or disaster.
11	Determine purchase order limits for the procurement function in Logistics.
12	Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
13	Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
14	Provide administrative support to all EOC Sections as required.
15	Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
16	Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the New Mexico Department of Homeland Security and Emergency Management.
17	Supervise the Finance/Administration Section.
18	Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
19	Based on the situation, activate units within section as needed and designate Unit Leaders for each element: <ul style="list-style-type: none"> • Payroll and Revenue Collection Unit • Compensation and Claims Unit • Cost Recovery and Documentation Unit • Time Unit • Procurement Unit
20	Ensure that sufficient staff are available for a 24-hour schedule, or as required.
21	Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of procurement authority to be delegated to Logistics Section.
22	Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
23	Determine the action planning objectives for the first operational period.
24	Notify the EOC Director when the Finance/Administration Section is operational.
25	Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

26	Ensure that Finance/Administration position logs and other necessary files are maintained.
27	Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
28	Participate in all Incident Action Planning meetings.
29	Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Incident Action Plan.
30	Keep the EOC Director aware of the current fiscal situation and other related matters.
31	Ensure that all financial records are maintained and stored throughout the event or disaster (Recovery Unit).
32	Ensure that all agency staff time is tracked and recorded (Time Unit).
33	In coordination with the Logistics Section, ensure that the Supply/Procurement Unit processes purchase orders and develops contracts in a timely manner.
34	Process all workers' compensation claims, resulting from the disaster in a reasonable timeframe, given the nature of the situation (Compensation and Claims Unit).
35	Process all timesheets and travel expense claims promptly (Compensation and Claims Unit).
36	Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
37	Ensure that all recovery documentation is accurately maintained by the Planning Section (Recovery Unit) during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the New Mexico Office of Emergency Management.
38	Ensures necessary functions are maintained throughout and following demobilization
39	Ensures all documentation is in order should a Federal Disaster Declaration be approved
40	Leave a forwarding number where you can be reached.
Recovery (Post Event) Actions for Annex D - Finance and Administration	
1	Ensure any open actions are assigned to appropriate staff
2	Provide all final documentation to the Documentation Unit Leader, as appropriate prior to departure.
3	Solicits, collects, and consolidates after action comments for the Finance and Administrative Sections and provides to identified person
4	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
5	Clean up your work area before you leave

Los Alamos County All Departments	
<i>Preparedness (Pre-Event) Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.
<i>Response (During Event) Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.
<i>Recovery (Post Event) Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.
<i>Mitigation Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.
<i>Protection Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.

Los Alamos County Finance Department	
<i>Preparedness (Pre-Event) Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.
<i>Response (During Event) Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.
<i>Recovery (Post Event) Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.
<i>Mitigation Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.
<i>Protection Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.

Los Alamos County Procurement Division	
<i>Preparedness (Pre-Event) Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.
<i>Response (During Event) Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.
<i>Recovery (Post Event) Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.
<i>Mitigation Actions for Annex D - Finance and Administration</i>	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.

Protection Actions for Annex D - Finance and Administration	
1	Finance is responsible for finance administration, fiscal management, and financial and grant reporting for the response team.

Payroll And Revenue Collection Unit Leader	
Response (During Event) Actions for Annex D - Finance and Administration	
1	Obtain briefing.
2	Report in.
3	Document all activity on unit Log (ICS Form 214)
4	Ensure that personnel are paid on time and in full.
5	Ensure that revenue due to the County is duly collected.
6	Work with the time unit to ensure that all employees are paid on time and in full for recorded hours, following established protocols.
7	Identify and ensure that revenue due to the county is duly collected, following established protocols.
Recovery (Post Event) Actions for Annex D - Finance and Administration	
1	Ensure any open actions are assigned to appropriate staff
2	Provide all final documentation to the Documentation Unit Leader, as appropriate prior to departure.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave
5	Ensures necessary functions are maintained throughout and following demobilization.
6	Leave a forwarding number where you can be reached.

Procurement Unit Leader	
Response (During Event) Actions for Annex D - Finance and Administration	
1	Obtain briefing.
2	Report in.
3	Document all activity on unit Log (ICS Form 214)
Recovery (Post Event) Actions for Annex D - Finance and Administration	
1	Provide all final documentation to the Documentation Unit Leader, as appropriate prior to departure.
2	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
3	Clean up your work area before you leave
4	Ensures necessary functions are maintained throughout and following demobilization.
5	Leave a forwarding number where you can be reached.

Time Keeping Unit Leader	
<i>Response (During Event) Actions for Annex D - Finance and Administration</i>	
1	Obtain briefing.
2	Report in.
3	Document all activity on unit Log (ICS Form 214)
4	Ensure that accurate employee time records are kept for response costs during the disaster.
5	Ensure that volunteer hours are tracked and recorded.
6	Prepare daily personnel time recording documents.
7	Ensure compliance with any applicable agency time policies.
8	Ensure that time and equipment records identify the scope and location of work performed.
9	Collect and process applicable time records.
10	Initiate, gather and update time reports form all personnel to include volunteers assigned to each shift and ensure that time records are accurate and prepared in compliance with policy.
11	Obtain complete personnel rosters from the Personnel Unit. Rosters much include all EOC personnel as well as personnel assigned to emergency duties in county agencies.
12	Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
13	Establish a file for each employee or volunteer within the first operational period; maintain a fiscal record for as long as the employee is assigned to the response.
14	Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Keeping Unit.
<i>Recovery (Post Event) Actions for Annex D - Finance and Administration</i>	
1	Ensure any open actions are assigned to appropriate staff
2	Provide all final documentation to the Documentation Unit Leader, as appropriate prior to departure.
3	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
4	Clean up your work area before you leave
5	Ensures necessary functions are maintained throughout and following demobilization.
6	Leave a forwarding number where you can be reached.

Appendix 1 - Animal Sheltering

Coordinating Agency:

Los Alamos County Emergency Management

Primary Agency:

Local Shelters

Los Alamos County Police Department

Santa Fe Animal Shelter/Voluntary Organizations Active in Disaster – Northern New Mexico (VOAD-NNM)

Support Agencies:

Animal Humane Association of New Mexico

Federal Emergency Management Agency (FEMA)

Friends of the Shelter

New Mexico VOAD (NM VOAD)

Stable Owners Association (Los Alamos)

State of New Mexico Department of Game and Fish

State of New Mexico Department of Homeland Security and Emergency Management

State of New Mexico Livestock Board

Purpose

During an emergency or disaster event, evacuation of [JURISDICTIONTYPE] residences may become necessary. When such events occur, consideration must be given to the pets and livestock residing within the county. The Animal Sheltering Appendix provides for the safety and well-being of household pets and livestock. This annex provides a collaborative framework for prevention, protection, preparedness, response, and recovery efforts related to the management of companion animals, livestock, and other animals during emergencies and disasters.

Situation

- Los Alamos County is susceptible to a variety of hazards that may require an evacuation.
- Local Governments are responsible for managing the overall emergency response and recovery activities within their jurisdiction, including animal emergency response.
- Animal owners are responsible for the basic care and sheltering of their pets and animals during a major disaster or emergency.
- When warned of an upcoming emergency or pending evacuation, it is assumed that owners of pets, service animals and livestock will take precautions to protect and care for their animals.
- Lost, stray, or animals incapable of being cared for by their owners may endanger themselves or the public and are the responsibility of animal control.
- If the animals cannot be returned to their owners, their disposition will conform to State law.

- In some cases, the animals may be euthanized according to State law, if there is no other alternative.
- Wildlife and exotic animals and rescue are not a main focus of this plan and are the responsibility of many regulatory agencies that oversee the possession of wildlife and exotic animals.
- Every effort will be made to rescue abandoned or stray household pets and service animals from the disaster area within reasonable safety limits for rescue and animal care workers to prevent owners from prematurely re-entering the area.

Assumptions

Animal sheltering operations are supervised by the Los Alamos County Animal Shelter Manager. During an incident requiring activation:

- Prioritized concerns for emergency management include:
 - Life safety for people
 - Protection of property (with animals considered by many families and individuals as their highest priority)
 - Protection of the environment
- Livestock and other agricultural animals that may have to be moved due to flooding, wildfire, or other disasters.
- Inability to evacuate animals is a leading cause of evacuation failure in disasters.
- The Americans with Disabilities Act mandates that service animals must be treated as an extension of a disabled person and must receive all needed resources.
- Many residents will be able to care for the needs of their pets and livestock during an emergency/disaster event.
- While most owners of pets and livestock will take reasonable steps to evacuate, shelter and provide care for their animals, others cannot or may not be able to take adequate actions for the protection of their animals due to, for example, special needs, limited mobility, large numbers of animals in their possession, or language or cultural barriers.
- Pets and livestock depend on people for their care and welfare during emergency/disaster events. Animal behavior is unpredictable, especially when animals are stressed or scared.
- Pets are not allowed in Red Cross Shelters, unless they are Assistance Animals with their masters.
- Assistance may be required in the following areas:
 - Evacuation
 - Rescue

- Sheltering
 - Medical Treatment
 - Disposal
- The Los Alamos County Animal Control and secondary agencies may be required to coordinate and assist in the care of animals within the county.
 - During an emergency/disaster event, the Los Alamos County Animal Control may become overwhelmed and will require outside assistance from other jurisdictions, organizations and/or entities.
 - The need for human public health and safety outweighs the needs of animals during an emergency/disaster event. Nevertheless, the Los Alamos County Animal Control will make every effort to protect and/or save animals.
 - Los Alamos County Animal Control staff operate primarily in the field, and under ICS, are equivalent to a “Group” under Los Alamos County Police Department operations.
 - The county, with its partners, has pre-identified potential animal shelters; these areas have been pre-inspected, with agreements for use in place.
 - Some state agencies may have certain statutory responsibilities and local emergency plans must be executed in cooperation with those agencies.

Concept of Operations

The Animal Sheltering Annex is implemented through the Operations Section in the EOC. The annex is managed by the Los Alamos County Animal Shelter Manager.

- The Animal Control Shelter Manager or his designee is in charge of overseeing animal protection and evacuation activities.
- Los Alamos County Animal Control staff will communicate with the Los Alamos County Police Department representative in the EOC but are not part of EOC staff.
- Los Alamos County Animal Control staff will advise the Los Alamos County Police Department representative in the EOC of their field activities concerning animal protection and evacuation. The Los Alamos County Police Department representative will forward this information to the PIO and/or JIC as needed in order to keep the public informed.
- All animal response resources will be mobilized into the incident command system for response to the event; self-deployment of unauthorized resources will not be allowed as part of this plan.
- Los Alamos County Animal Control staff will coordinate evacuation, rescue and sheltering of animals during emergency/disaster events.
- Los Alamos County Animal Control staff will coordinate with the State of New Mexico Livestock Board and the County Extension agent for the needs of livestock and horses during an emergency/disaster event.

- Los Alamos County Animal Control staff will coordinate with the New Mexico Department of Game and Fish for the needs of wildlife during an emergency/disaster event.
- Two-way radio communications should operate on a single channel.

Public Information

- All incident information will be communicated to the public through the PIO or JIC in coordination with both the incident command and county emergency operations center.
- Individual organizations may communicate organizational information to the public directly (contact, mission, etc.), but information concerning public instructions, incident updates and public resource requests must be managed through the JIC.

Shelters

- Los Alamos County has a mobile small animal and pet shelter that can be mobilized in the event of a disaster; this shelter is controlled by the Los Alamos County Police Department.
- Animal shelter operators have the responsibility to develop plans and procedures for shelter activation, operation, and demobilization. Shelters procedures should include:
 - Animal intake
 - Animal identification and tracking
 - Daily care
 - Lost and found
 - Worker health

Resource Management

During emergencies, requests for additional resources should be routed through:

- Incident command
- Local EOC
 - Mutual aid with other counties
 - Aid from the State of New Mexico
 - Aid from Federal agencies and national non-governmental agencies
 - Donations Management

Agriculture Emergency Operations

Los Alamos County does not historically contain large amounts of livestock or agriculture within its borders. However, Los Alamos County could be impacted by a number of incidents pertaining to animals or plants, including:

- Animal/zoonotic disease
- Plant pests
- Plant diseases

To this end, Los Alamos County will support operations of the New Mexico Department of Agriculture, which has the ultimate responsibility for animal disease monitoring, diagnosis, prevention, quarantine, and isolation.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Los Alamos County Emergency Management	
<i>Preparedness (Pre-Event) Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
<i>Response (During Event) Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
<i>Recovery (Post Event) Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
<i>Protection Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
Primary: Local Shelters, Los Alamos County Police Department, Santa Fe Animal Shelter/Voluntary Organizations Active in Disaster – Northern New Mexico (VOAD-NNM),	
<i>Preparedness (Pre-Event) Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
<i>Response (During Event) Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
<i>Recovery (Post Event) Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
<i>Protection Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
Primary: Santa Fe Animal Shelter/Voluntary Organizations Active in Disaster – Northern New Mexico (VOAD-NNM)	
<i>Preparedness (Pre-Event) Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
<i>Response (During Event) Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
<i>Recovery (Post Event) Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
<i>Protection Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
Supporting: Animal Humane Association of New Mexico, Friends of the Shelter, New Mexico VOAD (NM VOAD), Stable Owners Association (Los Alamos)	
<i>Preparedness (Pre-Event) Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
<i>Response (During Event) Actions for Appendix 1 - Animal Sheltering</i>	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.

Recovery (Post Event) Actions for Appendix 1 - Animal Sheltering	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
Protection Actions for Appendix 1 - Animal Sheltering	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
Animal Care Unit	
Preparedness (Pre-Event) Actions for Appendix 1 - Animal Sheltering	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
Response (During Event) Actions for Appendix 1 - Animal Sheltering	
1	Position Start Up Action: Check in upon arrival at the designated check in site.
2	Position Start Up Action: Determine your assignment.
3	Position Start Up Action: Report to the Operations Section Chief or his/her designee. Clarify any issues you may have regarding your authority, assignment and what others do within the organization.
4	Position Start Up Action: Establish and maintain position log, (ICS 214), which chronologically describes your actions taken during your shift.
5	Position Start Up Action: Obtain a copy of the current Action Plan and briefing from the Operations Section Chief.
6	Position Start Up Action: Ensure that the Animal Care Unit is set up properly and that appropriate personnel, equipment, and supplies are in place. Determine Animal Evacuation/Protection Coordinators.
7	Position Start Up Action: Assure that Volunteer Organizations Active in Disaster (VOAD) animal welfare person has been advised of the emergency
8	Operational Phase Action: Review and implement the Los Alamos County Animal Shelter Plan
9	Operational Phase Action: Establish communication with animal agencies responding to the disaster (animal control, public health, state agencies)
10	Operational Phase Action: Establish communications with volunteer agencies to provide food, potable water, and animal supplies.
11	Operational Phase Action: Activate volunteers: emergency animal shelters, County animal response team, veterinarians, and animal rescue groups.
12	Operational Phase Action: Establish communication with the Department of Fish & Game for any wildlife issues that arise during the disaster.
13	Operational Phase Action: Coordinate supply requests and donations
14	Operational Phase Action: Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act, to provide basic needs for service animals.
15	Operational Phase Action: Ensure that each animal shelter type (co-mingled, co-location, and other existing animal shelter) meets requirements.
16	Operational Phase Action: Coordinate the staffing and managing of animal shelters to every extent possible
17	Operational Phase Action: Maintain an Animal Care/Evacuation Action Log (electronic or paper) for the duration of the disaster/emergency.
18	Operational Phase Action: Determine base location (Animal Shelter, if possible).
19	Operational Phase Action: Coordinate teams to search for domestic animals and transport them to base location.
20	Operational Phase Action: Coordinate team to identify animals being rescued (photograph and I.D.#). Indicate location where found, and advise owners where animal is to be housed and/or claimed.

21	Operational Phase Action: Coordinate team for release of animal to owner and/or other individual(s) responsible for the animal.
22	Operational Phase Action: Arrange a medical screening area for veterinarians.
23	Operational Phase Action: Coordinate animal information with the Operations Section/LAPD representative at the EOC. Citizens may ask questions on where to turn in or retrieve pets and livestock, etc. Ensure media can provide information to citizens regarding pet care through coordination with the PIO and JIC.
24	Operational Phase Action: Coordinate transport of animals to safe location, in or outside of Los Alamos County as necessary.
25	Operational Phase Action: Coordinate livestock team and transport of livestock to safe location, in or outside of Los Alamos County.
26	Operational Phase Action: Arrange for animal care team(s) at all housing and safe locations.
27	Operational Phase Action: Coordinate with VOAD-NNM animal welfare contacts donations and deployment of animal care supplies, such as food, water, litter, cleaning supplies, etc.
28	Operational Phase Action: Assure that staff and volunteer time and money spent are tracked for County and/or other government reporting purposes
29	Operational Phase Action: Based on the situation or forecast, determine likely future Animal Care and Health needs.
30	Operational Phase Action: Assess the animal shelter operations to determine if additional staffing (i.e., Animal Control Officers (ACO, veterinarians, veterinary technicians, mental health) and/or resources (i.e., food, water, animal supplies, generators) are needed.
31	Operational Phase Action: Complete Branch reports and/or Action Plans as requested.
32	Operational Phase Action: Refer all contacts with the media to the Public Information Officer.
33	Operational Phase Action: Make a list of the key issues currently facing the Animal Care and Health Unit.
34	Operational Phase Action: Clearly establish action items to be accomplished within the next operational period.
35	End of Shift Action: Conduct shift change briefings in detail, inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information ensuring that in-progress activities are identified and follow-up requirements are known.
36	End of Shift Action: Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
37	End of Shift Action: Be prepared to provide input for the after-action report.
38	End of Shift Action: Clean your work area before you leave.
39	Identify animal shelters/locations for emergency shelter or foster care for pets.
Recovery (Post Event) Actions for Appendix 1 - Animal Sheltering	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.
Protection Actions for Appendix 1 - Animal Sheltering	
1	Identify animal shelters/locations for emergency shelter or foster care for pets.

Appendix 2 - Debris Management

Coordinating Agency:

Los Alamos County Emergency Management
Los Alamos County Parks, Recreation and Open Space Division
Los Alamos County Public Works Department

Primary Agency:

Los Alamos County Environmental Services Division
Los Alamos County Public Works Department
Los Alamos County Traffic and Streets Division

Support Agencies:

Atomic City Transit
Federal Emergency Management Agency (FEMA)
Los Alamos Airport
Los Alamos County Attorney's Office
Los Alamos County Capital Projects & Facilities Division
Los Alamos County Emergency Communications Center
Los Alamos County Fleet Division
State of New Mexico Department of Agriculture
State of New Mexico Department of Homeland Security and Emergency Management
State of New Mexico Department of Natural Resources
Surrounding County Health Departments

Purpose

This Debris Management Appendix identifies key staff personnel and their responsibilities for managing and controlling debris collection and disposal operations. The purpose of this Appendix is to identify procedures in the event of a disaster; however, the procedures may be amended under the direction of governing authorities such as FEMA, U.S. Army Corps of Engineers, etc. Personnel should document the critical decisions made in response to the disaster and provide the debris manager and local, State, and Federal officials with a clear plan of action. Debris removal may extend for weeks or months and documentation is required to ensure consistent management and cooperation between involved agencies.

Emergency debris management in Los Alamos County consists of two major areas of responsibility:

- Collect and clear debris; and
- Manage transportation, processing, and final disposal of the waste.

Debris management operations should be divided into two phases. Phase I consists of clearance of debris that hinders lifesaving actions and poses an imminent threat to public health and safety. Phase II consists of removal and disposal determined necessary to endure the orderly recovery of the community and to eliminate lesser threats to health and safety.

Situation

- Los Alamos County is susceptible to a variety of hazards that can generate natural and man-made debris.
- Unmanaged debris can cause complications during an emergency response.
- Debris can consist of vegetation, rocks, building materials, sediment, household items, and other materials.
- Debris can include hazardous materials, chemicals, cylinders, Freon, and industrial chemicals.
- The quantity and type of debris generated from any particular disaster will be a function of the location and type of event experienced, as well as its magnitude, duration, and intensity.
- A natural disaster that requires the removal of debris from public or private lands and waters could occur at any time.
- Individuals and businesses will be responsible for the removal and disposal of debris on private property.
- Debris management activities can be a major burden on the time and resources of everyone affected.

Assumptions

- Debris removal is a high priority following a disaster. It is a visible sign of action and helps to restore a sense of normalcy to the affected population. Removal often represents the first visible step toward recovery.
- The quantity and type of debris generated, its location, and the size of the area over which it is dispersed, will have a direct impact on the type of collection and disposal methods utilized, associated costs, and how quickly the problem can be addressed.
- The amount of debris resulting from a disaster or incident could exceed Los Alamos County's ability to dispose of it.
- In a major catastrophic disaster there may be difficulty in locating staff, equipment, and funds to devote to debris removal.
- A coordinated community effort will be required to effectively collect, remove, and dispose of debris following a disaster.
- The Los Alamos County Traffic and Streets Division is responsible for clearing and collecting debris and eliminating debris hazards.
- The Los Alamos County Solid Waste Division is responsible for providing containers, hauling debris, and ensuring final disposal of material.

- Both Divisions will cooperate with other emergency response staff during and after an emergency or disaster.
- Both primary and secondary agencies will provide technical assistance on the debris removal process; state agencies may also provide technical assistance.
- Private contractors may play a significant role in the debris removal, collection, reduction, and disposal process.
- Temporary debris storage and reduction sites will be located in each area of operations in order to provide a nearby site for debris collection, reducing transportation time and costs.
- Debris removal may extend for weeks or months.
- Documentation is required to ensure consistent management and cooperation between involved agencies and critical for reimbursement purposes should a federal disaster be declared.

Concept of Operations

Phase 1

Emergency Debris Clearance

- Opening emergency access into a physically affected area is a top priority following any type of major disaster.
- The Debris Management Unit will coordinate with local officials to identify routes that are essential to emergency operations and any unmet support needs.
- Priority action is focused on moving debris to the shoulders of essential arterial roads and collector streets.
- No attempt is made to remove or dispose of the debris, only to clear routes to expedite:
 - Movement of emergency vehicles
 - Resumption of critical services
 - Assessment of damage to key facilities and utilities
 - Access to other critical community facilities such as local buildings, water and wastewater treatment plants, power generation units, airports, trauma centers, hospitals, critical care units and jails
 - Access to debris management center, emergency operations center, communication towers and community shelters
- Damaged utility systems, structurally unstable buildings, and other heavily damaged public facilities must be expeditiously repaired, deactivated, barricaded, or removed.

- Activities involving these facilities should be closely coordinated with owners and operators. Demolition of unsafe structures may be deferred if access to the area can be controlled.

Priority Critical Locations

Priority Areas: Emergency evacuation and transportation routes will be cleared of debris as quickly as possible and will be the first priority of debris removal crews.

1. Clear Emergency Access Routes – Lifelines. Lifelines are those routes in a traffic network that provide access for emergency responders, alternate and evacuation routes, and damage assessment routes. Lifelines should include areas identified for potential staging, temporary shelters, and other resources available in the community that support emergency response. Los Alamos County will work closely with the county and neighboring jurisdictions to identify priorities for clearing transportation access routes.
2. Clear Access to Critical Facilities and Infrastructure. Assets, systems, and networks, whether physical or virtual, are so vital that their incapacitation or destruction would have a debilitating effect on security, economic security, public health, or safety. These typically include hospitals, fire stations, police stations, and emergency operation centers, as well as cellular and land-line telephone services, drinking water and power utilities, and sanitation facilities.
3. Clear Major Roadways or Arterial Routes. Major roadways and arterial routes are portions of the public transportation network that are needed to aid in response and recovery operations but may not have been cleared as an emergency access route.
4. Clear Areas Necessary for Movement of Goods and Services/Economic Restoration. These areas include those portions of the public transportation network necessary for effectively transporting goods and services throughout the Region that are not included in one of the previous categories. These may include access to warehouses, airport, and major business district.
5. Clear Minor Arterial Routes. These routes include those portions of the public transportation network that receive moderate traffic flows but are not included in one of the previous categories.
6. Clear Local Routes. These areas include those portions of the public transportation network in residential neighborhoods that are not included in one of the previous categories.

Site Selection Priorities

Depending on the parameters of the incident and the amount and types of debris, the following sites are considered priority sites for debris management:

- | | |
|---------|---|
| First: | Pre-determined temporary debris storage and reduction sites |
| Second: | Public property within the damaged area(s) |
| Third: | Private property |

Phase II

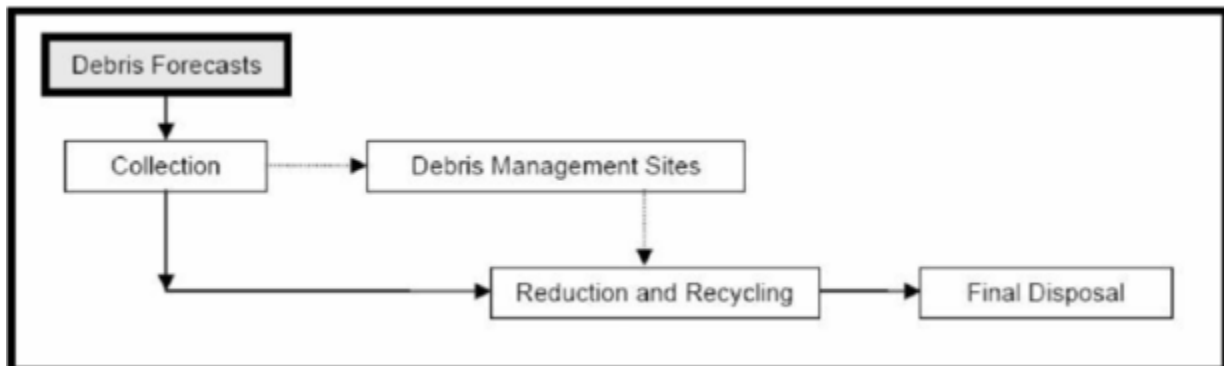
Debris Removal and Disposal

- As clearance efforts progress, the public rights-of-way and initial roadside debris piles will become a primary dumping location for affected citizens. As a result, expedient removal of debris from in front of residents' homes should become a priority to clear public rights-of-way and expedite the replacement of key utilities
- The recovery phase focuses on collecting the remaining debris, reducing, or recycling, and final disposal
- Development of a debris management site is considered a recovery activity as well
- Depending on the quantity and the complexity of the debris removal actions, debris removal activities could continue for several months
- Local jurisdictions can use a combination of force account and contractor services for debris removal activities during this phase

Collection Method

The fundamental component of a disaster debris management strategy is the collection of debris. The public expects to have debris removed from neighborhoods soon after a disaster event. The implementation of timely disaster debris collection operations after the disaster signifies that recovery efforts are in progress and that the community will return to normal quickly. Developing an approach to collect debris early in the planning process will assist local jurisdictions to begin collecting debris promptly following a disaster event.

The debris type, amount, and urgency determine which collection method is used. The two main methods of debris collection are curbside collection and collection centers.



The Debris Management Annex is implemented through the Operations Section in the EOC as a function of Public Works.

Debris Collection and Removal

Crew Assignments: County crews will be responsible for cutting, collecting, and removing heavy debris within the Los Alamos County rights of way. Another crew will maintain and operate the County's disposal sites. Mutual aid and contractual assistance may be attainable depending on the amount of debris and the availability of resources.

Daily Crew Briefings: Supervisors and designated leads will ensure that employees under their direction are aware of the situation they are facing, what the plan of action is, and what exactly is expected of them. Safety procedures will also be discussed. Briefings should be scheduled to begin at least thirty minutes prior to the beginning of a shift.

Debris Collection: This phase will involve the removal and processing of debris throughout the County. Debris removal will be a County priority due to the potential health and safety hazards it may create.

Initial Damage Assessment and Planning

Assessment and Plan of Action: As soon as possible, County staff will assess the quantity and types of debris to be managed and determine what additional resources may be needed from other local governments, the State, or private contractors. The Los Alamos County Solid Waste Division Manager and Traffic and Streets Division Manager are responsible to review the assessment and create a plan of action. The Plan of Action will be reported to debris management personnel at the EOC. Elements of plan execution are listed below.

Mutual aid and contractual services: Other agencies or businesses may be enlisted to supplement County resources to accomplish debris removal, processing, and disposal.

Debris Volume Reduction: Chipping and grinding operations may be included as a debris volume reduction strategy. Mulch may be applied to replenish the topsoil and retain soil moisture. Air Curtain Destructors (ACDs) can be employed if chipping and mulching efforts are overwhelmed by the large amount of debris. These operations can be performed efficiently only if woody debris is segregated from other wastes. The County may use portable chippers, grinders and ACDs to accomplish debris volume reduction.

Temporary and Permanent Debris Management Sites and Disposal Locations

Temporary debris storage sites may be designated for the emergency. The PW or Debris Unit Leader will identify temporary storage sites if they are required. These sites will be used only to store debris removed from the County's rights of way. A crew will maintain the sites and separate debris as directed. Security will be provided to eliminate illegal dumping; and a fire watch established.

Debris Management Site Requirements

A debris management site is a temporary solid waste handling site used to collect, sort, and reduce debris, including special waste, prior to final recycling or disposal.

DMS include:

- Identify the maximum waste capacity, elevation, and boundaries of the site prior to operation.
- Control public access and prevent unauthorized vehicular traffic and illegal dumping of waste.
- Provide effective means to control rodents, insects, birds, and other vectors.
- Provide effective means to control litter.
- Provide pollution control measures to protect air quality
- Provide all-weather surfaces for vehicular traffic
- All piles shall be designed to:

- Control public access
- Comply with the uniform fire code as implemented through the local fire control agency
- Minimize vector harborage to the extent practicable
- Provide all-weather approach roads and exits
- Piles of putrescible waste, contaminated soils or dredged material, or waste determined by the jurisdictional health department/district to be likely to produce leachate posing a threat to human health or the environment shall also
- Place waste on a sealed surface, such as concrete or asphaltic concrete, to prevent soil and ground water contamination. The surface shall be durable enough to withstand material handling practices.
- Control run-on and runoff from a twenty-five-year storm,

It is recognized that some of these standards may not apply to debris management sites or may not be applicable to a site depending on a variety of operating conditions.

Los Alamos County has pre-identified temporary debris management sites and disposal locations. These include:

1. Los Alamos County Transfer Station

One or more landfills will be identified in the Plan of Action for permanent disposal of debris. Any woody debris will be processed at the Los Alamos County Transfer Station and given away as mulch to residents, businesses, and County, and State entities. Any material for disposal will be taken to a regional permitted facility, e.g., the Waste Management Inc. Landfill in Rio Rancho or Sandoval County Landfill, per existing County agreements.

Contaminated food can pose a hazard during debris management operations and disposal. Contaminated food will be disposed of at the Los Alamos County Transfer Station.

Debris Removal on Private Property

Debris removal on private property is generally the responsibility of individual property owners, however when it is in the public interest to remove debris, the County may act to abate the threat. Clear guidelines will be provided to private property owners on the types of debris accepted and how and where to stage the debris for pickup.

Use and Procurement of Contracted Services

Where feasible the use of competitively procured or pre-approved contractors is highly recommended if the event could be included in a federal disaster declaration to comply with procurement rules. See section below on Identification of Debris Removal Contractors.

Use of Force Account Labor

Under FEMA's Public Assistance program, applicants can use force account resources or contractors to monitor debris removal operations, or a combination of both. 2 CFR 200, also known as Universal Grant Guidance governs federal assistance programs. Subpart D regards procurement compliance regulations. Los Alamos County procurement policy and the Los

Alamos County Procurement Manual have been updated to comply with 2 CFR 200.

Monitoring of Debris Operations

During the provision of debris management, activities and costs will be documented to ensure eligibility for reimbursement if a disaster is declared. Debris monitoring includes:

- Estimation of debris quantities removed
- Description of types of debris removed
- Documentation of hauled debris with load tickets and photographs
- Adherence to site safety procedures

A successful debris monitoring plan at a minimum shall include the following activities:

- The applicant should deploy trained debris monitors to observe and document contractor activities. At a minimum, these monitors should be stationed at all pick-up and disposal sites.
 - Applicants may use their own full-time workforce or hire temporary workers as monitors
 - Applicants may contract with local firms to provide debris monitoring services
 - Applicants may request FEMA/State staff assistance for debris monitoring activities
- For unit price contracts, applicants should use load tickets to document weights and volumes of contractor vehicles. These load tickets should be treated as accounting forms and represent critical documentation when applying for FEMA funding.
- For time and materials contracts, applicants should document equipment and manpower time and ensure efficiency in usage. There is no reimbursement by FEMA for “down time” of equipment or manpower.
- Monitors should be on the lookout for inappropriate contractor activities including but not limited to:
 - Improper loading of trucks
 - Picking up ineligible debris
 - Posting trucks with inaccurate load capacities

Health and Safety Requirements

Debris removal operations have the potential to raise health issues related to the debris and the process of removal. Examples of these issues include mosquito or fly infestation, hazardous waste, or infectious wastes.

- The New Mexico Department of Health will provide technical assistance on the health impacts of debris removal, as well as mitigation and decontamination.

- The Los Alamos County Fire Department will provide technical assistance on any debris that is a hazardous material or requires decontamination.

Environmental Considerations and Other Regulatory Requirements

Hazardous and toxic wastes may be commingled as a result of the emergency. This may present a difficult handling situation for the crews. Some examples of hazardous and toxic wastes include chemicals, propane tanks, oxygen bottles, asbestos, and industrial chemicals. Properly trained and equipped crews will be designated to pick up such materials and transport them to the proper facilities or storage areas. When Los Alamos County crews encounter such materials, they will report the type and amount of hazardous waste. If possible, the crew may remove other debris and leave the hazardous and toxic waste for removal by personnel trained in hazardous materials.

The New Mexico Environment Department and the New Mexico Department of Health will be invited to consult on applicable environmental or health related regulations. Following a disaster event, compliance with environmental protection laws and regulations is still a requirement.

Public Information

All incident information will be communicated to the public through the JIC in coordination with both the incident command and county emergency operations center. Types of information to share could include:

- Types of debris
- Debris collection strategy
- Debris collection points
- Safety, health, or environmental hazards

Individual organizations may communicate organizational information to the public directly (contact, mission, etc.), but information concerning public instructions, incident updates and public resource requests must be managed through the JIC.

Identification of Debris Removal Contractors

Los Alamos County has pre-identified and pre-approved contractors to perform debris operations. The contractor has been identified and evaluated by Los Alamos County and has been determined to be capable to perform debris removal work.

A pre-qualified contractor does not constitute a standby contractor. If additional debris management contractors are needed during the incident, Los Alamos County will follow County procurement regulations.

Staff

Debris operations staff members are responsible for directing debris operations during and after an incident. The size and composition of staff needed to deal with debris clearance, removal and disposal depends on the magnitude of the disaster. Debris removal staff likely will be comprised of a combination of full-time personnel, personnel from other agencies in Los Alamos County, from jurisdictions outside the impacted area, and/or contractors depending on the requirements of the incident.

During an incident, staff may be needed to assume one or more roles as described below. The Public Works Branch Director will be responsible for appointing appropriate staff to fulfill these roles.

Debris Management Position	Roles and Responsibilities	Primary and Alternate Staff Identified for Position	Recommended Training and Qualifications
Debris Removal Manager	Coordinates all debris removal activities related to an incident. Activities include communication among other members of the disaster management team, communication of project status activity and reporting, and dissemination and implementation of policy directives to debris removal personnel.	Public Works Director, Environmental Services Manager	IS-630, IS-631, IS-632, E 202
Debris Collections Supervisor	Oversees collection activities prior to debris arrival at the disposal site and coordinates the debris routing, staffing, and field reporting activities.	Public Works Supervisor, Environmental Services Supervisor	IS-630, IS-631, IS-632, E-202
Debris Management Site Supervisor	Manages one or more Debris Management Sites (DMS) and is responsible for and environmental protection concerns, as well as filling out paperwork and reporting documentation. overseeing waste separation	Public Works Manager, Environmental Services Manager	IS-630, IS-631, IS-632, E 202

Debris Management Position	Roles and Responsibilities	Primary and Alternate Staff Identified for Position	Recommended Training and Qualifications
Finance, Admin, and Logistics Staff	Track time for personnel, equipment, and incident costs. These positions also assist with contracting and purchasing resources, completing documentation required for reimbursement of expenses and provides check-in for demobilizing resources.	Identified Staff	IS-630, IS-631, IS-632, IS-703
Quality Assurance	Ensures the debris operations are cost effective. They do this by monitoring the type and amount of debris during collection, sorting, reduction, and disposal.	Contractors	IS-631, IS-632
Structural Engineer	Oversees, inspects, and assesses impacted structures and makes appropriate recommendations on building condemnation and demolition.	Planning or Engineering Staff, Contracted Engineer	IS-631, IS-632
Debris Management Subject Matter Expert (SME):	Provides information and advice to command staff working in the operations and planning sections to help guide disaster operations.	Environmental Services Department Manager,	IS-630, IS-631, IS-632, E-202

Damage Assessment Level Guidelines

Definitions	Description	Things to Look For	Water Levels
DESTROYED	DESTROYED	DESTROYED	DESTROYED
<ul style="list-style-type: none"> Structure is a total loss. Not economically feasible to rebuild. 	<ul style="list-style-type: none"> Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged. 	<ul style="list-style-type: none"> Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls. 	<ul style="list-style-type: none"> More than 4' in first floor. More than 2' in mobile home.
MAJOR	MAJOR	MAJOR	MAJOR
<ul style="list-style-type: none"> Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. Will take more than 30 days to repair. 	<ul style="list-style-type: none"> Walls collapsed. Exterior frame damaged. 	<ul style="list-style-type: none"> Portions of the roof and decking missing. Twisted, bowed, cracked, or collapsed walls. Damaged foundation. 	<ul style="list-style-type: none"> 2-4' in first floor without basement. 1' or more in first floor with basement. 6"-2' in mobile home with plywood floors.
MINOR	MINOR	MINOR	MINOR
<ul style="list-style-type: none"> Structure is damaged, and uninhabitable. Minor repairs are necessary to make habitable. Will take less than 30 days to repair. 	<ul style="list-style-type: none"> Interior flooring / exterior walls with minor damage. Tree fallen on structure. Shingles moved or missing. 	<ul style="list-style-type: none"> Many shingles missing, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. 	<ul style="list-style-type: none"> 2"-2' in first floor without basement. 1' or more in basement.
AFFECTED	AFFECTED	AFFECTED	AFFECTED
<ul style="list-style-type: none"> Structure has received minimal damage and is habitable without repairs. 	<ul style="list-style-type: none"> Chimney or porch damaged. Carpet on first floor soaked. <ul style="list-style-type: none"> Broken windows. 	<ul style="list-style-type: none"> Few missing shingles. Some broken windows. Damage to air conditioning units. Some minor basement flooding. 	<ul style="list-style-type: none"> Less than 2" in first floor without basement. Minor basement flooding.

Estimating Water Depths

- Brick – 2 ½" per course
- Siding – 4" or 8" per course
- Stair Risers – 7"
- Concrete Block – 8" per course
- Doorknobs – 36" above floor
- Standard Doors – 6' 8"

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Los Alamos County Emergency Management	
<i>Preparedness (Pre-Event) Actions for Appendix 2 - Debris Management</i>	
1	Ensure all departments update contact lists.
2	The Emergency Management staff reviews debris management plan with key personnel via conference call or at the Emergency Operations Center.
3	The Emergency Management staff reviews FEMA guidance.
<i>Response (During Event) Actions for Appendix 2 - Debris Management</i>	
1	The Emergency Management staff conducts meetings/briefing with key personnel.
Primary: Los Alamos County Public Works Department	
<i>Preparedness (Pre-Event) Actions for Appendix 2 - Debris Management</i>	
1	Ensure all departments update contact lists.
2	The Public Works Director evaluates Debris Management Sites (DMS) locations.
3	The Public Works Department reviews road list and road maps.
Primary: Los Alamos County Traffic and Streets Division	
<i>Preparedness (Pre-Event) Actions for Appendix 2 - Debris Management</i>	
1	Ensure all departments update contact lists.
2	Traffic and Streets Department stages equipment for debris operations.
Supporting: Los Alamos County Attorney's Office	
<i>Preparedness (Pre-Event) Actions for Appendix 2 - Debris Management</i>	
1	Ensure all departments update contact lists.
Los Alamos County Fire Department	
<i>Preparedness (Pre-Event) Actions for Appendix 2 - Debris Management</i>	
1	Ensure all departments update contact lists.
Los Alamos County Police Department	
<i>Preparedness (Pre-Event) Actions for Appendix 2 - Debris Management</i>	
1	Ensure all departments update contact lists.
Los Alamos County Public Information Officer	
<i>Preparedness (Pre-Event) Actions for Appendix 2 - Debris Management</i>	
1	Ensure all departments update contact lists.
<i>Response (During Event) Actions for Appendix 2 - Debris Management</i>	
1	The PIO or JIC issues media press release regarding the initiation of debris removal operations.
<i>Recovery (Post Event) Actions for Appendix 2 - Debris Management</i>	
1	Recovery Operations: 2 Day- 2 Weeks: The PIO issues the second press release regarding segregation of debris.
Los Alamos County Public Utilities	
<i>Preparedness (Pre-Event) Actions for Appendix 2 - Debris Management</i>	
1	Ensure all departments update contact lists.

Public Works Branch Director	
<i>Preparedness (Pre-Event) Actions for Appendix 2 - Debris Management</i>	
1	The Public Works Branch Director issues pre-event media press releases. The Branch Director and the County Attorney review contracts for accuracy.
2	The Public Works Branch Director reviews pre-identified OMS locations for capacity and permits.
3	The Public Works Branch Director determines if citizen drop-off sites will be available and operated by the County.
4	The Public Works Branch Director facilitates a pre-event coordination meeting with contractors.
<i>Response (During Event) Actions for Appendix 2 - Debris Management</i>	
1	The Public Works Branch Director confirms emergency priority roads.
2	The Public Works Branch Director coordinates with the potential monitoring firm to conduct an impact assessment.
3	The Public Works Branch Director coordinates with Fire/Hazardous Materials Teams to assess hazardous materials debris.
4	The Public Works Branch Director coordinates with the Finance to activate potential monitoring firm and debris removal contractors by issuing a Purchase Order and a Notice to Proceed.
5	The Public Works Branch Director notifies debris haulers to begin emergency roadway debris clearance.
6	The Public Works Branch Director reviews debris volume and collection cost assessment.
7	The Public Works Branch Director and the debris removal contractors coordinate to prepare OMS based on concentration of debris.
8	The Public Works Branch Director and the potential monitoring firm begin truck certification.
9	The Public Works Branch Director conducts daily coordination meeting with contractors.
10	The Public Works Branch Director determines force account requirements and staffing needs (debris, Public Assistance, etc.) with Finance and the Human Resources Department.
<i>Recovery (Post Event) Actions for Appendix 2 - Debris Management</i>	
1	Recovery Operations: 2 Day- 2 Weeks: The Public Works Branch Director coordinates with the Traffic and Streets Department to prioritize roads/areas and disseminate that information to the debris removal and monitoring contractors.
2	Recovery Operations: 2 Day- 2 Weeks: The Public Works Branch Director requests contact information and meeting with FEMA Public Assistance Officer. Attendees should include: <ul style="list-style-type: none"> • Emergency Management • Traffic and Streets Department • County Attorney • FEMA Public Assistance Coordinator • State of New Mexico Public Assistance Coordinator • Potential debris monitoring firm
3	Recovery Operations: 2 Day- 2 Weeks: The Public Works Branch Director coordinates with the debris removal and potential monitoring contractors to begin right-of-way debris removal.
4	Recovery Operations: 2 Day- 2 Weeks: The Public Works Branch Director coordinates with FEMA and the New Mexico Environment Department to begin environmental monitoring program of DMS locations.

5	Recovery Operations: 2 Day- 2 Weeks: The Public Works Branch Director coordinates with external agencies. The Emergency Management Coordinator initiates discussions with FEMA.
6	Recovery Operations: 2 Weeks - 1 Month: The Public Works Branch Director maintains and evaluates right-of-way cleanup.
7	Recovery Operations: 2 Weeks - 1 Month: The Public Works Branch Director coordinates with debris removal contractors to open additional DMS as necessary.
8	Recovery Operations: 2 Weeks - 1 Month: The Public Works Branch Director continues daily meetings with FEMA. The Commissioner's Court coordinates with the County
9	Recovery Operations: 2 Weeks - 1 Month: PIO communicates project closeout to residents via press release.
10	Recovery Operations: 1 Month - 3 Months: The Public Works Branch Director maintains and evaluates right-of-way cleanup- vegetative and construction debris.
11	Recovery Operations: 1 Month - 3 Months: The Public Works Branch Director coordinates with debris removal contractors to begin right-of-way leaners/hangers program.
12	Recovery Operations: 1 Month - 3 Months: The Public Works Branch Director coordinates with debris removal contractors to initiate haul out.
13	Recovery Operations: 1 Month - 3 Months: The Public Works Branch Director progresses to weekly meetings with the FEMA.
14	Recovery Operations: 3 Months- Project Completion: The Public Works Branch Director completes all debris recovery activities.
15	Recovery Operations: 3 Months- Project Completion: The Public Works Branch Director identifies ineligible debris on right-of-way.
16	Recovery Operations: 3 Months- Project Completion: The Public Works Branch Director coordinates with debris removal contractors to complete the disposal of reduced debris.
17	Recovery Operations: 3 Months- Project Completion: The Public Works Branch Director coordinates with debris removal contractors to close out and remediate debris management sites.
18	Recovery Operations: 3 Months- Project Completion: The Emergency Management Department conducts project closeout meetings with FEMA and external agencies.
Public Works Director	
<i>Preparedness (Pre-Event) Actions for Appendix 2 - Debris Management</i>	
1	The Public Works Director evaluates Debris Management Sites (DMS) locations.
2	The Public Works Branch Director stages debris monitoring and removal contractors.

Appendix 3 - Evacuation

Coordinating Agency:

Atomic City Transit
Los Alamos County Emergency Management
Los Alamos County Public Works Department

Primary Agency:

Atomic City Transit
Los Alamos County Fire Department
Los Alamos County Manager
Los Alamos County Police Department
Los Alamos County Public Works Department

Support Agencies:

American Red Cross
Atomic City Transit
Bandelier National Monument
Los Alamos Airport
Los Alamos County Fleet Division
Los Alamos County Public Works Department
Los Alamos County Traffic and Streets Division
Los Alamos National Laboratory (LANL)
State of New Mexico Department of Homeland Security and Emergency Management
State of New Mexico Department of Public Safety

Purpose

The Evacuation Annex provides guidance for the orderly, coordinated evacuation of the population during an emergency situation.

Situation

- The Los Alamos County Hazard Analysis and Risk Assessment in the Hazard Mitigation Plan identifies numerous hazards which could prompt evacuation.
- Emergency situations may require evacuation of all or part of the population of the County. A hazardous materials release, major fire, or other localized incident may require a small-scale evacuation. A widespread emergency situation could require an evacuation on a larger scale, requiring the cooperation and combined resources of the County.
- Shelter-in-place may be a viable and preferable alternative to evacuation.
- Evacuations will be determined upon tactical considerations and the nature of the event. In cases of hazardous materials (including weapons of mass destruction), sheltering in place may be the recommended course of action by the Incident Commander upon advice of subject matter experts. Incidents involving gunfire must be carefully weighed regarding evacuations and the use of armored vehicles (if available) for shielding should be considered.

