

# NRT-1A Checklist

State Emergency Response Commission

## Planning and Training Sub-Committee

County: **Churchill County**

Date: **1/30/2026**

1. Identify facilities subject to TIER II reporting requirements and identify transportation routes.  
Page # (s): **Annex Q "Hazardous Materials and Oil Spill Response" lists the routes. Facilities are updated and kept on the State Fire Marshal Website. A copy to SERC has been submitted separately.**
2. Describe Emergency Response Procedures to be followed, on and off site.  
Page # (s): **Annex Q "Hazardous Materials" Appendix 3**
3. Designation of Community Coordinator and Facility Coordinator(s) to implement the Plan.  
Page # (s): **Basic Plan pg BP-1-15**
4. Outline Emergency Notification Procedures.  
Page # (s): **Annex A "Warning" Appendix 1**
5. Describe methods for determining probable affected areas and populations by releases.  
Page # (s): **Annex Q "Hazardous Material and Oil Spill Response, section V "Concept of Operations"**
6. Describe Emergency Equipment in the Community and at Facilities and the persons responsible for them.  
Page # (s): **Basic Plan 1-18, Annex K "Public Works", Annex L "Utilities"**
7. Outline Evacuation Plans.  
Page # (s): **Annex E "Evacuation"**
8. Provide a Training Program for Emergency Responders.  
Page # (s): **Basic Plan, pages 1-20,23,46 and 47**
9. Provide methods and schedules for exercising Emergency Response Plans.  
Page # (s): **Basic Plan pgs 11, 13, 21, 47, 48 and throughout the supporting annexes, eg A "Warnings", F 'Fire Fighting' and the Evacuation plan**

Remarks/Overall Comments:

**Multi-Jurisdictional CEMP, Communications and Hazardous Materials sections were reviewed, updated and approved by the LEPC during meetings on 30 SEP 25 and 09 DEC 25. See meeting minutes for details.**

## EXERCISE/INCIDENT & HAZARDOUS MATERIALS PLAN CHECKLIST

### A Complete Exercise/Incident Must Include the Following

- Completed & Signed Exercise Reporting Form (choose only Exercise or Incident)
- Narrative Explaining the Event, to include:
  - How the Hazmat Materials Plan was used
  - What Corrective Actions, if any, were identified
  - Hazardous Materials used as part of the event
  - Event happened in previous calendar year

### A Complete Hazmat Materials Plan Must Include the Following

- The Plan was reviewed within the last year, and:
  - The entire Plan has been updated or
  - Individual inserts have the date noting when the insert was updated
- LEPC Minutes approving the updated Plan
- Completed Level of Response Questionnaire
- Current Letter of Promulgation
- Current Contact List
- Current Equipment List
- Completed NRT-1A, to include:
  - Correct page numbers to match the Hazmat Materials Plan
- Level of Response is noted in the Plan
- Facilities List with Tier II facilities easily identified**  
Facility Reports have been created in the Online Hazmat Reporting System: All Facilities / Tier II Facilities
- Current** Training Program and Schedule
- Current** Exercise Program and Schedule

## **BEST PRACTICE WILL Include the Following**

- ☒ Exercise/Incident Report – Corrective Actions from previous year exercise incorporated into this year's exercise
- ☒ Plan – Corrective Actions from Previous year exercise incorporated into the Plan updates
- ☒ Plan – Detailed information how emergency responder is to learn about/sign up for training

# **CHURCHILL COUNTY**

## **MULTI-JURISDICTIONAL**

### **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**





**APPROVAL & IMPLEMENTATION**

**PROMULGATION**

**CHURCHILL COUNTY EMERGENCY OPERATIONS PLAN  
(BASIC SECTION)**

Residents of Churchill County, Nevada face the threat of disasters and emergencies. Recognizing this threat, government at all levels has a continuing responsibility for the health, safety and general welfare of its citizens.

Normal day-to-day procedures usually are not sufficient for effective disaster response, as extraordinary emergency measures have to be implemented quickly if loss of life and property is to be kept to a minimum. Emergency procedures and actions to cope with the possibility of a disaster occurrence are addressed in the County Emergency Operations Plan (Basic Section).

In order for the County's Emergency Management System to reach and maintain the goals desired, it will be necessary that each department/agency perform the following functions:

- Develop procedures for the protection of personnel, equipment, supplies and critical public records from the effects of disasters.
- Develop procedures to ensure the continuity of essential services that may be needed during and after disasters.
- Attend emergency management related training and exercises.
- Establish policy and develop Standard Operating Procedures to carry out the provisions of the County Emergency Operations Plan (Basic Section).
- Identify subject matter experts.
- Carry out those assignments addressed in the Churchill County Emergency Operations Plan (Basic Section).

The Churchill County Office of Emergency Management shall be responsible for the coordination for the preparation and continuous updating of the Churchill County Emergency Operations Plan (Basic Section) and will ensure that this plan is consistent with similar federal, state, and regional plans.

This plan is effective 12/10/2020

\_\_\_\_\_  
NAME, Chair-Churchill County Commission

\_\_\_\_\_  
Attest: NAME , Churchill County Clerk-Treasurer

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**SIGNED CONCURRENCE BY PRINCIPAL DEPARTMENTS**

The \_\_\_\_\_ (Department / Agency) have incorporated NIMS for  
Emergency Management and Response Operations.

Signed \_\_\_\_\_  
(Name) (Title)

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The \_\_\_\_\_ (Department / Agency) have incorporated NIMS for  
Emergency Management and Response Operations.

Signed \_\_\_\_\_  
(Name) (Title)

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(Name) (Title)

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The \_\_\_\_\_ (Department / Agency) have incorporated NIMS for  
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Signed \_\_\_\_\_  
(Name) (Title)

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(NIMSCAST METRIC 3.3) <sup>1</sup>

\_\_\_\_\_  
<sup>1</sup> NIMSCAST 3.3

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## BASIC PLAN

### I. AUTHORITY

#### 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 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan

#### B. State

1. Nevada Revised Statute, Chapter 414 (Emergency Management)
2. Nevada Revised Statute, Chapter 239C (Homeland Security)
3. Nevada Revised Statute, Chapter 433 (State of Emergency)
4. Nevada Revised Statute, 277.080 – 277.180 (Inter-local Cooperation Act)
5. Nevada Revised Statute, Chapter 415 (Emergency Management Assistance Compact)
6. State of Nevada Comprehensive Emergency Management Plan
7. State of Nevada Hazardous Materials Response Plan

#### C. Local

1. Churchill County Code Emergency Management Coordinator and Council, Chapter 2.52
2. Churchill County Hazardous Materials Response Plan
3. Churchill County Emergency Operations Plan (Basic Section)

### II. PURPOSE

This Basic Plan outlines our approach to emergency operations. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

### III. EXPLANATION OF TERMS

#### A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DHS	Department of Homeland Security
EM	Emergency Management
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
MACS	Multi-Agency Coordination System
NIMS	National Incident Management System
NRF	National Response Plan
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SEOC	State Emergency Operations Center
TSA	The Salvation Army

#### B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.
2. Emergency Operations Center (EOC). Specially equipped facilities from which government officials exercise direction and control and coordinate requested resources to support the Incident Commander and manage areas outside the emergency scene. The EOC also provides ongoing consequence assessment.
3. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
4. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:

- a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
- 1) Involves a limited area and/or limited population.
  - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
  - 3) Warning and public instructions are provided in the immediate area, not community-wide.
  - 4) 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.
  - 5) May require limited external assistance from other local response agencies or contractors.
  - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
- b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
- 1) Involves a large area, significant population, or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) May require community-wide warning and public instructions.
  - 4) Requires a sizable multi-agency response operating under an incident commander.
  - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
  - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
  - 7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- c. 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. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.



- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) Requires community-wide warning and public instructions.
  - 4) Requires a response by all local response agencies operating under one or more incident commanders.
  - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 6) 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.
  - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
5. Hazard Analysis. A document, published separately from 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.
  6. Hazardous Material (Hazmat). A substance in a quantity or form posing 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. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
  7. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
  8. Inter-local agreements. Arrangements 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. Commonly referred to as mutual aid agreements.

9. MULTI-AGENCY COORDINATION SYSTEM. (MACS) Coordinate and support emergency management and incident response Objectives through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs) and other organizational elements. For the purpose of this plan EOC are MACS since there is only one EOC within the county.
10. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
11. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

## IV. SITUATION AND ASSUMPTIONS

### A. Situation

CHURCHILL COUNTY IS EXPOSED TO MANY HAZARDS, ALL OF WHICH HAVE THE POTENTIAL FOR DISRUPTING THE COMMUNITY, CAUSING CASUALTIES, AND DAMAGING OR DESTROYING PUBLIC OR PRIVATE PROPERTY. A SUMMARY OF OUR MAJOR HAZARDS IS PROVIDED IN FIGURE 1.

**See Figure 1 - next page**

Figure 1

HAZARD SUMMARY

Hazard Type:	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety		Estimated Impact on Property	
		Limited Major	Moderate	Limited Major	Moderate
<b><i>Natural</i></b>					
Drought	LIKELY	LIMITED		MODERATE	
Earthquake	LIKELY	MAJOR		MAJOR	
Flash Flooding	LIKELY	MODERATE		MAJOR	
Flooding	LIKELY	MAJOR		MAJOR	
Subsidence					
Tornado	UNLIKELY	MAJOR		MAJOR	
Wildfire	LIKELY	MODERATE		MODERATE	
Windstorm: Dust Event	LIKELY	MODERATE		MODERATE	
Winter Storm	LIKELY	MODERATE		MODERATE	
Volcanic Eruption	UNLIKELY	MAJOR		MAJOR	
<b><i>Technological</i></b>					
Bridge Failure	LIKELY	MAJOR		LIMITED	
Dam Failure	LIKELY	MAJOR		MAJOR	
Energy/Fuel Shortage	LIKELY	MODERATE		LIMITED	
Hazmat/Oil Spill (fixed site)	LIKELY	MAJOR		LIMITED	
Hazmat/Oil-Spill (transport)	LIKELY	MAJOR		LIMITED	
Major Structural Fire	LIKELY	MODERATE		MODERATE	
Radiological Incident	UNLIKELY	MODERATE		LIMITED	
Water System Failure	UNLIKELY	MODERATE		LIMITED	
Telephone Failure	UNLIKELY	MAJOR		LIMITED	
<b><i>Security</i></b>					
Active Shooter	OCCASIONAL	MAJOR		LIMITED	
Bomb Threat	OCCASIONAL	MODERATE		LIMITED	
Civil Disorder	UNLIKELY	MAJOR		MAJOR	
Enemy Military Attack	UNLIKELY	MAJOR		MAJOR	
Terrorism	UNLIKELY	MAJOR		MAJOR	
* <b>Likelihood of Occurrence:</b> Unlikely, Occasional, Likely, or Highly Likely					

**B. Assumptions**

1. Churchill County will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness

measures may be possible. However, some emergency situations occur with little or no warning.

3. Outside assistance will be available in most emergency situations affecting Churchill County. It takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

## V. CONCEPT OF OPERATIONS

### A. Objectives

The objectives of our emergency management program are to protect public health and safety and preserve public and private property.

### B. General

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex

addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.

6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent *all-hazards incident response* approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations. (NIMSCAST 2.1)
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

### C. Operational Guidance

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. **Initial Response** Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
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 types of emergency situations, a specific incident scene may not exist in the initial response phase and 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 a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

### **3. Source and Use of Resources**

- a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. If additional resources are required, we will:
  - 1) Summon those resources available to us pursuant to inter-local and mutual aid agreements. See Attachment 6 to this plan, which summarizes the inter-local and mutual aid agreements and identifies the officials authorized to request those resources.
  - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
  - 3) Request assistance from volunteer groups active in disasters
  - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

### **D. Incident Command System (ICS)**

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations *for all-hazards response*. 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. A summary of ICS is provided in Attachment 7. (NIMSCAST Metric 2.1)<sup>2</sup>
2. The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these

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<sup>2</sup> NIMSCAST METRIC 2.1

functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.

3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.
5. *Use of ICS for Preplanned Events. County departments / agencies are encouraged to use NIMS-prescribed ICS for major or complex preplanned events or functions. Examples of these type events include parades, complex or large group meetings, parties etc. The ICS functions of Management, Operations, Planning, Logistics and Finance all come to play during planning for these type functions and will assist the event organizers in planning for and managing the function. It is also recommended that records of the use of ICS be developed and maintained to depict the training realized through this process. (NIMSCAST Metric 2.2)*<sup>3</sup>

#### **E. 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. Isolating the scene.
  - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - c. Warning the population in the area of the incident and providing emergency instructions to them.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - e. Implementing traffic control arrangements in and around the incident scene.
  - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
  - a. Providing resource support for the incident command operations.
  - b. Issuing community-wide warning.
  - c. Issuing instructions and providing information to the general public.

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<sup>3</sup> NIMSCAST METRIC 2.2

- d. Organizing and implementing large-scale evacuation.
  - e. Organizing and implementing shelter and mass arrangements for evacuees.
  - f. Coordinating traffic control for large-scale evacuations.
  - g. Requesting assistance from the State and other external sources.
  - h. Determine resource allocation as appropriate.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.
  5. MACS should be used to coordinate and support emergency management and incident response Objectives through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs) and other organizational elements. For the purpose of this plan EOC incorporates MACS since there is only one EOC within the county. *Churchill County encourages the use of the Multi-Agency Coordination System (MACS). Staff training will be provided to EOC and field responders on an annual basis to facilitate an understanding of NIMS, ICS and MACS concepts. These concepts should be practiced during Table Top, Functional and Full Scale Exercises and utilized during preplanned events (recurring/special), incident specific hazards, no-notice events and specific events. (NIMSCAST Metrics 2.7 and 2.8)*<sup>4</sup> *MACS is applicable to the following primary functions:*
    - a. *Situation assessment*
    - b. *Critical resource acquisition and allocation*
    - c. *Tribal/local, state/territory, and Federal disaster support*
    - d. *Coordination with elected and appointed officials*
    - e. *Coordination of summary information*
    - f. *Incident priority determination*
    - g. *Other functions that tribal/local MACS provide (NIMSCAST Metric 2.9)*<sup>5</sup>

## **F. State, Federal & Other Assistance**

1. State & Federal Assistance
  - a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.
  - b. Requests for state assistance should be made to the State Emergency Operations Center operated by the Nevada Division of Emergency Management. See Appendix

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<sup>4</sup> NIMSCAST METRICS 2.7 & 2.8

<sup>5</sup> NIMSCAST METRIC 2.9



3 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins after the Board of County Commissioners or in their absence the County Manager, or in his/her absence the Emergency Management Coordinator declares a State of Emergency. A request for state assistance may be made by telephone, fax, or teletype. The State EOC has the authority to utilize all state resources within the state to respond to a request for assistance..

## 2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The National Response Plan (NRF) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The Nuclear/Radiological Incident Annex of the NRF addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

## G. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Evacuations: The Governor has authority to order mandatory evacuations. County officials may request voluntary evacuations.
3. Declaration of Emergency/Disaster:

### **Churchill County Code 2.52.080: DECLARATION OF AN EMERGENCY OR A DISASTER:**

The declaration of an emergency or a disaster must be made whenever it is deemed necessary:

- A. By the Board, if a quorum is present;
- B. By the County Manager, if no quorum of the board is present in Churchill County;
- C. By the County Manager's designee, if no quorum of the Board is present in County and the County Manager is not present in the County or is unable to act.

A declaration of an emergency or a disaster may be suspended or revoked by the person or body that declared it or by the Board in any event.

## **H. Actions by Phases of Emergency Management**

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

- a. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, 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 situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.

- b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

- c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation,

shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

**VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. Organization**

1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes a policy group, emergency services, and support services. Attachment 3 depicts our emergency organization.

2. Policy Group

The Policy Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Policy Group includes:

County Only Event	City Only Event	City & County Event
Board of County Commissioners County Manager District Attorney Emergency Manager	City Council Mayor City Manager City Attorney City Emergency Manager	Board of County Commissioners County Manager Emergency Managers District Attorney City Council Mayor City Manager City Attorney

3. Emergency Services

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

4. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

**5.** Volunteer and Other Services

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

**B.** **Assignment of Responsibilities**

**1. General**

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, 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, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

- 2.** The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.

**3. Policy Group Responsibilities**

a. The Board of County Commissioners will:

- Carry out appropriate provisions of Nevada Revised Statutes, in addition to local ordinances.
- Declare and terminate an emergency or disaster at the County level.
- Encourage cooperation between the local emergency service agencies, local law enforcement agencies, local government agencies, facilities, and other applicable organizations.
- Provide policy direction and control when requested by the Emergency Management Coordinator and/or County Manager in dealing with an emergency or disaster that occurs in an area where the county has jurisdiction and responsibility.
- Encourage cooperation of agencies, businesses, and citizens to mitigate an emergency or disaster.

- Upon the recommendation by the Emergency Management Coordinator, issue and distribute as appropriate a local proclamation declaring a State of Emergency or terminating the State of Emergency.
- Assure continuity of County government during an emergency or disaster.
- Provide support to the local Emergency Management Agency during a major emergency or disaster.
- Additional duties are also found in the various Annexes and Procedures.

b. The County Manager will:

- Ensure county agencies develop and continually update emergency plans and Standard Operating Guidelines (SOG's) to respond to emergencies or disasters.
- Ensure that exercises and tests of the emergency systems are conducted on a periodic basis.
- Report to the Emergency Operations Center upon activation to serve as the Emergency Operations Center Director, to be assisted by the Local Emergency Management Coordinator serving as the Deputy Emergency Operations Center Director, in the direction and control of the major emergency or disaster.
- Ensure that representatives for Emergency Operations Center staff as designated (e.g. Comptroller, Engineer, Public Information Officer, etc.) report to the Emergency Operations Center upon activation to provide direction and control.
- Function as the Official county spokesperson and Information Officer or ensure that a qualified trained Information Officer is in place.
- Provide administrative support for the local, state, and federal emergency response agencies where the county has jurisdiction and responsibility.
- Ensure means are available within the jurisdiction to gather necessary information, e.g. fuel storage facilities, major distributors, and end user status, during the emergencies or disasters.
- Ensure timely and equitable implementation of the Emergency Response.
- Provide general assistance to the state in minimizing the adverse social and economic aspects of energy supply disruptions by encouraging recommended conservation programs both in the public and private sectors.
- Implement direction, control, coordination, and policy making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
- Implement emergency policies / ordinances as appropriate on behalf of the county.

- Ensure that information and reports are forwarded through the area office to the state Division of Emergency Management regarding an emergency or disaster.
  - Upon the recommendation of the local Emergency Management Coordinator issue and terminate an evacuation request when appropriate within the county.
  - Authorize emergency service and law enforcement agencies to support evacuation and to enter and leave the threatened area(s).
  - Assure the protection of public documents and public facilities during the emergency or disaster.
  - Provide support to the local Emergency Management Agency during a major emergency or disaster.
  - Additional duties are also found in the various Annexes and Procedures.
- c. *The Emergency Manager Coordinator will fill the role of Churchill County Emergency Management Coordinator. The Emergency Management Coordinator is designated the single point-of-contact within the jurisdiction to coordinate NIMS implementation. (NIMSCAST METRIC 1.3) <sup>6</sup>*

#### **4. COMMON RESPONSIBILITIES**

All emergency services and support services will:

- Provide personnel, equipment, and supplies to support emergency operations upon request.
- Develop and maintain SOPs / OGs for emergency tasks.
- Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
- Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

#### **5. EMERGENCY SERVICES RESPONSIBILITIES**

a. The Incident Commander will:

- 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.

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<sup>6</sup> NIMSCAST METRIC 1.3

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

b. The Emergency Management Coordinator will:

- Carry out the duties and responsibilities as assigned by the County Emergency Management Ordinance.
- Coordinate the development of this Emergency Operations Plan.
- Develop and maintain a functional Emergency Operations Center. Select and equip an alternate Emergency Operations Center and/or mobile communications unit.
- Ensure that a system is developed and implemented to manage information (including internal messages) pertaining to the emergency situation and disseminate it to other levels of government, the public and private sector.
- Acquire maps, status boards and other display devices for the Emergency Operations Center which identify high hazard areas and pre-selected control / monitoring points.
- Ensure that an events log (casualty and health concerns, property damage, fire status, size of risk area, scope of hazard, number of evacuees, radiation does, etc.) is compiled and displayed in the Emergency Operations Center throughout the duration of the emergency.
- Provide for acquisition / stocking of food, water supplies, and other equipment necessary for the effective operation of the Emergency Operations Center / staff.
- Provide for acquisition / stocking of Emergency Operations Center administrative supplies and equipment.
- Identify personnel / agencies having resources to support Emergency Operations Center operations.
- Develop a schedule for testing, maintaining, and repairing Emergency Operations Center and other emergency equipment.
- Develop and maintain the Emergency Operations Center Standard Operating Guidelines including an activation checklist and notification / recall roster.
- Alert staff and activate Emergency Operations Center (for 24 hour coverage if necessary) when notified of potential / emergency situations.
- Ensure that Emergency Operations Center staff acknowledge and authenticate reports.
- Ensure staff and officials that briefings are conducted periodically during the emergency or disaster.
- Establish and maintain coordination with other jurisdictional Emergency Operations Centers as appropriate.

- Coordinate emergency or disaster activities with state and federal agencies / organizations.
- After Emergency Operations Center deactivation, ensure equipment is restored to a “ready” condition and Emergency Operations Center supplies are replenished.
- Develop guidelines to warn areas not covered by existing warning systems.
- Analyze the county in relation to potential hazards, emergency situations, and disaster incidents which could occur.
- Coordinate emergency or disaster resources with neighboring counties.
- Develop and maintain a public information and education program.
- Establish and maintain a working relationship with the media.
- Ensure the implementation of all public activities.
- Direct and assist the Public Information Officer in disseminating emergency or disaster information to the public.
- Identify potential evacuation areas in accordance with the county’s hazard analysis.
- Develop evacuation guidelines.
- Identify population groups requiring special assistance during evacuation (e.g. senior citizens, the very ill and disabled, nursing homes, prison populations, etc.).
- Assure that institutions within the county have evacuation guidelines.
- Coordinate with private industry for use of privately owned vehicles, communication, or other resources needed for evacuation management.
- Select staging areas or route for pickup of persons without transportation.
- Assure, as required, the transportation of emergency workers into and out of hazard areas.
- Coordinate the evacuation movement including the relocation into other jurisdictions.
- Designate and activate reception and shelter areas within the county and coordinate with Emergency Management Coordinator from adjoining counties to ensure that reception areas and shelters have been designated in their counties and activated to receive evacuees.
- Monitor the progress of the evacuation and modify evacuation guidelines when needed.
- Brief Emergency Operations Center staff and executive group on evacuation status.



- Establish disaster assistance centers as appropriate.
- Initiate the return of the population as soon as conditions are safe.
- Identify and arrange for survey of shelters.
- Identify congregate care/shelter facilities for short term use which have lodging and mass feeding capabilities.
- Develop guidelines to activate and deactivate shelters and ensure that American Red Cross and Department of Social Services develop shelter operation guidelines.
- Identify campgrounds in the reception area to accommodate families evacuated in recreational vehicles.
- Assist in assigning congregate care/shelter teams if requested by the primary shelter agency.
- Designate shelter facilities with the shortest commuting distance to the hazardous area for essential workers and their families.
- Coordinate shelter in place messaging, appropriate method of getting the word out and shelter in place timeframe.
- Coordinate overall hazardous material incidents or accidents with local emergency responding agencies, state emergency responding agencies, federal emergency responding agencies, private emergency responding agencies and any other agencies responding to the incident or accidents.
- When a hazardous material incident or accident occurs on any roadway or fixed facilities located in the county, the Emergency Management Coordinator should coordinate the cleanup efforts with the state or federal environmental protection association requirements.
- The Emergency Management Coordinator should always evaluate the hazardous material incident or accident to ensure all safety precautions are being taken to protect all the emergency responders on scene and the citizens in the county.
- Coordinate a training program on hazardous material incidents with the private, local and state emergency service department who will be responding to any hazardous material incident or accident in the county.
- Develop mutual aid agreements with neighboring jurisdictions to exchange hazardous material data.
- Appoint a Damage Assessment Officer to coordinate overall damage assessment operations.
- Recruit Damage Assessment Team Members.
- Provide Damage Assessment training on an annual basis.

- Maintain sufficient quantities of needed forms and supplies for Damage Assessment Teams and other departments / agencies assisting with assessment/recovery operations.
- Ensure agencies / organizations begin maintaining expense records at onset of the emergency or disaster.
- Secure resources to support and assist with damage assessment activities (maps, tax data, cameras, identification, etc.).
- Establish / appoint a Utilities Liaison to coordinate information flow between the Emergency Operations Center and affected utilities.
- Develop and disseminate, as appropriate, public information and educational programs relating to an emergency and disaster recovery (DAC locations, days/times of operation, etc.).
- Assist with securing Damage Assessment Center facilities and equipment (chairs, tables, telephones, etc.).
- Assist with identification and notification of applicants that may be eligible for Public Assistance programs (local government entities, private nonprofit organizations, Indian tribes, etc.).
- Perform assigned duties according to state statutes and local ordinances.
- Responsible for planning in accordance with Federal and State guidelines and coordinating of emergency operations within the jurisdiction.
- Establish and equip the county Emergency Operations Center to include primary and backup radio communications (Fixed and Mobile), and provide for operations on a continuous basis as required.
- Ensure adequate training for the Emergency Management Response Team Members and other support agencies that will be used during a major emergency or disaster.
- Maintain current list of available resources within the county.
- Coordinate exercises and tests of the emergency systems within the jurisdiction.
- Maintain liaison with utility companies to arrange for backup water, power, and telephone service during an emergency.
- Maintain administrative records as required.
- Alert and activate, as required, the County Emergency Management Organization when informed of an emergency or disaster within the county.
- Receive requests for assistance from municipalities within the county and direct aid to areas where needed.

- Ensure that narrative and operational journals are kept during the emergency or disaster.
- Ensure necessary information and reports are issued on schedule.
- Support the Local Emergency Planning Committee in maintaining liaison with facility emergency coordinators to ensure availability of current information concerning hazards and response to an incident.
- Ensure a critique of incident responses to assess and update guidelines as needed.
- Serve as the Community Emergency Coordinator as identified in SARA, Title III.
- Serve as liaison for the Local Emergency Planning Committee in coordinating planning efforts with other political subdivisions for facilities that affect multiple jurisdictions.
- Activate the preplan or implement the necessary steps to safeguard human life property, and the environment in accordance with available guidance.
- Secure the area as required by the situation.
- Identify the material involved without undue risk of exposure.
- Assess the situation and communicate the results to responding agencies, the Emergency Operations Center, and facility representative.
- When the Emergency Operations Center is activated in the county, the Incident Command System shall be implemented and followed throughout the operation period (24 Hours).
- Develop strategy (confinement, containment, neutralization) and implement tactics (evacuation, offensive or defensive posture) with regard to available resources and capability of personnel.
- Analyze personnel and equipment requirements to meet potential hazards and maintain a resource manual.
- Develop mutual aid agreements for use of resources.
- Identify additional emergency resources from local business and industry and other agencies.
- Coordinate resource use under emergency conditions and provide a system to protect these resources (i.e., essential personnel and equipment).
- Request additional resources in those cases where county resources cannot meet response or recovery requirements.
- Provide sources of information and coordination at the local level; assist the area staff and the energy policy council in obtaining the essential data for implementation of contingency plans, i.e. tertiary storage facilities, locations (town, city, village, county) of facilities and jurisdiction consumer status.

- Furnish timely information on the local supply and provide technical and educational assistance to wholesalers, wholesale purchase consumers and end users, i.e. awareness programs of energy emergencies, forms processing, and training programs.
- Maintain general awareness of supply and demand within the jurisdiction through the Local Emergency Planning Committee; SARA Title III information to include extremely hazardous and hazardous chemical facilities and petroleum distributors and products.
- Request assistance from Nevada Division of Emergency Management through the State Emergency Operations Center, as needed in an emergency or disaster operation.
- Additional duties are also found in the various Annexes and Procedures.

c. Warning.

- 1) Primary responsibility for this function is assigned to the County Emergency Management Coordinator and Communications Center, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - Receive information on emergency situations.
  - Alert key local officials of emergency situations.
  - Disseminate warning information and instructions to the public through available warning systems.
  - Disseminate warning and instructions to special facilities such as schools and hospitals.

b. Communications.

- 1) Primary responsibility for this function is assigned to the Churchill County Emergency Management Coordinator and Sheriff's Office Communications Center, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
  - Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
  - Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

d. Radiological Protection.

- 1) Primary responsibility for this function is assigned to the Churchill County Fire Department, who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - Maintain inventory of radiological equipment.
  - Ensure response forces include personnel with current training in radiological monitoring and decontamination.
  - Respond to radiological incidents and terrorist incidents involving radiological materials.
  - Make notification concerning radiological incidents to state and federal authorities.

e. Evacuation.

- 1) Primary responsibility for this function is assigned to the Sheriff's Office.
- 2) Emergency tasks to be performed include:
  - Identify areas where evacuation has been or may be required in the future and determine the population at risk.
  - Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
  - Develop simplified planning procedures for ad hoc evacuations.
  - Determine emergency public information requirements.
  - Perform evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions).

f. Firefighting.

- 1) Primary responsibility for this function is assigned to the County Fire Department.
- 2) Emergency tasks to be performed include:
  - Perform firefighting operations during any major emergency or disaster for your local jurisdiction.

- The fire officer of each fire department will use the Incident Command System to coordinate the emergency efforts within their jurisdiction during any major emergency or disaster.
- Be able to provide special firefighting or rescue operations (Hazardous Materials, Building Collapse, etc.) during any major emergency or disaster.
- Assist in evacuation of areas within the fire departments' jurisdiction during any major emergency or disaster.
- Support the Emergency Medical Service with first responder personnel during any emergency or disaster.
- Assist in opening major and secondary roadways by removing fallen debris or trees so emergency services will be able to respond throughout the disaster area in the County / Cities / Towns / Villages.
- Assist in the transportation of disaster team member(s) from home to emergency or disaster assignment area (back home if needed).
- Provide support to the local Emergency Management Agency during a major emergency or disaster.
- Develop standard operation guidelines for the fire department to function under during a major emergency or disaster listed in the Emergency Operations Plan.
- The Department Chief or Department Duty Officer shall advise the County Emergency Management Coordinator when any type of fire department equipment or persons leave their jurisdiction to assist in any major emergency or disaster outside the County.
- Plan for coordination of ambulance/rescue activities throughout the county during a major emergency or disaster.
- Develop mutual aid agreements with other ambulance services for a major emergency or disaster response.
- Coordinate with the hospital disaster coordinators on use of medical facilities within the county for mass casualty incidents.
- Develop guidelines with assistance from facility owners and operators, in accordance with local protocols, for:
  - Treatment of contaminated patients.
  - Decontamination of patients and equipment.
  - Direction and control of mass casualty incidents as a result of the release of hazardous materials.
- Maintain field communications with other emergency or response groups.

- Maintain liaison with American Red Cross and other volunteer service agencies to support first aid and supplement medical resources in shelters and other emergency or disaster situations.
- Provide for the dispatch of ambulances and the transport of patients to medical facilities.
- Maintain a casualty tracking system during a major emergency or disaster.
- Provide care to the extent that local medical standing orders allow.
- Coordinate transportation of casualties to health care facilities.
- Report to the Emergency Operations Center upon activation and assist the local Emergency Management Coordinator in the direction and control of emergency medical service operations.
- Provide emergency medical service support to the local Emergency Management Agency during a major emergency or disaster.
- Develop standard operation guidelines for emergency medical service to function by during major emergencies or disasters listed in the Emergency Operations Plan.

g. Law Enforcement.

- 1) Primary responsibility for this function is assigned to the Sheriff's Office & local Police Departments, who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - Plan for conducting traffic control and other law enforcement operations throughout the county during any emergencies or disasters.
  - Develop law enforcement mutual aid agreements with other outside municipalities and counties to the major emergencies or disaster sites.
  - Provide security for the Emergency Operational Center personnel and equipment throughout the operational periods (24 hours).
  - Develop Standard Operation Guidelines for major emergency and disaster response for law enforcement officers.
  - Assist in evacuation of the emergency or disaster area and movement to shelters.
  - Provide security and protection for the damaged area and critical facilities and control access to affected areas.
  - Relocate and house prisoners when necessary during periods of evacuation.

- Coordinate additional law enforcement support with Nevada Highway Patrol and other counties and/or municipalities during emergency or disaster activities.
- Limit access to the evacuation area during emergency or disaster response and recovery operations.
- Provide security for emergency or disaster shelters if needed.
- Establish staging areas in conjunction with fire departments, rescue squads, and the transportation coordinator.
- Direct reentry traffic into the evacuated area during recovery.
- The local law enforcement agencies shall coordinate with state and federal law enforcement agencies during any major National Security Event (Civil Disorder, Terrorism, etc.) which might occur within their jurisdiction in the county.
- The Sheriff's Office is responsible for all searches and rescues of lost/missing persons in the County
- A senior law enforcement officer of each agency shall report to the Emergency Operations Center upon activation and assist the local Emergency Management Agency in the direction and control of law enforcement resources throughout the operation (24 hours) of a major emergency or disaster.
- Provide support to the local Emergency Management Agency during a major emergency or disaster.
- Develop standard operation guidelines for the law enforcement persons to function under a major emergency or disaster listed in the Emergency Operations Plan.
- Additional duties are also found in the various Annexes and Procedures.

h. Public Health Officer

- 1) Primary responsibility for this function is assigned to the Public Health Officer, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - Prepare guidelines for emergency or disaster public health operations.
  - Develop and implement health awareness and public information programs regarding emergency or disaster personal health and safety.
  - Report to the Emergency Operations Center upon activation and provide direction and control for emergency public health operations.



- Provide for health care at emergency facilities including shelters and congregate care / reception centers.
- Develop, plan, and coordinate medical service delivery for special needs population.
- Coordinate environmental health activities and services for waste disposal, refuse, food, water, vector/vermin control, and sanitation to prevent and control communicable diseases.
- Coordinate the distribution of exposure inhibition or mitigating drugs, vaccines or other preventable medications.
- Coordinate with health, mental health and other volunteer/non-volunteer agencies, both public and private, to provide support personnel during sheltering.
- Secure cooperation of building owners for use of Department of Social Service Shelter space.
- Promulgate applicable health information and regulations appropriate to the medical debris incident.
- As requested by local Law Enforcement, assist with the technical information that may be required to safely remove or store the material and prepare it for shipment to the State Laboratory, as necessary and appropriate.
- Provide support to the local Emergency Management Agency during a major emergency or disaster.
- Develop standard operation guidelines for the health service persons to function under during a major emergency or disaster listed in the Emergency Operations Plan.
- Additional duties are also found in the various Annexes and Procedures.

i. Search & Rescue.

- 1) Primary responsibility for this function is assigned to the Sheriff's Office who will prepare and maintain Annex R (Search and Rescue) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - The Sheriff's Office shall coordinate all search and rescue operation activities within their jurisdiction in the county for any missing person(s).
  - The fire department shall be used as a resource for the Sheriff's Office during any search and rescue operations in the county for any missing person(s).
  - The Emergency Management Coordinator will request state search and rescue resources after local resources have been exhausted or determined to be inadequate for the search and rescue operation in the county for any missing person(s).

- The law enforcement agencies, Search & Rescue, fire departments, and emergency management agencies shall use Incident Command System to coordinate search and rescue operations in the county for any missing person(s).
- Law enforcement officers, rescue squad unit members, fire department members, and emergency management personnel shall be properly trained and certified to perform their assigned task during any search and rescue operation in the county for any missing person(s).
- Law enforcement officers, Search & Rescue, fire department officers, and emergency medical officers shall develop standard operation guidelines for their organizations to function under during a search and rescue operation for mission person(s).
- Additional duties are also found in the various Annexes and Procedures.

j. Terrorist Incident Response.

- 1) Primary responsibility for this function is assigned to the Sheriff's Office, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
  - Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
  - Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
  - Ensure required notification of terrorist incidents is made to state and federal authorities.

**6. SUPPORT SERVICES RESPONSIBILITIES**

a. Social Services will:

- The operation of shelters is the responsibility of the Social Services Director.
- Plan for coordination of special population shelter care operations during a major emergency or disaster.
- Develop mutual aid agreements with Health Department, Food Service, Linen Service and other agencies.
- Coordinate emergency shelter activities for general population.
- Assure personnel are trained in shelter operations.

- Assure personnel are trained to staff special population operations.
- Make necessary arrangements for providing shelter supplies, feeding, and etc.
- Develop letters of agreement and guidelines for reception, care and shelter activities for special populations and general population.
- Manage reception activities to include lodging arrangements for shelters.
- Develop an initial shelter setup package including:
  - Records and log sheets, rules, signs, name tags, key phone numbers, flashlights, maps, camera, spare clothing (e.g. sweat suits), diapers, baby food, hot water containers, coffee, hot chocolate, dry soup mix, spoons, forks, hygiene kits, etc.
- Coordinate emergency or disaster operations with the local and national American Red Cross in the county.
- Provide support to the local Emergency Management Agency during a major emergency or disaster.
- Develop standard operation guidelines for the social service persons to function under during a major emergency or disaster listed in the Emergency Operations Plan.
- Additional duties are also found in the various Annexes and Procedures

b. Public Information Officer

- Prepare an annex and Standard Operation Guidelines for the coordination of information during emergencies.
- Prepare and maintain a current internal notification / recall roster of staff to man the Emergency Operations Center Media Center.
- Maintain working relationships with the media and a current list of radio stations, television stations and newspapers to be used for public information releases.
- Establish guidelines for the flow of information to the public in a major emergency or disaster which shall include the Emergency Alert System (EAS).
- Prepare written statements of agreements with the media to provide for dissemination of essential emergency information and warning to the public, including the appropriate protective actions to be taken.
- Arrange points of contact for releases of public information in an emergency and for briefings to media representatives when appropriate.
- Assist in the preparation and review of Emergency Public Information (EPI) materials for all hazards affecting the county.

- Report to the Emergency Operations Center upon activation and coordinate the release of emergency or disaster related information with local agencies and State and Federal governments.
- Provide rumor control and publicize the telephone number of a rumor control line where official emergency or disaster information can be obtained by the public.
- Clear information with the chief executive before release to the media
- Prepare and distribute prescript EPI materials to the media (newspapers, radio and television, and etc.).
- Ensure the EPI materials for visually impaired and non-English speaking groups are disseminated.
- Ensure that all sources of information being received are authenticated and verified for accuracy.
- Assist in handling inquiries and informing families about places of contact for missing relatives, continued emergency services, restricted areas, etc.
- Prepare and release announcements urging residents to share homes with evacuees when appropriate.
- Develop media advisories for the public.
- Maintain current inventories of public information resources.
- Develop and implement when necessary a public information program to increase citizen awareness and responsiveness to evacuation instructions.
- Conduct a public information campaign to disseminate disaster assistance information as necessary.
- Inform the public about evacuation routes, destinations and other vital information.
- Provide support to the local Emergency Management Agency during a major emergency or disaster.
- Develop standard operation guidelines for the information persons to function under during a major emergency or disaster listed in the Emergency Operations Plan.
- Additional duties are also found in the various Annexes and Procedures.

c. Recovery.

- 1) Primary responsibility for this function is assigned to the County Assessor, Building Department, Comptroller and Emergency Management Department, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
- Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
- If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
- If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.
- Develop, review and annually update guidelines for damage reporting and accounting.
- Train personnel in damage assessment, organization, techniques and reporting guidelines.
- Maintain a damage assessment team and notification / recall roster.
- Report to Emergency Operations Center upon activation and coordinate damage assessment operations in conjunction with Emergency Management Coordinator.
- Assign damage assessment teams and deploy as appropriate. Ensure each team has communications with the Emergency Operations Center.
- Inform emergency operations officials of hazardous facilities, bridges, roads, etc.
- Compile damage reports for appropriate agencies.
- Assist the Emergency Management Coordinator and municipal agency representatives who are conducting recovery operations in prioritizing repairs and restoration of effected facilities.
- Identify and maintain a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs.
- Collect and compile incoming damage reports from teams in the field to include county and private agencies such as American Red Cross, school systems, and private nonprofit / government utilities.
- Ensure that response agencies initiate documentation of all costs incurred subsequent to the emergency / disaster.
- Document all emergency work performed by local resources, including appropriate photographs.

- Provide for submission of accurate, detailed and timely Initial Damage Assessment Reports to the Emergency Management Coordinator.
  - Collate and consolidate all expenditures and damage assessment information for transmittal to the Nevada Division Emergency of Management.
  - Provide support to the local Emergency Management Agency when requested.
  - Develop standard operation guidelines for Damage Assessment Team Members to function under during emergency or disaster assessment listed in the Emergency Operations Plan.
- d. Public Works & Engineering. (County Engineering, Facilities, Roads, Utilities & City Public Works Departments)
- Prepare guidelines to provide public / maintenance works functions during emergencies or disasters (e.g. roads, streets, sewer, water, and utility services).
  - Develop and maintain resource lists with source, location, and availability of equipment, fuel, and operational personnel to support response / recovery operations.
  - Work jointly with Department of Transportation (DOT) to direct and dispatch public works mutual aid from other county / city jurisdictions.
  - Coordinate backup electrical power to the Emergency Operations Center and to the Emergency Shelters.
  - Conduct emergency debris clearance operations when requested by the local Emergency Management Coordinator during a major emergency or disaster.
  - Provide emergency potable water if requested by the local Emergency Management Coordinator during a major emergency or disaster.
  - Store and provide fuel for emergency vehicles if requested by the local Emergency Management Coordinator during a major emergency or disaster.
  - Provide sanitation services during emergencies if requested by the local Emergency Management Coordinator during a major emergency or disaster.
  - Prepare emergency maintenance or public work required reports and forward to the Emergency Operations Center.
  - Maintain emergency power, water and sanitation resources at vital facilities in the County during emergencies or disasters.
  - Provide transportation coordination for special service vehicles if requested by the local Emergency Management Coordinator during any major emergency or disaster.
  - Assist in damage assessment operations and relay damage assessment information to the Emergency Operations Center.

- Inspect emergency or disaster shelter sites for serviceability.
  - Prepare and mark public / special needs shelters as directed by the Emergency Management Coordinator.
  - Provide support to the local Emergency Management Agency during a major emergency or disaster.
  - Develop standard operation guidelines for the public / maintenance workers to function under during a major emergency or disaster listed in the Emergency Operations Plan.
  - Additional duties are also found in the various Annexes and Procedures
- e. Resource Management.
- 1) Primary responsibility for this function is assigned to the Emergency Management Coordinator and Comptrollers Office, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - Maintain an inventory of emergency resources.
    - During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
    - Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
    - Establish emergency purchasing procedures and coordinate emergency procurements.
    - Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
    - Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
    - Establish staging areas for resources, if required.
    - During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
    - Maintain records of emergency-related expenditures for purchases and personnel.
- g. Hazard Mitigation.
- 1) The primary responsibility for this function is assigned to the Emergency Management Department, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:

- Maintain the local Hazard Analysis.
- Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
- In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
- Coordinate and carry out post-disaster hazard mitigation program.

h. Transportation.

1) Primary responsibility for this function is assigned to the Public Works and Engineering and School District, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- Develop guidelines for intra and inter county transportation systems to move critical supplies and equipment from the hazard areas to reception areas and to transport key emergency workers to and from the hazard area. Guidelines will include movement of key workers on designated evacuation routes in either publicly or privately owned vehicles and/or buses.
- Utilize and maintain the county resources lists to identify public and private transportation resources.
- Provide vans, buses, and trucks for emergency or disaster evacuation.
- Coordinate with law enforcement on establishing staging areas, as well as with fire departments and rescue squads on designating pickup points and routes.
- Coordinate with and support law enforcement in establishing evacuation routes and traffic control points.
- Provide transportation support to fire departments and Search & Rescue for evacuation of individuals with transportation.
- Advise the Emergency Management Coordinator of roadway conditions and support the removal of disabled vehicles or other blocks to evacuation.
- Obtain additional transportation resources, as needed from adjacent jurisdictions, state and private resources.
- Provide support to the local Emergency Management Agency during a major emergency or disaster.
- Develop standard operation guidelines for the transportation persons to function under during a major emergency or disaster listed in the Emergency Operations Plan.

j. Donations Management.



1) The primary responsibility for this function is assigned to the Comptrollers Office/City Treasurer and Human Services Department, who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- Compile resource requirements identified by the Resource Management staff.
- Solicit donations to meet known needs.
- Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
- In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal.

1) The primary responsibility for this function is assigned to the District Attorney's/City Attorney's Office, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- Advise local officials on emergency powers of local government and procedures for invoking those measures.
- Review and advise our officials on possible legal issues arising from disaster operations.
- Prepare and/or recommend legislation to implement the emergency powers that may be required during and emergency.
- Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

l. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.

m. Animal Services

- Recruit and assemble an Animal Response Team.
- Maintain current notification / recall rosters for the Animal Response Team.
- Identify and survey animal shelter sites to be used in the event of an emergency.

- Secure cooperation of property owners for use of shelter space.
- Develop procedures to activate and deactivate animal shelters and develop animal standard operating guidelines.
- Establish public information and education programs regarding animal response.
- In conjunction with Emergency Management, provide for Animal Response Team training.
- Assign a liaison individual to report to the Emergency Operations Center, upon activation, to assist in animal response operations.
- Assist the Emergency Management Coordinator and other county, municipal, town or village agency representatives who are conducting emergency operations in establishing priorities for animal rescue efforts.
- In conjunction with Emergency Management, and American Red Cross where appropriate, designate animal shelter sites during animal response operations.
- Coordinate with the State Animal Response Team, Health Department and other agencies to provide technical and logistical support during animal response operations.
- Additional duties are also found in the various Annexes and Procedures

n. Debris Management

- 1) The primary responsibility for this function is assigned to the Public Works and Engineering and Emergency Management, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - Develop debris management plan(s) for major emergency or disaster events.
  - Develop contracts for debris removal and disposal services for major emergency or disaster events.
  - Develop checklist relating to debris removal, storage, reduction, and disposal process.
  - Alert local departments that have debris removal responsibilities.
  - Ensure that personnel, facilities, and equipment are ready and available for emergency or disaster use.
  - Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.
  - Identify potential local debris storage sites who may assist in debris removal process.

- Develop and coordinate pre-scripted announcements with the Public Information Officer (PIO) regarding debris removal process, collection times, and location of temporary storage sites.
- Coordinate all debris removal and disposal activities during a major emergency or disasters.
- Cooperate with all local, state, and federal agencies for a major emergency or disaster response and recovery operations.
- Develop requests for additional assistance from state and federal agencies.
- Assess debris characteristics such as:
  - Quantities and types.
  - Rural, urban, and/or agricultural locations.
  - Type of damage debris from private homes, mobile homes, public facilities, and commercial buildings.
  - Quantity and types of household hazardous waste.
- Report to the Emergency Operations Center upon the request of the local Emergency Management Coordinator to direct and control the debris operations.
- Additional duties are also found in the various Annexes and Procedures.

o. School District

- Support transportation operations during evacuation and return. Provide buses with fuel when necessary.
- Provide support personnel (teachers, counselors, and bus drivers).
- Open schools for shelters as needed.
- Provide support to the local Emergency Management Agency during a major emergency or disaster.
- Develop standard operation guidelines for the school persons to function under during a major emergency or disaster listed in the Emergency Operation Plan.
- Additional duties are also found in the various Annexes and Procedures.

**7. VOLUNTEER & OTHER SERVICES**

a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:

- 1) Nevada Chapter, American Red Cross.

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.

- The local and national American Red Cross Chapters will assist in shelter operation in the county.
- Rules, regulations and policies within the American Red Cross shelters are established and administered and monitored by the American Red Cross.
- The Department of Human Services and the American Red Cross will work together to provide public and special need shelters to the citizens in the county. Special needs shelters are the responsibility of the Department of Social Services.
- The local and National American Red Cross Chapters will provide trained volunteers and Shelter Managers (trained to American Red Cross guidelines) to work in American Red Cross operated shelters.
- The local American Red Cross will train all the Department of Human Services personnel assigned to work in an American Red Cross Shelter. All personnel working in American Red Cross Shelters are trained by the local American Red Cross to specific National American Red Cross established guidelines.
- Stocking plan for American Red Cross shelters must be in place at all times.
- All evacuees and staff in American Red Cross Shelters are fed by the American Red Cross.
- Evacuees in American Cross Shelters within special and/or specific needs are identified jointly by American Red Cross and Department of Human Services.
- Management supplies for use in American Red Cross Shelters by American Red Cross management staff will be supplied by American Red Cross. Management supplies for use in American Red Cross Shelters by Department of Human Service management staff will be supplied by Department of Human Services.
- Mass care guidelines outlined in American Red Cross 3000 Series, Disaster Regulations will be adhered to in all shelters operated by the American Red Cross.
- Medical evacuee tracking system should be the responsibility of the Public Health as American Red Cross staff and volunteers are not medical staff.
- It is the responsibility of American Red Cross to answer inquiries and inform families on status of individuals injured or missing in accordance with established National American Red Cross guidelines. If it is a major / catastrophic disaster, it will be National American Red Cross that advises

American Red Cross when the moratorium on such procedures is lifted. Usually, there is a 24 hour period before tracing calls can be accepted by American Red Cross Chapters. When moratorium is lifted there is a nationally set guideline for the guidelines. In addition, some people do not want to be traced or information given out. Their request, we must respect.

- The American Red Cross also has access to the resources of the American National Red Cross in time of major and/or catastrophic disaster(s).
- Additional duties are also found in the various Annexes and Procedures.

2) The Salvation Army.

Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated goods including food, clothing, and household items. It also provides referrals to government and private agencies for special services.

3) RACES/ARES.

The Radio Amateur Civil Emergency Service and The Amateur Radio Emergency Services provides amateur radio support for emergency operations, including communications support in the EOC.

- Coordinate and provide communications for outlying areas and local shelters with the Communications Center (Emergency Operations Center).
- Provide backup communications via the ARES network for communications between other adjoining county EOCs and/or the State EOC.
- Provide other communications services as requested if within the scope or capability of ARES personnel to do so.
- Additional duties or responsibilities may be found in Procedures and Annexes as well as Hazard Specific Checklists.

b. Business Support.

- 1) See Annex E Evacuation for a further list

## VII. DIRECTION AND CONTROL

### A. General

1. The Board of County Commissioners/City Councils are responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, they may carry out those responsibilities from the EOC, as the EOC Director.

2. The County Manager will provide overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.
3. The Emergency Management Coordinator will manage the EOC facility and serve as the EOC Deputy Director.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.
6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or federal assistance is covered in section V.F of this plan; see also the Request for Assistance form in Annex M, Appendix 3. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

## **B. Emergency Facilities**

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located at:

Churchill County Emergency Operations Center  
507 S. Main St.  
Fallon, NV

3. The following individuals are authorized to activate the EOC:
  - a. Board of County Commissioners
  - b. County Manager
  - c. Emergency Manager
  - d. Incident Commander
4. The general responsibilities of the EOC are to:
  - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.

- b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
  - c. Provide resource support for emergency operations.
  - d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
  - e. Organize and activate large-scale evacuation and mass care operations.
  - f. Provide emergency information to the public.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
6. Our Alternate EOC is located at:
- a. MOBILE COMMAND BUS  
(Location: to Be Named Pending Incident Location)
7. We have a mobile command and control vehicle, operated by Churchill County Sheriff Search and Rescue, which may be used as an incident command post.

### **C. Line of Succession**

1. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

## **VIII. READINESS LEVELS**

**A.** Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.

**B.** The following Readiness Levels will be used as a means of increasing our alert posture.

### **1. Level IV: Normal Conditions**

- a. Emergency incidents occur and local officials are notified. One or more departments or agencies 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.
- b. The normal operations of government are not affected.
- c. County Emergency Management may respond for logistical support.

## **2. Level III: Increased Readiness**

- a. Increased Readiness refers to a situation that presents a greater potential threat than “Level IV”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
  - 1) High Wind Watch indicates possibility of High Winds development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
  - 2) Flash Flood Watch indicates 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, deploying warning signs.
  - 3) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
  - 4) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
- b. Declaration of “Level 3” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

## **3. Level II: High Readiness**

- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
  - 1) High Wind Warning. Issued when high winds are actually happening in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
  - 2) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
  - 3) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. 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.



- 4) Mass Gathering. 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.
- b. Declaration of a “Level II” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.

#### **4. Level I: Maximum Readiness**

- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level II” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
  - 1) High Wind Warning. High winds are occurring especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
  - 2) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
  - 3) 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, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
- b. Declaration of “Level I” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

## **IX. ADMINISTRATION AND SUPPORT**

### **A. Agreements and Contracts**

1. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
2. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

## **B. Reports**

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

## **C. Records**

### **1. Record Keeping for Emergency Operations**

Churchill County is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures and FEMA emergency management practices.

- 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 other 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 department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain a estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:

- 1) Personnel costs, especially overtime costs
- 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 recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

## 2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

## D. Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill. *Entry-level first responders, first line supervisors, middle management, Command and General Staff and personnel trained as trainers are required to complete all or portion of the following:* (NIMSCAST Metric 4.1) <sup>7</sup>

- a. IS-100
- b. IS-200
- c. IS-300
- d. IS-400
- e. IS-700
- f. IS-800
- g. Other Training

*The Churchill County Emergency Management Coordinator will maintain up-to-date training status records of jurisdiction and other support response organization personnel in accordance with the courses listed above.* (NIMSCAST Metric 4.2) <sup>8</sup>

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<sup>7</sup> NIMSCAST METRIC 4.1

<sup>8</sup> NIMSCAST METRIC 4.2

*NIMS/ICS will be incorporated into all emergency management classroom training programs and Table Top, Functional and Full Scale EOC Exercises at the local and/or levels whenever they are conducted and records will be maintained of when, where, type of exercise and findings of the success of implementation and corrective actions required. The scenarios developed for the exercise programs should cover an all-hazards approach and be as realistic as possible. Participants of the training and exercise programs should include responders from multiple disciplines and multiple agencies, districts or jurisdictions whenever possible. (NIMSCAST Metric 5.1, 5.2, 5.3 and 5.4)<sup>9</sup>*

*The Emergency Management Coordinator will follow-up all exercises with a written After Action Report and/or Lessons Learned. Copies will be provided to all participating agencies and jurisdictions. Corrective Action Plans with realistic completion dates will be assigned to the appropriate agencies, departments or individuals to ensure that corrective action has been completed on preparedness plans, response plans, response procedures, recovery plans or procedures, training programs, or other problems identified during the training or exercise program. All documentation will be maintained by the Emergency Management Coordinator as part of a formal Corrective Action Program. (NIMSCAST Metric 5.5, 5.6 and 5.7)<sup>10</sup>*

#### **E. Consumer Protection**

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the District Attorney.

#### **F. Post-Incident and Exercise Review**

The Emergency Management Coordinator is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan (IP) will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

## **X. PLAN DEVELOPMENT AND MAINTENANCE**

#### **A. Plan Development**

The Board of County Commissioners is responsible for approving and promulgating this plan.

#### **B. Distribution of Planning Documents**

1. The County/City Manager shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.

<sup>9</sup> NIMSCAST METRIC 5.1, 5.2, 5.3 & 5.4

<sup>10</sup> NIMSCAST MTRIC 5.5, 5.6, & 5.7

2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

### **C. Review**

The Basic Plan and its annexes shall be reviewed annually by local officials. The Emergency Management Coordinator will establish a schedule for annual review of planning documents by those tasked in them.

### **D. Update**

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
2. The Basic Plan and its annexes must be updated at least **every three years**. Responsibility for revising or updating the Basic Plan is assigned to the Emergency Management Coordinator. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex.
3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
4. The Emergency Management Coordinator is responsible for providing the Nevada Division of Emergency Management with a copy of this plan and any updates to the plan within 10 days of revision in accordance with NRS 239C.250.

### **ATTACHMENTS:**

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System

**ATTACHMENT 1  
DISTRIBUTION LIST**

<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
American Red Cross	1	All
Animal Services	1	All
ARES/RACES Officer	1	All
Assessor	1	All
Board of County Commissioners	1	All
Building Department	1	All
Clerk-Treasurer	1	All
Comptroller	1	All
County Engineer	1	All
County Manager	1	All
Dispatch	1	All
District Attorney	1	All
Emergency Management Coordinator	1	All
EOC Reference Library (EOC and Alternate EOC's)	5	All
Facilities	1	All
Fire Protection Districts (Each Headquarters Station)	4	All
Human Resources	1	All
Human Services	1	All
Juvenile Probation	1	All
Public Guardian	1	All
Public Health Officer	1	All
Road Division	1	All
Salvation Army	1	All
School District	1	All
Sheriff (Headquarters & each Substation)	5	All
Utilities Director	1	All
<b>AGENCIES OUTSIDE OF CHURCHILL COUNTY</b>		
Nevada Division of Emergency Management	1	All
Washoe County Emergency Management	1	All
Douglas County Emergency Management	1	All
Carson City Emergency Management	1	All
Storey County Emergency Management	1	All
Churchill County Emergency Management	1	All
Lyon County Emergency Management	1	All
Mineral County Emergency Management	1	All

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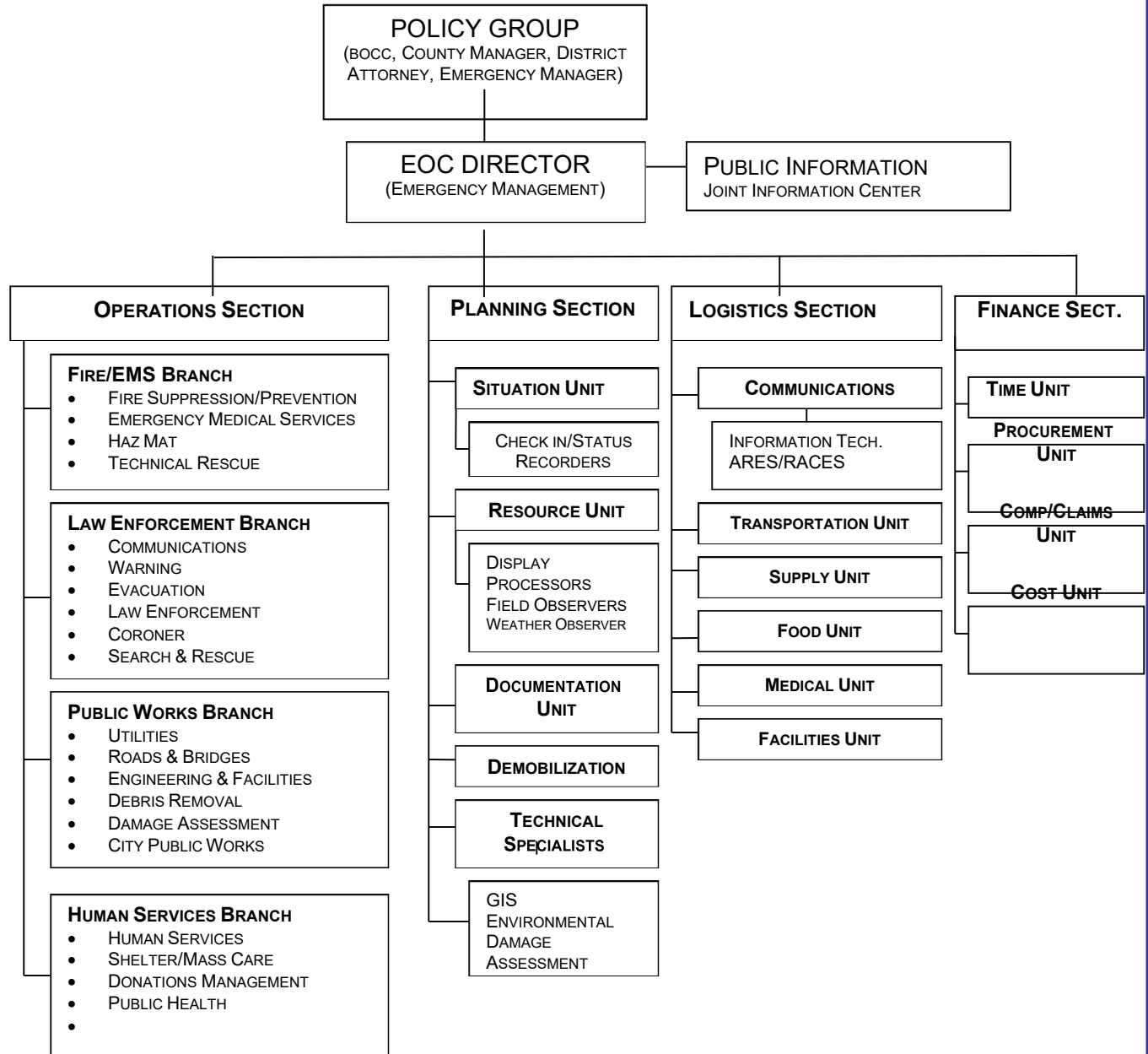
## ATTACHMENT 2 REFERENCES

1. Nevada Division of Emergency Management, *Response & Recovery Guide*
2. *Nevada Guidance for Local Jurisdictions and Tribes NIMS Implementation and EOP Development*
3. Nevada State Comprehensive Emergency Management Plan
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *Comprehensive Planning Guide 101: Guide for All-Hazard Emergency Operations Planning*
6. U. S. Department of Homeland Security, *National Response Framework*



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# ATTACHMENT 3 ORGANIZATION FOR EMERGENCY MANAGEMENT



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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
BOCC	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S
County	S	S	S	S	S	S	S	S	P	S	S	S	S	P	S	S	S	S	S	S	S	S	S
Emergency Management	C	C	C	C	S	C	C	C	C	P	C	C	P	C	C	P	C	C	C	S	C	C	C
Sheriff's Office	P	P	S	S	P	S	P		S				S	S	S		S	S		S			P
Fire Districts	S	S	S	P	S	P		S	S				S	S		S	P	P		S			S
Engineering	S	S	S	S	S		S		S	S	P	S	S	S		S	S	S					S
Utilities Division		S							S	S		P	S	S		S	S			S			S
Public Health Officer			S	S	S			P	S				S	S	S		S	S	S	S	S		S
Human Services			P		S				S				S		P	S					P		S
Human Resources									S				S								S		
Assessor									S	S			S			S					S		
Road Division			S		S				S				S		S		S			P			S
District Attorney					S				S				S			S					S	P	S
Search & Rescue					S		S		S				S	S					P				S
Comptroller									S	S			S	S							S		
Building Department									S	S			S										
School District			S		S				S				S							S			

P – INDICATES PRIMARY RESPONSIBILITY  
 S – INDICATES SUPPORT RESPONSIBILITY  
 C – INDICATES COORDINATION RESPONSIBILITY

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**ATTACHMENT 5  
ANNEX ASSIGNMENTS**

<b>ANNEX</b>	<b>ASSIGNED TO:</b>
Annex A: Warning	Sheriff, Emergency Management
Annex B: Communications	Sheriff, Emergency Management
Annex C: Shelter & Mass Care	Human Services, CEM, SO
Annex D: Radiological Protection	Fire Districts & Emergency Management
Annex E: Evacuation	Sheriff & Emergency Management
Annex F: Firefighting	Fire Districts & Emergency Management
Annex G: Law Enforcement	Sheriff
Annex H: Health and Medical Services	Public Health Officer & Emergency Management
Annex I: Public Information	Emergency Management
Annex J: Recovery	Emergency Management, Assessor and Building Department
Annex K: Public Works & Engineering	Engineer & Emergency Management
Annex L: Utilities	Utilities Division & Emergency Management
Annex M: Resource Management	Human Services Dept. & EM
Annex N: Direction & Control	BOCC, County Manager, EM
Annex O: Human Services	Human Services Director
Annex P: Hazard Mitigation	County Emergency Manager
Annex Q: Hazardous Materials & Oil Spill Response	Fire & Emergency Management
Annex R: Search & Rescue	Sheriff's Office, Fire Districts & EM
Annex S: Transportation	Road Division/ PW, School District & EM
Annex T: Donations Management	Human Services & EM
Annex U: Legal	District Attorney & EM
Annex V: Terrorist Incident Response	Sheriff's Office EM

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**ATTACHMENT 6  
AGREEMENTS & CONTRACTS**

**Agreements**

*Description:* Nevada Emergency Management Assistance Compact  
*Summary of Provisions:* Authorizes the use of county/city resources from other counties and cities  
*Officials Authorized to Implement:* Board of County Commissioners, County Manager, Emergency Manager  
*Costs:* Established between requesting agency and giving agency  
*Copies Held By:* Churchill County Emergency Management

*Description:* Nevada Fire Mutual Aid Plan  
*Summary of Provisions:* Provides for use of fire department resources  
*Officials Authorized to Implement:* Fire Chief or designee  
*Costs:* Determined by Fire Departments Fee Schedules  
*Copies Held By:* Fallon-Churchill Fire



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## ATTACHMENT 7 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY

### A. BACKGROUND

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.
3. *Like ICS NIMS is flexible, enabling systematic management of any type of emergency. NIMS is easily expandable for from small incidents to large emergency area-wide disasters, provides for standardization of response organization structures and procedures, ensures interoperability and compatibility of response equipment. These capabilities enable virtually agency or jurisdiction to join the emergency response effort. NIMS concepts and principals will be incorporated into the jurisdiction incident management policies at the strategic response level and within department/agency SOPs/OGs. (NIMSCAST Metric 3.4)<sup>11</sup>*

### B. COMPONENTS

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. 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.
  - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

#### 1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) **Common Terminology.** ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) **Organizational Resources.** All resources including personnel, facilities, major equipment, and supply items used to support incident management activities

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<sup>11</sup> NIMSCAST METRIC 3.4

must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.

- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
- e) Use of Position Titles. All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan. *An Incident Action Plan is defined as a plan that contains general management objectives reflecting the overall incident strategy and specific action plans for the next operational period.* The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable 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. Incident Action Plans should incorporate the following key concepts: (NIMSCAST Metric 2.3) <sup>12</sup>
  - (1) *Designation of measurable objectives. Objectives identified in the Incident Action Plan should be clearly defined, quantifiable and measurable. Section Chiefs should ensure Unit Leaders assigned to complete the objectives are completing them in a timely manner.*
  - (2) *Designation of Command and General Staff positions. All appropriate EOC positions should be assigned and filled for each Operational Period.*
  - (3) *Manageable Span of Control. The optimum Span of Control for a manager is between three and seven individuals. Section Chiefs should not manage more than seven individuals during emergency operations.*
  - (4) *Clear Chain of Command. All EOC staff should know who they report to and should follow that chain of command for information or decision flow.*
  - (5) *ICS form 205 Communications Plan to ensure a common communications plan that can be used by all participants (NIMSCAST 2.4) <sup>13</sup>*
  - (6) *Use of plain language. Since non tactical personnel fill a number of EOC roles the use of plain language should be followed to reduce confusion. (NIMSCAST Metric 2.5) <sup>14</sup>*
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.

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<sup>12</sup> NIMSCAST METRIC 2.3

<sup>13</sup> NIMSCAST METRIC 2.4

<sup>14</sup> NIMSCAST METRIC 2.5

- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

## 2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the 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 crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) 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, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; 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.

## 3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
- b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
- c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.

2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

**C. PROMOTION AND ENCOURAGEMENT METHODS TO PROMOTE AND ENCOURAGE THE ADOPTION OF NIMS. (NIMSCAST Metric 1.2) <sup>15</sup>**

1. *The follow groups are encouraged to adopt NIMS:*
  - a. *Associations*
  - b. *Critical Infrastructure*
  - c. *Utilities*
  - d. *Private Sector Incident Management Organizations*
  - e. *Non-governmental Organizations (NGO)*
  - f. *Local Departments and Agencies*
2. *The following methods should be used to encourage the adoption of NIMS.*
  - a. *Formal NIMS Training Programs*
  - b. *Meetings*
  - c. *E-mail and/or other electronic means*
  - d. *Table Top and Functional Emergency Operations Center Exercises*
  - e. *Other methods.*

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<sup>15</sup> NIMSCAST METRIC 1.2

# **ANNEX A**

# **WARNING**



# APPROVAL & IMPLEMENTATION

## Annex A

### WARNING

National Response Framework: ESF: 15  
State Comprehensive Emergency Management Plan: ESF: 15

PRIMARY AGENCIES: Churchill County Sheriff's Office  
Churchill County Emergency Management

SUPPORT AGENCIES: Fallon-Churchill Fire

_____	_____
County Emergency Management	Date
_____	_____
County Sheriff	Date
_____	_____
Fallon-Churchill Fire	Date
_____	_____
Other Approving Signature	Date
_____	_____
Other Approving Signature	Date
_____	_____
Other Approving Signature	Date
_____	_____
Other Approving Signature	Date



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**RECORD OF CHANGES**

**Annex A**

**WARNING**

Change #	Date of Change	Entered By	Date Entered

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## ANNEX A

### WARNING

#### I. AUTHORITY

- A. Refer to Section I of the Basic Plan for general authorities.
- B. State of Nevada Emergency Alert System

#### II. PURPOSE

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to disseminate timely and accurate warnings to the public and government officials in the event of an impending emergency situation.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

EAS	Emergency Alert System
EMC	Emergency Management Coordinator
FAOC	FEMA Alternate Operations Center
FEMA	Federal Emergency Management Agency
FNARS	FEMA National Radio System
FOC	FEMA Operations Center
HSOC	Homeland Security Operations Center
IC	Incident Commander
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LWP	Local Warning Point
MACS	Multi-Agency Coordination System
NAWAS	National Warning System
NDEM	Nevada Division of Emergency Management
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
NRP	National Response Plan
NWS	National Weather Service
PIO	Public Information Office or Officer
SEOC	State Emergency Operations Center
SOP	Standard Operating Procedures

##### B. Definitions

1. NLETS. NLETS is a statewide telecommunications network connecting state and local law enforcement agencies and warning facilities. NLETS is the state warning network's primary "hard copy" communications system.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. The County can expect to experience emergency situations that could threaten public health and safety and both private and public property and necessitate the implementation of protective actions for the public at risk.
3. Emergency situations can occur at any time; therefore, equipment and procedures to warn the public of impending emergency situations must be in place and ready to use at any time.
4. Power outages may disrupt radio and television systems that carry warning messages and provide public instructions.

### B. Assumptions

1. Timely warnings to the public of impending emergencies or those which have occurred may save lives, decrease injuries, and reduce some types of property damage.
2. Electronic news media are the primary sources of emergency information for the general public.
3. Some people directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.
4. Provision must be made to provide warnings to special needs groups such as the hearing and sight-impaired, and institutions (i.e. nursing homes and correctional facilities).
5. Local radio and television stations will broadcast Emergency Alert System (EAS) messages when requested by local government officials. To effectively utilize EAS, local governments and broadcasters must coordinate the procedures used to transmit warning messages and instructions from local government to broadcasters.
6. The local National Oceanic and Atmospheric Administration (NOAA) Weather Radio station will broadcast weather watches and warnings issued by the National Weather Service (NWS). Weather radios are activated when such messages are broadcast.

## V. CONCEPT OF OPERATIONS

### A. General

1. The primary objective of our warning system is to notify key officials of emergency situations and disseminate timely and accurate warnings and instructions to the population at risk from the threat or occurrence of an emergency situation. Rapid dissemination and delivery of warning information and instructions may provide time for citizens to take action to protect themselves and their property.

2. The focal point of the warning function is the Local Warning Point (LWP), which operates around the clock. The County LWP is located in the Sheriff's Office Dispatch Center. The Sheriff's Office operates the LWP.
  - a. The LWP receives warning of actual or potential emergency situations from a variety of sources, including federal and state agencies, local officials, businesses, industry, the news media, and the general public. The systems by which warnings may be received by the LWP are described below.
  - b. The LWP will verify warning information, where necessary, and disseminate pertinent information to specific local officials and departments.
    - 1) For certain types of time-sensitive warnings, the LWP may be authorized to activate the local warning system and warn the public immediately. In other situations, local officials must approve activation of the warning system and determine appropriate instructions to accompany the warning before a warning is disseminated to the public.
    - 2) For other types of emergency situations, the EOC may be activated and assume responsibility for formulating warning messages and public instructions, which may be disseminated through LWP or provided to the media for dissemination.
  - c. Once warnings are received and, where necessary, verified, warnings that affect the local area and appropriate public instructions are disseminated by the LWP. The specific systems used to disseminate warnings and provide information to the public within the local area are described below.

## **B. Receiving Warnings**

The County may receive warning of actual emergency situations or the threat of such situations from the following:

### **1. National and State Warning Systems**

- a. The National Warning System (NAWAS) is a 24-hour nationwide, dedicated, multiple line telephone warning system linking federal agencies and the states that is used to disseminate civil emergency warnings. NAWAS is a voice communications system operated by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security (DHS), and controlled from the FEMA Operations Center (FOC) in Washington, D.C., and the FEMA Alternate Operations Center (FAOC) in Olney, Maryland. NAWAS is used to disseminate three types of civil emergency warnings to state and local governments:
  - 1) Attack Warnings
  - 2) Fallout Warnings
  - 3) Natural and Technological Emergency Warnings

Warnings from the FOC or FAOC are coordinated with the Homeland Security Operations Center (HSOC) and relayed through the FEMA Regional Communications Center in Oakland, California to the State Warning Point at the State Operations Center (SOC) in Carson City. The State Warning Point further disseminates the civil emergency warnings through the Nevada Warning System (NWAS). The FEMA National Radio System (FNARS), a network of HF radios, serves as a backup for NAWAS.

- b. The Nevada Warning System (NWS) is state level extension of NAWAS. It consists of a dedicated telephone warning system linking the State Warning Point at the SEOC with County Warning Centers and with three National Weather Service (NWS) offices in Nevada.
  - 1) The State Warning Point relays national emergency warnings received on NAWAS to County Warning Center using NWS. County Warning Centers will normally disseminate warnings they receive to LWPs via teletype messages on the Nevada Law Enforcement Telecommunications System (NLETS). Warnings may be disseminated by telephone or radio to those LWPs that cannot be reached by NLETS.
  - 2) NWS may also be used by the SEOC to disseminate warning messages from the Governor or other key state officials to specific regions of the state.
- c. HSIN-CI. Homeland Security Information Network – Critical Infrastructure is an unclassified network which immediately provides the Homeland Security Operations Center (HSOC) with one-stop 24/7 access to a broad spectrum of industries, agencies and critical infrastructure across both the public and private sectors. HSIN-CI delivers information sharing, alert notification services to the right people – those that need to know and those that need to act.
- d. Nevada Amber Alert Network. A coordinated emergency alert program that disseminates information about abducted children. It serves as an early special purpose warning system available for use by law enforcement to alert the public when a child has been kidnapped and the police believe the child is in danger. See the Statewide Churchill County Amber Alert Network Plan for more information.
- e. Specific formats and handling instructions have been established for certain national civil emergency messages that would be disseminated by NAWAS and NWS. Appendix 3 provides guidance on handling national warning messages.
- f. As NAWAS and NWS are “voice only” systems that are not particularly suited for disseminating lengthy messages; hence, these systems are generally not used for warning on a daily basis.

## 2. National Weather Service (NWS) Weather Products

Weather warning messages are issued by NWS Weather Forecast Offices and various NWS specialized weather centers, such as NWS river forecast centers, the National Severe Storms Forecast Center, and the National Hurricane Center.

- a. NWS disseminates weather forecasts, watches, and warnings via the NOAA Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. In Nevada, NWS weather products, such as watches and warnings, are transmitted by Weather Wire to the SOC. The SOC, as the State Warning Point, retransmits these weather messages to appropriate County Warning Centers and Local Warning Points by NLETS or facsimile. Among the weather messages that are provided are:
  - 1) Flood and flash flood watches and warnings
  - 2) Severe weather watches and warnings
  - 3) Tornado watches and warnings
  - 4) Tropical weather watches and warnings

Many local radio and television stations subscribe to the NOAA Weather Wire Service and have installed terminals to receive weather products directly from the NWS.

- b. NOAA Weather Radio. The County also receives NWS weather warning disseminated by NOAA Weather Radio on tone-alert radios.
- c. EMWIN. We also receive weather information broadcast via satellite through the Emergency Managers Wireless Information Network (EMWIN). Our EMWIN terminal is located in Emergency Management Office.

### 3. Emergency Alert System (EAS)

EAS is intended to provide a means for government to provide emergency warning and instructions to the public. See Section V.D.2.b below and Appendix 4 for further information on EAS. This jurisdiction may receive EAS messages that contain warning information broadcast by:

- a. Federal authorities or agencies
- b. State government
- c. Other local governments

Civil emergency warnings issued through NAWAS may also be disseminated through EAS. Incoming EAS messages may be received on commercial radio or television stations monitored by local officials.

4. State Government. From time to time, the SEOC issues warning messages to local governments in specific regions of the State. Warnings issued by the SEOC are typically transmitted by NLETS to County Warning Centers and LWPs.
5. Local Officials. Government employees may provide warning of emergency situations they have discovered or that have been reported to their departments and been confirmed. Such situations should be reported to the LWP through any available means of communications.
6. Business and Industry. Companies that suffer a major fire, explosion, hazardous materials spill, or other emergency situation that may pose a threat to public health and safety and public or private property have a general duty to notify local officials of such occurrences. Such notifications are generally made through the 9-1-1 system. Companies reporting emergency situations that may pose a risk to the public are expected to recommend to local government appropriate actions to protect people and property.
7. Federal, State, or Local Agencies. Warning of specific types of emergency situations may be received directly from specialized government agencies, including river authorities, dam operators, the US Coast Guard, military installations, airport authorities, and other agencies which operate specialized facilities.
8. Citizen Warning. Citizens may also provide warning of emergency situations, generally by calling 9-1-1. It is always advisable to confirm information on emergency situations reported by citizens before issuing public warnings.



### C. Notification of Local Officials

When the Sheriff's Office Dispatch Center, as the LWP, receives warning of an emergency situation, it shall make notification to key local officials so they can determine appropriate actions to deal with the situation. The Emergency Notification Matrix provided in Appendix 1 indicates the departments and officials that should be notified of various types of emergency situations. Notification will be made by telephone, radio, pager, or any other means available.

### D. Dissemination of Warnings to the Public

1. In the initial stages of an emergency situation, the LWP will, within the limits of the authority delegated to it, determine if a warning needs to be issued and formulate a warning (using pre-scripted messages where possible), and disseminate it. Appendix 2 provides general guidelines for activation of the local warning system. When the EOC has been activated, it will normally determine who needs to be warned and how. The EOC will normally formulate the warning messages and public instructions. The LWP will execute the warnings by activating the warning system. The PIO or the EOC may disseminate emergency public information directly to the media.
2. The systems described below will be used to issue warnings and instructions to the public. To facilitate dissemination of warning and public instructions, a set of pre-scripted warning messages and public information messages suitable for use in likely emergency situations has been developed. They are included in Appendix 5 to this annex. These pre-scripted messages may be used as written or tailored as needed for specific circumstances.
  - a. EAS
    - 1) As a condition of licensing, all commercial radio and television stations and cable television companies must participate in EAS and use their facilities to relay warning and instructions from government to the public. Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local governments. The Federal Communications Commission encourages licensees to broadcast state and local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcaster.
    - 2) For obvious reasons, EAS should be used prudently. Activation of EAS by local governments is governed by the *Nevada EAS Plan*. and The general guidelines for local activation of EAS include:
      - a) Severity of situation. EAS warning will aid in reducing loss of life or substantial loss of property.
      - b) Timeliness. Immediate public knowledge is required to avoid adverse impact.
      - c) Alternatives. Other means of disseminating information are inadequate to ensure rapid delivery.
    - 3) The local EAS stations are listed in Appendix 4. The County has coordinated with these stations to establish procedures for accessing the EAS, which are included in that appendix. Authority to release EAS messages for broadcast is

restricted to those local officials named in Appendix 2. The following methods will be used to transmit emergency messages to EAS stations for broadcast:

- a) By telephone, with the station generally recording our verbal message and then broadcasting it.
- b) By fax, with the station receiving our written message and reading it on the air.
- 4) Pre-scripted emergency messages have been prepared for use with those warning systems that are capable of delivering a verbal or written message; these are included in Appendix 5. As EAS messages are limited to two minutes, the pre-scripted messages include short warning and instructional messages that may be transmitted by EAS and amplifying messages that will be distributed to the media as Special News Advisories.

c. Route Alerting & Door- to-Door Warning

The public may be warned by route alerting using vehicles equipped with sirens and public address systems. Route alerting may not work well in some areas, including rural areas where residences are some distance from the road or for large buildings with few external windows. Response personnel going door-to-door may also deliver warnings. Both of these methods are effective in delivering warnings, but they are labor-intensive and time-consuming and may be infeasible for large areas. The following departments maintain vehicles equipped for route alerting:

- d. NOAA Weather Radio. Pursuant to an agreement with the NWS Forecast Office in Reno, those local officials authorized to release EAS messages (See Appendix 2) may request that the NWS activate the NOAA Weather Radio system to broadcast civil emergency messages. This system can broadcast voice messages to individuals who have a NOAA Weather Radio or receive Weather Radio broadcasts on cable television.

e. Telephone Warning/Information Systems.

The County has purchased "ChurchillChurchillX" to provide telephone notification. This system. (Determine if your county has purchased or subscribes to some type of Reverse 911 or alerting system and enter that information here.)

f. Private Business Reader Boards

## E. Warning Special Facilities and Populations

Special populations and facilities will be warned of emergency situations by available methods to include:

1. Visually-impaired: EAS messages on radio, NOAA Weather Radio, route alerting, door-to-door notification.
2. Hearing-impaired: Captioned EAS messages on television, route alerting, door-to-door notification, other.
3. Non-English speaking: Language messages on radio and/or TV, NOAA Weather Radio, route alerting, door-to-door, other A -

4. Special facilities: EAS messages on radio/television, NOAA Weather Radio, route alerting, door-to-door notification, other

#### **F. Warnings to Other Governments and Agencies**

1. The Local Warning Point is responsible for warning adjacent or nearby jurisdictions that may be affected by emergency situations originating within this jurisdiction.
2. County Emergency Management is also responsible for informing the Nevada Division of Emergency Management of major emergencies after time-sensitive warnings have been issued. The form for the Initial Emergency Report is provided in Appendix 2 to Annex N, Direction & Control.

#### **G. Actions by Phases of Emergency Management**

1. Prevention
  - a. Establish an effective public warning system and appropriate operating procedures. Extend the system to keep up with growth. Adopt new methods of warning that increase the ability to reach citizens not well served by current systems.
  - b. Conduct public education designed to prevent citizens from taking unnecessary risks during emergency situations. An example would be a public information effort discouraging people from driving on flooded roads.
2. Preparedness
  - a. Test the local warning system on a regular basis.
  - b. Prepare pre-scripted warning and public instruction messages for known hazards. See Appendix 5.
  - c. Brief local media on local warning systems and coordinate procedures for transmitting EAS messages to radio and television stations and cable television providers.
  - d. Conduct public education on warning systems and the actions that should be taken for various types of warnings.
  - e. Establish a Joint Information System (JIS) and identify suitable facilities for a Joint Information Center (JIC) if required.
3. Response:
  - a. Activate local warning systems to alert the public of the emergency situation and provide appropriate instructions.
  - b. Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions
  - c. Discontinue warnings when no longer required.
4. Recovery
  - a. Advise the public when the emergency situation has been terminated.

- b. If necessary, provide instructions for return of evacuees and safety information relating to reoccupation of damaged homes and businesses.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. General**

1. The Policy Group establishes general policies for emergency warning and fund personnel and equipment to operate the warning system.
2. The Sheriff's Office is responsible for operating the LWP and coordinating operation of the local warning system.

### **B. Task Assignments**

1. The Policy Group will:
  - a. Outline general policies on warning and emergency public information.
  - b. Approve emergency public information to be released to the public through the news media or other means.
2. The Sheriff's Office will:
  - a. Develop an adequate warning system.
  - b. Staff and operate the local warning point.
  - c. In coordination with the EMC, develop and maintain procedures for operation of the warning system, coordinating as necessary with other departments and agencies, the NWS, local radio and television stations, cable television companies, and other organizations. See Appendices 2, 3, and 4.
  - d. Provide for maintenance and periodic testing warning system equipment. See Appendix 2.
3. The Sheriff's Office Dispatch Center will serve as the LWP and will:
  - a. Receive and, if necessary, verify and acknowledge warnings of emergency situations.
  - b. Make notification to local officials of emergency situations or conditions that could cause such situations as required. See Appendix 1.
  - c. In accordance with SOP or when directed, activate the warning system to alert and provide instructions to the all sirens under their jurisdiction.
  - d. Identify requirements for route alerting and door-to-door warning for areas where other warning systems do not adequately reach the public.
  - e. Develop and maintain hazard specific warning procedures covering warning receipt, verification, and dissemination.

4. The EMC will:

- a. In coordination with the Sheriff's Office, develop operating procedures for the warning system, coordinating as necessary with other departments and agencies, the NWS, local radio and television stations, cable television companies, and other organizations.
- b. Assist in the development of pre-scripted warning messages and Special News Advisories. See Appendix 5.
- c. When the EOC is activated, assist in the development of warning messages and Special News Advisories.
- d. In coordination with or serving as the PIO, educate the public regarding the use of the warning system.

5. The PIO will:

- a. In coordination with the EMC and the Sheriff's Office, develop pre-scripted warning messages and public instructions for known hazards.
- b. When an emergency has occurred, develop warning messages and public instructions for the specific situation at hand.
- c. Develop procedures to facilitate the release of coordinated emergency public information to amplify basic information provided in warning messages.
- d. Maintain a media briefing area in/in the vicinity of the EOC.
- e. Periodically brief the media on local warning systems and warning procedures.
- f. Develop and disseminate educational materials relating to emergency warning to the public.

6. Law Enforcement will:

Provide units and personnel for route alerting and door-to-door warning when requested.

7. The Fire Dept will:

Provide units and personnel for route alerting and door-to-door warning when requested.

8. All local government departments and agencies will:

- a. Report emergency situations to the local warning point that merit warning local officials or the public.
- b. When requested, provide personnel and equipment to assist in route alerting or door-to-door warning

9. Media companies are expected to:

- a. Disseminate warning messages and Special News Advisories provided by local government to the public as rapidly as possible.
  - b. Participate in periodic tests of the EAS and other warning systems.
10. Institutions, businesses, and places of public assembly are expected to:
- Monitor radio and television and/or NOAA Weather Radio receivers for warnings and take appropriate actions to protect their patients, students, customers, and employees.

## **VII. DIRECTION & CONTROL**

### **A. General**

1. The Policy Group shall provide general guidance for warning activities.
2. The Sheriff in coordination with the EMC shall provide specific guidance for the operation of the LWP and warning systems.
3. For specific time-sensitive emergency situations, the LWP has been delegated authority to determine if a warning needs to be issued, formulate a warning if necessary (using pre-scripted messages where possible), and disseminate it. For other situations, the LWP must coordinate with one of a designated set of key officials who will determine if a warning should be issued and approve the general content of any warning message that will be disseminated. Guidelines for this process are outlined in Appendix 2.
4. When the EOC has been activated, the EOC staff will normally determine who needs to be warned and how and the EMC, PIO, and other members of the staff will formulate warning messages and public instructions. The LWP will normally execute such warnings by activating the warning system, except that the PIO may disseminate emergency public information to the media directly.

### **B. Line of Succession**

The line of succession for the Sheriff who has primary responsibility for the warning function, is:

1. Sheriff
2. Undersheriff
3. Patrol Captain
4. Administrative Captain
5. Operations Sergeant

## **VIII. READINESS LEVELS**

### **A. Readiness Level IV - Normal Conditions**

See the prevention and preparedness activities in Section V.G, Actions by Phases of Emergency Management.

### **B. Readiness Level III - Increased Readiness**

1. Monitor the situation.

A -

2. Inspect warning systems to insure they are fully operational.
3. Alert EAS stations of the increased threat so they are aware of the situation and can disseminate warnings if necessary.

#### **C. Readiness Level II - High Readiness**

1. Monitor the situation.
2. Develop draft warning messages and public messages for the impending threat.
3. Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period.
4. Identify requirements for route alerting and door-to-door warning.
5. Consider activation of the EOC to provide for increased situation monitoring and to conduct pre-planning.

#### **D. Readiness Level I - Maximum Readiness**

1. Monitor the situation.
2. Place selected off-duty personnel on standby to increase staffing if necessary
3. Coordinate with EAS stations to determine their readiness.
4. Designate units for route alerting and door-to-door warning.
5. Activate the EOC for increased situation monitoring, planning, and resource management.

## **IX. ADMINISTRATION & SUPPORT**

### **A. Agreements & Contracts**

Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.

### **B. Reports & Records**

1. The LWP shall maintain activity logs recording:
  - a. Warnings received.
  - b. Key personnel notified and the actions they directed to be taken.
  - c. Warnings disseminated to the public and the means of that dissemination.
2. The Incident Command Post (ICP) and the EOC shall maintain logs of their activities as outlined in Section IX of the Basic Plan.

### C. Maintenance of Equipment

All warning systems owned by The County will be maintained in accordance with the manufacturer's instructions for those systems.

## X. ANNEX DEVELOPMENT & MAINTENANCE

### A. Development

The Sheriff and Emergency Management Coordinator are responsible for working with other agencies in the development, maintenance, and improvement of this annex. Each agency tasked will develop standard operating procedures that address assigned tasks.

### B. Maintenance

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

## XI. REFERENCES

FEMA, *National Warning System Operations Manual*.

FEMA, *Guide for All-Hazard Emergency Operations Planning* (CPG-101).

### APPENDICES

Appendix 1 .....	Emergency Notification Matrix
Appendix 2 .....	General Warning Point Procedures
Appendix 3 .....	National Warning Messages
Appendix 4 .....	Emergency Alert System Procedures
Appendix 5 .....	Warning and Emergency Public Information Messages
Tab A .....	Warning Message-General Incident
Tab B .....	Warning Message-Road and Facility Closure
Tab C .....	Warning Message- Shelter-in-Place
Tab D .....	Special News Advisory-Pre-Evacuation Information
Tab E .....	Warning Message-Urgent Evacuation
Tab F .....	Warning Message-Mandatory Evacuation
Tab G .....	Special News Advisory-Supplemental Evacuation Information
Tab H .....	Special News Advisory-Schools and Public Facilities



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**APPENDIX 1  
EMERGENCY NOTIFICATION MATRIX**

Emergency Situation	Departments to be Notified	Individuals to be Notified
<b>WEATHER</b>		
Flash Flood Watch - local area Flash Flood Warning – local area Flood Watch – local area Flood Warning – local area Severe TS Watch – local area Severe TS Warning – local area Winter Storm Watch – local area Winter Storm Warning – local area High Wind Watch – local area High Wind Warning – local area	CEM SO FD Public Works	EMC WATCH COMMANDER DUTY OFFICER ROAD MANAGER
<b>TECHNOLOGICAL HAZARDS</b>		
Aircraft crash within county	FD SO CEM	1 <sup>st</sup> Alarm Watch Commander EMC
Fire – 2 alarm or less	FD CEM SO	Protocol EMC Watch Commander
Fire – 3 alarm+ or county facility	FD CEM SO	Protocol EMC Watch Commander/Chief
Mass casualty incident	FD CEM SO	Protocol EMC Watch Commander/Chief
Hazmat spill with casualties/evacuation	FD CEM SO	Protocol EMC Watch Commander/Chief
Hazmat spill with potential major environmental impact	FD CEM SO NDEP	Protocol EMC Watch Commander/Chief 24-hour Number
Incident involving potentially contaminated drinking water	FD CEM SO UTILITIES/Public Works NDEP	Protocol EMC Watch Commander/Chief On-Call Person 24-Hour Number
Major explosion	FD CEM SO	Protocol EMC Watch Commander/Chief
<b>UTILITY EMERGENCIES</b>		
Electrical outage – 500+ users/2 hrs+ Electrical outage – critical facility	Sierra Pacific Power CEM FD SO	24-HR Number EMC Duty Officer Watch Commander/Chief
Sewer outage – critical facility	UTILITIES/Public Works	On-call Person

Sewage spill affecting waterways Water outage – 500+ users/2 hrs+ Water outage – critical facility	CEM FD SO	EMC Duty Officer Watch Commander/Chief
911/Telephone Outage	CC Communications SO FD CEM	24-Hr Number Watch Commander/Chief Duty Officer/Protocol EMC
<b>SECURITY ISSUES</b>		
Major civil disturbance	SO FD CEM	Watch Commander/Chief Duty Officer/Protocol EMC
Terrorist incident	SO FD CEM	Watch Commander/Chief Duty Officer/Protocol EMC

**APPENDIX 2  
GENERAL WARNING POINT PROCEDURES**

**1. Receiving Warning Information**

- A. The Local Warning Point (LWP) may receive emergency warnings by:
- 1) NLETS message from the State Warning Point or Area Warning Center
  - 2) Telephone or fax from the SEOC
  - 3) Radio, telephone, or fax from the Area Warning Center
  - 4) Radio, telephone, or fax from state or federal agencies or other local governments.
  - 5) Radio, telephone or fax from industry, government employees, or citizens
  - 6) NOAA weather radio
  - 7) NOAA Weather Wire or EMWIN
  - 8) EAS message decoded by our EAS terminal
- B. Incoming messages should be acknowledged if required (for example: national warning messages).
- C. The date and time on written messages and the date and time of receipt of all messages shall be entered in the Communication Log.
- D. For emergency situations reported by citizens and others unknown to the LWP operator, the operator should seek to confirm the source and information provided by any available means before taking action on the report, unless there are confirming reports from other sources.

**2. Emergency Notifications**

- A. The LWP shall make notifications of routine emergency situations to the department or agency that normally responds to such situations.
- B. For those emergency situations or potential emergency situations described in the Emergency Notification Matrix in Appendix 2, the LWP shall make notifications to the departments, agencies, and those local officials indicated in the matrix. Local officials may request that the LWP take specific actions or advise the LWP that they will take certain actions in response to the warning.
- C. Notifications of emergency situations and other actions taken in response to such notifications shall be recorded in the Communications Log.

**3. Dissemination of Warnings**

- A. The LWP may disseminate emergency warnings and public instructions by:
- 1) Forwarding a voice or hard copy message to the local EAS station for broadcast
  - 2) Route alerting and door-to-door warning.
  - 3) Activating telephonic notification using the City Watch System

- 4) Providing a voice or text message to the National Weather Service for broadcast on NOAA Weather Radio.
- B. The LWP may activate the local warning system for certain time-sensitive emergency situations. For other emergency situations, the LWP must seek approval from a key official to activate the local warning system.
- C. The LWP is authorized to activate the local warning system without prior approval for the following emergency situations:
- 1) An NWS tornado warning for the local area or the confirmed sighting of a tornado on the ground in the local area.
  - 2) A national civil emergency warning received from the Area Warning Center. See Appendix 4.
  - 3) A catastrophic emergency situation that poses an immediate threat to life, such as a dam failure.
- D. For other emergency situations, the LWP shall relay the warning received to one of the following key officials and obtain guidance on activating the local warning system and the suggested content of any local warning messages:
- 1) The Emergency Management Coordinator
  - 2) The Sheriff's Office Watch Commander and Administration
  - 3) Fire District Duty Chief/Officer
  - 4) County/City Manager
- E. When a decision is made to activate the warning system, an EAS message will be dispatched to local broadcasters first. Other warning systems should be activated as soon as possible thereafter.
- 1) To save time and ensure completeness, the pre-scripted warning messages contained in Appendix 6 should be used as basis for warning messages where possible. However, it may be necessary for the LWP to prepare an original message. [Copies of the pre-scripted messages are maintained on computers in the LWP and the EOC so they can be easily modified.]
  - 2) National civil emergency warning messages received locally should not be forwarded to local EAS stations for broadcast, as plans call for federal authorities to enter such messages into EAS at the national level.
  - 3) If it is determined that route alerting and/or door-to-door warning are required, the LWP must alert field units to assign units to those tasks. The LWP should provide field units with the warning message and any instructions that are to be disseminated so that these can be passed on to the units involved.
  - 4) Warning messages and public instructions should be updated as the situation changes and canceled when no longer needed.
- F. The LWP should record the activation of the various local warning systems and dispatch of warning and public instruction messages in its Communication Log.

#### **4. Testing and Exercising the Warning System**

##### **A. System Testing**

All components of the warning system will be tested on a regular basis.

##### **B. Test Procedures**

- 1) The preparation and transmission of a simulated warning message to the local primary EAS station shall be tested quarterly at a date and time agreed upon with the station. Such message shall not be broadcast. EAS stations are required by the FCC to conduct required weekly and monthly tests of their EAS equipment.
- 2) The preparation and transmission of a simulated warning message to the National Weather Service for broadcast on NOAA Weather Radio shall be tested quarterly at a date and time agreed upon with the NWS. Such messages shall not be broadcast.
- 3) The Telephone Warning System shall be tested monthly using its built-in test module.

##### **C. Exercises**

- 1) It is desirable that preparation of warning messages and public instructions and the activation of warning systems be included in emergency exercise activities where such tasks are appropriate for the scenario being exercised in order to ensure that components of the system are adequate and the operational procedures are adequate.
- 2) If warning systems are activated at other than normal times for exercises, it is essential to give due notice to the public that such activations will occur.

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## **APPENDIX 3 NATIONAL WARNING MESSAGES**

### **1. Types of National Warning Messages**

National warning messages include:

- A. Attack Warning
- B. Fallout Warning
- C. Natural & Technological Emergency Warning

### **2. National Warning Message Dissemination**

National warning messages are disseminated by federal authorities from the FEMA Operations Center through the National Warning System (NAWAS) to the states; NAWAS is a dedicated telephone system that disseminates voice-warning messages. In Churchill County, such warning messages are received at the State Warning Point in Austin and relayed to Area Warning Centers around the state by the Churchill County Warning System (NWAS), which is also a dedicated telephone system that disseminates voice-warning messages. Area Warning Centers normally disseminate national warning messages they receive by Nevada Law Enforcement Telecommunications System (NLETS) teletype to Local Warning Points. Local Warning Points whose NLETS service is inoperative may receive warning messages by telephone or radio.

### **3. Local Action Upon Receipt of A National Warning Message**

- A. When national warning messages are received at the Local Warning Point, such warnings should be disseminated as soon as possible through the local warning system, except that national warning messages received locally should not be forwarded for local broadcast as EAS messages, as federal authorities will broadcast such warnings as national EAS messages.
- B. For an Attack or Fallout Warning, outdoor warning systems should use the ATTACK signal – a 3 to 5 minute wavering tone. For other national warnings, the ALERT/ATTENTION signal (a 3 to 5 minute steady tone) should be used.
- C. All national warning messages received verbally (by telephone or radio) should be acknowledged.

### **4. National Warning Messages**

- A. Attack Warning
  - 1) Attack Warnings are issued when there is a threat of attack on the United States or portions of it.
  - 2) Incoming message format:



“This is the FEMA (Alternate) Operations Center. This is an Attack Warning. Declaration time (date & time) Zulu.”

Note:

Zulu - 5 hours = Central Daylight Time; Zulu - 6 hours = Central Standard Time.

Zulu - 6 hours = Mountain Daylight Time; Zulu - 7 hours = Mountain Standard Time.

If the threat is limited to a specific area, the message will be tailored to describe the area at risk.

3) Termination message format:

“This is the FEMA (Alternate) Operations Center. The Attack Warning is terminated. Termination time (time) Zulu.”

B. Fallout Warning

- 1) Fallout warnings are intended to warn of radiation hazards resulting from nuclear detonations, accidental mishaps, and/or terrorist incidents.
- 2) There is no specific format for this type of message, but it appears that it will likely follow the general format of the message in paragraph 4.D.2). b) below.

C. Natural & Technological Emergency Warning

- 1) This type of warning may be issued to cover the following events: major natural disasters, errant domestic missile launch, reentering space debris, volcanic eruption, major dam failure, and other hazards to public health, safety, and property that may threaten a wide area.

2) Incoming message format:

“This is the FEMA (Alternate) Operations Center with a special announcement for all states or the following state(s) \_\_\_\_\_ or the following region(s) \_\_\_\_\_.”

Text: (free text message describing the problem and appropriate protective actions)”

- 3) There is no specific format for this type of message.

D. Accidental Missile Launch.

- 1) An accidental missile launch by the United States or other countries may generate a Natural & Technological Emergency Warning or a Fallout Warning or both, depending on the type of missile involved.

2) Incoming message format:

- a) “This is the FEMA (Alternate) Operations Center with a Emergency Warning for the following (states, counties, cities). An accidental missile launch threatens the following areas: (states, counties, cities). Advise population by all means to take cover.”

- b) For accidental launches which result in a nuclear weapons detonation, the following message will be used: “This is the FEMA (Alternate) Operations Center. An accidentally launched nuclear weapon detonated in (city, county, state) at \_\_\_\_\_ local time. Radioactive fallout is possible. Persons in (cities, counties, states) should be advised to remain under cover and await further instructions from state or local authorities. Residents are advised to take protective actions in accordance with local community shelter plans and to be alert for further instructions from state and local authorities. Residents in all other areas are advised that protective actions are not required at this time.”
- c) For accidental launches that do not result in a nuclear weapons detonation, the following message will be used: “This is the FEMA (Alternate) Operations Center. An accidentally launched nuclear weapon impacted in (city, county, state) at \_\_\_\_\_ local time. A nuclear detonation did not – repeat – did not occur. Persons in (cities, counties, states) should be alert for further instructions from state or local authorities. Residents in all other areas are advised that protective actions are not required at this time.”

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**APPENDIX 4**  
**EMERGENCY ALERT SYSTEM (EAS) PROCEDURES**

**1. Purpose**

The purpose of EAS is to provide real time communication, information, direction and instruction in the event of an emergency requiring public action.

**2. EAS Plans**

For purposes of coordinating the use of EAS, the State Emergency Communications Committee has developed a statewide EAS Plan. Local Area Emergency Communications Committees for each of the State's EAS Districts develop local EAS plans. These plans address the concept of operations for EAS, message priorities, procedures for activation of EAS, and message formats. Local plans typically designate individuals authorized to activate EAS and authentication requirements.

**3. EAS Activation**

**A. Authority**

The following individuals may request activation of EAS:

- 1) The Emergency Management Coordinator
- 2) The Sheriff's Office
- 3) The Fire Department
- 4) County Manager &/or BOCC

Each individual is provided a set of code words to authenticate requests for EAS activation.

**B. Methods for Transmitting Messages**

EAS messages will be transmitted from the Local Warning Point to EAS stations by telephone, fax, or encoded voice message.

- 1) **Voice & Fax Messages.** The authentication code should be provided for voice messages and included on fax messages. The LWP should coordinate with the EAS station to determine the methods of delivery. Faxed messages will normally be read by the station staff. Voice messages may be transmitted live or recorded and then transmitted; the latter is preferred if the message must be repeated. For voice messages, it is desirable that the individual generating the message work from a written script or notes to ensure that all essential information is covered.
- 2) **Forwarding Messages for Transmission.** EAS messages will be forwarded to the EAS Local Primary Station if the emergency situation affects areas beyond the local area or if stations that broadcast EAS messages in the local area are unattended during the period when EAS activation is required. Stations that are in unattended operation at certain hours of the day must set their EAS Decoder to Automatic Mode so programming is interrupted and EAS messages broadcast automatically. If the emergency situations affects only an area served by one or two stations or cable companies, local officials may request EAS activation from those stations directly if they are staffed.

C. Operating Guidance

- 1) EAS messages are limited by hardware design to two minutes.
- 2) If a message provided for broadcast by EAS stations is no longer current, it should be cancelled or replaced by an updated message.
- 3) If an EAS station is required by license restrictions to operate at reduced power or cease transmitting during certain specified time periods, and activation of EAS is requested during that time period, the station may operate its transmitter as needed using full power.

D. Broadcast of EAS Messages

When a request for EAS activation is received and authenticated, the EAS station will typically:

- 1) Interrupt normal programming.
- 2) Send the EAS Header Code.
- 3) Send the EAS Attention Signal (8 to 25 seconds).
- 4) Make an activation announcement: "This is the Nevada Emergency Alert System. Important information will follow."
- 5) Broadcast the emergency message.
- 6) Make a termination announcement: "This is the (local area) Nevada Emergency Alert System. We now resume normal programming."
- 7) Send the EAS End-of-Message Code.
- 8) Resume normal programming.

4. EAS Stations. EAS stations (radio, TV, cable) serving the local area include:

A. EAS Radio

News/Talk 780 KOH 595EastPlumbLane Reno, Nevada 89502 Telephone: 775-789-6700 FAX: 775-789-6767 <a href="mailto:kkohnews@citcomm.com">kkohnews@citcomm.com</a>	KHWG/K:HOG 1050 W. Williams Fallon, NV Telephone: 775-428-1764 Fax: 775-428-1765	KVLV- AM980/FM 99.3 1155 Gummow Drive Fallon, NV Telephone: 775-423-2243
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Nevada Counties should confirm that this information is correct for their jurisdiction.

B. Television and Cable Stations

KOLO-TV Mailing Address: 4850 Ampere Drive Reno, NV. 89502 Newsroom: 775-858-8880 Fax: 775-858-8877	KRNV News 4 1790 Vassar Street Reno, Nevada (775) 785-1210 Fax (775) 785-1206	KTVN-TV 4925 Energy Way Reno, NV 89502 Phone: (775) 861-4290 News Tips: (775) 858-NEWS Fax: (775) 861-4246
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**APPENDIX 5**  
**LOCAL WARNING & EMERGENCY INFORMATION MESSAGES**

1. This appendix provides two types of warning messages for a number of emergency situations.
  - A. **Warning Messages.** These messages alert the public to emergency situations and provide directions on what they should do and not do to protect themselves. As the time limit for warning messages transmitted via the Emergency Alert System (EAS) is approximately two minutes, and the capability of television warning displays is limited, warning messages are generally short and concise. Warning messages are generally disseminated through warning systems and broadcast every 15 minutes until they are canceled or replaced by an updated message
  - B. **Special New Advisories.** Special News Advisories amplify information contained in the warning messages, provide further information regarding an emergency situation, and may be used to provide information on impending threats that do not yet warrant public warning. Special News Advisories are generally sent to the media through normal communications channels for further dissemination to the public.
  - C. Warning messages and Special News Advisories have been pre-scripted to expedite timely dissemination; however, it may be necessary to modify the pre-scripted text and the additional information.
  - D. [Copies of the messages in this appendix are maintained on computers in the Local Warning Point and the EOC.]
2. The following warning messages and Special News Advisories are provided in this appendix:
  - A. Tab A: Warning Message – General Incident
  - B. Tab B: Warning Message – Road/Facility Closure
  - C. Tab C: Warning Message – Shelter-in-Place
  - D. Tab D: Special News Advisory – Pre-Evacuation Information
  - E. Tab E: Warning Message – Urgent Evacuation
  - F. Tab F Warning Message – Mandatory Evacuation
  - G. Tab G Special News Advisory – Supplemental Evacuation Information
  - H. Tab H Special News Advisory – Schools & Public Facilities
3. General Guidance for Warning & Public Information Messages
  - A. **Protective Action Areas.** Areas in which protective actions, such as evacuation or shelter-in-place, are being implemented should be described with reference to obvious geographic features, such as roads and rivers, rather than with abstract descriptions such as a one mile radius of some intersection. The preferred method of describing the area should use compass directions and neighborhood and landmark names where appropriate.

Example:

*The area to be evacuated is north of Meadow Drive, east of Main Street, south of Pacific Street, and west of Mackenzie Lane.*

- B. Evacuation Routes. The description of evacuation routes should make it clear which direction(s) evacuees should go and which travel directions they should avoid.

\*\* See Evacuation Guide\*\*

**TAB A**  
**Warning – General Incident**

1. The County Office of Emergency Management Office has issued the following warning for those who live, work, or are visiting in Churchill County
2. An emergency situation involving [County/city] is currently in progress at: [*Describe location by reference to facility name (if known), street and cross street, other geographic features (rivers, rail lines, etc.), and neighborhood name where appropriate*]
3. Emergency personnel are currently responding to this incident and local officials are monitoring the situation. To keep yourself safe and avoid impeding the emergency response, please avoid this area until further notice.
4. To repeat, an emergency situation involving [County/City] is currently in progress at: (*Repeat location in 2 above*). Please avoid this area.
5. Do not call [911] for information about the emergency situation. Instead, stay tuned to this station for additional official information.



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**TAB B**  
**Warning – Road/Facility Closure**

1. The County Emergency Management Office has issued the following warning for those who live, work, or are visiting in Churchill County:
2. It has been necessary to close certain local streets and highways due to:
  - flooding
  - heavy accumulations of snow and ice
  - fire / explosion
  - incident involving hazardous materials
  - Other:
3. As of \_\_\_\_\_ today, the following roads have been closed by law enforcement officials:

Street or Route \_\_\_\_\_

At or Between \_\_\_\_\_

Please avoid these routes.

4.  If you must travel, use alternate routes, such as:
5.  We recommend that you refrain from driving and remain at home due to the extremely bad travel conditions.
6.  In addition, the following facilities have been closed due to the emergency situation:
7. Again, the roads and streets that have been closed are: *(Repeat list in 3 above)*
8. Please stay tuned to this station for additional information on the current emergency situation.

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**TAB C**  
**Warning - Shelter-in-Place**

1. The County Emergency Management Office has issued the following warning for those who live, work, or are visiting in Churchill County.
2. There has been an accidental release of hazardous material that is affecting a portion of the local area. People in the following area must take protective measures:

*[Describe area boundaries]*

3. If you are located in this area, do the following immediately in order to protect yourself:
  - A. Go inside your home, workplace, or the nearest building that appears to be reasonably airtight and stay there. Take your pets with you.
  - B. Close all doors, windows, and any fireplace dampers.
  - C. Turn off any heating or cooling system that draws in air from the outside.
  - D. Keep your radio on and tuned to receive emergency announcements and instructions
  - E. Gather items that you may need to take with you if you are advised to evacuate.
4. People traveling in vehicles should seek shelter in the nearest airtight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents, and turn off the heater or air conditioner until they reach a suitable building.
5. If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.

6. (If school is in session.)

Students at the following school(s) are taking shelter at their schools:

Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.

Students at the following school(s) [have been/are being] evacuated to other facilities:

Parents should not attempt to pick up students from schools that have been evacuated. Local officials will provide information on where to pick up school children as soon as it is available.

7. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.
8. Please do not call [911] or local emergency officials for information. Stay tuned to this station for additional information.

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**TAB D**  
**Special News Advisory – Pre-Evacuation**

3. The County Emergency Management Office has issued the following warning for those who live, work, or are visiting in Churchill County.
1. Due to the threat of [\_\_\_\_\_], it may be necessary for people who live, work or are visiting in the certain local areas to evacuate in the near future. This area(s) that may be at risk include:

*[Describe area boundaries]*

2. Evacuation is NOT being recommended at this time. Local officials will advise you if evacuation is necessary. However, you should be prepared to evacuate if needed. To prepare, you should:
  - A. Assemble the following emergency supplies:
    - Clothing for your family for several days
    - Bedding, pillows, and towels
    - Prescription medicines & spare eyeglasses
    - Soap and toiletries
    - Baby food and diapers
    - Your address book or list of important telephone numbers
    - Your checkbook, credit cards, and cash
    - Your drivers license and identification cards
    - A portable radio and flashlight.
  - B. You should also:
    - Gather suitcases, boxes, or bags to hold your emergency supplies.
    - Be prepared to secure your home or office and your property before you depart.
    - Ensure your car is in good shape and you have adequate fuel.
    - Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel or motel reservations.
4.  Potential evacuation routes from the area(s) at risk include:
5.  Potential evacuation routes from the area(s) at risk are described in:
6. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who do not have transportation, offer to assist them if you can.
7. We want to emphasize that this is a PRECAUTIONARY message about possible evacuation. Evacuation is NOT being recommended at this time.
8. Keep your radio or TV on and listen for further information about this situation. Please do not call [911] or local emergency officials for information as this ties up telephone lines needed for emergency operations.

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**TAB E**  
**Warning Message – Urgent Evacuation**

4. The County Emergency Management Office has issued the following warning for those who live, work, or are visiting in Churchill County.
2. Due to [ \_\_\_\_\_ ] that [threatens/is affecting a portion of the local area, the [County Supervisor/City Mayor] recommend that people in the following area evacuate immediately to protect their health and safety:

3. Recommended evacuation routes from the area(s) at risk include:

4. Be sure to take essential items such as:

- prescription medicines
- eyeglasses
- identification cards
- checkbook
- credit cards
- valuable papers

Do not delay your departure to collect other belongings.

5. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Some shelters will not accept pets.
6. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
7. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.
8. Repeating, local officials recommend the people in the following area(s) evacuate now:  
*(Repeat the area description in paragraph 2 above.)*
9. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.



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**TAB F**  
**Warning Message – Mandatory Evacuation**

5. The County Emergency Management Office has issued the following warning for those who live, work, or are visiting in Churchill County.
2. Due to \_\_\_\_\_, the Governor, under Nevada law, has ordered that people evacuate immediately the following area to protect their health and safety and the health and safety of possible rescuers:
3. Recommended evacuation routes from the area(s) at risk include:
4. Be sure to take essential items such as:
  - prescription medicines
  - eyeglasses
  - baby supplies
  - personal care items
  - identification cards
  - checkbook and credit cards
  - valuable papers

Listen to this station for more information on what you need to take with you. Secure your home before you depart.

5. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Remember some shelters will not accept pets
6. Decide where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
7. If you can't stay with friends or relatives or find a motel room, listen to this station for more information on the locations of public shelters.
8. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.

9. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.
10. Repeating, the Governor, under Nevada law, is ordering the people in the following area(s) to evacuate immediately: *(Repeat the area description in paragraph 2 above.)*
11. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

**TAB G**  
**Special News Advisory – Supplemental Evacuation Information**

1. The County Emergency Management Office has issued the following advisory for those who live, work, or are visiting in Churchill County:
2. Due to the threat of [\_\_\_\_], local officials have recommended that people who live, work or are visiting in the following areas evacuate to protect their health and safety:

*[Describe area boundaries.]*

3. Use the following evacuation routes: [list evacuation routes]
4. You should take the following emergency supplies with you:
  - clothing for your family for several days
  - bedding, pillows, and towels for each family member
  - prescription medicines & spare eyeglasses
  - soap and toiletries
  - baby food and diapers
  - address book or list of important telephone numbers
  - checkbook, credit cards, and cash
  - drivers license and identification cards
  - portable radio and flashlight, with extra batteries
5. Plan where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
6. If you cannot find another place to stay, temporary public shelters will be/have been opened at:
7. Take your pets with you, but make sure you bring a leash, crate, or cage for them as well as pet food.
8. Secure your property before you depart. Shut off all appliances, except refrigerators and freezers. Lock all doors and windows.
9. Expect travel delays on evacuation routes. If you have a substantial distance to drive, you may want to take drinks and ready-to-eat food in your car in case you are delayed.
10. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you.
11. If you have neighbors or co-workers, who need help or do not have transportation, offer to assist them if you can.

12. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.
13. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials. If you missed some of the information in this advisory, it will be broadcast again soon.

**TAB H**  
**Special News Advisory – School & Public Facilities**

6. The County Emergency Management Office has issued the following warning for those who live, work, or are visiting in Churchill County.

1. The current emergency situation involving [\_\_\_\_\_] has affected the operation of the number of local facilities. This advisory is intended to provide you an update on the status of schools, hospitals, nursing homes, and other key facilities.

2.  All local public schools have been closed.

3.  The following schools have been closed and students [are being/have been] returned to their homes:

4.  The following schools have been evacuated and their students relocated to other facilities:

School \_\_\_\_\_ Students relocated to:

Parents should pick up their children at these host facilities.

5.  The following hospitals and nursing homes have been evacuated and their patients relocated to other facilities:

Facility \_\_\_\_\_ Patients relocated to:

6.  The following government offices, parks, recreation areas, and other public facilities have been closed:

7. Please stay tuned to this station for more information and instructions from local officials.

8.  And please refrain from using the telephone unless you have a true emergency.

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# **ANNEX B**

# **COMMUNICATIONS**





# APPROVAL & IMPLEMENTATION

## Annex B

### Communications

National Response Framework                      ESF: 2  
State Comprehensive Emergency Management Plan:    ESF: 2

PRIMARY AGENCY:                      Churchill County Sheriff's Office

SUPPORT AGENCY:                      Churchill County Emergency Management

_____	_____
Churchill County Sheriff	Date
_____	_____
Churchill County Emergency Management	Date
_____	_____
Other Approving Signature	Date
_____	_____
Other Approving Signature	Date

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**RECORD OF CHANGES**

**Annex B**

**Communications**

<b>Change #</b>	<b>Date of Change</b>	<b>Entered By</b>	<b>Date Entered</b>

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# ANNEX B

## COMMUNICATIONS

### I. AUTHORITY

See Basic Plan, Section I.

### II. PURPOSE

This annex provides information about our communications equipment and capabilities available during emergency operations. Our entire communications system is discussed and procedures for its use are outlined.

### III. EXPLANATION OF TERMS

#### A. Acronyms

CATV	Cable TV
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMP	Electromagnetic Pulse
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
JIC	Joint Information Center
MACS	Multi-Agency Coordination System
NIMS	National Incident Management System
NRP	National Response Plan
SEOC	State Emergency Operations Center
SOP	Standard Operating Procedures
RACES	Radio Amateur Civil Emergency Service
NLETS	Nevada Law Enforcement Telecommunications System

#### B. Definitions

Local Computer Network:	Local, Metropolitan, or Wide-Area Networks.
State Warning Point:	Warning Point for the state operated by the SOC.

## IV. SITUATION AND ASSUMPTIONS

### A. Situation

1. As noted in the general situation statement in the basic plan, we are at risk from a number of hazards that could threaten public health and safety and personal and government property. A reliable and interoperable communications system is essential to obtain the most complete information on emergency situations and to direct and control our resources responding to those situations.
2. The Dispatch/Communications Center is located at 180 West A Street, Fallon, NV. It is staffed on a 24-hour basis by the Sheriff's Office Dispatch Staff. Equipment is available to provide communications necessary for emergency operations.

### B. Assumptions

1. Adequate communications are available for effective and efficient warning, response and recovery operations.
2. Any number of natural or manmade hazards may neutralize or severely reduce the effectiveness of communications currently in place for emergency operations.
3. Additional communications equipment required for emergency operations will be made available from citizens, business, volunteer organizations, and/or other governmental agencies.
4. *To the extent possible by law, the county will ensure that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into acquisition programs. Additionally, the jurisdiction acquisition program will incorporate the Standard Equipment List (SEL) and other Federal equipment standard data when purchasing interoperable equipment. (NIMSCAST Metric 6.4 and 6.5) <sup>1</sup>*
5. *Working closely with DEM County Departments/agencies will validate their inventory of response assets and ensure they conform to homeland security typing standards. Inventory information will be provided to DEM as required by NIMS guidance. (NIMSCAST Metric 6.6) <sup>2</sup>*
6. *DEM will use the Response Asset Inventory for Intra-State Mutual Aid requests, exercises, and actual events. (NIMSCAST Metric 6.7) <sup>3</sup>*

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<sup>1</sup> NIMSCAST METRIC 6.4 & 6.5

<sup>2</sup> NIMSCAST METRIC 6.6

<sup>3</sup> NIMSCAST METRIC 6.7

## V. CONCEPT OF OPERATIONS

### A. General

1. A common operating picture within our jurisdiction and across other jurisdictions provides the framework of our communications capabilities. This framework is made possible by interoperable systems. Extensive communications networks and facilities are in existence throughout the County to provide coordinated capabilities for the most effective and efficient response and recovery activities. A diagram of the communications network is in Appendix 1.
2. Our existing communications network consisting of telephone (cellular, landline and satellite), computer, teletype, and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Landline circuits, when available, will serve as the primary means of communication with other communication systems as back up.
3. During emergency operations, all County departments will maintain their existing equipment and procedures for communicating with their field operations units. They will keep the EOC informed of their operations and status at all times.
4. To meet the increased communications needs created by an emergency, various state and regional agencies, amateur radio operators, and business/industry/volunteer group radio systems will be asked to supplement communications capabilities. These resource capabilities will be requested through local and regional mutual-aid agreements and/or the SEOC, as required.
5. *Whenever possible the jurisdiction will apply standardized and consistent terminology, including the establishment of plain language communications standards across the communications sector Multi-Agency or Multi-Jurisdiction events. (NIMSCAST Metric 7.1)*<sup>4</sup>

### B. Activities by Phases of Emergency Management

1. Prevention
  - a. Maintain a current technology based reliable, interoperable, and sustainable communications system.
  - b. Ensure warning communications systems meet jurisdictional needs.
  - c. Ensure intelligence and other vital information networks are operational.
  - d. Ensure integrated communications procedures are in place to meet the needs and requirements of the County.
2. Preparedness
  - a. Review and update this communications annex.

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<sup>4</sup> NIMSCAST METRIC 7.1



- b. Develop communications procedures that are documented and implemented through communications operating instructions (include connectivity with private-sector and nongovernmental organizations).
- c. Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.
- d. Ensure communications requirements for Emergency Operations Center and potential Joint Information Center (JIC) are regularly reviewed.
- e. Review After Action Reports of actual occurrences and exercises and other sources of information for lessons learned.
- f. Ensure the integration of mitigation plans and actions into all phases of emergency management as applicable.
- g. Acquire, test, and maintain communications equipment.
- h. Ensure replacement parts for communications systems are available and make arrangement for rapid re-supply in the event of an emergency.
- i. Train personnel on appropriate equipment and communication procedures as necessary.
- j. Conduct periodic communications drills and make communications a major element during all exercises.
- k. Review assignment of all personnel.
- l. Review emergency notification list of key officials and department heads.
- m. Provide the CC Communications Telephone Company with a list of circuit restoration priorities for essential governmental systems.

### 3. Response

- a. Select communications personnel required for emergency operations according to the incident.
- b. Incident communications will follow ICS standards and will be managed by the IC using a common communications plan and an incident-based communications center.
- c. All incident management entities will make use of common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved in an incident.
- d. Ensure emergency equipment repair on a 24-hour basis.
- e. Initiate warning procedures as outlined in Annex A, Warning, if required.

#### 4. Recovery

All activities in the emergency phase will continue until such time as emergency communications are no longer required.

## **VI. ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES**

### **A. General**

1. Our emergency communications system is operated by the Sheriff's Office and includes a variety of government-owned and operated equipment as well as equipment owned and operated by certain volunteer groups. The departments, agencies, and groups that are part of our communications system are listed in Section VII.C.
2. The Sheriff will ensure that warning information received at our warning point, the Dispatch/Communications Center, is disseminated to county officials and, where appropriate, to the public. The responsibility of ensuring the communications system is operational and incorporates all available resources rests with the Sheriff, with support and recommendations from the Communications Advisory Board.

### **B. Task Assignments**

1. Sheriff will:
  - a. Be responsible for all activities enumerated in this annex in Section V.B, Activities by Phases of Emergency Management.
  - b. Supervise the Communications Center.
2. The Sheriff's Office Communications Manager will:
  - a. Coordinate common communications procedures.
  - b. Develop and maintain a communications resource inventory (See Annex M, Resource Management).
  - c. Ensure a communications capability exists between the Dispatch/Communications Center of the Sheriff's Office and the Emergency Operations Center to include coordination with the telephone company for installation of dedicated telephone lines into the Dispatch/Communications Center and/or EOC.
  - d. Ensure communication restoration procedures are developed.
  - e. Ensure that the local telephone company is forwarded a list of circuit restoration priorities.
  - f. Ensure procedures are in place for dissemination of message traffic.
  - g. Coordinate the inclusion of business/industry and amateur radio operators into the communications network.

h. Develop and maintain SOPs to include message-handling procedures and recall rosters for essential personnel.

3. Dispatchers will be:

Responsible for proper use and maintenance of the equipment and for correct message handling procedures, including routing of all incoming messages and logging all incoming and out-going messages.

4. Public Information Officer will be:

Responsible for monitoring commercial radio and telephone broadcasts for accuracy of public information.

5. EOC Operators will be:

Responsible for proper screening and routing of all incoming telephone calls.

## VII. DIRECTION AND CONTROL

### A. General

1. The Policy Group establishes general policies for emergency communications.
2. The agency communications manager is under the supervision of the Agency Head and they are directly responsible for their facilities, equipment, and operation of their Dispatch/Communications Center.
3. Communications personnel from individual departments and support agencies, while under control of their own department or agency and operating their own equipment, are responsible for knowing and following the procedures outlined in this annex.
4. During emergency situations involving multiple agencies and/or jurisdictions, the various code systems used for brevity will be discontinued and normal speech will be used to insure comprehension. In addition, local time will be used during transmissions.
6. During emergency situations, communications will be maintained between the SEOC and the County EOC.

### B. Continuity of Government

Each department or agency with communications responsibilities shall establish a line of succession for communications personnel.

### C. Existing Communications Systems

1. Local Networks
  - a. Sheriff's Office
  - b. Police Department
  - c. Road Maintenance

- d. Fire Protection Districts
- e. Emergency Medical Services
- f. CC Communications
- g. RACES

## 2. Other Networks

- a. Nevada Law Enforcement Telecommunications System (NLETS) is a statewide telecommunications network connecting the State Warning Point, with all local, state and federal law enforcement agencies in the State of Nevada. Emergency communications between state and local governments will be transmitted through this system. The County principal terminal is located at the Sheriff's Office Communications Center
- b. Joint Information Center (JIC), Joint Operations Center (JOC), and SEOC.
- c. Individual Amateur Radio Operators
- d. Radio Amateur Civil Emergency Service (RACES)/Amateur Radio Emergency Services (ARES) is a state sponsored program composed of amateur radio operators. It is used to supplement state and local government communications systems in emergencies or disaster operations.
- e. Nevada Shared Radio System (NSRS) is used by NVDPS and NVDOT with interconnect to Washoe County and has an available radio cache.
- f. Business/Industry/Volunteer Group Radio Systems

### **D. Communications Plan Components**

- 1. *The Communications Unit Leader should develop a formal Communications Plan that identifies:*
  - a. *The utilization of communications equipment and facilities assigned to the incident.*
  - b. *The instillation of and testing of all communications equipment.*
  - c. *The supervision and operation of incident communications.*
  - d. *The distribution and recovery of communication equipment assigned to incident personnel.*
  - e. *The maintenance and repair of communications equipment on site. (NIMSCAST Metric 2.6)<sup>5</sup>*

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<sup>5</sup> NIMSCAST METRIC 2.6

## VIII. READINESS LEVELS

### A. Readiness Level IV - Normal Conditions

See the prevention and preparedness activities in paragraphs V.B.1 and V.B.2 above.

### B. Readiness Level III - Increased Readiness

1. Alert key personnel.
2. Check readiness of all equipment and facilities and correct any deficiencies.

### C. Readiness Level II – High Readiness

1. Alert personnel for possible emergency duty.
2. Monitor situation of possible issuance of warning or alerts.

### D. Readiness Level 1 – Maximum Readiness

1. Institute 24-hour operations.
2. Conduct periodic communication checks.

## IX. ADMINISTRATION AND SUPPORT

### A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of Annex M.

### B. Maintenance of Records.

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

### C. Preservation of Records

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

### D. Communications Protection

1. Radio
  - a. Electromagnetic Pulse (EMP)

One of the effects of a nuclear detonation that is particularly damaging to radio equipment is EMP. Plans call for the disconnection of radios from antennas and

power source when an Attack Warning is issued. A portable radio unit will then be employed as a backup to maintain limited communications with field units. This procedure will be used until an All Clear is announced. Telephones will also be used while operable.

b. Lightning, Wind, and Blast

- 1) Standard lightning protection is used including arrestors and the use of emergency power during severe weather.
- 2) Damaged antennas can be quickly replaced with spare units maintained by Sierra Electronics.
- 3) Mobile repeaters maintained by Sierra Electronics can be quickly positioned at predetermined locations to resume radio communications in the event of damage to radio towers.

2. Telephone (Common Carrier)

a. Overloaded Circuits

To avoid overloaded circuits during emergencies, citizens will be advised to listen to EAS for information and to use telephones only if they have a genuine emergency. If overloaded circuits do become a problem, coordinate with Verizon and ATT Telephone Companies to begin immediate restoration of priority circuits.

3. Computer Equipment and Facilities

The physical protection of computer equipment and facilities will be maintained under normal and emergency operations to help ensure continuity of communications.

**E. Security**

1. Measures will be taken to ensure that only authorized personnel will have access to the Dispatch/Communications Center.
2. Communications security will be maintained in accordance with national, state, and local requirements.

**F. Training**

1. Each organization assigning personnel to the EOC for communications purposes is responsible for making certain those persons are familiar with the agency's operating procedures.
2. The Sheriff will provide additional training on emergency communications equipment and procedures as necessary.

**G. Support**

If requirements exceed the capability of local communications resources, the EMC will request support from nearby jurisdictions or state resources from the SEOC.

## X. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Sheriff, in coordination with the EMC, will be responsible for maintaining this annex. Each agency will develop SOPs that address assigned tasks.
- B. This annex will be updated in accordance with the schedule outlined in Section X of the Basic Plan.

