

Emergency Operations Plan

2018

Los Alamos County, New Mexico

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County Resolution

AS COUNTY COUNCIL OF THE INCORPORATED COUNTY OF LOS ALAMOS

AND WITH THE APPROVAL OF SAID COUNCIL:

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

Therefore, the Los Alamos County Emergency Services Commander and stakeholders have prepared the Emergency Operations Plan for Los Alamos County, New Mexico.

This plan was prepared in accordance with, and to meet local responsibilities in compliance with the requirements of *Federal Emergency Management Agency (FEMA), Guide for All-Hazard Emergency Operations Planning State and Local Guide (SLG) 101*, *New Mexico Department of Homeland Security and Emergency Management's Crosswalk*, and *FEMA's Managing the Emergency Consequences of Terrorist Incidents*.

This plan will be reviewed annually. Modifications to the Basic Plan will require Council approval. Changes to the annexes will be the responsibility of the Emergency Services Commander and will not require Council approval.

I do hereby approve and adopt the Los Alamos County All-Hazard Emergency Operations Plan of _____, 2018, as the official emergency operations plan for Los Alamos County, superseding any previous emergency operations plan.

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

County Council

ATTEST:

David Izraelevitz

Naomi D. Maestas

Council Chair

County Clerk

APPROVED AS TO FORM:

J. Alvin Leaphart, IV

County Attorney

Record of Distribution

Los Alamos County has determined the Emergency Operations Plan will be distributed to the persons and agencies listed below.

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

Plan Updates

Record of Changes

[illegible]

Annual Review

| Signature | Date | Type/Print Name and Position |
|-----------|------|------------------------------|
| | 2018 | |
| | 2019 | |
| | 2020 | |
| | 2021 | |
| | 2022 | |
| | 2023 | |
| | 2024 | |
| | 2025 | |
| | 2026 | |
| | 2027 | |

Plan Development and Maintenance

The plan was developed in conjunction with the cooperation of participating county agencies.

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

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

Modifications to the Basic Plan will require Council approval. Changes to the annexes will be the responsibility of the Emergency Services Commander and will not require Council approval.

Approval

To be official, the Base Plan must be adopted by resolution of the Council

Distribution

A printed copy of the portions of the Base Plan that are reviewed, regardless of amendment, must be submitted to the New Mexico Department of Homeland Security and Emergency Management for review.

Authorities and Reference

Federal

Management of Emergency Planning Agency (FEMA), Presidential Executive Order 12148, Section 2

Federal Civil Defense Act of 1950, PL 81-920, as Amended

The Disaster Relief Act of 1974, PL 93-288, as Amended

Comprehensive Environmental Response Compensation and Liability Act of 1980, PL 99-499 and as Amended October 17, 1986

Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), otherwise known as the Emergency Planning and Community Right-to-Know Act (EPCRA)

Robert T. Stafford Relief and Emergency Assistance Act, as Amended, PL 93-288

Homeland Security Presidential Directive-5: Management of Domestic Incidents, February 28, 2003

Homeland Security Presidential Directive-7: Critical Infrastructure Identification, Prioritization, and Protection, December 17, 2003

Presidential Policy Directive 8: National Preparedness, March 30, 2011

State

N.M. Constitution. Article X, §6D, (Municipal Home Rule)

Emergency Management, NMSA 1978, as Amended, Article 4B, chapters 74-4B-1 through 74-4C4 and Supplement 74-4B-1, 74-4B-3, 74-4B-4, 74-4B-10, and 74-4B-14

The Emergency Management Assistance Compact, NMSA 1978, as Amended, Chapter 11-15-1 through 11-15-2

The New Mexico Civil Emergency Act of NMSA 1978, as Amended, Chapter 12-10-1 to 12-10-10

Emergency Management Act of NMSA 1978, as Amended, Chapter 74-4B-1

Hazardous Chemicals Information Act, NMSA 1978, as Amended, Chapter 74-4E-1

New Mexico Disaster and Emergency Management Plan of 2002

New Mexico Disaster Relief Act, NMSA 1978, as Amended, Chapters 6-7-1, 6-7-2, 6-7-3

New Mexico Local Government Handbook, Emergency and Disaster Assistance, as Amended in 2002

New Mexico Hazardous Materials Response Plan

Local

Charter for the County of Los Alamos, Article I, Section 103, Home Rule Part 1 Charter Article II. The County Council 203.3 Emergency Ordinances. To meet a public emergency affecting life, health, property, or the public peace, the Council may adopt emergency ordinances by the affirmative vote of five members.

(Ord. No. 387, §§ 8, 9, 1994)

Chapter 20 Finance

Article II. Procurement

Sec. 20-105. Emergency procurements. Procurement to purchase emergency supplies services or construction items.

(Code 1985, § 11.03.105; Ord. No. 85-141, § 1, 1991)

Incorporated County of Los Alamos Resolution 94-20, Establishing an Emergency Management Organization for the Incorporated County of Los Alamos with a Coordinator: etc.

Incorporated County of Los Alamos Resolution 05-06, Establishing Departments and Prescribing their Functions (emergency management established as part of the Police Department).

Incorporated County of Los Alamos Resolution 05-20, Designation of the National Incident Management System (NIMS) as the Basis for all Incident Management in the Incorporated County of Los Alamos.

Additional References

- New Mexico State Emergency Operations Plan
- Los Alamos County Unusual Occurrence Manual
- National Response Framework
- Los Alamos County Snow and Ice Control Plan
- Los Alamos County Hazard Mitigation Plan
- Los Alamos County Comprehensive Plan

Executive Summary

The Los Alamos County Comprehensive Emergency Operations Base Plan (herein after referred to as the “Base Plan”) and the Annexes contained in the plan (herein after referred to as “Annexes”) provides the foundation for all disaster and emergency preparedness, response, and short-term recovery operations conducted within the county of Los Alamos. The plan follows State guidance for emergency operations planning, concepts and processes of the National Incident Management system as the standard for emergency response operations and also follows FEMA’s Comprehensive Planning Guidance 101 – Developing and Maintaining Emergency Operations Plans (CPG 101).

The Emergency Operations Plan (EOP) is not just the emergency management agency’s Plan. Responding to emergencies resulting from hazards poses challenges that cannot be adequately addressed within the routine operations. This plan outlines the roles and responsibilities assigned to county departments and agencies for response to disasters and emergencies. The EOP is not intended as a standalone document but rather establishes the basis for more detailed planning by the individual departments and agencies. The EOP is intended to be used in conjunction with more detailed department and agency plans, operating procedures and guidelines. The plan uses annexes to describe emergency functions that can apply to any type of emergency and appendices to detail response to specific situations.

Purpose

The purpose of the Base Plan is to establish a comprehensive countywide, all-hazards approach to incident management across a spectrum of activities including prevention, preparedness, response, recovery, and mitigation as they apply to emergency/disaster events that will enhance the County’s ability to respond effectively when required and reduce the risk or magnitude of future emergency/disaster events.

The Base Plan provides a framework for county government, non-government entities, and the private sector to:

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

- Recover from emergencies by providing for the rapid and orderly initiation of restoration and rehabilitation of persons and property affected by emergencies.

Additionally, the Base Plan outlines the mobilization and operation of the Emergency Operations Center (EOC), and the roles of the local government officials responsible for policymaking, support of field response, public information, and liaison with other County and non-County officials.

Relationship to Previous County Emergency Operations Plan

This plan supersedes all previous versions of the Los Alamos County Emergency Operations Plan.

Plan Priorities

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

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

Goals

The primary goal of emergency management in Los Alamos County is to minimize casualties and property damage, and to recover from the effects of a disaster as quickly as possible.

The Los Alamos County EOP provides the framework through which the County will assemble, mobilize, and coordinate a team to respond and deal with any emergency. The EOP includes all resources of the Los Alamos County government, as well as resources of various non-county organizations. Los Alamos County is a mountain community with limited access and evacuation routes. The County is contiguous with Los Alamos National Labs (LANL). This EOP assumes cooperation and coordination with LANL and other agencies for assistance with emergencies.

Scope

The Base Plan provides for the overview of Los Alamos County's approach to emergency operations, identifies the hazards that can be expected to occur in the County, identifies the agencies responsible for the various emergency service functions associated with emergency

operations. Additionally the Basic Plan establishes the need for mitigation, preparedness, response, and recovery operations associated with the occurrence of emergency situations.

The Base Plan establishes interagency and multi-jurisdictional mechanisms for coordination of emergency incidents given the following factors:

- **Geographic.** The Base Plan covers the entire 110 square miles of Los Alamos County to include all incorporated urban and rural portions of the county. Los Alamos County borders land controlled by the United States Forest Service, the National Park Services, the Los Alamos National Laboratory (LANL) and the San Ildefonso Pueblo and Nambé Pueblo.
- **Demographic.** The Base Plan accounts for all Los Alamos County residents.
- **Levels of government.** The Base Plan provides mechanisms for vertical and horizontal coordination, communication, and information sharing activities within and among municipal governments and the County of Los Alamos.
- **Special Events.** Large-scale events can present unique challenges to the county, changing day to day parameters during a response. Annual events in the county include:
 - Independence Day Celebration (held annually 4th of July)
 - County Fair (held annually in August)
- **Economic Base and Infrastructure.** The County of Los Alamos, which includes the town sites of Los Alamos and White Rock, is located in northern New Mexico, and geographically isolated from its neighbors. The population of Los Alamos County is 17,785, per the 2015 Census. The County covers approximately 110 square miles, of which 41.3% is National Forest Service, 33.4% is the Department of Energy – Los Alamos National Laboratory, 16.3% is County and private, and 9% is the Bandelier National Monument. Professional Services comprise 51.3% of the county's economic base.
- **Hazard assessment.** The Base Plan will be used during the response to any hazard that can impact the jurisdiction.
- **Severity.** The Base Plan is utilized for a wide-range of incidents with respect to their severity. Portions of the Base Plan are implemented often for small-scale incidents occurring throughout the county, yet it is flexible enough to coordinate activities during large-scale incidents.

Hazard Assessment

The Base Plan is an all-hazards approach and is applicable regardless of the cause, size, or complexity of the hazard(s) involved. A hazard analysis was conducted as part of the 2015 Los Alamos County Hazard Mitigation Plan update. The hazards profiled included:

| Hazard | Significance | Potential Cascading Hazards | Primary Impacts |
|--------------------------------------|---------------------|---|---|
| Dam Failure | Medium | Flood; disease | Property damage; personal injury and death |
| Drought | Low | Wildfire; disease | Property damage; environmental impacts |
| Earthquake | Medium-High | Structure fire; hazardous materials; utilities loss | Property damage; environmental impacts; personal injury and death |
| Floods | Medium | Disease; utilities loss | Property damage; environmental impacts; personal injury and death |
| Landslide (Including Rockfall) | Medium | Transportation incident | Property damage; environmental impacts; personal injury and death |
| Wind | Low | Utilities loss | Property damage; environmental impacts; personal injury and death |
| Lightning | Medium | Wildfire; structure fire; utilities loss | Property damage; personal injury and death |
| Thunderstorm (Includes Hail/Monsoon) | Medium | Floods; flash floods | Property damage; environmental impacts; personal injury and death |
| Winter Storm/Severe Cold | Low | Utilities loss | Property damage; environmental impacts; personal injury and death |
| Wildfire | High | Utilities loss | Property damage; environmental impacts; personal injury and death |
| Volcano | Low | Wildfire; earthquake | Property damage; environmental impacts; personal injury and death |

Disaster response efforts are often hampered by equipment and facility damage, communications failures, inclement weather, responder injury and death, and many other limiting factors. In the event of an emergency or disaster that exceeds the available resources; the public should expect and be prepared for a minimum 72 hour delay for emergency response services.

Persons with Access and Functional Needs. The County recognizes the need to undertake additional and reasonable efforts to protect and assist people with access and functional needs at the time of emergencies and disasters, and especially during evacuations, sheltering and re-entry operations.

Methodology

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

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

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

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

sector) constitute an intergovernmental emergency response network for providing assistance following an emergency.

The Emergency Operations Plan may be implemented as the only response plan, or may be used in conjunction with local partner operational plans developed under statutory authorities and/or Memorandum of Understandings (MOUs) and the State of New Mexico Intrastate Mutual Aid System (IMAS). It is also supported by tactical policies and procedures of County operational agencies and Los Alamos National Laboratory. However, the Emergency Operations Plan shall remain the official and primary plan to guide response and recovery activities for Los Alamos County Office of Emergency Management (OEM).

Plan Structure

The 2018 Los Alamos County Emergency Operations Plan is built on the following structure:

| Section | Overview |
|----------------------------|--|
| Base Plan | Provides an overview of Los Alamos County's emergency management system; briefly explains hazards faced; provides general roles and responsibilities |
| Annexes | |
| Operations | Outlines management and support duties of EOC Operations Section in support of field emergency response |
| Planning | Outlines activities of the EOC Planning Section to collect, evaluate, process and disseminate information for use in an emergency |
| Logistics | Outlines activities of the EOC Logistics Section to oversee emergency resource and support functions; includes active typed county resource list |
| Finance and Administration | Outlines activities of the EOC Finance and Administration Section to manage all financial aspects of an emergency, including purchasing, records, claims and costs |

| Appendices | |
|---------------------|--|
| Sheltering | Outlines the provision of sheltering operations in the county |
| Mass Care | Outlines the provision of mass care operations in the county |
| Debris Management | Outlines the provision of debris management operations in the county |
| Animal Sheltering | Outlines the provision of animal sheltering operations in the county |
| Resource Management | Outlines the resource management operations in the county; provides a static list of typed resources available to the county |
| Evacuation | Outlines the implementation of evacuation operations in the county |
| Communication | Outlines framework for communications by responders during an emergency or disaster event |

Authority

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

| | Activate and Deactivate EOC | Declare Emergency | Use Non-County Resources | Request State Assistance |
|----------------------|--|--|--|--|
| Los Alamos County | Primary: County Manager's Office (CMO) Secondary: Situation Assessment Team (SAT) | County Council | EOC Management | EOC Management Section |
| Minimum Requirements | One of the following: | Estimated emergency needs will exhaust | Estimated emergency needs will exhaust | <ul style="list-style-type: none"> ▪ Must declare a disaster ▪ Hazmat incident |

| | | | | |
|--------------------------|---|----------------------------|---------------------------------|---|
| | <ul style="list-style-type: none"> ▪ Resource coordination exceeds Incident Commander's capability ▪ Multiple incident sites ▪ Potential need for wide-area warnings | available local resources. | requested mutual aid resources. | <ul style="list-style-type: none"> ▪ WMD/Terrorist Incident |
| Documents that authorize | Adopted LAC EOP | Adopted LAC EOP | Adopted LAC EOP | <p>State Civil Emergency Preparedness Act, NMSA - 78, Chap. 12-10-1;</p> <p>Emergency Management Act, Chapter 74-4B-1</p> |

Assumptions

The All-Hazard EOP makes certain assumptions about emergencies in general and about preparedness in the County. Assumptions include:

- Emergencies may occur that will require multiple agency response and may exhaust local jurisdiction resources.
- The Incident Commander may request additional resources or other local, regional, State or federal resources through the EOC to support incident operations.
- Assistance from outside the affected jurisdiction will be needed for large-scale emergencies or disasters.
- EOC responders will have been offered opportunities to become familiar with the EOP, will have participated in recommended training and exercise opportunities.
- The County Manager (or his/her designee) is responsible for all County emergency response activities.
- County departments will respond as directed by the County Manager (or his/her designee) to assist during emergencies and disasters. People responsible for emergency response and coordination will be familiar with the County Emergency Operations Plan.
- The Los Alamos County Manager assigns the responsibility to each County department to plan and provide for continuity of government services, including but not limited to: data recovery, vital records, designation of successors, financial records, property records, and records retention and backup.

- Each County department with a role in this plan is responsible for internal plans supporting an emergency response.
- County officials, employees, and response agency representatives must be trained in the National Incident Management System (NIMS), and should be trained in staffing the EOC.
- The EOC is sufficiently organized and equipped to coordinate emergency resources (telecommunications equipment and computer based management information systems). The Situation Assessment Team will obtain lists of emergency equipment, facilities, and medical facilities in the community, and identify the individuals responsible for such equipment and facilities.
- All emergency response organizations, including Federal, State, Local government and voluntary organizations responding in Los Alamos County will each be responsible for preparing and maintaining current standard operating guidelines (SOGs), resource lists, and checklists required for the operation of its organization.
- All medical response organizations, including Federal, State, Local government and volunteer groups responding in Los Alamos County will be responsible for preparing and maintaining their own current SOGs.
- The Los Alamos County Emergency Management Commander is responsible for scheduling relevant emergency management training for County staff. The County Manager shall ensure that training is performed as approved in accordance with the County of Los Alamos Personnel Rules and Regulations, Section XII, Rule 1201.
- Los Alamos County Emergency Management personnel shall, as a minimum, complete training specified by FEMA requirements, consistent with the emergency response functions to be performed during an emergency per the New Mexico Department of Homeland Security and Emergency Management.
- The Los Alamos County Emergency Management Commander (or designee), as chair of the County LEPC, maintains lists of SARA Title II/III facilities along with facility contacts and emergency plans. This information is shared with the Los Alamos Fire Department.
- The EOP applies to all land and property within the borders of the County of Los Alamos in the State of New Mexico. DOE/NNSA is a major land owner in Los Alamos, and the County may interface with DOE/NNSA and/or LANL in a County emergency.
- The Los Alamos County Central Dispatch Center (CDC) is normally the first to be notified of an emergency or potential disaster situation in the County. The Center is responsible for obtaining situational information and notifying the County Emergency Services Commander and Command Staff. The On-Scene Incident Commander may also contact OEM directly.
- The Los Alamos County Situation Assessment Team (SAT) which includes the County Manager, the Chief of Police, the Fire Chief, the Utilities Manager, the Public Works Director and the Emergency Management Commander or their designee is notified of the event.
- The SAT verifies the situation and confirms that its members as well as the County Public Information Officer have been notified. LANL is also notified.

- The primary EOC is the joint LAC/LANL EOC located on West Jemez Road. In the event the primary EOC is unusable, or the event is County-centric, the secondary EOC shall be established in the LAC Police Department on Trinity Drive, or at another location specified by the County Manager.
- The Joint Information Center (JIC) is joint with LAC/LANL EOC located at the Bradbury Museum. In the event that primary EOC is unusable, or the event is County centric, the secondary JIC will be established at the Mesa Public Library on Central Drive.
- Los Alamos County Customer Services (311) will assist with non-emergency calls and enhance citizens' access to information and disseminate information to the public during an emergency.
- In accordance with the National Incident Management System (NIMS), Incident Command System (ICS) protocol will be used by all first responders at the scene(s) of any emergency or disaster located in the County's jurisdiction.
- Federal agencies that might be involved in emergency response in the County will operate according to the National Response Plan (NRF).
- This EOP, in addition to establishing broad policy guidelines for local response, also accommodates the general protocols and methodologies set forth in both the National Incident Management System (NIMS) and the National Response Framework (NRF).

Policies

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

- EOC staff who learn of a local large-scale emergency or disaster, including widespread communications outages should communicate with CDC and if necessary report to the EOC.
- County personnel responding to the joint EOC must have appropriate badges for entry into the EOC. Badges will be issued by the Badging Office and Los Alamos National Labs. County personnel who are not so badged may be denied entry into the LANL (Joint) EOC.
- In the initial stages, emergency operations can tolerate duplication of effort, but not gaps or lapses. Therefore, when in doubt about the appropriate emergency action level, always assume the worst.
- Local emergency response agencies should expect to sustain themselves during the first 24 hours of an emergency, and should exhaust their own channels of support (mutual aid, etc.) before requesting outside assistance.
- Records of all emergency/disaster-related purchases, contracts, personnel hours, and costs shall be maintained.
- Department heads and line supervisors are responsible for personnel tracking and accountability; they must know who of their staff are in the field at all times during emergency and recovery operations.

- All County staff engaged in any aspect of emergency field response and recovery shall make every effort to record time spent on specific response/recovery activities down to the hour (in order to document County expenditures that could be reimbursed in the event of a Federal disaster declaration).
- County field staff and equipment will provide primary assistance at the disaster site (debris clearance, road upgrading, damage assessment, etc.) and assist with the repair and restoration of essential services and vital facilities. County Utilities personnel will work to restore utility services to critical or essential facilities.
- All responding agencies will respond in accordance with guidance set forth in NIMS and the National Response Framework (NRF).
- The LAC EOC remains activated until the County EOC Director orders it to stand down, whether or not the LANL side of the joint EOC is active.

Direction and Control

How the County will Handle Emergencies

Dispatch is normally the first entity notified of an emergency or hazardous material situation. The Dispatcher is responsible for obtaining all the required information and notifying the Los Alamos County Police Department Command Staff.

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

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

Graduated Response Approach

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

Emergency Action Stages

Stage 1. The NIMS/ICS is necessary to direct and control emergency response forces at an incident site. Incident Command Post (ICP) and staging areas are established. Incident Commander (IC) is able to control emergency without additional assistance of EOC.

Stage 2. Resources that are immediately available to IC are expected to be exhausted. The County EOC is activated to manage and coordinate related, multiple, and low stage emergencies in different locations. Some precautionary evacuation may be necessary.

Stage 3. State response and management resources may be needed to assist local and regional response. Local area evacuation and mass care activities characterize this stage. Hazardous materials may be involved. EOCs at State and local level are coordinating resources.

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

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

Different from the size and complexity of an incident, emergency actions generally fall under a set of phases from mobilization to recovery. The phases are described below:

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

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

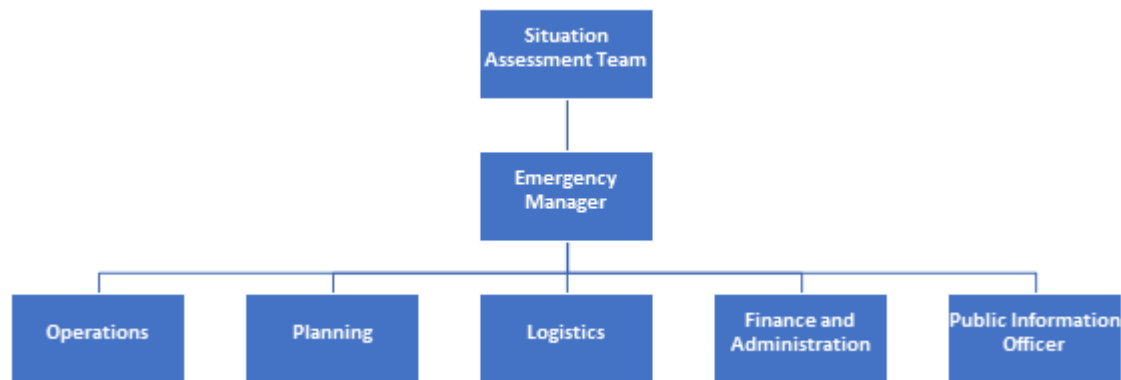
Emergency Action Stages Table

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

Organizational Structure

The Emergency Operations Center (EOC) will be organized using the National Incident Management System (NIMS) to include the Incident Command System (ICS). Participants in the

Situational Assessment Team have been identified, and staffing of the EOC may be situation-specific.



The SAT and the Emergency Manager provide general, strategic policy direction to the sections in the EOC.

Roles and Responsibilities

Chief Elected or Appointed Officials

The jurisdiction's chief executive officer is responsible for ensuring the public safety and welfare of the people of that jurisdiction. Emergency management, including preparation and training for effective response, is a core obligation of local leaders.

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

These officials shall:

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

- Individuals with access and functional needs, including those with service animals.
- Individuals with household pets.
- Encourage residents to participate in volunteer organizations and training courses.
- Issue a local declaration of disaster, if needed. See Attachments – Sample Local Disaster Declaration.

Situation Assessment Team

The Situation Assessment Team:

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

Emergency Management Commander

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

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

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

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

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

County Departments

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

Department and Agency Heads shall:

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

Los Alamos County Departmental Emergency Operations Responsibilities

| Los Alamos County Department | Direction and Control | Base Plan | Operations | Planning | Logistics | Finance and Administration | Animal Sheltering | Debris Management | Evacuation | Mass Care and Shelter | Resource Management | Public Information |
|------------------------------------|-----------------------|-----------|------------|----------|-----------|----------------------------|-------------------|-------------------|------------|-----------------------|---------------------|--------------------|
| County Manager | P | | | | | | | | P | | S | P |
| Police Department | | S | P | P | S | S | C | | P | S | P | S |
| Fire Department | | S | P | P | S | S | | | P | | P | S |
| Emergency Management | C | P | P | P | P | S | S | S | C | P | P | S |
| Public Works | | | P | P | | | | | | | S | S |
| Public Works – Traffic and Streets | | | P | | | | | P | P | | P | S |
| Solid Waste | | | S | S | | | | P | | | P | |
| Public Utilities | | | P | P | | | | | | | S | S |
| Community Services | | | | S | | | | S | | P | P | |
| County Sheriff | | | C | C | | | | | C | | C | |
| Consolidated Dispatch | | | S | | | | C | C | S | C | S | S |
| GIS | | | S | S | | | | C | C | C | | |
| Planning and Zoning | | | S | | | | | | C | C | | |
| Public Information Office | | | S | | | | | | | P | | P |
| Risk Management | | | | | P | S | | | | C | | |
| Procurement | | | | | P | | | | | | S | |
| Human Resources | | | | | P | S | | | | | S | |
| Finance | | | | | S | P | | | | | S | |
| Police Department – Animal Control | | | | S | | | P | | | P | S | C |
| Airport | | | | S | S | C | | | | | P | |
| Fleet | | | | | | | | | S | | P | |
| Medical Center | | | | | | | | | | P | S | S |
| Parks, Recreation and Open Space | | | S | S | | S | C | C | | | P | |

P = Primary Responsibility

S= Secondary Responsibility

C= Coordinating Responsibility

County Government Emergency Response by Task

County departments and partner agencies have roles and responsibilities for the following specific emergency tasks. Details can be found in specific annexes. Note: an Emergency Support Function is another type of emergency operations planning framework. Corresponding ESFs are noted in the table below.

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

| Emergency Coordination Responsibility | Los Alamos County | | Other Jurisdictions/ Entities | Annex | Primary Corresponding ESF # |
|---|------------------------|-------------------------------|--|-------|-----------------------------|
| | Department or Division | Primary EOC Position/ Section | | | |
| EMS (Transport, non-transport) | FD (EMS) | Operations | NM DHSEM | B | 1,8 |
| Electrical equipment and supplies | Utilities, PW | Operations | PNM Jemez Mountain Electric Coop | | |
| Evacuation (including access and functional needs and institutionalized populations) | PD/FD | Operations/ Planning | NM DHSEM NMDOT NM National Guard | B | 1,3,5,8 |
| Fire & EMS | FD | Operations | NM OEM | B | 4,8 |
| HazMat (includes Response and Remediation) | FD/PD | Operations | NMSP ERO LANL NM DHSEM NMED EPA | B, F | 10,12,13 |
| Health Protection Coordination, including health protection measures; public health; detecting potential biological, chemical and radioactive agents; decontamination; detecting and monitoring food contamination; respiratory protection mass clinics, and water purification | FD/PD Utilities | Operations | LAMC NMDOH CDC NM DHSEM Refer to NRP for Federal response to specific types of events | B | 5,8 |
| Health Protection Coordination - Agriculture | CSD | Planning | NM Dept of Agriculture NM Livestock Board County Extension Agent US Dept of Agriculture NMDOH NM DHSEM Refer to the NRP for Federal response to specific types of events | C | 8,11 |
| Law Enforcement | PD | Operations | NMSP FBI Other LE Agencies NM DHSEM | B | 13 |

| Emergency Coordination Responsibility | Los Alamos County | | Other Jurisdictions/ Entities | Annex | Primary Corresponding ESF # |
|---|------------------------|-------------------------------|--|-------|-----------------------------|
| | Department or Division | Primary EOC Position/ Section | | | |
| Mass Care Coordination (overall) | FD/PD | Operations | American Red Cross VOAD-NNM LAMC | D, F | 6 |
| Mass Care Services (registration, housing, feeding, clothing, waste management, counseling, inquiry, and referral, etc) | FD/PD | Logistics | American Red Cross LAPS VOAD-NNM | D, F | 6 |
| Mass Care, Facilities Health/Medical Care | FD/PD | Logistics | LAMC ARC LA Public Health NMDOH NM DHSEM | D | 6,8 |
| Medical Facilities and Equipment | FD | Operations | LAMC LANL NMDOH | B | 5, 8 |
| Medical Supplies, pharmaceuticals, antidotes, etc. | OEM | Directorate | LAMC LANL NMDOH NM DHSEM | A | 5, 8 |
| Mortuary Services | PD | Logistics | New Mexico Office of the Medical Investigator (NM OMI) LAMC | D, F | 8 |
| Patient Tracking | PD/FD | Logistics | American Red Cross LAMC NMDOH | D | 8 |
| Personal Protective Equipment Resources | FD, PD | Operations | LANL DOE/NNSA | B, F | 5 |
| Public Inquiries and Rumor Control | PIO | Directorate | JIC NM DHSEM | A | 5,15 |
| Public Utilities Restoration | UTIL/PW | Planning | PNM LANL NM Gas | C | 3,12,14 |
| Radiological response and remediation | FD/PD | Operations | LANL DOE/NNSA | B, F | 10,12,13 |
| Sandbags and sandbagging equipment | PW | Operations | NM DHSEM NMDOT | B | 7 |
| Sanitation Service (potable water, sewage systems) | UTIL/PW | Planning | NM DHSEM | C | 3,8 |
| Search and Rescue | PD/FD | Operations | NMDPS NM National Guard | B | 5,9 |

| Emergency Coordination Responsibility | Los Alamos County | | Other Jurisdictions/ Entities | Annex | Primary Corresponding ESF # |
|---|------------------------|-------------------------------|---|-------|-----------------------------|
| | Department or Division | Primary EOC Position/ Section | | | |
| Security in Affected Area (including public/private property) | PD | Operations | NM DHSEM LANL Other LE Agencies | B | 13 |
| Shelter-in-place vs. Evacuate Determination | FD/PD | Operations | LANL NM DHSEM | B | 5 |
| Special Needs Populations, Evacuations/Sheltering | FD/PD | Operations | LAMC LAPS LAC Senior Center (Also, see Mass Care) | B | 6,8,15 |
| Terrorism Response | PD/FD | Operations | FBI NMDPS Refer to NRP for Federal response to specific types of events | B, F | 13 |
| Traffic Control | PD/PW | Operations | LAC Sherriff Other Law Enforcement NM DHSEM | B | 1,13 |
| Transportation Resources | PW | Logistics | LA Bus North Central Regional Transit District LAPS NM DHSEM | D | 1,7 |
| Water supplies and equipment | Utilities, PW | Operations | NM DHSEM NMED NM National Guard | B | 3 |
| Wildfire/Interface | FD/PD | Operations | NM OEM NPS US FS NM SF BIA | B | 4,11 |

State of New Mexico

The State EOC (DHSEM) may serve as a liaison and coordination agency between LAC, other local governments, private, not-for-profit agencies, state government and federal government.

If state and/or federal resources are made available to LAC, they will be under the operational coordination of the County Manager, Incident Command and the EOC.

- The State of New Mexico provides assistance to impacted counties when the resources of the affected county and its municipalities have been exhausted. Requests for and

deployment of resources are approved and coordinated by the New Mexico EOC through a State–Wide Mutual Aid Agreement, the State EOC can coordinate mutual aid requests from the affected counties.

- The Governor, as Chief Executive Officer for the State of New Mexico, has the inherent responsibility, constitutional and statutory authority for overseeing the state’s response to any emergency or disaster. When directed, state agencies will take the appropriate actions to mobilize and deploy resources to assist in life, safety, and property protection efforts.
- The New Mexico Department of Homeland Security and Emergency Management (DHSEM) is responsible for the coordination of the State response to an emergency or disaster. The Cabinet Secretary of DHSEM will make recommendations to the Governor on matters pertaining to State Declarations, requests for federal assistance, and ongoing response and recovery activities. Other responsibilities of the state include:
 - Receive, evaluate and issue information on emergency operations.
 - Coordinate the activities of all state agencies.
 - Coordinate the receipt, allocation and delivery of resources supplied by the state or federal government or other states.
 - Coordinate emergency operations mutual aid with other states.

Federal Government

The federal government provides assistance to affected communities when the capabilities of the local and state governments are exceeded. The State EOC will advise FEMA Region VI that a formal request for federal assistance is to be submitted. FEMA may deploy a FEMA liaison to the State EOC, and if a Presidential Declaration or State of Emergency is made, will deploy an emergency response team.

Los Alamos County Emergency Management Organization

This plan establishes the Los Alamos County emergency management program. The emergency management plan is always in effect and available for implementation, and ensures that the County is continually ready to coordinate response activities without formal activation. This is due to the fact that it incorporates principles of response to basic everyday incidents. However, it should be recognized that an order of proclamation of a local state of emergency or disaster by the County Council or designee may activate special components of the emergency management plan when deemed necessary.

The County Manager is the ultimate authority for disaster preparedness and response and the Emergency Manager has the responsibility for coordinating the entire emergency management

program on behalf of the County Manager. The EM implements, manages and reports on all action authorized and taken pertinent to any emergency measures pursuant to this plan.

