

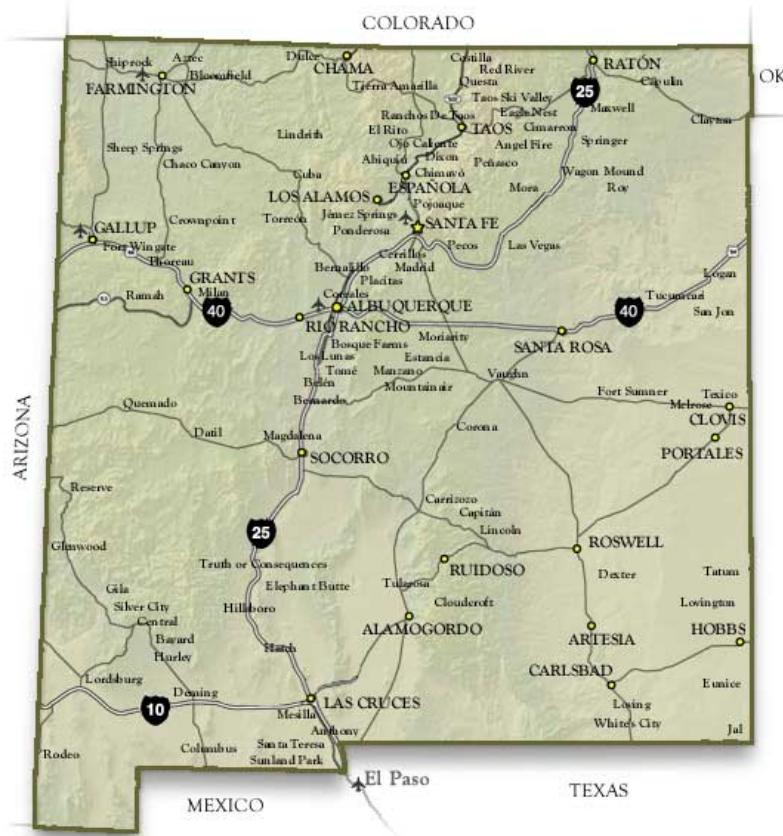


STATE OF NEW MEXICO

ALL-HAZARD

EMERGENCY OPERATIONS PLAN

2004



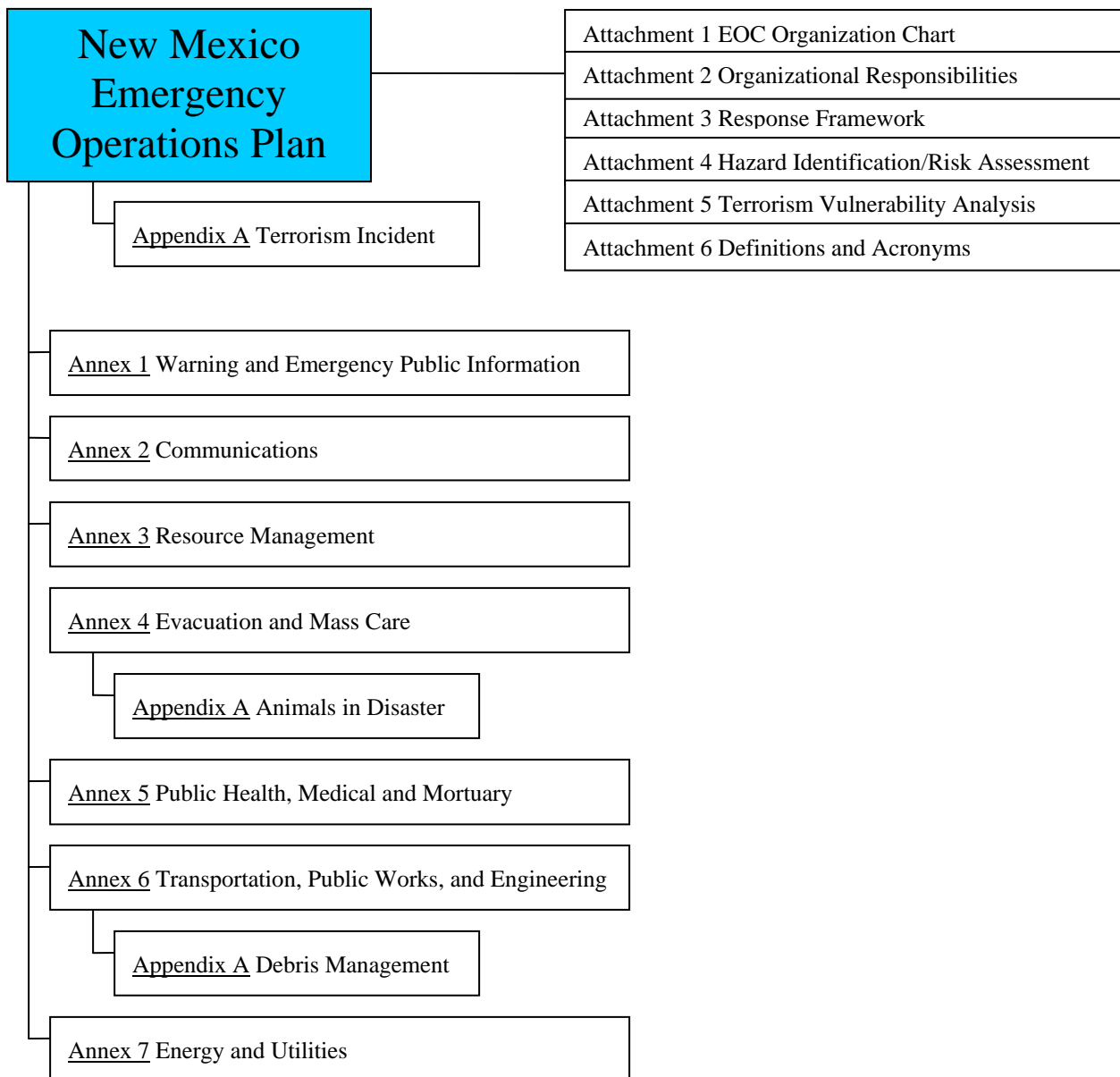
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NEW MEXICO

