



Taos County

Emergency Operations Plan Update 2018

Taos County Local Emergency Planning Committee (LEPC)

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Record of Change

Revision No.	Date	Description	Revision Date	Signature
1	10/13/2017	EOP sent to DHSEM	10/13/2017	Bobby Lucero
2				
3				

Executive Overview

The Taos County All Hazards Emergency Operations Plan (the plan) establishes an organized, coordinated approach to responding to with emergency/disaster events occurring in Taos County that involve multiple emergency response agencies and the possibility of long term operational requirements. The plan's goal is to protect the life, and property, and environment of the citizens of Taos County and surrounding areas.

The plan outlines the responsibilities, tasks, and working relationships between local, state, and federal government, as well as volunteer organizations and key sector business leaders. The plan uses annexes to describe the agencies and activities required in handling each function and appendices to detail response to specific situations.

The plan further establishes the need to develop capabilities for planning, preparedness, mitigation, response, and recovery both within Taos County and in conjunction with neighboring jurisdictions.

The Taos County All Hazards Emergency Operations Plan is organized to correspond to the New Mexico All Hazards Emergency Operations Plan and has used the Federal Emergency Management Agency, State and Local Guide 101 in its development. The original plan was prepared by Southwest Training Institute & Consulting in cooperation with the Taos County Commission, the Taos County Emergency Manager, the New Mexico State Police, the Taos County Sheriff's Department, the Taos Police Department, the Taos County Enchanted Circle Volunteer Fire Departments, the Taos County Health Department, Holy Cross Hospital, the Office of the Medical Investigator, the American Red Cross, and the Taos County Public Works Department.

The 2018 Plan update was prepared by active members of the Taos County Local Emergency Planning Committee (LEPC) based on current requirements by Federal Emergency Management Agency (FEMA) and the New Mexico Department of Homeland Security and Emergency Management.

RESPONSIBLE DEPARTMENTS

Primary

Situation dependent

Secondary

Situation dependent



TAOS COUNTY
RESOLUTION 2018-08

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**A RESOLUTION ESTABLISHING THE TAOS COUNTY
ALL-HAZARDS EMERGENCY OPERATIONS PLAN (EOP)**

WHEREAS, Taos County Office of Emergency Management worked in coordination with the New Mexico Department of Homeland Security and Emergency Management Officials in the development and final review of the Taos County All-Hazards Emergency Operations Plan; and

WHEREAS, The Taos County All-Hazards Emergency Operations Plan, will be the Official emergency/disaster response plan superseding any and all previous Taos County disaster preparedness plan(s). This plan was prepared in accordance with, and to meet local responsibilities of, the New Mexico Civil Emergency Preparedness Act, NMSA 1978, §12-10-1 through §12-10-10; and

WHEREAS, the adoption of the All-Hazards Emergency Operations Plan assists with the organizational structure, function and duties of Taos County in the event of an emergency or disaster and further strengthens the integrity and authority of Taos County by enhancing public safety, health and welfare of the citizens of Taos County;

NOW, THEREFORE, BE IT RESOLVED that the Taos County Board of Commissioners approves the Taos County All-Hazards Emergency Operations Plan (EOP) as attached hereto.

PASSED, APPROVED AND ADOPTED, this 6th day of February, 2018.

**BOARD OF COUNTY COMMISSIONERS
OF TAOS COUNTY, NEW MEXICO**

Jim Fambro, Chairman

Mark Gallegos, Vice Chair

Tom Blankenhorn, Commissioner

Gabriel J. Romero, Commissioner

Candyce O'Donnell, Commissioner

Attest:

Anna Martinez, Taos County Clerk



VOTE RECORD:				
J. Fambro	<input checked="" type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> abstain	<input type="radio"/> absent
M. Gallegos	<input checked="" type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> abstain	<input type="radio"/> absent
T. Blankenhorn	<input checked="" type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> abstain	<input type="radio"/> absent
G. J. Romero	<input checked="" type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> abstain	<input type="radio"/> absent
C. O'Donnell	<input checked="" type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> abstain	<input type="radio"/> absent

Approved as to legal form:

Randy Autio, Contract County Attorney

Local, Municipal, and Tribal Partners Adoption

WE, THE CHIEF ELECTED OFFICIALS OF TAOS, QUESTA, TAOS SKI VALLEY, RED RIVER, TAOS PUEBLO, AND PICURIS PUEBLO

Do hereby approve and adopt the Taos County All Hazards Emergency Operations Plan of February 6, 2018, as the official emergency/disaster response plan for all declared emergencies and disasters that involve both the unincorporated areas of Taos County and areas within the above-named jurisdictions, regardless of the point of origin of the incident. Unless otherwise agreed upon, the temporary management and coordination responsibility for multi-jurisdictional emergency/disaster response within Taos County is granted to the designated Emergency Operations Center Director. Such approval is granted only for the duration of the declaration of emergency.

This approval does not apply to emergency/disaster response to events occurring solely within the boundaries of an above-named jurisdiction. Such emergency/disaster response is the responsibility of the affected jurisdiction.

Plan preparation was a joint effort of the Taos County Emergency Planning and Coordination Officer, the New Mexico Department of Public Safety, and the elected and appointed officials for the County and jurisdictions of Taos County.

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

	Attest:	
Mayor, Taos	Clerk/Recorder	Date/Vote/Book
Mayor, Questa	Clerk/Recorder	Date/Vote/Book
Mayor, Taos Ski Valley	Clerk/Recorder	Date/Vote/Book
Mayor, Red River	Clerk/Recorder	Date/Vote/Book
President, Taos Pueblo	Clerk/Recorder	Date/Vote/Book
President, Picuris Pueblo	Clerk/Recorder	Date/Vote/Book

Annual Review Certification

DATE	SIGNATURE

Distribution List

Taos County Commissioners
Taos County Manager
Taos County Emergency Manager
Taos County Sheriff's Department
Taos County Treasurer
Taos County Finance Director
Taos County Public Works
Taos County Health Department
Taos County Fire Chief
American Red Cross
Mayor of Taos
Taos Police Department
Mayor of Questa
Questa Police Department
Mayor of Red River
Red River Marshall's Office
Mayor of Taos Ski Valley
Taos Ski Valley Police Department
Governor of Taos Pueblo
Governor of Picuris Pueblo
Enchanted Circle Fire Protection Association
New Mexico State Police
New Mexico Department of Homeland Security and Emergency Management

Definitions

The following terms are used throughout this plan.

Disaster (Major) – An event or imminent threat that causes or threatens widespread or severe damage, injury or loss of life or property resulting from a natural, technological, and/or national security incident, or other disasters that may exceed or exceeds the capabilities and resources of the County, local government or disaster relief organization. Note: A disaster is of greater impact than an emergency.

Emergency – Any event or occurrence for which, in the determination of the Chair of the Taos County Commission, County assistance is needed to supplement local efforts and capabilities to save lives, protect property, provide for the public health and safety, and to lessen or avert the threat of a catastrophe. Note: An emergency is of lesser impact than a disaster.

Emergency Management Center (EMC) – The centralized location where the County emergency staff conducts day-to-day emergency management activities.

Emergency Operations Center (EOC) – A centralized location where response to emergency/disaster situations is coordinated. Staff, procedures, and communications are provided so that key officials and agency representatives can gather information and make key decisions in response to and in support of an emergency/disaster.

Emergency Operations Center Coordinator (EOCC) – The person designated to coordinate the functions of an activated EOC.

Emergency Operations Plan (EOP) – A reference document which outlines and explains functions, resources, and coordination procedures for the response to and support of emergency/disaster operations.

Emergency Response Coordinator (ERC) – Personnel designated by the State Director of Emergency Management to initiate call down procedures, activate a Situation Analysis Team, and conduct other emergency coordination during non-duty hours.

Emergency Response Officer (ERO) – A State Police Officer, designated by the Chief of the State Police, trained in hazardous materials, emergency management, and the National Inter-Agency Incident Management System (NIIMS), who responds to hazardous material incidents. A Headquarters ERO

is designated to serve as the central coordinator to direct the response functions of responsible State agencies for hazardous material incidents.

Federal Emergency Management Agency (FEMA) – The Federal agency which coordinates Federal response to emergency/disaster situations.

Federal Coordinating Officer (FCO) – The senior Federal official appointed by the President to coordinate the overall Federal response and recovery activities during a Presidentially Declared Disaster.

Governor’s Authorized Representative (GAR) – The person designated by the Governor to direct the State’s response and recovery effort during emergency/disaster events. This person is authorized by the Governor to execute all necessary documents for disaster assistance following a declaration of an emergency or major disaster, including certification of applicants for public assistance.

County Government – The County Government refers to all County Commissioners and agencies within the jurisdictional authority of Taos County.

Local Government – “Local Government” means (A) city, village, town, district, or other political subdivision of the County, and (B) includes any rural community or unincorporated town or village or any other public entity for which an application for assistance is made.

Mitigation – Actions that can be taken to eliminate or reduce the degree of long-term risk. Such measures include building codes, public education, hazard vulnerability analysis, compliance and enforcement, zoning and land-use measures, and preventive health care.

Office of Emergency Management (OEM) – The office designated by the County Commission to administer and coordinate County Emergency Management.

Political Subdivision – Any incorporated city, town or village; drainage, conservancy, irrigation, water and sanitation or other district; mutual domestic association; public water cooperative association; or community ditch association.

Preparedness – Actions that are taken in advance of an emergency/disaster to develop operational capabilities and facilitate response operations. Such measures include the development of plans, procedures, warning and communication systems, EOCs, training and exercises, mutual aid agreements, and emergency public information.

Primary Agency – An agency charged with the responsibility to direct a specific functional response. A primary agency may have support from other agencies.

Response – Actions taken before, during, and after an emergency/disaster event to save lives, minimize damages, and enhance recovery operations. Such measures include activating the EOC, plans, procedures; emergency broadcast system, public warning, notification of public officials, and providing mass care.

Recovery – Actions taken over the short term to return vital life support systems to minimum standards, and long-term to return life to normal or improved levels. Such measures include damage assessment, supplemental Federal assistance to individuals and public entities, assessment of plans and procedures, development of economic impact studies, and methods to mitigate damages.

Situation Analysis Team (SAT) – A person or group of people who analyze incident, accident, emergency or disaster information and determine the level of response and recovery required. The team is normally made up of one or more representatives of the OEM and may include key County agency personnel. The composition of the SAT depends on the situation and functions or agencies involved. The OEM will normally chair the SAT.

State Coordinating Officer (SCO) – The person assigned by the Governor to coordinate State response and recovery operations during State declared disasters. This is the FCO's counterpart during Presidential Disaster Declarations.

Support Agency – Any agency working with the primary agency in fulfilling emergency management functions.

Acronyms

The following acronyms are used through this plan

AFB	Air Force Base
AG	Attorney General
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CAP	Civil Air Patrol
CAT	Crisis Action Team
CDC	Center for Disease Control and Prevention
CEO	Chief Executive Officer
CEP	Civil Engineering Preparedness
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CID	Construction Industries Division
CISM	Critical Incident Stress Management
COG	Continuity of Government
CST	Civil Support Team
CYFD	Children, Youth and Families Department
DAC	Disaster Assistance Center
DAP	Disaster Assistance Program
DFA	Department of Finance & Administration
DFO	Disaster Field Office
DHSEM	Department of Homeland Security and Emergency Management
DMAT	Disaster Medical Assistance Team
DOD	Department of Defense
DOE	Department of Energy
DOH	Department of Health
DOT	Department of Transportation
DPS	Department of Public Safety
DSR	Damage Survey Report
DUA	Disaster Unemployment Assistance
EAS	Emergency Alert System
ED	Environmental Department
EDD	Economic Development Division

EIDL Economic Injury Disaster Loan
EMC Emergency Management Center
EMNRD Energy, Minerals & Natural Resources Department
EMS Emergency Medical Service
EMSB Emergency Medical Services Bureau
EMT Emergency Medical Technician
EOC Emergency Operations Center
EOP Emergency Operations Plan
EPA Environmental Protection Agency
EPLO Emergency Preparedness Liaison Officer
ERO Emergency Response Officer
ERT-A Emergency Response Team-Advance Element
ESF Emergency Support Function

FAA Federal Aviation Administration
FBI Federal Bureau of Investigation
FCO Federal Coordinating Officer
FEMA Federal Emergency Management Agency
FIA Federal Insurance Agency
FNARS FEMA National Radio System

GAR Governor's Authorized Representative
GCO Grant Coordination Officer
GSD General Services Department

HAZMAT Hazardous Material
HMER Hazardous Material Emergency Response
HSD Human Services Department

IAW In Accordance With
IC Incident Commander
ICP Incident Command Post
ICS Incident Command System
IFG Individual Family Grant
IP Injury Prevention
ISD Information Systems Division
ISO Information Systems Officer

JIC Joint Information Center
JIMC Joint Information Media Center
KAFB Kirtland Air Force Base
LAN Local Area Network
LANL Los Alamos National Lab
LEA New Mexico Law Enforcement Academy

LEOP	Local Emergency Operations Plan
LEPC	Local Emergency Planning Committee
LGH	Local Government Handbook
LP	Local Primary
MOU	Memorandum of Understanding
MSCA	Military Support to Civil Authorities
MTD	Motor Transportation Division
NAWAS	National Warning System
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
NIIMS	National Interagency Incident Management System
NMARNG	New Mexico Army National Guard
NMBMMR	New Mexico Bureau of Mines & Mineral Resources
NMCD	New Mexico Corrections Department
NMDA	New Mexico Department of Agriculture
NMLB	New Mexico Livestock Board
NMLETS	New Mexico Law Enforcement Telecommunications System
NMSA	New Mexico Statutes Annotated
NMSHTD	New Mexico State Highways and Transportation Department
NMSP	New Mexico State Police
NMVOAD	New Mexico Volunteer Organizations Active in Disasters
NRCS	National Radio Communications Service
NRCS	National Resources Conservation Service
NRP	National Response Plan
NRT	National Response Team
NTSB	National Transportation Safety Board
NWC	National Warning Center
NWS	National Weather Service
OC	Office of Communications
OCA	Office of Cultural Affairs
OEM	Office of Emergency Management
OMI	Office of the Medical Investigator
ONRT	Office of the Natural Resource Trustee
OSE	Office of the State Engineer
PIO	Public Information Officer
PDA	Preliminary Damage Assessment
PHS	Public Health Service
PL	Public Law

POC	Point of Contact
PRC	Public Regulation Commission
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RCB	Radio Communications Bureau
RETCO	Regional Emergency Transportation Coordinator
RIMC	Radiological Instrumentation Maintenance & Calibration
RLD	Regulation & Licensing Department
ROC	Regional Operations Center
RPP	Radiological Protection Program
SAR	Search & Rescue
SARA	Superfund Amendment Reauthorization Act (Title III)
SARDA	State & Regional Disaster Airlift
SAT	Situation Analysis Team
SBA	Small Business Administration
SCC	State Corporation Commission
SCEPA	State Civil Emergency Preparedness Act
SCM	Survivable Crisis Management
SCO	State Coordinating Officer
SDE	State Department of Education
SEOP	State Emergency Operations Plan
SFHA	State Hazardous Mitigation Officer
SITREP	Situation Report
SLD	Scientific Laboratory Division
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
SPO	State Personnel Office
SRCA	State Records Center & Archives
TAGNM	The Adjutant General of New Mexico
TESD	Technical Emergency Support Division
TRD	Taxation & Revenue Department
UBC	Uniform Building Code
UHF	Ultra-High Frequency
UNM	University of New Mexico
UNMH	University Hospital, University of New Mexico Medical Center
USDA	United States Department of Agriculture
USGS	United States Geological Survey
VA	Veterans Administration

VHF Very-High Frequency
VOAD Volunteer Organizations Active in Disasters

WIPP Waste Isolation Pilot Plant
WSMR White Sands Missile Range

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References

NEW MEXICO STATE STATUTES

State Civil Emergency Preparedness Act, §12-10-1 to 10, NMSA 1978
Public Health Emergency Response Act, §12-10A-1 to 19, NMSA 1978
Disaster Successors to Local Officers, §12-11-6, NMSA 1978
Medical Investigations, §24-11-1 to 10, NMSA 1978
Search and Rescue, §24-15A-1 to 6, NMSA 1978
Mutual Aid Act, §29-8-1 to 3, NMSA 1978
Emergency Management Act, §74-4B-1 to 14, NMSA 1978
Disaster Relief Act, [6-7-1 through 6-7-3 NMSA 1978, as amended]

REFERENCES

Homeland Security Act of 2002, PL 107-296, 6 U.S.C. 101 et seq.
Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. 5121-5206
Homeland Security Presidential Directive – 5: Management of Domestic Incidents, February 28, 2003
FEMA SLG-101
New Mexico 2002 Disaster Assistance Program Local Government Handbook
Taos County Departmental Standard Operating Procedures
Taos Central Dispatch Standard Operating Procedures
Questa Police Standard Operating Procedures
Taos Police Standard Operating Procedures
Taos Ski Valley Standard Operating Procedures
Red River Marshal's Office Standard Operating Procedures
New Mexico State Police Standard Operating Procedures
Enchanted Circle Fire Protection Association Operating Procedures
Enchanted Circle Fire Mobilization Guide
American Red Cross Disaster Welfare Information Guide

Hazard Analysis

Hazard Type	Likelihood of Occurrence		Impact on People	Impact on Property
	Average of all Responses	Rank		
Flood/flash flood	Low	Medium	High	High
Severe Storm	High	High	High	Low
Drought	High	High	High	High
Earthquake	Low	Low	High	High
HAZMAT	Medium	Medium	High	Medium
Aircraft Crash	Low	Low	Medium	Medium
Wild Fire	Medium	High	High	High
Tornado	Low	Low	Medium	Medium
Power Outage	Medium	Medium	High	High
Volcano	Low	Low	High	High
Civil Disturbance	Low	Low	Medium	Medium
Terrorism	Low	Low	High	High
Disease Outbreak				

Company	Location	Contact	Hazardous Material
Kit Carson Propane	Hwy 64 West Near Airport, Taos NM 87571	Lawrence Vigil Emergency phone 575-741-0735	74-98-6 Propane
Kit Carson Propane	Hwy 75 Peñasco NM	Lawrence Vigil Emergency phone 575-741-0735	74-98-6 Propane
Kit Carson Propane	2648 Hwy 522 Questa NM	Lawrence Vigil Emergency phone 575-741-0735	74-98-6 Propane
Kit Carson Propane	35293 Hwy 285 Ojo Caliente NM	Lawrence Vigil Emergency phone 575-741-0735	74-98-6 Propane
Kit Carson Propane	118 E. Cruz Alta Rd Taos, NM	Lawrence Vigil Emergency phone 575-741-0735	Propane
Imerys Perlite USA	39360 US Hwy 285 Tres Piedras, NM	John Groves Emergency phone 719-376-5484 719-992-1566	74-98-6 Propane 6484-52-2 Ammonium Nitrate (explosive) 68476-34-6 #2 Diesel 64742-65-0 Burner Fuel (used motor oil) 8006-61-9 Gasoline
Chevron Mine	3.5 miles east of Questa on State Road 38 Questa, NM	Steve Leach Emergency phone 575-586-7603 303-905-4840	Molybdenum Concentrate Unleaded gasoline Diesel #1 and 2 Dyno MC Emulsion (explosive) Dyno AP (explosive) Fleet 30 motor oil Hydraulic fluid Cement powder 1305-62-0 Hydrated Lime

Pendleton Oil & Gas	1547 Paseo Del Pueblo Sur	Rey Velasquez Emergency Phone	74-98-6 Propane
New Mexico Propane of Taos	514 Kit Carson Rd Taos, NM	Mike Edmonds Emergency phone 505-758-3352	74-98-6 Propane
Century Link, Taos	111 Civic Plaza Dr. Taos, NM		7439-92-1 Lead 7664-93-9 Sulfuric Acid
Century Link, Red River	110 S. Center St Red River, NM		7664-93-9 Sulfuric Acid
Century Link, Questa	Old State Rd 3 Questa, NM		7664-93-9 Sulfuric Acid
Century Link, Taos North	0.25 miles N Hwy 150 & 230 Taos, NM		7664-93-9 Sulfuric Acid
Rio Grande Propane	320 Paseo Del Pueblo Sur, Taos, NM	Billy Romero Emergency phone 505-751-6969	74-98-6 Propane

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**TAOS COUNTY FIXED FACILITY
 ADDITIONAL RISK FACTORS**

Company	Contributing Risks	At Risk Facilities
Kit Carson Propane Taos	None	None
Kit Carson Propane	None	None
Kit Carson Propane	None	None
Amerigas Taos	None	None
Kit Carson Propane Taos	None	None
Harborlite Corp. Tres Piedras	None	None
Molycorp Questa	None	None
New Mexico Propane of Taos Taos	None	None
Century Link Taos	None	None
Century Link Red River	None	None
Century Link Questa	None	None
Century Link Taos North	None	None
Rio Grande Propane Taos	None	Taos County Maintenance Facility

Detection of a release of materials of these companies is primarily by human detection through sight, sound, and smell. However, PNM also maintains monitoring equipment on their distribution lines with automatic shut-down controls.

The fixed facilities listed above have no specific emergency facilities that handle an accidental release of hazardous materials. These facilities maintain basic emergency equipment in the form of fire extinguishers. In each case the facility contact person has been identified as the person responsible for the emergency equipment present at each facility.

The primary notification of the Taos County Emergency Manager and the public is through contact with local fire departments. None of these facilities maintains sirens or other types of warning systems used to alert the general public of a release.

Area fire departments will follow their department Standard Operating Procedures and the Emergency Response Guidebook in their response to releases at these

Facilities. If the release is considered a large spill evacuation will be necessary and will require the activation of the Taos County Emergency Operations Center. Area medical personnel will follow their Standard Operating Procedures and the Emergency Response Guidebook in the response to releases at these facilities. Holy Cross Hospital has further established procedures to control the spread of contaminants within the hospital itself.

The evacuation of the affected areas can be initiated by the Incident Commander. The Incident Commander is authorized to activate the Emergency Alert System and Appendix 2-1 Alternative Warning Methods for Special Needs Populations.

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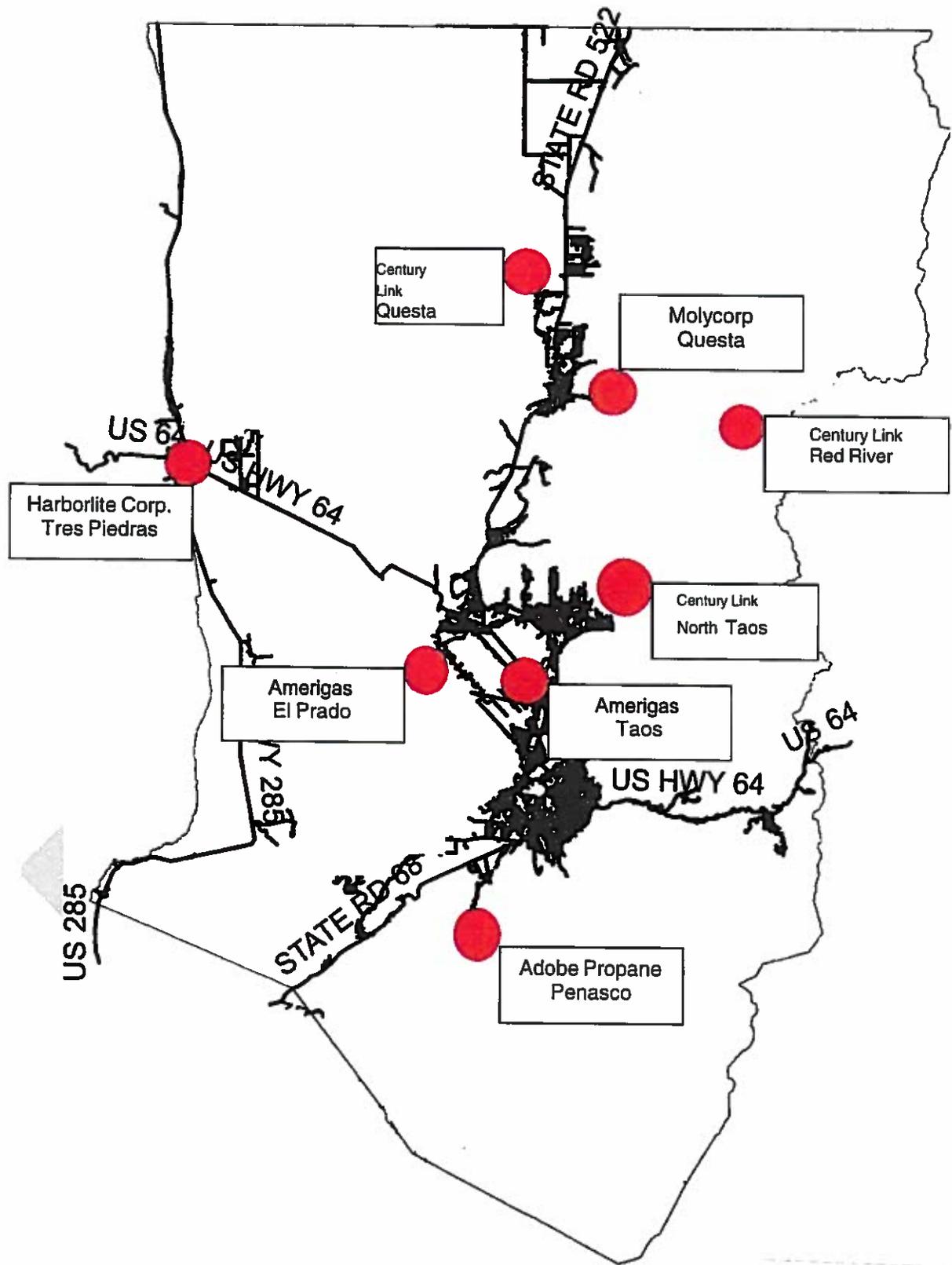


Figure 1 - Fixed Facility Hazards for Taos County

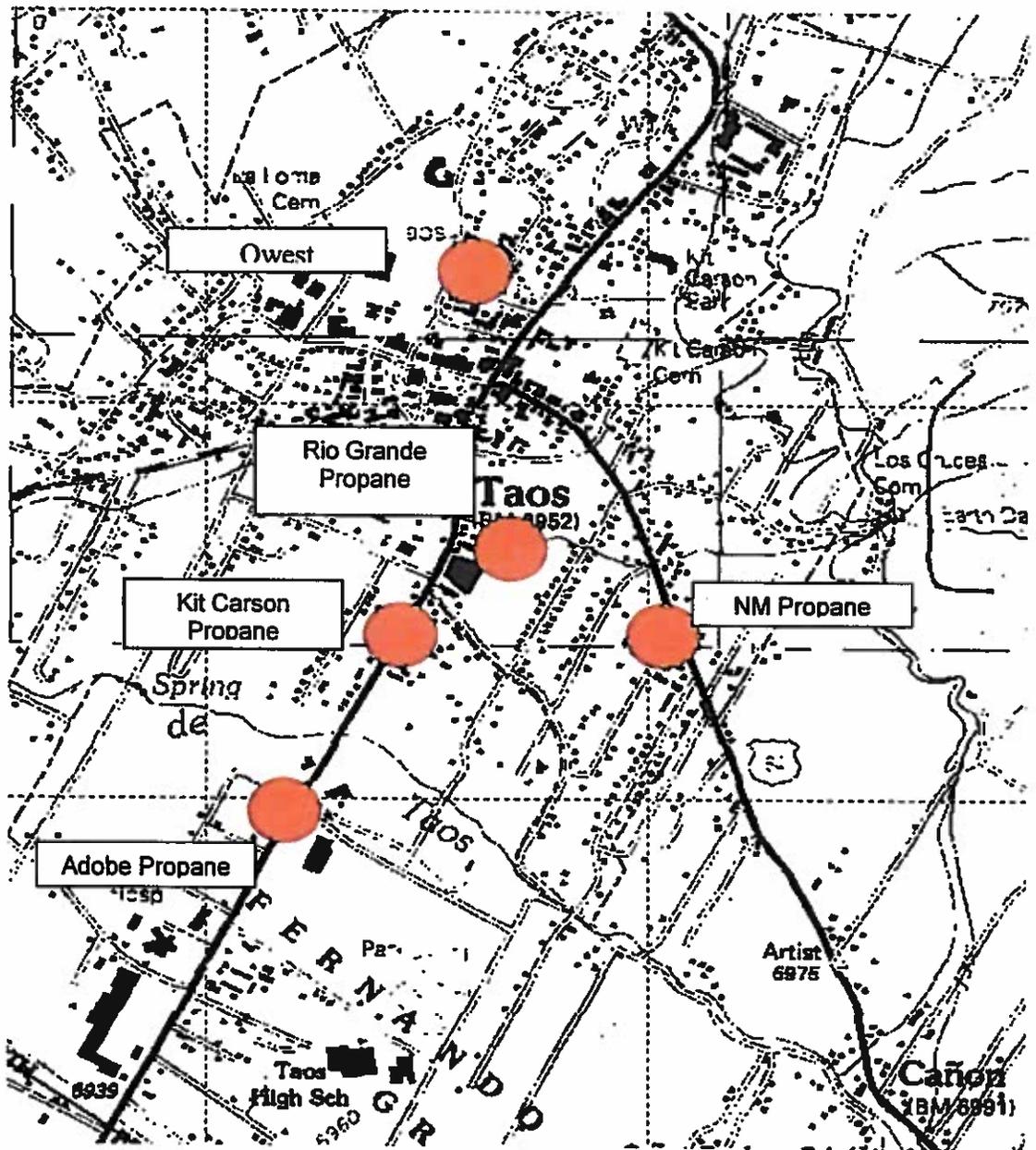
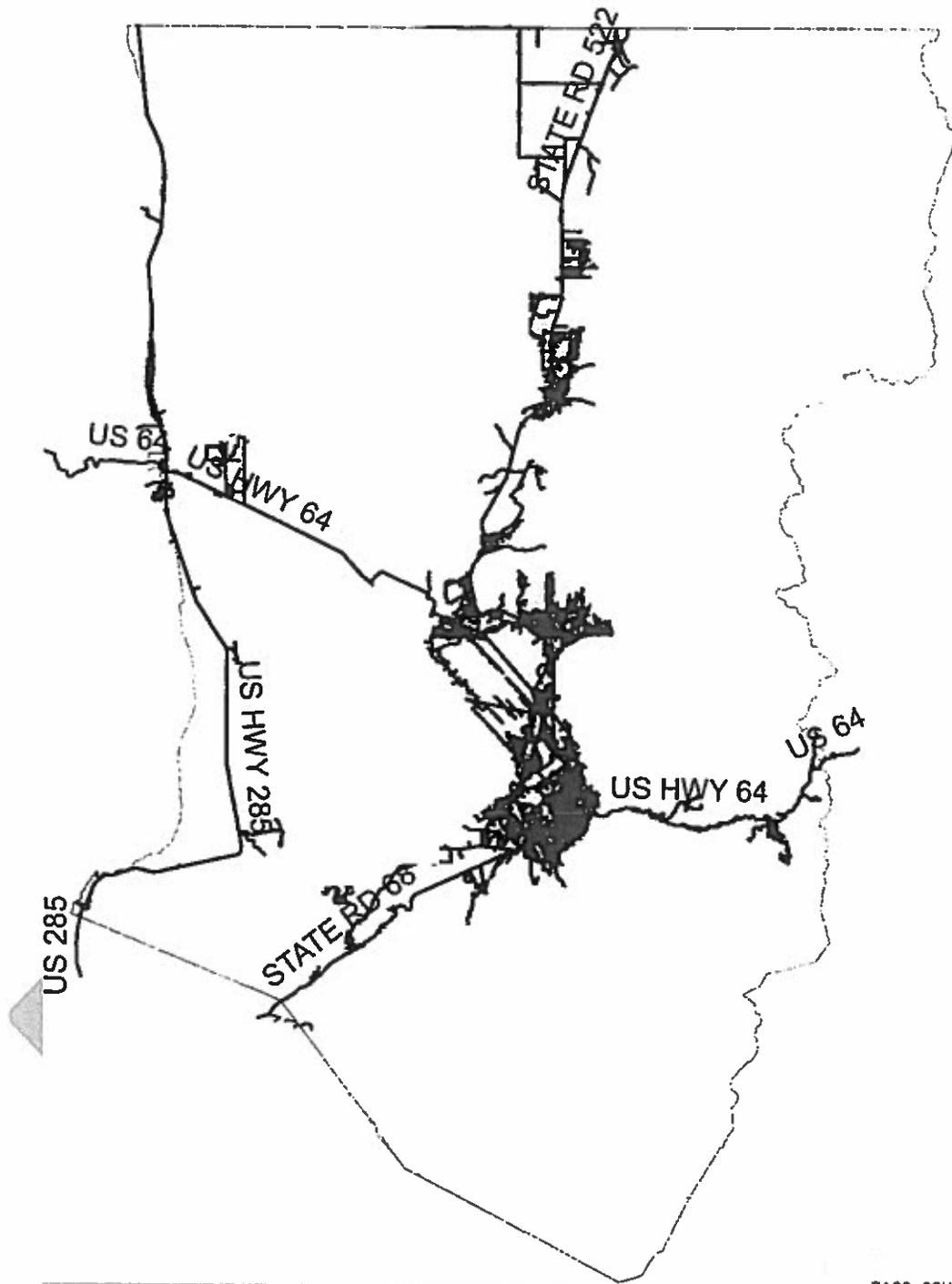


Figure 2 - Fixed Site Hazards for Taos County

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Figure 3 - Taos County Hazardous Material Routes

US 64, US 383, NM 68, NM 522

Taos County Exercise Schedule 2018 – 2020

Function to be Tested	Hazard scenario WMD	Hazard scenario Power Failure	Hazard HAZMAT	Scenario
1	Alert Notification	X	X	
2	Communication	X	X	X
3	Coordination and Control	X	X	X
4	Emergency Public Info. Effectiveness	X	X	X
5	Damage Assessment		X	X
6	Health & Medical	X		X
7	Individual / Family Assistance		X	
8	Public Safety	X	X	X
9	Public Works		X	X
10	Resource Management		X	
11	Warning	X	X	X
12	Transportation	X		X
13	Continuity of Government	X	X	

Exercise Type	Exercise Category
Functional Exercise (FE)	Natural Hazard (NH)
Full Scale Exercise (FSE)	Technological Hazard (TH)
Table Top Exercise (TTE)	Weapons of Mass Destruction (WMD)
Communications Focused Exercise (COMMEX)	

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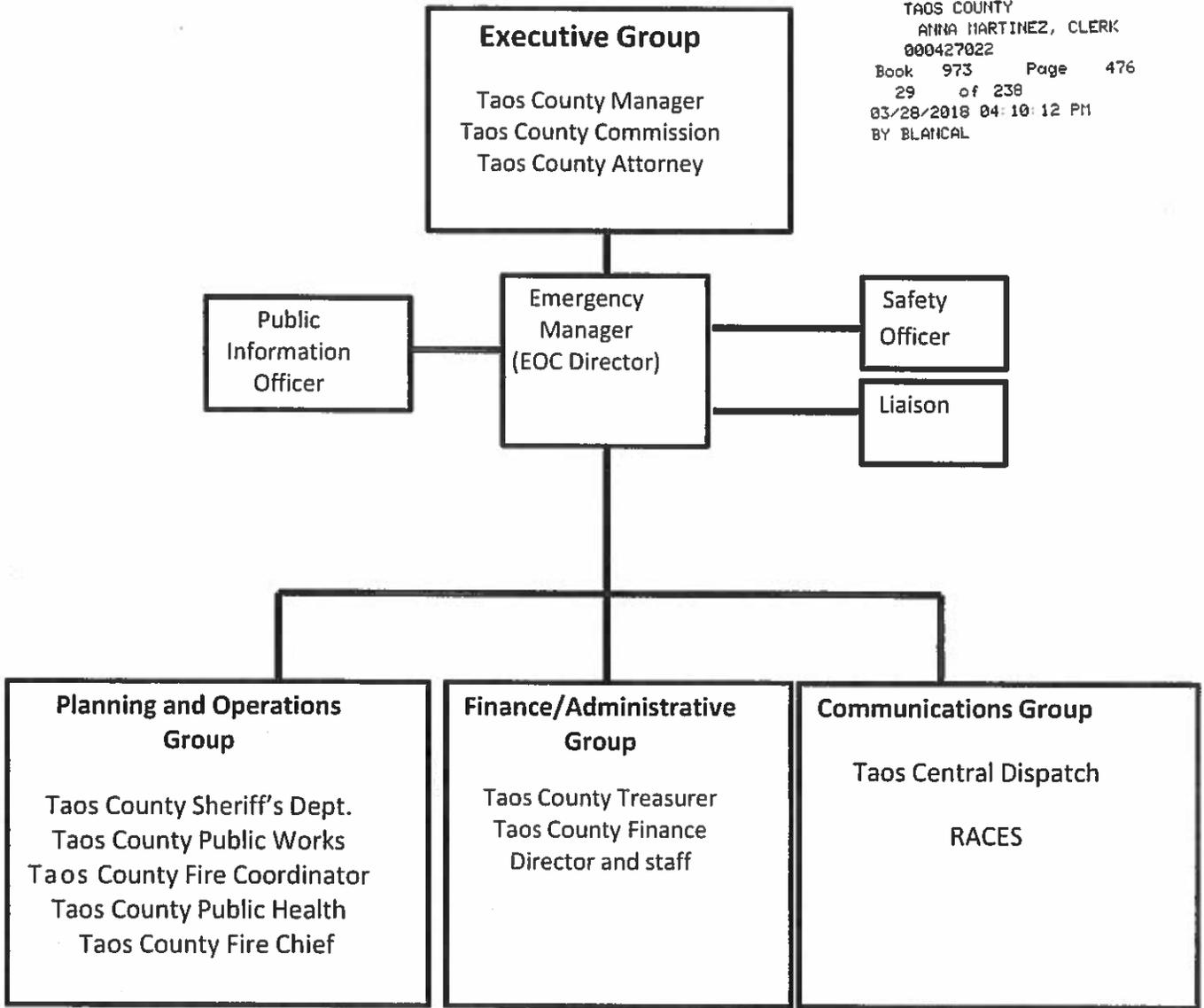
Emergency Management Function Matrix

P – Primary Responsibility S - Secondary Responsibility D – Depending on the Nature And scope of the emergency	Direction & Control	Communication & Warning	Emergency Public Info.	Logistics & Resource	Public Works/Energy.	Public Health, Med.,	Evacuation	Transportation	Mass Care	Recovery	Law Enforcement	Fire and Rescue	Terrorism
	1	2	3	4	5	6	7	8	9	10	11	12	13
Agencies	1	2	3	4	5	6	7	8	9	10	11	12	13
County Manager	P	S	S	S	S	S	S	S	S	P	P	S	S
County Human Resources	S	S	S	P	S	S	S	S	S	S	S	S	S
Taos Central Dispatch	S	P	S	S	S	S	S	S	S	S	S	S	S
Emergency Manager	P	P	P	S	S	S	S	S	S	P	P	S	S
County Sheriff's Office	S	S	S	S	S	S	S	S	S	S	P	S	P
County Health Department	S	S	S	S	S	P	S	S	S	S	S	S	S
American Red Cross	S	S	S	S	S	S	S	S	P	S	S	S	S
County Public Information Officer	S	S	P	S	S	S	S	S	S	S	S	S	S
County Public Works Dept.	S	S	S	S	P	S	S	S	S	S	S	S	S
County Planning Office	S	S	S	S	S	S	P	S	S	P	P	S	S
County Assessor's Office	S	S	S	S	S	S	P	S	S	S	S	S	S
County Finance Office	S	S	S	P	S	S	S	S	S	P	S	S	S
Taos County Treasurer	S	S	S	P	S	S	S	S	S	P	S	S	S
Enchanted Circle Fire Agencies	S	S	S	S	S	S	S	S	S	S	S	P	
Holy Cross Hospital	-	-	-	-	-	P	S	S	S	S	-	S	S
Taos Living Center	-	-	-	-	-	S	S	S	S	-	-	-	-
Taos School District	S	S	S	S	S	S	S	P	P	S	S	S	S
Taos Search and Rescue	-	-	-	-	-	-	S	-	-	P	-	-	-
Taos Solid Waste Management	-	-	-	-	-	-	S	-	-	P	-	-	-
County Animal Control	-	-	-	-	-	S	-	-	P	-	-	-	-

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Taos County Emergency Operations Center Organizational Chart

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Situation Dependent
 American Red Cross
 Taos County Solid Waste
 Utility Company Representatives
 Animal Control
 O.M.I.