The EM duties include the ongoing planning for and coordination of actions necessary to prepare for and manage all four phases of the emergency management program and the creation and maintenance of an effective emergency response capability to prepare for and manage emergency conditions.

Departments with legal authority and jurisdiction, in accordance with Municipal Code or State of New Mexico Statutes respond to and manage the normal, day-to-day emergencies.

The County Manager or his/her designee may order special, temporary personnel assignments that require individuals to work outside their regular departments or job classifications.

Emergency Operations Center (EOC)

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

The Emergency Operations Center focuses on the “big picture” of an incident. It has responsibility for:

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

The Emergency Operations Center is both people and a facility, and is led by the County Manager or his/her designee, assisted by the Emergency Manager.

Department heads of appropriate agencies and other decision-makers including private sector non-governmental organizations such as utilities, the American Red Cross, hospitals, the Salvation Army, and the United Way are represented in the Emergency Operations Center usually under the Operations Section.

It is important that the agency representatives who staff the Emergency Operations Center be authorized to make decisions on behalf of their organization.

This EOP assumes coordination with LANL and other agencies for assistance with emergencies. The primary EOC is the joint LAC/LANL EOC located on West Jemez Road, Technical Area (TA) 69, Building 33. The LANL EOC provides a central location for interagency and interjurisdictional coordination and executive decision making in support of an incident response. County

personnel responding to the joint EOC must have appropriate badges for entry into the EOC. County personnel who are not so badged may be denied entry into the Joint EOC.

In the event LANL declares a general emergency in response to an event originating on DOE/NNSA property, the County will fully activate its EOC staff. A partial County EOC activation is possible in the event LANL declares a site area emergency with potential to escalate off-site. Such a partial activation will depend on the event.

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

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

In the event the primary EOC is unusable, or the event is Los Alamos County centric, the secondary EOC shall be established in the LAC Police Department at 2500 Trinity Drive, or at another location specified by the County Manager. When it becomes necessary to relocate the EOC, operations are anticipated to begin within one hour. This facility has the basic operating systems necessary to function as an EOC. If an emergency situation required the evacuation of the Los Alamos County townsite, operations may continue at the White Rock Fire Station 3.

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

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

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

Slowly Developing Situation

When an emergency situation is predicted to affect the EOC at some future point and if arrangements can be made, the LAPD Training Room will be designated and the incoming personnel will be called in to staff it. When the alternate location is staffed and capable of operations, it will assume the lead role in direction and coordination of the situation. Once the

alternative site becomes active, the primary EOC (Joint) will be deactivated and all records and personnel will be evacuated to the new location.

Rapidly Developing Situation

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

The LAC EOC remains activated until the County EOC Director orders it to stand down, whether or not the LANL side of the joint EOC is active.

Role of the Emergency Operations Center

Once activated, the EOC directs and coordinates the County's overall strategic response to emergency events. Individual field departmental supervisors retain tactical control of resources assigned to incidents.

The purpose of a County-centric EOC is to provide a location to collect and disseminate information, provide a common operating picture of countywide response activities, and facilitate actions necessary to protect residents and property during emergency incidents.

The EOC may be partially activated to coordinate multi-agency support or for monitoring events without activating the full EOC organization, and may be virtually activated.

The EM is responsible for the proper functioning of the EOC and will also serve as a liaison with state and federal emergency agencies and neighboring jurisdictions. The EM will advise other emergency officials on courses of action available for major decisions.

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

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

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

| Reports and Records | Responsibility | Frequency | Official Repository |
|--|--|---------------------|---------------------|
| Record of designated disaster successors below the office of Council Vice Chair | Council | Change of personnel | County Clerk, OEM |
| Record of three designated disaster successors for each appointed office, including all County Departments and the Attorney's office | CMO, Department heads, Attorney's office | Change of personnel | OEM |

| Reports and Records | Responsibility | Frequency | Official Repository |
|--|-----------------------------|-------------------------|---|
| Emergency Declarations | County Council | Each occurrence | CMO,OEM |
| Government Resolutions associated with emergency response | County Council | Each occurrence | County Clerk |
| Expenditures and obligations of response agencies. | Emergency Response Agencies | Daily during emergency | Finance Division |
| Daily situation, resource consumption, and shortfall to State EOC | EOC | Daily during emergency | State EOC OEM |
| Emergency Management Agency reports on status of Mass Care services from volunteer agencies and others | EOC, VOAD-NNM | Daily during emergency | State EOC |
| Mutual Aid Agreements MOU with DOE/NSA | CMO | At expiration or change | County Manager's Office |
| Emergency Management Training Records | LAC OEM | As needed | OEM (non-County only) LAC Human Resources (County staff) |

Organization, Operations and Staffing.

The “EOP Base Plan Annexes” provide comprehensive details on EOC operations such as detailed job descriptions and checklists of tasks.

Overview

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

- The County Manager through the EOC Manager will implement policy directives and will have overall management responsibility for the incident.
- The EOC Manager directs EOC response actions to save lives and protect property and recommends/implements population protective actions. Within the framework of the EOC, all available resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this priority framework.

- Sections will document work assignments in an emergency situation. They submit a complete emergency action plan on staffing allocation, equipment distribution, and other emergency-related needs as requested by the EOC Manager.
- All officers and employees of Los Alamos County are deemed part of the emergency management organization and may be called on to perform emergency management functions during an emergency.

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

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

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

Support for a Larger, Regional Incident

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

EOC Positions

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

Situation Assessment Team. Is comprised of department leaders who provide strategic, advice and policy recommendations to the County Manager or EM. This ad hoc group meets as needed and is chaired by the County Manager.

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

Public Information Officer. The “Public Information Officer (PIO)” reports to the SAT or EOC Director. The PIO Section includes various units to manage: Rumor Control; Public Enquiries; Media Enquiries; Social Media monitoring, and Public Warnings, Information and Instruction.

EOC Section Chiefs. There are four EOC Sections – Operations, Planning, Logistics, and Administration and Finance. Each of these sections will have branches or units that will be functionally oriented. The size and functions within this organization will be dictated by the magnitude and nature of the emergency.



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

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

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

Finance and Administration Section. The EOC Administration and Finance Section is responsible for monetary, financial, and administrative functions. Common records can be found in the Reports and Records Table, located on page 34 of the Base Plan.

Extended Operations

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

EOC Objectives

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

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

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

EOC Activation

General

The EOC may be activated as either a “Command” entity or as a “Coordination” entity.

- For pre-incident or special events management the EOC may serve as a single command element for the management of operations.
- Where incidents occur across political jurisdictions, or there is more than one responding agency with incident jurisdiction, the EOC may be activated as a “Command” entity, usually a “Unified Command” element (in conjunction with LANL) to direct operations.
- In its “Coordination” role, the EOC may act as a Multi-Agency Coordination Center; it provides emergency management coordination of policies and priorities established by jurisdictional policy makers.

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

Scheduled Activations

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

Unscheduled Activations

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

Authority to Activate

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

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

EOC activation levels will generally follow the “emergency levels” as described in this plan.

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

1. County Manager

2. County Manager Designee
3. Situation Assessment Team (County Manager, Chief of Police, Fire Chief, Utilities Manager, Public Works Director, Emergency Manager).

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

Any chief elected official, or designee, from a jurisdiction or pueblo adjacent to Los Alamos County may request the EOC be activated to support an emergency occurring in or affecting their jurisdiction.

Once notified of the request to activate the EOC, The appropriately authorized individuals will make an assessment to determine what services the EOC can provide and whether to activate.

Factors to Consider When Determining EOC Activation

The following criteria may factor into the decision of whether or not to activate the EOC:

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

When the decision is made to activate the EOC, upon direction from the CM the EM and/or CDC will notify appropriate staff members to report to the EOC.

Notification is also made to the state emergency management duty officer or state EOC (DHSEM).

When to Activate

Incidents of Critical Significance are those high-impact events that require a coordinated and effective response by an appropriate combination of County, private-sector, and nongovernmental entities in order to manage an emergency event. Incidents of Critical Significance which requires notification to EM from on scene responders to determine if an EOC activation is required may include, but are not limited to the following:

- Any incident which may require a substantial evacuation and/or temporary displacement of multiple persons (>25) or where assistance in coordinating temporary sheltering or providing transportation assistance.

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

When Not to Activate

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

Access and Functional Needs

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

Alert, Warning and Notification

Alert and Warning

Incidents may require alert and warning to the population of Los Alamos County.

- The Los Alamos County warning system is comprised of multiple communications systems and methods to include telephone, radio, internet, email, conference calls, emergency meetings, web page, radio station and cable TV station.
- The 911 Consolidated Dispatch Center (CDC) is LAC Primary Warning Point and provides alerts and warnings to key officials and the public.
- The Public is alerted by the Emergency Alert System (EAS) broadcasts, telephonic community notification system, doors to door notification, emergency information packets, mobile sirens, weather alert radios, radio station, web page or various media outlets.
- CodeRed will be used to push alerts to cellular telephones.
- **In the event of an imminent or actual disaster, Los Alamos County will initiate actions to warn local residents and visitors by all means available.**

Contact Information

CodeRed Emergency Alert System: 866-419-5000

CodeRed General Alert System: 855-969-4639

Notification

Los Alamos County may receive initial warnings of a disaster, potential disaster, or other Incidents of Critical Significance, from County departments, the National Warning System, neighboring jurisdictions, the State of New Mexico EOC, the National Weather Service, the news media, or the general public.

Upon the receipt of notification of any significant event, as defined in standard operating procedures, the 911 CDC will:

- Notify EM;
- Notify county and state warning points as necessary;
- Notify appropriate response agencies and neighboring jurisdictions per protocols.

Watch/Standby Procedures

A watch/standby designation is an elevated advisory or response condition in order to make advance emergency preparations. The County Manager or Situation Assessment Team may issue

a watch/standby order if a pending disaster has the potential of affecting the County. When issued, County departments and partner agencies will take the following actions:

- Review this document and other emergency documents.
- Notify employees.
- Review agency specific emergency plans.
- Insure that department vehicles and equipment are serviced and ready.
- Inventory existing communication equipment. Be prepared to collect and redistribute radios, portable telephones, chargers, batteries, etc.
- Obtain maps, drawings, and other emergency aids.
- Continue to provide routine service to the public, but plan to change to emergency procedures upon warning notification.
- Recall procedures vary by agency, and each agency has the responsibility to inform employees of proper recall procedures. Employees who are recalled are expected to secure their families and homes, and report promptly to their assigned positions.
- Employees who are recalled should realize that the emergency may be several days or longer in duration.
- The public will be notified that Los Alamos County is in a watch/standby situation and will be advised to take appropriate preparedness measures through CodeRed.
- Los Alamos County Essential Employees Information.
 - Essential employees are designated by department directors.
 - All essential employees shall report to designated area, at the time specified by the County Manager for further instructions.
 - Essential employees should come to the designated area prepared for an extended stay of at least 24 hours, perhaps lasting as long as several weeks. Essential employees should come equipped to the designated area with the necessary supplies.

Warning

In the event of an imminent or actual disaster the 911 CDC will:

- Notify EM.
- Notify county and state warning points as necessary.
- Notify appropriate response agencies per protocols.
- EM will initiate actions to warn citizens and visitors by all means available.
- Upon notification of a warning (imminent or spontaneous event), each department will initiate internal notification actions to:
 - Alert employees assigned to emergency duties.
 - As appropriate to the situation or specific instructions:
 - Suspend or curtail normal business activities.
 - Recall essential off duty employees.
 - Send non-critical employees home.
 - Secure and evacuate the department's facilities as necessary.
 - If requested, augment 911/EM effort to warn the public.

Emergency Public Information

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

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

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

Public Information Officer

The Public Information Officer:

- Serves as the primary source of information about the incident to the news media, the public and internal communication.
- Provides emergency public information management.
- Responds to public inquiries.
- Implements rumor control.
- Coordinates messages with the IC
- Implements the Los Alamos County Public Information Plan

EOC PIO Liaison

The Internal Information Officer:

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

Joint Information Center Manager

The Joint Information Center Manager:

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

Media Location

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

Access and Functional Needs

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

Emergency Proclamation, Request for Assistance, and Resources Requests

Definitions

Incident: An incident is an emergency situation that is limited in scope, scale, and potential effects. Normally managed successfully through departmental standard operating procedures.

Emergency: An event or occurrence requiring action by emergency personnel to prevent or; minimize loss of life or damage to property or natural resources. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.

Disaster: The occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from any natural or man-made cause. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to manage with its traditional resources.

Emergency Proclamation

A local “Civil Emergency Proclamation” is the legal method which authorizes extraordinary measures to meet emergencies and/or solve disaster problems. A proclamation allows for the emergency appropriation of monies, emergency use of resources, the by-passing of time consuming requirements such as hearings and the competitive bid process (under certain circumstances), and activates extraordinary measures as outlined in this plan. A proclamation is

usually a prerequisite for state and/or federal assistance and made at the onset of a disaster to allow Los Alamos County to do as much as possible to help itself.

An emergency proclamation is a prerequisite to the following actions:

- Allow the County Manager to issue emergency orders and provide for the expeditious mobilization of County resources in responding to an emergency event to ensure the safety of life, protect property, the environment, and allow economic survival of the community.
- Request the Governor to enact specific emergency powers.
- Expedite the procurement of necessary resources
- Request state or federal assistance.

A written or verbal proclamation may be issued, however, after a verbal proclamation is declared, it must be followed by a written declaration and filed with the NM Department of Homeland Security and Emergency Management (NM DHSEM) and the County Clerk's Office for official documentation as soon as the emergency conditions allow.

In preparing a proclamation, a description of the event and the necessary emergency authorizations need to be documented. The State EOC (DHSEM) should be informed, and the public informed as soon as possible when an Emergency Proclamation is declared and/or signed. The emergency proclamation that contains orders regulating or prohibiting the conduct of business shall be delivered to the Los Alamos Police Department for implementation of said orders.

The Governor may declare a Local State of Emergency to expedite access to local resources needed to cope with the incident. If the needed response exceeds these local capabilities, a disaster has occurred. The County Manager may further ask for a gubernatorial declaration and state and federal assistance.

Any civil emergency proclamation shall terminate after 48 hours from issuance or upon the issuance of a proclamation determining an emergency no longer exists, whichever occurs first.

Disaster Declaration

A local "Disaster Declaration" is the legal method which authorizes extraordinary measures to meet emergencies and/or solve the consequences of a disaster. A disaster declaration is normally issued when, in the judgment of the County Council, the threat or actual occurrence of an emergency is of sufficient severity and magnitude that local resources are insufficient to meet the needs of the event.

A Disaster Declaration, with or without a previous State of Emergency Proclamation, is a prerequisite to the following actions:

- Allow the County Manager to issue emergency orders and provide for the expeditious mobilization of County resources in responding to an emergency event to ensure the safety of life, protect property, the environment, and allow economic survival of the community;
- Request the Governor to enact specific emergency powers;
- Expedite the procurement of necessary resources to alleviate the emergency situation; and
- Request state or federal assistance.

Appendices/Checklists

Disaster Declaration
Basic EOC Responder Checklist
Local Official Checklist
Emergency Management Commander Checklist
Situation Assessment Team Checklist
Public Information Officer Checklist
Internal Information Officer Checklist
Joint Information Center (JIC) Checklist
Public Inquiry Team Checklist
ICS 214 Form

Incorporated County of Los Alamos

Disaster/Emergency Declaration

WHEREAS, Los Alamos County has suffered severe damage caused by (<<<Insert type of disaster>>>) on or about (<<<Insert beginning date>>>) and extending through (<<<Insert ending date>>>); and,

WHEREAS, extensive damage was caused to (<<<Insert description of damage to public sector>>>) and to (<<<Insert description of private sector damage>>>); and,

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

WHEREAS, all locally available public and private resources available to mitigate and alleviate the effects of this disaster have been insufficient to meet the needs of the situation, make repairs, and protect the public safety;

NOW, THEREFORE, I, Harry Burgess, County Manager, by virtue of the authority provided by County Resolution 94-20 and by the New Mexico Civil Emergency Preparedness Act, NMSA 1978, 12-10-01 to 12-20-11, do hereby declare Los Alamos County an emergency/disaster area for the purpose of exercising necessary emergency powers, for expending local resources, and for requesting aid, assistance, relief programs, and funding that may be available from the State of New Mexico.

DONE AT THE OFFICE of the County Manager this ____ day of ____, 201__.

County Manager

Attest:

Los Alamos County Clerk

Record:

(Book and Page, if Applicable)

Notes on Declaration:

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

BASIC EOC RESPONDER - CHECKLIST

(for all positions)

**** Read This Entire Position Checklist before Taking Action ****

Responsibilities

Time Initials

- _____ Advise command and control in EOC of disaster regulations of EOC.
- _____ Act as an advisor to sections in the EOC.
- _____ Identify resources and respond to requests for assistance. Maintain resource listing.
- _____ Plan for extended 24-hour operations
- _____ Maintain copy of operations response plan for community
- _____ Document all work activity

Activation

Time Initials

- _____ Check in with the Emergency Management Commander (or designee) or the Personnel Unit in EOC Planning upon arrival at the Los Alamos EOC.
- _____ Report to Situation Assessment Team, Section Chief, Branch Director, or other assigned Supervisor.
- _____ Set up your workstation and review your position responsibilities.
- _____ Establish and maintain a position log that chronologically describes your actions taken during your shift.
- _____ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational

Time Initials

- _____ Prepare and maintain After Action Reports to State.
- _____ Ensure adequate communication capability
- _____ Keep the staff informed of local EOC activities and requests

BASIC EOC RESPONDER CHECKLIST

- _____ _____ Maintain Resource Request log (request #, type, ETA)
- _____ _____ Act as spokesperson for EOC in the absence of the same.
- _____ _____ Assist other departments and agencies as required to ensure the safety and welfare of the community.
- _____ _____ Assist with the coordination of PIO messages.

Demobilization

Time Initials

- _____ _____ Deactivate your assigned position and close out logs when authorized by the Situation Assessment Team.
- _____ _____ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- _____ _____ Be prepared to provide input to the after-action report.
- _____ _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ _____ Clean up your work area before you leave.
- _____ _____ Leave a forwarding phone number where you can be reached.

EMERGENCY MANAGEMENT COMMANDER CHECKLIST

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

Time Initials

- ____ ____ Facilitate the overall functioning of the Los Alamos County EOC.
- ____ ____ Assist and serve as an advisor to the LAC Situation Assessment Team and Section Chiefs as needed. Provide information and guidance related to the internal functions of the EOC and ensure compliance with New Mexico State emergency plans and procedures.
- ____ ____ Ensure proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

Activation

Time Initials

- ____ ____ Check in and identify yourself as the Emergency Management Commander upon arrival at the Los Alamos EOC.
- ____ ____ Obtain a briefing on the extent of the emergency and recommended initial objectives.
- ____ ____ Start and maintain EOC log of actions taken and decisions made (may be delegated).
- ____ ____ Assist the Situation Assessment Team in determining appropriate staffing for the EOC.
- ____ ____ Provide assistance and information regarding section staffing.
- ____ ____ Assist PIO in public information and public warning activities.
- ____ ____ Ensure routine County notifications to LANL, Los Alamos Public Schools, and adjacent jurisdictions have been made.

EMERGENCY MANAGEMENT COMMANDER CHECKLIST

Operational

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Initiate and maintain an EOC Log Form (ICS 214) noting all messages received, decisions made and actions taken. (a copy of the log is located in this Annex). |
| _____ | _____ | Assist the Situation Assessment Team and County Section Chiefs in developing overall strategic objectives as well as Section objectives for the EOC Incident Action Plan. |
| _____ | _____ | Advise the Situation Assessment Team on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements. |
| _____ | _____ | Assist the Planning Section in the development, continuous updating, and execution of the EOC Incident Action Plan. |
| _____ | _____ | Provide overall procedural guidance as required. |
| _____ | _____ | Provide general advice and guidance to the Situation Assessment Team as required. |
| _____ | _____ | Ensure that all notifications and Situation Reports (SITREPs) are made to the New Mexico State EOC. |
| _____ | _____ | Ensure that required alert/warning messages are transmitted via Emergency Preparedness Network (EPN), Emergency Alert System (EAS), cable interrupt and/or all other available warning/alert methodologies (instructions for activating the EAS are located in this Annex). |
| _____ | _____ | Assist Situation Assessment Team in preparing for and conducting briefings with Section Chiefs, the Situation Assessment Team, the media, and the general public. |
| _____ | _____ | Assist with coordination of all EOC visits. |
| _____ | _____ | Assists with coordination of PIO messages |
| _____ | _____ | Activate VOAD-NNM (Voluntary Organizations Active in Disaster – Northern NM), whether partially or fully, per the procedures following this checklist. |
| _____ | _____ | Provide assistance with shift change activity as required. |

EMERGENCY MANAGEMENT COMMANDER CHECKLIST

Demobilization

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensures necessary functions are maintained throughout and following demobilization. |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave. |
| _____ | _____ | Leave a forwarding number where you can be reached. |

SITUATION ASSESSMENT TEAM CHECKLIST

****** Read this entire position checklist before taking action ******

Responsibilities

Time Initials

- _____ _____ Brief elected representatives. Enlist their support and assistance in overcoming procedural/bureaucratic obstacles.
- _____ _____ Provide a “big picture” policy perspective for the EOC.
- _____ _____ Understand the overall strategy, emergency response objectives and priorities pursuant to the development of the Incident Action Plan (IAP).
- _____ _____ Serve as the lead Los Alamos County liaison to senior state and federal officials, as well as counterparts in adjacent County, Municipal and Tribal Governments.
- _____ _____ Request specific assistance from the Governor of New Mexico as necessary.

Activation

Time Initials

- _____ _____ Check in and identify yourself as a member of the Los Alamos County Situation Assessment Team upon arrival at the Los Alamos EOC.
- _____ _____ Obtain a briefing on the extent of the emergency and recommended initial objectives from the Directorate.
- _____ _____ Start and maintain an EOC log (ICS 214) of actions taken and decisions made.

Operational

Time Initials

- _____ _____ Develop IAP based on overall strategy, emergency response objective and priorities.
- _____ _____ Brief elected representatives. Enlist their support and assistance in overcoming procedural/bureaucratic obstacles.
- _____ _____ Maintain a “big picture” policy perspective for the EOC.
- _____ _____ Support the PIO’s efforts to develop an Emergency Public Information plan. attend/participate in news conferences.

SITUATION ASSESSMENT TEAM CHECKLIST

- _____ Direct the overall strategy, emergency response objectives and priorities pursuant to the development of the Incident Action Plan (IAP).
- _____ Serve as the lead Los Alamos County liaison to senior state and federal officials, as well as counterparts in adjacent County, Municipal and Tribal Governments.
- _____ Be prepared to request specific assistance from the Governor of New Mexico, including the activation of the NM National Guard.

Demobilization

Time Initials

- _____ Ensure any open actions are assigned to appropriate staff.
- _____ Ensures necessary functions are maintained throughout and following demobilization.
- _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ Clean up your work area before you leave.
- _____ Leave a forwarding number where you can be reached.

PUBLIC INFORMATION OFFICER (PIO) CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- ____ ____ Formulate and release information about the incident to news media, public, county employees, and other agencies and organizations. Any listed functions in this checklist not assigned in the EOC by the Emergency Director are the responsibility of the Public Information Officer.
- ____ ____ Serve as the coordination point for all public information, media relations and internal information.
- ____ ____ Ensure that the public within the affected area receives complete, accurate, timely and consistent information about life safety, public health, relief and assistance programs, and other vital information.
- ____ ____ Coordinate and supervise staff and their activities.

Activation

Time Initials

- ____ ____ Check in and identify yourself as the Public Information Officer (PIO) upon arrival at the Los Alamos EOC.
- ____ ____ Obtain a briefing on the extent of the emergency and recommended initial objectives.
- ____ ____ Start and maintain an EOC log (ICS 214) of actions taken and decisions made.
- ____ ____ Ensure that the telephone hotline, or County Customer Care call center is operational for the public to access information.
- ____ ____ Ensure messaging is provided to both Customer Care and CDC.

PUBLIC INFORMATION OFFICER (PIO) CHECKLIST

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Maintain open lines of communication with other PIOs at other agencies. |
| _____ | _____ | Serve as coordinator for all media releases – develop key messages to be passed on to JIC if opened. |
| _____ | _____ | Develop the format for press conferences and briefings in conjunction with Incident Commander and EOC Director. |
| _____ | _____ | Maintain a positive relationship with media representatives (pre-JIC – this role is transferred to the JIC manager upon opening JIC). |
| _____ | _____ | Monitor media for accuracy in reporting, correct errors (pre-JIC – this role transfers to the JIC Manager upon opening the JIC). |
| _____ | _____ | Upon a call to report to the EOC the following actions apply: |
| | _____ | Call JIC Manager to alert possible need to escalate to JIC, if needed. |
| | _____ | Call Backup PIO #1 and alert to situation and possible need for future shift work (backup #1 then alerts others). |
| | _____ | Report to EOC and advise EOC Director of arrival. |
| | _____ | Obtain initial briefing from EOC Director or their designee. |
| | _____ | Determine need for additional resources and notify based on situation. |
| | _____ | Begin EOC position log to record actions being taken. |

PUBLIC INFORMATION OFFICER (PIO) CHECKLIST

Operational

Time Initials

- | | | |
|--------------|--------------|---|
| <p>_____</p> | <p>_____</p> | <p>Obtain briefing from Emergency Operations Center Director – ask any or all of these questions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What area of the community was impacted? <input type="checkbox"/> What are casualties? Injuries? (confirm how information on fatalities will be released and next of kin notification process) <input type="checkbox"/> What hazards are involved? <input type="checkbox"/> Who has been notified? <input type="checkbox"/> What emergency personnel are on scene? <input type="checkbox"/> What actions have already been taken to protect the public? <input type="checkbox"/> What is the status of the EOC? <input type="checkbox"/> Has the Reverse 911 system been used? When? Where? How many homes? <input type="checkbox"/> What other methods are planned, or already being used, to inform the public? Radio? TV? Cable interrupt? Public address, door to door alerts? <input type="checkbox"/> Any plans to evacuate any areas? <input type="checkbox"/> Non-English speaking concerns—yes, no? Translator needed? <input type="checkbox"/> Provide those taking calls with accurate and timely information. (Pre-JIC – this role transfers to the JIC Manager upon opening JIC) |
| <p>_____</p> | <p>_____</p> | <p>Post information to the County's web page (pre-JIC – this role transfers to the JIC Manager upon opening JIC)</p> |
| <p>_____</p> | <p>_____</p> | <p>Coordinate media releases with IC and officials representing other affected emergency response agencies.</p> |
| <p>_____</p> | <p>_____</p> | <p>Use samples and templates for media releases as appropriate to provide timely and consistent information to the public.</p> |

PUBLIC INFORMATION OFFICER (PIO) CHECKLIST

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | <p>Prepare an initial info summary to be released to media about the situation; If no other information is available, consider using this statement: <i>At (insert time), a situation involving a (explain) occurred in the (location) of Los Alamos County. Emergency crews are responding and we will provide additional information as soon as details become available. (List any other info about time or location of a media briefing, if known)</i></p> |
| _____ | _____ | <p>Ensure proper notification to other PIOs for other agencies is made if they might be impacted or contacted by the media or public.</p> |
| _____ | _____ | <p>Determine point of contact for media (local, regional, national as appropriate).</p> |
| _____ | _____ | <p>Determine current media presence.</p> |
| _____ | _____ | <p>Confirm staffing requirements are met for EOC.</p> |
| _____ | _____ | <p>Confirm policy guidance and approval from EOC Director about what information can be released to media and public; who clears information prior to release (any sensitive data/concerns that should not be released should be identified at this step), and who authorizes release.</p> |
| _____ | _____ | <p>Write or direct preparation of press releases.</p> |
| _____ | _____ | <p>Be sure press releases are provided to other PIOs.</p> |
| _____ | _____ | <p>Keep Emergency Operations Center Director up to date on media releases and media comments/coverage, as well as public comments or concerns.</p> |
| _____ | _____ | <p>Develop and publish a media briefing schedule, as appropriate, which would include times, location, format, resources (what other team members are needed from EOC?), and develop any materials needed for handouts (pre-JIC – does this transfer to JIC Manager upon opening a JIC?).</p> |
| _____ | _____ | <p>Prepare technical spokespersons for interviews or media briefings, as needed.</p> |
| _____ | _____ | <p>Establish a Media Information Center in the JIC location prior to any actual activation of a JIC and ensure the JIC manager is on scene.</p> |
| _____ | _____ | <p>Release news to media, CDC and Customer Care Center and post in the EOC.</p> |
| _____ | _____ | <p>Ensure copies to be filed with Action Logs upon deactivation of EOC are kept.</p> |

PUBLIC INFORMATION OFFICER (PIO) CHECKLIST

_____ Conduct any shift change briefings with replacement PIO as needed.

Demobilization

Time Initials

- _____ Ensure any open actions are assigned to appropriate staff.
- _____ Ensures necessary functions are maintained throughout and following demobilization.
- _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ Clean up your work area before you leave.
- _____ Leave a forwarding number where you can be reached.

EOC PIO LIAISON CHECKLIST

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

Time Initials

- Ensure County employees are provided the most current and complete information possible about the on-going incident. In an EOC activation, a designee from the County's Human Resources division fills this position.
- Maintain information flow with the PIO; or, if a JIC has been activated, the JIC Manager.
- Inform employees of the emergency situation using pre-approved press releases from the PIO and a variety of venues to distribute information to offices and field crews.
- Provide a liaison to employee families if needed.
- Respond to employee calls related to the emergency.

Activation

Time Initials

- Check in and identify yourself as the Internal Information Officer upon arrival at the Los Alamos EOC.
- Obtain a briefing on the extent of the emergency and recommended initial objectives.
- Start and maintain an EOC log (ICS 214) of actions taken and decisions made.
- Upon activation of this position, the following actions apply:

 - Receive notification of EOC activation.
 - Receive initial briefing from the PIO, SAT or EOC Director.

EOC PIO LIAISON OFFICER CHECKLIST

Time Initials

- _____ _____ Discuss key messages to be conveyed and any constraints on information with the PIO.
- _____ _____ Take the lead in responding to calls from employees with questions about the incident; give out only approved information from EOC-issued news releases.
- _____ _____ Conduct any shift change briefings with replacement staff as needed. Ensure that in- progress activities are identified and follow-up requirements are known.
- _____ _____ Provide copies of logs and any other documentation to the PIO to include in documentation package on public information for the EOC Director.

Demobilization

Time Initials

- _____ _____ Ensure any open actions are assigned to appropriate staff.
- _____ _____ Ensures necessary functions are maintained throughout and following demobilization.
- _____ _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ _____ Clean up your work area before you leave.
- _____ _____ Leave a forwarding number where you can be reached.

JOINT INFORMATION CENTER (JIC) CHECKLIST

***** Read this entire position checklist before taking action *****

Responsibilities

Time Initials

- ____ Check in and identify yourself as the Joint Information Center (JIC) Manager upon arrival at the Los Alamos Mesa Public Library.
- ____ Obtain a briefing on the extent of the emergency and recommended initial objectives from the PIO.
- ____ Start and maintain an Action log (ICS 214) of activities.
- ____ Act as Media Center Information Manager until such time that a JIC is activated.
- ____ Any JIC functions not assigned by the Public Information Officer prior to establishing the JIC become the responsibility of the JIC Manager, based upon the need for resources and the emergency situation.
- ____ Maintain information flow with the PIO.
- ____ Oversee distribution of news releases that have received required approvals in the EOC.
- ____ Schedule and moderate media briefings, if necessary.
- ____ Conduct pre-briefing meetings with EOC management and spokespersons.

Activation

Time Initials

- ____ Discuss situation and key messages with PIO and EOC Director
- ____ Discuss other resources needed.
- ____ Ensure JIC is operational.
- ____ Keep Action Log (ICS 214) current with information about start-up of JIC.
- ____ Upon a call to staff this position, the following actions apply:
- ____ Receive notification of JIC activation.
- ____ Notify PIO of arrival at JIC.

JOINT INFORMATION CENTER (JIC) CHECKLIST

Operational

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Receive initial briefing from the PIO. |
| _____ | _____ | Discuss key messages to be conveyed and any constraints on public info with the PIO. |
| _____ | _____ | Determine location and participants in the JIC using the County's Emergency Public Information Plan. |
| _____ | _____ | Determine need for additional resources and notify resources (based on situation). |
| _____ | _____ | Ensure media team members have up-to-date, authorized for release information in written or e-mail format. |
| _____ | _____ | Schedule and moderate media briefings as required. |
| _____ | _____ | Conduct pre-media briefing meetings with emergency management, PIO and/or any other County spokespersons. |
| _____ | _____ | Record all interviews and briefings on video tape if appropriate and possible. |
| _____ | _____ | Provide documentation and taped interviews/briefings to the PIO in the EOC. |
| _____ | _____ | Contact media to correct erroneous or misleading information being provided to the public via the media as a result of JIC media briefings. |
| _____ | _____ | Be proactive in requesting updates from the PIO or their designee in the EOC. |
| _____ | _____ | Conduct any shift change briefings with replacement JIC personnel and staff as needed. |
| _____ | _____ | Ensure that in-progress activities are identified and follow-up requirements are known. |

JOINT INFORMATION CENTER (JIC) CHECKLIST

Demobilization

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Prepare final new release or hold final media briefing. |
| _____ | _____ | Coordinate point of contact and follow up story information with the PIO to release information for the media |
| _____ | _____ | Provide copies of logs and any other documentation to the PIO to include in documentation package on public information for the Emergency Director. |
| _____ | _____ | Advise media on any follow up stories and points of contact. |
| _____ | _____ | Participate in EOC "lessons learned" and document improvement needs, as requested by the Emergency Director. |
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensures necessary functions are maintained throughout and following demobilization. |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave. |
| _____ | _____ | Leave a forwarding number where you can be reached. |

PUBLIC INQUIRY TEAM CHECKLIST

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

- _____ _____ Answer calls from the general public.
- _____ _____ Respond to questions using approved information from the EOC as issued in ongoing news releases.
- _____ _____ Maintain a log of public inquiries.