- Los Alamos County has pre-identified routes in the county for evacuation. These routes are included in the attachments to this appendix.
- If this appendix is implemented, the Sheltering Appendix and Animal Sheltering Appendix will need to be implemented as well.
- Evacuees may have special needs requirements that affect their ability to self-evacuate, including but not limited to language barriers, age, need for transportation assistance, and/or physical or developmental disabilities.
- The amount of evacuees may be affected by large events occurring in the county. These have been pre-identified to the extent possible.
- Facilities housing populations with special needs have been pre-identified.

Assumptions

- Sufficient warning time will normally be available to evacuate the threatened population.
- The principal mode of transportation for evacuations will likely be privately owned vehicles (POV).
- Particular areas of the County or special populations within the County will need additional time and resources to accomplish an evacuation.
- The public will receive and understand official information related to evacuation.
- The public will act in its own interest and will evacuate dangerous areas promptly when advised to do so.
- If there is sufficient advanced warning, some residents may evacuate prior to being advised to do so by public officials.
- Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
- Some residents may refuse to evacuate regardless of warnings.
- Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities to move them to a shelter.
- Non-English-speaking residents may not understand the warnings.
- Visitors to the county may be present and unfamiliar with major and alternative local routes.

Concept of Operations

Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include but are not limited to support to evacuations (including the registration and tracking of evacuees); reunification of families; provision of aid and services to access and functional needs populations; evacuation, sheltering, and other emergency services

for household pets and services animals, support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.

Evacuation may include activities for the emergency needs of evacuees such as:

- Initial notification of the emergency situation and public information dissemination regarding routes, hazards, and emergency instruction.
- Identification and operation of evacuation points where assistance and guidance is provided to the public. This may include assistance and public transportation provisions for those unable to self-evacuate.
- Primary and alternate Shelter Sites have been established and evaluated by the local Red Cross. Decision of which site(s) are utilized will be coordinated between the Incident Commander, the local Red Cross, and the Primary EOC (White Rock Fire Station 3).
- In a mass evacuation, a system is needed to track information on individuals and families in an effort to assist with the reunification of separated family members. Tracking, locating, registering, and reuniting evacuees and survivors are activities performed at local, tribal, State, and Federal levels.
- The response community recognizes the varying and special requirements of individuals that require and utilize service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and service animals remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services and in accordance with the requirements of the American Disabilities Act.
- Jurisdictions and agencies may need to provide assistance and resources to support local, and Volunteer Organizations Active in Disaster (VOAD) when conventional and nonconventional congregate care systems and shelter-in-place activities are in need of additional resources. Responding agencies must ensure congregate care facilities are accessible to individuals with disabilities whenever possible. Nonconventional sheltering may include:
 - County Visitors Center for tent and recreational vehicle camping.
 - Hotels, motels, and other single-room facilities.
 - Temporary facilities such as tents and prefab module facilities.
 - Specialized shelters and functional and medical support shelters.
 - Support for other specialized congregate care areas that may include respite centers, rescue areas, and decontamination processing centers.

From an Emergency Operations Center perspective, evacuations will be handled through the Operations and Logistics sections.

Authority to Order an Evacuation

The following positions in the County have the authority to order an evacuation:

- County Manager or designee
- Los Alamos County Police Chief
- Los Alamos County Fire Chief
- Emergency Operations Center (EOC) Director

Concepts

- Area-to-area evacuations will be initially managed on-scene by the Fire Department or the Police Department, who will immediately alert the EOC when the size and scope of the evacuation exceeds routine capacity.
- All mass evacuation information will be coordinated through the EOC and will be broadcast over the Emergency Alert System and the news media. Other forms of evacuation notification may include door-to-door notification, mobile sirens, public address systems, distribution of evacuation cards, and tagging homes.
- Once an authorized official has ordered an evacuation, the County will make every effort to evacuate all persons from a designated area. Any person who refuses to evacuate at the order of an official will be advised by an emergency official of the associated risk.
- Agencies wishing to deliver services to vulnerable populations in evacuated or otherwise restricted areas should contact the EOC to coordinate access. If conditions for limited entry are appropriate, the EOC will identify a process to expedite the travel of approved service providers.
- During a wildfire or other emergency requiring immediate evacuation, all residents needing evacuation transportation assistance will be given equal priority. Following an earthquake or other incident where immediate danger has passed, vulnerable populations will be given priority for evacuation transportation assistance. Los Alamos County will make every effort to pre-evacuate large animals and Access and Functional Needs residents.
- Protection of human life is the immediate goal of local emergency responders. During a disaster emergency, the Los Alamos Police and Fire Departments are not responsible for the rescue, evacuation, sheltering, or welfare of animals. Los Alamos County Animal Control will make every effort to assist in the rescue, evacuation and sheltering of animals, but this may not be possible, and residents should be prepared to care for their animals.
- The County will support the movement of evacuees transporting domestic household animals during an ordered evacuation. Residents should be prepared to evacuate their pets in a manner that does not threaten the safety or welfare of other evacuees. More information on animal sheltering is available in the animal sheltering annex.
- A public information officer will be dispatched to all evacuation assembly areas.

- During an evacuation, the County will dedicate a majority of streets to egress. Other available streets will be used for ingress of emergency services.
- Public transportation entities may be used to transport persons from designated evacuation assembly areas.
- Each individual or head of household within the County is encouraged to develop a family disaster plan and pet disaster plan that includes maintaining the essential supplies to sustain for five to seven days in the event that evacuation is not possible.
- Businesses and private educational institutions should establish evacuation plans and be familiar with county evacuation directives as part of their emergency procedures.
- When the conditions that caused the mandatory evacuation cease to exist, the EOC will coordinate reentry with the Los Alamos Police and Fire Departments

Transportation System Monitoring

Public Works Departments – Traffic and Streets will monitor the status and condition of roads in the County, including those routes used in evacuation. Any damage to transportation and infrastructure will be reported.

Los Alamos Townsite

The routes by which the Townsite is evacuated depends upon the nature of the incident and the available egress routes. The order in which Zones are evacuated will also depend on the nature of the incident.

Key roads via which the Townsite would be evacuated include:

- Diamond Drive
- Trinity Drive
- NM 502 East (Main Hill Rd)
- East Jemez Rd /Truck Route
- NM State Rd. 4
- Pajarito Rd
- Rendija Canyon Rd (unimproved dirt road)
- West Jemez Rd.

Key roads via which White Rock would be evacuated include:

- Grand Canyon Dr.
- NM State Rd. 4
- Pajarito Rd.

- Rover Blvd.
- Sherwood Blvd.

Townsite Zone Descriptions

- **Zone 1:** All LANL facilities in and south of Los Alamos Canyon, Royal Crest Mobile Home & RV Park, and all entities (including County Solid Waste Division offices and Landfill) off of East and West Jemez Roads.
- **Zone 2:** downtown Los Alamos including the historic districts, the Aquatic Center, area east of Oppenheimer, as well as everything east of downtown bordered by Los Alamos and Pueblo Canyons.
- **Zone 3:** LAMC, Health Research Lab, LAHS, UNM-LA, Denver-Steels, Orange Street neighborhoods.
- **Zone 4:** Western section of North Community (“Western Area”) including Ice Rink, and bounded by Diamond and North Rds.
- **Zone 5:** Quemazon off upper North Rd.
- **Zone 6:** Eastern North Community, the Golf Course, Ponderosa Estates and Guaje Pines Cemetery area
- **Zone 7:** all of North Mesa, including the Stables.
- **Zone 8:** Barranca Mesa, includes the Sportsman’s Club in Rendija Canyon.

Townsite Evacuation Protocols

- **Zone 1:**
 - All populations located east of Diamond Drive evacuate via Pajarito Road or East Jemez Road (truck route) to NM State Rd 4 and NM 502 East.
 - All populations located west of Diamond Drive evacuate via West Jemez Road to NM State Rd 4.
- **Zone 2:**
 - Evacuate via Central Avenue and Trinity Drive going east to NM 502 east (Main Hill Rd).
- **Zone 3:**
 - Evacuate using Diamond Drive south to Canyon Rd./ Central Avenue going east, or to Trinity Drive going east to NM 502 east (Main Hill Rd).

- **Zones 4 - 6:**
 - Evacuate via Diamond Drive south to West Jemez Rd. to NM State Rd 4.
- **Zones 7 - 8:**
 - Evacuate to San Ildefonso Rd going north and out Rendija Canyon Rd. Coordinate with officials from San Ildefonso Pueblo.

White Rock

White Rock Zone Descriptions

- **Zone 9:** Bounded by Grand Canyon Dr to the south, Rover Blvd to the west, Overlook Park to the east, and the County line to the north.
- **Zone 10:** Bounded by Sherwood to the west, Rover Blvd to the east, and NM State Rd. 4 to the north. Includes Grand Canyon Drive and is bounded to the south by Grand Canyon Park. *This zone includes the businesses on NM State Rd 4 that are located in Santa Fe County.*
- **Zone 11:** Bounded by Grand Canyon Dr. to the north, extending east to Overlook Park, extending southwest to Pajarito Canyon and southeast to White Rock Canyon. Abuts Grand Canyon Park on the west.
- **Zone 12:** Bounded by Sherwood, NM State Rd 4 and Pajarito Canyon, but does not include Karen Circle.
- **Zone 13:** Pajarito Acres and La Senda developments (including Karen Circle subdivision).

White Rock Evacuation Protocols

The routes by which White Rock is evacuated depends upon the nature of the incident and the available egress routes. The order in which Zones are evacuated will also depend on the nature of the incident.

If complete County evacuation required:

- **All White Rock Zones:**
 - Evacuate via NM State Rd 4 east to NM 502 East down the Hill.
 - **If the need for evacuation does NOT require Townsite evacuation:**
- **Zones 9 & 10:**
 - Evacuate to NM State Rd 4 east to NM 502 East down the Hill.
- **Zones 11 -12:**
 - Evacuate using Grand Canyon Dr to NM State Rd 4 west towards Bandelier.
- **Zone 13:**
 - Evacuate to NM State Rd 4 west towards Bandelier.

Repopulation

Repopulating an evacuated area requires as much forethought and planning as evacuation, if not more. The safety of the public and all County employees assisting in repopulation is the overriding concern and must drive the decision of when to repopulate. Repopulation planning should begin in the EOC as soon as feasible after the evacuation to ensure that all relevant agencies and departments provide input to expedite the return of the populace. Concerns to be addressed before repopulation begins include:

- Major hazards ended, mitigated, or removed and Critical Incident Stress Debriefing (CISD) conducted
- Field crews (Public Works, Utilities, Police, Fire, etc.) briefed and prepared to deal with the influx of people
- Security plan and personnel available for unopened areas
- Unsafe areas well-marked and/or blocked off
- Traffic barriers used during evacuation removed and original traffic patterns restored, or alternate routes clearly marked
- Roads repaired, signs reinstalled and traffic control devices working to the greatest possible extent
- Utilities and services restored as much as possible
- All pertinent agencies contacted; full coordination with all departments necessary including Fire, Police, Emergency Management, County Administrator, Public Works, Utilities, etc.
- Any other special needs met, such as creation of a Joint Services Center, Public Information Center, Red Cross counseling center, etc.

Once all concerns have been met, the order to repopulate can be disseminated through most of the same media as the evacuation order.

Evacuation Center Activation Checklist

When the need is for evacuation centers to provide day-time shelter, food, and support services:

- Coordinate with Emergency Operations Center (EOC) to find the best general location for Evacuation Centers. Location must be safe, an acceptable distance from the evacuation area, and close to major roadways.
- Coordinate with American Red Cross (ARC) to access contact persons for the chosen Evacuation Centers.
- Confirm the evacuation center's availability and schedule access and activation.
- Coordinate with ARC for volunteers and food.

- Coordinate provision for security at evacuation center(s).
- Confirm if any people with access or functional needs require additional support, and coordinate caretaker volunteers.
- Coordinate with Public Information Officer/Joint Information Center (PIO/JIC) to release information on the evacuation center.

Responsibilities

The following list identifies unassigned actions.

Overall Actions Assigned to All Members <i>Protection Actions for Appendix 3 - Evacuation</i>	
1	Coordinate with other agencies to remove road obstructions as quickly as reasonable (i.e., Rendija Canyon).

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Atomic City Transit	
<i>Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation</i>	
1	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
<i>Response (During Event) Actions for Appendix 3 - Evacuation</i>	
1	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
2	Identify any needed specialized resources that are unavailable to responding entities.
3	Obtain ancillary resources as dictated by the emergency.
4	Expand the Needs, Supply and Distribution Groups when necessary.
5	Coordinate with Transit to provide transportation resources to support evacuations and movement of people.
6	Generate detailed information on transit needs and logistics for dissemination to other affected or participating entities.
7	Assist Police Department in establishing alternate routes of access required due to road closures.
8	Assist with coordinating with Medical Services to ensure evacuees are transported appropriately.
9	PW will assist with public warning systems to include portable electronic signage.
10	Evaluate requests for resources against known supplies.
11	Participate in EOC briefings, incident action plans, situation reports and meetings.
12	Traffic & Streets will initiate traffic management operations and control strategies.
13	Coordinate with response agencies and the EOC regarding the operational capabilities of the transportation system.
14	Coordinate with other agencies to recommend evacuations.
15	Coordinate the prepositioning of resources with other agencies.
16	If primary warning systems fail to work, coordinate secondary warnings.
17	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.

Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
2	Plan for the gradual shut down of emergency transportation operations.
3	Prepare Transportation and Resources After Action Report (AAR).
4	Identify transportation reentry criteria and reentry routes.
5	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.
Mitigation Actions for Appendix 3 - Evacuation	
1	Identify reentry criteria to the affected areas.
2	Identify and correct shortfalls in emergency access and egress routes, and other transportation resources.
Protection Actions for Appendix 3 - Evacuation	
1	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.
2	Assist PIO with determining requirements for protected stakeholder information sharing.
3	Assist CMO with jurisdictional priorities, objectives strategies, and resource limitations.

Coordinating: Los Alamos County Emergency Management	
Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation	
1	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
2	Test public warning systems.
3	Coordinate planning with mass care facilities (i.e., LAMC, Sombrillo, Aspen Ridge and BeeHive) for pre-established embarkation and departure points.
4	Obtain transportation resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
5	Identify in advance the point of contact and party responsible for notifying staff of EOP activation.
6	Coordinate with Pueblo de San Ildefonso to ensure safe passage through Rendija Canyon.
7	Coordinate with Public Works Traffic and Streets to ensure vehicle accessibility through Rendija Canyon
8	Identify vehicle staging/parking areas for proactive preparation of non-evacuating vehicles.
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
2	Activate public warning systems to include the Emergency Alert System (EAS).
3	Identify any needed specialized resources that are unavailable to responding entities.
4	Obtain ancillary resources as dictated by the emergency.
5	Expand the Needs, Supply and Distribution Groups when necessary.
6	Manage the collection, processing, and dissemination of information between Transportation and Resources staff, the EOC and Incident Command.
7	Coordinate with Transit to provide transportation resources to support evacuations and movement of people.
8	Assist Police Department in establishing alternate routes of access required due to road closures.
9	Assist with coordinating with Medical Services to ensure evacuees are transported appropriately.
10	PW will assist with public warning systems to include portable electronic signage.
11	Evaluate requests for resources against known supplies.
12	Participate in EOC briefings, incident action plans, situation reports and meetings.
13	Traffic & Streets will initiate traffic management operations and control strategies.
14	Coordinate with response agencies and the EOC regarding the operational capabilities of the transportation system.
15	Coordinate with other agencies to recommend evacuations.
16	Coordinate the prepositioning of resources with other agencies.
17	If primary warning systems fail to work, coordinate secondary warnings.
18	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
2	Plan for the gradual shut down of emergency transportation operations.
3	Prepare Transportation and Resources After Action Report (AAR).

4	Provide personnel and resources to support damage assessment teams.
5	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.
Mitigation Actions for Appendix 3 - Evacuation	
1	Identify reentry criteria to the affected areas.
2	Identify and correct shortfalls in emergency access and egress routes, and other transportation resources.
Protection Actions for Appendix 3 - Evacuation	
1	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.
2	Assist PIO with determining requirements for protected stakeholder information sharing.
3	Assist CMO with jurisdictional priorities, objectives strategies, and resource limitations.
4	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
5	Coordinate with community (i.e., stable owners) to begin evacuating large animals such as horses and livestock, to a safe location.
6	Coordinate with County, State, and Federal agencies to identify large animal evacuation sites.

Coordinating: Los Alamos County Public Works Department

Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation

1	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
2	Obtain transportation resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
3	Coordinate with Pueblo de San Ildefonso to ensure safe passage through Rendija Canyon.
4	Coordinate with Public Works Traffic and Streets to ensure vehicle accessibility through Rendija Canyon

Response (During Event) Actions for Appendix 3 - Evacuation

1	Coordinate with Transit to provide transportation resources to support evacuations and movement of people.
2	PW will assist with public warning systems to include portable electronic signage.

Recovery (Post Event) Actions for Appendix 3 - Evacuation

1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
2	Prepare Transportation and Resources After Action Report (AAR).

Mitigation Actions for Appendix 3 - Evacuation

1	Identify reentry criteria to the affected areas.
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Protection Actions for Appendix 3 - Evacuation

1	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.
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Primary: Atomic City Transit	
Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation	
1	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
2	Identify any needed specialized resources that are unavailable to responding entities.
3	Obtain ancillary resources as dictated by the emergency.
4	Expand the Needs, Supply and Distribution Groups when necessary.
5	Coordinate with Transit to provide transportation resources to support evacuations and movement of people.
6	Generate detailed information on transit needs and logistics for dissemination to other affected or participating entities.
7	Assist Police Department in establishing alternate routes of access required due to road closures.
8	Assist with coordinating with Medical Services to ensure evacuees are transported appropriately.
9	PW will assist with public warning systems to include portable electronic signage.
10	Evaluate requests for resources against known supplies.
11	Participate in EOC briefings, incident action plans, situation reports and meetings.
12	Traffic & Streets will initiate traffic management operations and control strategies.
13	Coordinate with response agencies and the EOC regarding the operational capabilities of the transportation system.
14	Coordinate with other agencies to recommend evacuations.
15	Coordinate the prepositioning of resources with other agencies.
16	If primary warning systems fail to work, coordinate secondary warnings.
17	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
2	Plan for the gradual shut down of emergency transportation operations.
3	Prepare Transportation and Resources After Action Report (AAR).
4	Identify transportation reentry criteria and reentry routes.
5	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.
Mitigation Actions for Appendix 3 - Evacuation	
1	Identify reentry criteria to the affected areas.
2	Identify and correct shortfalls in emergency access and egress routes, and other transportation resources.
Protection Actions for Appendix 3 - Evacuation	
1	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.
2	Assist PIO with determining requirements for protected stakeholder information sharing.
3	Assist CMO with jurisdictional priorities, objectives strategies, and resource limitations.

Primary: Los Alamos County Fire Department	
<i>Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation</i>	
1	Coordinate planning with mass care facilities (i.e., LAMC, Sombrillo, Aspen Ridge and BeeHive) for pre-established embarkation and departure points.
2	Obtain transportation resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
<i>Response (During Event) Actions for Appendix 3 - Evacuation</i>	
1	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
2	Identify any needed specialized resources that are unavailable to responding entities.
3	Obtain ancillary resources as dictated by the emergency.
4	Assist with coordinating with Medical Services to ensure evacuees are transported appropriately.
5	Evaluate requests for resources against known supplies.
6	Participate in EOC briefings, incident action plans, situation reports and meetings.
7	Coordinate with other agencies to recommend evacuations.
<i>Recovery (Post Event) Actions for Appendix 3 - Evacuation</i>	
1	Plan for the gradual shut down of emergency transportation operations.
<i>Protection Actions for Appendix 3 - Evacuation</i>	
1	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.
2	Assist PIO with determining requirements for protected stakeholder information sharing.
3	Assist CMO with jurisdictional priorities, objectives strategies, and resource limitations.
4	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
5	Coordinate with community (i.e., stable owners) to begin evacuating large animals such as horses and livestock, to a safe location.

Primary: Los Alamos County Manager	
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Identify any needed specialized resources that are unavailable to responding entities.
2	Coordinate with other agencies to recommend evacuations.
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Plan for the gradual shut down of emergency transportation operations.
Protection Actions for Appendix 3 - Evacuation	
1	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.
2	Assist PIO with determining requirements for protected stakeholder information sharing.
3	Assist CMO with jurisdictional priorities, objectives strategies, and resource limitations.
4	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
Primary: Los Alamos County Police Department	
Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation	
1	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
2	Establish law enforcement or public safety liaison for evacuation route management.
3	Obtain transportation resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
4	Identify vehicle staging/parking areas for proactive preparation of non-evacuating vehicles.
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
2	Identify any needed specialized resources that are unavailable to responding entities.
3	Obtain ancillary resources as dictated by the emergency.
4	Assist Police Department in establishing alternate routes of access required due to road closures.
5	Assist with coordinating with Medical Services to ensure evacuees are transported appropriately.
6	Evaluate requests for resources against known supplies.
7	Participate in EOC briefings, incident action plans, situation reports and meetings.
8	Coordinate with other agencies to recommend evacuations.
9	Coordinate the prepositioning of resources with other agencies.
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Plan for the gradual shut down of emergency transportation operations.
2	Identify transportation reentry criteria and reentry routes.
3	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.
Mitigation Actions for Appendix 3 - Evacuation	
1	Identify reentry criteria to the affected areas.
2	Identify and correct shortfalls in emergency access and egress routes, and other transportation resources.
Protection Actions for Appendix 3 - Evacuation	
1	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.

2	Assist PIO with determining requirements for protected stakeholder information sharing.
3	Assist CMO with jurisdictional priorities, objectives strategies, and resource limitations.
4	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
5	Coordinate with community (i.e., stable owners) to begin evacuating large animals such as horses and livestock, to a safe location.
6	Coordinate with County, State, and Federal agencies to identify large animal evacuation sites.
Primary: Los Alamos County Public Works Department	
<i>Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation</i>	
1	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
2	Obtain transportation resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
3	Coordinate with Pueblo de San Ildefonso to ensure safe passage through Rendija Canyon.
4	Coordinate with Public Works Traffic and Streets to ensure vehicle accessibility through Rendija Canyon
<i>Response (During Event) Actions for Appendix 3 - Evacuation</i>	
1	Coordinate with Transit to provide transportation resources to support evacuations and movement of people.
2	PW will assist with public warning systems to include portable electronic signage.
<i>Recovery (Post Event) Actions for Appendix 3 - Evacuation</i>	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
2	Prepare Transportation and Resources After Action Report (AAR).
<i>Mitigation Actions for Appendix 3 - Evacuation</i>	
1	Identify reentry criteria to the affected areas.
<i>Protection Actions for Appendix 3 - Evacuation</i>	
1	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.

Supporting: Atomic City Transit	
Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation	
1	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
2	Identify any needed specialized resources that are unavailable to responding entities.
3	Obtain ancillary resources as dictated by the emergency.
4	Expand the Needs, Supply and Distribution Groups when necessary.
5	Coordinate with Transit to provide transportation resources to support evacuations and movement of people.
6	Generate detailed information on transit needs and logistics for dissemination to other affected or participating entities.
7	Assist Police Department in establishing alternate routes of access required due to road closures.
8	Assist with coordinating with Medical Services to ensure evacuees are transported appropriately.
9	PW will assist with public warning systems to include portable electronic signage.
10	Evaluate requests for resources against known supplies.
11	Participate in EOC briefings, incident action plans, situation reports and meetings.
12	Traffic & Streets will initiate traffic management operations and control strategies.
13	Coordinate with response agencies and the EOC regarding the operational capabilities of the transportation system.
14	Coordinate with other agencies to recommend evacuations.
15	Coordinate the prepositioning of resources with other agencies.
16	If primary warning systems fail to work, coordinate secondary warnings.
17	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
2	Plan for the gradual shut down of emergency transportation operations.
3	Prepare Transportation and Resources After Action Report (AAR).
4	Identify transportation reentry criteria and reentry routes.
5	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.
Mitigation Actions for Appendix 3 - Evacuation	
1	Identify reentry criteria to the affected areas.
2	Identify and correct shortfalls in emergency access and egress routes, and other transportation resources.
Protection Actions for Appendix 3 - Evacuation	
1	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.
2	Assist PIO with determining requirements for protected stakeholder information sharing.
3	Assist CMO with jurisdictional priorities, objectives strategies, and resource limitations.

Supporting: Los Alamos Airport	
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Participate in after action meetings and prepare after action reports.
Supporting: Los Alamos County Public Works Department	
Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation	
1	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
2	Obtain transportation resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
3	Coordinate with Pueblo de San Ildefonso to ensure safe passage through Rendija Canyon.
4	Coordinate with Public Works Traffic and Streets to ensure vehicle accessibility through Rendija Canyon
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Coordinate with Transit to provide transportation resources to support evacuations and movement of people.
2	PW will assist with public warning systems to include portable electronic signage.
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
2	Prepare Transportation and Resources After Action Report (AAR).
Mitigation Actions for Appendix 3 - Evacuation	
1	Identify reentry criteria to the affected areas.
Protection Actions for Appendix 3 - Evacuation	
1	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.
Supporting: Los Alamos County Traffic and Streets Division	
Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation	
1	Identify vehicle staging/parking areas for proactive preparation of non-evacuating vehicles.
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Identify any needed specialized resources that are unavailable to responding entities.
2	Participate in EOC briefings, incident action plans, situation reports and meetings.
3	Traffic & Streets will initiate traffic management operations and control strategies.
4	Coordinate with response agencies and the EOC regarding the operational capabilities of the transportation system.
5	Coordinate with other agencies to recommend evacuations.
6	Coordinate the prepositioning of resources with other agencies.
7	If primary warning systems fail to work, coordinate secondary warnings.
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Plan for the gradual shut down of emergency transportation operations.
2	Prepare Transportation and Resources After Action Report (AAR).
3	Identify transportation reentry criteria and reentry routes.
4	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.

Mitigation Actions for Appendix 3 - Evacuation	
1	Identify reentry criteria to the affected areas.
2	Identify and correct shortfalls in emergency access and egress routes, and other transportation resources.
Animal Care Unit	
Protection Actions for Appendix 3 - Evacuation	
1	Coordinate with community (i.e., stable owners) to begin evacuating large animals such as horses and livestock, to a safe location.
2	Coordinate with County, State, and Federal agencies to identify large animal evacuation sites.
Animal Humane Association of New Mexico	
Protection Actions for Appendix 3 - Evacuation	
1	Coordinate with community (i.e., stable owners) to begin evacuating large animals such as horses and livestock, to a safe location.
2	Coordinate with County, State, and Federal agencies to identify large animal evacuation sites.
Friends of the Shelter	
Protection Actions for Appendix 3 - Evacuation	
1	Coordinate with community (i.e., stable owners) to begin evacuating large animals such as horses and livestock, to a safe location.
Law Enforcement Branch Director	
Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation	
1	Identify vehicle staging/parking areas for proactive preparation of non-evacuating vehicles.
Local Shelters	
Protection Actions for Appendix 3 - Evacuation	
1	Coordinate with community (i.e., stable owners) to begin evacuating large animals such as horses and livestock, to a safe location.
Logistics Team Chief	
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Identify any needed specialized resources that are unavailable to responding entities.
2	Expand the Needs, Supply and Distribution Groups when necessary.
3	Evaluate requests for resources against known supplies.
4	Start a unit log (ICS 214) to hand-record items not covered in this checklist.
Los Alamos County All Departments	
Response (During Event) Actions for Appendix 3 - Evacuation	
1	If the scope of the incident is beyond the capabilities of this jurisdiction, notify the EOC Director who will coordinate with other state and federal resources.
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Plan recovery, reconstitution, and other long-term actions.
2	Clean, repair, and perform maintenance on equipment before returning to normal operations or storage.
3	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Continue to perform tasks necessary to expedite restoration and recovery operations.
5	Provide financial reimbursement documentation for recovery activities.

Mitigation Actions for Appendix 3 - Evacuation	
1	Maintain a personnel roster and resource lists to support transportation tasks.
2	Participate in the hazard identification process and identify and correct vulnerabilities.
3	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
4	Develop mutual aid and other support agreements with surrounding jurisdictions and foster private sector relationships.
Los Alamos County Assessor's Office	
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.
Los Alamos County Attorney's Office	
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.
Los Alamos County Business'	
Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation	
1	Identify vehicle staging/parking areas for proactive preparation of non-evacuating vehicles.
Los Alamos County Capital Projects & Facilities Division	
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
Los Alamos County Community Services Department	
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
2	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.
Los Alamos County Dispatch	
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
2	Activate public warning systems to include the Emergency Alert System (EAS).
3	Identify any needed specialized resources that are unavailable to responding entities.
4	Obtain ancillary resources as dictated by the emergency.
5	Expand the Needs, Supply and Distribution Groups when necessary.
6	Manage the collection, processing, and dissemination of information between Transportation and Resources staff, the EOC and Incident Command.
7	Assist Police Department in establishing alternate routes of access required due to road closures.
8	Assist with coordinating with Medical Services to ensure evacuees are transported appropriately.
9	PW will assist with public warning systems to include portable electronic signage.
10	Participate in EOC briefings, incident action plans, situation reports and meetings.
11	Traffic & Streets will initiate traffic management operations and control strategies.
12	Coordinate with response agencies and the EOC regarding the operational capabilities of the transportation system.
13	Coordinate the prepositioning of resources with other agencies.

14	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Plan for the gradual shut down of emergency transportation operations.
2	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.
Mitigation Actions for Appendix 3 - Evacuation	
1	Identify reentry criteria to the affected areas.
2	Identify and correct shortfalls in emergency access and egress routes, and other transportation resources.
Los Alamos County Environmental Services Division	
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
Los Alamos County Finance Department	
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Prepare Transportation and Resources After Action Report (AAR).
Los Alamos County Human Services	
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Identify any needed specialized resources that are unavailable to responding entities.
2	Assist with coordinating with Medical Services to ensure evacuees are transported appropriately.
Los Alamos County Information Management Division	
Protection Actions for Appendix 3 - Evacuation	
1	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
Los Alamos County Parks, Recreation and Open Space Division	
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
Los Alamos County Planning and Zoning	
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
Los Alamos County Public Information Officer	
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Activate public warning systems to include the Emergency Alert System (EAS).
2	Manage the collection, processing, and dissemination of information between Transportation and Resources staff, the EOC and Incident Command.
3	Generate detailed information on transit needs and logistics for dissemination to other affected or participating entities.
4	Assist Police Department in establishing alternate routes of access required due to road closures.

5	PW will assist with public warning systems to include portable electronic signage.
6	If primary warning systems fail to work, coordinate secondary warnings.
7	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.
Recovery (Post Event) Actions for Appendix 3 - Evacuation	
1	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
2	Plan for the gradual shut down of emergency transportation operations.
3	Prepare Transportation and Resources After Action Report (AAR).
Mitigation Actions for Appendix 3 - Evacuation	
1	Identify reentry criteria to the affected areas.
Los Alamos County Public Schools	
Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation	
1	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
2	Obtain transportation resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
Los Alamos County Risk Management	
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.
Protection Actions for Appendix 3 - Evacuation	
1	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
Los Alamos Public Schools	
Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation	
1	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
Operations Section Chief	
Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation	
1	Identify vehicle staging/parking areas for proactive preparation of non-evacuating vehicles.
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Coordinate with Transit to provide transportation resources to support evacuations and movement of people.
Resource Unit Leader	
Response (During Event) Actions for Appendix 3 - Evacuation	
1	Evaluate requests for resources against known supplies.
Santa Fe Animal Shelter/Voluntary Organizations Active in Disaster – Northern New Mexico (VOAD-NNM)	
Protection Actions for Appendix 3 - Evacuation	
1	Coordinate with community (i.e., stable owners) to begin evacuating large animals such as horses and livestock, to a safe location.
2	Coordinate with County, State, and Federal agencies to identify large animal evacuation sites.

Stable Owners Association (Los Alamos)	
<i>Protection Actions for Appendix 3 - Evacuation</i>	
1	Coordinate with community (i.e., stable owners) to begin evacuating large animals such as horses and livestock, to a safe location.
2	Coordinate with County, State, and Federal agencies to identify large animal evacuation sites.
State of New Mexico Department of Agriculture	
<i>Protection Actions for Appendix 3 - Evacuation</i>	
1	Coordinate with County, State, and Federal agencies to identify large animal evacuation sites.
State of New Mexico Department of Health	
<i>Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation</i>	
1	Coordinate planning with mass care facilities (i.e., LAMC, Sombrillo, Aspen Ridge and BeeHive) for pre-established embarkation and departure points.
State of New Mexico Department of Transportation	
<i>Preparedness (Pre-Event) Actions for Appendix 3 - Evacuation</i>	
1	Obtain transportation resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
<i>Response (During Event) Actions for Appendix 3 - Evacuation</i>	
1	Coordinate with Transit to provide transportation resources to support evacuations and movement of people.
State of New Mexico Livestock Board	
<i>Protection Actions for Appendix 3 - Evacuation</i>	
1	Coordinate with community (i.e., stable owners) to begin evacuating large animals such as horses and livestock, to a safe location.
2	Coordinate with County, State, and Federal agencies to identify large animal evacuation sites.

Appendix 4 - Mass Care and Shelter

Coordinating Agency:

Los Alamos County Emergency Management

Primary Agency:

All Individuals First

American Red Cross

Civil Air Patrol

Corazon Behavioral Health Services

Cottontree Center

Hospital Auxiliary of LAMC

La Leche League International

Los Alamos Cares

Los Alamos Civil Defense Fire Brigade

Los Alamos County Community Services Department

Los Alamos County Emergency Management

Los Alamos County Public Information Officer

Los Alamos Family Council

Los Alamos Medical Center

Los Alamos Visiting Nurses

New Mexico Disaster Brigade

New Mexico VOAD (NM VOAD)

Participating shelter site managers

State of New Mexico Department of Homeland Security and Emergency Management

State of New Mexico Human Services Department

The Family YMCA

United Way of Northern NM

Support Agencies:

Atomic City Transit

Los Alamos Airport

Los Alamos County Environmental Services Division

Los Alamos County Public Works Department

Los Alamos County Traffic and Streets Division

Purpose

The mass care and shelter appendix:

- Describes mechanisms used to identify, open, operate and close shelters in Los Alamos County.
- Supports local and nongovernmental organization efforts to address the non-medical mass care needs, including feeding operations for victims and emergency workers, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.
- The mass care and shelter appendix is usually implemented in tandem with the evacuation annex when an incident does not require evacuation of the entire county

Situation

- The Los Alamos County Hazard Analysis and Risk Assessment in the Hazard Mitigation Plan identifies numerous hazards which could prompt an evacuation or shelter-in-place, resulting in the need for sheltering and/or mass care.
- Some people requiring mass care may have access or functional needs that need to be addressed.
- Some people will stay with friends or provide for their own care if asked to evacuate.
- Volunteer organizations will provide assistance if asked.
- Donations will come in from surrounding areas.
- The Los Alamos County PIO will provide mass care information via accessible methods.
- Identified shelters will be handicapped accessible.
- Los Alamos County could be a host location for relocated persons from a more distant mass evacuation area.
- Los Alamos County has a long-standing relationship with the American Red Cross to provide emergency sheltering when the need arises.

Assumptions

- Assistance from mutual aid agreements, compacts, State and Federal agencies, the private sector, and non-governmental organizations is available.
- Facilities planned for mass care use will be pre-determined and available at the time of need and are adequate.
- For a localized incident, a high percentage of evacuees will seek shelter with friends, relatives, hotels, or motels rather than go to established shelters.
- Essential public and private services in reception areas such as schools, hospitals, or other reception sites may be curtailed but will be continued during the disaster as much as possible.
- The opening of shelters is the responsibility of the Red Cross, in collaboration with local authorities.
- Designated shelters will be compliant with the Americans with Disabilities Act Accessibility Guidelines.
- For small emergencies resulting in limited sheltering needs, the Red Cross may assist in placing the victims in commercial facilities such as hotels.
- If the threat of an evacuation is the result of a visible hazard or is discussed in the media, some spontaneous evacuation will occur prior to implementing the order;

therefore, mass care and sheltering operations may have to commence early in any disaster period.

- Time constraints may limit the ability to obtain State and Federal resources, so County resources could likely be exhausted quickly or severely stressed.
- Evacuees may have little preparation time and will require maximum support in reception areas and shelters. Food, bedding, personal toiletries, and clothing will be needed most. Reception and shelter areas may not be fully able to handle all the evacuees.
- Assisted living facilities have emergency operations procedures for caring for their populations.
- Disaster Welfare Information services related to the provision of information about individuals residing within the affected area to immediate family members outside the affected area, reunification of family members within the affected area will be coordinated through the PIO.

Concept of Operations

Local mass care resources in coordination with voluntary organizations will provide shelter, feeding, bulk distribution, emergency first aid, and disaster welfare information.

Sheltering is implemented under the Operations Section.

Animal Shelter may or may not be co-located with Shelter Operations.

Mass care and shelter activities to care for emergency needs of victims are described below:

Shelter Operations

Pre-identification of Shelters

- Los Alamos County has pre-identified shelter locations. A list of these is included as an attachment to this appendix.
- Los Alamos County has identified temporary reception centers while waiting for shelters to officially open.
- Pre-identified shelters will be in compliance with the Americans with Disabilities Act guidelines.

Pre-identified emergency shelters includes the use of designated shelter sites in existing structures within the affected area(s). Shelter sites shall be selected to maximize accessibility for individuals with disabilities, whenever possible. Shelters may include:

- Red Cross designated shelters
- Red Cross/Partner Shelters
- Red Cross Supported Shelters

- Independently Managed Shelters

Opening and Staffing Shelters

- Upon initial notification of the need for shelter activation, the EOC will contact potential shelter points of contact to notify them of the circumstances of the incident and ensure shelter availability.
- The Los Alamos County Office of Emergency Management directs the opening and closing of shelters. This order may have to be given several hours before the public will be ordered to begin evacuation. Red Cross officials will be provided guidance as early as possible.
- Shelters have already identified how to fill logistical needs for shelter operations (i.e., staffing) and will implement internal plans.
- A shelter activation checklist is included as an attachment to this appendix.

Shelter Operation

- The EOC will ensure staffing and resources are available for immediate and long-term staffing of shelters.
- Shelters will offer full access to emergency services.
- Shelters will provide reasonable modification for accessibility where needed.
- Shelters will provide adequate space allocation for children, as well as individuals with disabilities and others with access and functional needs who may need additional space for assistive devices (i.e., wheelchairs, walkers).
- Shelters will provide alternate shelter accommodations for evacuees from domestic violence shelters.
- Shelters will coordinate their operations with the EOC, on-scene and other off-site support agencies (e.g., expected numbers evacuated, emergency medical support).
- Evacuees entering shelters will be screened for potential exposure to the hazards posed by the disaster (e.g., infectious waste, polluted floodwaters, chemical hazards) to ensure that the shelter is kept free of contamination.
- Shelters have procedures in place to handle and provide for unaccompanied minors on their premises.
- Shelters will provide situation status reports to the EOC, and especially with the PIO/JIC.
- A general shelter activation checklist is included as an attachment to this appendix.

Persons with Access and Functional Needs

Shelters will:

- Ensure staff is available to provide accessibility to the facility and auxiliary aid services within the shelter.
- Provide for alternative forms of communications (TTD/TTY, pictographs, large print reading materials).
- Ensure staff and resources are available for triage of persons with access or functional needs, including physical and mental health needs.
- Provide space for children, as well as individuals with disabilities and others with access and functional needs who may need additional space for assistive devices.
- Provide resources for in-shelter service animals.

Victim Decontamination

The Los Alamos County Fire Department will retain primary responsibility for victim screening and decontamination operations, when necessary, in response to a hazardous materials incident. Appropriate personnel and equipment must be available. Shelter clients must be decontaminated before entering a general shelter.

Evacuee Information

- Shelter residents will be kept informed of incident information, including information about actions evacuees may need to take when returning home.
- Shelter resident information will be provided using multiple methods to address access and functional needs populations.
- Information can be provided in accessible formats for people with specific needs (i.e., non-English speaking, functional needs) if necessary.

Mutual Aid - Sheltering

In the event that unmet sheltering support needs exist, support is available via mutual aid, state, federal and private support. Mutual aid requests should be managed through the EOC.

Shelter Demobilization

- Shelters are responsible for implementing their own demobilization procedures.
- A shelter demobilization checklist is included as an attachment to this appendix.

Mass Care Operations

Feeding

Food is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are based on sound nutritional standards, to include

meeting requirements of victims with special dietary needs to the extent possible to include appropriate handling of food. This support may include private sector feeding operations, securing food commodities, developing feeding plans, and obtaining warehouse space.

The American Red Cross provides staff and resources for fixed and mobile feeding at shelter sites. Los Alamos County relies on this partnership to provide mass feeding services for displaced residents.

Bulk Distribution of Emergency Relief Items

Bulk distribution includes distribution of emergency relief items to meet urgent needs through sites established within the affected area(s). These sites are used to distribute food, water, or other commodities in coordination with local, tribal, State, and Federal governmental entities and voluntary agencies and other private-sector organizations. This includes support of points of distribution for distribution of emergency relief items. Support may also include transportation and other mission-critical items.

Emergency First Aid

Emergency first aid includes provision of basic first aid at mass care facilities and designated sites and referral to appropriate medical personnel and facilities.

- Red Cross Shelters are set up to provide basic first aid to sheltered residents.
- The Los Alamos Fire Department will provide basic and advanced life support and ambulance service for hospital care to shelter locations as needed.

Unmet Needs

Unmet needs include broad disaster impacts that extend beyond physical damages. Unmet needs could include:

- Hygiene kits
- Cleanup items
- Infant care supplies

Emergency Childcare and Developmentally Appropriate Supplies

Emergency childcare will be provided by community services partners, including YMCA staff, Teen Center staff or Library staff. Developmentally appropriate supplies (including diapers, formula, age-appropriate foods, staff medicines, durable medical equipment, and supplies needed for an emergency for children with disabilities and other special health care needs) will be provided by medical partners, the American Red Cross, or purchased or obtained through mutual aid when possible.

Public Information

- All incident information will be communicated to the public through the JIC in coordination with both the incident command and county emergency operations center; if the JIC is not open, incident information will be coordinated with the EOC.
- Individual organizations may communicate organizational information to the public directly (contact, mission, etc.), but information concerning public instructions, incident updates and public resource requests must be managed through the JIC.
- “Safe and Well” information. “Safe and Well” is an American Red Cross website

designed to provide information regarding individuals residing within the affected area that is provided to immediate family members outside the area. This information will also be provided to aid in the reunification of family members within the area who were separated at the time of the event.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Primary: All Individuals First	
<i>Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
Primary: American Red Cross	
<i>Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
2	Establish the criteria for shelter selection and operation (kitchens, restrooms, showers, size, parking, etc.).
3	Identify how local governments will sustain shelter operations for less than 72 hours and greater than 72 hours.
4	Identify alternate clinics, hospitals, shelters, and coordination facilities for situations requiring mass medical care.
5	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable populations.
6	Coordinate with public safety and law enforcement to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
7	Designate facilities for quarantine and special situation mass care.
8	Plan for mass casualties by having transport, body bags, and mortuary capacity accounted for, and designate mortuary overflow centers.
9	Plan for emergency pharmaceutical supplies needed across different, common types of mass care situations.
10	Develop feeding plans in conjunction with approved food vendors, preferably those with existing government contracts.
11	Consider storage plans for canned goods, shelf-stable meals, shakes, and similar instant or near-instant comestibles.
<i>Response (During Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Establish and staff reception centers while waiting for shelters to open.
2	Provide appropriate Mass Care information (number of occupants, meals served, etc.) to the information processing section in the EOC.

3	Alert persons and organizations identified in the mass care resource list about the possible need for services and facilities.
4	Coordinate food, hygiene, and medical exigencies for shelter populations in conjunction with shelter medical staff and volunteers.
5	Provide functional support to vulnerable populations using emergency shelters.
6	Identify any needed specialized resources that are unavailable to responding entities.
7	Coordinate the pre-positioning of resources with other agencies.
8	Monitor potential resource shortages in the jurisdiction during the emergency, locate alternative suppliers, and present options to the EOC Director.
9	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
10	Coordinate with the Transportation and Resources Coordinator for supplies needed and ensure each Mass Care facility receives its supplies.
11	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.).
12	Ensure individual and family support services are provided at the Mass Care facility including space for service animals that belong to vulnerable populations.
13	Coordinate with law enforcement or Public Safety to provide security at shelters.
14	Coordinate with Communications and Resources, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
15	Coordinate with the EOC Director regarding needs and priorities.
16	Maintain financial and legal accountability.
17	Evaluate all requests for resources against known supplies.
18	Implement pet and companion animal sheltering by directing such animals to facilities with capabilities for their care.
19	Provide proper identification for pets and companion animals to facilitate their post-event retrieval by owners or owner's designated agents.
20	If more than one shift of Reception & Mass Care Coordinators is needed, prepare and post a shift schedule.
21	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.
Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Provide documentation for possible financial reimbursement from recovery activities.
3	Provide public information regarding safe re-entry to damaged areas.
4	Form a long-term recovery assistance team to help identify current assistance to individuals and families and identify any unmet needs.
5	Coordinate pet and service animal pick-ups.
Mitigation Actions for Appendix 4 - Mass Care and Shelter	
1	Organize and maintain access and operations plans for shelters of last resort and spillover shelters.
2	Evaluate medical staffing to determine if levels were adequate and seek ways of improving shelter medical care.

Primary: Los Alamos County Community Services Department	
<i>Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
2	Consider storage plans for canned goods, shelf-stable meals, shakes, and similar instant or near-instant comestibles.
<i>Response (During Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Coordinate food, hygiene, and medical exigencies for shelter populations in conjunction with shelter medical staff and volunteers.
2	Provide functional support to vulnerable populations using emergency shelters.
3	Identify any needed specialized resources that are unavailable to responding entities.
4	Monitor potential resource shortages in the jurisdiction during the emergency, locate alternative suppliers, and present options to the EOC Director.
5	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
6	Coordinate with the Transportation and Resources Coordinator for supplies needed and ensure each Mass Care facility receives its supplies.
7	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.).
8	Ensure individual and family support services are provided at the Mass Care facility including space for service animals that belong to vulnerable populations.
9	Coordinate with Communications and Resources, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
10	Coordinate with community resources to identify short-term and long-term housing options.
11	Coordinate with the EOC Director regarding needs and priorities.
<i>Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Form a long-term recovery assistance team to help identify current assistance to individuals and families and identify any unmet needs.

Primary: Los Alamos County Emergency Management

Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter

1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
2	Practice the protocols for situations where mass care is needed in the context of a public health or a public safety crisis.
3	Establish the criteria for shelter selection and operation (kitchens, restrooms, showers, size, parking, etc.).
4	Identify how local governments will sustain shelter operations for less than 72 hours and greater than 72 hours.
5	Identify alternate clinics, hospitals, shelters, and coordination facilities for situations requiring mass medical care.
6	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable populations.
7	Coordinate with public safety and law enforcement to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
8	Designate facilities for quarantine and special situation mass care.
9	Plan for mass casualties by having transport, body bags, and mortuary capacity accounted for, and designate mortuary overflow centers.
10	Plan for emergency pharmaceutical supplies needed across different, common types of mass care situations.
11	Develop feeding plans in conjunction with approved food vendors, preferably those with existing government contracts.
12	Consider storage plans for canned goods, shelf-stable meals, shakes, and similar instant or near-instant comestibles.