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BASE PLAN

PURPOSE

The purpose of the Taos County All Hazards Emergency Operations Plan is to provide for the organized, coordinated response to emergency situations by the incorporated communities of Taos County, Taos County, the State of New Mexico and the federal government that occur within Taos County and to provide for the safety of life, property, and the environment, in that order. This plan is divided into the following areas:

1. **Basic Plan** - The Basic Plan provides for the overview of Taos County's approach to emergency operations, identifies the hazards that can be expected to occur in the County, and 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.
2. **Annexes** -Annexes provide a more detailed approach for each of the emergency service functions (ESFs). The ESFs used for this plan have been identified by the Federal Emergency Management Agency as occurring during the response to most emergency situations. Additionally, annexes have been created to address the concerns of terrorism and mitigation.
3. **Attachments** – Attachments supply additional information concerning any given annex.
4. **Appendices** – Appendices address more specific identified needs within a given annex. An appendix may be hazard or operations specific and will provide a more detailed approach in responding to the unique character of the anticipated situation.

SCOPE

The base plan is a broad framework that provides the overall approach taken by the County during emergency situations.

The base plan, its annexes, appendices, and attachments provide for a rapid, effective response to emergency situations occurring in Taos County and provide for the safety of life, property, and the environment, in that order of priority.

The Taos County Emergency Operations Plan is designed as a flexible document which acknowledges that changes from its contents can and will occur due to the unique nature of any given emergency. Modification of these procedures through initiative and common sense is authorized and encouraged to meet the needs of the given situation and to ensure the public's safety. All agencies and organizations that have a role in responding to emergency situations under this plan are required to develop Standard Operating Procedures in order to provide a step by step approach to their assigned tasks.

SITUATION

Taos County is located in the north central part of New Mexico and covers 2,204.62 square miles. Taos County is bordered by Colorado to the north, Colfax and Mora Counties to the east and south, and Rio Arriba County to the west and south. The County's population is 32,907 according to the 2015 U.S. Census and is estimated to be increasing, with a present population density of 13.6 people per square mile. The city of Taos is the largest community in the county and is also the county seat. Other communities include Peñasco, Questa, Red River, Taos Ski Valley, Taos Pueblo, and Picuris Pueblo.

The county is traversed by numerous roads including U.S. Highway 64 from east to west, U.S. Highway 285 from north to south, New Mexico Highway 68 and New Mexico Highway 522. Much of Taos County is mountainous or high plains and includes a large portion of the Carson National Forest.

U.S. Highways 64 and 285, along with New Mexico Highways 68 and 522, are considered the most likely routes for the transport of hazardous material, and there are no major pipelines or rail lines within the County.

Taos

City covers 5.37 square miles
Elevation 6,965 ft.
Population 5,763 (2016 U.S. Census)
Population density 874.5 people/square mile

Questa

City covers 5.11 square miles
Elevation 7,500 ft.
Population 1,754 (2016 U.S. Census)
Population density 365 people/square mile

Red River

City covers 1.02 square miles
Elevation 8,676 ft.

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Population 477 (2016 U.S. Census)
Population density 474.9 people/square mile

Taos Ski Valley

City covers 2.36 square miles
Elevation 9,207 ft.
Population 69 (2016 U.S. Census)
Population density 23.8 people/square mile

Peñasco NM

225.8 Square Miles
Elevation 7,685 Ft.
Population 1,200
Population Density 474.9 people/square mile

Taos Pueblo

80.9 square miles
Elevation 7/119 ft.
Population 4,500
Population Density 80.9 people/square mile

Picuris Pueblo

20 acres
Elevation 7,323 Ft.
Population 86
Population Density

The location and geological features in Taos County create a vulnerability to a variety of hazards. The extent to which these hazards will affect the residents of Taos County will vary depending on the size and scope of the hazard. The major hazards threatening Taos County are:

Natural Hazards - Flooding/flash flooding, drought, severe winter storm, landslide, avalanche, and wildfires.

Technological Hazards - Hazardous material release, power failure, and transportation incidents.

Man-Caused Hazards - Civil disorder, terrorism.

ASSUMPTIONS

The "State Civil Emergency Preparedness Act," §12-10-1 through §12-10-10, NMSA 1978 requires that all local governments within New Mexico are required to maintain an emergency operations plan that specifically addresses the hazards that threaten that jurisdiction.

Situations will occur that are not covered by the Taos County All Hazards Emergency Operations Plan.

Situations will occur in the jurisdictions of Taos County in which county resources will be required to provide for the safety of the population, property, and environment within the affected jurisdiction of the county.

Situations will occur that will require the long-term operation of local emergency response agencies and the activation of an emergency operations center.

Situations will occur within Taos County that will require the designated county Emergency Operations Center Director to direct and control the response resources of affected jurisdictions within the county for the duration of an emergency event.

Situations will occur that require regional assistance to provide for the safety of the population, property, and environment of Taos County.

Situations will occur that require state assistance to provide for the safety of the population, property, and environment of Taos County.

Situations will occur that require federal assistance to provide for the safety of the population, property, and environment of Taos County.

The continuity of local government is critical in ensuring the safety and protection of people, property and the environment during any emergency situation.

CONCEPT OF OPERATIONS

General

The Taos County Commission has adopted the National Incident Command System for use during all emergency response situations occurring within Taos County. This system is based on the concept of a division of powers to include an emergency operations center director, planning and operations, logistics, and finance. The adopted plan approaches emergency response from the position of all hazards rather than specific hazard types. Where plans for specific hazard types are identified, specific appendices have been established for their response.

During the response to an emergency situation, the Incident Commander may utilize multiple resources to obtain what is needed. These resources may come from within Taos County or through existing mutual aid agreements. The responsibilities for specific annexes within the plan are designed to parallel the day-to-day operational Mission Essential Functions (MEF'S) of the agency assigned. Mission Essential Functions are a broader set of essential functions that organizations must continue throughout or resume rapidly after a disruption of normal activities. MEF'S are those functions that enable an organization to provide vital services, exercise civil authority, maintain the safety of the public, and sustain the industrial/economic base. Activities that do not contribute directly to the support of emergency or disaster operations may be temporarily suspended during an emergency occurrence.

Emergency response will be handled by the individual jurisdiction affected by the event, whenever possible. "Incidents typically begin and end locally and are managed on a daily basis at the lowest possible geographical, organizational, and jurisdictional level. There are however, instances in which successful incident management operations depend on the involvement of multiple jurisdictions, levels of government, functional agencies, and/or emergency responder disciplines. These instances require effective and efficient coordination across this broad spectrum of organizations and activities."

If an emergency situation originating within a given jurisdiction expands out of the affected jurisdiction into the unincorporated area of Taos County, control and direction of all response resources involved in the incident will be controlled by the designated Taos County Emergency Operations Center Director for the duration of the response.

If an emergency situation event originating in the unincorporated areas of Taos County expands into the boundaries of a given jurisdiction, the designated Taos County Emergency Operations Center Director will remain in control and will direct all County and jurisdictional resources involved in the response for the duration of the emergency response event. The On-Scene Incident Commander will maintain command and control of all on-scene operations.

Once it is determined that the resources of Taos County will require supplementation to effectively respond to an emergency situation, a request will be made to the outside agencies of Rio Arriba, Colfax, Mora, Los Alamos and Santa Fe Counties based on need, location of the emergency, and the existence of mutual aid agreements and using the Intrastate Mutual Aid System

Once it is determined that Taos County and other available resources are no longer adequate to effectively respond to the given emergency situation, a Declaration of Emergency will be issued to the State of New Mexico through the Governor's Office and the New Mexico Department of Homeland Security and Emergency Management.

All personnel involved in the response and recovery operations to an emergency situation will base their efforts on the continuous implementation of the principles set forth below until the resolution of the incident or situation.

- Acquire accurate information.
- Determine and review options.
- Make decision.
- Coordinate and implement decision.
- Monitor the results.
- Assess results; report or adopt a different option, if necessary.

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Phases of Emergency Management

The Taos County All Hazards Emergency Plan is concerned with all emergency situations occurring in the County. It is important to recognize that effective response to emergency situations also requires consideration of activities prior to, during, and after the emergency situation. The activities involved in emergency management are mitigation, preparedness, response and recovery.

Mitigation. The identification of potential hazards and actions taken to minimize them that can reduce or eliminate the occurrence of a hazardous event that will cause risk to the safety of the general public, property, and the environment. Such actions include:

- Building and zoning codes
- Construction projects
- Public education
- Procurement and integration of equipment
- Identifying resources

Preparedness. Activities that take place prior to the onset of an emergency situation that facilitates the understanding of and implementation of coordinated plans in emergency response. Preparedness activities include:

- Training, table top drills, functional and full-scale exercises
- Preparation of plans and procedures for emergency operations, including annual reviews
- Testing and maintenance of response equipment
- Public education efforts
- Establishment and identification of key supervisory and other positions to perform the roles and responsibilities of the emergency service functions required during emergency situations

Response. Activities taken immediately prior to, during, and directly after an emergency to save lives, minimize damage to property and the environment, and

increase the effectiveness of recovery efforts. Response includes, but is not limited to:

- Emergency medical services
- Police services
- Fire and rescue services
- Public works
- Protective actions.

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Recovery. Activities that take place after an emergency situation has been resolved that help the community to return to normal. Recovery operations may be short term, such as debris removal and damage assessment, or long term, such as construction and repair of facilities. Some recovery efforts may also become part of the mitigation of a hazard, based on the actions involved. Recovery includes:

- Debris removal
- Damage assessments
- Disaster assistance
- Temporary housing
- Projects relating to mitigation

ORGANIZATION AND RESPONSIBILITY

General

The Taos County emergency response is broken into four basic groups: The Executive Group, the Planning and Operations Group, the Communications Group, and the Administration Group.

Executive Group. The Executive Group will consist of the Taos County Commission, the County Manager, and the County Attorney. The County Manager or his/her designee will head the Executive Group and work with the Emergency Manager to provide leadership, decision making, and coordination between Taos County agencies, surrounding counties, the State of New Mexico, and the federal government during an emergency response. The Executive Group will make the final decisions when conflicts arise in the other groups of the Emergency Operations Center. Local jurisdiction liaisons may also be part of the Executive Group, depending on the situation.

Planning and Operations Group. The Taos County Emergency Manager will fulfill the role of EOC Director (EOCD). The EOC Director will head the Planning and Operations Group and work with the Assistant EOC Director and department/agency heads or their designees to coordinate and implement the assigned emergency service functions and decisions of the Executive Group. The Planning and Operations Group will use the principles of unified command.

Communications Group. The Taos Central Communication Superintendent will head the Communications Group and provide the communications needs between the Emergency Operations Center and the field response agencies. The Communications Group will monitor Emergency Operations Center communications, coordinate with Radio Amateur Civil Emergency Services operators, maintain communication with adjoining counties and the state, and provide for Public Inquiry staff. Communications is discussed further in the Communications and Warning Annex.

Administrative Group. The Taos County Treasurer will head the Administrative Group and work with the Taos County Finance Director, clerical staff, and other support personnel. The Treasurer will also provide for the logistical support of Emergency Operations Center operations, resource management, transportation, donations management, and financial accountability during the County's response and recovery efforts.

When activated, the Emergency Operations Center will be staffed at the minimum level required to effectively respond to the nature of the emergency situation. Additional department/agency representatives will be added as required in response to the needs of the situation.

At a minimum, the Emergency Operations Center will be manned by:

- Emergency Manager or designee
- Public Information Officer
- Taos County Sheriff's Department representative
- Representative from Taos County Volunteer Fire Districts (as needed)
- Taos County Public Works Department representative
- Taos County Public Health Department representative
- Taos County Treasurer or designee
- Taos County Finance Director or designee

All County departments and agencies providing staff for the Emergency Operations Center will have the capability to maintain 24 hours a day operation for the duration of the emergency situation.

All other departments, agencies, and personnel that are not a part of the initial activation but have been identified as having potential future responsibilities will be contacted and placed on standby.

County Administration, Departments, and Agencies

The following are primary and supporting roles for the Taos County administration, departments and agencies. More specific information concerning their roles in emergency situations is located in the various annexes and appendices of this plan

and the Standard Operating Procedures created by the individual departments and agencies.

Taos County Manager

- Provides the overall leadership and command and control during all emergency situations
- Authorizes the use of Taos County personnel and equipment to adjoining counties that are not covered by existing mutual aid agreements
- Recommends Declarations of Emergency during emergency situations

Taos County Commission

- Is part of the Executive Group
- Assists with Public Inquiry
- Provides for rumor control during emergency situations
- Makes necessary Declarations of Emergency during emergency situations

Taos County Emergency Manager

Normal Operational Responsibilities

- Responsible for preparation of Taos County Mitigation Plans
- Responsible for emergency exercises and training for Taos County first response and medical personnel in accordance with the guidelines established by the New Mexico Department of Homeland Security and Emergency Management and the Federal Emergency Management Agency (See Taos County Exercise Schedule)
- Maintains and equips the Taos County Emergency Operation Center and all alternative sites
- Responsible for development of the Taos County Emergency Operations Plan and Emergency Operations Center procedures and their annual review and updates

Emergency Operations Responsibilities

- Activation of the Emergency Operations Center
- Coordinating the Emergency Operations Center response and recovery operations
- Coordinates information with adjacent Counties and the State Emergency Operations Center; ensures 24-hour staffing of emergency organizations, including liaison requirements
- Assists Emergency Operations Center staff in resolving operational problems
- Act as the Taos County Public Information Officer as needed
- Obtains additional resources needed for response

- Ensures Emergency Operations Center staff is updated on events
- Coordinates activation of public alerts and Emergency Alert System
- Coordinates implementation of protective actions
- Coordinates relocation to alternate Emergency Operations Center, if necessary
- Activates and manages Emergency Operations Center communications
- Coordinates the assistance provided by private organizations, groups or volunteers, in conjunction with the American Red Cross and other government agencies
- Reviews Public Information Officer releases for accuracy
- Activates Emergency Alert System, if directed

Taos Central Dispatch

- Will work in conjunction with the County once the Emergency Operations Center is activated
- Maintains complete resource lists for use during emergency situations
- Contacts all necessary personnel, departments, agencies and private organizations during activation of the Emergency Operations Center
- Monitors and coordinates communication between field response units, the Incident Command Post and Emergency Operations Center staff during emergency situations
- Coordinates Radio Amateur Civil Emergency Services operations during emergency situations
- Maintains lists of persons with special needs
- Provides for public inquiry during emergency situations

Taos County Sheriff's Department

- Responsible for the security of the Taos County Emergency Operations Center
- Responsible for coordinating the security of mass care reception centers
- Responsible for coordinating the security of critical county infrastructure
- Responsible for the security of staging areas
- Provides traffic control during evacuation operations
- Identifies impediments to evacuation routes
- Provides for the notification of persons with special needs
- Controls access to areas affected by emergency situations
- Provides security for evacuated areas
- Provides for the orderly return to evacuated areas once they are declared safe
- Coordinates with other law enforcement agencies as needed during emergency situations

Taos County Fire Districts or Departments

- Taos County Fire Chief will be Coordinator for the Emergency Operations Center
- Conduct firefighting, rescue, and HAZMAT operations
- Assist in route alerting and evacuation notification
- Assist in public evacuation operations
- Assist in route clearance operations during evacuations and recovery
- Assist in monitoring and decontamination operations

Taos County EMS/Ambulance

- Establish triage centers during emergency situations
- Transport injured to hospitals and treatment centers
- Assist in evacuation of special needs population
- Assist in providing first aid at mass care centers
- Assist in decontamination operations

Taos County Public Works Department

- Assists in evacuation route impediment clearance operations
- Assists in identification of alternative evacuation routes
- Provides evacuation traffic control devices, as needed
- Provides damage assessment operations for public facilities
- Coordinates temporary sanitation facilities
- Coordinates temporary potable water stations
- Coordinates debris removal during recovery operations
- Coordinates with utility companies for the restoration of services and the establishment of priorities in service restoration

Taos County Solid Waste Management Department

- Assists in evacuation route impediment clearance operations
- Conducts debris removal operations during recovery operations

Taos County Public Health Office

- Provides advice in all health needs of Taos County residents
- Assists in providing public health advisories
- Monitors the physical and mental health needs of Emergency Operations Center staff

Holy Cross Hospital

- Provides emergency medical care for injured and contaminated persons
- Provides guidance to Taos County EMS/Ambulance on transport and triage operations
- Provides updates to the Emergency Operations Center concerning hospital operations capabilities

American Red Cross

- Establishes and manages mass care centers
- Provides updates to the Emergency Operations Center on mass care capabilities and needs
- Provides evacuee registration and locator services
- Coordinates spontaneous volunteers, conducts identification and skills classification operations, and provides reports to the Emergency Operations Center
- Records expenses of all mass care center operations

Taos County Animal Control

- Coordinates the evacuation needs of large animals during evacuation operations
- Coordinates the temporary sheltering of large animals
- Provides large animal registration and locator services
- Coordinates with animal shelter for the temporary care and sheltering of small animals
- Coordinates with Taos County Health Department for the disposal of animal carcasses
- Coordinates the health needs of animals during disaster operations
- Provides the Emergency Operations Center with updates on animal issues during emergency operations

Taos County Detention Centers

- Provides for the security and safety of detainees and the general public during emergency operations
- Coordinates and conducts emergency evacuation of detainee populations, as necessary

Taos County Finance Office

- Conducts resource management operations
- Coordinates the acquisition of additional resources, as needed
- Records all expenses of Taos County departments and agencies during emergency operations in accordance with Federal Emergency Management Agency guidelines

Taos County Treasurer

- In charge of the Administration Group of the Emergency Operations Center
- Coordinates funding during emergency situations
- Coordinates funding for recovery operations
Coordinates and presents final expenditure reports concerning emergency situations
- Identifies and coordinates the use of transportation resources in Taos County
- Coordinates transportation needs of response agencies, support agencies and evacuation, as required
- Maintains and accounts for all transportation resources

Taos County Attorney

- Advises County Commission on legal issues
- As requested, reviews all Declarations of Emergency, proclamations, and legislation concerning emergency operations
- Ensures that unlawful and unfair practices do not happen to Taos County residents during emergency operations

Taos Municipal Schools, Questa and Peñasco Independent Schools

- Prepare and exercise school emergency plans
- Provide for the protection of student populations during emergency operations
- Provide locations for mass care centers during evacuation operations
- Provide assistance in transportation needs with the temporary use of district school buses

Taos County Public Information Officer

- Acts as spokesperson to the media for all matters
- Coordinates and conducts regular news briefings
- Provides the media with follow-up information, as required

- Gathers and coordinates information from Emergency Operations Center staff for dissemination to the media
- Coordinates media activities with surrounding county public information officers' efforts
- Coordinates activities with the New Mexico Office of Emergency Management Public Information Office and Joint Information Center
- Develops messages for use in the Emergency Alert System

Evacuation Coordinator

- Establishes evacuation routes and alternatives, as necessary
- Coordinates with Public Works, law enforcement agencies, and area volunteer fire departments in the identification and removal of impediments along evacuation routes
- Coordinates with Public Works and law enforcement personnel for traffic control, as needed
- Coordinates with the American Red Cross for the establishment of rest areas along evacuation routes, as needed
- Coordinates with the Transportation Coordinator for additional transportation resources, as needed
- Coordinates with Taos County EMS/Ambulance for transport needs of special needs population

Volunteer Organizations Active in Disasters

- Conduct donation management operations

New Mexico State Departments and Agencies

New Mexico Department of Homeland Security and Emergency Management

- Activates State Emergency Operations Center
- Arranges for additional resources to Taos County upon a Declaration of Emergency
- Advises and assists other state agencies and Taos County, as needed
- Advises the Governor of need of State Declaration of Emergency
- Provides disaster assistance during recovery operations

New Mexico State Police

- Oversees all HAZMAT operations in accordance with the County's Hazardous Material Emergency Plan
- Oversees all Search and Rescue operations
- Assists in traffic control and security during evacuation operations
- Assists in other local law enforcement efforts, as needed

Office of the Medical Investigator

- Establishes and maintains temporary morgues
- Provides for the identification of fatalities
- Arranges for the collection, transportation, and disposal of fatalities, as needed
- Conducts death investigations, as needed

Department of Transportation

- Assists in clearance of impediments along designated evacuation routes
- Provides fuel distribution support, as needed
- Provides additional resources for traffic control, as needed

Federal Departments and Agencies

Bureau of Indian Affairs

- Coordinates public safety operations on the Taos and Picuris Pueblos
- Coordinates with the Taos County Emergency Operations Center during emergency situations that affect both the Pueblos and the County

Federal Emergency Management Agency

- Coordinates overall federal response
- Assists state and county departments and agencies, as needed
- Supports Taos County recovery operations

Federal Bureau of Investigation

- Conducts investigations of all acts identified as terrorism
- Coordinates with local law enforcement agencies, as needed

ADMINISTRATION AND LOGISTICS

Administration

General

The Taos County Emergency Manager is responsible for the implementation of the Taos County All Hazards Emergency Operations Plan.

The Taos County All Hazard Emergency Operations Plan becomes effective upon its receipt.

All departments and agencies involved in the response to emergency situations as directed in the Taos County Emergency Operations Plan will:

- Prepare Standard Operating Procedures, a line of succession, notification procedures for all personnel, resource lists, and check lists to meet their responsibilities in accordance with the plan

- Provide for the protection of personnel, facilities, records, and equipment essential to operations
- Provide for the training and equipping of personnel in order to conduct such operations as necessary during the response to operations
- Provide for possible 24 hours a day operation during emergency situations. This will include representation at the Emergency Operations Center, as required, recall of personnel on leave and notification of off-duty personnel
- Be responsible for the annual review and updating of the Taos County All Hazards Emergency Operations Plan, its annexes, appendixes, and attachments
- Will utilize a 24-hour clock system during emergency operations
- Will ensure that the incident command system is utilized during all emergency situations
- Forward all changes to department or agency standard operations procedures to the Taos County Emergency Manager

Unless otherwise approved, all communications with the media will be conducted through the Taos County Public Information Officer during emergency situations.

Upon activation of the Taos County Emergency Operations Center:

- All department and agency representatives will check and obtain updated information concerning the situation.
- Will update their respective department or agency of the current situation, upcoming operations or anticipated actions.
- Will maintain coordination with other agencies and Emergency Operations Center staff, as needed.
- Will await arrival of their relief and provide a briefing to this relief concerning current situation, pending operations, and anticipated actions prior to departure.

Safety of the citizens of Taos County and all response personnel is of the utmost concern during emergency operations. No actions or response decisions will be implemented prior to consideration of the safety of the responders and residents involved.

Departments and agencies will forward situation reports and requests for additional

resources to the Planning and Operations Group of the Emergency Operations Center prior to each shift change.

Continuity of Government

Due to the nature of emergency situations, there will be times when the primary designee for any given position within the Taos County All Hazards Emergency Operations Plan may be unavailable and an alternative will be needed as a replacement. Additionally, when emergency operations require 24-hour a day coverage, no one person can continually fill any given position without rest.

Departments and agencies having responsibilities within the plan will designate, in writing, to the Taos County Emergency Manager, primary and two alternate representatives by position, to the EOC who have authority to direct the response and resources of their respective agencies.

Departments and agencies will ensure that all designated representatives are trained in emergency operations functions, procedures, and responsibilities. Qualifications of the EOC support staff are the responsibility of the Taos County Emergency Manager.

Departments and agencies will ensure that all positions designated as either primary or alternative representatives to the Emergency Operations Center are filled at all times.

Departments and agencies will ensure that there is a line of succession for all key leadership positions.

The safe keeping and protection of the records and files of Taos County is the responsibility of each department or agency that has normal operational control over them. All Taos County departments and agencies will adopt a standard operating procedure to maintain the safety and protection of these files and records.

In order to maintain the continuation of Taos County government the following priority of restoration of service is vital to maintain the security of its residents and to protect life, property and the environment.

- Hospitals
- Fire and EMS services
- Taos County Regional Communications Center
- Detention Centers
- Law enforcement services
- Other government building

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Logistics

Finance and Budgeting

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. All expenditures will be recorded in accordance with the State Disaster Assistance Program protocols.

All departments and agencies will forward daily financial reports to the Administrative Group at the Emergency Operations Center.

Procurement

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

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Emergency Manager has the overall responsibility for maintaining the Taos County All Hazards Emergency Operations Plan and will coordinate with all responsible agencies to update and revise the plan.

Various County agencies, volunteers, and private groups with emergency responsibilities will integrate their planning efforts in the development, maintenance, implementation, and testing of the Taos County All Hazards Emergency Operations Plan and its policies and procedures.

This plan will be evaluated on a continuous basis during actual events and/or simulated emergencies.

Review and maintenance of the Emergency Operations Plan will be carried out as follows:

Annual review of the Emergency Operations Plan, annexes and appendices, will be conducted by the Emergency Manager with input from all responsible departments, agencies, volunteers, and private groups having roles in emergency response situations.

Changes to the Emergency Operations Plan will be made as required with input from representatives of each department, agency, volunteer, or private group having the authority to revise or update their portion of the plan. Changes in policy or agency responsibilities will be expeditiously forwarded to the Emergency Manager.

All changes, revisions, and updates shall be forwarded to the Emergency Manager by August 31st each year. If changes have not been received by that date, it will be assumed that all agency inputs are current.

A review of the Emergency Operations Plan that includes agency coordination, a letter of promulgation, and a signatory page will be constructed and completed no later than one year following the election of a new County Commission.

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Annex 1 – Direction and Coordination

OVERVIEW

When an emergency/disaster occurs, direction and coordination of county personnel and resources will be required to ensure effective and efficient response and recovery operations. The Chairman of the County Commission, being the chief elected official of the County, has designated the County Manager with the responsibility of coordinating the County's response to emergency/disaster occurrences. Under this direction, the County's agencies and personnel will work together at the EOC to ensure that an appropriate response to emergency/disaster events takes place, based on the information provided by the Incident Commander and the situational conditions that exist. The EOC is the coordination center for all incident response with the on-scene operations under the direction of the Incident Commander.

The efforts undertaken by Taos County agencies in response to emergency situations will be coordinated with efforts made in the surrounding affected counties and in conjunction with efforts made by the State of New Mexico and the Federal government. All operations will be undertaken to save lives, protect property and protect the environment.

RESPONSIBLE DEPARTMENT

Primary

Taos County Manager
Taos County Emergency Manager

Supporting

All County Departments and personnel

PURPOSE

Direction and coordination are critical in the successful response to emergency/disaster events. This Annex is designed to provide a guide for the effective direction and coordination of County assets prior to, during, and after an emergency occurs. It also specifies the roles and functions of leadership at the County and local government levels, including the County's relationship with the State of New Mexico and the Federal government.

Necessary functions may be:

- Situational analysis
- Emergency Operations Center activation and closure
- Emergency Operations Center relocation
- Taos County Declaration of Emergency
- Communications and warning
- Public Information Officer

SITUATION

The response to emergency situations in Taos County can involve large areas and much of the county's population. In order to establish a coordinated and effective response to these situations, it is essential to identify those persons and agencies with specific duties, resources and responsibilities required for response during these events.

Initiation of the direction and coordination function may occur upon the threat or onset of an emergency/disaster. This function may also be activated during any event, natural or man-made, that can affect the lives, health, and property of the citizens of Taos County. The activation of the direction and coordination function may be for short or long term, depending on the situation and how events unfold.

Each jurisdiction within the County shall maintain operational control of the management of any emergency within the jurisdictional boundaries of that given jurisdiction.

The individual jurisdiction responsible for the area involved in an emergency/disaster shall designate an Incident Commander who shall be responsible for the management of the emergency/disaster event.

The Taos County Emergency Operations Center is located at #6 Miranda Canyon Road, Ranchos de Taos, New Mexico. Depending on the time of day in which the Taos County Emergency Operations Center is activated, it could take up to one hour for complete manning and operations to begin.

Presently the Taos County Emergency Operations Center has no backup electrical power or specific security in place. This facility does have water and sanitation facilities and central heating and cooling. In the event of an emergency situation requiring the evacuation of the surrounding area, the Taos County Emergency Operations Center would need to be relocated.

ASSUMPTIONS

Emergency situations will occur that will exceed the assets available to local governments.

Emergency situations will occur that will affect the lives, health, and property of large portions of the population of Taos County.

The establishment of a preplanned direction and coordinated organization prior to the emergency will allow for a smoother and more effective response when needed.

The Chairperson of the Taos County Commission will decide and declare when an emergency/disaster situation exists that will require County assets. These assets will require coordinated response directions.

CONCEPT OF OPERATIONS

During the response to any emergency situation in Taos County, the Incident Command System will be utilized to provide leadership and coordination over operations.

The Incident Commander will establish an Incident Command Post and ensure that communications are established from the command post to all responding agencies and Taos Central Dispatch.

The direction and coordination of most emergency situations in Taos County will be the responsibility of the Incident Commander. This direction and coordination may require the utilization of resources from various Taos County agencies during its duration.

Once the Taos County Emergency Operations Center is activated, centralized direction and coordination of the situation will take place there. Response coordination will be the responsibility of the Emergency Operations Center through the Executive, Planning and Operations, Communications, and Administrative Groups. See Organizational Chart at the end of this Annex.

Situation Analysis

The Incident Commander will notify the Taos County Emergency Manager of situations that are determined to:

- Require a prolonged response lasting longer than five hours to resolve the situation
- Require evacuation of more than eight households and for longer than two hours

- Be a HAZMAT situation beyond the abilities of on-scene responders
- Require mass care of evacuated persons
- Be a rapidly expanding situation which will affect large portions of Taos County and its incorporated jurisdictions
- Be a terrorist-caused event or threat, no matter what its scale, including Bomb Threats
- Be deemed necessary by the Incident Commander

When the Taos County Emergency Manager is notified of an emergency situation, the Incident Commander will ensure that this notification includes a situation report concerning:

- Type of incident
- Agencies and number of personnel involved in its response
- What actions are being taken to resolve the situation
- Additional resources required
- Number of citizens affected
- Estimated duration to conclusion

Upon being notified of an emergency situation, immediate Situational Awareness will be provided by the Taos County Emergency Manager to the Taos County Manager or his/her designee of:

- A suspected terrorist-caused situation
- A rapidly evolving situation which is likely to overwhelm Taos County resources
- Situation involving both incorporated and unincorporated areas of Taos County
- Situation likely to require a major evacuation
- Situation likely to require the opening of a mass care center(s)
- Mass casualties
- Required outside resources to resolve
- Required emergency procurement of additional resources
- Or when deemed necessary by the Emergency Manager

Activation and Closure of the Emergency Operations Center

The Taos County Manager or his/her designee may direct the activation of the Emergency Operations Center if:

1. A terrorist event is suspected (this includes all bomb threats)

2. The emergency situation affects a large portion of the residents of Taos County
3. An incorporated jurisdiction of Taos County is requesting additional resources
 - The response activities are anticipated to require an operational environment longer than eight hours based on size and type
 - A Declaration of Emergency is likely to resolve the situation
 - Mass care centers will be activated
 - Evacuation will be required

In addition to the Taos County Manager or his/her designee, the following persons are authorized to activate the Taos County Emergency Operations Center:

Emergency Manager
County Commission
New Mexico Department of Homeland Security and Emergency
Management
Governor

When activation of the Emergency Operations Center has been authorized, the Taos County Emergency Manager will activate the Incident Command System and designate individual's necessary to staff the Emergency Operations Center. Taos Central Dispatch will make the initial notification to those designated departments or agencies via notification call down and direct them to proceed to the Emergency Operations Center.