## XI. REFERENCES

- A. Federal Emergency Management Agency (FEMA), 2008. *Comprehensive Preparedness Guide (CPG-101)*

### APPENDICES

Appendix 1.....	Radio Frequency Assignments
Appendix 2.....	Communications Diagram & Table
Appendix 3.....	Nevada Emergency Contacts
Appendix 4.....	Communications Response Asset Inventory

### SUPPORTING DOCUMENTS

- 1. Common Communications SOP
- 2. Communications Restoration Guide
- 3. Amateur Radio Support Agreement
- 4. GETs, TSP and WSP Information Document

**APPENDIX 1  
RADIO FREQUENCY ASSIGNMENTS**

NAME	FREQ.	PL	FREQ.	PL	W/N
SO Local	155.190		155.190		W
SO Fairview Repeater	155.910		155.190	1Z	W
SO Rattlesnake Repeater	155.190		155.910	5B	W
SO2 Repeater	<b>155.2650</b>		<b>155.2650</b>		W
Fallon PD-A1Blue	155.1575	770	155.0375	771	W
Fallon PD-A2Green	155.1575	770	155.0375	771	W
Fallon PD -A3 White	155.490	97.4	155.650	97.4	W
<b>NAS FALLON</b>	<b>139.550</b>	131.8	<b>142.900</b>		
<b>Parks 4 Lahonton</b>	<b>151.340</b>	<b>131.8</b>	<b>159.375</b>	<b>114.8</b>	
Law Net	155.6550	CSQ	155.6550	CSQ	W
NASAR	155.1600	CSQ	155.1600	CSQ	W
Fire: Local	155.055		155.055		
Fire: Rattlesnake	<b>155.055</b>	<b>91.5</b>	<b>150.790</b>	<b>131.8</b>	
Fire: Desert Peak	<b>155.055</b>	<b>91.5</b>	<b>150.790</b>	<b>131.8</b>	
Fire: Simplex	<b>155.055</b>	<b>91.5</b>	<b>155.055</b>	<b>91.5</b>	
BLM Fire:	169.775		169.775		
White Fire 1	154.2800	CSQ	154.2800	CSQ	W
White Fire 2	154.2650	CSQ	154.2650	CSQ	W
White Fire 3	154.2950	CSQ	154.2950	CSQ	W
Road Dept.: Local	156.1950		156.1950		
Road Dept.: Repeater					
Bug #1	154.750		154.750		
RACES	145.350	Primary	146.520	Secondary	
Emergency Management	155.145	CSQ	155.145	CSQ	W
Emergency Management	155.715	CSQ	155.715	CSQ	W



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**APPENDIX 2  
COMMUNICATIONS DIAGRAM AND TABLE**

FACILITY	COMMUNICATIONS									
	Cable TV Or Satellite	Phone/ Fax	NLETS	RACES ARES	Radio VHF/UHF	800 Mhz	Cell Phones	Satellite Phones	Local Computer Network	Internet E-mail
Airport										
Nevada Department of Public Safety	X	X	X	X	X	X	X	X	X	X
Engineering										
EOC							X		X	X
External Customers (Citizens, Private Industry)										
Fire Department & Mobile Units							X	X		
Hospital										
Utilities										
National Weather Service	X	X	X	X						X
Sheriff's Office & Mobile Units										
Private Utilities										
Public Works										
Red Cross	X	X		X	X		X		X	X
Shelters										

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**APPENDIX 3  
NEVADA EMERGENCY CONTACTS**

**AREA CODE 775 (unless indicated otherwise)**

<b>Law Enforcement</b>	<b>PHONE</b>	<b>FAX</b>	<b>Dispatch</b>	<b>Dispatch Fax</b>
Nevada Department of Public Safety-Dispatch	684-4808	684-4809	622-2510	
Carson City Sheriff's Office	887-2500	887-2016	887-2007	887-2222
Churchill County Sheriff's Office	423-3116	423-6689	423-3116	423-6689
Douglas County Sheriff's Office	782-9990		782-9911	782-9919
Fallon Police Department	423-2111	423-6527	423-2111	423-6527
Lyon County Sheriff's Office	463-6600	463-6610	463-6620	463-6630
Mineral County Sheriff's Office	945-2434	945-5484	945-2434	945-5484
Reno Police Department	334-2175	334-2157	334-2677	334-2157
Sparks Police Department	353-2231		353-2231	353-2491
Storey County Sheriff's Office	847-0959	847-0927	847-0950	847-1118
Washoe County Sheriff's Office	328-3001		785-4629	
<b>Pershing County Sheriff's Office</b>	<b>273-2641</b>		<b>273-2641</b>	
<b>Lander County Sheriff's Office</b>	<b>635-5161</b>		<b>635-5161</b>	
<b>Paiute-Shoshone Tribal Police</b>	<b>423-8848</b>		<b>423-3116</b>	
<b>Humboldt County Sheriff's Office</b>	<b>623-6419</b>		<b>623-6429</b>	
<b>Winnemucca Police Department</b>	<b>623-6396</b>		<b>623-6396</b>	
<b>Nevada Department of Wildlife</b>	<b>688-1820</b>		<b>622-2510</b>	
<b>Fire Department</b>	<b>PHONE</b>	<b>FAX</b>	<b>Dispatch</b>	<b>Dispatch Fax</b>
Carson City Fire Department	887-2210	887-2209	887-2007	887-2222
Central Lyon Fire District	246-6209	246-6204	577-5023	463-6630
East Fork Fire District	782-9040	782-9043	782-9911	782-9919
Fallon-Churchill Fire Department	423-6521		423-3116	423-6689
<b>Fed Fire</b>	<b>426-3000</b>		<b>426-3000</b>	
Mineral County Fire Department	945-2497	945-8465	945-2434	945-5484
North Lyon County Fire District	575-3310	575-3314	577-5023	463-6630
Smith Valley Fire District	465-2577	465-2255	463-6620	463-6630
Storey County Fire Department	847-0954	847-0987	847-0950	847-1118
Tahoe Douglas Fire District	588-3591		782-9911	782-9919
Sierra Front Interagency Dispatch	883-5995		883-5995	782-1441
<b>Emergency Management</b>	<b>PHONE</b>	<b>FAX</b>	<b>Dispatch</b>	<b>Dispatch Fax</b>
City of Fallon	427-5356	423-0381	423-2111	423-6527
City	887-2210	334-3826	334-2677	334-2157
City of Sparks	423-4188	353-1651	353-2231	353-2491
Douglas County			782-9911	782-9919
Lyon County	463-6551 X10	463-6555	463-6620	463-6630
Mineral County	945-2497	945-8465	945-2434	945-5484
Storey County	847-0954	847-0987	847-0950	847-1118
Washoe County	337-5898	337-5897	334-2677	334-2157
Nevada Division of Emergency Management	687-0300	687-0322	687-0400	
<b>Public Works</b>	<b>PHONE</b>	<b>FAX</b>	<b>Dispatch</b>	<b>Dispatch Fax</b>
Churchill County	423-4133		423-3116	423-6689
<b>City of Fallon</b>	<b>423-2111</b>		<b>423-2111</b>	
<b>TCID</b>	<b>427-0964</b>		<b>427-9927</b>	

Hospitals-Emergency Rooms	PHONE	FAX	24 Hour	Dispatch Fax
Banner-Churchill Community Hospital	423-3151	428-1011	423-3151 ER	
Renown Medical Center	982-4100			
St. Mary's	770-3000			
Carson Tahoe	882-1361			
Utilities-Emergency	PHONE	FAX	24 Hour	Dispatch Fax
NV Energy	329-2063		329-2063	
South West Gas	800-772-4555		800-772-4555	
FirstNet	800-574-7000		800-574-7000	
Verizon	800-981-9558		800-981-9558	
T-Mobile	888-639-0020		973-292-8911	
Volunteer Groups	PHONE	FAX	Dispatch	Dispatch Fax
American Red Cross	856-1000		856-1000	
The Salvation Army	688-4567		688-4567	
Federal Agencies	PHONE	FAX	24-Hour	Dispatch Fax
ATF - Reno Duty Agent	784-5251		784-5251	
Bureau of Land Management-HM Coord Carson	861-6570		883-3535	
Bureau of Reclamation-Northern Nevada	884-8351		882-3436	
Center for Disease Control	770-488-7100		770-488-7100	
Department of Energy-EOC	702-295-1381		702-295-1381	
DEA-Reno Agent	784-5617		784-5617	
FBI-Reno	825-6600		702 385-1281	
FEMA-On Call	510-627-7100		510-627-7100	
USFS	882-2766		883-5995	
Homeland Security Operations Center	202-282-8100		202-282-8100	
National Weather Service-Reno	673-8109		673-8109	
U.S. EPA Region 9 - Duty Officer	800-300-2193	800-424-8802	800-300-2193	800-424-8802
United States Geological Survey	887-7600			
NTSB (National Transportation Safety Board)	844-373-9922		202-314-6290	
FAA (Federal Aviation Administration)	310-725-3700		310-725-3700	
State Agencies	PHONE	FAX	24 Hour	Dispatch Fax
Nevada Division of Environmental Protection	687-4670	687-5856	888-331-6337	
Nevada State Health Division	684-4200		688-2830	
Nevada State Fire Marshals Office	684-7500	684-7507	687-0400	
Nevada State Emergency Response Commission	687-6973			
Nevada Division of Emergency Management	687-0300	687-0322	687-0400	
Nevada Department of Transportation	834-8399		834-8300	
Nevada DSH Radiological Division	687-7536	687-7552	877-438-7231	
Department of Agricultural	856-1180			
Division of State Lands	687-4363			
Divisions of State Parks	577-2226		688-2830	
Division of Forestry	684-2500		883-5995	
Contractors	PHONE	FAX	24 Hour	Dispatch Fax
Advanced Scientific Level A	857-3425			
H2O Environmental	351-2237		351-2237	
Phillip Services Corporation (PSC)	575-2760		800-567-7455	
Universal Environmental Services	351-2500		351-2500	

Other	PHONE	FAX	24 Hour	Dispatch Fax
Chemtrec	800-424-9300		800-424-9300	
Kinder Morgan	358-6971		358-6971	
Paiute Pipeline	800-624-2153		800-624-2153	
Union Pacific Railroad	888-887-7267		888-887-7267	
Fallon Naval Air Station	426-2715		426-2715	
Hawthorne Army Depot	945-7107		445-7417	
National Response Center	800-424-8802		800-424-8802	
Sierra Electronics	359-1121		359-1121	
School District	423-5184			

## Government Emergency Telecommunications Service

The Government Emergency Telecommunications Service (GETS) is a White House-directed emergency phone service provided by the National Communications System (NCS) in the Cyber Security & Communications Division, National Protection and Programs of the Department of Homeland Security. GETS supports Federal, State, local, and tribal government, industry, and non-governmental organization (NGO) personnel in performing their National Security and Emergency Preparedness (NS/EP) missions. GETS provides emergency access and priority processing in the local and long distance segments of the Public Switched Telephone Network (PSTN). It is intended to be used in an emergency or crisis situation when the PSTN is congested and the probability of completing a call over normal or other alternate telecommunication means has significantly decreased.

GETS is necessary because of the increasing reliance on telecommunications. The economic viability and technical feasibility of such advances as nationwide fiber optic networks, high-speed digital switching, and intelligent features have revolutionized the way we communicate. This growth has been accompanied by an increased vulnerability to network congestion and system failures. Although backup systems are in place, disruptions in service can still occur. Recent events have shown that natural disasters, power outages, fiber cable cuts, and software problems can cripple the telephone services of entire regions. Additionally, congestion in the PSTN, such as the well-documented "Mother's Day phenomenon," can prevent access to circuits. However, during times of emergency, crisis, or war, personnel with NS/EP missions need to know that their calls will go through. GETS addresses this need. Using enhancements based on existing commercial technology, GETS allows the NS/EP community to communicate over existing PSTN paths with a high likelihood of call completion during the most severe conditions of high-traffic congestion and disruption. The result is a cost-effective, easy-to-use emergency telephone service that is accessed through a simple dialing plan and Personal Identification Number (PIN) card verification methodology. It is maintained in a constant state of readiness as a means to overcome network outages through such methods as enhanced routing and priority treatment.

GETS uses these major types of networks:

- The local networks provided by Local Exchange Carriers (LECs) and wireless providers, such as cellular carriers and personal communications services (PCS)
- The major long-distance networks provided by Interexchange Carriers (IXCs) - AT&T, MCI, and Sprint - including their international services
- Government-leased networks, such as the Federal Technology Service (FTS), the Diplomatic Telecommunication Service (DTS), and the Defense Switched Network (DSN)

GETS is accessed through a universal access number using common telephone equipment such as a standard desk set, STU-III, facsimile, modem, or wireless phone. A prompt will direct the entry of your PIN and the destination telephone number. Once you are authenticated as a valid user, your call is identified as an NS/EP call and receives special treatment. Contact GETS Administration toll free at 866-NCS-CALL (627-2255) (DC metro area, use 703-760-2255) or [gwids@saic.com](mailto:gwids@saic.com).

## Emergency Operations Center Enrollment Guide Telecommunications Service Priority (TSP)

The TSP program is administered by the Department of Homeland Security's National Communications System (NCS) with oversight by the Federal Communications Commission (FCC). To assist Emergency Operations Center (EOC) administrators in the preparation of successful TSP applications, the NCS and FCC have developed the following steps for enrollment:

1. Evaluate the telecommunications services you use to determine which lines should have TSP coverage. Consult with your telecommunications service provider to determine the cost of TSP coverage. Some service providers charge for TSP; others do not. Ask your service provider to provide the circuit identification numbers necessary to complete the TSP application.

- Circuits eligible for TSP include circuits used primarily for continuity of critical state and local government functions, such as those connecting with command-and-control authorities, the Governor's Office, State Police, the National Guard Bureau, local police, fire, and EMS, 911 Call Centers, alternate operating facilities, and hotlines to critical sectors such as communications, energy, healthcare, and transportation.

2. Notify the NCS by email (<http://tsp.ncs.gov>) of the proposed TSP coverage and request NCS sponsorship. In requesting sponsorship, provide the location and function of each facility requiring TSP coverage, along with the related quantity and type of circuits for which TSP coverage is requested.

3. Upon notification that the NCS will act as your Federal sponsor, access the NCS website at (<http://tsp.ncs.gov>) to establish a TSP account. [Select "E-forms," then "Register to use e- forms."]

4. The NCS will provide a login ID and password.

5. Re-enter the NCS website (using the login ID and password) and fill out the application form. [Select "E-forms," then "Access to e-forms application," then "TSP request for service users (Form 315)."]

6. The NCS approves TSP coverage and provides the TSP authorization codes for each circuit (e.g., TSP02H682).

7. Notify the service provider of the TSP authorization codes and requests TSP service.

8. The service provider issue the appropriate service order activity to establish the TSP service on each circuit and enters it into the priority service operations support systems.



## **PSAP Enrollment Guide Telecommunications Service Priority (TSP)**

The TSP Program is administered by the Department of Homeland Security's National Communications System (NCS) with sponsorship and oversight by the Federal Communications Commission (FCC.) To assist PSAP administrators in the preparation of successful TSP applications, the NCS and FCC have developed the following steps for enrollment:

1. The PSAP administrator evaluates the telecommunications services used by the PSAPs under its control to determine which lines should have TSP coverage. The administrator consults with its telecommunications service providers to determine the cost of TSP coverage. Some service providers charge for TSP, some do not. Each service provider should provide the PSAP administrator with the circuit identification numbers so that the administrator can complete the TSP application. Circuits eligible for TSP include:
  - Voice circuits from the 9-1-1 selective router to the PSAP (PSAP trunks)
  - Data circuits from the PSAP to the pooled ALI host (ALI data circuits)
  - Busy-out circuits from the 9-1-1 selective router to the PSAP (busy-out circuits)
  - Circuits from a central office to the 9-1-1 selective router (end-office trunks)
  - Circuits between the PSAP and the radio tower (radio circuits)
  - 24x7 and/or administrative lines
2. The PSAP administrator notifies the FCC by email ([tspinfo@fcc.gov](mailto:tspinfo@fcc.gov)) of the proposed TSP coverage and requests federal sponsorship. In requesting sponsorship, the PSAP administrator provides the following information: the identity of each PSAP along with the related quantity and type of circuits for which TSP coverage is requested. (e.g., Topeka Main Ave PSAP: 5 PSAP trunks and 2 ALI data circuits).
3. Upon notification that the FCC will act as the PSAP's federal sponsor, the PSAP administrator accesses the NCS web-site at (<http://tsp.ncs.gov>) to establish a TSP account. [Select "E-forms", then "Register to use e-forms."]
4. The NCS will provide a login ID and password.
5. The PSAP re-enters the NCS web-site (using the login ID and password) and fills out the application form. [Select "E-forms", then "Access to e-forms application", then "TSP request for service users (Form 315)]."
6. The NCS approves TSP coverage and provides the PSAP administrator with TSP authorization codes for each circuit. (e.g., TSP02H682)
7. The PSAP administrator notifies the service provider of the TSP authorization codes and requests TSP service.
8. The service provider issues the appropriate service order activity to establish the TSP service on each circuit and enters it into the priority service operations support systems

## Wireless Priority Service

### **Purpose:**

The goal of the Wireless Priority Service (WPS) is to provide an end-to-end nationwide wireless priority communications capability to key national security and emergency preparedness (NS/EP) personnel during natural or man-made disasters or emergencies that cause congestion or outages in the Public Switched Telephone Network (PSTN). Eligible users (see criteria at <http://wps.ncs.gov>) are key Federal, State, local, and tribal government and critical industry personnel who have NS/EP missions. WPS is complementary to, and can be most effective when used in conjunction with, the Government Emergency Telecommunications Service (GETS) to ensure a high probability of call completions in both the wireline and wireless portions of the PSTN. WPS serves NS/EP communications needs while minimizing impact on consumer access to the public wireless infrastructure.

### **Background:**

In 2000, the Federal Communications Commission (FCC) issued a Report and Order (R&O) for Priority Access Service (PAS) authorizing wireless carriers to offer the service on a voluntary basis and with much needed liability protections. Following the September 11 attacks, the White House directed delivery of a wireless priority service to NS/EP leadership during emergency situations. WPS service began on a single carrier in limited areas in early 2002 and has since expanded to full nationwide coverage on most of the major cellular networks. The National Communications System has the responsibility for the day-to-day administration of WPS, with oversight responsibilities residing with the FCC.

### **Highlights:**

**Priority Treatment:** WPS is an enhancement to basic cellular service that allows NS/EP calls to queue for the next available radio channel. Priority handling is provided from call origination, through the cellular and public telephone networks, and to the dialed destination.

**Access Authorization:** WPS is invoked by dialing 272 prior to the destination number on cellular devices with the WPS feature.

**Ubiquitous Coverage:** WPS is available nationwide in Global System for Mobile Communications (GSM) and in Code Division Multiple Access (CDMA) networks. For the latest information on WPS carriers and coverage areas, see "Carriers" on <http://wps.ncs.gov>.

**Service Authorization:** To subscribe to WPS, see "First Time Requestor" on <http://wps.ncs.gov>.

**Contact Information:** NCS NS/EP Priority Telecommunications Service Center, 866-NCS-CALL or, in the Washington DC metro area, 703-760-2255, option 2. ♦ Web Site: <http://wps.ncs.gov> ♦ E-mail: [wps@dhs.gov](mailto:wps@dhs.gov).

**APPENDIX 4**  
**COMMUNICATIONS RESPONSE ASSET INVENTORY**  
(NIMSCAST METRIC 6.7)<sup>6</sup>

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<sup>6</sup> NIMSCAST METRIC 6.7

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# **ANNEX C**

# **SHELTER**

**&**

# **MASS CARE**

**(This Annex has been combined with Annex E)**



# APPROVAL AND IMPLEMENTATION

## Annex C

### Shelter & Mass Care

National Response Framework ESF: 6  
State Comprehensive Emergency Management Plan ESF: 6

PRIMARY AGENCIES: Churchill County Human Services  
American Red Cross

SUPPORT AGENCIES: Churchill County Emergency Management  
Churchill County Sheriff's Office  
Churchill County Engineering & Facilities  
Churchill County Utilities  
Churchill County School District  
Churchill County Animal Services  
Fallon-Churchill Fire Department  
Churchill County Social Services

This annex is hereby approved for implementation and supersedes all previous editions.

_____ Churchill County Human Services	_____ Date
_____ Churchill County Emergency Management	_____ Date
_____ Churchill County Sheriff's Office	_____ Date
_____ Churchill County Engineering & Facilities	_____ Date
_____ Churchill County Utilities	_____ Date
_____ Churchill County School District	_____ Date
_____ Churchill County Animal Services	_____ Date
_____ Fallon-Churchill Fire Department	_____ Date
_____ American Red Cross	_____ Date
_____ Other Approving Signature	_____ Date
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## ANNEX C

### SHELTER & MASS CARE

#### I. AUTHORITY

See Basic Plan, Section I.

#### II. PURPOSE

The purpose of this annex is to outline organizational arrangements, operational concepts, responsibilities, and procedures to protect evacuees and others from the effects of an emergency situation by providing shelter and mass care.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

ARC	American Red Cross
DWI	Disaster Welfare Inquiry
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FEMA	Federal Emergency Management Agency
NIMS	National Incident Management System
PIO	Public Information Officer
SOPs	Standard Operating Procedures
NLETS	Nevada Law Enforcement Telecommunications System
TSA	The Salvation Army
USDA	United States Department of Agriculture

##### B. Definitions

Mass Care. Providing assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care for these individuals includes providing food, basic medical care, clothing, and other essential life support services.

Welfare Inquiries. Welfare inquiries are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by a emergency situation who cannot be located because they have evacuated, become separated from their families, or cannot be contacted by normal means of communications. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries. For emergency situations that extend beyond several days, the American Red Cross may activate a Welfare Inquiry system.

Shelter. Short term lodging for evacuees during and immediately after an emergency situation. Shelters are generally located away from known hazards. Mass care operations are typically conducted in shelters.

Special Needs Individuals/Groups. Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need to have specially trained health care providers to care for them, special facilities equipped to meet their needs, and may require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

## IV. SITUATION AND ASSUMPTIONS

### A. Situation

1. Our Hazard Summary in Section IV.A of the Basic Plan identifies a number of threats that could make necessary evacuation of some portions of The County. Evacuees from other jurisdictions may also seek refuge in our area. Each of these situations may generate a need for shelter and mass care operations in our area.
2. We have the ultimate responsibility for providing shelter and mass care to protect local residents displaced from their homes and others who evacuate into our jurisdiction due to emergency situations.
3. Shelter and mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large number of evacuees where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided to evacuees.
4. The American Red Cross (ARC) has been chartered under federal law to provide mass care to victims of natural disasters. Hence, our efforts should be coordinated with the ARC, which will normally operate shelter and mass care operations insofar as its capabilities permit.
  - a) The ARC signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care operations. The ARC identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.
  - b) Local governments and the ARC and other volunteer groups may also sign agreements relating to the operation of shelter and mass care and feeding facilities when needed; such agreements detail the responsibilities of both the volunteer group and the local government. See Appendix 2 for pertinent local agreements.
5. If ARC services are not available, other volunteer organizations and religious groups may open shelters. Some of these organizations and groups coordinate their efforts with the ARC, while others may operate these facilities themselves and assume full responsibility for them.

## **B. Assumptions**

1. Shelters may have to be opened with little notice. Until the ARC personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities.
2. Volunteer organizations that normally respond to emergency situations will assist in shelter and mass care operations.
3. If additional resources are need to conduct shelter and mass care operations, support may be requested pursuant to inter-local agreements and from state and federal emergency management agencies. When requested by a local jurisdiction, the Governor may authorize the use of military forces to support shelter and mass care operations.
4. Facilities planned for shelter and mass care use will be available at times of need.
5. When evacuation is recommended during an emergency situation, approximately 80 percent of those for whom evacuation has been recommended will evacuate. The vast majority of evacuees will seek refuge with friends or relatives or go to commercial accommodations rather than a public shelter. In addition, some people who are not at risk may spontaneously evacuate and some of those individuals may seek public shelter.
6. For hazards that are highly visible or extensively discussed in the media, people may evacuate occur prior to an official recommendation to do so. Hence, shelter and mass care operations may have to commence early in an emergency situation.
7. Essential public and private services will be continued during shelter and mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities used as shelters may have to be curtailed.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

1. We are responsible for developing a plan, integrating the concepts of the National Incident Management System (NIMS), for coordinating and providing mass care services to persons affected by a disaster. The requirements for services may vary depending upon the nature, type, and level of the emergency. We will work closely with volunteer organizations that provide shelter and mass care support to determine the availability of shelter and feeding facilities, encourage facility owners to sign agreements for use of those facilities, and encourage facility owners to allow their personnel to participation in shelter management training.
2. The Incident Commander or the emergency management staff is expected to determine the need for opening shelters and commencing mass care operations based on the emergency situation that prevails.

3. Churchill County Emergency Management may request the opening of shelters and recommend the closing of shelters when they are no longer required. These actions should be coordinated with the ARC and other shelter providers. A list of potential shelters is provided in Appendix 1. The County Manager &/or Emergency Manager may further assign tasks and responsibilities to support shelter and mass care efforts.
4. The County, in cooperation with volunteer disaster assistance organizations, will provide temporary shelter and essential life support services for people displaced from their homes.
5. The ARC and other private disaster assistance organizations will be called upon to:
  - a) Open and temporary shelters for the displaced population.
  - b) Activate or organize shelter teams and provide shelter kits.
  - c) Register those occupying public shelters.
  - d) Provide feeding, emergency first aid, and other basic life support needs for those occupying temporary shelters.
  - e) For extended shelter operations, activate a disaster welfare inquiry systems
6. Provide periodic reports on the status of shelter and mass care operations. In some disasters, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.

## **B. Shelter**

1. Shelter Selection. The ARC publishes standards for temporary shelters. The following criteria may be useful in screening facilities to determine which merit more detailed inspection:
  - a) Must be structurally sound and in a safe condition.
  - b) Must not be located in an area subject to flooding or where flooding can cut off access to the facility.
  - c) Must not be in a hazardous materials risk area.
  - d) Should have adequate sleeping space.
  - e) Should have sufficient restrooms for the population to be housed.
  - f) Should have adequate climate control systems.
  - g) Kitchen/feeding area is desirable.
  - h) Shower facilities are desirable if the facility will be used for more than one day.
  - i) Telephone service is essential.
  - j) Adequate parking is desirable.

The Shelter Officer should coordinate with the ARC and other volunteer organizations in identifying potential shelters and developing the shelter list in Appendix 1 to ensure that issues of interest to local government are considered in the shelter selection process.

## 2. Shelter Facilities:

- a) The ARC executes agreements with building owners for use of structures as shelters and normally inspects the facilities it plans to use to determine their capacities and the availability of various types of equipment.
- b) Schools are the most frequently used shelters because they generally have substantial space, a feeding capability, sufficient restrooms, and adequate climate control systems. Those who wish to utilize schools for sheltering must secure permission in writing from school officials.
- c) Community centers and churches are also frequently used as shelters. Permission to use these facilities or any other facilities for disaster operations should also be secured in writing from the owners or operators of those facilities.
- d) In most shelters, evacuees must sleep on the floor -- there are generally no cots immediately available. Public information messages should highlight this situation and encourage those who plan to take refuge in a public shelter to bring bedding.

## 3. Shelter Operations

- a) The specific facilities that will be used for sheltering and feeding during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations. Shelters are typically opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.
- b) It is generally more effective in terms of resource utilization to operate a few medium to large shelters than a large number of small facilities.
- c) Shelters should be managed by individuals with shelter management training, *preferably individuals who work in the facility on a daily basis*. The ARC and the Shelter Officer will jointly maintain a listing of trained shelter and mass care facility managers in the local area.
- d) To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. When the ARC opens a shelter, ARC policies guide how the facility is staffed and operated.
- e) Shelter managers are expected to provide periodic reports on the number of occupants and the number of meals served. Volunteer groups operating shelters may also be required to report this information through their organizational channels.
- f) Local government is responsible for providing the following support for shelter operations:
  - 1) Security and, if necessary, traffic control at shelters.
  - 2) Fire inspections and fire protection at shelters.
  - 3) Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.

- 4) Transportation of shelter occupants to feeding facilities, if necessary.
  - 5) Basic medical attention, if the organization operating the shelter cannot do so.
- g) Evacuees normally return to their homes as soon as the danger has passed. Hence, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to damage or destruction. It may be necessary to have one or more shelters remain open for an extended period until those who cannot return to their residences can be relocated to motels, rental units, mobile homes, and other types of temporary lodging. Such extended use facilities should have showers and on-site feeding; cots should be provided.

### C. Mass Care

Mass care includes the registration of evacuees, feeding of evacuees and emergency workers, and provision of other life support needs for shelter occupants.

#### 1. Registration

- a) The purpose of registration is to be able to respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post-emergency follow-up support.
- b) The ARC will assist local government in the registration of evacuees who are housed in ARC shelters. The Shelter Officer should coordinate with other organizations that operate shelters to ensure that evacuees occupying those facilities are registered and information provided to the EOC.

#### 2. Feeding:

- a) Both fixed facilities and mobile units may be used for preparing and serving meals. Fixed facilities include schools, churches, and civic buildings serving as shelters. The ARC, TSA, and other disaster relief agencies may also deploy self-contained mobile feeding units to supplement fixed feeding facilities.
- b) The U.S. Department of Agriculture (USDA), through the Health and Human Services Commission (HHSC), food banks, and commercial facilities provides USDA commodities used in preparing meals or for distribution to disaster victims.
- c) If a school is used as a congregate feeding site, the school may use USDA commodities already on its shelves to prepare meals for mass care operations. USDA will replace them or credit their entitlement dollars as long as school officials provide HHSC with an itemized list of which commodities were used and daily meal counts. USDA commodities **may not** be used without prior approval from HHSC. The request must come from the ARC. Form FCS-292, which is a report of commodity distribution, must be completed by school officials within 30 days after the termination of assistance to the disaster victims. Also HHSC will arrange to have additional USDA commodities shipped to the feeding site, if necessary, either directly from USDA or one of the HHSC warehouses.



### 3. Other Needs

In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. In other cases, the Shelter Officer will have to identify the needs of those in public shelters to the Human Services Officer, who may be able to arrange for assistance from other volunteer organizations and agencies. Many human services programs also serve disaster victims that have not been evacuated from their homes. A description of human services programs and procedures for requesting human services support are provided in Annex O (Human Services).

#### **D. Special Needs Groups and Individuals**

1. Special facilities include hospitals, nursing homes, group homes, and correctional institutions. Such facilities are responsible for the welfare and safety of their clients, who may need specially trained staff to care for them and special equipment and facilities to meet their needs. Institutions supporting special needs populations are required by state and federal regulations to have disaster preparedness plans that provide for evacuation and relocation of the institution's population to comparable facilities in an emergency.
2. Mass care shelters for the general population are not staffed or equipped to handle special needs groups. These groups, particularly medical patients and prisoners, should not be relocated to shelters used by the general public. In the event that special facilities encounter difficulty in evacuating and relocating their clients, local officials may need to assist those facilities in arranging transportation and in locating suitable reception facilities. It may also be necessary to assist in relocating some medical patients who are living at home.
3. Public shelters can generally accommodate individuals with special needs who require minimal care and are attended by their families or other caregivers.

#### **E. Handling of Pets**

1. Evacuees who go the homes of relatives or friends or commercial accommodations with their pets do not normally pose difficulties during an evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the ARC and most other organized volunteer groups. However, a number of studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. County Animal Services should coordinate these arrangements.
2. Depending on the situation, we will use one or more of the following approaches to handle evacuees arriving with pets:
  - a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.

- b) Direct pet owner to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes or in carriers may be temporarily housed.
- c) Set up temporary pet shelters at [the Fairgrounds, the Stock Show barns, the Exposition Center/other].

#### **F. Public Information**

1. The public information staff is expected to develop emergency public information messages to advise those who are or will be evacuating of the location of public shelters and general shelter policies.
2. The public information staff should also provide information on the emergency situation to shelter managers so they can pass such information on to shelter occupants.

#### **G. Welfare Inquiries**

We will attempt to answer disaster welfare inquiries to the extent possible using the registration data obtained at shelters and other facilities. The Shelter Officer will respond to inquiries until the ARC can assume that function. For more information on Welfare Inquiries, see Section IX.E of this annex.

#### **H. Actions by Phases of Emergency Management**

1. Mitigation:
  - a) Identify volunteer organizations that could assist in shelter and mass care operations and develop cooperative agreements.
  - b) In coordination with volunteer organizations, identify suitable shelters and feeding facilities.
  - c) Sign agreements with volunteer organizations authorizing use of local government facilities for shelter and mass care operations.
  - d) Encourage schools, churches, and volunteer groups to sign written agreements for use of their facilities as emergency shelters.
2. Preparedness:
  - a) Send selected local officials to shelter management training and encourage those organizations or agencies that will be making their facilities available for use as shelters to send their personnel to such training.
  - b) In coordination with volunteer organizations, identify potential shelters, and develop general shelter and mass care procedures for the local area.
  - c) Coordinate basic communication and reporting procedures.
  - d) Develop facility setup plans for potential shelters.

- e) Identify population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and ensure that preparations are made to provide assistance.

3. Response:

- a) Open and staff shelters and mass care facilities.
- b) Provide information to the public on shelter locations and policies.
- c) Assist in the registration of evacuees.
- d) Provide food, clothing, first aid, and other essential services to evacuees.
- e) Maintain communications between mass care facilities and EOC.
- f) Provide periodic reports on shelter occupancy and meals served.
- g) Provide information to victims needing additional services.

4. Recovery:

- a) Assist evacuees in returning to their homes if necessary.
- b) Assist those who cannot return to their homes with temporary housing.
- c) Deactivate shelters and mass care facilities and return them to normal use.
- d) Inform public of any follow-on recovery programs that may be available.

## VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will carry out shelter and mass care operations.
2. Operations will be organized in accordance with NIMS guidelines.
3. We expect to be assisted by the ARC, other volunteer organizations active in disaster, and local volunteer groups and charitable organizations in conducting shelter and mass care operations. The Shelter Officer is responsible for coordinating the efforts of local government, volunteer groups, and other agencies involved in shelter and mass care operations.

## **B. Task Assignments**

1. The Emergency Manager will:
  - a) Direct the opening of local shelter and mass care facilities and the closing of such facilities when they are no longer needed.
  - b) Approve release of emergency public information materials on shelter locations and guidance on what people should bring and not bring to public shelters prepared by the public information staff.
  - c) Coordinate shelter and mass care efforts with other local governments, where appropriate.
  - d) Request shelter and mass care support from other local governments or the State if local resources are insufficient.
2. The EMC will:
  - a) Coordinate shelter and mass care planning with the Shelter Officer, the PIO, the Human Services Officer, other local officials, and volunteer organizations.
  - b) When the situation warrants, recommend to the County Manager that shelter and mass care operations be implemented. Recommendations on the number of facilities to be activated and specific facilities to be used should be coordinated if possible with the volunteer organizations that will operate those facilities.
  - c) Coordinate with the functional managers in the EOC to provide support for shelter and mass care activities.
  - d) Receive reports on shelter and feeding operations from the Shelter & Mass Care Officer. During major emergencies, summarize shelter and mass care activities in the periodic Situation Report; see Annex N, Direction & Control, concerning this report.
  - e) When conditions warrant, recommend to the County/City Manager that shelter and mass care facilities be closed
3. The Incident Commander will:

Identify requirements for shelter and mass care support needed as a result of an evacuation.
4. The County Social Services Director or designee shall serve as Shelter Officer and will:
  - a) Identify volunteer organizations that are willing to support local shelter and mass care activities. See Appendix 1 to Annex O.
  - b) In coordination with volunteer organizations that normally operate shelters and feeding facilities, identify potential shelter and mass care facilities. See Appendix 1 to this annex.

- c) Develop emergency agreements with volunteer groups for the use of facilities owned by local government as shelters and encourage other agencies, organizations, and groups that have suitable facilities to sign similar agreements.
  - d) Develop cooperative agreements with volunteer organizations relating to shelter and mass care support. See Appendix 2 for pertinent information.
  - e) Coordinate and disseminate common shelter operating guidelines to volunteer organizations operating shelters.
  - f) Ensure mass care facilities are adequately staffed and equipped.
  - g) Coordinate mass feeding where needed. Coordinate with HHSC officials for supplementary food stocks from USDA sources if required.
  - h) Identify requirements for human services support for evacuees in shelters.
  - i) Identify requirements for facility security and fire protection requirements for shelters to law enforcement agencies and the fire service.
  - j) Coordinate resource support for shelter operations.
  - k) Receive reports on shelter and mass care operations and provide summary information for inclusion in the periodic Situation Report.
  - l) Respond to disaster welfare inquiries until that function is assumed by the ARC.
5. Shelter Managers will:
- a) Staff and open shelters and keep them operating as long as necessary.
  - b) Register shelter occupants and assist in answering disaster welfare inquiries.
  - c) Arrange for mass feeding if required.
  - d) Identify additional resource requirements to the Shelter Officer.
  - e) Coordinate with the Shelter Officer to provide individual and family support services as needed.
  - f) Submit a daily mass care facility status report to the Shelter Officer that indicates the number of shelter occupants, the number of meals served, and the condition of the facility, and also identifies any problem areas.
  - g) Maintain records of supplies received and expended.
  - h) When directed, terminate operations, turn in equipment and unused supplies, return the facility to its original condition, and submit a final report mass care facility status report.

6. The Sheriff's Office (and or municipal police) will:
  - a) Provide security and law enforcement at shelter and mass care facilities.
  - b) Provide back-up communications, if needed.
7. The Fire Districts will:
  - a) Inspect shelter and mass care facilities for fire safety.
  - b) Provide and maintain shelter fire extinguishers.
  - c) Train shelter management personnel in fire safety and fire suppression.
8. The Transportation Officer will:
  - a) Arrange transportation for evacuees in shelters to feeding sites if necessary.
  - b) Arrange transportation for shelter equipment, food, clothing, blankets, comfort kits, and other shelter supplies to shelter and mass care facilities.
  - c) Upon request, provide transportation for return of evacuees without vehicles to their homes.
9. The Public Health Officer will:
  - a) Coordinate basic medical assistance for individuals in mass care facilities.
  - b) Monitor health and sanitation conditions in mass care facilities.
10. The Human Services Officer will:
  - a) Coordinate provision of clothing, blankets, personal care items and other items to evacuees.
  - b) Upon request, coordinate disaster mental health services for occupants of mass care facilities.
11. The PIO will:
  - a) Provide information to the public on the locations of shelters and shelter operating policies.
  - b) Provide updates on the emergency situation to shelter managers to be passed on to shelter occupants.
  - c) Provide public information on closure of shelters and return of evacuees to their homes.

12. County/City Animal Services will:

- a) Coordinate arrangements to provide temporary facilities for evacuees arriving at shelter and mass care facilities with pets.
- b) Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

13. The American Red Cross

Pursuant to a cooperative agreement between the ARC and us, the ARC has agreed to do the following:

- a) Staff and operate shelter and mass care facilities.
- b) Register evacuees.
- c) Provide mass feeding for victims and emergency workers.
- d) Provide emergency assistance for other essential needs.
- e) Process inquiries from concerned families outside the disaster area.

14. Churchill County School District will:

Shelter students in school buildings when the situation warrants.

15. County/City Public Works will:

To the extent possible, ensure power, water supply, and sanitary services are operable at shelter and mass care facilities during emergency conditions.

16. Other Volunteer Groups

The following groups have agreed to provide the services indicated:

## VII. DIRECTION AND CONTROL

### A. General

1. The Policy Group shall establish priorities for and provide policy guidance for shelter and mass care activities.
2. The County/City Manager &/or Emergency Manager will provide general direction to the Shelter Officer regarding shelter and mass care operations.
3. The Shelter Officer will plan and manage the conduct of shelter and mass care activities, coordinating as necessary with volunteer organizations that participate in shelter operations or mass feeding and other departments and agencies.
4. Shelter and feeding facility managers will be responsible for the operation of their individual facilities.
5. Methods of direction and control will be consistent with NIMS guidelines.

## **B. Line of Succession**

1. The line of succession for the Shelter Officer is:
  - a. Social Services Director
  - b. Director Designee
2. The line of succession for other shelter and mass care personnel will be in accordance with existing policies and SOPs.

## **VIII. READINESS LEVELS**

### **A. Level 4: Normal Conditions**

See the mitigation and preparedness activities in sections V.H.1 and V.H.2 of this annex.

### **B. Level 3: Increased Readiness**

1. Alert key staff and volunteer organizations involved in shelter and mass care activities of threat.
2. Review personnel availability and assignments.
3. Assess potential shelter and mass care requirements.
4. Review and update lists of lodging and feeding facilities and check on availability of facilities.
5. Monitor the situation

### **B. Level 2: High Readiness**

1. Place staff on standby and make preliminary assignments. Identify personnel to staff the EOC when activated.
2. Update estimate of shelter and mass care requirements.
3. In coordination with volunteer organizations, check on availability of facilities and identify facilities that will actually be used.
4. In coordination with volunteer organizations, develop tentative shelter and feeding facility opening sequence
5. Identify requirements for pre-positioning equipment and supplies.
6. Draft information for release to the public concerning shelter locations.



### **C. Level 1: Maximum Readiness**

1. Deploy selected personnel to the EOC to monitor the situation and support precautionary activities. Place other staff on-call.
2. Update estimate of shelter and mass care requirements.
3. In coordination with volunteer organizations, update potential facility use plans and tentative facility opening sequence.
4. In coordination with volunteer organizations, develop updated staff assignments for emergency operations.
5. Consider precautionary staging of personnel, equipment, and supplies.
6. Coordinate with the Communications Officer on anticipated communications requirements.
7. Coordinate with the Transportation Officer on anticipated transportation requirements.
8. If appropriate, provide the public information about potential shelter locations.

## **IX. ADMINISTRATION AND SUPPORT**

### **A. Records**

1. Shelter and feeding facility managers shall maintain a record of supplies received and expended. Copies of these records will be provided to the Shelter Officer, who shall maintain a consolidated file.
2. Documentation of Costs. All departments and agencies will maintain records of personnel and equipment used and supplies expended during shelter and mass care operations as a basis for possible cost recovery from a responsible party or insurer or possible reimbursement of expenses by the state or federal government.

### **B. Reports**

1. Shelter Managers will report occupancy and number of meals served figures to the Shelter Officer in the EOC daily.
2. The EOC will include shelter occupancy information in the periodic Situation Report sent to the Disaster District and other agencies. Information on the Situation Report is provided in Annex N, Direction & Control.
3. The ARC and other volunteer groups may also report shelter and feeding information through their organizational channels. (ARC typically will not disclose names of occupants or personal information.)

### **C. Training & Exercises**

1. The EMC will coordinate with the ARC to insure that shelter management and other appropriate training is made available to local officials and volunteers who participate in shelter and mass care activities. All departments and organizations should ensure that their personnel are trained to accomplish the tasks assigned to them.
2. Emergency exercises shall periodically include a shelter and mass care scenario based on the hazards faced by this jurisdiction. Volunteer organizations that participate in shelter and mass care operations shall be invited and encouraged to participate in such exercises.

### **D. Communications**

The primary communications between shelter and mass care facilities and the EOC will be by telephone. If telephones cannot be used, radios should be provided; amateur radio operators may be able to assist with communications needs.

### **E. Welfare Inquiries**

1. We will attempt to respond to disaster welfare inquiries until the ARC can establish a Welfare Inquiry system to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. The Welfare Inquiry system uses information from shelter lists, casualty lists, hospitals, and other sources to aid in family reunification and in responding to inquiries from immediate family members from outside the affected area about the status of their loved ones. A Welfare Inquiry system may not be established in short duration emergency situations.
2. Mass care facilities assist in Welfare Inquiries by gathering information on disaster victims through registration of victims at shelters. Assistance may also include the distribution of postcards to shelter residents for their use in contacting family members outside the affected area. The organization of the Welfare Inquiry function may vary considerably. For a small-scale operation, the local ARC chapter may provide assistance. For a large operation, a Welfare Inquiry team may be established. The need for the Welfare Inquiry function and its composition depend on factors such as the number of families affected, media coverage of the event, lack of communication capabilities in the affected area, and the number deaths, injuries, and illnesses.
3. Shelter managers must be aware of the importance of confidentiality in gathering and releasing information about shelter occupants. Welfare Inquiries will be addressed to the Shelter Officer until the ARC assumes responsibility for this function.

### **F. External Assistance**

If shelter and mass care needs cannot be satisfied with local resources and those obtained pursuant to inter-local agreements and from volunteer organizations, authorized local officials may request state assistance from the Nevada Division of Emergency Management.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. The Human Services Director or designee shall serve as the Shelter Officer and is responsible, in coordination with the EMC, for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

**XI. REFERENCES**

- A. ARC Disaster Services Program, *Mass Care – Preparedness and Operations*, ARC 3031, April 1987.
- B. ARC Disaster Services Program, *Disaster Welfare Inquiry*, ARC 3044, April 1996.
- C. Annex C (Shelter & Mass Care) to the *State of Nevada Emergency Management Plan*
- D. Northern Nevada American Red Cross home page: <http://www.nevada.redcross.org/> This site contains information on the Northern Nevada ARC as well as information on the coverage areas for the ARC Chapters as well as addresses and phone numbers for those chapters.

**Appendices:**

- Appendix 1 ..... Reception and Care Facilities
- Appendix 2 ..... Shelter & Mass Care Documents

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## APPENDIX 1 RECEPTION AND CARE FACILITIES

- A.** Buildings listed in this appendix have been surveyed for their suitability as temporary reception and care facilities. The buildings surveyed fall into the following categories:
1. Public schools with multi-purpose rooms, showers, and cafeteria facilities.
  2. Church facilities such as parish centers with kitchens.
  3. Clubs operated by fraternal and social organizations that have suitable eating and bathroom facilities.
  4. Governmental or non-profit facilities such as community centers or activity centers for senior citizens.
  5. Governmental and/or public buildings considered being essential operations facilities for managing a crisis, i.e., city halls, courthouses, fire and police stations, and hospitals.
- B.** The following are definitions used in the facilities listing:
1. Estimated Shelter Capacity: The estimated short-term capacity of the facility based on 40 square feet per person.
  2. Estimated Feeding Capacity: The estimated number of people for which the facility can prepare food e.g. three simple meals per day.
  3. Shelter Agreement:
    - a. Indicate the organization the building owner(s) have the shelter agreement with e.g. ARC, TSA, churches, or other volunteer group(s).
    - b. An “N” or a “No” response in this column indicates that the building is not presently covered by a shelter agreement.

## RECEPTION AND CARE FACILITIES/EQUIPMENT LISTING

Resource	Emergency Contact(s)	Location of Resource	Description	Logistical Issues
<b>Buses</b>				
Churchill County School District	Tel: 775-423-5184	775-423-7135		
Churchill County Human Services	Tel:			
	Tel:			
<b>Ambulance</b>				
Banner-Churchill	Tel: 775-423-3151			
	Tel:			
	Tel:			
	Tel:			
<b>Transport Truck</b>				
Nevada Army National Guard	Tel: 775-423-2452		10 5-ton troop transport trucks.	

Facility	Contact Information	Description	Logistical Issues
<b>CITY OF FALLON, NV</b>			
<b>NAS FALLON</b>			
<b>(TOWN NAME), NV</b>			
<b>FALLON-PAIUTE SHOSHONE TRIBE</b>			

# SHELTER & MASS CARE DOCUMENTS

## Attachment 1

### SAMPLE FACILITIES USE AGREEMENT

#### AMERICAN RED CROSS STATEMENT OF AGREEMENT FOR

#### THE USE OF FACILITIES AS MASS CARE SHELTERS

This Agreement is made and entered into between the governing board of (school district, church, other organization) of (City/County), State of Nevada, and the \_\_\_\_\_ Chapter of the American Red Cross.

#### Recitals

Pursuant to the terms of federal statutes, the American Red Cross provides emergency services in behalf of individuals and families who are victims of disaster. (Official) is authorized to permit the American Red Cross to use (school district, church, other organization)'s buildings, grounds, and equipment for mass care shelters required in the conduct of American Red Cross Disaster Services activities, and wishes to cooperate with the American Red Cross for such purposes.

The parties hereto mutually desire to reach an understanding that will result in making the aforesaid facilities of (school district, church, other organization) available to the American Red Cross for the aforesaid use. Now, therefore, it is mutually agreed between the parties as follows:

1. \_\_\_\_\_ agrees that, after meeting its responsibilities to pupils/parishioners/members/clients, it will permit, to the extent of its ability and upon request by the American Red Cross, the use of its physical facilities by the American Red Cross as mass shelters for the victims of disasters.\*

2. The American Red Cross agrees that it shall exercise reasonable care in the conduct of its activities in such facilities and further agrees to replace or reimburse (school district, church, other organization) for any foods or supplies that may be used by the American Red Cross in the conduct of its relief activities in said mass shelters.

3. (If necessary to include this Section, review Attachment 1) Notwithstanding any other agreements, the \_\_\_\_\_ Chapter of American Red Cross agrees to defend, hold harmless, and indemnify the (school district, church, other organization) against any legal liability in respect to bodily injury, death, and property damage, arising from the negligence of the said chapter during its use of the property belonging to the said (school district, church, other organization).

In witness thereof, the governing board of the (school district, church, other organization) has caused this agreement to be executed by the President/Chairperson/Other of its governing board, and the American Red Cross has caused this agreement to be executed by the \_\_\_\_\_ Chapter, and said agreement is to become effective and operative upon the fixing of the last signature hereto.

Signatures to the Agreement:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
President/Chairperson/Owner

\_\_\_\_\_  
Chapter/American Red Cross Unit

\_\_\_\_\_  
School District/Church/Other Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*Add "and peacetime radiological emergencies/nuclear accident" when applicable.



## ATTACHMENT 2

### SAMPLE MEMORANDUM OF UNDERSTANDING FOR SHELTER & MASS CARE ACTIVITIES

This Memorandum of Understanding is made and entered into between Churchill County, referred hereinafter as the County and \_\_\_\_\_ volunteer or charitable organization name, referred hereinafter as the Organization.

The County desires the assistance of volunteer and charitable organizations in providing shelter and mass care for the members of public affected by emergency situations. The Organization wishes to volunteer its resources for such purposes during emergency situations. The purpose of this memorandum is to outline the actions that each party is willing to undertake with respect to shelter and mass care operations as a basis for further planning and preparation by both parties.

When requested by an authorized representative of the County the Organization will use its best efforts to provide the following services for disaster victims:

- Activate and operate temporary shelters and register people using those shelters.
- Activate and operate mass feeding facilities a fixed site or sites.
- Activate and operate a mobile feeding facility.
- Provide meal preparation facilities to feed victims lodged in other facilities.
- Provide replacement clothing.
- Provide replacement furnishing and household goods.
- Provide crisis counseling.
- Provide assistance in home cleanup.
- Provide assistance with home repairs.
- Provide assistance in caring for pets of persons displaced from their homes.
- Receive, sort, and distribute goods donated for disaster victims.
- Other (describe):
  
- Other (describe):
  
- Participate in pre-disaster shelter and mass care planning with the [County/City].
- During emergency operations, provide periodic reports on its shelter and mass care activities to the Shelter Officer in the Emergency Operating Center.

The County will use its best efforts to:

- Where possible, provide advance warning to the Organization of the possible need for shelter and mass care operations so that the Organization may mobilize its resources.
- Provide security for shelter and mass care facilities.
- Provide fire inspections for shelter and mass care facilities.
- Provide traffic control in the vicinity of shelter and mass care facilities.
- Provide information to disaster victims through the media on what they should bring and should not bring to shelter and mass care facilities.
- Provide or arrange transportation for shelter and mass care equipment and supplies that cannot be transported by the Organization.

- Coordinate with state and federal agencies to obtain supplementary food supplies, if required.
- To the extent possible, ensure utilities are operable at shelter and mass care facilities.
- Provide updated information on the emergency situation to shelter managers to be passed on to shelter occupants.
- Invite volunteer and charitable organizations to participate in periodic emergency exercises to test plans, procedures, and coordination.
- Other (describe):
- Other (describe):

In witness of these understandings, the authorized representative of governing board of the Organization and the chief elected official of the [County/City] have fixed their signatures to this memorandum, which shall become effective and operative upon the fixing of the last signature hereto.

\_\_\_\_\_  
President, Chairperson

\_\_\_\_\_  
Chairman, Board of Churchill County Commissioners

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# ANNEX D

# RADIOLOGICAL PROTECTION



# APPROVAL & IMPLEMENTATION

## Annex D

### Radiological Protection

National Response Framework ESF: 10  
State Comprehensive Emergency Management Plan: ESF: 10

PRIMARY AGENCY: Churchill County Health Department / Nevada State Health Division

SUPPORT AGENCY: Churchill County Emergency Management

\_\_\_\_\_  
**County / State Health Department**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**County Emergency Management**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Fallon-Churchill Fire Department**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Other Approving Signature**

\_\_\_\_\_  
**Date**

**NOTE:** The signature(s) will be based upon local administrative practices. Typically, the first signature block is used by the individual having primary responsibility for this emergency function and the second signature block is used by the Emergency Management Director or the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex may sign the annex.

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## ANNEX D

### RADIOLOGICAL PROTECTION

#### I. AUTHORITY

- A. Refer to Section I of the basic plan for general authorities.
- B. OSHA Regulation 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*.
- C. ESF 10 Hazardous Materials, *Nevada State Comprehensive Emergency Management Plan*

#### II. PURPOSE

The purpose of this annex is to define organizational concepts and procedures, establish the local organization, and to assign responsibilities for an effective operational radiological protection program (RPP) for preparation and response in the event of a radiological emergency affecting this jurisdiction. This will allow our jurisdiction to provide a coordinated response to emergencies involving radioactive materials and for determination and implementation of local measures to protect life, property, and the environment during the course of the event.

#### III. EXPLANATION OF TERMS

DHS	Department of Homeland Security
DOE	(US) Department of Energy
DPS	Department of Public Safety
NSHD	Department of State Health Services
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NDEM	Nevada Division of Emergency Management
NDOT	Nevada Department of Transportation
NIMS	National Incident Management System
NLETS	Nevada Law Enforcement Telecommunications System
NRC	Nuclear Regulatory Commission
OSHA	Occupational Safety and Health Administration
RCP	Radiation Control Program
RO	Radiological Officer
RPP	Radiation Protection Program
SOP	Standard Operating Procedures

## IV. SITUATION & ASSUMPTIONS

### A. Situation

#### 1. General.

- a. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
- b. Radioactive materials are hazardous materials that receive special coverage in state and federal laws and regulations covering such materials. However, radiological materials are also subject to a number of specific state and federal laws and regulations that control the handling and use of such materials, and plans that establish unique state and federal procedures for handling incidents involving them. In addition, the state and federal agencies that provide advice and assistance to local governments during radiological incidents differ from those that provide advice and assistance during most other hazardous materials incidents
- c. Except for radiological incidents involving federal facilities or federally owned nuclear materials, the State or local government has the responsibility for taking required emergency response actions. Response from this jurisdiction will be in compliance with the National Incident Management System (NIMS) operating principles and protocols, and will constitute general guidance for all responders to the radiological incident. Support may be requested from federal agencies pursuant to the National Response Framework (NRF). The Department of Homeland Security (DHS) has overall responsibility of all actual and potential Incident of National Significance and accidents or incidents involving nuclear or radioactive materials that may or may not rise to the level on an Incident of National Significance. Various federal coordinating agencies will lead the response to incidents of lesser severity by coordinating federal radiological monitoring assistance to state and local governments
- d. The Nevada State Health Division, as the state radiation control agency, has primary responsibility for the state radiological protection program. NSHD also provides statewide training for ROs and radiological monitors.
- e. The federal agency responsible for accidents at nuclear facilities licensed by the State of Nevada or incidents involving shipments of radioactive materials licensed by the Nevada State Health Division. The US Department of Energy (DOE) and Department of Defense (DOD) have the lead federal role in incidents at their facilities or accidents involving their shipments. Each of these federal agencies in addition to the United States Coast Guard (USCG), the Environmental Protection Agency (EPA), and the National Aeronautics and Space Administration (NASA) may serve as a coordinating agency for DHS.

#### 2. Radiological Hazards.

- a. County susceptible to accidents involving radioactive materials at fixed sites and/or in transport. Hospitals and medical facilities use a wide range of radioactive sources in nuclear medicine, as well as, in research and development programs.

Radioactive sources are used to x-ray pipe welds, in well logging, and for many other common industrial and business uses. These sources can be extremely hazardous (life threatening) when removed from their containers, either intentionally or by accident. A variety of radioactive materials are transported on our highways and rail systems, sometimes in unmarked vehicles. Additionally, radioactive materials may be present on some aircraft.

- b. Churchill County may be on a designated shipment route for certain DOE radiological materials.

## **B. Assumptions**

1. We may experience radiological emergency situations, which may threaten public health and safety, private or public property and/or the environment, which will necessitate the implementation of protective actions for the public at risk.
2. A nuclear attack against the United States is considered highly unlikely. The deliberate release of radioactive materials by criminals or terrorists in the local area is possible, but considered unlikely.
3. Proper development and execution of a RPP can significantly reduce the number of casualties that could result from a radiological accident. A combination of trained local radiological personnel, operational detection equipment, and containment/decontamination equipment and facilities should be available to detect, assess the threat posed by, and contain radiological accidents.
4. We must be prepared to carry out the initial emergency response on an independent basis. If our resources alone are inadequate to cope with a radiological incident we may request state assistance through the SEOC. The NSHD, as the state radiation control agency, will provide advice and assistance to local personnel in responding to an incident involving an actual or suspected radiological release.
5. Local emergency operations, including the use of mutual aid resources, will be directed by local officials, except in those situations where state or federal law requires that a state or federal agency exercise lead responsibility or where local responders lack the necessary expertise and/or equipment to cope with the incident and agree to permit those with the expertise to take charge.
6. The State may request supplemental emergency assistance from other states or from the federal government when local and state resources are insufficient to deal with the emergency.

## V. CONCEPT OF OPERATIONS

### A. General

1. A basic local radiation protection program (RPP) consists of the Emergency Operations Center (EOC) and an incident response capability that includes one or more Radiological Officers (ROs) to manage the program and trained radiological monitors equipped with appropriate radiation detection and communication equipment.
2. To conduct an effective RPP, we will:
  - a. Maintain information on radiological monitoring instruments by type, number, location, and owner. See Appendix 1 for a list of radiological monitoring resources within our jurisdiction.
  - b. Establish procedures for initial emergency response to radiological accidents. See the Radiological Incident Response Checklist in Appendix 2.
  - c. Establish a radiological incident reporting system. See Appendix 3.
  - d. Appoint personnel and provide training to local emergency responders, emergency management personnel, ROs, and radiological monitors. See Appendix 4.
  - e. Establish procedures for decontamination and recovery operations.

### B. Radiological Accidents

1. Discovery. Radiological accidents may be discovered by the public, by businesses that use or transport such materials, or by local responders who are summoned to an accident site. Local personnel are likely to be first emergency responders on the scene of a radiological accident. The first local emergency responder at the scene will take charge, initiating the incident command system (ICS), and serve as the Incident Commander until relieved by a more senior or more qualified individual.
2. Local Notification. The Incident Commander will provide information on the incident to local officials through The County Dispatch using the Hazardous Materials Incident Report provided in Tab A to Appendix 3. The Incident Commander shall make an initial assessment of the situation, to include an estimate of the likelihood of a release of radiological materials. If it appears that radiological materials have been released into the environment or such a release appears likely, the EOC will be activated to support the incident response.
3. Response Actions. The Incident Commander should identify response resources required and direct the on-scene response to contain or prevent spread of contamination at the incident site. The initial response should be accomplished in accordance with established hazardous materials response criteria and the general checklist in Appendix 2. At least one trained RO or radiological monitor should participate in the response to a known or suspected radiological incident.
4. Protective Actions.

a. Short Term.

- 1) If it appears that a release of radiological materials has occurred or is possible, the Incident Commander is responsible for determining and implementing appropriate protective actions for the public in the immediate area of the incident. The Incident Commander is also responsible for advising personnel responding to the incident of potential hazards and determining requirements for personal protective equipment (PPE). Responders who lack appropriate hazardous materials training and appropriate PPE should not be committed to radiological incidents.
- 2) If it appears that a radiological release has or may affect areas beyond the incident site, the incident commander should coordinate with the EOC to agree upon a division of responsibilities for warning the public, making required notifications, implementing protective actions for the public in areas beyond the incident site, and obtaining additional resources and technical assistance.
- 3) Suitable initial public protective actions for a radiological incident may include evacuation and/or sheltering in place. Appendix 4 to Annex Q, Hazardous Materials & Oil Spill Response provides additional information on selecting public protective measures.

b. Long-term Protective Measures. NSHD/RCP will normally conduct a detailed incident assessment, identify affected areas through radiological monitoring, recommend follow-on protective measures to protect public health, and oversee recovery operations. Long-term protective measures may be implemented by NSHD or other state regulatory agencies and may include controls on the movement and use of livestock, foodstuffs, milk, and feed from contaminated areas and on the use of drinking or irrigation water from contaminated sources.

5. State and Federal Notifications. [Dispatch/The Communications Center) or the EOC, if activated, shall be responsible for making required emergency notifications to state and federal agencies. Radiological releases should be reported to:

- a. The Sheriff's Office Communications Center at 777-423-3116, which will relay information to the Nevada Division of Emergency Management.
- b. The NSHD/RCP at 512-458-7460 (24-hour).
- c. The National Response Center at 1-800-424-8802.

See Appendix 3, Nevada Radiological Incident Reporting System, and Tab A to Appendix 3, Hazardous Materials Incident Report, for additional information.

6. State & Federal Assistance. The EOC is responsible for coordinating with the NSHD/RCP to obtain technical advice and assistance regarding radiological issues. The NSHD/RCP staff in Austin has the capability to provide advice by telephone to the EOC or directly to the Incident Commander until NSHD/RCP personnel arrive on the scene. The NSHD/RCP may formulate requests for the Governor for additional radiological monitoring and assessment assistance from the federal government or from other states, if required.

7. Situation Updates. The Incident Commander shall provide situation updates to the EOC.
8. Monitoring of Emergency Workers. Exposure records and medical follow-up will be provided for responders who have entered contaminated areas.
9. US Government Nuclear Materials. In the event of a radiological accident involving nuclear weapons, special nuclear material (SNM), or classified components, the federal agency, which owns that material may declare a National Defense Area (NDA) or National Security Area (NSA) around the site and take exclusive control within that area. NDAs and NSAs are established to safeguard classified information or restricted data, equipment, or material.
10. US Department of Energy (DOE) Shipments. US DOE has jurisdiction on accidents involving DOE transuranic waste shipments. Information on these shipments and guidance on dealing with incidents involving such shipments is provided in Appendix 5.

### **C. Deliberate Acts**

The deliberate release of radioactive materials is a crime under a number of state and federal laws. Any incident of this type must be promptly reported to local and state law enforcement agencies. The Federal Bureau of Investigation (FBI) has lead responsibility for criminal investigations of terrorist acts or terrorist threats involving weapons of mass destruction (WMD), including improvised radiological dispersion devices. The DHS is responsible for overall coordination of all actual and potential Incidents of National Significance and accidents or incidents involving radiological materials that may or may not rise to the level of an Incident of National Significance; GDEM is the lead state agency. If a release of radiation is believed to be an act of terrorism, we will ensure the incident is reported to both to the Nevada Department of Public Safety (DPS) and the FBI. More information on dealing with terrorist events is provided in Annex V, Terrorist Incident Response.

### **D. Activities by Phases of Emergency Management**

1. Prevention
  - a. Maintain an effective public warning system.
  - b. Establish/maintain a hazardous cargo route.
2. Preparedness
  - a. Establish a RPP system.
  - b. Select and train RPP personnel.
  - c. Ensure responders have data available on local facilities that are licensed to use, store, or transport radiological materials. This information may be obtained from the NSHD/RCP.
  - d. Ensure radiation detection instruments are available and operational.

- e. Educate the public about radiological hazards and protective actions.
3. Response
- a. Activate the RPP system
  - b. Respond in accordance with the guidelines in Appendix 2.
  - c. Provide information and instructions to the public.
4. Recovery
- a. Ensure radiation source material is removed and ensure access to contaminated areas is controlled until they are cleaned up. Cleanup will normally be performed by a contractor supervised by state or federal agencies and paid for by the responsible party, if one can be located.
  - b. Work with state and federal agencies to assess damage, if any.
  - c. Work with the NSHD/RCP to continue area radiation monitoring, if required.
  - d. Work with the NSHD/RCP to determine the cause of the incident and determine liability.
  - e. Keep the public informed about the status of the incident.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. The Radiological Officer (RO) is in charge of the RPP on a day-to-day basis. Once a radiological accident occurs, responsibility for managing and directing the response is assigned to the Incident Commander and responsibility for coordinating external support is assigned to the EOC staff.
2. Effective response to a radiological incident requires a coordinated response by local departments, agencies, and officials, together with representatives of the facility or company responsible for the incident, augmented, in certain circumstances, by state and federal agencies with responsibilities for radiological incidents. Technical assistance for a radiological incident may be provided by the facility, by state and federal agencies, or by industry. See paragraph V.B.6, this annex for more information on state and federal assistance.

### **B. Assignment of Responsibilities**

1. The [Fire Chief/EMC] will designate one or more Radiological Officers to coordinate all radiological protection program activities.
2. The Incident Commander (IC) will:

- a. Manage emergency response resources and operations at the incident site to control the incident.
  - b. Determine and implement protective actions for emergency responders and the public in the vicinity of the incident site.
3. Fire Service(s) will:
- a. Provide personnel and equipment to contain or control radiological incidents.
  - b. Carry out initial radiological monitoring needed to assess the situation and determine protective actions. State or federal agencies may provide follow-on radiological monitoring assistance.
  - c. Carry out initial decontamination where needed. Large-scale decontamination, if needed, may be coordinated by state or federal agencies.
  - d. Assist in evacuation, if necessary.
4. The Radiological Officer [position] will:
- a. In [January] of each year, obtain a current listing of local licensed users of radiological materials from NSHD/RCP, maintain a copy of that list, and provide copies to emergency response elements for use in operational planning.
  - b. Ensure a sufficient number of radiological detection instruments are in-place and operational.
  - c. Ensure selected emergency responders are provided training in radiological monitoring.
  - d. Schedule and conduct an annual review of this annex and coordinate update of the annex, if needed.
5. Law Enforcement will:
- a. Restrict access to incident sites and contaminated areas to protect public health and safety.
  - b. Organize and conduct evacuations and provide traffic control as needed, if necessary.
  - c. Assist in warning the public, as necessary.
  - d. If the release of radiation appears deliberate, control the scene, apprehend suspects, conduct an investigation, and if, the incident appears to be terrorism- related, ensure DPS and the FBI are advised.



6. EMS will:
  - a. Provide medical care and transportation for casualties.
  - b. Alert hospitals of the potential for contaminated victims.
7. Hospital(s) will:
  - a. Provide medical care for casualties as needed.
  - b. Be prepared to decontaminate contaminated patients.
8. Other [Departments & Agencies] will:
  - a. Provide personnel, equipment, and supplies requested to support emergency operations.
  - b. Provide technical assistance to the Incident Commander and the EOC upon request.
  - c. In accordance with established procedures, provide personnel to staff the Incident Command Post (ICP) or EOC when activated.