Activation

Time Initials

- _____ _____ Report in
- _____ _____ Obtain briefing
- _____ _____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- _____ _____ Take the lead in responding to calls from the public with questions about the incident; give out only approved information from EOC-issued news releases.
- _____ _____ Keep PIO (or JIC Manager) informed of rumors; resolve and dispel as soon as possible.
- _____ _____ Answer calls from the general public.
- _____ _____ Respond to questions using approved information from the EOC as issued in ongoing news releases.

PUBLIC INQUIRY TEAM CHECKLIST

Time Initials

- _____ _____ In an EOC activation, the County's Customer Service (311 calls) Center and their representatives fill this position.
- _____ _____ Maintain information flow with the PIO; or, if a JIC has been activated, the JIC Manager.
- _____ _____ Maintain a log of public inquiries.
- _____ _____ Inform PIO and/or JIC Manager if JIC is open of rumors or concerns being received from the public.
- _____ _____ Clarify and distribute information from the PIO (or JIC Manager) to resolve open questions/concerns being received from the public.
- _____ _____ Conduct any shift change briefings with replacement staff as needed. Ensure that in progress activities are identified and follow up requirements are known.
- _____ _____ Provide copies of logs and any other documentation to the PIO to include in documentation package on public information for the Emergency Director.

Demobilization

Time Initials

- _____ _____ Ensure any open actions are assigned to appropriate staff.
- _____ _____ Ensures necessary functions are maintained throughout and following demobilization.
- _____ _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ _____ Clean up your work area before you leave.
- _____ _____ Leave a forwarding number where you can be reached.

National Incident Management System (NIMS)

Overview

Los Alamos County has formally adopted (Resolution No. 05-20) and uses the National Incident Management Systems (NIMS). NIMS provides a nationwide approach that enables federal, state, and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” More specifically, NIMS includes a core set of concepts, principles, terminology and technologies covering the Incident Command System; multi-agency coordination systems, including communications interoperability; Unified Command; training, identification and management of resources (including systems for classifying types of resources); qualifications and certification; and collection, tracking, and reporting of incident information and incident resources.

Los Alamos County mandates standard training requirements for NIMS. NIMS requirements for county employees are included as a separate appendix.

NIMS provides a framework of interoperability and compatibility, and maintains a balance between flexibility and standardization, granting the EOC Director substantial latitude regarding EOC staffing decisions. Based upon the unique circumstances presented by each incident, the EOC Director may choose to staff the EOC with as few or as many individuals/positions as needed to respond to the emergency. NIMS provides a flexible framework that allows for and accommodates the expansion of the incident/operation, and subsequent coordination efforts pertaining to the EOC, the Incident Commander at the scene, State/Federal/local agencies and personnel, news media and other entities.

This plan formalizes the NIMS incident command organization and structure as mandatory for all response activities by all departments identified in this plan.

Incident Command System

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

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

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

The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individuals. The Incident Command System is primarily a field level

organizational system which has authority to make operational and tactical decisions and command all field personnel. Upon arriving at the scene, the Incident Commander has the following responsibilities:

- Establish an incident command post, and direct the on-scene response.
- Isolate the scene.
- Assess the situation and identify hazards.
- Make initial notifications of larger emergency events (non-routine) via 911 communication center to the OEM duty officer.
- Warn the population in the area of the incident; provide emergency instructions.
- Determine and implement protective measures (in-place or evacuation sheltering) for the population in the immediate area of the incident.
- Implementing traffic control arrangements in and around the incident scene.
- Develop objectives (tasks to be done).
- Ensure appropriate safety and personnel protective measures.
- Develop an action plan and priorities.
- Determine the need to activate the EOC to support field operations or coordinate response.
- In coordination with the EOC, contact appropriate agencies or personnel with expertise and capability to carry out the incident action plan.
- Coordinate, as appropriate, with other first responder agencies.
- Request additional resources from the EOC.

The Incident Commander will communicate essential elements of information directly to respective agencies and to the EOC Management depending on the scope of the incident.

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

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

Emergency Support Functions (ESFs)

Emergency Support Functions (ESFs) is the grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the

environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.

Emergency Support Functions

- ESF1 Transportation
- ESF2 Communications
- ESF3 Public Works and Engineering
- ESF4 Firefighting
- ESF5 Emergency Management
- ESF6 Mass Care, Housing, and Human Services
- ESF7 Logistics/Resources Support
- ESF8 Public Health and Medical Services
- ESF9 Urban Search and Rescue
- ESF10 Oil and Hazardous Materials Response
- ESF11 Agriculture and Natural Resources
- ESF12 Energy
- ESF13 Public Safety and Security
- ESF14 Long-term Community Recovery and Mitigation
- ESF15 External Affairs

Glossary

Emergency Support Functions (ESFs) provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are the mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents. ESFs resources may be assigned anywhere within the Unified Coordination structure. The table below lists the ESFs:

| Term | Definition |
|---|---|
| Emergency Support Function #1 - Transportation | Emergency Support Function (ESF) #1 – Transportation provides support by assisting local, state, tribal, territorial, insular area, and Federal governmental entities, voluntary organizations, nongovernmental organizations, and the private sector in the management of transportation systems and infrastructure during domestic threats or in response to actual or potential incidents. |
| Emergency Support Function #2 - Communications | Emergency Support Function (ESF) #2 – Communications supports the restoration of communications infrastructure, coordinates communications support to response efforts, facilitates the delivery of information to emergency management decision makers, and assists in the stabilization and reestablishment of systems and applications during incidents. |
| Emergency Support Function #3 – Public Works and Engineering | Emergency Support Function (ESF) #3 – Public Works and Engineering coordinates and organizes the resources of the Federal Government to facilitate the delivery of multiple core capabilities. |
| Emergency Support Function #4 - Firefighting | Emergency Support Function (ESF) #4 – Firefighting provides Federal support for the detection and suppression of wildland, rural, and urban fires resulting from, or occurring coincidentally with, an all-hazard incident requiring a coordinated national response for assistance. |
| Emergency Support Function #5 – Emergency Management | Emergency Support Function #5 – Emergency Management supports the coordination of incident management and response efforts, issuance of mission assignments, resources and human capital, incident action planning and financial management. |
| Emergency Support Function #6 – Mass Care | Emergency Support Function (ESF) #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services coordinates and provides life-sustaining resources, essential services, and statutory programs when the needs of disaster survivors exceed local, state, tribal, territorial, and insular area government capabilities. |
| Emergency Support Function #7 - Logistics | Emergency Support Function (ESF) #7 – Logistics integrates whole community logistics incident planning and support for timely and efficient delivery of supplies, equipment, services, and facilities. It also facilitates comprehensive logistics planning, technical assistance, |

| Term | Definition |
|--|--|
| | training, education, exercise, incident response, and sustainment that leverage the capability and resources of Federal logistics partners, public and private stakeholders, and nongovernmental organizations (NGOs) in support of both responders and disaster survivors. |
| Emergency Support Function #8 – Public Health and Medical Services | Emergency Support Function (ESF) #8 – Public Health and Medical Services provides the mechanism for Federal assistance to supplement local, state, tribal, territorial, and insular area resources in response to a disaster, emergency, or incident that may lead to a public health, medical, behavioral, or human service emergency, including those that have international implications. |
| Emergency Support Function #9 – Search and Rescue | Emergency Support Function (ESF) #9 – Search and Rescue (SAR) deploys Federal SAR resources to provide lifesaving assistance to local, state, tribal, territorial, and insular area authorities, including local SAR Coordinators and Mission Coordinators, when there is an actual or anticipated request for Federal SAR assistance. |
| Emergency Support Function #10 – Oil and Hazardous Materials | Emergency Support Function (ESF) #10 – Oil and Hazardous Materials Response provides Federal support in response to an actual or potential discharge and/or release of oil or hazardous materials when activated. |
| Emergency Support Function #11 – Agriculture and Natural Resources | Emergency Support Function (ESF) #11 – Agriculture and Natural Resources organizes and coordinates Federal support for the protection of the Nation's agricultural and natural and cultural resources during national emergencies. ESF #11 works during actual and potential incidents to provide nutrition assistance; respond to animal and agricultural health issues; provide technical expertise, coordination and support of animal and agricultural emergency management; ensure the safety and defense of the Nation's supply of meat, poultry, and processed egg products; and ensure the protection of natural and cultural resources and historic properties. |
| Emergency Support Function #12 - Energy | Emergency Support Function (ESF) #12 – Energy provides support to the Department of Homeland Security (DHS) by assisting local, state, tribal, territorial, and Federal government entities, nongovernmental organizations (NGO), and the private sector by coordinating government capabilities, services, technical assistance, and engineering expertise during disasters and incidents that require a coordinated Federal response. The term “energy” includes producing, storing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, and controlling energy systems and system components. |
| Emergency Support Function #13 – Public Safety and Security | Emergency Support Function (ESF) #13 – Provides Federal public safety and security assistance to local, state, tribal, territorial, and Federal organizations overwhelmed by the results of an actual or anticipated natural/manmade disaster or an act of terrorism. |

| Term | Definition |
|---|---|
| Emergency Support Function #14 - Recovery | Emergency Support Function #14 – Recovery supports social and economic community impact assessments, recovery assistance, and analysis and review of mitigation program implementation. |
| Emergency Support Function #15 – External Affairs | Emergency Support Function (ESF) #15 – External Affairs provides accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including children; those with disabilities and others with access and functional needs;; and individuals with limited English proficiency. |

The following table notes recommended NIMS training by position. These requirements have not yet been approved countywide.

NIMS REQUIREMENTS

| Position | IS-100 | IS-200 | IS-300 | IS-400 | IS-700 | IS-701 | IS-702 | IS-703 | IS-706 | IS-775 | IS-800 | G-110 | G-191 | MGT-312 | Notes |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|-------|---------|-------|
| All County Employee Emergency (Disaster) Response & Volunteer staff | x | x | | | x | | | | | | | | | | |
| Capital Projects Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| Communications Center Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| Communications Center Staff | x | x | | | x | | | | | | x | | | | |
| Communications Center Supervisors | x | x | x | | x | | | | | x | x | | x | x | |
| County Manager | x | x | x | x | x | | | | | x | x | x | x | x | |
| County Attorney Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| County Sheriff | x | x | x | x | x | | | | | x | x | x | x | x | |
| Emergency Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| EMS Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| EMS Supervisors | x | x | x | | x | | | | | x | x | | x | x | |
| EMS Technicians/Operators | x | x | | | x | | | | | | x | | | | |
| Finance Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| Fire Chief | x | x | x | x | x | | | | | x | x | x | x | x | |
| Fire Dept. Captains, Division Chiefs | x | x | x | | x | | | | | x | x | | x | x | |
| Fire Service Firefighters | x | x | | | x | | | | | | x | | | | |
| Hazmat Technicians/Operators | x | x | | | x | | | | | | x | | | | |
| HR Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| IT Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| IT Supervisors | x | x | x | | x | | | | | x | x | | x | x | |

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|--|--|--|--|---|---|---|---|---|--|
| Law Enforcement Chief & Deputy Chief of Police | x | x | x | x | x | | | | | x | x | x | x | x | |
| Law Enforcement Officers | x | x | | | x | | | | | x | x | | | | |
| Law Enforcement Sergeants, Commanders | x | x | x | | x | | | | | x | x | | x | x | |
| Local County Elected Officials | x | x | x | | x | | | | | x | x | | x | x | |
| Public Information Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| Public Information Officers | x | x | | | x | | | | | x | x | | | | |
| Public Information Supervisors | x | x | x | | x | | | | | x | x | | x | x | |
| Public Utilities | x | x | | | x | | | | | x | x | | | | |
| Public Utilities Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| Public Utilities Supervisors | x | x | x | | x | | | | | x | x | | x | x | |
| Public Works | x | x | | | x | | | | | x | x | | | | |
| Public Works Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| Public Works Supervisors | x | x | x | | x | | | | | x | x | | x | x | |
| Risk Management | x | x | x | x | x | | | | | x | x | x | x | x | |
| School/Campus Leaders | x | x | | | x | | | | | x | x | | | | |
| School/Campus Principals | x | x | x | | x | | | | | x | x | | x | x | |
| School/Campus Superintendent | x | x | x | x | x | | | | | x | x | x | x | x | |
| Sheriff Deputies | x | x | x | | x | | | | | x | x | | x | x | |

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Draft Pending Approval

X Recommended

Suggested

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Operations

Annex A

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Purpose

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

The priorities of the response are:

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

Scope

This annex applies to all participating departments and agencies of the jurisdictions of Los Alamos County.

The following are examples of Operations Annex EOC activities:

- Air evacuation;
- Air medical evacuation;
- Animal evacuation and sheltering;
- Explosive ordnance disposal/bomb squad;
- Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE);
- Debris management;
- Decontamination;
- EMS transport, non-transport;
- Evacuation;
- Fire and EMS;
- Hazmat;
- Health protection coordination, including health protection measures; public health; detecting potential biological, chemical, and radiological agents; decontamination; detecting and monitoring food contamination; respiratory protection mass clinics; and water purification;
- Law enforcement;
- Radiological response and remediation;
- Search and Rescue;

- Security in affected area;
- Shelter in place vs. evacuation determination;
- Access and functional needs populations, evacuations and sheltering;
- Terrorism response;
- Traffic control;
- Wildfire/interface

Primary Agencies

The following agencies have primary responsibility for activities implemented under the Operations Annex.

- Los Alamos Fire Department
- Los Alamos Police Department
- Los Alamos Public Works Department
- Los Alamos Department of Public Utilities

Support Agencies

The following agencies may be required to support the activities implemented under the Operations Annex.

County

- Los Alamos County Consolidated Dispatch
- Los Alamos County Geographic Information System (GIS) Services
- Los Alamos County Planning and Zoning
- Public Information Office
- Los Alamos County Sheriff

State

- New Mexico Department of Public Safety
- New Mexico Department of Transportation
- New Mexico Department of Homeland Security and Emergency Management
- New Mexico National Guard

Federal

- Los Alamos National Laboratory (LANL)

Situation

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

Assumptions

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

Organizational Structure

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



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



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

Concept of Operations

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

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

Operations Section Chief

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

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

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

Primary Agency Functions

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

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

Utilities

The Los Alamos County Department of Public Utilities is the primary agency to fill the Utilities Branch in an emergency response in Los Alamos County.

The Utilities Branch is overseen by the Utilities Branch Director. The duties of the Utilities Branch Director are primarily filled by a Utilities Manager or their designee. The Utilities Branch Director:

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

The Utilities Branch Director Checklist can be found as an attachment in the Operations Annex. The checklist provides guidance on critical tasks for the Director and by extension, the Branch.

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

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

Law Enforcement

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

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

The Law Enforcement Branch Director Checklist can be found as an attachment in the Operations Annex. The checklist provides guidance on critical tasks for the Director and by extension, the Branch.

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

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

Fire/EMS/Rescue

The Los Alamos Fire Department is the primary agency to fill the Fire/Rescue/EMS branch in an emergency response in Los Alamos County. The Los Alamos Fire Department is responsible for detecting and suppressing wildland and urban fires resulting from, or concurrent with, an incident response.

Fire operations are executed according to Los Alamos Fire Department plans and directives for both wildland and structural firefighting.

The Fire/Rescue/EMS branch is overseen by the Fire/Rescue/EMS Branch Director. The duties of the Fire/Rescue/EMS Branch Director are primarily filled by a Fire Battalion Chief or their designee. The Fire/Rescue/EMS Branch Director:

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

The Fire/Rescue/EMS Branch Director Checklist can be found as an attachment in the Operations Annex. The checklist provides guidance on critical tasks for the Director and by extension, the Branch.

Public Works

The Los Alamos County Public Works Department is the primary agency to fill the Public Works Branch in an emergency response in Los Alamos County.

The Public Works Branch is overseen by the Public Works Branch Director. The duties of the Public Works Director are primarily filled by the Public Works Director or their designee. The Public Works Branch Director:

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

The Public Works Branch Director Checklist can be found as an attachment in the Operations Annex. The checklist provides guidance on critical tasks for the Director and by extension, the Branch.

Debris Management

A checklist for Debris Management is included in this Annex. The Debris Management function is further outlined in the Debris Management Appendix.

Care and Shelter

The Care and Shelter Branch:

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

The Care and Shelter Branch Director Checklist can be found as an attachment in the Operations Annex. The checklist provides guidance on critical tasks for the Director and by extension, the Branch.

Support Agency Functions

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

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

Attachments

Operations Section Chief Checklist

Utilities Branch Director Checklist

Law Enforcement Branch Director Checklist

Fire/EMS Branch Director Checklist

Public Works Branch Director Checklist

Care and Shelter Branch Director Checklist

ICS 214 Form

A checklist for Animal Sheltering is included in the Annex 1.

OPERATIONS SECTION CHIEF CHECKLIST

***** Read this entire position checklist before taking action *****

Responsibilities

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure that the Operations Function is carried out including coordination of response for all operational responsibilities assigned to the Los Alamos County. |
| _____ | _____ | Ensure that operational objectives and assignments identified in the EOC Incident Action Plan are carried out effectively. |
| _____ | _____ | Establish the appropriate level of branch organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly. |
| _____ | _____ | Exercise overall responsibility for the coordination of Branch activities within the Operations Section. |
| _____ | _____ | Supervise the Operations Section. |

Activation Phase

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Check in upon arrival. |
| _____ | _____ | Track activities on ICS 214 form |
| _____ | _____ | Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards. |
| _____ | _____ | Obtain a situation briefing from the Situation Assessment Team. |
| _____ | _____ | Based on the situation; activate appropriate branches within the section, designate Branch Directors, as necessary: <ul style="list-style-type: none"> • Fire/Rescue/EMS • Law Enforcement • Public Works • Utilities • Care and Shelter |

OPERATIONS SECTION CHIEF CHECKLIST

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Request additional personnel for the section as necessary for 24-hour operation. |
| _____ | _____ | Obtain current communications status. Ensure that there is adequate equipment and frequencies available for the section. |
| _____ | _____ | Confer with the Situation Assessment Team to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations. |
| _____ | _____ | Coordinate with the Emergency Management Commander regarding the need for external agency representatives. |
| _____ | _____ | Establish radio or cellular communications with Incident Commander(s), and coordinate accordingly. |
| _____ | _____ | Based on the situation known or forecasted, determine likely future needs of the Operations Section. |
| _____ | _____ | Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period. |
| _____ | _____ | Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives. |
| _____ | _____ | Determine the need for mutual aid. |
| _____ | _____ | Obtain current communications status briefing. |
| _____ | _____ | Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur. |

OPERATIONS SECTION CHIEF CHECKLIST

Operational Phase

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Record all major activities on ICS 214 form. |
| _____ | _____ | Ensure that all section personnel are maintaining their individual position logs. |
| _____ | _____ | Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires, including Branch Status Reports. |
| _____ | _____ | Ensure that all media contacts are referred to the Public Information Officer. |
| _____ | _____ | Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods. |
| _____ | _____ | Attend and participate in Incident Action planning meetings. |
| _____ | _____ | Provide the Planning Section Chief with the Operations Section's objectives prior to each Incident Action Planning meeting. |
| _____ | _____ | Work closely with each Branch Director to ensure that the Operations Section objectives, as defined in the current Incident Action Plan, are being addressed. |
| _____ | _____ | Ensure the Branches coordinate all resource needs. |
| _____ | _____ | Ensure information from the Branch Director is made available to the Planning Section in a timely manner. |
| _____ | _____ | Ensure that fiscal and administrative requirements are coordinated through the Administration/Finance Section (notification of emergency expenditures and daily time sheets). |
| _____ | _____ | Brief the EOC Directorate on all major incidents. |
| _____ | _____ | Document all major incidents; forward a copy to the Planning Section. |
| _____ | _____ | Brief Branch Directors periodically on any updated information you may have received. |
| _____ | _____ | Share status information with other sections as appropriate. |

OPERATIONS SECTION CHIEF CHECKLIST

Demobilization Phase

Time Initials

- ____ ____ Ensure any open actions are assigned to appropriate staff.
- ____ ____ Ensure necessary functions are maintained throughout and following demobilization.
- ____ ____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ____ ____ Clean up your work area before you leave.
- ____ ____ Leave a forwarding number where you can be reached.

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UTILITIES BRANCH DIRECTOR CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- ____ Check in and identify yourself as the Utilities Branch Director upon arrival at the Los Alamos County EOC.
- ____ Start and maintain an EOC log of actions taken and decisions made.
- ____ Analyze existing power, fuel and water capabilities.
- ____ Establish priorities for utility requirements to support immediate and extended operations.
- ____ Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
- ____ Assist other sections, branches, and units as needed.
- ____ Supervise the Utilities Branch.

Activation Phase

Time Initials

- ____ Check in and identify yourself as the Utilities Branch Director upon arrival at the Los Alamos County EOC.
- ____ Read this entire checklist.
- ____ Start and maintain an EOC log of actions taken and decisions made (ICS 214).

UTILITIES BRANCH DIRECTOR CHECKLIST

Operational Phase

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Provide an initial situation report to the Operations Section Chief. |
| _____ | _____ | Based on the initial EOC strategic objectives, prepare objectives for the Utilities Branch and provide them to the Operations Section Chief prior to the first Incident Action Planning meeting. |
| _____ | _____ | Ensure that all branch and unit position logs and other necessary files are maintained (ICS Form 214) |
| _____ | _____ | Request mutual aid as required through Los Alamos County EOC. |
| _____ | _____ | Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment. |
| _____ | _____ | Ensure that engineering staff is available to assist with damage/safety assessment in inspecting damaged structures and facilities. |
| _____ | _____ | Assess the situation and determine the following: <ul style="list-style-type: none"> • Response already underway • Best response routes • Staging Area locations • Availability of other resources |
| _____ | _____ | As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required. |
| _____ | _____ | Provide support and materiel as required. |
| _____ | _____ | Keep the Operations Section Chief informed of Branch status. |
| _____ | _____ | Advise PIO, through the Operations Section Chief, of road, building, and bridge closures. Refer all contacts with media to the Public Information Officer. |
| _____ | _____ | Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Public Works Branch activities periodically during the operational period or as requested. |
| _____ | _____ | Refer all contacts with the media to the Public Information Officer. |
| _____ | _____ | Ensure that all fiscal and administrative requirements are coordinated through the |

Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

_____ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

Time Initials

- _____ Ensure any open actions are assigned to appropriate staff.
- _____ Ensure necessary functions are maintained throughout and following demobilization.
- _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ Clean up your work area before you leave.
- _____ Leave a forwarding number where you can be reached.

LAW ENFORCEMENT BRANCH DIRECTOR CHECKLIST

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Coordinate law enforcement and traffic control operations during the disaster. |
| _____ | _____ | Coordinate movement and evacuation operations during a disaster. |
| _____ | _____ | Coordinate to alert and notify the public, including access and functional populations of the impending or existing emergency within the County (supplemental to EAS). |
| _____ | _____ | Coordinate site security at incidents. |
| _____ | _____ | Supervise the Law Enforcement Branch. |

Activation Phase

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Report in |
| _____ | _____ | Obtain briefing |
| _____ | _____ | Document all activity on unit Log (ICS Form 214) |

LAW ENFORCEMENT BRANCH DIRECTOR CHECKLIST

Operational Phase

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Based on the situation, activate necessary Units within the Law Enforcement Branch and provide for necessary relief. |
| | | <ul style="list-style-type: none"> • Law Enforcement Operations • Bomb Team |
| _____ | _____ | Assist the New Mexico EOC with the coordination of law enforcement mutual aid resources requested or provided by Los Alamos County. |
| _____ | _____ | Provide an initial situation report to the Operations Section Chief. |
| _____ | _____ | Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Incident Action Planning meeting. |
| _____ | _____ | Maintain current status on law enforcement missions being conducted in the County. |
| _____ | _____ | Provide the Operations and Planning Section Chiefs with an overall summary of law enforcement operational activities periodically or as requested during the operational period. |
| _____ | _____ | On a regular basis, complete and maintain the Law Enforcement Branch Status Report. |
| _____ | _____ | Refer all contacts with the media to the Public Information Officer. |
| _____ | _____ | Establish and maintain radio or cell-phone communication with the field. |
| _____ | _____ | Obtain regular status reports on the law enforcement situation from the field. |
| _____ | _____ | Assess the impact of the disaster/event on the Police Department's operational capability. |
| _____ | _____ | Determine the need for law enforcement mutual aid. |
| _____ | _____ | Monitor communications and location of distressed personnel, coordination and execution of evacuation through use of public and private resources to assist persons and property in potential or actual distress. |

LAW ENFORCEMENT BRANCH DIRECTOR CHECKLIST

Time Initials

- _____ _____ In conjunction with Planning, determine if current and forecasted weather conditions will affect law enforcement operations.
- _____ _____ Coordinate major evacuation activity with the Fire Operations Branch, as required.
- _____ _____ Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or EOC.
- _____ _____ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- _____ _____ Prepare objectives for the Law Enforcement Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Incident Action Planning Meeting.
- _____ _____ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

Time Initials

- _____ _____ Ensure any open actions are assigned to appropriate staff.
- _____ _____ Ensure necessary functions are maintained throughout and following demobilization.
- _____ _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ _____ Clean up your work area before you leave.
- _____ _____ Leave a forwarding number where you can be reached.

FIRE/RESCUE/EMS BRANCH DIRECTOR CHECKLIST

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Assist Incident Commanders in the field by providing coordination for fire, emergency medical, rescue, and hazardous materials operations. |
| _____ | _____ | Assist with mutual aid requests to and from the New Mexico EOC, as appropriate. |
| _____ | _____ | Monitor and track fire resources utilized during the event. |
| _____ | _____ | Assist with the mobilization and transportation of all resources through the Logistics Section. |
| _____ | _____ | Complete and maintain branch status reports for major incidents requiring or potentially requiring state and federal response, and maintain status of unassigned fire and rescue resources in the County. |
| _____ | _____ | Implement the objectives of the EOC Incident Action Plan assigned to the Fire/Rescue/EMS Branch. |
| _____ | _____ | Supervise the Fire/Rescue/EMS Branch. |

Activation Phase

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Check in and identify yourself as the Fire/Rescue/EMS Branch Director upon arrival at the Los Alamos County EOC. |
| _____ | _____ | Read this entire checklist. |
| _____ | _____ | Start and maintain an EOC log of actions taken and decisions made (ICS 214). |

Operational Phase

Time Initials

- | | | |
|-------|----------------|---|
| _____ | _____ | Based on the situation, activate necessary units within the Fire/Rescue/EMS Branch. |
| | _____ _____ | Fire Operations |
| | _____ _____ | Hazardous Materials |
| | _____ _____ | EMS |
| _____ | _____ | If mutual aid system is activated, coordinate use of County fire resources with local, regional and state fire mutual aid coordinator(s). |

FIRE/RESCUE/EMS BRANCH DIRECTOR CHECKLIST

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Prepare and submit a preliminary branch status report as appropriate to the Operations Section Chief. |
| _____ | _____ | Prepare objectives for the Fire Branch and provide them to the Operations Section Chief prior to the first action planning meeting. |
| _____ | _____ | Ensure that Branch position logs and other files are maintained. |
| _____ | _____ | Maintain current status of fire missions being conducted in the County. |
| _____ | _____ | Be prepared to provide the Operations Section Chief and Planning Section with overall summary of Fire Branch Operations. |
| _____ | _____ | Ensure that all fiscal and administrative requirements are coordinated with the Finance and Administration Section to include notification of any emergency expenditures and daily time sheets.. |
| _____ | _____ | Prepare objectives for the Fire Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Incident Action Planning meeting. |
| _____ | _____ | Ensure that Branch position logs and other files are maintained. |
| _____ | _____ | Assess the impact of the disaster/event on the Los Alamos Fire Department's operational capability. |
| _____ | _____ | Establish the objectives of the Fire Operations Branch based on the nature and severity of the disaster, and provide them to the Operations Section Chief prior to the first Incident Action Planning meeting. |
| _____ | _____ | Provide the Operations Section Chief and the Planning Section with an overall summary of Fire Branch operations periodically or as requested during the operational period. |
| _____ | _____ | On a regular basis, complete and maintain the Fire Branch Status Report. |
| _____ | _____ | Reinforce the use of proper procedures for media contacts by maintaining contact with the PIO. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities. |
| _____ | _____ | Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information. |

FIRE BRANCH DIRECTOR CHECKLIST

Emergency Medical Services (EMS)

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Determine the status of medical facilities within the affected areas. |
| _____ | _____ | Determine the status and availability of medical mutual aid resources in the operational area; specifically paramedics and ambulances. |
| _____ | _____ | Order deployment of Mass Casualty Incident trailer(s) to scene(s) as needed. |
| _____ | _____ | Establish communications with area hospitals and other medical facilities to determine their capability to treat disaster victims. |
| _____ | _____ | Obtain necessary supplies and equipment to support disaster medical operations in the field. |
| _____ | _____ | Acquire suitable transportation for injured victims as required or requested. |

Hazardous Materials (HAZMAT)

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Determine the status and availability of HazMat Response Teams in the State. |
| _____ | _____ | Coordinate with Public Works/Utilities to provide on-site assistance with HazMat operations at the request of team leaders. |
| _____ | _____ | Provide assistance to hazardous materials teams to detect and assess the extent of contamination (including sampling and analysis and environmental monitoring). |
| _____ | _____ | Coordinate with hazardous materials teams for environmental cleanup and waste disposition, implementation of environmental cleanup, and storage, treatment and disposal of oil and hazardous materials. |
| _____ | _____ | Coordinate with the medical facilities for the availability to receive victims of HazMat incidents. |

Demobilization Phase

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensure necessary functions are maintained throughout and following demobilization. |

- _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ Clean up your work area before you leave.
- _____ Leave a forwarding number where you can be reached.

PUBLIC WORKS BRANCH DIRECTOR CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Survey all systems and restore those that have been disrupted, including coordinating with utility services providers in the restoration of disrupted services. |
| _____ | _____ | Survey all public and private facilities, assessing the damage to such facilities and coordinating repair of damage to public facilities. |
| _____ | _____ | Survey all infrastructure systems, such as streets and roads within the County. |
| _____ | _____ | Assist other sections, units and branches as needed. |
| _____ | _____ | Provide Public Works (PW) equipment and operators as necessary. |
| _____ | _____ | Provide emergency repairs to damaged infrastructure/roadways. |
| _____ | _____ | Provide flood-fighting assistance. |
| _____ | _____ | Provide for debris management. |
| _____ | _____ | Supervise the Public Works Branch. |

Activation Phase

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Report in |
| _____ | _____ | Obtain briefing |
| _____ | _____ | Document all activity on unit Log (ICS Form 214) |

PUBLIC WORKS BRANCH DIRECTOR CHECKLIST

Operational Phase

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Ensure that Branch position logs and other appropriate files are maintained. |
| _____ | _____ | Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment. |
| _____ | _____ | Ensure that engineering staff is available to assist with damage/safety assessment in inspecting damaged structures and facilities. |
| _____ | _____ | Assess the situation and determine the following: <ul style="list-style-type: none"> • Location and nature of major road problems • Response already underway • Best response routes • Staging Area locations • Availability of other resources |
| _____ | _____ | As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required. |
| _____ | _____ | Provide support and materiel as required. |
| _____ | _____ | Keep the Operations Section Chief informed of Branch status. |
| _____ | _____ | Advise PIO, through the Operations Section Chief, of road, building, and bridge closures. Refer all contacts with media to the Public Information Officer. |

Demobilization Phase

Time Initials

- ____ ____ Ensure any open actions are assigned to appropriate staff.
- ____ ____ Ensure necessary functions are maintained throughout and following demobilization.
- ____ ____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ____ ____ Clean up your work area before you leave.
- ____ ____ Leave a forwarding number where you can be reached.

DEBRIS MANAGEMENT CHECKLIST

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

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

Pre-Event Operations

Time Initials

- _____ _____ Ensure all departments update contact lists.
- _____ _____ The Public Works Director evaluates Debris Management Sites (DMS) locations.
- _____ _____ The Public Works Department reviews road list and road maps.
- _____ _____ The Public Works Director and Emergency Management Commander reviews FEMA guidance to ensure compliance with debris management guidelines.
- _____ _____ The Emergency Management Commander reviews debris management plan with key personnel via conference call or at the Emergency Operations Center.
- _____ _____ The Public Works Branch Director issues pre-event media press releases. The Branch Director and the County Attorney review contracts for accuracy.
- _____ _____ The Public Works Branch Director reviews pre-identified DMS locations for capacity and permits.
- _____ _____ The Public Works Branch Director determines if citizen drop-off sites will be available and operated by the County.
- _____ _____ The Public Works Branch Director facilitates a pre-event coordination meeting with contractors.
- _____ _____ The Emergency Operations Center stages debris monitoring and removal contractors.
- _____ _____ The Road & Bridge Department stages equipment for debris operations.