Additional department and agency personnel will be notified depending on the specific emergency situation or as required as the situation develops and requires additional resources.

All County departments and agencies providing staff for the Emergency Operations Center will have the capability to maintain 24 hours a day operation for the duration of the emergency situation.

All other departments, agencies, and personnel that are not a part of the initial activation, but have been identified as having potential future responsibilities will be contacted and placed on standby.

Once the Taos County Manager or his/her designee determines that the emergency situation has been dealt with, the Emergency Operations Center will be closed and County government will return to normal operations.

Emergency Operations Center Activation Levels

Normal: Non-emergency conditions exist within the County.

Level 1: A situation exists that is impacting or may quickly impact the safety and welfare of the citizens of Taos County.

Level 2: An emergency/disaster situation is underway or has occurred that affects the safety and welfare of the citizens of Taos County. During Level 2 activation the resources available to Taos County may be overwhelmed and additional assistance may be needed from the State.

At the conclusion of the emergency situation, recovery may require the ongoing utilization of the Emergency Operations Center until there is a return to pre-emergency conditions.

Relocation of Emergency Operations Center

In the event that the Taos County Emergency Operations Center needs to be relocated, the alternative location is the Taos County Complex At 105 Albright Street, Taos NM. When it becomes necessary to relocate the Taos County Emergency Operations Center, operations are anticipated to begin within a period of one hour. This facility is equipped similarly as the primary Taos County Emergency Operations Center with the exception that security could be easier to arrange. If an emergency situation required the evacuation of the area surrounding this location, it would also need to be evacuated.

The Taos County Emergency Operations Center may need to be relocated, depending on the situation. Operations should be relocated if:

- The emergency situation is likely to envelop the primary Emergency Operations Center
- Problems arise within the primary Emergency Operations Center that affect its operational capability
- The safety of center personnel is compromised

When it becomes necessary to relocate the Emergency Operations Center, consideration must be given to the continuity of command. The relocation of the Taos County Emergency Operations Center will be accomplished in one of two ways.

Slowly Developing Situation

When an emergency situation is predicted to affect the Emergency Operations Center at some future point and if arrangements can be made, an alternative site

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 Emergency Operations Center will be closed down and all records and personnel will be evacuated to the new location.

Rapidly Developing Situation

Circumstances may arise when the primary Emergency Operations Center 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.

Declaration of Emergency

The response to an emergency situation may overwhelm the County's resources and mutual aid from surrounding counties may be sought. The Intrastate Mutual Aid System (IMAS) will be used in lieu of individual Mutual Aid Agreements to accomplish the utilization of outside resources as rapidly as possible.

Once the County's resources augmented through mutual aid have or are anticipated to become exhausted, the Taos County Commission may request a Declaration of Emergency to the State of New Mexico for additional assistance.

The request for State assistance will be made in accordance with the State Emergency Operations Plan. All Declarations of Emergency will further require a situation report at the time the State is notified. (State Situation Report, SitRep, Attachment A of Annex 1.)

During emergency/disaster events in which State assistance is requested, the County Emergency Operations Center will contact the New Mexico Department of Homeland Security and Emergency Management by phone (505-476-9635). This phone call is to be followed up with an official written notification as outlined in the Disaster Assistance Program Local Government Handbook (See Appendix 11-1).

Communications and Warning

At the direction to activate the Taos County Emergency Operations Center, the on-duty supervisor for Taos Central Dispatch will notify a representative of each

designated department or agency and direct them to proceed to the Emergency Operations Center. Primary contact will be made with:

- Taos County Manager or designee
- County Commission
- Public Information Officer
- Emergency Manager or designee
- Taos County Sheriff's Department
- Taos County Fire Chief
- Taos County Public Works Department
- Taos County Public Health Department

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Additional resources may be notified at the direction of the activating authority.

All other departments, agencies, and personnel that are not a part of the initial activation but have been identified as having potential future responsibilities will be contacted and placed on standby.

In addition to the notification of activation, Taos Central Dispatch will assign personnel to proceed to the Emergency Operations Center as the initial Communications Group to establish communications capability between the EOC, Taos Central Dispatch, and the Incident Commander. The Communications Group will begin monitoring the situation and be prepared to brief the arriving Executive Group.

At the direction of the activating authority, the Emergency Alert System will also be activated with public information being provided concerning the emergency situation.

The activation of the Taos County Emergency Operations Center will bring Taos Central Dispatch under the direct control of Taos County for the duration of the emergency situation.

Public Information Officer

Working as a function of the Command Staff, the Public Information Officer will prepare an initial media release concerning the emergency situation. Included in this release will be information concerning the nature of the emergency, current operations, and any immediate self-protection actions the public should be taking. The Public Information Officer will monitor the situation and update the media on a regular basis during the response.

ORGANIZATION AND RESPONSIBILITIES

Below is a list of responsibilities for each department or agency

Taos County Commission

- Is part of the Executive Group
- Assists with Public Inquiry
- Assists with rumor control during emergency situations
- Makes necessary Declarations of Emergency during emergency situations

Taos County Manager or Designee

- Is authorized to activate the Taos County Emergency Operations Center
- Has overall responsibility for the event/incident
- Will lead the Executive Group
- Will advise the Taos County Commission of response operations
- Will coordinate media release through the designated Public Information Officer
- Will ensure that the Incident Command System is utilized during all response operations
- Is responsible for the safety of all Emergency Operations Center personnel
- Will be responsible for the termination of the emergency/disaster response operations and the release of response personnel

Taos County Emergency Manager

- Will notify the Chairman of the Board of County Commissioners of any significant emergency situation relevant to Taos County
- Will report to the Executive Group upon activation of the Emergency Operations Center
- Will coordinate EOC staffing requirements
- Will work as the Public Information Officer during emergency situations
- Will coordinate food service for the EOC
- Will act as liaison between the EOC and other counties, private organizations, and the State EOC
 - Will ensure that all EOC staff is trained to perform assigned duties
 - Will ensure that EOC is equipped and maintained for use during emergency situations
 - Will prepare and submit necessary reports to the State EOC
 - Will coordinate recovery operations at conclusion of emergency situations
 - Will participate in operations, as required
 - Will coordinate with the designated Public Information Officer, as required
 - Will ensure that the All Hazards Emergency Operations Plan is kept updated and revised as necessary

County Attorney

- Will send a representative to the Executive Group at the Emergency Operations Center, as needed
- Will advise the Executive Group on legal matters and liability issues during emergency situations
- Will review and advise on Taos County Mutual Aid Agreements
- Will review and advise on Taos County Declarations of Emergency
- Will participate in operations, as required
- Will coordinate with the designated Public Information Officer, as required

Taos County Sheriff's Department – See Annex 10 Law Enforcement

Chiefs of Police, Taos, Red River, Questa, and Taos Ski Valley – See Annex 10 Law Enforcement

Taos County (Enchanted Circle) Volunteer Fire Departments – See Annex 11 Fire and Rescue

Fire Chief See Annex 11 Fire and Rescue

Taos County EMS/Ambulance – See Annex 11 Fire and Rescue

Public Works Department – See Annex 5 Public Works

Taos County Solid Waste Management Department – See Annex 5 Public Works

Public Information Officer (PIO) – See Annex 3 Public Information Officer

Health/Medical Coordinator – See Annex 6 Public Health

Taos Central Dispatch – See Annex 2 Communications and Warning Evacuation

Coordinator – See Annex 7 Evacuation

Mass Care Coordinator – See Annex 9 Mass Care

Taos County Finance Manager - See Annex 4 Resource Management

Taos County Treasurer – See Annex 4 Resource Management

Public Utility Companies

- Will coordinate with the Taos County Public Works Department to identify and preplan for the return of priority infrastructure facilities

- Will coordinate reestablishment of utility services in Taos County with the Taos County Public Works Department
- Will provide a liaison with the Planning and Operations Group to advise on utility concerns
- Coordinate public information efforts with the designated Taos County Public Information Officer
- Will participate in operations, as required
- Will work with the Taos County Emergency Manager during recovery for emergency situations

Taos Animal Control - See Annex 9 Mass Care, Appendix 12-1 Care of Animals in Disaster

Taos County Adult/Juvenile Detention Centers

- Responsible for the safety and security of detainee populations during emergency situations
- Will coordinate all evacuations with the Planning and Operations Group, as needed
- Will provide an emergency notification list of all departmental personnel
- Will ensure that standard operating procedures are in place concerning the department's responsibilities covered in this plan
- Will ensure that training has been conducted in order to fulfill the task requirements of this plan
- Will ensure that the Incident Command System is utilized during emergency situations
- Will participate in operations, as required
- Will coordinate with the designated Public Information Officer, as required

Taos Search and Rescue

- Will coordinate operations with the New Mexico State Police, local volunteer fire departments, and law enforcement departments, as required
- Assist in search and rescue operations during the recovery from an emergency situation and assist in evacuations.

Special Coordination

New Mexico State Police

Hazardous Material Incidents

Direction and coordination of all hazardous material incidents are the responsibility of the New Mexico State Police. This includes overall scene management and coordination of all resources, whether local, county, and state, as stipulated by the "Emergency Management Act," Chapter 74, NMSA 1978, as amended.

During events resulting from a hazardous material incident, the District State Police Dispatch will be notified of the occurrence. It is their responsibility to notify an Emergency Response Officer (ERO).

Initial notification of the District State Police Dispatcher may be made by phone; however, it must be followed up with official written notification as outlined in the HMER Plan.

County and local government agencies have the authority to respond to and manage hazardous material incidents at Hazardous Material Incident Level 1. They will assist the State in Level 2 and 3 incidents.

Search and Rescue (SAR)

All search and rescue situations will be reported to the New Mexico State Police and will be managed in accordance with the New Mexico Search and Rescue Plan and Taos Search and Rescue.

ADMINISTRATION AND LOGISTICS

Administration

All Taos County departments and agencies are responsible for training their personnel to meet the requirements of this plan.

All departments and agencies are responsible for establishing and maintaining appropriate standard operating procedures as they apply to this plan.

All departments and agencies will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible.

All departments and agencies will notify Taos Central Communications of any changes to its written line of succession.

All departments and agencies will make situation reports to the Planning and Operations Group at the end of each operational period.

All departments and agencies are responsible for the safety and security of personnel, equipment, records, and facilities under their control.

All departments and agencies will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures.

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Logistics

All Taos County departments and agencies identified as having responsibilities under the Taos County All Hazards Emergency Operations Plan will be responsible for all logistical and manpower requirements during the first operational phase of response.

All requests for additional resources will be forwarded to the Administrative Group.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Manager and Taos County Emergency Manager are responsible for ensuring that the Direction and Coordination Annex and its attachments are kept current, including individual department and agency SOP's and other documents, as required.

The Taos County Manager and Taos County Emergency Manager will coordinate all reviews and revisions to the Direction and Coordination Annex by August 31st annually.

ATTACHMENTS

Attachment A Situation Report (SITREP)
Attachment B Operation Planning Guide

Attachment A - Situation Report (SITREP)

New Mexico SITREP Guide 2004

Essential Information for Situation Reports

New Mexico Department of Homeland Security and Emergency Management

Situation reporting from involved agencies and the local level to the New Mexico EOC is a dynamic process throughout the lifecycle of an emergency. This SITREP Guide is meant to facilitate the flexible exchange of information while enabling the continued improvement of situational awareness and analysis.

The items listed in this Guide represent important elements of information for use at the local and state level. While the frequency and method of reporting may vary depending on the nature of the situation and established protocols, all SITREPS to the State EOC should

ESSENTIAL SERVICES: <PROVIDE A SUMMARY ON THE STATUS OF ESSENTIAL SERVICES>

UTILITIES: <PROVIDE A SUMMARY ON THE STATUS OF UTILITIES>

INFRASTRUCTURE: <PROVIDE A SUMMARY ON THE STATUS OF INFRASTRUCTURE>

RESOURCES CURRENTLY COMMITTED: <USE THE TABLE TO COMPILE RESOURCES>

ORGANIZATION/AGENCY	#	RESOURCE(S)

RESOURCES NEEDED: <USE THE TABLE TO COMPILE RESOURCES NEEDED>

ORGANIZATION/AGENCY	#	RESOURCE(S)

COMMENTS: <ENTER ANY ADDITIONAL INFORMATION OR COMMENTS HERE (FORECAST ETC.)>

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Attachment B - Operational Planning Guide

Purpose	The purpose of this attachment is to provide the Planning Section of the EOC with a template to use during the planning phase of future response and recovery operations. By addressing these basic questions, efficient, coordinated operations can be created.
Situation	Describe the existing emergency/disaster, conditions that need to be remedied. Provide as much detail as possible.
Mission	Describe the overall plan to remedy this situation.
Execution	Describe how the plan will be executed.
Concept of operation	Describe in detail how the mission is to be accomplished and what agencies are to respond.
Coordinating Instructions	Make note of any coordination that will be required between agencies and how this coordination is to be accomplished.
Support	Note any agencies that will be supporting this operation that are not under normal County operational control (Memorandum of understanding (MOU) resources, etc.).
Command	Designate which agency will be acting as the Incident Commander for the operation.

Note any special communications requirements that will take place in support of this operation.

OVERVIEW

The need for effective communications during an emergency situation is essential. Ensuring effective communications between the Emergency Operations Center, responders, and the general public requires the ability to establish, maintain, and coordinate alternate methods when necessary. In addition, the Emergency Alert System must be available to provide the public with information concerning self-protection and evacuation instructions.

RESPONSIBLE DEPARTMENTS

Primary

Taos Central Dispatch Director

Supporting

Taos County Commission
Taos County Manager
Taos County Emergency Manager
County Sheriff's Department
Taos County Assessor's Office
Taos County Planning
Volunteer Organizations

PURPOSE

The purpose of this annex is to establish, organize, and maintain the communications system essential during emergency operations. The Taos County All Hazards Emergency Operations Plan has established the Communications Group in order to accommodate this need. The Communications Group is tasked with:

1. Establishing and maintaining communications with responders
2. Initial notification of EOC personnel
3. Maintaining 24 hour a day communications operation at the EOC or its alternate location
4. Organizing volunteer HAM radio operators
5. Providing backup communications

SITUATION

Communication is critical for the effective organization, coordination, and utilization of response resources during an emergency situation. Taos County is located in a very mountainous area of New Mexico, and this situation creates "dead spots" where communication is impaired. Prior planning for emergency situations in these areas is essential to ensure that effective operations can be maintained.

The communication needs of the Taos County Emergency Operations Center include the ability to communicate with responders, other counties, the state, and the general public. In addition to the primary communications system, planning must be made for backup operations at both the primary EOC and any alternate location that becomes necessary.

During an emergency situation in which the Taos County Emergency Operations Center is activated, Taos Central Dispatch will be placed under County authority for the duration of the crisis.

ASSUMPTIONS

- Response personnel require early warning and continual communications prior to, during, and after an emergency situation.
- Primary communications may become overwhelmed or disrupted during emergency/disaster events.
- Alternate methods of communication must be established to maintain a coordinated response effort.
- Volunteers will come forward who have experience with alternate communications capabilities.
- The community will rely on emergency operations personnel for information prior to, during, and after emergency/disaster events.
- Not all persons residing in areas affected by emergency situations will be able to hear warning information provided on radio or see similar warnings on television.

CONCEPT OF OPERATION

Taos Central Dispatch provides the primary communications for fire and law enforcement agencies in Taos County. It is their responsibility to support the operations of these response resources on a daily basis. As an emergency situation grows into a situation requiring the activation of the Taos County Emergency Operations Center, the center will immediately come under the authority of Taos County. They will then notify EOC personnel, including notifying persons on standby, and establish communications operations for the EOC.

The Taos Central Dispatch Director or his/her designee will become the head of the Communications Group of the Emergency Operations Center and will proceed to that location in order to direct the establishment of communications for the EOC. The Communications Group will establish communications with:

- Response organizations
- Surrounding County Emergency Managers or EOC's
- New Mexico Office of Emergency Management

The Communications Group is further responsible for:

- Public inquiry system
- Rumor control
- Activation of the Emergency Alert System
- Media and EOC communications interface

It is the responsibility of the Communications Group to provide alternative communications capabilities for the primary EOC location and for any alternate EOC location if the need arises. Such alternative communications can include local cellular telephone operations and Radio Amateur Civil Emergency Services (RACES) volunteers.

In the event of an emergency situation being located in or involving an identified "dead spot," prior plans to meet these specific communications requirements will be established.

The Communications Group will provide plans for the rapid re-establishment of communications operations when they are disrupted during emergency operations.

The Communications Group will provide continued communications operations when the relocation of the Emergency Operations Center is taking place.

The primary methods of communications between the Emergency Operations Center and the Incident Command Post will be radio. Additional radio communications will be organized with RACES. If necessary, land line telephone or cellular phones will be used as a backup source. In extreme situations runners will be utilized.

Communications with other facilities and emergency operations will be by land line telephone or cellular phone. In extreme situations runners will be utilized.

Emergency Alert System

During emergency situations, it will become necessary to utilize the Emergency Alert System in order to notify the general public of information concerning their safety and welfare. The Emergency Alert System can be activated by the Incident Commander or, once activated, the Executive Group of the Taos County Emergency Operations Center. When the Emergency Alert System is activated Taos Central Dispatch will further ensure that the Taos Municipal Schools, Questa Independent Schools, Peñasco Independent Schools, area hospitals, nursing homes, and special needs populations are given individual notification as necessary.

ORGANIZATION AND RESPONSIBILITIES

Primary

Taos Central Dispatch Director

- Will lead the Communications Group of the EOC
- Will identify two alternates to serve as leader of the Communications Group in the Superintendent's absence
- Will establish a line of succession for Taos Central Dispatch
- Will ensure that all emergency notification lists are kept up-to-date at all times
- Will identify and coordinate all communications operations at the EOC
- Will establish and maintain standard operating procedures concerning communications operations of the EOC
- Will ensure that all personnel involved in communications operations are properly trained for their jobs
- Will ensure that the Incident Command System is used during emergency operations
- Will identify and organize RACES efforts throughout Taos County
- Will ensure that the identified special needs population is aware of necessary emergency information
- Will coordinate with the Taos County Public Information Officer for the communications requirements for media operations
- Will ensure the safety of personnel, equipment and facilities under their authority
- Will ensure that response personnel are provided relief and rest time during response operations
- Will provide resource updates and requests for additional resources to the Emergency Operations Center
- Will provide for the security of all Communications Group records and files during emergency operations

Taos Central Dispatch

- Will work in conjunction with the County once the Emergency Operations Center is activated
- Will become an active part of the Communications Group of the Taos County Emergency Operations Center
- Will maintain complete resource lists for use during emergency situations
- Will confirm all emergency response contact numbers bi-annually
- Will contact all necessary personnel, departments, agencies and private organizations during activation of the Emergency Operations Center

- Will monitor and coordinate communications between field response units, the Incident Command Post and Emergency Operations Center staff during emergency situations
- Will provide 24 hours a day communication for all Taos County emergency response departments and agencies
- Will utilize the Incident Command System during emergency operations
- Will maintain all special needs lists
- Will participate in exercises, as required
- Will maintain 24 hour a day contact information for all necessary private companies
- Will coordinate communications operations with RACES, as needed
- Will prepare and present a debriefing to incoming personnel before being relieved
- Will coordinate with the designated Public Information Officer, as required
- Will activate the Emergency Alert System, as needed

Taos County Emergency Manager

- Will consult with the Taos Central Dispatch Director for the communications needs of the Taos County Emergency Operations Center and its alternate locations
- Will assist in the training of public inquiry personnel
- Will coordinate the acquisition of needed communications equipment for EOC operations
- Will prepare and conduct exercises to test the operations of the Communications Group

Taos County Commission

- Will assist the Communications Group in operating rumor control operations for the public
- Will assist in public inquiry operations

Taos County Public Information Officer

- Will work with the Communications Group to meet the needs for media releases and regularly scheduled media briefings
- Will coordinate with the Communications Group for use of the Emergency Alert System, as needed

Other Taos County employees

- Will be assigned to the public inquiry function
- Will be assigned to the rumor control function
- Will participate in exercises, as required

Radio Amateur Civil Emergency Services (RACES) Volunteers

- Will provide additional communications support during emergency response and recovery operations
- Will operate under the authority of the Communications Group of the Taos County Emergency Operations Center
- Will provide resource updates and requests for additional resources to the Emergency Operations Center
- Will participate in exercises, as required

ADMINISTRATION AND LOGISTICS

Administration

All Taos County departments and agencies are responsible for training their personnel to meet the requirements of this plan.

All departments and agencies are responsible for establishing and maintaining appropriate standard operating procedures as they apply to this plan.

All departments and agencies will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible.

All departments and agencies will notify Taos Central Dispatch of any changes to its written line of succession.

All departments and agencies will make situation reports to the Planning and Operations Group at the end of each operational period.

All departments and agencies are responsible for the safety and security of personnel, equipment, records, and facilities under their control.

All departments and agencies will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures.

Logistics

All Taos County departments and agencies identified as having responsibilities under the Taos County All Hazards Emergency Operations Plan will be responsible for all logistical and manpower requirements during the first operational phase of response.

Taos Central Dispatch will be responsible for testing the Emergency Operations Center communications system bi-annually.

Taos Central Dispatch will be responsible for testing the Emergency Alert System quarterly.

All requests for additional resources will be forwarded to the Administrative Group. All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos Central Dispatch Director and members of the Communications Group are responsible for ensuring that the Communications and Warning Annex and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos Central Dispatch Director and members of the Communications Group will coordinate all reviews and revisions to the Communications and Warning Annex by August 31st annually.

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Annex 2 – Communications & Warning

OVERVIEW

The need for effective communications during an emergency situation is essential. Ensuring effective communications between the Emergency Operations Center, responders, and the general public requires the ability to establish, maintain, and coordinate alternate methods when necessary. In addition, the Emergency Alert System must be available to provide the public with information concerning self-protection and evacuation instructions.

RESPONSIBLE DEPARTMENTS

Primary

Taos Central Dispatch Director

Supporting

Taos County Commission
Taos County Manager
Taos County Emergency Manager
Taos County Sheriff's Department
Taos County Assessor's Office
Taos County Planning
Volunteer Organizations

PURPOSE

The purpose of this annex is to establish, organize, and maintain the communications system essential during emergency operations. The Taos County All Hazards Emergency Operations Plan has established the Communications Group in order to accommodate this need. The Communications Group is tasked with:

- Establishing and maintaining communications with responders
- Initial notification of EOC personnel
- Maintaining 24 hours a day communication operations at the EOC or its alternate location
- Organizing volunteer HAM radio operators
- Providing backup communications

SITUATION

Communication is critical for the effective organization, coordination, and utilization of response resources during an emergency situation. Taos County is located in a very mountainous area of New Mexico, and this situation creates "dead spots"

where communication is impaired. Prior planning for emergency situations in these areas is essential to ensure that effective operations can be maintained.

The communication needs of the Taos County Emergency Operations Center include the ability to communicate with responders, other counties, the state, and the general public. In addition to the primary communications system, planning must be made for backup operations at both the primary EOC and any alternate location that becomes necessary.

During an emergency situation in which the Taos County Emergency Operations Center is activated, Taos Central Dispatch will be placed under County authority for the duration of the crisis.

ASSUMPTIONS

- Response personnel require early warning and continual communications prior to, during, and after an emergency situation.
- Primary communications may become overwhelmed or disrupted during emergency/disaster events.
- Alternate methods of communication must be established to maintain a coordinated response effort.
- Volunteers will come forward who have experience with alternate communications capabilities.
- The community will rely on emergency operations personnel for information prior to, during, and after emergency/disaster events.
- Not all persons residing in areas affected by emergency situations will be able to hear warning information provided on radio or see similar warnings on television.

CONCEPT OF OPERATION

Taos Central Dispatch provides the primary communications for fire, EMS, and law enforcement agencies in Taos County. It is their responsibility to support the operations of these response resources on a daily basis. As an emergency situation grows into a situation requiring the activation of the Taos County Emergency Operations Center, the center will immediately come under the authority of Taos County. They will then notify EOC personnel, including notifying persons on standby, and establish communications operations for the EOC.

The Taos Central Dispatch Director or his/her designee will become the head of the Communications Group of the Emergency Operations Center and will proceed to that location in order to direct the establishment of communications for the EOC. The Communications Group will establish communications with:

- Response organizations
- Surrounding County Emergency Managers or EOC's
- New Mexico Office of Emergency Management

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The Communications Group is further responsible for:

- Public inquiry system
- Rumor control
- Activation of the Emergency Alert System
- Media and EOC communications interface

It is the responsibility of the Communications Group to provide alternative communications capabilities for the primary EOC location and for any alternate EOC location if the need arises. Such alternative communications can include local cellular telephone operations and Radio Amateur Civil Emergency Services (RACES) volunteers.

In the event of an emergency situation being located in or involving an identified "dead spot," prior plans to meet these specific communications requirements will be established.

The Communications Group will provide plans for the rapid re-establishment of communications operations when they are disrupted during emergency operations.

The Communications Group will provide continued communications operations when the relocation of the Emergency Operations Center is taking place.

The primary methods of communications between the Emergency Operations Center and the Incident Command Post will be radio. Additional radio communications will be organized with RACES. If necessary, land line telephone or cellular phones will be used as a backup source. In extreme situations runners will be utilized.

Communications with other facilities and emergency operations will be by land line telephone or cellular phone. In extreme situations runners will be utilized.

Emergency Alert System

During emergency situations, it will become necessary to utilize the Emergency Alert System in order to notify the general public of information concerning their safety and welfare. The Emergency Alert System can be activated by the Incident Commander or, once activated, the Executive Group of the Taos County Emergency Operations Center. When the Emergency Alert System is activated Taos Central Dispatch will further ensure that the Taos Municipal Schools, Questa Independent Schools, Peñasco Independent Schools, area hospitals, nursing homes, and special needs populations are given individual notification as necessary.

ORGANIZATION AND RESPONSIBILITIES

Primary

Taos Central Dispatch Director

- Will lead the Communications Group of the EOC
- Will identify two alternates to serve as leader of the Communications Group in the Superintendent's absence
- Will establish a line of succession for Taos Central Communications
- Will ensure that all emergency notification lists are kept up-to-date at all times
- Will identify and coordinate all communications operations at the EOC
- Will establish and maintain standard operating procedures concerning communications operations of the EOC
- Will ensure that all personnel involved in communications operations are properly trained for their jobs
- Will ensure that the Incident Command System is used during emergency operations
- Will identify and organize RACES efforts throughout Taos County
- Will ensure that the identified special needs population is aware of necessary emergency information
- Will coordinate with the Taos County Public Information Officer for the communications requirements for media operations
- Will ensure the safety of personnel, equipment and facilities under their authority
- Will ensure that response personnel are provided relief and rest time during response operations
- Will provide resource updates and requests for additional resources to the Emergency Operations Center
- Will provide for the security of all Communications Group records and files during emergency operations

Taos Central Dispatch

- Will work in conjunction with the County once the Emergency Operations Center is activated
- Will become an active part of the Communications Group of the Taos County Emergency Operations Center
- Will maintain complete resource lists for use during emergency situations
- Will confirm all emergency response contact numbers bi-annually
- Will contact all necessary personnel, departments, agencies and private organizations during activation of the Emergency Operations Center
- Will monitor and coordinate communications between field response units, the Incident Command Post and Emergency Operations Center staff during emergency situations
- Will provide 24 hours a day communication for all Taos County emergency response departments and agencies
- Will utilize the Incident Command System during emergency operations
- Will maintain all special needs lists
- Will participate in exercises, as required
- Will maintain 24 hour a day contact information for all necessary private companies
- Will coordinate communications operations with RACES, as needed
- Will prepare and present a debriefing to incoming personnel before being relieved
- Will coordinate with the designated Public Information Officer, as required
- Will activate the Emergency Alert System, as needed

Taos County Emergency Manager

- Will consult with the Taos Central Dispatch Director for the communications needs of the Taos County Emergency Operations Center and its alternate locations
- Will assist in the training of public inquiry personnel
- Will coordinate the acquisition of needed communications equipment for EOC operations
- Will prepare and conduct exercises to test the operations of the Communications Group

Taos County Commission

- Will assist the Communications Group in operating rumor control operations for the public

- Will assist in public inquiry operations

Taos County Public Information Officer

- Will work with the Communications Group to meet the needs for media releases and regularly scheduled media briefings
- Will coordinate with the Communications Group for use of the Emergency Alert System, as needed

Other Taos County employees

- Will be assigned to the public inquiry function
- Will be assigned to the rumor control function
- Will participate in exercises, as required

Radio Amateur Civil Emergency Services (RACES) Volunteers

- Will provide additional communications support during emergency response and recovery operations
- Will operate under the authority of the Communications Group of the Taos County Emergency Operations Center
- Will provide resource updates and requests for additional resources to the Emergency Operations Center
- Will participate in exercises, as required

ADMINISTRATION AND LOGISTICS

Administration

All Taos County departments and agencies are responsible for training their personnel to meet the requirements of this plan.

All departments and agencies are responsible for establishing and maintaining appropriate standard operating procedures as they apply to this plan.

All departments and agencies will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible.

All departments and agencies will notify Taos Central Communications of any changes to its written line of succession.

All departments and agencies will make situation reports to the Planning and Operations Group at the end of each operational period.

All departments and agencies are responsible for the safety and security of personnel, equipment, records, and facilities under their control.

All departments and agencies will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures.

Logistics

All Taos County departments and agencies identified as having responsibilities under the Taos County All Hazards Emergency Operations Plan will be responsible for all logistical and manpower requirements during the first operational phase of response.

Taos Central Dispatch will be responsible for testing the Emergency Operations Center communications system bi-annually.

Taos Central Dispatch will be responsible for testing the Emergency Alert System quarterly.

All requests for additional resources will be forwarded to the Administrative Group.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos Central Dispatch Director and members of the Communications Group are responsible for ensuring that the Communications and Warning Annex and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos Central Dispatch Director and members of the Communications Group will coordinate all reviews and revisions to the Communications and Warning Annex by August 31st annually.

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Appendix 2-1 - Alternative Warning Methods for Special Needs Populations

OVERVIEW

During an emergency situation, it may become necessary to provide the general public with information concerning the need to protect themselves through various means such as shelter in-place, evacuation, and the location of various types of emergency assistance ranging from shelter to potable water. Although warnings and information can be provided through the use of radio and television, additional means will be necessary to ensure that members of the community with sight or hearing impairments receive these warnings. This appendix is designed to address communication with the special needs population of Taos County.

RESPONSIBLE AGENCIES

Primary

- Taos County Emergency Manager
- Taos County Public Information Officer
- Taos County Dispatch Center

Supporting

- Taos County Sheriff's Department
- Taos Police Department
- Questa Police Department
- Taos Ski Valley Fire & EMS
- Red River Marshall's Office
- Taos Volunteer Fire Departments
- County Management Information System
- Volunteer Organizations
- Taos County Volunteer Fire Departments
- Questa Fire Department
- Red River Fire Department

Emergency Notification of Special Needs Populations:

Specific response actions will vary depending upon the scope and nature of the incident. Response actions are based on the objectives established by the Incident Command and/or Unified Command.

Warning and Emergency Public Information (WEPI) efforts will be coordinated by the Emergency Manager to the greatest extent possible.

Attention must be given to ensure WEPI reaches functional needs groups and populations such as: Hearing-impaired, sight-impaired, physically disabled, or those in institutions, in a

manner that can be understood. Interpreters may be needed to translate for non-English speaking populations. The primary emergency notification is Reverse E-911, Television and Radio also in the event these systems fail Law Enforcement Officers and/or Fire Rescue personnel will be sent to special needs facilities for verbal notification. Various other types of warning systems may be utilized in the event of an emergency or disaster including, but not limited to: The Emergency Alert System (EAS), National Oceanic and Atmospheric Administration (NOAA) Weather Radio, National Warning System (NAWAS), Radio Amateur Civil Emergency Services (RACES) and Telecommunication devices for the deaf (TDD's).

Taos County will take all necessary steps to comply with:

28 C.F.R. §§ 35.160 - 35.164 Subpart E Communications

§ 35.160 General.

(a) A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

(b)(1) A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.

(2) In determining what type of auxiliary aid and service is necessary, a public entity shall give primary consideration to the requests of the individual with disabilities.

§ 35.161 Telecommunication devices for the deaf (TDD's).

Where a public entity communicates by telephone with applicants and beneficiaries, TDD's or equally effective telecommunication systems shall be used to communicate with individuals with impaired hearing or speech.

§ 35.162 Telephone emergency services.

Telephone emergency services, including 911 services, shall provide direct access to individuals who use TDD's and computer modems.

§ 35.163 Information and signage.

(a) A public entity shall ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities.

(b) A public entity shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.

§ 35.164 Duties.

This Subpart does not require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity

or in undue financial and administrative burdens. In those circumstances where personnel of the public entity believe that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, a public entity has the burden of proving that compliance with this Subpart would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of the public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action required to comply with this Subpart would result in such an alteration or such burdens, a public entity shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the benefits or services provided by the public entity.

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Annex 3 – Emergency Public Information

OVERVIEW

Timely, accurate, coordinated and authorized information and instructions need to be disseminated during an emergency/disaster event. The media provides a means of fulfilling this need.

Emergency situations cause confusion for the general public and a need for information that assists them in evaluating their options. The Public Information Officer is responsible for the coordination and timely dissemination of this information. Confidence in the efforts of Taos County to react and respond to emergencies depends on the information provided to the public through a variety of sources during emergency situations.

RESPONSIBLE DEPARTMENTS

Primary

Taos County Public Information Officer

Supporting

Taos County Manager

Taos County Emergency Manager

Taos County EOC Planning and Operations Group

Taos County EOC Communications Group

All County departments and agencies active in disasters

Questa Public Information Officer

Red River Public Information Officer

Taos Public Information Officer

Taos Ski Valley Public Information Officer

Peñasco Public Information Officer

Taos Pueblo Public Information Officer

Picuris Pueblo Public Information Officer

Local Media Radio Stations

PURPOSE

The purpose of this annex is to outline procedures for the rapid dissemination of emergency public information and to outline available resources. During an emergency situation, all levels of County government are responsible for keeping the public informed of the situation. Functions that may be undertaken include:

- Coordinated release of information
- Gathering and verification of information
- Response to media inquiries
- Establish a Joint Information Media Center (JIMC)
- Establish a schedule for information release
- Monitor media for accuracy

SITUATION

During an emergency situation, the public needs accurate and timely information in order to take care of itself. A coordinated effort to ensure that the County speaks with one united voice is the responsibility of the emergency public information officer. Many emergency situations can occur in Taos County that will affect large portions of its population including power outages, severe winter storms, and wildfire. During these situations effective, public information will greatly assist response efforts and help provide for the safety of the general public.