## VII. DIRECTION & CONTROL

- A. Guidance.** The County will establish local policies relating to radiological protection and may provide general guidance for emergency operations.
- B. Program Management.** The RO will carry out day-to-day management of the RPP.
- C. Operational Direction.** During radiological incidents, the IC will manage radiological response operations at the incident site. The IC and the EOC shall agree upon a division of responsibilities for specific tasks. Typically, the EOC will conduct support operations, including activating additional resources and requesting external resources, making required notifications and reports, coordinating large scale evacuations and area traffic control, disseminating emergency public information, and other tasks to sustain emergency operations.
- D. Communications.** Telephone, radio, teletype, e-mail, and/or facsimile will be used to transmit reports of radiological incidents, obtain technical assistance, exchange information, and provide direction and control.

## VIII. READINESS LEVELS

Most radiological incidents typically occur without warning. Hence, developing a systematic set of increased readiness actions is difficult.

### A. Level IV - Normal Conditions.

See the prevention and preparedness activities in Section V.D, Emergency Management Activities by Phase.

**B. Level III - Increased Readiness.** Increased Readiness may be appropriate if there is a greater than normal threat of a radiological incident. Initiating conditions may include a radioactive source missing in our region, notification that a significant radioactive shipment will be transiting our area, or a significant change in the Homeland Security Threat Level due to a radiological threat. Level 3 readiness actions may include:

1. Monitoring the situation.
2. Informing first responders of the situation.
3. Ensuring the hazardous materials response team (if available) is aware of the situation and can respond if necessary.

**C. Level II - High Readiness.** High Readiness may be appropriate if there is an increased risk of a radiological incident. Initiating conditions may include a significant radiological shipment is transiting through our area, a radioactive source is missing in our jurisdiction, or notification of a significant change in the Homeland Security Threat Level due to a specific radiological threat. Level 2 readiness actions may include:

1. Monitoring the situation.
2. Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents.
3. Checking equipment and increasing short-term readiness if possible.
4. Issuing public warning and providing public information if necessary.

**D. Level I - Maximum Readiness.** Maximum readiness is appropriate when there is a significant possibility of a radiological release. Initiating conditions might include a lost radioactive source being located in the local area, activation of radiological alarms at a landfill screening point, an incident at a facility licensed to use radiological materials, or notification of a significant change in the Homeland Security Threat Level due to a specific radiological threat addressing this jurisdiction or facilities possessing radioactive materials. Level 1 readiness actions may include:

1. Investigating the situation and partially or fully activating the EOC to monitor it.
2. Placing first responders in alert status; placing off-duty personnel on standby.

3. Advising appropriate state and federal agencies.
4. Preparing to issue and issuing public warning if it becomes necessary.

## **IX. ADMINISTRATION & SUPPORT**

### **A. Agreements & Contracts**

Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from mutual aid agreements, state and/or federal agencies, and industry in accordance with existing mutual-aid agreements and contracts.

### **B. Reports & Records**

1. **Situation Reports.** If there has been an actual release of radioactive materials, the EOC should prepare and disseminate a periodic situation report to state and federal agencies until the situation is resolved. It may be desirable to also disseminate this report to nearby jurisdictions and to those cities or counties that are providing mutual aid resources. See Annex N, Direction and Control, for the format of and instructions for this report.
2. **Activity Logs.** The ICP and the EOC shall maintain accurate logs recording key response activities; activities to be logged are outlined in Section IX of our Basic Plan.
3. **Response & Recovery Expenses.** As it may be possible to recover some expenses incurred in responding to a release of radiological materials from the responsible party, insurers, or the federal government, each department or agency shall maintain detailed records of labor costs, equipment usage, and supplies expended to respond to or recover from an actual radiological release.
4. **Post-Incident Review.** A post-incident critique shall be conducted in the aftermath of any incident that resulted in an actual release of radiological materials.

### **C. Maintenance of Radiological Equipment**

1. All radiological monitoring devices owned by the County will be maintained in accordance with the manual of instructions for those instruments.
2. State-owned instrument sets obtained from DSH/RCP are normally exchanged periodically by the NSHD/RCP so they can be serviced and calibrated. The RO will coordinate instrument exchanges, calibrations, and any out-of-cycle maintenance requirements for state-owned instruments with NSHD/RCP.

### **D. Training**

Federal law requires that individuals, who respond to hazardous materials incidents, including radiological incidents, should be adequately trained and equipped for the tasks they will perform. Training is available through a combination of federal and state resources.

## X. PLAN DEVELOPMENT & MAINTENANCE

- A. Development.** The EMC is responsible for developing and maintaining this annex.
- B. Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the basic plan.

## XI. REFERENCES

U.S. Department of Transportation and Transport, *Emergency Response Guidebook*.

FEMA, *Guide for All-Hazard Emergency Operations Planning*, CPG-101.

FEMA, *Guidance for Developing State, Tribal, and Local Radiological Emergency Response Planning and Preparedness for Transportation Accidents*, FEMA-REP-5.

### APPENDICES:

Appendix 1 .....	Radiological Instrument Inventory
Appendix 2 .....	Radiological Incident Response Checklist
Appendix 3 .....	Nevada Radiological Incident Reporting System
Tab A .....	Hazardous Materials Incident Report
Appendix 4 .....	Radiological Response Training & Instruments
Appendix 5 .....	Shipments of Transuranic Waste [include <b>only</b> if applicable]



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**APPENDIX 2  
RADIOLOGICAL INCIDENT RESPONSE CHECKLIST**

I	Action Item	Assigned
	1. If the situation requires it, isolate the site and deny access. <ul style="list-style-type: none"> <li>• Use emergency vehicles, barricades, barrier tape, etc.</li> </ul>	
	2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification page 3, this appendix. <ul style="list-style-type: none"> <li>• Level I – Incident</li> <li>• Level II – Emergency</li> <li>• Level III – Disaster</li> </ul>	
	3. Record situation on a Hazardous Materials Incident Report (see Appendix 3, Tab A) and provide to [Dispatch/Communications Center].	
	4. [Dispatch/Communications Center] should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement [Dispatch/Communications Centers] are used, the center receiving the initial report should pass it to the other dispatch center.	
	5. Determine extent of danger to responders and establish requirements for personal protective equipment (PPE) and specialized response equipment. See Response Personnel Safety in Annex Q, Appendix 4.	
	6. Ascertain extent of danger to general public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk.	
	7. Develop initial action plan to contain and control the release of radiological material.	
	8. Determine appropriate protective actions for the public and special facilities. See Annex Q, Appendix 4. If evacuation is contemplated, see the General Evacuation Checklist in Annex E, Evacuation.	
	9. Initiate warning and issue protective action recommendations for the general public. See Annex A, Warning, and Annex I, Emergency Public Information.	
	10. Warn special facilities, provide protective action recommendations and instructions, and determine requirements for assistance. Provide assistance requested.	
	11. If evacuation will be conducted, provide traffic control and be prepared to provide transportation to those who lack it.	
	12. If evacuation will be conducted, provide traffic control and be prepared to provide transportation to those who lack it.	
	13. Warn other communities that may be threatened by the radiological release.	
	14. If possibility exists of casualties that are contaminated with radiological material, ensure EMS units and hospitals are so advised.	
	15. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter and Mass Care.	

I	Action Item	Assigned
	<p>16. Notifications: See Tab A to Appendix 3 for notification procedures and telephone numbers. The NSHD must be contacted for radiological accidents. They can provide assistance as needed. See paragraph V.B.6, this annex.</p> <ul style="list-style-type: none"> <li>• Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations.</li> <li>• If the [County/City] is responsible for the release, it must make required notifications to state and federal agencies.</li> <li>• If the responsible party cannot be identified/located, the County should make required notifications, making it clear that the responsible party is presently unknown.</li> </ul>	
	17. If water or wastewater systems are threatened by radioactive contamination, advise system operators so they may implement preventative measures.	
	18. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.	
	<p>19. If additional response resources are required, request them.</p> <ul style="list-style-type: none"> <li>• Invoke mutual aid agreements.</li> <li>• Summon HAZMAT response contractor, if one is under contract.</li> <li>• Request assistance from the State through the Disaster District.</li> </ul>	
	20. Provide updated information on the incident to the public through media releases.	
	21. Continuously document actions taken, resources committed, and expenses incurred.	
	21. Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies.	
	22. Assess contamination and determine which areas are safe to re-enter. Determine and implement remediation measures for other areas.	
	23. As evacuated areas are determined to be safe to reenter, advise evacuees and special facilities they may return, providing traffic control as needed.	
	24. Curtail shelter and mass care operations as evacuees depart.	
	25. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas. NOTE: Clean up is the responsibility of the responsible party.	
	26. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas. NOTE: Clean up is the responsibility of the responsible party.	
	27. Assist evacuees who cannot return to their homes in finding temporary housing and obtaining social services.	
	28. Conduct post-incident review of response operations.	



## **Incident Classification.**

Level I – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an Incident Commander (IC), and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – 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 involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

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**APPENDIX 3**  
**NEVADA RADIOLOGICAL INCIDENT REPORTING SYSTEM CONTACTS**

Nevada Division of Emergency Management	775-687-0300 / 775-687-0400
Nevada State Health	775-684-4200
Nevada Division of Environmental Protection	775-687-9484
Nevada Highway Patrol	775-687-0400

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**TAB A  
HAZARDOUS MATERIALS INCIDENT REPORT**

**INITIAL CONTACT INFORMATION**

**Check one:**     This is an **ACTUAL EMERGENCY**     This is a **DRILL/EXERCISE**

1. Date/Time of Notification: \_\_\_\_\_ Report received by: \_\_\_\_\_
2. Reported by (name & phone number or radio call sign): \_\_\_\_\_
3. Company/agency and position (if applicable): \_\_\_\_\_
4. Incident address/descriptive location: \_\_\_\_\_  
\_\_\_\_\_
5. Agencies at the scene: \_\_\_\_\_
6. Known damage/casualties (do not provide names over unsecured communications): \_\_\_\_\_  
\_\_\_\_\_

**CHEMICAL INFORMATION**

7. Nature of emergency: (check all that apply)  
 Leak     Explosion     Spill     Fire     Derailment     Other  
Description: \_\_\_\_\_  
\_\_\_\_\_
8. Name of material(s) released/placard number(s): \_\_\_\_\_
9. Release of materials:  
\_\_\_\_\_ has ended \_\_\_\_\_ is continuing    Estimated release rate & duration: \_\_\_\_\_
10. Estimated amount of material, which has been released: \_\_\_\_\_
11. Estimated amount of material, which may be released: \_\_\_\_\_
12. Media into which the release occurred:     air     ground     water
13. Plume characteristics:  
    a. Direction (Compass direction of plume): \_\_\_\_\_    c. Color: \_\_\_\_\_  
    b. Height of plume: \_\_\_\_\_    d. Odor: \_\_\_\_\_
14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) \_\_\_\_\_
15. Present status of material (solid, liquid, gas): \_\_\_\_\_
16. Apparently responsible party or parties: \_\_\_\_\_  
\_\_\_\_\_

**ENVIRONMENTAL CONDITIONS**

17. Current weather conditions at incident site:  
    Wind From: \_\_\_\_\_ Wind Speed (mph): \_\_\_\_\_ Temperature (F): \_\_\_\_\_  
    Humidity (%): \_\_\_\_\_ Precipitation: \_\_\_\_\_ Visibility: \_\_\_\_\_
18. Forecast: \_\_\_\_\_
19. Terrain conditions: \_\_\_\_\_  
\_\_\_\_\_

**HAZARD INFORMATION**  
**(From ERG Guidebook, MSDS, CHEMTREC, or facility)**

20. Potential hazards: \_\_\_\_\_
21. Potential health effects: \_\_\_\_\_
22. Safety recommendations: \_\_\_\_\_
- Recommended evacuation distance: \_\_\_\_\_

**IMPACT DATA**

23. Estimated areas/ populations at risk: \_\_\_\_\_
24. Special facilities at risk: \_\_\_\_\_
25. Other facilities with Hazmat in area of incident: \_\_\_\_\_

**PROTECTIVE ACTION DECISIONS**

26. Tools used for formulating protective actions
- \_\_\_\_\_ a. Recommendations by facility operator/responsible party
  - \_\_\_\_\_ b. *Emergency Response Guidebook*
  - \_\_\_\_\_ c. Material Safety Data Sheet
  - \_\_\_\_\_ d. Recommendations by CHEMTREC
  - \_\_\_\_\_ e. Results of incident modeling (CAMEO or similar software)
  - \_\_\_\_\_ f. Other: \_\_\_\_\_
27. Protective action recommendations:
- \_\_\_\_\_ Evacuation    \_\_\_\_\_ Shelter-In-Place    \_\_\_\_\_ Combination    \_\_\_\_\_ No Action
- \_\_\_\_\_ Other \_\_\_\_\_
- Time    \_\_\_\_\_ Actions Implemented    \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

28. Evacuation Routes Recommended: \_\_\_\_\_
- \_\_\_\_\_

**EXTERNAL NOTIFICATIONS**

29. Notification made to:
- |  |                      |
|--|----------------------|
| _____ National Response Center (Federal Spill Reporting)   | _____ 1-800-424-8802 |
| _____ Nevada Environmental Hotline (State Spill Reporting) | _____ 1-775-687-9484 |
| _____ CHEMTREC (Hazardous Materials Information)           | _____ 1-800-424-9300 |
| _____ Nevada Division of Environmental Protection          | _____ 1-775-687-9484 |
| _____ Nevada Division of Emergency Management              | _____ 1-775-687-0300 |

30. Other Information: \_\_\_\_\_
- \_\_\_\_\_

**APPENDIX 4**  
**RADIOLOGICAL RESPONSE TRAINING & INSTRUMENTS**

1. The County Radiological Officer (RO) or EMC is responsible for coordinating the procedures in this appendix.
2. The purpose of this appendix is to provide guidelines and procedures for maintaining an adequate number of personnel trained to deal with radiological accidents and to maintain radiation detection instruments in operational condition.

a. Personnel training.

- 1) The County will have NO (at this time see page D-1-1) individuals trained as radiological officers.
- 2) NSHD Community Preparedness Section provides training for Radiological Officers and radiological monitors. Courses available include:
  - a) Fundamentals Course for Radiological Monitors – 8 hours
  - b) Advanced Course for Radiological Monitors – 32 hours

Additional training is also available from the Federal Emergency Management Agency (FEMA) in the form of independent study or residential training.

- 3) Personnel trained in radiological protection and decontamination techniques should receive the FEMA-approved refresher training at least every three (3) years
- 4) The [Fire Department/Hazmat Response Team] shall have at least one individual trained in radiological response and on the use of radiation detection instruments on each shift.

b. Radiation detection instruments

- 1) Inspections, maintenance, and repair of radiation detection instruments will be completed according to the owner's manual for those devices owned by [County/City].
- 2) Instruments on loan from the State will be inspected, maintained, and repaired according to instructions from the NSHD Community Preparedness Section.
- 3) Instruments sets used to respond to a possible radioactive material accident should be located in vehicles or 24-hour dispatch offices, such as fire stations, law enforcement, or emergency medical service facilities.
- 4) All other radiation detection/measuring instruments, not maintained in 24-hour facilities, should be secured in a dry (low humidity) location.

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## APPENDIX 5 SHIPMENTS OF TRANSURANIC WASTE

### 1. Situation

- a. Churchill County is on the planned route of shipments of transuranic (TRU) waste from US Department of Energy (DOE) facilities in the California and the western states to the Waste Isolation Pilot Plant (WIPP) at the Nevada Test Site. Shipments will enter Nevada westbound and east bound on I-80 from Utah and California, continue South on U.S. 95 alternate through Churchill county to the Nevada Test Site.
- b. DOE TRU waste shipments through Nevada commenced during 2001. An estimated 3,600 shipments are scheduled to pass through the State over a 20-year period.

### 2. Assumptions

- a. Churchill County may experience a transportation accident involving TRU waste shipments.
- b. In the event of an incident involving a TRU waste shipment, the basic radiological response, notification, and recovery procedures outlined in Annex D will be implemented.
- c. In the event of an incident, external assistance will be available from state and federal radiological response resources.

### 3. Background

#### a. TRU Waste

- 1) TRU waste is waste that is contaminated with man-made radioactive materials having atomic numbers greater than uranium (Z#92). These are alpha-emitting radionuclides with half-lives greater than 20 years in concentrations greater than 100 nanocuries per gram (nCi/g) of waste. A nanocurie is one billionth of a curie.
- 2) TRU waste include such materials as laboratory clothing, rubber gloves, rags, tools, glove boxes, glassware, piping, air filters, plastics, wood, metals, and solidified wastewater sludges contaminated with transuranic isotopes during nuclear weapons manufacturing, plutonium recovery, research and development, and decontamination and decommissioning activities. In addition, some of these wastes contain hazardous chemical constituents and are properly identified as "mixed" transuranic waste.
- 3) External exposure to TRU isotopes is generally not harmful, as human skin shields against alpha particles. The primary hazard is inhalation of fine particulates that might be release as a result of an extremely severe transportation accident. Ingestion is also a potential hazard, but most TRU isotopes are relatively insoluble and are generally passed through the body's digestive system rather than absorbed. An additional hazard is absorption if TRU isotopes were to enter the blood stream through an open wound. Also important to note is that many non-transuranic isotopes are present in TRU waste which may add a significant amount of beta and gamma radiation to the

TRU waste, making widely-available gamma detection instruments useful in determining if TRU waste has been released into the environment during an accident.

- 4) TRU waste is further classified as Contact Handled (CH) TRU or Remote Handled (RH). CH TRU-waste can be safely handled with no additional shielding other than that provided by the container, normally a 55-gallon drum or a steel box. Over 97 percent of TRU waste is classified CH. CH waste has radiation dose rates at the package surface of 200 millirem per hour or less. RH TRU waste requires additional heavy shielding for handling and transportation activities. Remote-handled (RH) TRU waste contains activation materials and fission products that decay by beta emission and penetrating gamma radiation; such waste has radiation dose rates at the package surface exceeding 200 millirem per hour.

#### **4. Information for Emergency Planning.**

- a. Transport Vehicles. A dedicated fleet of trucks operated by DOE contractors will transport TRU waste shipments to the WIPP. The trucks will pull specially constructed flatbed trailers. Each trailer is configured to transport combinations of up to three Type B Packages certified by the Nuclear Regulatory Commission (NRC) in accordance with 10 CFR 71 and commonly known as either the TRUPACT-II or the HalfPACT. DOE TRU waste shipment vehicles must pass a comprehensive safety inspection at the point of origin and are subject to independent mechanical and radiological inspections; procedures have been established to quickly replace or repair vehicles that malfunction. Drivers are trained in transporting radiological materials and using radiation detection instruments. The transport vehicle, when loaded, is 63.5 feet in length and 13.5 feet in height. Figure 1 on page D-5-4 depicts a truck hauling TRUPACT-II containers.
- b. Transport Containers.
  - 1) Each TRUPACT-II is eight feet in diameter and 10 feet high and will hold some 14 55-gallon drums, two standard waste boxes, or ten 85-gallon overpack waste drums. The TRUPACT-II was designed to prevent the release of radioactive materials during an accident. The Nuclear Regulatory Commission (NRC) certifies these containers, after having passed drop, fire, puncture, and water immersion tests. Figure 2 on page D-5-4 is a cutaway drawing of the TRUPACT-II.
  - 2) The HalfPACT is 8 feet in diameter and 7.5 feet high, capable of holding seven-55-gallon or four 85-gallon overpack waste drums or one standard waste box. This container has been tested to NRC standards.
  - 3) The RH-72B has been developed to transport remote handled (RH) TRU-waste. These shipments are estimated to commence during late 2006. Figure 3 on page D-5-5 is a cutaway drawing of the RH-72B container.
  - 4) The "pipe overpack" is another container used within the TRUPACT-II or HalfPACT to contain wastes contaminated with higher concentrations of plutonium and americium. The filled pipe overpack is placed inside a 55-gallon drum, which is then placed in one of the above transport containers. This container has three key functions: a) To maintain separation of fissile material to prevent an inadvertent uncontrolled nuclear chain reaction from occurring; b) To provide shielding from radiation; and c) to immobilize fine particulate waste material.

- c. Shipment Tracking. All TRU waste shipments will be constantly monitored by a DOE control center at the WIPP, which operates around the clock. Using satellite communications and a computer network, DOE's TRANSCOM system identifies the location of each shipment and provides two-way communication with drivers. The State Emergency Operating Center (EOC) in Austin is equipped with a TRANSCOM terminal to monitor each transuranic waste shipment. The TRANSCOM terminal can also be used by the State EOC to receive information relayed from drivers and pass information to drivers through the TRANSCOM Control Center (TCC).

## **5. Emergency Notification, Response, & Recovery**

- a. Notification. Incidents involving TRU waste shipments may be discovered by local officials, reported to local officials by shipment drivers, reported by the State EOC, or DOE based on information provided over the TRANSCOM system. If local officials discover the incident, ensure that the nearest DPS facility and the NSHD/RCP are notified in accordance with Appendix 3 to this annex. The State may request DOE assistance.
- b. Response. The emergency response to an incident involving a TRU waste shipment should be conducted in accordance with the same accident response guidelines used for other radiological incidents; see Appendix 2 to this annex. Responders should obtain technical guidance from the DSHS/RCP by telephone until RCP staff or DOE personnel arrive at the scene.
- c. Recovery. Decontamination, re-entry, and recovery operations should be conducted in accordance with SOPs. Procedures may need to be modified based on guidance provided by DOE or the NSHD/RCP. DOE should assume responsibility for cleaning up any contamination that may be caused by an incident involving TRU waste shipments.

## **6. Training & Exercises**

- a. Training. Training for responders and local officials relating to TRU waste shipments is available from NSHD Community Preparedness Section. NSHD Community Preparedness Section should be contacted at 775-684-4200 for information on available training.
- b. Exercises. DOE conducts periodic exercises for state and local responders related to TRU waste shipments. State assistance is available for planning and conducting local tabletop exercises relating to TRU waste shipments. Contact the NSHD Community Preparedness Section or the Technological Hazards Group at the Division of Emergency Management for information on exercise planning.

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Figure 1  
 Transport Vehicle with TRUPACT-II Containers

## TRUPACT IIs On Loaded Transport Vehicle



Figure 2  
 Cutaway of TRUPACT II Container

## TRUPACT-II

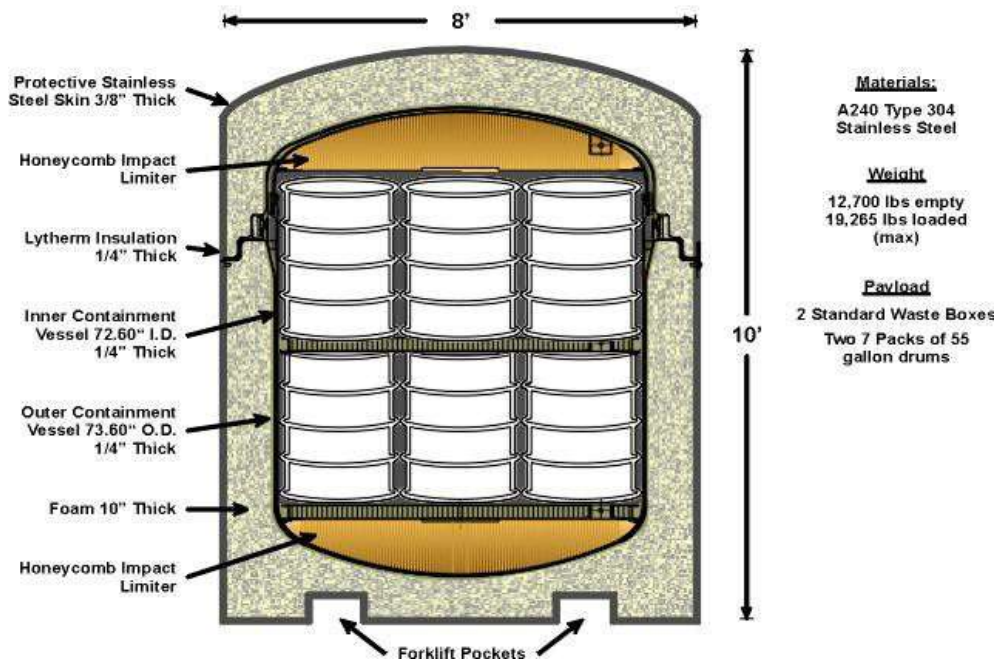
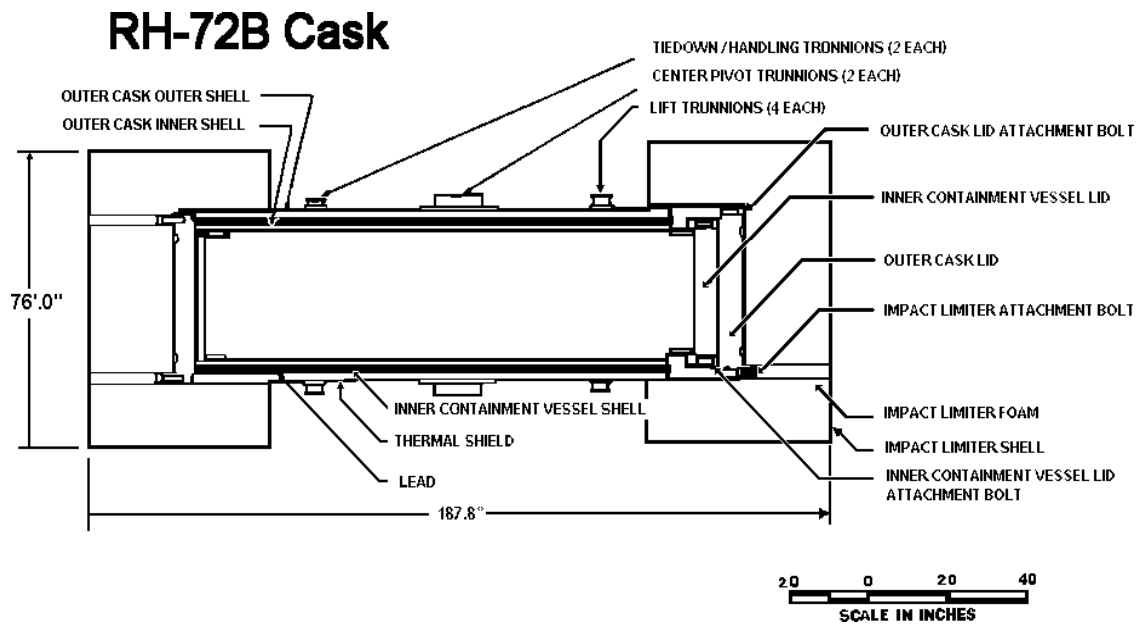


Figure 3  
Cutaway of RH-72B Cask



# **ANNEX E**

# **EVACUATION**

December 2020



## **APPROVAL AND IMPLEMENTATION**

### **Churchill County, Nevada Evacuation Plan**

The Churchill County Evacuation Plan is an annex to the Churchill County Emergency Response Plan. As such, the Evacuation Plan has been reviewed and approved by the Churchill County Board of Commissioners in conjunction with the approval and adoption of the Emergency Response Plan.

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The following table shows the relationship and correlation between the Churchill County Evacuation Plan and the recommended emergency plan elements outlined in the Federal Emergency Management Agency (FEMA) State and Local Guide SLG-101 and the National Response Plan (NRP).

<b>Comparison to the NRP and FEMA SLG-101</b>		
<b>FEMA SLG- 101 Recommended Plan Element</b>	<b>Location of SLG-101 Compliant Element in Plan (and Title of Element if Differs from SLG-101)</b>	
	<b>National Response Plan</b>	<b>Churchill County Evacuation Plan</b>
<b>Introductory Material</b>		
<i>Promulgation Document</i>		
<i>Signature Page</i>	Yes	Yes, Page i
<i>Dated Title Page &amp; Record of Changes</i>		Yes, Cover Page and Page ii
<i>Record of Distribution</i>		
<i>Table of Contents</i>	Yes	Yes, Page iii
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	Appendix 1	I.D. Definitions
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	I. Scope & Applicability	
	I. Incident Management Actions	
	I. Key Concepts	
<b>Situation and Assumptions</b>	II. Planning Assumptions & Considerations	I.E.
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<i>Assumptions</i>		I.E.
<b>Concept of Operations</b>	IV.	II.
		II.A. General
		II.B. Evacuation Decisions
		I.E. Evacuation Planning
		II.D. Shelter Requirements
		II.E. Transportation
		II.F. Traffic control
		II.G. Warning & Public Information
		II. H. Communications
		II.I. Special Facilities and Special Needs Populations
		II.J. Non-Resident/Tourist Evacuations
		II.K. Animal Evacuations
		II.L. Access Control & Security
		II.M. County as a Host to Evacuees

**Comparison to the NRP and FEMA SLG-101**

FEMA SLG- 101 Recommended Plan Element	Location of SLG-101 Compliant Element in Plan (and Title of Element if Differs from SLG-101)	
	National Response Plan	Churchill County Evacuation Plan
		II.N. Demobilization & Reentry
		II.O. Actions by Phases of Emergency Management
		V. Increased Readiness Actions
<b>Organization and Assignment of Responsibilities</b>	III. Roles & Responsibilities	III. Roles & Responsibilities
<i>Organization</i>		III.A.
<i>Assignment of Responsibilities</i>		III.B.
		III.C. Emergency Support Functions
		IV. Direction & Control
		IV .A. General
		IV.B. Evacuation Area Definition
<b>Administration and Logistics</b>	V. Incident Management Actions	VI. Administration and Support
		VI. A. Reporting
		VI. B. Records
		VI. C. Resources
		VI. D. Post Emergency Review
		VI. E. Exercises
<b>Plan/Annex Development and Maintenance</b>	VI. Ongoing Plan Management & Maintenance	VI.F. Plan Development & Maintenance
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		Appendix 1 General Evacuation Checklist
		Appendix 2 Potential Evacuation Areas
		Appendix 3 Hazard Specific Evacuation Information
		Appendix 4 Shelter Information
		Appendix 5 Special Facilities Inventory
		Appendix 6 Special Needs Populations: Identification and Procedures
		Appendix 7 Public Education/Information

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Appendix 1 – General Evacuation Checklist

Appendix 2 – Hazard Specific Evacuation Information

Appendix 3 – Evacuation Resources

Appendix 4 – Shelter Information

Appendix 5 – Special Facility Inventory

Appendix 6 – Special Needs Populations: Identification and Procedures

Appendix 7 – Public Education/Information

## I. INTRODUCTION

### A. Authority

Authorities for this plan are referenced in the Churchill County Emergency Response Plan (ERP) on page 7 of the Basic Plan and Overview section. The cited authorities cover all emergency operations as there are no county-level authorities specific to evacuation. In addition to the authorities in the ERP, the Uniform Fire Code provides specific evacuation authority.

### B. Purpose

The purpose of this plan is to provide for the orderly and coordinated evacuation of all or any part of the population of Churchill County if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

### C. Acronyms and Abbreviations

ARC	American Red Cross
CCSD	Churchill County School District
CCSO	Churchill County Sheriff's Office
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ERP	Emergency Response Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
IC	Incident Commander
ICS	Incident Command System
LEPC	Local Emergency Planning Committee
MOA/MOU	Memorandum of Agreement/Understanding
NRP	National Response Plan
NIMS	National Incident Management System
NRS	Nevada Revised Statutes
PIO	Public Information Office or Officer
SIP	Shelter-in-Place
SNF	Skilled Nursing Facility
TTY	Text Telephone
UC	Unified Command

### D. Definitions

**Catastrophic Incident.** Any natural or manmade incident, including terrorism that produces extraordinary levels of mass casualties, damage, and disruption severely affecting the population, infrastructure, environment, economy, and government functions. A catastrophic incident may result in sustained national impacts over a prolonged period of time, and interrupt public and private operations, emergency services, and infrastructure to such a significant extent that national security is threatened. Such an event would immediately exceed resources normally available in State, Local, Tribal, and private sectors and therefore urgently require Federal/national assistance.

Evacuation. The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Large-scale Emergency The existence of conditions of disaster or of extreme peril to the safety of persons or property within the territorial limits of Churchill County, which conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the city and which requires the combined efforts of other political entities.

Local (Small-scale) Emergency An event which requires response of emergency forces over and above normal working functions, but which is manageable within local capability.

Major Disaster Any natural catastrophe or, regardless of cause, any fire, flood, or explosion, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts of state and local governments and disaster relief organizations in alleviating damage, loss, and hardship.

Persons with Disabilities Individuals with disabilities are defined as persons who have physical or mental impairment that limit major life activities, have an ongoing or chronic condition, or even if they don't have such a condition, are regarded by the community as being disabled. People with special needs include a wide variety of individuals who are identified by a variety of names – people with disabilities such as individuals who use wheel chairs, people who are blind or visually impaired, people who are deaf or severely hard of hearing, people with severe emotional impairments, people with severe intellectual impairments, people with medically related needs such as diabetics, individuals with seizure disorders, and many others that require unique assistance.

Shelter in-place. Shelter in-place is the action of seeking immediate shelter indoors, following a release of hazardous materials to the outside air or in anticipation of extreme weather conditions, and awaiting further instructions. The hazardous materials may be chemical, biological, byproducts of a fire (smoke, ash, etc.), or other harmful contaminant. During extreme circumstances, sheltering in place could also include additional precautions, such as turning off fans, air conditioning, and forced air heating systems, to reduce any potential for air contamination in the event of a chemical or biological release.

Special Facilities. Certain facilities which house or serve populations that cannot care for themselves during emergencies and/or require unique support services. Such facilities include:

- Schools and day care centers, where students require supervision to ensure their safety.
- Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
- Correctional facilities, where offenders require security to keep them in custody.

Special Needs Populations. Individuals in the community with physical, mental or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network. Specials needs populations may also include economically or culturally isolated populations within the community.



Visitor/Non-Resident Population. Individuals visiting or staying in a place outside their usual place of residence. Visitor population includes business and leisure travelers present in the jurisdiction, whether for single day or overnight stays.

## E. Evacuation Planning

1. General Evacuation Planning – Starting in 2006, the Nevada Statewide Planning Task Force was created to identify gaps in plans, procedures and resources for the evacuation and mass care of residents and visitors. The multi-year effort utilizes a coordinated planning approach to create or improve State and county evacuation plans and improve shelter-in-place (SIP) guidance. This plan is a direct result of the statewide planning effort.
2. Hazard-Specific Evacuation Planning
  - a. Information will be developed for hazards that could potentially trigger evacuations within and of the county. This information is included in the hazard-specific Annexes of the Churchill County ERP and will describe the potential impact areas for the identified hazards. The ERP also identifies potential evacuation routes and, where appropriate, transportation pickup points or assembly areas.
  - b. Likely major evacuation areas, including hazardous materials risk areas, and the potential evacuation routes for those areas are described and depicted in each of the hazard-specific Annexes of the ERP and in Annex 2 of this plan.

## F. Situation & Assumptions

1. Situation
  - a. There are a wide variety of emergencies that might require an evacuation and/or SIP of portions of the local area. The following table documents emergency situations that could require evacuation and/or SIP:

<b>Table 1</b>			
<b>Emergencies Which Could Trigger Limited Evacuation or Shelter In-Place</b>			
<b>Event</b>	<b>Probability of Occurrence</b>		
	<b>High Risk</b>	<b>Moderate Risk</b>	<b>Low Risk</b>
Earthquake			x
Localized flooding	x		
Hazardous materials release		x	
Severe weather	x		
Terrorism			x
Landslide			x
Wildfire		x	

<b>Emergencies Which Could Trigger Large-scale or Regional Evacuation or Shelter In-Place</b>			
<b>Event</b>	<b>Probability of Occurrence</b>		
	<b>High Risk</b>	<b>Moderate Risk</b>	<b>Low Risk</b>
Earthquake			x
Extensive flooding	x		
Hazardous materials release			x
Severe winter storm	x		
Terrorism			x
Volcanic activity			x
Wildfire	x		

- b. Authority for Evacuations. Ultimate authority for direction and control for County emergency management and operations, including evacuation, resides with the Churchill County Chief Elected Officer. The ERP gives incident-specific authority for response decisions to the Incident Commander (IC), Unified Command (UC) (if one is established), or the County EOC should the EOC assume lead agency status. In addition, the Fire Chief has specific evacuation authority conferred by the Uniform Fire Code. In Nevada, the governor may order an evacuation during a state of emergency or declaration of disaster. If the governor is unable to communicate with a stricken area, a local government may have authority under an emergency plan to order an evacuation. (See Nevada Revised Statutes 414.040 through 414.070.).

## 2. Assumptions

- a. Most people at risk will evacuate when local officials recommend that they do so. A general estimate is 80 percent of those at risk will comply when local officials direct an evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or increases in severity.
- b. Some individuals will refuse to evacuate, regardless of the threat.
- c. When there is sufficient warning of a significant threat, many individuals who are not at risk will evacuate.
- d. Evacuation planning for known hazard areas can and should be done in advance.
- e. While some emergencies are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.
- f. The need to evacuate may become evident during the day or at night and there could be little control over the evacuation start time.
- g. In most emergencies, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.

- h. Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles.
- i. When confronting a major disaster or catastrophic incident, it may be necessary to employ all modes of transportation to include state and/or federal assistance to effectively evacuate the population.
- j. Decontamination of evacuees will require additional resources and triage areas before citizens can be sheltered; therefore, Fire/Emergency Medical Services (EMS), hospitals, and HAZMAT teams will be required to decontaminate evacuees.
- k. Public anxiety and stress will result from evacuations, requiring mental health services, appropriate risk communications and public education/instruction.
- l. Shelters will require a minimum time for set up and activation and populations will still require services immediately upon evacuation, especially special needs populations.
- m. Through Memoranda of Understanding (MOUs) and planning, adjacent communities will be prepared to handle significant numbers of evacuees from affected areas. These host communities will also identify resources, personnel, and equipment to shelter evacuees.
- n. Local jurisdictional resources may become overwhelmed and will require mutual aid from other jurisdictions and support from regional, state and federal agencies.
- o. In a major disaster or catastrophe all resources may become severely limited or exhausted - including local, regional, state and federal resources.
- p. A major disaster or catastrophe will cause some degree of chaos regardless of planning.
- q. Requested assistance beyond Churchill County will require at least 4-8 hours. There may be delay in state and/or federal assistance once it is requested.
- r. The public will have some exposure or familiarity with the Evacuation Routes and Satellite Evacuation Sites.
- s. Weather forecasts will provide sufficient warning of severe weather based on patterns and predictive models.
- t. The City of Fallon may choose to maintain jurisdictional authority and establish an evacuation effort within city limits.

## II. CONCEPT OF OPERATIONS

### A. General

1. Evacuation is one means of protecting the public from the effects of a hazard. There are two categories of evacuation:
  - a. **Physical evacuation.** The population is protected by moving away from a hazard.
  - b. **Sheltering in-place (SIP).** The population is protected by remaining inside a building, home or enclosed vehicle.
2. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors that determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for shelter facilities, and the extent of traffic control and security required.
3. The county must be prepared to conduct both small-scale (e.g. single facility or limited local) and large-scale (e.g. extensive local, regional, statewide) evacuations at all times of the day both from known hazard areas and from unexpected incident locations. A General Evacuation Checklist, provided in Appendix 1, has been developed to guide the execution of evacuation operations.
4. There are two types of evacuations:
  - a. **Voluntary.** Persons perceive the hazard and leave the area of their own volition. No official assistance is required.
  - b. **Ordered.** There may be two instances of ordered evacuations:
    - i. **Recommended.** Upon declaration of a local emergency, endangered persons are advised to evacuate to a safe area. Citizens have the right to stay in their homes and/or on their property and may not evacuate. In the event that house- to-house notification is undertaken, evacuation support personnel will note the names and addresses of people contacted, addresses of homes where contact was not made, which individuals evacuate, and those who refuse to leave. The information will be documented and forwarded to the Incident Command Post and/or the Emergency Operations Center.
    - ii. **Mandatory (Involuntary).** Under the Uniform Fire Code, Fire Command has the authority to physically remove persons from their homes and/or property should those individuals pose a threat to themselves or others, due to the fire conditions. If Fire Command gives such an order, the Churchill County Sheriff's Office (CCSO) may be assigned to assist in involuntary evacuations.

Normally, for ordered evacuations emergency shelter and feeding are supplied.

**B. Evacuation Decisions**

1. The decision to recommend an evacuation of the populace in and around the area of an incident site rests with the IC or UC managing the incident. For larger scale or multiple location emergencies, the Churchill County Board of County Commissioners shall issue the order for evacuation. In the event a state of emergency or declaration of disaster has been declared by the Governor, then the Governor will issue evacuation orders.
  - a. Execution of decision – Small-scale. Evacuation orders, initially, may be issued verbally by the IC on scene. The Churchill County Board of County Commissioners will then ratify the written evacuation order during the next lawful meeting.
  - b. Execution of decision – Large-scale. The Churchill County Board of County Commissioners will issue the evacuation order for large-scale evacuations with the recommendation of the IC and the Churchill County Emergency Management.
2. The IC or, for large-scale evacuations, the UC shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation decisions should resolve the following issues:
  - a. What areas or facilities are at risk and should be evacuated;
  - b. How the will public be advised of what to do,
  - c. What evacuees will need/be allowed to take with them;
  - d. What travel routes should be used by evacuees;
  - e. What transportation support is needed;
  - f. What assistance special needs populations will require;
  - g. What traffic control is needed;
  - h. Whether the anticipated duration of the evacuation will make it necessary to activate shelter and mass care facilities;
  - i. How evacuated areas will be secured;
  - j. What resources will be needed to conduct the evacuation;
  - k. What resources will be contracted.
3. Evacuations due to emergencies that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly. Pre-planning is critical to identifying probable evacuation areas, routes, resources, and tactical operations. This information must be kept up to date and available to emergency services personnel.
4. Subject Matter Experts will be consulted where appropriate to provide input in determining the area, distance and duration of evacuation and consult on public health and safety issues.
5. The type of emergency and availability of resources may affect evacuation planning and operations during disasters or emergencies. The IC or UC should plan appropriately.

**C. Shelter**

1. Shelter activation will occur as needed during an emergency. Activation of shelters can occur at the direction of the IC or at the direction of the EOC or Mobile Command.
2. Shelters are activated by contacting the Churchill County Emergency Manager. Sheltering operations are coordinated by Churchill County School District (CCSD) and the Northern Nevada Chapter of the American Red Cross (ARC).
  - a. The operation of shelters is the responsibility of the Churchill County Emergency Manager.
  - b. If activated, CCSD will open its facilities.
  - c. CCSO may provide security for shelters if needed.
  - d. ARC will staff and provide supplies, food and water for shelters.
3. Pre-emergency planning should consider temporary shelters and special needs facilities, short term housing, and long term housing. Resource and logistical considerations include fixed facility requirements, staffing, food and water, medical supplies, security, triage and medical care, mental health care, and relocation assistance. Appendix 4 of this plan includes information regarding shelters to be used during evacuations.

**D. Transportation**

1. Individuals. It is anticipated that most individuals will evacuate via the use of personal automobiles. Some people who do not own or have access to vehicles and others may need assistance in evacuating. Provisions must be made to furnish public transportation during an emergency evacuation.
2. Special Needs Individuals/Populations. It is anticipated that a small number of special needs individuals will require evacuation assistance and transportation. Requests for evacuation assistance will be handled on a case by case basis.
3. Special Facilities. It is anticipated that public schools, private schools and day care centers will self-evacuate. The County should work with these facilities, as well as hospitals and skilled nursing facilities that generally rely on contract or commercial transportation, to develop emergency and evacuation plans.
4. Public Transportation Information. Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or otherwise need assistance will be broadcast as they can significantly reduce requirements for public transportation during an evacuation.
5. Transportation Resources.
  - a. Backup Support. Emergency transportation may be provided by school buses, ambulances, and other vehicles. A list of transportation resources is available in Appendix 3 of this plan. In the case of large-scale evacuations with advance

warning, pickup points may be designated or a telephone bank established to receive and process requests for transportation.

- b. **Equipment and Supplies.** To support evacuation and sheltering operations, resource requirements for the transportation of equipment, supplies, and response personnel should be identified and preplanned. These transportation resources could be in addition to those needed to move evacuees and may have different requirements for functionality (e.g., freight trucks to transport food and drinking water to shelters). An Equipment/Resource List is included in Annex 10 of the Churchill County ERP.

#### **E. Traffic Control**

1. Actual evacuation movement will be controlled by the CCSO and Fallon Police Department. Evacuation routes are outlined in Appendix 2 of this plan.
2. When possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
3. Traffic control devices, such as signs and barricades, will be provided by the Churchill County Public Works Department upon request when time permits.
4. Law enforcement will request wrecker and towing services when needed to clear disabled vehicles from evacuation routes.

#### **F. Warning & Public Information**

1. The IC will decide if an evacuation warning should be issued in and around an emergency site. The EOC will disseminate warnings for large-scale evacuations beyond the emergency site or where evacuation is conducted because of an imminent threat.
2. **Advance Notice of Possible Evacuation**
  - a. For slow developing emergencies, advance warning should be given to affected residents as soon as it is clear evacuation may be required. Such advance notice is disseminated through the media. Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
  - b. Advance warning should be made to special facilities in a threatened evacuation area as early as possible. Such facilities should be requested to review and be prepared to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the EOC. An inventory of Special Facilities within Churchill County is included in Appendix 5.
  - c. The special needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any special circumstances or requests for assistance should be reported to on-scene authorities or EOC.

### 3. Evacuation Warning

- a. Evacuation warning should be disseminated through all available warning systems. The Churchill County and City of Fallon 911 Dispatch will be responsible for all notification and warning system activities. Systems to provide alert or warning used by the County include, but are not limited to:
  - i. Media alert through local television, radio and cable normal news broadcasts;
  - ii. Emergency Alert System broadcasts on television, radio and cable;
  - iii. Standard warning systems such as sirens, electronically operated horns, and public address loudspeakers systems;
  - iv. House-to-house notification by law enforcement (search and rescue), fire, or other emergency response personnel; and
  - v. Neighborhood watch/assistance programs.
- b. Warning messages alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during an evacuation. The Public Information Officer (PIO) will insure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind, hearing impaired and non-English speakers.
  - i. Special Needs. Warning systems (in addition to those listed in subsection 3. a.) to be used for disabled populations include open-captioned television, telecommunication devices for hearing/speech impaired (TTY), and basic use of emergency sign language.
  - ii. English as a Second Language/Non-English Speakers. The EOC has access to interpreters. Contact information for the interpreters is located in Tab A of Annex 10 of the Churchill County ERP.
- c. In the case of immediate evacuation, route siren and speaker-equipped vehicles through the affected area. When possible use two or more vehicles to first get the attention of the people and a second deliver the evacuation message. Door-to-door notification should be considered for large buildings and in rural areas where residences may be some distance from the road.
- d. Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up.
- e. Special facilities may be notified directly by on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC are making



notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.

- f. Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will have their contact information noted and be left until all others have been warned. Time permitting, further efforts may be made to persuade those individuals who opted to remain behind.
- g. When the emergency that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

## **G. Communications**

There are no County communication protocols specific to evacuation activities. Refer to Annex 11, pg. 20 of the Churchill County ERP for information regarding communications procedures associated with the incident command system. For a list of communications resources and devices, refer to the Available Equipment/Resource List in Tab A of Annex 10 in the Churchill County ERP.

## **H. Special Facilities and Special Needs Populations**

1. Special facilities are responsible for the welfare and safety of their students, clients, patients, and inmates. Virtually all of these facilities are required to maintain an emergency plan that includes provisions for an emergency evacuation; however, in order to effectively implement those plans, they must be warned of emergencies.
  - a. Skilled Nursing Facilities (SNFs)
    - i. SNFs may house both elderly and disabled patients. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergencies, facilities may be unable to make the required arrangements for transportation and shelter and may need assistance from the County.
    - ii. In addition, SNFs will also require specialized sheltering facilities. Patients should be transported to a comparable facility (e.g., hospitals and SNFs in unaffected areas). It should be noted that evacuation of SNFs would possibly create hospital surge conditions.
  - b. Schools & Day Care Centers
    - i. If evacuation of public schools is required, students will be transported on school buses to other schools outside of the risk area, where they can be picked up by their parents. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, schools will generally be closed and students returned to their homes so they can evacuate with their families.

- ii. Private schools and day care centers, including adult day care facilities, typically maintain limited transportation resources and may require government assistance in evacuating.
- c. Hospitals, Health Clinics, and Drug Treatment Centers (including mental health)
  - i. If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergencies, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.
  - ii. Medical patients should not be housed in shelter and mass care facilities with the general public.
- d. Jails and Juvenile Detention Centers
  - i. If evacuation of these facilities is required, inmates should be transported, with appropriate security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergencies, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.
  - ii. Inmates should not be housed in shelter and mass care facilities with the general public.
- 2. Some special needs citizens will require evacuation assistance, transportation, shelter facilities, and medical care during major evacuations. Appendix 5 of this plan will include identification by type and estimated number of special needs populations and address their needs before, during, and immediately after a major disaster or catastrophic incident.
  - a. Medication Required – Some evacuees may not have access to their prescribed medications or oxygen. Medical personnel stationed at sheltering facilities should assess what types of medications are needed and request this support from the EOC. The Medical Unit of the Churchill County Incident Command or EOC will process any medical and health resource requests (including medications).
  - b. Home-Bound Elderly – Home-bound elderly may need transportation assistance. The CCSO will coordinate available transportation and inform the EOC of individuals requiring transportation assistance.
  - c. Economically Isolated – Persons of limited financial means may need transportation assistance during evacuations. Pick-up points should be identified during evacuation warnings. Once it is safe for reentry, the County should provide transportation back to the evacuated area. In addition, needs for housing and basic

provisions during extended periods of recovery should be addressed for economically isolated persons.

- d. Public Transportation Dependent - Persons dependent on public transportation may also need transportation assistance.
  - e. English as a Second Language, Non-English Speakers, Culturally Isolated – In addition to warning and emergency public information, signage at transportation pick-up points and shelter facilities should also be bilingual. A translator should be stationed at shelters with a significant ESL or non-English speaking population.
3. Special Needs Population Registry – The Nevada Division of Emergency Management is currently developing a State-wide Special Needs Registry. The CCSO maintains a registry of individuals that will or may require oxygen in the event of an emergency. This list is updated by soliciting information through announcements in the local newspaper.

#### **I. Tribal Nations**

1. The Fallon Paiute Tribe own and manage land in Churchill County.
2. For small incidents affecting a few residents, the tribal emergency management and law enforcement departments would conduct evacuation and sheltering operations for tribal members.
3. For large or regional emergencies affecting many tribal members, the County will coordinate operations and resources with Tribal Nations. The tribe may become part of the UC.

#### **J. Non-Resident/Tourist Evacuations**

1. The County will consider the non-resident/tourist population when planning, conducting, and recovering from disasters or emergencies requiring evacuation. Planning efforts should incorporate the expected increase in population due to tourism in order to anticipate the increase in transportation, shelter and medical resource needs.

#### **K. Animal Evacuations**

1. House Pet Evacuation
  - a. Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets do not pose difficulties during evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, at this time pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies indicate that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a public safety concern. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. Agreements have been established with the Lahonton Valley Vet Clinic and the Fallon Vet Clinic

to shelter rescued pets. The primary responsibility for animal emergencies will reside with the Sheriff's Office who will coordinate any animal rescue efforts.

- b. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
    - i. Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
    - ii. Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporary housed.
    - iii. Set up temporary pet shelters at fairgrounds, rodeo or stock show barns, livestock auctions, and other similar facilities and notify pet owners of locations during warnings.
  - c. Care providers for special needs persons who own animals should have plans for the care and shelter of clients' pets.
2. Livestock Evacuation – Freed livestock remaining in an evacuated area may create a safety concern for emergency responders and the public. The Lahonton Vet Clinic can accommodate large animals. Livestock owners will need to pool resources such as trailers in order to transport livestock to designated shelter facilities.

#### **L. Access Control & Security**

1. Security in evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. The CCSO and Fallon Police Department should establish a perimeter with access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot. To the extent possible, fire departments will take measures to insure continued fire protection within evacuated areas.
2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, a permit system may be implemented to limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris.

#### **M. County as a Host to Evacuees**

1. In the event that the County receives evacuees from other locations, resources associated with evacuation and sheltering operations could be taxed even though the County is not directly impacted by the disaster.
2. Requests for the County to host evacuees, whether from another county or from outside the state, will be made to the County through the State EOC.

3. It should be noted that transportation and sheltering resources that have been designated for the county could also be employed for hosting situations. This Evacuation Plan will be activated to govern response and recovery efforts.
4. If the situation arises where a large-scale evacuation in a neighboring jurisdiction requires the county to host a significant number of evacuees, the county may activate its Emergency Operations Center or become part of the UC managing the emergency.

## **N. Demobilization and Reentry**

1. Operations to return evacuees to their homes or businesses require the same consideration, coordination, and control as the original evacuation. For small-scale emergencies, the IC will make the decision to allow the return of evacuees and disseminate it as appropriate. For large-scale evacuations, the decision will be made by the EOC or Churchill County Board of County Commissioners and disseminated through the media.
2. The following conditions should prevail in the evacuated area before evacuees are authorized to return:
  - a. The threat prompting the evacuation has been resolved or subsided.
  - b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
  - c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
  - d. Structures have been inspected and deemed safe for occupancy.
  - e. Adequate water is available for firefighting.
3. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Information on transportation options should be provided to all shelters. Traffic control along return routes may also be required.
4. Public information intended for returnees should address such issues as:
  - a. Documenting damage for insurance purposes.
  - b. Caution in reactivating utilities and damaged appliances.
  - c. Cleanup instructions.
  - d. Removal and disposal of debris.

## **O. Actions by Phases of Emergency Management**

The following table provides general guidelines on actions to be taken during each phase of emergency management.

**Table 2**  
**Actions by Phase of Emergency Management**

Phase	Actions
Mitigate/ Prevent	<ul style="list-style-type: none"> <li>• Where possible, undertake mitigation for known hazards that have in the past led to evacuation.</li> <li>• Discourage development, particularly residential construction, in potential risk areas, including floodplains, areas downstream from suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.</li> <li>• Seek improvement to preplanned evacuation routes if needed.</li> <li>• Enhance warning systems to increase warning times and reduce the need for hasty evacuations.</li> </ul>
Prepare	<ul style="list-style-type: none"> <li>• Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. Determine the population of risk areas and identify facilities that may require special assistance during evacuation (hospitals, nursing homes, schools, etc.) to determine potential transportation requirements.</li> <li>• To the extent possible, identify individuals with special needs who would require assistance in evacuating and maintain contact information for those individuals.</li> <li>• Identify primary and alternate evacuation routes, taking into account road capacities.</li> <li>• Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.</li> <li>• Include evacuations in the scenario of periodic emergency drills and exercises.</li> <li>• Conduct public information programs to increase citizen awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food, clothing, and other disaster supplies during an evacuation, and the desirability of helping neighbors who may need assistance during an evacuation.</li> <li>• Promulgate procedures for protecting government resources from known hazards by relocating them.</li> </ul>
Response	<ul style="list-style-type: none"> <li>• See the General Evacuation Checklist in Appendix 1.</li> </ul>
Recover	<ul style="list-style-type: none"> <li>• Initiate return of evacuees, when it is safe to do so.</li> <li>• Coordinate transportation for those who do not have transportation.</li> <li>• Coordinate temporary housing for those who cannot return to their homes.</li> <li>• Provide traffic control for return.</li> <li>• Initiative recovery activities for evacuees who have suffered loss of or damage to their homes or businesses.</li> <li>• Carry out appropriate public information activities.</li> </ul>

### III. ROLES AND RESPONSIBILITIES

#### A. Organization

1. The County's normal, day-to-day, organizational structure and the emergency organization described in Annexes 1 and 11 of the Churchill County ERP will be used to the greatest extent possible during emergencies to plan and carry out evacuations.

The normal structure will be modified by the use of the NIMS at individual incidents and in the EOC. Churchill County recognizes the role of the "Principal Federal Official" in the NIMS system. The emergency management organization may be expanded to include other agencies and entities.

County departments and agencies will typically maintain their internal management and reporting structures during emergencies. This is important for the continuation of daily responsibilities, where possible, and the organized allocation of department resources.

2. Incident Command System (ICS) – EOC/UC Interface
  - a. As noted previously, the IC will determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the emergency site. If large-scale evacuation is required, the Churchill County Board of County Commissioners should make the recommendation for such evacuation to the public based on input from the IC.
  - b. A division of responsibility for evacuation tasks should be agreed upon between the IC and the EOC. The IC will manage evacuation operations at the scene, while the EOC coordinates operations beyond the emergency site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.
  - c. During a large-scale evacuation, a division of responsibility for evacuation tasks should be agreed upon between the local/county EOCs and any UC that is formed. The EOCs will manage evacuation operations within their respective jurisdiction area while the UC coordinates evacuation operations affecting multiple jurisdictional areas. The UC will coordinate traffic control along evacuation routes, arrange for the activation of shelter and mass care facilities, and advise other jurisdictions.

#### B. Assignment of Responsibilities

County departments and agencies have emergency preparedness, administrative, response and recovery responsibilities. State and federal agencies have responsibilities to support local emergency efforts. The specific functional roles and responsibilities for emergency management, response and recovery are outlined in the Assignment of Responsibilities table below in accordance with the State of Nevada Emergency Support Functions:

ESF 1 – Transportation  
ESF 2 – Telecommunications and IT  
ESF 3 – Public Works & Engineering  
ESF 4 – Firefighting

- ESF 5 – Emergency Management
- ESF 6 – Mass Care, Housing, and Human Services
- ESF 7 – Purchasing and Resource Support
- ESF 8 – Public Health and Medical Services
- ESF 8-1 – Mental Health and Developmental Services
- ESF 9 – Search and Rescue and Specialized Response
- ESF 10 – Oil and Hazardous Materials Response
- ESF 11 – Agriculture and Natural Resources
- ESF 12 – Energy
- ESF 13 – Public Safety and Security
- ESF 14 – Community Recovery, Mitigation, and Economic Stabilization
- ESF 15 – Emergency Public Information and External Communications
- ESF 16 – Military Support
- ESF 17 – Legal

In addition, a General Evacuation Checklist outlining action items to be performed in support of evacuation is contained in Appendix 1. Annex 1 of the Churchill County ERP contains more specific responsibilities for each agency or individual.



**Table 3  
Assignment of Responsibilities**

AGENCY/ ORGANIZATION	EMERGENCY SUPPORT FUNCTIONS																																					
	1	2	3	4	5	6	7	8	8-1	9	10	11	12	13	14	15	16	17																				
	Transportation of evacuees	Transportation of special needs population	Transportation relating to essential resources	Emergency communications and IT systems	Damage mitigation activities	Traffic control	Fire protection of vacated area	Incident command	Decision to evacuate	Determination of evacuation area	Coordination with State/ Federal resources	EOC activation and coordination	Shelter activation	Shelter resources and supplies	Coordination with special needs facilities	Purchasing and resource support	Public health resources	Health assistance for special needs population	Crisis counseling assistance	Search and Rescue and specialized response	Hazardous materials response and mitigation	Livestock control	Temporary shelter for evacuees with pets	Animal rescue	Emergency energy supply	Security in and around evacuated area	Evacuation routes	Law enforcement activities	Security, protection, and relocation of prisoners	Coordination of insurance companies	Public warning	Joint Information Center	Emergency public information	Media coordination	Coordination with State/ Federal military	Legal advice and assistance		
<b>Churchill County</b>																																						
911 Dispatch	S	S	P																																			
Board of County Commissioners							S	S																													S	
Chief Elected Officer									P																													
District Attorney																																					P	
Fire Department	S	S	P	S		P	P	P	P	S												S	P															
Health Department			S									S		P	P	P																						
Public Works and County Road Department			P	S	P	P		S	S	S	S	S				S										S												
Search and Rescue																				P																		
Sheriff's Office			S	S		P	P	P	P	S	S									P					P	P	P	P		S	P	P	S					
<b>Special Districts &amp; Agencies</b>																																						
Churchill County School District	S	S	S	S									P	P	S																							
Churchill Area Regional Transportation	P	P	P	S																																		
<b>Local Jurisdictions</b>																																						
Emergency Management				S			S	S	S	S	S	S	S	S	S	S																						



AGENCY/ ORGANIZATION	EMERGENCY SUPPORT FUNCTIONS																																							
	1	2	3	4	5	6	7	8	8-1	9	10	11	12	13	14	15	16	17																						
	Transportation of evacuees	Transportation of special needs population	Transportation relating to essential resources	Emergency communications and IT systems	Damage mitigation activities	Traffic control	Fire protection of vacated area	Incident command	Decision to evacuate	Determination of evacuation area	Coordination with State/ Federal resources	EOC activation and coordination	Shelter activation	Shelter resources and supplies	Coordination with special needs facilities	Purchasing and resource support	Public health resources	Health assistance for special needs population	Crisis counseling assistance	Search and Rescue and specialized response	Hazardous materials response and mitigation	Livestock control	Temporary shelter for evacuees with pets	Animal rescue	Emergency energy supply	Security in and around evacuated area	Evacuation routes	Law enforcement activities	Security, protection, and relocation of prisoners	Coordination of insurance companies	Public warning	Joint Information Center	Emergency public information	Media coordination	Coordination with State/ Federal military	Legal advice and assistance				
Fire Department		S	S				S	S	S	S	S	S									S																			
Police Department		S	S		S			S	S	S	S	S								S						S	S	S	S											
<b>State</b>																																								
Nevada Department of Agriculture, Animal Services Division																							S	S	S															
Nevada Department of Transportation		S	S	S	S						S																						S	S	S	S				
Nevada Division of Emergency Management			S					S			S	S				S																S	S	S	S	S				
Nevada Division of Environmental Protection										S	S											S										S	S	S	S					
Nevada Division of Forestry			S				P	S	S	S	S											S										S	S	S	S					
Nevada Highway Patrol	S	S	S	S	S	S		S	S	S	S					S																S	S	S	S					
Nevada National Guard	S	S	S	S									S	S																										
Nevada State Prison		S											S																P											
<b>Federal</b>																																								
Army Corps of Engineers									S	S																														
Bureau of Land Management							S	S		S	S																				S	S	S	S						
Fallon Naval Air Station		S	S																																			P		
Federal Bureau of Investigation							S			S									S						S		S			S	S	S	S							

AGENCY/ ORGANIZATION	EMERGENCY SUPPORT FUNCTIONS																																						
	1	2	3	4	5	6	7	8	8-1	9	10	11	12	13	14	15	16	17																					
	Transportation of evacuees	Transportation of special needs population	Transportation relating to essential resources	Emergency communications and IT systems	Damage mitigation activities	Traffic control	Fire protection of vacated area	Incident command	Decision to evacuate	Determination of evacuation area	Coordination with State/ Federal resources	EOC activation and coordination	Shelter activation	Shelter resources and supplies	Coordination with special needs facilities	Purchasing and resource support	Public health resources	Health assistance for special needs population	Crisis counseling assistance	Search and Rescue and specialized response	Hazardous materials response and mitigation	Livestock control	Temporary shelter for evacuees with pets	Animal rescue	Emergency energy supply	Security in and around evacuated area	Evacuation routes	Law enforcement activities	Security, protection, and relocation of prisoners	Coordination of insurance companies	Public warning	Joint Information Center	Emergency public information	Media coordination	Coordination with State/ Federal military	Legal advice and assistance			
Federal Emergency Management Agency							S			S	S	S	S	S	S																								
U.S. Department of Transportation		S																									S												
U.S. Environmental Protection Agency Region 9																						S																	
U.S. Forest Service							S														S																		
<b>Volunteers</b>																																							
American Red Cross													P	P	S	S			S																				
Volunteer Organizations Active in Disasters	S	S	S										S	S	S																								
Radio Amateur Civil Emergency Service				S																																			
Volunteer Animal Services																						P	P	P															
<b>Private</b>																																							
SBC Nevada Bell				S																																			
Sierra Pacific Power Company				S																					P														
Southwest Gas Corporation				S																					P														

Key:

- P Department/Agency has **primary responsibilities** for this function.
- S Department/Agency has **support responsibilities** for this function.

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## IV. DIRECTION AND CONTROL

### A. General

1. The Chief Elected Officer and Churchill County Board of County Commissioners have the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard based on recommendations from the IC.
2. The on-scene IC may recommend evacuation of people at risk in and around the emergency scene in situations where rapid evacuation is critical to the continued health and safety of the population. The IC will direct and control the required evacuation.
3. The EOC and UC will coordinate and direct large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current emergency scene.
4. The system used by the County to provide situational awareness (i.e. use of Situation Reports) regarding evacuation and mass sheltering operations is the completion of incident status summaries, which can be found in Annex 11 of the Churchill County ERP.

### B. Coordination Mechanisms

Coordination mechanisms between Churchill County and neighboring jurisdictions and agencies are outlined in individual mutual aid agreements. Details are located in Tab D of Annex 10 of the Churchill County ERP.

### C. Evacuation Area Definition

1. Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.
2. The hazard situation which gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.

## V. INCREASED READINESS LEVELS

### A. Level 4 - Normal Conditions.

See the prevention and preparedness activities in the introduction of the Churchill County ERP.

### B. Level 3 - Increased Readiness.

Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Level 3 readiness actions may include:

1. Review information on potential evacuation areas, facilities at risk, and evacuation routes.
2. Monitor the situation.
3. Inform first responders and local officials of the situation.
4. Check the status of potential evacuation routes and shelter/mass care facilities.