ALL-HAZARD

EMERGENCY OPERATIONS PLAN

2004



Interim Plan – July 2004

This Interim Emergency Operations Plan (EOP) is presented under the authority of the State Director of Emergency Management. The final EOP will be promulgated by the Governor with agreement from involved agencies of state government after a period of review and evaluation.

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NEW MEXICO EMERGENCY OPERATIONS PLAN 2004

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I. INTRODUCTION

A. Purpose and Scope

The purpose of the State of New Mexico All-Hazard Emergency Operations Plan (EOP) is to establish the New Mexico Emergency Operations System that organizes the State's response to emergencies and disasters while providing for the safety and welfare of its citizens. It sets forth lines of authority, responsibilities and organizational relationships, and shows how all actions will be coordinated between the State of New Mexico and federal and local governments.¹

The EOP:

- ✓ Sets forth policies, planning assumptions, concepts of operations, and responsibilities of State agencies;
- ✓ Describes the State's coordination of resources through the Direction, Control and Coordination (DCC) function to assist regional, county, and municipal efforts to save lives, protect property, and conserve the environment;
- ✓ Organizes the State assistance that may be required into seven functional annexes in support of the DCC function. Each functional annex has a designated primary agency (Refer to Attachment 2);
- ✓ Serves as the foundation for the development of associated and supplemental operations plans developed at the state and local levels;
- ✓ Addresses linkages to the National Response Plan as well as associated and supplemental plans to implement response and recovery activities; and,
- ✓ Provides a basis for interagency and intergovernmental training, exercising, coordination, and information exchange.

The EOP addresses emergencies and disasters caused by natural or human-made events or any other circumstance as determined by the Governor. It applies when it is necessary for the State to assist local jurisdictions whose capabilities are overwhelmed; when the State has to respond first; or, when the State needs to prepare for, react to, or assist in incidents of national significance.

The EOP covers the full range of complex and changing requirements prior to, during, and following an emergency or disaster. The EOP does not specifically address long-term recovery or post-disaster mitigation.

¹ The EOP defines "local government" as a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization; a rural community, unincorporated town or village, or other public entity. (As defined in Section 2 (10) of the Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135, et seq. (2002).)

B. New Mexico Emergency Operations System

The combined emergency management authorities, policies, procedures, and resources of local, State, and Federal governments as well as voluntary disaster relief organizations, the private sector, and international sources constitute the New Mexico Emergency Operations System.

The Emergency Operations System provides the structure for organizing, coordinating, and mobilizing resources utilizing the concepts and principles of the National Interagency Incident Management System (NIIMS)/Incident Command System (ICS). The emergency operations plans, procedures, and agreements of local jurisdictions and involved agencies are developed under applicable laws and authorities consistent with the Emergency Operations System.

C. Authorities

The “State Civil Emergency Preparedness Act”, [12-10-1 et. seq. NMSA 1978] establishes the State’s emergency management program, authorizes creation of local emergency management programs, confers powers upon the Governor and governing bodies, and provides for the Emergency Operations Plan and coordination between the state and other governments and sectors.