DEBRIS MANAGEMENT CHECKLIST

Response Operations

Time Initials

- _____ The Public Works Branch Director confirms emergency priority roads.
- _____ The Public Works Branch Director coordinates with the potential monitoring firm to conduct an impact assessment.
- _____ The Public Works Branch Director coordinates with Fire/Hazardous Materials Teams to assess hazardous materials debris.
- _____ The Public Works Branch Director coordinates with the County Finance to activate potential monitoring firm and debris removal contractors by issuing a Purchase Order and a Notice to Proceed.
- _____ The Public Works Branch Director notifies debris haulers to begin emergency roadway debris clearance.
- _____ The Emergency Management Commander conducts meetings/briefing with key personnel.
- _____ The Public Works Branch Director reviews debris volume and collection cost assessment.
- _____ The Public Works Branch Director and the debris removal contractors coordinate to prepare DMS based on concentration of debris.
- _____ The PIO or JIC issues media press release regarding the initiation of debris removal operations.
- _____ The Public Works Branch Director conducts daily coordination meeting with contractors.
- _____ The Public Works Branch Director determines force account requirements and staffing needs (debris, Public Assistance, etc.) with the County Finance Department and the Human Resources Department.

Recovery Operations: 2 Day- 2 Weeks

Time Initials

- _____ The Public Works Branch Director coordinates with the Traffic and Streets Departments to prioritize roads/areas and disseminate that information to the debris removal and monitoring contractors.

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | The Public Works Branch Director requests contact information and meeting with FEMA Public Assistance Officer. Attendees should include: |
| | | <ul style="list-style-type: none"> • Emergency Management Commander • Traffic and Streets • County Finance • County Attorney • FEMA Public Assistance Coordinator • State of New Mexico Public Assistance Coordinator • Potential debris monitoring firm |
| _____ | _____ | The PIO issues the second press release regarding segregation of debris. |
| _____ | _____ | The Public Works Branch Director coordinates with the debris removal and potential monitoring contractors to begin right-of-way debris removal. |
| _____ | _____ | The Public Works Branch Director coordinates with FEMA and the New Mexico Environment Department to begin environmental monitoring program of DMS locations. |
| _____ | _____ | The Public Works Branch Director coordinates with external agencies. The Emergency Management Commander initiates discussions with FEMA. |

Recovery Operations: 2 Weeks - 1 Month

- | | | |
|-------|-------|---|
| _____ | _____ | The Public Works Branch Director maintains and evaluates right-of-way cleanup. |
| _____ | _____ | The Public Works Branch Director coordinates with debris removal contractors to open additional OMS as necessary. |
| _____ | _____ | The Public Works Branch Director continues daily meetings with FEMA. The PW Director coordinates with the County |
| _____ | _____ | PIO communicates project closeout to residents via press release. |

Recovery Operations: 1 Month - 3 Months

- | | | |
|-------|-------|---|
| _____ | _____ | The Public Works Branch Director maintains and evaluates right-of-way cleanup-vegetative and C&D. |
|-------|-------|---|

DEBRIS MANAGEMENT CHECKLIST

Time Initials

- _____ _____ The Public Works Branch Director coordinates with debris removal contractors to begin right-of-way leaners/hangers program.
- _____ _____ The Public Works Branch Director coordinates with debris removal contractors to initiate haul out.
- _____ _____ The Public Works Branch Director progresses to weekly meetings with the FEMA.

Recovery Operations: 3 Months- Project Completion

Time Initials

- _____ _____ The Public Works Branch Director completes all debris recovery activities.
- _____ _____ The Public Works Branch Director identifies ineligible debris on right-of-way.
- _____ _____ The Public Works Branch Director coordinates with debris removal contractors to complete the disposal of reduced debris.
- _____ _____ The Public Works Branch Director coordinates with debris removal contractors to close out and remediate debris management sites.
- _____ _____ The Emergency Management Commander conducts project closeout meetings with FEMA and external agencies.

CARE AND SHELTER BRANCH DIRECTOR CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- ____ ____ Maintain current status on all care and sheltering activities being conducted in the county
- ____ ____ Determine preliminary sheltering needs
- ____ ____ Maintain current status on all shelters in the county, including availability, census and unmet needs
- ____ ____ Coordinate with private sector and non-governmental organization partners on the provision of mass care
- ____ ____ Implement the activities in the mass care and shelter appendix
- ____ ____ Supervise the implementation of the activities in the animal sheltering appendix

Activation Phase

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

CARE AND SHELTER BRANCH DIRECTOR CHECKLIST

Operational Phase

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure that Branch position logs and other appropriate files are maintained. |
| _____ | _____ | Provide an initial situation report to the Operations Section Chief. |
| _____ | _____ | Based on the initial EOC strategic objectives, prepare objectives for the Care and Shelter Branch and provide them to the Operations Section Chief prior to the first Incident Action Planning meeting. |
| _____ | _____ | Maintain current status on all care and sheltering activities being conducted in the County. |
| _____ | _____ | Determine preliminary sheltering needs, and numbers of people that will require emergency care and shelter. |
| _____ | _____ | Determine preliminary condition and availability of designated shelters. |
| _____ | _____ | Request mutual aid as required through EOC. |
| _____ | _____ | Ensure that all information on system outages is consolidated and provided to the Operations and Planning Sections. |
| _____ | _____ | Ensure coordination of all mass care activities occurs with the Red Cross and other volunteer agencies as required. |
| _____ | _____ | Assist the American Red Cross in staffing and managing shelters. |
| _____ | _____ | Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act. |
| _____ | _____ | Coordinate with PSA on the sheltering of domestic animals |
| _____ | _____ | Coordinate with Department of Agriculture on the sheltering of large animals |
| _____ | _____ | Provide the Operations Section Chief and the Planning Section with an overall summary of Care and Shelter Branch activities periodically during the operational period or as requested. |
| _____ | _____ | Ensure that updated rosters are maintained of persons housed in shelters in the County. |
| _____ | _____ | Refer all contacts with the media to the Public Information Officer. |
| _____ | _____ | Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets). |

CARE AND SHELTER BRANCH DIRECTOR CHECKLIST

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Prepare objectives for the Care and Shelter Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Incident Action Planning meeting. |
| _____ | _____ | Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information. |
| _____ | _____ | Maintain contact with out of county shelters that receive Los Alamos County residents, forward requests for personnel, supplies, and support to Los Alamos County EOC Logistics to Local/Region/State/Federal levels as required. |
| _____ | _____ | Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing. |
| _____ | _____ | Complete and maintain all care and shelter reports. |

Demobilization Phase

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensure necessary functions are maintained throughout and following demobilization. |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave. |
| _____ | _____ | Leave a forwarding number where you can be reached. |

| | |
|------------------------|--|
| | |
| | |
| | |
| | |
| | |
| | |
| 7. Prepared by: | |
| Date/Time | |

Fatality Management Appendix

A disaster may cause multiple fatalities; during a situation with many fatalities, the Office of the Medical Investigator (OMI) will be tasked to provide assistance in fatality management. Assistance for the OMI will be requested through the Los Alamos County Emergency Operations Center, through the established channels in the Logistics Branch. Types of assistance requested could include:

- Human remains recovery
- Human remains transport
- Establishing a family assistance center
- Personal effects recovery
- Conducting autopsies
- Victim identification
- Returning remains to families for final disposition

Emergency Response to Cemeteries Appendix

There are two cemeteries in Los Alamos County, the Guaje Pines Cemetery and the Los Alamos County Cemetery. Should a hazard impact either cemetery, emergency operations will be controlled by the County through the Operations Branch. Specific emergency activities could include:

- Recover and replace unearthed or missing coffins
- Body identification

Emergency operations pertaining to the cemetery will be led by the county Parks Division, with support from other county agencies as necessary. Additional resources for emergency operations related to gravesites and cemeteries will be procured through the Logistics Branch.

Planning

Annex B

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Purpose

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

Scope

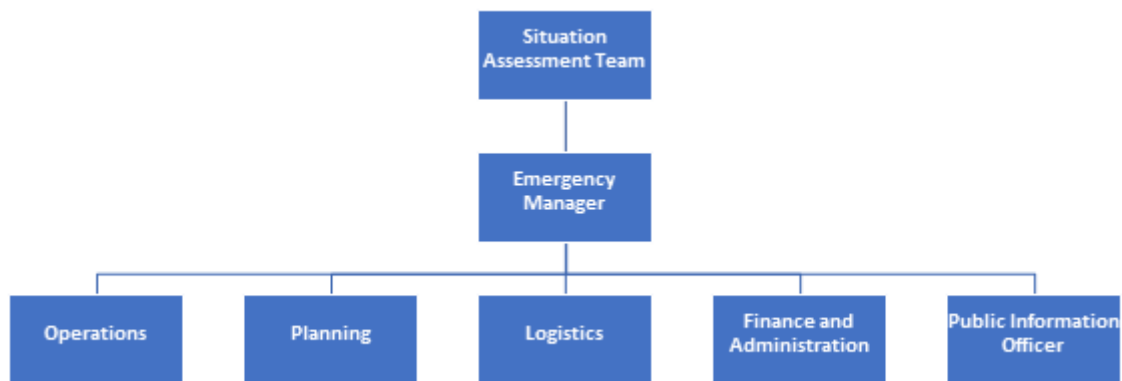
The planning section's primary responsibility is to collect, evaluate, process and disseminate incident information and status of resources. This section functions as primary support for decision-making to the overall emergency response. This section maintains damage assessment estimates, develops plans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

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

- Damage assessment
- Situation status
- Information dissemination
- Advanced resource planning
- Documentation
- Mapping and recording of the operation
- Determination of post-event condition
- Recovery, including post-disaster recovery plan preparation
- Technical expertise
- Demobilization

Organizational Structure

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

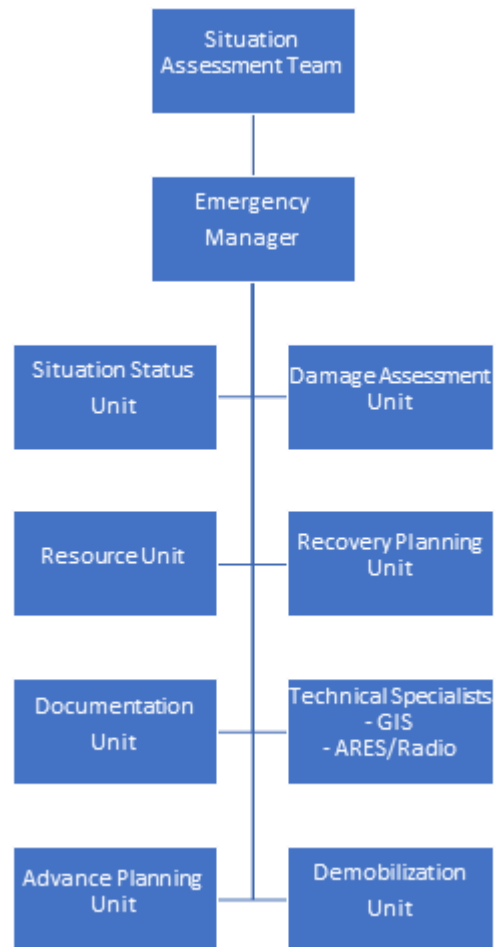


The Planning Section may activate sub-sections for specific tasks, including damage assessment, situation status, advanced resource planning, documentation, recovery, personnel, and demobilization.

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

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

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



Primary Agencies

The following agencies have primary responsibility for activities implemented under the Planning Annex.

- Los Alamos Fire Department
- Los Alamos Police Department
- Los Alamos Public Works Department
- Los Alamos Department of Public Utilities
- Los Alamos Office of Emergency Management

Support Agencies

The following agencies may be required to support the activities implemented under the Planning Annex.

County

- Los Alamos County Sheriff
- Other departments as required

State

- New Mexico
- New Mexico Public Safety
- New Mexico Department of Transportation
- New Mexico Emergency Management
- New Mexico National Guard

Federal

- Los Alamos National Laboratory (LANL)

Situation

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

Assumptions

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

Planning Section Chief

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

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

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

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

Concept of Operations

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

Situation Status Unit

The Situation Status Unit will:

- Continually update the EOC and responders on the status of the situation to understand the current situation, predict probable course of incident events and prepare alternative strategies for the incident.
- Ensure that the information collected from all sources is validated prior to posting on status boards.
- Ensure situation status reports are disseminated to County EOC staff and to State EOC as

required/requested.

- Ensure that an EOC Action Plan is developed for each operational period, based on objectives developed by each EOC section.
- Ensure all maps, status boards and other displays contain current and accurate information.

Resource Unit

The Resource Unit will:

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

Documentation Unit

The Documentation Unit will:

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

Advanced Planning Unit

The Advanced Planning Unit will:

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

Damage Assessment Unit

The Damage Assessment Unit will:

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

Recovery Planning Unit

The Recovery Unit will:

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

Technical Specialists

Technical specialists could include GIS and the Amateur Radio Emergency Service (ARES). The Technical specialists will:

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

Demobilization Unit

The Demobilization Unit will:

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

Attachments

Planning Section Chief Checklist

Situation Status Unit Leader Position Checklist

Documentation Unit Leader Position Checklist

Resource Unit Leader Position Checklist

Advance Planning Unit Leader Position Checklist

Damage Assessment Unit Leader Position Checklist

Recovery Planning Unit Leader Position Checklist

Technical Specialists Checklist (GIS & ARES are listed in Appendix 5)

Demobilization Unit Leader Position Checklist

IC 211

ICS 209

ICS 214

PLANNING SECTION CHIEF CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- ____ Read this entire checklist.
- ____ Collect, analyze and display situation information.
- ____ Prepare periodic Situation Reports
- ____ Prepare and distribute the EOC Action Plan and facilitate Action Planning Meetings.
- ____ Conduct Advance Planning activities and report
- ____ Provide technical support services to the various EOC sections and branches
- ____ Establish appropriate level of organization for the Planning Sections (which units to stand up)
- ____ Document and maintain files on all EOC activities.
- ____ Keep the SAT informed of significant issues affecting the Planning/Intelligence Section.
- ____ In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
- ____ Supervise the Planning Section.

Activation

Time Initials

- ____ Identify yourself as the Planning Section Chief upon arrival at the Los Alamos County EOC.
- ____ Document all activity on unit Log (ICS Form 214)
- ____ Initiate collection and display of significant disaster events to include a weather data collection system when necessary.
- ____ Obtain a briefing on the extent of the emergency.

Time Initials

- _____ _____ Confirm that all key Planning Section personnel or alternates are in the EOC or have been notified.
- _____ _____ Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- _____ _____ Based on the situation, activate units within the sections needed and designate Unit leaders for each element
- | | |
|-----------------------|------------------------|
| Situation Status Unit | Damage Assessment Unit |
| Resource Unit | Recovery Planning Unit |
| Documentation Unit | Technical Specialists |
| Advance Planning Unit | Demobilization Unit. |
- _____ _____ Request additional personnel for the section as necessary to maintain a 24-hour operation
- _____ _____ Meet with the Operations Section Chief, obtain and review any major incident reports.
- _____ _____ Review responsibilities of branches in section; develop plans for carrying out all responsibilities.
- _____ _____ Make a list of key issue to be addressed by Planning, in consultation with section staff.
- _____ _____ Keep the SAT informed of any significant events.

Operational

Time Initials

- _____ _____ Ensure position logs and other necessary files are maintained.
- _____ _____ Oversee the collection and analysis of all event/or disaster related information.
- _____ _____ Ensure that the Situation/Status Unit is maintaining current information for the situation status report.

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure that major incident reports and branch status reports are completed by the Operations Section and are accessible to the Planning Section. |
| _____ | _____ | Ensure that a situation status report is produced and distributed to EOC Sections/Director and, once approved, to the State EOC at least once, prior to the end of the operational period. |
| _____ | _____ | Ensure that all status boards and other displays are kept current and that posted information is neat and legible. |
| _____ | _____ | Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays. |
| _____ | _____ | Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods. |
| _____ | _____ | Facilitate the EO Director's Action Planning meetings approximately two hours before the end of each operational period. |
| _____ | _____ | Ensure that objectives for each section are completed, collected, and posted in preparation for the next Action Planning meeting. |
| _____ | _____ | Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period. |
| _____ | _____ | Work closely with each branch/unit within the Planning Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed. |
| _____ | _____ | Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the County EOC. |
| _____ | _____ | Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required. |
| _____ | _____ | Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required. |
| _____ | _____ | Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section. |

Demobilization

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensures necessary functions are maintained throughout and following demobilization. |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave. |
| _____ | _____ | Leave a forwarding number where you can be reached. |

SITUATION UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- ____ ____ Ensure that the information collected from all sources is validated prior to posting on status boards.
- ____ ____ Ensure situation status reports are disseminated to County EOC staff and to State EOC as required/requested.
- ____ ____ Ensure all maps, status boards and other displays contain current and accurate information.
- ____ ____ Supervise the Situation Unit.

Activation

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ____ ____ Ensure position logs and other necessary files are maintained.
- ____ ____ Oversee the collection and analysis of all event/or disaster related information.
- ____ ____ Oversee the preparation and distribution of the Situation Status Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- ____ ____ Meet with the Lead Public Information Officer to determine the best method for ensuring access to current information.
- ____ ____ Prepare a situation summary for the EOC Action Planning Meeting.

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Ensure each section provides their objectives at least 30 minutes prior to each Action Planning Meeting |
| _____ | _____ | In preparation for the Action Planning meeting, ensure that all EOC objectives are posted (chart paper, white boards, smart board, etc.), and that the meeting room is set up with the appropriate equipment and materials (easels, markers, reports, etc.). |
| _____ | _____ | Ensure that there are adequate staff available to collect and analyze incoming information, maintain the Situation Status Report and facilitate the Action Planning process. |
| _____ | _____ | Request or develop additional and specialized maps as required. |
| _____ | _____ | Provide Incident map(s) for Incident Action Plan (IAP). |
| _____ | _____ | Request weather forecasts and spot weather forecasts, as necessary, directly from the National Weather Service. |
| _____ | _____ | Prepare Situation Status Summary (ICS Form 209) and other status reports, as assigned prior to each Planning Meeting: |
| | | <ul style="list-style-type: none">• Provide copies to Command and General Staff.• Forward to other entities, as directed. |
| _____ | _____ | Participate in Planning Meetings, as required. |

Demobilization

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensures necessary functions are maintained throughout and following demobilization. |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave. |
| _____ | _____ | Leave a forwarding number where you can be reached. |

DOCUMENTATION UNIT LEADER POSITION CHECKLIST

****** Read this entire position checklist before taking action ******

Responsibilities

Time Initials

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

Activation

Time Initials

- _____ _____ Report in
- _____ _____ Obtain briefing
- _____ _____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ____ ____ Ensure position logs (ICS 214) and other necessary files are maintained.
- ____ ____ Meet with Planning Section Chief to determine what EOC materials should be maintained as official records.
- ____ ____ Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- ____ ____ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- ____ ____ Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to appropriate entities (State EOC).
- ____ ____ Keep extra copies of reports and plans available for special distribution as required.
- ____ ____ Set up and maintain documented reproduction services for the EOC.

Demobilization

Time Initials

- ____ ____ Ensure any open actions are assigned to appropriate staff.
- ____ ____ Ensures necessary functions are maintained throughout and following demobilization.
- ____ ____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ____ ____ Clean up your work area before you leave.
- ____ ____ Leave a forwarding number where you can be reached.

RESOURCE UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- _____ _____ Prepare resource status information.
- _____ _____ Maintain displays, charts and lists that reflect current status and location of resources, transportation and support vehicles.
- _____ _____ Confirm dispatch and estimated time of arrival of response resources.
- _____ _____ Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
- _____ _____ Establish check-in function at incident locations (ICS Form 211).
- _____ _____ Maintain master list of resources assigned to the incident.
- _____ _____ Provide resource summary information.
- _____ _____ Supervise the Resource Unit.

Activation

Time Initials

- _____ _____ Report in
- _____ _____ Obtain briefing
- _____ _____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- _____ _____ Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
- _____ _____ Determine what resources have been assigned, their status, and location.

Time Initials

- ____ ____ Establish and maintain resources tracking system.
- ____ ____ Brief appropriate personnel on how to communicate resource status changes.
- ____ ____ Establish and distribute communications frequencies (if necessary) and communications schedule (check in)
- ____ ____ Maintain master roster of all resources at the incident:
 - Total number of personnel assigned to the incident
 - Total number of resources assigned to each Section and/or Unit.
 - Total number of specific equipment/apparatus types.
- ____ ____ Assist in preparation of the Incident Action Plan (IAP):
- ____ ____ Participate in Planning Meetings, as assigned.
- ____ ____ Verify the resource status display accurately reflects operations.
- ____ ____ Provide briefing to relief on current and unusual situations.
- ____ ____ Assist in identification of additional and special resources:
 - Other disciplines
 - Technical Specialists.
 - Resources needed to implement contingency plans.
- ____ ____ Document all activity on Unit Log (ICS Form 214).

Demobilization

Time Initials

- ____ ____ Ensure any open actions are assigned to appropriate staff.
- ____ ____ Ensures necessary functions are maintained throughout and following demobilization.
- ____ ____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ____ ____ Clean up your work area before you leave.
- ____ ____ Leave a forwarding number where you can be reached.

ADVANCED PLANNING UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- _____ _____ Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
- _____ _____ Review all available status reports, action plans, and other significant documents.
- _____ _____ Determine future impacts of the emergency, particularly issues which might modify overall strategic EOC objectives.
- _____ _____ Provide periodic briefings for the EOC Director and Situation Assessment Team addressing advanced planning issues.
- _____ _____ Supervise the Advanced Planning Unit.

Activation

Time Initials

- _____ _____ Report in
- _____ _____ Obtain briefing
- _____ _____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- _____ _____ Monitor the current situation report to include recent updates
- _____ _____ Meet individually with the general staff and determine best estimates of the future direction and outcomes of the emergency.
- _____ _____ Determine issues and concerns related to the operational area advanced planning effort.

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Develop an Advanced Plan that identifies future policy-related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour timeframe. |
| _____ | _____ | Submit the Advance Plan to the Planning Section Chief for review and approval prior to conducting briefings for the Situation Assessment Team and EOC Director. |
| _____ | _____ | Review action planning objectives submitted by each section for the next operational period. |

Demobilization

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensures necessary functions are maintained throughout and following demobilization. |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave. |
| _____ | _____ | Leave a forwarding number where you can be reached. |

DAMAGE ASSESSMENT UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

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

Activation

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ____ ____ Coordinate all phases of damage assessment, including the activities of supporting agencies.
- ____ ____ Coordinate assessment with jurisdiction(s), special districts, schools, authorities and private non-profit organizations.
- ____ ____ Coordinate with other groups conducting home assessments.
- ____ ____ Prepare priority list for those facilities with the highest risk to public health and safety.
- ____ ____ Identify emergency badge/identification needed to access damaged areas.
- ____ ____ Advise the EOC manager of situation updates and needs.
- ____ ____ Brief damage assessment team leaders of assignments and coordinate field damage assessment activities.

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Stress safety to damage assessment team members. |
| _____ | _____ | Collect, compile and maintain damage assessment records. |
| _____ | _____ | Provide required paperwork to support requests for supplemental federal and state financial assistance. |
| _____ | _____ | If activated, coordinate with the GIS to support damage assessment data. |
| _____ | _____ | Coordinate with the Public Information Officer for relevant damage assessment information needed for media reports and the public. |
| _____ | _____ | Coordinate with on-site surveys from state and federal officials. |
| _____ | _____ | Ensure that unsafe buildings, roads, bridges, structures, etc. are visibly barricaded or marked as unsafe and if not, report to proper officials. |
| _____ | _____ | Keep track of the weather forecast for each day's damage assessment field activities. |

Demobilization

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensures necessary functions are maintained throughout and following demobilization. |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave. |
| _____ | _____ | Leave a forwarding number where you can be reached. |

RECOVERY UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- ____ ____ Coordinate post-incident assessments, plans and activities.
- ____ ____ Identify long-term recovery needs of populations with access and functional needs, and incorporate these needs into recovery strategies.
- ____ ____ Identify long-term environmental restoration issues.
- ____ ____ Develop the initial recovery plan and strategy for the County.
- ____ ____ Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.
- ____ ____ Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency effort.
- ____ ____ Supervise personnel assigned to the Recovery Unit.

Activation

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ____ ____ Monitor the current situation report to include recent updates and determine overall impacts of the emergency.
- ____ ____ Based on available information, prepare an initial estimate of likely recovery issues that must be addressed; document these in the preliminary report.

Time Initials

- _____ _____ Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental and political impacts.
- _____ _____ Facilitate recovery planning meetings involving appropriate personnel and other agencies as needed.
- _____ _____ Develop the recovery plan and strategy for the County.
- _____ _____ Coordinate with the Finance and Administration Section to ensure that all documentation and applications are consistent with the recovery strategy.
- _____ _____ Coordinate with the Finance and Administration Section to ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.

Demobilization

Time Initials

- _____ _____ Ensure any open actions are assigned to appropriate staff
- _____ _____ Ensure necessary functions are maintained throughout and following demobilization.
- _____ _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ _____ Clean up your work area before you leave
- _____ _____ Leave a forwarding number where you can be reached.

TECHNICAL SPECIALISTS POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- ____ ____ Provide technical observations and recommendations to the County/OA EOC in specialized areas, as required.
- ____ ____ Ensure that qualified specialists are available in the areas required by the particular event or disaster.
- ____ ____ Supervise the Technical Services Unit.

Activation

Time Initials

- ____ ____ Report in.
- ____ ____ Obtain briefing.
- ____ ____ Document all activity on unit Log (ICS Form 214).

Operational

Time Initials

- ____ ____ Ensure position logs (ICS 214) and other necessary files are maintained
- ____ ____ Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).
- ____ ____ Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
- ____ ____ Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery
- ____ ____ Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests

Demobilization

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensures necessary functions are maintained throughout and following demobilization. |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave. |
| _____ | _____ | Leave a forwarding number where you can be reached. |

DEMOBILIZATION UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- ____ ____ Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures.
- ____ ____ Participate in planning meetings as required.
- ____ ____ Review incident resource records to determine the likely size and extent of demobilization effort.
- ____ ____ Evaluate logistics and transportation capabilities to support demobilization.
- ____ ____ Ensure that all Sections/Units understand their specific demobilization responsibilities.
- ____ ____ Supervise personnel assigned to the Demobilization Unit.

Activation

Time Initials

- ____ ____ Report in.
- ____ ____ Obtain briefing.
- ____ ____ Document all activity on unit Log (ICS Form 214).

Operational

Time Initials

- ____ ____ Monitor the current situation report to include recent updates.
- ____ ____ Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.
- ____ ____ Meet with the EO Director/SAT and administer worksheet for the Demobilization Plan.

Time Initials

- _____ Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director/SAT and General Staff for review.
- _____ Finalize the Demobilization Plan for approval by the EO Director/SAT.
- _____ Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
- _____ Coordinate demobilization with Agency Representatives.
- _____ Identify surplus resources and probable release time.
- _____ Develop incident check-out function for all units.
- _____ Establish communications with off-incident facilities as necessary.
- _____ Distribute demobilization plan.
- _____ Provide status reports to appropriate requestors.
- _____ Supervise execution of the Incident Demobilization Plan.
- _____ Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.
- _____ Brief the Planning Section Chief on demobilization progress.

Demobilization

Time Initials

- _____ Ensure any open actions are assigned to appropriate staff.
- _____ Ensures necessary functions are maintained throughout and following demobilization.
- _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ Clean up your work area before you leave.
- _____ Leave a forwarding number where you can be reached.

ICS 211: Incident Check-In List

| INCIDENT CHECK-IN LIST | | | | | 1. Incident Name | | | 2. Check-In Location (complete all that apply) | | | | | 3. Date/Time | | | | |
|--|--------|------|------|--------------|---|---------------------|---------------|--|-------------------------------|---------------------------------------|-------------------------------------|-----------------------------------|-----------------|------------------|---------------------|----------------------|-------------------------|
| <i>Check one:</i> <input type="checkbox"/> Personnel <input type="checkbox"/> Handcrew <input type="checkbox"/> Misc. <input type="checkbox"/> Engines <input type="checkbox"/> Dozers <input type="checkbox"/> Helicopters <input type="checkbox"/> Aircraft | | | | | | | | <input type="checkbox"/> Base | <input type="checkbox"/> Camp | <input type="checkbox"/> Staging Area | <input type="checkbox"/> ICP Restat | <input type="checkbox"/> Helibase | | | | | |
| Check-In Information | | | | | | | | | | | | | | | | | |
| 4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format: | | | | | 5. | 6. | 7. | 8. | 9. | | 10. | 11. | 12. | 13. | 14. | 16. | 16. |
| Agency | Single | Kind | Type | I.D. No/Name | Order/Request Number | Date/ Time Check-In | Leader's Name | Total No. Personnel | <u>Manifest</u> Yes No | | Crew or Individual's Weight | Home Base | Departure Point | Method of Travel | Incident Assignment | Other Qualifications | Sent to RESTAT Time/Int |
| | | | | | | | | | | | | | | | | | |
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| Page ____ of ____ | | | | | 17. Prepared by (Name and Position) <i>Use back for remarks or comments</i> | | | | | | | | | | | | |

ICS 209: Incident Status Summary

| | | | | | | | |
|---|---|--------------------------------|---------------------------|--|-----------------------------|-------------------------------------|----------------|
| 1: Date | 2: Time | 3: Initial | Update | Final | 4: Incident Number | 5: Incident Name | |
| 6: Incident Kind/Strategy | | 7: Start Date Time | | 8: Cause | 9: Incident Commander | 10: Incident Command Organization | 11: State-Unit |
| 12: County | 13: Latitude and Longitude Lat: Long: Ownership at Origin: | | | 14: Short Location Description (in reference to nearest town): | | | |
| 15: Size/Area Involved | 16: % Contained or MMA | 17: Expected Containment Date: | | 18: Line to Build | 19: Estimated Costs to Date | 20: Declared Controlled Date: Time: | |
| 21: Injuries this Reporting Period: | 22: Injuries to Date: | 23: Fatalities | 24: Structure Information | | | | |
| | | | Type of Structure | # Threatened | # Damaged | # Destroyed | |
| 25: Threat to Human Life/Safety: Evacuation(s) in progress ---- No evacuation(s) imminent -- Potential future threat ----- No likely threat ----- | | | Residence | | | | |
| | | | Commercial Property | | | | |
| | | | Outbuilding/Other | | | | |
| 26: Projected incident movement/spread in 12, 24, 48 and 72 hour time frames: | | | | | | | |
| 12 hours: | | | | | | | |
| 24 hours: | | | | | | | |
| 48 hours: | | | | | | | |
| 72 hours: | | | | | | | |
| 27: Values at Risk: include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames: | | | | | | | |
| 12 hours: | | | | | | | |
| 24 hours: | | | | | | | |
| 48 hours: | | | | | | | |
| 72 hours: | | | | | | | |

28: Critical Resource Needs (amount, type, kind, and number of operational periods in priority order in 12, 24, 48 and 72 hour time frames): **ex. 3 CRW1 (4); 1 HEL1 (5);**

12 hours

24 hours:

48 hours:

72 hours:

29: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.

30: Observed Weather for current operational period:

Wind Direction:

Wind Speed (mph):

Peak Gusts:

Max. Temperature:

Min. Relative Humidity:

31: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.