### C. Level 2 - High Readiness.

High Readiness may be appropriate if there is an increased risk of a hazard which necessitates evacuation. Level 2 readiness actions may include:

1. Monitor the situation.
2. Alert response personnel for possible evacuation operations duty.
3. Coordinate with special facilities to determine their readiness to evacuate.
4. Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers.
5. Advise the public and special needs facilities to monitor the situation.

### D. Level 1 - Maximum Readiness.

Maximum readiness is appropriate when there is a significant possibility that evacuation operation may have to be conducted. Level 1 readiness actions may include:

1. Activate the EOC to monitor the situation and track resource status.
2. Place first responders and transportation providers in an alert status; place off-duty personnel on standby.
3. Update the status of resources.
4. Check the status of evacuation routes and pre-position traffic control devices.

5. Update plans to move government equipment to safe havens.
6. Select shelter/mass care facilities for use.
7. Provide information to the public on planned evacuation routes, securing their homes, and what items they need to take with them. Prepare to issue a public warning if it becomes necessary.

## VI. ADMINISTRATION AND SUPPORT

### A. Reporting

Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected in the periodic situation reports prepared and disseminated during major emergency operations. The Incident Status Report is located in Annex 12 of the Churchill County ERP.

### B. Records

1. Activity Logs. The IC and, if activated, the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
2. Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

### C. Resources

General emergency response resources that may be required to conduct an evacuation are listed in Tabs A and B of Annex 10 of the Churchill County ERP.

1. Coordination with Other Jurisdictions. Mutual aid agreements detail resource coordination between Churchill County and other jurisdictions, which is detailed in Section IV Part B of this evacuation plan.
2. Colleges and Universities. Sheltering and evacuation transportation resources may also be available from the Western Nevada Community College.
3. Private Coordination
  - a. Hospitals and Health Care. The majority of hospitals within the State of Nevada have entered in the Inter-Hospital Master Mutual Aid Agreement. The agreement facilitates personnel and staff sharing; equipment, supply, and pharmaceutical sharing; and transfers of patients during disasters. Although resource requests are made between hospitals, the Medical function at the EOC can also facilitate resource requests.



- b. Industry. County agencies have emergency contracts and purchase agreements for equipment, supplies and personnel. This information is maintained by each individual agency.
4. Donation Tracking and Volunteer Management. The American Red Cross and Voluntary Organizations Active in Disasters are the primary agencies responsible for tracking donations and managing volunteers. Other volunteer disaster relief organizations, nonprofit organizations, private institutions and businesses may be called upon to support the County during the response and recovery periods of the evacuation.
5. Relocation Assistance. Relocation assistance for those evacuees needing long term housing may be provided by County, State or Federal government.

#### **D. Post Emergency Review**

For large-scale evacuations, the Churchill County LEPC shall organize and conduct a review of emergency operations by those tasked in this plan in accordance with the guidance provided in Annex 1 of the Churchill County ERP. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

#### **E. Exercises**

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction. The exercise shall follow the current County exercise schedule and will be monitored by the State of Nevada as outlined in Annex 2 of the Churchill County ERP.

#### **F. Plan Development and Maintenance**

1. The Churchill County Emergency Management Coordinator is responsible for developing and maintaining this plan. Recommended changes to this plan should be forwarded as needs become apparent. The Churchill County Board of County Commissioners is responsible for approving the plan.
2. This plan will be revised annually and updated in accordance with the schedule outlined in the ERP on page 5 of the Basic Plan and Overview section.
3. Departments and agencies assigned responsibilities in this plan are responsible for developing and maintaining standard operating procedures covering those responsibilities.

## VII. REFERENCES

### A. Regulations, Policies and Agreements

Regulations, policies and agreements for Churchill County are outlined in Annex 1 of the Churchill County ERP except for:

- OSHA Standard 29 CFR 1910.38
- Pets Evacuation and Transportation Standards Act of 2005 (H.R. 3858)

### B. Supporting Plans and Procedures

#### 1. County.

- Churchill County Emergency Response Plan. OCTOBER 7, 2006.

#### 2. State.

- Nevada Fire Chiefs Association Fire Mutual Aid Plan.
- Nevada Highway Patrol Interagency Agreement.
- Nevada State Comprehensive Emergency Management Plan.

#### 3. Federal.

- National Response Plan.
- FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).
- Bureau of Land Management Fire Mutual Aid Agreement.

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## APPENDIX 1 - GENERAL EVACUATION CHECKLIST

This appendix provides a checklist of action items to be completed by county emergency management personnel in response to an emergency requiring evacuation and sheltering.

✓	Action Item	Assigned
	<b>PLANNING:</b>	
	1. Determine area(s) at risk: <ul style="list-style-type: none"> <li>▪ Determine population of risk area(s)</li> <li>▪ Identify any special needs facilities and populations in risk area(s)</li> </ul>	
	2. Determine evacuation routes for risk area(s) & check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements & determine pickup points.	
	5. Determine temporary shelter requirements & select preferred shelter locations.	
	<b>ADVANCE WARNING:</b>	
	6. Provide advance warning to special needs facilities & advise them to activate evacuation, transportation & reception arrangements. Determine if requirements exist for additional support from local government.	
	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See Annex 2, Notification Procedures and Warning Systems, of the Churchill County ERP.	
	8. Develop traffic control plans & stage traffic control devices at required locations	
	9. Coordinate with special needs facilities regarding precautionary evacuation. Identify and alert special needs populations.	
	10. Ready temporary shelters selected for use.	
	11. Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.	
	12. Coordinate with school districts regarding closure of schools.	
	13. Advise neighboring jurisdictions that may be affected of evacuation plans.	
	<b>EVACUATION:</b>	
	14. Advise neighboring jurisdictions & the local Disaster District that evacuation recommendation or order will be issued.	
	15. Disseminate evacuation recommendation or order to special needs facilities and populations. Provide assistance in evacuating, if needed.	
	16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	
	17. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> <li>▪ What should be done to secure buildings being evacuated</li> <li>▪ What evacuees should take with them</li> </ul>	

✓	Action Item	Assigned
	<ul style="list-style-type: none"> <li>▪ Where evacuees should go &amp; how should they get there</li> <li>▪ Provisions for special needs population &amp; those without transportation</li> </ul>	
	18. Staff and open temporary shelters	
	19. Provide traffic control along evacuation routes & establish procedures for dealing with vehicle breakdowns on such routes.	
	20. Provide transportation assistance to those who require it.	
	21. Provide security in or control access to evacuated areas.	
	22. Provide Situation Reports on evacuation to the local Disaster District.	
	RETURN OF EVACUEES	
	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, & conduct damage assessments.	
	24. Determine requirements for traffic control for return of evacuees.	
	25. Determine requirements for & coordinate provision of transportation for return of evacuees.	
	26. Advise neighboring jurisdictions and local Disaster District that return of evacuees will begin.	
	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
	28. Provide traffic control for return of evacuees.	
	29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
	30. Coordinate with special needs facilities regarding return of evacuees to those facilities.	
	31. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"> <li>▪ Documenting damage &amp; making expedient repairs</li> <li>▪ Caution in reactivating utilities &amp; damaged appliances</li> <li>▪ Cleanup &amp; removal/disposal of debris</li> <li>▪ Recovery programs</li> </ul>	
	32. Terminate temporary shelter & mass care operations.	
	33. Maintain access controls for areas that cannot be safely reoccupied.	

## APPENDIX 2 – HAZARD SPECIFIC EVACUATION INFORMATION

This annex contains evacuation information including potential evacuation areas, routes, etc. specific to each hazard type identified for the county.

### Hazard Type: Flood

#### Description of Hazard:

The potential for flooding may occur when projected water volume upstream or snow pack accumulation exceeds local area storage capacity and use. An accelerated Spring thaw creates rapid, large volumes of water to flow that may exceed the capacity of existing reservoirs and tributaries. The fast moving water may create hazardous conditions for residents living in low lying areas and travelers on roadways where water may flow toward.

#### Potential Evacuation Areas:

The greatest flood danger in Churchill County would be the failure of the Lahontan Dam at its volume capacity. Though remote, the force of the initial wave may likely create the largest amount of danger to people and property. In general, the Lahontan Valley is flat and sandy. There is little vegetation to slow the movement of water. The Bureau of Reclamation maintains an action plan in monitoring the capacity and integrity of the dam.

#### Evacuation Routes:

County residents, homes located north of Highway 50 and west of Gummow Drive should proceed:

- East on Highway 50 (Reno Highway), north on Gummow Drive, east on Rice Road, north on Highway 95 (Lovelock Highway)
  - Evacuation Site: Kennemetal compound, 5 miles north of Highway 95

Residents located north of Highway 50, east of Gummow Drive, and west of Highway 95 (Lovelock Highway) should proceed:

- Through town and east on Highway 50 (Austin Highway)
  - Evacuation Site: Grimes Point/Salt Wells

Residents located south of Highway 50 and west of Highway 95 should proceed:

- Either Sheckler Road or St. Claire Road to Highway 95 (Schurz Highway)
  - Evacuation Site: Top Gun Speedway

Residents located south of Highway 50 and east of Highway 95 should proceed:

- East on Wildes Road and east on Highway 50 (Austin Highway) or east on Berney Lane, East on McCari, and east on Highway 50
  - Evacuation Site: Grimes Point/Salt Wells

Residents located north of Highway 50 (Austin Highway) and east of Highway 95 (Lovelock Highway) but south of the Carson River should proceed:

- East on Highway 50 (Austin Highway)
  - Evacuation Site: Grimes Point/Salt Wells

Residents located north of Highway 50 (Austin Highway) and east of Highway 95 (Lovelock Highway) but north of the Carson River should proceed:

- North on Highway 95 (Lovelock Highway)
  - Kennemetal Campground

Note: Reno Highway will be closed for westbound traffic for the exception of designated emergency vehicles.

**Hazard Type: Earthquake****Description of Hazard:**

Churchill County is an active earthquake region. Displacement of citizens could result from the low water tables and sand could threaten the integrity of buildings and large structures. In addition, critical infrastructure may be severely affected, roadways damaged, and potential flooding if the Lahontan Dam is breached.

**Potential Evacuation Areas:**

Churchill County is an active earthquake region. Due to the unpredictable nature of the hazard, all areas are susceptible. The greatest danger is to those in the Lahontan Valley if the Lahontan Dam is breached.

**Evacuation Routes:**

The severity of the quake will determine the need for evacuation of some or all of the country. Shelters will be a priority for those citizens displaced due to damage to their homes. All major evacuation routes are susceptible to damage from earthquake.

County residents, homes located north of Highway 50 and west of Gummow Drive should proceed:

- East on Highway 50 (Reno Highway), north on Gummow Drive, east on Rice Road, north on Highway 95 (Lovelock Highway)
  - Evacuation Site: Kennemetal compound, 5 miles north of Highway 95

Residents located north of Highway 50, east of Gummow Drive, and west of Highway 95 (Lovelock Highway) should proceed:

- Through town and east on Highway 50 (Austin Highway)
  - Evacuation Site: Grimes Point/Salt Wells

Residents located south of Highway 50 and west of Highway 95 should proceed:

- Either Sheckler Road or St. Claire Road to Highway 95 (Schurz Highway)
  - Evacuation Site: Top Gun Speedway

Residents located south of Highway 50 and east of Highway 95 should proceed:

- East on Wildes Road and east on Highway 50 (Austin Highway) or east on Berney Lane, East on McCari, and east on Highway 50
  - Evacuation Site: Grimes Point/Salt Wells

Residents located north of Highway 50 (Austin Highway) and east of Highway 95 (Lovelock Highway) but south of the Carson River should proceed:

- East on Highway 50 (Austin Highway)
  - Evacuation Site: Grimes Point/Salt Wells

Residents located north of Highway 50 (Austin Highway) and east of Highway 95 (Lovelock Highway) but north of the Carson River should proceed:

- North on Highway 95 (Lovelock Highway)
  - Kennemetal Campground

Note: Reno Highway will be closed for westbound traffic for the exception of designated emergency vehicles.

**Hazard Type: Hazardous Materials Release/Spill****Description of Hazard:**

Hazardous materials are used, stored, manufactured and transported through Churchill County on a daily basis. They are routine transported through the county on Federal, State, county roads and highways as well as by rail, pipeline and air. Churchill County cannot prepare for every type of release but they can prepare for those that are likely to occur based on risk hazard analysis. The county defines a hazardous material as:

*A substance or combination of substances which because of quantity, concentration, physical, chemical or infectious characteristics, may cause or contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a present or potential hazard to human life, property, or the environment.*

**Potential Evacuation Areas:**

Areas near major transportation corridors Highways 50 and 95, pipelines, agriculture facilities, and fixed facilities such as Naval Air Station-Fallon may be at risk to a hazardous materials release.

**Evacuation Routes:**

Evacuation routes may be necessary in expediting the flow and even distribution of traffic out of the affected area. Depending on the incident site, environmental conditions, and predicted plume, evacuation routes can be developed by the Incident Command and/or EOC as the situation warrants.

**Hazard Type: Terrorism****Description of Hazard:**

In Churchill County, there are no known terrorist groups or activities. The Naval Air Station-Fallon may draw potential attacks to the installation due to its military affiliation, however it is not a priority when compared to other military facilities. Acts of terrorism come in different forms: biological, chemical, nuclear/radiological, or high explosives. Response measures will be similar to hazardous material spills/releases. However some procedural differences will need to be recognized as acts of terrorism are criminal.

**Potential Evacuation Areas:**

All major evacuation routes near facilities subjected to terrorism may be susceptible to damage or closure from terrorist activities.

**Evacuation Routes:**

North and South – Highway 95  
East and West – Highway 50

Two-way traffic should be halted and all lanes should be utilized for vehicular traffic heading in a direction away from the evacuation area.



**Hazard Type: Wildland Fire****Description of Hazard:**

Fallon and other populated areas of Churchill County have irrigated agricultural fields and pastures that provide a buffer zone between residential areas and wildland fires. The primary hazard to these areas is irrigation ditches with poplar, Russian olive, cottonwood, and cattails. Irrigation ditches pose a hazard in that they can act as a wick, and draw fire through accumulated vegetation with rapid spread rates toward structures in Churchill County.

**Potential Evacuation Areas:**

Residential areas on the outskirts of Fallon are susceptible to wildland urban interface fires. Wildfire can impede traffic along Highways 50 and 395 outside of city limits where forest and bush land are dense.

**Evacuation Routes:**

North and South – Highway 95  
East and West – Highway 50

Two-way traffic should be halted and all lanes should be utilized for vehicular traffic heading in a direction away from the evacuation area.

## APPENDIX 3 - EVACUATION RESOURCES

This appendix contains transportation resources that may be accessed by the county for the evacuation of the general public and special needs populations. Emergency contact information for each agency/organization listed is included the Churchill County ERP Telephone Roster. To activate evacuation transportation resources, requests are made through 911 Dispatch or the Churchill County EOC if activated.

Resource	Emergency Contact(s)	Location of Resource	Description	Logistical Issues
<b><i>Buses</i></b>				
Churchill Area Regional Transportation	Tel: (775) 428-2988	Fallon	<ul style="list-style-type: none"> <li>• Inventory includes 7 buses (14 pax)</li> <li>• Buses are cell phone equipped</li> </ul>	
Churchill County School District	Tel: (775) 423-5184	Fallon	<ul style="list-style-type: none"> <li>• Inventory includes 51 buses (various capacities)</li> </ul>	
Churchill County Parks and Recreation	Tel: (775) 423-7733	Fallon	<ul style="list-style-type: none"> <li>• Inventory includes 2 buses (1x44 pax; 1x14 pax)</li> </ul>	
<b><i>Ambulance</i></b>				
Banner/Churchill Community Hospital	Tel: (775) 423-3151	Fallon	<ul style="list-style-type: none"> <li>• ALS</li> <li>• Staffed by paid personnel</li> </ul>	
CALSTAR	Helicopter Tel: 1-800-252-5050 Plane Tel: 1-888-349-9464	South Lake Tahoe	<ul style="list-style-type: none"> <li>• ALS</li> <li>• Staffed by paid personnel based in South Tahoe, CA</li> </ul>	
Care Flight	Tel: (775) 858-5700	Reno	<ul style="list-style-type: none"> <li>• ALS</li> <li>• Staffed by paid personnel based in Reno, NV</li> </ul>	
NAS Fallon	Tel: (775) 426-5161	Fallon	<ul style="list-style-type: none"> <li>• ILS</li> <li>• Staffed by paid personnel</li> </ul>	

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## APPENDIX 4 – SHELTER INFORMATION

### Shelter Identification

Shelter identification is a coordinated effort between Churchill County Emergency Management, Churchill County School District (CCSD) and the Nevada Chapter of the ARC. Shelters will be evaluated against criteria specified by the ARC in the Shelter Survey Form. ARC volunteers conduct the surveys will on-site.

### Shelter Information

Information on shelter facilities is maintained by the ARC. Once shelters have been surveyed, the facility may be entered in the National Shelter System, a national database that houses information regarding surveyed facilities. The National Shelter System can be accessed by users that have been issued a User ID and password:

<https://nss.communityos.org>

### Shelter Activation

Shelter activation is facilitated by Churchill County Emergency Management at the County Level or by the ARC and/or lead response agencies handling the field response. Once activated, the CCSD will open a facility for use.

### Shelter Staffing

Initially, shelters may be staffed by County personnel until ARC arrives at the site. Once on site shelters will be staffed by the ARC staff and volunteers in accordance with the ARC Shelter Operations Participant's Workbook and the Shelter Operations Management Toolkit.

### Shelter Supplies

The Nevada Chapter of the ARC maintains a cache of shelter supplies (except food and water). In addition to the Shelter Trailers, ARC staffs their National Distribution Warehouse in Reno.

### Other Services

The ARC has a visual language Translator Card that can be used to overcome some language, hearing and speaking barriers. For translator service, the ARC has partnered with the American Translators Association. The service offers services in 86 languages.

National ARC operates the National Call Center to provide disaster welfare information. Volunteers encourage evacuees to contact family or friends independently using phones at shelters.

ARC individual case workers can also provide some crisis counseling to evacuees.

Potential shelters for Churchill County are included in the following table.

<b>E.C. Best Elementary School</b>			
750 East Williams Fallon, NV 89406-3022			
<b>Capability</b>	<b>Quantity / Metric</b>	<b>Point of contact</b>	<b>Phone Number</b>
Total area	21,980 sq. ft. - 28 rooms	Debra Shyne, CCSD Emergency Coordinator	(775) 423-5184
Gymnasium	4,819 sq. ft.		
Multi-purpose room	Dual use as cafeteria		
Field area	2.5 acres		
Utilities	Cooking: natural gas Heating: electric Cooling: electric		
Kitchen	Full - ovens, refrig/freezers		
Cafeteria	1,100 sq. ft. - 300 capacity		
Medical facility	200 sq. ft. - 2 beds		
Sanitation	Toilets: 4 m / 4 f Wash basins: 12 m / 12 f Showers: None		
<b>Lahontan Elementary</b>			
1099 Merton Drive Fallon, NV 89406-3676			
<b>Capability</b>	<b>Quantity / Metric</b>	<b>Point of contact</b>	<b>Phone Number</b>
Total area	24 rooms - 950 sq. ft./ room	Debra Shyne	(775) 423-5184
Gymnasium	No		
Multi-purpose room	Dual use as cafeteria		
Field area	5 acres		
Utilities	Cooking: natural gas Heating: natural gas Cooling: electric		
Kitchen	Full - ovens, refrig/freezers		
Cafeteria	5,184 sq. ft.		
Medical facility	200 sq. ft. - 0 beds		
Sanitation	Toilets: 19 m / 19 f Wash basins: 18 m / 18 f Showers: 2 shared Laundry: 1 washer / 1 dryer		
<b>Northside Elementary</b>			
340 Venturacci Place Fallon, NV 89406-5718			
<b>Capability</b>	<b>Quantity / Metric</b>	<b>Point of contact</b>	<b>Phone Number</b>
Total area	17,160 sq. ft. - 24 rooms	Debra Shyne	(775) 423-5184
Gymnasium	No		
Multi-purpose room	Dual use as cafeteria		
Field area	½ acre		
Utilities	Cooking: electric Heating: natural gas Cooling: electric		
Kitchen	Full - ovens, refrig/freezers		
Cafeteria	2,914 sq. ft.		
Medical facility	250 sq. ft.		
Sanitation	Toilets: 9 m / 18 f Wash basins: 12 m / 12 f Showers: 0 m / 1 f		

<b>Numa Elementary</b> 601 Discovery Drive Fallon, NV 89406-4097			
<b>Capability</b>	<b>Quantity / Metric</b>	<b>Point of contact</b>	<b>Phone Number</b>
Total area	70,000 sq. ft. - 32 rooms	Debra Shyne	(775) 423-5184
Gymnasium	No		
Multi-purpose room	Dual use as cafeteria		
Field area	2½ acres		
Utilities	Cooking: natural gas Heating: natural gas Cooling: natural gas		
Kitchen	Full - ovens, refrig/freezers		
Cafeteria	4,233 sq. ft. - est 595 capacity		
Medical facility	240 sq. ft. - 2 beds		
Sanitation	Toilets: 9 m / 19 f Wash basins: 14 m / 15 f Showers: 2		
<b>West End Elementary</b> 280 South Russell Fallon, NV 89406-3259			
<b>Capability</b>	<b>Quantity / Metric</b>	<b>Point of contact</b>	<b>Phone Number</b>
Total area	27 rooms - 900 sq. ft. / room	Debra Shyne	(775) 423-5184
Gymnasium	No		
Multi-purpose room	2,400 sq. ft.		
Field area	½ acre		
Utilities	Cooking: natural gas Heating: natural gas Cooling: electrical		
Kitchen	Full - ovens, refrig/freezers		
Cafeteria	unknown capacity		
Medical facility	1 room - 2 beds		
Sanitation	Toilets: 7 m / 15 f / 5 unisex Wash basins: 9m / 8f / 5 unisex Showers: 1 m / 1 f		
<b>Churchill County Junior High School</b> 650 South Maine Street Fallon, NV 89406-3807			
<b>Capability</b>	<b>Quantity / Metric</b>	<b>Point of contact</b>	<b>Phone Number</b>
Total area	36,000 sq. ft. / 38 rooms	Debra Shyne	(775) 423-5184
Gymnasium	21,000 sq. ft.		
Multi-purpose room	4,416 sq. ft.		
Field area	4½ acres		
Utilities	Cooking: electrical Heating: electrical Cooling: electrical		
Kitchen	Full - ovens, refrig/freezers		
Cafeteria	4,800 sq. ft. - 400 capacity		
Medical facility	416 sq. ft. - 2 beds		
Sanitation	Toilets: 11 m / 18 f / 5 unisex Wash basins: 14 m / 15 f / 5 unisex Showers: 8 m / 8 f / 2 unisex Laundry: 1 washer / 1 dryer		

<b>Churchill County High School</b>			
1222 South Taylor Street Fallon, NV 89406-8838			
<b>Capability</b>	<b>Quantity / Metric</b>	<b>Point of contact</b>	<b>Phone Number</b>
Total area	51,300 sq. ft. - 57 rooms	Debra Shyne	(775) 423-5184
Gymnasium	3,000 sq. ft.		
Multi-purpose room	Dual use as cafeteria		
Field area	18 acres		
Utilities	Cooking: natural gas & electric Heating: natural gas & electric Cooling: natural gas & electric		
Kitchen	Full - ovens, refrig/freezers		
Cafeteria	6,774 sq. ft.		
Medical facility	1,000 sq. ft. - 4 beds		
Sanitation	Toilets: 27 m / 42 f Wash basins: 31 m / 30 f Showers: 1 m bay / 1 f bay Laundry: 2 washers / 2 dryers		
<b>St. John's Youth and Family Center</b>			
520 Merton Drive Fallon, NV 89406			
<b>Capability</b>	<b>Quantity / Metric</b>	<b>Point of contact</b>	<b>Phone Number</b>
Total area	2,500 sq. ft. - 6 rooms		(775) 423-5184
Gymnasium	Yes, sq. ft.		
Multi-purpose room	Dual use as gym		
Field area	Parking lot for 100 vehicles		
Utilities	Cooking: natural gas Heating: natural gas Cooling: electrical		
Kitchen	Full - ovens, refrig/freezers		
Cafeteria	10 capacity		
Medical facility	No		
Sanitation	Toilets: 2 m / 6 f Wash basins: 3 m / 3 f Showers: 1 m / 1 f Laundry: 1 washer / 1 dryer		
<b>Fallon Convention Center</b>			
100 Campus Way Fallon, NV 89406			
<b>Capability</b>	<b>Quantity / Metric</b>	<b>Point of contact</b>	<b>Phone Number</b>
Total area	2,500 sq. ft. - 6 rooms		(775) 423-5184
Gymnasium	Yes, sq. ft.		
Multi-purpose room	Dual use as gym		
Field area	Parking lot for 100 vehicles		
Utilities	Cooking: natural gas Heating: natural gas Cooling: electrical		
Kitchen	Full - ovens, refrig/freezers		
Cafeteria	10 capacity		
Medical facility	No		
Sanitation	Toilets: 2 m / 6 f Wash basins: 3 m / 3 f Showers: 1 m / 1 f Laundry: 1 washer / 1 dryer		

Rafter 3C

325 Sheckler Road

Fallon, NV 89406

Capability      Quantity / Metric

Point of contact Jorge Guerrero

Phone Number(775) 423-7333

Total area      75,000 sq. ft. - 6 rooms

## APPENDIX 5 – SPECIAL FACILITIES INVENTORY

This appendix contains a list of the special facilities within Churchill County.

Facility	Emergency Contact(s)	Description	Ownership/ Operation	Have Facility Evacuation Plan	Have Transportation Resources
<i>Fallon, NV</i>					
<b>Aerial Unlimited Preschool/Childcare/ Gymnastics</b> 160 Industrial Way	(775) 423-1610	Day Care Preschool: 45 Children; 15mos-12yrs	Private		
<b>CSA Northside Head Start</b> 340 Venturacci Ln	(775) 423-3455	Day Care Preschool 17 Children 3-5yrs	Community Services Agency		
<b>Discovery Learning Center</b> 905 Taylor Place	(775) 867-4909	Day Care Preschool 100 Children; 2-15yrs	Private		
<b>Gingerbread Palace</b> 627 S. Maine Street	(775) 423-8999	Day Care Preschool 32 Children; 2-12yrs	Private		
<b>Little House Day School</b> 2300 Harrigan Rd.	(775) 423-4148	Day Care Preschool 20 Children; Birth-11yrs	Private		
<b>Little Lambs Preschool and Child Care</b> 531 Humboldt St	(775) 428-1888	Day Care 47 Children; 3mos-9yrs	Private		
<b>Melissa Klockman Child Development Home</b> 4395 Raven Drive	(775) 423-3074	Day Care 6 Children; Birth-12yrs	Private		
<b>St. John's Church Room to Grow</b> 1170 S. Taylor St	(775) 423-6325	Day Care 150 Children; Birth-12yrs	St. John's Lutheran Church		
<b>Stark's Preschool</b> 1205 Charlys Way;	(775) 423-7982	Day Care 6 Children; 4-5yrs	Private		
<b>Sunshine Child Care &amp; Learning Center</b> 110 South Taylor St	(775) 428-1543	Day Care 20 Children; 2-11yrs	Private		



<b>Sunshine Social Club</b> 3400 Tarzyn Road	(775) 423-5757	Day Care 6 Children; 2 mos-6yrs	Private		
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Facility	Emergency Contact(s)	Description	Ownership/ Operation	Have Facility Evacuation Plan	Have Transportation Resources
<b>Tami Lynn Edgmon Home Child Care</b> 1213 Goldeneye Drive	(775) 423-5458	Day Care 12 Children; Birth-12yrs	Private		
<b>Churchill County High School</b> 1222 South Taylor Street	(775) 423-2181	Public school Grades 9-12 1,314 students	Churchill County School District (CCSD)		Yes
<b>Churchill County Junior High School</b> 650 South Maine Street	(775) 423-7701	Public school Grades 7-8 655 students	CCSD		Yes
<b>Ec Best Elementary School</b> 750 East Williams Avenue	(775) 423-3159	Public school Grades K-6 480 students	CCSD		Yes
<b>Fallon Seventh Day Adventist Church School</b> 380 E. Front St.	(775) 423-4185	Grades K-8 18 students	Private School		
<b>Logos Christian Academy</b>	(775) 428-1825	Grades K-4 35 students	Private School		
<b>Northside Elementary School</b> 340 Venturacci Lane	(775) 423-3463	Public school Grades K-6 431 students	CCSD		Yes
<b>West End Elementary School</b> 280 South Russell Street	(775) 423-2187	Public school Grades K-6 461 students	CCSD		Yes
<b>Lahontan Elementary School</b> 1099 Merton Drive	(775) 423-1999	Public school Grades K-6 456 students	CCSD		Yes
<b>Numa Elementary School</b> 601 Discovery Drive	(775) 428-1996	Public school Grades K-6 500 students	CCSD		Yes
<b>Lahontan Valley Alternative High School</b> 690 S Maine Street	(775) 423-6322	Public school Grades 9-12 127 students	CCSD		Yes

Facility	Emergency Contact(s)	Description	Ownership/ Operation	Have Facility Evacuation Plan	Have Transportation Resources
<b>New Frontier Treatment Center</b> 165 North Carson Street	(775) 423-1412	Alcohol or Drug Abuse Facility 28 beds	Private		
<b>Silver Rose Assisted Living</b> 1490 Grimes Street	(775) 423-4137	Assisted Living 40 beds	Private		
<b>The Homestead Incorporated</b> 365 West A Street	(775)428-2428	Assisted Living 43 beds	Private		
<b>Amelia C Young Home Care</b> 558 Discovery	(775) 687-3458	Individual Residential Care 2 beds	Private		
<b>Banner Churchill Community Hospital</b> 801 East Williams Ave	(775) 423-3151	Hospital 40 beds	Private		Yes
<b>XL Hospice Inc</b> 139 Keddie Street	(775) 423-9511	Hospice 0 beds	Private		
<b>Highland Manor of Fallon</b> 550 N. Sherman Road	(775) 423-7800	SNF 102 beds	Private		

**Churchill County Hotels and Motels**

The following table lists hotels and motels in Churchill County. While not by strict definition special facilities, hotels and motels may be host to individuals who need assistance in an evacuation and sheltering event either because of unfamiliarity with the area or lack of resources. Additionally, hotel and motel operators may be sources for additional resources in an evacuation and sheltering event.

Facility	Emergency Contact(s)	Description	Have Facility Evacuation Plan	Have Transportation Resources
Overland Hotel 125 E Center St Fallon, NV 89406	(775) 423-2719	Hotel		
Econo Lodge 70 E Williams Ave Fallon, NV 89406	(775) 423-2194	Hotel		
William George Inn 40 S Carson St Fallon, NV 89406	(775) 423-2196	Hotel		
Value Inn 180 W Williams Ave Fallon, NV 89406	(775) 423-5151	Hotel		
Fallon Lodge & Suites 25 N Taylor St Fallon, NV 89406	(775) 423-4648	Hotel		
Best Western Fallon Inn 1035 W Williams Ave Fallon, NV 89406	(877) 574-2464	Hotel		
Travelodge 1051 W Williams Ave Fallon, NV 89406	(775) 428-0300	Hotel		
Holiday Inn Express Fallon 55 Commercial Way Fallon, NV 89406	(800) 345-8082	Hotel		
Angelicas Steakhouse Stockmans Casino 1560 W Williams Ave Fallon, NV 89406	(775) 423-2117	Hotel		
Oxbow Motor Inn 60 Allen Rd Fallon, NV 89406	(775) 423-7021	Hotel		

## APPENDIX 6 – SPECIAL NEEDS POPULATION PROCEDURES

### *Appendix Under Development*

This appendix contains information regarding the identification special needs populations and procedures to address specific needs for evacuation and sheltering during emergencies. Planning for evacuation and sheltering of special needs populations is ongoing at the County and State levels. Once formalized identification measure and procedures for evacuation and sheltering have been developed, the information will be contained in this appendix.

### **Home Health Agencies**

The following agencies/companies provide skilled nursing and home health aide services in Churchill County and can provide information on special needs clients who may require assistance in an evacuation.

**Highland Manor of Fallon**, 550 N. Sherman Road, Fallon, (775) 423-7800  
**Amelia C Young Home Care**, 558 Discovery, Fallon, (775) 687-3458

### **Rural Regional Center (RRC)**

RRC is part of the Developmental Services branch of the Nevada Division of Mental Health and Developmental Services (MHDS). RRC provides services to persons who have Mental Retardation and/or a related condition (e.g. cerebral palsy, autism, and seizure disorders). RRC provides residential support options to clients who include Small Intermediate Care Facilities for the Mentally Retarded (ICF/MR), Intensive Supported Living Arrangements (ISLAs), Supported Living Arrangements (SLAs), and Developmental Homes. The RRC can provide information on clients and facilities which may need assistance in an evacuation.

**Rural Region Center (Fallon)**, 151 North Maine Street, Fallon, (775) 423-0347

### **Rural Clinics Community Health Centers (RCCMHC)**

RCCMHC provide mental health services to severely mentally ill (SMI) adult and severely emotionally disturbed (SED) children throughout Nevada, excepting Clark and Washoe counties. RCCMHC, part of the Mental Health Services branch of the Nevada MHDS, can provide information on clients and facilities needing assistance in evacuating.

**Fallon Mental Health Center**, 151 North Maine Street, Fallon, (775) 423-7141

The following table lists the special needs populations for Churchill County:

Special Population	Estimated Population, Location and Description	Agencies and Organizations with Responsibilities
Persons with physical disabilities	<i>To Be Developed</i>	<ul style="list-style-type: none"> <li>• EMS agencies may be requested to provide transportation depending on the individual's state or mobility.</li> </ul>
Deaf and Hearing Impaired	<i>To Be Developed</i>	<ul style="list-style-type: none"> <li>•</li> </ul>
Blind and Visually Impaired	<i>To Be Developed</i>	<ul style="list-style-type: none"> <li>•</li> </ul>
Persons with mental disabilities	<i>To Be Developed</i>	<ul style="list-style-type: none"> <li>• EMS agencies may be requested to provide transportation depending on the individual's state or mobility.</li> </ul>
Public transportation dependent	<i>To Be Developed</i>	<ul style="list-style-type: none"> <li>• The Churchill Area Regional Transportation or Churchill County School District (CCSD) may provide transportation to and from shelters.</li> </ul>
Non-English speakers, English as a second language	<i>To Be Developed</i>	<ul style="list-style-type: none"> <li>• American Red Cross may use its translator contractor accessed via telephone or make use of translator cards.</li> <li>• CCSD and District Attorney interpreters may be requested to provide translation services.</li> <li>• Multi-lingual emergency responders may be requested.</li> </ul>
Home-bound elderly	<i>To Be Developed</i>	<ul style="list-style-type: none"> <li>• The Churchill Area Regional Transportation or CCSD may provide transportation to and from shelters.</li> <li>• Sheltering will be provided by the American Red Cross if individuals do not have any medical or psychiatric problems requiring individual care.</li> </ul>
Medication/Oxygen Dependent	<i>To Be Developed</i>	<ul style="list-style-type: none"> <li>• If the evacuee does not have his or her personal oxygen supply, EMS may be required to transport the individual to a local hospital.</li> <li>• Basic medication and oxygen will be provided at all shelters.</li> </ul>
Economically Isolated including Homeless	<i>To Be Developed</i>	<ul style="list-style-type: none"> <li>• The Churchill Area Regional Transportation or CCSD may provide transportation to and from shelters.</li> <li>• Sheltering will be provided by the American Red Cross if individuals do not have any medical or psychiatric problems.</li> </ul>

Means to identify and procedures for notifying, evacuating, and sheltering special populations are as follows:

### **PROCEDURES – To Be Further Developed**

#### **Persons with Disabilities**

The following considerations must be addressed in order to integrate matters relating to persons with disabilities into all planning and procedural activities.

#### **Warning**

Systems to provide alert or warning include, but are not limited to:

- Open-captioned television.
- Commercial radio Emergency Alert System (EAS).
- Media Alert through Department of Public Safety.
- Telecommunication devices for hearing/speech impaired persons (TTY).
- Standard warning systems such as sirens, electrically operated horns, and public address loudspeaker systems.
- House-to-house notification by law enforcement, fire, or other emergency response personnel.
- Neighborhood watch/assistance programs.
- Basic emergency sign language for persons who are deaf or hearing-impaired.

#### **First Responder Training and Exercises**

Training and exercises involving evacuation of persons with disabilities should emphasize:

- How to address and relate to persons with disabilities.
- How to guide persons with visual impairments.
- Emergency sign language and finger spelling.
- How to handle mentally impaired individuals in an emergency.
- The use of specialized mobility equipment.
- Moving individuals who use a breathing apparatus or other life-sustaining equipment.
- How to move or transfer the bedridden and frail elderly.
- Safe handling procedures for wheelchair-bound individuals.
- The importance of taking medications and other items along with the evacuee.
- Characteristics of an emergency call from persons with disabilities.
- How to rescue persons with disabilities from paratransit vans and buses.

#### **Shelter Requirements**

Reception and care center for use by persons with disabilities must be identified as such. The unique requirements of such facilities include:

- Ramp entrances and exits.
- Accessible rest rooms with 60" x 60" or larger stalls.
- Refrigeration for medications.
- Emergency electric generator for respiratory and other equipment.

- Oxygen availability.
- Facilities for accommodating guide dogs for visual and hearing-impaired persons.

Specific Tasks

Churchill County Emergency Services

- Conduct or participate in seminars or workshops for agencies that serve persons with disabilities to provide information relating to emergency response alerts, warnings, sheltering, evacuation procedures, and other related matters.
- Install a telecommunications device for speech and hearing impaired persons (TTY) in the EOC and train staff in its use.
- Pre-program auto-dialed TTY machine, text message and/or email information to send emergency messages to pre-registered individuals who are deaf or hard-of-hearing.

Churchill County Sheriff's Office

- Participate in emergency preparedness planning, as requested, for agencies representing or providing services to persons with disabilities.
- Assist in the notification, warning, and evacuation of persons with disabilities.
- Communicate with hearing impaired individuals at the Sheriff's communications center.

City or Community Agency providing reception and care services

- Identify and designate reception and care facilities capable of accommodating persons with disabilities. Locations of reception and care facilities will be guided by the location of the event.
- Coordinate with Churchill County EOC to provide emergency vehicles and drivers to transport disabled evacuees to reception and care centers.

Persons with Disabilities

- Be aware of individual warning, evacuation, and sheltering needs, as well as knowledge of ability to or how to self-evacuate.
- Register with the local emergency services organization if special warning procedures, evacuation assistance and/or special shelter facilities are needed. See the Locator File Form of this appendix.
- Maintain stocks of supplies, equipment, medications, etc., which may be required for a minimum of three days in a shelter.
- Be aware of City warning procedures, evacuation plans, and possible shelter locations.



## APPENDIX 7 – PUBLIC EDUCATION/INFORMATION

Annex 9 of the Churchill County ERP contains sample announcement formats that may be used to guide the Public Information Officer during incident reporting. The public announcement examples are hazard-specific and scalable. In addition, there are three EAS messages that can also be utilized during an incident:

EAS Message #1 – Shelter In-Place

EAS Message #2 – Evacuation

EAS Message #3 – School Evacuation

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SHELTER IN PLACE**EAS Message #1**  
Take Shelter EAS Announcement

The following message has been released by the \_\_\_\_\_ Emergency Operations Center:

1. The \_\_\_\_\_ has announced that an emergency presently exists at \_\_\_\_\_. Persons living or working within an approximate \_\_\_\_\_ mile radius of this location are requested to take sheltering actions.
2. There is no need for residents to leave the area in order to take sheltering action.
3. Persons who have taken shelter should observe the following procedures:
  - A. Close all doors and windows.
  - B. Disconnect air conditioners or fans.
  - C. Lower the thermostat setting of any heater or turn off air conditioner/evaporative cooler to minimize the intake of external air.
  - D. Keep pets inside, and to extent possible, bring farm animals under covered facilities.
4. People living, working or traveling in the following areas are affected by this request:

(Repeat the list of areas one time, then continue the message.)
5. Persons living, working or traveling in this area should take sheltering action. Persons traveling to home or work should proceed to their destination in an orderly fashion obeying all traffic regulations. Nonresidents traveling in motor vehicles should clear the area in an orderly fashion.
6. All persons traveling in the area in motor vehicles should roll up windows, close air vents, and turn off air conditioners. If in an automobile, or when sheltering is not immediately available, improvised respiratory protection may be taken. Place a handkerchief, towel, or other similar item snugly over the nose and mouth until indoors.
7. You are asked not to do the following: (Read Statement A., below, if school is in session.)
  - A. You are requested not to telephone or go to the school your children are attending. They are in a covered protected environment and will be bused home when it is safe to do so.
  - B. Do not telephone city, county, state or federal officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies.

8. The preceding has been an announcement by the \_\_\_\_\_ Emergency Operations Center. It calls for all persons living or working within a mile radius of to take shelter. For further information, stay tuned to this station.

(Thereafter, this message shall be repeated every five minutes until the station IS informed by the EOC to end transmission.)

EVACUATION**Sample EAS Message #2**  
Evacuation EAS Announcement

The following message has been released by the \_\_\_\_\_ Emergency Operations Center:

1. The \_\_\_\_\_ has announced that an emergency condition exists at \_\_\_\_\_ and recommends the evacuation of all persons living or working within an approximate mile radius of this location.
2. This advisory affects persons living in the following area:  
  
(Repeat the list of affected areas one time, then continue the message.)
3. Please use the following evacuation routes for your neighborhood. If you will need a place to stay, report to the mass care center located at \_\_\_\_\_.  
  
(Repeat the list of affected areas one time, then continue the message.)
4. If you have housebound persons or invalids in your home and require assistance in moving them, contact the \_\_\_\_\_ Emergency Operations Center at \_\_\_\_\_.
5. Please cooperate by checking on persons who may live alone in your neighborhood. If they have no way of providing for their own transportation, please assist them if possible.
6. Persons affected by this evacuation advisory should prepare to spend a minimum of three days away from home and should have with them sufficient quantities of clothing, sleeping bags or blankets, personal care items and prescription drugs for at least this period. Persons evacuating to mass care centers will be provided with food and sanitary facilities. Pets will not be allowed inside the mass care centers.
7. Farmers/ranchers affected by this evacuation advisory should shelter their animals and contact \_\_\_\_\_, for further instructions regarding protection of livestock, foodstuffs, and regaining access to the evacuated area.
8. Persons planning to evacuate are reminded to take the following steps prior to leaving:
  - A. Secure your home and property.
  - B. Turn off all lights and electrical appliances.
  - C. Turn down any heating systems (or turn off air conditioning systems).
  - D. Proceed calmly to your destination, obeying all traffic laws and driving carefully.
  - E. Please obey the police and others who will be directing traffic along the evacuation routes.

9. The preceding has been an announcement by the \_\_\_\_\_ Emergency Operations Center regarding recommendation by the \_\_\_\_\_ for the evacuation of all persons living within a mile radius of the \_\_\_\_\_. For further information, please stay tuned to this station.

SCHOOL EVACUATION

**Sample EAS Message #3**  
School Evacuation EAS Announcement

1. The following message has been released by the \_\_\_\_\_ Emergency Operations Center. It supplements instructions given to the public concerning the evacuation announcement for an approximate \_\_\_\_\_ mile radius of \_\_\_\_\_.
2. Parents with children attending schools within a mile radius of \_\_\_\_\_ are advised that their children are subject to a separate evacuation plan while school is in session. These schools are \_\_\_\_\_. Children at these schools will be taken directly to shelter areas. Parents are to meet their children at these shelter areas outside the emergency zone. I repeat, children will be taken directly to areas outside the risk area where parents are to meet their children. Parents are not to report to their children's schools.
3. Children attending the schools in the risk area will be taken to the following areas where they may be picked up:

<u>School</u>	<u>Evacuation Area</u>
---------------	------------------------

(Repeat list one time and continue the message.)

4. Parents are urged not to telephone or to go to the schools their children attend. To do so will only create confusion. Parents are to meet their children at the previously announced evacuation areas. I repeat, parents are urged not to telephone or to go to the schools that their children attend, but to meet their children at the evacuation areas.
5. The preceding has been an announcement by the \_\_\_\_\_ Emergency Operations Center giving parents instructions on where to meet their children who are attending schools within an approximate mile radius of \_\_\_\_\_.

(Repeat entire message one time.)

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# ANNEX F

# FIREFIGHTING



# APPROVAL & IMPLEMENTATION

## Annex F

### Firefighting

National Response Framework: ESF#4  
State Comprehensive Emergency Management Plan: ESF#4

#### PRIMARY AGENCIES:

Fallon-Churchill Fire Department

#### SUPPORT AGENCIES:

County Sheriff's Office  
County Road Division  
County Utilities Division  
County Facilities Division  
County Emergency Management

Fallon-Churchill Fire Department	Date
County Sheriff's Office	Date
County Road Division	Date
County Utilities Division	Date
County Engineering/Facilities Division	Date
County Emergency Management	Date

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# ANNEX F

## FIREFIGHTING

### I. AUTHORITY

See Section 1 of the Basic Plan for general authorities.

### II. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for firefighting during emergency situations in our community. In addition to firefighting, the fire service has the responsibility for rescue, warning, and radiological protection operations as addressed in Annexes R, A, and D, respectively.

### III. EXPLANATION OF TERMS

#### A. Acronyms

EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FD	Fire Districts/Fire Department
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
NIMS	National Incident Management System
NRF	National Response Framework
SEOC	State Emergency Operations Center
SOP	Standard Operating Procedures

#### B. Definitions

1. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management. The requirements of crisis management and consequence management are combined in the National Response Framework (NRF).
2. Crisis Management. Measures taken to define the threat and identify terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law Enforcement agencies will normally take the lead role in crisis management. The requirements of crisis management and consequence management are combined in the NRF.

3. Expedient Evacuation. Evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander (IC) at the scene.
4. Hazmat. Hazardous materials. The NRF defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated under the provisions of 49 CFR 172.101. The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.
5. Incident Action Plan. An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of an incident during one or more operational periods.
6. Terrorist Incident. Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

## IV. SITUATION AND ASSUMPTIONS

### A. Situation

1. The Churchill County depends on one Fire Department for fire protection.
2. The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.
3. Uncontrolled fires may reach such proportions as to become a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.
4. Natural hazards and emergencies, such as flash flooding, may necessitate the use of fire service resources.
5. Fire scenes may present problems requiring a response by law enforcement, public works, utilities, public health authorities, and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
6. Large-scale emergencies, disasters, and acts of terrorism may adversely impact firefighting personnel, equipment, facilities, and communications systems.



## **B. Assumptions**

1. During emergency situations, we will use our firefighting resources and those available pursuant to inter-local agreements, including mutual aid plans and agreements with other agencies and industry.
2. Our resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. State and/or federal resources will be available to augment our firefighting requirements.
3. During major emergency situations, our firefighting resources may be damaged and specialized supplies depleted.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

1. The fire service has the primary responsibility for protecting our community from fire hazards, hazmat spills, and radiological incidents. Our firefighting resources include:

The Fallon-Churchill Fire Department (a Class 1 Department), all volunteer force, (with the exception of a paid Chief, Fire Marshal and two Mechanics) that provides fire protection to the City and County. In addition, the department does technical rescue, operations level hazmat as well as provides mutual aid to NAS Fallon and Fallon/Shoshone Tribe.

2. Fire service responsibilities in emergency situations are basically the same as in daily operations. These responsibilities include fire control, hazmat and oil spill response, technical rescue, and radiological protection operations. During emergency situations, fire service agencies may also be assigned to perform additional emergency tasks. These tasks may include providing fire protection for temporary shelters, assisting law enforcement personnel in route alerting, or going door-to-door to warn citizens who cannot be reached by primary warning systems.

### **B. Implementation of NIMS/ICS**

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. For fire, hazmat, and radiological incidents, the senior firefighter will generally assume the role of IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior

managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

3. *Resource Management. The Fire Department is tasked to develop and maintain an up-to-date response asset inventory. This information will be maintained in Appendix 1 – Fire Asset Inventory at the end of this section. State DEM has assumed the responsibility of completing the resource typing standards established by NIMS guidance. (NIMSCAST Metric 6.2 and 6.3)<sup>1</sup> To the extent possible by law, the county will ensure that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into acquisition programs. Additionally, the jurisdiction acquisition program will incorporate the Standard Equipment List (SEL) and other Federal equipment standard data when purchasing interoperable equipment. (NIMSCAST Metric 6.4 and 6.5)<sup>2</sup>*
4. *Working closely with DEM County Departments/agencies will validate their inventory of response assets and ensure they conform to homeland security typing standards. Inventory information will be provided to DEM as required by NIMS guidance. (NIMSCAST Metric 6.6)<sup>3</sup>*
5. *DEM will use the Response Asset Inventory for Intra-State Mutual Aid requests, exercises, and actual events. See Appendix 1 (NIMSCAST Metric 6.7)<sup>4</sup>*

### **C. Protective Action Recommendations**

Fire service personnel are generally the most knowledgeable regarding the threats posed by fire, radiological materials, and other hazardous materials. As such, they are responsible for assessing threat hazards and recommending to the IC appropriate protective actions for emergency responders, including requirements for personal protective equipment. Fire service personnel are also responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

### **D. Evacuation Operations**

1. The IC may direct an expedient evacuation at the incident site, isolation area, or protective action area associated with a fire, hazmat spill, or radiological incident. Fire service and other emergency responders on site will normally initiate the evacuation pending the arrival of follow-on forces.
2. Major fires, hazardous material spills, or a terrorist incident may require a large-scale evacuation. Law enforcement is the lead agency responsible for pre-planning evacuation of known risk areas and carrying out large-scale evacuation operations. During such evacuations, fire service teams may be tasked to:
  - a. Alert residents in the affected area who have not been warned by other means.
  - b. Evacuate individuals who require assistance.

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<sup>1</sup> NIMSCAST METRIC 6.2 & 6.3

<sup>2</sup> NIMSCAST METRIC 6.4 & 6.5

<sup>3</sup> NIMSCAST METRIC 6.6

<sup>4</sup> NIMSCAST METRIC 6.7

## **E. Terrorist Incident Response**

1. **Crisis Management.** Law enforcement agencies generally have the lead in terrorism crisis management activities. The fire service will provide support as requested. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities.
2. **Consequence Management.** Coordination will be paramount during terrorist incident consequence management activities due to multi-agency involvement and potentially overlapping roles and responsibilities. The ranking official from the agency with primary responsibility for the incident will assume the position of IC. The Fire Service will normally have the lead local role in consequence management for terrorist incidents involving conventional explosives, radiological materials, and chemical agents. During consequence management, the IC will coordinate response and recovery operations with law enforcement authorities conducting crisis management operations. Refer to Annex V, Terrorist Incident Response, Section V.B.2, for further information on terrorist incident consequence management.

## **F. Requesting External Assistance**

1. If our local fire resources are inadequate to deal with an emergency situation, the District Chief/IC or other authorized official may request additional fire resources pursuant to inter-local (mutual aid) agreements to which local fire departments are a party. The Fire Chief/IC may also request assistance from industries and businesses with firefighting resources that have agreed to assist us during emergencies.
2. If our fire service resources and those obtained pursuant to inter-local agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested in accordance with the State of Nevada Mutual Aid Plan

## **G. Actions by Phases of Emergency Management**

1. **Prevention**
  - a. Enforce fire codes.
  - b. Conduct fire safety education programs for the public.
  - c. Recommend fire prevention activities such as brush clearance, outdoor burning restrictions, and use of fireworks when conditions warrant.
  - d. Maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.
  - e. Maintain current information on known fire hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
2. **Preparedness**
  - a. Maintain a list of all firefighting resources (see Annex M). In accordance with Section IX.A of the Basic Plan.
  - b. Inspect and maintain all equipment.

- c. Stockpile specialized supplies.
- d. Ensure all fire service personnel are properly trained on fire control, hazmat response, rescue, and NIMS/ICS. Our emergency response personnel meet the NIMS national qualification and certification standards.]
- e. Develop communications procedures to ensure adequate communications between fire units, law enforcement units, and other emergency responders.
- f. Plan and execute NIMS compliant training exercises for all firefighting personnel on a regular basis.
- g. Test, maintain, and repair equipment on a scheduled basis.
- h. Revise and update response plans at regular intervals.

### 3. Response

- a. Contain, control, and extinguish fires.
- b. Initiate rescue missions, as necessary.
- c. Alert and advise all emergency response personnel and decision-makers to the dangers associated with hazmat and fire during emergency operations.
- d. Control hazmat incidents within departmental capabilities giving priority to public and firefighter safety and protecting property, respectively (see Annex Q).
- e. Conduct radiological monitoring and assessment within departmental capability. Maintain an operational Radiological Protection Program in accordance with state and federal standards (see Annex D). The NRF Nuclear/Radiological Incident Annex addresses the federal response to incidents involving radiological materials.
- f. Initiate evacuation of emergency scenes, if necessary.
- g. Provide fire inspections and fire protection for temporary shelter and mass care facilities.

### 4. Recovery

- a. Perform fire inspections of restored or reconstructed buildings.
- b. Perform or assist in decontamination and cleanup.
- c. Assess damage to fire equipment and facilities, if necessary.
- d. Recommend condemnation of unsafe buildings.
- e. Review fire codes in relation to an incident or disaster and recommend improvements to the Board of County Commissioners.

## VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. General

1. Our normal emergency organization, described in Section VI.A and depicted in Attachment 3 of the Basic Plan, shall coordinate firefighting efforts conducted as part of emergency operations in accordance with NIMS. Most fires can be handled by fire service personnel, with limited support from one or two other emergency services, operating under an IC. The EOC will normally be activated during major emergencies and disasters involving significant fires or fires occurring simultaneously with other hazards. These situations may require the commitment of all emergency services and external assistance. In such incidents, transition to a Multiagency Coordination System is advisable.
2. The District Chief or designee shall serve as the Chief Fire Officer and coordinate emergency firefighting operations. A fire officer shall normally serve as the IC for the response to fires, hazmat incidents, oil spills, and radiological incidents.

### B. Task Assignments

1. The Fire Department will:
  - a. Coordinate all fire service activities.
  - b. Provide fire control and protection.
  - c. Assist in warning and operation of warning sirens (see Annex A).
  - d. Provide support for shelter/mass care operations (see Annex C).
  - e. Provide support for radiological protection (see Annex D).
  - f. Provide assistance during evacuations (see Annex E).
  - g. Respond to hazmat accidents/incidents (see Annex Q).
  - h. Enforce fire codes.
  - i. Prepare and execute inter-local agreements.
  - j. Provide support for other public safety operations, as necessary.
  - k. Conduct search and rescue operations (see Annex R).
  - l. Provide qualified individuals to staff the EOC and ICPs when activated.
2. The Incident Commander will:
  - a. Establish an ICP and control and direct emergency response resources.
  - b. Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated.

- c. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
  - d. Approve the Incident Action Plan and all requests pertaining to the procurement and release of incident resources.
  - e. Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
  - f. During an Incident of National Significance, make a situation assessment and coordinate resource needs, as required, with the NRF and SCEMP ESF #4. Coordination shall be made through the State EOC and FEMA Joint Field Office (See NRF & SCEMP, ESF #4-Fire-fighting Annex).
3. Law Enforcement will:
- a. Upon request of the IC, initiate evacuation actions and provide perimeter access control around incident sites.
  - b. Upon request of the IC, provide traffic control and scene security.
4. The Road Division, Utilities Division and Engineering/Facilities Division City Public Works will:
- a. Upon request of the IC, provide heavy equipment support for fire control operations.
  - b. Upon request of the IC or the Sheriff's Office provide assistance with traffic control.
  - c. Upon request of the IC, provide and ensure adequate water supply from municipal water systems.
5. The Nevada Division of Forestry will:
- a. Coordinate firefighting ESF 4 group actions to develop and implement mutual aid programs and procedures.
6. The U.S. Forest Service and Bureau of Land Management will:
- Upon request from the Incident Commander, provide support for local fire control operations when U.S. Forest Service or BLM lands are threatened.
7. District/City Attorney will:
- Upon request, assist the Policy Group by drafting a Declaration of Emergency and providing legal advice, when necessary.
8. Emergency Management Coordinator will:
- a. Provide logistical support to the fire districts on first alarm responses.
  - b. Respond to and support the incident (as Logistics and/or Planning Section Chief) on any second or greater alarms.

- c. Notify and activate the Shelter Officer, when necessary
- d. Coordinate the use of County owned and private heavy equipment.
- e. Act as liaison between the IC and the community, state, federal and mutual aid agencies.
- f. Activate LCARES, if necessary
- g. Provide pre-planning and training

## VII. DIRECTION AND CONTROL

### A. General

1. For most emergency situations, an IC will establish an ICP to direct and control fire service operations at the scene from the ICP. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC. This will typically be the senior fire service officer present. All fire service teams will carry out mission tasks assigned by the IC. The IC will be assisted by a staff, determined by the anticipated needs of the situation.
2. In some situations, the EOC may be activated without an incident command operation. This organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area, or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior fire service officer will normally report to the EOC to coordinate fire service actions.
3. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

### B. Incident Command System – EOC Interface

When both the EOC and an ICP are activated, it is essential to establish a division of responsibilities between the IC and the EOC. A general division of responsibilities is outlined in Section V.D of Annex N, Direction and Control.

### **C. Line of Succession**

The line of succession for the Chief Fire Officer is:

1. District Chief
2. 1<sup>st</sup> Assistant Chief
3. 2<sup>nd</sup> Assistant Chief

## **VIII. INCREASED READINESS ACTIONS**

### **A. Readiness Level IV – Normal Conditions**

See the mitigation and preparedness activities in paragraphs V.G.1 and V.G.2 above.

### **B. Readiness Level III – Increased Readiness**

1. Monitor the situation and consider situation briefings for senior staff.
2. Alert key personnel, determine personnel availability, and update staff call lists.
3. Check readiness of all equipment and repair or replace as needed.
4. Check status of supply items and restock as needed.
5. Review inter-local agreements for use of firefighting resources operated by other agencies.
6. Review plans and procedures and update them, if necessary.

### **C. Readiness Level II – High Readiness**

1. Alert personnel of possible emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP when activated.
4. Prepare to implement inter-local agreements.

### **D. Readiness Level I – Maximum Readiness**

1. Mobilize selected fire service personnel.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch fire service representative(s) to the EOC when activated.



## **IX. ADMINISTRATION AND SUPPORT**

### **A. Reporting**

In addition to reports that may be required by their parent organization, fire service departments participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Reports. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

### **B. Records**

1. **Activity Logs.** The IC and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in activity logs.
2. **Documentation of Costs.** Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents may be recoverable from the responsible party. Hence, all fire service elements will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.

### **C. Preservation of Records**

Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

### **D. Resources**

1. A listing of local fire department resources is found in Annex M, Resource Management.

### **E. Communications**

See Annex C for Communications Information

### **F. Post Incident Review**

For large-scale emergency operations, the EMC shall organize and conduct an after action critique of emergency operations in accordance with the guidance provided in Section IX.F of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.

## **X. ANNEX DEVELOPMENT AND MAINTENANCE**

- A.** The Fire Chief, in coordination with the Emergency Management Coordinator, are responsible for developing and maintaining this annex.
- B.** This annex will be revised annually and updated in accordance with the schedule outlined in Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

## XI. REFERENCES

**A.** State Comprehensive Emergency Management Plan

**B.** State Fire Mutual Aid Plan

Appendix 1..... Response Asset Inventory

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## **APPENDIX 1**

# **FIRE RESPONSE ASSET INVENTORY**

(NIMSCAST METRIC 6.1)<sup>5</sup>

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<sup>5</sup> NIMSCAST METRIC 6.1

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# **ANNEX G**

# **LAW**

# **ENFORCEMENT**





# APPROVAL & IMPLEMENTATION

## Annex G

### Law Enforcement

National Response Framework                      ESF# 13  
State Comprehensive Emergency Management Plan      ESF# 13

Primary Agencies:      County Sheriff's Office

Support Agencies:      County Emergency Management  
                                 County Engineering/Facilities  
                                 County Road Division  
                                 County Utilities

_____	_____
County Sheriff's Office	Date
_____	_____
County Emergency Management Coordinator	Date
_____	_____
County Engineer	Date
_____	_____
County Road Division	Date
_____	_____
County Utilities	Date
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Other Approving Signature	Date
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Other Approving Signature	Date

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## ANNEX G

### LAW ENFORCEMENT

#### I. AUTHORITY

See Section 1 of the Basic Plan for general authorities.

#### II. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures to accomplish emergency law enforcement requirements. This annex is applicable to all agencies, organizations and personnel assigned law enforcement functional responsibilities.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

DPS	Department of Public Safety
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
SOC	State Operations Center
SOPs	Standard Operating Procedures
UC	Unified Command

##### B. Definitions

1. Anti-terrorism Activities. Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

2. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.
3. Counter-terrorism Activities. Use of offensive measures to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.
4. Crisis Management. Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law enforcement agencies will normally take the lead role in crisis management.
5. Hazmat. Hazardous materials. The National Response Framework (NRF) defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.
6. Incident Action Plan. An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
7. National Incident Management System (NIMS). The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
8. National Response Framework (NRF). An all-discipline, all-hazards plan that establishes a single comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.
9. Terrorist Incident. According to the National Response Framework (NRF), a terrorist incident is any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United State or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. Law enforcement agencies are expected to continue their efforts to protect lives and property during emergency situations.
2. During large-scale emergencies and major disasters, law enforcement agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.
3. Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.

### B. Assumptions

1. During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.
2. During large-scale evacuations, law enforcement support may be needed to control traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.
3. In the aftermath of a disaster, it may be necessary to control access to damaged areas to protect public health and safety and deter theft.
4. If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require protection.

## V. CONCEPT OF OPERATIONS

### A. General

1. Local law enforcement agencies have the primary responsibility for enforcing laws and protecting lives and property during emergencies. Our law enforcement resources include:
  - a. The Sheriff's Office and its Reserves.
  - b. The Fallon Police Department.
  - c. Fallon Paiute-Shoshone Tribal Officers
2. Our law enforcement emergency response operations are in accordance with National Incident Management System (NIMS), which employs two levels of incident management structures.
  - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.

- b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
3. Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. These responsibilities include enforcing laws, maintaining order, traffic control, and crowd control.
4. During emergency situations, law enforcement may be called on to undertake a number of tasks not typically performed on daily basis, including protecting key facilities, enforcing curfews and restrictions on the sales of certain products, and controlling access to damaged areas.

## **B. Implementation of NIMS/ICS**

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an ICP. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
3. *Resource Management. Each agency is tasked to develop and maintain an up-to-date response asset inventory. This information will be maintained in Appendix 2 – Law Enforcement Asset Inventory at the end of this section. State DEM has assumed the responsibility of completing the resource typing standards established by NIMS guidance. (NIMSCAST Metric 6.2 and 6.3) <sup>1</sup> To the extent possible by law, the county will ensure that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into acquisition programs. Additionally, the jurisdiction acquisition program will incorporate the Standard Equipment List (SEL) and other Federal equipment standard data when purchasing interoperable equipment. (NIMSCAST Metric 6.4 and 6.5) <sup>2</sup>*
4. *Working closely with DEM County Departments/agencies will validate their inventory of response assets and ensure they conform to homeland security typing standards. Inventory information will be provided to DEM as required by NIMS guidance. (NIMSCAST Metric 6.6) <sup>3</sup>*

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<sup>1</sup> NIMCAST METRIC 6.2 & 6.3

<sup>2</sup> NIMCAST METRIC 6.4 & 6.5

<sup>3</sup> NIMCAST METRIC 6.6



5. *DEM will use the Response Asset Inventory for Intra-State Mutual Aid requests, exercises, and actual events. See Appendix 2 (NIMSCAST Metric 6.7)*<sup>4</sup>

### **C. Law Enforcement**

1. Law enforcement personnel are expected to enforce the laws and regulations during emergency situations in the same way that they do on a daily basis.
2. During emergency situations, particularly major disasters, some disaster-related laws and regulations may be put into effect for a limited period; these must also be enforced by local law enforcement agencies. When a disaster threatens or has occurred, the Board of County Commissioners may issue a disaster declaration. Evacuation Operations will be managed and coordinated by the **agency of jurisdiction**.
3. State law provides the Governor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Governor may order a mandatory evacuation of our County, upon issuing a local disaster declaration. The **agency of jurisdiction** may take subsequent action to control re- entry, curtail movement, and deny building occupancy within a disaster area. Law enforcement agencies have the lead role in planning and conducting evacuations. See Annex E, Evacuation, for more detailed information on this emergency function.
4. Evacuation may be expedient or preplanned. Evacuation preplanning should be performed for those geographic areas known to be at risk from specific hazards. Such risk areas include areas subject to recurrent flooding, areas downstream from unsafe dams, and areas at risk from a release of hazardous materials from facilities that make, use, or store such materials.
  - a. Expedient Evacuation

Expedient evacuations are evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander at the scene.
  - b. Preplanned Evacuation

For known risk areas, evacuation preplanning will be conducted and primary and alternate evacuation routes identified as part of this plan. Such evacuation preplanning should involve the emergency management staff and other emergency services. Known hazardous materials risk areas and the evacuation routes from those areas shall be described in Annex Q, Hazardous Materials & Oil Spill Response. Other known risk areas and the evacuation routes from those areas shall be described in Annex E, Evacuation. The Emergency Management Coordinator will normally initiate preplanned evacuations.
  - c. During evacuations, law enforcement will:
    - 1) Determine preferred evacuation routes, based on the status of preplanned primary and alternate routes and the current situation.

