Albuquerque, New Mexico

A STRATEGIC GUIDE FOR THE CITY-WIDE RESPONSE TO AND RECOVERY FROM MAJOR EMERGENCIES AND DISASTERS

CITY OF ALBUQUERQUE

ALL HAZARDS EMERGENCY OPERATIONS PLAN
VOLUME1 - BASIC PLAN

APRIL 2005

PREPARED BY:
THE CITY OF ALBUQUERQUE OFFICE OF EMERGENCY MANAGEMENT

APPROVAL AND IMPLEMENTATION

The City of Albuquerque, New Mexico

This planning document, hereby known as the "All Hazards Emergency Operations Basic Plan," for the City of Albuquerque is approved. This plan is effective immediately, and supersedes and rescinds all previous versions of the document called the "Basic Plan" or "All Hazards Plan."

Signed
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MARTIN J. CHAVEZ, MAYOR   DATE

APRIL 2005

RECORD OF CHANGES

BASIC PLAN

CHANGE #	DATE OF CHANGE	CHANGE ENTERED BY	DATE ENTERED

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VOLUME 1 BASIC PLAN

I. EXECUTIVE SUMMARY

The City of Albuquerque Emergency Operations Plan, referred to herein as the "Basic Plan," details the methods by which the City will deal with the mitigation of and recovery from incidents arising from either man made or natural disasters emergency events. The Basic Plan coordinates responsibilities among City departments for all emergency response activity before, during, or after any type of emergency event.

The goal of the Basic Plan is to provide a highly coordinated, well-structured emergency response in an effort to save lives, reduce injuries, preserve property, and assist in recovery. Although the Basic Plan functions as a working guide toward emergency response issues that may occur either before or after an emergency, its primary goal is the assembly, mobilization, and coordination of an effective group of first responders to deal with any emergency. It also addresses the means by which the efforts will be addressed from a strategic position.

The Basic Plan incorporates the use of a measured response strategy that escalates the response in direct proportion to the scope and severity of an event. It also identifies those different levels and describes the specific resources that need to be put into place as dictated by the event.

Response strategies include the establishment of an Office of Emergency Management, which is primarily responsible for the development and maintenance of the Basic Plan, the identification of potential hazards to the community, the coordination of training programs, and coordination of mitigation efforts to any emergency event. The Basic Plan incorporates the capabilities of the City's first responder agencies (i.e. Fire and Police Departments), as well as any agency that would normally be charged with providing service to the local community, such as the Water Authority, Municipal Development and Environmental Health Departments. It also makes full use of those resources that may be provided by the local business community, as required by the incident. All resources and agency responses will be coordinated through the City Emergency Operations Center (EOC).

During any emergency event that predicates the activation of the EOC will be manage using the National Incident Management System (NIMS) and the Incident Command System (ICS) to deploy and direct emergency personnel and resources at the event. The Emergency Operations Center will remain in control of the event until successfully mitigated. Any additional resources required for restoration of the community will be directed through the Office of Emergency Management.

II. PURPOSE

This Basic Plan outlines the City of Albuquerque's (CABQ) approach to emergency operations, and applies to all areas within the legal jurisdictional limits of the City. It provides general guidelines for emergency management activities, as well as an overview of the CABQ method of mitigation, preparedness, response, and recovery. The plan describes the CABQ emergency response organization as it assigns responsibilities for various emergency tasks. It is intended to provide a framework for more specific functional Annexes that detail specific response according to functional responsibility and overall protocols.

The Basic Plan establishes a framework within which department directors, emergency response personnel, and external entities can work together to develop and maintain a coordinated response and effective use of resources during a major emergency or disaster event. It answers the questions, "Who does what, and how and when do they do it?" This plan applies to all CABQ officials, departments, and agencies.

The Plan serves to establish a chain-of-command for large-scale emergency operations; the emergency powers of government; alerting, operational, and recovery protocols; the functional organization of the Emergency Operations Center; the Incident Command System; the responsibilities of each participating entity; and the delegation of authority. It further details specific aspects of the CABQ plans for all consequence management.

The Basic Plan is primarily addressed to:

A. The Mayor and his administrative staff
B. Appointed CABQ officials
C. The CABQ Office of Emergency Management staff
D. CABQ department directors and their senior staff members
E. Directors of local volunteer organizations that support emergency operations
F. Any others who may participate in the mitigation, preparedness, response, and recovery efforts of any emergency event that occurs in the Albuquerque metropolitan area

III.   PLAN AUTHORITY AND REFERENCES

The organizational and operational concepts contained in this Basic Plan are established on the following authorities and references:

A.   Federal

1.   ROBERT T. STAFFORD DISASTER RELIEF & EMERGENCY ASSISTANCE ACT, (as amended), 42 U.S.C. 5121

2.   EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT, 42 U.S.C. 5101

3.   EMERGENCY MANAGEMENT AND ASSISTANCE, 44 CFR

4.   PRESIDENTIAL DIRECTIVE-3, 2002

5.   HAZARDOUS WASTE OPERATIONS & EMERGENCY RESPONSE, 29 CFR 1910.120

6.   NATIONAL RESPONSE PLAN

7.   FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN

B.   State

1.   EMERGENCY MANAGEMENT ASSISTANCE COMPACT, 11-15-2, NMSA

2.   NEW MEXICO EMERGENCY RESPONSE ACT, 74-4B-1, NMSA

3.   NEW MEXICO ALL-HAZARD EMERGENCY OPERATIONS PLAN, 2004

3.   NEW MEXICO HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN, NM DPS, AUGUST 1999

4.   NEW MEXICO EMERGENCY MANAGEMENT PLAN, 1999

5.   DISASTER ASSISTANCE PROGRAM, LOCAL GOVERNMENT HANDBOOK, NM DPS, OEM, NATURAL HAZARDS BUREAU, 1997

C. Local

1. ALBUQUERQUE CITY ORDINANCE #67229, JUNE 2, 1988
2. ALBUQUERQUE 1974 CODE, § 1-9-1, ORDINANCE 9-1975

3. ALBUQUERQUE FIRE DEPARTMENT BOSQUE WILDFIRE RISK ASSESSMENT REPORT, 2004

IV. SITUATION AND ASSUMPTIONS

A. Situation

The City of Albuquerque has an estimated resident population of more than 472,000. Transient (worker, shopper, and visitor) populations increase that number to a functional population of more than 512,000. When local bedroom communities are included in the metropolitan statistical area (MSA), the population count expands to almost 750,000.

The City is an important center for technology research and development, with hundreds of high-tech and manufacturing businesses in the area. National research facilities with high technology assets include Sandia National Laboratories, Lovelace Respiratory Research Institute, and the Air Force Research Laboratory. Albuquerque is also home to the state's largest university. The University of New Mexico supports a faculty and student base of approximately 28,385. Campus facilities include numerous biological, chemical, and nuclear teaching facilities or research laboratories, complete with small nuclear reactors. Large-scale sporting events, associated with the UNM, are held in local facilities and stadiums.

Albuquerque is also host to annual events that mark attendance in the millions. The New Mexico State Fair averages an attendance of 1.75 million over its seventeen-day run, and the International Balloon Fiesta attracts 1.5 million visitors and international attention for its two-week run.

The City is exposed to numerous hazardous situations, all of which can potentially disrupt the community, cause casualties, and damage or destroy the public infrastructure or private property. Terrorist activity, both domestic and foreign, remains a concern. Terrorist groups have the potential to create a significant impact

on a large segment of the population, using conventional or WMD weapons. A summary of major hazards is provided in Attachment #8 (Hazards Summary). Attachment #7 (Acronyms and Definitions) provides explanations for various acronyms and definitions for specific terms.

1. WEATHER

Albuquerque is located on a high, semiarid plateau, and receives about 300 days of sunshine each year and about eight inches of rain per year. The city annually averages only four days of snow. Rain and snowfall patterns are a result of the city's mile high elevation and the nature of surrounding mountain ranges. Most winter storms deposit the bulk of their moisture on the mountain elevations, leaving the Rio Grande Valley relatively dry. About fifty percent of the total annual precipitation in Albuquerque occurs from June through September. The showers and thunderstorms associated with summer are more localized and less influenced by topography. While Albuquerque does receive significant run-off from the Sandia Mountains during heavy rain, most is captured by flood control channels. Summer heat and drought are the city's most significant weather threats.

2. TRANSPORTATION ROUTES

Two major highways (I-25 and I-40) bisect the city, providing national access for 46 motor freight companies in the city (29 with local terminals). Both highways run through central, densely populated areas of the city. Hundreds of shipments travel through the Interstate corridors every day, carrying in excess of 1.5 million gallons of hazardous materials per day. The U.S./Mexico international border is less than 400 miles south of the city, and connected by I-25 -- a major interstate arterial.

Albuquerque rail service includes one freight line and one passenger line. The Burlington Northern & Santa Fe (BNSF) Railway maintains a north-south line, which connects in Albuquerque and an east-west line, which connects forty miles south of the city. Amtrak's east-west route between Chicago and Los Angeles passes through the city.