32: Today's observed fire behavior (leave blank for non-fire events):

33: Significant events today (closures, evacuations, significant progress made, etc.):

34: Forecasted Weather for next operational period:

Wind Speed (mph):

Temperature:

Wind Direction:

Relative Humidity:

35: Estimated Control
Date and Time:

36: Projected Final Size:

37: Estimated Final Cost:

38: Actions planned for next operational period:

39: For fire incidents, describe resistance to control in terms of:

1. Growth Potential -

2. Difficulty of Terrain -

40: Given the current constraints, when will the chosen management strategy succeed?

| | |
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| | |
| 7. Prepared by: | |
| Date/Time | |

Logistics

Annex C

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Purpose

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

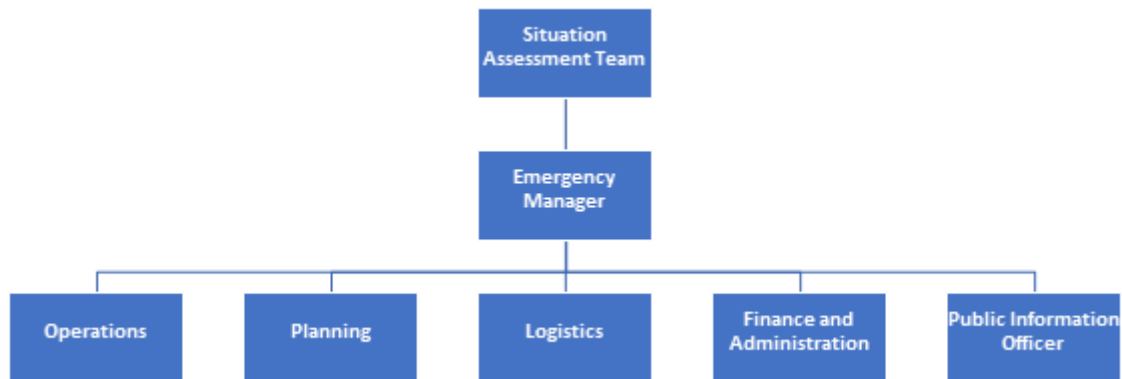
Scope

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

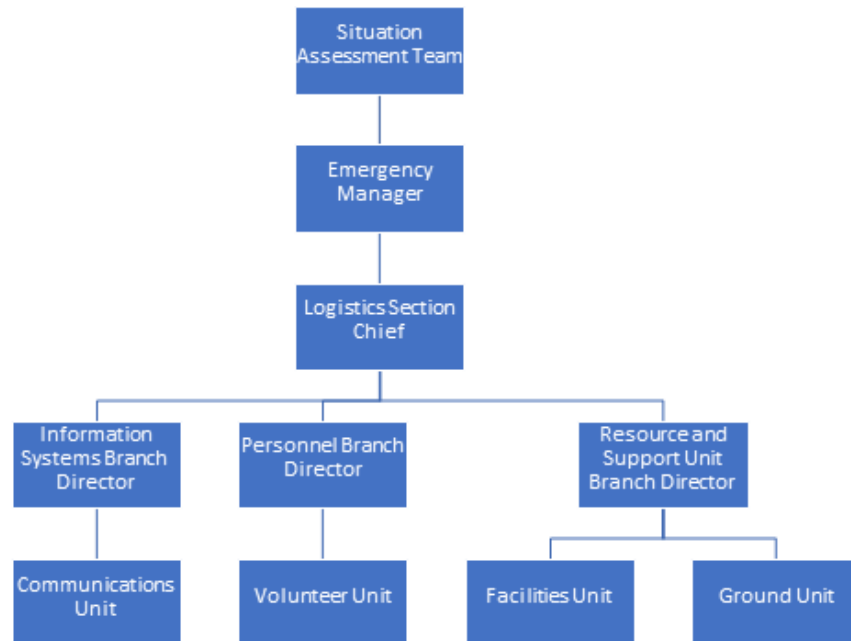
This section provides all necessary personnel, supplies, and equipment and procurement support, as well as working with partners to identify appropriate methods of moving resources throughout the County. Methods for obtaining and using facilities, equipment, supplies, services, and other resources to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

Organizational Structure

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



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



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

Concept of Operations

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

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

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

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

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

Information Systems Branch

The Information Systems Branch will:

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

If the situation warrants, a Communications Unit can be activated within the Personnel Branch. The Communications Unit Lead assumes the responsibility for communications system operation and management.

Communications Unit

If activated, the Communications Unit will:

- Ensure that warning and communication systems at the EOC are fully and properly utilized, and remain ready for use at all times.
- Establish appropriate communications distribution/maintenance locations within the EOC.
- Ensure an equipment accountability system is established.
- Recover equipment from Units being demobilized.
- Refer to Appendix 5 for more information.

Personnel Branch

The Personnel Branch will:

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

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

Volunteer Unit

If activated, the Volunteer Unit will:

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

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

Resource and Support Branch

The Resource and Support Branch will:

- Pre-position resources as appropriate to efficiently and effectively respond to an incident.
- Manage unsolicited donations.
- Establish logistical staging areas for internal and external response personnel, equipment, and supplies.
- Establish points of distribution across the County.
- Ensure that the county is capable of supplying resources to support a larger, regional incident if necessary.
- Determine qualified contractors offering recovery and/or restoration services.

- Identify, procure (through Finance and Administration) and manage facilities needed during the hazard response.
- Monitor status of available and utilized facilities
- Maintain facilities
- Identify, procure (through Finance and Administration) and manage all transportation assets needed during the hazard response.
- Monitor status of available and deployed transportation resources
- Maintain transportation systems

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

Facilities Unit

If activated, the Facilities Unit will:

- Determine requirements for each facility including the incident command post.
- Prepare layouts of incident facilities.
- Notify Unit leaders of facility layout.
- Activate incident facilities.
- Provide Base and Camp Managers, and personnel to operate facilities.
- Provide sleeping facilities.
- Coordinate security services.
- Coordinate facility maintenance services.
- Demobilize Base and Camps facilities.
- Maintain facility records.

Ground Unit

If activated, the Ground Unit will:

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

Situation

- Los Alamos County may not possess the capability and resources to cope with a major disaster without outside help. Private sector organizations and groups may be relied on to provide some resources.
- Support agencies will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements.
- Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and therefore affect the availability and distribution of resources.
- Departments with lead or support responsibilities as defined in this Annex should have the resources needed to fulfill their responsibilities, or they should have a plan for how they will acquire those resources in an emergency.
- During a disaster many resources and donations of all types, both internal and external may become available to Los Alamos County.
- Some resources may self-dispatch to the affected area with good intentions, but may aggravate the situation at hand.
- Disasters have the potential to trigger large amounts of media coverage which can overwhelm the abilities of volunteer agencies to coordinate and control donated goods and services.
- The management of unsolicited goods and services is crucial to an efficient relief and recovery operation.
- Los Alamos County acknowledges the outpouring of donations can overwhelm the ability of volunteer organizations to be effective.
- Los Alamos County has the responsibility in a catastrophic disaster to accept or reject offers of unsolicited donated goods or services in order to ensure an efficient relief and recovery operation.
- There may be a need for volunteers during a large scale incident.
- Agencies accept and manage their own volunteers.
- Volunteers must be screened, and this is an on-going process. Screening is done by individual agencies to various degrees, using a range of methods.
- Volunteers may come from both within and outside the affected area.
- During an emergency situation, spontaneous self-activated volunteers will appear

- Without a plan, some volunteers will not be qualified to perform the duties they will attempt and will create additional response issues
- Unaccounted for volunteers will create an increased chance of loss of life and the need of rescue as they become involved in the response
- Individuals may appear at an emergency scene with no authority or skills in order to perform response operations

Assumptions

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

Primary Agencies

The following agencies have primary responsibility for activities implemented under the Logistics Annex.

- Los Alamos County Risk Management
- Los Alamos County Procurement
- Los Alamos County Human Resources

Support Agencies

The following agencies may be required to support the activities implemented under the Logistics Annex.

County

- All county departments.

State

- New Mexico Department of Public Safety
- New Mexico Department of Transportation
- New Mexico Department of Homeland Security and Emergency Management
- New Mexico National Guard

Federal

- Los Alamos National Laboratory (LANL)

Logistics Section Chief

The duties of the Logistics Section Chief are primarily filled by the Administrative Services with the Finance as the alternate. The Logistics Section Chief reports directly to the EM and supervises the three Logistics branches. The Logistics Section Chief:

- Meeting the logistical needs of the operation, including:
 - Communications
 - Supply/procurement
 - Transportation
 - Care
 - Resource status

The Logistics Section Chief Checklist can be found as an attachment to this Annex.

Primary Agency Functions

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

- Conducting response operations within their functional area for an affected area.
- Providing staff for the operations functions at fixed and field facilities.
- Notifying and requesting assistance from support agencies through the Emergency Operations Center.
- Managing mission assignments and coordinating with support agencies, as well as appropriate local jurisdictions through the Emergency Operations Center.
- Working with appropriate private-sector organizations to maximize use of all available resources.

- Supporting and keeping all organizational elements informed of operational priorities and activities.
- Procuring goods and services as needed.
- Ensuring financial and property accountability for activities.
- Planning for short-term and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.

Support Agency Functions

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

- Providing resources and input on resource management and logistics.

Attachments

Logistics Section Chief Checklist

Information Systems Branch Director Checklist

Communications Unit Leader Checklist

Personnel Branch Director Checklist

Volunteer Unit Leader Checklist

Resource and Support Branch Director Checklist

Facilities Unit Leader Checklist

Ground Unit Leader Checklist

Volunteer Coordination Overview

Incident Action Plan

- Organizational Assignment List (ICS 203)
- Assignment List (ICS 204)
- Incident Radio Communications Plan (ICS 205)
- Medical Plan (ICS 206)
- Incident Organization Chart (ICS 207)
- Safety Message/Plan (ICS 208)
- General Message/Resource Request (ICS 213-RR)
- Activity Log (ICS 214)
- Support Vehicle/Equipment Inventory (ICS 218)

LOGISTICS SECTION CHIEF CHECKLIST

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

____ Meeting the logistical needs of the operation, including:

- Communications
- Supply/procurement
- Transportation
- Care
- Resource status

____ Supervise the Logistics Section.

Activation

Time Initials

____ Report in

____ Obtain briefing

____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

____ Ensure the Logistics function is carried out in support of the County EOC activities. This function includes providing communication services, resource tracking; acquiring equipment, supplies and transportation services; as well as arranging for food, lodging/shelter, and other support services as required.

____ Establish the appropriate level of staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

____ Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period.

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Command(s) within the County. |
| _____ | _____ | Keep the EOC informed of all significant issues relating to the Logistics Section. |
| _____ | _____ | Meet regularly with Section staff and work to reach consensus on Section objectives for forthcoming operational periods. |
| _____ | _____ | Attend and participate in EOC Incident Action Planning meetings. Prepare 24-hour logistics statements for inclusion in the Incident Action Plan. |
| _____ | _____ | Ensure that Logistics Unit Leaders have copies of the Incident Action Plan. |
| _____ | _____ | Ensure that transportation requirements, in support of response operations, are met. |
| _____ | _____ | Ensure that all requests for facilities and facility support are addressed. |
| _____ | _____ | Ensure that all County resources are tracked and accounted for, as well as resources ordered through mutual aid. |
| _____ | _____ | Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories. |
| _____ | _____ | Based upon the situation, activate branches within the section as needed and designate Branch Directors for each element: <ul style="list-style-type: none"> • Information Systems Branch • Personnel Branch • Support Branch |
| _____ | _____ | Coordinate with appropriate Branches in the Operations Section to prioritize and validate resource requests from Incident Command Post(s) in the field. This must be done prior to fulfilling the request. |
| _____ | _____ | Meet with the SAT and County Staff and identify immediate resource needs. Brief and update the EOC on all logistics resources and support concerns caused by the emergency. Information that should be provided could include: <ul style="list-style-type: none"> • Priority logistics requirements filled/completed. • Logistics shortfalls/unresolved problems. • Major new problems since previous brief. |

- Assistance needed from other agencies, and status of mutual aid.
- Information developed by the logistics section that should be passed to other EOC sections or to the public.

- _____ _____ Provide Section staff with information updates as required.
- _____ _____ Meet with the Finance/Administration Section Chief and determine level of procurement authority for the Logistics Section.
- _____ _____ Assist Unit Leaders in developing objectives for the Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Incident Action Plan.
- _____ _____ Provide periodic Section Status Reports to the EOC.
- _____ _____ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Demobilization

Time Initials

- _____ _____ Ensure any open actions are assigned to appropriate staff.
- _____ _____ Ensure necessary functions are maintained throughout and following demobilization.
- _____ _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ _____ Clean up your work area before you leave.
- _____ _____ Leave a forwarding number where you can be reached.

INFORMATION SYSTEMS BRANCH DIRECTOR CHECKLIST

**** Read this entire position checklist before taking action ****

Responsibilities

Time Initials

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

Activation

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ____ ____ Ensure the Information Systems is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- ____ ____ Based upon the situation, activate units within the section as needed and designate Unit Leaders for each element:
 - Communications Unit
- ____ ____ Mobilize sufficient section staffing for 24-hour operations.
- ____ ____ Keep the EOC informed of all significant issues relating to the Information Systems Branch.

Time Initials

- ____ ____ Identify information developed by the Information Systems section that should be passed to other EOC sections or to the public.
- ____ ____ Assist Unit Leaders in developing objectives for the Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Incident Action Plan.
- ____ ____ Provide periodic Branch status reports to the Logistics Section Chief.
- ____ ____ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
- ____ ____ Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period.
- ____ ____ Ensure that Logistics Section position logs and other necessary files are maintained.
- ____ ____ Meet regularly with Section staff and work to reach consensus on objectives for forthcoming operational periods.
- ____ ____ Attend and participate in EOC Incident Action Planning meetings as needed.
- ____ ____ Ensure that Unit Leaders have copies of the Incident Action Plan.
- ____ ____ Provide Branch staff with information updates as required.

Demobilization

Time Initials

- ____ ____ Ensure any open actions are assigned to appropriate staff.
- ____ ____ Ensure necessary functions are maintained throughout and following demobilization.
- ____ ____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ____ ____ Clean up your work area before you leave.
- ____ ____ Leave a forwarding number where you can be reached.

COMMUNICATIONS UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- ____ ____ Ensure that warning and communication systems at the EOC are fully and properly utilized, and remain ready for use at all times.
- ____ ____ Establish appropriate communications distribution/maintenance locations within the EOC.
- ____ ____ Ensure an equipment accountability system is established.
- ____ ____ Recover equipment from Units being demobilized.
- ____ ____ Supervise the Communications Unit.

Activation

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ____ ____ Ensure that warning and communication systems at the EOC are fully and properly utilized, and remain ready for use at all times.
- ____ ____ Ensure that names and contact information are current
- ____ ____ Ensure communications personnel have been trained and the system is periodically exercised.

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Establish appropriate communications distribution/maintenance locations within the EOC. |
| _____ | _____ | Ensure that communications systems are installed and tested. |
| _____ | _____ | Ensure an equipment accountability system is established. |
| _____ | _____ | Ensure personal portable radio equipment is distributed per the direction of the Situation Assessment Team. |
| _____ | _____ | Provide technical information as required for: |
| | | <ul style="list-style-type: none"> • Adequacy of communications systems currently in operation. • Geographic limitation on communications systems • Equipment capabilities/limitations. • Amount and types of equipment as appropriate. • Anticipated problems in the use of communications equipment. |
| _____ | _____ | Supervise Communications Unit activities. |
| _____ | _____ | Maintain records on all communications equipment as appropriate. |
| _____ | _____ | Ensure equipment is tested and repaired. |
| _____ | _____ | Recover equipment from Units being demobilized. |
| _____ | _____ | Ensure the Communications Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories. |
| _____ | _____ | Mobilize sufficient section staffing for 24-hour operations; continue to monitor effectiveness and modify as required. |
| _____ | _____ | Keep the Information Systems Branch Director informed of all significant issues relating to the Communications Unit. |
| _____ | _____ | Provide periodic Unit status reports to the Information Systems Branch Director. |
| _____ | _____ | Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur. |

Demobilization

Time Initials

- _____ _____ Ensure any open actions are assigned to appropriate staff.
- _____ _____ Ensures necessary functions are maintained throughout and following demobilization.
- _____ _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ _____ Clean up your work area before you leave.
- _____ _____ Leave a forwarding number where you can be reached.

PERSONNEL BRANCH DIRECTOR CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

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

Activation

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ____ ____ Ensure that Logistics Section position logs and other necessary files are maintained.
- ____ ____ Meet regularly with other Section staff and work to reach consensus on objectives for forthcoming operational periods.

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Attend and participate in EOC Incident Action Planning meetings as needed. |
| _____ | _____ | Ensure that Unit Leaders have copies of the Incident Action Plan. |
| _____ | _____ | Provide Branch staff with information updates as required. |
| _____ | _____ | Ensure the Personnel Branch is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories. |
| _____ | _____ | Based upon the situation, activate units within the section as needed and designate Unit Leaders for each element: <ul style="list-style-type: none"> • Volunteer Unit |
| _____ | _____ | Mobilize sufficient section staffing for 24-hour operations. |
| _____ | _____ | Assist Unit Leaders in developing objectives for the Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Incident Action Plan. |
| _____ | _____ | Provide periodic Branch status reports to the Logistics Section Chief. |
| _____ | _____ | Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur. |
| _____ | _____ | Ensure the Personnel Branch function is carried out in support of the County EOC activities. |
| _____ | _____ | Establish the appropriate level of staffing within the Personnel Branch, continuously monitoring the effectiveness of the organization and modifying as required. |
| _____ | _____ | Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period. |
| _____ | _____ | Keep the Situation Assessment Team informed of all significant issues relating to the Personnel Branch. |

Demobilization

Time Initials

- _____ _____ Ensure any open actions are assigned to appropriate staff.
- _____ _____ Ensure necessary functions are maintained throughout and following demobilization.
- _____ _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ _____ Clean up your work area before you leave.
- _____ _____ Leave a forwarding number where you can be reached.

VOLUNTEER UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

RESPONSIBILITIES

Time Initials

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

Activation

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ____ ____ Ensure the Volunteer Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- ____ ____ Mobilize sufficient section staffing for 24-hour operations.
- ____ ____ Assist Unit Leaders in developing objectives as well as plans to accomplish their objectives within the first operational period per the Incident Action Plan.

Time Initials

- _____ Utilize volunteers as needed in responding to the disaster/emergency situation
- _____ Utilize only those volunteers provided through the Volunteer Management System
- _____ Ensure that the activities and location of all volunteers involved in emergency response operations are accounted for
- _____ Provide the American Red Cross with volunteer questionnaires and identification cards (as required) for use during all emergency operations.
- _____ Provide periodic Unit status reports to the Personnel Branch Director.
- _____ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Demobilization

Time Initials

- _____ Ensure any open actions are assigned to appropriate staff.
- _____ Ensure necessary functions are maintained throughout and following demobilization.
- _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ Clean up your work area before you leave.
- _____ Leave a forwarding number where you can be reached.

RESOURCE AND SUPPORT BRANCH DIRECTOR CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Pre-position resources as appropriate to efficiently and effectively respond to an incident. |
| _____ | _____ | Manage unsolicited donations. |
| _____ | _____ | Establish logistical staging areas for internal and external response personnel, equipment, and supplies. |
| _____ | _____ | Establish points of distribution across the County. |
| _____ | _____ | Ensure that the county is capable of supplying resources to support a larger, regional incident if necessary. |
| _____ | _____ | Determine qualified contractors offering recovery and/or restoration services. |
| _____ | _____ | Identify, procure (through Finance and Administration) and manage facilities needed during the hazard response. |
| _____ | _____ | Monitor status of available and utilized facilities |
| _____ | _____ | Maintain facilities |
| _____ | _____ | Identify, procure (through Finance and Administration) and manage all transportation assets needed during the hazard response. |
| _____ | _____ | Monitor status of available and deployed transportation resources |
| _____ | _____ | Maintain transportation systems |
| _____ | _____ | Supervise the Resource and Support Branch |
| _____ | _____ | Ensure the Support Branch function is carried out in support of the County EOC activities. |
| _____ | _____ | Establish the appropriate level of staffing within the Support Branch, continuously monitoring the effectiveness of the organization and modifying as required. |
| _____ | _____ | Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period. |

Time Initials

- _____ _____ Keep the EOC Directorate informed of all significant issues relating to the Support Branch.
- _____ _____ Supervise the Support Branch.

Activation

Time Initials

- _____ _____ Report in
- _____ _____ Obtain briefing
- _____ _____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- _____ _____ Ensure the Support Branch is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- _____ _____ Based upon the situation, activate units within the section as needed and designate Unit Leaders for each element:
- Facilities Unit
 - Ground Unit
- _____ _____ Mobilize sufficient section staffing for 24-hour operations.
- _____ _____ Pre-position resources as appropriate to efficiently and effectively respond to an incident.
- _____ _____ Manage unsolicited donations.
- _____ _____ Establish logistical staging areas for internal and external response personnel, equipment, and supplies.
- _____ _____ Establish points of distribution across the County.

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure that the county is capable of supplying resources to support a larger, regional incident if necessary. |
| _____ | _____ | Determine qualified contractors offering recovery and/or restoration services. |
| _____ | _____ | Identify, procure (through Finance and Administration) and manage facilities needed during the hazard response. |
| _____ | _____ | Monitor status of available and utilized facilities |
| _____ | _____ | Maintain facilities |
| _____ | _____ | Identify, procure (through Finance and Administration) and manage all transportation assets needed during the hazard response. |
| _____ | _____ | Monitor status of available and deployed transportation resources |
| _____ | _____ | Maintain transportation systems |
| _____ | _____ | Assist Unit Leaders in developing objectives for the Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Incident Action Plan. |
| _____ | _____ | Provide periodic Branch status reports to the Logistics Section Chief. |
| _____ | _____ | Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur. |
| _____ | _____ | Meet regularly with other Section staff and work to reach consensus on objectives for forthcoming operational periods. |
| _____ | _____ | Attend and participate in EOC Incident Action Planning meetings as needed. |
| _____ | _____ | Ensure that Unit Leaders have copies of the Incident Action Plan. |
| _____ | _____ | Provide Branch staff with information updates as required. |

Demobilization

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensure necessary functions are maintained throughout and following demobilization. |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave. |
| _____ | _____ | Leave a forwarding number where you can be reached. |

FACILITIES UNIT LEADER POSITION CHECKLIST

****** Read this entire position checklist before taking action ******

Responsibilities

Time Initials

- _____ Determine requirements for each facility including the incident command post.
- _____ Prepare layouts of incident facilities.
- _____ Notify Branch Directors and Unit leaders of facility layout.
- _____ Activate incident facilities.
- _____ Provide Base and Camp Managers, and personnel to operate facilities.
- _____ Provide sleeping facilities.
- _____ Coordinate security services.
- _____ Coordinate facility maintenance services.
- _____ Demobilize Base and Camps facilities.
- _____ Maintain facility records.
- _____ Supervise the Facilities Unit.

Activation

Time Initials

- _____ Report in
- _____ Obtain briefing
- _____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Obtain a briefing from the Support Branch Director or the Logistics Section Chief. |
| _____ | _____ | Receive and review a copy of the IAP. |
| _____ | _____ | Ensure the Facilities Unit function is carried out in support of the County EOC activities. |
| _____ | _____ | Establish the appropriate level of staffing within the Facilities Unit, continuously monitoring the effectiveness of the organization and modifying as required. |
| _____ | _____ | Keep the Resource and Support Branch Director informed of all significant issues relating to the Facilities Unit. |
| _____ | _____ | Participate in Logistics Section/Support Branch planning activities. |
| _____ | _____ | Determine requirements for each facility including the incident command post. |
| _____ | _____ | Prepare layouts of incident facilities. |
| _____ | _____ | Notify Branch Directors and Unit leaders of facility layout. |
| _____ | _____ | Activate incident facilities. |
| _____ | _____ | Provide Base and Camp Managers, and personnel to operate facilities. |
| _____ | _____ | Provide sleeping facilities. |
| _____ | _____ | Coordinate security services. |
| _____ | _____ | Coordinate facility maintenance services. |
| _____ | _____ | Demobilize Base and Camps facilities. |
| _____ | _____ | Maintain facility records. |
| _____ | _____ | Ensure the Facilities Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories. |
| _____ | _____ | Provide periodic Unit status reports to the Resource and Support Branch Director. |
| _____ | _____ | Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur. |

Demobilization

Time Initials

- _____ _____ Ensure any open actions are assigned to appropriate staff.
- _____ _____ Ensure necessary functions are maintained throughout and following demobilization.
- _____ _____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _____ _____ Clean up your work area before you leave.
- _____ _____ Leave a forwarding number where you can be reached.

GROUND UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

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

Activation

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure the Ground Unit function is carried out in support of the County EOC activities. |
| _____ | _____ | Establish the appropriate level of staffing within the Ground Unit, continuously monitoring the effectiveness of the organization and modifying as required. |
| _____ | _____ | Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period. |
| _____ | _____ | Keep the Resource and Support Branch Director informed of all significant issues relating to the Ground Unit. |
| _____ | _____ | Ensure the Ground Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories. |
| _____ | _____ | Provide transportation services, in accordance with requests from the Logistics Section Chief or Resource and Support Branch Director. |
| _____ | _____ | Provide fueling, maintenance and repair of vehicles and other ground support equipment. |
| _____ | _____ | Maintain support vehicle inventory and transportation vehicles. |
| _____ | _____ | Ensure conditions of rentals are documented prior to use. |
| _____ | _____ | Arrange for and activate towing, fueling, maintenance and repair of units. |
| _____ | _____ | Support out of service resources according to mutual aid or contract agreements. |
| _____ | _____ | Identify location of receiving and distribution points. |
| _____ | _____ | Maintain fuel, parts, mileage and service use records and cost summaries. |
| _____ | _____ | Provide periodic Unit status reports to the Resource/Support Branch Director. |
| _____ | _____ | Support and address out-of-service resources. |
| _____ | _____ | Participate in Resource and Support Branch/Logistics Section planning activities. |
| _____ | _____ | Notify the Resource and Support Branch of all status changes on support and transportation vehicles. |
| _____ | _____ | Collect information on rented equipment. |
| _____ | _____ | Requisition maintenance and repair supplies. |
| _____ | _____ | Maintain incident roads. |
| _____ | _____ | Submit reports to Resource and Support Branch Director. |

Demobilization

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensures necessary functions are maintained throughout and following demobilization. |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave. |
| _____ | _____ | Leave a forwarding number where you can be reached. |

VOLUNTEER COORDINATION OVERVIEW

Overview

During any emergency situation, spontaneous volunteers can be expected to arrive on the scene. Although many such volunteer 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 resources is used efficiently and safely during emergency operations.

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

In the Los Alamos County ICS structure, spontaneous volunteer coordination falls in the Logistics Section, Personnel Unit. In the EOC, the role of the Volunteer Unit Leader for spontaneous volunteer resources is to facilitate and coordinate spontaneous volunteer resources in a disaster. The Volunteer Unit Leader will be the point of contact between the EOC for spontaneous volunteer issues. The Volunteer Unit Leader will also communicate and coordinate with the county as well as with any partner agencies and other entities for effective volunteer coordination within the county.

Reasons for activation of the Volunteer Unit Leader position:

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

Purpose

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

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

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

Concepts

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

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

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

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

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

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

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

Volunteer Unit Leader

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

American Red Cross

- Will collect and evaluate the qualifications of all volunteers during disaster/emergency situations
- Will follow up as necessary to verify the skills/qualifications of volunteers.
- Will provide the Volunteer Unit Coordinator with a list of volunteers, their verified skills/qualifications, and their classification for services during the emergency response.
- Will update the volunteer list as needed.
- Will provide a control and tracking system for volunteer identification cards during emergency response operations.
- Will ensure that any volunteer who arrives to assist has been identified and classified through the Volunteer management system and has been assigned to the operation through the Emergency Operations Center.
- Will provide its own logistical support during emergency operations
- Will maintain approved volunteer application forms for use during emergency response operations.

Los Alamos County Public Information Officer

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

All Other Agencies

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

Communications

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

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

- Amateur radio operators
- Other radio services
- Runners

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

Mutual Aid

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

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

Demobilization

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

LOS ALAMOS COUNTY INCIDENT ACTION PLAN

INCIDENT OBJECTIVES (ICS 202)

| | | | | |
|--|---|---|---|---|
| 1. Incident Name: | 2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____ | | | |
| 3. Objective(s): | | | | |
| 4. Operational Period Command Emphasis: | | | | |
| General Situational Awareness | | | | |
| 5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Approved Site Safety Plan(s) Located at: N/A | | | | |
| 6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input checked="" type="checkbox"/> ICS 203 <input checked="" type="checkbox"/> ICS 204 <input checked="" type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input checked="" type="checkbox"/> ICS 206 </td> <td style="width: 33%; vertical-align: top;"> <input checked="" type="checkbox"/> ICS 207 <input checked="" type="checkbox"/> ICS 208 <input checked="" type="checkbox"/> Map/Chart <input checked="" type="checkbox"/> Weather Forecast </td> <td style="width: 33%; vertical-align: top;"> Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </td> </tr> </table> | | <input checked="" type="checkbox"/> ICS 203 <input checked="" type="checkbox"/> ICS 204 <input checked="" type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input checked="" type="checkbox"/> ICS 206 | <input checked="" type="checkbox"/> ICS 207 <input checked="" type="checkbox"/> ICS 208 <input checked="" type="checkbox"/> Map/Chart <input checked="" type="checkbox"/> Weather Forecast | Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> ICS 203 <input checked="" type="checkbox"/> ICS 204 <input checked="" type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input checked="" type="checkbox"/> ICS 206 | <input checked="" type="checkbox"/> ICS 207 <input checked="" type="checkbox"/> ICS 208 <input checked="" type="checkbox"/> Map/Chart <input checked="" type="checkbox"/> Weather Forecast | Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ | | |
| 7. Prepared by: Name: _____ Position/Title: <u>RESL</u> Signature: _____ | | | | |
| 8. Approved by Incident Commander: Name: _____ Signature: _____ | | | | |

| | | | | | |
|---|-----------------------|-------------------------------|--|------------|----------|
| 1. Incident Name: | | 2. Operational Period: | | Date From: | Date To: |
| | | | | Time From: | Time To: |
| Facilities Unit | | Chief | | | |
| Ground Support Unit | | Deputy | | | |
| Donations Unit | | Time Unit | | | |
| IT/Communications Unit | | Procurement Unit | | | |
| Supply Unit | | Comp/Claims Unit | | | |
| 9. Prepared by: Name: _____ Position/Title: _____ Signature: _____ | | | | | |
| ICS 203 | IAP Page _____ | Date/Time: _____ | | | |

ASSIGNMENT LIST (ICS 204)

| | | | | |
|---|--------|---|--|--|
| 1. Incident Name: | | 2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____ | | 3. Branch: Division: Group: Staging Area: |
| 4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____ | | | | |
| 5. Resources Assigned: | | # of Persons | Contact (e.g., phone, pager, radio frequency, etc.) | Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information |
| Resource Identifier | Leader | | | |
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| | | | | |
| 6. Work Assignments: | | | | |

7. Special Instructions:

8. Communications (radio and/or phone contact numbers needed for this assignment):

| Name/Function (frequency/system/channel) | Primary Contact: indicate cell, pager, or radio |
|---|---|
| _____ / _____ | _____ |
| _____ / _____ | _____ |
| _____ / _____ | _____ |
| _____ / _____ | _____ |

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

| | | |
|---------|----------------|------------------|
| ICS 204 | IAP Page _____ | Date/Time: _____ |
|---------|----------------|------------------|

MEDICAL PLAN (ICS 206)

| 1. Incident Name: | | 2. Operational Period: Date From: Date To: | | Time From: Time To: | | | |
|--|--|--|---|--|---|---|---|
| 3. Medical Aid Stations: | | | | | | | |
| Name | Location | Contact Number(s)/Frequency | Paramedics on Site? | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 4. Transportation (indicate air or ground): | | | | | | | |
| Ambulance Service | Location | Contact Number(s)/Frequency | Level of Service | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| 5. Hospitals: | | | | | | | |
| Hospital Name | Address, Latitude & Longitude if Helipad | Contact Number(s)/ Frequency | Travel Time | | Trauma Center | Burn Center | Helipa d |
| | | | Air | Groun d | | | |
| | | | | | <input type="checkbox"/> Yes Level:____ — | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level:____ — | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level:____ — | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Logistics – C-48

INCIDENT ORGANIZATION CHART (ICS 207)

| | | |
|--------------------------|---|--|
| 1. Incident Name: | 2. Operational Period: <div style="display: flex; justify-content: space-between;"> <div>Date From: Time From:</div> <div>Date To: Time To:</div> </div> | |
| | | |
| ICS 207 | IAP Page ____ | 4. Prepared by: Name: _____ Position/Title: <u>RESL</u> _____ Signature: _____ Date/Time: _____ |

| | | | | | |
|--|----------------|-------------------------------|--|------------|----------|
| 1. Incident Name: | | 2. Operational Period: | | Date From: | Date To: |
| | | | | Time From: | Time To: |
| 4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | | | | |
| Approved Site Safety Plan(s) Located At: | | | | | |
| 5. Prepared by: Name: _____ Position/Title: <u>SOFR</u> Signature: _____ | | | | | |
| ICS 208 | IAP Page _____ | Date/Time: _____ | | | |

EOC Team USE
ONLY



GENERAL MESSAGE/RESOURCE REQUEST (ICS 213-RR)

| | | |
|---------------------------------------|---------------------------------------|----------------|
| Incident Name: | Date Prepared: | Time Prepared: |
| Operational Period Date: From: To: | Operational Period Time: From: To: | |
| To (Print Name): | Location (EOC/Complex/etc.): | ICS Position: |
| From (Print Name): | Location (EOC/Complex/etc.): | ICS Position: |
| Subject: | | |

Message

| | | | |
|------------------------|---------------------------|-------|-------|
| | | | |
| | | | |
| Signature (Requestor): | Phone Number (Requestor): | Date: | Time: |

Resources Required (To Logistics)

| Type of Resource (e.g. Personnel, Facilities, etc.) | Quantity | Reporting Location | Description of Resource | Mission # (From EOC) | Date/Time Required | Date/Time Filled (From EOC) |
|--|----------|--------------------|-------------------------|-------------------------|--------------------|--------------------------------|
| | | | | | | |
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| | | | | | | |
| Logistics Section Chief Signature: | | | | Date: | | Time: |

Reply (Fill Information, Comments, Etc.)

| | | | | |
|------------------------|---------------|-------|-------|---------------------|
| | | | | |
| | | | | |
| Signature (Logistics): | ICS Position: | Date: | Time: | ICS Form 259 REQ #: |

ACTIVITY LOG (ICS 214)

[illegible]

| | | | |
|--|--------------|------------------|--|
| | | | |
| 6. Activity Log (Continue on Reverse) | | | |
| TIME | MAJOR EVENTS | | |
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| 7. Prepared by: | | Date/Time | |
| | | | |

SUPPORT VEHICLE/EQUIPMENT INVENTORY (ICS 218)

| 1. Incident Name: | | 2. Incident Number: | | 3. Date/Time Prepared: Date: _____ Time: _____ | | | | 4. Vehicle/Equipment Category: | | | |
|---|-----------------|---|---------------------------|--|-------------------------------|-----------------|--------------------------|---------------------------------------|---------------------|------------------------------|--------------------------------|
| 5. Vehicle/Equipment Information | | | | | | | | | | | |
| Order Request Number | Incident ID No. | Vehicle or Equipment Classification | Vehicle or Equipment Make | Category/Kind/Type, Capacity, or Size | Vehicle or Equipment Features | Agency or Owner | Operator Name or Contact | Vehicle License or ID No. | Incident Assignment | Incident Start Date and Time | Incident Release Date and Time |
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| ICS 218 | | 6. Prepared by: Name: _____ Position/Title: _____ Signature: _____ | | | | | | | | | |

Finance and Administration

Annex D

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Purpose

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

Scope

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

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

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

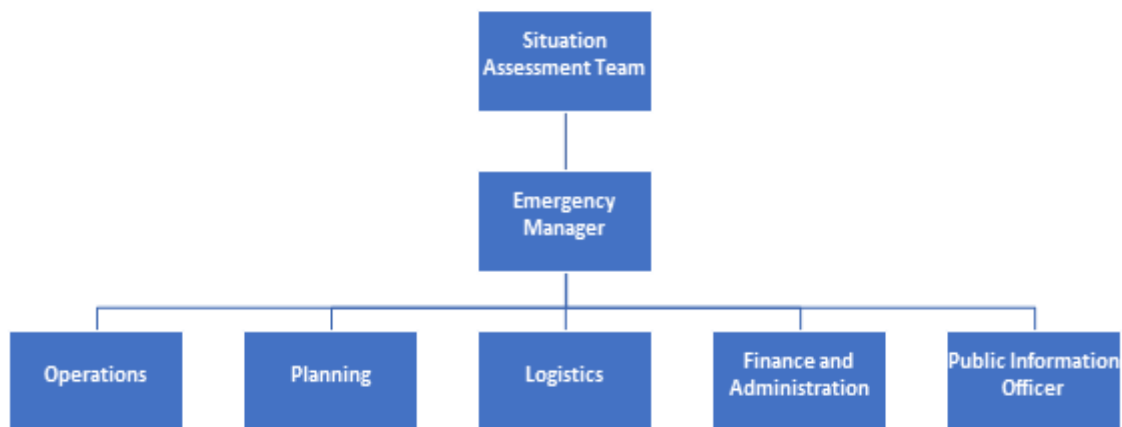
The extent of the disaster or emergency will determine the extent to which the Finance and Administration Section will mobilize.