Once the Taos County Emergency Operations Center is activated, a specific public information officer has been identified to release all public information through the media and the Emergency Alert System. All information to be provided to the public will be presented through this source. The Taos County Public Information Officer is attached to the Executive Group of the Taos County Emergency Operations Center.

The Taos County Manager has designated a County Public Information Officer.

ASSUMPTIONS

Cooperation between the County and the media will be maintained in order to provide the public with accurate and timely information concerning an emergency situation.

Accurate and timely news releases will reduce rumors and the amount of misinformation the public receives during an emergency/disaster event.

The cooperation of the general public is dependent on their confidence in the actions and directions of Taos County.

The media has an established method and desires to provide accurate and timely information to the public.

County agencies, departments, and divisions will coordinate with the EOC/PIO in order to provide timely, accurate information to the public.

CONCEPT OF OPERATIONS

Upon the activation of the Taos County Emergency Operations Center the Public Information Officer (PIO) or his/her designee will report to the Executive Group and act as the sole voice of Taos County for all future media releases, briefings, and emergency alert messages. The Public Information Officer will also coordinate between other county public information officers and the state public information officer, as needed, for the duration of the emergency situation. The Public Information Officer will maintain the media information center at the Emergency Operations Center during its activation.

Once activated, the Public Information Officer will immediately prepare a statement concerning the emergency situation and brief the news media as soon as possible. At that time the PIO will establish a location and time for regular briefings of the media concerning future developments during the emergency response operations.

The PIO will coordinate with the Executive Group and the Planning and Operations Group to provide the media with current and accurate information and to provide answers for all media inquiries.

The PIO will coordinate with all other Taos County media relations personnel to provide a single voice in all media-related issues.

The PIO will coordinate with all private company media relations personnel to ensure that no conflicting information is presented to the media.

The PIO will coordinate with the Communications Group for any logistical needs concerning media briefing and for activation of the Emergency Alert System.

The PIO will coordinate with the Communications Group to identify persons with special needs concerning any Emergency Alert System message. The Public Information Officer will then work with the Planning and Operations Group to ensure that these individuals are contacted and informed of the pertinent information.

The PIO will ensure that all other public and special facilities, such as schools, hospitals, long-term care facilities, tribal governments, and the special needs populations are notified of emergency situations and advisories.

The PIO will ensure that non-English populations are notified.

Upon activation of the State Emergency Operations Center, the Taos County Public Information Officer will coordinate all media releases and briefings with the State's Public Information Officer through the Joint Information Center (JIC).

ORGANIZATION AND RESPONSIBILITIES

Primary

Taos County Public Information Officer

- Will represent Taos County in all media-related matters during emergency situations
- Will provide the public with timely, accurate information
- Will coordinate media releases and briefings with the Planning and Operations Group
- Will ensure that the Emergency Alert System protocols are in place
- Will prepare all Emergency Alert System messages
- Will participate in exercises, as required
- Will brief incoming personnel prior to leaving the EOC during emergency activation
- Will coordinate with medical personnel on who will be responsible for medical releases to the Media if an incident were to occur
- Will coordinate with local Media Radio stations on providing warning to the community during emergencies

Supporting

Taos County Manager

- Will provide guidance to the Public Information Officer
- Will ensure that the Public Information Officer is trained to perform needed tasks during emergency situations
- Will direct all Taos County departments and agencies to coordinate all media releases and briefings with the Public Information Officer
- Will approve media releases, as needed

ADMINISTRATION AND LOGISTICS

Administration

The Taos County Public Information Officer is the only authorized voice of Taos County during emergency situations.

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All information needing release to the public or media will be routed through the Public Information Officer.

The Public Information Officer is attached to the Executive Group of the Taos County Emergency Operations Center.

The Public Information Officer is responsible for establishing and maintaining appropriate standard operating procedures as they apply to this plan.

The Taos County Manager will establish and maintain a written line of succession for the Public Information Officer and ensure that all vacancies are filled as quickly as possible.

The Taos County Manager will notify Taos Central Dispatch of any changes to its written line of succession.

The Public Information Officer will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures.

Logistics

The Public Information Officer will be responsible for all logistical and manpower requirements during the first operational phase of response.

All requests for additional resources will be forwarded to the Administrative Group.

The Public Information Officer will coordinate all media support requirements with the Communications Group.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Public Information Officer is responsible for ensuring that the Public Information Annex and its attachments are kept current, including any SOP's and contact lists.

The Public Information Officer is responsible for the review and revision of the Public Information Annex by August 31st annually.

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Attachment A Radio and Television Media List

RADIO STATIONS

KKIT 95.9 FM

847 Paseo Del Pueblo Norte
Taos, NM 87571
505-758-4491

KXMT 99.1 FM

847 Paseo Del Pueblo Norte
Taos, NM 87571
505-758-4491

KTAO 101.9 FM

9 St Hwy 150
El Prado, NM
505-758-5826 Ext. 217

KKTC 100.7 & 99.9

847 Paseo Del Pueblo Norte.
Taos NM, 87571
575-758-4491

KTRZ 105.5

847 Paseo Del Pueblo
Norte
Taos, NM 87571
575-758-4491

TELEVISION STATIONS

KOAT Ch. 7

3801 Carlisle Blvd.
Albuquerque NM
87107
505-884-6324

KROE Ch. 13

13 Broadcast Plaza S.W.
Albuquerque, NM 87104
505-243-2285

KKOB Ch. 4

4 Broadcast Plaza S.W.
Albuquerque, NM 87104
505-243-4411

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Annex 4 – Logistics & Resource Management

OVERVIEW

The effective response to any emergency situation depends on an ongoing supply of resources and personnel. The Logistics Annex of the Taos County All Hazard Emergency Plan establishes the organization and procedures to support these response operations. In addition to the normal resources and personnel available to Taos County, this annex addresses the expected influx of volunteers who appear during such situations.

RESPONSIBLE DEPARTMENTS

Primary

Taos County Treasurer
Taos County Finance Director
Volunteer Organizations Active in Disaster (VOAD)
Taos County Facilities Management

Supporting

All other Taos County departments and agencies active in disaster response

PURPOSE

The coordinated utilization of County resources during an emergency situation is necessary to ensure that no time occurs when specific resource types are unavailable due to overuse or conflicting assignments.

The purpose of this Annex is to allow for the management of resources in the most efficient and effect effective manner to ensure the proper use of resources and the safety of response personnel. The management of resources may include:

- Analysis of resource requirements
- Identification of resources
- Establishment of inventories
- Establishment of a control and delivery system
- Replenishment of resource inventories
- Development of agreements for additional resources
- Establishment of priorities of available resources
- Ensure that all resources and personnel are accounted for in accordance with the New Mexico Disaster Assistance Program manual
- Determine qualified contractors for recovery and restoration services

SITUATION

Once the Taos County Emergency Operations Center is activated, the Taos County Treasurer will establish the Administrative Group and is tasked with obtaining and managing all resource needs required to respond to the emergency situation.

The Administrative Group will work closely with the Planning and Operations Group to determine the resources needed for the response effort and then work to acquire the needed resources. As part of this effort, the Administrative Group will coordinate with the VOAD for donation management and the American Red Cross for volunteer management.

Additional resources in the form of protective equipment, supplies, potable water, pumps, sandbags and sandbagging machines are listed in the resource manual maintained by the Taos County Emergency Manager at the Emergency Operations Center.

ASSUMPTIONS

The resources and personnel available to respond to any emergency situation will need to be organized to ensure that they are utilized in an efficient and effective manner.

Taos County has limited resources that will require supplementation during emergency situations.

Local governments will require the assistance of the County during emergency/disaster events.

The ability to reference inventories of existing resources will greatly affect quick and effective response in an emergency/disaster event.

Inventory controls will provide the ability to determine when County resources, including all MOU's, have been or are about to be overwhelmed in order to declare a county emergency/disaster and request assistance from the State.

Volunteers will come forward during emergency situations that are not part of an established volunteer agency active in disasters.

Individuals and private companies will want to donate resources for use during emergency situations.

The ability to reference inventories of existing resources will greatly affect quick and effective response in an emergency/disaster event.

Inventory controls will provide the ability to determine when County resources, including all MOU's, have been or are about to be overwhelmed in order to declare a county emergency/disaster and request assistance from the State.

Volunteers will come forward during emergency situations who are not part of an established volunteer agency active in disasters.

Individuals and private companies will want to donate resources for use during emergency situations.

The Administrative Group will coordinate with the Public Information Officer and VOAD in managing donated resources. The public will be informed of the resources needed and locations where they can be dropped off. VOAD will report the types and amounts of donations to the Administrative Group on a daily basis. The procedures for donation management are located in Appendix 4-2 Donation Management.

The Administrative Group will organize the repair and maintenance of equipment resources used during emergency operations and will maintain accountability of these costs.

All feeding and sheltering requirements for response personnel will be the responsibility of the Administrative Group after the first operational phase of the response.

ORGANIZATION AND RESPONSIBILITIES

Primary

Taos County Treasurer

- Will be in charge of the Administration Group of the Emergency Operations Center
- Will coordinate funding during emergency situations
- Will coordinate funding for recovery operations
- Will coordinate and present final expenditure reports concerning emergency situations
- Will ensure that there is an emergency notification list of all departmental personnel
- Will ensure that all Taos County records and files held under control and care of the Treasurer are protected and secure during emergency situations
- Will ensure that standard operating procedures are in place concerning the department's responsibilities covered in this plan
- Will ensure that training is conducted in order to fulfill the task requirements of this plan

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- Will ensure that the Incident Command System is utilized during emergency situations
- Will participate in exercises, as required
- Will coordinate with the designated Public Information Officer, as required
- Upon termination of emergency operations, will prepare appropriate reports and documentation that address the costs incurred by the County during the event
- Will handle procurement requests initiated by the response organizations
- Will provide summaries of financial transactions during emergency/disaster events
- Will coordinate expenditures during emergency operations
- Will coordinate expenditures during recovery operations

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Taos County Finance Director

- Will conduct resource management operations
- Will coordinate the acquisition of additional resources, as needed
- Will record all expenses of Taos County departments and agencies during emergency operations in accordance with Federal Emergency Management Agency guidelines
- Will ensure that there is an emergency notification list of all departmental personnel
- Will ensure that standard operating procedures are in place concerning the department's responsibilities covered in this plan
- Will ensure that training is conducted in order to fulfill the task requirements of this plan
- Will ensure that the Incident Command System is utilized during emergency situations
- Will ensure that all Taos County records and files held under control and care of the Finance Director are protected and secure during emergency situations
- Will participate in exercises, as required
- Will coordinate with the designated Public Information Officer, as required
- Will monitor all personnel and equipment expenses to ensure that they conform with the requirements of the New Mexico Disaster Assistance Program Handbook
- Will follow the protocols and procedures required by the Stafford Act that are applicable to reimbursing the County for eligible expenses associated with a Presidentially-declared disaster
- Upon termination of emergency operations, will prepare appropriate reports and documentation that address the costs incurred by the County during the event

- Will handle procurement requests initiated by the response organizations
- Will provide summaries of financial transactions during emergency/disaster events

Supporting

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American Red Cross

- Will coordinate and manage volunteers
- Will assist in the sheltering and feeding of response personnel

Facilities Management

- Will determine qualified contractors offering Recover/Restoration services
- Will provide staging locations and the process for unsolicited donations

Volunteer Organizations Active in Disaster

- Will coordinate and manage donations

Public Information Officer

- Will coordinate with the Administrative Group and the American Red Cross to inform the public of where to report as a volunteer
- Will coordinate with the Administrative Group and VOAD to inform the public of the resources that are needed as donations and where to drop them off

ADMINISTRATION AND LOGISTICS

Administration

The Taos County Treasurer and the Taos County Finance Director are responsible for:

- The training of their personnel to meet the requirements of this plan
- Establishing and maintaining appropriate standard operating procedures as they apply to this plan
- Establishing and maintaining a written line of succession and ensuring that all vacancies are filled as quickly as possible
- Notifying Taos Central Dispatch of any changes to its written line of succession
- Making situation reports to the Planning and Operations Group at the end of each operational period
- The Safety and Security of personnel, equipment, records, and facilities under the control
- Providing the Taos County Emergency Manager with any and all changes made to their standard operating procedures

Logistics

The Taos County Treasurer and Finance Director have the responsibility to provide the manpower necessary to fulfill the requirements set forth in the Taos County All Hazards Emergency Operations Plan of the Administrative Group.

The Administrative Group will maintain records of expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook for its internal operations during periods of activation under this plan.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Treasurer and the Taos County Finance Director are responsible for ensuring that the Logistics Annex and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos County Treasurer and the Taos County Finance Director will coordinate all reviews and revisions to the Logistics Annex by August 31st annually.

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Appendix 4-1 – Management of Volunteers

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 complications for the first responders and incident commanders on the scene. This appendix provides the method of identifying and organizing volunteer resources.

RESPONSIBLE AGENCIES

Primary

Taos County Emergency Manager
American Red Cross

Supporting

Taos County Public Information Officer
Volunteer Organizations Active in Disasters (VOAD)

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 level, and the needs of the emergency manager and responding agencies.

Self-activating volunteers will be directed to specific locations 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.

The volunteer management plan is designed to:

- Identify the individual volunteer
- Classify the volunteer's skills/qualifications
- Verify the volunteer's skills/qualifications
- Utilize the volunteer in a safe and accountable way

SITUATION

When an emergency situation occurs, spontaneous, self-activating volunteers will appear at the scene of the incident. The presence of these volunteers will complicate the response operations of first responders and can create a situation in which persons are unaccounted for on the scene. Additional rescues may be required to save the lives of volunteers.

The dangers inherent during a disaster/emergency are magnified when unskilled volunteers appear and attempt to assist at the incident scene. Although volunteers are needed and welcomed in many areas of an emergency response, it is imperative that they are utilized in areas for which they are qualified, and their presence on the scene must be noted by the Incident Command System.

Management of these volunteers will be accomplished by gathering them in designated areas where they can be properly identified. Volunteer management will be the responsibility of the American Red Cross which will provide the Administrative Group with lists of available volunteers for use during disaster/emergency situations.

ASSUMPTIONS

- During an emergency situation, spontaneous self-activating volunteers will appear.
- Without a management 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 who are charlatans and have no authority or skills in order to perform response operations.

CONCEPT OF OPERATION

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 American Red Cross will coordinate with the Taos County Public Information Officer to provide potential volunteers with instructions to proceed to designated locations for in-processing. Each volunteer will be 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/qualifications 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 Administrative Group.

The Administrative Group 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-activating volunteer who has not been assigned through the Volunteer Management System will immediately be 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 Administrative Group.

ORGANIZATION AND RESPONSIBILITIES

Primary
Administrative Group

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- Will utilize available 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 locations of all volunteers involved in emergency response operations are accounted for.

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 Administrative Group with a list of volunteers, their verified skills/qualifications, and their classification for service during the emergency response.
- Will update the volunteer list as needed.

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Supporting

Taos 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 response agencies

- Will ensure that all volunteers assisting in their operations have been identified and classified through the 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 such time as they are.

ADMINISTRATION AND LOGISTICS

Administration

The American Red Cross is responsible for training their personnel to meet the requirements of this plan.

The American Red Cross is responsible for establishing and maintaining appropriate standard operating procedures as they apply to this plan.

The American Red Cross will submit daily reports to the Administrative Group of the Emergency Operations Center concerning the availability of volunteers.

The American Red Cross is responsible for verifying the skills/qualifications of all volunteers prior to their addition to the list of available volunteers.

The American Red Cross will coordinate through the Administrative Group of the Emergency Operations Center to provide proper, temporary official identification cards for all volunteers for use during emergency response operations.

The American Red Cross will provide a control and tracking system for volunteer identification cards during emergency response operations.

It is the responsibility of the Administrative Group to ensure that all volunteers assigned to tasks during emergency response operations are accounted for at all times.

All response agencies 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.

Taos County will provide the American Red Cross with volunteer questionnaires and identification cards for use during all emergency operations.

Logistics

The American Red Cross will maintain approved volunteer application forms for use during emergency response operations.

The American Red Cross will be responsible for supplying its own logistical support during emergency operations.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Treasurer, the Taos County Emergency Manager, and the American Red Cross are responsible for ensuring that the Management of Volunteers Appendix and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos County Treasurer, the Taos County Emergency Manager, and the American Red Cross will coordinate all reviews and revisions to the Management of Volunteers Appendix by August 31st annually.

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**Attachments and References
Taos County
Disaster Volunteer Questionnaire**

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NAME		ADDRESS	
DATE OF BIRTH			
HOME PHONE	WORK PHONE	CELL PHONE	
SKILLS AND QUALIFICATIONS: PLEASE LIST ALL SPECIAL SKILLS AND QUALIFICATIONS THAT YOU MAY HAVE. IF YOUR SKILLS REQUIRE CERTIFICATION OR LICENSING, PLEASE ATTACH COPIES OF THESE TO THIS QUESTIONNAIRE:			
I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS TRUE AND CORRECT. I UNDERSTAND THAT ANY CERTIFICATIONS AND LICENSES WILL BE VERIFIED PRIOR TO MY BEING ABLE TO PERFORM THESE SKILLS DURING AN EMERGENCY. I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO REVIEW AND VERIFICATION PRIOR TO BEING ALLOWED TO WORK AS A VOLUNTEER FOR TAOS COUNTY.			
_____ SIGNATURE		_____ DATE	
OFFICIAL USE ONLY			
INFORMATION VERIFICATION :		COMMENTS	
		APPROVED BY	
		DATE	
YES	NO		
CERTIFICATION/LICENSE VERIFICATION:		CERTIFICATE/LICENSE #	
YES	NO	COMMENTS	
		APPROVED BY	
		DATE	

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Appendix 4-2 Donations Management

OVERVIEW

During emergency situations, donations of various types will be requested in order to meet the needs of the responders and affected residents of Taos County. The collection and accountability of donated resources will be handled by the Volunteer Organizations Active in Disasters.

RESPONSIBLE DEPARTMENTS

Primary

- Taos County Treasurer
- Volunteer Organizations Active in Disasters

Supporting

- Taos County Public Information Officer

PURPOSE

Donations can be expected to be given during times of need caused by emergency situations. To ensure that the right resources are received in an orderly and useful fashion, donated goods need to be managed. This appendix establishes the procedures to be utilized to identify what is needed and how to organize and distribute these goods during emergency situations.

SITUATION

It is impractical for Taos County to maintain large stockpiles of resources that may be needed during emergency situations. It is difficult to predict the exact resources that may be needed. In addition, many items may not be easily stored or may have limited shelf lives. As news of a disaster is reported, the general public can be counted on to provide donations of resources to those in need. Volunteer Organizations Active in Disasters will be in charge of donation management for Taos County during such situations.

ASSUMPTIONS

- Resource expenditures will be high during emergency situations
- Taos County will be unable to provide for all resource requirements during these circumstances
- The general public will desire to help those in need during a disaster and will make donations

- The general public needs to be notified of what resources are needed and where to take them
- Identification and organization of donated resources is necessary to ensure their proper distribution and use

CONCEPT OF OPERATIONS

The Administrative Group of the Taos County Emergency Operations Center is responsible for county resource needs during emergency situations. When needed resources can be obtained through donation operations, they will coordinate with Volunteer Organizations Active in Disasters to obtain the resources.

Volunteer Organizations Active in Disasters will assume responsibility for the collection and distribution of donations during emergency situations in Taos County. They will establish collection points as needed and coordinate with the Taos County Public Information Officer to ensure that the general public is made aware of the need and where their donations can be dropped off.

Volunteer Organizations Active in Disasters will receive these donations and provide the donor with a receipt, if requested.

Volunteer Organizations Active in Disasters will identify and organize the donated resources and report this information to the Administrative Group.

The distribution of donated resources will be coordinated by the Administrative Group with the assistance of Volunteer Organizations Active in Disasters.

The Administrative Group will coordinate with the Taos County Public Information Officer, as needed, concerning the identification of needed resources.

Volunteer Organizations Active in Disasters will receive these donations and provide the donor with a receipt, if requested.

Volunteer Organizations Active in Disasters will identify and organize the donated resources and report this information to the Administrative Group.

The distribution of donated resources will be coordinated by the Administrative Group with the assistance of Volunteer Organizations Active in Disasters.

The Administrative Group will coordinate with the Taos County Public Information Officer, as needed, concerning the identification of needed resources.

ORGANIZATION AND RESPONSIBILITIES

Primary

Taos County Treasurer

- Will be in charge of the Administration Group of the Emergency Operations Center
- Will identify the resources needed for responders and affected residents
- Will determine what resources may be available through donation
- Will coordinate with the Taos County Public Information Officer concerning the type and amount of resources needed
- Will coordinate with Volunteer Organizations Active in Disasters to obtain identified resources through donations
- Will coordinate with Volunteer Organizations Active in Disasters for the distribution of donated resources

Volunteer Organizations Active in Disasters

- Will coordinate and manage donation operations
- Will identify locations for the collection of donations
- Will store donated goods until distribution can occur
- Will prepare an inventory of donated resources and report to the Administrative Group
- Will coordinate with the Taos County Public Information Officer concerning the location of collection points
- Will assist in the distribution of donated resources, as needed

Supporting

Public Information Officer

- Will coordinate with the Administrative Group and Volunteer Organizations Active in Disasters to inform the public of what is needed and where to take donations

Taos County Sheriff's Department

- Will coordinate the security of collection points and storage facilities, as needed

ADMINISTRATION AND LOGISTICS

Administration

Volunteer Organizations Active in Disasters is responsible for training their personnel to meet the requirements of this plan.

Volunteer Organizations Active in Disasters is responsible for establishing and maintaining appropriate standard operating procedures as they apply to this plan.

Volunteer Organizations Active in Disasters will submit daily reports to the Administrative Group of the Emergency Operations Center concerning the availability of donated resources.

Logistics

Volunteer Organizations Active in Disasters will identify and man donation collection points, as needed.

Volunteer Organizations Active in Disasters will coordinate with the Administrative Group for the storing of donated resources.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Treasurer, the Taos County Emergency Manager, and Volunteer Organizations Active in Disasters are responsible for ensuring that the Donation Management Appendix and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos County Treasurer, the Taos County Emergency Manager, and Volunteer Organizations Active in Disasters will coordinate all reviews and revisions to the Donation Management Appendix by August 31st annually.

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Annex 5 – Public Works & Energy Utilities

OVERVIEW

The need for utility services and a usable transportation system are services that are a part of normal daily life in Taos County. During emergency situations, these services are essential to the response and protection of life, property, and the environment. In order to ensure that services are returned to normal as quickly as possible, a priority for the restoration of services must be established. This restoration of service must be a cooperative effort between government and private concerns both during the response to the emergency and during the following recovery.

RESPONSIBLE AGENCIES

Primary

Taos County Public Works Department
Taos County Solid Waste Department
New Mexico Gas Company
Emergency Phone: 888-664-2726
Kit Carson Electric
Emergency Phone: 505-758-2258

Secondary

Taos County Volunteer Fire Department
Taos County Sheriff's Department
Taos County Public Health Office

PURPOSE

The purpose of this annex is to outline Taos County's effort to assure the effective and rapid restoration of available electrical service, water resources, natural gas, petroleum products, and transportation system required to meet the essential needs of Taos County during an emergency situation and during the following recovery. Tasks that may be performed include:

- Identification of critical facilities
- Identification of service disruptions

- Prioritization of repairs
- Obtaining/distributing portable power generators
- Assisting in distribution of water resources
- Coordinating restoration of utility services
- Debris removal
- Roadway cleaning

SITUATION

Taos County is a mountainous area in north central New Mexico where access to some areas can be limited during emergency situations. The ability of responders to enter areas where they are needed will be critical in responding to these situations. The quick restoration of services is critical in returning Taos County to a pre-disaster condition. The coordinated efforts of both public and private agencies will be required to respond to these situations.

ASSUMPTIONS

Utility and energy resources will be disrupted during emergency situations.

The disruption of service may be a long-term situation, and supplemental efforts to assist Taos County residents will be required.

The need for an unimpeded transportation system is critical for the effective response to emergency situations.

Prioritizing the restoration of services in Taos County is essential to the County's recovery from emergency situations.

CONCEPT OF OPERATIONS

Upon activation of the Taos County Emergency Operations Center the Superintendent of the Taos County Public Works Department or his/her designee will report to the Planning and Operations Group. As a member of the Planning and Operations Group, the Taos County Public Works Department will be responsible for coordinating the efforts of county public works resources during the emergency response. Further, he/she will coordinate operations with the Taos County Solid Waste Department, the New Mexico Department of

Transportation, County and other jurisdictions public works organizations, and area utility companies.

The Taos Public Works Department will work within the unified command of the Planning and Operations Group and participate in operations including roadway clearing, evacuation, utility restoration, debris removal, and public health support. The Taos County Public Works Department will be involved in both response operations and recovery operations to assist in bringing Taos County back to a pre-disaster condition.

Roadway Clearance

The response to emergency situations depends on the County's ability to get resources to the areas where they are needed. In order for this to occur, an unimpeded transportation system is required. In conjunction with the New Mexico Department of Transportation, the Taos County Public Works Department will ensure that roadways are unimpeded during emergency situations. Priority of clearance will be determined in consideration of the protection of life, property, and the environment. Roadways critical to the overall welfare of the residents of Taos County are considered a top priority.

Evacuation

During the response to an emergency situation an evacuation may be necessary to maintain a clear flow of traffic out of the affected areas. Working with the Evacuation Coordinator, the Taos County Public Works Department will be tasked with maintaining impediment free roadways of the designated evacuation route and to supply law enforcement agencies with available traffic control barriers for the duration of these operations.

Utility Restoration

The return of utility service in Taos County is critical for its recovery. Additionally, priority of service restoration will be preplanned to the extent possible prior to the occurrence of an emergency situation. The Taos County Public Works Department will work with area utility companies to ensure that a priority of service plan is in place and that a coordinated effective response to utility restoration is made.

Public Health

The Taos County Public Works Department will work with the Public Health Coordinator in meeting the health needs of Taos County. The transportation and positioning of potable water supplies and portable sanitation facilities may be necessary to support the public health efforts. The locations of potable water and temporary sanitation sites will be provided to the Public Information Officer for broadcast as needed to the general public. Additionally, the disposal of animal carcasses may become necessary to prevent disease. If this becomes necessary, the Taos County Public Works Department will coordinate with Taos County Animal Control in disposal operations. Taos County Public Works will also conduct damage

assessment operations to identify unsafe structures and conditions which will require controlled access. Both departments will coordinate with the Taos County Sheriff's Department to secure these locations.

Debris Removal

The Taos County Solid Waste Department will have the responsibility for the removal of debris resulting from an emergency situation. During recovery operations, the Taos County Public Works Department will coordinate with the Solid Waste Department in establishing waste collection points for debris removed from private property. These collection points will be set up to allow for sorting of debris and for the identification of possible hazardous materials and animal carcasses. When the amount of debris is in excess of what can be handled by the Solid Waste Department, the Administrative Group will identify and contract with private contractors for the removal of this debris. Animal Control will be responsible for the removal and disposal of all animal carcasses from debris collection sites.

The temporary storage of debris will be established at the solid waste transfer facilities and final disposition of the debris will be determined by its type and acceptable disposal procedures for the identified material. The location of temporary disposal sites will be dependent on the location of the disaster. Temporary disposal sites will be located on:

- County property
- Other public lands, by agreement
- Privately held lands, by agreement

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ORGANIZATION AND RESPONSIBILITIES

Primary

Taos County Public Works Department

- Will send a representative to the Planning and Operations Group at the Emergency Operations Center
- Will coordinate public works operations with the County
- Will ensure that there is an emergency notification list of all departmental personnel
- Will ensure that standard operating procedures are in place concerning the department's responsibilities covered under this plan
- Will ensure that training is conducted in order to fulfill the task requirements of this plan
- Will ensure that the Incident Command System is utilized during emergency situations

- Will prepare a priority roadway clearance plan based on the location and needs of response services for Taos County
- Will coordinate with the New Mexico Department of Transportation in the establishment of a priority roadway clearance plan for New Mexico highways in Taos County
- Will create temporary roadways, as needed
- Will conduct damage assessment operations
- Will transport potable water, as needed
- Will transport portable sanitation facilities, as needed
- Will participate in exercises, as required
- Will provide resource updates and requests for additional resources to the Emergency Operations Center
- Will prepare and present a debriefing to incoming personnel before being relieved
- Will coordinate with the designated Public Information Officer, as required

Taos County Solid Waste Management Department

- Will coordinate with the Taos County Public Works Department
- Will ensure that there is an emergency notification list of all departmental personnel
- Will ensure that standard operating procedures are in place concerning the department's responsibilities covered in this plan
- Will ensure that training is conducted to fulfill the task requirements of this plan
- Will ensure that the Incident Command System is utilized during emergency situations
- Will participate in exercises, as required
- Will provide resource updates and requests for additional resources to the Emergency Operations Center
- Will prepare and present a debriefing to incoming personnel before being relieved
- Will coordinate with the designated Public Information Officer, as required

Utility Companies

- Will consult the Taos County Emergency Operations Center concerning utility service and restoration
- Will restore service to designated priority facilities and locations
- Will restore service throughout Taos County

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Supporting

Taos County Volunteer Fire Departments

- Provide assistance in limited debris removal operations
- Report roadway impediments, as required

Taos County Sheriff's Department

- Provide for traffic control and security for at-risk areas
- Report roadway impediments, as required

ADMINISTRATION AND LOGISTICS

Administration

Taos County Public Works

- Will identify the primary and two alternates to serve in the Planning and Operations Group of the Taos County Emergency Operations Center
- Will establish a priority roadway clearance plan
- Will establish a priority utility restoration plan with area utility companies
- Will be responsible for training their personnel to meet the requirements of this plan
- Will establish and maintain appropriate standard operating procedures as they apply to this plan
- Will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible
- Will notify Taos Central Dispatch of any changes to its written line of succession
- Will make situation reports to the Planning and Operations Group at the end of each operational period
- Will be responsible for the safety and security of personnel, equipment, records, and facilities under their control
- Will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures

Taos County Solid Waste Department

- Will be responsible for training their personnel to meet the requirements of this plan
- Will establish maintain appropriate standard operating procedures as they apply to this plan
- Will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible

- Will notify Taos Central Dispatch of any changes to its written line of succession
- Will make situation reports to the Planning and Operations Group at the end of each operational period
- Will be responsible for the safety and security of personnel, equipment, records, and facilities under their control
- Will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures

Logistics

All Taos County departments and agencies identified as having responsibilities under the Taos County All Hazards Emergency Operations Plan will be responsible for all logistical and manpower requirements during the first operational phase of response.

All requests for additional resources will be forwarded to the Administrative Group.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Public Works Superintendent is responsible for ensuring that the Public Works/Energy and Utilities Annex and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos County Public Works Superintendent will coordinate all reviews and revisions to the Public Works/Energy and Utilities Annex by August 31st annually.

All requests for additional resources will be forwarded to the Administrative Group. All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

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Annex 6 – Public Health and Medical Resources

OVERVIEW

During an emergency/disaster event, the public health and medical resources in Taos County will require organization and coordination to provide for the needs of the public. This care and service will be outside of the normal operational elements of the medical/public health community.

RESPONSIBLE AGENCIES

Primary

Health and Medical Coordinator
Taos County Public Health Office

Supporting

City/County Public Works
Holy Cross Hospital
Area doctors and nurses
Area pharmacies
American Red Cross
Office of the Medical Investigator
Volunteer Organizations Active in Disasters
City/County Animal Control
Taos County Environmental Improvement Division
Taos County Fire & EMS
Indian Health Service
New Mexico Environmental Department
Taos Living Center
DCI – Dialysis Center
Los Ancianos
Taos Municipal Schools
Taos area clinics

PURPOSE

The purpose of this annex is to provide coordinated efforts for the effective and efficient utilization of public health and medical resources during an emergency/disaster event. Tasks that may be performed are:

- Prevention of food and water contamination
- Maintenance of public health through disease control, by quarantine or evacuation
- Provision of emergency medical response services
- Provision for mental health care, including critical incident stress management
- Assistance in evacuating hospitals, as required
- Organization and provision of mass prophylactics, as required
- Mass fatality management
- Coordinate credentialing protocols so personnel can gain access to critical sites following an incident
- Identify actions that the health department personnel will use to allocate additional resources when local supplies are likely to be exhausted.
- Determine actions to be taken to initiate, maintain, and demobilize Medical Surge Capacity.

SITUATION

During an emergency/disaster event, the normal services providing for the health and medical needs of the County will need to coordinate their efforts to provide effective service to the community. Therefore, central coordination of the health and medical resources in Taos County will provide for a more effective and efficient system that will reduce suffering in the community.

Specific types of terrorism may involve the use of biological weapons. In this situation mass prophylactics will be required. Additionally, under some circumstances decontamination may be required. In the event that decontamination is required the fire departments of the Enchanted Circle Fire/EMS Association can provide limited decontamination. Additional sources for decontamination could be obtained through Colfax County to the east, Santa Fe County to the south, and from the 64th Civil Support Team. Holy Cross Hospital is the nearest medical facility with limited decontamination capability.

ASSUMPTIONS

The Taos County Public Health Office provides for normal monitoring of the public health environment within the County.

Unless there is a coordinated effort during an emergency situation, the health and medical needs of the community will be magnified and will overwhelm individual caregivers.

The organized response to the health and medical needs of the citizens of Taos County will ensure that the best care can be provided to the public.

Through coordination of the health and medical resources of Taos County it can be determined when those resources are overwhelmed or anticipated to be overwhelmed.

The evacuation of area hospitals and/or special needs communities may become necessary during an emergency situation.

Situations will arise where mass prophylactics may become necessary in Taos County.

Situations will arise in which mass fatalities will need to be attended to during an emergency/disaster event.

Upon the County making a Disaster Declaration, additional resources will be made available from the State.

When fatalities are discovered at the scene of a disaster/emergency event, the area is considered a crime scene and will be controlled as such in order for the conduct of a criminal investigation by law enforcement and the Office of the Medical Investigator.

Under the direct supervision of the medical director, the designated individual will assess actions that will be taken to initiate, maintain, and demobilize medical surge capacity during an incident i.e. disease, mass casualties, injuries, or death.

CONCEPT OF OPERATIONS

Upon activation of the Taos County Emergency Operations Center, a representative of the Taos County Public Health Office will proceed to that location and report to the Planning and Operations Group to act as the Health and Medical Coordinator under a unified command. During activation, it will be his/her responsibility to coordinate health and medical resources in responding to the needs of the public.

Coordination will be necessary for

- Triage
- Mass casualties
- Mass fatalities
- Mass prophylactics
- Potable water supplies
- Temporary sanitation facilities
- Care of special needs population
- Decontamination
- Medical transportation during evacuations
- Public health advisories
- Animal carcass disposal

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- Medical care at mass care centers
- Monitoring food quality
- Control of disease bearing pests

The Health and Medical Coordinator will further act as the advisor to the Planning and Operations Group and the Executive Group concerning potential issues that could develop as a result of the emergency situation.

The Health and Medical Coordinator will work with Taos County EMS/Ambulance, Public Works, Animal Control, the Environmental Improvement Division, Holy Cross Hospital, surrounding counties, the Office of the Medical Investigator, and the New Mexico Department of Health to meet the needs of the population of Taos County.

The American Red Cross will maintain a Disaster Welfare Information System and coordinate this information with the Health and Medical Coordinator and Holy Cross Hospital. Additionally, they will assist in feeding and sheltering emergency medical workers, volunteers, and patients, as required.