Eight major airlines, six commuter airlines, and six air freight lines serve the Albuquerque International Airport

(Sunport). It handles an average of 689 takeoffs and landings per day and an annual average 6.1 million passengers. The airfreight carriers handle 146,195,000 pounds of cargo per year. In addition to commercial aircraft, the Sunport also handles both military and general aviation aircraft. Double Eagle II Airport is located on the City's Westside; Coronado Airport is adjacent to the east side of I-25, on the city's northern flank. Both airports provide access for general aviation and executive aircraft.

3. UTILITIES

Local electric power is produced and delivered by the Public Service Company of New Mexico (PNM), with electric usage fluctuating according to weather changes and industrial peak usage. Albuquerque is subject to severe summer thunderstorms, as well as less frequent winter storms or severe cold, that can result in failures of electrical power. Loss of power to any specific area of the city is always a possibility.

The city owns and operates one water/wastewater treatment plant that utilizes significant quantities of chlorine and other potentially hazardous chemicals. Forty-seven water storage tanks are located throughout the city to maintain adequate supply for daily consumption. Both expansion and seasonal use issues can place an increased demand on water treatment and water distribution systems.

Albuquerque maintains at least four active landfills and/or solid waste collection centers. There are also at least two inactive landfills throughout the city, some of which may have commercial or residential occupancies built nearby.

4. HAZARDS ANALYSIS

The City is vulnerable to a number of natural emergencies due to its geographic location within the mid-Rio Grande Valley, and the unique geology of the region. There is additionally a high potential for technological emergencies and/or security hazards, because of critical facilities located in the CABQ metropolitan area. Emergency events can be expected to range in scope and severity from minimal and localized to wide-scale and disastrous. Each of these events

requires the same commitment to mitigation, from response to recovery.

The types of hazards that have a likelihood of occurrence in the CABQ area include natural, technological (man-made), and security hazards. Natural hazards may include wildland/urban interface fires, drought, flash flooding, severe summer and/or winter storms, crop and livestock infestation, and hailstorms.

Technological or man-made hazards may include hazardous materials releases or accidents at fixed or mobile sites, power failures, large structure fires, transportation (either road, rail, or air) accidents, or radiological failures. A failure of the Cochiti Lake Dam would have a potential for severe flooding in the Rio Grande Valley.

The threat of national security hazards is becoming more important to all Americans. It is increasingly important to enhance the City's readiness and response capability to any emergency that would stem from civil disorder, CBRNE conflicts, WMD attacks, or any act of terrorism.

B.   Assumptions

The Basic Plan is based on two accepted premises: the potential for risk and the capability to respond. It is assumed that the CABQ will continue to be exposed to and subject to the impact of those hazards described in Attachment #8 (Hazard Summary), as well as to lesser (routine) hazards and other risks that may develop in the future.

There is a strong likelihood that major disasters may occur at any time and at any place. In many cases, a public warning and the implementation of increased readiness measures may be possible; however, some emergencies will occur with little or no warning. Large-scale emergencies or disasters will require a coordinated response from multiple agencies, and will exhaust local jurisdiction resources. They will additionally require assistance from outside the affected jurisdiction.

While there may be sufficient external assistance available during most emergency events affecting the CABQ metropolitan area, the time required to coordinate an inter-jurisdictional response may not be conducive to an effective response to the event. It is therefore imperative upon the CABQ to maintain a high level of

preparedness, along with the capability to provide an effective initial response to any emergency incident, and to do so independently of external agencies.

Although global political changes have lessened the likelihood of some disaster scenarios, other risks have appeared to necessitate a means by which to effectively manage resources, protect the public, and provide direction and control of any emergency event – either natural or manmade. As various threats appear or disappear, the approach toward mitigation and recovery remain the same.

Appropriate mitigation efforts, such as code enforcement, pre-fire planning, and hazardous materials site identification can help to prevent or reduce disaster-related losses. Detailed emergency planning, the on-going training of emergency responders, and the exercise of periodic emergency drills can improve the CABQ readiness to deal with emergency situations. It is assumed that emergency responders and coordinators will be familiar with the Basic Plan that EOC will be fully organized and equipped to coordinate emergency resources, and that CABQ officials and response agencies have been trained in the Incident Command System and in EOC management.

V. CONCEPT OF OPERATIONS

A. OBJECTIVES

The objectives of the CABQ Office of Emergency Management and the Basic Plan are to ensure public health and safety and to preserve and protect public and private property.

B. General

It is the City of Albuquerque's responsibility to protect public health and safety and preserve property from the effects of hazardous events. The CABQ has the primary role in identifying and mitigating hazards, preparing for, responding to, and managing the recovery from emergency situations that affect the Albuquerque metropolitan area.

It will be impossible for the City of Albuquerque to do everything that is required to protect the lives and property of our population. Albuquerque citizens have the responsibility to prepare themselves and their families to cope with emergency situations and to

manage their affairs and property in ways that will aid the government in managing emergencies. CABQ will assist members of the community in carrying out these responsibilities by providing public information and instructions prior to and during any wide-scale emergency event.

CABQ is primarily responsible for organizing, training, and equipping emergency first-responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for coordinating external emergency services if local resources become overwhelmed. State and Federal governments may be able to provide limited to major levels of assistance with events that expand beyond the capabilities of local responders.

The Basic Plan is only one element in the CABQ inventory of preparedness tools. The CABQ has implemented an organized emergency management program that integrates city government resources with local business and organized volunteer groups. The program addresses all aspects of consequence management, from mitigation and preparedness to response and recovery.

This plan is structured around an all-hazards approach to consequence management. While it does contain a collection of plans for specific types of incidents, the Basic Plan also addresses general functions that may be appropriate during any emergency event. For example, the "Communications and Warning" Annex addresses methods that may be used to warn the public during any emergency, whatever the cause.

All CABQ departments and external agencies identified in the Basic Plan are expected to develop and keep current standard operating guidelines (SOG) that describe how emergency tasks will be performed. The SOGs should also identify the training and equipment necessary for an appropriate response.

The emergency functions that must be performed by many departments or agencies mirror most of their normal daily functions. Whenever possible, the same personnel and resources used for daily activities will be employed during emergency events. Because both personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of the event. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

C. Operational Guidance

1. Initial Response

    CABQ emergency responders will probably be the first on-scene of an emergency event. First responders normally assume command and remain in control of the incident until it is resolved or until the scene is assumed by others who have legal authority to do so. The first responders will seek guidance and direction from the CABQ EOC. When appropriate, technical assistance may be sought from state or federal agencies or from business or industrial agencies.

2. Implementation of ICS

    a. 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 individual. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

    b. For some emergency events, a specific incident scene may not exist. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer, and/or a specific impact site or sites are identified, an Incident Command Post may be established. Direction and control of the response can then be transferred to the Incident Commander.

1. Allocation of Resources.

    a. The CABQ will use its own resources to respond to emergency situations and to acquire supplies and/or equipment when necessary. If local resources are overwhelmed or deemed insufficient or inappropriate to mitigate the emergency event, the City will request external assistance -- those resources available to CABQ pursuant to local area inter-governmental agreements or memoranda of understanding (MOU)

with adjacent jurisdictions. The CABQ will then request activation of the CABQ Emergency Operations Center by notifying the Emergency Manager.

Depending on resource needs, the CABQ may request assistance from industry or individuals who have resources needed to deal with the emergency event, through external entities for which we have contracted, and from volunteer groups that have expertise in emergency or disaster response.

b. When external agencies respond to an emergency situation within the CABQ metropolitan area, they are expected to conform to the guidance and direction provided by the Incident Commander.

D. Incident Command System (ICS)

1. CABQ first-responders use the Incident Command System (ICS) in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. The EOC will use ICS during any drill or emergency activation. A summary of ICS is provided in Attachment 7.

2. The on-scene Incident Commander (IC) is responsible for carrying out the ICS function of command. The IC is in charge of managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. During smaller-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. On larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections responsible for those functions.

3. An Incident Commander, using response resources from one or two departments or agencies, can handle most emergency events. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.

E.   Unified Command

1.   In emergency situations where other jurisdictions or when state or federal governments are providing significant response resources or technical assistance, it is generally desirable to progress from the ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

2.   Although a single Incident Commander normally handles the command function, an ICS may be expanded into a Unified Command (UC), using the National Incident Management Command System (NIMS) as the model. The UC is a structure that brings together the Incident Commanders of all major organizations involved in the event to coordinate an effective response, and still carry out their own jurisdictional responsibilities. The UC links the organizations responding to the event, allowing them a means by which to make consensus decisions. Under the UC, the various jurisdictions and/or agencies and non-government responders may merge throughout the operation, providing an integrated response team.

The UC is responsible for overall management of the incident, and directs all incident activities, including development and implementation of overall objectives and strategies. The IC will approve the allocation and release of resources. Members of the UC will work together to develop a common set of incident objectives and strategies, share information, maximize the use of available resources, and enhance the efficiency of the individual response organizations. Attachment 7 provides additional information on Unified Command.

F.   ICS - EOC Interface

1.   For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the Incident Command Post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2. The Incident Commander is generally responsible for field operations, including:

   a. Scene safety.

   b. The direction and control of on-scene response to the event and management of emergency resources committed there.

   c. Warning the population in the area of the incident and providing emergency instructions to them.

   d. Determination and implementation of protective measures, including any necessary evacuation or sheltering in-place for the immediate population or for on-scene emergency responders.

   e. Implementation of traffic control measures in and around the incident scene.

   f. Request for needed resources from the EOC.