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<sup>4</sup> NIMSCAST METRIC 6.7

- 2) Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.
- 3) Alert those in the affected area who have not been warned by other means.
- 4) Deploy units to direct and control traffic.
- 5) If the evacuation of correctional facilities becomes necessary, provide security support for such operations.
- 6) If time permits, alter traffic signal timing and request that the Road Division deploy signs and other traffic control devices to expedite the flow of traffic.
- 7) Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation commences.
- 8) Monitor traffic flow and resolve problems; report evacuation progress to the Emergency Operating Center (EOC).
- 9) Provide appropriate road condition information and travel recommendations to the public through the PIO.
- 10) For large-scale evacuations, ensure that there are provisions to remove disabled vehicles or those that run out of fuel from evacuation routes in a timely manner.

### **C. Warning**

1. The **City of Fallon** Dispatch Center has primary responsibility for the warning function and operates the local warning system. See Annex A, Warning, for further information on this emergency function.
2. Law enforcement agencies and other emergency services may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems, such as the Emergency Alert System. In most areas, law enforcement units and other vehicles equipped with sirens and public address systems can be used for route alerting. In some areas, such as large office or residential buildings, door-to-door warning may be necessary.

### **D. Area Security and Incident Scene Control**

1. Incident Scene Control

In response to a request from the Incident Commander, the **agency of jurisdiction** will provide traffic control and perimeter control at incident scenes, including hazmat spills, major fires and explosions, and other types of incidents.

2. Security for Evacuated Areas

In an evacuation, the security of evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Experience has shown that law enforcement agencies must provide security in evacuated areas to minimize looting. Access to such areas will be controlled by roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot.

### 3. Access Control and Security for Damaged Areas

- a. In areas that have suffered damage, access must be controlled to protect health and safety, as well as to protect property. When local disaster declaration has been issued, the **agency of jurisdiction** may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area. Law enforcement agencies will control access to such areas with roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot. Re-entry to damaged areas will generally be conducted in the three phases outlined below:
  - 1) Phase One – Emergency Workers. Admit police, fire, EMS, utility crews, emergency management personnel, building inspectors, limited media, state and federal response agencies.
  - 2) Phase Two – Concerned Parties. Admit homeowners, business owners, insurance agents, media, and contractors making temporary repairs. The following conditions should prevail before these individuals are authorized to enter the damaged area:
    - (a) The threat that caused the evacuation has been resolved.
    - (b) Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
    - (c) Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired or rendered safe; and other significant safety hazards have been eliminated.
    - (d) Structures have been inspected and those unsafe to enter are so marked.
    - (e) Some means of fire protection is available.
  - 3) Phase Three – General Public.

### 4. Guidance for Personnel Staffing Access Control Points

- a. To ensure consistent treatment, personnel staffing access control points shall be provided with clear written guidance on who may be admitted to damaged areas in each phase or reentry. This guidance should be formulated by the law enforcement staff, coordinated by the EMC, and approved by the County Supervisor.
- b. A pass or permit system may be implemented to simplify regular ingress and egress. If a pass or permit system is used, passes or permits and appropriate written instructions for their use should be developed by the law enforcement staff, coordinated by the EMC, and approved by the County Supervisor. Copies should be provided to all personnel staffing access control points. Common sense suggests that identification cards issued by government, utilities, insurance companies, and the media to their employees be honored as passes or permits for those individuals, unless questions arise regarding their authenticity.

## **E. Security of Key Facilities**

1. There are a number of public and private facilities that must remain in operation during and after an emergency situation to provide essential services to the public. These include selected government direction and control facilities, operating locations for emergency response units, utilities, medical facilities, food suppliers, and key communications services. When there is a credible threat to these facilities that threatens to disrupt continuity of government or provision of essential services to the public, law enforcement may be requested to provide security for these key facilities. A list of key facilities is provided in Appendix 1 to this annex.
2. In the event there is a credible threat of terrorist action within the State of Nevada, the State Operations Center may provide an alert to The County Emergency Management requesting an increase of security personnel at the critical infrastructure facilities (listed in Appendix 1) and other potential targets throughout the affected jurisdiction(s). Law enforcement personnel shall then alert the appropriate officials, who shall review the potential emergency situation, plans, and procedures, and implement appropriate readiness actions as determined by the County Manager, Emergency Manager, Sheriff, Chief of Police or facility personnel. See Annex V, Terrorist Incident Response, and Readiness Levels for a complete description of readiness actions.

## **F. Terrorism Incident Response**

### **1. Crisis Management**

Law enforcement agencies have the lead in terrorism crisis management activities. Pre-incident crisis management activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. The agency of jurisdiction has the lead local role in terrorism crisis management and will coordinate its efforts with state and federal law enforcement agencies as appropriate. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities. The requirements of crisis management and consequence management are combined in the National Response Framework.

### **2. Consequence Management**

Consequence management activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete. The lead role in terrorism consequence management may be assigned to one of several local departments or agencies, depending on the type of incident that has occurred. Law enforcement agencies will typically play a significant supporting role in the conduct of consequence management activities. The requirements of crisis management and consequence management are combined in the National Response Framework.

## **G. Disaster Reconnaissance**

In the immediate aftermath of an emergency situation, the Incident Commander or the EOC staff may request law enforcement units to conduct reconnaissance to identify specified areas affected and provide an initial estimate of damages. Timely initial disaster reconnaissance, also referred to as a windshield survey, is important in deciding what assistance is needed immediately and where limited resources should be initially committed.

## **H. External Assistance**

If local law enforcement resources and those available through inter-local agreements are insufficient to deal with an emergency situation, local officials may request support from the State using the procedures outlined in Section V of the Basic Plan. Cities must seek assistance from their county before requesting resource assistance from the State.

## **I. Actions By Phases of Emergency Management**

### **1. Prevention**

- a. Operate a local warning system (see Annex A, Warning).
- b. Carry out anti-terrorist activities (see Annex V, Terrorist Incident Response).
- c. Avoid locating correctional facilities in known hazard areas so as to preclude the need for evacuation during emergency situations.

### **2. Preparedness**

- a. Review and update plans and procedures.
- b. Identify preplanned evacuation routes for known risk areas and prepare traffic control plans.
- c. Identify key facilities and determine possible security requirements.
- d. Develop communications systems that provide for connectivity of all local law enforcement agencies and external agencies that may respond pursuant to inter-local agreements.
- e. Train primary and auxiliary law enforcement personnel to conduct emergency operations.
- f. Identify and train law enforcement personnel to staff the EOC and ICP.
- g. Conduct drills and exercises to test plans, procedures, and training.

### **3. Response**

- a. Maintain law and order.
- b. Carry out backup warning (see Annex A, Warning).
- c. Perform traffic control for evacuations (see Annex E, Evacuation) and other appropriate situations.
- d. Carry out crowd control where needed.
- e. Provide security for key facilities (See Appendix 1 to this annex).
- f. Provide security for evacuated areas.
- g. Provide security for shelter and mass care facilities.
- h. Conduct counter-terrorism operations.
- i. Conduct initial disaster reconnaissance.
- j. Support other emergency operations.

#### 4. Recovery

- a. Continue security operations as needed.
- b. Perform traffic control for return of evacuees, if needed.
- c. Provide access control for damaged areas, issuing passes/permits if required.
- d. Assist in damage assessment.

## VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### A. General

Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will plan and carry out law enforcement operations.

### B. Task Assignments

#### 1. Sheriff's Office/Fallon Police Department will:

- a. Prepare law enforcement inter-local agreements.
- b. Maintain law and order during emergency situations.
- c. Plan, direct, and control evacuations (see Annex E).
- d. Provide security for key facilities.
- e. Protect property in evacuated areas.
- f. Provide access control to damaged areas.
- g. Carry out traffic control when and where needed.
- h. Provide crowd control when needed.
- i. Manage the local warning system (see Annex A).
- j. Manage the local emergency communications network (see Annex B).
- k. Conduct counter-terrorism and anti-terrorist operations.
- l. Support search and rescue operations (see Annex R).
- m. Assist in hazardous materials incidents (See Annex Q).
- n. Provide security for shelter and mass care operations (See Annex C).
- o. If necessary, evacuate prisoners from the jail to another suitable facility.
- p. Provide qualified individuals to staff the EOC and ICPs when those facilities are activated.
- q. Support other emergency functions as necessary.

#### 2. Nevada DPS, and Nevada State Parks

Upon request of the Sheriff or Chief of Police, augment the agency of jurisdiction during major emergencies.

#### 3. The Incident Commander will:

- a. Establish an incident command post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
- b. Provide an initial incident assessment, request additional resources if needed, and provide periodic updates to the EOC.
- c. Establish a specific division of responsibilities between the incident command operation and the EOC, if the EOC has been activated.

d. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.

4. Public Works:

- a. Upon request, place traffic control devices to facilitate evacuation travel.
- b. Assist in keeping evacuation routes open.
- c. Upon request, provide barricades and barriers to restrict entry to evacuated and damaged areas.

5. District/City Attorney will:

Upon request, advise law enforcement agencies regarding the emergency powers of local government and their potential impact on law enforcement requirements during emergency situations.

6. Emergency Management Coordinator will:

- a. Coordinate resources and mutual aid requests for the Sheriff's Office/Fallon P.D.
- b. Provide technical assistance in ICS and Terrorism Issues
- c. Coordinate planning efforts

## VII. DIRECTION & CONTROL

### A. General

1. Routine law enforcement operations may continue during some emergency situations. Direction and control of such operations will be by those that normally direct and control day-to-day operations.
2. For most emergency situations, an Incident Commander will establish an ICP at the scene and direct and control emergency operations at incident site from that command post; law enforcement and other resources committed to the incident will carry out missions assigned by the Incident Commander. The Incident Commander will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the Incident Commander. Hence, for incidents that primarily involve a law enforcement matter, the senior law enforcement officer present will typically serve as the Incident Commander.
3. In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as a predicted flood), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a qualified law enforcement officer from the **agency of jurisdiction** will normally direct the combined efforts of local law enforcement agencies from the EOC, receiving general guidance from the Emergency Management Coordinator and coordinating as necessary with the law enforcement agencies concerned and other emergency functions.

4. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

## **B. Incident Command System- EOC Interface**

If both the EOC and an ICP are operating, the Incident Commander and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort and conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow. A general division of responsibilities between the ICP and the EOC that can be used as a basis for more specific agreement is provided in Section V of Annex N, Direction & Control.

## **C. Continuity of Government**

The line of succession for the Sheriff is:

1. Sheriff
2. Undersheriff
3. Captain

The line of succession for the Fallon PD Chief is:

1. Chief
2. Captain
3. Detective Sergeant
4. Senior Patrol Sergeant

## **VIII. READINESS LEVELS**

### **A. Readiness Level IV – Normal Conditions**

1. Review and update plans and SOPs.
2. Maintain list of law enforcement resources (see Annex M).
3. Develop and update a list of key facilities that may require security during emergency situations. See Appendix 1 to this annex.
4. Maintain and periodically test equipment.
5. Conduct appropriate training, drills, and exercises.
6. Identify potential evacuation, traffic control and security issues and estimate law enforcement requirements.
7. Develop tentative task assignments and identify potential resource shortfalls.

### **B. Readiness Level III – Increased Readiness**

1. Check readiness of law enforcement equipment, supplies and facilities.
2. Correct equipment and facility deficiencies.
3. Correct shortages of essential supplies.
4. Update incident notification and staff recall rosters.



5. Notify key personnel of possible emergency operations.
6. Update information on key facilities and related security requirements.
7. If evacuation of correctional facilities may be required, review procedures for relocating prisoners and determine availability of required specialized equipment.

### **C. Readiness Level II – High Readiness**

1. Alert personnel to the possibility of emergency duty.
2. Place selected personnel and equipment on standby.
3. Alert reserve/auxiliary personnel.
4. Identify personnel to staff the EOC and ICP if those facilities are activated.
5. Alert external resources covered by inter-local agreements.

### **D. Readiness Level I – Maximum Readiness**

1. Mobilize selected law enforcement personnel.
2. Consider precautionary deployment of equipment and personnel to enhance response time.
3. If an evacuation has been recommended or spontaneous evacuation is taking place, activate traffic control plans and deploy traffic control resources.
4. Dispatch law enforcement representative(s) to the EOC when activated.
5. Provide increased security at key facilities if needed.

## **IX. ADMINISTRATION & SUPPORT**

### **A. Reporting**

In addition to reports that may be required by their parent organization, law enforcement elements participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an incident command operation has not been established, to the EOC. The Incident Commander will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

### **B. Records**

1. Activity Logs. The Incident Commander and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in activity logs.
2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale law emergency operations.

**C. Post Incident Review**

For large-scale emergency operations, the County Supervisor shall organize and conduct a review of emergency operations in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Law enforcement personnel who participated in the operations should participate in the review.

**D. Communications**

General emergency communications capabilities and connectivity are discussed and depicted in Annex B, Communications. The communications connectivity of law enforcement agencies is depicted in Appendix 2 to this annex.

**E. Resources**

A listing of law enforcement resources is provided in Annex M, Resource Management.

**F. Key Facilities**

A listing of key facilities that may require security during emergency situations is provided in Appendix 1 to this annex.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

- A.** The Sheriff/Chief of Police, in coordination with the EMC, is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B.** This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

**XI. REFERENCES**

Nevada Revised Statute-248: Sheriff

Nevada Revised Statute-414.060-414.070 Duties of the Governor in Disaster

State Comprehensive Emergency Management Plan

National Response Framework

**APPENDICES**

Appendix 1 ..... Key Facilities

Appendix 2 ..... Law Enforcement Response Asset Inventory

**APPENDIX 1  
KEY FACILITIES**

<b>FACILITY NAME</b>	<b>ADDRESS</b>	<b>POINT OF CONTACT</b>
<b><i>GOVT. DIRECTION &amp; CONTROL</i></b>		
County Court House	73 North Maine Street	County Manager
County Administrative Complex	155 North Taylor Street	County Manager
County Sheriff's Office/Jail/Dispatch	180 West A Street	Sheriff
Emergency Operation Center	507 South Maine Street	City and County Emergency Operation Managers
Fallon Police Department/City Hall	55 West Williams Ave.	City Manager and Chief of Police
City Public Works (alt. PD location)	327 North Maine Street	City Manager and Chief of Police
<b><i>Emergency Response/Fire</i></b>		
Fallon Churchill Fire Department	20 North Carson Street	Fire Chief
Search and Rescue	1516 Rio Vista Drive	Sheriff
<b><i>Utilities</i></b>		
<b><i>Medical Facilities</i></b>		
<b><i>Communications</i></b>		
<b><i>Major Food Suppliers</i></b>		
<b><i>Fuel Distributors</i></b>		


<i>Other</i>		

## APPENDIX 2

### LAW ENFORCEMENT RESPONSE ASSET INVENTORY

(NIMSCAST METRIC 6.1) <sup>5</sup>

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<sup>5</sup> NIMSCAST METRIC 6.1

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**ANNEX H**

**HEALTH**

**&**

**MEDICAL**

**SERVICES**





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## ANNEX H

### HEALTH & MEDICAL SERVICES

#### I. AUTHORITY

See Basic Plan, Section I.

Nevada Revised Statute Coroner

#### II. PURPOSE

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public health and medical services to reduce death and injury during emergency situations and restore essential health and medical services within a disaster area.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Services Team
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
ICP	Incident Command Post
ICS	Incident Command System
NDEP	Nevada Division of Environmental Protection
NDMS	National Disaster Medical System
NIMS	National Incident Management System
NSHD	Nevada State Health Division
PIO	Public Information Officer
SOPs	Standard Operating Procedures

##### B. Definitions

1. Disaster Medical Assistance Team. A team of volunteer medical professionals and support personnel equipped with deployable equipment and supplies that can move quickly to a disaster area and provide medical care.
2. Disaster Mortuary Services Team. A team of mortuary service and medical personnel that provide mortuary and victim identification services following major or catastrophic disasters.

3. Joint Information Center. A facility, established to coordinate all incident-related public information activities, authorized to release general medical and public health response information delivered by a recognized spokesperson from the public health and medical community.
4. National Disaster Medical System. A coordinated partnership between Department of Homeland Security (DHS), Department of Health and Human Services Commission, Department of Defense, and the Department of Veterans Affairs for the purpose of responding to the needs of victims of a public health emergency. Non-federal participants include major pharmaceutical companies and hospital suppliers, the national Foundation for Mortuary Care, and certain international disaster response and health organizations.
5. Special Needs Individuals/Groups. Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need specially trained health care providers to care for them, special facilities equipped to meet their needs, and require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. As outlined in Section IV.A and Figure 1 in the Basic Plan, our area is vulnerable to a number of hazards. These hazards could result in the evacuation, destruction of or damage to homes and businesses, loss of personal property, disruption of food distribution and utility services, serious health risks, and other situations that adversely affect the daily life of our citizens.
2. Emergency situations could result in the loss of water supply, wastewater, and solid waste disposal services, creating potential health hazards.
3. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be damaged or destroyed in major emergency situations.
4. Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.
5. Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the “walking wounded” and seriously injured victims transported to facilities in the aftermath of a disaster.
6. Uninjured persons who require frequent medications such as insulin and anti-hypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation



due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.

7. Use of nuclear, chemical, or biological weapons of mass destruction could produce a large number of injuries requiring specialized treatment that could overwhelm the local and state health and medical system.
8. Emergency responders, victims, and others who are affected by emergency situations may experience stress, anxiety, and display other physical and psychological symptoms that may adversely impinge on their daily lives. In some cases, disaster mental health services may be needed during response operations.

## **B. Assumptions**

1. Although many health-related problems are associated with disasters, there is an adequate local capability to meet most emergency situations.
2. Public and private medical, health, and mortuary services resources located in our county will be available for use during emergency situations; however, these resources may be adversely impacted by the emergency.
3. If hospitals and nursing homes are damaged, it may be necessary to relocate significant numbers of patients to other comparable facilities elsewhere.
4. Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
5. Damage to chemical plants, sewer lines and water distribution systems, and secondary hazards such as fires could result in toxic environmental and public health hazards that pose a threat to response personnel and the general public. This includes exposure to hazardous chemicals, biological and/or radiological substances, contaminated water supplies, crops, livestock, and food products.
6. The public will require guidance on how to avoid health hazards caused by the disaster or arising from its effects.
7. Some types of emergency situations, including earthquakes, hurricanes, and floods may affect a large proportion of our [county/city], making it difficult to obtain mutual aid from the usual sources.
8. Appropriate local, State, and possibly federal, tribal medical, public health officials, and organizations will coordinate to determine current medical and public assistance requirements.

## V. CONCEPT OF OPERATIONS

### A. General

1. This government will provide a consistent approach to the effective management of actual or potential public health or medical situations to ensure the health and welfare of its citizens operating under the principles and protocols outlined in the National Incident Management System (NIMS).
2. The County Public Health Officer is the local agency primarily responsible for the day-to-day provision of many health and medical services for our community. This department also serves as the Health Authority for our county.
3. This annex is based upon the concept that the emergency functions of the public health, medical, and mortuary services will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Some day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and the resources that would normally be committed to those functions will be redirected to the accomplishment of emergency tasks.
4. Provisions must be made for the following:
  - a. Establishment of a medical function at the Incident Command Post at the disaster site.
  - b. Coordinating health & medical response team efforts.
  - c. Triage of the injured, if appropriate.
  - d. Medical care and transport for the injured.
  - e. Identification, transportation, and disposition of the deceased.
  - f. Holding and treatment areas for the injured.
  - g. Isolating, decontaminating, and treating victims of hazardous materials or infectious diseases, as needed.
  - h. Identifying hazardous materials or infectious diseases, controlling their spread, and reporting their presence to the appropriate state or federal health or environmental authorities.
  - i. Issuing health & medical advisories to the public on such issues as drinking water precautions, waste disposal, the need for immunizations, and food protection techniques.
  - j. Conducting health inspections of congregate care and emergency feeding facilities.

### B. Mental Health Services

1. Appropriate disaster mental health services need to be made available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Services may include crisis counseling, critical incident stress management, information and referral to other services, and education about normal, predictable reactions to a disaster experience and how to cope with them.

2. Information on disaster mental health services procedures can be found in Annex O (Human Services).

### **C. Medical Services**

#### 1. Ambulance and Transportation

- a. All ambulances and emergency rescue vehicles serving in our County will be equipped with International Field Triage Tags and shall contain at all times, those essential items as specified by the Nevada Division of Emergency Medical Services
- b. Upon notification of an emergency situation, the appropriate ambulance service will dispatch the necessary units to the scene.
- c. The Senior EMT or paramedic who first arrives on the scene will:
  - 1) Survey the disaster scene.
  - 2) Report to the Incident Commander and establish a triage area.
  - 3) Institute a preliminary screening of casualties and begin stabilizing and transporting those most critically injured.
  - 4) Record the number of casualties transported and their destination.
- d. If the emergency situation warrants, the EMT/paramedic will request, through the Incident Commander, additional ambulances.
- e. Upon appointment of the Triage Officer, all EMS personnel will place themselves at his/her disposal and will follow their directions in regard to casualty movement.
- f. The senior EMT/paramedic will report to the Triage Officer and inform the Triage Officer as to what procedures have begun, the location of the triage area, the number of casualties, and the number transported.
- g. The EMS Transportation Officer, during the course of the disaster, will provide the ambulance personnel with information relative to situation and/or existing capabilities at the various medical treatment facilities.

#### 2. Triage

- a. Medical supplies for providing advanced life support to trauma victims will be stored in a major rescue vehicle or trailer, or every responding service will bring a predetermined mass casualty supply package. Adequate supplies for treatment of victims requiring advanced life support will be stored in the rescue vehicle and mobilized to the scene of a mass casualty disaster.
- b. The responsibility belongs to the first EMT/paramedic who arrives on the scene to institute triage, confer with the nearest emergency department physician, and to implement actions that may be required by the situation.
- c. If it is apparent there will be mass casualties, the nearest hospital with emergency facilities and others with suitable facilities will be notified.

- d. The Fire Dept Duty Officer or EMS Supervisor shall respond to the scene during a medical disaster and shall act as liaison between the Incident Commander and EMS. This individual shall be in charge of patient care, triage, transportation, and all EMS personnel. This person is responsible for requesting the formal declaration of a medical disaster.
- e. The Triage Officer shall be appointed at the scene of a local disaster. This person is responsible for the triage of patients, establishing priority of treatment and transportation. This person is also in charge of the care of patients awaiting transportation.
- f. The EMS Transportation Officer is responsible for all ambulances and directs the loading and transportation of patients. This person acts as a liaison between the field and the hospitals.
- g. paramedics employed with local ambulance services and capable of providing advanced life support will respond immediately to the disaster site. They will work with the Triage Officer and apply their skills as required to disaster victims.
- h. Equipment and medication for administering advanced life support to trauma victims will be transported to the scene as needed. Additional supplies will be obtained from local hospitals upon request.
- i. Triage Priorities – Patients with the most severe injuries or conditions or injuries have priority for transportation and treatment over others as outlined:
  - 1) Red Category – First Priority, most urgent
    - (a) Airway and breathing difficulties
    - (b) Uncontrolled or suspected severe bleeding
    - (c) Shock
    - (d) Open chest or abdominal wounds
    - (e) Severe head injuries
  - 2) Yellow Category – Second Priority, Urgent
    - (a) Burns
    - (b) Major or multiple fractures
    - (c) Back injuries with or without spinal damages
  - 3) Green Category – Third Priority, Non-urgent

Transportation and treatment is required for minor injuries (but not necessarily by EMS personnel), minor fractures, or other injuries of a minor nature.
  - 4) Black Category – Deceased, Non-urgent

#### **D. Mortuary Services**

1. Law enforcement is responsible for investigating deaths that are not due to natural causes or that do not occur in the presence of an attending physician. The Sheriff or his/her Deputies are responsible for determining cause of death, authorization of autopsies to determine the cause of death, forensic investigations to identify unidentified bodies, and removal of bodies from incident sites.
2. When it appears an incident involves fatalities, the Incident Commander shall request the Dispatch Center to make notifications to the Sheriff's Office requesting a response to the scene.
3. The Sheriff's Office shall arrange for the transportation of bodies requiring autopsy or identification to morgues or suitable examination facilities. When mass fatalities have occurred, it may be necessary to establish a temporary morgue and holding facilities. Additional mortuary service assistance may be required.
4. Funeral homes will collect bodies of victims from the scene and from hospitals, morgues, and other locations and arrange with next of kin for the disposition of remains.

#### **E. Medical and Mortuary Assistance**

1. Nevada State Health Division (NSHD). When requested by local officials, the NSHD can provide health and medical advice and assistance during emergency situations from its various regional offices.
2. Disaster Medical Assistance Team (DMAT)
  - a. As noted previously, DMAT is a group of volunteer medical professionals and support personnel equipped with supplies and equipment that can be moved quickly to a disaster area and provide medical care. DMATs are a part of the National Disaster Medical System (NDMS). The DMAT concept involves using volunteer medical professionals to provide emergency services to victims of disasters. Each DMAT is an independent, self-sufficient team that can be deployed within a matter of hours and can set up and continue operations at the disaster site for up to 72 hours with no additional supplies or personnel. The 72-hour period allows federal support, including medical supplies, food, water, and any other commodity required by the DMAT to arrive.
3. Disaster Mortuary Services Team (DMORT)

The DMORT provides mortuary and victim identification services following major or catastrophic disasters. The team is comprised of volunteer professionals from the mortuary and funeral industries.

## **F. Damage Assessment**

1. **Casualty Information.** The Health Authority has primary responsibility for gathering information concerning injuries and fatalities resulting from emergency and disasters. Since accurate information concerning casualties is essential in identifying required levels of medical support, information of this type must be forwarded to Health Officer in the EOC as soon as it is available to support requests for assistance and for inclusion in required reports.
2. **Water Supply Systems.** In cooperation with The County Utilities, NDEP has responsibility for evaluating damage to water treatment facilities following disaster occurrences. Because of system vulnerability to numerous forms of contamination and the impact which prolonged shutdown of water treatment facilities could have on public health and welfare, it is essential that rapid and accurate assessments of damage are completed. Accurate timely estimates for required repairs will permit the NDEP and the Health Officer to identify appropriate interim measures such as rationing, expedient water treatment, or construction of temporary water delivery systems.
3. **Wastewater Systems.** Wastewater treatment facilities are vulnerable to disaster-related interruptions and their unavailability can have a major impact on the community's health and well-being. The Nevada NDEP in cooperation with Utilities, has a responsibility for evaluating damage to those facilities, as well as advising local officials concerning expedient sanitation practices that may be required in the affected areas.
4. **Medical Facilities.** The NSHD has primary responsibility for evaluating damage sustained by medical facilities in a disaster area. The hospitals and nursing homes in The County will provide support in this activity. The facility administrator or his designee will gather initial damage reports and identify which patients must be removed pending repairs.

## **G. Requesting External Assistance.**

If health and medical problems resulting from an emergency situation cannot be resolved with local resources, those obtained pursuant to inter-local agreements, or resources obtained by the Resource Management staff in the EOC, local government may request medical or mortuary assistance from the State. The EMC should make requests for such assistance to the NDEM.

## **H. Activities By Phases of Emergency Management**

1. **Prevention:**
  - a. Give immunizations.
  - b. Conduct continuous health inspections.
  - c. Promote and encourage the use of the blood donation program.
  - d. Conduct specialized training (e.g. hazmat, decontamination, etc.).
  - e. Conduct epidemic intelligence, evaluation, presentation, and detection of communicable diseases.
  - f. Conduct normal public health awareness programs.

2. Preparedness:
  - a. Maintain adequate medical supplies.
  - b. Coordinate with county/state officials to ensure water quality.
  - c. Coordinate with county/state officials to provide safe waste disposal.
  - d. Review emergency plans for laboratory activities regarding examination of food and water, diagnostic tests, and identification, registration and disposal of the deceased.
  - e. Train and exercise personnel.
3. Response:
  - a. Conduct public information programs dealing with personal health and hygiene.
  - b. Conduct disease control operations.
  - c. Monitor sanitation activities.
  - d. Ensure that supplies of potable water are available.
  - e. Conduct environmental health activities regarding waste disposal, refuse, food and water control, and vector control.
  - f. Begin the collection of vital statistics.
4. Recovery:
  - a. Compile health reports for state and federal officials.
  - b. Identify potential and/or continuing hazards affecting public health.
  - c. Distribute appropriate guidance for the prevention of the harmful effects of the hazard.
  - d. Continue to collect vital statistics.

## **VI. ORGANIZATION & ASSIGNMENT RESPONSIBILITIES**

### **A. Organization**

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to that Plan, will plan and carry out health and medical operations during emergency situations.
2. The Nevada State Health Division functions as the local Health Authority. The Health Authority has primary responsibility for the health and medical services function and shall designate a Health Officer to plan and coordinate public health and medical services during emergency situations. The Health Officer or a designee shall serve as a member of the EOC Staff. Health and medical service response activities at an incident scene will be coordinated through the Incident Commander. Large-scale health and medical efforts shall be coordinated from the EOC.
3. Upon receipt of official notification of an actual or potential emergency condition, it is the responsibility of the Health Authority to receive and evaluate all requests for health and medical assistance and to disseminate such notification to all appropriate public health, medical, and mortuary services.

## **B. Assignment of Responsibilities**

### **1. General**

All agencies/organizations assigned to provide health and medical services support are responsible for the following:

- a. Designating and training representatives of their agency, to include NIMS and ICS training.
- b. Ensuring that appropriate SOPs are developed and maintained.
- c. Maintaining current notification procedures to insure trained personnel are available for extended emergency duty in the EOC and, as needed, in the field.

### **2. Emergency Functions**

Under the County Emergency Operations Plan, the Health Authority has primary responsibility to provide the following services in response to emergency situations:

- a. Essential medical, surgical, and hospital care and treatment for persons whose illnesses or injuries are a result of a disaster or where care and treatment are complicated by a disaster. (NSHD & Fire Districts)
- b. Public health protection for the affected population. (NSHD)
- c. Mortuary and vital records services. (LCSO)
- d. Damage assessment for public health & medical facilities and systems. (NSHD)

### **3. To ensure these services are available as needed, various medical and public health services have been assigned primary or support responsibility for specific activities. Those activities, and the services responsible for their accomplishment, are summarized below.**

## **C. Task Assignments**

### **1. The Health Authority will:**

- a. Designate a Health Officer to perform pre-emergency planning for emergency health and medical services and coordinate such activities during major emergencies and disasters.
- b. Provide qualified staff to support health and medical operations at the ICP and the EOC.

### **2. The Health Officer and Health Authority will coordinate:**

- a. Emergency health and medical activities from the EOC when activated.
- b. Rapid assessments of health and medical needs.
- c. Efforts of local health and medical organizations activated for an emergency assessing their needs, obtain additional resources, and ensure that necessary services are provided.
- d. Neighboring community health and medical organizations on matters related to assistance from other jurisdictions.
- e. State and federal officials regarding state and federal assistance.
- f. Response units, such as DMAT.



- g. Screen individual health and medical volunteers obtaining positive identification and proof of licensure of volunteers.
  - h. Location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
  - i. Information to the news media on casualties and instructions to the public on dealing with public health problems through the PIO.
  - j. The provision of laboratory services required in support of emergency health and medical services.
  - k. Immunization campaigns or quarantines, if required.
  - l. Inspections of foodstuffs, water, drugs, and other consumables that were exposed to the hazard.
  - m. Inspections of damaged buildings for health hazards.
  - n. Disposal of dead animals with the county animal control agency.
  - o. Implementation of measures to prevent or control disease vectors such as flies, mosquitoes, and rodents.
  - p. Preventive health services, including the control of communicable diseases such as influenza, particularly in shelters.
  - q. Food handling and sanitation monitoring in emergency facilities.
3. Emergency Medical Services will: (Churchill County/Fallon Volunteer Fire Department)
- a. Respond to the scene with appropriate emergency medical personnel and equipment.
  - b. Upon arrival at the scene, assume an appropriate role in the ICS. Initiate ICS if it has not been established and report to the Communications Center/EOC.
  - c. Triage, stabilize, treat, and transport the injured.
  - d. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
  - e. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.). Continue radio and/or telephone communications with hospitals.
  - f. Direct the activities of private, volunteer, and other emergency medical units, and of bystander volunteers, as needed.
  - g. Evacuate patients from affected hospitals and nursing homes, if necessary.
4. Hospitals will:
- a. Implement internal and/or external disaster plans.
  - b. Advise the Health and medical services staff in the EOC of conditions at the facility and the number and type of available beds.
  - c. Establish and maintain field and inter-facility medical communications.
  - d. Provide medical guidance, as needed, to EMS.
  - e. Coordinate with EMS, other facilities, and any medical response personnel at the scene to ensure the following is accomplished:
    - 1) Casualties are transported to the appropriate medical facility.
    - 2) Patients are distributed hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, treatment capabilities, and bed capacity.
    - 3) Take into account special designations such as trauma centers and burn centers.

- 4) Consider the use of clinics to treat less acute illnesses and injuries.
- f. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
- g. Coordinate with other hospitals and with EMS on the evacuation of affected hospitals, if necessary. Evacuation provisions should specify where patients are to be taken.
- h. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
- i. Establish and staff a reception and support center at each hospital for relatives and friends of disaster victims searching for their loved ones.
- j. Provide patient identification information to the American Red Cross upon request.

5. Nevada Mental Health will:

Ensure appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Information on disaster mental health services procedures can be found in Annex O (Human Services).

6. The Sheriff's Office will:

- a. Conduct inquests for the deceased and prepare death certificates.
- b. Order or conduct autopsies if necessary to determine cause of death.
- c. Order or conduct forensic investigations to identify unidentified bodies.
- d. Authorize removal of bodies from incident sites to the morgue or mortuary facilities.
- e. Provide information through the PIO to the news media for the dissemination of public advisories, as needed.
- f. Upon request, provide security for medical facilities.
- g. Conduct investigations of deaths not due to natural causes.
- h. Locate and notify next of kin.

7. Mortuary Services will:

- a. Provide for the collection and care of human remains.
- b. Establish temporary holding facilities and morgue sites, if required.
- c. Coordinate with emergency health and medical services.

8. The Building Department will:

- a. Inspect damaged medical facilities.

9. The Utilities Division will:

Coordinate the restoration of utilities service to key medical facilities.

10. The Public Information Office (PIO) will:

Disseminate emergency public information provided by health and medical officials. The Health Officer has primary responsibility for the coordination of health & medical

information intended for release through public media during emergency operations. Additional information on emergency public information procedures can be found in Annex I (Emergency Public Information).

## **VII. DIRECTION & CONTROL**

### **A. General**

1. The Health Officer, working as a staff member of the Churchill County emergency organization, supported by an appropriate network, shall direct and coordinate the efforts of local health and medical services and agencies, and organizations during major emergencies and disasters requiring an integrated response.
2. Routine health and medical services operations may continue during less severe emergency situations. Direction and control of such operations will be by those that normally direct and control day-to-day health and medical activities.
3. External agencies providing health and medical support during emergencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

### **B. Incident Command System – EOC Interface**

If both the EOC and an ICP are operating, the Incident Commander and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort as well as conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow. A general division of responsibilities between the ICP and the EOC that can be used as a basis for more specific agreement is provided in Section V of Annex N, Direction & Control.

### **C. Disaster Area Medical Coordination**

1. In emergency situations involving significant damage to county medical facilities, each facility shall be responsible for determining its overall status and compiling a consolidated list of resources or services needed to restore vital functions. Each operating unit will report its status and needs to a single contact point designated by the facility. This facility contact should consolidate the data provided and report it to the Health and Medical staff in the EOC.
2. The Health Officer must be prepared to receive the consolidated requests and channel various elements of those requests to those local health and medical facilities as well as other departments, agencies, and organizations that can best respond. Requests for resources that cannot be obtained through normal sources of supply or through mutual aid by health and medical facilities outside the local area should be identified to the Resource Management staff in the EOC for action.

## VIII. READINESS LEVELS

### A. Level IV: Normal Conditions

1. Review and update plans and related SOPs.
2. Review assignment of all personnel.
3. Coordinate with local private industries on related activities.
4. Maintain a list of health & medical resources (see Annex M).
5. Maintain and periodically test equipment.
6. Conduct appropriate training, drills, and exercises.
7. Develop tentative task assignments and identify potential resource shortfalls.
8. Establish a liaison with all private health & medical facilities.

### B. Level III: Increased Readiness:

1. Check readiness of health and medical equipment, supplies, and facilities.
2. Correct any deficiencies in equipment and facilities.
3. Check readiness of equipment, supplies, and facilities.
4. Correct shortages of essential supplies and equipment.
5. Update incident notification and staff recall rosters.
6. Notify key personnel of possible emergency operations.
7. Review procedures for relocating patients and determine the availability of required specialized equipment if evacuation of health & medical facilities may be required.

### C. Level II: High Readiness:

1. Alert personnel to the possibility of emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP if those facilities are activated.

### D. Level I: Maximum Readiness:

1. Mobilize health and medical resources to include personnel and equipment.
2. Dispatch health and medical representative(s) to the EOC when activated.

## IX. ADMINISTRATION & SUPPORT

### A. Reporting

1. In addition to reports that may be required by their parent organizations, health & medical elements participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an incident command operation has not been established, to the Health Officer in the EOC. The Incident Commander will forward periodic reports to the EOC.
2. Pertinent information from all sources will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and

the Situation Report are outlined in Appendices 2 and 3 to Annex N, Direction and Control.

## **B. Maintenance and Preservation of Records**

1. Maintenance of Records. Health and medical operational records generated during an emergency will be collected and filed in an orderly manner. A record of events must be preserved for use in determining the possible recovery of emergency operations expenses, response costs, settling claims, assessing the effectiveness of operations, and updating emergency plans and procedures.
2. Documentation of Costs. Expenses incurred in carrying out health and medical services for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale health and medical operations.
3. Preservation of Records. Vital health & medical records should be protected from the effects of a disaster to the maximum extent possible. Should records be damaged during an emergency situation, professional assistance for preserving and restoring those records should be obtained as soon as possible.

## **C. Post Incident Review**

For large-scale emergencies and disasters, the EMC shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Health and medical services that participated in the emergency operations being reviewed should participate in the post-incident review.

## **D. Exercises**

Local drills, tabletop exercises, functional exercises, and full-scale exercises based on the hazards faced by our [county/city] will periodically include health and medical services operations. Additional drills and exercises may be conducted by various agencies and services for the purpose of developing and testing abilities to make effective health and medical response to various types of emergencies.

## **E. Resources**

1. A list of local health & medical facilities is provided in Appendix 1.
2. A list of deployable health and medical response resources is provided in Annex M, Resource Management.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. The Health Officer, Fire Districts, Sheriff and the EMC are responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

**XI. REFERENCES**

- A. ESF 8 (Health & Medical Services) to the *State of Nevada Emergency Management Plan*.
- B. Nevada State Health Division website: <http://health2k.state.nv.us/>
- C. Nevada Division of Environmental Protection website: <http://ndep.nv.gov/>

**APPENDICES**

Appendix 1 ..... Local Health & Medical Facilities

## APPENDIX 1

### LOCAL HEALTH & MEDICAL FACILITIES

#### 1. Hospitals

Banner Churchill Community Hospital  
801 E. Williams Avenue  
Fallon, NV 89406  
(775) 423-315

Renown Regional Medical Center  
1155 Mill Street  
Reno, NV 89502  
Phone: 775-982-4100

Renown South Meadows Medical Center  
10101 Double R Blvd.  
Reno, NV 89521  
Phone: 775-982-7000

Northern Nevada Medical Center  
2375 East Prater Way  
Sparks, NV 89431  
Phone: 775-331-7000

Saint Mary's  
235 West Sixth Street  
Reno, Nevada, 89503  
Phone: 775-770-7100

Reno V.A.  
1000 Locust Street  
Reno, NV 89502  
Phone: 775-786-7200 or (888)838-6256

Carson Tahoe Regional Medical Center  
1600 Medical Parkway  
Carson City, NV 89703  
Phone: 775-445-8000

## **2. Clinics**

### Smith Valley Clinic

445 Highway 338

Smith Valley, NV.

Phone: 775-463-2301 Ext.280

### Physicians Clinic

213 South Whitacre Street

Yerington, Nevada 89447

Phone: 775-463-2301 Ext. 252

### Barton Clinic

213 South Whitacre Street

Yerington, Nevada 89447

Phone: 775-463-2301 Ext. 150

### Easter Sierra Medical Group

3595 HWY 50 West

Silver Springs, NV

Phone: 775-577-2177

### Renown Urgent Care

1343 West Newlands Drive

Fernley, Nevada

Phone: 775-575-3600

### Med Direct

2450 Highway 50

Dayton, Nevada

Phone: 775-246-9001

## **3. Nursing Homes**

### Highland Manor

550 N. Sherman

Fallon, NV 89406

Phone: 775-423-7800



# **ANNEX I**

# **PUBLIC INFORMATION**



# APPROVAL & IMPLEMENTATION

## Annex I

### PUBLIC INFORMATION

National Response Framework: ESF: 15  
State Comprehensive Emergency Management Plan: ESF: 15

PRIMARY AGENCIES: County Manager's Office  
County Emergency Management

SUPPORT AGENCIES: County Sheriff's Office  
County Engineering & Facilities  
County Road Division  
County Utilities  
County Human Services  
County Comptroller  
County Building Department  
County Animal Services  
County Fire Department

_____ County Emergency Management	_____ Date
_____ County Sheriff	_____ Date
_____ County Engineering & Facilities	_____ Date
_____ County Road Division	_____ Date
_____ County Utilities	_____ Date
_____ County Human Services	_____ Date
_____ County Comptroller	_____ Date
_____ County Building Department	_____ Date
_____ County Animal Services	_____ Date
_____ County Fire Department	_____ Date
_____ Other Approving Signature	_____ Date
_____ Other Approving Signature	_____ Date
_____ Fallon/Churchill Fire	_____ Date

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# ANNEX I

## PUBLIC INFORMATION

### I. AUTHORITY

- A. See Section I of the Basic Plan for general authorities.

### II. PURPOSE

The purpose of this annex is to outline the means, organization, and process by which *the Public Information System* will provide appropriate information and instructions to the public during emergency situations. This annex also provides for public education to be conducted in advance of emergency situations to reduce the likelihood that citizens will place themselves in hazardous situations that may require an emergency response.

### III. EXPLANATION OF TERMS

#### A. Acronyms

EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
IC	Incident Command/Commander
ICP	Incident Command Post
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LWP	Local Warning Point
MACS	Multi-Agency Coordination System
PIO	Public Information Officer
TV	Television

#### B. Definitions

Public Information: Information provided to citizens before, during, and after emergency situations/incidents specifically including instructions on how to protect personal health, safety, and property or how to obtain assistance.

Public Information System: *The establishment of a system approach to the management and dissemination of information. A Public Information System may include the establishment of a Joint Information System (JIS) and/or a Joint Information Center (JIC). The overriding consideration for expanding the existing information management system of the jurisdiction to a formal JIS/JIC would be the size of the incident and establishment of a MACS organization in which other agencies and/or the state joins the response effort. A Public Information System should facilitate the gathering, verification, coordination and*

*dissemination of critical emergency information, crisis information, public affairs, and other important information. (NIMSCAST Metric 2.10 and 2.11) <sup>1</sup>*

## **IV. SITUATION & ASSUMPTIONS**

### **A. Situation**

1. The County faces a number of hazards which may cause emergency situations; see Section IV of the Basic Plan for a summary of those hazards and their possible impact.
2. During emergencies, the public needs timely, accurate information on the emergency situation and appropriate instructions regarding protective actions that should be taken to minimize injuries, loss of life and damage to property.
3. For some slowly developing emergency situations (such as river flooding or severe weather), there may be several days for local government and the media to provide detailed information about the hazard and what citizens should do.
4. For other emergency situations, there may be no warning, leaving the public information system unable to react rapidly enough to properly inform the public about the hazard and what to do about it. For this reason, it is important that the public be advised of likely hazards and what protective measures should be taken to lessen the effect of an emergency and/or disaster.

### **B. Assumptions**

1. An effective program combining both education and emergency information can significantly reduce loss of life and property. However, many people are unconcerned about hazards until they may be affected and will not participate in or retain pre-emergency education; therefore, special emphasis must be placed on the delivery of emergency information during emergencies and disasters.
2. Local media will cooperate in disseminating warning and emergency public information during emergency situations and may participate in pre-disaster awareness programs and other disaster education activities.
3. Some emergency situations may generate substantial media interest and draw both local media and media from outside the local area, overwhelming the available emergency public information staff.

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<sup>1</sup> NIMSCAST METRIC 2.10 & 2.11



## V. CONCEPT OF OPERATIONS

### A. General

1. Pursuant to the National Incident Management System (NIMS) operating principles and protocols, public information efforts should generally focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. Appendix 2 describes some basic emergency information needs.
2. A special effort should be made to keep the public informed of the general progress of events. Reporting positive information regarding emergency response will help to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Public feedback should be used as a measure of the program's effectiveness.
3. Education efforts are to be directed toward increasing public awareness about potential hazards and how people should prepare for them. All information and education efforts will rely heavily on the cooperation of every type of media organization.
4. *A major goal of the Public Information Officer will be to develop systems, tools, and processes to present consistent and accurate information to incident managers at all levels (e.g., common operating picture). (NIMSCAST 7.2)<sup>2</sup>*

### B. Information Dissemination

1. In the initial stages of an emergency situation, the Local Warning Point may have to take action on time-sensitive hazards. Within the limits of the authority delegated to it, the Local Warning Point (LWP), located at the LCSO Dispatch Center will determine if a warning needs to be issued, formulate a warning if necessary, and disseminate it. Pre-scripted emergency messages have been prepared for likely hazards and are included in Annex A, Warning. A list of these messages is provided in Appendix 5. These pre-scripted messages may be used as written or tailored as needed for specific circumstances.
2. As Emergency Alert System (EAS) messages are limited to two minutes, EAS warning messages may have to be supplemented with Special News Advisories prepared by the PIO staff that contains amplifying emergency information. Special News Advisories are generally disseminated to media outlets by fax. [Copies of the pre-scripted messages, which include warning messages and Special News Advisories, are maintained on computers at the Warning Point and in the EOC so that they can be modified quickly.]
  - a. Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local governments. The Federal Communications Commission encourages licensees to broadcast local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcasters.

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<sup>2</sup> NIMSCAST METRIC 7.2

- b. Broadcasters and cable operators will expect EAS to be used for life-threatening emergencies.
3. When the Incident Command System is activated for an emergency situation, the Incident Commander will normally warn the public in and around the incident site. A designated PIO at the Incident Command Post (ICP), assisted by the Emergency Management Coordinator, will normally provide information on the emergency situation to the media if the EOC has not been activated. All information relayed to the media by the PIO will be approved by the IC regardless of the command structure – single or unified.
4. Once the EOC has been activated for an emergency situation, the EOC Manager will normally determine the need for additional warning and instructions. The PIO staff will formulate additional warning messages and public instructions, using the sample messages contained in Annex A as a basis, where appropriate. The LWP will normally execute such warnings by activating the warning system, including transmitting EAS messages to broadcasters. The PIO staff will disseminate Special News Advisories and other emergency public information materials to the media directly using its contact list.
5. In the case of large-scale emergencies or disasters where there are substantial external responders from other jurisdictions and/or state or federal agencies and the response and recovery effort may continue for an extended period, a Joint Information Center (JIC) may be established. The JIC, an element of the Joint Information System (JIS) developed to provide information to the public during an emergency, is a working facility where the emergency public efforts of all participating jurisdictions, agencies, volunteer organizations, and other responders can be coordinated to ensure consistency and accuracy. In federally declared incidents, a JIC will typically be set up as part of the Joint Field Office (JFO).
6. The following means will be used to provide emergency information and instructions to the public:
  - a. EAS broadcasts by radio, television, and cable companies.
  - b. Special news broadcasts by radio, television, and cable companies.
  - c. Local newspapers.
  - d. City Wide Alert
  - e. Mobile units with public address systems.
  - f. [www.churchillcounty.org](http://www.churchillcounty.org)
  - g. Churchill County Amateur Radio Emergency Services

### **C. Providing Emergency Information to Special Populations**

Special populations will be provided information on emergency situations and appropriate instructions by the following methods:

1. Visually-impaired: EAS messages and news advisories on radio, NOAA Weather Radio, or by door-to-door notification
2. Hearing-impaired: Captioned EAS messages and news advisories on television, print media

3. Non-English Speakers: Interpreters/radio, TV, or cable language newscasts/door-to-door/other

#### **D. Resources**

The Emergency Management Coordinator shall maintain a Media Roster that contains the names, telephone and facsimile numbers, and E-mail addresses of each of the media resources listed below. See Appendix 1.

1. Other
  - a. Emergency preparedness information is published annually in the local telephone directory.

#### **E. Phases of Management**

1. Mitigation
  - a. Conduct hazard awareness programs.
  - b. Develop systems to enhance information dissemination during emergency situations.
2. Preparedness
  - a. Develop and distribute educational materials; conduct public education programs.
  - b. In coordination with the EMC, prepare pre-scripted warning and public instruction messages for known hazards. See Appendix 5 to this annex for a list of those messages included in Annex A, Warning.
  - c. Brief local media on local warning systems and coordinate procedures for transmitting emergency information to media.
  - d. Conduct public education on warning systems and the actions that should be taken for various types of warnings.
  - e. Train public information staff.
  - f. Brief local officials and emergency responders on working with the media. See Appendix 3.
  - g. Maintain this annex.
  - h. Identify suitable facilities for a Joint Information Center.
3. Response
  - a. Develop, obtain authorization, and release public information on the emergency situation.

- b. Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions.
  - c. Manage rumor control.
  - d. Conduct news conferences and arrange interviews as needed.
4. Recovery
- a. Provide public information relating to recovery process and programs.
  - b. Compile record of events.
  - c. Assess effectiveness of public information and education program.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. General**

1. The overall responsibility for providing emergency information and instructions to the public rests with the Board of County Commissioners.
2. The County Manager shall provide general guidance for Public Information (PI) programs and appoint a Public Information Officer (PIO).
3. The PIO will manage and coordinate all emergency public information related activities and direct such staff as may be assigned or recruited to assist in those activities.
4. Trained public information specialists will staff PIO positions at the Incident Command Post and in the EOC.

### **B. Task Assignments**

1. The County Manager will:
  - a. Appoint a Public Information Officer (PIO).
  - b. Ensure that the jurisdiction has implemented and institutionalized processes and procedures to coordinate and integrate public information functions including the development of a public education program for emergency situations.
  - c. Authorize release of all IC approved incident information to the media.
  - d. Ensure that a Joint Information Center (JIC) is activated when warranted by the incident.
2. The Public Information Officer (PIO) will:
  - a. Represent and advise the IC on all public information matters relating to the management of the incident.

- b. Ensure the IC approves the release of all incident-related information.
- c. Coordinate and integrate public information functions across jurisdictions and functional agencies as required.
- d. Develop accurate and complete information on the incident for both internal and external consumption.
- e. Coordinate the overall emergency public information efforts of local government.
- f. Serve as the official County representative in the JIC.
- g. Conduct public education programs as an ongoing activity.
- h. Develop and disseminate public information materials and maintain a stock of materials for emergency use based on hazards likely to confront the jurisdiction. Such materials should include:
  - 1) General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency, including shelter-in-place and evacuation.
  - 2) Hazard specific instructions on “where to go and what to do” in an emergency.
  - 3) Information on how emergency warnings are disseminated and the meaning of warning signals.
- i. In coordination with the Sheriff’s Office, Fire Districts and the EMC, develop pre-scripted warning messages for known hazards for use by the local warning point and the EOC.
- j. Develop methods (i.e., newspaper supplements, prepared TV/radio scripts for broadcast stations) for distribution of EPI materials to the public, to include materials for non-English speaking groups, if appropriate.
- k. In cooperation with the EMC, coordinate with broadcasters (radio and television stations and cable television companies) to develop procedures for local government to disseminate warning messages and emergency information through the broadcast media.
- l. Authenticate sources of information, verify for accuracy, and obtain authorization before issuing news releases.
- m. Provide authorized news releases to the media while keeping the County Manager informed of message content.
- n. Monitor media coverage of emergency operations for accuracy of reports and issue corrections where necessary.
- o. Take action to control rumors.

- p. Brief potential Incident Commanders, department heads and key staff, and the EOC staff on basic public information needs, working with the media, and media access during emergency operations. See Appendices 2, 3 and 4 for further information on these subjects.
  - q. Maintain a media briefing area [in/in the vicinity] of the EOC.
  - r. Periodically brief the media on local warning systems and warning procedures.
  - s. Maintain a Media Contact Roster. See Appendix 1 for a sample.
  - t. Compile printed and photographic documentation of the emergency/disaster.
  - u. Develop public information emergency checklists for known hazards. See Appendix 6.
  - v. Anticipate and be prepared to handle unscheduled inquiries from the media and the public.
  - w. Train a group of government employees and/or volunteers to staff PIO positions at the Incident Command Post and in the EOC.
3. The EMC will:
- a. Advise the County Manager on when to disseminate emergency instructions to the public.
  - b. Coordinate with the PIO in the development of pre-scripted emergency messages.
  - c. Work with the PIO in public education activities relating to emergency management.
  - d. Identify concerns raised by the public, rumors, and other issues involving citizens to the PIO so they may be addressed in public information activities.
  - e. Serve as PIO, as necessary and/or appointed
4. All local government departments and agencies will:
- a. Refer media inquiries during emergency situations to the PIO.
  - b. Assist the PIO in responding to requests for information from the public or the media.
5. Media companies are expected to:
- a. Disseminate warning messages and special news advisories provided by local government to the public as rapidly as possible.
  - b. Participate in periodic tests of the EAS and other warning systems.
  - c. Provide coverage of emergency management activities.

- d. Work with PIO and EMC on public educational programs relating to emergencies.
- e. Check accuracy of information on emergency operations with the PIO or EMC.

## **VII. DIRECTION & CONTROL**

### **A. General**

1. The Board of County Commissioners has overall responsibility for the emergency public information program, shall provide general guidance for emergency-related public education and information activities.
2. The Public Information Officer shall direct all emergency public information activities, coordinating as necessary with other individuals, departments, and agencies performing other emergency functions.
3. To the extent possible, the PIO shall release, upon approval, all information to the public and the media during emergency operations. During emergency operations, departments and agencies shall refer media inquiries to the PIO.

### **B. Line of Succession.** The line of succession for the Public Information Officer is:

1. County Manager
2. Emergency Management Coordinator
3. Incident Commander

## **VIII. READINESS LEVELS**

### **A. Readiness Level 4 - Normal Conditions**

See the mitigation and preparedness activities in Section V.E, Emergency Management Activities by Phase.

### **B. Readiness Level 3 - Increased Readiness**

1. Monitor the situation.
2. Check and update Media Contact Roster.
3. Alert media of the increased threat so they are aware of the situation and are prepared to disseminate warnings and public instructions if necessary.

### **C. Readiness Level 2 - High Readiness**

1. Monitor the situation.
2. Review pre-scripted warning messages and public instruction messages; draft updated versions or additional messages tailored for the impending threat.

3. Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period.
4. Determine requirements for additional pre-emergency public information and instructions and produce and disseminate those materials.
5. Consider placing public information personnel on shifts to provide for increased situation monitoring and to conduct additional public information planning.

**D. Readiness Level 1 - Maximum Readiness**

1. Monitor the situation.
2. Update warning messages as necessary.
3. Update public information materials based on current threat and disseminate.
4. Provide information to the media on local readiness activities.
5. Place selected off-duty personnel on standby to increase staffing if necessary.
6. Staff public information positions in the EOC or at the ICP when activated.

## **IX. ADMINISTRATION & SUPPORT**

**A. Media Contact Roster**

The PIO/EMC shall maintain a contact roster for the media organizations that are involved in local emergency management programs. A sample is provided in Appendix 1.

**B. Records**

1. The PIO/EMC shall maintain a file of all news advisories and press releases issued during emergency operations.
2. The PIO/EMC shall also compile and maintain copies of newspaper articles, videotapes of emergency operations and news broadcasts relating to an emergency, and other media materials distributed for use in post-incident analysis and future training activities.

**C. Educational Programs**

1. The PIO/EMC shall conduct disaster educational programs to increase citizen preparedness. Educational programs may include presentations in schools and for community organizations, displays at local public gatherings, community meetings, distribution of educational materials, and other activities. The local media may be willing to assist with such activities and local businesses may be willing to sponsor such events and assist with costs. Educational brochures may also be distributed with regularly scheduled government, utility, or business mailings.



2. The PIO/EMC is expected to obtain and maintain materials for disaster-related public education. A wide variety of educational materials dealing with emergency management and disaster preparedness are available. Materials include pamphlets, posters, videotapes, CD-ROMs, and complete training curricula for school children. Many publications are available in ready-to-distribute form or as fact sheets whose content can be incorporated into locally developed materials. Materials available include emergency preparedness information of general interest and specialized preparedness publications for school children, the elderly, and people with various disabilities. Public education materials relating to emergency management are available in a variety of foreign languages.
3. The principal providers of disaster-related educational materials are the Federal Emergency Management Agency (FEMA), the American Red Cross (ARC), and the Nevada Division of Emergency Management (NDEM); many agencies and volunteer organizations also published specialized disaster-related educational materials. FEMA publishes a catalog of their publications and both FEMA and the ARC include educational materials on their web sites; see Section XI, References, for their addresses. The NDEM also distributes hazard-specific awareness materials periodically throughout the year to local EMCs as part of state awareness campaigns.

#### **D. Training**

Members of the public information staff for whom public information is not their primary daily work should attend public information training, preferably training focusing on emergency public information activities. NDEM and FEMA offer Public Information Officer training.

## **X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. Development.** The Public Information Officer/EMC is responsible for developing and maintaining this annex.
- B. Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Operating Procedures.** The Public Information Officer is responsible for developing and maintaining SOPs covering recurring public information tasks.

## XI. REFERENCES

- A. FEMA, *FEMA Publications Catalog*
- B. FEMA, *Comprehensive Planning Guidance (CPG-101)*
- C. FEMA web site: [www.fema.gov](http://www.fema.gov)
- D. American Red Cross web site: [www.redcross.org](http://www.redcross.org)
- E. Department of Homeland Security, *National Incident Management System*

### APPENDICES:

Appendix 1.....	Media Contact Roster
Appendix 2.....	Public Information Needs
Appendix 3.....	Working with the Media
Appendix 4.....	Media Access & Identification
Appendix 5.....	List of Pre-scripted Emergency Messages
Appendix 6.....	Public Information Checklists
Tab A	Public Information Checklist for Flooding
Tab B	Public Information Checklist for Hazmat Incident
Tab C	Public Information Checklist for Severe Weather

**APPENDIX 1  
MEDIA CONTACT ROSTER**

<b>TELEVISION</b>	<b>Telephone</b>	<b>Fax</b>	<b>E-mail</b>
KOLO-TV Channel 8	(775) 858-8880	(775) 858-8877	news@kolotv.com
KTVN-TV Channel 2	(775) 861-4290	(775) 861-4246	producers@ktvn.com
KRNV-TV Channel 4	(775) 785-1210	(775) 785-1206	assignmenteditors@krnv.com
<b>RADIO</b>	<b>Telephone</b>	<b>Fax</b>	<b>E-mail</b>
KKOH 780 AM	(775) 325-9178	(775) 325-9188	kkohnews@citcomm.com
KVLV 980 AM/99.3 FM	(775) 423-2243		
KHWG/K-HOG 750 AM	(775) 428-1764		
<b>NEWSPAPER</b>	<b>Telephone</b>	<b>Fax</b>	<b>E-mail</b>
Lahontan Valley News Fallon Eagle Standard	(775) 423-6041	(775) 423-0474	
Reno Gazette-Journal	(775) 788-6397	(775) 788-6458	
Fallon Post	(775) 428-1860	(775) 322-3763	

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**APPENDIX 2  
PUBLIC INFORMATION NEEDS**

**1. Background**

During emergency situations, it is important to provide the general public with adequate information on the situation as rapidly as possible to alleviate concerns and reduce the likelihood of panic or inappropriate actions. The news media are the primary means of disseminating such information by providing up-to-date information quickly to a wide audience. The information they provide reduces the time and manpower that local government would have to divert from response and recovery tasks to deal with (which could be an overwhelming number of inquiries from the public). Every effort should be made to cooperate with the news media in providing information and in recognition of the rights of the news media to perform their proper function.

**2. Information Needs**

The following types of information shall be provided to the public as soon as possible in as much detail as possible.

**A. What Happened**

- 1) Nature of incident or emergency
- 2) Location
- 3) Time of occurrence
- 4) Situation resolved or response on-going
- 5) Cause (Until an investigation has determined the cause with reasonable certainty, it is not advisable to speculate.)

**B. Current Response Actions**

What actions have been or are being taken to protect public health and safety and public and private property?

**C. Known Damages**

- 1) Homes
- 2) Businesses
- 3) Government buildings
- 4) Infrastructure – roads, bridges, parks, etc.

**D. Casualties**

- 1) Number dead and apparent cause
- 2) Number injured and nature/severity of injuries and where being treated
- 3) Number missing and circumstances
- 4) General identification of casualties – age, sex, situation (employee, homeowner, responder, etc.
- 5) Names of casualties – only released after next of kin have been notified

E. Evacuations

- 1) Areas and facilities evacuated
- 2) Approximate number of evacuees

F. Shelter & Mass Care

- 1) Shelters open – name and location
- 2) Approximate number of persons being housed in shelters
- 3) Mass feeding site or other mass care facilities in operation – name, location, and number of persons being served.

G. Status of Utilities

- 1) Electric service
- 2) Telephone system
- 3) Water system
- 4) Sewer system
- 5) Natural gas distribution

H. Road and Facility Closures

I. Organizations Responding

- 1) Local government
- 2) State agencies
- 3) Federal agencies
- 4) Volunteer groups

J. Means of contacting evacuees

K. Areas to which access is restricted and the reason(s) for such restriction

L. For ongoing emergency situations, planned response activities

M. In the recovery phase:

- 1) Disaster assistance programs available
- 2) How to apply for disaster assistance

**3. Collection and Dissemination of Information**

Information shall be collected and disseminated as soon as possible by the appropriate personnel. All incident related information must be approved by the IC prior to dissemination.

- A. Where an Incident Command Post has been established and a qualified public information staff member is at the scene, that individual may provide information directly to the media if the EOC is not activated. If no qualified public information staff member is present at the scene, the Incident Commander or a member of his staff should pass situation information to the Public Information Officer for release to the media.

- B. Where an Incident Command Post has been established and the EOC has been activated, information from the incident scene will normally be passed to the Public Information Officer at the EOC. The Public Information Officer will utilize reports from the scene and other available pertinent information to brief the media and prepare news advisories for release to the media.
- C. The Shelter and Mass Care Officer is responsible for collecting information on shelter and mass care activities and providing that information to the PIO.
- D. The Energy and Utilities representative in the EOC is responsible for obtaining information on the status of utilities and providing it to the PIO.
- E. Law Enforcement and Public Works/Engineering are responsible for obtaining information on road closures and facility closures and providing it to the PIO.
- F. The PIO is responsible for collection of information from the Incident Commander, the EOC staff, and other sources and agencies. The PIO staff is responsible for preparation of news releases, for the dissemination of information directly to the news media, and, where appropriate, for making arrangements for announcements directly to the public via radio and/or television hookups.
- G. Hospitals are responsible for dissemination of information concerning casualties and deaths. They generally have policies restricting the release of detailed information without permission of patients or their families. This information that they choose to release will normally be disseminated directly to the news media. The PIO should request that the EOC be provided copies of any information released to the media.

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**APPENDIX 3  
WORKING WITH THE MEDIA**

**1. What to do when working with the media:**

- A. Identify your spokesperson beforehand.
- B. Have a number the media know to call when they need information.
- C. Make certain the person answering the phones knows to whom to direct media calls.
- D. Get all the information you can from those in charge before you talk with the media.
- E. Write out the answers to these questions for **your** use:
  - 1) What happened?
  - 2) When did it happen?
  - 3) Where did it happen?
  - 4) Why did this happen?
  - 5) Who's responsible, involved, injured?
  - 6) How many were hurt or killed? What are their names/ages/addresses?
  - 7) Can I shoot video/take photos? How close can I get?
  - 8) Who can I talk to?
  - 9) What is your agency doing about it?

**2. When you talk with the media:**

- A. Tell the truth and if related to the incident, ensure the IC has approved the information.
- B. Be courteous and don't play favorites.
- C. Avoid "off the record" remarks.
- D. Never say anything you would not want to see printed or broadcast.
- E. Stay on top of the interview by listening to the reporter's questions.
- F. Don't accept the reporter's definitions of what happened.
- G. Pause, think; ask for more time if you need it.
- H. Respond only to the question you've been asked. Don't speculate.
- I. Stick to the core message

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**APPENDIX 4**  
**MEDIA ACCESS & IDENTIFICATION**

**1. Media Access**

In recognition of the public's right to know as much information as possible about a disaster, local response agencies will cooperate with legitimate news media representatives and provide equal access to information and, within the limits of safety and other response needs, access to incident scene to various news organizations. News media representatives are required to cooperate with response personnel as directed for safety and efficient operation.