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

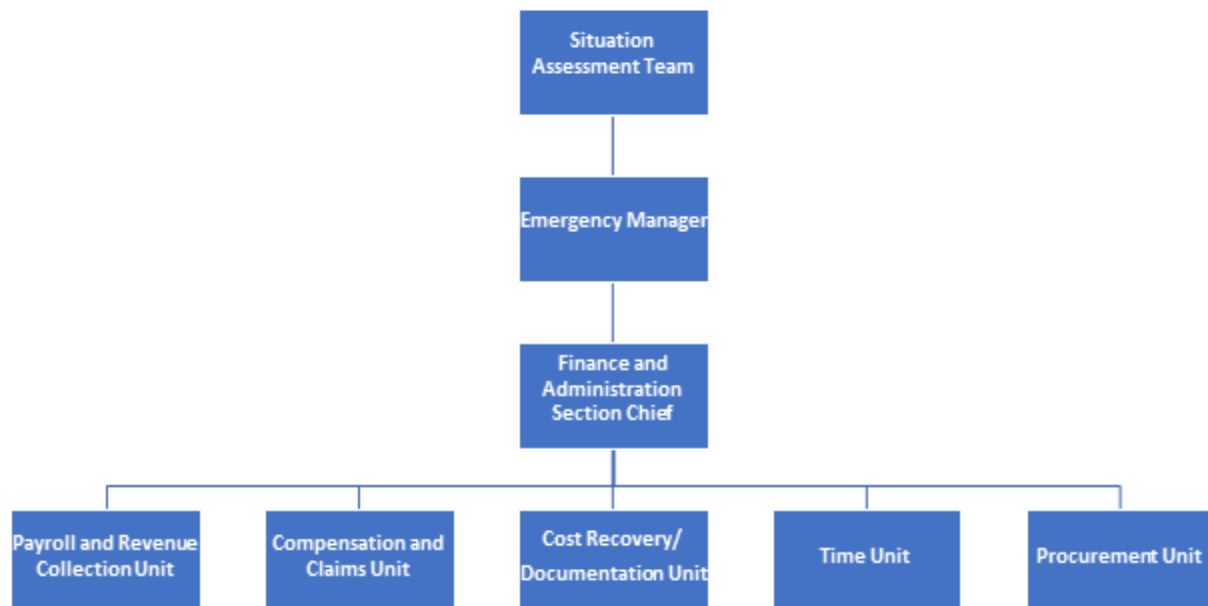
During emergency situations it may become necessary to make immediate purchases of equipment or materials which have not been budgeted for. In such cases, Los Alamos County Procurement Procedures will be followed.

Organizational Structure

The Emergency Operations Center (EOC) will be organized using the National Incident Management System (NIMS) to include the Incident Command System (ICS). The EOC organizational structure consists of the SAT, EM and five principal sections, which normally would be activated as needed for a major incident.



Within the Finance and Administration Section, five separate units could be activated, depending on the needs of the incident.



Primary Agencies

The following agencies have primary responsibility for activities implemented under the Finance and Administration Annex.

- Los Alamos County Administrative Services – Finance Division

Support Agencies

The following agencies may be required to support the activities implemented under the Finance and Administration Annex.

County

- All county departments

State

- New Mexico Department of Homeland Security and Emergency Management

Situation

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

Assumptions

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

Concept of Operations

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

General

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

Payroll and Revenue Collection Unit

The Payroll and Revenue Collection Unit will:

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

Compensation and Claims Unit

The Compensation and Claims Unit will:

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

Cost Recovery and Documentation Unit

The Cost Recovery and Documentation Unit will:

- Execute procedures to capture and document costs related to the disaster or emergency.
- Coordinate recovery costs as allowed by law.
- Keep accurate records and tracks costs associated with the emergency response.
- Provide cost analysis data for the incident to help planning and recovery efforts.
- Ensure that all pieces of equipment and personnel that require payment are properly identified.
- Obtain and record all cost data.
- Support the planning function during recovery in terms of cost estimates of resources used.

Time Unit

The Time Unit will:

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

Procurement Unit

The Procurement Unit will:

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

Finance and Administration Section Chief

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

- Ensure that all financial records are maintained throughout the event or disaster.
- Ensure that all on-duty time is recorded for all County emergency response personnel.
- Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.
- Ensure there is a continuum of the payroll process for all County employees responding to the event or disaster.
- Determine purchase order limits for procurement.
- Ensure that workers' compensation claims resulting from the response are processed within a reasonable time, given the nature of the situation.

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

The Administration and Finance Section Chief Checklist can be found as an attachment in the Administration and Finance Annex.

Primary Agency Functions

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

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

Support Agency Functions

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

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

Attachments

Finance and Administration Section Chief Checklist



Payroll and Revenue Collection Unit Leader Checklist

Compensation and Claims Unit Leader Checklist

Cost Recovery and Documentation Unit Leader Checklist

Time Unit Leader Checklist

Procurement Unit Leader Checklist

ICS 214 Form

FINANCE AND ADMINISTRATION SECTION CHIEF CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Ensure that all financial records are maintained throughout the event or disaster. |
| _____ | _____ | Coordinate the establishment of financial (cash accounts, invoices, billing, contracts, etc.) and administrative (filing, stationary, etc.) systems. |
| _____ | _____ | Establish written and official documentation of agreed-upon conditions for all purchases and resources. |
| _____ | _____ | Follow jurisdictional procedures for establishing and distributing accounting codes for financial tracking. |
| _____ | _____ | Ensure that all on-duty time is recorded for all County emergency response personnel. |
| _____ | _____ | Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs. |
| _____ | _____ | Ensure there is a continuum of the payroll process for all County employees responding to the event or disaster. |
| _____ | _____ | Determine purchase order limits for the procurement function in Logistics. |
| _____ | _____ | Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation. |
| _____ | _____ | Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation. |
| _____ | _____ | Provide administrative support to all EOC Sections as required. |
| _____ | _____ | Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed. |

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST

Time Initials

- ____ ____ Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the New Mexico Department of Homeland Security and Emergency Management.
- ____ ____ Supervise the Finance/Administration Section.

Activation

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ____ ____ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- ____ ____ Based on the situation, activate units within section as needed and designate Unit Leaders for each element:
 - ____ ____ Payroll and Revenue Collection Unit
 - ____ ____ Compensation and Claims Unit
 - ____ ____ Cost Recovery and Documentation Unit
 - ____ ____ Time Unit
 - ____ ____ Procurement Unit
- ____ ____ Ensure that sufficient staff are available for a 24-hour schedule, or as required.
- ____ ____ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of procurement authority to be delegated to Logistics Section.

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Meet with all Unit Leaders and ensure that responsibilities are clearly understood. |
| _____ | _____ | Determine the action planning objectives for the first operational period. |
| _____ | _____ | Notify the EOC Director when the Finance/Administration Section is operational. |
| _____ | _____ | Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur. |
| _____ | _____ | Ensure that Finance/Administration position logs and other necessary files are maintained. |
| _____ | _____ | Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner. |
| _____ | _____ | Participate in all Incident Action Planning meetings. |
| _____ | _____ | Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Incident Action Plan. |
| _____ | _____ | Keep the EOC Director aware of the current fiscal situation and other related matters. |
| _____ | _____ | Ensure that all financial records are maintained and stored throughout the event or disaster (Recovery Unit). |
| _____ | _____ | Ensure that all agency staff time is tracked and recorded (Time Unit). |
| _____ | _____ | In coordination with the Logistics Section, ensure that the Supply/Procurement Unit processes purchase orders and develops contracts in a timely manner. |
| _____ | _____ | Process all workers' compensation claims, resulting from the disaster in a reasonable timeframe, given the nature of the situation (Compensation and Claims Unit). |
| _____ | _____ | Process all timesheets and travel expense claims promptly (Compensation and Claims Unit). |
| _____ | _____ | Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required. |
| _____ | _____ | Ensure that all recovery documentation is accurately maintained by the Planning Section (Recovery Unit) during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the New Mexico Office of Emergency Management. |

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST

Demobilization

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff |
| _____ | _____ | Provide all final documentation to the Documentation Unit Leader |
| _____ | _____ | Solicits, collects and consolidates after action comments for the Finance and Administrative Sections and provides to identified person |
| _____ | _____ | Ensures necessary functions are maintained throughout and following demobilization |
| _____ | _____ | Ensures all documentation is in order should a Federal Disaster Declaration be approved |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave |
| _____ | _____ | Leave a forwarding number where you can be reached. |

_____/_____
Date / Operational Period

PAYROLL AND REVENUE COLLECTION UNIT LEADER POSITION CHECKLIST

**** Read this entire position checklist before taking action ****

Responsibilities

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

Activation

Time Initials

- ____ _ Report in
- ____ _ Obtain briefing
- ____ _ Document all activity on unit Log (ICS Form 214)

Operations

Time Initials

- ____ _ Work with the time unit to ensure that all employees are paid on time and in full for recorded hours, following established protocols.
- ____ _ Identify and ensure that revenue due to the county is duly collected, following established protocols.

Demobilization

Time Initials

- ____ _ Ensure any open actions are assigned to appropriate staff
- ____ _ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ____ _ Provide input to the after action/corrective action report.

PAYROLL AND REVENUE COLLECTION UNIT LEADER POSITION CHECKLIST

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure necessary functions are maintained throughout and following demobilization |
| _____ | _____ | Ensures all documentation is in order should a Federal Disaster Declaration be approved |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave |
| _____ | _____ | Leave a forwarding number where you can be reached. |

COMPENSATION AND CLAIMS UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- ____ Respond immediately to the EOC, identify yourself and locate your functional work area.
- ____ Obtain briefing from available sources
- ____ Establish and maintain a Unit Event Log (ICS 214) that chronologically describes actions during your shift

Activation

Time Initials

- ____ Report in
- ____ Obtain briefing
- ____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ____ Contact and assist the New Mexico EOC with the coordination of mutual aid resources as necessary.
- ____ Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency.
- ____ Investigate all injury and damage claims as soon as possible.
- ____ Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with jurisdiction's policy & procedures
- ____ Coordinate with the safety officer regarding the mitigation of hazards

COMPENSATION AND CLAIMS UNIT LEADER POSITION CHECKLIST

Time Initials

____ ____ Keep the Finance/Administration Section Chief informed of significant issues affecting the compensation and claims unit.

Demobilization

Time Initials

____ ____ Ensure any open actions are assigned to appropriate staff

____ ____ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

____ ____ Provide input to the after action/corrective action report.

____ ____ Ensure necessary functions are maintained throughout and following demobilization

COST RECOVERY UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Execute procedures to capture and document costs related to the disaster or emergency |
| _____ | _____ | Coordinate recovery costs as allowed by law |
| _____ | _____ | Keep accurate records and track costs associated with the emergency response |
| _____ | _____ | Provide cost analysis data for the incident to help planning and recovery efforts |
| _____ | _____ | Ensure that all pieces of equipment and personnel that require payment are properly identified |
| _____ | _____ | Obtain and record all cost data |
| _____ | _____ | Support the planning function during recovery in terms of cost estimates of resources needed |

Activation

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | Report in |
| _____ | _____ | Obtain briefing |
| _____ | _____ | Document all activity on unit Log (ICS Form 214) |

Operations

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Establish (or implement) an accounting system and special cost codes associated with the emergency. |
| _____ | _____ | Monitor all emergency expenditures |
| _____ | _____ | Ensure all sections and units are documenting cost related information. |
| _____ | _____ | Collect and compile cost information at the end of each shift |
| _____ | _____ | Obtain and record all cost data to cover: <ul style="list-style-type: none">• Personnel• Equipment• Rental/Contract Equipment |

- Supplies from outside vendors
- Contracts for special or emergency services

| | | |
|-------|-------|---|
| _____ | _____ | Identify content and format of cost related files to be transferred |
| _____ | _____ | Review existing documentation to determine if there are additional cost items that may have been overlooked. |
| _____ | _____ | Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC Planning Meetings if required. |
| _____ | _____ | Compile cumulative cost records on a daily basis. |
| _____ | _____ | Ensure that departments are compiling cost information using any special agency/jurisdiction cost codes. |
| _____ | _____ | Ensure that estimate costs are replaced with actual costs where known. |
| _____ | _____ | Provide verbal or written reports to the Finance/Administration Section Chief upon request. |
| _____ | _____ | Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency |
| _____ | _____ | Organize and prepare records for audits as necessary. |
| _____ | _____ | Act as the liaison for the EOC with county and other disaster assistance agencies to coordinate the cost recovery process. |
| _____ | _____ | Prepare all required state and federal documentation as necessary to recover allowable costs. |

Demobilization

Time Initials

| | | |
|-------|-------|--|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff |
| _____ | _____ | Provide all final documentation through your supervisor to the Planning Section, as appropriate prior to your departure. |
| _____ | _____ | Be prepared to provide input to the After Action/Corrective Action Report. |
| _____ | _____ | Ensures necessary functions are maintained throughout and following demobilization |
| _____ | _____ | Ensures all documentation is in order should a Federal Disaster Declaration be approved |

COST RECOVERY UNIT LEADER POSITION CHECKLIST

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave |
| _____ | _____ | Leave a forwarding number where you can be reached. |

TIME KEEPING UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

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

Activation

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

Operations

Time Initials

- ____ ____ Initiate, gather and update time reports from all personnel to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with policy.
- ____ ____ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to emergency duties in county agencies.
- ____ ____ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- ____ ____ Establish a file for each employee or volunteer within the first operational period; maintain a fiscal record for as long as the employee is assigned to the response.

Time Initials

____ ____ Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Keeping Unit.

Demobilization

Time Initials

____ ____ Ensure any open actions are assigned to appropriate staff

____ ____ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

____ ____ Provide input to the after action/corrective action report.

____ ____ Ensure necessary functions are maintained throughout and following demobilization

____ ____ Ensures all documentation is in order should a Federal Disaster Declaration be approved

____ ____ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

____ ____ Clean up your work area before you leave

____ ____ Leave a forwarding number where you can be reached.

PROCUREMENT UNIT LEADER POSITION CHECKLIST

*** Read this entire position checklist before taking action ***

Responsibilities

Time Initials

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

Activation

Time Initials

- ____ ____ Report in
- ____ ____ Obtain briefing
- ____ ____ Document all activity on unit Log (ICS Form 214)

Operational

Time Initials

- ____ ____ Obtain briefing from Finance/Administration Section Chief:
 - Determine charge code, and delegation of authority to commit agency funds. If the agency cannot delegate procurement authority to the Procurement Unit Leader, they will need to assign one of their procurement people to the incident.
 - Determine whether a buying team has been assigned to purchase all equipment, supplies, etc. for the incident. The Procurement Unit Leader will coordinate closely with this group.
 - Determine status of bid process.
 - Determine current vendor list.
 - Determine current blanket Purchase Order (PO) list.
 - Determine time-lines established for reporting cost information.
- ____ ____ Contact Supply Unit on incident needs and any special procedures or requirements
- ____ ____ Prepare and sign offers for rental, as necessary
- ____ ____ Develop Incident Procurement Plan. This plan should address/include:

- Spending caps
- Necessary Forms.
- Identify who has purchasing authority.
- Process for obtaining approval to exceed caps.
- Coordination process with Supply Unit.
- Supply of emergency purchase orders

____ Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.

____ Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.

____ Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).

____ Establish contact with supply vendors, as needed.

____ Determine whether additional vendor-service agreements will be necessary.

____ Interpret contracts/agreements, and resolve claims or disputes within delegated authority.

____ Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.

____ Verify all invoices.

____ It is imperative that all contractors are accounted for and their time documented:

- Coordinate with all units.
- It may be helpful to hire one person (or more) to simply travel the incident and document everything they see being used.
- Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing.

____ Complete final processing and send documents for payment.

____ Maintain final incident receiving documents:

- Obtain copies of all vendor invoices.
- Verify that all equipment time records are complete.
- Maintain comprehensive audit trail for all procurement documents.
- Check completeness of all data entries on vendor invoices.
- Compare invoices against procurement documents.
- Assure that only authorized personnel initiate orders.

____ Provide briefing to relief on current activities and unusual events.

PROCUREMENT UNIT LEADER POSITION CHECKLIST

Demobilization

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | Ensure any open actions are assigned to appropriate staff. |
| _____ | _____ | Ensures necessary functions are maintained throughout and following demobilization. |
| _____ | _____ | If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. |
| _____ | _____ | Clean up your work area before you leave. |
| _____ | _____ | Leave a forwarding number where you can be reached. |

| | |
|------------------------|--|
| | |
| | |
| | |
| | |
| | |
| | |
| 7. Prepared by: | |
| Date/Time | |

Animal Sheltering

Appendix 1

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Purpose

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

Responsibility

Primary Agencies

County

- Los Alamos Police Department

Voluntary

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

Support Agencies

County

- Los Alamos County Office of Emergency Management

State

- New Mexico Department of Homeland Security and Emergency Management
- State of New Mexico Livestock Board
- State of New Mexico Department of Game and Fish

Voluntary

- Animal Humane Association of New Mexico
- New Mexico VOAD (NM VOAD)

Other

- Stable Owners' Association (Los Alamos)
- Friends of the Shelter

Federal

- Federal Emergency Management Agency (FEMA)

Situation

- Los Alamos County is susceptible to a variety of hazards that can may require an evacuation.
- Local Governments are responsible for managing the overall emergency response and recovery activities within their jurisdiction, including animal emergency response.
- Animal owners are responsible for the basic care and sheltering of their pets and animals during a major disaster or emergency.
- When warned of an upcoming emergency or pending evacuation, it is assumed that owners of pets, service animals and livestock will take precautions to protect and care for their animals.
- Lost, stray, or animals incapable of being cared for by their owners, may endanger themselves or the public and are the responsibility of animal control.
- If the animals cannot be returned to their owners, their disposition will conform to State law.
- In some cases, the animals may be euthanized according to State law, if there is no other alternative.
- Wildlife and exotic animals and rescue are not a main focus of this plan and are the responsibility of many regulatory agencies that oversee the possession of wildlife and exotic animals.
- Every effort will be made to rescue abandoned or stray household pets and service animals from the disaster area within reasonable safety limits for rescue and animal care workers to prevent owners from prematurely re-entering the area.

Assumptions

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

- Prioritized concerns for emergency management include:
 - Life safety for people;
 - Protection of property (with animals considered by many families and individuals as their highest priority);
 - Protection of the environment.
- Livestock and other agricultural animals that may have to be moved due to flooding, wildfire or other disasters.
- Inability to evacuate animals is a leading cause of evacuation failure in disasters.
- The Americans with Disabilities Act mandates that service animals must be treated as an extension of a disabled person and must receive all needed resources.
- Many residents will be able to care for the needs of their pets and livestock during an emergency/disaster event.
- While most owners of pets and livestock will take reasonable steps to evacuate, shelter and provide care for their animals, others cannot or may not be able to take adequate actions for the protection of their animals due to, for example, special needs, limited mobility, large numbers of animals in their possession, or language or cultural barriers.
- Pets and livestock depend on people for their care and welfare during emergency/disaster events. Animal behavior is unpredictable, especially when animals are stressed or scared.
- Pets are not allowed in Red Cross Shelters, unless they are Assistance Animals with their masters.
- Assistance may be required in the following areas:
 - Evacuation
 - Rescue
 - Sheltering
 - Medical Treatment
 - Disposal
- The Los Alamos County Animal Control and secondary agencies may be required to coordinate and assist in the care of animals within the county.
- During an emergency/disaster event, the County Animal Control may become overwhelmed and will require outside assistance from other jurisdictions, organizations and/or entities.
- The need for human public health and safety outweighs the needs of animals during an emergency/disaster event. Nevertheless, the County Animal Control will make every effort to protect and/or save animals.
- County Animal Control staff operate primarily in the field, and under ICS, are equivalent to a “Group” under Los Alamos Police Department operations.
- The county, with its partners, has pre-identified potential animal shelters; these areas have been pre-inspected, with agreements for use in place.

- The New Mexico DHSEM will have a specific person assigned to care and shelter of animals as a resource for the county when their EOC is activated.
- Some state agencies may have certain statutory responsibilities and local emergency plans must be executed in cooperation with those agencies.

Concept of Operations

The Animal Sheltering Annex is implemented through the Operations Section in the EOC. The annex is managed by the Animal Control Public Service Aide Supervisor.

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

Public Information

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

Shelters

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

- Animal intake
- Animal identification and tracking
- Daily care
- Lost and found
- Worker health

Resource Management

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

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

Animal Care Unit Checklist

Position Start Up Actions

- ☐ Check in upon arrival at the designated check in site.
- ☐ Determine your assignment.
- ☐ Report to the Operations Section Chief or his/her designee. Clarify any issues you may have regarding your authority, assignment and what others do within the organization.
- ☐ Establish and maintain position log, (ICS 214), which chronologically describes your actions taken during your shift.
- ☐ Obtain a copy of the current Action Plan and briefing from the Operations Section Chief.
- ☐ Ensure that the Animal Care Unit is set up properly and that appropriate personnel, equipment, and supplies are in place. Determine Animal Evacuation/Protection Coordinators.
- ☐ Assure that Volunteer Organizations Active in Disaster (VOAD) animal welfare person has been advised of the emergency

Operational Phase

- ☐ Review and implement the Los Alamos County Animal Shelter Plan
- ☐ Establish communication with animal agencies responding to the disaster (animal control, public health, state agencies)
- ☐ Establish communications with volunteer agencies to provide food, potable water, and animal supplies.
- ☐ Activate volunteers: emergency animal shelters, County animal response team, veterinarians, and animal rescue groups.
- ☐ Establish communication with the Department of Fish & Game for any wildlife issues that arise during the disaster.
- ☐ Coordinate supply requests and donations
- ☐ Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act, to provide basic needs for service animals.
- ☐ Ensure that each animal shelter type (co-mingled, co-location, and other existing animal shelter) meets requirements.
- ☐ Coordinate the staffing and managing of animal shelters to every extent possible
- ☐ Maintain an Animal Care/Evacuation Action Log (electronic or paper) for the duration of the disaster/emergency.
- ☐ Determine base location (Animal Shelter, if possible).
- ☐ Coordinate teams to search for domestic animals and transport them to base location.
- ☐ Coordinate team to identify animals being rescued (photograph and I.D.#). Indicate location where found, and advise owners where animal is to be housed and/or claimed.
- ☐ Coordinate team for release of animal to owner and/or other individual(s) responsible for the animal.
- ☐ Arrange a medical screening area for veterinarians.

- ☐ Coordinate animal information with the Operations Section/LAPD representative at the EOC. Citizens may ask questions on where to turn in or retrieve pets and livestock, etc. Ensure media can provide information to citizens regarding pet care through coordination with the PIO and JIC.
- ☐ Coordinate transport of animals to safe location, in or outside of Los Alamos County as necessary.
- ☐ Coordinate livestock team and transport of livestock to safe location, in or outside of Los Alamos County.
- ☐ Arrange for animal care team(s) at all housing and safe locations.
- ☐ Coordinate with VOAD-NNM animal welfare contacts donations and deployment of animal care supplies, such as food, water, litter, cleaning supplies, etc.
- ☐ Assure that staff and volunteer time and money spent are tracked for County and/or other government reporting purposes.
- ☐ Based on the situation or forecast, determine likely future Animal Care and Health needs.
- ☐ Assess the animal shelter operations to determine if additional staffing (i.e., Animal Control Officers (ACO, veterinarians, veterinary technicians, mental health) and/or resources (i.e., food, water, animal supplies, generators) are needed.
- ☐ Complete Branch reports and/or Action Plans as requested.
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ Make a list of the key issues currently facing the Animal Care and Health Unit.
- ☐ Clearly establish action items to be accomplished within the next operational period.

End of Shift Actions

- ☐ Conduct shift change briefings in detail, inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information ensuring that in-progress activities are identified and follow-up requirements are known.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input for the after-action report.
- ☐ Clean your work area before you leave.

Agriculture Emergency Operations

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

- Animal/zoonotic disease
- Plant pests
- Plant diseases

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

Debris Management

Appendix 2

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Purpose

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

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

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

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

Responsibility

Primary Agencies

- Los Alamos Public Works Department – Traffic and Streets
- Los Alamos Solid Waste Division
- New Mexico Department of Public Health

Secondary Agencies

- New Mexico Department of Homeland Security and Emergency Management
- New Mexico Department of Natural Resources
- New Mexico Department of Health
- New Mexico Department of Agriculture
- Surrounding County Health Departments
- Federal Emergency Management Agency

Situation

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

Assumptions

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

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

Concept of Operations

Phase 1

Emergency Debris Clearance

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

Priority Critical Locations

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

1. Clear Emergency Access Routes – Lifelines. Lifelines are those routes in a traffic network that provide access for emergency responders, alternate and evacuation routes, and damage assessment routes. Lifelines should include areas identified for potential staging, temporary shelters,

and other resources available in the community that support emergency response. The County of Los Alamos will work closely with the county and neighboring jurisdictions to identify priorities for clearing transportation access routes.

2. Clear Access to Critical Facilities and Infrastructure. Assets, systems, and networks, whether physical or virtual, so vital that their incapacitation or destruction would have a debilitating effect on security, economic security, public health or safety. These typically include hospitals, fire stations, police stations, and emergency operation centers, as well as cellular and land-line telephone services, drinking water and power utilities, and sanitation facilities.

3. Clear Major Roadways or Arterial Routes. Major roadways and arterial routes are portions of the public transportation network that are needed to aid in response and recovery operations, but may not have been cleared as an emergency access route.

4. Clear Areas Necessary for Movement of Goods and Services/Economic Restoration. These areas include those portions of the public transportation network necessary for effectively transporting goods and services throughout the Region that are not included in one of the previous categories. These may include access to warehouses, airport, and major business district.

5. Clear Minor Arterial Routes. These routes include those portions of the public transportation network that receive moderate traffic flows, but are not included in one of the previous categories.

6. Clear Local Routes. These areas include those portions of the public transportation network in residential neighborhoods that are not included in one of the previous categories.

Site Selection Priorities

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

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

Phase II

Debris Removal and Disposal

- As clearance efforts progress, the public rights-of-way and initial roadside debris piles will become a primary dumping location for affected citizens. As a result, expedient

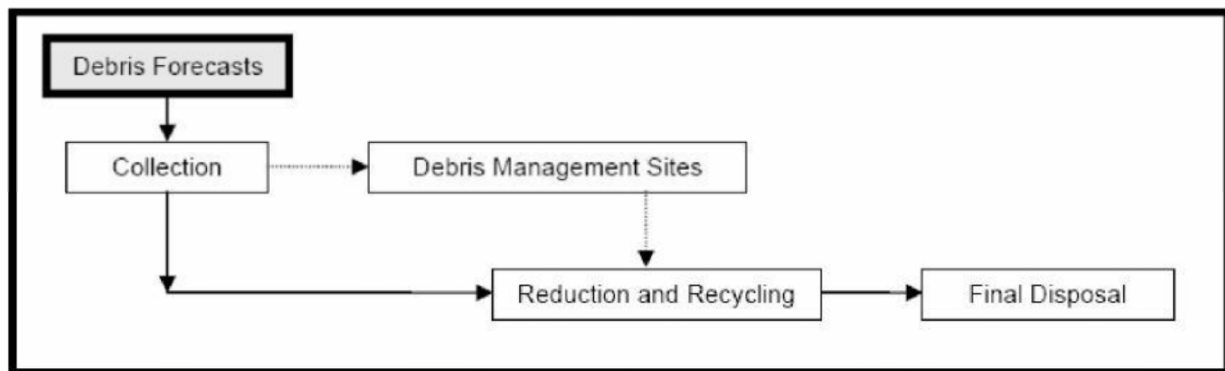
removal of debris from in front of residents' homes should become a priority to clear public rights-of-way and expedite the replacement of key utilities;

- The recovery phase focuses on collecting the remaining debris, reducing or recycling, and final disposal;
- Development of a debris management site is considered a recovery activity as well.
- Depending on the quantity and the complexity of the debris removal actions, debris removal activities could continue for several months; and
- Local jurisdictions can use a combination of force account and contractor services for debris removal activities during this phase.

Collection Method

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

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



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

Debris Collection and Removal

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

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

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

Initial Damage Assessment and Planning

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

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

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

Temporary and Permanent Debris Management Sites and Disposal Locations

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

Debris Management Site Requirements

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

DMS include:

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

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

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

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

1. Los Alamos County Transfer Station

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

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

Debris Removal on Private Property

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

Use and Procurement of Contracted Services

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

Use of Force Account Labor

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

Monitoring of Debris Operations

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

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

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

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

Health and Safety Requirements

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

- The New Mexico Department of Health will provide technical assistance on the health impacts of debris removal, as well as mitigation and decontamination.
- The Los Alamos Fire Department will provide technical assistance on any debris that is a hazardous material, or requires decontamination.

Environmental Considerations and Other Regulatory Requirements

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

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

Public Information

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

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

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

Identification of Debris Removal Contractors

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

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

Staff

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

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

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

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

Attachments

Debris Management Checklist

Damage Assessment Guidelines

DEBRIS MANAGEMENT CHECKLIST

***** Read this entire position checklist before taking action *****

Responsibilities

Time Initials

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

Pre-Event Operations

Time Initials

- _____ _____ Ensure all departments update contact lists.
- _____ _____ The Public Works Director evaluates Debris Management Sites (DMS) locations.
- _____ _____ The Public Works Department reviews road list and road maps.
- _____ _____ The Emergency Management Coordinator reviews FEMA guidance.
- _____ _____ The Emergency Management Coordinator reviews debris management plan with key personnel via conference call or at the Emergency Operations Center.
- _____ _____ The Public Works Branch Director issues pre-event media press releases. The Branch Director and the County Attorney review contracts for accuracy.
- _____ _____ The Public Works Branch Director reviews pre-identified OMS locations for capacity and permits.
- _____ _____ The Public Works Branch Director determines if citizen drop-off sites will be available and operated by the County.
- _____ _____ The Public Works Branch Director facilitates a pre-event coordination meeting with contractors.
- _____ _____ The Public Works Branch Director stages debris monitoring and removal contractors.
- _____ _____ Traffic and Streets Department stages equipment for debris operations.