3. The EOC is generally responsible for:

   a. Resource support for incident command operations.

   b. Community-wide warnings.

   c. Instructions or information for the general public.

   d. Organization and implementation of wide-scale evacuation.

   e. Coordination of shelter for evacuees.

   f. Coordination of traffic control for wide-scale evacuations.

   g. Request for assistance from State or external entities.

4. Some emergencies or disasters may cover a large geographic area and may necessitate that different objectives be conducted at disparate scenes. In these situations, more than one command operation can be established. If this situation occurs, it is particularly important that the

allocation of resources to specific field operations be coordinated through the EOC.

G. State, Federal, Other Assistance

1. State and Federal Assistance

   a. If local resources are inadequate to deal with an emergency event, after the exercise of existing MOUs, the City can request assistance from the State. The State provides assistance to local jurisdictions as a supplement to local resources. The City must expend all local resources before requesting state assistance.

   b. Requests for state assistance should be requested through the local EOC Emergency Manager. Request made be to the State of New Mexico Department of Public Safety (DPS), Office of Emergency Management (OEM). The OEM Duty Officer will notify appropriate State officials for further action.

      State emergency assistance to local governments begins at the OEM level and the key person to validate a request for, and to obtain or provide state assistance is the OEM Director. A request for state assistance must be made by the Mayor, or his designee, and may be made by telephone or fax. The OEM Director has the authority to utilize all state resources with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.

2. Other Assistance

   a. If adequate resources required to control an emergency event are not available within the State, the Governor may request assistance from other states pursuant to a existing interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

   b. For major emergencies, for which a Presidential Declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The Federal Response Plan (FRP) describes the policies, planning assumptions, concepts of operations, and responsibilities of designated federal

agencies for various response and recovery functions. The Federal Radiological Emergency Response Plan (FRERP) addresses the federal response to major incidents involving radioactive materials.

c. FEMA has the primary responsibility for coordinating federal disaster assistance. Only a Presidential emergency or disaster declaration can authorize direct federal assistance.

d. FEMA has limited authority to stage initial on-scene resources, or to activate command and control structures prior to a declaration; however, the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.

e. Local Emergency Volunteer Groups

   1). The American Red Cross (ARC) provides shelter management, feeding (at fixed facilities and through mobile units), first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers.

   2). The Salvation Army provides emergency assistance, including mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated goods (food, clothing, and household items). The Salvation Army also provides referrals to government and private agencies for special services.

   3). RACES, the Radio Amateur Civil Emergency Service can provide amateur radio support as appropriate for emergency operations, including possible communications support in the EOC.

   4). The New Mexico Voluntary organizations active in disasters (VOAD) is the larger volunteer community. Besides the American Red Cross

and Salvation Army, it also includes the Baptist Men's Convention of NM (feeding, and spiritual care), Church World Service, Jewish Family Services, Association of Food Banks (food warehouse), Society of St. Vincent de Pail (home visits and assistance), and the Animal Humane Association of New Mexico (animal care)

H. Emergency Authorities

1. Key federal, state, and local legal authorities and references pertaining to emergency management are listed in Section I of this plan.

2. New Mexico statutes and Executive Orders of the Governor provide local governments, principally the chief elected officials, with a number of powers to control emergency situations. If necessary, CABQ shall use these powers during emergency situations. These powers include:

    a. Emergency Declaration

    In the event of riot or civil disorder, the Mayor may request the Governor to issue an emergency declaration for the City and take action to control the situation.

    b. Disaster Declaration

    When an emergency has caused severe damage, injury, or loss of life -- or if it appears likely to do so -- the Mayor may, by executive order or proclamation, declare a local state of disaster. The Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted to the Governor in the State of New Mexico Emergency Response Act, on an appropriate local scale, in order to mitigate the disaster. These powers include:

        1). Suspension of procedural laws and rules as an adjunct to a timely response.

        2). Use of all available resources of government; commandeering private property, subject to compensation, to cope with the disaster.

3). Restriction of public movement within the jurisdiction, and occupancy of premises.

4). Prohibition of the sale and/or transportation of certain substances.

5). Implementation of price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance.

c. Authority for Evacuations

State law does not authorize the Governor or local officials to issue mandatory evacuation orders. State and local officials may recommend the evacuation of threatened or stricken areas.

I. Actions by Phases of Emergency Management

1. This plan addresses emergency actions that should be conducted during all four phases of emergency management.

a. Mitigation

The City will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency with the intent of avoiding repetition of the situation.

b. Preparedness

The Basic Plan addresses the need for the City to conduct preparedness activities, and to develop the response capabilities needed in the event of an emergency. Among the preparedness issues identified in an effective emergency management program are:

1). Appropriate emergency equipment and facilities.

2). Emergency plans, including routine maintenance of the plan, its annexes, and procedures.

3). Appropriate training for first responders, emergency management personnel, local officials, and volunteer groups who will assist during emergencies.

4). Periodic drills and exercises to test emergency response plans and training.

c. Response

The City is committed to providing an effective and efficient response to all manner of emergencies that occur within its jurisdiction. The primary focus of the Basic Plan and accompanying annexes is on developing a defined plan for emergency response. Operations are intended to resolve an emergency event and minimize casualties and property damage. Response activities include public warning, emergency medical services, fire fighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, and other associated functions as required to mitigation the event and restore the community.

d. Recovery

When a disaster occurs, the City will immediately affect its primary mission of emergency response; however, as soon as is practical, the City will commence recovery efforts to restore the community to its normal, pre-disaster, state. Short-term operations will restore vital services to the community and provide for the basic public needs. Long-term recovery efforts will restore larger infrastructure, such as damaged roads and bridges.

The Stafford Act mandates the federal government to provide a significant portion of disaster recovery assistance to local jurisdictions. The recovery process may include assistance to individuals, businesses, and to government and other public institutions. Some of

the recovery services that may be provided include temporary housing, restoration of government services, debris removal, restoration of utilities, and disaster mental health services.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

   Many CABQ departments maintain emergency functions in addition to their normal day-to-day duties. During emergencies, their normal organizations will be modified to accommodate emergency operations. The City's governmental response to emergencies will be shared among numerous City officials and departments.

2. Executive/Administrative Decisions

   The Executive and/or Administrative decision makers will provide guidance and direction for emergency management programs and for emergency response and recovery operations. Members of this group may include the Mayor, key members of his administrative staff, Department Directors, and the Emergency Manager.

3. Emergency Services

   The Emergency Services component of the Basic Plan include the Incident Commander and those departments, usually Fire, Police, Water Authority, Municipal Development, and Environmental Health, with primary emergency response actions. The person in charge at an incident will be the Incident Commander.

4. Emergency Support

   This group includes CABQ departments, along with pertinent external agencies, that support and sustain emergency responders. The Emergency Support Group will also coordinate emergency assistance provided by volunteer organizations, local business, and industry.

5. Volunteer and Other Services

This group includes organized volunteer groups and businesses who have agreed to provide certain support for emergency operations.

B.   Assignment of Responsibilities

1.   General

Annexes covering specific functions are attached to the Basic Plan in Volume 2. These describe the roles and responsibilities of each emergency support function (ESF). Some of the annexes pertain to specific types of emergencies (requiring special considerations and priorities) while others describe emergency functions that may apply to any emergency. Each annex contains an outline of general and specific duties, and a detail of essential and time-crucial tasks, special considerations and priorities. The objectives of each annex are to define the roles and responsibilities of each ESF and its resources; familiarize personnel with essential reference information, in relation to time-critical tasks; and present essential reference information for emergency events.

The successful resolution of an emergency event will require a coordinated effort from a variety of City departments, and external agencies and groups. Specific emergency functions will be assigned to those officials, department directors, and other personnel whose respective agencies are needed to fulfill a coordinated effort at mitigation of the emergency.

Some personnel will be assigned primary responsibility for planning and coordinating specific emergency functions. Primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials and department representative may be assigned support responsibilities for specific emergency functions.

The person having primary responsibility for an emergency function is normally responsible for developing and maintaining that area of the Basic Plan that specifically addresses that issue or function. Attachment #5 outlines all Plan and Annex assignments.

3.	Executive and Administrative Responsibilities

    a.	The Mayor, or his designee, will:

        1).	Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.

        2).	Implement the policies and decisions of the governing body relating to emergency management.

        3).	Monitor the emergency response during disaster situations and provide direction where appropriate.

        4).	Keep the public informed of emergency situations through accepted measures of public information dissemination.

        5).	When necessary declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government.

        6).	When necessary, request assistance from adjacent jurisdictions or the State.

        7).	Activate the EOC.

    b.	The Emergency Manager will:

        1).	Organize the emergency management program and identify personnel, equipment, and facility needs.

        2).	Assign emergency management program tasks to departments and agencies, and coordinate emergency management planning and preparedness activities, as well as maintain the Basic Plan.

        3).	Ensure that departments and agencies participate in emergency planning, training, and exercise activities.

4). Coordinate the operational response of local emergency services.

5). Arrange training for City emergency management personnel and emergency responders, and coordinate periodic emergency exercises to test CABQ plans and training.

6). Coordinate activation of the EOC and supervise its operation.