The Governor exercises general direction and control over any and all state forces and resources that are engaged in emergency operations or related civil emergency preparedness functions within the State. The New Mexico Office of Emergency Management (OEM) under the direction of the State Director of Emergency Management has the authority and responsibility for carrying out the provisions of the Act. At the discretion of the Governor the State Director also serves as the Governor’s Authorized Representative. As necessary the State Director convenes the Multi-Agency Coordination (MAC) Group to deliberate on policy and legal issues that arise in a complex, multi-agency, inter-governmental response.

II. CONTINUITY OF GOVERNMENT (COG)/OPERATIONS (COOP)

A. Continuity of Government (COG)

COG consists of a variety of activities designed to ensure the preservation of our representative form of government. A disaster line of succession is a primary activity of COG and is mandated in Article V, Section 7 of the New Mexico Constitution and the Disaster Succession Act, [12-11 et. seq. NMSA 1978]. The first four in line of succession to the Governor are the Lieutenant Governor, Secretary of State, President pro tempore of the Senate, and the Speaker of the House. The Disaster Succession Act further defines the succession to the Governorship beyond the Speaker as the Attorney General, State Auditor, Commissioner of Public Lands, and the State Treasurer. Furthermore, the Act stipulates that the Governor shall designate three

disaster successors to each state executive office, the New Mexico Supreme Court, and District Court Judges, and specify their order of succession.

The Disaster Succession Act also states that officers of political subdivisions who have authority to fill vacancies in local offices shall designate three successors to the powers and duties of each such office and specify their order of succession.

B. Continuity of Operations (COOP)

All State Agencies and Departments shall have in place a viable COOP capability that ensures the performance of their essential functions during any emergency or situation that may disrupt normal operations. Key elements of a viable COOP capability include:

- Identification of essential functions;
- Delegation of authority;
- Orders of succession;
- Evacuation, accountability, notification;
- Alternate facilities;
- Interoperable communications; and
- Vital records and databases protection

Support of the Continuity of Operations needs of agencies and departments will be prioritized in the response and recovery operations directed and coordinated at the State EOC so that essential state government services can be performed.

III. DIRECTION, CONTROL, AND COORDINATION

Direction, Control, and Coordination is the core function of the New Mexico Emergency Operations System. This section describes Direction, Control, and Coordination in pre-, trans-, and post-emergency stages, whereby, the State of New Mexico can:

- ✓ Analyze the emergency situation and decide how to respond quickly, appropriately, and effectively;
- ✓ Direct and coordinate the efforts of State Agencies, Departments and resources;
- ✓ Coordinate the response with the efforts of local, tribal, and federal entities, plus those of neighboring states, voluntary organizations and the private sector; and
- ✓ Make effective and efficient use of resources.

During the life cycle of an emergency the composition and focus of the Direction, Control, and Coordination function is likely to change significantly. The Direction, Control, and Coordination function is the first to be established and the last to be deactivated. The seven functional annexes and associated appendices are activated in support of the Direction, Control, and Coordination function as needed. A phased approach is used throughout the response to ensure the appropriate resources and staffing are in place to accomplish the operational objectives.

- A. Situational Awareness** – Situational awareness is maintained by the Office of Emergency Management (OEM) Duty Officer program twenty-four (24) hours daily. Reporting is done by local jurisdictions and state and federal agencies to the Duty Officer on the emergency phone line (505-476-9635) or by other communications means. The Duty Officer conducts situation analysis and, depending on the results of this interactive process, recommends to the State Director of Emergency Management whether or not to activate of the State Emergency Operations Center (EOC). In the absence of the State Director, the Duty Officer makes the recommendation up the Department of Public Safety chain of command to the Governor’s Chief of Staff.
- B. EOC Activation** – Based on the recommendation from the Duty Officer the State Director of Emergency Management assigns an EOC activation mission to an EOC Director (EOCD), a qualified member of the Office of Emergency Management staff. The activation mission consists of recommended activation level, the reason for activation and pertinent instructions such as policy considerations.
- 1. EOC Activation Levels** – There are three (3) levels of activation of the State EOC ranging from 3 (lowest) to 1 (highest, most complex).

Level 3 (Monitoring Level) – Triggered by weather advisories, security advisories, possible impending events, and significant local, national, and international events. Activities include situation analysis, notification, resource coordination, and may include warning, public information and other emergency functions. Conduct test notification of state agency representatives and impacted local jurisdictions. Conduct staffing availability check. Implement visitor escort procedures and lockdown EMC front door. Establish normal business hours staffing of the EOC and all OEM staff on alert recall, as needed.