DEBRIS MANAGEMENT CHECKLIST

Response Operations

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | The Public Works Branch Director confirms emergency priority roads. |
| _____ | _____ | The Public Works Branch Director coordinates with the potential monitoring firm to conduct an impact assessment. |
| _____ | _____ | The Public Works Branch Director coordinates with Fire/Hazardous Materials Teams to assess hazardous materials debris. |
| _____ | _____ | The Public Works Branch Director coordinates with the Finance to activate potential monitoring firm and debris removal contractors by issuing a Purchase Order and a Notice to Proceed. |
| _____ | _____ | The Public Works Branch Director notifies debris haulers to begin emergency roadway debris clearance. |
| _____ | _____ | The Emergency Management Coordinator conducts meetings/briefing with key personnel. |
| _____ | _____ | The Public Works Branch Director reviews debris volume and collection cost assessment. |
| _____ | _____ | The Public Works Branch Director and the debris removal contractors coordinate to prepare OMS based on concentration of debris. |
| _____ | _____ | The Public Works Branch Director and the potential monitoring firm begin truck certification. |
| _____ | _____ | The PIO or JIC issues media press release regarding the initiation of debris removal operations. |
| _____ | _____ | The Public Works Branch Director conducts daily coordination meeting with contractors. |
| _____ | _____ | The Public Works Branch Director determines force account requirements and staffing needs (debris, Public Assistance, etc.) with Finance and the Human Resources Department. |

DEBRIS MANAGEMENT CHECKLIST

Recovery Operations: 2 Day- 2 Weeks

Time Initials

- _____ _____ The Public Works Branch Director coordinates with the Traffic and Streets Department to prioritize roads/areas and disseminate that information to the debris removal and monitoring contractors.
- _____ _____ The Public Works Branch Director requests contact information and meeting with FEMA Public Assistance Officer. Attendees should include:
 - Emergency Management
 - Traffic and Streets Department
 - County Attorney
 - FEMA Public Assistance Coordinator
 - State of New Mexico Public Assistance Coordinator
 - Potential debris monitoring firm
- _____ _____ The PIO issues the second press release regarding segregation of debris.
- _____ _____ The Public Works Branch Director coordinates with the debris removal and potential monitoring contractors to begin right-of-way debris removal.
- _____ _____ The Public Works Branch Director coordinates with FEMA and the New Mexico Environment Department to begin environmental monitoring program of DMS locations.
- _____ _____ The Public Works Branch Director coordinates with external agencies. The Emergency Management Coordinator initiates discussions with FEMA.

Recovery Operations: 2 Weeks - 1 Month

Time Initials

- _____ _____ The Public Works Branch Director maintains and evaluates right-of-way cleanup.
- _____ _____ The Public Works Branch Director coordinates with debris removal contractors to open additional DMS as necessary.
- _____ _____ The Public Works Branch Director continues daily meetings with FEMA. The Commissioner's Court coordinates with the County
- _____ _____ PIO communicates project closeout to residents via press release.

DEBRIS MANAGEMENT CHECKLIST

Recovery Operations: 1 Month - 3 Months

Time Initials

- | | | |
|-------|-------|---|
| _____ | _____ | The Public Works Branch Director maintains and evaluates right-of-way cleanup-vegetative and construction debris. |
| _____ | _____ | The Public Works Branch Director coordinates with debris removal contractors to begin right-of-way leaners/hangers program. |
| _____ | _____ | The Public Works Branch Director coordinates with debris removal contractors to initiate haul out. |
| _____ | _____ | The Public Works Branch Director progresses to weekly meetings with the FEMA. |

Recovery Operations: 3 Months- Project Completion

Time Initials

- | | | |
|-------|-------|--|
| _____ | _____ | The Public Works Branch Director completes all debris recovery activities. |
| _____ | _____ | The Public Works Branch Director identifies ineligible debris on right-of-way. |
| _____ | _____ | The Public Works Branch Director coordinates with debris removal contractors to complete the disposal of reduced debris. |
| _____ | _____ | The Public Works Branch Director coordinates with debris removal contractors to close out and remediate debris management sites. |
| _____ | _____ | The Emergency Management Department conducts project closeout meetings with FEMA and external agencies. |

DAMAGE ASSESSMENT LEVEL GUIDELINES

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

| | | | |
|--|--|---|--|
| | | <ul style="list-style-type: none"> • Some minor basement flooding. | |
|--|--|---|--|

ESTIMATING WATER DEPTHS

Brick – 2 ½" per course

Siding – 4" or 8" per course

Stair Risers – 7"

Concrete Block – 8" per course

Door Knobs – 36" above floor

Standard Doors – 6' 8"

Evacuation

Appendix 3

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Purpose

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

Responsibility

Primary Agencies

County

- Los Alamos County Manager
- Los Alamos Police Department
- Los Alamos Public Works Department/Traffic and Streets
- Los Alamos Fire Department
- Atomic City Transit

Support Agencies

State

- New Mexico Department of Homeland Security and Emergency Management
- New Mexico State Patrol

Federal

- Los Alamos National Laboratory
- Bandelier National Monument

Voluntary

- American Red Cross (Sheltering)

County

- Los Alamos County Sheriff

Situation

- The Los Alamos County Hazard Analysis and Risk Assessment in the Hazard Mitigation Plan identifies numerous hazards which could prompt evacuation.

- Emergency situations may require evacuation of all or part of the population of the County. A hazardous materials release, major fire, or other localized incident may require a small-scale evacuation. A widespread emergency situation could require an evacuation on a larger scale, requiring the cooperation and combined resources of the County.
- Shelter-in-place may be a viable and preferable alternative to evacuation.
- Evacuations will be determined upon tactical considerations and the nature of the event. In cases of hazardous materials (including weapons of mass destruction), sheltering in place may be the recommended course of action by the Incident Commander upon advice of subject matter experts. Incidents involving gunfire must be carefully weighed regarding evacuations and the use of armored vehicles (if available) for shielding should be considered.
- Los Alamos County has pre-identified routes in the county for evacuation. These routes are included in the attachments to this appendix.
- If this appendix is implemented, the Sheltering Appendix and Animal Sheltering Appendix will need to be implemented as well.
- Evacuees may have special needs requirements that affect their ability to self-evacuate, including but not limited to: language barriers; age; need for transportation assistance; and/or physical or developmental disabilities.
- The amount of evacuees may be affected by large events occurring in the county. These have been pre-identified to the extent possible.
- Facilities housing populations with special needs have been pre-identified.

Assumptions

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

- Visitors to the county may be present and unfamiliar with major and alternative local routes.

Concept of Operations

Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include but are not limited to: support to evacuations (including the registration and tracking of evacuees); reunification of families; provision of aid and services to access and functional needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.

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

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

- Hotels, motels, and other single-room facilities.
- Temporary facilities such as tents and prefab module facilities.
- Specialized shelters and functional and medical support shelters.
- Support for other specialized congregate care areas that may include respite centers, rescue areas, and decontamination processing centers.

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

Authority to Order an Evacuation

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

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

Concepts

- Area-to-area evacuations will be initially managed on-scene by the Fire Department or the Police Department, who will immediately alert the EOC when the size and scope of the evacuation exceeds routine capacity.
- All mass evacuation information will be coordinated through the EOC and will be broadcast over the Emergency Alert System and the news media. Other forms of evacuation notification may include door-to-door notification, mobile sirens, public address systems, distribution of evacuation cards, and tagging homes.
- Once an authorized official has ordered an evacuation, the County will make every effort to evacuate all persons from a designated area. Any person who refuses to evacuate at the order of an official will be advised by an emergency official of the associated risk and will be asked to sign a liability release document for the duration of their stay, provided that the stay does not impede the efforts of emergency officials.
- Agencies wishing to deliver services to vulnerable populations in evacuated or otherwise restricted areas should contact the EOC to coordinate access. If conditions for limited entry are appropriate, the EOC will identify a process to expedite the travel of approved service providers.

- During a wildfire or other emergency requiring immediate evacuation, all residents needing evacuation transportation assistance will be given equal priority. Following an earthquake or other incident where immediate danger has passed, vulnerable populations will be given priority for evacuation transportation assistance.
- Protection of human life is the immediate goal of municipal emergency responders. During a disaster emergency, the Los Alamos Police and Fire Departments are not responsible for the rescue, evacuation, sheltering, or welfare of animals.
- The County will support the movement of evacuees transporting domestic household animals during an ordered evacuation. Residents should be prepared to evacuate their pets in a manner that does not threaten the safety or welfare of other evacuees. More information on animal sheltering is available in the animal sheltering annex.
- A public information officer will be dispatched to all evacuation assembly areas.
- During an evacuation, the County will dedicate a majority of streets to egress. Other available streets will be used for ingress of emergency services.
- Public transportation entities may be used to transport persons from designated evacuation assembly areas.
- Each individual or head of household within the County is encouraged to develop a family disaster plan that includes maintaining the essential supplies to sustain for five to seven days in the event that evacuation is not possible.
- Businesses and private educational institutions should establish evacuation plans and be familiar with county evacuation directives as part of their emergency procedures.
- When the conditions that caused the mandatory evacuation cease to exist, the EOC will coordinate reentry with the Los Alamos Police and Fire Departments

Transportation System Monitoring

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

Los Alamos Townsite

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

Key roads via which the Townsite would be evacuated include:

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

Key roads via which White Rock would be evacuated include:

- Grand Canyon Dr.
- NM State Rd. 4
- Pajarito Rd.
- Rover Blvd.
- Sherwood Blvd.

Townsite Zone Descriptions

Zone 1: All LANL facilities in and south of Los Alamos Canyon, Royal Crest Mobile Home & RV Park, and all entities (including County Solid Waste Division offices and Landfill) off of East and West Jemez Roads.

Zone 2: downtown Los Alamos including the historic districts, the Aquatic Center, area east of Oppenheimer, as well as everything east of downtown bordered by Los Alamos and Pueblo Canyons.

Zone 3: LAMC, Health Research Lab, LAHS, UNM-LA, Denver-Steels, Orange Street neighborhoods.

Zone 4: Western section of North Community ("Western Area") including Ice Rink, and bounded by Diamond and North Rds.

Zone 5: Quemazon development off upper North Rd.

Zone 6: Eastern North Community, the Golf Course, Ponderosa Estates and Guaje Pines Cemetery area

Zone 7: all of North Mesa, including the Stables.

Zone 8: Barranca Mesa, includes the Sportsman's Club in Rendija Canyon.

Townsite Evacuation Protocols

Zone 1:

- All populations located east of Diamond Drive evacuate via Pajarito Road or East Jemez Road (truck route) to NM State Rd 4 and NM 502 East.
- All populations located west of Diamond Drive evacuate via West Jemez Road to NM State Rd 4.

Zone 2:

Evacuate via Central Avenue and Trinity Drive going east to NM 502 east (Main Hill Rd).

Zone 3:

Evacuate using Diamond Drive south to Canyon Rd./ Central Avenue going east, or to Trinity Drive going east to NM 502 east (Main Hill Rd).

Zones 4 - 6:

Evacuate via Diamond Drive south to West Jemez Rd. to NM State Rd 4.

Zones 7 - 8:

Evacuate to San Ildefonso Rd going north and out Rendija Canyon Rd. Coordinate with officials from San Ildefonso Pueblo.

White Rock

White Rock Zone Descriptions

Zone 9: Bounded by Grand Canyon Dr to the south, Rover Blvd to the west, Overlook Park to the east, and the County line to the north.

Zone 10: Bounded by Sherwood to the west, Rover Blvd to the east, and NM State Rd. 4 to the north. Includes Grand Canyon Drive and is bounded to the south by Grand Canyon Park. *This zone includes the businesses on NM State Rd 4 that are located in Santa Fe County.*

Zone 11: Bounded by Grand Canyon Dr. to the north, extending east to Overlook Park, extending southwest to Pajarito Canyon and southeast to White Rock Canyon. Abuts Grand Canyon Park on the west.

Zone 12: Bounded by Sherwood, NM State Rd 4 and Pajarito Canyon, but does not include Karen Circle.

Zone 13: Pajarito Acres and La Senda developments (including Karen Circle subdivision).

White Rock Evacuation Protocols

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

If complete County evacuation required:

All White Rock Zones:

Evacuate via NM State Rd 4 east to NM 502 East down the Hill.

If the need for evacuation does NOT require Townsite evacuation:

Zones 9 & 10:

Evacuate to NM State Rd 4 east to NM 502 East down the Hill.

Zones 11 -12:

Evacuate using Grand Canyon Dr to NM State Rd 4 west towards Bandelier.

Zone 13:

Evacuate to NM State Rd 4 west towards Bandelier.

Repopulation

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

- Major hazards ended, mitigated or removed and Critical Incident Stress Debriefing (CISD) conducted

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

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

Mass Care and Shelter

Appendix 4

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Purpose

The mass care and shelter appendix:

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

Responsibility

County

- Los Alamos County Emergency Management
- Los Alamos County Public Information Officer
- Los Alamos County Community Services Department
- Los Alamos Medical Center
- Los Alamos Visiting Nurses
- Participating shelter site managers
- American Red Cross

State

- New Mexico Department of Homeland Security and Emergency Management
- New Mexico Human Services Department

Volunteer

- American Red Cross
- Volunteers Active in Disaster (VOAD)
- All Individuals First
- The Family YMCA
- United Way of Northern NM
- Los Alamos Cares
- Civil Air Patrol
- Los Alamos Civil Defense Fire Brigade
- New Mexico Disaster Brigade
- Los Alamos Family Council

- Cottontree Center
- La Leche League International
- Corazon Behavioral Health Services
- Hospital Auxiliary of LAMC

Situation

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

Assumptions

- Assistance from mutual aid agreements, compacts, State and Federal agencies, the private sector, and non-governmental organizations is available.
- Facilities planned for mass care use will be pre-determined and available at the time of need, and are adequate.
- For a localized incident, a high percentage of evacuees will seek shelter with friends, relatives, hotels, or motels rather than go to established shelters.
- Essential public and private services in reception areas such as schools, hospitals, or other reception sites may be curtailed but will be continued during the disaster as much as possible.
- The opening of shelters is the responsibility of the Red Cross, in collaboration with local authorities.
- Designated shelters will be compliant with the Americans with Disabilities Act Accessibility Guidelines.

- For small emergencies resulting in limited sheltering needs, the Red Cross may assist in placing the victims in commercial facilities such as hotels.
- If the threat of an evacuation is the result of a visible hazard or is discussed in the media, some spontaneous evacuation will occur prior to implementing the order; therefore, mass care and sheltering operations may have to commence early in any disaster period.
- Time constraints may limit the ability to obtain State and Federal resources, so County resources could likely be exhausted quickly or severely stressed.
- Evacuees may have little preparation time and will require maximum support in reception areas and shelters. Food, bedding, personal toiletries, and clothing will be needed most. Reception and shelter areas may not be fully able to handle all the evacuees.
- Assisted living facilities have emergency operations procedures for caring for their populations.
- Disaster Welfare Information services related to the provision of information about individuals residing within the affected area to immediate family members outside the affected area, reunification of family members within the affected area will be coordinated through the PIO.

Concept of Operations

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

Sheltering is implemented under the Operations Section.

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

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

Shelter Operations

Pre-identification of Shelters

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

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

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

Opening and Staffing Shelters

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

Shelter Operation

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

Persons with Access and Functional Needs

Shelters will:

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

Victim Decontamination

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

Evacuee Information

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

Mutual Aid - Sheltering

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

Shelter Demobilization

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

Mass Care Operations

Feeding

Food is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are based on sound nutritional standards, to include meeting requirements of victims with special dietary needs to the extent possible to include appropriate handling of food. This support may include private-sector feeding operations, securing food commodities, developing feeding plans, and obtaining warehouse space.

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

Bulk Distribution of Emergency Relief Items

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

Emergency First Aid

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

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

Unmet Needs

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

- Hygiene kits
- Cleanup items
- Infant care supplies

Emergency Childcare and Developmentally Appropriate Supplies

Emergency childcare will be provided by community services partners, including YMCA staff, Teen Center staff or Library staff. Developmentally appropriate supplies (including diapers, formula, and age appropriate foods, staff medicines, durable medical equipment, and supplies needed for an emergency for children with disabilities and other special health care needs will be

provided by medical partners, the American Red Cross, or purchased or obtained through mutual aid when possible.

Public Information

- All incident information will be communicated to the public through the JIC in coordination with both the incident command and county emergency operations center; if the JIC is not open, incident information will be coordinated with the EOC.
- Individual organizations may communicate organizational information to the public directly (contact, mission, etc.), but information concerning public instructions, incident updates and public resource requests must be managed through the JIC.
- “Safe and Well” information. “Safe and Well” is an American Red Cross website designed to provide information regarding individuals residing within the affected area that is provided to immediate family members outside the area. This information will also be provided to aid in reunification of family members within the area who were separated at the time of the event.

Attachments

Attachment 1 – American Red Cross Shelters in Los Alamos County

Attachment 2 – Evacuation Center Activation

Attachment 3 – Shelter Activation Checklist

Attachment 4 – Shelter Demobilization

Attachment 1 – American Red Cross Shelters in Los Alamos County

| Name | Location |
|--------------------------------------|--|
| Chamisa Elementary School | 301 Meadow Lane Los Alamos |
| Church of Jesus Christ LDS | 366 Grand Canyon Los Alamos |
| Church of Jesus of Latter Day Saints | 1967 18 th Street Los Alamos |
| Immaculate Heart Catholic Church | 3700 Canyon Drive Los Alamos |
| Los Alamos High School | 1300 Diamond Drive Los Alamos |
| Los Alamos Middle School | 1 Hawk Drive |

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

Attachment 2 - Evacuation Center Activation Checklist

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

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

Attachment 3 – Shelter Activation Checklist

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

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

Attachment 4 – Shelter Demobilization Checklist

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

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

Resource Management

Appendix 5

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Purpose

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

Responsibility

- Los Alamos Parks, Recreation and Open Space Division
- Los Alamos Finance Division
- Los Alamos Police Department
- Los Alamos Fire Department
- Los Alamos Sheriff
- Los Alamos County Office of Emergency Management
- Los Alamos Medical Center
- Los Alamos Traffic, Streets and Transit Division
- Los Alamos Airport
- Los Alamos County Fleet Division
- Los Alamos County Solid Waste Division
- Los Alamos Community Services Division

Situation and Assumptions

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

Concept of Operations

This Appendix is a static list of resources, last updated in June 2017. Where a specific contact for a resource is not listed, contact a department representative.

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

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

Los Alamos County Resource List - Equipment

- Listed by resource and owner

Los Alamos County Resource List – Certifications and Training

- Listed by department/agency

Los Alamos County Contact List

- Listed by department/agency

Los Alamos County Contract List

- Listed by department/agency

Los Alamos County Mutual Aid Agreements List

Attachments

Los Alamos County Resource List

Los Alamos County Contact List

Los Alamos County Contract List

Los Alamos County Mutual Aid Agreements List

Los Alamos County Resource List - Equipment

List current as of June 2017.

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

| Resource | Department | Contact | Contact Info | Description |
|--|----------------|---------|--------------|------------------|
| Food service size refrigerator and freezer | Golf Course | | | |
| Food service size refrigerator and freezer | Ice Rink | | | |
| Food service microwaves | Ice Rink | | | x2 |
| Food service coffee maker | Ice Rink | | | |
| Storage freezer | Ice Rink | | | |
| First aid supplies | Aquatic Center | | | |
| First aid supplies | Ice Rink | | | |
| First aid supplies | Golf course | | | |
| AED | Aquatic Center | | | |
| AED | Ice Rink | | | |
| AED | Golf Course | | | |
| Oxygen administration supplies | Aquatic Center | | | |
| Blankets | Aquatic Center | | | |
| Full concessions | Ice Rink | | | |
| Durango #1000 | Recreation | | | |
| Van #877 | Recreation | | | 15 passenger van |
| Ford Explorer | Recreation | | | |

| Resource | Department | Contact | Contact Info | Description |
|---|----------------|---------|--------------|------------------|
| Hand-held radios | Recreation | | | <100 yard radius |
| Water and power access | Aquatic Center | | | |
| Industrial Washer | Aquatic Center | | | |
| Industrial Dryer | Aquatic Center | | | |
| Locker room | Aquatic Center | | | x3 |
| Locker room | Ice Rink | | | No shower; x4 |
| Warming hut | Ice Rink | | | |
| Zam garage | Ice Rink | | | |
| Hot and cold water hookups and power access | Ice Rink | | | |
| Ford Pickup | Transit | | | |
| School Bus | Transit | | | x3 |
| Glavel Bus | Transit | | | x2 |
| Inter Van | Transit | | | x4 |
| Trolley | Transit | | | x2 |
| Arboc Bus | Transit | | | x4 |
| Ford Van | Transit | | | |
| Passport Bus | Transit | | | x2 |
| New Flyer Midi Bus | Transit | | | x5 |
| Storage Trailer | Transit | | | |

| Resource | Department | Contact | Contact Info | Description |
|--|---------------------------|---------|--------------|-----------------------|
| International Bus | Transit | | | x2 |
| Hand and power tools | Transit | | | |
| Small fans | Transit | | | |
| Step ladders | Transit | | | 4 ft |
| Step ladders | Transit | | | 8 ft |
| Shovels/picks | Transit | | | |
| Tables | Transit | | | x5 |
| Snow blower | Transit | | | |
| Restroom with washing facilities/showers | Transit | | | x2 |
| Handheld radio | Solid Waste | | | x2 |
| Roll-off truck | Solid Waste | | | 20 and 30 cu yard |
| Roll off truck | Solid Waste | | | 20 and 30 cu yard |
| Dump truck | Solid Waste | | | |
| Front loader | Solid Waste | | | |
| Bulldozer | Solid Waste | | | |
| Grinder | Solid Waste | | | Up to 10" wood |
| Material storage space | Solid Waste | | | Approximately 2 acres |
| Fleet vehicles | Los Alamos Public Schools | | | x41 |

| Resource | Department | Contact | Contact Info | Description |
|-------------------------------|---------------------------|---------|--------------|-------------------------|
| Passenger bus | Los Alamos Public Schools | | | x24 |
| Passenger bus w/ lift | Los Alamos Public Schools | | | x7 |
| Dump truck | Los Alamos Public Schools | | | x2 |
| Warehouse delivery truck | Los Alamos Public Schools | | | |
| Lift truck/roofing lift truck | Los Alamos Public Schools | | | |
| Trailers | Los Alamos Public Schools | | | Various sizes and types |
| Backhoe | Los Alamos Public Schools | | | |
| Bobcat | Los Alamos Public Schools | | | |
| Propane forklift | Los Alamos Public Schools | | | |
| Mobile compressor | Los Alamos Public Schools | | | |
| Plumbers snake | Los Alamos Public Schools | | | |
| Wire puller | Los Alamos Public Schools | | | |
| Chainsaw | Los Alamos Public Schools | | | |

| Resource | Department | Contact | Contact Info | Description |
|----------------------------|---------------------------|---------|--------------|--------------------------|
| Shovels and picks | Los Alamos Public Schools | | | |
| All terrain vehicle (ATV) | Los Alamos Public Schools | | | |
| Carpentry shop | Los Alamos Public Schools | | | |
| Keys and glass shop | Los Alamos Public Schools | | | |
| Cafeteria | Los Alamos Public Schools | | | Los Alamos High School |
| Kitchen | Los Alamos Public Schools | | | Los Alamos High School |
| Nurse's Office | Los Alamos Public Schools | | | Los Alamos High School |
| Cafeteria | Los Alamos Public Schools | | | Los Alamos Middle School |
| Nurse's Office | Los Alamos Public Schools | | | Los Alamos Middle School |
| Auditorium | Los Alamos Public Schools | | | Los Alamos High School |
| Griffith and Auxiliary Gym | Los Alamos Public Schools | | | Los Alamos High School |
| Aspen Gym | Los Alamos Public Schools | | | Los Alamos |
| Barranca Gym | Los Alamos Public Schools | | | Los Alamos |

| Resource | Department | Contact | Contact Info | Description |
|-------------------------------|---------------------------|---------|--------------|---------------------------------------|
| Chamisa Gym | Los Alamos Public Schools | | | White Rock |
| Mountain Gym | Los Alamos Public Schools | | | Los Alamos |
| Pinon Gym | Los Alamos Public Schools | | | White Rock |
| Aspen School Playground | Los Alamos Public Schools | | | 49,492 sq ft |
| Barranca School Playground | Los Alamos Public Schools | | | 61,079 sq ft |
| Chamisa School Playground | Los Alamos Public Schools | | | 47,094 sq ft |
| Mountain School Playground | Los Alamos Public Schools | | | 54,667 sq ft |
| Pinon School Playground | Los Alamos Public Schools | | | 58,423 sq ft |
| Little Forest Pre-School | Los Alamos Public Schools | | | 5,600 sq ft |
| Pueblo Gym | Los Alamos Public Schools | | | 19,000 sq ft |
| Football field | Los Alamos Public Schools | | | Los Alamos Middle School |
| School campus | Los Alamos Public Schools | | | Los Alamos High School; 200,538 sq ft |

| Resource | Department | Contact | Contact Info | Description |
|-------------------------------|-------------------------------------|---------|--------------|--|
| School campus | Los Alamos Public Schools | | | Los Alamos Middle School; 97,355 sq ft |
| Radio | Facilities Management and Custodial | | | County frequency; x11 |
| Van | Facilities Management and Custodial | | | x2 |
| Panel van with tailgate lift | Facilities Management and Custodial | | | |
| Pickup | Facilities Management and Custodial | | | 1 ton; x2 |
| Pickup | Facilities Management and Custodial | | | ½ ton; x4 |
| Chevy S-10 | Facilities Management and Custodial | | | |
| Cargo trailer | Facilities Management and Custodial | | | 8'x12' |
| Pickup unit w/ tail gate lift | Facilities Management and Custodial | | | |
| Ford Ranger | Facilities Management and Custodial | | | |
| Dodge Durango | Facilities Management and Custodial | | | |
| Miller welder on trailer | Facilities Management and Custodial | | | |
| Hand and power tools | Facilities Management and Custodial | | | |

| Resource | Department | Contact | Contact Info | Description |
|------------------------|-------------------------------------|---------|--------------|---|
| Temporary light stands | Facilities Management and Custodial | | | |
| Small and large fans | Facilities Management and Custodial | | | |
| Drills | Facilities Management and Custodial | | | Several units |
| Powersaw | Facilities Management and Custodial | | | Several units |
| Table saw | Facilities Management and Custodial | | | |
| Panel saw | Facilities Management and Custodial | | | |
| Sawzalls | Facilities Management and Custodial | | | Several units |
| Maintenance handtools | Facilities Management and Custodial | | | |
| Cutting torch | Facilities Management and Custodial | | | |
| Shovels | Facilities Management and Custodial | | | |
| Picks | Facilities Management and Custodial | | | |
| Building materials | Facilities Management and Custodial | | | Small quantity; miscellaneous materials |
| Drill press | Facilities Management and Custodial | | | x2 |

| Resource | Department | Contact | Contact Info | Description |
|--------------------------------------|-------------------------------------|---------|--------------|--------------|
| Electrical and mechanical hand tools | Facilities Management and Custodial | | | |
| Pipe threader | Facilities Management and Custodial | | | |
| Band saw | Facilities Management and Custodial | | | |
| Step ladders | Facilities Management and Custodial | | | 4 ft |
| Step ladders | Facilities Management and Custodial | | | 8 ft |
| Step ladders | Facilities Management and Custodial | | | 10 ft |
| Step ladders | Facilities Management and Custodial | | | 12 ft |
| Janitorial supplies | Facilities Management and Custodial | | | Large supply |
| Vacuums | Facilities Management and Custodial | | | |
| Carpet cleaner | Facilities Management and Custodial | | | |
| Floor machine | Facilities Management and Custodial | | | |
| Tables/chairs | Facilities Management and Custodial | | | Large supply |
| Extension ladders | Facilities Management and Custodial | | | 20 ft |

| Resource | Department | Contact | Contact Info | Description |
|--|--|---------|--------------|--------------------------------------|
| Bathroom w/ washing facilities/showers | Facilities Management and Custodial | | | |
| Open room/space | Facilities Management and Custodial | | | 15'x25' |
| Open room/space | Facilities Management and Custodial | | | 40'x40' |
| Kitchen area | Facilities Management and Custodial | | | Two refrigerators; sink; stove |
| VHF Radio | Airport | | | Not portable; selectable frequencies |
| VHF Radio | Airport | | | Portable |
| Pickup truck w/ 8 ft snowplow | Airport | | | |
| Dump truck w/ 22 ft snowplow | Airport | | | Four wheel drive |
| Small hand tools | Airport | | | Miscellaneous tools |
| Lobby and offices | Airport | | | |
| Storage building | Airport | | | |
| Paved parking areas | Airport | | | Multiple areas |
| Sport utility vehicle | Los Alamos Police Department | | | x15 |
| Sedan | Los Alamos Police Department | | | x18 |
| Truck | Los Alamos Police Department | | | x8 |

| Resource | Department | Contact | Contact Info | Description |
|---|------------------------------|---------|--------------|------------------------------|
| Bomb vehicle | Los Alamos Police Department | | | |
| Evidence van | Los Alamos Police Department | | | |
| All terrain vehicle | Los Alamos Police Department | | | x2 |
| Large safe | Finance/OMB | | | Municipal building suite 300 |
| 4x4 1 ton pickup w/ plow | Traffic and Streets | | | X4 |
| Half ton 4x4 pickup | Traffic and Streets | | | |
| Single axle truck w/ plow and sander (5yd) | Traffic and Streets | | | X3 |
| Tandem axle truck w/ plow and sander (10yd) – swap loader | Traffic and Streets | | | |
| Single axle truck w/ plow and sander (1 yd) | Traffic and Streets | | | |
| Tandem axle truck w/ plw and sander (10 yd) | Traffic and Streets | | | X3 |
| Single axle flat bed dump truck | Traffic and Streets | | | |

| Resource | Department | Contact | Contact Info | Description |
|---|---------------------|---------|--------------|-------------|
| Single axle flat bed dump truck w/ plow | Traffic and Streets | | | |
| Motor grader with wing plow | Traffic and Streets | | | |
| Front end loader – 3 yd bucket | Traffic and Streets | | | |
| John Deere 310 backhoe | Traffic and Streets | | | X2 |
| Bombadier w/ plow | Traffic and Streets | | | X3 |
| Trackless w/ blower/plow | Traffic and Streets | | | X2 |
| Case skid steer | Traffic and Streets | | | |
| 4x4 ¾ ton pickup w/ plow | Airport | | | |
| 4x4 1 ton pickup w/ plow | Facilities | | | x6 |
| John Deere walk behind snow blower | Facilities | | | x4 |
| 4x4 1 ton pickup w/ plow | Fleet | | | |
| Single axle dump truck | Parks | | | X2 |
| John Deere 310 backhoe | Parks | | | |

| Resource | Department | Contact | Contact Info | Description |
|---|------------------|---------|--------------|-------------|
| Case 580 backhoe | Parks | | | |
| Bobcat skid steer w/ plow | Parks | | | |
| John Deere walk behind snowblower | Parks | | | X3 |
| 4x4 1 ton pickup w/ plow | Water Production | | | |
| Ford F550 4x4 bucket truck (ED) | Utilities | | | |
| International 2WD bucket truck (ED) | Utilities | | | |
| International 4x4 bucket truck (ED) | Utilities | | | |
| Ford F-350 1-ton utility pickup truck (ED) | Utilities | | | X2 |
| Ford F-250 pickup ¾ ton utility body truck (ED) | Utilities | | | |
| Backyard Altec digger derrick with bucket (ED) | Utilities | | | |
| Altec digger derrick truck (ED) | Utilities | | | |

| Resource | Department | Contact | Contact Info | Description |
|--|------------|---------|--------------|-------------|
| International dump truck (GWS) | Utilities | | | |
| Small Ford dump truck (GWS) | Utilities | | | |
| Lincoln Classic I-SA amp welder (GWS) | Utilities | | | |
| Miller Trail Blazer welder on trailer (GWS) | Utilities | | | |
| Ingersall Rand air compressor (ED) | Utilities | | | |
| Sullair 185 DUQ air compressor trailer mounted (GWS) | Utilities | | | |
| Big Tex 24' utility trailer (ED) | Utilities | | | |
| Big Tex 10' tilt trailer (ED) | Utilities | | | |
| Industrial cable trailer (enclosed) (ED) | Utilities | | | |
| Kief model PTT30 pole trailer | Utilities | | | |

| Resource | Department | Contact | Contact Info | Description |
|---|------------|---------|--------------|-------------|
| Model T18B trailer for trencher (ED) | Utilities | | | |
| Ditch Witch trencher (ED) | Utilities | | | |
| Holden 30' flat trailer Model #TD040 (ED) | Utilities | | | |
| John Deere 310D model backhoe loader (ED) | Utilities | | | |
| John Deere 310C 4x4 backhoe loader (GWS) | Utilities | | | |
| Bobcat skid steer loader (ED) | Utilities | | | |
| Bobcat skid steer (WW) | Utilities | | | |
| Case backhoe (WW) | Utilities | | | |

Los Alamos County Resource List – Certifications and Training

List current as of June 2017 .