7). Serve as the staff advisor to the Mayor on emergency management matters.

4. Common Responsibilities

All emergency services and support services will:

a. When requested, provide personnel, equipment, and supplies to support emergency operations.

b. Develop and maintain standard operational guidelines

c. Provide trained personnel to sufficiently staff the EOC and support Incident Command efforts during emergency operations.

e. Report information regarding emergency events, as well as status reports of damage to facilities and equipment, to the Incident Commander and/or the EOC.

f. Prepare their own Continuity of Government Plan to assure vital city services are provided in a timely manner.

5. Emergency Services Responsibilities

a. The Incident Commander will:

1). Direct operations and manage on-scene emergency personnel and resources to effectively resolve the emergency.

2.) Maintain command and control of the event, until it is resolved or assumed by an entity or agency with the legal authority to do so.

2). Determine and implement required protective actions for response personnel and the public at an incident site.

VII. DIRECTION AND CONTROL

A. General

1. The Mayor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. During disasters, those responsibilities may be carried out from the EOC.

2. The Emergency Manager will manage the EOC, and will coordinate resources dedicated to response activities. During major emergencies and disaster, those responsibilities may be carried out from the EOC.

3. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.

4. During emergency operations, CABQ department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments as directed by the Incident Commander. Each CABQ department is responsible for having its own operating procedures to be followed during response operations. Inter-departmental procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.

6. If City resources are insufficient or inappropriate to deal with an emergency situation, the EOC may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or Federal assistance is covered in other sections of this Basic Plan.

B.   Emergency Facilities

1.   Incident Command Post (ICP)

An Incident Command Post may be established in the vicinity of the incident site, except when an emergency threatens but has not occurred, or when there is no specific hazard impact site. Such situations by be a severe winter storm or an area-wide utility outage. As noted previously, the Incident Commander will be responsible for directing the emergency response and managing all response resources at the incident scene.

2.   Emergency Operations Center (EOC)

When major emergency has occurred or appears imminent, The Emergency Manager may activate the EOC. The CABQ EOC is located at 11510 Sunset Gardens SW. The EOC can usually be up within one hour.

3.   The following individuals are authorized to activate the EOC:

a.   The Mayor, or his designee

b.   The CABQ Emergency Manager

4.   General Responsibilities

The general responsibilities of the EOC are to assemble accurate information on the emergency situation, and any the availability of currently available resources – providing local officials enough information to make reasonable decisions on an effective course of action. The EOC will serve as a forum for representatives of emergency to determine and prioritize required response actions, and to coordinate their implementation.

Other activity provided by the EOC includes resource support for emergency operations, and ordering the suspension or curtailment of government services, closure of schools and businesses, and cancellation of public events. The organization and activation of wide-scale evacuations and/or mass care operations will be directed from the EOC. The EOC will also coordinate the dissemination of all emergency information to the public.

5.   Assignment of Personnel

Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex #1 (Direction and Control). The interface between the EOC and the Incident Command Post is described above.

6.   Alternate EOC

In the event that the CABQ EOC becomes unusable, two alternate EOCs are located within the Albuquerque metropolitan area. Albuquerque International Airport, located at 2200 Sunport Blvd. SE, is a CABQ resource and may be used accordingly. The Bernalillo County (BernCo) EOC is located at 10401 Holly NE, in an unincorporated portion of the county, in the far northwest area of the Albuquerque metropolitan area. The City will need to exercise the intergovernmental agreement between the CABQ and BernCo in the event that circumstances necessitate the use of that EOC. Transit time to alternate EOC is estimated at approximately 30 minutes with an additional 30 minutes for staff to establish communication links.

7.   The CABQ currently has a mobile command and control vehicle which is operated by the Police Department and may be used as a mobile Incident Command Post.

8.   The primary EOC has commercial power lines and a back-up generator with fuel for 72 hours continuous operation. It has its own well and waste lagoon. Emergency food is on site for 12 hours and bottled water for 12 hours is available in the event the well fails.

C.   **Lines of Succession**

1.   Lines of succession for each CABQ Department head shall be in accordance with the standard procedures established by those respective departments. A matrix identifying established lines of succession for each department is located in Attachment the "Successors List." The Mayor's successor is established by the City Charter as the President of the City Council.

VIII. READINESS LEVELS

Many emergency events will follow a recognizable build-up period, during which, actions can be taken to achieve a gradually increasing state of readiness.   Readiness levels will be determined by the Emergency Manager.   General actions to be taken at each level are outlined in the Annexes to this Basic Plan with more specific actions detailed in departmental standard operating guidelines and/or protocols.

The following readiness levels will be used as a means of increasing the CABQ alert/response position.

  A.   Normal Conditions

      1.   When an emergency incident occurs, local officials will be notified. One or more departments will respond to handle the incident. An incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.

      2.   The normal operations of government will not be affected.

  B.   Increased Readiness/"Watch" Conditions

      1.   Increased Readiness refers to a situation that presents a potential risk, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when certain situations occur:

          a.   Flash Flood Watch and/or Code RAFT

              In 1963, the New Mexico Legislature created the Albuquerque Metropolitan Arroyo Flood Control Authority (AMAFCA) and charged the agency with the specific responsibility of addressing flooding problems in greater Albuquerque. AMAFCA, along with the City, built a number of dams, levees, and flood control channels that has since alleviated or minimized significant flash flooding in the Albuquerque area.   The most prevalent flooding (occurring since the development of the flood control measures) has been contained within those structures.

A "Code RAFT" notification indicates that flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation monitoring, reconnaissance of known trouble spots (primarily at established catch points along the flood control channel), and deploying warning signs.

b.   Wildfire Threat

During periods of extreme wildfire threat; readiness actions may include deploying additional resources to areas most at risk (within the Rio Grande bosque and other CABQ Open Space areas), arranging for contract air tanker support, state and/or federal fire resources, and conducting daily aerial reconnaissance, or initiating burn bans.

As the State's largest fire department, the AFD has been and will continue to be a regional response capability to the State and to adjacent entities (BernCo, Village of Los Ranchos, Corrales, and local pueblos) for wildfire and interface fires.

c.   Mass Gathering

In preparation for mass gatherings, with groups or events that present a previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.

C.   High Readiness/Warning Conditions

1.   High Readiness refers to any situation with a significant potential or probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Some actions could be triggered by severe weather warning information such as that issued by the National Weather Service.

a.   High Wind Warning

Issued when the National Weather Service predicts high winds for the metropolitan area. Readiness actions may include activating the EOC, continuous situation status monitoring, and public notification regarding the warning.

b.   Flash Flood Warning

Issued to alert persons that flash flooding is imminent or occurring in certain designated areas and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, activating Code RAFT standby status, and continuous situation monitoring.

c.   Winter Storm Warning

Issued when heavy snow, sleet, or freezing rain is forecast to occur separately or in a combination. Also issued when weather conditions may cause hazardous driving conditions throughout the City. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.

d.   Mass Gathering

Issued when there is a possibility that a civil disorder with relatively large-scale, localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.

D.   Maximum Readiness/Emergency Conditions

1.   Maximum Readiness refers to situations wherein hazardous conditions are occurring to various degrees. This condition denotes a greater sense of danger and urgency than that associated with a "Watch" event.

Actions could also be generated by severe weather warning information issued by the National Weather Service combined with various factors making the event gravely critical.

a. Wildfire

Issued when an active Interface Wildfire is occurring. Readiness actions may include evacuations, deployment of fire and rescue crews, sheltering of evacuees, pets and stock animals, and/or others displaced by the fire. Continuous monitoring of the fire event and environmental issues may be determined to be necessary.

b. High heat / Drought

Issued when high weather temperatures are causing wide-scale health and/or medical problems to people and pets or stock animals. Readiness actions may include relocation of people or animals, increased EMS monitoring of the elderly or other special-needs populations, and continuous monitoring of the situation.

c. Flash Flood Warning

Flooding is occurring at specific locations. Readiness actions may include Code RAFT activation, rescue teams on alert, and continuous monitoring of the situation.

d. Mass Gathering

Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, securing fire stations, notify the State DPS that assistance may be needed, and continuous monitoring of the situation.

E. Terrorist Threats

The potential for terrorist threats has recently taken on a much greater significance. The current political climate makes it imperative that local governments adapt to face the challenges of evolving terrorist threats.

Presidential Directive-3 has mandated that the Department of Homeland Security (DHS) create a Homeland Security Advisory System that can provide a comprehensive and effective means by which security-related information is disseminated to the public. Any information regarding the risk of terrorist acts to federal, State, or local authorities is evaluated against established criteria, and based on that evaluation, the DHS will issue a national warning. The warning is formulated in a set of "Threat Conditions" that increase as the threat level increases. At each Threat Condition, federal departments and agencies implement a corresponding set of "Protective Measures" to reduce vulnerability or to increase response readiness.

The decision on which Threat Condition is assigned relies on a qualitative assessment of intelligence. The higher Threat Conditions indicate greater risk of a terrorist act, with risk including both probability and severity. The evaluation of intelligence includes the following factors:

1. To what degree is the threat information credible?
2. To what degree is the threat information corroborated?
3. To what degree is the threat specific and/or imminent?
4. How grave are the potential consequences of the threat?