Level 2 (Emergency Operations Level) – All events and criteria of Level 3 plus multiple or major events; the receipt of a request for emergency support or assistance; the receipt of local disaster or emergency declaration; the need for extended coordination of state support in an emergency. Activities include notification of agency representatives and activation of relevant agencies, complete EMC lockdown, and preparation for extended operations. Establish 24-hour staffing of the EOC and place all OEM staff on 1 hour recall.

Level 1 (Disaster Operations Level) – All events and criteria of Level 2 plus issuance of a Federal Emergency or Disaster Declaration. An event is occurring or imminent that has exceeded the capabilities of the State; has significant regional and/or federal involvement; or issuance of a specific Homeland Security Red Alert advisory for New Mexico. Prepare for incoming Federal resources.

EOC Deactivation – The EOC will be deactivated or the activation level will be lowered when events or State support of an incident have lessened. Deactivation of the EOC may result as the transition to the recovery phase occurs. The

recommendation to deactivate or change activation level is made by the EOC Director to the State Director. All resource demobilization responsibilities will be completed or transferred prior to deactivation.

Normal Operations – EOC operational readiness is maintained by the New Mexico Department of Public Safety Office of Emergency Management (OEM). Activities include planning, training and exercising, maintaining the Duty Officer Program, updating contact lists, and facility and equipment maintenance.

- EOC Location** – The primary state emergency operations center (EOC) is located in the Emergency Management Center at 13 Bataan Blvd., Santa Fe, New Mexico on the campus of the New Mexico National Guard. The EOC is designed and equipped to support the Direction and Control function under all contingencies.

In the event the primary state EOC becomes inoperable there exist two fixed alternate EOCs and one contingency EOC. The two fixed alternate EOCs are the Santa Fe County EOC (Avenida Justica, Santa Fe, NM) and the Bernalillo County EOC (Signal Road, Albuquerque, NM). The contingency EOC consists of mobilization of an OEM command vehicle with equipment cache necessary to establish an EOC capability at any suitable location.

3. EOC Staffing and Organizational Structure

Multi-Agency Coordination Group (MAC Group) – The State Director of Emergency Management convenes the MAC Group to deliberate on policy and legal issues that arise in a complex, multi-agency response to an emergency or disaster. The MAC Group reconciles differing policies, procedures, and authorities among agencies and, if necessary, establishes priorities for multiple incidents. The MAC Group does not employ command authority by communicating directly with the field level response, rather, it advises the EOC Director to ensure coordinated incident planning and operations occurs through the State EOC.

Members of the MAC Group generally include the Governor’s Chief of Staff, Cabinet Secretaries and legal counsel from involved State agencies, the Governor’s Homeland Security Advisor in terrorism events, and senior officials of other involved agencies and jurisdictions, as warranted. The State Director coordinates the workings of the MAC Group. This is accomplished by periodic face-to-face meetings in the MAC room of the State EOC, other established locations, or by means of remote communications.

EOC Director (EOCD) – The EOCD, assigned by the State Director of Emergency Management, is responsible for the Direction, Control, and Coordination of the State EOC. The EOCD states the general control objectives and oversees EOC operations in support of the incident response. The EOCD normally delegates functional responsibilities to command and general staff to

maintain an effective span of control in achieving the objectives. The EOCD authorizes further subdivision by the use of assistants, deputies, task forces, units, groups, and branches.

Command Staff – The EOC Command Staff report directly to the EOC Director and perform command functions of Public Information, Liaison, and Safety.

- EOC Public Information Officer (EOC PIO) – The EOC PIO coordinates warning and emergency public information activities. In most cases the PIO is responsible for handling incoming inquiries. When appropriate the PIO will activate the WEPI Coordination Group. (Annex 1 Warning and Emergency Public Information)
- EOC Liaison – The EOC Liaison is the primary point of contact for authorized visitors to the EOC. They may also be tasked to keep key external parties informed.
- EOC Safety Officer – The EOC Safety Officer ensures the physical safety of those working in the EOC. They work closely with the Logistics Section and security.

Operations Section – The Operations Section has the responsibility for handling requests for support from the affected area(s) and implementing the EOC Incident Action Plan (IAP). This is achieved by coordinating the responses of state agencies, the use of state resources, and the effective integration of mutual aid and external assistance. State Agency Representatives plus representatives from federal agencies, and the private and volunteer sectors generally work within the Operations Section.