- A. The Incident Commander or his designated representative will allow media such access to the incident scene as is consistent with safety and does not disrupt critical operations.
- B. The EMC, in coordination with the PIO, shall establish rules for media access to the EOC. When the EOC is activated, representatives of news media may be provided access to those areas of the EOC designated by the EMC. As a general rule, press briefings will not be conducted in the EOC because they can disrupt on-going EOC operations; briefings will normally be conducted in the press area of the EOC. Photo shoots and interviews may be conducted in the EOC, but these should be scheduled so as to minimize disruption.
- C. Hospitals establish their own rules of access for news media representatives and these may vary for individual circumstances. For emergency situations where there have been substantial casualties, it may be desirable for hospitals to provide a pressroom or other designated area with access to telephones for the use of news media representatives.
- D. When incident scenes are on private property, the property owner may establish and enforce policies with regard to access by the media and other persons who are not emergency responders.

**2. Media Identification**

Representatives of news media will be considered to have satisfactory identification if they have:

- A. A company identification card with photo that identifies them as a media representative issued by a valid media outlet, unless there is reason to believe that the identification is not genuine.
- B. A press identification card issued by Churchill County Emergency Management.

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**APPENDIX 5**  
**LIST OF PRE-SCRIPTED EMERGENCY MESSAGES**

The following pre-scripted emergency messages have been prepared and are included in Annex A, Warning:

1. Warning – General Incident
2. Warning – Road/Facility Closure
3. Warning – Shelter-in-Place
4. Special News Advisory – Pre-Evacuation
5. Warning – Urgent Evacuation
6. Warning – Deliberate Evacuation
7. Special News Advisory – Supplemental Evacuation Information
8. Special News Advisory – Schools & Public Facility Status

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**APPENDIX 6  
PUBLIC INFORMATION CHECKLISTS**

This appendix includes the following Emergency Public Information (PI) Checklists:

- Tab A            Pubic Information Checklist for Flooding
- Tab B            Public Information Checklist for Hazmat Incidents
- Tab C            Public Information Checklist for Severe Weather

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**TAB A**  
**Public Information Checklist for Flooding**

✓	<b>Pre-Emergency Phase</b>
	1. Conduct public education and distribute preparedness materials highlighting local flood risk areas, precautionary actions, and protective actions.
	2. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A to the Basic Plan.
	3. Coordinate with school authorities/PIOs on policies/procedures for announcing school closures.
	4. Review local Hazard Analysis and Annex E to EM Plan to identify potential flood risk areas and evacuation routes.
	5. Coordinate with Animal Control, Animal Shelter, and other organizations to determine availability of facilities for evacuated pets and large animals.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	<b>Readiness Phase</b>
	1. Ensure PIO receives current information on flood watches & warnings.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A of EM Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	6. Disseminate property protection and evacuation preparedness information to public through media.
	<b>Emergency Response Phase</b>
	1. Provide evacuation area and evacuation route maps to media.
	2. Release evacuation recommendation through warning system.
	3. Release information on how transportation will be provided for those who lack it.
	4. Release public instructions on securing property, evacuation routes, and what to take with you.
	5. Release information to media on shelter and mass care facilities available.
	6. Release information to media on where persons needing assistance should call.
	7. Release special instructions for those evacuating pets.
	8. Release information on curfews and travel restrictions in effect within evacuation areas.
	9. Release information on disaster welfare inquiry procedures.
	10. Advise the public not to return to the evacuation area until told to do so.
	11. Inform media of emergency response actions and organizations participating.

✓	<b>Post-Emergency Phase</b>
	1. Coordinate with Law Enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage assessments to media, updating as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any.
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information to media on termination of shelter operations
	8. Release information on debris removal activities.
	9. Release information on volunteer assistance for home cleanup and repair.

Note: This public information checklist is designed for slowly developing floods. For a fast-breaking flood situation, it may not be feasible to conduct some of the readiness activities listed.

**TAB B**  
**Public Information Checklist for Hazmat Incidents**

✓	<b>Pre-Emergency Phase</b>
	1. Review local Hazard Analysis and Annex E, to obtain information on potential Hazmat risk areas and evacuation routes.
	2. Conduct public education and distribute preparedness materials highlighting local Hazmat risk areas, precautionary actions, and protective actions.
	3. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A.
	4. Coordinate with school authorities, other PIOs, and local media on policies/procedures for announcing school closures or evacuations.
	5. Coordinate with special facilities or special needs populations and local media on policies/ procedures for announcing closures or evacuations.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	7. Coordinate with local media to insure thorough understanding of Hazmat response operations and protective actions such as shelter-in-place and evacuation.
	8. Disseminate evacuation preparedness information to the public.
	<b>Readiness Phase</b>
	1. Insure PIO receives current information on potential Hazmat incidents.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A to the Basic Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	<b>Emergency Response Phase</b>
	1. Provide information to the media and public about the incident to include information on the nature of the incident, the expected duration of the incident, instructions to the community on evacuation or shelter in place procedures, symptoms of contamination, and potential health-risks.
	2. Disseminate property protection and evacuation preparedness information to public through the media.
	<b>3. Shelter in Place Actions</b>
	a. Release shelter in place recommendation through the media.
	b. Provide shelter in place instructions to the media.
	c. Provide maps of geographic area that will shelter in place.

	<b>Emergency Response Phase (Continued)</b>
	<b>4. Evacuation Actions</b>
	a. Release evacuation recommendation through media.
	b. Provide evacuation area and evacuation route maps to media.
	c. Release information on how transportation will be provided for those who lack it.
	d. Release public instructions on securing property, property protection, and what to take with you.
	e. Release information to media on shelter and mass care facilities available.
	f. Release special instructions for those evacuating pets, and insure that you have the information on which shelters will accept pets or available sheltering facilities for animals.
	<b>5. General Actions</b>
	a. Release information to media on where persons needing assistance should call.
	b. Release information on curfews and travel restrictions in effect within evacuation areas.
	c. Release information on disaster welfare inquiry procedures
	d. Advise the public not to return to the evacuation/shelter in place area until told to do so by the proper authorities.
	e. Inform media of emergency response actions and organizations participating.
	<b>Post-Emergency Phase</b>
	1. Coordinate with law enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage/contamination assessments to media, and update them as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged areas and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information on termination of shelter operations.
	8. Release information on decontamination activities.
	9. Release information on volunteer assistance.
	10. Release information on clean-up/decontamination activities, if needed.
	11. Keep public and media informed of long-term clean-up activities, potential long-term health effects, liability information, and future mitigation efforts.

Note: As most Hazmat incidents occur without significant warning, it may not be feasible to conduct some of the activities listed in the Readiness Phase.

**TAB C**  
**Public Information Checklist for Severe Weather**

✓	<b>Pre-Emergency Phase</b>
	1. Conduct public education and distribute preparedness materials highlighting local severe weather risk areas, precautionary actions, and protective actions.
	2. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A to the Basic Plan.
	3. Coordinate with school authorities/PIOs on policies/procedures for announcing school closures.
	4. Review local Hazard Analysis and Annex E to EM Plan, to identify potential hurricane risk areas and evacuation routes.
	5. Disseminate information on the availability of facilities for evacuated pets and large animals.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	7. Disseminate information emphasizing the need for ride sharing during an evacuation.
	<b>Readiness Phase</b>
	1. Ensure PIO receives current information on hurricane watches & warning.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites that could be used during the recovery phase.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A to the Basic Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	6. Disseminate property protection and evacuation preparedness information to public through media.
	7. Disseminate information to special need facilities and those in mobile home/trailer parks recommending an early precautionary evacuation.
	<b>Emergency Response Phase</b>
	1. Provide evacuation area and evacuation route maps to media.
	2. Release evacuation recommendation through warning system.
	3. Release information on how transportation will be provided for those who lack it.
	4. Release public instructions on securing property, evacuation routes, and what to take with you.
	5. Release information to media on shelter and mass care facilities available.
	6. Release information to media on where persons needing assistance should call.
	7. Release special instructions for those evacuating pets.
	8. Release information on curfews and travel restrictions in effect within evacuation areas.
	9. Release information on disaster welfare inquiry procedures.
	10. Advise the public not to return to the evacuation area until told to do so.
	11. Inform media of emergency response actions and organizations participating.
	12. Release information on the availability of food service, gas stations, and medical facilities.

✓	<b>Post-Emergency Phase</b>
	1. Coordinate with Law Enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage assessments to media, updating as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any.
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information to media on termination of shelter operations
	8. Release information on debris removal activities.
	9. Release information on where to obtain disaster mental health/crisis counseling services.
	10. Release information on volunteer assistance for home cleanup and repair.

# **ANNEX J**

# **RECOVERY**





# APPROVAL & IMPLEMENTATION

## Annex J

### Recovery

National Response Framework ESF 14  
State Comprehensive Emergency Management Plan ESF 14

PRIMARY AGENCY: County Emergency Management

SUPPORT AGENCIES: County Assessor's Office  
County Engineering and Facilities  
County Utilities  
County Road Division  
County Comptroller's Office  
County School District

_____ County Emergency Management	_____ Date
_____ County Assessor's Office	_____ Date
_____ County Engineering & Facilities	_____ Date
_____ County Utilities	_____ Date
_____ County Road Division	_____ Date
_____ County Comptroller's Office	_____ Date
_____ County School District	_____ Date

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# ANNEX J

## RECOVERY

### I. AUTHORITY

- A. See Section I of the Basic Plan.
- B. Public Law 93-28, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
- C. Title 44 (Emergency Management and Assistance), Code of Federal Regulations.

### II. PURPOSE

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its citizens and businesses to recover from a major emergency or disaster.

### III. EXPLANATION OF TERMS

#### A. Acronyms

CFR	Code of Federal Regulations
JFO	Joint Field Office
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
FEMA	Federal Emergency Management Agency
JIC	Joint Information Center
IA	Individual Assistance
MACS	Multi-Agency Coordination System
NDEM	Nevada Division of Emergency Management
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
SBA	Small Business Administration
SOP	Standard Operating Procedure

#### B. Definitions

1. Individual Assistance. Programs providing financial assistance to individuals, families, and business owners in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered by insurance.
2. Public Assistance. Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.

3. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
4. Primary and Secondary Agents. The individuals who will be representing the jurisdiction in the grant process.
5. Project Worksheet. A FEMA document that lists the specifications of an approved PA project.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. As identified in the Hazard Analysis, which is summarized in Section IV of the Basic Plan, this jurisdiction is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.
2. The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.
3. The State of Nevada does not have a specific disaster assistance program for individuals and local governments similar to the Stafford Act. Pursuant to provisions of the Nevada Disaster Act, state agencies frequently provide assistance to local governments in the aftermath of a disaster.
4. Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

### B. Assumptions

1. Adopting and enforcing land use regulations can reduce much of the structural damage which would otherwise result from a disaster.
2. We must be prepared to deal with a major emergency or disaster until outside help arrives.
3. Timely and accurate damage assessment to private and public property forms the basis for requesting state and federal assistance for citizens (Individual Assistance or IA) and for repairs to infrastructure (Public Assistance or PA) and should be a vital concern to local officials following a disaster.
4. State and federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement and will require considerable paperwork and take some time to deliver.
5. Volunteer organizations will be available to assist citizens in meeting some basic needs, but they may not provide all needed assistance.

6. Damage assessment and recovery operations may commence while some emergency response activities are still underway.

## V. CONCEPT OF OPERATIONS

### A. General

Our disaster recovery program will be conducted in five steps:

1. **Pre-Emergency Preparedness.** Prior to an emergency, this annex shall be developed and maintained and key recovery staff members appointed, including the Damage Assessment Officer, Public Assistance Officer, and Individual Assistance Officer. These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage assessment teams and assist in recovery programs shall be determined and basic training provided.
2. **Initial Damage Assessment.** An initial damage assessment is required to support our request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the Damage Assessment Officer. During this phase, the Board of County Commissioners should declare a local state of disaster; as such a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in Annex U, Legal. Section V.B below provides amplifying information on the initial damage assessment process.
3. **Requesting Assistance.** State and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a DSO reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration. Refer to Section V.C for specific procedures on requesting assistance.
4. **Short Term Recovery Activities.** Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through Nevada Division of Emergency Management. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government. See Annex O, Human Services, and Annex T, Donations Management, regarding these programs.
5. **Post-Declaration Recovery Programs.** Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration or other types of disaster declarations are issued. See Section V.D below regarding these programs.

## B. Damage Assessment

1. An extensive detailed damage assessment is the basis of most recovery programs at the state and federal levels. The County is responsible for compiling the necessary information regarding the loss of life, injuries, and property damage. Appraised value information should be obtained from the Central Appraisal District.
2. The Damage Assessment Officer will manage the damage assessment function by organizing, training, and employing a Damage Assessment Team composed of local personnel.
3. Damage Assessment Teams

There will be two types of damage assessment teams. PA teams will survey damage to government property and private non-profit organizations. IA teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the Damage Assessment Officer.

- a. PA Team. This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:

- 1) Emergency services
- 2) Debris removal and disposal
- 3) Roadways and bridges
- 4) Water control facilities
- 5) Buildings, equipment, and vehicles
- 6) Publicly owned utilities
- 7) Parks and recreational facilities

- b. IA Team. This team will survey damage to homes and businesses.

- 1) Homes. The DSO form included in Appendix 1 to this annex provides a matrix used to report the following information:

- a) Damage to homes will be categorized by:

- (1) Type of housing unit: single family, mobile homes, multi-family units.
- (2) Type of damage: destroyed, major damage, minor damage, affected

- b) For each type of housing unit, an estimate of average percent of units covered by insurance must be provided.

- 2) Businesses.

- a) The *Business Losses/Impacts* section of the DSO (see Appendix 1) should be used to report business damages to the state officials.

- b) In addition to the information on the DSO, the following should also be obtained using the Site Assessment-Business Losses form (see Appendix 2). This information will be needed should our jurisdiction not qualify for FEMA assistance.

- 1) Business name and address
- 2) Owner's name and phone number



- 3) Type of business
- 4) Estimated dollar loss
- 5) Amount of anticipated insurance
- 6) Value of business
- 7) Fair replacement value of
  - (a) Contents
  - (b) Structure
  - (c) Land
- 8) Number of employees
- 9) Number of employees for which unemployment insurance is carried
- 10) Estimated number of days out of operation
- 11) Percent of uninsured loss

### **C. Requesting Assistance**

Requests for assistance should be forwarded to NDEM within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.

1. The County Manager should:
  - a. Prepare a letter to the Governor requesting assistance and attach:
    - 1) A DSO for areas of the county that suffered damage.
    - 2) A consolidated DSO reflecting data from all areas that suffered damage.
    - 3) A disaster declaration for the county. See Annex U, Legal, for guidance on preparing a disaster declaration.
    - 4) All letters from mayors with their attached DSOs and disaster declarations.
  - b. Forward the foregoing to NDEM. Fax a copy of the package and send the original documents by mail. NDEM's address and fax number are printed on the DSO form.
3. NDEM will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the County as the request is processed.
4. If local damages appear to exceed the state and local capability to recover, NDEM will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct a preliminary damage assessment. If the results of that assessment confirm that the severity of the disaster is beyond state and local capabilities and federal assistance appears warranted, the Governor will forward a request for assistance to the President through FEMA.

### **D. Post-Declaration Emergency Programs**

1. Presidential Disaster Declaration.

When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. A

JFO staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more DRCs staffed by state and federal agency personnel may be established to assist disaster victims in obtaining assistance; mobile DRCs may also be employed.

a. Individual Assistance.

- 1) The FEMA Tele-registration System is activated so that disaster victims may register by phone for federal disaster assistance.
- 2) Federal, state, and local personnel conduct follow-up damage assessments.
- 3) State and federal Outreach programs for disaster victims are initiated.
- 4) Individual assistance activities for citizens and businesses may continue for months.

b. Public Assistance

- 1) Public assistance is provided to repair or rebuild public facilities affected by a disaster, including buildings, state or local roads and bridges, water supply and sewage treatment, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.
- 2) As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.
- 3) Virtually all federal public assistance programs are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.

2. Other Assistance

a. SBA Disaster Declarations.

If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA.

## **E. Actions by Phases of Emergency Management**

1. Mitigation

- a. Develop and enforce adequate building codes.
- b. Develop and enforce adequate land use regulations.
- c. Develop hazard analysis.

- d. Develop potential mitigation measure to address the hazards identified in the analysis.
2. Preparedness
    - a. Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
    - b. Identify damage assessment team members.
    - c. Train personnel in damage assessment techniques.
    - d. Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.
    - e. Identify critical facilities requiring priority repairs if damaged.
    - f. Ensure that key local officials are familiar with jurisdiction's insurance coverage.
    - g. Conduct public education on disaster preparedness.
    - h. Conduct exercises.
  3. Response
    - a. Gather damage reports.
    - b. Compile damage assessment reports.
    - c. Complete DSO.
    - d. Keep complete records of all expenses.
  4. Recovery
    - a. Identify unsafe structures and recommend condemnation.
    - b. Monitor restoration activities.
    - c. Review building codes and land use regulations for possible improvements.
    - d. Communicate effectively with disaster victims.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. The county organization for disaster recovery includes the general emergency structure described in Section VI of the Basic Plan and the additional recovery positions described in this annex.
2. The Emergency Management Coordinator shall coordinate recovery efforts. The EMC will serve as the Damage Assessment Officer or designate an individual to serve in that capacity.
3. All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

### **B. Assignment of Responsibilities**

1. The County Manager and Board of County Commissioners will:
  - a. Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.

- b. Appoint an Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer who will carry out specific recovery program activities and report to the EMC.
  - c. In the aftermath of a disaster:
    - 1) Review damage assessments and request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
    - 2) Participate in recovery program briefings and periodic reviews.
    - 3) Monitor and provide general guidance for the operation of the local recovery program when implemented.
2. The EMC will:
- a. Serve as the Damage Assessment Officer or designate an individual to fill that position.
  - b. Participate in recovery program briefings, meetings, and work groups.
  - c. Supervise local recovery operations, coordinating as needed with state and federal agencies and maintaining required records.
  - d. Provide guidance to and supervise recovery activities of the Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer.
  - e. Coordinate training for damage assessment team members and other individuals with disaster recovery responsibilities.
  - f. Assist the County Manager/Board of County Commissioners in preparing documents to request state and federal recovery assistance.
  - g. Develop appropriate public information relating to recovery programs, in coordination with the PIO.
  - h. Provide situation updates to the RLO.
  - i. Ensure the Multi-Agency Coordination System is in place to provide coordination between different disciplines.
3. The Damage Assessment Officer will:
- a. Develop a damage assessment program.
  - b. Organize and coordinate training for damage assessment teams.
  - c. In the aftermath of a disaster:
    - 1) Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.

- 2) Compile damage assessment information and complete the DSO.
- 3) Participate with state and FEMA representatives in the PDA process.
- 4) Coordinate with the Incident Commander to ensure that response activities have either terminated or are in a phase of transitioning to recovery, before deploying damage assessment teams.

4. The PA Officer will:

a. Attend the following PA program meetings:

- 1) Applicant's Briefing
- 2) Kick-off Meeting.
- 3) Other program meetings, as needed.

b. Obtain maps showing damage areas from PDA team leaders.

c. Prepare or assist state and federal teams in preparing recovery PWs for the local area.

d. Monitor all PA program activities and:

- 1) Ensure deadlines are complied with or time extensions requested in a timely manner.
- 2) Ensure the work performed complies with the description and intent of the PW.
- 3) Ensure all environmental protection and historical preservation regulations are complied with.
- 4) Request alternate or improved projects, when appropriate.
- 5) Request progress payments on large projects, if appropriate.
- 6) Provide quarterly reports to NDEM.
- 7) Request final inspections and audit when projects are completed.
- 8) Prepare and submit Project Completion and Certification Report (P.4) as appropriate.
- 9) Provide insurance information when needed.
- 10) Ensure costs are properly documented.
- 11) Assist with final inspections and audits.
- 12) Monitor contract for de-barred contractors.

The duties of the PA Officer are further explained in the *NDEM, Response & Recovery Guide*.

5. The IA Officer will:

- a. Act as our liaison with state and federal Outreach and Public Relations programs.

- b. Assist in locating a local facility for use as DRC, if needed.
- c. Act as the local government representative at the DRC, when needed.
- d. Coordinate with the state and federal Outreach staff to arrange community meetings.
- e. Act as an advocate for disaster victims who need assistance in dealing with state, federal, and volunteer agencies.

The duties of the IA Officer are further explained in the *NDEM, Response & Recovery Guide*.

6. The PIO will:

Establish a media site, sometimes referred to as a JIC, to ensure that accurate and current information is disseminated to the public.

7. The Comptrollers Office will:

- a. Administer fiscal aspects of the recovery program.
- b. Ensure that the financial results of each project are accurate and fully disclosed.
- c. Monitor the source and application of all funds.
- d. Ensure that outlays do not exceed approved amounts for each award.
- e. Maintain information establishing the local cost share.
- f. Ensure that all laws, regulations, and grant requirements are complied with.
- g. Coordinate between the grant managers (also known as Primary and Secondary Agents) and the accounting staff.

These duties are further explained in the NDEM Response and Recovery Guide.

8. The Assessors Office will:

- a. Provide estimates of value of damaged and destroyed property to support the damage assessment process.
- b. Estimate dollar losses to local government due to disaster.
- c. Estimate the effects of the disaster on the local tax base and economy.

9. The Engineering Division, Road Division, Facilities Division will:

Survey roads, bridges, traffic control devices and other facilities and determine extent of damage and estimate cost of restoration.

10. The Utilities Division will:

- a. Determine extent of damage to government-owned water and wastewater systems and other utilities and estimate the cost of restoration.

- b. Coordinate with local public non-profit utility providers to obtain estimates of damage to their facilities and equipment and estimates of the cost of restoration.

11. The School District will:

- a. Assess and report damage to its facilities and equipment and the estimated cost of repairs.
- b. Estimate the effects of the disaster on the school district tax base.

12. All departments and agencies will:

a. Pre-emergency:

- 1) Identify personnel to perform damage assessment tasks.
- 2) Identify private sector organizations and individual with appropriate skills and knowledge that may be able to assist in damage assessment.
- 3) Participate in periodic damage assessment training.
- 4) Participate in using geographic information systems (GIS) that may be used in damage assessment.
- 5) Periodically review forms and procedures for reporting damage with designated damage assessment team members.

b. Emergency:

- 1) Make tentative staff assignments for damage assessment operations.
- 2) Review damage assessment procedures and forms with team members.
- 3) Prepare maps and take photos and videos to document damage.

c. Post-emergency:

- 1) Identify and prioritize areas to survey.
- 2) Refresh damage assessment team members on assessment procedures.
- 3) Deploy damage assessment teams.
- 4) Complete damage survey forms and forward to the Damage Assessment Officer.
- 5) Catalog and maintain copies of maps, photos, and videotapes documenting damage for further reference.
- 6) Provide technical assistance for preparation of recovery project plans.
- 7) Maintain disaster-related records.

## VII. DIRECTION AND CONTROL

- A. The Board of County Commissioners may establish local rules and regulations for the disaster recovery program and may approve those recovery programs and projects that require approval by the local governing body.
- B. The Board of County Commissioners and/or County Manager shall provide general guidance for and oversee the operation of the local disaster recovery program and may authorize those programs and projects that require approval by the chief elected official or chief operating officer of the jurisdiction.
- C. The EMC shall direct day-to-day disaster recovery activities and shall serve as the Damage Assessment Officer or designate an individual to fill that position.
- D. The County Manager shall appoint local officials to fill the positions of IA Officer, PA Officer, and Recovery Fiscal Officer. These individuals shall report to the EMC in matters relating to the recovery program.

## VIII. INCREASED READINESS LEVELS

### A. Readiness Level 4 – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.E.1 and V.E.2.

### B. Readiness Level 3 – Increased Readiness

1. Alert key staff and volunteer organizations of the current situation.
2. Fill vacancies on damage assessment teams; conduct refresher training; check team equipment such as cameras.

### C. Readiness Level 2 – High Readiness

1. Notify NDEM of the situation.
2. Brief damage assessment teams and place on standby.
3. Brief senior staff on the damage assessment process and the need for detailed record keeping of emergency response and recovery activity expenses.

### D. Readiness Level 1 – Maximum Readiness

1. Provide situation updates to the NDEM.
2. Have damage assessment teams ready for deployment.



## IX. ADMINISTRATION & SUPPORT

### A. Reports

#### 1. Survey Team Reports

Each damage survey team will collect data using the Site Assessment forms which can be found in the NDEM Response & Recovery Guide. Once completed, these forms should be utilized to determine priorities for beginning repairs and evaluating the need for requesting state and federal assistance.

#### 2. Disaster Summary Outline (DSO).

Totals from the Site Assessment forms and other reports will be compiled and transferred to the DSO. A copy of the NDEM Response & Recovery Guide is provided in Appendix 1 to this annex.

### B. Records

Each department or agency will keep detailed records on disaster related expenses, including:

1. Labor
  - a. Paid (regular and overtime)
  - b. Volunteer
2. Equipment Used
  - a. Owned
  - b. Rented /leased
  - c. Volunteered
3. Materials
  - a. Purchased
  - b. Taken from inventory
  - c. Donated
4. Contracts (see below)
  - a. Services
  - b. Repairs

### C. Contracts

1. The Recovery Fiscal Officer should monitor all contracts relating to the recovery process. Contracts that will be paid from federal funds must meet the following criteria:
  - a. Meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the federal and state criteria.
  - b. Be reasonable.
  - c. Contain right to audit and retention of records clauses.
  - d. Contain standards of performance and monitoring provisions.
  - e. Fall within the scope of work of each FEMA project.
  - f. Use line items to identify each FEMA project, for multiple project contracts.

2. The following contract-related documents must be kept:

- a. Copy of contract
- b. Copy of PWs
- c. Copies of requests for bids
- d. Bid documents
- e. Bid advertisement
- f. List of bidders
- g. Contract let out
- h. Invoices, cancelled checks, and inspection records

**D. Training**

1. The individual assigned primary responsibility for the recovery function shall attend disaster recovery training. A variety of disaster recovery training courses are offered by NDEM and FEMA.
2. Those individuals assigned duties as the IA Officer and PA Officer should also attend training appropriate to their duties.
3. The Damage Assessment Officer is responsible for coordinating appropriate training for local damage assessment teams.

**E. Release of Information**

1. Personal information, such as marital status, income, and Social Security numbers gathered during the damage assessment and recovery process is protected by state and federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release.
2. General information, such as the numbers of homes damaged and their general locations, may be provided to private appraisers, insurance adjusters, etc.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

**A. Development**

The Emergency Management is responsible for developing and maintaining this annex.

**B. Maintenance**

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

**C. Procedures**

Those individuals charged with responsibilities for managing various recovery activities are also responsible for developing standard operating procedures for those activities.

## XI. REFERENCES

- A. NDEM, *Response and Recovery Guide* (Available from NDEM in hard copy and online at the NDEM web site: <http://dem.state.nv.us>)
- B. FEMA, *Public Assistance Applicant Handbook* (FEMA-323).
- C. FEMA, *Debris Management Guide* (FEMA-325).
- D. Current FEMA Policy Letters. (Available online at [www.fema.gov/r-n-r/pa/policy.htm](http://www.fema.gov/r-n-r/pa/policy.htm))

### APPENDIX

Appendix 1 ..... NDEM, Response and Recovery Guide

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**ANNEX K**

**PUBLIC WORKS  
&  
ENGINEERING**



# APPROVAL & IMPLEMENTATION

## Annex K

### PUBLIC WORKS & ENGINEERING

Nevada Comprehensive Emergency Management Plan ESF: 3  
National Response Framework ESF: 3

PRIMARY AGENCY: County Engineering

SUPPORT AGENCIES: County Emergency Management  
County Facilities Division  
County Road Division  
County Utilities Division  
County Building Department

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County Engineering

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Date

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County Emergency Management

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Date

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County Facilities Division

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County Road Division

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County Utilities Division

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County Building Department

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## ANNEX K

### Public Works & Engineering

#### I. AUTHORITY

See Section I of the Basic Plan for general authorities.

#### II. PURPOSE

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public works and engineering activities during emergency situations.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NDEM	Nevada Division of Emergency Management
NDEP	Nevada Division of Environmental Protection
NDOT	Nevada Department of Transportation
NDPS	Nevada Department of Public Safety
NIMS	National Incident Management System
NRF	National Response Framework
NSHD	Nevada State Health Division
SAR	Search and Rescue
SOP	Standard Operating Procedures
TDSR	Temporary Debris Storage and Reduction

## **B. Definitions**

1. Debris Clearance. Clearing roads of debris by pushing debris to the roadside.
2. Debris Disposal. Placing mixed debris and or the residue of debris volume reduction operations into an approved landfill.
3. Debris Removal. Debris collection and transport to a temporary storage site for sorting and/or volume reduction or to a permanent disposal site. Debris removal also includes damaged structure demolition and removal.
4. Public Works: Includes the Road Division, Utilities Division, Facilities Division and Parks Division and Engineering Division

## **IV. SITUATION & ASSUMPTIONS**

### **A. Situation**

1. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. This jurisdiction anticipates emergency situations may occur which threaten public health, safety, and property. An emergency situation of this nature may require emergency public works and engineering services.

### **B. Assumptions**

1. Employing public works and engineering personnel and equipment during pre-disaster operations should minimize disaster damage. Advance preparation of personnel and equipment may also hasten restoration efforts.
2. Local departments and agencies responsible for the public works and engineering function may have insufficient resources to remove the debris created by a major emergency or disaster and accomplish other recovery tasks.
3. Public works & engineering departments and agencies are expected to accomplish expedient repair and restoration of essential services and vital facilities. Dependent on the scale of the operation(s), major reconstruction initiatives will likely require contract assistance.
4. Public works and engineering will be able to organize and carry out debris clearance in the aftermath of an emergency. Large scale debris and/or hazardous material operations, however, will likely require external assistance.
5. Private construction companies, engineering firms, and equipment rental contractors have staff and equipment resources that may be contracted to carry out public works and engineering activities during emergency situations. However, local government may have to compete with businesses and individuals seeking those resources for repairs or rebuilding.

6. Assistance may be available from other jurisdictions through inter-local agreements and from commercial firms through contingency contracts. Some types of emergency situations, including earthquakes and floods may affect large areas, making it difficult to obtain assistance from usual sources.
7. Damage to chemical plants, power lines, sewer and water distribution systems, and secondary hazards, such as fires, may result in health and safety hazards. These hazards could pose a threat to public works and engineering personnel and impede operational capabilities.
8. Alternate disposal methods and facilities may be needed as local landfills and waste disposal facilities may prove inadequate to deal with large amounts of debris. Special considerations must be made if the debris has been contaminated with chemicals or petroleum products.
9. If local capabilities prove inadequate to deal with a major emergency or disaster, state, and/or federal resources will be available to assist in debris removal and restoration of essential services.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

The general public works and engineering tasks to be performed during emergency situations include:

1. For slowly developing emergency situations, take actions to protect government facilities, equipment, and supplies prior to the onset of hazardous conditions.
2. Provide heavy equipment support for search and rescue operations.
3. Conduct damage-assessment surveys of public facilities, roads, bridges, and other infrastructure.
4. Inspect damaged structures.
5. Clear debris from roadways and make repairs to reopen transportation arteries.
6. Make expedient repairs to essential public facilities to restore operations or protect them from further damage.
7. Remove debris from public property and manage debris disposal operations for public and private property.
8. Assist in controlling public access to hazardous areas.

## **B. Implementation of NIMS/ICS**

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an ICP. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
3. *Resource Management. The Public Works Department is tasked to develop and maintain an up-to-date response asset inventory. This information will be maintained in Appendix 2 – Public Works Asset Inventory at the end of this section. State DEM has assumed the responsibility of completing the resource typing standards established by NIMS guidance. (NIMSCAST Metric 6.2 and 6.3) To the extent possible by law, the county will ensure that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into acquisition programs. Additionally, the jurisdiction acquisition program will incorporate the Standard Equipment List (SEL) and other Federal equipment standard data when purchasing interoperable equipment. (NIMSCAST Metric 6.4 and 6.5)*<sup>1</sup>
4. *Working closely with DEM County Departments/agencies will validate their inventory of response assets and ensure they conform to homeland security typing standards. Inventory information will be provided to DEM as required by NIMS guidance. (NIMSCAST Metric 6.6)*<sup>2</sup>
5. *DEM will use the Response Asset Inventory for Intra-State Mutual Aid requests, exercises, and actual events. See Appendix K 3 (NIMSCAST Metric 6.7)*<sup>3</sup>

## **C. Protecting Resources and Preserving Capabilities**

1. Public works and engineering resources may be employed during slow developing emergency situations to protect and limit damage to government facilities, equipment, and essential utilities. Protective actions may include sandbagging, building protective levees, ditching, installing protective window coverings, or removing vital equipment. Public works and engineering elements are expected to identify buildings and other infrastructure that will benefit from protective measures and, in coordination with the departments or agencies that occupy those facilities, carry out necessary protective actions.

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<sup>1</sup> NIMSCAST METRIC 6.4 & 6.5

<sup>2</sup> NIMSCAST METRIC 6.6

<sup>3</sup> NIMSCAST METRIC 6.7

2. If time permits, public works and engineering elements are also expected to take action in advance of an emergency situation to preserve response and recovery capabilities by protecting vital equipment and supplies, either in place or by relocating them to a safe location. It is desirable for agencies to enter into advanced agreements with other agencies or jurisdictions to ensure the safety and security of vital equipment and resources.

#### **D. Search & Rescue (SAR) Support**

Public works and engineering crews may be required to provide heavy equipment support for search and rescue operations, particularly support for search operations in collapsed buildings.

#### **E. Damage Assessment**

1. Public Works and Engineering departments will lead preliminary damage assessments of public buildings, homes, businesses, roads, bridges, and other infrastructure following a disaster. Damage assessment procedures and forms used in the assessment processes are discussed in Annex J, Recovery.
2. Public works and engineering personnel shall inspect damaged structures. Inspections are conducted to identify unsafe structures and, if necessary, take actions to restrict entry and occupancy until the structures can be made safe.
3. Damaged buildings posing an immediate threat to public health and safety should be appropriately posted to restrict public access pending repairs or demolition.

#### **E. Debris Clearance and Removal**

See Appendix 2, Debris Management.

#### **F. Temporary Repairs and Restoration**

1. The public works and engineering staff is expected to make timely temporary repairs to government-owned buildings and other infrastructure essential to emergency response and recovery operations. Building contents should be removed or restricted until the restoration process is complete. Personnel should coordinate with building occupants to determine which areas and equipment have the highest priority for protection.
2. Hazardous situations may result in damage to computers storing vital government records and/or hard copy records, such as building plans, legal documents, tax records, and other documents. When computers or paper records are damaged, it is essential to obtain professional technical assistance for restoration as soon as possible.
3. It is generally impractical to restore buildings sustaining major damage during the emergency response phase. Major repairs will normally be postponed until recovery operations commence and will typically be performed by contract personnel.

## **G. Actions by Phases of Emergency Management:**

### **1. Prevention**

- a. Identify vulnerabilities of existing public buildings, roads, bridges, water systems, and sewer systems to known hazards and take steps to lessen vulnerabilities.
- b. Reduce vulnerability of new public facilities to known hazards through proper design and site selection.
- c. Develop plans to protect facilities and equipment at risk from known hazards.
- d. Install emergency generators in key facilities and have portable generators available to meet unexpected needs. Ensure procedures are in place to maintain and periodically test back-up sources of power, such as generators and fuel, in the event of an emergency power loss.

### **2. Preparedness**

- a. Ensure government buildings, roads and bridges, and public works equipment are in good repair.
- b. Ensure an adequate number of personnel are trained to operate heavy equipment and other specialized equipment.
- c. Stockpile materials needed to protect and repair structures, roads, bridges, and other infrastructure.
- d. Develop general priorities for clearing debris from roads.
- e. Maintain an adequate quantity of barricades and temporary fencing.
- f. Maintain current maps and plans of government facilities, roads, bridges, and utilities.
- g. Review plans, evaluate emergency staffing needs in light of potential requirements, and make tentative emergency task assignments.
- h. Establish and train damage survey teams.
- i. Execute contingency contracts for emergency equipment and services with local contractors and execute agreements with individuals and businesses to borrow equipment.
- j. Develop procedures to support or accomplish the tasks outlined in this annex.
- k. Ensure government-owned vehicles and other equipment can be fueled during an electrical outage.



### 3. Response

- a. If warning is available, take actions to protect government facilities and equipment.
- b. Survey areas affected by a hazard, assess damage, and determine the need and priority for expedient repair or protection to prevent further damage. Report damage assessments to the EOC.
- c. Upon request, provide heavy equipment support for SAR operations. See Annex R, Search and Rescue.
- d. Clear roads of debris. See Appendix 2.
- e. Inspect damaged buildings to determine if they are safe for occupancy.
- f. Remove debris from public property and manage proper debris disposal. See Appendix 2.
- g. Make repairs to damaged government facilities and equipment, as needed.
- h. Coordinate with the NV Energy or City of Fallon staff to arrange for emergency electrical service, if required, to support emergency operations.
- i. Assist in making emergency repairs to government-owned utility systems, as necessary. See Annex L, Utilities.
- j. Restrict access to hazardous areas, using barricades and temporary fencing, upon request.

### 4. Recovery

- a. Repair or contract repairs to government-owned buildings, roads, bridges, and other infrastructure.
- b. Support community clean up efforts, as necessary.
- c. Participate in compiling estimates of damage and response and recovery costs.
- d. Participate in post-incident review of emergency operations and make necessary changes to improve emergency plans and procedures.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. The function of public works and engineering during emergency situations shall be carried out in the framework of our normal emergency organization described in Section VI.A of the Basic Plan, and in accordance with National Incident Management System (NIMS)/National Response Framework (NRF) protocols. Preplanning for emergency public works and engineering tasks shall be conducted to ensure staff and procedures needed to manage resources in an emergency situation are in place.
2. During an Incident of National Significance or Disaster Declaration under the Stafford Act Public Assistance Program, Public Works and Engineering may integrate, as required, with the National Response Framework (NRF), Emergency Support Function (ESF) #3 activities. The Federal ESF #3 will develop work priorities in cooperation with state, local, and/or tribal governments and in coordination with the Federal Coordinating Branch Director and/or the Federal Resource Coordinator. (See Annex 3, Public Works and Engineering – National Response Framework).

### **B. Assignment of Responsibilities**

1. The County Engineer or City Public Works Director will serve as the Public Works Branch Director during emergencies and will:
  - a. Coordinate certain pre-emergency programs to reduce the vulnerability of local facilities and other infrastructure to known hazards. See Annex P, Hazard Mitigation.
  - b. Manage the public works and engineering function during emergency situations in accordance with the NIMS.
  - c. Oversee the restoration of key facilities and systems and debris removal following a disaster.
  - d. Develop and implement procedures to ensure a coordinated effort between the various local departments and agencies that perform the public works and engineering functions. Ensure appropriate emergency response training for assigned personnel in accordance with Section IX.D of the Basic Plan.
  - e. Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that may be willing to lend equipment to local government during emergencies.
  - f. Assist the Resource Manager in maintaining a current list of public works and engineering resources. See Annex M, Resource Management.
  - g. Maintain this annex.

2. The Facilities Division will:
  - a. Carry out pre-disaster protective actions for impending hazards, including identifying possible facilities for debris storage and reduction.
  - b. Conduct damage assessments in the aftermath of disaster.
  - c. Repair and protect damaged government facilities.
  - d. Provide heavy and specialized equipment support for SAR operations.
  - e. Carry out debris clearance and removal. See Appendix 2.
  - f. With the assistance of the Legal Branch Director, negotiate inter-local agreements for public works and engineering support.
  - g. Maintain stockpiles of disaster supplies such as sandbags, plastic sheeting, and plywood.
3. The Engineering Division will:
  - a. Develop damage assessment procedures and provide training for damage survey teams.
  - b. Provide engineering services and advice to the Incident Commander and EOC staff.
  - c. Assist in conducting damage assessments in the aftermath of an emergency. See Annex J, Recovery.
  - d. Safeguard vital engineering records.
4. Road Division will:
  - a. Maintain reasonable stockpiles of emergency paving materials.
  - b. Make emergency repairs to county roads, bridges, culverts, and drainage systems.
  - c. Supervise debris clearance from the public right-of-way and support debris removal operations.
  - d. Emplace barricades where needed for safety.
  - e. Provide personnel and equipment to aid in SAR operations as needed.
  - f. Provide heavy equipment support for protective actions taken prior to an emergency and for response and recovery operations.
  - g. Assist in repairs to government-owned utilities and drainage systems.
5. The Building Department will:

- a. Support damage assessment operations.
  - b. Determine if access to damaged structures should be restricted or if they should be condemned and demolished.
  - c. Inspect expedient shelter and mass care facilities for safety.
6. County Dispatch will:
- a. Restore or cause to be restored, damaged communications systems.
  - b. Provide communications technical and equipment support for emergency operations.
7. Utilities Division will:
- a. Assess damage to water & wastewater facilities and assist in assessing damage to other facilities.
  - b. Provide personnel and light equipment support for public works and engineering operations.
  - c. Upon request, establish and staff a facility to sort and catalog property removed from damaged government-owned facilities.

## **VII. DIRECTION & CONTROL**

- A.** The Board of County Commissioners/City Council shall, pursuant to NIMS, provide general guidance for the public works and engineering function and, when necessary, approve requests for state or federal resources.
- B.** The Incident Commander (IC) will manage public works and engineering emergency resources committed to an incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. If the EOC is not activated, the IC may request additional resources from local departments and agencies. The IC may also request authorized officials to activate mutual aid agreements or emergency response contracts to obtain additional resources.
- C.** The EOC will be activated for major emergencies and disasters. When the EOC is activated, the County Engineer will manage the emergency public works and engineering function from the EOC. The IC shall direct resources committed to the incident site and coordinate resource requests through the County Engineer. The County Engineer shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
- D.** The County Engineer will respond to mission priorities established by the IC or the EOC Manager direct departments and agencies with public works and engineering resources to accomplish specific tasks, and coordinate task assignments to achieve overall objectives.

- E. The County Engineer will identify public and private sources from which needed resources can be obtained during an emergency and coordinate with the Resource Manager to originate emergency procurements or to obtain such resources by lease, rental, borrowing, donation, or other means.
- F. A major emergency or disaster may produce substantial property damage and debris requiring a lengthy recovery operation. In such incidents, it may be desirable to establish a Debris Removal Task Force to manage debris removal and disposal. The task force may continue to operate even after the EOC deactivates. See Appendix 2 for the organization and responsibilities of this element.
- G. Normal supervisors of public works and engineering personnel participating in emergency operations will exercise their usual supervisory responsibilities over assigned personnel, subject to NIMS span of control guidelines. Organized crews from other jurisdictions responding pursuant to inter-local agreements will normally operate under the direct supervision of their own supervisors. Individual volunteers will work under the supervision of the individual heading the team or crew to which they are assigned.
  - 1. The line of succession for the County Engineer
  - 2. Planning Director
  - 3. Road Division Manager
  - 4. Building Department Manager

## VIII. READINESS LEVELS

### A. Readiness Level IV - Normal Conditions

See the mitigation and preparedness activities in Section V.G.

### B. Readiness Level III - Increased Readiness

- 1. Review plans and procedures.
- 2. Inform key public works and engineering personnel.
- 3. Monitor the situation.
- 4. Check equipment readiness and correct deficiencies.
- 5. Check emergency supply status and fill shortfalls.

### C. Readiness Level II - High Readiness

- 1. Monitor the situation.
- 2. Alert personnel for possible emergency duty.
- 3. Increase short-term readiness of equipment if possible.

4. Review inter-local agreements and contracts for resource support and alert potential resource providers of possible emergency operations.
5. Identify personnel to staff the ICP and EOC.

**D. Readiness Level I - Maximum Readiness.**

1. Mobilize selected public works and engineering personnel.
2. Implement plans to protect government facilities and equipment.
3. Ensure equipment is loaded and fueled; consider precautionary deployment of resources.
4. Dispatch personnel to the ICP and EOC when activated.
5. Advise resource suppliers of situation.
6. Continue to monitor the situation.

## **IX. ADMINISTRATION & SUPPORT**

**A. Resource Support**

1. A listing of local public works and engineering equipment is provided in Annex M, Resource Management.
2. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.
3. If the public works and engineering resources available locally, from other jurisdictions, and from businesses pursuant to contracts are insufficient to deal the emergency situation, assistance may be requested from the State. The County Manager and/or Emergency Manager should approve requests for state aid, which should be forwarded to the State EOC.

**B. Communications**

The public works and engineering communications network is depicted in Appendix 1.

**C. Key Facilities**

A listing of key local facilities, providing a general priority for damage assessment, debris clearance, and repair, is contained in Annex G, Law Enforcement. The Emergency Management Coordinator shall determine the specific priority for public works and engineering work on each of these facilities in the aftermath of an emergency.

## **D. Reporting**

In addition to reports that may be required by their parent organization, public works and engineering departments and agencies participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Reports. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

## **E. Records**

Expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party, insurers, or as a basis for requesting reimbursement for certain allowable costs from the state and/or federal government. Hence, all public works and engineering elements will maintain detailed records of labor, materials, equipment, contract services, and supplies consumed during large-scale emergency operations.

## **F. Post Incident Review**

For large-scale emergency operations, the EMC shall organize and conduct an after action critique of emergency operations in accordance with the guidance provided in Section IX.F of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.

# **X. ANNEX DEVELOPMENT & MAINTENANCE**

- A.** The Engineer, in coordination with the Emergency Management Coordinator, is responsible for developing and maintaining this annex.
- B.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex will develop and maintain SOPs covering those responsibilities.

## XI. REFERENCES

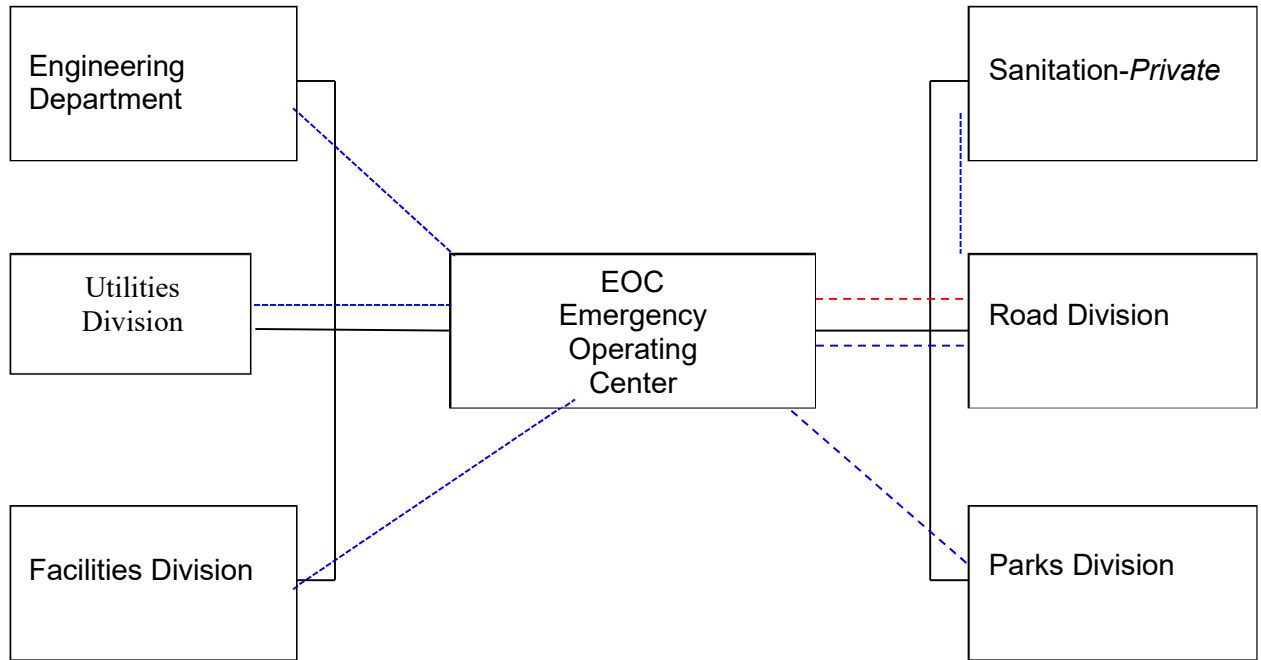
- A. NDEM, Response and Recovery Guide.
- B. FEMA, Public Assistance Debris Management Guide (FEMA-325).
- C. FEMA, Comprehensive Planning Guidance (CPG-101).
- D. FEMA, Reducing Losses in High Risk Flood Hazard Areas: A Guidebook for Local Officials (FEMA-116).

### APPENDICES:

Appendix 1 .....	Public Works & Engineering Communications Network
Appendix 2 .....	Debris Management
Appendix 3 .....	Public Works Response Asset Inventory



**APPENDIX - 1  
PUBLIC WORKS & ENGINEERING COMMUNICATIONS NETWORK**



**LEGEND:**

- TELEPHONE
- - - RADIO
- - - Cell Phone

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## APPENDIX – 2 DEBRIS MANAGEMENT

### 1. Objectives

The objectives of debris management in the aftermath of an emergency are to:

- A. Reopen roads and provide access to facilities that provide essential government and population support services.
- B. Remove debris from public property.
- C. Assist citizens in removing debris from private property.
- D. Reduce the volume of debris going to disposal facilities to extend the life of those facilities and reduce costs.
- E. Ensure hazardous materials are segregated from other debris and properly disposed of.

### 2. Explanation of Terms

- A. Debris is the remains of things destroyed or damaged as a result of natural or technological disasters. Disaster debris may include yard waste, building materials, household items, personal property, hazardous household products, batteries, automobiles, boats, hazardous chemicals, spoiled food, dead animals, and other materials. Some types of debris pose a threat to health, safety, and the environment.
- B. Categorization of Debris. There are a variety of schemes for categorizing debris. In this appendix, the following categorization is used:
  - 1) Burnable Materials, which include:
    - a) Burnable Natural Debris – generally trees, shrubs, and vegetation
    - b) Burnable Construction and Demolition (C&D) Debris – wooden structural members and other wood products such as roof decking, siding, doors
  - 2) Non-burnable Debris – plastic, glass, metal, sheet rock, roofing shingles, carpet, tires, treated lumber, bricks, concrete, soil, and similar items. Household waste is a type of non-burnable debris.
  - 3) Hazardous Debris – industrial and household hazardous waste, paint, materials containing asbestos, batteries, petroleum products, agricultural chemicals, dead animals, and similar products.

### 3. Situation & Assumptions

#### A. Situation

- 1) The type and quantity of debris generated by an emergency situation is a function of the type of event, the location of impact, and the magnitude, intensity, and duration.
- 2) The quantity and type of debris generated, its location, and the size of the area over which it is spread affect the choice of removal and disposal methods, the costs incurred in doing so, and the time it will take to accomplish the task.

## B. Assumptions

- 1) Emergency situations requiring debris removal may occur at any time.
- 2) Local government may have insufficient resources to remove debris created by a major emergency or disaster and accomplish other recovery tasks.
- 3) If local debris removal capabilities are insufficient, the chief elected official may issue a local disaster declaration and request State assistance in debris removal. If the local emergency situation is of such magnitude that the Governor requests a Presidential Disaster Declaration and such a declaration is approved, federal resources could become available.
- 4) For major emergencies or disasters, private contractors may be needed to collect, reduce the volume of, and dispose of debris.
- 5) Citizens should assist in removing debris from the immediate area of their homes and businesses, but will generally need government assistance in removing it for disposal.
- 6) Citizens are often willing to help their neighbors in removing debris. Proper public information can encourage such cooperative action, speeding up the process and reducing costs.

## 4. Concept of Operations

### A. Phased Approach. Debris management shall be conducted in phases, including:

- 1) Phase 1 - Emergency Roadway Clearance
  - a) Following a disaster, the top priority is to clear major roads and routes providing access to key population support facilities such as hospitals, to allow for the movement of emergency vehicles, resumption of critical services, and damage assessment. Emergency roadway clearance also facilitates the deployment of external response elements and delivery of emergency equipment and supplies. In initial roadway debris clearance, debris is normally pushed to the side of the road with no attempt to remove or dispose of it.
  - b) Local government is responsible for clearing city streets, county roads, and their rights of way. The Nevada Department of Transportation (NDOT) is responsible for clearing state and federal highways and the rights of way for such highways along with debris disposal resulting from the clearing process.
  - c) In this phase, crews equipped with chain saws will generally be required to cut up downed trees and heavy equipment will be needed to move the remains. If possible, heavy equipment used for moving debris should be equipped with protective cabs and all personnel should wear protective equipment. Fire hydrants, driveway cutouts, and utility valves should be left unobstructed.

- d) Electrical systems are often damaged by the same hazards that create substantial debris, public works and engineering crews may need to coordinate their efforts to remove debris with utility crews.

2) Phase 2 – Debris Removal and Disposal

a) Debris Removal from Public Property.

- (1) In the aftermath of a disaster, it may be necessary to remove debris from a variety of public property, including:

- (a) Roads and rights of way.
- (b) Government buildings, grounds, and parking lots.
- (c) Parks and recreation facilities.
- (d) Storm drainage systems and reservoirs.

- (2) If the emergency situation resulted in a Presidential Disaster Declaration, the expense of debris removal from public property may be partially reimbursed by the federal government if the debris must be removed to:

- (a) Eliminate immediate threats to life, public health and safety.
- (b) Eliminate immediate threats of significant damage to improved public or private property.
- (c) Ensure economic recovery of the affected community.

Large-scale debris removal and disposal operations can be extremely costly. It is vital to determine if federal assistance will be provided and the rules that apply to such assistance before commencing debris removal operations.

- (3) State law provides that state resources may not be used to clear or remove debris from local public property unless the local government presents the State an unconditional authorization for removal.

b) Debris Removal from Private Property.

- (1) Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner, and the cost may be wholly or partly covered by insurance. If there has been a Presidential Disaster Declaration and debris on private property is so widespread that public health, safety, or the economic recovery is threatened, local government may be partially reimbursed for the cost of debris removal from private property. Local government normally has responsibility for picking up and disposing of debris from private property placed at the curb and bears the cost of that effort.

B. Preparation for Debris Removal

Considerable time and labor can be saved in the debris removal process by sorting debris from public property and encouraging the public to sort debris from private

property before it is picked up. A proactive public outreach program should advise the public of the actions they can take to facilitate pickup, including:

- 1) Sorting debris into categories – burnable natural debris, burnable construction and demolition debris, non-burnable debris, and potentially hazardous debris.
- 2) Placing sorted debris piles at curbside.
- 3) Keeping debris off roadways and away from fire hydrants and utility valves.
- 4) Disposing of household waste in normal refuse containers.

#### C. Estimating the Amount of Debris

In determining the means to be used to remove and dispose of debris, it is essential that local officials have a reasonable estimate of the amount of debris that must be removed and eventually disposed of. Attachment 3 to this appendix provides a methodology that may be used to estimate the amount of debris that must be removed.

#### D. Determining Debris Removal Strategy

- 1) After an estimate of the amount of debris that needs to be removed is made, options for removing the debris should be evaluated in terms of their cost and timeliness.
- 2) The general strategies for debris removal and processing are:
  - a) Removal and processing of debris by local government.
    - (1) Advantages:
      - Direct government control.
    - (2) Disadvantages:
      - Normally requires diversion of significant government resources from regular functions and makes them unavailable for other recovery tasks.
      - Speed of debris removal may be constrained by the government equipment and personnel available.
      - Local government may lack specialized equipment and skills needed to carry out all aspects of debris removal.
  - b) Removal and processing of debris by contractors.
    - (1) Advantages:
      - Speed of debris removal may be increased by contracting for additional resources.
      - If local contractors are used, may provide local economic benefit.
    - (2) Disadvantages:
      - Requires detailed contracts.
      - Requires extensive oversight and inspection.
  - c) Removal and processing of debris by a combination of local government and contractors.
- 3) If contractors are used, the disaster area should be divided into geographic sectors for control purposes and bids solicited based on the estimated quantity of debris in

each sector. In defining sectors, it is desirable to group properties of like type, construction, and with similar vegetation together. This will also facilitate estimating the quantity of debris that needs to be removed.

- 4) Debris may be removed by one time collection of all debris at each property or using multiple passes to collect different types of material that have been pre-sorted by the property owner.

E. Establishing Temporary Debris Storage and Reduction (TDSR) Facilities.

- 1) The effective disposal of large quantities of disaster debris requires that suitable temporary storage and volume reduction facilities be established. Such facilities hold debris until it can be sorted, reduced in volume, and dispatched to an appropriate disposal facility. Sorting and volume reduction can significantly reduce the costs of disposing of debris and prevent potentially serious environmental problems.
- 2) Sorting. TDSR facilities sort debris and send it to the most appropriate facility for treatment or disposal. Sorting is needed to separate burnable from non-burnable materials and segregate hazardous products for disposal at authorized facilities and identify debris that can be burned, chipped or ground, recycled, or simply disposed of at a landfill without treatment.
- 3) The volume of debris can be greatly reduced by a variety of methods, including:
  - a) Incineration. This method includes open burning, use of air curtain pit incineration (trench burners), or use of portable air curtain incinerators. Incineration of burnable debris typically reduces its volume by 95 percent.
  - b) Chipping and grinding. Chipping and grinding is appropriate for clean, woody debris and typically reduces its volume by 75 percent. However, chipping and grinding normally costs as much as incineration and unless the resulting mulch can be disposed of without cost or at a profit, local government may incur additional costs to have the residual material hauled to a landfill.
  - c) Recycling. Recycling debris may present an opportunity to reduce the overall cost of disposal. Metals, lumber, and soil are the most likely candidates for recycling. Before local government attempts to operate a recycling operation, it is essential to determine if there is, in fact, a market for the materials sorted out in the recycling process; otherwise the output may simply have to be hauled to a landfill. Specialized contractors may be willing to undertake recycling, particularly if it involves large amounts of well sorted debris.
- 4) Site Selection
  - a) Criteria pertinent to selecting TDSR facilities are:
    - (1) Preferably government-owned.
    - (2) Large enough to accommodate a storage area, a sorting area, and volume reduction operations area(s).
    - (3) Reasonable proximity to disaster areas and debris disposal sites.

- (4) Good road access.
- (5) Not in a residential area or in the vicinity of schools, churches, or other facilities with concentrations of population.
- (6) Not in an environmentally sensitive area, such as wetlands or a water well field.

b) Local landfills and possible local sites for TDSR facilities are described in Attachment 2 to this appendix. The selection of specific sites to be used for TDSR facilities will normally be made by a team of local, state, and, where appropriate, federal personnel, who are familiar with the local area and the specific environmental regulations governing such facilities. Attachment 3 to this appendix provides methods for determining space requirements for TDSR sites and estimating the quantity of debris that must be disposed of after processing.

#### F. Public Information and Instructions

- 1) In the aftermath of an emergency situation, the Public Information staff should provide the public detailed information on debris removal and disposal plans and procedures. Providing appropriate instructions to the public concerning debris removal can significantly reduce the time and costs involved. Public information on debris removal must start as soon as possible after the disaster – before people start moving and stacking large amounts of debris.
- 2) Public instructions should encourage citizens to:
  - a) Assist their neighbors, particularly the elderly or infirm, in removing debris.
  - b) Move debris to curbside for pickup.
  - c) Separate debris into the categories determined by local officials.
  - d) Keep debris piles away from fire hydrant and utility valves.
- 3) Public information should keep citizens advised of:
  - a) Debris pickup schedules and the system of pickup, if various types of debris will be picked up on different days.
  - b) Self help disposal guidelines for citizens and businesses that wish to haul their own debris to a debris storage area or landfill.
- 4) The normal methods of public information dissemination through the media should be used to provide information to the public. If loss of electric power has occurred, extra effort must be made to reach those without power using door hangers, flyers, signs, and, if necessary, door-to-door outreach.

#### G. Regulatory Issues and Technical Assistance

- 1) The Nevada Division of Environmental Protection regulates the disposal of waste, including hazardous waste. NDEP also issues permits for debris incineration. Hence, the advice and assistance of NDEP should be obtained in developing and implementing plans for debris disposal.



- 2) The Nevada State Health Division is the state agency responsible for ensuring food safety. The assistance of NSHD should be sought when there are questions regarding the safety of foodstuffs in damaged retail stores, warehouses, and processing facilities. NSHD has the authority to condemn unsafe foodstuffs so that they can be disposed of.

## 5. Organization

### A. Phase 1 - Emergency Roadway Clearance

During Phase 1, our normal emergency organization as outlined in the Section VI.A of the Basic Plan and this annex should coordinate debris clearance operations. Debris clearance will normally be managed from the EOC. However, if debris is localized, an incident command operation may be established at the incident site to manage debris clearance.

### B. Phase 2 - Debris Removal and Disposal

- 1) For small-scale debris removal and disposal operations, our normal emergency organization as outlined in the Basic Plan and this annex may coordinate debris removal and disposal.
- 2) For major emergencies or disasters that result in large volumes of debris, removal and disposal may have to continue for an extended period. For these situations, a Debris Management Task Force, consisting of personnel from those departments and agencies having the required expertise, shall be formed to manage debris removal and disposal operations. The Task Force should be comprised of personnel to perform the following functions:
  - a) Operations: Plan debris removal and processing, manage the use of government resources, and monitor the use of contract resources committed to the task.
  - b) Contracting & Procurement: Develop contracts for services and/or equipment, obtain bids, and award contracts.
  - c) Legal: Contract review, manage authorizations for debris removal, and prepare legal documents for building condemnation and land acquisition.
  - d) Administration: Provide supply, administrative, and accounting support.
  - e) Engineering: Damage assessment, develop scopes of work and specifications for contracts, and prepare cost estimates.
  - f) Public Information: Provide information and instructions relating to debris removal to the public.

It may be desirable to organize the Debris Management Task Force as an ICS operation under an Incident Commander.

- 3) If the government uses its own resources to remove debris, the primary role of the operations staff is to plan and supervise debris removal. If contractors will be removing debris, then the primary role of the operations staff is to monitor contractor work and ensure contract provisions are followed.

## **6. Task Assignments**

### **A. Phase 1 - Emergency Roadway Clearance**

Task assignments shall be as stated in Section VI.B of this annex.

### **B. Phase 2 - Debris Removal and Disposal Phase**

Task assignments shall be determined by the Debris Management Task Force leader. General tasks of the various components of the Task Force are described in the Chapter 3 of the *FEMA Debris Management Guide* (FEMA-325).

**Attachment 1**

**Debris Removal Access Agreement**

I/We \_\_\_\_\_, the owner(s) of the property  
commonly identified as \_\_\_\_\_,  
(Street address)  
\_\_\_\_\_, State of Nevada  
(City/town) (County)

do hereby grant and give freely and without coercion, the right of access and entry to said property to the [County/City] of \_\_\_\_\_, its agencies, contractors, and subcontractors thereof, for the purpose of removing and cleaning any or all storm-generated debris of whatever nature from the above described property.

It is fully understood that this agreement is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the [City/County] of \_\_\_\_\_, State of Nevada, its agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waiver any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and other utility lines located on the described property.

I/We (have\_\_\_\_, have not\_\_\_\_)(will\_\_\_\_, will not\_\_\_\_) received any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conservation Service (NRCS), private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. For the considerations and purposes set forth herein, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Telephone No. Address \_\_\_\_\_

\_\_\_\_\_  
Witness

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## Attachment 2

### Landfills & Potential Temporary Debris Storage and Reduction (TDSR) Sites

#### 1. Landfills

a. Name:

- 1) Address:
- 2) Operated by:
- 3) Estimated capacity remaining (cubic yards):
- 4) Estimated daily processing capacity:
- 5) Normal operating schedule:
- 6) Restrictions:
- 7) Fees:
- 8) Other Factors:

b. Name:

- 1) Address:
- 2) Operated by:
- 3) Estimated capacity remaining (cubic yards):
- 4) Estimated daily processing capacity:
- 5) Normal operating schedule:
- 6) Restrictions:
- 7) Fees:
- 8) Other Factors:

#### 2. Possible TDSR Facilities

a. Name:

- 1) Address:
- 2) Owner:
- 3) Site size (acres):
- 4) Fenced?
- 5) Road access:
- 6) Neighbors:
- 7) Environmental concerns:

b. Name:

- 1) Address:
- 2) Owner:
- 3) Site size (acres):
- 4) Fenced?
- 5) Road access:
- 6) Neighbors:
- 7) Environmental concerns:

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## **Attachment 3**

### **Debris Estimation**

This attachment contains the following tabs:

1. Tab A – Estimating Debris Quantity.

This tab includes two worksheets (Worksheet 1 and Worksheet 2) which outline a methodology that can be used to estimate the quantity of debris produced by a disaster. The methodology allows the user to estimate the debris in various geographic areas (sectors) and then sum the amount of debris in each sector to determine the overall volume of debris that must be dealt with. The sectors developed in this process can be used in operational planning and contracting. To the extent possible, sectors should be drawn to encompass areas with buildings of similar construction and vegetative cover.

[The methodology in this tab should not be used for hurricane debris; use the methodology in Tab E instead.]

2. Tab B – Estimating Debris Removal Time. This tab includes two worksheets (Worksheet 3 and Worksheet 4). The worksheets provide a methodology that can be used to estimate the time in days that it will take to remove specific quantities of debris given a known set of hauling resources and a reasonable estimate of the cycle time for those resources (time spent in pickup, hauling, unloading, and, waiting on one trip).
3. Tab C – Estimating Debris Disposal Quantity. Worksheet 5 outlines a method to determine the volume of debris that will have to be disposed of after sorting and volume reduction, given information on the composition of debris that must be disposed of. To utilize this methodology, you must remove a sample of debris in each sector and sort it to determine the characteristics of the debris from that sector. If the sample of debris is not representative of debris in the sector, this method will be inaccurate.
4. Tab D – Estimating Requirements for Debris Processing. Worksheet 6 can be used to estimate how much space will be required for temporary debris storage and reduction facilities. This worksheet is based on a US Army Corps of Engineers methodology.
5. Tab E – Estimating Hurricane Debris Quantity. Worksheet 7 can be used to estimate the quantity of debris produced by a hurricane. This worksheet is based on US Army Corps of Engineers methodology.