While Presidential Directive-3 is aimed primarily at federal agencies, it suggests that local government provide voluntary compliance with the response capability efforts. The corresponding threat levels provide an excellent means by which the CABQ can gauge the potential for terrorist threats, and facilitate decisions that are appropriate to an increase in EOC activity.

IX. ADMINISTRATION AND LOGISTICS

A. Agreements and Contracts

Should CABQ resources prove to be inadequate during an emergency, requests can be made from other jurisdictions, for

mutual aid, through the exercise of pre-existing inter-governmental or mutual aid agreements (MOU), or from external agencies, businesses, in accordance with existing contracts that may be put in place during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by duly authorized CABQ officials, and – whenever possible -- should be in writing. All agreements and contracts should identify the City official(s) authorized to request assistance pursuant to those documents.

B. Reports

1. Hazardous Materials Spill Reporting

    If the City is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the CABQ department responsible for the spill shall make the required report. If the party responsible for a reportable spill cannot be located, it will be the responsibility of the Incident Commander to ensure that the required reports are made.

2. Incident Report

    An incident report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to become more severe, and the City may need assistance from adjacent local governments or the State.

3. Situation Report

    A daily situation status report should be prepared and distributed by the EOC during all major emergencies or disasters. Distribution should be made to all departments and/or entities involved in the event response.

C. Records

1. Record Keeping for Emergency Operations

    The City is responsible for establishing and maintaining administrative controls necessary to manage the expenditure of funds, and to provide reasonable accountability and justification for expenditures made to support emergency operations. This record keeping shall be done in accordance

with CABQ fiscal policies and standard cost accounting procedures.

a. Activity Logs

The Incident Command Post and the EOC shall maintain accurate logs recording key response activities including:

1). Activation or deactivation of emergency facilities.

2). Emergency notifications to local governments and to State and Federal agencies.

3). Significant changes in the emergency situation.

4). Major commitments of resources or requests for additional resources from external sources.

5). Issuance of protective action recommendations to the public.

6). Evacuations

7). Casualties

8). Containment or termination of the incident.

b. Incident Costs

All City departments shall maintain records summarizing their use of personnel, equipment, and supplies during the response to daily incidents – in order to estimate annual emergency response costs. The estimates can be used in to forecast future department budgets.

c. Emergency or Disaster Costs

For major emergencies or disasters, all City departments that participate in the emergency response shall maintain detailed reports of costs for emergency operations, including:

1). Personnel cost (especially overtime or backfill)

2).   Equipment operations costs

3).   Costs for leased or rented equipment

4).   Costs for contract services to support emergency operations

5).   Costs of specialized supplies expended for emergency operations

These records may be used to submit cost recovery requests to responsible parties or insurers. They can also provide the basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

1.   Preservation of Records

   a.   In order to continue normal government operations following an emergency situation or disaster, vital records must be protected. These include legal documents along with property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each City department agency should plan for the protection of vital records in its standard procedures.

   b.   If records are damaged during an emergency, the City will seek professional assistance to preserve and restore the records.

D.   Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. CABQ will not tolerate the abuse of consumers by unscrupulous or unethical businesses. Such complaints will be referred to the City Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

E.   Post-Incident and Exercise Review

The CABQ Emergency Manager is responsible for organizing and conducting an event-specific critique following the conclusion of any emergency, incident, or exercise that causes an activation of

the EOC. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, appropriate assignments will be made for correcting the deficiency. Reasonable due dates shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. The Role of the Basic Plan

The Basic Plan, along with the supporting annexes, applies to the City of Albuqertual. It was developed to provide conceptual guidance for a multi-agency response, and to address related administrative, logistical, and legal issues, as well as emergency organization, incident command authority, and organizational responsibilities.

B. The Role of the Annexes to the Basic Plan

The Basic Plan is supported by a series of separate annexes that each address specific critical functions that are generally necessitated by major emergencies. The annexes are broadly designed to provide general direction to City departments, and other participating agencies, in regard to specific critical functions or specific hazards.

C. Plan Development

The Mayor and the Albuquerque City Council are responsible for approving and promulgating the CABQ Emergency Management Basic Plan.

D. Distribution of Documents

1. The Basic Plan, its annexes, and attachments make up the CABQ Emergency Operations Plan. The Mayor shall determine the distribution of the overall Plan.. Copies will be distributed to those individuals and departments that were charged with tasks in the development of this document. Copies will also be set aside for the EOC and other emergency facilities.

2. Anyone who receives Annexes to the Basic Plan will also receive a copy of this overall plan.

E. Review

City officials shall review the Basic Plan and its annexes on an annual basis. The CABQ Emergency Manager will establish a schedule for the annual review of all planning documents.

F.   Update

1.   The Basic Plan will be updated based on any deficiencies identified during actual emergency situations or exercises, as well as when warranted by changes in threat hazards, resources, response capabilities, or changes in governmental structure.

2.   The Basic Plan and its Annexes must be revised or updated by a formal change at least every five years. Responsibility for revising or updating the Basic Plan is assigned to the CABQ Emergency Manager. Responsibility for revising or updating the Annexes to this plan is assigned to the department identified is each specific Annex.

3.   Revised or updated planning documents will be provided to all City departments, agencies, and individuals tasked in those documents.

4.   The State of New Mexico Department of Public Safety (DPS), Office of Emergency Management (OEM)is responsible for the overview of local emergency management plans. The CABQ Emergency Manager will be responsible for submitting copies of revised planning documents to the DPS OEM for review.

XI. BASIC PLAN ATTACHMENTS

Attachment 1:   Distribution List
Attachment 2:   Emergency Management Organizational Matrix
Attachment 3:   Emergency Management Functional Responsibilities
Attachment 4:   Annex Assignments
Attachment 5:   Agreements and Contracts
Attachment 6:   Incident Command System (ICS) Summary
Attachment 7:   Hazard Summary
Attachment 8:   Hazard Summary Map
Attachment 9:   Successors List
Attachment 10:   EOC Activation Procedures
Attachment 11   Acronyms and Definitions

XII. ANNEX LIST IN VOLUME 2

Annex 1:   Direction and Control
Annex 2:   Communications and Warning
Annex 3:   Alert and Notification
Annex 4:   Law Enforcement and Security
Annex 5:   Fire and Rescue
Annex 6:   Health and Medical
Annex 7:   Critical Infrastructure
Annex 8:   Damage Assessment
Annex 9:   Transportation
Annex 10:   Evacuation
Annex 11:   Logistics Support Function Procurement and Personnel
Annex 12:   Testing, Training & Exercise

Please note that the annexes are referenced herein as for identification and may not be available for public dissemination. A release may be made subsequent to a valid request citing need and following a review of the request by the Office of Emergency Management.

ATTACHMENT 1

DISTRIBUTION LIST

JURISDICTION/AGENCY	NUMBER	PRINT	CD	RECEIVED BY:
EOC REFERENCE LIBRARY	3	2	1	
MAYOR	1		1	
CHIEF ADMINISTRATIVE OFFICER	1		1	
CHIEF PUBLIC SAFETY OFFICER	1		1	
EMERGENCY MANAGER	1		1	
FIRE CHIEF	3	3		
POLICE CHIEF	3	3		
CITY ATTORNEY	1	1		
ENVIRONMENTAL HEALTH DIRECTOR	1	1		
WATER AUTHORITY GENERAL MANAGER	3	1	2	
MUNICIPAL DEVELOPMENT DIRECTOR	1	1		
CITY CLERK	1		1	
CABQ COMMUNICATIONS OFFICER (PIO)	2	1	1	
AMERICAN RED CROSS	1	1		
SALVATION ARMY	1	1		
NM DPS OFFICE OF EMERGENCY MANAGEMENT	5	5		
LOCAL EMERGENCY PLANNING COMMITTEE	1		1	
MIDDLE RIO GRANDE COUNCIL OF GOVTS.	1		1	
BERCO OFFICE OF EMERGENCY MANAGEMENT	1		1	

ATTACHMENT 2

EMERGENCY MANAGEMENT ORGANIZATIONAL MATRIX

Executive Policy Group

Mayor
Emergency Manager
Chief Public Safety Officer

City Attorney
Fire Chief
Police Chief
Environmental Health Director
Water Authority General Manager
Municipal Development Director
CABQ Communications Officer
Aviation Director
Finance Officer
Director of Environmental Health

Operations Group

Deputy CAO for Operations
APD Field Services Deputy Chief
AFD Operations Deputy Chief

Communications Group

City Radio Communications
RACES
311 Manager

Administrative Group

General/Clerical Support
Telephone Message Takers
ISD
EOC Security

Liaison Office

NM National Guard
NM Dept. of Public Safety
American Red Cross

ATTACHMENT 3

EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES

	Direction and Control	Communications and Warning	Alert and Notification	Law Enforcement and Security	Fire and Rescue	Health and Medical	Critical Infrastructure	Damage Assessment	Transportation	Evacuation	Logistics
Mayor	C	S		S	S	S	S		S	S	
CABQ Comm. Officer (PIO)	S	S				S			S	S	
Emergency Manager	P	C	C	C	C	C	C	C	C	C	C
Police	S	S	S	P	S		S			S	S
Fire	S	P	S		P		S	S			S
Water Authority general manager	S	S	S	S	S		P	P			P
Environmental Health Department	S	P	S		S	S		S			
City Attorney				S							
EOC Communications	S	P	P		S				S	P	
Transportation Department	C	C	C			S	S		P	S	