The Operations Section is led by an Operations Section Chief (OSC) who reports directly to the EOCD. The OSC may appoint a deputy and subdivide the section by use of task forces, groups, divisions and branches.

- Task Forces, Groups, and Branches –
- Agency Representatives – Agency Representatives are designated to report to the EOC, when requested, having the authority to task their agency's resources in response to an incident. They will normally work within the Operations Section. When appropriate, additional Agency Representatives will be needed to combine into task forces, groups, and branches to ensure effective coordination and span of control.

Responsibilities and authorities in an emergency or disaster will relate closely to the agency's day-to-day roles. Agency responsibilities are summarized in Attachment 1 to the Main Plan and detailed throughout individual annexes.

Planning Section – The Planning Section is responsible for the collection, evaluation, dissemination and display of incident information. It is responsible for handling incoming situation information and offers of assistance. It conducts planning meetings, prepares the EOC Incident Action Plan (IAP), coordinates check-in and check-out, collects incident related documentation and conducts demobilization planning. The Planning Section works closely with all EOC functional elements to ensure effective resource management. Technical specialists will generally work within the Planning Section.

The Planning Section is led by a Planning Section Chief (PSC) who reports directly to the EOCD. The PSC may appoint a deputy and subdivide the section by use of task forces and units. Units may include Situation, Resources, Documentation, and Demobilization.

Logistics Section – The Logistics Section is responsible for providing services and support, including security, for the EOC and those working there. It is responsible for the facilities, equipment, services and supplies necessary for the effective operation of the EOC. The Logistics Section is responsible for providing and maintaining effective communications systems and directly supervises the EOC Communications Center. The Logistics Section is involved in purchasing but is not normally responsible for resource ordering or resource management.

The Logistics Section is led by a Logistics Section Chief (LSC) who reports directly to the EOCD. The LSC may appoint a deputy and subdivide by use of branches (Service and Support) and units (Communications, Food, Facility, etc).

- Communications Center – The Communications Center is responsible for handling incoming information on the main EOC telephone and fax lines according to protocol. Expansion and contraction of the Communications Center and the number and type of available lines is determined by the volume of calls. At times the Communications Center may be asked to make out-going calls.

Finance/Administration Section – The Finance/Administration Section is responsible for managing all financial aspects of an emergency or disaster. It prepares executive orders, emergency contracts, and emergency purchases. The F/A Section ensures that proper accounting and purchasing procedures are in place and executed to support EOC activities. It documents and tracks all EOC response related expenses, including those of support agencies. It organizes and supervises documentation activities in support of claims and reimbursement requests resulting from the emergency. The F/A Section conducts cost analysis and prediction and provides results when requested.

The Finance/Administration Section is led by a Finance/Administration Section Chief (FASC) who reports directly to the EOCD. The FASC may appoint a

deputy and subdivide by use of units. Units may include Cost, Time, Procurement, and Recovery.

4. **Alert and Notification** – The extent of alert and notification of EOC personnel, state agencies and other responsible entities depends on the nature of the event and the level of EOC activation. Once the EOC Director has received the activation mission, they establish General Control Objectives which include initiating alert and notification activities. These activities have two concurrent purposes; to activate personnel to the EOC to perform their functions and to notify entities about the event to ensure coordination.

A variety of systems are in place to accomplish alert and notification. Responsibilities are shared by the State Director, the EOC Director, the PIO, and the Operations, Planning and Logistics Sections depending on the purpose and target of the notification. The contact and accountability of notification targets is completed to 100% and continues as a General Control Objective throughout the activation.

- C. **External Coordination** – Efficient and effective response to emergencies and disasters depends on effective communication and coordination between responsible entities. The State EOC is a focal point for the State response. External coordination is extensive and is conducted in adherence to the following basic guidelines.

1. **Information Handling** – Incoming event related information is classified as request for support, situation information, offers of assistance, or inquiry. Regardless of classification, information comes from a variety of sources, to a variety of recipients and in a variety of ways. Personnel involved in the State response, at the State EOC or other locations, process information they receive in the following manner:

Requests for support Forwarded to or coordinated with the EOC Operations Section to fulfill the request in the most appropriate way and in accordance with the General Control Objectives.

Situation information and offers of assistance Forwarded to the EOC Planning Section for processing.

Inquiry Media and citizen inquiry is generally forwarded to the EOC PIO (or WEPI Coordination Group if established) for approved, valid and consistent response. Inquiry from senior state officials, state legislators, members of Congress, and federal agencies can also be forwarded to the EOC PIO but may require more detailed responses from the State Director, EOC Director or Agency Representatives.