The Office of the Medical Investigator will be responsible for the investigation, protection, identification, and disposition of all human remains as a result of fatalities. Coordination will be made with the Health and Medical Coordinator, as needed, to support these operations.

The Health and Medical Coordinator will work with the area's identified special needs population to provide reasonable accommodation of their needs.

In the event of a major disease outbreak, Holy Cross Hospital will be quickly overwhelmed by the number of patients that require treatment. In the event that additional temporary treatment facilities are required, the following locations may be utilized.

- Peñasco Independent Schools
- Questa Independent Schools
- Taos Municipal Schools
- Juan I. Gonzales Agricultural Center
- Taos County Public Works Building
- Taos County Community Centers
- Taos Municipal Schools
- New Mexico National Guard Building
- Sage Brush Convention Center (as available)
- Area hotels

Additional medical clinics and facilities in Taos County include:

Hospitals with Emergency Room Service

Holy Cross Hospital

Clinics with Emergency Room Service

Mogul Medical Clinic

General Health Clinics

Holy Cross Hospital Rural Clinic
Family Practice Associates of Taos
Questa Health Center
Taos/Picuris Indian Health Center
Peñasco HCNNM
Taos Medical Group
Urgent Care Clinic
UHIMED RR Clinic

ORGANIZATION AND RESPONSIBILITIES

Primary

Taos County Fire & EMS

- Will ensure that there is an emergency notification list of all departmental personnel
- Will ensure that standard operating procedures are in place concerning the department's responsibilities covered under this plan
- Will ensure that training is conducted to fulfill the task requirements of this plan
- Will ensure that the Incident Command System is utilized during emergency situations
- Will establish triage stations as required for the care of the injured during disaster/emergency situations
- Will coordinate with Holy Cross Hospital in transporting the injured for additional care
- Will work with Holy Cross Hospital when the hospital needs to be evacuated
- Will assist with caring for, and transportation requirements of special needs persons during emergency situations
- Will coordinate and conduct evacuation transportation of county residents identified as having special needs
- Will participate in exercises, as required
- Will coordinate with the designated Public Information Officer, as required
- Will keep the Health and Medical Coordinator apprised of all resource needs and anticipated needs

Taos County Public Health Office/NM DOH

- Will send a representative to the Planning and Operations Group at the Emergency Operations Center
- Will coordinate public health operations within the County
- Will ensure that there is an emergency notification list of all departmental personnel
- Will ensure that Standard Operating Procedures are in place concerning the department's responsibilities covered under this plan
- Will ensure that training is conducted to fulfill the task requirements of this plan
- Will ensure that the Incident Command System is utilized during emergency situations
- Will ensure that Taos County residents with special needs have those needs reasonably met
- Will coordinate with the Office of the Medical Investigator concerning the handling of fatalities
- Will coordinate with area pharmacies if necessary for additional medication resources
- Will coordinate with the State Office of Emergency Management and the New Mexico Department of Health for additional assistance, as needed
- Will coordinate and conduct mass prophylactic clinics, as needed
- Will monitor and coordinate the health and welfare of response and EOC personnel during an emergency situation, including crisis counseling
- Will participate in exercises, as required
- Will provide resource updates and requests for additional resources to the Emergency Operations Center
- Will prepare and present a debriefing to incoming personnel before being relieved
- Will prepare Public Health Advisories, as required
- Will provide tracking for those requiring medical services during and after the emergency situation
- Will coordinate with the designated Public Information Officer, as required
- Will coordinate with the New Mexico Department of Health to ensure that victims of emergency situations are routed to hospital facilities in a timely and appropriate manner
- Will coordinate with the Administrative Group for all health and medical resource needs or anticipated needs

Holy Cross Hospital

- Will ensure that there is an emergency notification list of all departmental personnel
- Will ensure that standard operating procedures are in place concerning the department's responsibilities covered under this plan
- Will ensure that training is conducted in order to fulfill the task requirements of this plan

- Will ensure that the Incident Command System is utilized during emergency situations
- Will participate in exercises, as required
- Will coordinate the care of those injured during mass casualty situations
- Will provide the Health and Medical Coordinator with periodic situation reports concerning hospital operations during disaster/emergency operations
- Will coordinate and conduct evacuation of the hospital as required during disaster/emergency situations
- Will create and conduct decontamination of incoming victims in support of hospital operations
- Will coordinate with other local care providers to provide for a large surge of victims requiring medical care
- Will work with and coordinate all efforts of federal resources in the care of disaster victims
- Will keep the Health and Medical Coordinator apprised of all resource needs and anticipated needs
- Will coordinate with the designated Public Information Officer, as required

Supporting

Office of the Medical Investigator

- Will ensure that there is an emergency notification list of all departmental personnel
- Will ensure that Standard Operating Procedures are in place concerning the department's responsibilities covered under this plan
- Will ensure that training is conducted in order to fulfill the task requirements of this plan
- Will ensure that the Incident Command System is utilized during emergency situations
- Will participate in exercises, as required
- Will coordinate and conduct all operations for the removal and disposition of fatalities caused during emergency situation
- Will coordinate mortuary services and the identification of victims, as required
- Will work with the Health and Medical Coordinator to establish additional temporary morgue space as required during emergency situation
- Will work with and coordinate all efforts of federal resources during the care and investigation of fatalities
- Will keep the Health and Medical Coordinator apprised of all resource needs and anticipated needs
- Will coordinate with the designated Public Information Officer, as required

Taos County Environmental Improvement Division/NM DOH

- Will ensure that there is an emergency notification list of all departmental personnel
- Will ensure that standard operating procedures are in place concerning the department's responsibilities covered under this plan
- Will ensure that training is conducted to fulfill the task requirements of this plan
Will ensure that the Incident Command System is utilized during emergency situations
- Will participate in exercises, as required
- Will monitor air quality during emergency situations and notify the Health and Medical Coordinator of all situations when air quality becomes a concern
- Will monitor water quality during emergency situations and notify the Health and Medical Coordinator of all situations when water quality becomes a concern
- Will coordinate with the New Mexico Environmental Department, as needed
- Will assist the Health and Medical Coordinator in providing potable water as necessary during emergency situations
- Will keep the Health and Medical Coordinator apprised of all resource needs and anticipated needs
- Will coordinate with the designated Public Information Officer, as required

American Red Cross

- Will provide for sheltering and feeding of emergency response personnel
- Will maintain Disaster Welfare Information services in coordination with Holy Cross Hospital and the Office of the Medical Investigator
- Will provide volunteer health and medical support during an emergency situation

Taos County Public Works

- Will establish potable water stations
- Will establish temporary sanitation facilities
- Will assist in animal carcass disposal operations

Taos County Animal Control

- Will coordinate and dispose of animal carcasses as required during disaster/emergency events

Area doctors and nurses

- Will supplement medical personnel during an emergency/disaster event

Area pharmacies

- Will provide additional medical supplies during an emergency/disaster event

State Agencies

New Mexico Environmental Department

- Will monitor water quality during emergencies, as needed
- Will monitor food quality during disasters, as needed
- Will monitor and coordinate control of disease bearing pests
- Will detect biological, chemical, and radiological agents, as needed

64th Civil Support Team

- Will detect and monitor biological, chemical, and radiological agents, as needed
- Will assist in decontamination, as needed

Federal

Environmental Protection Agency

- Will monitor water quality during emergencies, as needed
- Will monitor food quality during disasters, as needed
- Will monitor and coordinate control of disease bearing pests
- Will detect biological, chemical, and radiological agents, as needed

ADMINISTRATION AND LOGISTICS

Administration

Taos County Public Health Office

- Will identify the primary and two alternates to serve in the Planning and Operations Group of the Taos County Emergency Operations Center
- Will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible
- Will notify Taos Central Dispatch of any changes to its written line of succession
- Will establish and maintain appropriate standard operating procedures as they apply to this plan
- Will be responsible for the safety and security of personnel, equipment, records, and facilities under their control
- Will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures

Other agencies

- Will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible

- Will notify Taos Central Dispatch of any changes to its written line of succession
- Will establish and maintain appropriate standard operating procedures as they apply to this plan
- Will be responsible for the safety and security of personnel, equipment, records, and facilities under their control
- Will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures

Logistics

All Taos County departments and agencies identified as having responsibilities under the Taos County All Hazards Emergency Operations Plan will be responsible for all logistical and manpower requirements during the first operational phase of response.

All requests for additional resources will be forwarded to the Administrative Group.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Public Health Office is responsible for ensuring that the Health and Medical Annex and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos County Public Health Office will coordinate all reviews and revisions to the Health and Medical Annex by August 31st annually.

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Annex 7 – Evacuation

OVERVIEW

Emergency situations sometimes necessitate the evacuation of affected areas. It is critical that such evacuations occur in a coordinated manner to avoid confusion and potential loss of life. The Evacuation Annex provides policy guidance in the event that evacuation is required.

RESPONSIBLE AGENCIES

Primary

Evacuation Coordinator
Taos County EOC Planning and Operations Group

Supporting

Taos County Sheriff's Department
Taos County Volunteer Fire Districts
Taos County Public Works Department
Taos County Planning Department
NM State Police
NM Livestock Board
Local VOAD
American Red Cross
Taos Municipal Schools
Questa Independent Schools
Peñasco Independent Schools

PURPOSE

The purpose of this annex is to provide guidance when it has been decided to evacuate an area affected by an emergency situation. Tasks that may be undertaken as a result of the evacuation decision include:

- Warning
- Alert notification and evacuation instructions
- Identification of and provisions for special needs populations
- Identification of evacuation routes, rest areas, and fuel centers
- Evacuation instructions for animals/livestock
- Evacuation area security
- Post event reentry of evacuated area

SITUATION

Taos County is a mountainous region in north central New Mexico that is heavily forested. Wildfire is of major concern to the County and has been the cause of evacuations in the past. Due to limited access into some areas of the County it is necessary to ensure that evacuations are conducted in such a way that allow responders into the affected areas while ensuring that the population can get out. Timely, well-coordinated evacuations are necessary to reduce the potential for loss of life.

The Evacuation Coordinator will be designated based on the area or community evacuated and will work under the direction of the Incident Commander with support from the Taos County EOC director.

ASSUMPTIONS

- Cases will occur when the evacuation of an at-risk area will be required during an emergency/disaster event.
- Early warning and accurate evacuation route instructions will assist in the area's orderly evacuation.
- Some residents will need assistance during an evacuation.
- Major traffic congestion can be expected during an evacuation.
- Some residents will refuse to evacuate.
- Some residents will require assistance in evacuating their animals and livestock.

CONCEPT OF OPERATION

The decision to evacuate areas of Taos County or to shelter in place will be made by the Executive Group of the Taos County Emergency Operations Center, based on information and recommendations provided by the Planning and Operations Group.

When the potential need for evacuation arises, the Executive Group will advise Taos Central Dispatch to notify the designated Evacuation Coordinator to proceed to the Emergency Operations Center.

The Evacuation Coordinator will report to the Planning and Operations Group and plan and coordinate the resources necessary to accomplish the evacuation. The Evacuation Coordinator will be designated by the Taos County Sheriff's Department.

In situations where a rapidly developing situation occurs, the On-Scene Incident Commander may direct the immediate evacuation of affected areas without

consulting with the Executive Group. However, the Incident Commander will notify the Executive Group of this situation as quickly as possible.

Evacuation should be done by private vehicle to the extent possible. It is acknowledged that portions of the special needs population may require additional assistance to accomplish the evacuation.

The Evacuation Coordinator will place assistance centers, refueling areas, and rest areas along the evacuation route, as needed. These efforts will be coordinated with the American Red Cross and the Health and Medical Coordinator.

Once an evacuation has occurred, the Evacuation Coordinator will work with area law enforcement agencies in securing the area to reasonably protect evacuee property and to organize the eventual re-entry of the area by authorized persons.

When it is determined that evacuation may be necessary and time permits, the public will be provided with early warning of this possibility. Refer to Annex 2 Communication & Warning.

The actual routes designated as evacuation routes may vary depending on the location and type of emergency situation.

ORGANIZATION AND RESPONSIBILITY

Primary

Executive Group

- Will determine the need to evacuate
- Will oversee the actions of the EOC Director
- Will determine when evacuated areas are safe for the return of evacuees

On-Scene Incident Commander

- Will direct immediate evacuations when imminent danger exists
- Will coordinate with EOC Director and ARC to establish evacuation routes

Evacuation Coordinator

- Will determine the primary and alternate routes to be used to accomplish evacuations
- Will coordinate with surrounding counties and the New Mexico Office of Emergency Management, as needed
- Will coordinate with the Taos County Sheriff's Department for traffic control and area security during evacuation

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- Will coordinate with the Administrative Group for additional transportation, as needed
- Will coordinate the evacuation of identified special needs population
- Will coordinate with the Taos County Public Works Department for the removal of roadway impediments, as required
- Will coordinate roadside assistance centers, refueling locations and rest areas, as required
- Will coordinate with Taos County Animal Control for the evacuation and sheltering of animals, as needed
- Will coordinate with the American Red Cross for mass care centers, as needed
- Will coordinate with the Health and Medical Coordinator for the health needs of evacuees
- Will coordinate the return of evacuees
- Will participate in exercises, as required
- Will coordinate with the Taos County Public Information Officer to inform the public of evacuation, designated routes, how to obtain evacuation assistance, and location of mass care centers

Supporting

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Taos County Sheriff's Department

- Will assist in notifying general public of evacuation, as required
- Will coordinate traffic control during evacuations
- Will coordinate area security and controlled access to evacuated areas
- Will coordinate controlled return to evacuated areas
- Will conduct route inspection and reporting of roadway impediments
- Will perform limited roadway impediment clearance
- Will notify special needs population, as needed

Taos County Volunteer Fire Departments

- Will assist in notifying general public of evacuation, as required
- Will conduct route inspection and reporting of roadway impediments
- Will perform limited roadway impediment clearance
- Will notify special needs population, as required

County Public Works Department

- Will provide traffic control barriers, as needed
- Will clear roadway impediments, as needed
- Will provide temporary roadways, as needed

Taos County Fire & EMS

- Will assist in the evacuation of special needs population, as needed

- Will provide triage and first aid stations, as required

American Red Cross

- Will support assistance center operations, as needed
- Will provide mass care centers, as needed

Taos County Public Information Officer

- Will provide notification to the general public on evacuation information, as needed

Taos County Animal Control

- Will coordinate the evacuation of animals from affected areas, as needed
- Work with Four Corners Animal League
- Work with Stray hearts

ADMINISTRATION AND LOGISTICS

Administration

Taos County Evacuation Coordinator

- Will identify the primary and two alternates to serve in the Planning and Operations Group of the Taos County Emergency Operations Center
- Will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible
- Will notify Taos Central Dispatch of any changes to its written line of succession
- Will establish and maintain appropriate standard operating procedures as they apply to this plan
- Will be responsible for the safety and security of personnel, equipment, records, and facilities under their control
- Will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures

Other Taos County Agencies

- Will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible
- Will notify Taos Central Dispatch of any changes to its written line of succession
- Will establish and maintain appropriate standard operating procedures as they apply to this plan
- Will be responsible for the safety and security of personnel, equipment, records, and facilities under their control

- Will participate in exercises, as required
- Will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures

Logistics

All Taos County departments and agencies identified as having responsibilities under the Taos County All Hazards Emergency Operations Plan will be responsible for all logistical and manpower requirements during the first operational phase of response.

All requests for additional resources will be forwarded to the Administrative Group.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Sheriff's Department and the Taos County Emergency Manager is responsible for ensuring that the Evacuation Annex and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos County Assessor's Office will coordinate all reviews and revisions to the Evacuation Annex by August 31st annually.

Attachments

See Figure 1 above for Location map of all fixed site hazards in Taos County

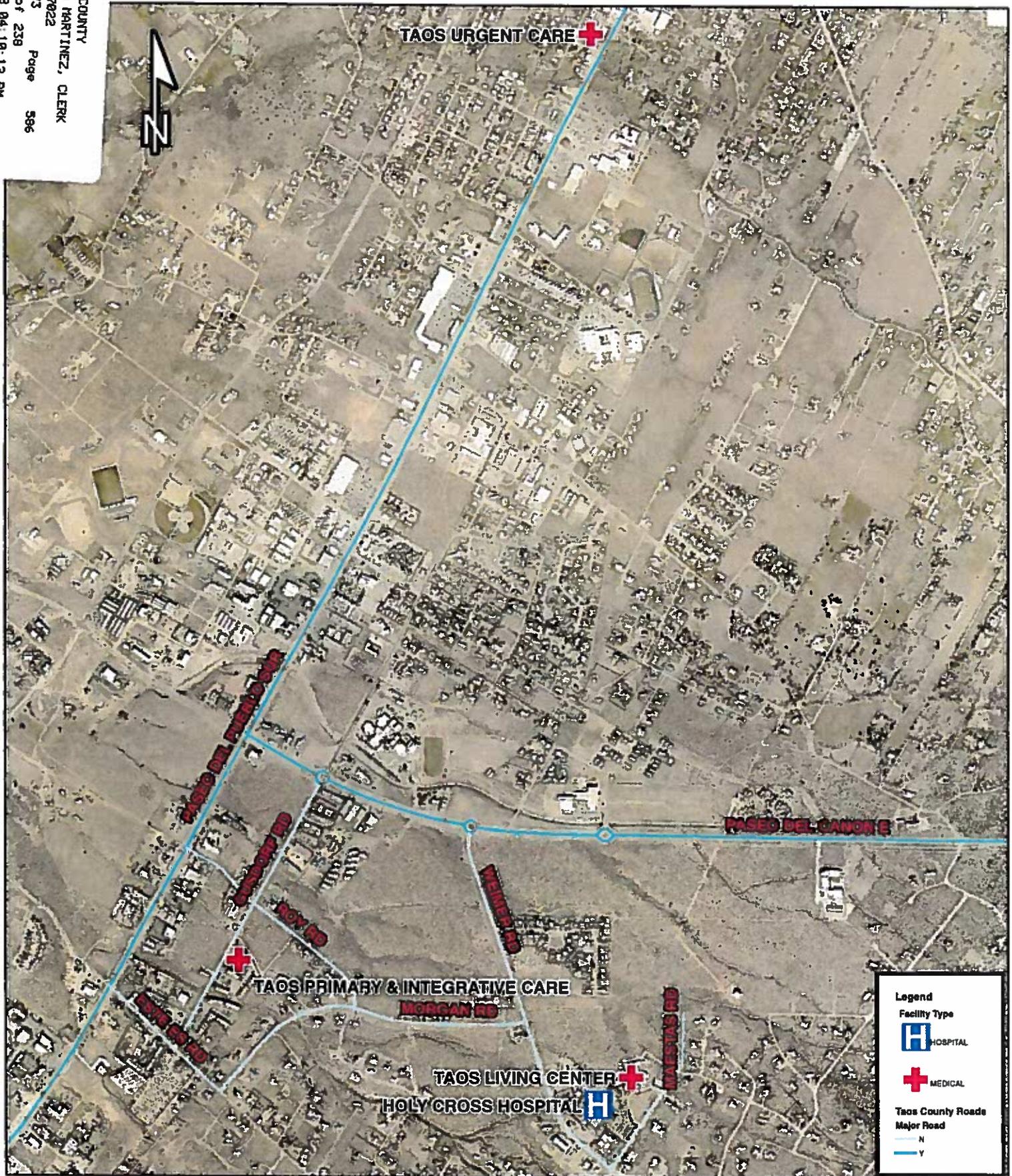
See Figure 2 above for Location map of all fixed site hazards in Taos

Attachment A Location map of area hospitals and other facilities requiring special evacuation consideration

Attachment B Emergency Evacuation Routing Map

Hospitals/Medical Facilities Located Within Taos County

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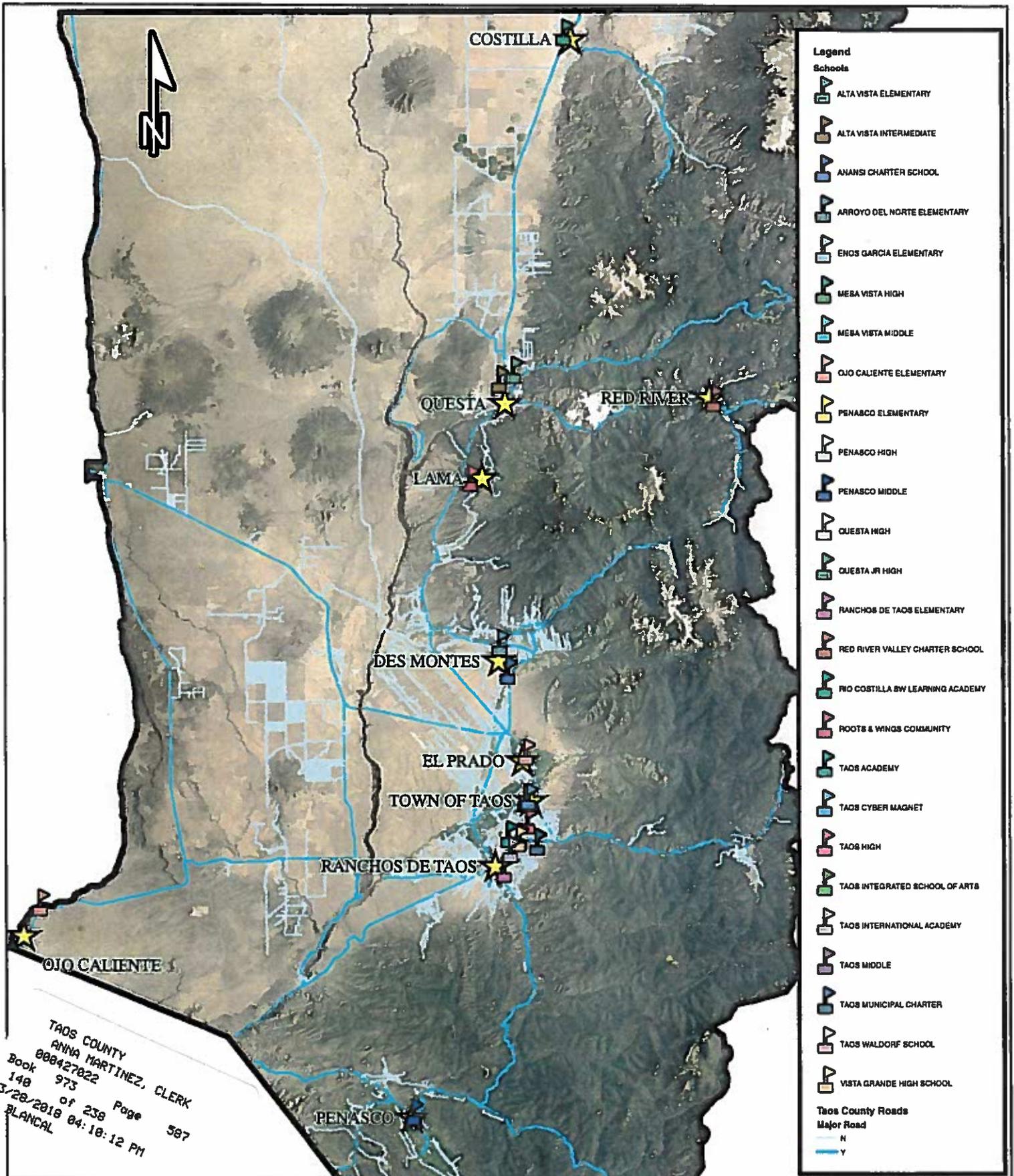


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The parcel location is approximate and is intended for demonstration purposes only. This is not to be used as a survey document.

Schools Located Within Taos County



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Appendix 7-1 – Evacuation of Persons with Special Needs

OVERVIEW

This appendix addresses efforts to ensure that persons with special needs are provided the support necessary to evacuate from affected areas during emergency situations. The assistance provided to persons with special needs will be based on identifying these individuals prior to the occurrence of a disaster or emergency situation.

RESPONSIBLE AGENCIES

Primary

Taos County Evacuation Coordinator
Taos County Fire & EMS
Administrative Group

Supporting

Taos County Health and Medical Coordinator
Taos County Emergency Manager
Local hospitals
Area physicians
Area home health care providers
Taos RTD
Faustine's Transportation
Local VOAD
American Red Cross

PURPOSE

The purpose of this appendix is to provide an overview of the evacuation of special needs population in Taos County in the event of an ordered evacuation based on a disaster/emergency event. Further, it identifies the agencies responsible for assisting the On-Scene Incident Commander and the coordination of evacuation shelters through the Taos County EOC Director and American Red Cross.

The information contained herein are broad in scope and are not intended to be all encompassing of the challenges that face the evacuation and return of the Special Needs Population.

ASSUMPTIONS

- It will become necessary to evacuate affected areas during some emergency

situations.

- Residents may not be able to provide the necessary medical transportation during an evacuation.
- Not all persons with special needs will be identified prior to any given emergency situation.
- Transportation requirements for persons with special needs may involve vehicles that are wheelchair accessible or ambulances, depending on the specific special need.
- County or other local medical resources may be required to transport persons with special needs

ORGANIZATIONS AND RESPONSIBILITIES

Primary

Taos County Evacuation Coordinator

- Will identify those persons needing assistance to evacuate the affected area
- Will coordinate with the Health and Medical Coordinator in determining the extent of assistance that is required
- Will coordinate transportation with Taos County Fire & EMS, as required
- Will coordinate transportation with the Administrative Group, as required
- Will participate in exercises, as required
- Will coordinate with the EOC Public Information Officer, as needed

Taos County Fire & EMS

- Will transport persons with special needs out of affected areas during evacuation, as needed

Administrative Group

- Will identify and obtain specific transportation needed to transport persons identified with special needs by the Evacuation Coordinator

Supporting

Health and Medical Coordinator

- Will advise the Evacuation Coordinator on the transportation requirements of persons with special needs during evacuation

Taos County Emergency Manager

- Will identify evacuation routes with the On-Scene Incident Commander
- Will coordinate the opening of evacuation shelters with American Red Cross

ADMINISTRATION AND LOGISTICS

Administration

All Taos County departments and agencies are responsible for training their personnel to meet the requirements of this plan.

All departments and agencies are responsible for establishing and maintaining appropriate Standard Operating Procedures as they apply to this plan.

All departments and agencies will provide the Taos County Emergency Manager with any and all changes made to their Standard Operating Procedures.

Logistics

All requests for additional resources will be forwarded to the Administrative Group.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Evacuation Coordinator, the Health and Medical Coordinator, and the Taos County Emergency Manager are responsible for ensuring that the Evacuation of Persons with Special Needs Appendix and its attachments are kept current, including agency SOP's and other documents, as required.

The Evacuation Coordinator, the Health and Medical Coordinator, and the Taos County Emergency Manager will coordinate all reviews and revisions to the Evacuation of Persons with Special Needs Appendix by August 31st annually.

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Appendix 7-2 – Evacuation of Detention Centers

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OVERVIEW

During the response to an emergency event, portions of the population may need to be evacuated to ensure their safety. When such an evacuation occurs in areas where detention centers are located, the detainee population must also be evacuated in order to ensure their safety. An evacuation of this type is further complicated by the need to protect the general public and maintain security of the detainees through the situation. This appendix addresses the procedure, responsible agencies, and the destination of these detainees during such situations.

RESPONSIBLE AGENCIES

Primary

- Taos County Adult Detention Center
- Taos County Juvenile Detention Facility
- Taos County Sheriff's Department

Supporting

- Taos Police Department
- Red River Marshall's Office
- Questa Police Department
- Taos Ski Valley Police Department
- New Mexico State Police
- Other law enforcement agencies
- CYFD

PURPOSE

The purpose of this appendix is to establish the procedures and agencies involved in the evacuation of the detainee population of Taos County when that need arises. Unlike the general public, the detainee population is considered a special needs population and requires additional planning above that needed for the general public. This appendix establishes the agencies involved, the transportation required, and the designation of this special needs population.

SITUATION

Situations may occur during a disaster/emergency event in which the Taos County Adult and Juvenile Detention Centers will need to be evacuated in order to protect the detainee population's health and welfare. Since both facilities occupy the same structure when evacuation is required, both facilities will need to be evacuated.

During the evacuation of these facilities, the adult and juvenile populations must be kept separated and cannot be transported together. The number of detainees housed in these facilities averages 12 persons each; however, the transportation requirements for the detainee populations may vary based on the actual number of detainees being housed at any given time.

ASSUMPTIONS

- Situations will arise which will require the evacuation of the detainee population of the Taos County Adult and Juvenile Detention Centers.
- Since both facilities are located in the same building, situations requiring one of the facilities to be evacuated will require the other facility to also be evacuated.
- The adult population and the juvenile population cannot normally be transported or housed together.
- The safety of the general public will require additional security of the detainee population during an evacuation.
- Taos County law enforcement agencies will be required to divert resources from other functions to assist in the evacuation of the Taos County Adult and Juvenile Detention Centers.
- A high demand on law enforcement resources will occur during the evacuation of the Taos County Adult and Juvenile Detention Centers.
- The transportation requirements of the Taos County detainee population cannot be met through the use of individual police units alone.
- The relocation of adult and juvenile detainee populations heightens the risk of escape and general disorderly conduct while such operations are underway.

CONCEPT OF OPERATIONS

The Taos County Adult Detention Center has a memorandum of understanding with both the San Miguel and Santa Fe County Adult Detention Centers concerning the relocation of adult detainees in these facilities when emergency situations require.

The Taos County Juvenile Detention Center has a memorandum of understanding with the Santa Fe County Juvenile Detention Center concerning the relocation of juvenile detainees in this facility when emergency situations require.

When it is determined that the evacuation of the Taos County Adult and Juvenile Detention Centers is necessary, contact will be made with the San Miguel and Santa Fe County Detention Centers, and the exact number of detainees requiring relocation will be provided to these centers.

Taos County law enforcement agencies will be notified of the closure of the detention centers and the need for these agencies to transport any newly arrested persons to alternative facilities.

A complete accounting of all adult and juvenile detainees will be made prior to the evacuation of the facilities.

Any detainee who is presently outside the facility due to court or work release will be returned to the Taos County Detention Center for inclusion in the evacuation to other facilities, unless doing so would place these detainees in immediate risk due to the emergency situation.

Arrangements will be made to transport the adult and juvenile detainee populations to either the San Miguel or Santa Fe Detention Centers.

Upon the conclusion of the disaster/emergency situation, and once it is verified that the conditions at the detention centers are safe, arrangements will be made for the return of these detainees.

ORGANIZATIONS AND RESPONSIBILITIES

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Taos County Adult Detention Center

- Will be responsible for the general safety and security of their detainee population
- Will notify local law enforcement agencies of the closure of the facility once it is determined that evacuation is necessary
- Will notify the San Miguel and Santa Fe County Detention Centers of the pending transfer of detainees to those facilities
- Will notify the Taos County Sheriff's Department of its transportation requirements in order to evacuate its detainees to either the San Miguel or Santa Fe County Adult Detention Centers
- Will maintain accountability of the detainees at the Taos County Adult Detention Center prior to, during, and upon completion of evacuation operations
- Will ensure that the Taos County Adult Detention Center is safe prior to the return of detainees
- Will arrange for the return of detainees to the facility as soon as reasonably possible once the emergency situation is concluded

Taos County Juvenile Detention Center

- Will be responsible for the general safety and security of their detainee population
- Will notify local law enforcement agencies of the closure of the facility once it is determined that evacuation is necessary
- Will notify the Santa Fe County Juvenile Detention Center of the pending transfer of detainees to that facility
- Will notify the Taos County Sheriff's Department of its transportation requirements to evacuate its detainees to the Santa Fe County Juvenile Detention Centers

- Will maintain accountability of the detainees at the Taos County Juvenile Detention Center prior to, during, and upon completion of evacuation operations
- Will ensure that the Taos County Juvenile Detention Center is safe prior to the return of detainees
- Will arrange for the return of detainees to the facility as soon as reasonably possible once the emergency situation is concluded

Taos County Sheriff's Department

- Will be responsible for the security of the general public during detainee evacuation operations
- Will be responsible for the security of the adult and juvenile detainee populations during their evacuation to safety
- Will be responsible for organizing the transport of detainees to either the San Miguel or Santa Fe County facilities
- Will be responsible for the security of adult and juvenile detainee populations during their return to the Taos County facilities
- Will be responsible for financial accountability for the costs of security, evacuation, housing, and return of adult and juvenile detainees when such operations become necessary

Taos Police Department

- Will assist in providing security to the general public and detainee populations during evacuation
- Will ensure that no additional arrestees be taken to the Taos County Adult and Juvenile Detention Centers during times when these facilities are closed due to emergency situations

New Mexico State Police

- Will assist in providing security to the general public and detainee populations during evacuation
- Will ensure that no additional arrestees be taken to the Taos County Adult and Juvenile Detention Centers during times when these facilities are closed due to emergency situations

Other area law enforcement agencies, as required

- Will assist in providing security to the general public and detainee populations during evacuation
- Will ensure that no additional arrestees be taken to the Taos County Adult and Juvenile Detention Centers during times when these facilities are closed due to emergency situations

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ADMINISTRATION AND LOGISTICS

Administration

The Taos County Adult Detention Center will maintain accountability of all detainees and hourly use of employees during emergency evacuation operations in accordance with the requirements of the New Mexico Department of Homeland Security and Emergency Management.

The Taos County Juvenile Detention Center will maintain accountability of all detainees and hourly use of employees during emergency evacuation operations in accordance with the requirements of the New Mexico Department of Homeland Security and Emergency Management.

The Taos County Sheriff's Department will maintain accountability of all equipment and law enforcement personnel employed during evacuation operations of the Taos County Adult and Juvenile Detention Centers.

Logistics

The Taos County Adult Detention Center will forward daily reports to the Taos County Sheriff's Office concerning the location, status, and numbers of its detainees during emergency evacuation situations.

The Taos County Juvenile Detention Center will forward daily reports to the Taos County Sheriff's Office concerning the location, status, and numbers of its detainees during emergency evacuation situations.

The Taos County Sheriff's Department will make daily reports to the Taos County Emergency Manager concerning the county's detainee populations during emergency evacuation situations.

The accountability of all expenditures, including personnel and equipment, will be maintained in accordance with the requirements of the New Mexico Department of Homeland Security and Emergency Management.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Adult Detention Center and Juvenile Detention Center managers and the Taos County Sheriff's Department are responsible for ensuring that the Evacuation of Detention Center Appendix and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos County Adult Detention Center and Juvenile Detention Center managers and the Taos County Sheriff's Department will coordinate all reviews and revisions to the Evacuation of Detention Centers Appendix by August 31st annually.

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Annex 8 – Transportation

OVERVIEW

The response required to resolve an emergency situation can create a high demand on transportation resources. The Administrative Group of the Taos County Emergency Operations Center will identify, maintain, and dispatch transportation resources to meet the needs of the residents of Taos County.

RESPONSIBLE AGENCIES

Primary

Taos County Emergency Operations Center Administrative Group

- Taos RTD Blue Bus

PURPOSE

The purpose of this annex is to provide for the identification and obtaining of additional transportation resources needed to accomplish the response to emergency situations. In addition, it places the responsibility for the maintenance, repair, and recovery of transportation resources with the Administrative Group of the Taos County Emergency Operations Center.

SITUATION

During an emergency situation, the need for transport becomes critical. The coordinated accountability and use of County transportation resources will provide for the smooth and efficient execution of response and recovery operations. Further, the identification and utilization of private and special transport for evacuees with special needs will provide for a safer and more effective operation.