P – Indicates primary responsibility
S – Indicates support responsibility
C – Indicates coordination responsibility

ATTACHMENT 4

ANNEX ASSIGNMENTS

ANNEX	ASSIGNED TO:
1: Direction and Control	Mayor's Office, Legal, Fire, OEM, Police, Environmental Health
2: Communications and Warning	Police, Fire, ISD, RACES,
3: Alert and Notification	
4: Law Enforcement and Security	Police, Fire, UNM PD
5: Fire and Rescue	Fire
6: Health and Medical	DoH, DPS, UNMH, OMI, AAS
7: Critical Infrastructure	Public Works, Fire, Legal, Finance
8: Damage Assessment	Public Works, Fire
9 Transportation	Transit, Police
10: Evacuation	Police, MDC, Risk Mgmt., Transit, Finance
11: Logistics	Finance, Legal, Human Resources
12: Training, Testing and Exercise	

ATTACHMENT 5

AGREEMENTS AND CONTRACTS

The City's own resources will always make up the first line of response to an emergency, and the initial source of relief efforts during the onset and through the immediate aftermath of the emergency. CABQ will deal with any and all emergency needs up to the point that available resources either become or are projected to become inadequate to mitigate the event. When CABQ resources become overwhelmed, the City should request assistance from outside resources. The requests can be for augmentation of existing capabilities through the sharing of single resources through more significant assistance through mutual aid agreements or through state or federal support.

Mutual aid agreements (MOU) are legal documents, signed by the directors of governments or private organizations that charge the signatory entities with an agreement to provide assistance to one another during specific situations. The MOUs may address issues such as the following, among others:

A. Authority to operate in another jurisdiction
B. Provision of personnel, resources, or other services
C. Compensation (or lack thereof) for workers
D. Legal liability
E. Identification of command structure during mutual aid operations
F. Issuance of disaster declarations
G. Administration of incoming resources

Private relief organizations also provide a source for outside assistance. Organizations such as the American Red Cross and the Salvation Army typically provide assistance to both emergency responders and to members of the community through the distribution of food, medicine, supplies, and emergency shelter. The process for requesting state or federal aid is addressed in section V.F of this document.

The City of Albuquerque currently does not maintain active Memoranda of Understanding or formal agreements with external entities; however, there are informal, standing agreements with several adjacent agencies for automatic or mutual aid. The American Red Cross will generally self-deploy to emergencies to assist disaster victims. There is currently a planned effort by the AFD toward completing formal MOUs with various agencies and organizations.

A.   BACKGROUND

The Incident Command System (ICS) is a management system that can be used to manage any type of event that makes use of large numbers of people and/or a significant scope of resources. It is the "tactical" part of the National Incident Management System (NIMS). The incident can include both emergency incidents and non-emergency events. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

B.   FEATURES OF ICS

ICS has a number of features that work together to make it an effective management system. Among the primary attributes of ICS is its adherence to standard management functions that address specific responsibilities during an event. The Command function sets objectives and priorities, and is tasked with overall responsibility at the incident or event. ICS Operations conducts tactical operations, develops the tactical objectives, and organizes and directs all resources. Planning develops the action plan to accomplish the objectives, collects and evaluates information, and maintains the resource status. Logistics provides support to meet incident needs, provides resources and any other services needed to support the event, while Finance/Administration monitors the costs of mitigating the event, and additionally provides accounting, procurement, time recording, and cost analyses.

The designated Incident Commander has overall responsibility for all functions. In a limited incident, the IC and one or two adjuncts may perform all functions. In a larger emergency situation, each function may be assigned to a separate individual.

1.   Management by Objectives

        At each incident, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the incident,

and provide operational guidance – select tactics appropriate to the strategy and direct available resources.

2. Unity and Chain of Command

Unity of command means that even though an ICS-directed operation is a temporary composite, every individual should be assigned a designated supervisor. Chain of command means that there is an orderly line of authority within the organization.

3. Organizational Flexibility

Within the basic ICS structure, the organization should at any given time include only what is required to meet planned objectives. The size of the organization is determined through the incident action planning process. Each element of the organization should have someone in charge. In some cases, a single individual may be in charge of more than one unit. Resources are activated as needed, and the resources that are no longer needed are demobilized.

4. Common Terminology

In ICS, common terminology is used for organizational elements, position titles, resources, and facilities. This facilitates communication among personnel from different emergency services, agencies, and jurisdictions.

5. Limited Span-of-Control

Span-of-control is the number of individuals that a single supervisor can realistically manage. Maintaining an effective span-of-control is particularly important where safety is paramount. If a supervisor is supervising fewer than three subordinates, or more than seven, the existing organization structure should be reviewed.

6. Personnel Accountability

Continuous personnel accountability is achieved by using a resource unit to track personnel along with equipment. The resource unit will prepare assignment lists, maintain logs of activities, and use established tracking and accountability procedures. The ICS will assure that each person has a single supervisor.

7. Incident Action Plan

The incident action plan, which may be either verbal or written, is intended to provide supervisory personnel with a common understanding of the situation and with direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support materials. An Incident Briefing Form may be used on smaller incidents. Written plans are strongly encouraged, but are deemed necessary when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

8. Integrated Communications

Integrated communications includes interfacing distinct and disparate communications systems, as effectively as possible. The effort will include planning for the use of available systems and frequencies, and requiring the use of clear text communications during all radio transmissions.

9. Resource Management

Resources may be managed as single resources or organized in task forces or strike teams. The status of resources is tracked in three categories: assigned, available, and out of service.

C. UNIFIED COMMAND

Unified Command is a variant of ICS, and is used when there is more than one agency or jurisdiction with responsibility for an incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site is crosses jurisdictional boundaries or when an emergency involves an incident for which state and/or federal agencies have the regulatory responsibility or legal requirement to respond.

ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified Command structure, senior representatives of each responding agency or jurisdiction should collectively agree on objectives, priorities, and strategies. They should also approve a coordinated Incident Action Plan, and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their

agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

In 2003, a local assessment and risk analysis was conducted under the State Homeland Security Assessment and Strategy Program. Representatives from CABQ and BernCo departments, along with various agencies and organizations convened to identify sites in the Albuquerque metropolitan area that would potentially cause the greatest loss of life or property, or that would potentially cause the greatest disruption to critical infrastructure or the local economy. The sites identified on the following table scored highest based on criteria such as: potential number of casualties, worldwide media attention, existing security measures, potential impact to economy, and potential damage to critical infrastructure. (Note: This list is "Not Subject to Public Inspection" and any release of such list must be cleared through City Legal.) A list of hazards/targets is maintained in the Office of Emergency Management.

Section 14-2-1 A (8) NMSA 1978 of the New Mexico Inspection of Public Records Act provides that the following is exempt from those records the public has a right to inspect:

> "(8)   tactical response plans or procedures prepared for or by the state or a political subdivision of the state, the publication of which could reveal specific vulnerabilities, risk assessments or tactical emergency security procedures that could be used to facilitate the planning or execution of a terrorist attack."

The City is a political subdivision of the state; therefore this exemption applies to the extent that records fall with in the definition of subsection 8, above.

Federal courts have ruled that municipalities are not subject to the federal law, the Freedom of Information Act or "FOIA" even thought the city receives federal funds. As a result, these documents are exempt under the state law and are "Privileged Document Not Subject to Public Inspection" or simply, "Not Subject to Public Inspection".

This notice alerts the custodian of such documents that legal review will be needed before anyone can inspect the document. It is possible that part of the document is privileged and part of it is not. Legal review should be sought from the City Attorney's office before inspection will be allowed.   The requirement that the City Attorney's office review and approve the withholding of any document under a public records inspection request is found in Administrative Instruction 1-7.

Some of the hazards associated with Sara Title 88, and are addressed in Attachment 11.

Pipelines can also prose a public safety risk. The location and definition of these pipelines are proprietary information controlled by the private companies that own them. However, the Pipeline Integrity Management Mapping Application makes that information available to government agencies. A map of the major pipelines in maintained in the 911 Communications Center. The US Department of Transportation Office of Pipeline Safety governs dissemination of this safety sensitive information.

ATTACHMENT 8

HAZARD SUMMARY MAP

A map locating principal hazards sites is available for use by Emergency Support Function Personnel in both print and electronic form at the Emergency Operations Center. This map is a privileged document (see Attachment 7) and will not be published in this plan. It is available by request through the City Attorney's Office.

ATTACHMENT 9

SUCCESSORS LIST (EXAMPLE)

All City department is required to keep a current successors list at the Office of Emergency Management. The list contains home address and phone numbers and will not be made public.

Position   Incumbent/Successor

1.   Chief Public Safety Officer
2.   Security
3.   Chief of Staff
4.   Mayor's Assistant

Mayor's Office 1	Mayor's Office 2
(H) (W) (P)	(H) (W) (C) (P)
Mayor's Office 3	Mayor's Office 4
(H) (W) (C) (P)	(H) (W) (C) (P)

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│                      ATTACHMENT 10                           │
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│              EOC ACTIVATION / STAFF NOTIFICATION            │
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A.   Background

It is the policy of the CABQ Chief Public Safety Officer that only a limited number of persons may authorize an increase in the level of readiness or an activation of the EOC.   Additionally, only specific personnel may request a notification or a staff call-out for the EOC. Authorized personnel must contact either the Albuquerque Police or Fire Communications Center to initiate an EOC activation or to request a level of notification or call-out.