Response (During Event) Actions for Appendix 4 - Mass Care and Shelter

1	Establish and staff reception centers while waiting for shelters to open.
2	Provide appropriate Mass Care information (number of occupants, meals served, etc.) to the information processing section in the EOC.
3	Alert persons and organizations identified in the mass care resource list about the possible need for services and facilities.
4	Coordinate food, hygiene, and medical exigencies for shelter populations in conjunction with shelter medical staff and volunteers.
5	Provide functional support to vulnerable populations using emergency shelters.
6	Identify any needed specialized resources that are unavailable to responding entities.
7	Coordinate the pre-positioning of resources with other agencies.
8	Monitor potential resource shortages in the jurisdiction during the emergency, locate alternative suppliers, and present options to the EOC Director.
9	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
10	Coordinate with the Transportation and Resources Coordinator for supplies needed and ensure each Mass Care facility receives its supplies.
11	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.).

12	Ensure individual and family support services are provided at the Mass Care facility including space for service animals that belong to vulnerable populations.
13	Coordinate with law enforcement or Public Safety to provide security at shelters.
14	Coordinate with Communications and Resources, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
15	Coordinate with community resources to identify short-term and long-term housing options.
16	Evaluate all requests for resources against known supplies.
17	Implement pet and companion animal sheltering by directing such animals to facilities with capabilities for their care.
18	Provide proper identification for pets and companion animals to facilitate their post-event retrieval by owners or owner's designated agents.
Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Identify long-term housing resources for the general population and specific, vulnerable population's needs.
2	Provide public information regarding safe re-entry to damaged areas.
3	Form a long-term recovery assistance team to help identify current assistance to individuals and families and identify any unmet needs.
4	Coordinate pet and service animal pick-ups.
Mitigation Actions for Appendix 4 - Mass Care and Shelter	
1	Organize and maintain access and operations plans for shelters of last resort and spillover shelters.
2	Evaluate medical staffing to determine if levels were adequate and seek ways of improving shelter medical care.
Primary: Los Alamos County Public Information Officer	
Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
Response (During Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Establish and staff reception centers while waiting for shelters to open.
2	Provide appropriate Mass Care information (number of occupants, meals served, etc.) to the information processing section in the EOC.
3	Coordinate with Communications and Resources, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
4	Coordinate with community resources to identify short-term and long-term housing options.
Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Provide public information regarding safe re-entry to damaged areas.
2	Form a long-term recovery assistance team to help identify current assistance to individuals and families and identify any unmet needs.

Primary: New Mexico VOAD (NM VOAD)	
Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
Primary: The Family YMCA	
Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
Primary: United Way of Northern NM	
Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
Supporting: Atomic City Transit	
Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
Response (During Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Coordinate with the Transportation and Resources Coordinator for supplies needed and ensure each Mass Care facility receives its supplies.
Supporting: Los Alamos County Environmental Services Division	
Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
2	Develop feeding plans in conjunction with approved food vendors, preferably those with existing government contracts.
Supporting: Los Alamos County Public Works Department	
Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
Supporting: Los Alamos County Traffic and Streets Division	
Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
Animal Care Unit	
Response (During Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Ensure individual and family support services are provided at the Mass Care facility including space for service animals that belong to vulnerable populations.
2	Implement pet and companion animal sheltering by directing such animals to facilities with capabilities for their care.

3	Provide proper identification for pets and companion animals to facilitate their post-event retrieval by owners or owner's designated agents.
4	If more than one shift of Reception & Mass Care Coordinators is needed, prepare, and post a shift schedule.
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.
<i>Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Coordinate pet and service animal pick-ups.

Care and Shelter Branch Director	
<i>Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Prepare for inter-agency cooperation by practicing response coordination with public safety, fire, and law enforcement personnel in the event of a mass care situation caused by violence or terror.
2	Practice the protocols for situations where mass care is needed in the context of a public health or a public safety crisis.
3	Establish the criteria for shelter selection and operation (kitchens, restrooms, showers, size, parking, etc.).
4	Identify how local governments will sustain shelter operations for less than 72 hours and greater than 72 hours.
5	Identify alternate clinics, hospitals, shelters, and coordination facilities for situations requiring mass medical care.
6	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable populations.
7	Coordinate with public safety and law enforcement to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
8	Designate facilities for quarantine and special situation mass care.
9	Plan for mass casualties by having transport, body bags, and mortuary capacity accounted for, and designate mortuary overflow centers.
10	Plan for emergency pharmaceutical supplies needed across different, common types of mass care situations.
11	Develop feeding plans in conjunction with approved food vendors, preferably those with existing government contracts.
12	Consider storage plans for canned goods, shelf-stable meals, shakes, and similar instant or near-instant comestibles.
<i>Response (During Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Establish and staff reception centers while waiting for shelters to open.
2	Provide appropriate Mass Care information (number of occupants, meals served, etc.) to the information processing section in the EOC.
3	Alert persons and organizations identified in the mass care resource list about the possible need for services and facilities.
4	Coordinate food, hygiene, and medical exigencies for shelter populations in conjunction with shelter medical staff and volunteers.
5	Provide functional support to vulnerable populations using emergency shelters.
6	Identify any needed specialized resources that are unavailable to responding entities.
7	Coordinate the pre-positioning of resources with other agencies.
8	Monitor potential resource shortages in the jurisdiction during the emergency, locate alternative suppliers, and present options to the EOC Director.
9	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.).
10	Ensure individual and family support services are provided at the Mass Care facility including space for service animals that belong to vulnerable populations.
11	Coordinate with law enforcement or Public Safety to provide security at shelters.
12	Coordinate with Communications and Resources, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.

13	Coordinate with community resources to identify short-term and long-term housing options.
14	Coordinate with the EOC Director regarding needs and priorities.
15	Maintain financial and legal accountability.
16	Evaluate all requests for resources against known supplies.
17	Implement pet and companion animal sheltering by directing such animals to facilities with capabilities for their care.
18	Provide proper identification for pets and companion animals to facilitate their post-event retrieval by owners or owner's designated agents.
19	If more than one shift of Reception & Mass Care Coordinators is needed, prepare, and post a shift schedule.
20	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.
Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Provide documentation for possible financial reimbursement from recovery activities.
3	Identify long-term housing resources for the general population and specific, vulnerable population's needs.
4	Provide public information regarding safe re-entry to damaged areas.
5	Form a long-term recovery assistance team to help identify current assistance to individuals and families and identify any unmet needs.
6	Coordinate pet and service animal pick-ups.
Chief Purchasing Officer	
Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Identify long-term housing resources for the general population and specific, vulnerable population's needs.
Damage Assessment Unit Leader	
Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Identify long-term housing resources for the general population and specific, vulnerable population's needs.
Finance and Administration Section Chief	
Response (During Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Maintain financial and legal accountability.
Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Provide documentation for possible financial reimbursement from recovery activities.
Logistics Team Chief	
Response (During Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Alert persons and organizations identified in the mass care resource list about the possible need for services and facilities.

Los Alamos County All Departments	
<i>Response (During Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Maintain financial and legal accountability.
<i>Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Provide documentation for possible financial reimbursement from recovery activities.
Los Alamos County Community Development Division	
<i>Response (During Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Coordinate with community resources to identify short-term and long-term housing options.
<i>Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Identify long-term housing resources for the general population and specific, vulnerable population's needs.
Los Alamos County Emergency Communications Center	
<i>Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Coordinate with public safety and law enforcement to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
<i>Response (During Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Establish and staff reception centers while waiting for shelters to open.
2	Coordinate with Communications and Resources, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
<i>Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Provide public information regarding safe re-entry to damaged areas.
2	Coordinate pet and service animal pick-ups.
Los Alamos County Fire Department	
<i>Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Plan for mass casualties by having transport, body bags, and mortuary capacity accounted for, and designate mortuary overflow centers.
2	Develop feeding plans in conjunction with approved food vendors, preferably those with existing government contracts.
<i>Response (During Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Coordinate with Communications and Resources, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
Los Alamos County Human Services	
<i>Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Develop feeding plans in conjunction with approved food vendors, preferably those with existing government contracts.
2	Consider storage plans for canned goods, shelf-stable meals, shakes, and similar instant or near-instant comestibles.
<i>Response (During Event) Actions for Appendix 4 - Mass Care and Shelter</i>	
1	Coordinate food, hygiene, and medical exigencies for shelter populations in conjunction with shelter medical staff and volunteers.
2	Provide functional support to vulnerable populations using emergency shelters.
3	Identify any needed specialized resources that are unavailable to responding entities.

4	Monitor potential resource shortages in the jurisdiction during the emergency, locate alternative suppliers, and present options to the EOC Director.
5	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
6	Coordinate with the Transportation and Resources Coordinator for supplies needed and ensure each Mass Care facility receives its supplies.
7	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.).
8	Ensure individual and family support services are provided at the Mass Care facility including space for service animals that belong to vulnerable populations.
9	Coordinate with Communications and Resources, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
10	Coordinate with community resources to identify short-term and long-term housing options.
11	Coordinate with the EOC Director regarding needs and priorities.
Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Identify long-term housing resources for the general population and specific, vulnerable population's needs.
2	Form a long-term recovery assistance team to help identify current assistance to individuals and families and identify any unmet needs.
Los Alamos County Police Department	
Preparedness (Pre-Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Coordinate with public safety and law enforcement to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
Response (During Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Coordinate with law enforcement or Public Safety to provide security at shelters.
2	Coordinate with Communications and Resources, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
Los Alamos County Procurement Division	
Response (During Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Monitor potential resource shortages in the jurisdiction during the emergency, locate alternative suppliers, and present options to the EOC Director.
Operations Section Chief	
Response (During Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Alert persons and organizations identified in the mass care resource list about the possible need for services and facilities.
Procurement Unit Leader	
Recovery (Post Event) Actions for Appendix 4 - Mass Care and Shelter	
1	Identify long-term housing resources for the general population and specific, vulnerable population's needs.

Shelter Locations

Fixed locations for Shelters include:

Name / Location (Physical Address)	Resources Located at Facility
<p>Shelter Location</p> <p>Los Alamos High School 1300 Diamond Drive Los Alamos, NM 87544</p> <p><u>Facility Manager:</u> Tommy Castillo t.castillo@laschools.net c: 505-470-2642</p> <p>Comments: Griffith Gymnasium 41,394 ft.² Auxiliary Gymnasium 36,285 ft.² Cafeteria 16,773 ft.²</p>	<p>Pre-Positioned</p> <p>1 - 41,394 ft.² gymnasium Griffith - <i>Other</i> 4 - Restrooms (4 stalls each) Griffith - <i>Other</i> 1 - Kitchen (can serve 200 hot meals a day) - <i>Other</i> 2 - Shower facilities (4 showers each) Griffith - <i>Other</i> 1 - 36,285 ft.² Auxiliary Gym - <i>Other</i> 2 - Restrooms (3 stalls each) Auxiliary - <i>Other</i> 2 - Shower facilities (3 showers each) Auxiliary - <i>Other</i></p>
<p>Shelter Location</p> <p>Los Alamos High School 1300 Diamond Drive Los Alamos, NM 87544</p> <p><u>Facility Manager:</u> Tommy Castillo t.castillo@laschools.net c: 505-470-2642</p> <p>Comments: Shelter location, utilizing both Griffith Gym and the Auxiliary Gym. Griffith gymnasium 41,394 ft.² auxiliary gym 36,285 ft.² Dining area 16,773 ft.²</p>	<p>Pre-Positioned</p> <p>1 - 41,394 ft.² gymnasium Griffith - <i>Other</i> 4 - Restrooms (4 stalls each) Griffith - <i>Other</i> 1 - Kitchen (can serve 200 hot meals a day) - <i>Other</i> 2 - Shower facilities (4 showers each) Griffith - <i>Other</i> 1 - 36,285 ft.² Auxiliary Gym - <i>Other</i> 2 - Restrooms (3 stalls each) Auxiliary - <i>Other</i> 2 - Shower facilities (3 showers each) Auxiliary - <i>Other</i></p>

The American Red Cross keeps a mobile shelter in Espanola that may be available during an incident. This shelter has a maximum capacity of 50 people.

Evacuation Center Activation Checklist

When the need is for evacuation centers to provide day-time shelter, food, and support services:

- Coordinate with Primary EOC (White Rock Fire Station 3) to find best general location for Evacuation Centers. Location must be safe, an acceptable distance from the evacuation area, and close to major roadways.
- Coordinate with American Red Cross to access contact persons for the chosen Evacuation Centers.
- Confirm the evacuation center's availability and schedule access and activation.
- Coordinate with American Red Cross for volunteers and food.
- Coordinate provision for security at evacuation center(s).
- Confirm if any people with access or functional needs require additional support, and coordinate caretaker volunteers.
- Coordinate with Public Information Officer/Joint Information Center (PIO/JIC) to release information on the evacuation center.

Shelter Activation Checklist

When the need is identified to activate overnight shelters to provide shelter, sleeping accommodations, food support, support services and medical triage, follow this checklist.

- Coordinate with Primary EOC (White Rock Fire Station 3) to find the best general location for shelter locations. Location must be safe, acceptable distance from evacuation area, and close to major roadways (may be same as evacuation centers).
- Coordinate with American Red Cross to access contact persons for the chosen Shelters.
- Confirm the Shelter's availability and schedule access and activation.
- Coordinate with American Red Cross for volunteers, food services, cots, blankets, and other shelter supplies.
- Coordinate with the Los Alamos County Community Services Department – Social Services Division for provision of mental health support at shelter.
- Coordinate provision for security at shelter(s).
- Coordinate with PIO (or JIC) to release information on sheltering.
- Coordinate support for evacuees needing transportation to shelter.
- Ensure fire and law branches inform their resources close to the shelter location(s) and expected numbers of clients.
- Ensure emergency medical services is notified of shelter location and number of clients.
- Ensure staffing and resources are available for immediate and long-term staffing of the shelters.

Shelter Demobilization Checklist

The following checklist will be implemented when shelters are no longer needed.

- Coordinate shelter closures with facility management.
- Coordinate transportation of shelter clients to their homes or alternate facilities.
- Coordinate all financial paperwork (receipts, volunteer, and employee sign-in sheets) with Primary EOC (White Rock Fire Station 3) Finance Section.
- Develop a schedule and plan to return the shelter to its original purpose.
- Coordinate placement for those needing long-term housing support.
- Ensure expendable resources are ordered for restocking.
- Coordinate with Federal and State disaster relief agencies to provide emergency support functions for disaster victims.
- Coordinate with Disaster Assistance Centers (if activated) for the delivery of services.

Appendix 5 - Resource Management

Coordinating Agency:

Los Alamos County Emergency Management

Primary Agency:

Los Alamos County Community Services Department
Los Alamos County Emergency Management
Los Alamos County Environmental Services Division
Los Alamos County Finance Department
Los Alamos County Fire Department
Los Alamos County Parks, Recreation and Open Space Division
Los Alamos County Police Department
Los Alamos County Traffic and Streets Division
Los Alamos Medical Center

Support Agencies:

Atomic City Transit
Los Alamos Airport
Los Alamos County Fleet Division
Los Alamos County Information Management Division
Los Alamos County Public Works Department

Purpose

The Resource Management Appendix identifies a static list of county resources available for use during an emergency situation or disaster response to implement or support emergency operations.

Situation and Assumptions

- Departments of Los Alamos County have a variety of resources that can be utilized to assist during an emergency or disaster response.
- Individual departments are responsible for the care and upkeep of the resources listed in this Appendix and will ensure that they remain in good working order.
- Resources included in this Appendix may be out of service or unavailable during a time of disaster; department contacts should be contacted to ensure the availability of resources as soon as possible.
- Where necessary, equipment will include people capable of the equipment's operation.
- Resources will be requested through the Operations and Resource Management Annexes.
- The resource list attached to this annex is a static snapshot in time and will need to be periodically updated to ensure continued accuracy.

- Los Alamos County has entered into mutual aid agreements that may benefit an emergency response.

Concept of Operations

This Appendix is a static list of resources. Where a specific contact for a resource is not listed, contact a department representative.

Los Alamos County Office of Emergency Management will work with the departments referenced within this appendix quarterly to ensure that the list of resources is up to date and complete. Specific departments may update their own resource lists as needed before the scheduled time by contacting the Los Alamos County Office of Emergency Management.

This appendix is the result of a specific census conducted on county, non-county and private resources and services. Contact listed points of contact, or the departments listed for each resource to obtain a current accounting for listed resource and service.

Los Alamos County Resource List - Equipment

- Listed by resource and owner

Los Alamos County Resource List – Certifications and Training

- Listed by department/agency

Los Alamos County Contact List

- Listed by department/agency

Los Alamos County Contract List

- Listed by department/agency

Los Alamos County Memorandum of Understanding and Mutual Aid Agreements List (current as of July 2023).

State

- **Emergency Management Assistance Compact (EMAC)** - After a declared emergency, and activation of EMAC, the Requesting and Assisting State Emergency Management Agencies complete the EMAC Request for Assistance Form (REQ-A) for accepted offers of assistance. The completed REQ-A constitutes a legally binding agreement between the two states. Reimbursement starts with Deployed Personnel and Resource Providers submitting a reimbursement package to the Assisting State. Assisting States audit reimbursement packages that are sent to Requesting States who, upon completing an audit and resolving any outstanding issues, issue payment back to the Assisting State. It should be noted that a state's obligation to pay EMAC reimbursements is not contingent upon the receipt of federal funds.

- **Intrastate Mutual Aid System - (08/06/2015)**

Intrastate Mutual Aid Committee (IMAS)

The Committee shall consist of members appointed by the Governor, including a representative of the Department of Public Safety and a Homeland Security Advisor. The members shall represent emergency management and response disciplines, political subdivisions and, if participating, Indian nations, tribes, or municipal entities. The committee shall elect from among its members a vice-presiding officer and any other officers the committee deems appropriate. The committee shall meet at least annually and may meet at the call of the presiding officer or as otherwise called by its members. The committee shall be attached to the Department of Public Safety for administrative purposes only.

County

- **Cooperation During Emergencies - (03/2005)**
Agreement Number: 5F.1
LAC cooperation with LANL during times of crisis
- **LAPD Bomb Team/LANL Response Protocol - Response protocol; bomb team responses on LANL property**
- **LASO/LAPD Mutual Assistance and Incident Response and Resolution - (06/22/2007)**
LAPD is responsible for law enforcement activities throughout LAC, including LANL property
- **Los Alamos Bus System and Emergency Management - Establishes agreement between transit agency staff and emergency management in the event of a community incident/emergency or an incident/emergency on board a transit vehicle or on transit agency property**
- **MOU Between the US Dept of Interior National Park Service Bandelier National Monument and Incorporated County of Los Alamos for and on behalf of the Los Alamos County Fire Department - (01/23/2015)**
Agreement Number:
Establishes standards, terms, and conditions under which structural, vehicle and hazardous material firefighting services and equipment will be provided for prevention/suppression and the protection of life and property in Bandelier National Monument
- **NPS, Bandelier and LAPD Law Enforcement Assistance - (09/07/2006)**
Agreement Number: G7126060001
Provision of law enforcement across jurisdictional boundaries in certain circumstances will be necessary and will increase the ability to protect the safety and promote the general welfare of the public
- **Red Cross and LAC - (07/01/2015)**
Agreement Number: MOU 16-4243
Define a working relationship between Red Cross and LAC
- **Statement of Substantial Government Involvement - (10/01/2013)**
Agreement Number: DE-NA0002067/000
LAC agreement to provide LAFD response to LANL and County requirements

Local

- **Institutional Agreement for Operation of an Emergency Communications Center - (05/09/2007)**
Los Alamos Emergency Communications Center to serve as single 911 Emergency Dispatch Operations for fire, police, and emergency medical services for Los Alamos County and LANL Agreement Number IA-0018
- **Joint Powers Agreement between the Energy, Minerals and Natural Resources Department, Forestry Division and the Incorporated County of Los Alamos for Wildland Fire Protection and Suppression - (03/21/2010)**
Agreement Number: 10-521-2300-0033
Documents EMNRD's and the County's agreement and commitment to mutual wildland fire suppression and management assistance and cooperation.

Other

- **American Red Cross - MOU with ARC**

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Los Alamos County Emergency Management	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Establish contact with private resources that could provide support during an emergency.
3	Identify and establish a credentialing or authentication system to be used in a disaster.
4	Identify liaison roles with the state and adjacent county Resources Support officials.
5	Identify how resources are inventoried and tracked.
6	Identify and establish SOPs for points of distributions and staging areas.
7	Consider preplanning staging areas, points of distribution, mobilization sites, cross dock locations and logistics support bases.
8	Establish Resources Support personnel check-in and check-out procedures as required.
9	Establish family reunification processes.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Obtain resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
2	Generate detailed information on needs and logistics that the higher level of government may not have.
3	Executes functional coordination, and oversight of all Resources Support activities.
Mitigation Actions for Appendix 5 - Resource Management	
1	Train personnel on EOC operations, Incident Command System (ICS), and the National Incident Management System (NIMS).

<i>Protection Actions for Appendix 5 - Resource Management</i>	
1	Ensure that all emergency protective actions, messaging and publicly available resources are available.
Primary: Los Alamos County Community Services Department	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Establish family reunification processes.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Obtain resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
Primary: Los Alamos County Emergency Management	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Establish contact with private resources that could provide support during an emergency.
3	Identify and establish a credentialing or authentication system to be used in a disaster.
4	Identify liaison roles with the state and adjacent county Resources Support officials.
5	Identify how resources are inventoried and tracked.
6	Identify and establish SOPs for points of distributions and staging areas.
7	Consider preplanning staging areas, points of distribution, mobilization sites, cross dock locations and logistics support bases.
8	Establish Resources Support personnel check-in and check-out procedures as required.
9	Establish family reunification processes.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Obtain resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
2	Generate detailed information on needs and logistics that the higher level of government may not have.
3	Executes functional coordination, and oversight of all Resources Support activities.
<i>Mitigation Actions for Appendix 5 - Resource Management</i>	
1	Train personnel on EOC operations, Incident Command System (ICS), and the National Incident Management System (NIMS).
<i>Protection Actions for Appendix 5 - Resource Management</i>	
1	Ensure that all emergency protective actions, messaging and publicly available resources are available.
Primary: Los Alamos County Environmental Services Division	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Coordinate with Energy to support missions with limited fuel availability.
<i>Protection Actions for Appendix 5 - Resource Management</i>	
1	Ensure that all emergency protective actions, messaging and publicly available resources are available.

Primary: Los Alamos County Finance Department	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
Primary: Los Alamos County Fire Department	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Identify and establish SOPs for points of distributions and staging areas.
3	Consider preplanning staging areas, points of distribution, mobilization sites, cross dock locations and logistics support bases.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Coordinate with Energy to support missions with limited fuel availability.
2	Allocate resources to prioritize incident victims.
3	Obtain resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
Protection Actions for Appendix 5 - Resource Management	
1	Ensure that all emergency protective actions, messaging and publicly available resources are available.
Primary: Los Alamos County Parks, Recreation and Open Space Division	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Coordinate with Energy to support missions with limited fuel availability.
Protection Actions for Appendix 5 - Resource Management	
1	Ensure that all emergency protective actions, messaging and publicly available resources are available.
Primary: Los Alamos County Police Department	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Identify how access will be granted and tracked to critical or limited access sites following an incident.
3	Consider preplanning staging areas, points of distribution, mobilization sites, cross dock locations and logistics support bases.
4	Establish family reunification processes.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Coordinate with Energy to support missions with limited fuel availability.
2	Allocate resources to prioritize incident victims.
3	Obtain resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
Protection Actions for Appendix 5 - Resource Management	
1	Ensure that all emergency protective actions, messaging and publicly available resources are available.

Primary: Los Alamos County Traffic and Streets Division	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Identify liaison roles with the state and adjacent county Resources Support officials.
3	Establish family reunification processes.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Coordinate with Energy to support missions with limited fuel availability.
Primary: Los Alamos Medical Center	
Recovery (Post Event) Actions for Appendix 5 - Resource Management	
1	Participate in after action meetings and prepare after action reports as requested.
Mitigation Actions for Appendix 5 - Resource Management	
1	Participate in the hazard identification process to identify and correct vulnerabilities.
2	Participate in HSEEP training, drills, and exercises.
Supporting: Atomic City Transit	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	Establish family reunification processes.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Coordinate with Energy to support missions with limited fuel availability.
2	Provide support for emergency responders.
3	Work with the EOC staff to establish priorities and logistics resource requests according to priorities.
4	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
5	Obtain resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
6	Activate mutual aid agreements as required.
7	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
8	Coordinate with the EOC Director regarding needs and priorities.
9	Maintain financial and legal accountability.
10	Review ground support requirements including fuel, maintenance, and repair of equipment.
Recovery (Post Event) Actions for Appendix 5 - Resource Management	
1	Participate in after action meetings and prepare after action reports as requested.
2	Reallocate supplies or inventory. Dispose of perishable or limited viability supplies.
3	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
Mitigation Actions for Appendix 5 - Resource Management	
1	Participate in the hazard identification process to identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Participate in HSEEP training, drills, and exercises.
Protection Actions for Appendix 5 - Resource Management	
1	Ensure that all emergency protective actions, messaging and publicly available resources are available.

Supporting: Los Alamos Airport	
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Coordinate with Energy to support missions with limited fuel availability.
2	Provide support for emergency responders.
3	Work with the EOC staff to establish priorities and logistics resource requests according to priorities.
4	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
5	Activate mutual aid agreements as required.
6	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
7	Coordinate with the EOC Director regarding needs and priorities.
8	Maintain financial and legal accountability.
Recovery (Post Event) Actions for Appendix 5 - Resource Management	
1	Participate in after action meetings and prepare after action reports as requested.
2	Reallocate supplies or inventory. Dispose of perishable or limited viability supplies.
3	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
Mitigation Actions for Appendix 5 - Resource Management	
1	Participate in the hazard identification process to identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Participate in HSEEP training, drills, and exercises.
Protection Actions for Appendix 5 - Resource Management	
1	Ensure that all emergency protective actions, messaging and publicly available resources are available.
Supporting: Los Alamos County Fleet Division	
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Coordinate with Energy to support missions with limited fuel availability.
Supporting: Los Alamos County Public Works Department	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
2	Consider preplanning staging areas, points of distribution, mobilization sites, cross dock locations and logistics support bases.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Coordinate with Energy to support missions with limited fuel availability.
2	Review ground support requirements including fuel, maintenance, and repair of equipment.
Protection Actions for Appendix 5 - Resource Management	
1	Ensure that all emergency protective actions, messaging and publicly available resources are available.
American Red Cross	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	Consider preplanning staging areas, points of distribution, mobilization sites, cross dock locations and logistics support bases.
2	Consider preplanned mutual aid requirements.
3	Establish family reunification processes.

Response (During Event) Actions for Appendix 5 - Resource Management	
1	Provide support for emergency responders.
2	Work with the EOC staff to establish priorities and logistics resource requests according to priorities.
3	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
Recovery (Post Event) Actions for Appendix 5 - Resource Management	
1	Participate in after action meetings and prepare after action reports as requested.
Mitigation Actions for Appendix 5 - Resource Management	
1	Participate in the hazard identification process to identify and correct vulnerabilities.
2	Participate in HSEEP training, drills, and exercises.
3	Assess resource capabilities.
Animal Care Unit	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Provide support for emergency responders.
2	Distribute supplies.
3	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
4	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
Bandelier National Monument	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
Care and Shelter Branch Director	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Establish family reunification processes.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Provide support for emergency responders.
2	Obtain resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
3	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
4	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
Center for Disease Control (CDC)	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
2	Identify and establish SOPs for points of distributions and staging areas.
Mitigation Actions for Appendix 5 - Resource Management	
1	Participate in the hazard identification process to identify and correct vulnerabilities.

Chief Purchasing Officer	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Establish emergency contracting procedures.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
3	Coordinate with the EOC Director regarding needs and priorities.
4	Monitor potential resource shortages in the jurisdiction during the emergency and present options to the EOC Director.
5	Evaluate all requests for resources against known supplies.
6	Ensure all resources and logistics operations are documented for cost and contract requirements.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
<i>Protection Actions for Appendix 5 - Resource Management</i>	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.
Communications Unit Leader	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
Compensation and Claims Unit Leader	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Identify how resources are inventoried and tracked.
3	Establish Resources Support personnel check-in and check-out procedures as required.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
3	Ensure all resources and logistics operations are documented for cost and contract requirements.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Provide documentation for possible financial reimbursement process for recovery activities.

Cost Recovery Unit Leader	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Establish Resources Support personnel check-in and check-out procedures as required.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
3	Ensure all resources and logistics operations are documented for cost and contract requirements.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Provide documentation for possible financial reimbursement process for recovery activities.
Damage Assessment Unit Leader	
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
Debris Management	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
3	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
4	Manage the collection, distribution, or rejection of unsolicited donations.
Documentation Unit Leader	
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
3	Maintain financial and legal accountability.
4	Ensure all resources and logistics operations are documented for cost and contract requirements.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Prepare ICS Form 221 or equivalent.
3	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

Facilities Unit Leader	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Maintain an inventory system to track supplies used during the disaster.
3	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
4	Review facility support requirements.
5	Review ground support requirements including fuel, maintenance, and repair of equipment.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Stand down any facilities no longer in use.
Federal Emergency Management Agency (FEMA)	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify and establish SOPs for points of distributions and staging areas.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Participate in after action meetings and prepare after action reports as requested.
<i>Mitigation Actions for Appendix 5 - Resource Management</i>	
1	Participate in the hazard identification process to identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
Finance and Administration Section Chief	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Establish emergency contracting procedures.
2	Identify how resources are inventoried and tracked.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
3	Maintain financial and legal accountability.
4	Ensure all resources and logistics operations are documented for cost and contract requirements.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Provide documentation for possible financial reimbursement process for recovery activities.

Fire/Rescue/EMS Branch Director	
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Relocate essential resources outside of threatened area when required.
3	Obtain resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
4	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
5	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
Information Systems Branch Director	
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
Law Enforcement Branch Director	
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Relocate essential resources outside of threatened area when required.
3	Obtain resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
4	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
5	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
Local Shelters	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Consider preplanning staging areas, points of distribution, mobilization sites, cross dock locations and logistics support bases.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Participate in after action meetings and prepare after action reports as requested.

Logistics Team Chief	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Identify how access will be granted and tracked to critical or limited access sites following an incident.
3	Identify liaison roles with the state and adjacent county Resources Support officials.
4	Identify how resources are inventoried and tracked.
5	Identify and establish SOPs for points of distributions and staging areas.
6	Report Resources status and potential problems to the EOC Director.
7	Establish Resources Support personnel check-in and check-out procedures as required.
8	Establish family reunification processes.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Coordinate with Energy to support missions with limited fuel availability.
2	Start a Unit Log (ICS 214) to hand-record anything not covered in this checklist.
3	Provide support for emergency responders.
4	Obtain needed resources and supplies.
5	Allocate resources to prioritize incident victims.
6	Maintain an inventory system to track supplies used during the disaster.
7	Track resources during incident and ensure equipment maintenance is conducted and documented.
8	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
9	Relocate essential resources outside of threatened area when required.
10	Distribute supplies.
11	Activate mutual aid agreements as required.
12	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
13	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
14	Manage the collection, distribution, or rejection of unsolicited donations.
15	Coordinate with the EOC Director regarding needs and priorities.
16	Monitor potential resource shortages in the jurisdiction during the emergency and present options to the EOC Director.
17	Generate detailed information on needs and logistics that the higher level of government may not have.
18	Evaluate all requests for resources against known supplies.
19	Executes functional coordination, and oversight of all logistics activities.
20	Executes functional coordination, and oversight of all Resources Support activities.
21	Ensure all resources and logistics operations are documented for cost and contract requirements.
22	Review facility support requirements.
23	Review ground support requirements including fuel, maintenance, and repair of equipment.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

3	Stand down any facilities no longer in use.
4	Reallocate supplies or inventory. Dispose of perishable or limited viability supplies.
5	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
Protection Actions for Appendix 5 - Resource Management	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.
2	Analyze key dependencies and interdependences related to logistics and supply chain operations.
Los Alamos County All Departments	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	Collect, process, and disseminate information to and from the EOC.
2	Report Resources status and potential problems to the EOC Director.
3	Consider preplanned mutual aid requirements.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Provide support for emergency responders.
2	Work with the EOC staff to establish priorities and logistics resource requests according to priorities.
3	Obtain needed resources and supplies.
4	Track resources during incident and ensure equipment maintenance is conducted and documented.
5	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
6	Activate mutual aid agreements as required.
7	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
8	Coordinate with the EOC Director regarding needs and priorities.
9	Monitor potential resource shortages in the jurisdiction during the emergency and present options to the EOC Director.
10	Maintain financial and legal accountability.
Recovery (Post Event) Actions for Appendix 5 - Resource Management	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Provide documentation for possible financial reimbursement process for recovery activities.
4	Participate in after action meetings and prepare after action reports as requested.
5	Stand down any facilities no longer in use.
6	Reallocate supplies or inventory. Dispose of perishable or limited viability supplies.
7	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
Mitigation Actions for Appendix 5 - Resource Management	
1	Participate in the hazard identification process to identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Participate in HSEEP training, drills, and exercises.
4	Assess resource capabilities.
Protection Actions for Appendix 5 - Resource Management	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.

2	Analyze key dependencies and interdependences related to logistics and supply chain operations.
Los Alamos County Community Development Division	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
Los Alamos County Department Heads	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
Los Alamos County Department of Public Utilities	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Coordinate with Energy to support missions with limited fuel availability.
Los Alamos County Emergency Communications Center	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
Los Alamos County Human Services	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Identify liaison roles with the state and adjacent county Resources Support officials.
Los Alamos County Manager	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
Los Alamos County Procurement Division	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Establish emergency contracting procedures.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Coordinate with Energy to support missions with limited fuel availability.
2	Maintain an inventory system to track supplies used during the disaster.
Los Alamos County Public Information Officer	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Establish family reunification processes.
Los Alamos County Public Schools	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Establish family reunification processes.
Los Alamos County Public Utilities	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.

Los Alamos National Laboratory (LANL)	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Participate in after action meetings and prepare after action reports as requested.
<i>Mitigation Actions for Appendix 5 - Resource Management</i>	
1	Participate in the hazard identification process to identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Participate in HSEEP training, drills, and exercises.
4	Assess resource capabilities.
Los Alamos Public Schools	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Consider preplanning staging areas, points of distribution, mobilization sites, cross dock locations and logistics support bases.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
Operations Section Chief	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Allocate resources to prioritize incident victims.
3	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
4	Obtain resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
5	Activate mutual aid agreements as required.
6	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
7	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
8	Coordinate with the EOC Director regarding needs and priorities.
9	Monitor potential resource shortages in the jurisdiction during the emergency and present options to the EOC Director.
10	Generate detailed information on needs and logistics that the higher level of government may not have.
11	Review ground support requirements including fuel, maintenance, and repair of equipment.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
<i>Protection Actions for Appendix 5 - Resource Management</i>	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.

2	Analyze key dependencies and interdependences related to logistics and supply chain operations.
Payroll And Revenue Collection Unit Leader	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Establish adequate shift schedules of Resource personnel for greater than 24-hour operations.
2	If the present Resources staff is not large enough to handle coordination needs or problems, make arrangements to expand the staff.
3	Identify how resources are inventoried and tracked.
4	Establish Resources Support personnel check-in and check-out procedures as required.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
Planning Section Chief	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	If the present Resources staff is not large enough to handle coordination needs or problems, make arrangements to expand the staff.
3	Establish contact with private resources that could provide support during an emergency.
4	Identify and establish SOPs for points of distributions and staging areas.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Relocate essential resources outside of threatened area when required.
3	Activate mutual aid agreements as required.
4	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
5	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
6	Coordinate with the EOC Director regarding needs and priorities.
7	Monitor potential resource shortages in the jurisdiction during the emergency and present options to the EOC Director.
8	Generate detailed information on needs and logistics that the higher level of government may not have.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
<i>Protection Actions for Appendix 5 - Resource Management</i>	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.
2	Analyze key dependencies and interdependences related to logistics and supply chain operations.
Procurement Unit Leader	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Establish emergency contracting procedures.

3	Identify how resources are inventoried and tracked.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Provide support for emergency responders.
2	Maintain an inventory system to track supplies used during the disaster.
3	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
4	Ensure all resources and logistics operations are documented for cost and contract requirements.
5	Review ground support requirements including fuel, maintenance, and repair of equipment.
Public Works Branch Director	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
3	Manage the collection, distribution, or rejection of unsolicited donations.
4	Review facility support requirements.
5	Review ground support requirements including fuel, maintenance, and repair of equipment.
Public Works Director	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
3	Manage the collection, distribution, or rejection of unsolicited donations.
4	Review facility support requirements.
5	Review ground support requirements including fuel, maintenance, and repair of equipment.
Recovery Unit Leader	
Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
Response (During Event) Actions for Appendix 5 - Resource Management	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
3	Manage the collection, distribution, or rejection of unsolicited donations.
Recovery (Post Event) Actions for Appendix 5 - Resource Management	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Prepare ICS Form 221 or equivalent.
3	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
Resource Unit Leader	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	With the EOC Director and Emergency Management combine the current emergency priorities with existing Resources priorities.
2	Establish adequate shift schedules of Resource personnel for greater than 24-hour operations.
3	If the present Resources staff is not large enough to handle coordination needs or problems, make arrangements to expand the staff.
4	Establish contact with private resources that could provide support during an emergency.
5	Identify and establish a credentialing or authentication system to be used in a disaster.
6	Identify how access will be granted and tracked to critical or limited access sites following an incident.
7	Identify liaison roles with the state and adjacent county Resources Support officials.
8	Identify how resources are inventoried and tracked.
9	Identify and establish SOPs for points of distributions and staging areas.
10	Report Resources status and potential problems to the EOC Director.
11	Establish Resources Support personnel check-in and check-out procedures as required.
12	Establish family reunification processes.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Start a Unit Log (ICS 214) to hand-record anything not covered in this checklist.
2	Provide support for emergency responders.
3	Obtain needed resources and supplies.
4	Allocate resources to prioritize incident victims.
5	Maintain an inventory system to track supplies used during the disaster.
6	Track resources during incident and ensure equipment maintenance is conducted and documented.
7	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
8	Relocate essential resources outside of threatened area when required.
9	Distribute supplies.
10	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
11	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
12	Manage the collection, distribution, or rejection of unsolicited donations.
13	Evaluate all requests for resources against known supplies.
14	Executes functional coordination, and oversight of all Resources Support activities.
15	Consider demobilization planning as required.
16	Ensure all resources and logistics operations are documented for cost and contract requirements.
17	Review ground support requirements including fuel, maintenance, and repair of equipment.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.

2	Prepare ICS Form 221 or equivalent.
3	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Provide documentation for possible financial reimbursement process for recovery activities.
Santa Fe Animal Shelter/Voluntary Organizations Active in Disaster – Northern New Mexico (VOAD-NNM)	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Consider preplanned mutual aid requirements.
Stable Owners Association (Los Alamos)	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Consider preplanned mutual aid requirements.
State of New Mexico Aging & Long-Term Services Department	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
State of New Mexico Department of Agriculture	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
State of New Mexico Department of Health	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
2	Identify and establish SOPs for points of distributions and staging areas.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
State of New Mexico Department of Homeland Security and Emergency Management	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
2	Identify and establish SOPs for points of distributions and staging areas.
3	Consider preplanning staging areas, points of distribution, mobilization sites, cross dock locations and logistics support bases.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
2	Executes functional coordination, and oversight of all Resources Support activities.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	
1	Participate in after action meetings and prepare after action reports as requested.
<i>Mitigation Actions for Appendix 5 - Resource Management</i>	
1	Participate in the hazard identification process to identify and correct vulnerabilities.

2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
State of New Mexico Department of Public Safety	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
State of New Mexico Department of Transportation	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
State of New Mexico Human Services Department	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
State of New Mexico Livestock Board	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
State of New Mexico National Guard	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Identify liaison roles with the state and adjacent county Resources Support officials.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
Time Keeping Unit Leader	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Establish adequate shift schedules of Resource personnel for greater than 24-hour operations.
2	If the present Resources staff is not large enough to handle coordination needs or problems, make arrangements to expand the staff.
3	Identify and establish a credentialing or authentication system to be used in a disaster.
4	Identify how resources are inventoried and tracked.
5	Establish Resources Support personnel check-in and check-out procedures as required.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
<i>Recovery (Post Event) Actions for Appendix 5 - Resource Management</i>	

1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Provide documentation for possible financial reimbursement process for recovery activities.
Utilities Division Director	
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
Volunteer Unit Leader	
<i>Preparedness (Pre-Event) Actions for Appendix 5 - Resource Management</i>	
1	Establish contact with private resources that could provide support during an emergency.
2	Identify and establish a credentialing or authentication system to be used in a disaster.
3	Identify how resources are inventoried and tracked.
4	Report Resources status and potential problems to the EOC Director.
5	Establish family reunification processes.
<i>Response (During Event) Actions for Appendix 5 - Resource Management</i>	
1	Provide support for emergency responders.
2	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
3	Relocate essential resources outside of threatened area when required.
4	Obtain resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
5	Cooperate with the EOC, incident command, neighboring communities, and regions to provide logistics support for larger incidents.
6	Manage the collection, distribution, or rejection of unsolicited donations.
7	Consider demobilization planning as required.