ASSUMPTIONS

- Taos County can reach out to RTD Blue bus for Transport.
- During an emergency situation, evacuation will become necessary, and transportation will be needed to assist in this operation.
- During an emergency situation, transportation will be required to move response personnel and equipment to areas where they are needed.
- County transportation resources will become overwhelmed and regional resources will be needed to meet the transportation needs of the situation.

CONCEPT OF OPERATIONS

Upon activation of the Taos County Emergency Operations Center, the Taos County Treasurer will assume control of the Administrative Group and coordinate all resource needs required during activation.

As additional or specialized transportation needs arise, these needs will be met through the Administrative Group. The Administrative Group will also coordinate the maintenance, repair and recovery of transport used during emergency operations.

The Administrative Group will identify and obtain additional transportation through mutual aid agreements, private transportation carriers, adjoining counties, and from State and Federal sources, as needed, to meet the transportation requirements of the situation.

The Administrative Group will work closely with the Planning and Operations Group to ensure that anticipated demands for transportation resources can be made prior to the actual need.

During evacuation operations, the Administrative Group will work closely with the Evacuation Coordinator to ensure that persons without adequate transportation are reasonably accommodated.

ORGANIZATION AND RESPONSIBILITIES

Primary

Administrative Group

- Will coordinate all private and public transportation resources
- Will identify and obtain additional transportation, as needed
- Will pre-arrange for additional transportation, as possible
- Will arrange for the maintenance, repair, and recovery of transportation resources, as required
- Will coordinate additional transportation resources during evacuations

ADMINISTRATION AND LOGISTICS

Administration

Administrative Group

- Will ensure that Standard Operating Procedures are in place concerning the department's responsibilities covered under this plan

- Will pre-arrange for additional transportation resources, as possible
- Will identify transportation resources with special needs capabilities
- Will ensure that training is conducted to fulfill the task requirements of this plan
- Will ensure that the Incident Command System is utilized during emergency situations
- Will participate in exercises, as required
- Will coordinate with the designated Public Information Officer, as required

Logistics

All departments and agencies will provide for their own transportation needs during the first operational period.

The Administrative Group will maintain expenditures for all transportation resources in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook for its internal operations during periods of activation under this plan.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Treasurer and the Taos County Finance Director are responsible for ensuring that the Transportation Annex and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos County Treasurer and the Taos County Finance Director will coordinate all reviews and revisions to the Transportation Annex by August 31st annually.

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Annex 9 – Mass Care

OVERVIEW

Emergency situations can create the necessity to provide shelter and care for portions of Taos County’s population. The need for shelter can occur due to either the evacuation of affected areas or utility failure during periods of extreme weather conditions.

This annex provides pre-planning for situations requiring mass care in Taos County.

RESPONSIBLE AGENCIES

Primary

American Red Cross
Taos Municipal School District
Peñasco Independent School District
Questa Independent School District

Supporting

Taos County Public Information Officer
Taos County Sheriff’s Department
Taos County Public Works Department
Taos County Animal Control
Taos County Health Department

PURPOSE

To provide for the temporary shelter, feeding, and general welfare of persons displaced during an emergency situation.

Functions that may be undertaken in response to this situation are:

- Identify and obtain agreements for potential shelters
- Feed victims and disaster workers
- Medical and nursing aid
- Provide potable water
- Provide temporary sanitation facilities
- Identify distribution service centers
- Provide information services
- Distribute food, clothing, medicine, and commodities
- Assess social service needs of victims
- Provide counseling services

- Manage collection of donated goods
- Coordinate sheltering efforts of pets and service animals with Animal Control personnel
- Provide Emergency Child Care Services
- Provide the process for handling unaccompanied minors in Shelters

SITUATION

Taos County is in the mountainous north central portion of New Mexico and has experienced situations that could require mass care operations. Mass care is defined as providing for essential life needs and includes sheltering, feeding, sanitation facilities, and clothing.

ASSUMPTIONS

- Emergency situations may require the evacuation of citizens from their homes in Taos County
- When evacuation occurs, not all residents will have the ability to secure alternative housing
- Residents without alternative housing will need the assistance of Taos County to provide for the essential life needs of their families
- Persons with special needs will be among those requiring assistance from Taos County
- Responders will need separate sheltering, feeding, and sanitation facilities

CONCEPT OF OPERATION

The American Red Cross has been identified as having responsibility for mass care operations in Taos County. When mass care is necessary during an emergency situation, the American Red Cross will be notified of this need and will send a representative to the Planning and Operations Group of the Taos County Emergency Operations Center.

Depending on the numbers in need and the location of the emergency situation the American Red Cross will work in conjunction with the Taos, Peñasco, and Questa Municipal School Districts to provide sheltering locations. Additional sheltering may also be arranged by the American Red Cross with local motels, as needed.

The American Red Cross will work with the Evacuation Coordinator and the Taos County Public Information Officer in identifying appropriate shelter locations and ensuring that public announcements are made concerning their locations.

The American Red Cross will be responsible for registering those requiring assistance and providing disaster welfare information in response to public inquiry.

Shelter locations that can accommodate persons with special needs will be identified.

Mass care operations will coordinate, when possible, with Animal Control for the co-location of pets and service animals with displaced owners. See Appendix 9-2.

Mass care operations will coordinate with HAZMAT personnel to provide for the decontamination of individuals prior to placement into facilities.

Terrorist situations may arise that will require special handling when dealing with displaced citizens. The American Red Cross will coordinate security for mass care facilities with the Taos County Sheriff's Department.

The medical needs of displaced persons will be coordinated with the Taos County Health and Medical Coordinator.

The American Red Cross will provide the Emergency Operations Center with daily reports concerning mass care operations.

The American Red Cross will support the needs of responders after the first operational period of all emergency situations.

ORGANIZATION AND RESPONSIBILITIES

Primary

American Red Cross

- Will send a representative to the Planning and Operations Group at the Emergency Operations Center, as needed
- Will ensure that there is an emergency notification list of all departmental personnel
- Will ensure that standard operating procedures are in place concerning its responsibilities covered under this plan
- Will ensure that training is conducted in order to fulfill the task requirements of this plan
- Will ensure that the Incident Command System is utilized during emergency situations
- Will conduct all mass care operations
- Will conduct Disaster Welfare Inquiry operations, as needed
- Will ensure that Taos County residents with special needs have those needs reasonably met
- Will coordinate with the Health and Medical Coordinator to meet the

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- needs of sheltered persons, as needed
- Will participate in exercises, as required
- Will provide resource updates and requests for additional resources to the Emergency Operations Center
- Will prepare and present a debriefing to incoming personnel before being relieved
- Will coordinate with the designated Public Information Officer, as required

Taos, Peñasco, and Questa Municipal School Districts

- Will identify sheltering sites, their capacities, available facilities, and locations
- Will coordinate with the American Red Cross for use of these sites, as needed
- Will ensure that there is an emergency notification list of all departmental personnel
- Will ensure that standard operating procedures are in place concerning the department’s responsibilities covered under this plan
- Will ensure that training is conducted in order to fulfill the task requirements of this plan
- Will participate in exercises, as required

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Supporting

Taos County Animal Control

- Will conduct animal sheltering operations in accordance with Appendix 9-2, as needed
- Will coordinate sheltering locations with the American Red Cross
- Will coordinate with the designated Public Information Officer, as required

Taos County Public Works Department

- Will provide temporary potable water, as needed
- Will provide temporary sanitation facilities, as needed

Taos County Sheriff’s Department

- Will coordinate the security for mass care shelters, as required

Taos County Public Information Officer

- Will coordinate information concerning mass care shelter locations and availability of any special needs accommodations
- Will coordinate information concerning animal sheltering locations

ADMINISTRATION AND LOGISTICS

Administration

The American Red Cross and all identified departments and agencies are responsible for training their personnel to meet the requirements of this plan.

The American Red Cross and all identified departments and agencies are responsible for establishing and maintaining appropriate standard operating procedures as they apply to this plan.

The American Red Cross and all identified departments and agencies will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible.

The American Red Cross and all identified departments and agencies will notify Taos Central Dispatch of any changes to its written line of succession.

The American Red Cross and all identified departments and agencies will make situation reports to the Planning and Operations Group at the end of each operational period.

The American Red Cross and all identified departments and agencies are responsible for the safety and security of personnel, equipment, records, and facilities under their control.

The American Red Cross and all identified departments and agencies will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures.

Logistics

All Taos County departments and agencies identified as having responsibilities under the Taos County All Hazards Emergency Operations Plan will be responsible for all logistical and manpower requirements during the first operational phase of response.

The American Red Cross will support the sheltering and feeding needs of response personnel after the first operational period.

All requests for additional resources will be forwarded to the Administrative Group.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

The Administrative Group is responsible for providing Emergency Care Services to Children during any Disasters that may occur.

The Administrative Group will assign an individual that will be responsible for handling and providing care to unaccompanied minors that have been displaced during a disaster.

PLAN DEVELOPMENT AND MAINTENANCE

The American Red Cross, the Taos, Peñasco, and Questa Municipal School Districts, and the Taos County Emergency Manager are responsible for ensuring that the Mass Care Annex and its attachments are kept current, including agency SOP's and other documents, as required.

The American Red Cross, the Taos, Peñasco, and Questa Municipal School Districts, and the Taos County Emergency Manager will coordinate all reviews and revisions to the Mass Care Annex by August 31st annually.

Attachments

Attachment A Shelter Location Map and Capacity Information

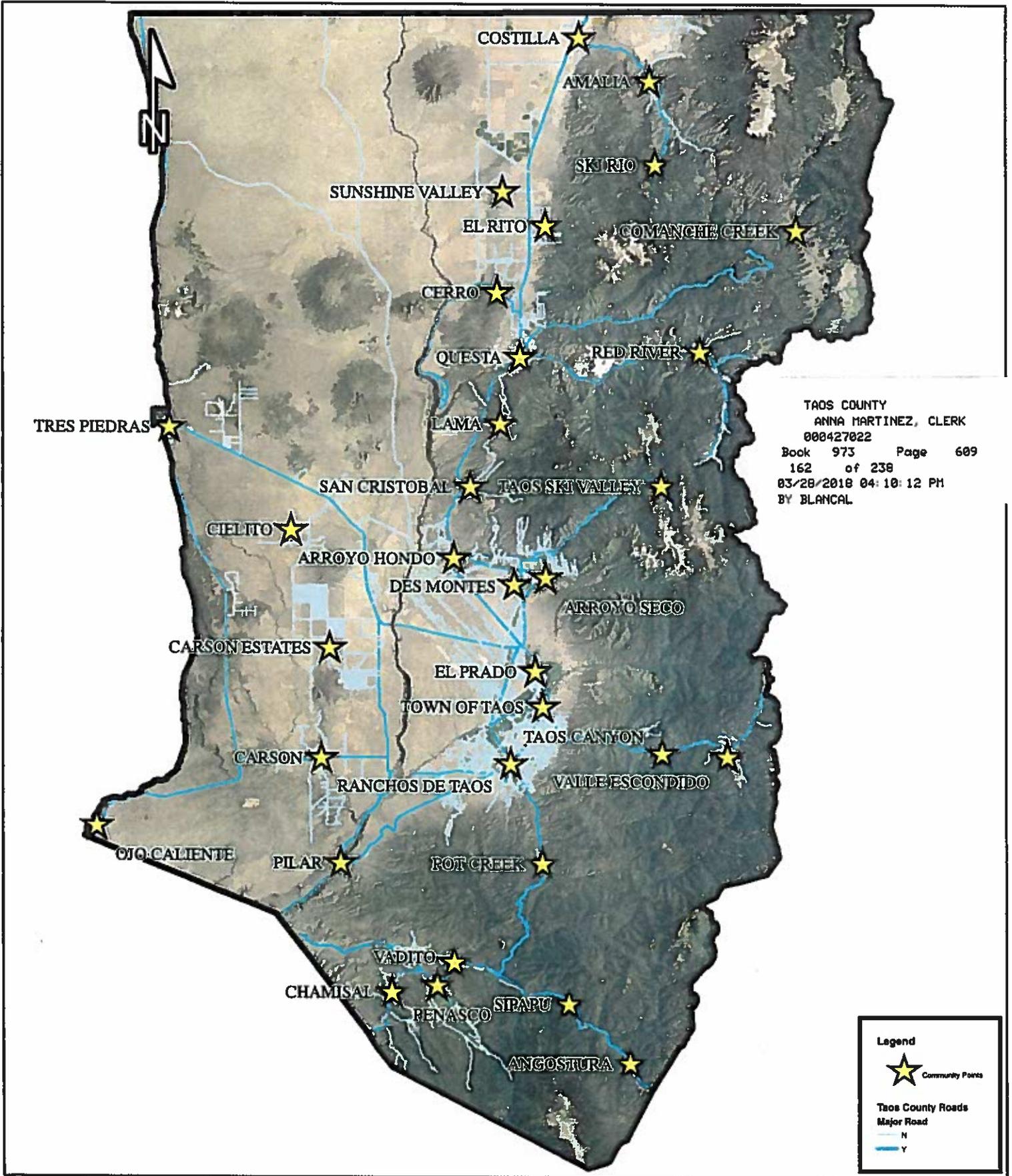
Appendixes

Appendix 9-1 Mass Care for Persons with Special Needs

Appendix 9-2 Animal Control

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Roads Located Within Taos County



Taos County Planning Department
 Source graphics: NAIP 2016 / NAIP 2014 / Taos County Ortho 2010
 Author: Eric Montoya
 Date Saved: 2/19/2018 3:24:04 PM
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0 85,000 Feet

The parcel location is approximate and is intended for demonstration purposes only. This is not to be used as a survey document.

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Appendix 9-1 – Mass Care for Persons with Special Needs

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OVERVIEW

Emergency situations can create the necessity to provide shelter and care for portions of Taos County's population. Some of these residents will have special needs.

This appendix provides pre-planning for situations requiring mass care of the special needs population in Taos County.

RESPONSIBLE AGENCIES

Primary

American Red Cross
Health and Medical Coordinator

Supporting

Taos County Emergency Manager
Taos County Public Information Officer
Holy Cross Hospital
Area long-term care providers
Home Health Care Service Agencies
Ancianos
Taos Clinics
ARC
Kit Carson
Midwifery Center
Public Transportation Agencies
Tri-Counties
Taos Men's Shelter

PURPOSE

During emergency situations residents of Taos County may be required to stay at mass care centers. Some of these persons may have special needs requiring additional consideration above the normal care provided. The American Red Cross will make reasonable accommodations to meet the needs of the special needs population that will stay at mass care centers. When a person's special needs cannot be provided at a mass care center, the Health and Medical Coordinator will assist the American Red Cross in providing a more appropriate location.

SITUATION

Taos County may experience an emergency situation that requires the establishment of mass care centers. During such situations, persons with special needs will require assistance beyond what will normally be provided. The American Red Cross will be able to accommodate some of these needs, but in certain cases may need additional medical support. Additionally, a portion of the special needs population may require a level of care that can only be provided in a medical facility.

ASSUMPTIONS

- Emergency situations may require the evacuation of citizens with special needs from their homes in Taos County.
- It is essential to identify persons with special needs so that appropriate care can be provided.
- Persons with special needs may not be able to be cared for at all mass care centers.
- The American Red Cross will need assistance in caring for persons with special needs.
- Some persons with special needs will need to be located to a medical facility.

CONCEPT OF OPERATION

The Taos County Emergency Manager will notify the American Red Cross of the need for the use of a mass care center during an emergency situation.

The American Red Cross will identify persons having special needs as they register at a mass care center. Whenever possible, these individuals will be accommodated at the site where they have arrived. When necessary, they will be directed to an alternate mass care center that is more suitable to their needs.

The American Red Cross will identify mass care centers that can meet the needs of persons with special needs and provide this information to the Taos County Public Information Officer for inclusion in any Emergency Alert System broadcast concerning the location of mass care centers.

The American Red Cross will coordinate the needs of persons with special needs with the Health and Medical Coordinator. When possible, the needs of these persons will be met at the mass care centers through the efforts of the Health and Medical Coordinator. If the needs of the individual exceed the mass care center's capability, an alternate location will be identified.

ORGANIZATION AND RESPONSIBILITIES

Primary

American Red Cross

- Will identify all mass care centers with the ability to meet the requirements of persons with special needs
- Will ensure that the Taos County Public Information Officer includes the location of special needs mass care centers in broadcasts, as needed
- Will identify persons with special needs as a part of their registration process
- Will accommodate persons with special needs, when possible
- Will coordinate with the Health and Medical Coordinator to meet the requirements of the special needs population

Health and Medical Coordinator

- Will make arrangements with the American Red Cross to meet the requirements of the special needs population
- Will coordinate the relocation of persons with special needs that are beyond the capability of the American Red Cross mass care centers
- Will arrange transportation and care for persons with special needs at Holy Cross Hospital or other long-term care facility, as needed

Supporting

Taos County Emergency Manager

- Will assist the American Red Cross in identifying mass care shelters for special needs populations or alternate facilities

Taos County Public Information Officer

- Will coordinate information concerning mass care centers with facilities to meet special needs

Holy Cross Hospital

- Will provide care for persons with special needs, as required

Area long-term care providers

- Will provide care for persons with special needs, as required

ADMINISTRATION AND LOGISTICS

Administration

American Red Cross

- Will identify the abilities of all planned mass care centers to handle persons with special needs
- Will ensure that Standard Operating Procedures are in place concerning its responsibilities covered under this plan
- Will ensure that training is conducted in order to fulfill the task requirements of this plan
- Will ensure that the Incident Command System is utilized during emergency situations

Logistics

The American Red Cross will work with the Health and Medical Coordinator to meet the needs of persons with special needs.

Additional resources will be requested from the Administrative Group, as needed.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The American Red Cross, the Health and Medical Coordinator and the Taos County Emergency Manager are responsible for ensuring that the Mass Care of Special Needs Population Appendix and its attachments are kept current, including agency SOP's and other documents, as required.

The American Red Cross, the Health and Medical Coordinator and the Taos County Emergency Manager will coordinate all reviews and revisions to the Mass Care of Special Needs Population Appendix by August 31st annually.

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Annex 10 – Law Enforcement

OVERVIEW

During and following an emergency situation, the Taos County Sheriff's Department and incorporated area law enforcement agencies' efforts will be essential for the safety and well-being of the citizens of Taos County.

Although many areas of normal law enforcement operations may be suspended during the actual event, law enforcement efforts will assist in providing public safety both during the event and recovery afterwards.

RESPONSIBLE AGENCIES

Primary (Location Specific)

Taos County Sheriff's Office
Or other agency determined by state statute

Supporting

Questa Police Department
Red River Marshal's Office
Taos Police Department
Taos Ski Valley Police Department
New Mexico State Police

PURPOSE

The purpose of this annex is to ensure that law enforcement agencies and other emergency response services coordinate their efforts effectively during an emergency situation event to maintain law and order, protection of public and private property, security of essential facilities, and the safety of the citizens of Taos County.

SITUATION

Law enforcement agencies will need to redirect their efforts during an emergency situation and will, out of necessity, temporarily expand their roles in some situation-dependent areas and temporarily cease their roles in others.

Law enforcement agencies will need to be cognizant of the potential for terrorist incidents.

Law enforcement officials must be aware of the potential for further incidents directed against responders and response equipment.

During terrorist incidents or suspected terrorist incidents, local law enforcement will have the responsibility for initial response and will need to preserve all areas as potential crime scenes.

ASSUMPTIONS

- Many normal law enforcement operations will be suspended during an emergency situation.
- Due to the extra burden placed on law enforcement personnel, the affected agencies may quickly become overwhelmed in fulfilling the County needs during such events.
- The New Mexico State Police and other law enforcement agencies will support area law enforcement agencies in their efforts.
- The presence of uniformed officers during emergency situations will contribute to maintaining order and the continued safety of the community.

CONCEPT OF OPERATIONS

Should a state of emergency be declared resulting in the activation of the Taos County EOC, the agency with primary jurisdiction will be designated as the lead law enforcement agency with all other agencies acting in a supporting role. It will participate in the unified command of the Planning and Operations Group of the Taos County Emergency Operations Center. The only exceptions to this will be due to statutory requirements based on New Mexico state law.

Upon notification of the activation of the EOC, a pre-designated law enforcement representative from the Taos County Sheriff's Department and a pre-designated law enforcement representative from any affected municipality will proceed to the EOC in order to coordinate the efforts of law enforcement personnel.

All law enforcement officers not presently on duty will be called into service or placed on standby for future operations.

During emergency situations, all law enforcement agencies will utilize the Incident Command System (ICS) in their response activities.

Law enforcement personnel will assist as needed in the security, evacuation, and orderly return of citizens into their communities as a result of emergency/disaster events. Refer to Annex 7 Evacuation.

Law enforcement personnel will support the coordinated efforts to respond to and recover from an emergency/disaster event.

The law enforcement representative at the EOC will coordinate law enforcement personnel to ensure the officers' safety and welfare during emergency/disaster events.

The law enforcement Public Information Officer will work in a coordinated effort with the EOC Public Information Officer. Refer to Annex 3 Emergency Public Information.

Law enforcement personnel will assist, as necessary, in the dissemination of Warning Information. Refer to Annex 2 Communications and Warning.

ORGANIZATION AND RESPONSIBILITIES

Primary

Taos County Sheriff's Department

- Will provide a representative to the Planning and Operations Group of the Taos County Emergency Operations Center, when activated
- Will coordinate law enforcement efforts in Taos County upon activation of the Taos County Emergency Operations Center
- Will provide for the protection of records pertaining to the Sheriff's Department
- Will prepare and maintain an emergency notification list of all employees
- Will prepare and maintain a line of succession of departmental leadership

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- Will provide for the security of critical infrastructure and equipment essential for emergency operations
- Will prepare and maintain Standard Operating Procedures necessary to perform tasks and operations assigned through the Taos County All Hazards Emergency Operations Plan
- Will provide training for and participate in emergency exercises, as required
- Will provide the EOC Public Information Officer with information for all media releases

Supporting

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Taos Police Department

- Will provide for the primary law enforcement response in the City of Taos during emergency situations
- Will provide support to law enforcement efforts in Taos County during emergency situations
- Will provide for the protection of records pertaining to the Taos Police Department
- Will prepare and maintain an emergency notification list of all employees
- Will prepare and maintain a line of succession of departmental leadership
- Will provide for the security of facilities and equipment essential for emergency operations
- Will prepare and maintain Standard Operating Procedures necessary to perform tasks and operations assigned through the Taos County All Hazards Emergency Operations Plan
- Will provide training for and participate in emergency exercises, as required

Questa Police Department

- Will provide for the primary law enforcement response in Questa during emergency situations
- Will provide support to law enforcement efforts in Taos County during emergency situations
- Will provide for the protection of records pertaining to the Questa Police Department
- Will prepare and maintain an emergency notification list of all employees
- Will prepare and maintain a line of succession of departmental leadership
- Will provide for the security of facilities and equipment essential for emergency operations
- Will prepare and maintain Standard Operating Procedures necessary to perform tasks and operations assigned through the Taos County All Hazards Emergency Operations Plan

- Will provide training for and participate in emergency exercises, as required

Red River Marshal's Office

- Will provide for the primary law enforcement response in Red River during emergency situations
- Will provide support to law enforcement efforts in Taos County during emergency situations
- Will provide for the protection of records pertaining to the Red River Marshall's Office
- Will prepare and maintain an emergency notification list of all employees
- Will prepare and maintain a line of succession of departmental leadership
- Will provide for the security of facilities and equipment essential for emergency operations
- Will prepare and maintain Standard Operating Procedures necessary to perform tasks and operations assigned through the Taos County All Hazards Emergency Operations Plan
- Will provide training for and participate in emergency exercises, as required

Taos Ski Valley Police Department and Fire Department

- Will provide for the primary law enforcement response in Taos Ski Valley during emergency situations
- Will provide support to law enforcement efforts in Taos County during emergency situations
- Will provide for the protection of records pertaining to the Taos Ski Valley Police Department & Fire Department
- Will prepare and maintain an emergency notification list of all employees
- Will prepare and maintain a line of succession of departmental leadership
- Will provide for the security of facilities and equipment essential for emergency operations
- Will prepare and maintain Standard Operating Procedures necessary to perform tasks and operations assigned through the Taos County All Hazards Emergency Operations Plan
- Will provide training for and participate in emergency exercises, as required

New Mexico State Police

- Will provide primary direction and control during hazardous material events.
- Will provide primary direction and control during search and rescue operations
- Will provide additional resources to assist in the law enforcement effort during an emergency/disaster event.

- Will provide support to law enforcement efforts in Taos County during emergency situations
- Will provide for the protection of records pertaining to New Mexico State Police
- Will prepare and maintain an emergency notification list of all employees
- Will prepare and maintain a line of succession of departmental leadership
- Will provide for the security of facilities and equipment essential for emergency operations
- Will prepare and maintain Standard Operating Procedures necessary to perform tasks and operations assigned through the Taos County All Hazards Emergency Operations Plan
- Will provide training for and participate in emergency exercises, as required

DEPARTMENTAL RESOURCES

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Taos County Sheriff's Department

- Patrol Units (Sedan) 5
- Patrol Units (4X4) 8
- Pickups 3
- Van 1
- Contact: Sheriff Jerry Hogrefe. 575-737-6482

Taos Police Department

- Patrol Units (Sedan) 19
- 4X4's 2
- Bicycles 2
- Contact: Police Chief David Trujillo: 751-3361

Questa Police Department

- Patrol Units (4x4's) 2
- Contact: Chief Nick Lamendola: 575- 586-1196

Red River Marshal's Office

- Patrol Units (4x4's) 4
- Pickup 1
- Snowmobile and OHV resources available on request
- Contact: Marshall David Smith: 754-6166

Taos Ski Valley

- Patrol Units (4X4's) 3
- Mobile Command 1
- Contact: Sammy Trujillo: 505-927-8538

New Mexico State Police (Taos District)
Patrol Units (Sedan) 14
4X4 3
Contact: Lt. Edwardo Martinez: 758-1466

ADMINISTRATION AND LOGISTICS

Administration

All law enforcement departments and agencies in Taos County are responsible for the training of their personnel to meet the requirements of this plan.

All departments and agencies are responsible for establishing and maintaining appropriate Standard Operating Procedures as they apply to this plan.

All departments and agencies will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible.

All departments and agencies will notify Taos Central Dispatch of any changes to its written line of succession.

All departments and agencies will make situation reports to the Planning and Operations Group at the end of each operational period.

All departments and agencies are responsible for the safety and security of personnel, equipment, records, and facilities under their control.

All departments and agencies will provide the Taos County Emergency Manager with any and all changes made to their Standard Operating Procedures.

All law enforcement operations will be coordinated by the agency with primary jurisdiction with the Planning and Operations Group of the Taos County Emergency Operations Center acting in support.

The Taos County Sheriff's Department may cross-commission other assisting out-of-agency law enforcement officers as required to ensure that they have the appropriate authority to support response activities in the county.

Logistics

All Taos County law enforcement departments and agencies identified as having responsibilities under the Taos County All Hazards Emergency Operations Plan will be responsible for all logistical and manpower requirements during the first operational phase of response.

All requests for additional resources will be forwarded to the Administrative Group.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Sheriff and the respective Chiefs of Police are responsible for ensuring that the Law Enforcement Annex and its attachments are kept current, including agency SOP's and other documents, as required.

The Sheriff and the Chiefs of Police will coordinate all reviews and revisions to the Law Enforcement Annex by August 31st annually.

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Annex 11 – Fire and Rescue

OVERVIEW

During any emergency situation, the need for fire and rescue response will be essential to the safety and welfare of the citizens of Taos County, and to the security of public and private property.

RESPONSIBLE DEPARTMENTS

Primary

Village, Town and County career, combination, and volunteer Fire Departments

Supporting

Amalia-Ventero Fire District
Angel Fire Fire Department
Cerro Fire District
Costilla Fire District
Eagle Nest Fire Department
Enchanted Circle Fire/EMS
Hondo-Seco Fire Department
La Lama Fire District
Latir Fire District
Peñasco Fire District
Chamisal Fire Department
Questa Fire Department
Questa Ambulance
Red River Fire Department
Rio Fernando Fire District
Taos Ski Valley Fire Department
Taos Volunteer Fire Department
Tres Piedras Fire District
Wheeler Peak Fire District
Taos County EMS/Ambulance
State Forestry Division resources

U.S. Forest Service Resources
New Mexico National Guard Civil Support Team
New Mexico State Police
Taos Search and Rescue

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PURPOSE

The purpose of this annex is to provide for the coordinated and effective response to fire and rescue situations arising from or contributing to an emergency/disaster event in Taos County. Tasks involved under the operational control of this annex include:

- Structural firefighting operations
- Wild land firefighting operations
- Rescue and extrication operations
- HAZMAT operations
- Limited debris removal operations
- Limited evacuation operations
- Emergency medical operations
- Search and rescue efforts
- Terrorist incidents
- Distress signals of individuals in distress

SITUATION

Fire and rescue operations will be essential during most emergency/disaster events. The increase in the demand for these services will require increased levels of coordination and resources in order to meet County needs. Fire operations in Taos County are performed by a variety of fire departments identified as the Enchanted Circle Fire & EMS Association. This association has delineated the responsibilities for fire operations within Taos County and is outlined in the document known as the Enchanted Circle Fire & EMS Mobilization Guide Updated Annually.

The volunteer fire departments of the Enchanted Circle Fire & EMS Association have no or very limited ability to monitor hazardous material or conduct decontamination operations. Outside assistance, in the form of mutual aid or a Declaration of Emergency, will be necessary to perform decontamination or the monitoring of a possible radiation release. Other capabilities and equipment available for the various departments are covered in the Enchanted Circle Fire & EMS Mobilization Guide 2017.

ASSUMPTIONS

- Emergency situations will occur which will require the resources of area fire and rescue organizations
- The demands for fire and rescue services will increase during emergency situations
- Due to the volunteer nature of the majority of fire resources in Taos County, additional stress will be put on these agencies
- Fire and rescue resources within Taos County will quickly be overwhelmed by emergency/disaster events and a declaration of emergency will be made by Taos County
- Area fire departments will be the first or second agency on scene 90% of the time and will be making the initial determination as to whether or not a scene involves hazardous materials
- Area fire agencies will work closely with the New Mexico State Police Emergency Response Officer assigned to HAZMAT events in Taos County
- Additional fire resources will be requested to assist in the emergency/disaster response and recovery

CONCEPT OF OPERATIONS

Upon notification of the activation of the EOC, The Taos County Fire Chief will proceed to the EOC to coordinate the fire and rescue efforts.

Fire and rescue personnel not presently on duty will be called into service or placed on standby for future operations.

The Taos County Fire Chief will act as the advisor for the EOC concerning safety issues due to the hazards surrounding emergency/disaster events. In addition, the representative will assume the role of consultant for fire operations and shall support the efforts of dispatched fire units. Particular attention should be given to combined law enforcement/fire and rescue operations due to the limited amount of personal protective equipment normally available to law enforcement personnel.

Fire and rescue personnel will assist as needed during the evacuation of citizens during emergency/disaster events. Refer to Annex 7 Evacuation.

Fire and rescue personnel will assist in the damage assessment of both public and private structures during and after an emergency/disaster event.

Fire and rescue personnel will assist in recovery efforts after an emergency/disaster event.

The predetermined Fire and Rescue Public Information Officer will work in a coordinated effort with the EOC Public Information Officer. Refer to Annex 3 Emergency Public Information.

Fire and rescue personnel will assist, as necessary, in the dissemination of warning information. Refer to Annex 2 Communications and Warning.

Qualified personnel will establish hot, warm and cold zones during HAZMAT events.

The Incident Command System will be utilized during all fire operations and the incident commander shall be responsible for the safety of all response personnel under his/her direction during the incident occurring under his/her command.