2. **Coordination with Field Response** – The extent of State EOC coordination with the field response depends on the nature of the event, the roles of local and State

jurisdictions, and the entities involved at the field level. When direct coordination from the State EOC to the field response is appropriate it will be conducted along functional lines wherever possible, e.g., PIO to PIO, on-scene State Agency Personnel to EOC Agency Representative, etc.

Deployment of State personnel to the field (forward elements, task forces, technical specialists, etc.) will be conducted according to the General Control Objectives in the EOC Incident Action Plan. Task assignments will detail instructions for deployment and demobilization, support requirements, and interface and reporting expectations.

3. **Coordination with Local EOCs** – State EOC coordination with local EOCs should be established and maintained for the duration of the event. It will be conducted along functional lines wherever possible. The exchange of situation information and coordination of local requests for support will be most frequent. These interactions should be conducted according to the information handling protocols described above. Deployment of State personnel to local EOCs will be conducted as with those to the field.
4. **Coordination with District Offices and Department Operations Centers** – Many state agencies have offices, facilities and personnel located in communities throughout the state. Depending on the nature of the event and the extent of damage and disruption, these local presences may be adversely affected, part of the local response, or both. In either case, coordination of situation information, response assistance provided, and assistance needs is essential to prevent gaps and duplication. Agencies may activate a control center to ensure this happens.

EOC Agency Representatives will establish contact with local offices, facilities and personnel to determine the extent of their involvement and needs. This information will be processed according to the information handling protocols described above. The State EOC will assist agencies in implementation of Continuity of Operations (COOP) plans when damage or disruption has occurred.

Many state agencies have established procedures for activating District and Department Operations Centers (DOCs). DOCs are activated to improve the flow of critical information, maintain unity of command and span of control, facilitate decision making, and provide resource management. DOCs are a part of the state response framework and do not duplicate the roles of the State EOC. EOC Agency Representatives will maintain contact with their agency's DOC while it is activated and process information according to EOC protocol.

5. **Military Support to Civilian Authorities** – A local government or the State may request assistance from the closest available military resources when threat to life and property exceeds available civil response capabilities. This is accomplished by a request to the appropriate service Emergency Preparedness Liaison Officer

(EPLO). The military installation Commander or the commander's designated representative may be contacted directly when time considerations dictate.

Military Commanders have the authority to take immediate action to save lives, prevent human suffering, and/or mitigate property damage during emergency situations. Military assistance will be provided only when it does not interfere with mission accomplishment and is in accordance with Federal policy. Specific procedures and liabilities between the military installation and the local jurisdiction should be outlined by Memorandum of Agreement (MOA) and Emergency Operations Plans.

Military/Civilian emergency interaction also takes place during incidents that involve military materials or equipment off the military installation. For example, the crash of US military aircraft or military aircraft of any foreign nation or hazardous material incidents. As a general rule, if a major accident occurs on property under civil jurisdiction within the United States, civil authorities oversee the response and recovery operations. Involvement of military resources in the accident does not give the military specific rights or jurisdiction, except when a National Defense Area (NDA) is established. The DoD On-Scene Commander (OSC) coordinates command and control requirements with local officials, briefs special considerations to responders, and provides mutual assistance.

If a National Defense Area is established, the incident site is temporarily placed under the effective control of the DoD. The military will mark the boundary of an NDA with physical barriers and posted warning signs. Landowner's consent and cooperation is obtained whenever possible, however, military necessity dictates the final decision regarding location, shape and size of the NDA. Civil authorities retain command and control of the area outside of the NDA. Cooperation between the military and civil on-scene commanders ensures effective protection of citizens, fire and rescue response, evacuation, law enforcement, and security.

6. **Coordination with other States** – Many events require coordination between New Mexico and surrounding states. The content and extent of the coordination will depend upon the location, nature and scope of the situation. Events affecting one state often have a cascading impact on neighboring states which necessitates notification and coordinated response. Two way information flow is classified as described above (Request For Support, Situation Information, Offers of Assistance, and Inquiry) and will be processed in the same manner.

Coordination can occur at many levels including directly cross-border, between corresponding agencies or functions, and EOC to EOC. When a situation requires that resources be sent or received by the State of New Mexico these transactions will occur under the protocols of the Emergency Management Assistance Compact (EMAC) or other existing mutual aid agreements or resource mobilization plans.