Los Alamos County Resource List - Equipment
List current as of June 2023

Resource	Department	Contact	Contact Info	Description
Fire-Aerial Pumper 4x4 Type I	Los Alamos Fire Department	DC Steve Dawald	505-662-8308	2003 E-One fire pumper, 1500 gpm pump with CAFS, 600 gal. water tank, NFPA 1901 compliant with tools and equipment
Fire-Aerial (105-foot ladder) Truck Type I	Los Alamos Fire Department	DC Steve Dawald	505-662-8308	2014 Smeal Ladder Truck, 2000 gpm pump, 300-gallon water tank, NFPA compliant with tools and equipment
Fire-Rescue Unit 4x4	Los Alamos Fire Department	DC Steve Dawald	505-662-8308	2003 E-One Rescue Unit, 20 KW generator, 500-pound Purple K system, 6 bottle cascade system, light tower, holmatro extrication equipment, rope rescue equipment
Fire Rescue Unit 4x4	Los Alamos Fire Department	DC Steve Dawald	505-662-8308	2003 E-One Rescue Unit, 20 KW generator, 500-pound Purple K system, 6 bottle cascade system, light tower, 15,000 lb winch, miscellaneous hand tools and assorted equipment
Recreation pop-up tents	Recreation			10'x10' pop-up tents; x3
Cement blankets	Ice Rink			Concrete curing blankets; x6
Portable sound equipment	Recreation			
Snowblowers	Aquatic Center			x4
Snowblowers	Ice Rink			
Bull horn	Recreation			x2
Sheets ½" plexiglass	Ice Rink			
Life jackets	Aquatic Center			
Food service size refrigerator and freezer	Golf Course			
Food service size refrigerator and freezer	Ice Rink			
Food service microwaves	Ice Rink			x2
Food service coffee maker	Ice Rink			
Storage freezer	Ice Rink			
First aid supplies	Aquatic Center			
First aid supplies	Ice Rink			
First aid supplies	Golf course			
AED	Aquatic Center			
AED	Ice Rink			
AED	Golf Course			

Resource	Department	Contact	Contact Info	Description
Oxygen administration supplies	Aquatic Center			
Blankets	Aquatic Center			
Full concessions	Ice Rink			
Durango #1000	Recreation			
Van #877	Recreation			15 passenger van
Ford Explorer	Recreation			
Hand-held radios	Recreation			<100-yard radius
Water and power access	Aquatic Center			
Industrial Washer	Aquatic Center			
Industrial Dryer	Aquatic Center			
Locker room	Aquatic Center			x3
Locker room	Ice Rink			No shower; x4
Warming hut	Ice Rink			
Zam garage	Ice Rink			
Hot and cold-water hookups and power access	Ice Rink			
Ford Pickup	Transit			
School Bus	Transit			x3
Glavel Bus	Transit			x2
Inter Van	Transit			x4
Trolley	Transit			x2
Arboc Bus	Transit			x4
Ford Van	Transit			
Passport Bus	Transit			x2
New Flyer Midi Bus	Transit			x5
Storage Trailer	Transit			
International Bus	Transit			x2
Hand and power tools	Transit			
Small fans	Transit			
Step ladders	Transit			4 ft
Step ladders	Transit			8 ft
Shovels/picks	Transit			
Tables	Transit			x5
Snow blower	Transit			
Restroom with washing facilities/showers	Transit			x2
Handheld radio	Solid Waste			x2
Roll-off truck	Solid Waste			20 and 30 cu yard

Resource	Department	Contact	Contact Info	Description
Roll off truck	Solid Waste			20 and 30 cu yard
Dump truck	Solid Waste			
Front loader	Solid Waste			
Bulldozer	Solid Waste			
Grinder	Solid Waste			Up to 10" wood
Material storage space	Solid Waste			Approximately 2 acres
Fleet vehicles	Los Alamos Public Schools			x41
Passenger bus	Los Alamos Public Schools			x24
Passenger bus w/ lift	Los Alamos Public Schools			x7
Dump truck	Los Alamos Public Schools			x2
Warehouse delivery truck	Los Alamos Public Schools			
Lift truck/roofing lift truck	Los Alamos Public Schools			
Trailers	Los Alamos Public Schools			Various sizes and types
Backhoe	Los Alamos Public Schools			
Bobcat	Los Alamos Public Schools			
Propane forklift	Los Alamos Public Schools			
Mobile compressor	Los Alamos Public Schools			
Plumber's snake	Los Alamos Public Schools			
Wire puller	Los Alamos Public Schools			
Chainsaw	Los Alamos Public Schools			
Shovels and picks	Los Alamos Public Schools			
All-terrain vehicle (ATV)	Los Alamos Public Schools			
Carpentry shop	Los Alamos Public Schools			
Keys and glass shop	Los Alamos Public Schools			
Cafeteria	Los Alamos Public Schools			Los Alamos High School
Kitchen	Los Alamos Public Schools			Los Alamos High School
Nurse's Office	Los Alamos Public Schools			Los Alamos High School

Resource	Department	Contact	Contact Info	Description
Cafeteria	Los Alamos Public Schools			Los Alamos Middle School
Nurse's Office	Los Alamos Public Schools			Los Alamos Middle School
Auditorium	Los Alamos Public Schools			Los Alamos High School
Griffith and Auxiliary Gym	Los Alamos Public Schools			Los Alamos High School
Aspen Gym	Los Alamos Public Schools			Los Alamos
Barranca Gym	Los Alamos Public Schools			Los Alamos
Chamisa Gym	Los Alamos Public Schools			White Rock
Mountain Gym	Los Alamos Public Schools			Los Alamos
Pinon Gym	Los Alamos Public Schools			White Rock
Aspen School Playground	Los Alamos Public Schools			49,492 sq ft
Barranca School Playground	Los Alamos Public Schools			61,079 sq ft
Chamisa School Playground	Los Alamos Public Schools			47,094 sq ft
Mountain School Playground	Los Alamos Public Schools			54,667 sq ft
Pinon School Playground	Los Alamos Public Schools			58,423 sq ft
Little Forest Pre-School	Los Alamos Public Schools			5,600 sq ft
Pueblo Gym	Los Alamos Public Schools			19,000 sq ft
Football field	Los Alamos Public Schools			Los Alamos Middle School
School campus	Los Alamos Public Schools			Los Alamos High School; 200,538 sq ft
School campus	Los Alamos Public Schools			Los Alamos Middle School; 97,355 sq ft
Radio	Facilities Management and Custodial			County frequency; x11
Van	Facilities Management and Custodial			x2
Panel van with tailgate lift	Facilities Management and Custodial			
Pickup	Facilities Management and Custodial			1 ton; x2

Resource	Department	Contact	Contact Info	Description
Pickup	Facilities Management and Custodial			½ ton; x4
Chevy S-10	Facilities Management and Custodial			
Cargo trailer	Facilities Management and Custodial			8'x12'
Pickup unit w/ tail gate lift	Facilities Management and Custodial			
Ford Ranger	Facilities Management and Custodial			
Dodge Durango	Facilities Management and Custodial			
Miller welder on trailer	Facilities Management and Custodial			
Hand and power tools	Facilities Management and Custodial			
Temporary light stands	Facilities Management and Custodial			
Small and large fans	Facilities Management and Custodial			
Drills	Facilities Management and Custodial			Several units
Power saw	Facilities Management and Custodial			Several units
Table saw	Facilities Management and Custodial			
Panel saw	Facilities Management and Custodial			
Sawzalls	Facilities Management and Custodial			Several units
Maintenance hand tools	Facilities Management and Custodial			
Cutting torch	Facilities Management and Custodial			

Resource	Department	Contact	Contact Info	Description
Shovels	Facilities Management and Custodial			
Picks	Facilities Management and Custodial			
Building materials	Facilities Management and Custodial			Small quantity; miscellaneous materials
Drill press	Facilities Management and Custodial			x2
Electrical and mechanical hand tools	Facilities Management and Custodial			
Pipe threader	Facilities Management and Custodial			
Band saw	Facilities Management and Custodial			
Step ladders	Facilities Management and Custodial			4 ft
Step ladders	Facilities Management and Custodial			8 ft
Step ladders	Facilities Management and Custodial			10 ft
Step ladders	Facilities Management and Custodial			12 ft
Janitorial supplies	Facilities Management and Custodial			Large supply
Vacuums	Facilities Management and Custodial			
Carpet cleaner	Facilities Management and Custodial			
Floor machine	Facilities Management and Custodial			
Tables/chairs	Facilities Management and Custodial			Large supply
Extension ladders	Facilities Management and Custodial			20 ft

Resource	Department	Contact	Contact Info	Description
Bathroom w/ washing facilities/showers	Facilities Management and Custodial			
Open room/space	Facilities Management and Custodial			15'x25'
Open room/space	Facilities Management and Custodial			40'x40'
Kitchen area	Facilities Management and Custodial			Two refrigerators; sink; stove
VHF Radio	Airport			Not portable; selectable frequencies
VHF Radio	Airport			Portable
Pickup truck w/ 8 ft snowplow	Airport			
Dump truck w/ 22 ft snowplow	Airport			Four-wheel drive
Small hand tools	Airport			Miscellaneous tools
Lobby and offices	Airport			
Storage building	Airport			
Paved parking areas	Airport			Multiple areas
Sport utility vehicle	Los Alamos Police Department			x15
Sedan	Los Alamos Police Department			x18
Truck	Los Alamos Police Department			x8
Bomb vehicle	Los Alamos Police Department			
Evidence van	Los Alamos Police Department			
All-terrain vehicle	Los Alamos Police Department			x2
Large safe	Finance/OMB			Municipal building suite 300
4x4 1-ton pickup w/ plow	Traffic and Streets			X4
Half ton 4x4 pickup	Traffic and Streets			
Single axle truck w/ plow and sander (5yd)	Traffic and Streets			X3

Resource	Department	Contact	Contact Info	Description
Tandem axle truck w/ plow and sander (10yd) – swap loader	Traffic and Streets			
Single axle truck w/ plow and sander (1 yd)	Traffic and Streets			
Tandem axle truck w/ plw and sander (10 yd)	Traffic and Streets			X3
Single axle flatbed dump truck	Traffic and Streets			
Single axle flatbed dump truck w/ plow	Traffic and Streets			
Motor grader with wing plow	Traffic and Streets			
Front end loader – 3 yd bucket	Traffic and Streets			
John Deere 310 backhoe	Traffic and Streets			X2
Bombadier w/ plow	Traffic and Streets			X3
Trackless w/ blower/plow	Traffic and Streets			X2
Case skid steer	Traffic and Streets			
4x4 ¾-ton pickup w/ plow	Airport			
4x4 1-ton pickup w/ plow	Facilities			x6
John Deere walk behind snow blower	Facilities			x4
4x4 1-ton pickup w/ plow	Fleet			
Single axle dump truck	Parks			X2
John Deere 310 backhoe	Parks			
Case 580 backhoe	Parks			
Bobcat skid steer w/ plow	Parks			
John Deere walk behind snowblower	Parks			X3
4x4 1-ton pickup w/ plow	Water Production			
Ford F550 4x4 bucket truck (ED)	Utilities			

Resource	Department	Contact	Contact Info	Description
International 2WD bucket truck (ED)	Utilities			
International 4x4 bucket truck (ED)	Utilities			
Ford F-350 1-ton utility pickup truck (ED)	Utilities			X2
Ford F-250 pickup ¾ ton utility body truck (ED)	Utilities			
Backyard Altec digger derrick with bucket (ED)	Utilities			
Altec digger derrick truck (ED)	Utilities			
International dump truck (GWS)	Utilities			
Small Ford dump truck (GWS)	Utilities			
Lincoln Classic I-SA amp welder (GWS)	Utilities			
Miller Trail Blazer welder on trailer (GWS)	Utilities			
Ingersall Rand air compressor (ED)	Utilities			
Sullair 185 DUQ air compressor trailer mounted (GWS)	Utilities			
Big Tex 24' utility trailer (ED)	Utilities			
Big Tex 10' tilt trailer (ED)	Utilities			
Industrial cable trailer (enclosed) (ED)	Utilities			
Kief model PTT30 pole trailer	Utilities			
Model T18B trailer for trencher (ED)	Utilities			
Ditch Witch trencher (ED)	Utilities			

Resource	Department	Contact	Contact Info	Description
Holden 30' flat trailer Model #TD040 (ED)	Utilities			
John Deere 310D model backhoe loader (ED)	Utilities			
John Deere 310C 4x4 backhoe loader (GWS)	Utilities			
Bobcat skid steer loader (ED)	Utilities			
Bobcat skid steer (WW)	Utilities			
Case backhoe (WW)	Utilities			

Appendix 6 - Communications

Coordinating Agency:

Los Alamos County Emergency Management

Primary Agency:

Bandelier National Monument

Los Alamos County Fire Department

Los Alamos County Police Department

Los Alamos County Public Utilities

Support Agencies:

Atomic City Transit

Los Alamos Airport

Los Alamos County Emergency Communications Center

Los Alamos County Environmental Services Division

Los Alamos County Fleet Division

Los Alamos County Geographic Information System (GIS) Services

Los Alamos County Information Management Division

Los Alamos County Planning and Zoning

Los Alamos County Public Information Officer

Los Alamos County Public Works Department

Los Alamos County Traffic and Streets Division

Los Alamos National Laboratory (LANL)

State of New Mexico Department of Homeland Security and Emergency Management

State of New Mexico Department of Public Safety

State of New Mexico Department of Transportation

State of New Mexico National Guard

Purpose

This appendix sets the framework for communications by responders for Los Alamos County during an emergency or disaster event. Given the fluidity of such events, this guide should also be flexible according to the situational needs.

Situation

- Communications play a critical role in response operations to an emergency or disaster event. Several communication networks operate within Los Alamos County.
- Los Alamos County is susceptible to a variety of hazards that can significantly damage, impede, or overload these communications capabilities.
- The Emergency Communications Center is the county 911 center and is securely located within the Police Department at 2500 Trinity Drive. It is normally the first to be notified of an emergency or potential disaster situation and stands as the warning point for both the county and LANL.
- The Emergency Communications Center primarily relies upon the telephone network and the P25 radio system for day-to-day operations. This requires a minimum 2

positions, however, the volume of communication traffic during an emergency/disaster may necessitate more personnel.

- The Emergency Communications Center has the capability to communicate via radio to other agencies. This is done by “patching” other agencies to unassigned radios frequencies or utilizing the backup radios to access emergency frequencies in the CDC.
- Los Alamos County Emergency Management has the capability to use CodeRed, AM1610, and the EAS system as means to alert and educate the public.
- Customer Services (311) will enhance citizens’ access to information and disseminate relevant information to the public.
- Certain schools, group quarters, or special needs groups or individuals may require special means of receiving warnings and/or notifications.
- Scanners, weather radios/AM1610, and social media are all used by the public rather extensively in obtaining needed information.

Assumptions

- The communications systems will withstand and survive the effects of an emergency/disaster in some form or degree.
- The telephone and cellphone services within Los Alamos County are vulnerable to the effects of an emergency/disaster, one of which is possible system overload due to increased usage.
- Commercial power may be shut off during significant incidents, therefore necessitating the use of backup power.
- It is quite possible for localities within the County to be isolated from communications for an extended period of time.
- Loss of a communications tower or the County’s law enforcement, fire, or EMS base stations could hamper communications and the ability to page emergency personnel throughout the County.
- State or Federal assistance may be required to procure supplemental communications equipment or personnel.
- The ability to repair any damage to County communication systems is dependent upon the availability of County employees, specialists from the State or Federal level, or Los Alamos National Laboratory Technicians.
- Not all available forms of warning and notification will be able to reach all people groups or locations in Los Alamos County.

Concept of Operations

General

- The communications annex is consulted along with the EOP when considering the changing needs of Los Alamos County during an emergency or disaster.
- The Los Alamos County Police Department controls emergency communication systems and services used by the county.
- Installed in all LAPD mobile units are the interoperable channels (NM VHF and UHF and National Public Safety Telecommunications UHF and VHF Channels)
- LAPD will utilize VLAW 31/32 as the interoperable channels to communicate with NMSP and other responding agencies.
- If responding agencies do not have or cannot utilize VLAW 31/32, LAPD will work with them to determine what VTAC channels can be used by the responding agency.
- LAFD will utilize VFIRE 21 for dispatch purposes should there be a failure of the repeater system.
- The County will initiate notifications and warnings to the appropriate personnel. Telephone, radio, or pagers may utilize to notify public officials, EOC staff, emergency personnel, and others as required.
- Emergency service vehicles equipped with public address systems may be used to warn the general public.
- The Emergency Communications Center operates 24-hours a day and serves as the warning point for Los Alamos County.
- Notification of government officials and emergency personnel by the Emergency Communications Center will follow established policy and procedure.
- Emergency communication standard operating guidelines will be implemented. Backup capabilities will be activated as necessary.
- Field emergency service personnel utilize various communications networks to communicate with the EOC.
- Emergency Warnings may originate at the national, state, or local level of government. Timely warning requires dissemination to the public by all available means:
 - Local Radio and Television Stations
 - NOAA Weather Radio (National Weather Service)
 - Sirens, Horns, Mobile PA Systems
 - Telephone

- General Broadcast over all available Radio Frequencies
- Social Media
- Newspapers
- Emergency Notification System
- The County Manager, Situation Assessment Team (SAT), Police Chief, Fire Chief or Emergency Management Commander must authorize the use of the Emergency Alert System, Emergency Notification System, or CodeRed and said use must abide by all policies and procedures.
- The National Weather Service may issue weather watches or warnings directly to the public and AM1610
- To expedite public notification, OEM pre-scripted messages may be utilized.
- When messages or notifications are crafted, they should all contain the following 6 key elements:
 - Identify yourself and your agency
 - The date and time
 - Nature of the call
 - Area affected
 - Action to be taken
 - Directions for more information
- In coordination with the County Administration, Los Alamos County will develop and disseminate public service announcements as necessary to provide the public with pertinent information and guidance. The County will provide this information in an accessible format to ensure effective communication with people with disabilities and limited English proficiencies.
- Should the situation become more complex, the County will assign additional personnel and equipment as required to meet the demands.
- Amateur Radio Emergency Services (ARES) volunteers may augment primary communications. An authorized volunteer may operate a HAM radio in the EOC.
- Full accountability will be held for all supplemental communications equipment.

Proper Check-In lists shall be filled out prior to any issuance of or return equipment.

- All incident information will be communicated to the public through the PIO or JIC in coordination with both the incident command and county emergency operations center. If the JIC is not open, incident information will be coordinated with the EOC.

- Individual organizations may communicate organizational information to the public directly (contact, mission, etc.), but information concerning public instructions, incident updates and public resource requests must be managed through the JIC and EM.

Specifics

Telephone Services

- CenturyLink provides commercial telephone services
- Mobile phone capability is provided by several carriers in the area
- During an emergency/disaster event, personnel will staff information telephones in Customer Care (311) to respond to questions from the general public.

Radio Systems

- The County's Communications System is designated as the principal system to be used for direction and control activities. Principal users are as follows:
 - Law Enforcement
 - Emergency Management
 - Fire / Rescue
 - Emergency Medical Services
 - Los Alamos National Laboratory
 - National Park Services
- Other two-way communications systems which may be used to communicate with State EOC during emergencies include:
 - Amateur Radio Emergency Services (ARES)
 - Los Alamos County Public Works

Attachments

- LAC OEM pre-scripted messages

Emergency Public Information

Rapid dissemination of information is essential and vital for health and safety protection during and after emergencies and disasters. The primary means to do this is by direct contact with the media through prepared statements by the PIO in coordination with the County Manager using press releases, public service announcements, and telephonic or social media networking applications

Citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. Los Alamos County will assist citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

In the event an incident requires comprehensive public information, the Emergency Operations Center may establish a Joint Information Center (JIC). The JIC serves as the location representing various organizations from local, state, or federal jurisdictions to coordinate the dissemination of emergency public information. In coordinating timely and consistent information, the JIC serves to reduce information gaps, misinformation, and rumors during an emergency.

Public Information Officer

Serves as the primary source of information about the incident to the news media, the public and internal communication.

- Provides emergency public information management.
- Responds to public inquiries.
- Implements rumor control.
- Coordinates messages with the IC
- Implements the Los Alamos County Public Information Plan

Emergency Operations Center PIO Liaison

The Internal Information Officer:

- Coordinates with the PIO to provide county employees with the most current and complete information on the incident.
- Coordinates with the PIO to provide emergency public information management.
- Coordinates with the PIO on public inquiries and rumor control.

Joint Information Center Manager

The Joint Information Center Manager:

- Coordinates with the PIO to activate the Joint Information Center
- Coordinates with the PIO to provide emergency public information management.
- Coordinates with the PIO for public inquiries and rumor control.

Media Location

Initial contact with the media will be at the Los Alamos County Municipal Building, 1000 Central Avenue. The County Manager or the PIO or their designee will determine the most suitable location for media to locate during an emergency. Such a location may or may not be associated with a Joint Information Center (JIC) at the Mesa Public Library 2400 Central Avenue. Media are generally not allowed to congregate at the County or LANL Emergency Operations Center.

Access and Functional Needs

Some populations in the community share common characteristics that may limit their ability to comprehend emergency information. Examples of these populations include individuals with sensory, intellectual, or cognitive disabilities; individuals with limited English proficiency; and others with access and functional needs in the workplace, public venues, and in their homes. Where possible, Los Alamos County will work with its partners to ensure that emergency public information is presented in a way that can be utilized by all individuals in the County.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Los Alamos County Emergency Management	
<i>Preparedness (Pre-Event) Actions for Appendix 6 - Communications</i>	
1	Test and evaluate secondary power sources with communications devices. Prepare battery, long term service plans.
2	Establish clear tele-work and remote commuting policies for staff and assist with the coordination of the necessary logistical resources to enact and carry out these policies.
3	Develop and test emergency communication procedures on a scheduled basis.
4	Conduct IPAWS emergency messaging testing monthly
5	Conduct monthly testing of the Mobile Connectivity Trailer (MCT)
<i>Response (During Event) Actions for Appendix 6 - Communications</i>	
1	Designate personnel to coordinate activities in the EOC.
2	Provide and maintain primary communications for the EOC on a 24-hour basis using any available public and private communications systems.
3	Ensure integration with FEMA IPAWS where appropriate.
4	Supervise EOC communications personnel (radio, telephone, repair crews, runners, etc.).
5	Inform local warning receiving and disseminating entities of EOC activation.
6	Participate in EOC briefings, incident action plans, situation reports and meetings to support communication services.
7	Coordinate communications and radio warning frequencies.
8	Activate public warning systems (Code Red and AM1610).
9	Alert emergency response agencies and the public in neighboring jurisdictions.
10	Support media center communications operations (LANL and JIC).
11	Ensure the Emergency Public Information Officer (PIO) provides pertinent warning information to print media for distribution.

12	Make arrangements to repair emergency communications equipment on a 24-hour basis. Notify EOC of equipment failures and repair actions.
13	Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals.
14	Identify damage to communications infrastructure and support damage assessment teams.
15	Coordinate the repositioning of resources with other agencies.
16	If relocating to an alternate EOC, ensure that current communications are established and tested at the new location before disconnecting current systems, if possible, with field personnel, affected jurisdictions and higher levels of government.
17	Evaluate requests for resources against known supplies.
18	Deploy additional staff if the emergency exceeds the existing Communication staff's capabilities.
Mitigation Actions for Appendix 6 - Communications	
1	Encourage public and private sector distribution and participation in warning systems (weather radios, SMS mobile alert systems, mobile broadband, jurisdiction social media, etc.).
Primary: Los Alamos County Fire Department	
Preparedness (Pre-Event) Actions for Appendix 6 - Communications	
1	Test and evaluate secondary power sources with communications devices. Prepare battery, long term service plans.
2	Develop and test emergency communication procedures on a scheduled basis.
Response (During Event) Actions for Appendix 6 - Communications	
1	Coordinate communications and radio warning frequencies.
Primary: Los Alamos County Police Department	
Preparedness (Pre-Event) Actions for Appendix 6 - Communications	
1	Test and evaluate secondary power sources with communications devices. Prepare battery, long term service plans.
2	Develop and test emergency communication procedures on a scheduled basis.
Response (During Event) Actions for Appendix 6 - Communications	
1	Coordinate communications and radio warning frequencies.
Supporting: Los Alamos County Information Management Division	
Preparedness (Pre-Event) Actions for Appendix 6 - Communications	
1	Establish clear tele-work and remote commuting policies for staff and assist with the coordination of the necessary logistical resources to enact and carry out these policies.

Supporting: Los Alamos County Public Information Officer

Preparedness (Pre-Event) Actions for Appendix 6 - Communications

- | | |
|---|---|
| 1 | Test and evaluate secondary power sources with communications devices. Prepare battery, long term service plans. |
| 2 | Establish clear tele-work and remote commuting policies for staff and assist with the coordination of the necessary logistical resources to enact and carry out these policies. |
| 3 | Develop and test emergency communication procedures on a scheduled basis. |

Response (During Event) Actions for Appendix 6 - Communications

- | | |
|---|---|
| 1 | Inform local warning receiving and disseminating entities of EOC activation. |
| 2 | Participate in EOC briefings, incident action plans, situation reports and meetings to support communication services. |
| 3 | Activate public warning systems (Code Red and AM1610). |
| 4 | Alert emergency response agencies and the public in neighboring jurisdictions. |
| 5 | Support media center communications operations (LANL and JIC). |
| 6 | Ensure the Emergency Public Information Officer (PIO) provides pertinent warning information to print media for distribution. |

7	Make arrangements to repair emergency communications equipment on a 24-hour basis. Notify EOC of equipment failures and repair actions.
8	Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals.
9	Identify damage to communications infrastructure and support damage assessment teams.

Los Alamos County Procurement Division

Preparedness (Pre-Event) Actions for Appendix 6 - Communications

1	Establish clear tele-work and remote commuting policies for staff and assist with the coordination of the necessary logistical resources to enact and carry out these policies.
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Response (During Event) Actions for Appendix 6 - Communications

1	Make arrangements to repair emergency communications equipment on a 24-hour basis. Notify EOC of equipment failures and repair actions.
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Mitigation Actions for Appendix 6 – Communications

1	Encourage public and private sector distribution and participation in warning systems (weather radios, SMS mobile alert systems, mobile broadband, jurisdiction social media, etc.).
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American Red Cross

Response (During Event) Actions for Appendix 6 - Communications

1	Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals.
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Care and Shelter Branch Director

Response (During Event) Actions for Appendix 6 - Communications

1	Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals.
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Communications Unit Leader	
<i>Preparedness (Pre-Event) Actions for Appendix 6 - Communications</i>	
1	Test and evaluate secondary power sources with communications devices. Prepare battery, long term service plans.
2	Develop and test emergency communication procedures on a scheduled basis.
<i>Response (During Event) Actions for Appendix 6 - Communications</i>	
1	Ensure the Emergency Public Information Officer (PIO) provides pertinent warning information to print media for distribution.
2	Make arrangements to repair emergency communications equipment on a 24-hour basis. Notify EOC of equipment failures and repair actions.
3	Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals.
4	Identify damage to communications infrastructure and support damage assessment teams.
5	Identify any needed specialized resources that are unavailable to responding entities.
6	Coordinate the repositioning of resources with other agencies.
7	Evaluate requests for resources against known supplies.
8	Deploy additional staff if the emergency exceeds the existing Communication staff's capabilities.
Logistics Team Chief	
<i>Response (During Event) Actions for Appendix 6 – Communications</i>	
1	Coordinate the repositioning of resources with other agencies.
2	Evaluate requests for resources against known supplies.
Los Alamos County All Departments	
<i>Response (During Event) Actions for Appendix 6 – Communications</i>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support communication services.
2	Identify any needed specialized resources that are unavailable to responding entities.

Recovery (Post Event) Actions for Appendix 6 - Communications	
1	Plan recovery, reconstitution, mitigation, and other long-term actions.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Provide documentation for possible financial reimbursement process for recovery activities to Finance.
4	Clean, repair, and perform maintenance on equipment before returning to normal operations or storage.
Mitigation Actions for Appendix 6 - Communications	
1	Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.
2	Develop mutual aid and other support agreements with surrounding jurisdictions and foster private sector relationships.
Los Alamos County Attorney's Office	
Preparedness (Pre-Event) Actions for Appendix 6 - Communications	
1	Establish clear tele-work and remote commuting policies for staff and assist with the coordination of the necessary logistical resources to enact and carry out these policies.
Los Alamos County Capital Projects & Facilities Division	
Preparedness (Pre-Event) Actions for Appendix 6 - Communications	
1	Establish clear tele-work and remote commuting policies for staff and assist with the coordination of the necessary logistical resources to enact and carry out these policies.
Los Alamos County Department Heads	
Response (During Event) Actions for Appendix 6 - Communications	
1	Provide and maintain primary communications for the EOC on a 24-hour basis using any available public and private communications systems.
Los Alamos County Emergency Communications Center	
Preparedness (Pre-Event) Actions for Appendix 6 - Communications	
1	Test and evaluate secondary power sources with communications devices. Prepare battery, long term service plans.
2	Establish clear tele-work and remote commuting policies for staff and assist with the coordination of the necessary logistical resources to enact and carry out these policies.
3	Develop and test emergency communication procedures on a scheduled basis.
Response (During Event) Actions for Appendix 6 - Communications	
1	Inform local warning receiving and disseminating entities of EOC activation.
2	Coordinate communications and radio warning frequencies.
3	Activate public warning systems (Code Red and AM1610).
4	Alert emergency response agencies and the public in neighboring jurisdictions.
5	Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals.
6	Activate alternate 911 dispatch center if necessary.

LAC Emergency Management Pre-Scripted Messages

Warning – Road/Facility Closure

1. The Los Alamos County Office of Emergency Management has issued the following warning for those who live, work, or are visiting in the County:

2. It has been necessary to close certain local streets and highways due to flooding

heavy accumulations of snow and ice

fire / explosion

incident involving hazardous materials

Other: _____

3. As of _____ today, the following roads have been closed by law enforcement officials:

Street or Route _____

At or Between _____

Please avoid these routes.

4. If you must travel, use alternate routes, such as: _____

5. We recommend that you refrain from driving and remain at home due to the extremely bad travel conditions.

6. In addition, the following facilities have been closed due to the emergency situation: _____

7. Again, the roads and streets that have been closed are: *(Repeat list in 3 above)*

8. Please stay tuned to this station for additional information on the current emergency situation.

LAC Emergency Management Pre-Scripted Messages

Warning - Shelter-in-Place

1. The Los Alamos County Office of Emergency Management has issued the following warning for those who live, work, or are visiting in the County.

2. There has been an accidental release of hazardous material that is affecting a portion of the local area. People in the following area must take protective measures:

Describe area boundaries

3. If you are located in this area, do the following immediately in order to protect yourself:

A. Go inside your home, workplace, or the nearest building that appears to be reasonably airtight and stay there. Take your pets with you.

B. Close all doors, windows, and any fireplace dampers.

C. Turn off any heating or cooling system that draws in air from the outside.

D. Keep your radio on and tuned to receive emergency announcements and instructions

E. Gather items that you may need to take with you if you are advised to evacuate.

4. People traveling in vehicles should seek shelter in the nearest airtight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents, and turn off the heater or air conditioner until they reach a suitable building.

5. If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.

6. *(If school is in session.)*

Students at the following school(s) are taking shelter at their schools:

Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.

Students at the following school(s) [have been/are being] evacuated to other facilities:

Parents should not attempt to pick up students from schools that have been evacuated.

Local officials will provide information on where to pick up school children as soon as it is available.

7. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.

8. Please do not call [911] or local emergency officials for information. Stay tuned to this station for additional information.

LAC Emergency Management Pre-Scripted Messages

Special News Advisory – Pre-Evacuation

1. The Los Alamos County Office of Emergency Management has issued the following advisory for those who live, work, or are visiting in the County.
2. Due to the threat of _____, it may be necessary for people who live, work or are visiting certain local areas to evacuate in the near future. This area(s) that may be at risk include:
Describe area boundaries
3. Evacuation is NOT being recommended at this time. Local officials will advise you if evacuation is necessary. However, you should be prepared to evacuate if needed. To prepare, you should:
 - A. Assemble the following emergency supplies:
 - Clothing for your family for several days
 - Bedding, pillows, and towels
 - Prescription medicines & spare eyeglasses
 - Soap and toiletries
 - Baby food and diapers
 - Your address book or list of important telephone numbers
 - Your checkbook, credit cards, and cash
 - Your driver's license and identification cards
 - A portable radio and flashlight.
 - B. You should also:
 - Gather suitcases, boxes, or bags to hold your emergency supplies.
 - Be prepared to secure your home or office and your property before you depart.
 - Ensure your car is in good shape and you have adequate fuel.
 - Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel or motel reservations.
4. Potential evacuation routes from the area(s) at risk include: _____
5. Potential evacuation routes from the area(s) at risk are described in: _____
6. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who do not have transportation, offer to assist them if you can.
7. We want to emphasize that this is a PRECAUTIONARY message about possible evacuation. Evacuation is NOT being recommended at this time.
8. Keep your radio or TV on and listen for further information about this situation. Please do not call 911 or local emergency officials for information as this ties up telephone lines needed for emergency operations.

LAC Emergency Management Pre-Scripted Messages

Warning Message – Urgent Evacuation

1. The Los Alamos County Office of Emergency Management has issued the following warning for those who live, work, or are visiting in the County.
2. Due to _____ that [threatens/is affecting] a portion of the local area, the County Manager recommends that people in the following area evacuate immediately to protect their health and safety: _____
3. Recommended evacuation routes from the area(s) at risk include: _____
4. Be sure to take essential items such as:
 - prescription medicines
 - eyeglasses
 - identification cards
 - checkbook
 - credit cards
 - valuable papers

Do not delay your departure to collect other belongings.

5. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Some shelters will not accept pets.
6. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
7. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.
8. Repeating, local officials recommend the people in the following area(s) evacuate now:
(Repeat the area description in paragraph 2 above.)
9. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

LAC Emergency Management Pre-Scripted Messages

Special News Advisory – Supplemental Evacuation Information

1. The Los Alamos County Office of Emergency Management has issued the following advisory for those who live, work, or are visiting in the County:
2. Due to the threat of _____, local officials have recommended that people who live, work or are visiting in the following areas evacuate to protect their health and safety:
Describe area boundaries.
3. Use the following evacuation routes: *list evacuation routes*
4. You should take the following emergency supplies with you:
 - clothing for your family for several days
 - bedding, pillows, and towels for each family member
 - prescription medicines & spare eyeglasses
 - soap and toiletries
 - baby food and diapers
 - address book or list of important telephone numbers
 - checkbook, credit cards, and cash
 - driver's license and identification cards
 - portable radio and flashlight, with extra batteries
5. Plan where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
6. If you cannot find another place to stay, temporary public shelters will be/have been opened at: _____
7. Take your pets with you, but make sure you bring a leash, crate, or cage for them as well as pet food.
8. Secure your property before you depart. Shut off all appliances, except refrigerators and freezers. Lock all doors and windows.
9. Expect travel delays on evacuation routes. If you have a substantial distance to drive, you may want to take drinks and ready-to-eat food in your car in case you are delayed.
10. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you.
11. If you have neighbors or co-workers, who need help or do not have transportation, offer to assist them if you can.
12. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.
13. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials. If you missed some of the information in this advisory, it will be broadcast again soon.

LAC Emergency Management Pre-Scripted Messages Special News Advisory – School & Public Facilities

1. The Los Alamos County Office of Emergency Management has issued the following advisory for those who live, work, or visiting in the County.

2. The current emergency situation involving _____ has affected the operation of a number of local facilities. This advisory is intended to provide you an update on the status of schools, hospitals, nursing homes, and other key facilities.

3. All local public schools have been closed.

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

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

School _____ Students relocated to:

Parents should pick up their children at these host facilities.

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

Facility _____ Patients relocated to:

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

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

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

Appendix 7 - Pandemic

Coordinating Agency:

Los Alamos County Emergency Management

Primary Agency:

Los Alamos County Emergency Management

Support Agencies:

American Red Cross

Atomic City Transit

Bandelier National Monument

Center for Disease Control (CDC)

Contact Technical/Clean up Support as necessary

Federal Emergency Management Agency (FEMA)

Los Alamos Airport

Los Alamos County Business'

Los Alamos County Environmental Services Division

Los Alamos County Public Schools

Los Alamos County Public Works Department

Los Alamos County Traffic and Streets Division

Los Alamos Medical Center

Los Alamos National Laboratory (LANL)

Los Alamos Visiting Nurses

Other Federal/State Departments as necessary

Public Works Director

State of New Mexico Aging & Long-Term Services Department

State of New Mexico Department of Health

State of New Mexico Department of Homeland Security and Emergency Management

State of New Mexico Department of Public Safety

State of New Mexico National Guard

Introduction

Purpose

The purpose of Los Alamos County Disease Outbreak appendix, under the authority set forth in the Incorporated County of Los Alamos Resolution No. 06-11, Los Alamos County All-Hazards Plan, is to promote an effective local response to pandemic, should it emerge in Los Alamos.

This appendix supports the county's efforts to address the non-medical care needs and medical care needs (Strategic National Stockpile). It will address unique policies, situations, operating concepts, responsibilities, and funding guidelines required for a response in case of a Pandemic Outbreak. This is a living document, which will be updated as the County understands the path forward and gains more data regarding best practices.

Situation

This document provides planning guidance for Los Alamos County that focuses on several

measures other than vaccination and drug treatment that will be useful during a pandemic to reduce harm.

- The Los Alamos County Hazard Analysis and Risk Assessment in the Hazard Mitigation Plan identifies Pandemic as a human caused emergency that can significantly impede, or overload medical capabilities.
- Pandemics are unpredictable worldwide events that can have health, economic, and social consequences. Global economic interdependence, international travel and trade increase the threat of infectious viral diseases.
- A pandemic occurs when a new (novel) virus emerges which can infect people easily and spread from person to person in an efficient and sustained way.
- The Los Alamos County PIO will provide information via accessible methods.
- Los Alamos County Emergency Management has the capability to use CodeRed, AM1610, and the EAS system as means to alert and educate the public.
- Certain schools, group quarters, or special needs groups or individuals may require special means of receiving assistance.

Assumptions

- The State of New Mexico would declare of Public Health Emergency following Federal guidance in response to a pandemic situation.
- Response will be coordinated by the NMDOH Secretary and will include the Secretary of the New Mexico Department of Public Service (NMDPS) and the Secretary of the New Mexico Department of Homeland Security and Emergency Management (NM DHSEM).
- The State EOC as well as NMDOH DOC will be activated to support, collaborate, and coordinate local response efforts.
- The NMDOH will coordinate with Public Health Regions, who in turn will coordinate with the local emergency manager or the local government entities.
- The Primary EOC (White Rock Fire Station 3) will work with the NMDOH to provide resources for the pandemic response.
- It is unlikely that the most effective tool for mitigating a pandemic (i.e., a well-matched pandemic strain vaccine) will be available when a pandemic begins.
- Los Alamos County may not be able to rely on mutual aid resources, State or Federal assistance to support local response efforts at the onset of the pandemic.
- Time constraints may limit the ability to obtain State and Federal resources, so County resources could likely be exhausted quickly or severely stressed.
- Widespread illness in the community will also increase the likelihood of sudden and significant workforce shortages in critical community services.

- Los Alamos County, individuals and families, employers, schools, and other organizations will be asked to plan for the use of interventions to help limit the spread of a pandemic, prevent disease and death, and lessen the impact on the economy.
- The response to a pandemic will pose substantial physical, personal, social, and emotional challenges to healthcare providers, public health officials, and other emergency responders and essential service workers.

Terms Defined

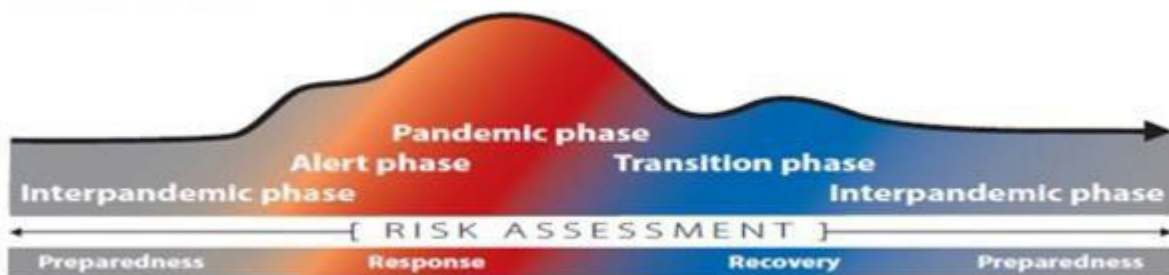
The pandemic phases reflect World Health Organization (WHO) risk assessment of the global situation regarding each virus with pandemic potential infecting humans. These assessments are made initially when such viruses are identified and are updated based on evolving virological, epidemiological, and clinical data. The phases provide a high-level, global view of the evolving picture.

The global phases – interpandemic, alert, pandemic, and transition – describe the spread of the new subtype around the world, taking account of the disease it causes. As pandemic viruses emerge, countries and regions face different risks at different times.

Starting at the far left of the continuum, the global average of cases are lowest during the “interpandemic” phase, which is during the “preparedness” risk assessment stage. The global average of cases greatly increase through the “alert” and “pandemic” phases, with the greatest global average of cases occurring in the “pandemic” phase. These two phases overlap with the “response” stage of the risk assessment. The global average of cases greatly decreases moving into the “transition” phase, which overlaps with the “recovery” stage of the risk assessment.

The figure shows a slight increase of the global average of cases during the “transition” phase, indicating a possible second wave of pandemic cases. The global average of cases decreases until it levels out to the original global average of cases, returning to the “interpandemic” phase, which overlaps with the “preparedness” risk assessment stage.

Figure 1. The continuum of pandemic phases*



* This continuum is according to a “global average” of cases, over time, based on continued risk assessment and consistent with the broader emergency risk management continuum.

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

- Provide safety/support for responders
- Situation monitoring and assessment
- Save human lives
- Collaborate with health care systems to maintain services and handle surge
- Implement non-pharmaceutical interventions to reduce the spread of disease
- Public Information Sharing and Communication
- Care for quarantined residents

Protect Property

- Save property from destruction.
- Act to prevent further loss.
- Provide security for property

Restore Services

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

Concept of Operations

General

Los Alamos County will characterize its operations within the framework of the World Health Organization's Global Pandemic Phases (Figure 1).

The pandemic appendix is consulted along with the EOP when considering the changing needs of Los Alamos County during an emergency.

Non-pharmaceutical interventions will be implemented before medical countermeasures are available.

- Isolation and quarantine
- Restrictions on movement and travel advisory/warnings

- Social distancing
- External decontamination
- Hygiene

Interpandemic Phase/Preparedness

Each department will develop written Continuity of Government (COG) and Continuity of Operations (COOP) plans that will ensure continuation of County-provided services. Plans must address, at minimum:

- Adequate human resources given 30% - 50% workforce reduction.
- Determine critical tasks/functions given reduced workforce availability.
- Develop communications methodologies that will reduce the need for interpersonal contact.
- Ensure reliable telecommunications networks are in place and will support increased volume/workloads.
- Plan for and anticipate material shortages. Determine critical supplies. Develop stockpiles.
- Ensure that critical data is backed up.
- Given pandemic response measures such as social distancing, develop contingencies aimed at supporting an increased reliance upon telecommunication.

Alert Phase/Response

Continue to review/revise contingency planning and preparation efforts begun during the Interpandemic phase.

Pandemic Phase/Response

Continue to employ social distancing as the overarching mitigating response strategy. Los Alamos County will recommend the use of control measures such as individual contact tracing and quarantine as feasible and practical, depending on the epidemiology of the pandemic. Los Alamos County will also consider implementation of community-based containment measures, including closure of public buildings, cancellation of school and public events, depending upon the epidemiologic intelligence related to the pandemic.

Specifics

Based on Federal Plans, the clinical disease attack rate will be 15% - 30% in the overall population. Of these 50% will seek outpatient medical care.

The number of hospitalizations and deaths will depend on the virulence of the pandemic virus. Estimates for New Mexico for moderate and severe pandemic strains are outlined in the table below*.

Characteristic	Moderate (1957/68- like virus)	Severe (1918-like virus)
Illness	314,550 (15%)	733,950 (35%)
Outpatient medical care	157,275 (50% of those ill)	366,975 (50% of those ill)
Hospitalization	1,800 - 2,600	4,400 - 6,000
ICU care	500 – 650	1,000 - 1,500
Mechanical ventilation	200 – 300	550 - 700
Deaths	165 – 224	380 - 550

Note: These estimates were derived from FluSurge (Centers for Disease Control and Prevention: <http://www.cdc.gov/flu/flusurge.htm>) The Federal Government used IHME modeling and projections during 2019 COVID Pandemic.

Los Alamos County Impact Model

Based on the Federal Plan, the clinical disease attack rate will be 15% - 30% in the overall population. Of these 50% will seek outpatient medical care.

The number of hospitalizations and deaths will depend on the virulence of the pandemic virus.

Characteristic	Moderate (1957/68- like virus)	Severe (1918-like virus)
Illness	2,865 (15%)	6,685 (35%)
Outpatient medical care	1,432 (50% of those ill)	3,343 (50% of those ill)
Hospitalization	15 – 60	43 - 135
ICU care	5 – 20	25 - 50
Mechanical ventilation	7 – 15	20 - 30
Deaths	5 – 15	14 - 35

Note: New Mexico 1918 strain is more realistically projected at 1,500-5,000 deaths (https://www.santafenewmexican.com/news/local_news/about-100-years-ago-a-different-pandemic-loomed/article_e7234c36-5a4f-11ea-912d-b72f213c7359.html)

Pharmaceutical Countermeasures - Strategic National Stockpile (SNS)

When Strategic National Stockpile assets and material have been received by the State of New Mexico, there are two strategies for distributing:

- Materiel may be transported to the user facility directly from a Receipt, Storage and Shipping (RSS) site appropriately apportioned and ready for distribution
- Pharmaceutical resource ordering from Points of Distribution (PODs) will be directed to the Regional Operations Center/Regional Incident Command Post depending on the scale of the incident command structure

Medical Countermeasures Distribution

For operational guidance in the distribution of medical countermeasure and POD operations, refer to the New Mexico Medical Countermeasures Operational Guide.

Site-specific POD and POD Security Plans are on file at the Regional Headquarters, BHEM, and Regional Public Health Offices. Los Alamos County is currently not a POD location but will work with NMDOH to activate a Point of Distribution site.

Legal Considerations

During an emergency or disaster, some administrative procedures may be suspended, relaxed, or made optional. Such action will be carefully considered, and the consequences should be projected realistically.

Departures from usual methods will be stated in the Governor's State of Emergency Order and in emergency plans.

Legal issues to support medical supplies management, distribution, and mass prophylaxis operations are outlined in the state SNS Countermeasure and Distribution Plan.

Legal Considerations

- NMDOH notifies County Emergency Manager to activate Medical Countermeasure Plans.
- Situation Assessment Team (SAT) decides if EOC activation is required, or the level and type of response required.
- A member of NMDOH will be requested to assist the SAT.
- Activation of Intermediary Distribution Site
- Activation of Point of Dispensing Site (POD)
- Coordination with Local Public Health Regional Operations Center (ROC)
- The EOC Director may activate the EOC, establish communications, issue warnings, and activate Red Cross and other EOC Staff as needed.
- Population protection and requests from the Incident Commander are considered.
- Population assessment should include identifying vulnerable populations such as hospitals, schools, assisted living centers and areas where large numbers of people can be found.
- Risk to emergency responders & population is factored into operations plan.
- EOC will anticipate problems, plan, and direct plan implementation.
- Cost recovery procedures initiated.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Los Alamos County Emergency Management

Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic

1	Ensure adequate EMS coverage throughout the planning area.
2	Identify alternate or backup facilities.
3	Determine the availability of resources for hospital facilities, capacity, staff, EMS, volunteers, and outside assistance.
4	Anticipate health and medical requirements for vulnerable populations.
5	Identify fatality management capabilities.
6	Identify liaison to communicate with local and state health departments.
7	Have working plans for patient transport to all sites, including overflow and out of area.
8	Identify hospitals' ability to perform decontamination of patients, service animals and pets.
9	Identify behavioral health response capabilities.
10	Identify available health and medical sector related volunteer organizations.
11	Have a clear press release and mass media protocol for communication to the public during emergencies.
12	Coordinate credentialing and privileging procedures to utilize volunteer behavioral health professional and other staff.
13	Coordinate activities in preparing at-risk populations for disasters.
14	Coordinate and maintain family reunification policies or procedures.
15	Collaborate with Department of Agriculture, Health and Human Services, CDC, FDA, and related organizations on programs tracking potential pandemics and epidemics.
16	Provide vaccinations against preventable diseases

Response (During Event) Actions for Appendix 7 - Pandemic

1	Coordinate with private sector hospital and EMS services to ensure adequate communication during response activities.
2	Coordinate with neighboring community health and medical organizations and with state and federal officials on matters related to assistance from other governments.
3	Ensure that positive identification and proof of licensure is made for all volunteers through NMServes

Primary: Los Alamos County Emergency Management

Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic

1	Ensure adequate EMS coverage throughout the planning area.
2	Identify alternate or backup facilities.
3	Determine the availability of resources for hospital facilities, capacity, staff, EMS, volunteers, and outside assistance.
4	Anticipate health and medical requirements for vulnerable populations.
5	Identify fatality management capabilities.
6	Identify liaison to communicate with local and state health departments.
7	Have working plans for patient transport to all sites, including overflow and out of area.
8	Identify hospitals' ability to perform decontamination of patients, service animals and pets.
9	Identify behavioral health response capabilities.
10	Identify available health and medical sector related volunteer organizations.
11	Have a clear press release and mass media protocol for communication to the public during emergencies.

12	Coordinate credentialing and privileging procedures to utilize volunteer behavioral health professional and other staff.
13	Coordinate activities in preparing at-risk populations for disasters.
14	Coordinate and maintain family reunification policies or procedures.
15	Collaborate with Department of Agriculture, Health and Human Services, CDC, FDA, and related organizations on programs tracking potential pandemics and epidemics.
16	Provide vaccinations against preventable diseases
Response (During Event) Actions for Appendix 7 - Pandemic	
1	Coordinate with private sector hospital and EMS services to ensure adequate communication during response activities.
2	Coordinate with neighboring community health and medical organizations and with state and federal officials on matters related to assistance from other governments.
3	Ensure that positive identification and proof of licensure is made for all volunteers through NMServes
Supporting: American Red Cross	
Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic	
1	Identify fatality management capabilities.
Supporting: Atomic City Transit	
Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic	
1	Have working plans for patient transport to all sites, including overflow and out of area.
Supporting: State of New Mexico Department of Health	
Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic	
1	Coordinate activities in preparing at-risk populations for disasters.
2	Provide vaccinations against preventable diseases
Response (During Event) Actions for Appendix 7 - Pandemic	
1	Coordinate with neighboring community health and medical organizations and with state and federal officials on matters related to assistance from other governments.
Supporting: State of New Mexico Department of Homeland Security and Emergency Management	
Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic	
1	Provide vaccinations against preventable diseases
Response (During Event) Actions for Appendix 7 - Pandemic	
1	Coordinate with neighboring community health and medical organizations and with state and federal officials on matters related to assistance from other governments.
Care and Shelter Branch Director	
Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic	
1	Ensure adequate EMS coverage throughout the planning area.
2	Anticipate health and medical requirements for vulnerable populations.
Fire/Rescue/EMS Branch Director	
Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic	
1	Identify alternate or backup facilities.
2	Determine the availability of resources for hospital facilities, capacity, staff, EMS, volunteers, and outside assistance.
3	Anticipate health and medical requirements for vulnerable populations.
4	Identify fatality management capabilities.
5	Identify behavioral health response capabilities.