B.   Authorized personnel

Those authorized to initiate an activation of the EOC, or to request notifications or call-outs can be any of the following:

1.   The Mayor
2.   Chief Administrative Officer
3.   Chief Public Safety Officer
4.   Fire Chief
5.   Police Chief
6.   Emergency Manager
7.   Any Police or Fire field Incident Commander operating as on-scene IC at a major incident
8.   A designee of any of the above, authorized to act on their behalf

C.   Activation Procedures

An authorized requestor will request the EOC activation or standby status, and will make staff notifications using the following procedures:

1.   The requestor will contact either the APD or AFD Communication Center, identify themselves appropriately, and request to speak to the on-duty supervisor.

2.   The requestor will identify the situation to the on-duty Communications supervisor and request that they initiate the EOC activation.   The Communications supervisor will record the requestor's name, date, time, city departments and the reason for EOC action, in a CAD narrative -- in the normal way such notifications are recorded.

3. The Communications supervisor then will contact the Situation Analysis Team (SAT) with a situation briefing and a request for their assistance at the EOC. An SAT will consist of the following:

   a. Emergency Manager
   b. Fire Chief
   c. Police Chief
   d. Director of Environmental Health
   e. Director of Public Works
   f. A designee of any of the above authorized to act on their behalf.

4. Upon activation of the EOC, the AFD Communications supervisor will assign a fire dispatcher to the EOC to support the incident. The fire dispatcher will prepare the EOC -- turn on all projectors and television monitors, and power up all computer terminals -- prior to the SAT arrival at the EOC.

5. The SAT will analyze the incident or disaster and activate the EOC at the appropriate level. If there is a decision to activate the EOC, the personnel on the "Emergency Interim Successors List" (EISL) will be notified of the situation and given appropriate direction.

6. The SAT will coordinate contacting the specified departments listed on the EISL. The SAT will attempt to contact the first person on the EISL. If a contact is not successful, the subsequent person on the EISL will be notified.

7. The Emergency Manager will notify the Chief Public Safety Officer, and others as necessary, of the emergency situation and the EOC status.

D. Additional Responsibilities

1. The APD and AFD Communications Centers will insure that all appropriate staff members are trained on EOC activation procedures and responsibilities.

2. The Emergency Manager will insure that SAT contact information and the EISL contact list is frequently updated and available for use as needed. The AFD and APD Communications supervisors will keep at least one copy of the SAT and EISL contact information immediately available.

ATTACHMENT 11

HAZARDOUS MATERIALS (SARA TITLE III)

Facilities that generate or store hazardous material as defined in by SARA Title III, section 302 are monitored by the Local Emergency Planning Council (LEPC). The LEPC maintains an update list of all storage sites and quantities. This list is available electronically to Emergency Support Function (ESF) personnel in the EOC through the AFD fire server and records management system (FIRESTAR) and can be accessed during any incident.

The AFD HazMat bureau also maintains this list and makes it available to any responding unit through the Computer Aided Dispatch System and the AFD fire management data base. Field units carry disaster response guides that are cross referenced with DOT placarding systems for identification of hazardous materials.

Because the quantities and types of hazardous materials is sensitive, a public list is not kept. A specific request must be made in writing to the LEPC as provided by State law to access this information. Sites can be identified immediately by COA GIS, but they are not kept on this system because of public access. AFD has the sites identified on its CAD mapping system. These sites are identified and listed by address, type of material, and quantity in the COA vulnerability assessment which is kept electronically in the EOC and can be accessed by the ESFs.

ATTACHMENT 12

ACRONYMS AND DEFINITIONS

A. Acronyms

AEHD	ALBUQUERQUE ENVIRONMENTAL HEALTH DEPARTMENT (ALSO EHD)
AMAFCA	ALBUQUERQUE METROPOLITAN ARROYO AND FLOOD CONTROL ASSOCIATION
AFD	ALBUQUERQUE FIRE DEPARTMENT
ARC	AMERICAN RED CROSS
APD	ALBUQUERQUE POLICE DEPARTMENT
BernCo	BERNALILLO COUNTY
CABQ	CITY OF ALBUQUERQUE
CALEA	COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES
CBRNE	CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, EXPLOSIVE
CDC	CENTER FOR DISEASE CONTROL
COA	CITY OF ALBUQUERQUE
CPSO	CHIEF PUBLIC SAFETY OFFICER
DAR	DISASTER ASSESSMENT REPORT
DER	DISASTER ESTIMATE REPORT
DMORT	DISASTER MORTUARY TEAM
DoD	DEPARTMENT OF DEFENSE
DHS	DEPARTMENT OF HOMELAND SECURITY
DPS	DEPARTMENT OF PUBLIC SAFETY
EAS	EMERGENCY ALERTING SYSTEM
EOC	EMERGENCY OPERATIONS CENTER
EISL	EMERGENCY INTERIM SUCCESSOR'S LIST
ESF	EMERGENCY SUPPORT FUNCTION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
FBI	FEDERAL BUREAU OF INVESTIGATION
FDMI	FIELD DEPUTY MEDICAL INVESTIGATOR
HazMat	HAZARDOUS MATERIAL
HHS	HEALTH AND HUMAN SERVICES
IACP	INTERNATIONAL ASSOCIATION OF CHIEF'S OF POLICE
ICP	INCIDENT COMMAND POST
ICS	INCIDENT COMMAND SYSTEM
MITIS	MEDICAL INFORMATION TRACKING INCIDENT SYSTEM
MOD	MANAGER ON DUTY
MMRS	METROPOLITAN MEDICAL RESPONSE SYSTEM
NTOA	NATIONAL TACTICAL OFFICERS ASSOCIATION
NAPB	NUCLEAR ATTACK PLANNING BASE
NDMS	NATIONAL DISASTER MEDICAL SYSTEM
NMDOH	NEW MEXICO DEPARTMENT OF HEALTH
OEM	OFFICE OF EMERGENCY MANAGEMENT
OMI	OFFICE OF MEDICAL INVESTIGATOR

PDA	PERSONAL DIGITAL ASSISTANT
PPE	PERSONAL PROTECTIVE EQUIPMENT
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICES
SAT	SITUATION ANALYSIS TEAM
SLD	SCIENTIFIC LABORATORIES DIVISION
SOG	STANDARD OPERATING GUIDELINES
SSWRP	SOUTHWEST SOLID WASTE RECYCLING PLANT
UNMPD	UNIVERSITY OF NEW MEXICO POLICE DEPARTMENT
VOAD	VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS
VOAG	VOLUNTARY AGENCIES
WMD	WEAPONS OF MASS DESTRUCTION

B. Definitions & Terms

Advanced Life Support (ALS) - Administered by paramedics, ALS treatments include (but not limited to) assisting with breathing using tubes inserted through the mouth, nose, or neck; the administration of medicine and fluids into a patient's veins with an intravenous line; shocking the heart to restore regular functions and monitoring heart functions; and the administration of controlled substances (drugs), under the direction of a Medical Control Physician.

Basic Life Support (BLS) - Administered by Emergency Medical Technicians, this is the minimum certification for all members of the Albuquerque Fire Department. BLS treatments include: CPR, splinting broken bones, use of semi-automatic defibrillator (SAED's) spinal immobilization, administration of oral glucose for diabetic patients, vital signs assessment (pulse, respirations, blood pressure), and oxygen therapy.

Battalion Commander - A Battalion Commander (BC) is a command officer who is available 24 hours a day to respond to and command emergencies. The BC is responsible for all facets of management, leadership, and performance of fire companies. He or she is the command officer who is responsible for directing all fire companies on incidents, and addressing all tactical and safety benchmarks. Each BC manages approximately six stations with a variety of emergency response units and on-duty personnel in a geographic area of the city.

Brush Truck - A small four-wheel drive truck that responds to all brush and wildland fires for off-road suppression capability. Each brush unit is equipped with a small pump and water tank as well as the capability to drive and pump water at the same time. The unit is staffed only during high activity parts of the day during peak brush season.

Computer-Aided Dispatch (CAD) System - A computerized system which tracks the location and availability of all emergency response units, then assigns the closest appropriate unit to an emergency. The system automatically selects the next available unit if the units assigned to the closest fire station are unavailable for any reason. It also records all of our response data.

Disaster - 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 handle with its organic resources. It will generally involve a large area, a sizable population, and/or

important facilities. It may require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations, and will additionally necessitate community-wide warning and the issuance of public instructions. It may require a response by all local response agencies operating under one or more incident commanders, and may further require significant external assistance from other local response agencies, contractors, and extensive state or federal assistance. The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

Dispatch Center - Communications center for the Albuquerque Fire Department. Houses and maintains computer support and record keeping. Accepts 9-1-1 calls and dispatches appropriate resources. Houses the Emergency Operations Center (EOC) for disaster management, media line, and the customer service consoles, which handle non-emergency service needs.