7. **Coordination with the Federal Response** – Federal response in support of State and local efforts is conducted under the authority of the Secretary of Homeland Security in accordance with the National Response Plan (NRP) and the National Incident Management System (NIMS). In most cases Federal support is delivered through provisions of the Robert T. Stafford Disaster Relief and Assistance Act. In some circumstances, Federal departments and agencies will carry out specific authorities and responsibilities under law, independent of DHS.

The NRP consists of fifteen (15) Emergency Support Function (ESF) Annexes (under development) that describe the mission, policies, and responsibilities of primary and support agencies for the implementation of incident management functions in support of state and local activities. The NRP also contains Support Annexes that address administrative, management, and systemic support.

State EOC coordination with the federal response depends upon the nature and scope of the event and the roles of local, state and federal jurisdictions. The Federal response is conducted using the principles of the Incident Command System (ICS). Although DHS distinguishes between Operational Coordination and Coordination of Resources these functions are conducted under NIMS, a single national framework. Therefore coordination between the state and federal response is conducted along common functional lines.

The initial point of response coordination is between the State EOC and the DHS Region VI Homeland Security Operations Center (RHSOC) consisting of the Operational Information and Intelligence Branch and the Resource Management Branch. The Region VI Resource Coordination Center (RRCC) coordinates Federal response efforts until a Joint Field Office (JFO) is established in state and/or the Principal Federal Official (PFO) or Federal Coordinating Officer (FCO) assumes coordination responsibilities. The RRCC is the link between the State EOC and the National Resource Coordination Center (NRCC) and it coordinates the deployment of the Emergency Response Team – Advance Element (ERT-A) to the state.

The ERT-A comprises DHS staff and representatives from selected ESF agencies. Part of the ERT-A deploys to the State EOC to work directly to obtain information on the impact of the event and to identify requests for Federal response assistance. Other elements of the ERT-A deploy directly to the affected area to establish field communications, locate and establish field facilities, and set up operations. The ERT-A identifies sites for the location of mobilization centers and the Joint Field Office (JFO).

The JFO is a temporary facility that provides a central point for Federal, State, Tribal and local officials to coordinate prevention, preparedness, response and recovery actions. The JFO combines the traditional functions of the FBI Joint Operations Center (JOC) and FEMA/ Disaster Field Office (DFO) within one

Federal facility. Other Federal operations centers are also encouraged to collocate with the JFO whenever possible.

The JFO is headed by the JFO Coordination Group which includes the PFO, Senior Federal Law Enforcement Official (SFLEO), FCO, Senior Federal Officials (SFO), and principal State, local and tribal officials. The JFO Coordination Group functions under Unified Command and works jointly to identify strategic priorities and critical resource allocation. The exact composition of the JFO is dependent on the nature and magnitude of the incident.

D. Transition to Recovery – Emergencies or disasters of the magnitude covered by this plan normally have significant costs, damages, and long-term negative impacts associated with them that must be addressed through a program of recovery. Once immediate response and lifesaving activities are concluded the emphasis shifts from response to recovery and mitigation, however, planning for recovery begins almost immediately following activation of the EOC. The Recovery Unit is established in the Finance/Administration Section to:

- Compile initial damage assessment and emergency cost estimates based on situation reporting;
- Determine the need for preliminary damage assessment (PDA);
- Coordinate with EOC Operations on task assignments related to PDA;
- Coordinate with the GAR on the need for State Declaration of Disaster, Federal recovery assistance and the Federal declaration request.
- Provide the initial interface with Federal ESF#14 agencies for economic stabilization, recovery and mitigation.
- Prepare to transition to Joint Field Office and Disaster Recovery Centers (DRC) as necessary.

IV. ORGANIZATION AND RESPONSIBILITY

Governor – Responsible for the welfare of citizens and continuity of government. The Governor works with elected and appointed officials to ensure efficient use of resources and personnel. Responsible for carrying out the provisions of the State Civil Emergency Preparedness Act, he exercises direction and control over State personnel and resources.

Responsibilities include:

- Declare state of emergency or disaster.
- Request assistance from the Federal government.
- Authorize sending and receiving assistance under the Emergency Management Assistance Compact (EMAC) with other states' Governors.
- Issue, amend, or rescind Executive Orders that have the force of law during emergency situations.
- Appoint Governor's Authorized Representatives (GAR)

Governor's Authorized Representative (GAR) - Acts on the Governor's behalf in all matters supporting the State effort to respond to and recover from a disaster.

Responsibilities include:

- Determine the need for Federal assistance and recommends a State and/or Federal declaration request.
- Ensure compliance with all applicable laws, regulations, and policies.
- Provide oversight of disaster event activities to ensure support requirements are accomplished.
- Establish a main point of contact for State support and assistance.
- Recommend the use of the Governor's Disaster Relief Fund.