6	Identify available health and medical sector related volunteer organizations.
7	Coordinate activities in preparing at-risk populations for disasters.
Response (During Event) Actions for Appendix 7 - Pandemic	
1	Start a Unit Log (ICS 214) to hand-record anything not covered in this checklist.
2	Coordinate with neighboring community health and medical organizations and with state and federal officials on matters related to assistance from other governments.
3	Ensure that positive identification and proof of licensure is made for all volunteers through NMServes
Law Enforcement Branch Director	
Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic	
1	Coordinate credentialing and privileging procedures to utilize volunteer behavioral health professional and other staff.
Los Alamos County All Departments	
Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic	
1	Maintain current MOUs or MOAs.
Response (During Event) Actions for Appendix 7 - Pandemic	
1	Maintain accurate records of resources utilized and submit reports.
Los Alamos County Community Services Department	
Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic	
1	Anticipate health and medical requirements for vulnerable populations.
2	Identify fatality management capabilities.
3	Coordinate credentialing and privileging procedures to utilize volunteer behavioral health professional and other staff.
4	Coordinate activities in preparing at-risk populations for disasters.
5	Coordinate and maintain family reunification policies or procedures.
6	Provide vaccinations against preventable diseases
Los Alamos County Department Heads	
Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic	
1	Ensure any open actions are assigned to appropriate staff
2	Provide any input for the After-Action Report
3	Ensures necessary functions are maintained throughout and following interpandemic phase
4	Ensures all documentation is in order should a Federal Disaster Declaration be approved following the Public Health Emergency
5	Develop phone trees for maintaining contact with employees
6	Develop list of contacts of agency specific external suppliers, contactors, vendors, etc.
7	Participate in LAC Continuity of Operations and Continuity of Government planning. Define essential operations, personnel, requirements, and telecommunications needs
8	Provide sufficient and accessible infection control supplies (e.g., hand hygiene products, tissues, and receptacles for their disposal) at all site locations
9	Continuously monitor and assess implementation actions
10	Establish process to monitor subordinates' health/morale
11	Assess the number of employees with school age children and other dependents at home
12	Assess the number of employees who rely solely on public transportation
13	Establish process to monitor subordinates' health/morale
14	Prioritize resources

15	Identify alternate or backup facilities.
Response (During Event) Actions for Appendix 7 - Pandemic	
1	Implement specific strategies to protect your staff from getting or spreading on the job, including instituting processes that request and enable employees to stay home at first sign of symptoms
2	After assessing your employees, look at strategies to meet the particular needs of both individual and LAC.
3	Avoid crowded/heavily populated places (following State and Federal guidance)
4	Avoid face to face meetings. Use teleconference, video conference and internet to conduct business
5	Recommend avoiding cafeterias/restaurants (suggest take out) and introduce staggered lunches
6	If face to face meetings are unavoidable, choose a large room and sit at least 6 ft away from each other
7	Evaluate office and workstation modifications to ensure social distancing
8	Develop and prepare to implement emergency spending procedures/contingencies
9	Alter/modify business related travel based upon travel advisories issued by the CDC/HHS
Recovery (Post Event) Actions for Appendix 7 – Pandemic	
1	Assess all physical, economic, and social impacts.
2	Adjust recovery actions based upon actual impacts and circumstances
3	Assess costs to prepare for next wave
4	Implement all planned and adjusted recovery actions to restore LAC to full, normal operations.
5	Balance recovery with essential preparedness for next pandemic wave actions.
6	Communicate with stakeholders, suppliers, and Federal/State teams regarding potential challenges facing LAC.
7	Adjust actions to restore LAC functions and ensure success for the next pandemic wave.
Protection Actions for Appendix 7 – Pandemic	
1	Discuss with contactors any issues with good/services/delivery
2	Consider expanding the normal one-shift workday to multiple shifts to minimize employee contact
3	Establish a means of dedicated transportation for essential staff to and from LAC while maintaining infection control measures
4	Review equipment standards (maintenance, repair, life expectancy) to ensure all essential and critical pieces are capable of sustained operations with the supply and resources available.
5	Determine essential services that must be rendered and the strategies that must be developed to ensure their delivery
6	Develop strategies aimed at supply ordering, stockpiling and storage
7	Train and prepare auxiliary workforce to assume roles in helping sustain essential functions

Los Alamos Emergency Communications Center	
<i>Preparedness (Pre-Event) Actions for Appendix 7 - Pandemic</i>	
1	Coordinate and maintain family reunification policies or procedures.
Los Alamos County Fire Department	
<i>Preparedness (Pre-Event) Actions for Appendix 7 – Pandemic</i>	
1	Ensure adequate EMS coverage throughout the planning area.
2	Determine the availability of resources for hospital facilities, capacity, staff, EMS, volunteers, and outside assistance.
3	Anticipate health and medical requirements for vulnerable populations.
4	Identify fatality management capabilities.
5	Identify liaison to communicate with local and state health departments.
6	Have working plans for patient transport to all sites, including overflow and out of area.
7	Identify hospitals' ability to perform decontamination of patients, service animals and pets.
8	Identify behavioral health response capabilities.
9	Coordinate activities in preparing at-risk populations for disasters.
<i>Response (During Event) Actions for Appendix 7 – Pandemic</i>	
1	Coordinate with private sector hospital and EMS services to ensure adequate communication during response activities.
2	Coordinate with neighboring community health and medical organizations and with state and federal officials on matters related to assistance from other governments.
3	Ensure that positive identification and proof of licensure is made for all volunteers through NMServes
Los Alamos County Human Services	
<i>Preparedness (Pre-Event) Actions for Appendix 7 – Pandemic</i>	
1	Coordinate credentialing and privileging procedures to utilize volunteer behavioral health professional and other staff.
2	Coordinate activities in preparing at-risk populations for disasters.
3	Coordinate and maintain family reunification policies or procedures.
4	Provide vaccinations against preventable diseases
Los Alamos County Manager	
<i>Preparedness (Pre-Event) Actions for Appendix 7 – Pandemic</i>	
1	Define essential functions and essential employees to sustain operations and services vital to sustain county services
2	Prioritize actions to support normal, critical, and essential functions
3	Initiate initial appropriate actions for the Alert and Pandemic phase and external trigger points
4	Continuously monitor and assess implementation actions
5	Review plans at least every 90 days initially, and more frequently as the pandemic unfolds
<i>Response (During Event) Actions for Appendix 7 – Pandemic</i>	
1	As the pandemic spreads, assess and adjust actions based upon potential implications for LAC
2	As the stages of pandemic advance, implement relevant social distancing policies, including telework for non-essential employees
3	Implement a formal worker and workforce protection strategy for assessing worker conformance (closures, travel advisories, 14-day isolations, etc.) and workplace cleanliness
4	Monitor for potential weaknesses in the system

5	Implement "essential operations only"
6	Implement alternative absenteeism policies to assist department employees in caring for ill family members
Recovery (Post Event) Actions for Appendix 7 – Pandemic	
1	Assess all physical, economic, and social impacts
2	Adjust recovery actions based upon actual impacts and circumstances
3	Assess costs to prepare for next wave
4	Implement all planned and adjusted recovery actions to restore LAC to full, normal operations.
5	Balance recovery with essential preparedness for next pandemic wave actions
6	Communicate with stakeholders, suppliers, and Federal/State teams regarding potential challenges facing LAC
7	Adjust actions to restore LAC functions and ensure success for the next pandemic wave
Protection Actions for Appendix 7 – Pandemic	
1	Convene Pandemic Preparedness and Response Team.
2	Communicate policies to be implemented in the event of a pandemic
3	Initiate communications plan
4	Track changes in the WHO pandemic alert phases to define objective trigger points that will shift activities to the next level
5	Continuously assess ongoing preparedness activities to adjust objectives, effects and actions based upon changes at State, Federal, LANL and LAPS
6	Identify key POCs at all government levels to ensure congruence regarding preparedness actions and support requirement.
7	Determine legal issues regarding employees' obligation to report to duty when ordered to do so (include consequences for not doing so)
Los Alamos County Police Department	
Preparedness (Pre-Event) Actions for Appendix 7 – Pandemic	
1	Coordinate credentialing and privileging procedures to utilize volunteer behavioral health professional and other staff.
2	Coordinate and maintain family reunification policies or procedures.
Los Alamos County Public Information Officer	
Preparedness (Pre-Event) Actions for Appendix 7 – Pandemic	
1	Ensure any open actions are assigned to appropriate staff
2	Ensures all documentation is in order should a Federal Disaster Declaration be approved following the Public Health Emergency
3	Assess and prioritize LAC's normal and emergency communications protocols, processes and capabilities for rapid information sharing with stakeholders
4	Meet with all internal and external stakeholder groups to identify concerns and support needs
5	Coordinate with local Public Health, LANL, LAPS and Emergency Management on message and information sharing initiatives
6	Develop messages and protocols for sharing information with the media
7	Prepare communique on LAC's preparedness to manage a pandemic, possible health and safety issues, service provision and/or curtailment of policies
8	Identify and exploit opportunities to inform the public, County staff and suppliers
9	Identify liaison to communicate with local and state health departments.
10	Have a clear press release and mass media protocol for communication to the public during emergencies.

11	Coordinate credentialing and privileging procedures to utilize volunteer behavioral health professional and other staff.
Response (During Event) Actions for Appendix 7 – Pandemic	
1	Ensures necessary functions are maintained throughout and following interpandemic phase
2	Communicate key messages to LAC staff, and internal/external stakeholders and the public regarding LAC operational status, protection, and expectations of employees
3	Recommend visiting CDC.GOV for information pertaining to individual and family care planning, checklists, and guides
4	Publicize CDC recommendation relating to hygiene, infection control and prevention
5	Assess pre-planned messages and adjust for changing conditions
6	Monitor and forecast potential public and media relations issues
7	Quickly address rumors and misinformation
8	Keep all internal and external stakeholders informed in a timely manner
9	Ensure any open actions are assigned to appropriate staff
Recovery (Post Event) Actions for Appendix 7 – Pandemic	
1	Provide any input for the After-Action Report
2	Ensure communications and information sharing channels remain open with all external stakeholders
3	Provide continuous update concerning LAC's recovery and next pandemic wave preparedness levels
4	Assess media releases to prepare for next wave
Protection Actions for Appendix 7 – Pandemic	
1	Provide overview information on symptoms, modes of transmission, etc. utilizing CDC website
2	Provide information on personal protection and response strategies (e.g., hand hygiene, sneezing and coughing etiquette)
3	Provide information on disease containment strategies (e.g., social distancing, non-contact shift relief, telecommuting etc.).
4	Provide updated LAC planning and preparedness information
5	Share information on trigger point and phase changes and implications for LAC with all internal and external stakeholders
6	Coordinate with public and media points of contact to ensure they are aware of changes and impacts upon the County
Los Alamos Public Schools	
Preparedness (Pre-Event) Actions for Appendix 7 – Pandemic	
1	Coordinate credentialing and privileging procedures to utilize volunteer behavioral health professional and other staff.

Operations Section Chief	
<i>Preparedness (Pre-Event) Actions for Appendix 7 – Pandemic</i>	
1	Identify available health and medical sector related volunteer organizations.
2	Coordinate credentialing and privileging procedures to utilize volunteer behavioral health professional and other staff.
3	Coordinate and maintain family reunification policies or procedures.
4	Provide vaccinations against preventable diseases
<i>Response (During Event) Actions for Appendix 7 – Pandemic</i>	
1	Start a Unit Log (ICS 214) to hand-record anything not covered in this checklist.
2	Coordinate with private sector hospital and EMS services to ensure adequate communication during response activities.
3	Coordinate with neighboring community health and medical organizations and with state and federal officials on matters related to assistance from other governments.
4	Ensure that positive identification and proof of licensure is made for all volunteers through NMServes

Pre-Scripted Messages

1. Los Alamos County Emergency Management has issued the following advisory for those who live, work, or visiting in the County.
2. The current emergency situation involving _____ has affected the operation of a number of local facilities. This advisory is intended to provide you an update on the status of schools, hospitals, nursing homes, and other key facilities.
3. All local public schools have been closed.
4. The following schools have been closed and students (are being/have been) returned to their homes: _____
5. The following schools have been evacuated and their students relocated to other facilities:
School _____ Students relocated to:
Parents should pick up their children at this facility(ies)
6. The following hospitals and nursing homes have been evacuated and their patients relocated to other facilities:
Facility _____ Patients relocated to:
7. The following government offices, parks, recreation areas, and other public facilities have been closed:
8. Please stay tuned to this station for more information and instructions from local officials.
9. And please refrain from contacting Dispatch unless you have a true emergency.

Coronavirus (COVID-19) Exposure Procedures

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

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

Direct exposure with a COVID-19 individual: When a Los Alamos County employee has contact with an individual, through the course of their duties, who has or is suspected to have COVID-19 where proper PPE was not used, and there is a high likelihood of transmission.

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

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

When a Los Alamos County employee has direct exposure with a COVID-19 individual in the course of their job duties, the following procedures will be used:

1. Contact the Los Alamos County EM at 505-662-8283 or 505-709-8632 or email EOCEM@lacnm.us
2. Report the circumstances (see Coronavirus Reporting Form)
3. The EM will coordinate with the DOH for testing and additional medical protocols
4. Have individual(s) immediately clean and disinfect all high-touch surfaces within their workspace if possible and restrict interaction with all other employees
5. The individual will be able to self-isolate until the test results come back or have fully recovered.
 - a. If the employee wishes to self-isolate at home, they will be sent home
 - b. If the employee does not wish to self-isolate at home, they will be provided with an alternate location to self-isolate (see Section 2)
6. The individual will return to work under one of the following conditions
 - a. If NOT tested for COVID-19 with symptoms
 1. No fever for at least 72 hours (three full days of no fever without the use of Medicine to reduce the fever)
 2. Other symptoms have improved (when cough and shortness of breath have improved)

3. At least 14 days have passed since your symptoms first appeared.
- b. If NOT tested for COVID-19 without symptoms, 14-day self-isolation
- c. Negative test results
- d. Positive test results WITH SYMPTOMS
 1. No longer have a fever (without the use of medicine to reduce the fever)
 2. Other symptoms have improved (when cough and shortness of breath have improved)
 3. You receive two negative test in a row, 24hrs apart
- e. Positive test results with NO SYMPTOMS
 1. May discontinue isolations when at LEAST 14 days have passed since the positive result, provided they remain asymptomatic unless a negative test is produced

AND

 2. For 3 days after the discontinuation of isolation, they will be required to wear a face covering while in public

Indirect exposure to a COVID-19 individual: When a Los Alamos County employee is working in an area that a COVID-19 individual has visited. An example of this would be an office worker that calls in sick, reporting COVID-19 symptoms. The co-workers have been around this individual the previous day. The employees have gone home each day. Social distancing, proper cleaning, and handwashing were strictly enforced in the workplace. The likelihood of transmission is low.

When a Los Alamos County employee has an indirect exposure with a COVID individual while at work that following procedures will be used:

1. Immediately notify your supervisor.
2. Contact the Los Alamos County EM at 505-662-8283 or 505-709-8632 or email EOCEM@lacnm.us
3. Report the circumstances (see Coronavirus Reporting Form).
4. Have individual(s) immediately wash hands, clean area, restrict access, and reduce interaction with all other employees.
5. The EM will investigate the circumstances surrounding the exposure and determine the likelihood of exposure.

6. Facilities will coordinate the enhanced cleaning of the area. (see Building Cleaning Procedures).
7. Based on the likelihood of transmission or at the employee's request, they may self-isolate at home
8. The individual will return to work under one of the following conditions:
 - a. 14-day self-isolation with no symptoms
 - b. Negative test results
 - c. Positive test results (see direct exposure guidance)

Employee reporting symptoms to supervisor: When a Los Alamos County employee reports to their supervisor that they have had direct exposure with someone that has COVID-19 or are showing signs of COVID-19 (Fever, cough, shortness of breath) or have been tested should follow What to do if you have confirmed or suspected coronavirus disease - COVID-19.

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

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

Coronavirus (COVID-19) Facility Protocol

Reference

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

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

Protocol

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

Facility Identification and Timing

- Upon identification of a suspected COVID19 case at Los Alamos County facility, contact the Emergency Manager (EM) 505-662-8283 or 505-709-8632 to determine whether to close the building or movement will be restricted within the building.
- The EM will coordinate with the facility to determine risk and provide appropriate guidance.
- The facilities Manager will work with the effected departments/buildings based on the guidance received from the EM.
 - Non-Critical County Facility (Tier 2)
 - The facility will be vacated for 72 hours prior to cleaning and disinfecting, exceeding CDC guidelines of 24 hours.
 - Close off areas visited by ill people. If possible, increase outside air circulation in the area.
 - **Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, used by the ill persons, focusing especially on frequently touched surfaces.**
 - Critical County Facility (Tier 1)
 - If an infected individual is unable to be removed from the facility, isolate into a separate area of the facility.
 - If the facility is a detention facility, coordinate with onsite staff and follow recommendations from CDC guidance: Interim Guidance on Management of Coronavirus Disease 2019 (COVID-19) in Correctional and Detention Facilities
 - If possible, close off areas visited by ill people. If possible, increase outside air circulation in the area. Wait as long as practical before beginning cleaning and disinfection.
 - Staff entering the facility will be limited to those already exposed by the ill individual to extent feasible to maintain operations.
 - Either staff assigned to that facility, Facilities staff, or contactors will perform cleaning and disinfecting. Delivery of PPE and cleaning product/supplies to the site to support at levels corresponding to the length of time from exposure.

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

Personal Protective Equipment (PPE) and Hand Hygiene

- Required PPE Levels for cleaning

Appendix 8 - Transportation

Coordinating Agency:

Atomic City Transit
Los Alamos Airport
Los Alamos County Public Works Department
Los Alamos County Traffic and Streets Division

Primary Agency:

Atomic City Transit
Los Alamos Airport
Los Alamos County Public Works Department
Los Alamos County Police Department
Los Alamos County Traffic and Streets Division

Support Agencies:

Los Alamos County Environmental Services Division
Los Alamos County Fleet Division
Los Alamos County Procurement Division
Public Works Director

Purpose and Scope

A. Purpose

1. The purpose of this Appendix is to provide resources of member agencies to support emergency transportation needs in Los Alamos County.

B. Scope

1. This Appendix addresses both emergency transportation assistance and the maintenance of transportation routes. Specifically, it discusses:
 - a. Evacuation of people and resources
 - b. Restoration of transportation infrastructure
 - c. Coordination of resource movement
 - d. Traffic restrictions and transportation safety
 - e. Mutual aid and private sector transportation resources
2. Encompassed in this Appendix is information on standard operating procedures for emergency routes, movement of responders, victims and supplies associated with response and recover efforts following a major disaster, egress, and ingress information. Also included is information on major surface transportation routes as well as transport of services critical to the welfare of the citizens of Los Alamos County.

Concept of Operations

A. General

1. This Appendix is consistent with the Primary EOC (White Rock Fire Station 3)'s methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Los Alamos County through the Los Alamos County Emergency Policy Group, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are to govern staff operations at the Primary EOC (White Rock Fire Station 3) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, this Appendix will work with its support agency counterparts to seek and procure, plan, coordinate and/or direct the use of required assets.
4. Throughout the response and recovery periods, these agencies will evaluate and analyze information requests to move people, materials, equipment, and other resources as necessary; develop and update assessments of the transportation service situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.
5. Traffic Management
 - a. Traffic Safety - Infrastructure emergencies are particularly challenging scenarios, since the mechanism that facilitates mitigation may be that which requires mitigation or control itself. The response by the primary agency within the jurisdiction of the event, to highways and other road emergencies, particularly those endangering traffic passage and flow, require an adequate response including state transportation department and emergency management cooperation. Monitoring, response, recovery cleanup and post-incident management plans fall within this category.
 - b. Traffic Mobility - planning for notification, operations delegation, continuity of transit access and traffic flow require alternative route designation and detour implementation. The protocols should be established for all major routes and should include contingencies for emergencies affecting the jurisdiction's infrastructure such as flash flooding, fires, and high winds. A subset of planning for traffic mobility is implementing the radio, television, and online communications system alerting travelers of road closures and detours in advance of their arrival in affected areas. It is the New Mexico and local jurisdictions responsibility to coordinate the interests of multiple stakeholders from corporations, private contractors, and subcontractors to the general public.

Furthermore, planning for efficient rail and interstate highway detours that affect commercial shipping requires separate operations and coordination with multiple stakeholders.

6. Evacuations

Planning for evacuations is an integral part of transportation operations in emergency management. Designated highway routes, air-evacuation (when applicable) form the basis of an evacuation operations plan, but this should be supplemented with a designated team and delegated on-site officials to carry out the following operations phases:

- a. Agency Notification
- b. Public Notification
- c. Traffic Control
- d. Evacuation Routes / Centers of Evacuation
- e. Conclusion of Evacuation

7. Transportation Infrastructure

As a result of an event that impacts transportation infrastructure, there will be an immediate response of local government resources in an attempt to re-establish or reopen infrastructure allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and to private contractors, to assist. If restoration activities exceed local jurisdiction's capability the New Mexico will be called upon to provide resources and to coordinate additional local or contracted assistance. To assist with local response activities the Los Alamos County may choose to activate the Intrastate Mutual Aid System (IMAS) to coordinate multi agency activity and to fill any resource shortfalls related to access or restoration. It is likely that the State EOC will be activated due to event activities and in anticipation of mission requests to support local government response.

B. Direction and Control

1. The Coordinating Agency is Atomic City Transit / Los Alamos Airport / Los Alamos County Public Works Department / Los Alamos County Traffic and Streets Division/Los Alamos Airport/Los Alamos County Public Works Department/Los Alamos County Traffic and Streets Division. The staff member serving as the Coordinator is appointed by and located in the Atomic City Transit / Los Alamos Airport / Los Alamos County Public Works Department / Los Alamos County Traffic and Streets Division. When support is necessary, the Coordinator coordinates all aspects of Appendix 8.
2. This Appendix complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Los Alamos County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Los Alamos County.

3. It may operate at two levels: 1) Primary EOC (White Rock Fire Station 3); and 2) Field operations
4. During emergency activations, all management decisions regarding transportation for Los Alamos County are made at the Primary EOC (White Rock Fire Station 3) by the coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section and associated staff at the Primary EOC (White Rock Fire Station 3) assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment, each primary and/or support organization assisting in the deployment of this Appendix will retain administrative control over its own resources and personnel but will be under the operational control of Appendix 8. Mission operational control may be delegated to the field by the Primary EOC (White Rock Fire Station 3).

C. Organization

1. County

- a. During an activation of the Primary EOC (White Rock Fire Station 3), primary and support agency staff are integrated with the Atomic City Transit / Los Alamos Airport / Los Alamos County Public Works Department / Los Alamos County Traffic and Streets Division staff to provide support.
- b. During an emergency or disaster event, the Primary EOC (White Rock Fire Station 3), Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.
- c. During the response phase, the Primary EOC (White Rock Fire Station 3) will evaluate and analyze information regarding transportation services requests. This Appendix will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated transportation requirements.
- d. The Atomic City Transit / Los Alamos Airport / Los Alamos County Public Works Department / Los Alamos County Traffic and Streets Division will develop and maintain the Appendix and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Los Alamos EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Los Alamos County Los Alamos EOP.
- e. The Los Alamos County tests and exercises will be represented in Appendix Emergency Planning and support disaster intelligence collection and analysis as relates to the scope.

2. State of New Mexico

- a. During an activation of the State of New Mexico EOC, the New Mexico Department of Transportation is the designated lead agency for State transportation services and may provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies at the State of New Mexico EOC will report to the Infrastructure Services Branch Chief, who reports to the Operations Section Chief under the overall direction of the State Emergency Operations Center Manager.
- c. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall New Mexico Response Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the New Mexico Response Plan.

D. Alerts and Notifications

1. The Atomic City Transit / Los Alamos Airport / Los Alamos County Public Works Department / Los Alamos County Traffic and Streets Division will notify the County Warning Point (Los Alamos County Emergency Communications Center) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Los Alamos County Emergency Communications Center), will notify the "on call" Emergency Duty Officer and/or the Coordinator when Los Alamos County has been threatened or impacted by an emergency or disaster event.
3. This Appendix will be activated or placed on standby upon notification by the Primary EOC (White Rock Fire Station 3). The representatives or designees of the coordinating agency will manage the emergency activities. If additional support is required, the coordinating and primary agencies may jointly manage activities.
4. Upon instructions to activate or place staff on standby, Atomic City Transit / Los Alamos Airport / Los Alamos County Public Works Department / Los Alamos County Traffic and Streets Division/Los Alamos Airport/Los Alamos County Public Works Department/Los Alamos County Traffic and Streets Division will implement procedures to notify all planning team members and, if necessary, mobilize all personnel, facilities and physical resources likely to be needed, based on the emergency circumstance.

E. Priorities

1. Transportation & Resources Coordinator will set specific priorities in consultation with the SAT or the EOC Director in the Emergency Operations Center.
2. The Overall Plan Priorities listed in the Base Plan still apply and take precedence for all emergency operations.
3. When allocating resources, the following priorities apply:

- a. Disaster or emergency victims.
- b. Needs of the resource management organization, e.g., securing the use of any additional facilities required by the Representative.
- c. Other needs not directly related to the emergency.

F. Special Tasks

1. Hazardous Materials

- a. Provide for handling and disposal of contaminated soil, water, and other items that could not be adequately decontaminated
- b. Provide for handling and disposal of contaminated clothing
- c. Refer to State Disaster Assistance Program and the Local Government Handbook located at the office of Emergency Preparedness and the Emergency Operations Center (EOC), or documents placed in the File Archive of this plan.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Los Alamos Airport	
<i>Response (During Event) Actions for Appendix 8 – Transportation</i>	
1	Manage and implement airspace and airport control measures in conjunction with airport manager.
2	Coordinate the management of air resources with other agencies.

Coordinating: Los Alamos County Public Works Department

Preparedness (Pre-Event) Actions for Appendix 8 – Transportation

1	Regularly test public roadway information systems including electronic signs, bulletins, Short Message Service (SMS), and media channels.
2	Integrate DOT mandated bridge, tunnel, and roadway assessments from the HMP into the Core Capabilities section of the EOP.
3	Transportation authorities should report potential problems to the EOC Director for evaluation.
4	Identify in advance the point of contact and party responsible for notifying staff of EOP activation.
5	Verify in advance that communications can be established and effectively function at alternative locations.
6	Maintain financial and legal accountability.
7	In consultation with the EOC Director, align current DHS and OEM priorities with other transportation priorities.
8	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
9	Obtain transportation resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
10	Coordinate with the private sector, local, state, and federal government GIS resources to maintain accurate mapping.
11	Report communications status, gaps, solutions, and alternative strategies to the EOC Director.
12	Identify alternate or backup communications systems and facilities.
13	Develop and test emergency communication procedures.
14	Provide staff and equipment to perform county warning point duties.
15	Coordinate planning with mass care facilities (i.e., LAMC, Sombrillo, Aspen Ridge and BeeHive) for pre-established embarkation and departure points.

Response (During Event) Actions for Appendix 8 – Transportation

1	Start a unit log (ICS 214) to hand-record items not covered in this checklist.
2	Assist with deploying additional staff if the emergency exceeds the existing Transportation staff's capabilities.
3	Identify any needed specialized resources that are unavailable to responding entities.
4	Obtain ancillary resources as dictated by the emergency.
5	If the scope of the incident is beyond the capabilities of this jurisdiction, notify the EOC Director who will coordinate with other state and federal resources.
6	Assist EOC with logistical needs.
7	Assist Procurement with monitoring resource shortages during the emergency and develop solutions.
8	Through the Transportation and Resources Coordinator, exercise discretionary authority to activate additional facilities and personnel to handle the flow of resources into and through the affected area.
9	Generate detailed information on transit needs and logistics for dissemination to other affected or participating entities.
10	Expand the Needs, Supply and Distribution Groups when necessary.
11	Facilities Manager will assist with arranging workspace and other support needs for staff.
12	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.

13	Set priorities in consultation with government entities, elected officials, other designated officials, or the EOC Director.
14	If primary warning systems fail to work, coordinate secondary warnings.
15	Allocate resources to prioritize incident victims.
16	Manage the collection, processing, and dissemination of information between Transportation and Resources staff, the EOC and Incident Command.
17	Provide resource and field support for emergency responders.
18	Coordinate the prepositioning of resources with other agencies.
19	Coordinate with response agencies and the EOC regarding the operational capabilities of the transportation system.
20	Coordinate with other agencies to recommend evacuations.
21	Coordinate with Transit to provide transportation resources to support evacuations and movement of people.
22	Traffic & Streets will initiate traffic management operations and control strategies.
23	Assist Police Department in establishing alternate routes of access required due to road closures.
24	Use call down rosters to alert emergency responders or provide situation updates.
25	Participate in EOC briefings, incident action plans, situation reports and meetings.
26	Coordinate communications and radio warning frequencies.
27	PW will assist with public warning systems to include portable electronic signage.
28	Evaluate requests for resources against known supplies.
29	Maintain access to fuel and transport resources via MOU's when the jurisdiction's own supply is compromised.
30	Collect, process, and disseminate NHTSA, FAA, rail, and DOT emergency response information to the EOC.
31	Establish two-way radio communications with the Incident Commander.
32	Prepare an oral increased readiness report for the first meeting with the EOC Director.
Recovery (Post Event) Actions for Appendix 8 – Transportation	
1	Plan recovery, reconstitution, and other long-term actions.
2	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
3	Plan for the gradual shut down of emergency transportation operations.
4	Prepare Transportation and Resources After Action Report (AAR).
5	Continue to perform tasks necessary to expedite restoration and recovery operations.
6	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
7	Provide financial reimbursement documentation for recovery activities.
8	Participate in after action meetings and prepare after action reports.
9	Prioritize repair and restoration of transportation infrastructure.
10	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.
11	Provide personnel and resources to support damage assessment teams.
12	Identify transportation reentry criteria and reentry routes.
13	Clean, repair, and perform maintenance on equipment before returning to normal operations or storage.

Mitigation Actions for Appendix 8 – Transportation	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Identify responsibilities for liaison roles with state and neighboring communities' transportation officials.
3	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
4	Maintain a personnel roster and resource lists to support transportation tasks.
5	Identify reentry criteria to the affected areas.
6	Develop standard operating guides and checklists to support planning activities.
7	Participate in HSEEP training, drills, and exercises.
8	Develop mutual aid and other support agreements with surrounding jurisdictions and foster private sector relationships.
9	Identify and correct shortfalls in emergency access and egress routes, and other transportation resources.
Protection Actions for Appendix 8 – Transportation	
1	Public Works will assist with implementing protection, resilience, and continuity planning, programs, trainings, and exercises.
2	Assist PIO with determining requirements for protected stakeholder information sharing.
3	Assist CMO with jurisdictional priorities, objectives strategies, and resource limitations.
4	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
5	Assist Police Department and Emergency Management to prevent and deter movement and operations of threatening individuals.
6	Assist with developing an observant and engaged population and foster working relationships with the community, including individuals, families, the private sector, and neighboring governments.
7	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.
8	Establish operations and communications procedures for roadblocks and check points.
9	Verify Incident Action Plan (IAP) includes updated and current locations for check points and roadblocks.
10	Coordinate with other agencies to remove road obstructions as quickly as reasonable (i.e., Rendija Canyon).
Coordinating: Los Alamos County Traffic and Streets Division	
Preparedness (Pre-Event) Actions for Appendix 8 – Transportation	
1	Regularly test public roadway information systems including electronic signs, bulletins, Short Message Service (SMS), and media channels.

Primary: Los Alamos Airport	
Response (During Event) Actions for Appendix 8 – Transportation	
1	Manage and implement airspace and airport control measures in conjunction with airport manager.
2	Coordinate the management of air resources with other agencies.
Primary: Los Alamos County Public Works Department	
Preparedness (Pre-Event) Actions for Appendix 8 – Transportation	
1	Regularly test public roadway information systems including electronic signs, bulletins, Short Message Service (SMS), and media channels.
2	Integrate DOT mandated bridge, tunnel, and roadway assessments from the HMP into the Core Capabilities section of the EOP.
3	Transportation authorities should report potential problems to the EOC Director for evaluation.
4	Identify in advance the point of contact and party responsible for notifying staff of EOP activation.
5	Verify in advance that communications can be established and effectively function at alternative locations.
6	Maintain financial and legal accountability.
7	In consultation with the EOC Director, align current DHS and OEM priorities with other transportation priorities.
8	Identify liaisons for school districts to plan safe passage of busses and evacuation of school sites.
9	Obtain transportation resources to assist the evacuation of vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
10	Coordinate with the private sector, local, state, and federal government GIS resources to maintain accurate mapping.
11	Report communications status, gaps, solutions, and alternative strategies to the EOC Director.
12	Identify alternate or backup communications systems and facilities.
13	Develop and test emergency communication procedures.
14	Provide staff and equipment to perform county warning point duties.
15	Coordinate planning with mass care facilities (i.e., LAMC, Sombrillo, Aspen Ridge and BeeHive) for pre-established embarkation and departure points.
Response (During Event) Actions for Appendix 8 – Transportation	
1	Start a unit log (ICS 214) to hand-record items not covered in this checklist.
2	Assist with deploying additional staff if the emergency exceeds the existing Transportation staff's capabilities.
3	Identify any needed specialized resources that are unavailable to responding entities.
4	Obtain ancillary resources as dictated by the emergency.
5	If the scope of the incident is beyond the capabilities of this jurisdiction, notify the EOC Director who will coordinate with other state and federal resources.
6	Assist EOC with logistical needs.
7	Assist Procurement with monitoring resource shortages during the emergency and develop solutions.
8	Through the Transportation and Resources Coordinator, exercise discretionary authority to activate additional facilities and personnel to handle the flow of resources into and through the affected area.

9	Generate detailed information on transit needs and logistics for dissemination to other affected or participating entities.
10	Expand the Needs, Supply and Distribution Groups when necessary.
11	Facilities Manager will assist with arranging workspace and other support needs for staff.
12	Coordinate the issuance of regulatory waivers, permits, and exemptions as necessary.
13	Set priorities in consultation with government entities, elected officials, other designated officials, or the EOC Director.
14	If primary warning systems fail to work, coordinate secondary warnings.
15	Allocate resources to prioritize incident victims.
16	Manage the collection, processing, and dissemination of information between Transportation and Resources staff, the EOC and Incident Command.
17	Provide resource and field support for emergency responders.
18	Coordinate the repositioning of resources with other agencies.
19	Coordinate with response agencies and the EOC regarding the operational capabilities of the transportation system.
20	Coordinate with other agencies to recommend evacuations.
21	Coordinate with Transit to provide transportation resources to support evacuations and movement of people.
22	Traffic & Streets will initiate traffic management operations and control strategies.
23	Assist Police Department in establishing alternate routes of access required due to road closures.
24	Use call down rosters to alert emergency responders or provide situation updates.
25	Participate in EOC briefings, incident action plans, situation reports and meetings.
26	Coordinate communications and radio warning frequencies.
27	PW will assist with public warning systems to include portable electronic signage.
28	Evaluate requests for resources against known supplies.
29	Maintain access to fuel and transport resources via MOU's when the jurisdiction's own supply is compromised.
30	Collect, process, and disseminate NHTSA, FAA, rail, and DOT emergency response information to the EOC.
31	Establish two-way radio communications with the Incident Commander.
32	Prepare an oral increased readiness report for the first meeting with the EOC Director.
Recovery (Post Event) Actions for Appendix 8 – Transportation	
1	Plan recovery, reconstitution, and other long-term actions.
2	Coordinate and perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
3	Plan for the gradual shut down of emergency transportation operations.
4	Prepare Transportation and Resources After Action Report (AAR).
5	Continue to perform tasks necessary to expedite restoration and recovery operations.
6	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
7	Provide financial reimbursement documentation for recovery activities.
8	Participate in after action meetings and prepare after action reports.
9	Prioritize repair and restoration of transportation infrastructure.
10	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.
11	Provide personnel and resources to support damage assessment teams.
12	Identify transportation reentry criteria and reentry routes.

13	Clean, repair, and perform maintenance on equipment before returning to normal operations or storage.
Mitigation Actions for Appendix 8 – Transportation	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Identify responsibilities for liaison roles with state and neighboring communities' transportation officials.
3	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
4	Maintain a personnel roster and resource lists to support transportation tasks.
5	Identify reentry criteria to the affected areas.
6	Develop standard operating guides and checklists to support planning activities.
7	Participate in HSEEP training, drills, and exercises.
8	Develop mutual aid and other support agreements with surrounding jurisdictions and foster private sector relationships.
9	Identify and correct shortfalls in emergency access and egress routes, and other transportation resources.
Protection Actions for Appendix 8 – Transportation	
1	Public Works will assist with implementing protection, resilience, and continuity planning, programs, trainings, and exercises.
2	Assist PIO with determining requirements for protected stakeholder information sharing.
3	Assist CMO with jurisdictional priorities, objectives strategies, and resource limitations.
4	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
5	Assist Police Department and Emergency Management to prevent and deter movement and operations of threatening individuals.
6	Assist with developing an observant and engaged population and foster working relationships with the community, including individuals, families, the private sector, and neighboring governments.
7	Assist Public Information Officer (PIO) and communications staff can effectively disseminate transit stoppage information to the public.
8	Establish operations and communications procedures for roadblocks and check points.
9	Verify Incident Action Plan (IAP) includes updated and current locations for check points and roadblocks.
10	Coordinate with other agencies to remove road obstructions as quickly as reasonable (i.e., Rendija Canyon).
Primary: Los Alamos County Traffic and Streets Division	
Preparedness (Pre-Event) Actions for Appendix 8 – Transportation	
1	Regularly test public roadway information systems including electronic signs, bulletins, Short Message Service (SMS), and media channels.
Supporting: Los Alamos County Procurement Division	
Protection Actions for Appendix 8 – Transportation	
1	Ensure Personal Protection Equipment (PPE) and visibility gear is available to those participating in field operations.

Los Alamos County All Departments	
<i>Response (During Event) Actions for Appendix 8 – Transportation</i>	
1	Designate administrative and clerical staff to serve in the EOC as physical messengers during emergencies.
Los Alamos County Capital Projects & Facilities Division	
<i>Preparedness (Pre-Event) Actions for Appendix 8 – Transportation</i>	
1	Regularly test public roadway information systems including electronic signs, bulletins, Short Message Service (SMS), and media channels.
Los Alamos County Emergency Management	
<i>Preparedness (Pre-Event) Actions for Appendix 8 – Transportation</i>	
1	Identify in advance the point of contact and party responsible for notifying staff of EOP activation.
2	Test public warning systems.
3	Coordinate warning frequencies and procedures with EOCs at higher levels of government and with neighboring communities.
4	Coordinate planning with mass care facilities (i.e., LAMC, Sombrillo, Aspen Ridge and BeeHive) for pre-established embarkation and departure points.
<i>Response (During Event) Actions for Appendix 8 – Transportation</i>	
1	If primary warning systems fail to work, coordinate secondary warnings.
<i>Mitigation Actions for Appendix 8 – Transportation</i>	
1	Train personnel on EOC operations, Incident Command System (ICS), and the National Incident Management System (NIMS).
Los Alamos County Fire Department	
<i>Response (During Event) Actions for Appendix 8 – Transportation</i>	
1	Assist with coordinating with Medical Services to ensure evacuees are transported appropriately.
2	During a Hazmat incident, assist in procuring the proper, contained, and safe transport of contaminated material out of the jurisdiction.
Los Alamos County Geographic Information System (GIS) Services	
<i>Preparedness (Pre-Event) Actions for Appendix 8 – Transportation</i>	
1	Coordinate with the private sector, local, state, and federal government GIS resources to maintain accurate mapping.
Los Alamos County Police Department	
<i>Preparedness (Pre-Event) Actions for Appendix 8 – Transportation</i>	
1	Establish law enforcement or public safety liaison for evacuation route management.
<i>Response (During Event) Actions for Appendix 8 – Transportation</i>	
1	Assist with coordinating with Medical Services to ensure evacuees are transported appropriately.
<i>Mitigation Actions for Appendix 8 – Transportation</i>	
1	Identify reentry criteria to the affected areas.
Los Alamos County Public Information Officer	
<i>Protection Actions for Appendix 8 – Transportation</i>	
1	Assist PIO with determining requirements for protected stakeholder information sharing.

Appendix 9 - Search & Rescue

Support Agencies:

Atomic City Transit
Los Alamos Airport
Los Alamos County Fleet Division
Los Alamos County Public Works Department
Los Alamos County Traffic and Streets Division

Purpose and Scope

A. Purpose

1. The purpose of this Appendix is to provide search and rescue services in support of emergency operations in Los Alamos County.

B. Scope

1. This Appendix coordinates actions to provide search and rescue to support incident management and facilitate the response process. Specifically, it supports local governments by supporting:
 - a. Searches and rescues rural areas for lost, missing, or endangered persons
 - b. Waterborne searches and rescues in lakes, ponds, or rivers
 - c. Searching for downed or missing aircraft
 - d. Searches as a result of a structural collapse

Concept of Operations

A. General

1. This Appendix is consistent with the Primary EOC (White Rock Fire Station 3)'s methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Los Alamos County through the Los Alamos County Emergency Policy Group, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Primary EOC (White Rock Fire Station 3) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe this Appendix's capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, Primary EOC (White Rock Fire Station 3) will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
5. Recovering Victims
When feasible:
 - a. Rescue survivors in dangerous areas, from environmental hazards, and debris
 - b. Retrieval of bodies when possible and only when all living victims have been recovered
 - c. Provide stable transport for victims while in injured condition
6. Vulnerable needs
Vulnerable needs populations require intensive planning by the Primary EOC (White Rock Fire Station 3) for diverse regions in Los Alamos County. This includes:
 - a. Providing for rescue and shelter of disabled, elderly, and other mentally disabled or vulnerable populations; including communicating properly with ESL or non-English speakers.
 - b. Planning temporary medical aid and liaising with medical supply companies and emergency care physicians; water, food, and shelter access provision.
 - c. Arrange for adequate power, stations, and delivery of medical supplies to disabled or at-risk victims.

B. Direction and Control

1. The Coordinating Agency is which is approved by the State of New Mexico Department of Homeland Security and Emergency Management Cabinet Secretary, in coordination with local planning partners. The staff serving as Coordinator has been appointed by. When support is necessary, the Appendix Coordinator coordinates all aspects of this Appendix.
2. This Appendix complies with the National Response Framework and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Los Alamos County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Los Alamos County.
3. The Appendix may operate at two levels: 1) Primary EOC (White Rock Fire Station 3); and 2) Field operations
4. During emergency activations, all management decisions regarding search and rescue for Los Alamos County are made at the Primary EOC (White Rock Fire Station 3) by the

coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Primary EOC (White Rock Fire Station 3) assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from each primary and/or support organization assisting this Appendix will retain administrative control over its own resources and personnel\ but will be under operational control. Delegation of mission operational control may be delegated to the field by the Primary EOC (White Rock Fire Station 3).

C. Organization

1. County

- a. During an activation of the Primary EOC (White Rock Fire Station 3), primary and support agency staff are integrated with the staff to provide support.
- b. During an emergency or disaster event, the Primary EOC (White Rock Fire Station 3) Operations Section Chief will coordinate resource support with the Emergency Services Branch Chief.
- c. During the response phase, Primary EOC (White Rock Fire Station 3) will evaluate and analyze information regarding search and rescue requests. Also, the Primary EOC (White Rock Fire Station 3) will develop and update assessments of the search and rescue status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The will develop and maintain accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Los Alamos County Los Alamos County Emergency Operations Plan.

2. State of New Mexico

- a. During an activation of the State of New Mexico EOC, the New Mexico Department of Public Safety/State Police Division is the designated lead agency for search and rescue and will provide a liaison to facilitate requests for State search and rescue resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of at the State of New Mexico EOC will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Emergency Operations Center Manager.
- c. The State of New Mexico Department of Homeland Security and Emergency Management develops and maintains the overall Emergency Operations Plan with the coordination of New Mexico Department of Public Safety/State Police Division and their accompanying Appendices, annexes, and Standard Operating

Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the Los Alamos County Los Alamos County Emergency Operations Plan.

D. Alerts and Notifications

1. The will notify the County Warning Point (Los Alamos County Emergency Communications Center) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Los Alamos County Emergency Communications Center), will notify the "on call" Emergency Duty Officer and/or Coordinator for when Los Alamos County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. This Appendix will be activated or placed on standby upon notification by the Primary EOC (White Rock Fire Station 3). The representatives or designees of the coordinating agency will manage its emergency activities. If additional support is required, the coordinating and primary agencies may jointly manage activities.
4. Upon instructions to activate or placement on standby, will implement procedures to notify all planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Search and Rescue Operations

1. High Winds and Tornados
Use initial damage assessment information and Priorities of Response prepared by the Direction & Control Coordinator to:
 - a. Identify the facilities and areas where search and rescue operations may be needed by using Damage/Casualties Survey Report Form, Expected Damage from High Winds table
 - b. Establish a priority for conduct of these operations
 - c. Focus coordination and planning on the following actions:
 - i. Remove trapped and injured persons from homes, buildings collapses, and other structural collapses
 - ii. Administer first aid
 - iii. Assist in transporting the seriously injured to medical facilities
 - iv. Anticipate and plan for the possibilities of having to assist the Access and Functional Needs (AFN) population

2. Earthquake

Priorities:

- a. Use the damage assessment from the Direction & Control Coordinator to:
 - i. Identify the facilities and areas for urban search & rescue (US&R) operations
 - ii. Establish a priority for Search and Rescue operations
- b. Assist the American Red Cross in compiling an initial damage assessment
- c. Through the Direction & Control Coordinator, notify the State Emergency Operations Center for specialized equipment and additional trained teams for large-scale search and rescue operations.

3. Typical Search and Rescue Response Missions:

- a. Remove trapped and injured persons from landslides, buildings collapses, and other structural collapses
- b. Administer first aid
- c. Assist in transporting the seriously injured to medical facilities

4. Reminders:

- a. Use professional and volunteer search teams (including dog teams)
- b. Through the Direction & Control Coordinator, request Federal assistance to perform Urban Search & Rescue (US&R) operations. The Federal Government has established these teams are available to State and local response teams. The National Response Framework (NRF) Emergency Support Function Appendix 9 includes provisions for deploying Federal US&R teams. These teams augment State and local emergency response efforts to locate, extract, and provide for the immediate medical treatment of victims trapped in collapsed structures.
- c. The County has jurisdiction after an earthquake
- d. A moderate quake of 5.0 magnitude can trigger other hazards including:
 - i. Landslides
 - ii. Fires
 - iii. Utility damage
 - iv. Hazardous materials spills

5. Additional Resources Available through the State Emergency Operations Center:
 - a. Military
 - b. State National Guard
 - c. Public Works
 - d. Structural engineers
 - e. Building inspectors
 - f. Federal assistance to perform Urban Search & Rescue (US&R) operations

III. Responsibilities

A. The following list identifies the responsibilities designated to each agency/organization for this Appendix. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Supporting: Los Alamos Airport	
Response (During Event) Actions for Appendix 9 - Search & Rescue	
1	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners
Recovery (Post Event) Actions for Appendix 9 - Search & Rescue	
1	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners
Supporting: Los Alamos County Public Works Department	
Response (During Event) Actions for Appendix 9 - Search & Rescue	
1	Coordinate with Mass Care and Public Works, Building Department and Fire Marshal for the inspection of congregate and shelter facilities prior to occupancy by evacuees. Also take into consideration the requirements of vulnerable populations.
Supporting: Los Alamos County Traffic and Streets Division	
Response (During Event) Actions for Appendix 9 - Search & Rescue	
1	Coordinate with Mass Care and Public Works, Building Department and Fire Marshal for the inspection of congregate and shelter facilities prior to occupancy by evacuees. Also take into consideration the requirements of vulnerable populations.
Los Alamos County All Departments	
Response (During Event) Actions for Appendix 9 - Search & Rescue	
1	Provide field support for emergency responders.
Los Alamos County Dispatch	
Preparedness (Pre-Event) Actions for Appendix 9 - Search & Rescue	
1	Identify alternate or backup communications systems and facilities.
2	Develop and test emergency communication procedures.
Protection Actions for Appendix 9 - Search & Rescue	
1	Implement protection, resilience, and continuity planning, programs, trainings, and exercises.