ORGANIZATIONS AND RESPONSIBILITIES

Primary

**Amalia-Ventero Fire District
Angel Fire Fire Department
Cerro Fire District
Costilla Fire District
Eagle Nest Fire Department
Enchanted Circle Fire/EMS
Hondo-Seco Fire Department
La Lama Fire District
Latir Fire District
Peñasco Fire District
Questa Fire Department
Red River Fire Department
Rio Fernando Fire District
Taos Ski Valley Fire Department
Taos Volunteer Fire Department
Tres Piedras Fire District
Wheeler Peak Fire District
Taos County EMS/Ambulance
Chamisal Fire Department**

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- Taos County Fire Chief will be primarily Fire Coordinator at the Taos County Emergency Operations Center
- Taos County Fire Chief will designate two alternates to act as the Fire Coordinator at the Taos County Emergency Operations Center as needed.
- Will prepare and maintain standard operating procedures that relate to the tasks assigned by the Taos County Emergency Operations Plan
- Will prepare and maintain a line of succession of the leadership of the department
- Will provide fire suppression operations in Taos County
- Will support HAZMAT operations, as required
- Will support emergency rescue operations, as required
- Will support decontamination operations, as required
- Will assist in evacuation operations, as required
- Will assist in the notification of special needs population, as required
- Will provide for the security of facilities and equipment essential to emergency operations
- Will provide training to personnel and participate in exercises, as required
- Will coordinate with the Fire Coordinator and the Public Information Officer for the release of all media information

Taos County Fire Chief

- Will report to the Planning and Operations Group of the Emergency Operations Center when notified of its activation
- Will coordinate all fire operations of the Enchanted Circle Fire & EMS Association during emergency situations
- Will coordinate additional resource requirements for fire operations
- Will provide for a debriefing of the incoming fire coordinator prior to the end of the work period
- Will provide the Public Information Officer with all information authorized for media release
- Will participate in exercises, as required
- Will ensure that the Incident Command System is used at all times during emergency situations

Supporting

Taos County EMS/Ambulance

- Will coordinate with the Fire Coordinator and the Health and Medical Coordinator of the Planning and Operations Group of the Emergency Operations Center

- Will ensure that all personnel understand and utilize the Incident Command System during emergency operations
- Will prepare and maintain standard operating procedures that relate to the tasks assigned by the Taos County Emergency Operations Plan
- Will prepare and maintain a line of succession of the leadership of the department
- Will establish triage areas
- Will provide immediate first aid for the injured
- Will transport injured as directed
- Will assist in the evacuating the special needs population, as required
- Will participate in exercises, as required
- Will perform additional tasks and responsibilities are located in Annex 6 Public Health

Taos Search and Rescue

- Will coordinate with the New Mexico State Police and the Planning and Operations Group of the Emergency Operations Center
- Will ensure that all personnel understand and utilize the Incident Command System during emergency operations
- Will prepare and maintain standard operating procedures that relate to the tasks assigned under the Taos County Emergency Operations Plan
- Will prepare and maintain a line of succession of the leadership of the department
- Will assist in search and rescue operations during recovery from an emergency situation
- Will participate in exercises, as required
- Will monitor distress, communications, location of distressed personnel, and provide rescue operations, extrication or evacuation and or provide medical assistance to public and private resources in potential or actual distress

New Mexico State Police

- Will liaison with the Taos County Emergency Operations Center during emergency situations
- Are tasked by law as the agency responsible for hazardous material response
- Will be responsible for all Level 2 and 3 hazardous material response operations
- Will coordinate all search and rescue operations

New Mexico National Guard Civil Support Team

- Will assist in monitoring and response to hazardous material operations in Taos County, as needed

New Mexico State Forestry Department

- Will provide leadership in the response to wildland fires on state-owned land in Taos County
- Will liaison with the Taos County Emergency Operations Center during wildland fire response

U.S Forest Service

- Will provide leadership in the response to wildland fires on federally owned land in Taos County
- Will liaison with the Taos County Emergency Operations Center during wildland fire response

DEPARTMENTAL RESOURCES

Amalia-Ventero Fire District

**Chief: Leonard Arguello
575-586-2191**

**Agency description:
Taos County Fire District**

**Services:
Structural fire
suppression Wildland fire
suppression
EMS first response at BLS level**

Equipment:

Number of stations	2
Number of engines	3
Number of water tenders	0
Number of rescue trucks	1
Number of ambulances	0

Angel Fire Fire Department

**Chief: John Murtagh
575-377-3347**

**Agency Description
Municipal Fire Department**

**Services:
Structural fire
suppression Wildland fire
suppression
EMS first response and ILS/ALS transport
ambulance Heavy extrication
First Response HazMat Operations**

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Equipment:

Number of stations	2
Number of engines	5
Number of Aerials	1
Number of water tenders	1
Number of rescue trucks	1
Number of ambulances	3

Carson Fire District

Chief: Steve Brady

575-779-6408

Agency Description:

Taos County Fire District

Services:

Structural Fire Suppression

Wildland Fire Suppression

EMS First Response

Equipment:

Number of stations	1
Number of Engines	2
Number of water tenders	0
Number of rescue trucks	0
Number of Ambulances	0

Cerro Fire District

Chief: Juan Carlos Gonzales

505-307-2269

Agency Description

Taos District

Services:

**Structural fire
suppression Wildland fire
suppression EMS first
response
Heavy extrication/rescue**

Equipment:

Number of stations	1
Number of engines	3
Number of water tenders	1
Number of rescue trucks	1
Number of ambulances	

Costilla Fire District

**Chief: Lawrence Lovato
575-770-4933**

**Agency Description
Taos Fire District**

**Services:
Structural fire
suppression Heavy
extrication/rescue**

Equipment:

Number of stations	1
Number of engines	3
Number of water tenders	0
Number of rescue trucks	0
Number of ambulances	0

Eagle Nest Fire Department

**Chief: Scott Gibson
575-377-6967**

**Agency Description
Municipal Fire Department**

**Services:
Structural fire
suppression Wildland fire
suppression
EMS first response and BLS transport ambulance
Heavy extrication/rescue**

Equipment:

Number of stations	1
Number of engines	4
Number of water tenders	1
Number of rescue trucks	1
Number of ambulances	1

Hondo-Seco Fire Department

**Chief: Edmundo Jaramillo
575-776-8871**

Agency Description

Taos Fire District

Services:

**Structural fire
suppression Heavy
extrication/rescue**

Equipment:

Number of stations	2
Number of engines	4
Number of water tenders	3
Number of rescue trucks	3
Number of ambulances	0

La Lama Fire District

**Chief: Ray Gonzales
575-770-0755**

Agency Description

Taos Fire District (no hydrants in district)

Services:

**Structural fire
suppression Wildland fire
suppression**

Equipment:

Number of stations	1
Number of engines	2
Number of water tenders	1
Number of rescue trucks	0
Number of ambulances	0

Latir Fire District

**Chief: Chris Cote
575-586-2362**

Agency Description

Taos Fire District (no hydrants in district)

Services:

**Structural fire
suppression Wildland fire
suppression
EMS first response at BLS level
Light extrication/rescue**

Equipment:

Number of stations	1
Number of engines	3
Number of water tenders	1
Number of rescue trucks	0
Number of ambulances	0

Penasco Fire District

Chief: Randy Sahd
505-587-2211

Agency Description
Taos Fire District

Services:
Structural fire
suppression Wildland fire
suppression
Extrication/rescue

Equipment:

Number of stations	2
Number of engines	5
Number of water tenders	0
Number of rescue trucks	0
Number of ambulances	0

Questa Fire Department

Chief: Mark Ortega
575-779-1171

Agency Description
Municipal fire

department Services:
Structural fire
suppression Wildland fire
suppression
EMS first response at BLS/ILS level
Heavy extrication/rescue

Equipment:

Number of stations	2
Number of engines	3
Number of Aerials	0
Number of water tenders	1
Number of rescue trucks	1
Number of ambulances	1

Red River Fire Department

**Chief: Ron Burnham
575-754-6467**

Agency Description

Municipal Fire Department

Services:

**Structural fire
suppression Wildland fire
suppression
EMS first response and ILS/ALS transport ambulance
BLS/ILS/ALS Interfacility Transfers
Heavy extrication/rescue**

Equipment:

Number of stations	2
Number of engines	2
Number of aerials	1
Number of water tenders	0
Number of rescue trucks	0
Number of ambulances	3

Rio Fernando Fire District

**Chief: Russ Driskell
575-751-2271**

Agency Description

Taos Fire District (no hydrants in district)

Services:

**Structural fire
suppression Wildland fire
suppression
EMS first response at BLS level
Heavy extrication/rescue**

Equipment:

Number of stations	2
Number of engines	3
Number of water tenders	1
Number of rescue trucks	1
Number of ambulances	0

San Cristobal Fire District

**Chief: Eric VonDrop
Agency Description**

Taos Fire District

Services:

Structural Fire Protection
Wildland Fire Suppression
EMS First Response

Equipment:

Number of Stations 1
Number of Engines 3
Number of Water tenders 0
Number of rescue trucks 0
Number of ambulances 0

Taos Ski Valley Fire Department

Chief: Mitch Daniels
575-776-7212

Agency Description

Municipal Fire Department

Services:

Structural fire
suppression Wildland fire
suppression
EMS first response at BLS level
Light extrication/rescue
Portable Air/Light Unit

Equipment:

Number of stations 2
Number of engines 3
Number of water tenders 1 (nurse tender, no quick
dump) Number of Transport rescue 1
Number of ambulances 0

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Taos Volunteer Fire Department

Chief: Leroy Gonzales Admin Chief
Anthony Martinez, Deputy
Chief
575-758-3386

Agency Description

Municipal Fire Department

Services:

Structural fire
suppression Wildland fire
suppression
EMS first response at BLS level
Heavy extrication/rescue

Equipment:

Number of stations 4
Number of engines 4
Number of water tenders 4
Number of rescue trucks 1
Number of Squads 2 (Includes Rescue Truck listed
above)

Taos County EMS/Ambulance

Service Director: Joaquin Gonzales
575-737-6431

Agency Description

County ambulance

service Services:

BLS/ILS/ALS transport ambulance
BLS/ILS/ALS Interfacility transfers

Equipment:

Number of stations 2
Number of ambulances 5

Tres Piedras Fire District

Chief: Wayne Coffman
575-741-1640

Agency Description

Taos County Fire District

Services:

**Structural fire
suppression Wildland fire
suppression
EMS first response at ILS/ALS level
Heavy extrication/rescue**

Equipment:

Number of stations	1
Number of engines	3
Number of water tenders	1
Number of rescue trucks	1
Number of ambulances	0

Wheeler Peak Fire District

Chief: Deke Willis
575-7546467

Agency Description

Taos County Fire District (no hydrants in district)

Services:

**Structural fire
suppression Wildland fire
suppression
EMS first response at ILS/ALS level
Heavy extrication/rescue**

Equipment:

Number of stations	1
Number of engines	1
Number of water tenders	2
Number of rescue trucks	2
Number of ambulances	0

ADMINISTRATION AND LOGISTICS

Administration

All fire departments and agencies in Taos County are responsible for training their personnel to meet the requirements of this plan.

All departments and agencies are responsible for establishing and maintaining appropriate standard operating procedures as they apply to this plan.

All departments and agencies will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible.

All departments and agencies will notify Taos Central Dispatch of any changes to its written line of succession.

All departments and agencies will make situation reports to the Planning and Operations Group at the end of each operational period.

All departments and agencies are responsible for the safety and security of personnel, equipment, records, and facilities under their control.

All departments and agencies will provide the Taos County Emergency Manager with any and all changes made to their standard operating procedures.

Logistics

All Taos County fire departments and agencies identified as having responsibilities under the Taos County All Hazards Emergency Operations Plan will be responsible for all logistical and manpower requirements during the first operational phase of response.

All requests for additional resources will be forwarded to the Administrative Group.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Fire Chief is responsible for ensuring that the Fire and Rescue Annex and its attachments are kept current, including agency SOP's and other documents, as required. The annex will be reviewed for content no once per year.

The Taos County Fire Chief is responsible for coordinating all revisions to the Fire and Rescue Annex. All changes, revisions, and updates shall be forwarded to the Emergency Planning Coordinator by August 31st each year.

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Annex 12 – Response to Terrorism

OVERVIEW

When a terrorist event occurs, or is likely to occur within the boundaries of Taos County, a rapid, sure, and coordinated effort will be required to ensure effective and efficient response and recovery operations. The coordination of law enforcement resources in the prevention and response to terrorism is essential to the safety of the residents of Taos County.

RESPONSIBLE AGENCIES

Primary

Taos County Sheriff's Department

Supporting

New Mexico State Police
Federal Bureau of Investigation
Taos Police Department
Questa Police Department
Red River Marshal's Office
Taos Ski Valley Police Department

PURPOSE

Counter-terrorism efforts are necessary in the event of a terrorism event or threatened event. In order to be effective this response must be rapid, coordinated, and timely. The response also specifies the roles and functions of various local government agencies and their relationship to State and Federal agencies during terrorist events. Functions that may be undertaken in response to this annex are:

- Threat analysis
- Infrastructure security
- Critical site security
- Apprehension of terrorist elements

SITUATION

Historically, minimal terrorist activities have occurred in Taos County. However, the present political environment has the potential to cause some groups to act. The most likely terror groups to be active in Taos County would be domestic eco-terrorists such as the Earth Liberation Front, the Animal Liberation Front or an anti-abortion group. The most common form that terrorism would take in Taos County is arson, explosives, or snipers.

The FBI defines a terrorist incident as “a violent act or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social goals.”

Presidential Declaration 39 states that the investigation of terrorist events in the United States is the responsibility of the Federal Bureau of Investigation and consequence management of terrorist events is the responsibility of the Federal Emergency Management Agency.

In the event that a radiological, biological, or chemical agent is used during an act of terrorism, decontamination may be required. Presently local fire departments have only limited decontamination capability. Additional decontamination could be obtained from Colfax County to the east, Santa Fe County to the south, and from the 64th Civil Support Team. Christus St. Vincent Hospital in Santa Fe is the nearest medical facility with decontamination capability.

Additional resources in the form of protective equipment, supplies, potable water, pumps, sandbags and sandbagging machines are listed in the resource manual maintained by the Taos County Emergency Manager at the Emergency Operations Center.

ASSUMPTIONS

- Terrorist events will occur within the jurisdiction of Taos County.
- Terrorist activities present a viable threat to public safety, critical infrastructure, and critical sites within the Taos County jurisdiction.
- Counter-terrorism response must be accomplished in a unified and coordinated manner to identify, investigate, and resolve terrorist activities.

- During counter-terrorist response, the law enforcement agencies in Taos County may become overwhelmed.
- The response to a terrorist event will include massive media attention.
- The Federal authorities tasked with investigating and managing a terrorist event will require local assistance.

CONCEPT OF OPERATIONS

When a terrorist attack occurs within a jurisdiction of Taos County, the law enforcement agency of that jurisdiction will be responsible for coordinating efforts for the safety of those affected by the event and the initial security of the crime scene. The Taos County Sheriff's Department will be responsible for these efforts only if the event causes the activation of the Taos County Emergency Operations Center.

If an attack occurs in the unincorporated area of Taos County, the Taos County Sheriff's Department will be responsible for coordinating efforts for the safety of those affected by the event and the initial security of the crime scene.

The law enforcement agency in charge will immediately alert the Federal Bureau of Investigation of the incident and will relinquish the crime scene and criminal investigation to them upon their arrival at the scene.

All law enforcement agencies in Taos County will assist the Federal Bureau of Investigation, as needed.

In the event that the terrorist event involves hazardous materials, the New Mexico State Police will be responsible for coordinating efforts for the safety of those affected by the event and the initial security of the crime scene.

If terrorist activity has not resulted in an actual attack, Taos County law enforcement agencies will work in conjunction with the New Mexico State Police and the Federal Bureau of Investigation to prevent an attack from occurring.

The security of the County's infrastructure and critical site security will be coordinated by the Taos County Sheriff's Department, as necessary. The level of security required will depend on the location and type of threat anticipated.

The Taos County Public Information Officer will be assigned to the Joint Information Center and will work at the direction of the Federal Public Information Officer.

Taos County career, combination, and volunteer fire departments will assist in the response to terrorist events at the direction of the authorized law enforcement agency present.

The New Mexico Office of Medical Investigation will coordinate the disposition of all remains with the Federal Bureau of Investigation.

In the event of a possible bomb, chemical, biological, or radiological threat, the New Mexico State Police will be called upon for assistance. All necessary detection, monitoring, and decontamination will be coordinated between the New Mexico State Police and the Health and Medical Coordinator.

ORGANIZATION AND RESPONSIBILITIES

Primary

Taos County Sheriff's Department

- Will participate in threat assessment operations, as needed
- Will secure terrorist crime scenes in the unincorporated areas of Taos County until directed otherwise by the Federal Bureau of Investigation
- Will coordinate the security of all County infrastructure and critical sites, as needed
- Will prepare and maintain Standard Operating Procedures necessary to perform tasks and operations assigned under the Taos County All Hazards Emergency Operations Plan
- Will provide training for and participate in emergency exercises, as required
- Will provide the EOC Public Information Officer with information for all media releases

New Mexico State Police

- Will handle all initial terrorist response involving hazardous materials, including bomb, biological, chemical, or radioactive materials
- Will participate in threat assessment operations, as needed
- Will assist in securing infrastructure and critical sites in Taos County
- Will prepare and maintain Standard Operating Procedures necessary to perform tasks and operations assigned under the Taos County All Hazards Emergency Operations Plan
- Will provide training for and participate in emergency exercises, as required
- Will provide the EOC Public Information Officer with information for all media releases

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Taos Police Department, Questa Police Department, Taos Ski Valley Police Department, and Red River Marshall's Office

- Will participate in threat assessment operations, as needed
- Will secure terrorist crime scenes in their jurisdictions of Taos County until directed otherwise by the Federal Bureau of Investigation
- Will coordinate the security of all County infrastructure and critical sites, as needed
- Will prepare and maintain Standard Operating Procedures necessary to perform tasks and operations assigned under the Taos County All Hazards Emergency Operations Plan
- Will provide training for and participate in emergency exercises, as required
- Will provide the EOC Public Information Officer with information for all media releases

Federal Bureau of Investigation

- Will conduct the criminal investigation of all terrorist events
- Will conduct the crime scene investigation of all terrorist events
- Will coordinate all media releases and briefings

Federal Emergency Management Agency

- Will coordinate all consequence management operations as a result of a terrorist event

Supporting

Taos County Career, Combination, and Volunteer Fire Departments

- Will conduct fire suppression operations
- Will assist in establishing a safe perimeter around crime scenes
- Will assist in decontamination operations

New Mexico National Guard Civil Support Team

- Will monitor crime scenes for hazardous materials
- Will assist in directing decontamination operations

Health and Medical Coordinator

- Will coordinate the obtaining of medical supplies (such as chemical agent antidotes, drugs, and antibiotics), as needed

ADMINISTRATION AND LOGISTICS

Administration

All law enforcement departments and agencies in Taos County are responsible for training their personnel to meet the requirements of this plan.

All departments and agencies are responsible for establishing and maintaining appropriate Standard Operating Procedures as they apply to this plan.

All departments and agencies will establish and maintain a written line of succession and ensure that all vacancies are filled as quickly as possible.

All departments and agencies will notify Taos Central Dispatch of any changes to its written line of succession.

All departments and agencies will make situation reports to the Planning and Operations Group at the end of each operational period.

All departments and agencies are responsible for the safety and security of personnel, equipment, records, and facilities under their control.

All departments and agencies will provide the Taos County Emergency Manager with any and all changes made to their Standard Operating Procedures.

All departments will participate in emergency exercises, as required.

All departments will provide the EOC Public Information Officer with information for all media releases.

Logistics

All Taos County law enforcement departments and agencies identified as having responsibilities within the Taos County All Hazards Emergency Operations Plan will be responsible for all logistical and manpower requirements during the first operational phase of response.

All requests for additional resources will be forwarded to the Administrative Group.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Sheriff, respective Chiefs of Police, and the New Mexico State Police are responsible for ensuring that the Terrorism Annex and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos County Sheriff, respective Chiefs of Police, and the New Mexico State Police will coordinate all reviews and revisions to the Terrorism Annex by August 31st annually.

Appendix 12-1 - Mass Care for Pets and Service Animals

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OVERVIEW

Emergency situations can create the necessity to provide shelter and care for portions of Taos County's population. Some of these residents will have pets and/or service animals.

This appendix provides pre-planning for situations requiring mass care of the pets and service animals in Taos County.

RESPONSIBLE AGENCIES

Primary

American Red Cross
Animal Control-Taos County Sheriff's office & Town of Taos PD

Supporting

Taos County Emergency Manager
Taos County Public Information Officer
Stray Hearts- (575) 758-2981

10,000 Wags (575) 751-9247
Salazar Vet (575) 758-9115
Taos Veterinary Clinic (575) 758-3810

PURPOSE

During emergency situations residents of Taos County may be required to stay at mass care centers. Some of these persons may have pets or service animals. The American Red Cross will make reasonable accommodations to meet the needs of pet or service animal owners that will stay at mass care centers. When a person's pets or service animals cannot be sheltered at a mass care center, the Animal Control Coordinator will assist the American Red Cross in providing a more appropriate location.

SITUATION

Taos County may experience an emergency situation that requires the establishment of mass care centers. During such situations, persons with pets and/or service animals will require assistance beyond what will normally be provided. The American Red Cross will be able to accommodate some of these needs, but in certain cases may need additional pet and service animal support.

ASSUMPTIONS

- Emergency situations may require the evacuation of citizens with pets and/or service animals from their homes in Taos County.
- It is essential to identify persons with pets and/or service animals so that appropriate care can be provided.
- Persons with pets and/or service animals may not be able to be cared for at all mass care centers.
- The American Red Cross will need assistance in caring for persons with pets and/or service animals.
- Some persons with pets and/or service animals will need to have pets and/or service animals located to an animal friendly facility.

CONCEPT OF OPERATION

The Taos County Emergency Manager will notify the American Red Cross of the need for the use of a mass care center during an emergency situation.

The American Red Cross will identify persons having pets and/or service animals as they register at a mass care center. Whenever possible, these individuals will be accommodated at the site where they have arrived. When necessary, they will be directed to an alternate mass care center that is more suitable to their needs.

The American Red Cross will identify mass care centers that can meet the needs of persons with pets and/or service animals and provide this information to the Taos County Public Information Officer for inclusion in any Emergency Alert System broadcast concerning the location of mass care centers.

The American Red Cross will coordinate the needs of persons with pets and/or service animals with the Animal Control Coordinator. When possible, the needs of these persons will be met at the mass care centers through the efforts of the Animal Control Coordinator. If the needs of the individual exceed the mass care center's capability, an alternate location will be identified.

ORGANIZATION AND RESPONSIBILITIES

Primary

American Red Cross

- Will identify all mass care centers with the ability to meet the requirements of persons with pets and/or service animals
- Will ensure that the Taos County Public Information Officer includes the location of pets and/or service animals mass care centers in broadcasts, as needed
- Will identify persons with pets and/or service animals as a part of their registration process
- Will accommodate persons with pets and/or service animals, when possible
- Will coordinate with the Animal Control Coordinator to meet the requirements of pets and/or service animals

Animal Control Coordinator

- Will make arrangements with the American Red Cross to meet the requirements of pets and/or service animals
- Will coordinate the relocation of pets and/or service animals that are beyond the capability of the American Red Cross mass care centers
- Will arrange transportation and care for pets and/or service animals at designated locations or other long-term care facility, as needed
- Will coordinate the actions that will be taken to remove and dispose of animal carcasses

Supporting

Taos County Emergency Manager

- Will assist the American Red Cross in identifying mass care shelters for pets and/or service animals or alternate facilities

Taos County Public Information Officer

- Will coordinate information concerning mass care centers with facilities for pets and/or service animals

ADMINISTRATION AND LOGISTICS

Administration

American Red Cross

- Will identify the abilities of all planned mass care centers to handle pets and/or service animals
- Will ensure that Standard Operating Procedures are in place concerning its responsibilities covered under this plan
- Will ensure that training is conducted in order to fulfill the task requirements of this plan
- Will ensure that the Incident Command System is utilized during emergency situations

Logistics

The American Red Cross will work with the Animal Control Coordinator to meet the needs of persons with pets and service animals.

Additional resources will be requested from the Administrative Group, as needed.

All departments and agencies will maintain expenditures in accordance with the requirements of the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The American Red Cross, the Animal Control Coordinator and the Taos County Emergency Manager are responsible for ensuring that the Mass Care of pets and/or service animals Appendix and its attachments are kept current, including agency SOP's and other documents, as required.

The American Red Cross, the Animal Control Coordinator and the Taos County Emergency Manager will coordinate all reviews and revisions to the Mass Care of Special Needs Population Appendix by August 31st annually.

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**Annex 13 – Agricultural Prevention, Preparedness, Response, and
Recovery Plan (APPRR) for Taos County**

**Agricultural Prevention,
Preparedness, Response, and
Recovery Plan (APPRR) for Taos
County**

**Agricultural Annex to Taos County
Emergency Operations Plan**

EMERGENCY CALL ROSTER

IN CASE OF AN ACTUAL OR SUSPECTED AGRICULTURAL EMERGENCY, YOUR FIRST CALLS SHOULD BE TO ONE OF THE FOLLOWING:

TAOS COUNTY EMERGENCY MANAGER: Bobby Lucero
PHONE: (575) 737-6459 Office (575) 779-9381 Cell
TAOS COUNTY SHERIFF: Jerry Hogrefe
PHONE: (575) 737-1490 (575)779-4326 cell
NEW MEXICO LIVESTOCK BOARD INSPECTOR: Ruben Baca, JR.
PHONE: (575) 758-1490 (575) 770-1490 Cell
TAOS COUNTY EXTENSION AGENT: Tony Valdez
PHONE: (575) 758-3982
Watch Officer DHSEM: 1-505-476-9635
Nm.oec@state.nm.us

Taos County Agricultural Preparedness Committee:

Bobby Lucero, Office of Emergency Management
Ramon Pacheco, Public Works Department Director
Ruben Baca, Jr., New Mexico Livestock Board Inspector
Tony Valdez, County Extension Agricultural Agent, NMSU
Leandro Cordova, Taos County Public Information Officer
Ted Schupbach, DVM, Veterinarian
Tim Johnson, DVM, Veterinarian
Jim Fambro, County Commissioner/Chairman
Mark Gallegos, County Commissioner, District 2
Gabriel J. Romero, County Commissioner, District 3
Tom Blankenhorn, County Commissioner, District 4
Candyce O'Donnell, County Commissioner, District 5

Agricultural Prevention, Preparedness, Response and Recovery Plan (APRR) for Taos County

- A. Agencies, organizations and individuals identified in this plan are familiar with it and will execute their assigned responsibilities, including the timely reporting of agricultural emergencies.
- B. If an agricultural emergency is discovered the entire agricultural complex of the county, state, region and possibly the entire U.S. may be at risk.
- C. There is the potential for the State to incur a disease and/or threat of disease as a result of an act of terrorism.

- D. Numerous local, state, federal and volunteer organizations will play a role in preventing, preparing, responding and recovering from ANY agricultural emergency.
- E. Certain agricultural emergencies and large-scale disasters quickly require federal involvement.
- F. New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) coordinates assistance to local jurisdictions by state and federal agencies in case of a disaster.
- G. The New Mexico Livestock Board (NMLB) and the New Mexico Department of Agriculture (NMDA) will use the National Incident Management System (NIMS) to manage the response to an agricultural emergency, including but not limited to highly contagious animal or plant diseases threatening agricultural production in New Mexico.
- H. Personnel for the United States Department of Agriculture, Animal and Plant Health Inspection Service, Veterinary Services (USDA, APHIS, VS) will assist the State Veterinarian as appropriate in any animal health emergency.
- I. An agricultural disease emergency involving animals and/or plants in New Mexico, the United States or surrounding countries may significantly restrict the intrastate, interstate and international movement of animals (especially livestock) as well as harvested animal and plant products.
- J. The function of, and access to public utilities, water, roads and veterinary medical supplies may be severely restricted or inaccessible after a disaster or in the event of quarantine due to an agricultural emergency.
- K. The incursion of highly contagious animal diseases and catastrophic events will necessitate mass culling of livestock (animals and/or birds), crops, carcass and crop removal and disposal.
- L. Response efforts could also encompass culling of non-domesticated populations such as wildlife.
- M. Animal carcasses, un-harvested crops, unused animal feed, manure and other organic matter may create sanitation, pest and vector control issues.
- N. Widespread bio-security control measures may be implemented. Suspected infected locations and transport vehicles may need to be cleaned and disinfected.
- O. Quarantine of areas may be required where there are confirmed or suspect cases. Special operational procedures within these zones may be required. Law enforcement may be required for quarantine enforcement.

- P. Agricultural emergencies may lead to long term economic impacts requiring long term federal and state assistance programs for recovery.
- Q. Producers directly involved in the agricultural emergency (i.e., losing animals or crops, euthanasia and disposal of animals, etc.) may require psychological counseling and support.

Response to Agriculture Emergency Events in Taos County

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NATURAL or MAN-MADE disaster response will follow this emergency plan.

The agriculture industry in Taos County is a major contributor to the economy of the county and to the State. The negative impact of an outbreak of disease or impact of a natural or man-made disaster could result in economic losses of enormous scale. Effective disease control and an efficient, well-organized response to a disaster requires full utilization of available resources and cooperation of all local, state and federal agencies in order to minimize the impact on the agriculture industry.

The New Mexico Livestock Board and the New Mexico Department of Agriculture are the primary state agencies with statutory authority pertaining to animal and plant issues. The NMLB is responsible for, but not limited to, coordinating disease control procedures, disposition of abandoned, disabled or dead animals and agro-terrorism. NMDA is responsible for, but not limited to, coordinating disease control procedure and disposition of diseased crops and agro-terrorism. This plan recognizes certain catastrophic events related to agriculture as events requiring activation of the State Emergency Operations Plan. This plan supports the control efforts of public health agencies in controlling zoonotic and botanical diseases and law enforcement in acts of terrorism where either animals or plants are the vehicle for dissemination of a chemical or biologic agent.

The purpose of the Taos County APPRR Plan is consistent with the National Response Framework (NRF), National Incident Management System (NIMS) with the overall intention of protecting the agricultural resources by providing a guide for a rapid and coordinated response to an agricultural emergency. This plan coordinates the application of county, state, federal and volunteer resources in mitigation, preparedness, and response and recovery efforts to assist production agriculture in an agricultural emergency to provide for a seamless integration of county, state and federal response.

This plan identifies the roles and responsibilities of the APPRR participants to protect the public health and the agricultural industry of Taos County, New Mexico.

The New Mexico APPRR will be activated only when Taos County's APPRR and capabilities are exceeded.

An agriculture emergency could be declared because of natural occurrences (snow, rain, wind, drought or infestation of an insect or plant), or when a highly contagious, infectious or economically devastating disease or agent is confirmed in Taos County, New Mexico, other states (especially an adjacent state) or a country adjacent to the United States (i.e. Canada and Mexico). The introduction of agricultural diseases could be accidental or intentional (bio-terrorism/agro-terrorism). Any factor causing a substantial impact on the safety, sustainability and stability of the county agriculture industry and food supply from animal or plant sources may be categorized as an agricultural emergency.

The Taos County APPRR utilizes emergency response levels (ERL's) to designate which activities will take place in the event of imminent or actual threats affecting Taos County.

The State Veterinarian, the NMLB, NMDA and the Cooperative Extension Service will, on a continuing basis, assimilate information relative to the presence of diseases in other countries, the United States and New Mexico.

A daily level of preparedness, which includes routine monitoring and surveillance, will be maintained.

Defining ERL 1 for Taos County:

First-responders for Taos County will be:

- Local NMLB Inspectors
- Agricultural Extension Agent
- Local veterinarians for livestock diseases

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Incident Command will be the responsibility of the first "first responder" on the scene and will remain their responsibility until the emergency is declared an ERL2, or when someone arrives with more expertise or authority

Local Response to an ERL 1:

1. In consultation with first responders group (*local NMLB inspectors, Taos County Extension Agent and local veterinarians*) assign the emergency response level to the incident.
2. Determine the scope and level of initial response, initiate a task force and prioritize response activities.
3. Determine the location and size of possible affective areas.
4. In consultation with other agency personnel, strategically assign duties and areas of responsibility.

5. Notify appropriate industry groups of the presence of the threat and request their support to contain and remedy the problem.

Notification Groups:

Taos County Emergency Manager – Phone: (575) 737-6459
Taos County Manager – Phone: (575) 737-6307
Dispatch – (575)758-2217
Taos County Road Superintendent – Phone: (575) 737-6472
NMLB Inspector – Phone: (575) 758-1490
Taos County Extension Agent – Phone: (575) 758-3982
Taos County Sheriff – Phone: (575) 737-6482
Taos County Rural Addressing System Coordinator: (575) 737-6452
Taos County Fire Chief – (575)737-6469
Town of Taos Police Chief – Phone: (575) 751-3361
Taos Volunteer Fire Department – Phone: (575) 758-3386
Hospital - Administrator – Phone: (575) 758-8883
Veterinarian – Phone: (575) 758-
New Mexico Gas Company: (800) 687-7854
Kit Carson Propane Company – Phone: (575) 2258/ 586-1390/ 587-1900
New Mexico Propane Company – Phone: (575) 758-3352
Pendleton Propane Company – Phone: (575) 758-2266/ 586-0042
Romero’s Rio Grande Propane – Phone: (575) 751-7774
AmeriGas Propane Company – Phone: (575) 4249
Kit Carson Electric Cooperative – (575) 758-2258
Taos Tack and Vet Supply – (575) 737-9798
Taos County Sheriff’s Posse (Captain Ronnie Salazar)—(575) 758-
Taos County Agricultural Center – (575) 758-3982

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ANY PRODUCERS INVOLVED WILL BE IDENTIFIED AND NOTIFIED BY THE LOCAL LIVESTOCK INSPECTOR AND COUNTY EXTENSION AGENT.

In the event of an ERL 2:

The Local Livestock Inspectors and the Taos County Extension Agent will alert the office of the New Mexico State Veterinarian and/or The New Mexico Department of Agriculture at which time they will become the Incident Command and the New Mexico State Emergency Plan will take precedence.

In the event of an ERL 3:

The Federal Emergency authorities may become involved according to the New Mexico State Plan. At this time the National Emergency Plan will take effect. The New Mexico Livestock Board (the office location of the State Veterinarian) and the New Mexico

Department of Agriculture are the lead agencies in any domestic animal health or plant related emergency. NMLB and NMDA will respond by using the National Incident Management System (NIMS) protocol. The specific components will be under the unified command of the State Veterinarian's Office and the USDA Area Veterinarian in Charge (AVIC) for animal health emergencies or the NMDA and the USDA/PPQ (United States Department of Agriculture / Plant Protection Quarantine) for plant emergencies. Their overall responsibility will encompass command and management of the disease event, overseeing the management and dissemination of resources, establishing a communication and information management system and securing supporting technologies. The State Veterinarian, AVIC and State Plant Pathologist (NMDA) may use any or all of the following action steps to control and/or eradicate the disease encountered in the event.

1. Assign the emergency response level to the incident.
2. Determine the scope and level of initial response and initiate a task force.
3. Determine the location and size of possible affected areas.
4. Establish quarantine area(s) and issue quarantine orders as needed.
5. In consultation with other agency personnel, strategically assign duties and areas of responsibility.
6. Determine appropriate movement restrictions for animals, people, equipment, feed, commodities and conveyances.
7. Prepare information for dissemination to the public, producers, processors and other concerned groups through Joint Information Center.
8. Notify NMDHSEM (New Mexico Department of Homeland Security and Emergency Management) and allied parties when a livestock disease sample being sent to the Foreign Animal Disease Diagnostic Lab (FADDL) in Plum Island, NY for analysis is highly likely to be a highly contagious or infectious disease or agent.
9. Coordinate with NMDHSEM, USDA, NMDOT, NMSO, County jurisdictions and other agencies as needed in locating a staging area(s) outside the quarantined area.
10. Conduct livestock disease assessments at the site of the event to determine needs and priorities.
11. Coordinate state-level livestock disease emergency response and recovery.
12. Prioritize activities and areas of greatest urgency for state response and recovery personnel in the field.
13. Coordinate with the USDA, APHIS, VS and Emergency Programs Staff and provide liaison between other federal, state and county organizations when required.
14. Direct disease investigations, epidemiological investigations and trace outs to determine source of disease and scope of disease outbreak.
15. Identify contaminated fee, livestock and agricultural products that must be destroyed and disposed of or decontaminated.
16. Identify and approve, with notification to NMDEQ (New Mexico Department of Environmental Quality), animal carcass disposal sites, sites for burning animal

- carcasses, contaminated feed or other items that are contaminated.
17. Identify and approve, with coordination with NMDEQ, temporary waste disposal for effluent from cleaning and disinfecting stations.
 18. Coordinate with appropriate organizations for the deployment of inspectors and veterinarians for agricultural response and recovery.
 19. Establish and/or coordinate appropriate regulatory controls.
 20. Provide advisories and related public information.
 21. Coordinate with OSP, country and local law enforcement for site security and related issues.
 22. Maintain ongoing animal agriculture surveillance of affected communities in order to rapidly identify and address disease related problems.

LOCAL GOVERNMENT:

Local emergency management officials will be actively involved in the response and will be utilized. Taos County has a comprehensive emergency management plan, which provides the framework for the jurisdiction’s response to emergencies and disasters.

Taos County will utilize their resources and provide an additional line of communication with local farmers, industry groups and community.

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STATE AGENCIES:

New Mexico Department of Homeland Security Emergency Management (NMDHSEM) may activate the State Emergency Management Plan and Emergency Control Center to:

1. Support County, NMDA and NMLB by providing statewide coordination for logistical support, security, biosecurity, support personnel, procurement of supplies, equipment, vehicles, food, lodging and administrative support during livestock disease response and recovery emergencies. Coordinate with NMDA, NMLB for the provision of biosecurity training to support agencies and provide biosecurity training to agency personnel designated for operations in the affected area.

New Mexico State Police (NMSP) may:

Provide law enforcement support to conduct traffic checkpoints and roadblocks and secure quarantined areas and related sites during livestock emergencies. Coordinate with local law enforcement throughout response and recovery and provide law enforcement support for issuing search warrants and other support as needed.

New Mexico Department of Health Acute and Communicable Disease prevention may:

Coordinate with NMDA, NMLB if a zoonotic condition exists, support public

information efforts and provide veterinary and epizootologic support to an emergency. The Department of Health Services, Office of Mental Health and Addiction Services may provide or coordinate mental health staff to assist in crisis counseling efforts.

New Mexico Department of Environmental Quality (NMDEQ) may:

Assist and coordinate with NMDA on subjects such as carcass disposal, cleaning and disinfection and other issues that may influence soil, water and air quality, and may be a Liaison with Environmental Protection Agency to address issues that may arise and provide lab emergency response support.

New Mexico Department of Fish and Wildlife (NMDF&W) may:

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

New Mexico Department of Transportation (NMDOT) may:

Assist in the movement of state resources during emergencies.
Provide traffic control and routing assistance, barricades and road monitoring.
Provide equipment and operators to assist with animal disposal.

New Mexico Department of Administrative Services (DAS) may:

Assist in the identification of resource providers and in purchasing of supplies, equipment and services needed during a state-level livestock or crop emergency.