District Headquarters - Administrative offices that are located within a fire station and staffed with a Battalion Commander, who is responsible for all aspects of managing a specific geographic section of the AFD.

Emergency / Emergencies - As used in this plan, these terms are used in conjunction with modifiers to describe a range of situations, from an incident to a major disaster. An emergency is a situation is larger in scope and more severe in terms of actual or potential effects than an incident. It will involve a large area, significant population, or important facilities. It may require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations, as well as community-wide warnings and the issuance of public instructions. An emergency event requires a sizable multi-agency response operating under an incident commander, and may also require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies. The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

Emergency Medical Calls - Involve responding to patients with serious or potentially life threatening medical problems requiring Basic or Advanced Life Support evaluation and/or treatment.

Emergency Operations Center – The physical venue from which large-scale events will be strategically managed when they occur within the City of Albuquerque, or when they have the potential to have a negative impact on the city or its citizens.

Engine Company - Standard fire-attack vehicle equipped with a water tank, pump, and other fire fighting and medical equipment. An engine may have ALS or BLS capability for medical calls and is staffed with an officer, an engineer, and two firefighters. The engine company's main role at structural fires is to establish a water supply, extinguish the fire, and search for people trapped in the fire building.

Hazard Analysis - A document, published in this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

Hazardous Material (HazMat) - A substance in a quantity or form that poses an unreasonable risk to health, safety, and/or property -- when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It is usually toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer. Because of its inherent properties, it poses a threat to health and the environment when improperly managed. This designation includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

HazMat Company – Standard fire-attack vehicle equipped with a variety of atmospheric monitoring and hazardous materials containment equipment. A HazMat company may have ALS or BLS capability for medical calls and is staffed with an officer and an engineer. Both are trained to operational or technician levels in hazardous materials response.

HTR / Heavy Technical Rescue - A standard emergency response vehicle equipped with a variety of heavy breaching and shoring tools and equipment. An HTR company may have ALS or BLS capability for medical calls and is staffed with an officer, an engineer, and two firefighters. All are trained in high-angle, low-angle, confined space rescue, and other specialized technical rescue.

NIMS / National Incident Management System - A standardized emergency management system -- developed by the Department of Homeland Defense -- for organizing personnel and equipment resources – at any scale -- while responding to emergencies at the site of an incident. The process can be scalable to include any number of personnel or participating agencies.

Ladder Company - Standard fire-attack vehicle equipped with a hydraulic aerial ladder, ground ladders, saws, rescue equipment, forcible entry tools, loss control equipment, and other support equipment. A ladder company may have ALS or BLS capability for medical calls and is staffed with an officer, engineer, and a firefighter. The ladder company's main role at structural fires is to cut off electrical and gas utilities, ventilating smoke and hot gases from the structure, providing entry into the structure for engine company crews, and assisting with search and rescue of trapped occupants. They are also specialists in extricating patients trapped in vehicles and other situations.

Mobile Digital Terminals (MDT's) - A vehicle-mounted computer terminal consisting of a display screen, status keys, and keyboard. The terminal receives and displays dispatch information such as the incident address, the presence of hazardous materials or other special hazards, and fire protection systems. The use of the MDT greatly reduces the need for voice communication over the radio. All units' status transactions can be completed with the use of status keys.

Mutual Aid – A written agreement that is made and entered into by and between the two different Fire Departments or other agencies that formalizes the entry of each entity into a protection agreement wherein the equipment, facilities, and trained personnel of every fire department or agency are available to the other participants in this mutual aid agreement on an as-requested or automatic basis.

Paramedic - A Captain, ,Lieutenant, Engineer, or Firefighter that has received extensive additional training to allow certification by the State of New Mexico as a paramedic. The certification allows the paramedic to perform advanced emergency medical procedures described under the Advanced Life Support section of this glossary.

Quality Improvement Officer – A Paramedic Captain assigned to field operations, and who is monitoring all levels of ALS and BLS delivery by field units. The QI officer is responsible for assuring that AFD maintains a high caliber of EMS response to the citizens of the city.

Rescue Unit - A vehicle staffed by two paramedics. It is equipped with a wide variety of medical supplies and ALS tools for patient treatment.

WMD / Weapons of Mass Destruction – Any device or series of devices that are designed to injure, maim, or kill people on a wide scale. These are currently identified as those weapons that are chemical, biological, explosive, radiological, or nuclear in nature.

DMORT - The Disaster Mortuary Operational Response Team is a federal level response team designed to provide mortuary assistance in the case of a mass fatality incident or cemetery-related incident -- working under the local jurisdictional authorities (coroner, medical examiners, or emergency managers).

Dispatch Center - Communications center for the Albuquerque Fire Department. Houses and maintains computer support and record keeping. Accepts 9-1-1 calls and dispatches appropriate resources. Houses the EOC for disaster management, media line, and the customer service consoles which handle non-emergency service needs.

Distribution – The process of delivering SNS from a staging warehouse to dispensing sites, treatment centers, and other locations. For variety, the terms distributing and delivering are used interchangeably.

Emergency Medical Calls - Involve responding to patients with serious or potentially life threatening medical problems requiring Basic or Advanced Life Support evaluation and/or treatment.

Emergency Operations Center (EOC) – The physical venue from which large-scale events will be strategically managed when they occur within the City of Albuquerque, or when they have the potential to have a negative impact on the city or its citizens.

Emergency Response Officer (ERO) – Also referred to as District Emergency Response Officer, the ERO is any NM State Police Officer who is placed in charge of a hazardous materials incident that occurs within the state.

HazMat Unit – Standard fire-attack vehicle equipped with a variety of atmospheric monitoring and hazardous materials containment equipment. A HazMat company may have ALS or BLS capability for medical calls and is staffed with an officer and an engineer. Both are trained to operational or technician levels in hazardous materials response.

Incident - An emergency incident is a situation that is limited in scope and potential effects. It will generally involve a limited area and/or limited population. Evacuation or in-place sheltering is typically limited to the immediate area of the incident. Warning and public instructions are provided in the immediate area, but not community-wide. One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels, although it may require limited external assistance from other local response agencies or contractors.

Incident Commander (IC) - The individual under the Albuquerque EOP ICS who is responsible for the management of all incident operations at the incident site.

Incident Command System (ICS) - A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The process can be scalable to include any number of personnel or participating agencies.

Memoranda of Understanding (MOU) - Arrangements or contracts between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.
MOUs may also be referred to as inter-governmental agreements.

Mutual Aid – A written agreement that is made and entered into by and between the City of Albuquerque and other jurisdictions or their agencies for example two different Fire Departments that formalizes the entry of each entity into a protection agreement wherein the equipment, facilities, and trained personnel of each entity or agency are available to the other participants in this mutual aid agreement on an as-requested or automatic basis.

National Wildfire Coordinating Group (NWCG) – is made up of top fire managers from federal and state agencies that have wildfire responsibility, and promotes interagency cooperation, coordination, and standardization.

National Disaster Medical System (NDMS) – A section found within the U.S. Department of Homeland Security, in the Federal Emergency Management Agency, Response Division (Operations Branch). It has the responsibility for managing and coordinating the Federal medical response to major emergencies and federally declared disasters including natural and/or

technological disasters, major transportation accidents, or acts of terrorism including WMD events. Working in partnership with the Departments of Health and Human Services (HHS), Defense (DoD) and Veterans Affairs (VA), the NDMS Section serves as the lead Federal agency for medical response under the National Response Plan.

National Fire Protection Association (NFPA) - is a multi-disciplinary organization that provides technical standards, as well as educational and statistical information for fire prevention and safety, and develops the National Fire Safety Codes.

Prophylaxis – The protective treatment for, or the prevention of, disease.

Push Package - A preassembled set of supplies, pharmaceuticals, and medical equipment ready for quick delivery to and use in the field. Each "package" consists of material intended to address a mass casualty incident, and will permit emergency medical staff to treat a variety of different agents, since the actual threat may not have been identified at the time of the stockpile deployment.

Rescue Unit - A vehicle staffed by two paramedics. It is equipped with a wide variety of medical supplies and ALS tools for patient treatment.

Strategic National Stockpile (SNS) - A stockpile of drugs and other medical materiel that the Centers for Disease Control and Prevention (CDC) will deliver to a state.   Managed by the CDC, the SNS provides rapid availability of skilled people and large quantities of medical materiel and equipment. A Push Package can be delivered anywhere in the U.S. within a 12 hour period. It assists states and communities respond to the medical consequences of terrorist attacks, natural disasters, and technological accidents.

Task Force – A task force is made up of a combination of resources of different kind and/or type, all having common communications capabilities, and under the supervision of a single leader.

Triage – The screening and classification of wounded, sick, or injured patients during a disaster – to determine priority needs, thereby ensuring the most efficient use of medical equipment and personnel resources.

Weapons of Mass Destruction (WMD) – Any device or series of devices that are designed to injure, maim, or kill people on a wide scale. These are currently identified as those weapons that are chemical, biological, explosive, radiological, or nuclear in nature.

Wildland/Urban Interface – A term that is broadly applied to include areas adjacent to wildlands, brush lands, or open space, or to structures that are next to or within that type of area. It also refers to any area where wildlands and the interests, activities, and developments of human populations come together.

Vector – An organism that carries pathogens from one host to another.