Los Alamos County Emergency Communications Center	
<i>Response (During Event) Actions for Appendix 9 - Search & Rescue</i>	
1	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners
<i>Recovery (Post Event) Actions for Appendix 9 - Search & Rescue</i>	
1	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners
Los Alamos County Emergency Management	
<i>Response (During Event) Actions for Appendix 9 - Search & Rescue</i>	
1	Coordinate resource requests from the Incident Commander.
2	Provide and maintain primary communications for the EOC on a 24-hour basis using any available public and private communications systems.
3	Coordinate with Mass Care and Public Works, Building Department and Fire Marshal for the inspection of congregate and shelter facilities prior to occupancy by evacuees. Also take into consideration the requirements of vulnerable populations.
4	Coordinate with search and rescue elements responding from outside the jurisdiction.
5	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners
<i>Recovery (Post Event) Actions for Appendix 9 - Search & Rescue</i>	
1	Prepare an After-Action Report (AAR).
2	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners
<i>Mitigation Actions for Appendix 9 - Search & Rescue</i>	
1	Train personnel on EOC operations, Incident Command System (ICS), and the National Incident Management System (NIMS).
<i>Protection Actions for Appendix 9 - Search & Rescue</i>	
1	Implement protection, resilience, and continuity planning, programs, trainings, and exercises.
Los Alamos County Fire Department	
<i>Preparedness (Pre-Event) Actions for Appendix 9 - Search & Rescue</i>	
1	Clearly delineate search, rescue definitions and criteria in conjunction with law enforcement, fire, and EMS.
2	Anticipate potential needs or problems that would exceed jurisdiction resources in conjunction with Logistics.
3	Identify responsibilities for liaison roles with state and adjacent county SAR officials.
4	Identify search and rescue sustainment needs for incidents less than 72 hours and greater than 72 hours.
5	Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.
6	Prepare an oral increased readiness report for the first meeting with the EOC Director.
7	Report communications status and potential problems and solution options to the EOC Director.
8	Identify alternate or backup communications systems and facilities.
9	Develop and test emergency communication procedures.
10	Coordinate the prepositioning of resources with other agencies.

Response (During Event) Actions for Appendix 9 - Search & Rescue	
1	Start a Unit Log (ICS Form 214) to hand-record anything not covered in this checklist.
2	Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
3	Notify state agencies and neighboring communities if Search and Rescue operations exceeded geographic boundaries.
4	Coordinate resource requests from the Incident Commander through the Incident Command Post, to the EOC, except during wildfires.
5	Notify the state police when it has become necessary to activate regional Search and Rescue Association.
6	Obtain needed resources and supplies.
7	Allocate resources to prioritize incident victims.
8	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.
9	Monitor resource shortages in the jurisdiction and present options to the EOC Director.
10	Generate detailed information on needs and logistics that the higher level of government may not have.
11	Coordinate radio frequencies.
12	Maintain existing equipment and follow established procedures for communicating with personnel performing field operations.
13	Use call down rosters to alert emergency responders or provide situation updates.
14	Coordinate with Mass Care and Public Works, Building Department and Fire Marshal for the inspection of congregate and shelter facilities prior to occupancy by evacuees. Also take into consideration the requirements of vulnerable populations.
15	Coordinate with other agencies to recommend evacuations.
16	Assist staff in warning and evacuation operations when not involved in search and rescue.
17	Coordinate with Transportation and Medical Services representatives for transportation of victims to emergency treatment centers, mass casualty centers, or fatality collection points.
18	Coordinate the management of air resources with other agencies.
19	Coordinate with search and rescue elements responding from outside the jurisdiction.
20	Coordinate with the EOC Director regarding needs and priorities.
21	Advise decision makers in the EOC on operations.
22	Set priorities in consultation with government entities, elected officials, other designated officials, or the EOC Director.
23	Maintain financial and legal accountability.
24	Evaluate requests for resources against known supplies.
25	Report Search and Rescue status and potential problems to the EOC Director.
26	If the scope of the incident is beyond the capabilities of this jurisdiction's resources, notify the EOC Director and log the time and date.
27	If more than one shift is needed, prepare, and post a shift schedule.
28	Prepare an oral increased readiness report for the first coordination meeting with the EOC Director.
29	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners

Recovery (Post Event) Actions for Appendix 9 - Search & Rescue	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Prepare ICS Form 221 or equivalent.
3	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Plan for the gradual shut down of emergency operations.
6	Participate in after action meetings and prepare after action reports as requested.
7	Provide assistance in initial needs assessment and augment search and rescue operations.
8	Clean, replenish, repair, and perform maintenance on all equipment before returning to normal operations or storage.
9	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners
Mitigation Actions for Appendix 9 - Search & Rescue	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Encourage the private sector to develop location and check in plans for vulnerable populations to minimize unnecessary use of Search and Rescue resources.
3	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
4	Participate in HSEEP training, drills, and exercises.
5	Develop mutual aid and other support agreements with surrounding jurisdictions and foster private sector relationships.
Protection Actions for Appendix 9 - Search & Rescue	
1	Implement protection, resilience, and continuity planning, programs, trainings, and exercises.
2	Determine requirements for protected stakeholder information sharing.
3	Determine jurisdictional priorities, objectives strategies, and resource limitations.
4	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
5	Develop an observant and engaged population and foster working relationships with the community, including individuals, families, the private sector, and neighboring governments.
6	Alert or activate off-duty and auxiliary personnel as required by the emergency.
Los Alamos County Police Department	
Preparedness (Pre-Event) Actions for Appendix 9 - Search & Rescue	
1	Clearly delineate search, rescue definitions and criteria in conjunction with law enforcement, fire, and EMS.
2	Anticipate potential needs or problems that would exceed jurisdiction resources in conjunction with Logistics.
3	Identify responsibilities for liaison roles with state and adjacent county SAR officials.
4	Identify search and rescue sustainment needs for incidents less than 72 hours and greater than 72 hours.
5	Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.
6	Prepare an oral increased readiness report for the first meeting with the EOC Director.

7	Report communications status and potential problems and solution options to the EOC Director.
8	Identify alternate or backup communications systems and facilities.
9	Develop and test emergency communication procedures.
10	Coordinate the repositioning of resources with other agencies.
Response (During Event) Actions for Appendix 9 - Search & Rescue	
1	Start a Unit Log (ICS Form 214) to hand-record anything not covered in this checklist.
2	Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
3	Notify state agencies and neighboring communities if Search and Rescue operations exceeded geographic boundaries.
4	Coordinate resource requests from the Incident Commander through the Incident Command Post, to the EOC, except during wildfires.
5	Notify the state police when it has become necessary to activate regional Search and Rescue Association.
6	Obtain needed resources and supplies.
7	Allocate resources to prioritize incident victims.
8	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.
9	Monitor resource shortages in the jurisdiction and present options to the EOC Director.
10	Generate detailed information on needs and logistics that the higher level of government may not have.
11	Coordinate radio frequencies.
12	Maintain existing equipment and follow established procedures for communicating with personnel performing field operations.
13	Use call down rosters to alert emergency responders or provide situation updates.
14	Coordinate with Mass Care and Public Works, Building Department and Fire Marshal for the inspection of congregate and shelter facilities prior to occupancy by evacuees. Also take into consideration the requirements of vulnerable populations.
15	Coordinate with other agencies to recommend evacuations.
16	Assist staff in warning and evacuation operations when not involved in search and rescue.
17	Coordinate with Transportation and Medical Services representatives for transportation of victims to emergency treatment centers, mass casualty centers, or fatality collection points.
18	Coordinate the management of air resources with other agencies.
19	Coordinate with search and rescue elements responding from outside the jurisdiction.
20	Coordinate with the EOC Director regarding needs and priorities.
21	Advise decision makers in the EOC on operations.
22	Set priorities in consultation with government entities, elected officials, other designated officials, or the EOC Director.
23	Maintain financial and legal accountability.
24	Evaluate requests for resources against known supplies.
25	Report Search and Rescue status and potential problems to the EOC Director.
26	If the scope of the incident is beyond the capabilities of this jurisdiction's resources, notify the EOC Director and log the time and date.
27	If more than one shift is needed, prepare, and post a shift schedule.

28	Prepare an oral increased readiness report for the first coordination meeting with the EOC Director.
29	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners
Recovery (Post Event) Actions for Appendix 9 - Search & Rescue	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Prepare ICS Form 221 or equivalent.
3	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Plan for the gradual shut down of emergency operations.
6	Participate in after action meetings and prepare after action reports as requested.
7	Provide assistance in initial needs assessment and augment search and rescue operations.
8	Clean, replenish, repair, and perform maintenance on all equipment before returning to normal operations or storage.
9	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners
Mitigation Actions for Appendix 9 - Search & Rescue	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Encourage the private sector to develop location and check in plans for vulnerable populations to minimize unnecessary use of Search and Rescue resources.
3	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
4	Participate in HSEEP training, drills, and exercises.
5	Develop mutual aid and other support agreements with surrounding jurisdictions and foster private sector relationships.
Protection Actions for Appendix 9 - Search & Rescue	
1	Implement protection, resilience, and continuity planning, programs, trainings, and exercises.
2	Determine requirements for protected stakeholder information sharing.
3	Determine jurisdictional priorities, objectives strategies, and resource limitations.
4	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
5	Prevent and deter movement and operations of threatening individuals.
6	Develop an observant and engaged population and foster working relationships with the community, including individuals, families, the private sector, and neighboring governments.
7	Alert or activate off-duty and auxiliary personnel as required by the emergency.
State of New Mexico Department of Public Safety	
Response (During Event) Actions for Appendix 9 - Search & Rescue	
1	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners
Recovery (Post Event) Actions for Appendix 9 - Search & Rescue	
1	The search for and recovery of bodies. Serve as a liaison with supporting agencies and community partners

Appendix 10 - Energy and Utilities

Coordinating Agency:

Los Alamos County Department of Public Utilities

Primary Agency:

Los Alamos County Department of Public Utilities
Los Alamos County Emergency Communications Center
Los Alamos County Public Information Officer
Los Alamos National Laboratory (LANL)

Support Agencies:

Los Alamos County Emergency Management
Los Alamos County Environmental Services Division
Los Alamos County Fire Department
Los Alamos County Fleet Division
Los Alamos County Police Department
Los Alamos County Public Works Department
Los Alamos County Risk Management
Los Alamos County Traffic and Streets Division
Los Alamos Public Schools

Purpose and Scope

A. Purpose

1. The purpose of this Appendix is to establish policies to be used in the coordination with private providers for restoration energy and other utilities during emergencies or following a major disaster in Los Alamos County.

B. Scope

1. The activities within the scope of this function include, but are not limited to:
 - a. Estimate number of customers without specific utility (electricity, natural gas, petroleum, etc.)
 - b. Assess energy and utility system damages
 - c. Estimate the time needed for restoration of utility systems
 - d. Support the restoration of utility services
 - e. Assist in assessing emergency power needs and priorities
 - f. Coordinate restoration efforts with utility providers to prioritize emergency power needs
 - g. Assist in obtaining emergency power generation capabilities for critical infrastructure and essential facilities

- h. If appropriate, assist energy suppliers and utilities in obtaining equipment, specialized labor, and transportation to repair or restore systems
- i. Provide emergency information, education and conservation guidance concerning energy and utility systems

Concept of Operations

A. General

1. This Appendix is consistent with the Primary EOC (White Rock Fire Station 3)'s methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Los Alamos County through the Los Alamos County Emergency Policy Group, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Primary EOC (White Rock Fire Station 3) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe this Appendix capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
5. There is always a potential for widespread loss of power in Los Alamos County due to severe weather events. Loss of power to large areas of the County may require that shelters be opened, and some basic services be provided. Power companies serving Los Alamos County have well established and proven storm plans and procedures and their representatives are knowledgeable in the contents of the Los Alamos County Los Alamos County Emergency Operations Plan.
6. Resource demands on Los Alamos County during an energy emergency are particularly high, both in terms of procurement (fuel, shelter, transportation) and allocation to the public or critical local or regional offices or private contractors. These demands will be assessed by the Los Alamos County in conjunction with necessary state agencies.
7. Disruption and restoration are a primary responsibility in Appendix 10. While small scale electrical service interruptions in Los Alamos County are handled at the corporate or cooperative level, any large-scale disruption requires multiple coordinating agencies and local response, especially in the event takes place during adverse weather events or

concomitant emergencies. During extreme temperatures these disruptions are particularly hazardous to the young, aged, or infirmed. Underserved communities and individuals in need to access to medical equipment or supplementary aid will be handled by established teams administered by the Appendix 10 Coordinator by interacting with other coordinators to assure requests are being addressed.

8. Energy infrastructure events pose some of the most visible and high-profile events within the scope of any emergency response and thus public relations and media management will be a primary objective of the local EOC during and after the event.

B. Direction and Control

1. The Appendix Coordinator is appointed by, and located in, the Los Alamos County Department of Public Utilities. When support is necessary, the Coordinator coordinates all aspects of the response.
2. This Appendix complies with the National Response Framework and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Los Alamos County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Los Alamos County.
3. The Appendix may operate at two levels: 1) Primary EOC (White Rock Fire Station 3); and 2) Field operations
4. During emergency activations, all management decisions regarding transportation for Los Alamos County are made at the Primary EOC (White Rock Fire Station 3) by the coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections and staff at the Primary EOC (White Rock Fire Station 3) assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment from each primary and/or support organization assisting will retain administrative control over its own resources and personnel but will be under operational control. Delegation of mission operational control may be delegated to the field by the Primary EOC (White Rock Fire Station 3).

C. Organization

1. County
 - a. During an activation of the Primary EOC (White Rock Fire Station 3), support agency staff is integrated with the Los Alamos County Department of Public Utilities staff to provide support that will allow for an appropriate, coordinated, and timely response.
 - b. During an emergency or disaster event, the Primary EOC (White Rock Fire Station 3) Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Chief.
 - c. During the response phase, the Coordinator will evaluate and analyze information regarding energy service requests. Also, the Coordinator will develop

and update assessments of the energy situation and status in the impact area and perform contingency planning to meet anticipated demands and needs.

- d. The Los Alamos County Department of Public Utilities will develop and maintain this Appendix and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the Los Alamos County Los Alamos County Emergency Operations Plan.
- e. The Los Alamos County Department of Public Utilities serves as the lead agency for this Appendix and will work with the support agencies listed above to coordinate the response and process resource requests for power companies during major power outages. Upon notification by the power companies of any major problem or potential problem, the office will coordinate with others to open shelters as necessary.
- f. Power companies within Los Alamos County, using established response plans and standard operating guidelines, will provide their own resources through contractual agreements with other power providers to perform damage assessment; and obtain necessary equipment, repair, or rebuild transmission and distribution systems, and restore power.
- g. Power companies serving Los Alamos County have public information officers who, in conjunction with the Los Alamos County Emergency Management, will issue statements and press releases that address existing or potential power problems or shortages.

2. State of New Mexico

- a. During an activation of the State of New Mexico EOC, State of New Mexico Department of Homeland Security and Emergency Management is the designated lead agency for and will provide a liaison to facilitate requests for state Energy resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies at the State of New Mexico EOC will report to the Infrastructure Branch Chief who reports to the Operations Section Chief under the overall direction of the State Emergency Operations Center Manager.
- c. The State of New Mexico Department of Homeland Security and Emergency Management develops and maintains an Appendix and their accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the

National Incident Management System, the Incident Command System, and the Los Alamos County Los Alamos County Emergency Operations Plan.

D. Alerts and Notifications

1. The Los Alamos County Department of Public Utilities will notify the County Warning Point (Los Alamos County Emergency Communications Center) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. This Appendix will be activated or placed on standby upon notification by the Primary EOC (White Rock Fire Station 3). The representatives or designees of the coordinating agency will manage the emergency activities of Appendix 10. If additional support is required, the coordinating and primary agencies may jointly manage Appendix 10 activities.
3. Upon instructions to activate or placement of this Appendix on standby, Los Alamos County Department of Public Utilities will implement procedures to notify all this Appendix planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Los Alamos County Department of Public Utilities	
<i>Preparedness (Pre-Event) Actions for Appendix 10 - Energy and Utilities</i>	
1	Coordinate with GIS and jurisdiction agencies for adequate mapping of critical infrastructure.
2	Shift schedules should be coordinated for events/outages exceeding 24 hours in conjunction with private sector entities and Public Works.
Primary: Los Alamos County Department of Public Utilities	
<i>Preparedness (Pre-Event) Actions for Appendix 10 - Energy and Utilities</i>	
1	Coordinate with GIS and jurisdiction agencies for adequate mapping of critical infrastructure.
2	Shift schedules should be coordinated for events/outages exceeding 24 hours in conjunction with private sector entities and Public Works.
Primary: Los Alamos County Public Information Officer	
<i>Response (During Event) Actions for Appendix 10 - Energy and Utilities</i>	
1	Coordinate with Public Information Officer (PIO) to disseminate information to the public regarding the status or utilities and power restoration.

Supporting: Los Alamos County Emergency Management	
Response (During Event) Actions for Appendix 10 - Energy and Utilities	
1	Request an emergency proclamation if necessary.
2	Coordinate to provide emergency power and utilities to shelters when available.
Mitigation Actions for Appendix 10 - Energy and Utilities	
1	Train personnel on EOC operations, Incident Command System (ICS), and the National Incident Management System (NIMS).
Supporting: Los Alamos County Environmental Services Division	
Preparedness (Pre-Event) Actions for Appendix 10 - Energy and Utilities	
1	Coordinate with Hamzat to facilitate reporting of hazardous material release that directly affect energy production.
Supporting: Los Alamos County Fire Department	
Preparedness (Pre-Event) Actions for Appendix 10 - Energy and Utilities	
1	Coordinate with Hamzat to facilitate reporting of hazardous material release that directly affect energy production.
Supporting: Los Alamos County Public Works Department	
Preparedness (Pre-Event) Actions for Appendix 10 - Energy and Utilities	
1	Shift schedules should be coordinated for events/outages exceeding 24 hours in conjunction with private sector entities and Public Works.
2	Identify alternate or backup fuel storage or generator locations.
3	Identify how agencies will provide support while having limited fuel supplies and identify alternate fuel providers for emergency response.
4	Identify bulk storage fuel facilities.
5	Implement a public awareness campaign regarding energy and utilities safety in emergencies.
6	Prepare an oral increased readiness report for the first meeting with the EOC Director.
7	Coordinate the prepositioning of resources with other agencies.
Response (During Event) Actions for Appendix 10 - Energy and Utilities	
1	Coordinate to provide emergency power and utilities to shelters when available.
Supporting: Los Alamos County Risk Management	
Preparedness (Pre-Event) Actions for Appendix 10 - Energy and Utilities	
1	Maintain OSHA training and regulatory compliance for EOC and affiliated agency employees working on Energy.
Los Alamos County All Departments	
Response (During Event) Actions for Appendix 10 - Energy and Utilities	
1	Start a Unit Log (ICS 214) to hand-record anything not covered in this Checklist.
2	Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
3	Provide and maintain primary communications, county, and city wide, and for the EOC on a 24-hour basis using all available public and private communications systems.
4	Maintain financial and legal accountability.
Los Alamos County Department Heads	
Response (During Event) Actions for Appendix 10 - Energy and Utilities	
1	Request an emergency proclamation if necessary.

Los Alamos County Information Management Division	
<i>Protection Actions for Appendix 10 - Energy and Utilities</i>	
1	Detect malicious activity and conduct technical countermeasures and mitigate activities on internet and cyber systems.
Los Alamos County Public Utilities	
<i>Preparedness (Pre-Event) Actions for Appendix 10 - Energy and Utilities</i>	
1	Coordinate with Hamzat to facilitate reporting of hazardous material release that directly affect energy production.
2	Shift schedules should be coordinated for events/outages exceeding 24 hours in conjunction with private sector entities and Public Works.
3	Identify alternate or backup fuel storage or generator locations.
4	Develop and test emergency communication procedures.
5	Identify responsibilities for liaison roles with state and adjacent county officials.
6	Ensure the availability of necessary equipment to support energy and utilities activities.
7	Identify and establish contact with county electric providers.
8	Identify how agencies will provide support while having limited fuel supplies and identify alternate fuel providers for emergency response.
9	Identify bulk storage fuel facilities.
10	Implement a public awareness campaign regarding energy and utilities safety in emergencies.
11	Prepare an oral increased readiness report for the first meeting with the EOC Director.
12	Coordinate the prepositioning of resources with other agencies.
<i>Response (During Event) Actions for Appendix 10 - Energy and Utilities</i>	
1	Determine the supply needs generated by the emergency.
2	Monitor potential resource shortages in the jurisdiction during the emergency and present options to the EOC Director.
3	Evaluate all requests for resources against known supplies.
4	Allocate resources to prioritize incident victims.
5	Generate detailed information on needs and logistics that the higher level of government may not have.
6	Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
7	Provide support for emergency responders.
8	Use call down rosters to alert emergency responders or provide situation updates.
9	Monitor power restoration response activities and provide estimates for restoration.
10	Work with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems.
11	Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.
12	Coordinate with staff coordinating Logistics to obtain resources to assist in utility and energy repair and restoration.
13	Coordinate with Public Information Officer (PIO) to disseminate information to the public regarding the status or utilities and power restoration.
14	Coordinate to provide emergency power and utilities to shelters when available.
15	Respond to significant physical, operational, or economic disruptions to energy supplies.
16	Identify damage to energy and utility outside of county borders that may impact local jurisdictions.

17	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
18	Coordinate with staff administering Public Safety to provide security to critical energy facilities and protection to maintenance personnel.
19	Coordinate with the EOC Director regarding needs and priorities.
20	Set priorities in consultation with government entities, elected officials, other designated officials, or the EOC Director.
Recovery (Post Event) Actions for Appendix 10 - Energy and Utilities	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Prepare ICS Form 221 or equivalent.
3	Provide documentation for possible financial reimbursement process for recovery activities.
4	Participate in after action meetings and prepare after action reports as requested.
5	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
6	Clean, repair, replenish and perform maintenance on all equipment before returning to normal operations or storage.
Mitigation Actions for Appendix 10 - Energy and Utilities	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Identify grid and utility interdependence to facilitate better resiliency.
3	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
4	Participate in HSEEP training, drills, and exercises.
5	Develop mutual aid and other support agreements with surrounding jurisdictions and foster private sector relationships.
Protection Actions for Appendix 10 - Energy and Utilities	
1	Determine requirements for protected stakeholder information sharing.
2	Determine jurisdictional priorities, objectives strategies, and resource limitations.
3	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
4	Develop an observant and engaged population and foster working relationships with the community, including individuals, families, the private sector, and neighboring governments.
5	Detect malicious activity and conduct technical countermeasures and mitigate activities on internet and cyber systems.
6	Assess key asset fuel requirements and prevent shutdown where possible.

Appendix 11 - Firefighting

Coordinating Agency:

Los Alamos County Fire Department

Support Agencies:

Los Alamos County Environmental Services Division

Los Alamos County Fleet Division

Los Alamos County Public Works Department

Los Alamos County Traffic and Streets Division

Purpose and Scope

A. Purpose

1. The purpose of this Appendix is to provide fire service coordination and support services in support of fire service events in Los Alamos County.

B. Scope

1. The scope of this Appendix addresses fire service assistance. It coordinates firefighting activities, including the detection and suppression of fires and if required, providing personnel, equipment and supplies to local governments. Specifically, it discusses:
 - a. Fire service support in prevention, detection, suppression, and recovery from urban, rural, and wild-land fires.
 - b. Fire suppression and prevention activities
 - c. Mutual aid and resource augmentation
 - d. Fire command and control structure

Concept of Operations

A. General

1. Appendix 11 is consistent with Primary EOC (White Rock Fire Station 3)'s methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination, and support operations to Los Alamos County through the Los Alamos County Emergency Policy Group, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Primary EOC (White Rock Fire Station 3) and in the field. These

are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe capabilities (based on the National Planning Scenarios, the Universal Task List, and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local and State mutual aid assistance, these agencies will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, the Primary EOC (White Rock Fire Station 3) will evaluate and analyze information regarding fire detection, suppression, and prevention requests for response, develop and update assessments of the fire service situation and status in the impact area, and perform contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

B. Direction and Control

1. The Coordinating Agency is Los Alamos County Fire Department which is approved by the State of New Mexico Department of Homeland Security and Emergency Management Cabinet Secretary, in coordination with local planning partners. The Los Alamos County Fire Department staff serving as coordinator is appointed by the EOC. When support is necessary, the Coordinator coordinates all aspects of its execution.
2. This Appendix complies with the National Response Framework and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Los Alamos County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Los Alamos County.
3. The Appendix may operate at two levels: 1) Primary EOC (White Rock Fire Station 3); and 2) Field Operations
4. During emergency activations, all management decisions regarding fire service for Los Alamos County are made at the Primary EOC (White Rock Fire Station 3) by the coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Primary EOC (White Rock Fire Station 3) assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment and mission tasking by a local primary agency, each support organization assisting will retain administrative control over its own resources and personnel but will be under operational control. Mission operational control may be delegated to the field by the Primary EOC (White Rock Fire Station 3).

C. Organization

1. County Fire Department

- a. During an activation of the Primary EOC (White Rock Fire Station 3), Los Alamos County Fire Department are integrated to provide support that will allow for an appropriate, coordinated, and timely response.
- b. During an emergency or disaster event, the Primary EOC (White Rock Fire Station 3) Operations Section Chief will coordinate resources support agencies with the Emergency Services Branch Chief and/or Wildland Fire Battalion Chief.
- c. During the response phase, the Primary EOC (White Rock Fire Station 3) will evaluate and analyze information regarding fire service requests. They will develop and update assessments of the fire service status in the impact area and undertake contingency planning to meet anticipated demands and needs.
- d. The Los Alamos County Fire Department will develop and maintain accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Los Alamos EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the Los Alamos EOP.

2. State of New Mexico

- a. During an activation of the State of New Mexico EOC, the New Mexico Energy, Minerals & Natural Resources - Forestry Division (Wildland) is the designated lead agency for Fire Fighting and will provide a liaison to facilitate requests for State Fire Fighting resources to local Emergency Operations Centers
- b. During an emergency or disaster event, the primary and support agencies at the State of New Mexico EOC will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Emergency Operations Center Manager
- c. During the response phase, they will evaluate and analyze information regarding fire service requests. They will develop and update assessments of the fire service situation and status in the impact area and do contingency planning to meet anticipated demands and needs
- d. The State of New Mexico Department of Homeland Security and Emergency Management develops and maintains Appendix 11 in coordination with New Mexico Energy, Minerals & Natural Resources Department and their accompanying Appendices, Annexes and Standard Operating Guidelines that

govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the Los Alamos County Los Alamos EOP.

D. Alerts and Notifications

1. The Los Alamos County Fire Department will notify the County Warning Point (Los Alamos County Emergency Communications Center) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. Primary EOC (White Rock Fire Station 3) will notify the “on call” Emergency Duty Officer and/or Coordinator when Los Alamos County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Appendix 11 will be activated or placed on standby upon notification by the Primary EOC (White Rock Fire Station 3). The representatives or designees of the coordinating agency will manage the emergency activities. If additional support is required, the coordinating and primary agencies may jointly manage activities.
4. Upon instructions to activate or placement of on standby, Los Alamos County Fire Department will implement procedures to notify all planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. 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, initial routes and movements must be crosswind from the incident site.
4. The Incident Commander is responsible for evacuation operations inside the incident site perimeter.
5. Identify assembly points for picking up people that do not have their own transportation.
6. Estimate the traffic capacity of each designated evacuation route.
7. Select evacuation routes from risk area to designated mass care facilities.
8. Examine access to evacuation routes from each part of the risk area.
9. Identify potential evacuation routes.

F. Special Evacuation Routes

1. In case there is a need to evacuate areas of the Los Alamos County where there may be a problem the following evacuation routes will be instituted, leading to a Red Cross shelter at a location to be determined by the SAT.

a. Flood & Dam Failure

- i. Review topographical maps that detail probable flood inundation areas and designated evacuation routes.
- ii. When complete evacuation is not feasible, citizens and response forces need to know which routes face possible inundation (work with Communications & Warning Coordinator).
- iii. When evacuation is feasible, citizens and response forces need to know which routes face possible inundation.
- iv. Establish pickup points and government provided transport to move evacuees who do not have their own transportation.
- v. Make provisions for moving the residents of custodial facilities (hospitals, jails, mental health facilities, nursing homes, retirement homes, etc.).
- vi. Coordinate and implement mutual aid agreements with adjacent jurisdictions to facilitate evacuation.
- vii. Factors affecting priorities after flood and/or dam failure:
 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.

b. High Winds and Tornadoes

- i. Review the initial damage assessment prepared by the EOC Director to identify areas that may need evacuation (especially lightly anchored homes and mobile homes) and prioritize evacuation operations.
- ii. Evacuate people from structures that have been damaged or weakened.

- iii. Factors to consider after high winds or tornadoes:
 1. Special provisions for moving the residents of custodial facilities.
 2. Air evacuation may be unavailable due to weather.
 3. Evacuation routes may be blocked by debris.

c. Earthquake

- i. Review the initial damage assessment prepared by the EOC Director to identify areas that may need evacuation and prioritize evacuation operations.
- ii. Evacuate people from structures that have been damaged and are likely to receive more damage when hit by one or more of the aftershocks.
- iii. Address special provisions for moving the residents of custodial facilities.
- iv. Debris may block evacuation routes.
- v. See Transportation and Resources for U.S. Military or National Guard air evacuation.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Los Alamos County Fire Department	
<i>Preparedness (Pre-Event) Actions for Appendix 11 – Firefighting</i>	
1	Maintain and develop adequate GIS and land use mapping for fire vectors and response activities.
2	Assist in preparation citizen evacuation plans and publish accordingly. Identify and assist in the execution of plans for vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
3	Determine and categorize the nature and scope of disasters or incidents by scale in advance and in conjunction with the EOC Director.
4	Coordinate with public works and logistics for procurement of surge resources and adequate staffing.
5	Develop and test emergency communication procedures.
6	Anticipate potential evacuation needs or problems and discuss in advance with the Transportation and Resources Coordinator, Evacuation Coordinator.
7	Ensure that established call back procedures for all fire personnel are functioning and documentation is sent to the County EM annually of the first quarter.

Response (During Event) Actions for Appendix 11 – Firefighting	
1	All operating units to start a Unit Log (ICS 214) to document activity. Non-emergency tasks time accurate. Emergency lifesaving activity/response task(s) to be annotated time estimate.
2	Coordinate and direct the activation and deployment of fire service personnel, supplies and equipment.
3	Alert and activate off-duty and auxiliary personnel as required by the emergency.
4	Identify any needed specialized resources that are unavailable to responding entities.
5	Coordinate with Mass Care and Medical, or Hazmat if appropriate for exposure response during event.
6	Allocate resources to prioritize incident victims.
7	Coordinate the management of air resources with other agencies.
8	Use call down rosters to alert emergency responders or provide situation updates.
9	Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
10	Coordinate communications and warnings radio frequencies.
11	Coordinate with Mass Care and Public Works, Building Department, Fire Marshal for the preparation and inspection of shelter facilities prior to occupancy by evacuees. Also take into consideration while inspecting the requirements and needs for vulnerable populations.
12	Identify and select evacuation routes and coordination with police and other agencies as needed.
13	Prepare evacuation movement control plans and brief the EOC Director.
14	Determine what scenes the Incident Commanders may have already evacuated. If any, identify perimeters and verify extent of abandonment.
15	Coordinate the movement of evacuees from the hazard area to shelters or mass care facilities, if appropriate.
16	Anticipate and plan for having to create and obtain transportation and resources to assist the vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
17	Assist staff for External Affairs in warning and evacuation operations when not involved in Search and Rescue.
18	Assist in the securing perimeters as needed, and coordination for handling and disposal of contaminated soil, water, clothing, and other items through an approved hazmat disposal company/vendor
19	Prepare and plan for the handling of vulnerable needs population(s).
20	If more than one shift is needed, prepare, and post a shift schedule.
Recovery (Post Event) Actions for Appendix 11 – Firefighting	
1	Plan recovery, reconstitution, mitigation, and other long-term actions.
2	Prepare ICS Form 221 or equivalent.
3	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
Mitigation Actions for Appendix 11 – Firefighting	
1	Coordinate inspection of private sector buildings and residences in accordance with code and mitigation plan requirements in coordination with County Fire and Building codes - County Building and Fire Marshal.
2	Develop fire safety programs that include disaster situations and present them to the public.

Protection Actions for Appendix 11 – Firefighting	
1	Implement protection, resilience, and continuity planning, programs, trainings, and exercises.
2	Determine requirements for protected stakeholder information sharing.
3	Determine jurisdictional priorities, objectives strategies, and resource limitations.
4	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
5	Establish operations and communications procedures for roadblocks and check points.
6	Ensure adequate timelines are developed for responder evacuation taking into consideration wind speed and terrain considerations.
7	Provide backup Personal Protection Equipment (PPE).
8	Ensure multiple methods of communication are available for EMS units.
9	Consider contacting the EPA or state environmental agency for protective equipment to distribute to citizens.
10	Ensure responders are allocated adequate treatment resources.
11	Review wildfire urban interface planning criteria and apply as appropriate.
Supporting: Los Alamos County Environmental Services Division	
Response (During Event) Actions for Appendix 11 – Firefighting	
1	Assist in the securing perimeters as needed, and coordination for handling and disposal of contaminated soil, water, clothing, and other items through an approved hazmat disposal company/vendor
Supporting: Los Alamos County Public Works Department	
Preparedness (Pre-Event) Actions for Appendix 11 – Firefighting	
1	Coordinate with public works and logistics for procurement of surge resources and adequate staffing.
2	Ensure with public works that back-up power (generators) or generators in place are operable and available pre-disaster for fire stations as a critical infrastructure.
Response (During Event) Actions for Appendix 11 – Firefighting	
1	Coordinate with Mass Care and Public Works, Building Department, Fire Marshal for the preparation and inspection of shelter facilities prior to occupancy by evacuees. Also take into consideration while inspecting the requirements and needs for vulnerable populations.
2	Prepare evacuation movement control plans and brief the EOC Director.
3	Coordinate the movement of evacuees from the hazard area to shelters or mass care facilities, if appropriate.
4	Anticipate and plan for having to create and obtain transportation and resources to assist the vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
5	Prepare and plan for the handling of vulnerable needs population(s).
Supporting: Los Alamos County Traffic and Streets Division	
Preparedness (Pre-Event) Actions for Appendix 11 – Firefighting	
1	Assist in preparation citizen evacuation plans and publish accordingly. Identify and assist in the execution of plans for vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
2	Anticipate potential evacuation needs or problems and discuss in advance with the Transportation and Resources Coordinator, Evacuation Coordinator.

Response (During Event) Actions for Appendix 11 – Firefighting	
1	Identify and select evacuation routes and coordination with police and other agencies as needed.
2	Prepare evacuation movement control plans and brief the EOC Director.
3	Anticipate and plan for having to create and obtain transportation and resources to assist the vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
4	Prepare and plan for the handling of vulnerable needs population(s).
Protection Actions for Appendix 11 – Firefighting	
1	Establish operations and communications procedures for roadblocks and check points.
Los Alamos Airport	
Response (During Event) Actions for Appendix 11 – Firefighting	
1	Coordinate the management of air resources with other agencies.
Los Alamos County All Departments	
Response (During Event) Actions for Appendix 11 – Firefighting	
1	Provide resource and field support for emergency responders.
2	Coordinate the prepositioning of resources with other agencies.
3	Determine the supply needs generated by the emergency.
4	If the scope of the incident is beyond the capabilities of this jurisdiction's resources, notify the EOC Director and log the time and date.
5	Coordinate resource requests from the Incident Commander through the Incident Command Post, to the EOC, except in Urban Interface or Wild Land Fire situations.
6	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
7	If the scope of the incident is beyond the capabilities of this jurisdiction's Evacuation resources, notify the EOC Director and log the date and time.
8	Monitor potential resource shortages in the jurisdiction and present options to the EOC Director.
9	Generate detailed information on needs and logistics that the higher level of government may not have.
10	Alert administrative personnel, if potentially needed.
11	Provide and maintain primary communications, county, and city wide, and for the EOC on a 24-hour basis using all available public and private communications systems.
12	Assist evacuation movement control plans and planning tables.
13	Coordinate with other agencies to recommend evacuations.
14	Coordinate evacuations with law enforcement officials.
15	Recommend evacuation options to the evacuation coordinator, and EOC Director dependent upon position.
16	Coordinate with the County Manager to issue 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.
17	Assist with evacuations, tracking of evacuee(s).
18	Participate in EOC briefings, incident action plans, situation reports and meetings.
19	Set priorities in consultation with government entities, elected officials, other designated officials, or the EOC Director.
20	Coordinate the activation of mutual aid agreements.

Recovery (Post Event) Actions for Appendix 11 – Firefighting	
1	Plan for the gradual shut down of emergency Evacuation operations.
2	Continue to perform tasks necessary to expedite restoration and recovery operations.
3	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Support clean up and restoration activities.
7	Review plans and procedures with key personnel and make revisions and changes.
Mitigation Actions for Appendix 11 – Firefighting	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide a representative for the updating of the hazard mitigation plan.
4	Identify responsibilities for liaison roles with state and neighboring communities' communications officials.
5	Participate in HSEEP training, drills, and exercises.
6	Develop mutual aid and other support agreements with surrounding jurisdictions and foster private sector relationships.
Protection Actions for Appendix 11 – Firefighting	
1	Develop an observant and engaged population and foster working relationships with the community, including individuals, families, the private sector, and neighboring governments.
Los Alamos County Community Development Division	
Response (During Event) Actions for Appendix 11 – Firefighting	
1	Coordinate with Mass Care and Public Works, Building Department, Fire Marshal for the preparation and inspection of shelter facilities prior to occupancy by evacuees. Also take into consideration while inspecting the requirements and needs for vulnerable populations.
Mitigation Actions for Appendix 11 – Firefighting	
1	Coordinate inspection of private sector buildings and residences in accordance with code and mitigation plan requirements in coordination with County Fire and Building codes - County Building and Fire Marshal.
Los Alamos County Department Heads	
Protection Actions for Appendix 11 – Firefighting	
1	Consider early evacuation to limit exposure to smoke or secondary compounds.
Los Alamos County Dispatch	
Preparedness (Pre-Event) Actions for Appendix 11 – Firefighting	
1	Develop and test emergency communication procedures.
2	Ensure with public works that back-up power (generators) or generators in place are operable and available pre-disaster for fire stations as a critical infrastructure.

Response (During Event) Actions for Appendix 11 – Firefighting	
1	Coordinate communications and warnings radio frequencies.
2	Coordinate with Mass Care and Public Works, Building Department, Fire Marshal for the preparation and inspection of shelter facilities prior to occupancy by evacuees. Also take into consideration while inspecting the requirements and needs for vulnerable populations.
3	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.
4	Prepare evacuation movement control plans and brief the EOC Director.
5	Coordinate the movement of evacuees from the hazard area to shelters or mass care facilities, if appropriate.
6	Anticipate and plan for having to create and obtain transportation and resources to assist the vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
7	Prepare and plan for the handling of vulnerable needs population(s).
Protection Actions for Appendix 11 – Firefighting	
1	Ensure multiple methods of communication are available for EMS units.
Los Alamos County Emergency Management	
Preparedness (Pre-Event) Actions for Appendix 11 – Firefighting	
1	Assist in preparation citizen evacuation plans and publish accordingly. Identify and assist in the execution of plans for vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
2	Determine and categorize the nature and scope of disasters or incidents by scale in advance and in conjunction with the EOC Director.
3	Coordinate with public works and logistics for procurement of surge resources and adequate staffing.
4	Anticipate potential evacuation needs or problems and discuss in advance with the Transportation and Resources Coordinator, Evacuation Coordinator.
5	Ensure with public works that back-up power (generators) or generators in place are operable and available pre-disaster for fire stations as a critical infrastructure.
Response (During Event) Actions for Appendix 11 – Firefighting	
1	Coordinate with Mass Care and Public Works, Building Department, Fire Marshal for the preparation and inspection of shelter facilities prior to occupancy by evacuees. Also take into consideration while inspecting the requirements and needs for vulnerable populations.
2	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.
3	Identify and select evacuation routes and coordination with police and other agencies as needed.
4	Prepare evacuation movement control plans and brief the EOC Director.
5	Determine what scenes the Incident Commanders may have already evacuated. If any, identify perimeters and verify extent of abandonment.
6	Coordinate the movement of evacuees from the hazard area to shelters or mass care facilities, if appropriate.
7	Anticipate and plan for having to create and obtain transportation and resources to assist the vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).

8	Assist the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency situations.
9	Activate public warning systems to include the Emergency Alert System (EAS).
10	Prepare and plan for the handling of vulnerable needs population(s).
Recovery (Post Event) Actions for Appendix 11 – Firefighting	
1	Create and document an after-action report (AAR).
Mitigation Actions for Appendix 11 – Firefighting	
1	Train personnel on EOC operations, Incident Command System (ICS), and the National Incident Management System (NIMS).
Protection Actions for Appendix 11 – Firefighting	
1	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
2	Establish operations and communications procedures for roadblocks and check points.
3	Consider contacting the EPA or state environmental agency for protective equipment to distribute to citizens.
4	Consider early evacuation to limit exposure to smoke or secondary compounds.
Los Alamos County Geographic Information System (GIS) Services	
Preparedness (Pre-Event) Actions for Appendix 11 – Firefighting	
1	Maintain and develop adequate GIS and land use mapping for fire vectors and response activities.
Los Alamos County Parks, Recreation and Open Space Division	
Response (During Event) Actions for Appendix 11 – Firefighting	
1	Prepare evacuation movement control plans and brief the EOC Director.
2	Prepare and plan for the handling of vulnerable needs population(s).
Los Alamos County Police Department	
Preparedness (Pre-Event) Actions for Appendix 11 – Firefighting	
1	Ensure with public works that back-up power (generators) or generators in place are operable and available pre-disaster for fire stations as a critical infrastructure.
Response (During Event) Actions for Appendix 11 – Firefighting	
1	Coordinate with Mass Care and Public Works, Building Department, Fire Marshal for the preparation and inspection of shelter facilities prior to occupancy by evacuees. Also take into consideration while inspecting the requirements and needs for vulnerable populations.
2	Identify and select evacuation routes and coordination with police and other agencies as needed.
3	Determine what scenes the Incident Commanders may have already evacuated. If any, identify perimeters and verify extent of abandonment.
4	Coordinate the movement of evacuees from the hazard area to shelters or mass care facilities, if appropriate.
5	Anticipate and plan for having to create and obtain transportation and resources to assist the vulnerable populations (ESL, deaf, hard of hearing, visually impaired, cognitively impaired, disabled, or mobility impaired).
6	Assist the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency situations.
7	Prepare and plan for the handling of vulnerable needs population(s).

Protection Actions for Appendix 11 – Firefighting	
1	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
2	Establish operations and communications procedures for roadblocks and check points.
Los Alamos County Procurement Division	
Preparedness (Pre-Event) Actions for Appendix 11 – Firefighting	
1	Coordinate with public works and logistics for procurement of surge resources and adequate staffing.
Protection Actions for Appendix 11 – Firefighting	
1	Provide backup Personal Protection Equipment (PPE).
2	Consider contacting the EPA or state environmental agency for protective equipment to distribute to citizens.
Los Alamos County Public Utilities	
Preparedness (Pre-Event) Actions for Appendix 11 – Firefighting	
1	Ensure with public works that back-up power (generators) or generators in place are operable and available pre-disaster for fire stations as a critical infrastructure.
Los Alamos National Laboratory (LANL)	
Response (During Event) Actions for Appendix 11 – Firefighting	
1	Coordinate the management of air resources with other agencies.
State of New Mexico Department of Homeland Security and Emergency Management	
Response (During Event) Actions for Appendix 11 – Firefighting	
1	Coordinate the prepositioning of resources with other agencies.

IV. Financial Management

A. All agencies are responsible for coordinating with Los Alamos County Finance Department to manage expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support entities will be documented by those entities and submitted directly to the Los Alamos County Finance Department or a designated Finance Service officer as soon as possible.

Appendix 12 - Emergency Management

Coordinating Agency:

Los Alamos County Emergency Management

Support Agencies:

Los Alamos County Environmental Services Division

Los Alamos County Fleet Division

Los Alamos County Public Works Department

Los Alamos County Traffic and Streets Division

Purpose and Scope

A. Purpose

1. The purpose of Appendix is to:
 - a. Collect, analyze, and disseminate information on the nature, scope, and potential impacts of an incident or major disasters.
 - b. Use this intelligence to support the Command Group, Logistics, and Operations in their impact assessment and response missions.
 - c. Identify and anticipate future needs and resource requirements and incorporate this analysis into Incident Action Plans.

B. Scope

1. This Appendix serves as the coordinating Appendix to address response to local events. It facilitates information and resource flow to assist locals during a disaster.
2. This Appendix activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual disaster/emergencies. This includes alert and notification, deployment and staffing of the EOC Team, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for state assistance resource requests, worker safety and health, facilities management, financial management, and other support as required.

Concept of Operations

A. General

1. This Appendix is consistent with the Primary EOC (White Rock Fire Station 3)'s and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Los Alamos County through the County Emergency Policy Group, Area Operations and Regional

Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Primary EOC (White Rock Fire Station 3) and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or state mutual aid assistance, will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. The development of a fully functional, effective, and sustainable capability for Los Alamos County will be guided by the following principles:
 - a. It will address the potential impacts of natural, technological, and man-made hazards, and be in full compliance with NIMS.
 - b. Planning for recovery will begin on Day 1 of the event.
 - c. Emphasis will be given to pre-disaster planning for post-disaster utilization of disaster intelligence to support Incident Action Planning.
5. Information and Planning will give priority to five fundamental functions:
 - a. Use of technology and human intelligence to collect, analyze and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases).
 - b. Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster.
 - c. Assess and prioritize the immediate needs of impacted communities and neighborhoods.
 - d. Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives.
 - e. Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.
6. Incident Assessment: Incident assessment will take place through the following functions:
 - a. Prepare first-responders to make and report observations
 - b. Incorporate these into a central planning, emergency response station with ongoing updates
 - c. Maintain surveillance at periphery of affected area(s).

7. Incident Command

- a. Identify key team members and establish chain of command for incident response teams
- b. Designate alternates and liaisons to state and federal agencies
- c. Develop command communications protocols depending on circumstances.

8. Emergency Operations Center

B. Direction and Control

1. The Coordinating Agency is Los Alamos County Emergency Management. The staff serving as Coordinator is appointed by and located in the Los Alamos County Emergency Management. When support is necessary, the Coordinator directs all aspects of response in this Appendix.
2. This Appendix complies with the National Response Framework and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Los Alamos County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Los Alamos County.
3. It may operate at two levels which are Primary EOC (White Rock Fire Station 3) and Field operations
4. During emergency activations, all management decisions regarding Emergency Management for Los Alamos County are made at the Primary EOC (White Rock Fire Station 3) by the coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Primary EOC (White Rock Fire Station 3) assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment each primary and/or support organization assisting will retain administrative control over its own resources and personnel but will be under the operational control of Los Alamos County Emergency Management. Mission operational control may be delegated to the field by the Primary EOC (White Rock Fire Station 3).

C. Organization

1. County

- a. During an activation of the Primary EOC (White Rock Fire Station 3), primary and support agency staff is integrated with the Los Alamos County Emergency Management staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. During an emergency or disaster event, staffing will be established in accordance with the EOC organizational chart found in the Basic Plan.