New Mexico National Guard may be called upon for support:

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

New Mexico State University (NMSU)

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

New Mexico Department of Parks and Recreation (NMDP&R) may be a resource for logistical support, storage and parking. Depending on the location, the state agency may have land that could be utilized to dispose of animals by burial.

New Mexico OSHA (NM-OSHA) may:

Provide technical assistance on worker safety and health issues.

Liaison with Federal OSHA when worker safety and health issues are coordinated pursuant to OSHA regional and national emergency management plans or under the National Response Plan.

Assist and coordinate with NMDA on subjects such as worker protection related to incident specific health and safety site plans (HASP), risk (hazard/exposure) assessments, personal protective equipment (PPE) and respiratory protection programs, responder training and/or decontamination.

Assist and coordinate with NMDA on actions such as personal exposure monitoring and laboratory analysis of occupational exposure samples; data collection, interpretation and sharing, reports and recordkeeping.

Assist and coordinate with NMDA on technical information resources to facilitate effective risk management and risk communication.

Federal Agencies

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

Assist in disease eradication activities including quarantine, evaluation, slaughter, disposal, cleaning and disinfecting, epidemiology, trace-back, vector control and transportation permitting arrangements.

Consult with state and local authorities regarding eradication proceedings.

Collect, analyze and disseminate technical and logistical information.

Define training requirements for casual employees or support agencies involved in eradication operations.

Issue a declaration of extraordinary emergency.

Coordinate with state and local agencies to define quarantine and buffer zones.

Prepare information for dissemination to the public, producers, processors and other concerned groups through the Joint Information Center.

Allocate funding for compensation to the owner(s) of depopulated animals.

Define restrictions on interstate commerce.

USDA, Food Safety Inspection Service (FSIS)

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

USDA APHIS Plant Protection Quarantine (PPQ)

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

Federal Emergency Management Agency (FEMA)

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

Food and Drug Administration (FDA)

One of FDA's mandates is to protect the public health by assuring the safety of our nation's food supply. FDA also has an important role in prevention and control of

contaminated animal feed. FDA may assist state and local authorities in disease eradication activities and/or food-borne illness emergency investigations.

Federal Bureau of Investigation (FBI)

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

Environmental Protection Agency (EPA)

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

Department of Homeland Security (DHS)

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

Volunteer and industry groups

Volunteer groups such as The Red Cross, Humane Societies, Animal Shelters and Veterinary Medical Associations may provide resources such as personnel, equipment, technical assistance, rescue and sheltering, planning, training, animal medical care and public health issues. Activities will be coordinated via liaison with the Incident Command.

The New Mexico livestock industry groups (i.e. producer organizations, livestock markets, slaughtering establishments, rendering facilities and other allied groups) may, upon request from NMDA and USDA act as liaisons on matters relating to livestock industries affected by an animal disease outbreak, such as participate as members of state and local jurisdiction planning teams and assist state and county jurisdictions in the response and recovery phases of emergencies. They may also be called upon to provide assistance to families affected by quarantine, euthanasia and disposal activities during the emergency. As well as provide support for disease control and eradication activities, provide appropriate information for dissemination to industries and the public, identify individuals who may be qualified to assist with disease control efforts, develop a list of qualified appraisers, support exercises and drills as a participant during the exercise and design period and conduct of the event, and include state and county jurisdictions in business and industry activities.

When ERL 2 is activated

The NIMS Incident Command System (ICS) will be used to manage the response at the county jurisdiction where the incident occurred and at the state and federal level. Unified Command would be utilized at all levels since the event would involve multi-jurisdictional or multi-agencies. The State Veterinarian, in conjunction with the AVIC, will direct all animal disease investigation, surveillance, diagnostic, biosecurity, animal depopulation, carcass disposal, cleaning/disinfection and recovery activities. Primary and support agencies will coordinate through the State Veterinarian, NMDHSEM and County Emergency Operations Center (EOC). An ICS will be established at the outbreak area(s) to ensure the most effective response and use of personnel and equipment. An Area Command Center will be instituted at the state Emergency Operations Center (EOC) or the New Mexico Department of Agriculture, when an incident occurs in more than one location and the span of control exceeds the capability of the initial ICS. Acts of terrorism may be directed to the nation's food supply, either as the target or as a vehicle of chemical, radiological and biologic weapons of mass destruction. Acts of terrorism are a federal crime and the response to such events are authorized and outlined in the -- National Response Framework (NRF). The Secretary of Homeland Security is the principal federal official responsible for domestic incidents. The Federal Bureau of Investigation (FBI) is the primary federal agency that would be notified when an act of terrorism is suspected. All other activities will proceed as consequences of such an event as described in the NRF. The event will proceed according to the NRF, the extraordinary state of emergency and the state emergency operations plans.

Recognizing that the ability to respond to and recover from emergency events is a result of mitigation, planning, training and exercise, all primary and support agencies that will participate in such activities to maintain a state of readiness.

The maintenance and updating of this plan may be timed in accordance with the processes of changes in government structure, exercises performed, critiques of actual emergency situations or guidance from state and federal government.

Periodic plan testing is essential for determining the ongoing effectiveness of the plan as the legal environment, technology, livestock industry, the field of veterinary medicine, disease threats and other key parameters change over time. NMDA will work in partnership with county and other state and federal agencies to ensure that adequate testing and maintenance of this plan occurs.

It is highly recommended that regardless of the ERL level, the nature of the emergency or degree of the disaster, County Emergency Response Teams be involved in all planning, coordination and implementation of emergency actions.

Annex 14 – Recovery

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OVERVIEW

With the resolution of the immediate threat to the public from an emergency situation, the reestablishment of normality becomes the government’s goal. Recovery is the process of rebuilding the community to a pre-disaster condition and is accomplished through both public and private efforts. The State of New Mexico has established a program to assist in the recovery process for qualifying projects. The recovery process should strive to rebuild the community in such a manner as to avoid damage from similar emergency situation in the future through mitigation.

RESPONSIBLE AGENCIES

Primary

- Taos County Commission
- Taos County Manager
- Taos County Emergency Manager
- Taos County Planning Office

Supporting

- Taos County Sheriff’s Department
- Taos County Volunteer Fire Departments
- Taos County Public Works Department
- Other public and private agencies, as required
- Cemetery Care Takers

PURPOSE

The purpose of recovery is to establish a plan of priority projects and programs in order to rebuild the county to a pre-disaster condition. As a part of that process, numerous state and federal programs are available that can assist in the rebuilding process.

SITUATION

Once an emergency situation occurs, the goal of Taos County is to return the County to a pre-disaster condition as quickly as possible. Depending on the type and scope of the emergency this recovery process may take extended periods of time. In addition to the return to a pre-disaster condition, it is important to ensure that all recovery efforts consider methods to reduce or eliminate the potential for future damage or destruction.

The Federal Emergency Management Agency presently requires all counties to prepare and utilize a 5-year mitigation planning program. The thrust of this effort is to identify the potential emergency situations that can occur in each county and develop strategies to reduce or eliminate them. This effort, when in place, will assist in the recovery of Taos County from future emergency situations.

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ASSUMPTIONS

- Recovery from an emergency situation may take extensive time
- Taos County will prioritize projects during recovery operations
- Taos County may require outside assistance in its recovery operations
- Taos County will experience damage to both private and public properties as a result of emergency situations
- The State Coordinating Officer (SCO) will assist eligible applicants in recovering from the effects of an emergency/disaster event following a State Disaster Declaration
- The primary agency for coordinating damage assessment is the Department of Public Safety, Emergency Management Center, Response & Recovery Branch at the state level

CONCEPT OF OPERATIONS

Recovery operations will be based on the nature of the emergency situation that has occurred and the amount of damage it caused. In all cases the goal of recovery is to return the County to a pre-disaster condition. In order to accomplish this goal, recovery will include damage assessments, a prioritization of utility restoration, debris collection and removal operations, temporary services, assistance programs, and priority of repairs.

During recovery operations, the Taos County Emergency Operations Center may remain activated on a limited basis to coordinate the recovery effort.

A damage assessment may be required for all public properties affected by the emergency situation. The Taos County Public Works Department will coordinate and conduct these assessments and report their findings to the Taos County Manager.

Based on pre-arranged priorities, the Taos County Public Works Department will coordinate the restoration of services within the County.

During recovery operations the Taos County Public Works Department will establish and maintain temporary potable water and sanitation sites, as needed.

The Taos County Solid Waste Department will establish debris collection sites, as needed. The location of these sites will be publicized by the Public Information

Officer.

The Taos County Solid Waste Department will coordinate the sorting and disposal of debris, including hazardous materials.

The Taos County Solid Waste Department will coordinate the removal of debris, as needed.

Taos County Animal Control will coordinate the disposal of carcasses.

The Taos County Volunteer Fire Departments may be called upon to assist in limited debris removal and water removal operations in cases of flooding.

The Taos County Sheriff's Department will coordinate the security of public buildings and unsafe areas, as needed.

Taos County Search and Rescue will conduct search and rescue and limited urban search and rescue operations as needed.

ORGANIZATION AND RESPONSIBILITIES

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Primary

Taos County Commission

- Will make needed Declarations of Emergency
- Will provide the overall guidance for County services and establish the priorities of action in reestablishing normality throughout the County
- Will enact legislation necessary to avoid repetitive loss due to future emergency situations

Taos County Manager

- Will oversee all public recovery operations
- Will establish the priority of repair to public buildings

Taos County Emergency Manager

- Will prepare an after action report for the County Manager and County Commission including recommendations for change, as needed
- Will evaluate mitigation potentials for the reduction or elimination of similar future events
- Will coordinate with State and Federal agencies to assist County government and the general public in returning to pre-disaster conditions

Taos County Planning Office

- Will evaluate the damage caused by the emergency situation and suggest building code and zoning code changes that will avoid the repetitive losses caused by the event

Taos County Public Works Department

- Will perform damage assessments, as needed
- Will provide potable water, as needed
- Will provide temporary sanitation sites, as needed
- Will assist in limited debris removal operations
- Will establish and maintain emergency routes

Taos County Solid Waste Department

- Will coordinate debris disposal operations
- Will establish debris collection sites
- Will sort debris as needed
- Will coordinate disposal of hazardous materials, as needed

Taos County Animal Control

- Will coordinate disposal of animal carcasses, as needed

Taos Search and Rescue

- Will conduct search and rescue operations, as needed
- Will conduct limited urban search and rescue operations, as needed

Supporting

Taos County Sheriff's Department

- Will coordinate security of public facilities
- Will coordinate traffic control of emergency routes
- Will control access to unsafe areas

New Mexico State Police

- Will monitor and advise on hazardous material disposal operations
- Will coordinate all search and rescue operations

Cemetery Care Takers

- Cemetery will assist identify all gravesites/cemeteries that may be impacted by a disaster and replace unearthed/floating/missing coffins and review records to confirm identification, manage closed/historical gravesites

ADMINISTRATION AND LOGISTICS

Administration

All Taos County departments and agencies will provide the Taos County Treasurer a report covering all damage to facilities and equipment, expenses incurred during

emergency operations, and priority and cost of needed repairs.

The Taos County Treasurer will compile these reports for presentation to the Taos County Manager and the Taos County Commission.

The Taos County Emergency Manager will work with State and Federal authorities to assist in returning Taos County to a pre-disaster condition.

Logistics

All expenditures will be in accordance with the New Mexico Disaster Assistance Program Handbook.

PLAN DEVELOPMENT AND MAINTENANCE

The Taos County Manager and the Taos County Emergency Manager are responsible for ensuring that the Recovery Annex and its attachments are kept current, including agency SOP's and other documents, as required.

The Taos County Manager and the Taos County Emergency Manager will coordinate all reviews and revisions to the Recovery Annex by August 31ST annually.

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NEW MEXICO

DISASTER ASSISTANCE PROGRAM

GUIDELINES FOR APPLICANTS

FOR NON-FEDERAL DISASTERS

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DEPARTMENT OF HOMELAND SECURITY

AND EMERGENCY MANAGEMENT

January 2011

PLAN AUTHORIZATION

In accordance with §12-10-3 NMSA 1978 annotated, as State Director of Homeland Security and Emergency Management I authorize this New Mexico Disaster Assistance Program Guidelines for Applicants 2011 to be adopted for use within the State of New Mexico.

This document shall be effective as of the date of my signature.

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M. Jay Mitchell

Date

State Director of Emergency Management

Governor's Authorized Representative

Cabinet Secretary

Department of Homeland Security and Emergency Management

Introduction

The Department of Homeland Security and Emergency Management (DHSEM) stands ready to assist local governments and other qualified applicants to recover from the effects of a disaster or emergency. The Disaster Assistance Program within the Response and Recovery Bureau offers a cost-matching grant program to restore eligible facilities to pre-event condition following a disaster or emergency declared by the Governor.

This publication presents information needed by applicants who face disaster or emergency conditions. For general program information, applicants should contact the Disaster Assistance Program office in Santa Fe at 505-476-9615 or 505-476-9600.

To report emergency conditions, an authorized local government official should call the DHSEM Duty Officer at 505-476-9635. *(This number is for official use only; please do not give it out to the public.)*

The Governor's Authorized Representative reserves the right to extend deadlines and make expedient changes in procedures according to the needs of a given situation.

I. What Constitutes a Disaster or Emergency?

a. **Emergency:** An emergency, in the context of this document, is a situation that occurs suddenly and threatens the health and safety of citizens and responders within a jurisdiction. There usually is not significant property damage. If the emergency spreads to surrounding jurisdictions and/or overwhelms local response efforts, the jurisdiction may request that the state Emergency Operations Center (EOC) provide assistance. An emergency is usually short-lived, but longer times may be involved, as in a public health emergency. In terms of state assistance, there is no important distinction between an emergency and a disaster.

b. **Disaster:** A disaster is an event that occurs suddenly, threatens the health and safety of citizens and responders, and causes property damage that must be repaired. A disaster often entails a lengthy recovery period. A disaster event may affect only one jurisdiction or it might simultaneously affect several neighboring jurisdictions or the entire state.

c. **Incident Period:** Every emergency or disaster has an incident period which starts when the event happens and ends when public health and safety are no longer threatened. Occasionally officials can anticipate emergency or disaster conditions in advance, and the beginning of the incident period may actually precede the start of the event. The end of the incident period may be the same day it started, or it may be days or weeks later. For state-declared disasters, the Governor's Authorized Representative will determine the start and end of the incident period.

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II. Expectations for Local Governments – Pre-Disaster

a. **Lines of Communication:** Local governments are expected to maintain open lines of communication at several levels. They should have:

- i. Clear interoperable communications within their own and neighboring emergency response systems;
- ii. The capability to communicate with and receive emergency information from their citizens;
- iii. Frequent communication with both the state Emergency Operations Center and neighboring jurisdictions.

b. **Emergency Management Capability:** Local governments are expected to anticipate disasters that may befall them and develop plans and programs to deal with those situations. The Department of Homeland Security and Emergency Management stands ready to assist jurisdictions with these needs and offers training, guidance, and consultation free of cost.

c. **Mutual Aid:** Local governments must meet the emergency response needs of their jurisdictions. Part of that may be accomplished by developing and maintaining written mutual aid agreements with neighboring jurisdictions. It is possible that a jurisdiction may meet its emergency needs through mutual aid, rather than by requesting state assistance.

d. **Insurance:** DHSEM encourages local governments to join the National Flood Insurance Program, thereby making flood insurance available to businesses, private citizens, and the public sector. Insurable facilities should carry natural hazards insurance.

e. **Mitigation:** Local governments should develop mitigation plans and seek funding for mitigation projects within their jurisdiction. Often neighboring jurisdictions go together on these efforts. Local government officials may contact DHSEM for assistance.

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III. Expectations for All Applicants – Pre-Disaster

a. **Regular Maintenance:** All applicants should keep their facilities in good condition. If recovery funding is approved, the state may require the applicant to produce maintenance logs or other evidence such as photographs to establish the pre-event condition of damaged facilities. Lack of maintenance will make most facilities ineligible.

b. **Due Diligence:** All applicants are expected to use common sense to prevent or limit the extent of disaster damage. Negligence on the part of the applicant is grounds to render a project ineligible.

c. **Emergency Funds:** While not strictly required, applicants are urged to set aside an emergency fund to use for immediate needs and unbudgeted disaster expenses. It may take DHSEM several weeks or months to get disaster recovery grant funding into the hands of approved applicants.

d. **Communications:** Non-governmental applicants should develop contacts with their local government so that when a disaster strikes, it is not the first time they have ever talked. Local governments, especially emergency responders, need to know in advance where they might have to go and what they might have to deal with when they get there.

e. **Insurance:** All applicants should obtain and maintain natural hazard insurance for their insurable facilities. If applicable, that insurance coverage should include flood insurance from the National Flood Insurance Program.

f. **Preventive Actions:** All applicants should develop emergency plans and review them from time to time. They should pursue hazard mitigation opportunities if possible.

IV. Expectations for State Government – Pre-Disaster

a. **State Emergency Operations Center (EOC):** DHSEM maintains the state Emergency Operations Center in a condition of readiness to assist local governments when an emergency or disaster strikes.

b. **State agency assistance:** All state agencies will assist in emergency response and recovery actions that are authorized by Executive Order and assigned by the state EOC Director¹.

c. **Disaster recovery grant funding:** Following an emergency or disaster declaration by the Governor, the state will make disaster recovery grant funding available to qualified applicants under procedures described in this document. Recovery grants are cost-sharing grants, which may not cover all expenses incurred by the recipient. Grant funding is not a substitute for insurance.

V. Expectations for the Federal Government – Pre-Disaster

a. **Federal Emergency Management Agency (FEMA):** The US Department of Homeland Security includes FEMA, which is the primary federal agency tasked with coordinating various post-disaster assistance programs that may be available to states if their emergencies or disasters are severe enough to overwhelm state resources.

b. **FEMA disaster recovery:** FEMA offers two principal disaster recovery programs to the states: the Public Assistance Program and the Individual Assistance Program. Further discussion of federal disaster recovery programs is beyond the scope of this document. Interested parties should refer to the New Mexico Disaster Recovery Plan for more details of federal disaster recovery.

VI. Disaster-Reporting Expectations

a. **Applicant to local government:** As soon as possible after the occurrence of a disaster or emergency, a non-governmental applicant must contact the local government and report the

¹ The state EOC Director may designate other staff to carry out certain functions.

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incident. The local government will activate their emergency response system and local Emergency Operations Center (EOC) if necessary. The timely use of local resources and mutual aid may make involvement of higher levels of government unnecessary.

b. **Local government to state government:** The local government will contact the state EOC to report any event that exceeds, or will exceed, local capability to protect public health and safety. This contact should be very shortly after the event occurs. Incidents not reported to DHSEM within 10 days of occurrence may be ruled ineligible.

c. **State government to FEMA:** The state EOC Director may contact FEMA for any event that appears to exceed state response and recovery capability. This is a “heads-up” call and often does not result in any federal involvement.

VII. Preliminary Damage Assessment (PDA)

a. **Local Damage Reporting:** When the local government reports possible disaster conditions, the Duty Officer needs to know some details, which may include:

- i. What happened?
- ii. When did it happen?
- iii. How bad was it?
- iv. Who or what was affected?
- v. What are the immediate needs?
- vi. What resources are being asked for?
- vii. Is the event over, or is it continuing?
- viii. Who are the principal points of contact and how do we reach them?

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b. **The State PDA team:** Within approximately 5 days of the initial report the state EOC Director will assemble a PDA team consisting of DHSEM Recovery Unit personnel and state agency subject matter experts (as needed) suited to the types of damage expected in the affected area. These people will work with local government officials and representatives of known non-governmental applicants to tour major damage sites.

c. **State PDA purpose:** The purpose of the state PDA is to determine if there is sufficient eligible damage in the public sector to recommend a Governor’s Executive Order declaring a disaster. They report to the state EOC Director with an estimate of public infrastructure damages by category. Furthermore, they report their observations on the continuing threat to public health and safety, the general condition of housing in the area, and other possible social and economic impacts.

d. **State PDA consequences:** The state PDA team’s findings may result in one of three outcomes:

- i. If damage is minor, the state EOC Director may recommend no further disaster recovery action.
- ii. If damage is significant but not of such a scale as to approach or exceed FEMA thresholds, the state EOC Director may recommend a Governor’s Executive Order declaring a disaster and making state disaster recovery funding available.
- iii. If damage approaches or exceeds FEMA thresholds, the state EOC Director may request a Joint FEMA/State PDA for the Public Assistance Program and/or the Individual Assistance Program. Further discussion of federal disaster recovery programs is beyond the scope of this

document. Interested parties should refer to the New Mexico Disaster Recovery Plan for more details of federal disaster recovery.

VIII. Eligibility

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a. The event:

i. As used in this document, a disaster or emergency is usually the result of a natural hazard (flood, wind storm, hail, tornado, winter storm, earthquake, wildfire), a technological or man-made hazard (dam failure, power outage, urban fire, explosion, structural collapse, hazardous materials incident), or other similar situation.

ii. A key feature of a disaster event is that it has a definite starting point. A slowly occurring situation such as drought would probably not qualify as a disaster event. The final decision rests with the Governor's Authorized Representative.

b. Local resolution:

i. As soon as local government officials realize (1) that a disaster or emergency event has occurred within their jurisdiction and that (2) their resources are going to be overwhelmed by the sudden needs, local officials begin the process of issuing a disaster resolution.

ii. Even if the local government does not suffer any loss due to the event, they need to issue a disaster resolution on behalf of other eligible applicants within the jurisdiction.

iii. There is a 30-day deadline for issuing the local disaster resolution, dated from the start of the incident period.

c. Applicant eligibility:

i. Any local government may apply for disaster assistance, including municipalities, counties, and tribal governments.

ii. Special districts created by legislative action are eligible to apply (example: irrigation districts or solid waste districts).

iii. Community ditch associations organized according to state statute are eligible to apply.

iv. Private non-profit organizations that provide a governmental service are eligible to apply as long as they are not commercial in nature (example: electric cooperatives are not eligible).

v. Applicants may be required to provide a financial statement showing that they are in a condition of financial hardship and do not have sufficient funds to cover their losses. For local governments, the Department of Finance and Administration may help establish financial hardship.

vi. State agencies may apply only under certain circumstances.

vii. The Department of Military Affairs (National Guard) may apply.

viii. Those who may not apply are private citizens, businesses, private ditch associations, commercial enterprises, and federal agencies.

d. Eligible damage:

i. Emergency work:

1. Category A (debris removal) includes removal of disaster-generated debris from public property; removal of debris from private property is eligible if the debris poses a public health and safety threat; removal of debris from the roadside is eligible if the owner of the

debris brings it to the curb for pickup. Also included is picking up and hauling the debris, staging debris piles pending disposition, and final disposition.

2. **Category B** (emergency protective measures) includes emergency responder time and equipment, logistic supplies to support emergency responders, evacuation and sheltering costs, preparation of detours, barricades, sandbags, and related activities and materials to preserve public health and safety.

ii. Permanent work:

1. **Category C** (roads and bridges) includes repair of public streets, alleys, roadways, associated drainage structures, pavement, surface material, curbs and gutters, signage, sidewalks, and related structures.

2. **Category D** (water control facilities) includes repair of drainage structures not directly associated with roadways, dams of any sort, drop structures, inlets and outlets, reservoirs, levees, and irrigation facilities.

3. **Category E** (public facilities and equipment) includes repair of public buildings that were maintained for occupancy, replacement of contents, vehicles, and special equipment, less insurance coverage.

4. **Category F** (utilities) includes repair of all components of public utility systems owned by the applicant up to private property lines, less insurance coverage.

5. **Category G** (parks, recreation, and other) includes repair of public parks, structures in parks, playground equipment, and essential landscaping needed for erosion control, less insurance coverage.

iii. Upgrading of facilities to be repaired may be authorized if current codes and standards require construction to a higher standard than pre-event condition; otherwise, the applicant will bear the cost of any upgrade.

iv. Minor upgrading (example: replacing a smaller diameter culvert with a larger one) may be allowed for mitigation at a given damage site. Each site where mitigation is requested will be considered on a case-by-case basis.

v. Damage within the eligible work categories must have occurred as a direct result of the disaster event during the incident period, rather than due to pre-existing damage, lack of maintenance, or negligence.

vi. If damage can be repaired with funding from a Federal Agency, those repairs are not eligible (example: BIA funding repairs on Tribal Land).

e. **Eligible costs:**

i. **Labor:** Force account labor is labor by people who are regular employees of the applicant. For emergency work (categories A and B), only overtime is eligible, plus benefits and payroll costs accompanying overtime. The overtime salary must actually be paid to the employee, not accrued as "comp" time. For permanent work (categories C through G), all time plus benefits is eligible. Exempt employee labor is not eligible; administrative employee labor is not eligible.

ii. **Equipment:** Force account equipment is equipment that belongs to the applicant. Each piece of equipment claimed must be identified by a cost code corresponding to an entry in the FEMA Schedule of Equipment Rates provided by DHSEM for a given disaster. The FEMA rate per hour or rate per mile is used unless the applicant can justify a higher rate. Fuel, maintenance, repairs, and depreciation are included in the rate. There is no profit margin. Labor to operate the equipment is captured under force account labor.

iii. **Materials:** Replacement of materials taken from inventory is eligible provided that exact quantities and replacement cost can be documented. The NM State Purchasing Code governs the procurement of materials. The applicant must provide evidence that materials were

procured according to applicable rules. Purchased materials must be needed for specific projects, and the actual quantities and cost must be documented.

iv. **Contracts:** The NM State Purchasing Code governs the procurement of contracts. The applicant must provide evidence that contracts were procured according to applicable rules. Projects that require construction contracting may also allow a specific amount for engineering, design, and construction management contracts. Contractors must be licensed to do business in New Mexico, and the applicant must furnish DHSEM with a copy of that license.

v. **Special Hires:** If an applicant hires people to do disaster-specific work, that work must be accounted for on timesheets. The applicant must monitor the work. Special hires do not receive overtime or benefits and are paid at an hourly rate to be determined by DHSEM.

vi. **Rentals:** The rental or lease of equipment needed to do eligible work is an eligible expense. Costs must be fully documented, and the costs must be apportioned among the various projects where that equipment was used. For purposes of disaster recovery, leasing is the same as renting. Fuel for rentals is eligible, as is any maintenance required in the rental agreement and delivery to and from the applicant's base of operations. Labor to operate rental equipment is captured under force account labor. Repair of damage to rental equipment is not eligible.

IX. The Executive Order

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The Executive Order (EO) is necessary in order for the Disaster Assistance Program to begin the process of funding eligible disaster recovery grants.

- a. **General information:** The EO provides the following information:
 - i. The counties in which there is eligible damage.
 - ii. The nature of the disaster or emergency event, the beginning of the incident period, and the end of the incident period if known.
 - iii. The fact that the local government has asked for state assistance because they have been overwhelmed and there is a threat to public health and safety as well as the economic base of the affected area.
- b. **State agencies:** The EO authorizes the state EOC Director under the direction of the Governor's Authorized Representative to call upon any state agencies for assistance to the affected areas and directs state agencies to provide assistance.
- c. **Funding:** The EO allocates funding for state EOC emergency actions and disaster assistance program recovery grants.
- d. **Federal assistance:** The EO authorizes DHSEM to request assistance from the federal government if necessary.

X. Damage Assessment and Project Formulation

a. **Purpose:** Following the issuance of the disaster Executive Order, DHSEM will work with local government officials to identify and contact all possible applicants within their jurisdiction. The state EOC Director will assemble a damage assessment team to visit each known applicant in the affected area. The purpose of this visit is to view each qualifying damage site for each applicant and make a detailed estimate of the cost of restoring that site to its pre-event condition.

b. **Team composition:** The damage assessment team will consist of at least one DHSEM person who is familiar with Disaster Assistance Program procedures, at least one person (as needed) from a state agency with expertise in the type of damage to be evaluated, and representatives of the local government and/or the applicant. The exact team composition is driven by the type of event and the seriousness of the situation. More than one team may be required if personnel are available.

c. **Site visits:** The damage assessment team will visit local government officials and representatives of other applicant organizations where the disaster occurred. They will arrange mutually acceptable times and places to meet so that the team can view all damage sites for all applicants. These site visits may take several days, and return visits may be necessary.

d. **What is a site?** An eligible damage site is a place where uninsured disaster damage needs to be repaired. It may be a single building, bridge, or utility line, or it may be miles of roadway that all has similar damage. Nearby sites of the same category may be combined for simplicity. The minimum damage for entry into the Disaster Assistance Program is one damage site with at least \$3,000 estimated eligible cost to repair.

e. **Work that is complete:** If an applicant has eligible work that is already complete when the inspection team gets there, the team will review the cost records for that work and write a Project Worksheet for the total. Projects that are 100% complete do not need inspection.

f. **Work that is not complete:** Most work sites will not be complete when the inspection team arrives. For these, the team will make its best estimate of the repairs or replacements that are called for to return the site to pre-event condition. The resulting Project Worksheet will state the scope of work to be done and will detail labor, equipment, materials, contracts, and other costs for the work. Only one category of work is allowed on each Project Worksheet.

g. **Estimates:** It is not possible for the people who write the Project Worksheets to know exactly how much each line item is going to cost to complete the project. If an applicant realizes that a project is going to cost more than was estimated, or that work is needed that was not originally included, they should stop work and contact the DHSEM project manager. The project manager will review the situation and determine if an increase or change is justified. If this process is not followed, the applicant will be totally responsible for any additional costs. Work should not proceed until the cost overrun or additional work is approved.

h. **Scope of work:** Each Project Worksheet will have a section where the scope of work is described. It is essential that the applicant perform the entire scope of work without adding or deleting any elements. When the project is finished, DHSEM will inspect the work, and the inspector will look for those elements in the scope of work. The inspector may not be the same person who wrote the project, so staying within the scope is important.

i. **Additional work:** If the applicant discovers additional damage that was not included in the original project worksheets, the applicant should make that fact known to the DHSEM project manager. Another visit to the site may be needed, and if justified, a new project worksheet may be written. There is a 60-day time limit to report additional damage, dated from the end of the incident period.

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j. **Performance period:** There is a 12-month performance period dated from the date of the Executive Order during which eligible work must be completed. If additional time is needed, the applicant must inform the DHSEM project manager, and if justified, the project manager will prepare a Grant Agreement Amendment noting the new end of the performance period. Typically, time extensions are granted in 6-month increments.

k. **Project completion and inspection:** When a project or group of projects is complete, the applicant must notify the DHSEM project manager and request an inspection. The inspector will visit each site with a representative of the applicant organization to verify that the work is complete and done within reasonable standards.

XI. The Grant Agreement

a. **Content:** When all projects for an applicant are written, the DHSEM project manager will write the Grant Agreement, which states the total of all projects, the total 75% state share, and the total applicant share. Numerous conditions are stated in the Grant Agreement, none of which are negotiable.

b. **Signature:** The Grant Agreement must be signed by the chief official of the applicant organization, and the signature must be notarized. The Secretary of DHSEM will then sign it, which makes it official. The DHSEM project manager will send a signed copy to the applicant for their files.

c. **Amendment:** Any change to the original Grant Agreement must be by Grant Agreement Amendment. These changes may be an extension in the original 12-month performance period, an increase in the total award, or a change in scope of a project. Amendments become approved upon signature by both parties. The state is only obligated for the state share given in the Grant Agreement as amended.

XII. Payment and Administration

a. **100% complete projects:** Because all 100% complete projects were based on known actual costs and no final inspection is necessary, the DHSEM project manager will authorize the full state share to be paid as soon as the funds are available.

b. **Other projects:** The DHSEM project manager will authorize payment of 50% of the state share of projects that were less than 100% complete. Additional payments are based upon cost records that allow the DHSEM project manager to determine the actual cost of a given project to date. DHSEM can pay up to 80% of the state share of the actual cost of a project prior to final inspection. The final 20% of the state share is withheld until after final inspection and a comprehensive cost record review.

c. **Cost records:**

i. **Labor:** Force account labor must be accounted for on pay period timesheets for disaster work only. These must show the name of the worker, the hours of regular and overtime

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worked per day, the rate of pay per hour for regular and overtime, the benefits that accompany each employee's payroll, and the total salary including benefits per pay period.

ii. **Benefits:** An employee's expense to his employer is never exactly equal to the number of hours worked times the rate of pay. There are always payroll costs that the employer pays, including FICA, health insurance, withholding taxes, retirement, and numerous other programs. These are costs to the employer and are eligible. They may be itemized per employee, or a percentage may be applied to all employees. Whatever method the applicant chooses, it must be applied the same way to all employees. Overtime payroll costs are always significantly less than for regular time. Benefits do not apply to special hires (see below).

iii. **Equipment:** Force account equipment usage must be accounted for on timesheets showing the type of equipment, the FEMA cost code, the rate per hour or mile, the number of hours or miles per day, and the total eligible cost. The DHSEM project manager will compare equipment hours per day to operator hours to verify that there were not more equipment hours than operator hours per day.

iv. **Materials:** Materials called for on the project worksheets must be accounted for by purchase documents, canceled checks, invoices, or other proofs of cost. Materials taken from applicant-owned stock or inventory in warehouses or storage yards must be accounted for by evidence of quantity used and replacement cost.

v. **Contracts:** The applicant must provide copies of contracts and contractor billings. Evidence of compliance with the State Purchasing Code must be included where applicable. Contracts must either be for one project site alone, or if several project sites are included in one contract, the contractor must separate out the final cost per project site.

vi. **Special hires:** Special hire labor must be accounted for by timesheets per pay period showing who worked how many hours per day at what rate of pay. No benefits or overtime are allowed.

vii. **Rentals:** Rented or leased equipment must be accounted for by rental or lease agreements showing the term of the agreement, the cost, and any other stipulations. Delivery and return of equipment is eligible. If the rented or leased equipment was obtained for a longer period than was required to do the approved work, then only the time it took to do the approved work is eligible. Fuel and maintenance required in the rental agreement is eligible and should be captured under Materials.

XIII. Project and Grant Closeout

a. **Final inspection:** Final inspection is required for each project when the applicant reports a project to be complete. It is possible that the need for inspection of specific projects may be waived at the discretion of DHSEM.

b. **Desk audit:** Before an individual project can be closed, the DHSEM project manager will review all costs associated with that project to determine the final actual cost. Final payment of the state share is contingent upon successful inspection and concurrence by the applicant with the actual cost.

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c. **Grant closeout:** When all projects for an applicant have received their final payment, there are no appeals or other actions pending, and any overpayment of state funds has been refunded to DHSEM, the Grant Agreement as amended will be closed. Once closed, it cannot be opened again.

d. **Disaster closeout:** When all applicants under a particular Executive Order have been closed, the DHSEM project manager will notify the DHSEM Finance Office and close the disaster. Once closed, it cannot be opened again.

XIV. Appeal

a. **Applicant's right to appeal:** The applicant has the right to appeal any adverse decision within 30 days of their receipt of that decision. The appeal must be accompanied by additional information that the applicant wishes to have considered.

b. **State response to appeal:** The state will consider new information provided in the applicant's appeal and return a decision with justification within 30 days of receipt of the appeal.

c. **Second appeal:** If the state response to the first appeal is adverse, it may be appealed a second time. The same time limits apply.

XV. Record Retention and Audit

a. **Mandatory record retention:** The applicant is required to keep all records, financial or otherwise, relevant to the disaster recovery grant award for a period of at least six years from the date of their receipt of the final payment.

b. **Audit:** During the six year record retention period, the state may, at state expense, audit the grant award. The applicant agrees to make its records available to the auditor or to DHSEM upon reasonable request.

c. **Adverse audit findings:** If the auditor's findings reveal that the applicant was at fault and was overpaid for their disaster recovery grant, the applicant agrees to refund the overpayment to DHSEM promptly.

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