Office of Emergency Management (NM DPS OEM) – Shares primary responsibility in all key functional areas with appropriate agencies.

Responsibilities include:

- Conduct situation analysis with affected areas and involved organizations.
- Activate the Emergency Operations Plan and the EOC, when appropriate.
- Direct and control the State response according to the EOP.
- Provide situation reports to the Governor and involved organizations.
- Coordinates warning and emergency public information.
- Ensure transition to recovery.

All officers and employees of the State of New Mexico – State agencies are assigned responsibilities within the New Mexico Emergency Operations System through the seven functional annexes and associated appendices. Attachment 2 describes the general responsibilities assigned to tasked organizations.

Each organization with responsibilities in this plan will designate by letter to the State Director of Emergency Management a primary and two alternate representatives to the EOC. These personnel will have the authority to respond to emergency or disaster requests, develop specific department/agency plans, and develop a key personnel notification system.

All tasked organizations are responsible for measures to ensure effective response when the Emergency Operations System is activated, including:

1. Establish effective lines of communication and coordination with the EOC.
2. When requested, send a representative to the EOC with the authority to commit the organization's resources.
3. Activate a control center to support and facilitate the organization's response activities, when appropriate.
4. Identify and report to the EOC, damage and disruption to the organization's resources, facilities and services.
5. Coordinate warning and emergency public information activities with the EOC PIO (or WEPI Coordination Group) in accordance with Annex 1.

V. PLAN DEVELOPMENT AND MAINTENANCE

This Interim Emergency Operations Plan (EOP) is presented under the authority of the State Director of Emergency Management. The final EOP will be promulgated by the Governor with agreement from involved agencies of state government after a period of review and evaluation.

The State Civil Emergency Preparedness Act, [12-10-1 through 12-10-13 NMSA 1978, as amended] requires that a State Emergency Operation Plan (EOP) be developed. The New Mexico Department of Public Safety, Office of Emergency Management (OEM) has the overall responsibility for maintaining this plan.

Various State agencies, departments, special districts, commissions, boards, volunteer and private groups with emergency responsibilities will integrate their planning efforts in the development, maintenance, implementation, and testing of this EOP and its policies and procedures.

This plan will be evaluated during all exercises and actual events. Review and maintenance of the EOP will be carried out as follows:

- OEM staff will conduct annual review of this EOP, annexes, and appendices, with inputs from all responsible agencies.
- Changes to this EOP will be made as required. Changes in policy or agency responsibilities will be expeditiously forwarded through the Department/Agency Secretary to the Office of Emergency Management.
- All changes, revisions, and updates must be forwarded to the State Office of Emergency Management by October 1st each year. If changes have not been received by the deadline, it will be assumed that all agency parts of the plan are complete and current.

A review of this EOP that includes agency coordination, a letter of promulgation and a signatory page will be conducted not later than one year following the election of a new governor or change of administration.

VI. ATTACHMENTS AND APPENDICES

Attachment 1 EOC Organization Chart
Attachment 2 Organizational Responsibilities
Attachment 3 Response Framework
Attachment 4 Hazard Identification/Risk Assessment
Attachment 5 Terrorism Vulnerability Analysis
Attachment 6 Definitions and Acronyms

Appendix A Terrorism Incident

VII. ANNEXES TO THE MAIN PLAN

Annex 1 Warning and Emergency Public Information

Annex 2 Communications

Annex 3 Resource Management

Annex 4 Evacuation and Mass Care
Appendix A Animal in Disaster

Annex 5 Public Health, Medical, and Mortuary

Annex 6 Transportation, Public Works, and Engineering
Appendix A Debris Management

Annex 7 Energy and Utilities

VIII. REFERENCES

New Mexico Statutes

1. New Mexico Constitution, Article V., Section 5 and Section 7.
2. Disaster Relief Act, [6-7-1 through 6-7-3 NMSA 1978, as amended]
3. State Civil Emergency Preparedness Act, [12-10-1 through 12-10-13 NMSA 1978, as amended]
4. Disaster Acts, [Chapter 12, Article 11, Parts 1 through 3. 12-11-1 through 12-11-22 NMSA 1978, as amended]
5. Emergency Management Act, [74-4B-1 through 74-4B-14 NMSA 1978, as amended]

Federal

1. The Homeland Security Act of 2002, PL 107-296, 6 U.S.C. 101 et seq.
2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. 5121-5206
3. Homeland Security Presidential Directive – 5: Management of Domestic Incidents, February 28, 2003.