- c. The Los Alamos County Emergency Management develops and maintains accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Los Alamos EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Los Alamos County Los Alamos EOP.
2. State of New Mexico
 - a. During an activation of the State of New Mexico EOC, the State of New Mexico Department of Homeland Security and Emergency Management is the designated lead agency and will provide a liaison to facilitate requests for information and planning resources to local Emergency Operations Centers.
 - b. During an emergency or disaster event, the primary and support agencies at the State of New Mexico EOC will report to the Operations Section Chief who is under the overall direction of the State Emergency Operations Center Manager.
 - c. The State of New Mexico Department of Homeland Security and Emergency Management develops and maintains Annex 5. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Los Alamos EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the Los Alamos EOP.

D. Alerts and Notifications

1. The Los Alamos County Emergency Management will notify the County warning point (Los Alamos County Emergency Communications Center) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Los Alamos County Emergency Communications Center), will notify the “on call” Emergency Duty Officer and/or Coordinator when Los Alamos County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. This Appendix will be activated as identified in the Basic Plan. The representatives or designees of the coordinating agency will manage the emergency activities. If additional support is required, the coordinating and primary agencies may jointly manage activities.
4. Upon instructions to activate this Appendix or place on standby, Los Alamos County Emergency Management will implement procedures to notify all planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. The following are general actions performed in this Appendix. The specific actions carried out in Los Alamos County are grouped into phases of emergency management in the table below. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.
 - a. Intelligence Planning Function such as:
 - i. gathering information,
 - ii. analyzing intelligence,
 - iii. preparing incident action plans,
 - iv. providing training and exercises on the above is the prime focus. These actions are spread across all phases of emergency management.
 - b. Intelligence Collection and Analysis
 - c. The ability to acquire, analyze and disseminate information and intelligence on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities. Intelligence can be collected, analyzed, and used in support of three overlapping phases of disaster operations: pre-event (as applicable for foreseeable events such as Severe Storms, Wildfires, etc.); impact assessment and immediate response; and sustained response and initial recovery.
 - d. Pre-disaster analyses (predicted impacts) which use predictive tools to estimate disaster impacts.
 - e. Immediate, post-disaster impact assessments, which focus on: 1) disaster impacts on people, buildings, and infrastructure – with emphasis on assessments of functionality of essential services; and 2) local response capabilities and immediate needs.
 - f. Post disaster damage assessments, which assess damages to eligible infrastructure and individuals.
2. Intelligence on predicted and observed disaster impacts should be used to assess jurisdictional capabilities (response and recovery). This is designed:
 - a. To evaluate resources, capabilities, and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed.
 - b. To rapidly communicate estimated shortfalls to the Los Alamos County Command Group and State Emergency Management

3. Incident Action Planning

- a. Disaster intelligence will provide critical input to the Incident Action Plan (IAP), which provides:
 - i. Current information that accurately describes the incident situation and resource status
 - ii. Predictions of the probable course of events
 - iii. Alternative strategies to attain critical incident objectives
 - iv. An accurate, realistic IAP for the next operational period

4. Training

- a. Training is a critical Preparedness component of this Appendix. The objective is to develop and sustain a capability in Los Alamos County to routinely implement each phase and function of this Appendix. Accordingly, training will address the following:
 - i. Planning and Information – overview of key components of this Appendix; role, requirements, and integration under NIMS
 - ii. Intelligence and Analysis - procedures for identifying, collecting, prioritizing, and utilizing intelligence
 - iii. Use of Predictive Models – coordination within use of predictive tools for rapid needs assessment; templates; SOPs; identification of needed local expertise (Geographic Information Systems)
 - iv. Preparation and Utilization of Incident Action Plans
 - v. Incident Action Matrix: A Tool for Establishing Priorities, Assigning Tasks to Agencies, and Tracking Progress

5. Exercises

6. Consistent with NIMS, Los Alamos County will incorporate plans and procedures into exercises that will be conducted at the local and State level. On an annual basis, at least two exercises will be used to evaluate readiness. Actions carried out are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. This Appendix encompasses a full range of activities from training to the provision of field services.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Los Alamos County Emergency Management	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Maintain a personnel roster, contact, and resource lists.
2	Identify who is responsible for initial notification of EOC personnel.
3	Maintain alternate power and resources for the EOC in conjunction with Logistics.
4	Identify responsibilities for liaison roles with state and adjacent county emergency management officials.
5	Identify how initial damage assessment will be collected, processed, and disseminated among local, county and state entities.
6	Identify alternate or backup communications systems and facilities.
7	Develop and test emergency communication procedures.
8	Train personnel on EOC operation, the Incident Command System (ICS), and the National Incident Management System (NIMS).
9	Collect, process, and disseminate information to and from the EOC.
10	Evaluate the EOCs ability to respond to disasters longer than 24 hours.
11	Identify alternate EOC locations and requirements to activate.
12	Identify protective action decisions and establish response priorities.
13	Anticipate potential warning needs or problems and begin alerting appropriate warning resources.
14	Develop a Joint Information Center (JIC) and SOP and develop a JIC equipment cache.
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Compile and collate preliminary damage assessment (PDA) data and other relevant information on the emergency or disaster for the EOC Situation Report (SITREP) and disseminate.
2	Conduct or Supervise Initial Damage Assessment (IDA) and Rapid Damage Assessment (RDA) as appropriate.
3	In the case of a foreseeable event impact, set up status boards, obtain data, studies, and electronic files.
4	Coordinate response to unplanned arrivals and volunteer groups who self-deploy.
5	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
6	Collect and analyze intelligence in support of the overlapping phases of disaster operations: pre-event, impact assessment, response, and recovery.
7	Ensure that requests for assessment teams are forwarded to the local and state EOC.
8	Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners.
9	In the case of a foreseeable event impact, collect, analyze, and apply disaster intelligence information and deployment of local damage assessment teams.
10	Activate public warning systems to include the Emergency Alert System (EAS).

Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Local EOC will notify State EMA of decision to discontinue operations.
2	Provide information on damage assessment flyovers and transmitting video and pictures to the local and state EOCs.
Mitigation Actions for Appendix 12 - Emergency Management	
1	Complete jurisdictional THIRA.
2	Review planning, organization, equipment, training, and exercise status.
3	Maintain an updated and FEMA approved hazard mitigation plan.
Protection Actions for Appendix 12 - Emergency Management	
1	Determine requirements for protected stakeholder information sharing.
2	Determine jurisdictional priorities, objectives strategies, and resource limitations.
3	Control and limit access to critical locations and systems to authorized individuals carrying out legitimate activities.
4	Implement security training for staff focused on awareness and response.
Supporting: Los Alamos County Environmental Services Division	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Establish, staff, and train damage assessment teams within the jurisdiction.
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Coordinate with ESF 10 for disposal of contaminated soil, water, clothing, and other items that could not be adequately decontaminated.
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Establish and draft recovery plans to address building inspection requirements and priorities, emergency and temporary housing issues, business impacts (direct and indirect), debris management; route clearance, and utilities restoration.
Supporting: Los Alamos County Fleet Division	
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Prioritize emergency repair and restoration of transportation infrastructure.
Supporting: Los Alamos County Public Works Department	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Identify how initial damage assessment will be collected, processed, and disseminated among local, county and state entities.
2	Identify alternate or backup communications systems and facilities.
3	Establish, staff, and train damage assessment teams within the jurisdiction.
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Compile and collate preliminary damage assessment (PDA) data and other relevant information on the emergency or disaster for the EOC Situation Report (SITREP) and disseminate.
2	Conduct or Supervise Initial Damage Assessment (IDA) and Rapid Damage Assessment (RDA) as appropriate.
3	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
4	Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners.
5	In the case of a foreseeable event impact, collect, analyze, and apply disaster intelligence information and deployment of local damage assessment teams.

Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Establish and draft recovery plans to address building inspection requirements and priorities, emergency and temporary housing issues, business impacts (direct and indirect), debris management; route clearance, and utilities restoration.
2	Perform pre- and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making.
3	Provide information on damage assessment flyovers and transmitting video and pictures to the local and state EOCs.
4	Prioritize emergency repair and restoration of transportation infrastructure.
Mitigation Actions for Appendix 12 - Emergency Management	
1	Review planning, organization, equipment, training, and exercise status.
Protection Actions for Appendix 12 - Emergency Management	
1	Implement security training for staff focused on awareness and response.
Supporting: Los Alamos County Traffic and Streets Division	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Establish, staff, and train damage assessment teams within the jurisdiction.
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
2	Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners.
3	In the case of a foreseeable event impact, collect, analyze, and apply disaster intelligence information and deployment of local damage assessment teams.
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Perform pre- and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making.
2	Provide information on damage assessment flyovers and transmitting video and pictures to the local and state EOCs.
Animal Care Unit	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Coordinate the transportation of evacuated animals to designated shelters.
Animal Humane Association of New Mexico	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Coordinate the transportation of evacuated animals to designated shelters.
Atomic City Transit	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Develop and maintain County Continuity of Government (COG) plan.
2	Coordinate and participate in training, drills, and exercises; including position specific training for EOC operations.
3	Establish, staff, and train damage assessment teams within the jurisdiction.
4	Conduct Resource Allocation Planning for all 31 core capabilities.

Protection Actions for Appendix 12 - Emergency Management	
1	Implement protection, resilience, and continuity planning, programs, trainings, and exercises.
2	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
3	Develop an observant and engaged population and foster working relationships with the community, including individuals, families, the private sector, and neighboring governments.
4	Implement security training for staff focused on awareness and response.
Center for Disease Control (CDC)	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Coordinate activities between ICS section chiefs and EOC.
Chief Purchasing Officer	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Support the preparation of Incident Action Plans (IAP) and distribute to appropriate partners.
2	Obtain needed resources and supplies.
3	Maintain financial and legal accountability.
4	Ensure finance and response actions are documented for recovery operations.
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
Communications Unit Leader	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Collect, process, and disseminate information to and from the EOC.
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Support the preparation of Incident Action Plans (IAP) and distribute to appropriate partners.
2	Ensure that copies of news releases and situation reports are transmitted to the state EOC.
3	Maintain existing equipment and follow established procedures for communicating with personnel performing field operations.
Protection Actions for Appendix 12 - Emergency Management	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.
Compensation and Claims Unit Leader	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Maintain financial and legal accountability.
2	Ensure finance and response actions are documented for recovery operations.
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Prepare ICS Form 221 or equivalent.
2	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
Cost Recovery Unit Leader	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Maintain financial and legal accountability.
2	Ensure finance and response actions are documented for recovery operations.

Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
Damage Assessment Unit Leader	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Ensure finance and response actions are documented for recovery operations.
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Provide continued situation reports to support recovery and damage assessment process.
2	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
Debris Management	
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Provide continued situation reports to support recovery and damage assessment process.
2	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
Documentation Unit Leader	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Coordinate with Logistics to ensure that all available resources are logged and requests for resources are filled.
2	Maintain financial and legal accountability.
3	Ensure finance and response actions are documented for recovery operations.
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Prepare ICS Form 221 or equivalent.
2	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
Facilities Unit Leader	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Obtain needed resources and supplies.
Finance and Administration Section Chief	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Maintain financial and legal accountability.
2	Ensure finance and response actions are documented for recovery operations.
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
Fire/Rescue/EMS Branch Director	
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Prepare ICS Form 221 or equivalent.
Friends of the Shelter	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Coordinate the transportation of evacuated animals to designated shelters.
Information Systems Branch Director	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Provide GIS support according to agency needs.

Law Enforcement Branch Director	
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Ensure security is established at the Incident Command Post (ICP) and the EOC.
Logistics Team Chief	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Maintain alternate power and resources for the EOC in conjunction with Logistics.
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Support the preparation of Incident Action Plans (IAP) and distribute to appropriate partners.
2	Obtain needed resources and supplies.
3	Coordinate the prepositioning of resources with other agencies.
4	In the case of a foreseeable event impact, review pre-determined requests for prepositioning of critical resources (personnel, equipment, and supplies).
5	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
6	Coordinate with Logistics to ensure that all available resources are logged and requests for resources are filled.
7	Generate detailed information on needs and logistics that the higher levels of government may not have.
8	Coordinate with ESF 10 for disposal of contaminated soil, water, clothing, and other items that could not be adequately decontaminated.
9	Maintain existing equipment and follow established procedures for communicating with personnel performing field operations.
10	Determine the supply needs generated by the emergency.
11	Evaluate all requests for resources against known supplies.
12	Determine operational planning and logistical requirements for next operational period.
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Prepare ICS Form 221 or equivalent.
<i>Protection Actions for Appendix 12 - Emergency Management</i>	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.
2	Analyze key dependencies and interdependences related to logistics and supply chain operations.
Los Alamos Airport	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Develop and maintain County Continuity of Government (COG) plan.
2	Coordinate and participate in training, drills, and exercises; including position specific training for EOC operations.
3	Establish, staff, and train damage assessment teams within the jurisdiction.
4	Conduct Resource Allocation Planning for all 31 core capabilities.
<i>Protection Actions for Appendix 12 - Emergency Management</i>	
1	Implement protection, resilience, and continuity planning, programs, trainings, and exercises.
2	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
3	Develop an observant and engaged population and foster working relationships with the community, including individuals, families, the private sector, and neighboring governments.

4	Implement security training for staff focused on awareness and response.
Los Alamos County All Departments	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Develop and maintain County Continuity of Government (COG) plan.
2	Coordinate and participate in training, drills, and exercises; including position specific training for EOC operations.
3	Conduct Resource Allocation Planning for all 31 core capabilities.
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Maintain logs of activities, communication, and resource deployments.
2	Establish and maintain the Essential Elements of Information (EEl)s to support decision making.
3	Maintain use of duty position logs.
4	Participate in the development of After-Action Reports (AAR) and Remedial Action Management Programs (RAMP).
5	Consider staffing and operational requirements for 24-hour operations.
6	Prepare an oral increased readiness report for the first meeting with the EOC Director.
7	Report communications status and potential problems and solution options to the EOC Director.
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Institute warning, recovery, reconstitution, mitigation, and other long-term actions.
2	Schedule and conduct after-action meetings and after-action reviews. Draft corrective action plan.
3	Coordinate or perform damage assessments on infrastructure, transportation systems, facilities, and equipment.
4	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
5	Participate in the development of after-action reports and remedial action management programs.
<i>Mitigation Actions for Appendix 12 - Emergency Management</i>	
1	Review jurisdictional mitigation projects for preparedness and protection considerations.
2	Propose mitigation projects that facilitate response or protection considerations.
3	Assess resource capabilities.
4	Review exercise corrective action planning and improvement plans for tasks that impact Preparedness, Protection, Response, Recovery and Mitigation.
<i>Protection Actions for Appendix 12 - Emergency Management</i>	
1	Implement protection, resilience, and continuity planning, programs, trainings, and exercises.
2	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
3	Develop an observant and engaged population and foster working relationships with the community, including individuals, families, the private sector, and neighboring governments.
Los Alamos County Attorney's Office	
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Maintain financial and legal accountability.
<i>Protection Actions for Appendix 12 - Emergency Management</i>	
1	Determine requirements for protected stakeholder information sharing.

Los Alamos County Capital Projects & Facilities Division	
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Establish and draft recovery plans to address building inspection requirements and priorities, emergency and temporary housing issues, business impacts (direct and indirect), debris management; route clearance, and utilities restoration.
2	Perform pre- and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making.
Los Alamos County Community Development Division	
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Establish and draft recovery plans to address building inspection requirements and priorities, emergency and temporary housing issues, business impacts (direct and indirect), debris management; route clearance, and utilities restoration.
2	Perform pre- and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making.
Los Alamos County Community Services Department	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Establish, staff, and train damage assessment teams within the jurisdiction.
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Coordinate response to unplanned arrivals and volunteer groups who self-deploy.
Los Alamos County Department Heads	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Establish, staff, and train damage assessment teams within the jurisdiction.
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
2	Collect and analyze intelligence in support of the overlapping phases of disaster operations: pre-event, impact assessment, response, and recovery.
3	Set specific priorities in consultation with governments, elected officials, designated officials, and the EOC Director.
4	Determine the long-range resource requirement needed to support the desired outcome.
5	Review and plan for economic and social impacts of incident.
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Local EOC will notify State EMA of decision to discontinue operations.
2	Conduct recovery planning and coordinating with other agencies.
3	Recommend recovery priorities to local stakeholders and elected officials.
<i>Protection Actions for Appendix 12 - Emergency Management</i>	
1	Determine requirements for protected stakeholder information sharing.
2	Determine jurisdictional priorities, objectives strategies, and resource limitations.
Los Alamos County Department of Public Utilities	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Establish, staff, and train damage assessment teams within the jurisdiction.
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Compile and collate preliminary damage assessment (PDA) data and other relevant information on the emergency or disaster for the EOC Situation Report (SITREP) and disseminate.

2	Conduct or Supervise Initial Damage Assessment (IDA) and Rapid Damage Assessment (RDA) as appropriate.
3	In the case of a foreseeable event impact, collect, analyze, and apply disaster intelligence information and deployment of local damage assessment teams.
Los Alamos County Emergency Communications Center	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Identify alternate or backup communications systems and facilities.
2	Develop and test emergency communication procedures.
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	In conjunction with Communications, provide and maintain primary communications for the EOC on a 24-hour basis using available public and private communications systems.
<i>Protection Actions for Appendix 12 - Emergency Management</i>	
1	Control and limit access to critical locations and systems to authorized individuals carrying out legitimate activities.
2	Implement security training for staff focused on awareness and response.
Los Alamos County Finance Department	
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Maintain financial and legal accountability.
2	Ensure finance and response actions are documented for recovery operations.
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Establish and draft recovery plans to address building inspection requirements and priorities, emergency and temporary housing issues, business impacts (direct and indirect), debris management; route clearance, and utilities restoration.
Los Alamos County Fire Department	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Identify how initial damage assessment will be collected, processed, and disseminated among local, county and state entities.
2	Identify alternate or backup communications systems and facilities.
3	Develop and test emergency communication procedures.
4	Identify protective action decisions and establish response priorities.
5	Establish, staff, and train damage assessment teams within the jurisdiction.
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Compile and collate preliminary damage assessment (PDA) data and other relevant information on the emergency or disaster for the EOC Situation Report (SITREP) and disseminate.
2	Coordinate response to unplanned arrivals and volunteer groups who self-deploy.
3	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
4	Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners.
5	Coordinate communications and warnings radio frequencies.
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Provide information on damage assessment flyovers and transmitting video and pictures to the local and state EOCs.
<i>Mitigation Actions for Appendix 12 - Emergency Management</i>	
1	Review planning, organization, equipment, training, and exercise status.

Protection Actions for Appendix 12 - Emergency Management	
1	Implement security training for staff focused on awareness and response.
Los Alamos County Geographic Information System (GIS) Services	
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Perform pre- and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making.
Los Alamos County Information Management Division	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Identify alternate or backup communications systems and facilities.
2	Develop and test emergency communication procedures.
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Provide GIS support according to agency needs.
2	In conjunction with Communications, provide and maintain primary communications for the EOC on a 24-hour basis using available public and private communications systems.
Protection Actions for Appendix 12 - Emergency Management	
1	Detect malicious activity and conduct technical countermeasures and mitigate activities on internet and cyber systems.
2	Implement security training for staff focused on awareness and response.
Los Alamos County Manager	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Identify protective action decisions and establish response priorities.
Los Alamos County Parks, Recreation and Open Space Division	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Establish, staff, and train damage assessment teams within the jurisdiction.
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Conduct or Supervise Initial Damage Assessment (IDA) and Rapid Damage Assessment (RDA) as appropriate.
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Establish and draft recovery plans to address building inspection requirements and priorities, emergency and temporary housing issues, business impacts (direct and indirect), debris management; route clearance, and utilities restoration.
2	Provide information on damage assessment flyovers and transmitting video and pictures to the local and state EOCs.
Los Alamos County Planning and Zoning	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Establish, staff, and train damage assessment teams within the jurisdiction.
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Conduct or Supervise Initial Damage Assessment (IDA) and Rapid Damage Assessment (RDA) as appropriate.
2	In the case of a foreseeable event impact, collect, analyze, and apply disaster intelligence information and deployment of local damage assessment teams.
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Prioritize emergency repair and restoration of transportation infrastructure.

Los Alamos County Police Department	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Identify how initial damage assessment will be collected, processed, and disseminated among local, county and state entities.
2	Identify alternate or backup communications systems and facilities.
3	Develop and test emergency communication procedures.
4	Identify protective action decisions and establish response priorities.
5	Establish, staff, and train damage assessment teams within the jurisdiction.
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Compile and collate preliminary damage assessment (PDA) data and other relevant information on the emergency or disaster for the EOC Situation Report (SITREP) and disseminate.
2	Conduct or Supervise Initial Damage Assessment (IDA) and Rapid Damage Assessment (RDA) as appropriate.
3	Coordinate response to unplanned arrivals and volunteer groups who self-deploy.
4	Coordinate with other agencies to recommend evacuations (i.e., LANL, LAPS, County employees, etc.).
5	Coordinate the transportation of evacuated animals to designated shelters.
6	Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners.
7	Coordinate communications and warnings radio frequencies.
8	Ensure security is established at the Incident Command Post (ICP) and the EOC.
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Provide information on damage assessment flyovers and transmitting video and pictures to the local and state EOCs.
<i>Mitigation Actions for Appendix 12 - Emergency Management</i>	
1	Review planning, organization, equipment, training, and exercise status.
<i>Protection Actions for Appendix 12 - Emergency Management</i>	
1	Prevent and deter movement and operations of threatening individuals.
2	Control and limit access to critical locations and systems to authorized individuals carrying out legitimate activities.
3	Implement security training for staff focused on awareness and response.
Los Alamos County Procurement Division	
<i>Protection Actions for Appendix 12 - Emergency Management</i>	
1	Analyze key dependencies and interdependences related to logistics and supply chain operations.
Los Alamos County Public Information Officer	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Identify alternate or backup communications systems and facilities.
2	Develop and test emergency communication procedures.
3	Collect, process, and disseminate information to and from the EOC.
4	Develop a Joint Information Center (JIC) and SOP and develop a JIC equipment cache.
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Activate public warning systems to include the Emergency Alert System (EAS).
2	Initiate contact with the media through External Affairs.

3	In conjunction with the Public Information Officer (PIO) provide a coordinated source of public information to the media and public, thus ensuring continued confidence in the government's ability to protect life and property.
4	Coordinate with the Public Information Officer's (PIO) notification of protective actions to be taken in response to impending or actual disasters.
5	In coordination with the Public Information Officer (PIO) initiate public information activities as dictated by the situation. Coordinate the operations of the Joint Information Center (JIC) with other agency PIOs; approve releases of information through the JIC and other field operations as required.
Protection Actions for Appendix 12 - Emergency Management	
1	Determine requirements for protected stakeholder information sharing.
Los Alamos County Public Utilities	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Identify how initial damage assessment will be collected, processed, and disseminated among local, county and state entities.
2	Establish, staff, and train damage assessment teams within the jurisdiction.
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Compile and collate preliminary damage assessment (PDA) data and other relevant information on the emergency or disaster for the EOC Situation Report (SITREP) and disseminate.
2	Conduct or Supervise Initial Damage Assessment (IDA) and Rapid Damage Assessment (RDA) as appropriate.
3	Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners.
4	In the case of a foreseeable event impact, collect, analyze, and apply disaster intelligence information and deployment of local damage assessment teams.
5	Activate public warning systems to include the Emergency Alert System (EAS).
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Establish and draft recovery plans to address building inspection requirements and priorities, emergency and temporary housing issues, business impacts (direct and indirect), debris management; route clearance, and utilities restoration.
2	Perform pre- and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making.
3	Provide information on damage assessment flyovers and transmitting video and pictures to the local and state EOCs.
4	Prioritize emergency repair and restoration of transportation infrastructure.
Mitigation Actions for Appendix 12 - Emergency Management	
1	Review planning, organization, equipment, training, and exercise status.
Protection Actions for Appendix 12 - Emergency Management	
1	Implement security training for staff focused on awareness and response.
Los Alamos County Risk Management	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Establish, staff, and train damage assessment teams within the jurisdiction.
Protection Actions for Appendix 12 - Emergency Management	
1	Identify and implement monitoring and risk management planning.

Los Alamos Medical Center	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Conduct Resource Allocation Planning for all 31 core capabilities.
Los Alamos Public Schools	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Conduct Resource Allocation Planning for all 31 core capabilities.
Operations Section Chief	
<i>Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management</i>	
1	Identify protective action decisions and establish response priorities.
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Support the preparation of Incident Action Plans (IAP) and distribute to appropriate partners.
2	Identify any needed specialized resources that are unavailable to responding entities.
3	Coordinate the prepositioning of resources with other agencies.
4	In the case of a foreseeable event impact, review pre-determined requests for prepositioning of critical resources (personnel, equipment, and supplies).
5	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
6	Generate detailed information on needs and logistics that the higher levels of government may not have.
7	Monitor potential resource shortages in the jurisdiction during the emergency and present options to the EOC Director.
8	Coordinate with ESF 10 for disposal of contaminated soil, water, clothing, and other items that could not be adequately decontaminated.
9	Maintain existing equipment and follow established procedures for communicating with personnel performing field operations.
10	Use call down rosters to alert emergency responders or provide situation updates.
11	Determine operational planning and logistical requirements for next operational period.
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Prepare ICS Form 221 or equivalent.
2	Provide personnel and resources to support damage assessment teams.
<i>Protection Actions for Appendix 12 - Emergency Management</i>	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.
Payroll And Revenue Collection Unit Leader	
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Maintain financial and legal accountability.
2	Ensure finance and response actions are documented for recovery operations.
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
Planning Section Chief	
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Support the preparation of Incident Action Plans (IAP) and distribute to appropriate partners.
2	Coordinate the prepositioning of resources with other agencies.

3	In the case of a foreseeable event impact, review pre-determined requests for repositioning of critical resources (personnel, equipment, and supplies).
4	Generate detailed information on needs and logistics that the higher levels of government may not have.
5	Coordinate with the EOC Director regarding needs and priorities for meeting them.
6	Support the IC and EOC Director with situational awareness briefings for staff and leadership.
7	Determine operational planning and logistical requirements for next operational period.
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Provide continued situation reports to support recovery and damage assessment process.
Procurement Unit Leader	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Obtain needed resources and supplies.
2	Maintain financial and legal accountability.
Recovery Unit Leader	
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
Resource Unit Leader	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Coordinate the repositioning of resources with other agencies.
2	In the case of a foreseeable event impact, review pre-determined requests for repositioning of critical resources (personnel, equipment, and supplies).
3	Anticipate potential needs or problems and begin alerting appropriate resources to stand by.
4	Coordinate with Logistics to ensure that all available resources are logged and requests for resources are filled.
5	Evaluate all requests for resources against known supplies.
Recovery (Post Event) Actions for Appendix 12 - Emergency Management	
1	Prepare ICS Form 221 or equivalent.
2	Provide personnel and resources to support damage assessment teams.
Protection Actions for Appendix 12 - Emergency Management	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.
State of New Mexico Department of Agriculture	
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	Coordinate the transportation of evacuated animals to designated shelters.
State of New Mexico Department of Homeland Security and Emergency Management	
Preparedness (Pre-Event) Actions for Appendix 12 - Emergency Management	
1	Identify responsibilities for liaison roles with state and adjacent county emergency management officials.
2	Establish, staff, and train damage assessment teams within the jurisdiction.
Response (During Event) Actions for Appendix 12 - Emergency Management	
1	In the case of a foreseeable event impact, collect, analyze, and apply disaster intelligence information and deployment of local damage assessment teams.

Time Keeping Unit Leader	
<i>Response (During Event) Actions for Appendix 12 - Emergency Management</i>	
1	Coordinate with Logistics to ensure that all available resources are logged and requests for resources are filled.
2	Ensure finance and response actions are documented for recovery operations.
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Prepare ICS Form 221 or equivalent.
2	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
Volunteer Unit Leader	
<i>Recovery (Post Event) Actions for Appendix 12 - Emergency Management</i>	
1	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
<i>Protection Actions for Appendix 12 - Emergency Management</i>	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.

Appendix 13 - Public Safety and Security

Coordinating Agency:

Los Alamos County Police Department

Support Agencies:

Los Alamos County Fleet Division

Los Alamos County Public Works Department

Purpose and Scope

A. Purpose

1. The purpose of this Appendix is to provide law enforcement coordination and support services in support of emergency events in Los Alamos County.

B. Scope

1. This Appendix provides a mechanism for coordinating and providing support to local authorities to include law enforcement, public safety and security capabilities and resources during potential or actual disaster/emergencies.
2. It is generally activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions.
3. This Appendix capabilities support incident management requirements including:
 - a. Force and critical infrastructure protection
 - b. Security planning and technical assistance
 - c. Technology support and public safety in both pre-incident and post-incident situations
 - d. To create a county law enforcement emergency response that provides for the command, control, and coordination of law enforcement planning, operations and mutual aid
 - e. To coordinate dispatch and the use of county law enforcement and means of coordination with local government

Concept of Operations

A. General

1. This Appendix is consistent with the Primary EOC (White Rock Fire Station 3)'s methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and

coordination and support operations to Los Alamos County through the Los Alamos County Emergency Policy Group, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Primary EOC (White Rock Fire Station 3) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe this Appendix's capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, this Appendix will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.
4. Throughout the response and recovery periods, this Appendix will evaluate and analyze information requests to move people, materials, equipment, and other resources as necessary; develop and update assessments of the Law Enforcement situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. Capabilities will be handled within the local EOC. This Appendix will coordinate requests for resources and assess capabilities on an as-needed basis, as well as requests for other resources through the logistics criteria defined by the needs in the field. The coordinator may be required to brief or inform other Annexes and Appendices staff within the local EOC involved in response regarding local jurisdictional capabilities and resources.
7. Public safety, security and protection are coordinated at the local level. If the event exceeds local resources, then the coordinator of this Appendix should consider alternates means of support either by the usage of IMAS, mutual aid resources, or assistance through the state EOC in support of law enforcement and security operations. In the event National Guard resources are requested then this must be done by this Appendix through Los Alamos County Emergency Management with the final approval of the EOC Director. The state EOC will then be contacted and if the National Guard is deployed to the local jurisdiction in partnership with the state will coordinate and manage the use of their own resources in conjunction with the National Guard and other law enforcement's may also be required to identify established staging areas and logistical support bases for requested mutual aid that support public safety will be designated in advance of response to a given event.
8. Refer to the Continuity of Operations Plan to identify locations for staging areas /resource distribution points, etc. The on-scene incident commander (IC) who is approved by the local jurisdiction will coordinate the Continuity of Operations.

B. Direction and Control

1. The Coordinating Agency is Los Alamos County Police Department which is approved by the State of New Mexico Department of Homeland Security and Emergency Management Cabinet Secretary, in coordination with local planning partners. The staff serving as Coordinator is appointed by the Los Alamos County Police Chief. When support is necessary, the coordinator coordinates all aspects of this Appendix.
2. This Appendix complies with the National Response Framework and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Los Alamos County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Los Alamos County.
3. This Appendix may operate at two levels: 1) Primary EOC (White Rock Fire Station 3); and 2) Field operations
4. During emergency activations, all management decisions regarding transportation for Los Alamos County are made at the Primary EOC (White Rock Fire Station 3) by the coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Primary EOC (White Rock Fire Station 3) assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment each primary and/or support organization assisting will retain administrative control over its own resources and personnel. Delegation of mission operational control may be delegated to the field by the Primary EOC (White Rock Fire Station 3).

C. Organization

1. County
 - a. During the activation of the Primary EOC (White Rock Fire Station 3), primary and support agency staff is integrated with the Los Alamos County Police Department staff to provide support.
 - b. During an emergency or disaster event, the Primary EOC (White Rock Fire Station 3)/Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.
 - c. During the response phase, the Primary EOC (White Rock Fire Station 3) will evaluate and fulfill all valid requests for law enforcement resources. The Primary EOC (White Rock Fire Station 3) will complete and update assessments and contingency plans for the law enforcement support services deployed or anticipated in the incident area.
 - d. The Los Alamos County Police Department will develop and maintain accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain supporting documents for agency use, which must be compatible with the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Los Alamos

County Los Alamos County Emergency Operations Plan.

2. State of New Mexico

- a. During an activation of the State of New Mexico EOC, the New Mexico Department of Public Safety/State Police Division is the designated lead agency for State law enforcement and will provide a liaison to facilitate requests for State law enforcement resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies at the State of New Mexico EOC will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Emergency Operations Center Manager.
- c. During the response phase, the Primary EOC (White Rock Fire Station 3) will evaluate and analyze information regarding statewide law enforcement coordination and support requests. The staff will develop and update law enforcement assessments and contingency plans to meet anticipated demands and needs.
- d. The New Mexico Department of Public Safety/State Police Division develops and maintains accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain similar documents for agency use, which must be compatible with and in support of the overall New Mexico Response Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the New Mexico Response Plan.

D. Alerts and Notifications

1. The Los Alamos County Police Department will notify the County Warning Point (Los Alamos County Emergency Communications Center) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Los Alamos County Emergency Communications Center) will notify the "on call" Emergency Duty Officer and/or Coordinator for when Los Alamos County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. This Appendix will be activated or placed on standby upon notification by the Primary EOC (White Rock Fire Station 3). The representatives or designees of the coordinating agency will manage the emergency activities of this Appendix. If additional support is required, the coordinating and primary agencies may jointly manage activities.
4. Upon instructions to activate or placement on standby, Los Alamos County Police Department will implement procedures to notify all planning team members and, if necessary, mobilize

all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

Responsibilities

The following list identifies unassigned actions.

The following list identifies the responsibilities designated to a specific agency/organization. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Supporting: Los Alamos County Fleet Division	
<i>Recovery (Post Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Clean, repair, replenish and perform maintenance on equipment before returning to normal operations or storage.
American Red Cross	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Plan for and coordinate with the Mass Care Coordinator and Transportation Resources Coordinator for sheltering and transportation requirements for vulnerable populations.
Atomic City Transit	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Develop procedures for coordinating traffic routing with Department of Public Works during major emergencies.
<i>Response (During Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Assist in initiating traffic management operations and control strategies.
2	Assist establishing alternate routes of access required due to road closures.
Center for Disease Control (CDC)	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Plan for and coordinate with the Mass Care Coordinator and Transportation Resources Coordinator for sheltering and transportation requirements for vulnerable populations.
<i>Protection Actions for Appendix 13 - Public Safety and Security</i>	
1	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
Federal Emergency Management Agency (FEMA)	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Develop procedures for determining who is and is not authorized to enter into disaster areas.
<i>Response (During Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Identify capabilities to provide safety and security for HAZMAT, EOD, and radiological incidents.
<i>Mitigation Actions for Appendix 13 - Public Safety and Security</i>	
1	Participate in HSEEP training, drills, and exercises.
2	Train personnel on EOC operations, Incident Command System (ICS), and the National Incident Management System (NIMS).

Finance and Administration Section Chief	
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Maintain financial and legal accountability.
Recovery (Post Event) Actions for Appendix 13 - Public Safety and Security	
1	Provide documentation for financial reimbursement.
Hospital Auxiliary of LAMC	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Plan for and coordinate with the Mass Care Coordinator and Transportation Resources Coordinator for sheltering and transportation requirements for vulnerable populations.
Information Systems Branch Director	
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Support and maintain Law Enforcement's primary communications, county, and city wide, and for the EOC on a 24-hour basis using available public and private communications systems.
Law Enforcement Branch Director	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Identify alternate or backup facilities.
2	Plan to provide security for Access Control and re-entry considerations for areas impacted by emergencies.
3	Identify responsibilities for liaison roles with state and adjacent county law enforcement officials.
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Monitor potential law enforcement shortages and ICP requirements in the jurisdiction during the emergency and present options to the EOC Director.
2	Coordinate the law enforcement agencies in the County/City during disaster situations to ensure the safety of all citizens, maintain law and order, protect public and private property, provide protection for essential industries, supplies and facilities.
Logistics Team Chief	
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Evaluate all requests for resources against known supplies and coordinate with Resources Support.
2	Generate detailed information on needs and logistics that the higher level of government may not have.
Recovery (Post Event) Actions for Appendix 13 - Public Safety and Security	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
Los Alamos Cares	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Plan for and coordinate with the Mass Care Coordinator and Transportation Resources Coordinator for sheltering and transportation requirements for vulnerable populations.
Los Alamos County All Departments	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Identify alternate or backup facilities.
2	Consider planning for information sharing between agencies.
3	Develop procedures for overcoming communications problems that will result from the use of non-departmental agencies during traffic control operations.

Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Determine the supply needs generated by the emergency.
2	Obtain needed resources and supplies.
3	Evaluate all requests for resources against known supplies and coordinate with Resources Support.
4	Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
5	Generate detailed information on needs and logistics that the higher level of government may not have.
6	Provide support for emergency responders.
7	Coordinate with the EOC or incident command to provide protection to shelters and feeding facilities.
8	Prepare an oral increased readiness report for the first meeting with the EOC Director.
9	Provide the first line of assistance to localities during emergencies.
Recovery (Post Event) Actions for Appendix 13 - Public Safety and Security	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Participate in after action meetings and prepare an After-Action Report (AAR).
4	Provide documentation for financial reimbursement.
5	Provide assistance in the security of designated recovery facilities.
6	Clean, repair, replenish and perform maintenance on equipment before returning to normal operations or storage.
Mitigation Actions for Appendix 13 - Public Safety and Security	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Develop mutual aid and other support agreements with surrounding jurisdictions and foster private sector relationships.
4	Participate in HSEEP training, drills, and exercises.
5	Train personnel on EOC operations, Incident Command System (ICS), and the National Incident Management System (NIMS).
6	Identify responsibilities for liaison roles with state and neighboring communities' communications officials.
Protection Actions for Appendix 13 - Public Safety and Security	
1	Determine requirements for protected stakeholder information sharing.
2	Develop an observant and engaged population and foster working relationships with the community, including individuals, families, the private sector, and neighboring governments.
Los Alamos County Attorney's Office	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Encourage the development of mutual aid agreements between neighboring and regional law enforcement agencies.
2	Establish mutual aid agreements with surrounding jurisdictions in the event that additional law enforcement personnel are required at a disaster.
3	Establish mutual aid agreements with neighboring communities for the relocation of prisoners, if necessary, during a disaster.

Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Coordinate the activation of mutual aid agreements.
2	Maintain financial and legal accountability.
Protection Actions for Appendix 13 - Public Safety and Security	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.
2	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
Los Alamos County Community Services Department	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Develop traffic control plans for special and regional events.
2	Develop procedures for coordinating traffic routing with Department of Public Works during major emergencies.
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Provide support to staff in Mass Care Housing and Human Services in handling individuals in shelters with legal restrictions.
Mitigation Actions for Appendix 13 - Public Safety and Security	
1	Establish a protocol for determining when to allow evacuees and the general public to re-enter the impacted area.
Los Alamos County Department Heads	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Encourage the development of mutual aid agreements between neighboring and regional law enforcement agencies.
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
2	Provide support for emergency responders.
3	Identify capabilities to provide safety and security for HAZMAT, EOD, and radiological incidents.
4	Provide support to staff in Mass Care Housing and Human Services in handling individuals in shelters with legal restrictions.
5	Coordinate the activation of mutual aid agreements.
6	Provide the first line of assistance to localities during emergencies.
Recovery (Post Event) Actions for Appendix 13 - Public Safety and Security	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Participate in after action meetings and prepare an After-Action Report (AAR).
3	Provide documentation for financial reimbursement.
4	Provide assistance in the security of designated recovery facilities.
Mitigation Actions for Appendix 13 - Public Safety and Security	
1	Develop safety programs, to include disaster situations, and present them to the public.
2	Participate in the hazard identification process and identify and correct vulnerabilities.
3	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
4	Participate in HSEEP training, drills, and exercises.
5	Train personnel on EOC operations, Incident Command System (ICS), and the National Incident Management System (NIMS).

Protection Actions for Appendix 13 - Public Safety and Security	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.
2	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
3	Identify and implement monitoring and risk management planning.
Los Alamos County Department of Public Utilities	
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Secure the disaster area in accordance with the requirements of the specific hazard present.
2	Identify capabilities to provide safety and security for HAZMAT, EOD, and radiological incidents.
Los Alamos County Dispatch	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
Recovery (Post Event) Actions for Appendix 13 - Public Safety and Security	
1	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
Mitigation Actions for Appendix 13 - Public Safety and Security	
1	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
Protection Actions for Appendix 13 - Public Safety and Security	
1	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
Los Alamos County Emergency Communications Center	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Consider planning for information sharing between agencies.
2	Develop procedures for providing assistance to and requesting assistance from other law enforcement agencies during emergencies.
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Use call down rosters to alert emergency responders or provide situation updates.
2	Support and maintain Law Enforcement's primary communications, county, and city wide, and for the EOC on a 24-hour basis using available public and private communications systems.
3	Coordinate with law enforcement agencies responding from outside the jurisdiction.
4	Provide support for emergency responders.
Protection Actions for Appendix 13 - Public Safety and Security	
1	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.

Los Alamos County Emergency Management	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Review the threat and hazard identified in the jurisdiction mitigation plan for planning requirements.
2	Develop and test emergency procedures.
3	Develop procedures for coordinating traffic routing with Department of Public Works during major emergencies.
4	Develop procedures for determining who is and is not authorized to enter into disaster areas.
5	Encourage the development of mutual aid agreements between neighboring and regional law enforcement agencies.
6	Establish mutual aid agreements with surrounding jurisdictions in the event that additional law enforcement personnel are required at a disaster.
7	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
<i>Response (During Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Start a Unit Log (ICS 214) to hand-record anything not covered in this Checklist.
2	Establish staging areas and logistical support bases for requested mutual aid resources supporting public safety and security activities.
3	Determine the supply needs generated by the emergency.
4	Obtain needed resources and supplies.
5	Coordinate law enforcement resource requests from the Incident Commander.
6	Staff the EOC Security Unit at the EOC.
7	Coordinate with law enforcement agencies responding from outside the jurisdiction.
8	Provide support for emergency responders.
9	Identify capabilities to provide safety and security for HAZMAT, EOD, and radiological incidents.
10	In a Hazardous Materials Incident, Emergency Action Stage 2 or 3, the State Emergency Response Officer (ERO) will coordinate response activity and coordinate additional resources as necessary.
11	Coordinate the activation of mutual aid agreements.
12	Prepare an oral increased readiness report for the first meeting with the EOC Director.
13	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
<i>Recovery (Post Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Prepare ICS Form 221 or equivalent.
2	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
<i>Mitigation Actions for Appendix 13 - Public Safety and Security</i>	
1	Develop safety programs, to include disaster situations, and present them to the public.
2	Participate in the hazard identification process and identify and correct vulnerabilities.
3	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
4	Establish a protocol for determining when to allow evacuees and the general public to re-enter the impacted area.

5	Develop mutual aid and other support agreements with surrounding jurisdictions and foster private sector relationships.
6	Participate in HSEEP training, drills, and exercises.
7	Train personnel on EOC operations, Incident Command System (ICS), and the National Incident Management System (NIMS).
8	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
Protection Actions for Appendix 13 - Public Safety and Security	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.
2	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
3	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
Los Alamos County Environmental Services Division	
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Secure the disaster area in accordance with the requirements of the specific hazard present.
Mitigation Actions for Appendix 13 - Public Safety and Security	
1	Identify responsibilities for liaison roles with state and neighboring communities' communications officials.
Los Alamos County Finance Department	
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Maintain financial and legal accountability.
Recovery (Post Event) Actions for Appendix 13 - Public Safety and Security	
1	Provide documentation for financial reimbursement.
Los Alamos County Fire Department	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Review the threat and hazard identified in the jurisdiction mitigation plan for planning requirements.
2	Develop and test emergency procedures.
3	Plan for and coordinate with the Mass Care Coordinator and Transportation Resources Coordinator for sheltering and transportation requirements for vulnerable populations.
4	Develop procedures for providing assistance to and requesting assistance from other law enforcement agencies during emergencies.
5	Develop traffic control plans for special and regional events.
6	Develop procedures for coordinating traffic routing with Department of Public Works during major emergencies.
7	Develop procedures for determining who is and is not authorized to enter into disaster areas.

Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Establish staging areas and logistical support bases for requested mutual aid resources supporting public safety and security activities.
2	Secure the disaster area in accordance with the requirements of the specific hazard present.
3	Identify capabilities to provide safety and security for HAZMAT, EOD, and radiological incidents.
4	In a Hazardous Materials Incident, Emergency Action Stage 2 or 3, the State Emergency Response Officer (ERO) will coordinate response activity and coordinate additional resources as necessary.
5	Control access to the area until it is safe. Allow only those people directly involved in emergency response operations to enter.
6	Provide support to staff in Mass Care Housing and Human Services in handling individuals in shelters with legal restrictions.
Mitigation Actions for Appendix 13 - Public Safety and Security	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Establish a protocol for determining when to allow evacuees and the general public to re-enter the impacted area.
3	Participate in HSEEP training, drills, and exercises.
Protection Actions for Appendix 13 - Public Safety and Security	
1	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
Los Alamos County Information Management Division	
Protection Actions for Appendix 13 - Public Safety and Security	
1	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
2	Detect malicious activity and conduct technical countermeasures and mitigate activities on internet and cyber systems.
Los Alamos County Manager	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Develop and test emergency procedures.
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Determine the supply needs generated by the emergency.
2	Identify capabilities to provide safety and security for HAZMAT, EOD, and radiological incidents.
3	Prepare an oral increased readiness report for the first meeting with the EOC Director.
Mitigation Actions for Appendix 13 - Public Safety and Security	
1	Develop safety programs, to include disaster situations, and present them to the public.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Identify responsibilities for liaison roles with state and neighboring communities' communications officials.
Protection Actions for Appendix 13 - Public Safety and Security	
1	Determine jurisdictional priorities, objectives strategies, and resource limitations.

Los Alamos County Police Department	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Review the threat and hazard identified in the jurisdiction mitigation plan for planning requirements.
2	Develop and test emergency procedures.
3	Plan to provide security for Access Control and re-entry considerations for areas impacted by emergencies.
4	Identify responsibilities for liaison roles with state and adjacent county law enforcement officials.
5	Consider planning for information sharing between agencies.
6	Develop procedures for providing assistance to and requesting assistance from other law enforcement agencies during emergencies.
7	Develop traffic control plans for special and regional events.
8	Develop procedures for coordinating traffic routing with Department of Public Works during major emergencies.
9	Develop procedures for determining who is and is not authorized to enter into disaster areas.
10	Develop procedures for coordinating state law enforcement and other personnel in traffic control operations.
11	Encourage the development of mutual aid agreements between neighboring and regional law enforcement agencies.
12	Identify organizations which have support roles in law enforcement operations.
13	Identify duties and responsibilities of participating law enforcement agencies.
14	Establish mutual aid agreements with surrounding jurisdictions in the event that additional law enforcement personnel are required at a disaster.
15	Establish mutual aid agreements with neighboring communities for the relocation of prisoners, if necessary, during a disaster.
16	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
<i>Response (During Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Report Law Enforcement status and potential problems to the EOC Director. If the scope of the incident is beyond the capabilities of this jurisdiction's Law Enforcement resources, notify EOC Director, and note time and date.
2	For incidents that are the result of an act of terrorism (or suspected), the Federal Bureau of Investigation (FBI) will be the coordinating agency for the criminal investigation; response operations must be coordinated in conjunction with them.
3	Coordinate law enforcement resource requests from the Incident Commander.
4	Staff the EOC Security Unit at the EOC.
5	Monitor potential law enforcement shortages and ICP requirements in the jurisdiction during the emergency and present options to the EOC Director.
6	Coordinate the law enforcement agencies in the County/City during disaster situations to ensure the safety of all citizens, maintain law and order, protect public and private property, provide protection for essential industries, supplies and facilities.
7	Coordinate with law enforcement agencies responding from outside the jurisdiction.
8	Coordinate with other all other ESF staff to provide protection to key and critical facilities.
9	Provide law enforcement security to the EOC.