| Agency | Personnel | Skills/Licenses/Certifications |
|-------------------------------------|-------------------|--|
| Facilities Management and Custodial | Keith Yeske | MM98/Journeyman Mechanical |
| Facilities Management and Custodial | Allen Sherwood | GB98 |
| Facilities Management and Custodial | Mark Vigil | EE98/Journeyman Electrician |
| Facilities Management and Custodial | Tim Martinez | GB98 |
| Facilities Management and Custodial | Joe Garcia | MM98/Journeyman Mechanical |
| Facilities Management and Custodial | Leon Ortega | EE98/Journeyman Electrician |
| Facilities Management and Custodial | Jim Zerr | GB98 |
| Facilities Management and Custodial | Manuel Joseph | CPR & First Aid & Advanced Fire Training |
| LAPS | Anthony Archuleta | JE98/ Mechanical Maintenance/Specialty Systems |
| LAPS | Joseph Vigil | Journeyman Plumber/Gas |
| LAPS | Tom Castillo | EE998-J |
| LAPS | Roger Gonzales | GB98/Carpenter/Contractor |
| LAPS | Daniel Sanchez | EE998-J |
| LAPS | Guillermo Ortega | Heavy Equipment Operator |
| LAPS | Fabian Atencio | Heavy Equipment Operator/ Welder |
| LAPS | Sandra Keller | Locksmith |

| Agency | Personnel | Skills/Licenses/Certifications |
|-------------|-------------------|--|
| LAPS | Wayne Montoya | JE98/ Contractor |
| LAPS | Jeff Sargent | Facility Coord./Forklift Trainer/Asbestos Inspect./Hazmat |
| LAPS | Scott Johnson | assistant Facility Coordinator/Plumber |
| LAPS | Keith Rosenbaum | Transportation Coordinator |
| Solid Waste | Leroy Pacheco | CDL |
| Solid Waste | Leonard Padilla | CDL |
| Solid Waste | Loren Salazar | CDL |
| Solid Waste | Luis Vigil | CDL |
| Solid Waste | Rafael Serrano | CDL |
| Solid Waste | Richard Marquez | CDL |
| Solid Waste | Sylviano Martinez | CDL |
| Solid Waste | Chris Ocana | CDL |
| Solid Waste | Paul Ocana | CDL |
| Traffic | Nancy Talley | CDL-B, Traffic Control certified, Traffic Signal certified, Signs & Markings certified, Roadway Lighting certified, certified traffic control trainer, electrical skills, mechanical skills, engineering skills, computer & radio skills |
| Traffic | Alipio Mondragon | JE-98 Electrician, CDL-B, Traffic Control certified, Traffic Signal certified, Signs & Markings certified, Roadway Lighting certified, electrical skills, mechanical skills, auto mechanic skills, AutoCad skills, computer & radio skills, First Aide-CPR |
| Traffic | David Archuleta | CDL-B, Traffic Control certified, Traffic Signal certified, Signs & Markings certified, certified flagger & traffic control trainer, mechanical skills, First Aide-CPR |

| Agency | Personnel | Skills/Licenses/Certifications |
|---------|------------------|---|
| Traffic | Ray Baca, Jr. | JE-98 Electrician, CDL-B, Traffic Control certified, Traffic Signal certified, Roadway Lighting certified, electrical skills, mechanical skills, First Aide-CPR |
| Traffic | Chris Montoya | JE-98 Electrician, CDL-B, Traffic Control certified, Traffic Signal certified, Roadway Lighting certified, electrical skills, mechanical skills, First Aide-CPR |
| Traffic | Vincent Lucero | CDL-A, Traffic Control certified, Signs & Markings certified, auto mechanic skills, mechanical skills, First Aide-CPR |
| Traffic | Paul Trujillo | CDL-A, Traffic Control certified, Signs & Markings certified, mechanical skills, First Aide-CPR, heavy equipment operations |
| Traffic | Larry Archuleta | CDL-A, Traffic Control certified, Signs & Markings certified, mechanical skills, First Aide-CPR, heavy equipment operations |
| Traffic | Jerry Abeyta | CDL-A, Traffic Control certified, Signs & Markings certified, mechanical skills, First Aide-CPR, heavy equipment operations |
| Traffic | Elaine Martinez | Traffic Control certified |
| Transit | Barela, James | CDL-A with NPTS endorsements, Traffic Control certified, Transit emergency management & equipment trainer, electrical skills, mechanical skills, computer & radio skills, heavy equipment operations, First Aid-CPR & ICS-100/200 |
| Transit | Flowers, Charles | CDL-A with PS endorsements, mechanical skills, Transit emergency management & equipment trainer, heavy equipment operations, First Aid-CPR & ICS-100 |
| Transit | Fry, Mickey | CDL-A with P endorsements, mechanical skills, heavy equipment operations, Transit emergency management & equipment trainer, First Aid-CPR, ICS-100 & Defensive Driving Trainer |
| Transit | Ami, Lloyd | CDL-B with PS endorsements, mechanical skills, Transit emergency management & equipment trainer, First Aid-CPR & ICS-100 |
| Transit | Henley, Jonathan | CDL-A with PS endorsements, mechanical skills, Transit emergency management & equipment trainer, Traffic Control certified, ICS-100, First Aid-CPR & Defensive Driving Trainer |

| Agency | Personnel | Skills/Licenses/Certifications |
|---------|---------------------|--|
| Transit | Acomb, Annet | CDL-B with PS endorsements, computer & radio skills, First Aid-CPR & ICS-100 |
| Transit | Rodriguez, Armando | CDL-B with P endorsement, computer & radio skills, First Aid-CPR & ICS-100 |
| Transit | Hatch, Kyle | Computer & radio skills, First Aid-CPR & ICS-100 |
| Transit | Coleman, David | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Cox, Tim | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Danforth, John | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Dimas, Joseph | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Garcia, Alex | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Gutierrez, Daniel | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Hughes, Mark | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Livings, Joshua | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Lucero, Paul | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Moss, Dwight | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Ortiz, Eugene | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Roller, Cliff (Kip) | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Romero, Fermin | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Salazar, Corrine | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Sisneros, Clifford | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Serrano, Janet | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Smith, Norma | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |

| Agency | Personnel | Skills/Licenses/Certifications |
|---------|--------------------|---|
| Transit | Trujillo, Ramon | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Uhlenbrock, Kyle | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |
| Transit | Villareal, Rolando | CDL-B with P endorsement (Limited to buses only), First Aid-CPR & ICS-100 |

Los Alamos County Contact List

List current as of June 2017.

| Department/Agency | Name | Title | Office Phone | Home Phone | Mobile Phone | Email |
|---|-----------------|-----------------------------|--------------|--------------|--------------|-------|
| American Red Cross | Clare Ryan | Disaster Program Manager | 505-424-1611 | - | 505-670-0344 | - |
| Federal Aviation Administration | Kimberly Harris | Federal Government | 817-222-5645 | - | - | - |
| Los Alamos Community Services Department | Brian Brogan | Community Services Director | 505-662-8242 | - | 505-500-6707 | - |
| Los Alamos Community Services Department | | Senior Management Analyst | 505-662-8261 | 505-662-3980 | 505-412-2293 | - |
| Los Alamos Community Services Department | Kirsten Bell | Management Analyst | 505-662-8241 | - | 505-263-3552 | - |
| Los Alamos Community Services – Recreation Division | | Recreation Division Manager | 505-663-1783 | - | 505-412-8577 | - |

| Department/Agency | Name | Title | Office Phone | Home Phone | Mobile Phone | Email |
|--|--------------------|--|--------------|--------------|--------------|-------|
| Los Alamos Community Services – Recreation Division | Dianne Marquez | Recreation Programs Manager | 505-663-1784 | 505-699-7017 | 505-412-0715 | - |
| Los Alamos Community Services – Recreation Division | Denise McCoy | Aquatic Center Manager | 505-663-1796 | - | 505-709-8404 | - |
| Los Alamos Community Services – Recreation Division | Sam Logan | Golf Course Manager | 505-663-1850 | - | - | - |
| Los Alamos Administrative Services Department – Finance/OMB | Helen Perraglio | Chief Financial Officer | 505-662-8360 | | 505-270-5178 | - |
| Los Alamos County Environmental Services – Solid Waste Division | Angelica Gurule | Environmental Services Manager | 662-8383 | 795-1584 | 709-8710 | - |
| Los Alamos County Environmental Services – Solid Waste Division | Derrick Voight | Environmental Services Superintendent | 663-1922 | - | 709-0141 | - |
| Los Alamos County Environmental | Regina Wheeler | Solid Waste Manager | 505-662-8050 | 505-445-2379 | 505-690-4197 | - |

| Department/Agency | Name | Title | Office Phone | Home Phone | Mobile Phone | Email |
|-----------------------------------|-----------------|--|--------------|--------------|--------------|--|
| Services – Solid Waste Division | | | | | | |
| Los Alamos County | Juanita Salazar | Solid Waste Senior Office Specialist | 505-662-8207 | - | - | - |
| Los Alamos County Human Resources | Denise Cassel | Human Resources Manager | 505-662-8047 | 505-672-3288 | 505-500-2974 | - |
| Los Alamos County Human Resources | Ed McDaris | Assistant Human Resources Manager | 505-662-8089 | - | 505-709-8360 | - |
| Los Alamos County Human Resources | Kat Brophy | Benefits and Pension Manager | 505-662-8045 | 505-753-2533 | 505-412-2484 | - |
| Los Alamos County Human Resources | Steven Klepeis | Risk Manager | 505-662-8192 | - | 505-709-7429 | - |
| Los Alamos County Human Resources | Eric Edmonds | Safety Coordinator | 505-662-8378 | - | 505-412-2484 | - |
| Los Alamos Medical Center | Deb Maestas | Director, ED | 505-661-9584 | 505-672-3651 | 505-259-5649 | deborah.maestas@lpnt.net |
| Los Alamos Medical Center | Christy Corbett | Director, Risk Mgmt, Compliance and Safety | 505-661-9314 | 715-415-9028 | 505-500-2187 | christy.corbett@lpnt.net |

| Department/Agency | Name | Title | Office Phone | Home Phone | Mobile Phone | Email |
|---------------------------|--------------------|------------------------------------|------------------------------|--------------|--------------|--|
| Los Alamos Medical Center | Chris Kalinowski | CNO | 505-661-9108 | - | 505-412-2929 | chris.kalinowski@lpnt.net |
| Los Alamos Medical Center | John Whiteside | CEO | 505-661-9158 | - | 505-412-4704 | john.whiteside@lpnt.net |
| Los Alamos Medical Center | Steve Winegeart | CFO | 505-661-9486 | 623-824-6629 | 505-412-4704 | steve.winegeart@lpnt.net |
| Los Alamos Medical Center | - | Emergency Department Main Number | 505-661-9580 | - | - | - |
| Los Alamos Medical Center | - | Emergency Department Nurse Station | 505-661-1581 505-661-1582 | - | - | - |
| Los Alamos National Bank | Karen Easton | Banking | 505-662-5171 | - | - | - |
| Los Alamos Public Schools | Staff | LAPS Administration | 505-663-2222 | - | - | - |
| Los Alamos Public Schools | Dr. Kurt Steinhaus | LAPS Superintendent | 505-663-2230 | 505-662-9410 | 505-490-0166 | - |
| Los Alamos Public Schools | Mary MacLeod | Assistant Superintendent | 505-663-2228 | - | - | - |

| Department/Agency | Name | Title | Office Phone | Home Phone | Mobile Phone | Email |
|---|-----------------|-------------------------------|----------------------|--------------|--------------|--------------|
| Los Alamos Public Schools | Tom Littleton | LAPS Facilities | 505-663-2248 | 505-729-9644 | 505-672-9644 | 505-470-7226 |
| Los Alamos Public Schools | Keith Rosenbaum | Coordinator of Transportation | 505-663-2268 | - | - | - |
| Los Alamos Public Works – Airport Division | David Ploeger | Airport Manager | 662-8420 | 417-7431 | 417-7431 | - |
| Los Alamos Public Works – Pavement Division | Scott Halder | - | 505-412-7854 | - | - | - |
| Los Alamos Public Works – Fleet Division | Marina Wells | Fleet Manager | 505-662-8155 | 505-747-4675 | 505-690-4009 | - |
| Los Alamos Public Works – Streets Division | David Archuleta | - | 505-690-3585 | - | - | - |
| Los Alamos Public Works – Transit Division | Jon Bulthuis | Acting Transit Manager | 661-7433 709-7906 | - | 505-709-7906 | - |
| New Mexico Department of Finance and | Erica Cummings | State Oversight | 505-827-4127 | - | - | - |

| Department/Agency | Name | Title | Office Phone | Home Phone | Mobile Phone | Email |
|---|------------------------|--|----------------------------------|------------|--------------|-------|
| Administration – Local Government Division | | | | | | |
| New Mexico Division of Aviation | Jane Lucero | State Government | 505-244-1788 Ext. 9111 | - | - | - |
| New Mexico Department of Transportation | David Harris | Transit Bureau Chief | 505-827-5420 | - | - | - |
| New Mexico Environment Department - Solid Waste Bureau | Auralie Ashley Marx | Solid Waste Facility Operations | 505-827-2775 | - | - | - |
| New Mexico Self Insurer's Fund | Eric Letti | County Insurance | 505-982-5573 | - | - | - |
| North Central Regional Transit | Anthony Mortillaro | Executive Director Transit Contacts | 505-629-4713 505-690-7782 | - | - | - |
| Salazar Trucking | Jake Salazar | Hauling | 505-780-0847 | - | - | - |
| Waste Management of New Mexico | Ray Czerwinski | Disposal | 480-457-4704 | - | - | - |

Los Alamos County Contract Contact List

List current as of June 2017.

| Contract Function | Organization | Contact | Phone #1 | Phone #2 |
|------------------------------------|----------------------------------|----------------------|--------------|--------------|
| Plumbing/Heating | Center Mark Plumbing and Heating | Ricardo Romero | 505-424-4886 | 505-310-1719 |
| Locksmith | Los Alamos Lock and Key | | 505-662-3711 | - |
| Aquatic Equipment | Electric Motor Company | Tony Ortiz | 505-881-4077 | 505-238-0762 |
| Electrical | Mark the Electrician | Mark | 505-662-0857 | - |
| HVAC | Trane | Shawn or Mike Ernest | 505-235-4517 | 505-884-2044 |
| Fire Alarm Panel | Fire-Safety Services | Randy Richerson | 505-670-4045 | - |
| Pool Equipment | Pool Pro | Rusty | 505-328-7665 | 505-220-5056 |
| Heavy Equipment Service and Rental | Frank's Supply Company | | 505-661-1100 | |
| Ready-mix Concrete Supply | Los Alamos/Espanola Transit Mix | | 505-662-4214 | |
| Ready-mix Concrete Supply | Agua Fria Concrete Pumping | | 505-983-1468 | |

| Contract Function | Organization | Contact | Phone #1 | Phone #2 |
|--------------------------|-----------------------------|----------------|-----------------|-----------------|
| Contractors | Parker Construction Company | Brad Parker | 505-660-0890 | 505-662-7456 |
| Contractors | Marcon Excavating | Chris Luster | 505-690-0587 | 505-672-0490 |
| Pumping Contractor | Alpha Southwest, Inc | | 505-887-0287 | |
| Diving Contractor | CW Divers | | 505-327-2830 | |

Los Alamos County Memorandum of Understanding and Mutual Aid Agreements List

List current as of June 2017.

| Name | Agreement Number | Description | Begin Date |
|---|-------------------|--|------------|
| Institutional Agreement for Operation of a Consolidated Dispatch in Los Alamos County Between Los Alamos National Security, LLC and Los Alamos County | IA-0018 | Los Alamos Consolidated Dispatch to serve as single 911 Emergency Dispatch Operations for fire, police and emergency medical services for Los Alamos County and LANL | 05/09/2007 |
| LASO/LAPD Mutual Assistance and Incident Response and Resolution | MOU | LAPD is responsible for law enforcement activities throughout LAC, including LANL property | 06/22/2007 |
| LAPD Bomb Team/LANL Response Protocol | Response Protocol | Response protocol; bomb team responses on LANL property | N/A |
| NPS, Bandelier and LAPD Law Enforcement Assistance | G7126060001 | Provision of law enforcement across jurisdictional boundaries in certain circumstances will be necessary and will increase the ability to protect the safety and promote the general welfare of the public | 09/07/2006 |
| Red Cross and LAC | MOU 16-4243 | Define a working relationship between Red Cross and LAC | 07/01/2015 |
| Intrastate Mutual Aid System | | LAC participation in IMAS | 08/06/2015 |
| Cooperation During Emergencies | 5F.1 | LAC cooperation with LANL during times of crisis | March 2005 |

| Name | Agreement Number | Description | Begin Date |
|--|------------------|--|------------|
| Statement of Substantial Government Involvement | DE-NA0002067/000 | LAC agreement to provide LAFD response to LANL and County requirements | 10/01/2013 |
| Los Alamos Bus System and Emergency Management | | Establishes agreement between transit agency staff and emergency management in the event of a community incident/emergency or an incident/emergency on board a transit vehicle or on transit agency property | |
| Joint Powers Agreement between the Energy, Minerals and Natural Resources Department, Forestry Division and the Incorporated County of Los Alamos for Wildland Fire Protection and Suppression | 10-521-2300-0033 | Documents EMNRD's and the County's agreement and commitment to mutual wildland fire suppression and management assistance and cooperation. | 03/21/2010 |
| MOU Between the US Dept of Interior National Park Service Bandelier National Monument and Incorporated County of Los Alamos for and on behalf of the Los Alamos County Fire Department | | Establishes standards, terms and conditions under which structural, vehicle and hazardous material fire fighting services and equipment will be provided for prevention/suppression and the protection of life and property in Bandelier National Monument | 01/23/2015 |

Communications

Appendix 6

Table of Contents

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Purpose

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

Responsibility

Primary Agencies

County

- Los Alamos County Office of Emergency Management
- Los Alamos Police Department
- Los Alamos Fire Department
- Los Alamos Public Works – Traffic and Streets Div.
- Los Alamos County Utilities

Support Agencies

County

- Los Alamos County Public Schools
- Los Alamos County Transit

State

- New Mexico Department of Homeland Security and Emergency Management
- New Mexico Statewide Interoperable Communications Working Group (SICWG)
- New Mexico Department of Health
- New Mexico State Police
- New Mexico Forestry Service

Federal

- Federal Emergency Management Agency (FEMA)
- Federal Communications Commission (FCC)
- Bandelier National Forest
- Los Alamos National Laboratory

Voluntary

- ARES (Amateur Radio Emergency Services)
- New Mexico VOAD (NM VOAD)

Situation

- Communications play a critical role in response operations to an emergency or disaster event. Several communication networks operate within Los Alamos County.
- Los Alamos County is susceptible to a variety of hazards that can significantly damage, impede, or overload these communications capabilities.
- The Consolidated Dispatch Center (CDC) is the county 911 center and is securely located within the Police Department at 2500 Trinity Drive. It is normally the first to be notified of an emergency or potential disaster situation and stands as the warning point for both the county and LANL.
- The CDC primarily relies upon the telephone network and the P25 radio system for day-to-day operations. This requires at a minimum 2 positions, however the volume of communication traffic during an emergency/disaster may necessitate more personnel.
- The CDC has the capability to communicate via radio to other agencies. This is done by “patching” other agencies to unassigned radios frequencies or utilizing the backup radios to access emergency frequencies in the CDC.
- Los Alamos County Office of Emergency Management has the capability to use CodeRed, AM1610, and the EAS system as means to alert and educate the public.
- Customer Services (311) will enhance citizens’ access to information and disseminate relevant information to the public.
- Certain schools, group quarters, or special needs groups or individuals may require special means of receiving warnings and/or notifications.
- Scanners, weather radios/AM1610, and social media are all used by the public rather extensively in obtaining needed information.

Assumptions

- The communications systems will withstand and survive the effects of an emergency/disaster in some form or degree.
- The telephone and cellphone services within Los Alamos County are vulnerable to the effects of an emergency/disaster, one of which is possible system overload due to increased usage.
- Commercial power may be shut off during significant incidents, therefore necessitating the use of backup power.
- It is quite possible for localities within the County to be isolated from communications for an extended period of time.
- Loss of a communications tower or the County’s law enforcement, fire, or EMS base stations could hamper communications and the ability to page emergency personnel throughout the County.
- State or Federal assistance may be required to procure supplemental communications equipment or personnel.
- The ability to repair any damage to County communication systems is dependent upon the

availability of County employees, specialists from the State or Federal level, or Los Alamos National Laboratory Technicians.

- Not all available forms of warning and notification will be able to reach all people groups or locations in Los Alamos County.

Concept of Operations

General

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

procedures.

- The National Weather Service may issue weather watches or warnings directly to the public and AM1610
- To expedite public notification, OEM Prescribed Messages may be utilized.
- When messages or notifications are crafted, they should all contain the following 6 key elements:
 - Identify yourself and your agency
 - The date and time
 - Nature of the call
 - Area affected
 - Action to be taken
 - Directions for more information
- In coordination with the County Administration, Los Alamos County will develop and disseminate public service announcements as necessary to provide the public with pertinent information and guidance. The County will provide this information in an accessible format to ensure effective communication with people with disabilities and limited English proficiencies.
- Should the situation become more complex, the County will assign additional personnel and equipment as required to meet the demands.
- Amateur Radio Emergency Services (ARES) volunteers may augment primary communications. An authorized volunteer may operate a HAM radio in the EOC.
- Full accountability will be held for all supplemental communications equipment. Proper Check-In lists shall be filled out prior to any issuance of or return equipment.
- All incident information will be communicated to the public through the PIO or JIC in coordination with both the incident command and county emergency operations center. If the JIC is not open, incident information will be coordinated with the EOC.
- Individual organizations may communicate organizational information to the public directly (contact, mission, etc.), but information concerning public instructions, incident updates and public resource requests must be managed through the JIC and EM.

Specifics

Telephone Services

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

Radio Systems

- The County's Communications System is designated as the principal system to be used for direction and control activities. Principal users are as follows:
 - Law Enforcement
 - Emergency Management

- Fire / Rescue
- Emergency Medical Services
- Los Alamos National Laboratory
- National Park Services
- Other two way communications systems which may be used to communicate with State EOC during emergencies include:
 - Amateur Radio Emergency Services (ARES)
 - Los Alamos County Public Works

Attachments

- ICS Form 205 – Incident Radio Communications Plan
- ICS Form 205a – Communications List
- ICS Form 211e – Equipment Check-In List
- ICS Form 213 – General Message
- LAC OEM Prescribed Messages

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

| 1. Incident Name: | | | | 2. Date/Time Prepared: Date: <small>Date</small> Time: <small>HHMM</small> | | | | 3. Operational Period: Date From: <small>Date</small> <small>HHMM</small> Date To: <small>Date</small> Time From: <small>HHMM</small> Time To: <small>HHMM</small> | | |
|------------------------------------|------|----------|---|--|----------------|-------------|----------------|--|-------------------|---------|
| 4. Basic Radio Channel Use: | | | | | | | | | | |
| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/NAC | TX Freq N or W | TX Tone/NAC | Mode (A, D, or M) | Remarks |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 5. Special Instructions: | | | | | | | | | | |

6. Prepared by (Communications Unit Leader):

Name:

Signature:

ICS 205

IAP Page

Date/Time: Date

ICS 205

Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Date/Time Prepared | Enter date prepared (month/day/year) and time prepared (using the 24-hour clock). |
| 3 | Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 4 | Basic Radio Channel Use | Enter the following information about radio channel use: |
| | Zone Group | |
| | Channel Number | Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document. |
| | Function | Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch). |
| | Channel Name/Trunked Radio System Talkgroup | Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG). |
| | Assignment | Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned. |
| | RX (Receive) Frequency (N or W) | Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information. |
| | RX Tone/NAC | Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed. |

| Block Number | Block Title | Instructions |
|-------------------------|---|---|
| 4 (continued) | TX (Transmit) Frequency (N or W) | Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an “N” designating narrowband or a “W” designating wideband emissions. |
| | TX Tone/NAC | Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed. |
| | Mode (A, D, or M) | Enter “A” for analog operation, “D” for digital operation, or “M” for mixed mode operation. |
| | Remarks | Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc. |
| 5 | Special Instructions | Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs. If needed, also include any special instructions for handling an incident within an incident. |
| 6 | Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time | Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock). |

COMMUNICATIONS LIST (ICS 205A)

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ICS 205A

Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Basic Local Communications Information | Enter the communications methods assigned and used for personnel by their assigned ICS position. |
| | • Incident Assigned Position | Enter the ICS organizational assignment. |
| | • Name | Enter the name of the assigned person. |
| | • Method(s) of Contact (phone, pager, cell, etc.) | For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.). |
| 4 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

| | | | | | | |
|--------------------------------|-------------------------|----------------|---|---------------------|--|------|
| Equipment Check-In List | Incident Number / Name: | | Operational Period (Date / Time): From: To: | | Check-In Location: | |
| EQUIPMENT INFORMATION | | | | | | |
| Equipment Description | Identifier | Supplier/Owner | Assignment | Contact Information | Time In: | Out: |
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| Prepared By: | | | Date: | Time: | Sent to Operations Support Team: Date: | |
| | | | | | Time: | |

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|--------------------------------|-------------------------|----------------|---|---------------------|--|------|
| Equipment Check-In List | Incident Number / Name: | | Operational Period (Date / Time): From: To: | | Check-In Location: | |
| EQUIPMENT INFORMATION | | | | | | |
| Equipment Description | Identifier | Supplier/Owner | Assignment | Contact Information | Time In: | Out: |
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| Prepared By: | | | Date: | Time: | Sent to Operations Support Team: Date: | |
| | | | | | Time: | |

GENERAL MESSAGE (ICS 213)

| | | |
|---|-------------------------|------------------------|
| 1. Incident Name (Optional): | | |
| 2. To (Name and Position): | | |
| 3. From (Name and Position): | | |
| 4. Subject: | 5. Date: Date | 6. Time HHMM |
| 7. Message: | | |
| 8. Approved by: Name: Signature: Position/Title: | | |
| 9. Reply: | | |
| 10. Replied by: Name: Position/Title: Signature: | | |
| ICS 213 | Date/Time: Date | |

ICS 213

General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name (Optional) | Enter the name assigned to the incident. This block is optional. |
| 2 | To (Name and Position) | Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names. |
| 3 | From (Name and Position) | Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names. |
| 4 | Subject | Enter the subject of the message. |
| 5 | Date | Enter the date (month/day/year) of the message. |
| 6 | Time | Enter the time (using the 24-hour clock) of the message. |
| 7 | Message | Enter the content of the message. Try to be as concise as possible. |
| 8 | Approved by <ul style="list-style-type: none">• Name• Signature• Position/Title | Enter the name, signature, and ICS position/title of the person approving the message. |
| 9 | Reply | The intended recipient will enter a reply to the message and return it to the originator. |
| 10 | Replied by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time | Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock). |

LAC Emergency Management Prescribed Messages

Warning – General Incident

1. The Los Alamos County Office of Emergency Management has issued the following warning for those who live, work, or are visiting in the County.
2. An emergency situation involving Los Alamos is currently in progress at: _____ *Describe location by reference to facility name (if known), street and cross street, other geographic features (rivers, rail lines, etc.), and neighborhood name where appropriate*
3. Emergency personnel are currently responding to this incident and local officials are monitoring the situation. To keep yourself safe and avoid impeding the emergency response, please avoid this area until further notice.
4. To repeat, an emergency situation involving Los Alamos is currently in progress at: *(Repeat location in 2 above)*. Please avoid this area.
5. Do not call 911 for information about the emergency situation. Instead, stay tuned to this station for additional official information.

LAC Emergency Management Prescribed Messages

Warning – Road/Facility Closure

1. The Los Alamos County Office of Emergency Management has issued the following warning for those who live, work, or are visiting in the County:

2. It has been necessary to close certain local streets and highways due to:

☐ flooding

☐ heavy accumulations of snow and ice

☐ fire / explosion

☐ incident involving hazardous materials

☐ Other: _____

3. As of _____ today, the following roads have been closed by law enforcement officials:

Street or Route _____

At or Between _____

Please avoid these routes.

4. If you must travel, use alternate routes, such as: _____

5. We recommend that you refrain from driving and remain at home due to the extremely bad travel conditions.

6. In addition, the following facilities have been closed due to the emergency situation: _____

7. Again, the roads and streets that have been closed are: *(Repeat list in 3 above)*

8. Please stay tuned to this station for additional information on the current emergency situation.

LAC Emergency Management Prescribed Messages

Warning - Shelter-in-Place

1. The Los Alamos County Office of Emergency Management has issued the following warning for those who live, work, or are visiting in the County.
2. There has been an accidental release of hazardous material that is affecting a portion of the local area. People in the following area must take protective measures:

Describe area boundaries

3. If you are located in this area, do the following immediately in order to protect yourself:
 - A. Go inside your home, workplace, or the nearest building that appears to be reasonably airtight and stay there. Take your pets with you.
 - B. Close all doors, windows, and any fireplace dampers.
 - C. Turn off any heating or cooling system that draws in air from the outside.
 - D. Keep your radio on and tuned to receive emergency announcements and instructions
 - E. Gather items that you may need to take with you if you are advised to evacuate.
4. People traveling in vehicles should seek shelter in the nearest airtight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents, and turn off the heater or air conditioner until they reach a suitable building.
5. If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.

6. *(If school is in session.)*

☐ Students at the following school(s) are taking shelter at their schools: _____

Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.

☐ Students at the following school(s) [have been/are being] evacuated to other facilities: _____

Parents should not attempt to pick up students from schools that have been evacuated.

Local officials will provide information on where to pick up school children as soon as it is available.

7. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.

8. Please do not call [911] or local emergency officials for information. Stay tuned to this station for additional information.

LAC Emergency Management Prescribed Messages

Special News Advisory – Pre-Evacuation

1. The Los Alamos County Office of Emergency Management has issued the following advisory for those who live, work, or are visiting in the County.

2. Due to the threat of _____, it may be necessary for people who live, work or are visiting in the certain local areas to evacuate in the near future. This area(s) that may be at risk include:

Describe area boundaries

3. Evacuation is NOT being recommended at this time. Local officials will advise you if evacuation is necessary. However, you should be prepared to evacuate if needed. To prepare, you should:

A. Assemble the following emergency supplies:

- Clothing for your family for several days
- Bedding, pillows, and towels
- Prescription medicines & spare eyeglasses
- Soap and toiletries
- Baby food and diapers
- Your address book or list of important telephone numbers
- Your checkbook, credit cards, and cash
- Your driver's license and identification cards
- A portable radio and flashlight.

B. You should also:

- Gather suitcases, boxes, or bags to hold your emergency supplies.
- Be prepared to secure your home or office and your property before you depart.
- Ensure your car is in good shape and you have adequate fuel.
- Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel or motel reservations.

4. ☐ Potential evacuation routes from the area(s) at risk include: _____

5. ☐ Potential evacuation routes from the area(s) at risk are described in: _____

6. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who do not have transportation, offer to assist them if you can.

7. We want to emphasize that this is a PRECAUTIONARY message about possible evacuation. Evacuation is NOT being recommended at this time.

8. Keep your radio or TV on and listen for further information about this situation. Please do not call 911 or local emergency officials for information as this ties up telephone lines needed for emergency operations.

LAC Emergency Management Prescribed Messages

Warning Message – Urgent Evacuation

1. The Los Alamos County Office of Emergency Management has issued the following warning for those who live, work, or are visiting in the County.

2. Due to _____ that [threatens/is affecting] a portion of the local area, the County Manager recommends that people in the following area evacuate immediately to protect their health and safety:

3. Recommended evacuation routes from the area(s) at risk include: _____

4. Be sure to take essential items such as:

- prescription medicines
- eyeglasses
- identification cards
- checkbook
- credit cards
- valuable papers

Do not delay your departure to collect other belongings.

5. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Some shelters will not accept pets.

6. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.

7. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.

8. Repeating, local officials recommend the people in the following area(s) evacuate now:

(Repeat the area description in paragraph 2 above.)

9. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

LAC Emergency Management Prescribed Messages

Special News Advisory – Supplemental Evacuation Information

1. The Los Alamos County Office of Emergency Management has issued the following advisory for those who live, work, or are visiting in the County:
2. Due to the threat of _____, local officials have recommended that people who live, work or are visiting in the following areas evacuate to protect their health and safety:

Describe area boundaries.

3. Use the following evacuation routes: *list evacuation routes*

4. You should take the following emergency supplies with you:

- clothing for your family for several days
- bedding, pillows, and towels for each family member
- prescription medicines & spare eyeglasses
- soap and toiletries
- baby food and diapers
- address book or list of important telephone numbers
- checkbook, credit cards, and cash
- driver's license and identification cards
- portable radio and flashlight, with extra batteries

5. Plan where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.

6. If you cannot find another place to stay, temporary public shelters will be/have been opened at:

7. Take your pets with you, but make sure you bring a leash, crate, or cage for them as well as pet food.
8. Secure your property before you depart. Shut off all appliances, except refrigerators and freezers. Lock all doors and windows.
9. Expect travel delays on evacuation routes. If you have a substantial distance to drive, you may want to take drinks and ready-to-eat food in your car in case you are delayed.
10. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you.
11. If you have neighbors or co-workers, who need help or do not have transportation, offer to assist them if you can.
12. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.
13. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials. If you missed some of the information in this advisory, it will be broadcast again soon.

LAC Emergency Management Prescribed Messages

Special News Advisory – School & Public Facilities

1. The Los Alamos County Office of Emergency Management has issued the following advisory for those who live, work, or visiting in the County.
2. The current emergency situation involving _____ has affected the operation of the number of local facilities. This advisory is intended to provide you an update on the status of schools, hospitals, nursing homes, and other key facilities.

3. ☐ All local public schools have been closed.

4. ☐ The following schools have been closed and students [are being/have been] returned to their homes:

5. ☐ The following schools have been evacuated and their students relocated to other facilities:

School _____ Students relocated to:

☐ Parents should pick up their children at these host facilities.

6. ☐ The following hospitals and nursing homes have been evacuated and their patients relocated to other facilities:

Facility _____ Patients relocated to:

7. ☐ The following government offices, parks, recreation areas, and other public facilities have been closed:

8. Please stay tuned to this station for more information and instructions from local officials.

9. And please refrain from using the telephone unless you have a true emergency.