10	Provide assistance for security of shelters and other designated county facilities.
11	Secure the disaster area in accordance with the requirements of the specific hazard present.
12	Identify capabilities to provide safety and security for HAZMAT, EOD, and radiological incidents.
13	Control access to the area until it is safe. Allow only those people directly involved in emergency response operations to enter.
14	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.
15	Assist in initiating traffic management operations and control strategies.
16	Assist establishing alternate routes of access required due to road closures.
17	Coordinate with the EOC or incident command to provide protection to shelters and feeding facilities.
18	Provide assistance to other law enforcement agencies when requested.
19	Deploy personnel to traffic control points as prearranged or as requested by local agencies.
20	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
<i>Recovery (Post Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Plan for the gradual shut down of emergency law enforcement operations.
2	Plan law enforcement recovery, reconstitution, mitigation, and other long-term actions.
3	Provide assistance in the security of designated recovery facilities.
4	Provide traffic management and access control during recovery activities.
5	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
<i>Mitigation Actions for Appendix 13 - Public Safety and Security</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Establish a protocol for determining when to allow evacuees and the general public to re-enter the impacted area.
3	Participate in HSEEP training, drills, and exercises.
4	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
<i>Protection Actions for Appendix 13 - Public Safety and Security</i>	
1	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
2	Prevent and deter movement and operations of threatening individuals.
3	Control and limit access to critical locations and systems.
4	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.

Los Alamos County Procurement Division	
<i>Response (During Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Establish staging areas and logistical support bases for requested mutual aid resources supporting public safety and security activities.
2	Obtain needed resources and supplies.
3	Coordinate law enforcement resource requests from the Incident Commander.
4	Generate detailed information on needs and logistics that the higher level of government may not have.
Los Alamos County Public Information Officer	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Consider planning for information sharing between agencies.
<i>Response (During Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Use call down rosters to alert emergency responders or provide situation updates.
2	Support and maintain Law Enforcement's primary communications, county, and city wide, and for the EOC on a 24-hour basis using available public and private communications systems.
<i>Mitigation Actions for Appendix 13 - Public Safety and Security</i>	
1	Develop safety programs, to include disaster situations, and present them to the public.
Los Alamos County Risk Management	
<i>Protection Actions for Appendix 13 - Public Safety and Security</i>	
1	Identify and implement monitoring and risk management planning.
Los Alamos County Traffic and Streets Division	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Plan to provide security for Access Control and re-entry considerations for areas impacted by emergencies.
2	Develop traffic control plans for special and regional events.
3	Develop procedures for coordinating traffic routing with Department of Public Works during major emergencies.
<i>Response (During Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	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.
2	Assist in initiating traffic management operations and control strategies.
3	Assist establishing alternate routes of access required due to road closures.
4	Deploy personnel to traffic control points as prearranged or as requested by local agencies.
<i>Recovery (Post Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Provide traffic management and access control during recovery activities.
Los Alamos Medical Center	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Plan for and coordinate with the Mass Care Coordinator and Transportation Resources Coordinator for sheltering and transportation requirements for vulnerable populations.

Los Alamos National Laboratory (LANL)	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Develop traffic control plans for special and regional events.
2	Develop procedures for coordinating traffic routing with Department of Public Works during major emergencies.
3	Develop procedures for determining who is and is not authorized to enter into disaster areas.
<i>Response (During Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	For incidents that are the result of an act of terrorism (or suspected), the Federal Bureau of Investigation (FBI) will be the coordinating agency for the criminal investigation; response operations must be coordinated in conjunction with them.
2	Identify capabilities to provide safety and security for HAZMAT, EOD, and radiological incidents.
3	Control access to the area until it is safe. Allow only those people directly involved in emergency response operations to enter.
<i>Protection Actions for Appendix 13 - Public Safety and Security</i>	
1	Adhere to appropriate mechanisms for safeguarding sensitive and classified information including law enforcement and healthcare related information.
2	Prevent and deter movement and operations of threatening individuals.
3	Detect malicious activity and conduct technical countermeasures and mitigate activities on internet and cyber systems.
Procurement Unit Leader	
<i>Response (During Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Evaluate all requests for resources against known supplies and coordinate with Resources Support.
State of New Mexico Aging & Long-Term Services Department	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Plan for and coordinate with the Mass Care Coordinator and Transportation Resources Coordinator for sheltering and transportation requirements for vulnerable populations.
State of New Mexico Department of Homeland Security and Emergency Management	
<i>Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
<i>Response (During Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Secure the disaster area in accordance with the requirements of the specific hazard present.
2	Identify capabilities to provide safety and security for HAZMAT, EOD, and radiological incidents.
3	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
<i>Recovery (Post Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.

Mitigation Actions for Appendix 13 - Public Safety and Security	
1	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
Protection Actions for Appendix 13 - Public Safety and Security	
1	Prevent and deter movement and operations of threatening individuals.
2	The primary purpose is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support law enforcement agencies.
State of New Mexico Department of Natural Resources	
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Secure the disaster area in accordance with the requirements of the specific hazard present.
State of New Mexico Department of Public Safety	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Develop procedures for coordinating state law enforcement and other personnel in traffic control operations.
2	Encourage the development of mutual aid agreements between neighboring and regional law enforcement agencies.
3	Identify organizations which have support roles in law enforcement operations.
4	Identify duties and responsibilities of participating law enforcement agencies.
5	Establish mutual aid agreements with surrounding jurisdictions in the event that additional law enforcement personnel are required at a disaster.
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	Coordinate the law enforcement agencies in the County/City during disaster situations to ensure the safety of all citizens, maintain law and order, protect public and private property, provide protection for essential industries, supplies and facilities.
2	Coordinate with law enforcement agencies responding from outside the jurisdiction.
3	Secure the disaster area in accordance with the requirements of the specific hazard present.
4	Provide assistance to other law enforcement agencies when requested.
State of New Mexico Department of Transportation	
Preparedness (Pre-Event) Actions for Appendix 13 - Public Safety and Security	
1	Develop traffic control plans for special and regional events.
2	Develop procedures for coordinating traffic routing with Department of Public Works during major emergencies.
Response (During Event) Actions for Appendix 13 - Public Safety and Security	
1	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.
2	Assist establishing alternate routes of access required due to road closures.

State of New Mexico National Guard	
<i>Response (During Event) Actions for Appendix 13 - Public Safety and Security</i>	
1	Secure the disaster area in accordance with the requirements of the specific hazard present.
2	Deploy personnel to traffic control points as prearranged or as requested by local agencies.

Checklist - Basic Emergency Operations Center Responder

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

- ____ ____ Advise command and control in EOC of disaster regulations of EOC.
- ____ ____ Act as an advisor to sections in the EOC.
- ____ ____ Identify resources and respond to requests for assistance. Maintain resource listing.
- ____ ____ Plan for extended 24-hour operations
- ____ ____ Maintain copy of operations response plan for community
- ____ ____ Document all work activity

Activation

Time Initials

- ____ ____ Check in with the Emergency Management Commander (or designee) or the Personnel Unit in EOC Planning upon arrival at the Los Alamos EOC.

Operational

Time Initials

- ____ ____ Prepare and maintain After Action Reports to State.
- ____ ____ Ensure adequate communication capability
- ____ ____ Keep the staff informed of local EOC activities and requests
- ____ ____ Maintain Resource Request log (request #, type, ETA)
- ____ ____ Act as spokesperson for EOC in the absence of the same.
- ____ ____ Assist other departments and agencies as required to ensure the safety and welfare of the community.
- ____ ____ Assist with the coordination of PIO messages.

Demobilization

Time Initials

- ____ ____ Deactivate your assigned position and close out logs when authorized by the Situation Assessment Team.
- ____ ____ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ____ ____ Be prepared to provide input to the after-action report.
- ____ ____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ____ ____ Clean up your work area before you leave.
- ____ ____ Leave a forwarding phone number where you can be reached.

Checklist - Emergency Management Commander

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

- ___ ___ Facilitate the overall functioning of the Los Alamos County EOC.
- ___ ___ Assist and serve as an advisor to the LAC Situation Assessment Team and Section Chiefs as needed. Provide information and guidance related to the internal functions of the EOC and ensure compliance with New Mexico State emergency plans and procedures.
- ___ ___ Ensure proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

Activation

Time Initials

- ___ ___ Check in and identify yourself as the Emergency Management Commander upon arrival at the Los Alamos EOC.
- ___ ___ Obtain a briefing on the extent of the emergency and recommended initial objectives.
- ___ ___ Start and maintain EOC log of actions taken, and decisions made (may be delegated).
- ___ ___ Assist the Situation Assessment Team in determining appropriate staffing for the EOC.
- ___ ___ Provide assistance and information regarding section staffing.
- ___ ___ Assist PIO in public information and public warning activities.
- ___ ___ Ensure routine County notifications to LANL, Los Alamos Public Schools, and adjacent jurisdictions have been made.

Operational

Time Initials

- ___ ___ Initiate and maintain an EOC Log Form (ICS 214) noting all messages received, decisions made, and actions taken. (a copy of the log is located in this Annex).
- ___ ___ Assist the Situation Assessment Team and County Section Chiefs in developing overall strategic objectives as well as Section objectives for the EOC Incident Action Plan.
- ___ ___ Advise the Situation Assessment Team on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- ___ ___ Assist the Planning Section in the development, continuous updating, and execution of the EOC Incident Action Plan.
- ___ ___ Provide overall procedural guidance as required.
- ___ ___ Provide general advice and guidance to the Situation Assessment Team as required.
- ___ ___ Ensure that all notifications and Situation Reports (SITREPs) are made to the New Mexico State EOC.
- ___ ___ Ensure that required alert/warning messages are transmitted via Emergency Preparedness Network (EPN), Emergency Alert System (EAS), cable interrupt and/or all other available warning/alert methodologies (instructions for activating the EAS are located in this Annex).
- ___ ___ Assist Situation Assessment Team in preparing for and conducting briefings with Section Chiefs, the Situation Assessment Team, the media, and the general public.

- ____ ____ Assist with coordination of all EOC visits.
- ____ ____ Assists with coordination of PIO messages
- ____ ____ Activate VOAD-NNM (Voluntary Organizations Active in Disaster – Northern NM), whether partially or fully, per the procedures following this checklist.
- ____ ____ Provide assistance with shift change activity as required.

Demobilization

Time Initials

- ____ ____ Ensure any open actions are assigned to appropriate staff.
- ____ ____ Ensures necessary functions are maintained throughout and following demobilization.
- ____ ____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ____ ____ Clean up your work area before you leave.
- ____ ____ Leave a forwarding number where you can be reached.

Checklist - Emergency Operations Center Public Information Officer Liaison

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

___ ___ Ensure County employees are provided the most current and complete information possible about the on-going incident. In an EOC activation, a designee from the County's Human Resources division fills this position.

___ ___ Maintain information flow with the PIO; or, if a JIC has been activated, the JIC Manager.

___ ___ Inform employees of the emergency situation using pre-approved press releases from the PIO and a variety of venues to distribute information to offices and field crews.

___ ___ Provide a liaison to employee families if needed.

___ ___ Respond to employee calls related to the emergency.

Activation

Time Initials

___ ___ Check in and identify yourself as the Internal Information Officer upon arrival at the Los Alamos EOC.

___ ___ Obtain a briefing on the extent of the emergency and recommended initial objectives.

___ ___ Start and maintain an EOC log (ICS 214) of actions taken and decisions made.

___ ___ Upon activation of this position, the following actions apply:

___ ___ Receive notification of EOC activation.

___ ___ Receive initial briefing from the PIO, SAT or EOC Director.

___ ___ Discuss key messages to be conveyed and any constraints on information with the PIO.

___ ___ Take the lead in responding to calls from employees with questions about the incident; give out only approved information from EOC-issued news releases.

___ ___ Conduct any shift change briefings with replacement staff as needed. Ensure that in-progress activities are identified, and follow-up requirements are known.

___ ___ Provide copies of logs and any other documentation to the PIO to include in documentation package on public information for the EOC Director.

Demobilization

Time Initials

___ ___ Ensure any open actions are assigned to appropriate staff.

___ ___ Ensures necessary functions are maintained throughout and following demobilization.

___ ___ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

___ ___ Clean up your work area before you leave.

___ ___ Leave a forwarding number where you can be reached.

Checklists - Incident Command System

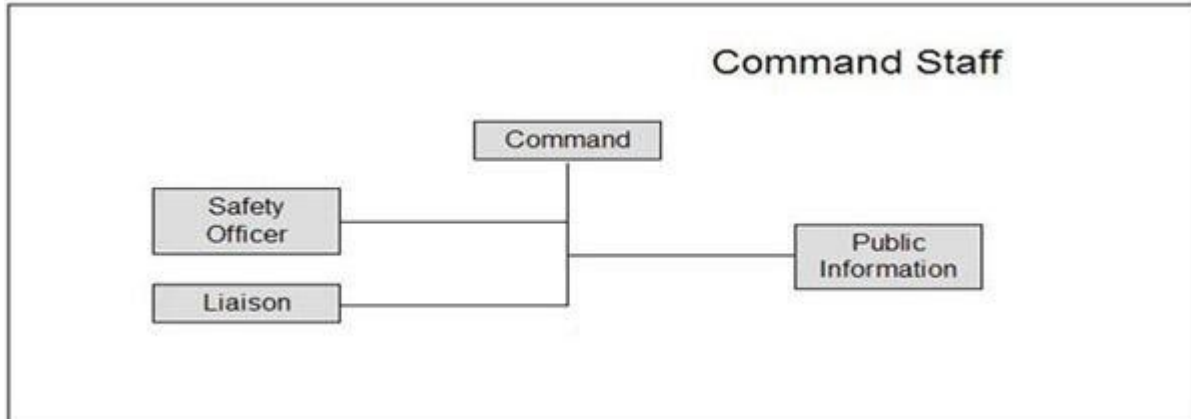
The Incident Command System (ICS) is a flexible structure applicable at all levels of response regardless of incident scope or agency size. It allows responders to act in a unified fashion that is consistent with the best practices as laid out in the National Incident Management System (NIMS) framework.

ICS also provides for planning, building, and adapting the response during recovery and review after an incident.

ICS establishes a set of core competencies which should be evaluated at the organizational level on a regular basis.

Command Staff

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



Command Staff	Roles and Responsibility
All ICS Command Staff Departments	<ol style="list-style-type: none"> 1. Incident Commander (IC) determines which ICS forms are necessary for the level of response. 2. Incident Commander (IC) approves Mutual Aid Agreements with other agencies. 3. Incident Commander (IC) approves memorandums of understanding with resource providers. 4. Incident Commander (IC) informs executive branches of immediate plan and actions. 5. Incident Commander (IC) will form an Incident Management Team (IMT) if necessary. 6. Incident Commander (IC) will designate, or contact pre-designated Command Staff appointees, including the Public Information Officer (PIO), Safety Officer and Liaison Officer. 7. Public Information Officer (PIO) will monitor external media and information distributed by external agencies for reporting purposes. 8. Public Information Officer (PIO) will determine any limits to information release.

9. Public Information Officer (PIO) will develop accurate and accessible briefings.
10. Safety Officer may identify mitigation actions necessary for hazards.
11. Safety Officer may ensure safety messages are transmitted.
12. Safety Officer may review the Incident Action Plan (IAP) for safety implications.
13. Liaison Officer may act as a point of contact for agency representatives.
14. Liaison Officer may maintain a list of coordinating, primary and support agencies.
15. Liaison Officer monitors incident operations to identify current or potential inter-organization communications and functional conflicts.
16. Liaison Officers may participate in planning meetings, provide current resource status and limitations of capabilities.
17. Ensure government agencies are providing critical emergency services.
18. Act as the jurisdiction's Emergency Response Team (ERT) Leader/ICS Commander.
19. Coordinates resource requests.
20. Coordinates with all agencies involved in the emergency or disaster.
21. In major disasters, directs evacuation.
22. Monitors warning systems.
23. Serves as point of contact for representatives from other governmental agencies or private entities.
24. Drafts emergency resolutions and ordinances for executive approval.
25. Provides legal review of all pertinent documents.
26. Provides legal advice for emergency functions pertinent to the jurisdiction.

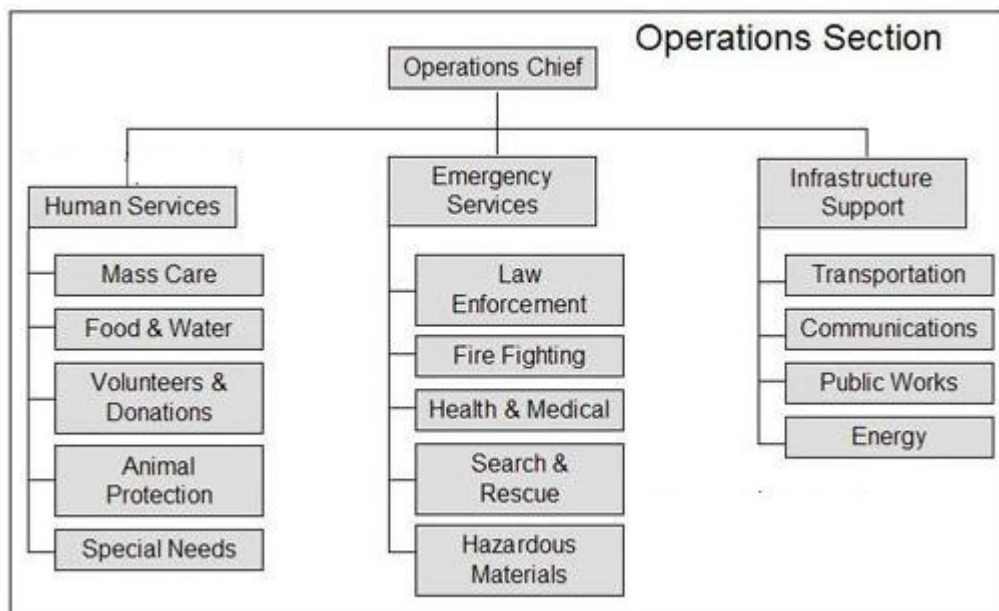
	<ul style="list-style-type: none">27. Coordinates news releases and interfaces with the public and media.28. Develops accurate and complete information on the incident.29. Maintains close contact with media on public information and other PIOs.30. Provides space near EOC for media representatives.31. Monitors the incident operations and advises the Incident Commander on all matters relating to operational safety.
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Operations Section

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

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

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



Operations Section	Roles and Responsibility
All ICS Operations Section Departments	<ol style="list-style-type: none"> 1. Develop the operation portion of the IAP in conjunction with other ICS branches. 2. Complete and maintain ICS Form 214 as necessary. 3. Operations Section Chief will refer to the IAP for tactical operations guidance. 4. Tactical resources will be guided by appropriate span of control (ratio) considerations.

5. Perform Rapid Impact Assessment to provide immediate field intelligence regarding area of impact, extent of damage and need for emergency response actions and resources.
6. Coordinate emergency organization credentialing/privileging procedures.
7. Section Chief will maintain contact with Incident Commander (IC) as well as subordinate Operations personnel while involved with the incident.
8. Assign a Deputy Operations Chief to assist and track progress on critical coordination.
9. Confirm that EOC staff understands overall objectives, strategies and priorities for coordination and critical resources.
10. Coordinate with staff representing Emergency Services, Human Services, and Infrastructure Support Operations.
11. Identify resources that will be exhausted.
12. Schedule and conduct EOC operation briefings by obtaining progress reports from EOC staff.
13. Coordinate with EOC Planning Chief the contents for an Incident Action Plan.
14. Coordinate with EOC Planning Chief in the development and approval of a written demobilization plan.

Planning Section

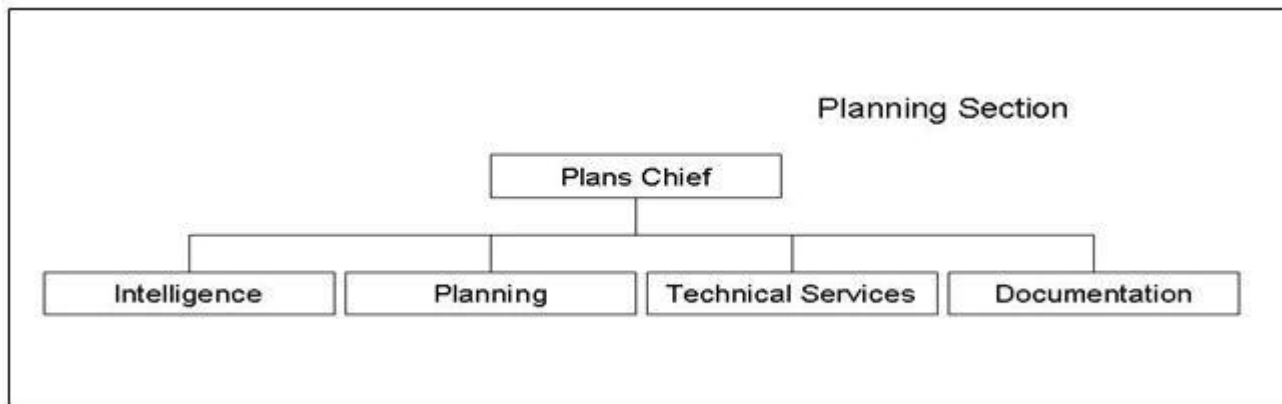
The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident.

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

The Planning section has four branches:

- Intelligence
- Planning
- Technical Services
- Documentation

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

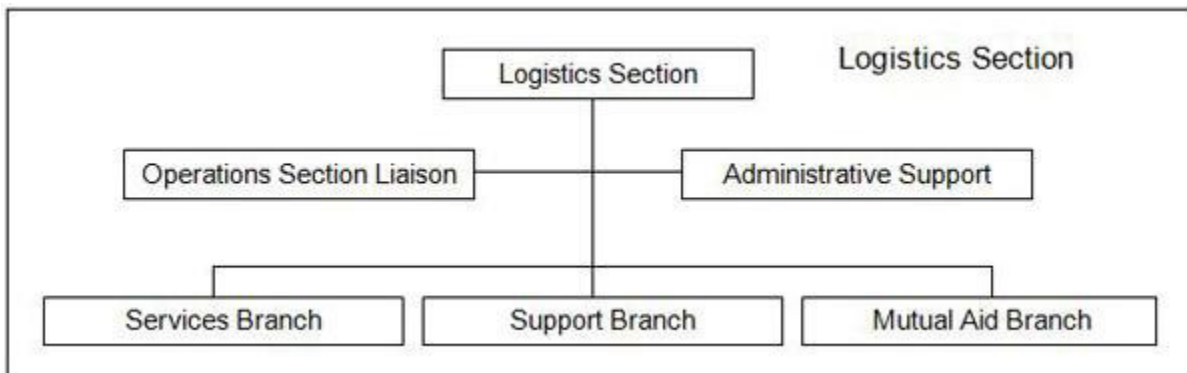


Planning Section	Roles and Responsibility
All ICS Planning Section Departments	<ol style="list-style-type: none"> 1. The Planning Section Chief will supervise the development of the Incident Action Plan (IAP). 2. Will incorporate Traffic, Medical, Communications and all relevant agency planning into the Incident Action Plan (IAP). 3. Reassign personnel within the ICS organization.
	<ol style="list-style-type: none"> 4. Conduct and supervise planning meetings. 5. Coordinate the planning process of activities contained within the EOP for all involved organizations. 6. Complete ICS Form 215 and/or 215A. 7. Perform operational planning for the planning section. 8. Obtain information and understand current situation. 9. Predict the probable course of the incident events. 10. Prepare alternative strategies and control the operations for the incident. 11. Establish information requirements and reporting schedules for units (e.g., Resources, Situation Units). 12. Provide period reports on incident future potential. 13. Determine in advance the need for specialized resources and plan for MOU implementation. 14. Assemble Information on alternative strategies. 15. Establish specialized data collection systems as necessary (e.g., weather). 16. Provide periodic predictions on incident potential. 17. Compile and display incident status summary information. 18. Advise EOC staff of any significant changes in the status of the incident. 19. Report significant changes in incident status. 20. Oversee preparation of the Demobilization Plan. 21. Complete ICS Form 221 or equivalent.

Logistics Section

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

- ESF 1 - Transportation
- ESF 2 - Communications
- ESF 5 - Emergency Management
- ESF 7 - Logistics Management and Resource Support
- ESF 8 - Public Health and Medical Services
- ESF 11 - Agriculture and Natural Resources



Logistics Section	Roles and Responsibility
All ICS Logistics Section Departments	<ol style="list-style-type: none"> 1. The Logistics Section Chief will support all physical resource needs with the exception of air operations. 2. Section Chief will provide and coordinate facilities with the following, but not limited to transport, communications, maintenance, and food and medical services for incident personnel and off-incident resources. 3. Identify those resources that are anticipated for the incident. 4. Coordinate with Intelligence and Investigations (Communications Unit Leader) regarding communications systems, guidelines, constraints, and protocols. 5. Oversee the implementation of Communications, Medical and Traffic Plans as required.

6. Complete ICS Form 201 and 205 as required.
7. Assist in the collection, processing, and dissemination of information to facilitate physical emergency response and recovery efforts.
8. Establish and provide operational support for Points of Distribution (PODs).
9. Develops Memorandums of Understanding/limited contractual obligations with private sector for essential items needed before, during and after a disaster.
10. Provide staff to the EOC to coordinate resource requests.
11. Identify suppliers for critical resources.
12. Responsible for obtaining logistical support for all lead and supporting agencies during all phases of disaster operations.
13. Request assistance through the State EMA if jurisdictional resources are not able to adequately address a situation.
14. Coordinate the provision of all mutual aid.
15. Provide staff for Points of Distribution.
16. Coordinate Rapid Impact Assessment Team (RIAT) activity and support requirements with local support agencies and organizations.
17. Manage the Logistics Section, in close coordination with the Command Group at the local EOC.
18. Provide intelligence on requirements for Logistics based on the scope and magnitude of the disaster.
19. Assist in evaluating damage to water and wastewater systems control facilities.
20. Assist in evaluating damage to utilities and traffic control systems, roads and bridges, and flood control facilities.
21. Assist in evaluating damage to local government facilities and transportation resources.
22. Coordinate physical assets within the jurisdiction.
23. Provide communications logistics support to the Emergency Response Team (ERT).

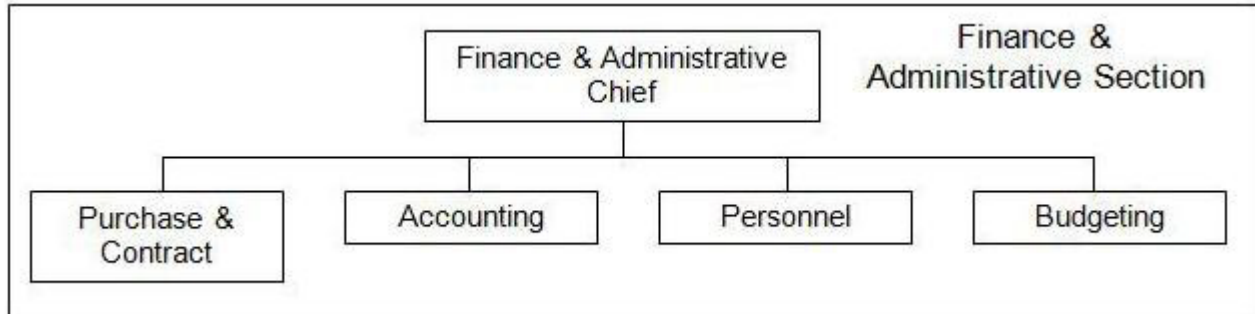
	24. Provide intelligence pertaining to situation in not only the jurisdiction but also surrounding region.
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Finance & Administration Section

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

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

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



Finance & Administration Section	Roles and Responsibility
All ICS Finance & Administration Section Departments	<ol style="list-style-type: none"> 1. Manage all financial and procurement responsibilities during an incident in coordination with the Incident Commander (IC). 2. Provide cost analysis and procurement analysis information as requested by other branches. 3. Develop an operation plan for Finance/Administration/Procurement and fill Section supply and support needs.

4. Determine the need to establish and operate an incident commissary.
5. Ensure personnel time records are completed accurately and transmitted to home agencies.
6. Ensure accounting and procurement practices meet jurisdiction's standards; use GAAP as a default, use County Procurement Code as a default for procurement.
7. Complete ICS Forms 226, 227 and/or 228 as necessary.
8. Coordinate annual training schedule for emergency event financial reporting and records maintenance requirements.
9. Identify funding sources for emergency expenditures.
10. Track, record and allocate existing funds.
11. Track, record and attempt to receive pledged funds or outstanding accounts.
12. Establish checking and debit accounts and implement disbursement procedures that maintain electronic records.
13. Conduct appropriate training in financial management for agency personnel in relevant roles.
14. Offer centralized sources of print and online information on financial management for jurisdiction administrators for distribution to their staff.
15. Maintain all records of procurement and expenditures.
16. Track and record all associated costs for local jurisdiction's agencies for manpower, equipment, supplies, etc.; including those used during incident response and recovery phases.
17. Coordinate recovery actions with FEMA and relevant state agencies to include financial restitution and mitigation.
18. Coordinate training to EOC agencies for payment disbursement and purchasing (and other expenditures) during emergencies.
19. Inform executive officers, local and state officials, and other officers where appropriate, of expenditure and reimbursement information.

20. Maintain administrative planning strategies for all financial contingencies, including alternate personnel and materiel sourcing.
21. Establish deadlines for submission of appropriate forms and documentation for reimbursement procedures.
22. Manage disaster recovery financing, including procurement of additional funds and recycling of surplus into preparation/mitigation/savings.
23. Develop a budget and revise at regularly designated intervals.
24. Coordinate with home agencies for payment of temporary personnel and staff on loan from other departments.
25. Plan and prepare for emergencies requiring liquid funding.
26. Choose and retain an outside accounting agency when appropriate.
27. Determine internal review and controls systems.
28. Designate and procure outside controls on spending and budget as needed.
29. Provide cost analysis for the Incident Action Plan (IAP) before and after incident.
30. Administer financing of legal, accounting and operations staff.

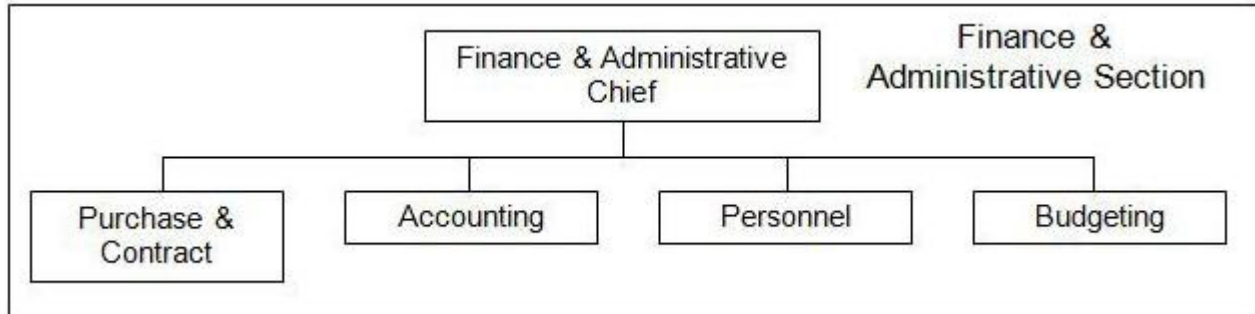
Recovery Section

When the Emergency Operations Center (EOC) is activated in response to an emergency or disaster, a recovery component is activated as well. The purpose of this component is to initiate activities necessary to ensure a successful recovery effort. Activities include condition monitoring, situation evaluation, damage assessment teams, mitigation assessment teams, deployment of damage assessment teams, and liaisons where appropriate.

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

Disaster Declaration

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



Recovery Section	Roles and Responsibility
All ICS Recovery Section Departments	<ol style="list-style-type: none"> 1. Coordinate community relations addressing unmet needs and providing emergency housing following a disaster. 2. Coordinate activities to address individual and community needs that remain after governmental assistance has been exhausted following a disaster. 3. Provide damage reports to the local EOC. 4. Provide food and water to field operations.

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| | <ol style="list-style-type: none">5. Coordinate all damage assessment for public infrastructure with assistance from local public works agencies.6. Coordinate activities associated with the Public Assistance Program following a disaster.7. Provide information and planning support for agencies involved in recovery operations.8. Issue post-disaster permits, as necessary.9. Serve as the lead agency for post-disaster debris management operations.10. Identification of immediate personal and disaster relief needs for individuals affected by the event (Victim mass care requirements to include food, water, clothing, shelter/housing, and medical needs).11. Coordinate for removal and disposal of all debris.12. Identify proper disposal sites, both temporary and long term.13. Provide assistance and information in coordination with Finance regarding Unemployment Compensation and Disaster Unemployment assistance. |
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Intelligence & Investigations

Many domestic incidents, such as natural disasters or industrial accidents, have an obvious cause and origin. However, other domestic incidents, such as large-scale fires, public health emergencies, explosions, transportation incidents (e.g., train derailments, airplane crashes, bridge collapses), active shooters, terrorist attacks, or other incidents causing mass injuries or fatalities, require an intelligence or investigative component to determine the cause and origin of the incident or support incident or disaster operations.

The scalability and flexibility of NIMS allows the Intelligence and Investigations (I/I) Function to be seamlessly integrated with the other functions of ICS. The I/I Function within ICS provides a framework that allows for the integration of intelligence and information collection, analysis, and sharing, as well as investigations that identify the cause and origin of an incident regardless of source. If the incident is determined to be a criminal event, the I/I Function leads to the identification, apprehension, and prosecution of the perpetrator. The I/I Function can be used for planned events as well as incidents.

Intelligence & Investigations	Roles and Responsibility
All ICS Intelligence & Investigations Departments	<ol style="list-style-type: none"> 1. Determine if a separate General Staff Section is necessary for Intelligence and Investigations. 2. When necessary, assign an Intelligence and Investigations Section Technical Specialist to the Incident Command Post (ICP). 3. Establish and activate an "off-incident" Intelligence and Investigations Operations Center facility or site; incident-related intelligence/investigations operations and activities can be managed and performed from this site to support and assist the Intelligence and Investigations Section. 4. Confer with the Operations Section, Logistics Section and Safety Officer regarding force protection, security, health, and safety issues. 5. Within Planning aid and assist with general information gathering. 6. Within Operations coordinate investigative and operation tactics between sections. 7. Within Command coordinate supporting Agency Representatives and real time information to Command Elements. 8. Establish separate General Staff if multiple investigative agencies are part of the process or there is the need for coordination and handling of classified data. 9. Identify and create a chain of custody for all situation or probative data.

	<ol style="list-style-type: none">10. Collect intelligence information and disseminate to EOC as needed.11. Serve as a conduit to provide situational awareness (local and national) pertaining to an incident.12. Establish personnel roster for those with clearance to handle data.13. Supply data as requested to law enforcement for their apprehension or prosecutorial duties.14. Determine the need for use of different evidence processing protocols.15. Coordinate with Fusion Centers and Regional Intelligence Sharing Systems (RISS).
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Checklist - Joint Information Center (JIC)

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

- ___ ___ Check in and identify yourself as the Joint Information Center (JIC) Manager upon arrival at the Los Alamos Mesa Public Library.
- ___ ___ Obtain a briefing on the extent of the emergency and recommended initial objectives from the PIO.
- ___ ___ Start and maintain an Action log (ICS 214) of activities.
- ___ ___ Act as Media Center Information Manager until such time that a JIC is activated.
- ___ ___ Any JIC functions not assigned by the Public Information Officer prior to establishing the JIC become the responsibility of the JIC Manager, based upon the need for resources and the emergency situation.
- ___ ___ Maintain information flow with the PIO.
- ___ ___ Oversee distribution of news releases that have received required approvals in the EOC.
- ___ ___ Schedule and moderate media briefings, if necessary.
- ___ ___ Conduct pre-briefing meetings with EOC management and spokespersons.

Activation

Time Initials

- ___ ___ Discuss situation and key messages with PIO and EOC Director
- ___ ___ Discuss other resources needed.
- ___ ___ Ensure JIC is operational.
- ___ ___ Keep Action Log (ICS 214) current with information about start-up of JIC.
- ___ ___ Upon a call to staff this position, the following actions apply:
- ___ ___ Receive notification of JIC activation.
- ___ ___ Notify PIO of arrival at JIC.

Operational

Time Initials

- ___ ___ Receive initial briefing from the PIO.
- ___ ___ Discuss key messages to be conveyed and any constraints on public info with the PIO.
- ___ ___ Determine location and participants in the JIC using the County's Emergency Public Information Plan.
- ___ ___ Determine need for additional resources and notify resources (based on situation).
- ___ ___ Ensure media team members have up to date, authorized for release information in written or e-mail format.
- ___ ___ Schedule and moderate media briefings as required.
- ___ ___ Conduct pre-media briefing meetings with emergency management, PIO and/or any other County spokespersons.
- ___ ___ Record all interviews and briefings on video tape if appropriate and possible.
- ___ ___ Provide documentation and taped interviews/briefings to the PIO in the EOC.
- ___ ___ Contact media to correct erroneous or misleading information being provided to the public via the media as a result of JIC media briefings.

- ____ ____ Be proactive in requesting updates from the PIO or their designee in the EOC.
- ____ ____ Conduct any shift change briefings with replacement JIC personnel and staff as needed.
- ____ ____ Ensure that in-progress activities are identified, and follow-up requirements are known.

Demobilization

Time Initials

- ____ ____ Prepare final new release or hold final media briefing.
- ____ ____ Coordinate point of contact and follow up story information with the PIO to release information for the media.
- ____ ____ Provide copies of logs and any other documentation to the PIO to include in documentation package on public information for the Emergency Director.
- ____ ____ Advise media on any follow up stories and points of contact.
- ____ ____ Participate in EOC "lessons learned" and document improvement needs, as requested by the Emergency Director.
- ____ ____ Ensure any open actions are assigned to appropriate staff.
- ____ ____ Ensures necessary functions are maintained throughout and following demobilization.
- ____ ____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ____ ____ Clean up your work area before you leave.
- ____ ____ Leave a forwarding number where you can be reached.

Checklist - Public Information Officer

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

____ ____ Formulate and release information about the incident to news media, public, county employees, and other agencies and organizations. Any listed functions in this checklist not assigned in the EOC by the Emergency Director are the responsibility of the Public Information Officer.

____ ____ Serve as the coordination point for all public information, media relations and internal information.

____ ____ Ensure that the public within the affected area receives complete, accurate, timely and consistent information about life safety, public health, relief and assistance programs, and other vital information.

____ ____ Coordinate and supervise staff and their activities.

Activation

Time Initials

____ ____ Check in and identify yourself as the Public Information Officer (PIO) upon arrival at the Los Alamos EOC.

____ ____ Obtain a briefing on the extent of the emergency and recommended initial objectives.

____ ____ Start and maintain an EOC log (ICS 214) of actions taken and decisions made.

____ ____ Ensure that the telephone hotline, or County Customer Care call center is operational for the public to access information.

____ ____ Ensure messaging is provided to both Customer Care and CDC.

____ ____ Maintain open lines of communication with other PIOs at other agencies.

____ ____ Serve as coordinator for all media releases – develop key messages to be passed on to JIC if opened.

____ ____ Develop the format for press conferences and briefings in conjunction with Incident Commander and EOC Director.

____ ____ Maintain a positive relationship with media representatives (pre-JIC – this role is transferred to the JIC manager upon opening JIC).

____ ____ Monitor media for accuracy in reporting, correct errors (pre-JIC – this role transfers to the JIC Manager upon opening the JIC).

____ ____ Upon a call to report to the EOC the following actions apply:

____ ____ Call JIC Manager to alert possible need to escalate to JIC, if needed.

____ ____ Call Backup PIO #1 and alert to situation and possible need for future shift work (backup #1 then alerts others).

____ ____ Report to EOC and advise EOC Director of arrival.

____ ____ Obtain initial briefing from EOC Director or their designee.

____ ____ Determine need for additional resources and notify based on situation.

____ ____ Begin EOC position log to record actions being taken.

Operational

Time Initials

____ ____ Obtain briefing from Emergency Operations Center Director – ask any or all of these questions:

What area of the community was impacted?

What are casualties? Injuries? (confirm how information on fatalities will be released and next of kin notification process)

What hazards are involved?

Who has been notified?

What emergency personnel are on scene?

What actions have already been taken to protect the public?

What is the status of the EOC?

Has the Reverse 911 system been used? When? Where? How many homes?

What other methods are planned, or already being used, to inform the public?

Radio? TV? Cable interrupt? Public address, door to door alerts?

Any plans to evacuate any areas?

Non-English-speaking concerns—yes, no? Translator needed?

Provide those taking calls with accurate and timely information. (Pre-JIC – this role transfers to the JIC Manager upon opening JIC)

____ ____ Post information to the County's web page (pre-JIC – this role transfers to the JIC Manager upon opening JIC)

____ ____ Coordinate media releases with IC and officials representing other affected emergency response agencies.

____ ____ Use samples and templates for media releases as appropriate to provide timely and consistent information to the public.

____ ____ Prepare an initial info summary to be released to media about the situation; If no other information is available, consider using this statement: At (insert time), a situation involving a (explain) occurred in the (location) of Los Alamos County. Emergency crews are responding, and we will provide additional information as soon as details become available. (List any other info about time or location of a media briefing, if known)

____ ____ Ensure proper notification to other PIOs for other agencies is made if they might be impacted or contacted by the media or public.

____ ____ Determine point of contact for media (local, regional, national as appropriate).

____ ____ Determine current media presence.

____ ____ Confirm staffing requirements are met for EOC.

____ ____ Confirm policy guidance and approval from EOC Director about what information can be released to media and public, who clears information prior to release (any sensitive date/concerns that should not be released should be identified at this step), and who authorizes release.

____ ____ Write or direct preparation of press releases.

____ ____ Be sure press releases are provided to other PIOs.

____ ____ Keep Emergency Operations Center Director up to date on media releases and media comments/coverage, as well as public comments or concerns.

____ ____ Develop and publish a media briefing schedule, as appropriate, which would include times, location, format, resources (what other team members are needed from EOC?), and develop any materials needed for handouts (pre-JIC – does this transfer to JIC Manager upon opening a JIC?).

____ ____ Prepare technical spokespersons for interviews or media briefings, as needed.

____ ____ Establish a Media Information Center in the JIC location prior to any actual

activation of a JIC and ensure the JIC manager is on scene.

- ____ ____ Release news to media, CDC and Customer Care Center and post in the EOC.
- ____ ____ Ensure copies to be filed with Action Logs upon deactivation of EOC are kept.
- ____ ____ Conduct any shift change briefings with replacement PIO as needed.

Demobilization

Time Initials

- ____ ____ Ensure any open actions are assigned to appropriate staff.
- ____ ____ Ensures necessary functions are maintained throughout and following demobilization.
- ____ ____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ____ ____ Clean up your work area before you leave.
- ____ ____ Leave a forwarding number where you can be reached.

Checklist - Public Inquiry Team

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

- ___ ___ Answer calls from the general public.
- ___ ___ Respond to questions using approved information from the EOC as issued in ongoing news releases.
- ___ ___ Maintain a log of public inquiries.

Activation

Time Initials

- ___ ___ Report in
- ___ ___ Obtain briefing
- ___ ___ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ___ ___ Take the lead in responding to calls from the public with questions about the incident; give out only approved information from EOC-issued news releases.
- ___ ___ Keep PIO (or JIC Manager) informed of rumors; resolve and dispel as soon as possible.
- ___ ___ Answer calls from the general public.
- ___ ___ Respond to questions using approved information from the EOC as issued in ongoing news releases.
- ___ ___ In an EOC activation, the County's Customer Service (311 calls) Center and their representatives fill this position.
- ___ ___ Maintain information flow with the PIO; or, if a JIC has been activated, the JIC Manager.
- ___ ___ Maintain a log of public inquiries.
- ___ ___ Inform PIO and/or JIC Manager if JIC is open of rumors or concerns being received from the public.
- ___ ___ Clarify and distribute information from the PIO (or JIC Manager) to resolve open questions/concerns being received from the public.
- ___ ___ Conduct any shift change briefings with replacement staff as needed. Ensure that in progress activities are identified and follow up requirements are known.
- ___ ___ Provide copies of logs and any other documentation to the PIO to include in documentation package on public information for the Emergency Director.

Demobilization

Time Initials

- ___ ___ Ensure any open actions are assigned to appropriate staff.
- ___ ___ Ensures necessary functions are maintained throughout and following demobilization.
- ___ ___ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ___ ___ Clean up your work area before you leave.
- ___ ___ Leave a forwarding number where you can be reached.

Checklist - Situation Assessment Team

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

- ____ ____ Brief elected representatives. Enlist their support and assistance in overcoming procedural/bureaucratic obstacles.
- ____ ____ Provide a “big picture” policy perspective for the EOC.
- ____ ____ Understand the overall strategy, emergency response objectives and priorities pursuant to the development of the Incident Action Plan (IAP).
- ____ ____ Serve as the lead Los Alamos County liaison to senior state and federal officials, as well as counterparts in adjacent County, Local, and Tribal Governments.
- ____ ____ Request specific assistance from the Governor of New Mexico as necessary.

Activation

Time Initials

- ____ ____ Check in and identify yourself as a member of the Los Alamos County Situation Assessment Team upon arrival at the Los Alamos EOC.
- ____ ____ Obtain a briefing on the extent of the emergency and recommended initial objectives from the Directorate.
- ____ ____ Start and maintain an EOC log (ICS 214) of actions taken and decisions made.

Operational

Time Initials

- ____ ____ Develop IAP based on overall strategy, emergency response objective and priorities.
- ____ ____ Brief elected representatives. Enlist their support and assistance in overcoming procedural/bureaucratic obstacles.
- ____ ____ Maintain a “big picture” policy perspective for the EOC.
- ____ ____ Support the PIO’s efforts to develop an Emergency Public Information plan. attend/participate in news conferences.
- ____ ____ Direct the overall strategy, emergency response objectives and priorities pursuant to the development of the Incident Action Plan (IAP).
- ____ ____ Serve as the lead Los Alamos County liaison to senior state and federal officials, as well as counterparts in adjacent County, Local, and Tribal Governments.
- ____ ____ Be prepared to request specific assistance from the Governor of New Mexico, including the activation of the NM National Guard.

Demobilization

Time Initials

- ____ ____ Ensure any open actions are assigned to appropriate staff.
- ____ ____ Ensures necessary functions are maintained throughout and following demobilization.
- ____ ____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ____ ____ Clean up your work area before you leave.
- ____ ____ Leave a forwarding number where you can be reached.