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**Tab A**

**ESTIMATING DEBRIS QUANTITY**

Complete a separate Worksheet 1 for each Sector.  
 Transfer results from each Worksheet 1 to Worksheet 2.  
 CF = cubic feet & CY = cubic yards

**Use Tab E for Estimating Debris**

<b>WORKSHEET 1</b>				
<b>Sector:</b>				
Description:		N = Number	M = Multiplier	CY = (NxM)
A. Homes (1800-2000 square feet)		100	300	30000
B. Mobile Homes		130	80	10400

C. Other Buildings	L = Length/ft	W = Width/ft	H = Height/ft	CF = (LxWxH)	CY = (CF/27) x.33
Subtotal [sum the right column]					4827

D. Debris Piles	L = Length/ft	W = Width/ft	H = Height/ft	CF = (LxWxH)	CY (CF/27)
Subtotal [sum the right column]					947

<b>WORKSHEET 2</b>	<b>Sector A</b>	<b>Sector B</b>	<b>Sector C</b>	<b>Sector D</b>
<i>Debris Volume Estimate (cubic yards/CY)</i>				
A. Homes [from Worksheet 1]	30000	4200		
B. Mobile Homes [from Worksheet 1]	10400	2400		
C. Other Buildings [from Worksheet 1]	4827	1021		
SD = Structural debris (A + B + C)	45227	7621		
V = Vegetation Multiplier [see note]	1.3	1.1		
ST = Subtotal (SD x V)	58795	8383		
D. Debris Piles [from Worksheet 1]	947	1200		
E. SV = Sector Volume (ST + D)	59742	9583		
TOTAL [add entries in row E above]	69325			

Note:

V= Vegetative Multiplier:	<u>Vegetative Cover</u>	<u>V =</u>
	None	1
	Light	1.1
	Medium	1.3
	Heavy	1.5

**Tab B**

**ESTIMATING DEBRIS REMOVAL TIME**

Worksheets 3 and 4 may be used to estimate the time it will take to remove a quantity of debris given information on the quantity and capacity of the hauling resources available and estimates of the cycle time for those resources. Cycle time is the time it takes a cargo truck to complete a round trip. Cycle time is computed by adding the time it takes to load a truck, the round-trip travel time between the loading point and the off-load point, unloading time, and any unproductive waiting time. This methodology will be most accurate if you use times observed during actual operations, not theoretical numbers.

<b>WORKSHEET 3</b>	<b>Sector A</b>	<b>Sector B</b>	<b>Sector C</b>	<b>Sector D</b>
<i>A. Debris to be Removed in cubic yards (CY) from Worksheet 2 or 7</i>	59742	9583		
<i>Removal Cycle (all times in hours)</i>				
B. Estimated loading time	.2	.2		
C. Estimated travel time (roundtrip)	.4	.6		
D. Estimated unload time	.1	.1		
E. Estimated waiting time	.1	.1		
F. Cycle time (B+C+D+E)	.8	1.0		
G. Daily work period	7.5	7.5		
H. Cycles per day (G / F)	9	7		
<i>Removal Time</i>				
I. Capacity (CY) per cycle [ Worksheet 4]	136	136		
J. Capacity (CY) per day [H x I]	1224	952		
K. Days to Clear Sector [A / J]	48.8	10.0		
L. Days to Clear All Sectors [add entries in Row K above]	58.8			

<b>WORKSHEET 4</b>	<b>A. Truck Capacity (CY)</b>	<b>B. Units Available</b>	<b>C. Group Capacity (AxB)</b>
<i>Equipment</i>			
Dump Truck, Light	6	4	24
Dump Truck, Medium	8	4	32
Dump Truck, Heavy	10	8	80
Capacity Per Cycle (CY) [sum the right column]			136

Note: In estimating units available, it is essential to consider that some equipment may not operationally ready each day. Hence, an out-of-service factor based on local experience should be applied to obtain a realistic estimate of equipment available for use on a daily basis.

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**Tab C**

**ESTIMATING DEBRIS DISPOSAL QUANTITY**

Worksheet 5 provides a method of estimating the volume of debris that will have to be disposed of after volume reduction. It requires taking a **sample of the debris in each sector** to determine the percent of burnable debris (B below), the percent of burnable C&D debris (C below), the percent of non-burnable debris (D below) broken down by recyclable materials (D-1) and other material (D-2), and the percent of hazardous debris. In taking a sample, it is desirable to include debris from at least 10 properties.

<b>Worksheet 5</b>	<b>Sector 1</b>	<b>Sector 2</b>	<b>Sector 3</b>	<b>Sector 4</b>
<i>Sample Debris Characteristics</i>				
A. Debris volume [from Worksheet 2]	59742	9583		
B. % Burnable Natural Debris	.30	.40		
C. % Burnable C&D Debris	.32	.28		
D. % Non-Burnable Debris	.35	.32		
D-1. Potentially Recyclable	.07	.10		
D-2. Landfill	.28	.20		
E. % Hazardous Debris	.03	.02		
<i>Disposal Volume (cubic yards)</i>				
F. Burnable Natural Debris (A x B)	17922	3833		
F-1. Amount to be chipped/ground <sup>1</sup>	200	0		
F-2. Amount to be burned	17722	3833		
G. Burnable C&D Debris (A x C)	19117	2683		
H. Total Burnable (F-2 + G)	36839	6516		
I. Volume for disposal after burning (H x .05)	1841	326		
J. Volume for disposal after chipping or shredding (F-1 x .25)	50	0		
K. Non-Burnable Debris (A x D)	20910	3067		
L. Less Non-Burnables to be Recycled <sup>2</sup>	5400	767		
M. Volume of Non-Burnables for Disposal (K - L)	15510	2300		
N. Volume (Non-hazardous) for Landfill Disposal (I + J + M) <sup>3</sup>	17401	5693		
N. Total for Landfill Disposal [add quantities in row N above]	23094			
O. Volume for Hazmat Disposal (A x E)	1792	191		
P. Total for Hazmat Disposal [add quantities in row O above]	1983			

Notes:

1. Local officials need to decide how much debris to chip or grind instead of burning. The quantity should be based on a) the amount of chipped/ground wood that local government wants to retain for use as mulch and b) the amount that can be disposed of without cost or at some profit to landscape products firms. Since chipping and grinding costs approximately the same as burning and produces a higher volume of residue, there is little reason to chip and grind instead of burning if you also have to pay to have the resulting mulch hauled away.
2. This number should be based on the proportion of recyclable materials for which you can determine there is a ready market. Recycling materials for which there is no market simply leaves you sorted debris to haul to the landfill.
3. If mulch produced in the chipping and grinding operation is hauled away without cost, do not include it (Item J) in the equation because disposal of that material is no longer your problem.

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**Tab D**

**ESTIMATING REQUIREMENTS FOR DEBRIS STORAGE & PROCESSING SITES**

This methodology may be used to determine the space required for debris storage and processing sites.

It assumes that:

1. Debris will be stacked 10 feet high.
2. 40 percent of a site will be used for storage; 60 percent will be used for sorting areas, separation between debris piles, roads, site buffers, and burn pits

<b>WORKSHEET 6</b>		
A. Debris Volume in cubic yards (CY) [From Worksheet 2 or 7]		69325
B. CY per acre assuming 10' stack height <sup>1</sup>		16117
C. Acres for debris storage only (A/B)		4.3
D. Multiplier for processing, roads, & buffers		1.66
E. Required facility area in acres <sup>2</sup>		7.1

Notes:

1. If you plan to use a stack height other than the typical 10 feet, use the following formula to compute CY per acre:

$$\text{CY} = (\text{stack height in feet} / 3) \times 4840$$

2. Where the area requirement is large, the requirement is generally satisfied by establishing several sites that, taken collectively, provided the needed area.

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**APPENDIX - 3**

**PUBLIC WORKS RESPONSE ASSET INVENTORY**  
(NIMSCAST METRIC 6.1)<sup>4</sup>

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<sup>4</sup> NIMSCAST METRIC 6.1

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# **ANNEX L**

# **UTILITIES**



# APPROVAL & IMPLEMENTATION

## Annex L

### UTILITIES

National Response Framework                      ESF: 12  
State Comprehensive Emergency Management Plan      ESF: 12

**PRIMARY AGENCIES:**                      **County Utilities**

**SUPPORT AGENCIES:**                      **County Engineering & Facilities**  
   **County Road Division**  
   **County Emergency Management**

\_\_\_\_\_  
County Utilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Emergency Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Engineering & Facilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Road Division

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Date

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# ANNEX L

## UTILITIES

### I. AUTHORITY

See Basic Plan, Section I.

### II. PURPOSE

The purpose of this annex is to describe the organization, operational concepts, responsibilities, and procedures to prevent, protect from, respond to, and recover from temporary disruptions in utility services that threaten public health or safety in the local area.

This annex is not intended to deal with persistent shortages of water due to drought or with prolonged statewide or regional shortages of electricity or natural gas. Measures to deal with protracted water shortages are addressed in the drought plans that must be maintained by each public water supply utility. Resolving protracted water shortages normally requires long-term efforts to improve supplies. Measures to deal with widespread energy shortages are normally promulgated by state and federal regulatory agencies. Local governments may support utility efforts to deal with long-term water and energy supply problems by enacting and enforcing conservation measures and providing the public information pertinent to the local situation.

### III. EXPLANATION OF TERMS

#### A. Acronyms

Co-Op	Cooperative
COOP	Continuity of Operations Plan
EMC	Emergency Management Coordinator
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
NAC	Nevada Administrative Code
NDEM	Nevada Division of Emergency Management
NDEP	Nevada Division of Environmental Protection
NIMS	National Incident Management System
NRF	National Response Framework
PUC	Public Utility Commission
SEOC	State Emergency Operations Center
SOP	Standard Operating Procedures

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. As noted in the general situation statement and hazard summary in Section IV.A. and Figure 1 of the Basic Plan, our area is vulnerable to a number of hazards. These hazards could result in the disruption of electrical power, telephone service, and water and wastewater services as well as natural gas service.
2. The loss of utility services, particularly extended utility outages, could adversely affect the capability of local personnel to respond to and recover from the emergency situation that caused the disruption of utility service and create additional health and safety risks for the general public.
3. Public utilities are defined as those companies and organizations authorized to provide utility services, including electricity, water, sewer service, natural gas, and telecommunications, to the general public in a specified geographic area. Utilities may be owned and/or operated by a municipality, a General Improvement District, a regional utility authority, investors, or by a private non-profit organization such as a member cooperative (co-op).

The public utilities serving our community include:

- |                      |  |
|----------------------|--|
| a) Electric:         | NV Energy, City of Fallon Electric Grid                      |
| b) Water/Wastewater: | City of Fallon Utility Service<br>Churchill County Utilities |
| c) Telephone:        | CC Communications  |
| d) Natural Gas:      | Southwest Gas Corporation                                    |

Additional information on these utilities is provided in Appendix 1 to this annex.

4. The state and/or federal government regulate most utility providers. State regulators include:
  - a) The Public Utilities Commission (PUC) for telecommunications companies, electric production and distribution companies and natural gas companies.
  - b) The Nevada Division of Environmental Protection (NDEP) for most water suppliers and wastewater utilities.
5. Virtually all utilities are required by state regulations to have emergency operations plans for restoring disrupted service. Many utilities maintain emergency operations centers and those that do not normally have procedures to establish temporary facilities when they need them.
6. Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems. In areas where telephone service is provided by above-

ground lines that share poles with electrical distribution lines, telecommunications providers may not be able to make repairs to the telephone system until electric utilities restore power lines to a safe condition.

7. Municipal utilities and private non-profit utilities such as electric cooperatives, may be eligible for reimbursement of a portion of the costs for repair and restoration of damaged infrastructure in the event the emergency situation is approved for a Presidential disaster declaration that includes public assistance (PA).

**B. Assumptions:**

1. In the event of damage to or destruction of utility systems, utility operators will restore service to their customers as quickly as possible.
2. A major disaster or a disaster affecting a wide area may require extensive repairs and reconstruction of portions of utility systems that may take considerable time to complete.
3. Damage to electrical distribution systems and sewer and water systems may create secondary hazards such as increased risk of fire and public health hazards.
4. Each utility will direct and control its own resources and plan to carryout its own response operations, coordinating as necessary with local government and with other utilities.
5. Individual utility operators, particularly small companies, may not have sufficient physical or monetary resources to restore utility systems affected by a major disaster or one having widespread effects. Utilities typically obtain supplementary repair and restoration assistance from other utilities pursuant to mutual aid agreements and by using contractors hired by the utility.
6. Equipment and personnel from other city departments and agencies may be employed to assist a municipal utility in repairing its systems and restoring service to the public.

## **V. CONCEPT OF OPERATIONS**

**A. General**

1. Incident activities for the utilities function will include work in an Incident Command System (ICS) environment with an Incident Commander (IC), maintaining communications with the IC and Emergency Operations Center (EOC), and implementing local and regional mutual aid agreements as required.
2. In the event of a loss of utility service for any reason, local government is expected to rapidly assess the possible impact on public health, safety, and property, and on private property, and take appropriate actions to prevent a critical situation from occurring or to minimize the impact in accordance with the Continuity of Operations Plan. Where utility service cannot be quickly restored, the County government will have to take timely

action to protect people, property, and the environment from the effects of a loss of service.

3. Local governments are not expected to direct utility companies to repair utility problems. Utilities have a franchise that requires them to provide service to their customers and they have the ultimate responsibility for dealing with utility service outages. Virtually all utilities are required by state regulations to make all reasonable efforts to prevent interruptions of service and, if interruptions occur, to reestablish service in the shortest possible time. Utilities are required to inform state officials of significant service outages and expected to keep their customers and local officials informed of the extent of utility outages and, if possible, provide estimates of when service will be restored.
4. Local governments that own or operate utilities are responsible for restoring service to local customers and may commit both their utility and non-utility resources to accomplish that task.
5. For utilities that are not government-owned, local government is expected to coordinate with those utilities to facilitate their efforts to restore service to the local area.
6. The County should identify critical local facilities and establish general priorities for restoration of utility service. This list of priorities must be communicated to the utilities serving those facilities. Examples of critical facilities may include:
  - a) The EOC
  - b) Police, fire, and EMS stations
  - c) Hospitals
  - d) Water treatment and distribution facilities
  - e) Sewage pumping and treatment facilities
  - f) Buildings serving as public shelters or mass feeding facilities
  - g) Fueling facilities

Appendix 2, Utility Restoration Priorities for Critical Facilities, provides a sample of initial utility restoration priorities for critical facilities. These priorities are based on general planning considerations; they should be reviewed and, if necessary, updated based on the needs of a specific situation.
7. Utility companies may not be able to restore service to all critical facilities in a timely manner, particularly if damage has been catastrophic and a substantial amount of equipment must be replaced or if repairs require specialized equipment or materials that are not readily available. In large-scale emergencies, utility companies may have to compete with individuals, businesses, industry, government, and other utility companies for manpower, equipment, and supplies.

## **B. Local Government Response to a Utility Outage**

1. It is essential for County officials to obtain an initial estimate of the likely duration of a major utility outage from the utility as soon as possible for response actions to begin. Once that estimate is obtained, local officials should make a determination of the anticipated impact and determine the actions required to protect public health and safety and public and private property.
2. Extended utilities outages may require the County to take action to protect public health and safety and public and private property. Such actions may include:
  - a) Water or Sewer Outage
    - 1) Curtail general water service to residents to retain water in tanks for firefighting and for controlled distribution to local residents in containers.
    - 2) Arrange for supplies of emergency drinking water for the general public and for bulk water for those critical facilities that require it to continue operations.
    - 3) If sewer service is disrupted, arrange for portable toilets and hand washing facilities to meet sanitary needs.
  - b) Electrical or Natural Gas Outage
    - 1) Obtain emergency generators to power water pumping stations, water treatment facilities, sewage lift stations, sewage treatment facilities, fueling facilities, and other critical sites. See Appendix 3 to this annex.
    - 2) During period of cold weather, establish public shelters for residents who lack heat in their homes.
    - 3) During periods of extreme heat, establish “cooling sites” for residents who do not have air conditioning in their homes
    - 4) Request volunteer groups set-up mass feeding facilities for those without electrical or gas service and cannot prepare meals.
    - 5) Coordinate with ice distributors to ensure ice is available locally to help citizens preserve food and medicines.
    - 6) Arrange for fuel deliveries to keep emergency generators running at critical facilities.
  - c) Telecommunications Outage
    - 1) Request telecommunications providers implement priority service restoration plans.
    - 2) Activate amateur radio support.

- 3) Request external assistance in obtaining additional radios and repeaters or satellite telephones.
- d) General
  - 1) Isolate damaged portions of utility systems to restore service quickly to those areas where systems are substantially undamaged.
  - 2) In cooperation with utilities, institute utility conservation measures. See Appendix 4 to this annex.
  - 3) Disseminate emergency public information requesting conservation of utilities.
  - 4) Assist in relocating patients of medical facilities, residential schools, and similar institutions that cannot maintain the required level of service for their clients.
  - 5) Provide law enforcement personnel to control traffic at key intersections if traffic control devices are inoperative.
  - 6) Consider staging fire equipment in areas without electrical or water service.
  - 7) Consider increased security patrols in areas that have been evacuated due to lack of utility service.
3. See Appendix 1 to Annex M, Resource Management, for planning factors for emergency drinking water, ice, portable toilets, and food.

### **C. Facilitating Utility Response**

1. Local officials may facilitate utility response by:
  - a) Identifying utility outage areas reported to local government. Although many utility systems have equipment that reports system faults and customer service numbers for people to report problems, outage information reported to local government can also be helpful.
  - b) Asking citizens to minimize use of utilities that have been degraded by emergency situations. See Appendix 4 for utility conservation measures.
  - c) Identifying local facilities for priority restoration of utilities.
  - d) Coordinating with the utility on priorities for clearing debris from roads which also provides access to damaged utility equipment.
  - e) Providing access and traffic control in utility repair areas where appropriate.
2. Large-scale Emergency Situations.

In large-scale emergency situations which produce catastrophic damage in a limited area or severe damage over a wide area, utilities are typically faced with a massive repair and rebuilding effort that cannot be completed in a reasonable time without

external support. In such circumstances, utilities typically bring in equipment and crews from other utilities and from specialized contractors. In these situations, utilities may request assistance from the County in:

- a) Identifying lodging for repair crews – hotels, motels, school dormitories, camp cabins, and other facilities.
- b) Identifying restaurants to feed crews or caterers who can prepare crew meals.
- c) Identifying or providing a staging area or areas for utility equipment coming from other locations and providing security for such areas.
- d) Obtaining water for repair crews.
- e) Identifying operational sources of fuel in the local area.

#### **D. Protecting Resources and Preserving Capabilities**

In the event of a slowly developing emergency, it is possible that utilities may be able to mitigate some of the effects of a major emergency or disaster by protecting key facilities and equipment. The critical facilities/key resources within our community are identified in *Appendix 2*.

1. In the event of a flooding threat, facilities such as sewage or water-treatment constructing dikes, sandbagging, or using pumps to prevent water from entering the facility may protect facilities or electrical substations. In some cases, in an effort to preserve pumps, electrical control panels, and other vital equipment, it may also be prudent to remove that equipment from facilities to prevent damage due to rising water.
2. In the event of a hazardous materials spill in rivers or lakes used for water supplies, contamination of water distribution systems may be avoided by temporarily shutting down water intakes.
3. Loss of power could severely affect critical functions such as communications, water pumping, purification, and distribution; sewage disposal; traffic control; and operation of critical medical equipment. Critical facilities that require back-up electrical power should have appropriate generation equipment on site if possible. If this is not feasible, emergency generator requirements should be determined in advance to facilitate timely arrangements for such equipment during emergency situations. Appendix 3 provides forms to record information on existing backup generators and to identify requirements for additional emergency generators. The Utility Coordinator will provide such forms to facility operators to complete and maintain a file of completed forms for both existing generators and potential generator requirements.

#### **E. Utility Support for Emergency Response Operations**

The assistance of utility providers may be needed to support other emergency response and recovery operations. Such assistance may include:

1. Rendering downed or damaged electric lines safe to facilitate debris removal from roadways.

2. Cutting off utilities to facilitate the emergency response to fires, explosions, building collapses, and other emergency situations.
3. Facilitating search and rescue operations by cutting off electrical power, gas, and water to areas to be searched.
4. Establishing temporary utility hookups to facilitate response activities.

#### **F. Utility Support for Disaster Recovery Operations**

Utilities play a primary role in the recovery process and must coordinate closely with local government to:

1. Render electrical lines and gas distribution lines safe before local officials authorize re-entry of property owners into affected areas to salvage belongings and repair damage to their homes and businesses.
2. Participate in inspections of affected structures to identify hazards created by damaged utilities and eliminate those hazards.
3. Determine the extent of damage to publicly owned utility infrastructure and equipment.
4. Restore utility systems to their pre-disaster condition.

#### **G. Public Information**

1. It is essential to provide the public current information on utility status, the anticipated time to restore service, recommendations on dealing with the consequences of a utility outage, conservation measures, and information on sources of essential life support items such as water. Locally developed emergency public information relating to utility outages should be developed in coordination with the utilities concerned to ensure that messages are accurate and consistent.
2. In some emergency situations, many of the normal means of disseminating emergency public information may be unavailable and alternative methods of getting information out to the public may have to be used.
3. Utilities are complex systems and service may be restored on a patchwork basis as damaged components are repaired or replaced. Some neighborhoods may have utility service restored while adjacent neighborhoods are still without power or water. In some cases, one side of a street may have power and the opposite side may not. In these circumstances, the quality of life for local residents can often be significantly improved by using public information messages to encourage those who have working utilities to take in their neighbors who do not. This approach can also significantly reduce the number of people occupying public shelters and using mass feeding facilities.



## H. Activities by Phases of Emergency Management:

### 1. Prevention

#### a) All utilities. Local officials should:

Have emergency management personnel familiar with the local hazard assessment review proposed utility construction or renovation activities to determine if existing hazards will be increased by such activities.

#### b) Utilities owned or operated by the County/City, Utility officials should:

- 1) Assess the vulnerability of existing municipal electrical, gas, water, and sewer systems to known hazards and take actions to avoid or lessen such vulnerabilities.
- 2) Maintain portable generators and pumps to meet unexpected needs and/or identify rental sources for such equipment that can respond rapidly during an emergency to avoid and/or reduce the effects of other incidents.

### 2. Preparedness

#### a) All utilities. Local officials should:

- 1) Contact local utilities to determine the type of damage assessment information that they can normally provide in an emergency. Provide utilities with names of key officials and contact information for those officials and the local SOC that utilities can use to provide information to local government during an emergency.
- 2) Reduce vulnerability of new utility infrastructure to known hazards through proper site selection and facility design.
- 3) Coordinate with the emergency management staff to develop plans to protect public utility facilities and equipment at risk from known hazards, and to maintain supplies and equipment to carry out such plans.
- 4) Develop plans to install emergency generators in key facilities and identify emergency generator requirements for facilities where it is not possible to permanently install backup generators. See Appendix 3 for further information.
- 5) Ensure the Utility Coordinator and the local EOC have emergency contact numbers for utilities serving the local area other than published customer service numbers.
- 6) Coordinate with the occupants of critical governmental and non-government facilities to establish a tentative utility restoration priority list for such facilities; see Appendix 2 for utility restoration priorities for critical facilities. Provide the restoration priority list to appropriate utilities.

- 7) Cooperate with social service agencies and volunteer groups to identify local residents with potential health or safety problems that could be immediately affected by utility outages and provide such information to utilities for action.
  - 8) Request utilities brief local officials and members of the EOC staff on their emergency service restoration plans periodically.
  - 9) Encourage utilities to participate in local emergency drills and exercises.
  - 10) Train workers, especially supervisors, to be familiar with ICS incident site procedures.
  - 11) Ensure mutual aid agreements are completed.
- c) Utilities owned or operated by the County/City. Utility officials should:
- 1) Train and exercise personnel in emergency response operations.
  - 2) Plan for adequate staffing during and after emergencies.
  - 3) Ensure emergency plans are kept up-to-date.
  - 4) Ensure emergency equipment is in good repair and secured against damage from likely hazards.
- 5) Stockpile adequate repair supplies for likely emergency situations.
- 6) Conclude utility mutual aid agreements and establish procedures for requesting assistance from other utilities.

### 3. Response

- a) All utilities. Local officials should:
- 1) Request that each utility that serves the local area which has suffered system damage regularly report its operational status, the number of customers affected by service outages, and areas affected.
  - 2) Provide expedient substitutes for inoperable utilities at critical facilities to the extent possible or relocate those facilities if necessary. Update utility restoration priorities for critical facilities as necessary.
  - 3) If an extended utility outage is anticipated, take those actions necessary to protect public health and safety and private and public property and implement utility conservation measures. See Section V.B and Appendix 4 to this annex.
  - 4) Facilitate utility emergency response to the extent possible. See Section V.C of this annex.

- 5) Include utility status information in the Initial Emergency Report and period Situation Reports produced during major emergencies and disasters. See Annex N, Direction & Control.
- b) Utilities owned or operated by the County/City. Utility officials should:
    - 1) For slowly developing emergency situations, take appropriate action to protect utility infrastructure from the likely effects of the situation. See Section V.D of this annex.
    - 2) Make emergency utility repairs as necessary. If a large number of utility customers or a wide area is affected, use the critical facility utility restoration priorities in Appendix 2 to this annex, as modified by the SOC, as a basis for initial actions.
    - 3) Request mutual aid assistance or contractor support if needed.
    - 4) If possible, provide trained utility crews to assist emergency services during emergency response operations.
4. Recovery
- a) All Utilities. Local officials should:
    - 1) Continue to request regular reports from each utility serving the local area concerning its operational status, the number of customers affected by service outages, and areas affected.
    - 2) For major emergencies and disasters, obtain estimates of damages from municipal utilities or member-owned non-profit utilities for inclusion in local requests for disaster assistance. See Annex J, Recovery.
    - 3) Update utility restoration priorities for critical facilities as appropriate. See Appendix 2 to this annex
    - 4) Request utilities that participate in major emergency operations to participate in any local post-incident review of such operations.
  - b) Utilities owned or operated by the County. Utility officials should:
    - 1) Provide regular updates to the EOC on utility damages incurred, the number of customers affected, and areas affected.
    - 2) Participate in utility damage assessment surveys with state and federal emergency management personnel.
    - 3) In coordination with the EOC staff, request mutual aid resources, contractor support, or state assistance, if necessary.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. The operations of utilities owned or operated by local government will be directed by those individuals who manage the utility on a daily basis, including:

- a) County Engineer
- b) City Public Works Director

These individuals are expected to continue to manage the operations of those utilities during emergency situations.

2. Individuals designated by the owners or operators of utilities that are not owned or operated by local government will manage the operation of those utilities.
3. The County Engineer/City Public Works Director shall serve as the Utility Coordinator to coordinate emergency preparedness activities with utilities, maintain this annex and related utility data that may be needed during emergency, and act as a liaison with utilities during emergency operations.

### **B. Assignment of Responsibilities**

1. The Board of County Commissioners &/or County Manager will:
  - a) Provide general direction for the local response to major utility outages that may affect public health and safety or threaten public or private property and, within the limits of legal authority, implement measures to conserve utilities.
  - b) For city or town owned or operated utilities, the City / Town Manager may provide general guidance and recommendations regarding the utility response to emergency situations in the local area through the Utility Coordinator or, where appropriate, through individual utility managers.
2. The Utility Coordinator/other will:
  - a) Coordinate with utilities to obtain utility emergency point of contact information and provide emergency contact information for key local officials and the SOC to utilities.
  - b) Maintain information on the utilities serving the local area, including maps of service areas. See Appendix 1
  - c) Maintain the Utility Restoration Priorities for Critical Facilities (Appendix 2). In coordination with the EMC, update utility restoration priorities for critical facilities in the aftermath of an emergency situation if required.
  - d) Maintain information on existing emergency generators and potential generator requirements. See Appendix 3.
  - e) Coordinate regularly with utilities during an emergency situation to determine utility status, customers and areas affected, and what response, repair, and restoration actions are being undertaken, and provide information to the EMC.

- f) Advise the EMC what actions should be taken to obtain services for those without utilities or to relocate those where services cannot be restored where it appears outages will be long-term.
  - g) Coordinate with the EMC and respond to requests from utilities for assistance in facilitating their repair and reconstruction activities (see Section V.C of this annex) or coordinating their efforts with other emergency responders.
  - h) Ensure current information on utility assets is provided for inclusion in Annex M, Resource Management.
  - i) Request resource assistance from utilities during emergencies when requested by the Resource Management staff.
  - j) Develop and maintain this annex.
3. The Emergency Management Coordinator (EMC) will:
- a) Provide guidance to the Utility Coordinator on handling utility issues and obtaining utility status reports.
  - b) Assign utility-related problems to the Utility Coordinator for resolution.
4. Utility Managers are expected to:
- a) Ensure utility emergency plans comply with state regulations and are up-to-date.
  - b) Respond in a timely manner during emergency situations to restore utility service. Advise designated local officials or the ESF 12 Coordinator in the SEOC of utility status, number of customers affected, and areas affected so that local government may take action to assist residents that may be adversely affected by utility outages.
  - c) Train and equip utility personnel to conduct emergency operations.
  - d) Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures.
  - e) Maintain adequate stocks of needed emergency supplies and identify sources of timely re-supply of such supplies during an emergency.
  - f) Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that could assist in restoration of utilities for major disasters.
  - g) Ensure utility maps, blueprints, engineering records, and other materials needed to conduct emergency operations are available during emergencies.
  - h) Obtain utility restoration priorities for critical local facilities from the Utility Coordinator for consideration in utility response and recovery planning.

- i) Take appropriate measures to protect and preserve utility equipment, personnel, and infrastructure, including increasing security when there is a threat of terrorism directed against utility facilities.
5. City owned or operated utilities will, in addition:
- a) Identify and train personnel to assist in damage assessment for public facilities.
  - b) Where possible, provide personnel with required technical skills to assist in restoring operational capabilities of other government departments and agencies and in search and rescue activities.
  - c) When requested, provide heavy equipment support for emergency response and recovery activities of local government.
  - d) Draft regulations or guidelines for the conservation of power, natural gas, or water during emergency situations. If local officials approve such rules or guidelines, assist the Public Information Officer in communicating them to the public.
  - e) Maintain records of expenses for personnel, equipment, and supplies incurred in restoring public utilities damaged or destroyed in a major emergency or disaster as a basis for requesting state or federal financial assistance, if such assistance is authorized.
6. The Incident Commander will coordinate utility-related response issues through the Utility Coordinator if the EOC has been activated, or through the EMC or directly with the utility or utilities affected if that facility has not been activated. The Incident Commander may assign missions to utility crews that have been committed to an incident.
7. The Public Information Officer will:
- Coordinate with the Utility Coordinator and utilities to provide timely, accurate, and consistent information to the public regarding utility outages, including communicating:
- a) Protective measures, such as boil water orders.
  - b) Conservation guidance, such as that provided in Appendix 4.
  - c) Instructions, including where to obtain water, ice, and other essentials.
8. The Road Division and Engineering/Facilities Division will:
- Upon request, provide heavy equipment and personnel support for restoration of government-owned or operated utilities.

## VII. DIRECTION & CONTROL

- A. The Board of County Commissioners &/or County Manager will provide general direction for the local response to major utility outages that may affect public health and safety or threaten public or private property and may, within the limits of legal authority, direct implementation of local measures to conserve utilities.
- B. The Incident Commander (IC), to protect lives and property, can make operational decisions affecting all incident activities and workers at the incident site. The Incident Commander normally may assign missions to utility crews from government-owned or operated utilities that utility managers have committed to an incident or request other utilities to perform specific tasks to facilitate the emergency response.
- C. The Utility Coordinator will monitor utility response and recovery operations, receive situation reports from utilities and disseminate these to local officials and the SOC, identify local utility restoration priorities to utility providers, coordinate utility support for the Incident Command Post, facilitate local government support for utility response and recovery efforts, request resource support from utilities, and perform other tasks necessary to coordinate the response and recovery efforts of utilities and local government.
- D. Utility managers will normally direct the emergency response and recovery activities of their organizations. Utility crews will generally be directed by their normal supervisors.
- E. Utility crews responding from other areas pursuant to a utility mutual aid agreement and contractors hired by utilities to undertake repairs will normally receive their work assignments from the utility which summoned or hired them. Organized crews will normally work under the immediate control of their own supervisors.
- F. The line of succession for the Utility Coordinator is:
  - 1. County Engineer
  - 2. City Public Works Director
  - 3. Planning Director
  - 4. Road Department Supervisor

## VIII. READINESS LEVELS

### A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in section V.H. of this annex.

### B. Readiness Level III – Increased Readiness

- 1. Government-owned or operated utilities:
  - a) Inform key utility staff members of the potential for an emergency.
  - b) Review emergency plans and procedures.
  - c) Check equipment status and correct deficiencies.

- d) Review supply status and fill shortfalls.
  - e) Monitor the situation.
  - f) Ensure recall rosters are up-to-date.
2. For other utilities, the Utility Coordinator should:
- a) Ensure utility managers are aware of the possible impending threat.
  - b) Check emergency contact information for each utility and ensure that each utility manager knows how to contact the local Utility Coordinator and the SOC.
  - c) Ensure each utility has a copy of the current Utility Restoration Priorities for Critical Facilities and a list of any known special utility service needs.
  - d) Request utilities keep the Utility Coordinator informed of any plans, protective actions, or preparedness activities that may affect the local area.

### **C. Readiness Level II – High Readiness**

1. Government-owned or operated utilities:
- a) Monitor the situation.
  - b) Increase short-term readiness of equipment if possible.
  - c) Alert utility response personnel for possible emergency duty.
  - d) Review mutual aid plans and advise mutual aid resources of possible emergency operations.
  - e) Review contractor and supplier lists and alert contractors and suppliers of possible emergency operations.
  - f) Identify personnel to the staff the Incident Command Post (ICP) and SOC.
2. For other utilities, the Utility Coordinator should:
- a) Advise utilities them of the impending emergency.
  - b) Update them on the status of local preparedness actions.
  - c) Request utilities keep the Utility Coordinator informed of any plans, protective actions, or preparedness activities that may affect the local area.
  - d) Notify them if the SOC is activated.

### **D. Readiness Level I – Maximum Readiness**

1. Government-owned or operated utilities:



- a) Continue to monitor and review the impending situation.
  - b) Activate utility emergency control center, as appropriate, and, upon request, provide utility representation to the EOC if it is activated.
  - c) Place utility emergency response crews in alert status and off-duty personnel on standby.
  - d) Implement planned protective measures for utility infrastructure and equipment.
  - e) Test utility communications systems.
  - f) Consider precautionary deployment of emergency response crews.
2. For other utilities, the Utility Coordinator should:
- a) Advise utilities of the impending situation and planned local response actions.
  - b) Advise utilities when the SOC or an Incident Command Post is activated.
  - c) Update point of contact information if necessary
  - d) Conduct communications checks.
  - e) If the primary impact of the impending hazard is likely to be on utilities, invite appropriate utilities to send a liaison officer to the local SOC.

## **IX. ADMINISTRATION & SUPPORT**

### **A. Resource Support and Readiness**

1. In general, utilities are responsible for obtaining and employing the resources needed to make repairs to or reconstruct their systems.
  - a) Local governments may commit their non-utility resources to assist the utilities they own or operate in responding to emergency situations. Local governments may also utilize their utility resources in responding to non-utility emergencies unless local statutes preclude this.
  - b) In general, local governments may not use public resources to perform work for privately owned companies, including utility companies. Privately owned utility companies are expected to use their own resources and additional resources obtained through mutual aid. They may also contract services in response to emergency situations. Most electric and telecommunications utilities are party to mutual aid agreements that allow them to request assistance from similar types of utilities within the region, within the State, or from other states. Some water and gas companies may also be party to mutual aid agreements. Many privately owned utility companies have contingency contracts with private contractors for repair and reconstruction.

- c) Although local government may not use its resources to perform repair work for privately owned utilities, it may take certain actions to facilitate the response of utilities, whether public or private, to an emergency situation. Some of these actions are outlined in Section V.C of this annex.
2. In the event of a utility outage, the County is expected to use its own resources and those that it can obtain pursuant to mutual aid agreements or by contracting with commercial suppliers to protect public health and safety as well as public and private property. In the event that these resources are insufficient to deal with the situation, the County may request state resource assistance through the SEOC. Requests for state assistance should be made or authorized by the EMC.

## **B. Coordination**

During emergency situations involving utility outages, the Utility Coordinator/EMC is expected to maintain communications with utilities by any means possible. When the County EOC is operational, that facility will act as the focal point for communications between the County and utilities. The utilities communication network is depicted in Appendix 5.

## **C. Critical Facilities List**

The Utility Coordinator will ensure all utilities that serve the County are provided copies of the restoration priorities for local critical facilities. See Appendix 2, Utility Restoration Priorities for Critical Facilities.

## **D. Reporting**

1. During major emergencies, the Utilities Coordinator should coordinate with utilities serving the local area to obtain information on their operational status, the number of customers and areas affected, and the estimated time for restoration of service. If possible, a schedule of periodic reporting should be established.
2. The Utilities Coordinator should provide utility status information to the SOC staff and provide utility status inputs for the Initial Emergency Report and periodic Situation Reports prepared during major emergencies and disasters. See Appendices 2 and 3 to Annex N, Direction & Control, for information regarding these reports.

## **E. Records**

1. Certain expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party or, in the event of a Presidential disaster declaration, partially reimbursed by the federal government. Therefore, all government-owned or operated utilities should keep records of labor, materials, and equipment used and goods and services contracted for during large-scale emergency operations to provide a basis for possible reimbursement, future program planning, and settlement of claims.
2. Municipal utility districts and electric cooperatives are also eligible for federal assistance in a Presidential declared disaster. Estimates of damage to these utilities should be included in damage reports submitted by the County to support a request for federal

assistance. Hence, such utilities should be advised to maintain records of repair expenses as indicated in the previous paragraph in order to provide a basis for possible reimbursement of a portion of those expenses.

**F. Post-Incident Review**

Our Basic Plan provides that a post-incident review be conducted in the aftermath of a significant emergency event. The purpose of this review is to identify needed improvements in plans, procedures, facilities, and equipment. Utility managers and other key personnel who participate in major emergency operations should also participate in the post-incident review.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. The Utility Coordinator/EMC is responsible for developing and maintaining this annex with the support from individuals and organizations specified in Section VI.B.
- B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies tasked in this annex will develop SOPs that address assigned tasks.

**XI. REFERENCES**

- A. ESF 12 of the State Comprehensive Emergency Management Plan.
- B. FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101)

**APPENDICES:**

Appendix 1..... Local Utility Information  
Appendix 2..... Utility Restoration Priorities for Critical Facilities  
Appendix 3..... Emergency Generator Forms  
Appendix 4..... Utility Conservation Measures  
Appendix 5..... Utility Communications Network

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**APPENDIX 1  
LOCAL UTILITY INFORMATION**

1. Electric  
**NV Energy (Headquarters)**  
6100 Neil Road  
Reno, NV 89511  
Switchboard: (775) 834-3600  
Business Office: (800) 962-0399  
Fax: (775) 834-4202  
EMERGENCY: (775) 329-2063/2064
  
2. Telephone  
**CC Communications (County Owned)**  
1750 West Williams Avenue  
Fallon, NV 89406  
Main Number: (775) 423-7171  
Emergencies: (775) 423-3428
  
3. Water  
**Churchill County Water**  
155 North Taylor Street  
Fallon, NV 89406  
Main Number: (775) 423-2153  
  
**Fallon City Water**  
55. West Williams Avenue  
Fallon, NV 89406  
Main Number: (775) 423-5104  
Emergencies: (775) 423-2111
  
4. Wastewater  
**Churchill County Water**  
155 North Taylor Street  
Fallon, NV 89406  
Main Number: (775) 423-2153  
  
**Fallon City Water**  
55. West Williams Avenue  
Fallon, NV 89406  
Main Number: (775) 423-5104  
Emergencies: (775) 423-2111
  
5. Natural Gas  
**Southwest Gas Corporation**  
5900 Mac Donald Drive  
Fernley, NV 89408  
Main: (775) 835-6638  
Emergencies: (775) 455-5050








### APPENDIX 3 EMERGENCY GENERATOR FORMS

1. The emergency generator forms which follow are provided to facilitate pre-planning for emergency generator requirements, either to obtain a generator which does not have one or replace an existing generator which has failed.

The Emergency Generator Information – Existing Installation forms should be used to record information on existing emergency generators in case they must be replaced.

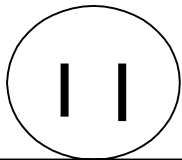
The Emergency Generator Information – Additional Equipment forms should be used to identify requirements for additional emergency generators for critical facilities that do not currently have such generators.

2. Forms should be completed by the owner or operator of the facility that has or may need a generator, and a copy provided to the local EMC. A separate form should be completed for each existing generator or additional generator that is required. The local Utility Coordinator will maintain completed forms for use during emergencies. It is suggested that individuals completing these forms retain a copy for their own records.
3. In completing these forms, keep the following in mind:
  - A. If in doubt about what type of capability is needed, consult a qualified electrician.
  - B. Generators are often quite heavy and should be emplaced on a firm, level site, and preferably a paved area.
  - C. A forklift is normally used to emplace a skid-mounted generator. The forklift operator must have adequate room to maneuver.
  - D. In considering emergency generator sites, remember that generators are often noisy and produce exhaust fumes that may be sucked into nearby ventilation intakes. Vehicle access will be needed to refuel.

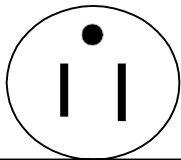
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**EMERGENCY GENERATOR INFORMATION  
(Existing Installation)**

1	Facility Name:
2	Facility Address:
3	Facility Type: <input type="checkbox"/> EOC <input type="checkbox"/> Communications Ctr <input type="checkbox"/> Medical Facility <input type="checkbox"/> Fuel Facility <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire/Rescue Facility <input type="checkbox"/> EMS Facility <input type="checkbox"/> Water Pumping /Treatment <input type="checkbox"/> Wastewater Pumping/Treatment <input type="checkbox"/> Other (specify)
4	Facility Point of Contact: _____ Phone: _____
5	If more than one generator exists, provide generator number or location within facility:
6	Electrical Requirements; Kilowatts: _____ Volts: _____ Amperes: _____ Phase: <input type="checkbox"/> Single <input type="checkbox"/> 3-Phase Wye <input type="checkbox"/> 3-Phase Delta <input type="checkbox"/> Other:
7	Fuel: <input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> Other:
8	Fuel Tank Size: Gallons: _____ Pounds: _____
9	Fuel Tank Type: <input type="checkbox"/> Attached to generator <input type="checkbox"/> Separate tank
10	Generator Weight: _____ Pounds: _____ Tons: _____
11	Starting: <input type="checkbox"/> Automatic <input type="checkbox"/> Manual/Recoil <input type="checkbox"/> Other:
12	Generator Support: <input type="checkbox"/> Pad/Permanent Installation <input type="checkbox"/> Skid <input type="checkbox"/> Trailer
13	Generator in Weather Housing: <input type="checkbox"/> Yes <input type="checkbox"/> No
14	Electrician On-site or Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
15	Is Generator Hard Wired to Electrical System? <input type="checkbox"/> Yes <input type="checkbox"/> No
16	Generator Receptacles Required (indicate numbers and types; see illustrations below):
17	Other Pertinent Information:



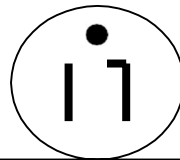
15A-125V  
NEMA 1-15R



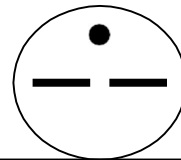
15A-125V  
NEMA 5-15R



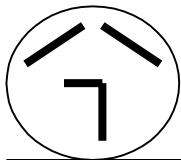
20A-125V  
NEMA 5-20R



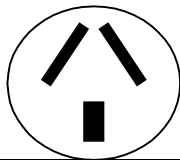
30A-125V  
NEMA 5-30R



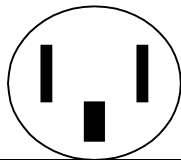
30A-250V  
NEMA 6-30R



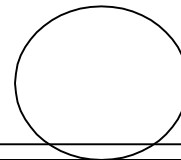
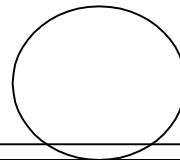
30A-125/250V  
NEMA 5-30R



50A-125/250V  
NEMA 10-50R



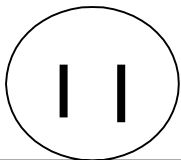
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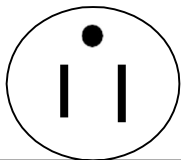
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## EMERGENCY GENERATOR INFORMATION (Additional Equipment)

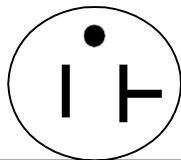
1	Facility Name:
2	Facility Address:
3	Facility Type: <input type="checkbox"/> EOC <input type="checkbox"/> Communications Ctr <input type="checkbox"/> Medical Facility <input type="checkbox"/> Fuel Facility <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire/Rescue Facility <input type="checkbox"/> EMS Facility <input type="checkbox"/> Water Pumping /Treatment <input type="checkbox"/> Wastewater Pumping/Treatment <input type="checkbox"/> Other (specify)
4	Facility Point of Contact: <span style="float: right;">Phone:</span>
5	Electrical Requirements: Kilowatts: _____ Volts: _____ Amperes: _____ Phase: <input type="checkbox"/> Single <input type="checkbox"/> 3-Phase Wye <input type="checkbox"/> 3-Phase Delta <input type="checkbox"/> Other:
6	Fuel Available: <input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> Other:
7	Site Access: Site accessible for emplacing trailer-mounted unit? <input type="checkbox"/> Yes <input type="checkbox"/> No Site accessible for unloading/positioning skid-mounted unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
14	Electrician On-site or Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
16	Generator Receptacles Needed (indicate numbers and types; see illustrations below):
17	Other Pertinent Information:



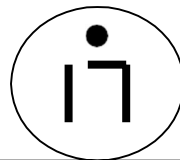
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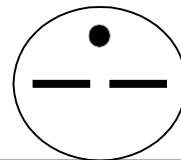
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NEMA 5-15R



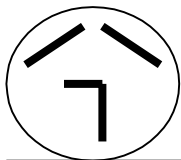
20A-125V  
NEMA 5-20R



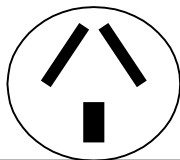
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NEMA 5-30R



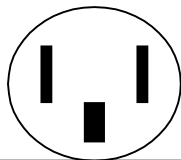
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NEMA 6-30R



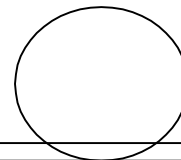
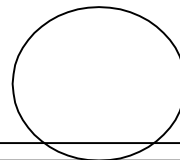
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50A-125/250V  
NEMA 10-50R



50A-250V  
NEMA 6-50R



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## APPENDIX 4 UTILITY CONSERVATION MEASURES

The utility conservation measures outlined in this appendix are suggested measures. The specific measures to be implemented should be agreed upon by local government and the utilities concerned.

### 1. Conservation Measures for Natural Gas

#### A. Step 1. Discontinue:

- 1) Use of gas-fueled air conditioning systems except where necessary to maintain the operation of critical equipment.
- 2) All residential uses of natural gas, except refrigeration, cooking, heating, and heating water.
- 3) Use of gas-fueled clothes dryers.

#### B. Step 2. Reduce:

- 1) Thermostat settings for gas-heated buildings to 65 degrees during the day and 50 degrees at night.
- 2) Use of hot water from gas-fueled water heaters.

### 2. Conservation Measures for Electric Power

#### A. Step 1. Discontinue:

- 1) All advertising, decorative, or display lighting.
- 2) Use of electric air conditioning systems except where necessary to maintain the operation of critical equipment.
- 3) Use of electric ovens and electric clothes dryers.
- 4) Use of all residential electric appliances, except those needed to store or cook food and televisions and radios.

#### B. Step 2. Reduce:

- 1) Reduce thermostat setting for electrically heated buildings to a maximum of 65 degrees during the day and 50 degrees at night.
- 2) Minimize use of hot water in buildings that use electric water heaters.
- 3) Reduce both public and private outdoor lighting.
- 4) Reduce lighting by 50 percent in homes, commercial establishments, and public buildings.

#### C. Step 3. Cut off electricity to:

- 1) Non-essential public facilities.
- 2) Recreational facilities and places of amusement such as theaters.

D. Step 4. Cut off electricity to:

- 1) Retail stores, offices, businesses, and warehouses, except those that distribute food, fuel, water, ice, pharmaceuticals, and medical supplies.
- 2) Industrial facilities that manufacture, process, or store goods other than food, ice, fuel, pharmaceuticals, or medical supplies or are determined to be essential to the response and recovery process.
- 3) Office buildings except those that house agencies or organizations providing essential services.

3. Water Conservation Measures

A. Step 1.

- 1) Restrict or prohibit outdoor watering and washing of cars.
- 2) Close car washes.

B. Step 2

- 1) Restrict or curtail water service to large industrial users, except those that provide essential goods and services.
- 2) Restrict or prohibit use of public water supplies for irrigation and filling of swimming pools.
- 3) Place limits on residential water use.

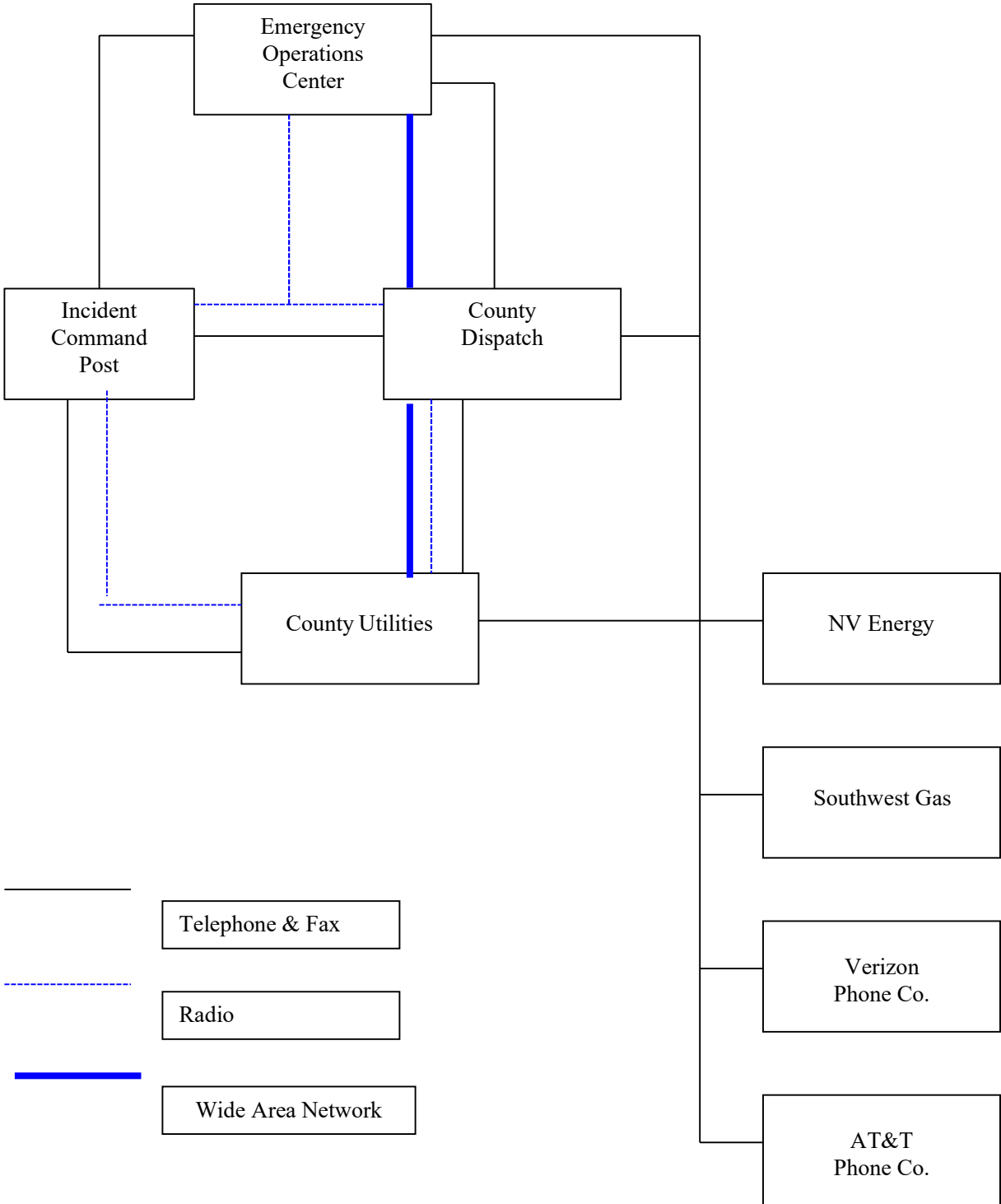
C. Step 3

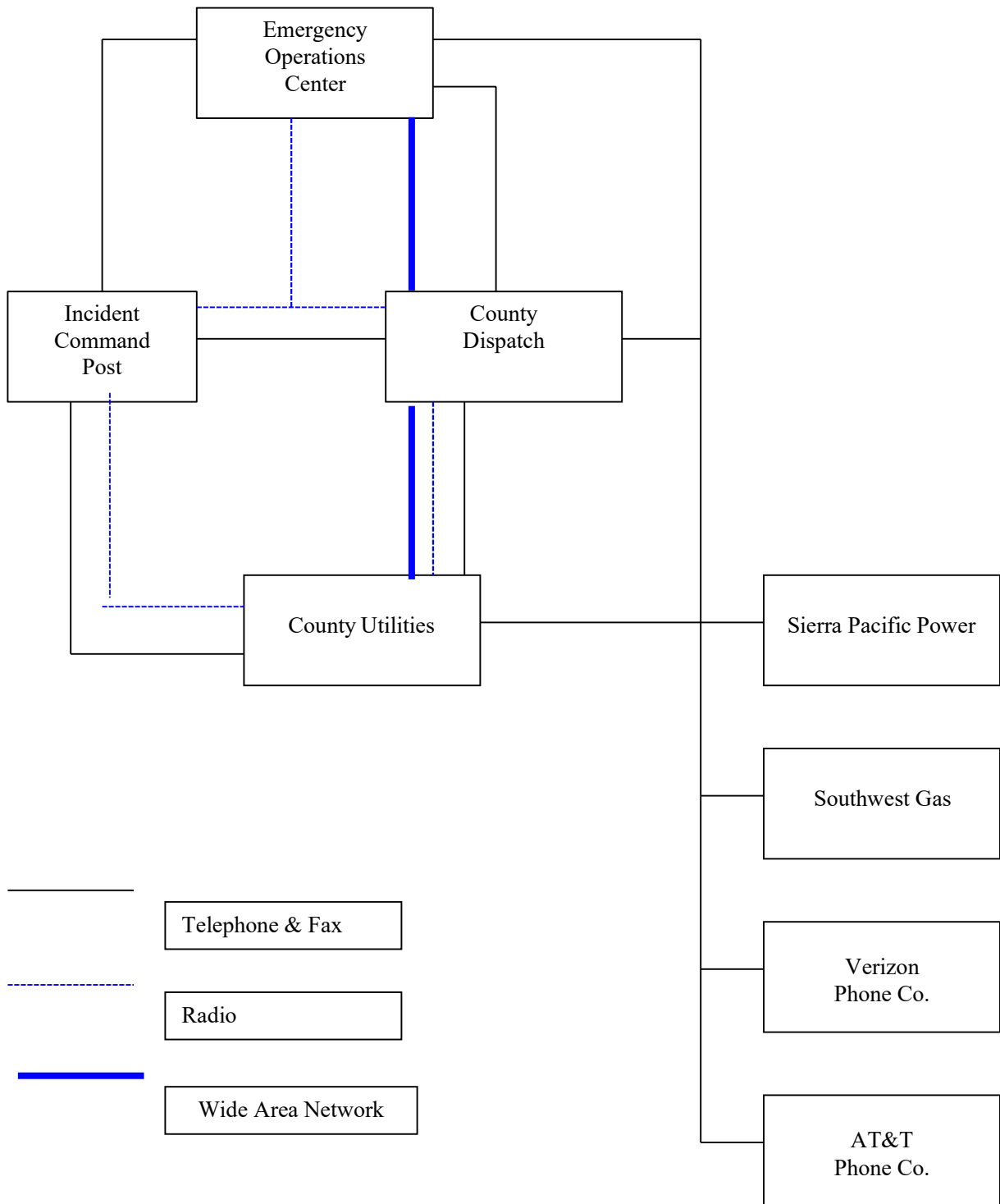
- 1) Restrict or cut off water service to industrial facilities not previously addressed, except those that provide essential goods and services.
- 2) Restrict or cut off water service to offices and commercial establishments, except those that provide essential goods and services.

D. Step 4

- 1) Restrict or curtail residential water use.

**APPENDIX 5  
UTILITY COMMUNICATIONS DIAGRAM**







# **ANNEX M**

# **RESOURCE MANAGEMENT**



# APPROVAL & IMPLEMENTATION

## Annex M

### Resource Management

**National Response Framework** ESF 7  
**State Comprehensive Emergency Management Plan** ESF 7

**PRIMARY AGENCIES:** County Comptroller  
County Emergency Management

\_\_\_\_\_  
County Comptroller

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Emergency Management

\_\_\_\_\_  
Date

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## ANNEX M

### RESOURCE MANAGEMENT

#### I. AUTHORITY

See Basic Plan, Section I.

#### II. PURPOSE

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency situations or when such situations appear imminent.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
MAC	Multi-Agency Coordination System
NIMS	National Incident Management System
NRF	National Response Framework
SOPs	Standard Operating Procedures

##### B. Definitions

Multi-Agency Coordination Systems. Used in the support of incident management, this system combines facilities, equipment, personnel, procedures, and communications into a common framework. A multiagency coordination system can be used to develop consensus on priorities, resource allocation, and response strategies. Representatives from within the local government as well as external agencies and nongovernmental entities may work together to coordinate a jurisdiction's response.

#### IV. SITUATION & ASSUMPTIONS

##### A. Situation

1. As noted in the general situation statement in section IV.A of our Basic Plan, The County is at risk from a number of hazards that could threaten public health and safety and private and public property and require the commitment of local resources to contain, control, or resolve.

2. Resource management planning during pre-disaster hazard mitigation activities is designed to lessen the effects of known hazards. During pre-disaster preparedness activities it is designed to enhance the local capability to respond to a disaster. Throughout an actual response to a disaster or during the post-disaster recovery process, resource management is essential to ensure smooth operations. Hence, we must have a resource management capability that is based on sound business practices that can function efficiently during emergency situations, and comply with the framework set forth by the National Incident Management System (NIMS) as well as including certain reporting and coordinating requirements contained in the National Response Framework (NRF).
3. Effective resource management is required in all types of emergency situations – from incidents handled by one or two emergency services working under the direction of an IC, to emergencies that require a response by multiple services and external assistance, to catastrophic incidents that require extensive resource assistance from the state and/or federal government for recovery.
4. For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Therefore, other local resources may have to be diverted from their day-to-day usage to emergency response. Additionally, we may have to request resources from other jurisdictions or the state and it may be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.
5. In responding to major emergencies and disasters, the BOCC, County Manager or EMC may issue a disaster declaration and invoke certain emergency powers to protect public health and safety and preserve property.
  - a. When a disaster declaration has been issued, the County may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster. See Annex U, Legal, for additional information regarding the emergency powers of government. The District Attorney should provide advice regarding the legality of any proposed suspension of statutes or rules. When normal purchasing and contracting rules are suspended, it is incumbent on the County Comptroller to formulate and advise government employees of the rules that are in effect for emergency purchasing and contracting.
  - b. When a disaster declaration has been issued, the County may commandeer public or private property, if necessary, to cope with a disaster, subject to compensation. This procedure should be used as a last resort and only after obtaining the advice of the District Attorney.

## **B. Assumptions**

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.
2. Additional supplies and equipment required for emergency operations will generally be available from normal sources of supply. However, some of our established vendors may not be able to provide needed materials on an emergency basis or may become



victims of the emergency situation. Hence, standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis.

3. Some of the equipment and supplies needed during emergency operations are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.
4. Inter-local agreements will be invoked and resources made available when requested.
5. Some businesses and individuals that are not normal suppliers will be willing to rent, lease, or sell needed equipment and supplies during emergency situations.
6. Some businesses may provide equipment, supplies, manpower, or services at no cost during emergency situations. Developing agreements between local government and the businesses in advance can make it easier to obtain such support during emergencies.
7. Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.
8. Volunteer groups active in disaster will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.
9. Donated goods and services can be a valuable source of resources.

## **V. CONCEPT OF OPERATIONS**

### **A. Guidelines**

1. Our resource management, in accordance with the NIMS, involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. In order to facilitate resource management, coordination activities will take place in the EOC.
2. When necessary, a Multi-agency Coordination System will be organized. Multi-agency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response, information sharing, and facilitating communication.
3. As established in the NIMS, resource management is based on four guiding principles:
  - a. The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources
  - b. The classification of kinds and types of resources required to support incident management
  - c. The use of a credentialing system linked to uniform training and certification standards

- d. The incorporation of resources from non-traditional sources, such as the private sector and nongovernmental organizations.
4. It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. We will commit our available resources to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.
5. As a basis for employing our resources to their greatest capacity during emergency situations, we will develop and maintain a current inventory of our dedicated emergency resources and other resources that may be needed during emergency operations. All of our resources, pursuant to the NIMS, are classified by kinds and types. A complete list of our resources is included in Appendix 3.
6. In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, we will execute agreements in advance with those groups and individuals for use of their resources.
7. Some of the resources needed for emergency operations may be available only from businesses. Hence, we [have established/will establish] emergency purchasing and contracting procedures.
8. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Resource Manager shall maintain a list of local and nearby suppliers for these essential needs items. See Appendix 1 to this annex.
9. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions, such a medical care and fire protection.
10. It is important to maintain detailed records of resources expended in support of emergency operations:
  - a. As a basis for future department/agency program and budget planning.
  - b. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

## **B. Management Operations**

1. The IC is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the emergency operation. The IC will determine the need to establish a

Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support.

2. If the EOC is activated, the Incident Commander shall continue to manage emergency resources committed at the incident site. The Resource Manager in the EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the Incident Commander to determine requirements for additional resources at the incident site. Departments and agencies involved in emergency operations that require additional resources should use the Emergency Resource Request form in Appendix 2 to communicate their requirements to the resource management staff.
3. If additional resources are required, the Resource Manager shall coordinate with the EMC/EOC Manager to:
  - a. Activate and direct deployment of additional local resources to the incident site.
  - b. Request mutual aid assistance.
  - c. Purchase, rent, or lease supplies and equipment.
  - d. Obtain donated resources from businesses, individuals, or volunteer groups.
  - e. Contract for necessary services to support emergency operations.
  - f. Commit such resources to the IC to manage.
4. If the resources above are inadequate or inappropriate for the tasks to be performed, the Resource Manager shall coordinate with the EMC to prepare a request for state resource assistance for approval by the County Manager to be forwarded to the SEOC.
5. The Resource Manager should be among those initially notified of any large-scale emergency. When warning is available, key suppliers of emergency equipment and supplies should be notified that short notice orders may be forthcoming.
6. The Resource Manager shall consult with the District Attorney to determine potential liabilities before accepting offers of donations of supplies, equipment, or services or committing manpower from individual or volunteer groups to emergency operations.

### **C. Activities by Phases of Emergency Management**

1. Mitigation
  - a. Review the local hazard analysis and, to the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment, and supplies.
  - b. Enhance emergency capabilities by acquiring staff, equipment, and supplies to reduce shortfalls and executing inter-local agreements to obtain access to external resources during emergencies.
2. Preparedness
  - a. Establish and train an emergency resource management staff. Staff members should be trained to perform resource management in an incident command operation or in the EOC.

- b. Maintain a complete resource inventory list, located and on [status boards/the Resource Management computer] in the EOC. This resource inventory should include resources not normally used in day-to-day incident response that may be needed during emergencies and disasters.
- c. Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.
- d. Maintain the list of local and nearby suppliers of immediate needs resources; see Appendix 1.
- e. Ensure emergency call-out rosters include the Resource Manager, who should maintain current telephone numbers and addresses for sources of emergency resources.
- f. Ensure that after-hours contact numbers are obtained for those companies, individuals, and groups who supply equipment and supplies that may be needed during emergency operations and that those suppliers are prepared to respond to on short notice during other than normal business hours.

### 3. Response

- a. Advise the County Manager and emergency services staff on resource requirements and logistics related to response activities.
- b. Coordinate and use all available resources during an emergency or disaster; request additional resources if local resources are insufficient or inappropriate.
- c. For major emergencies and disaster, identify potential resource staging areas.
- d. Coordinate emergency resource needs with local departments, nearby businesses, industry, volunteer groups, and, where appropriate, with state and federal resource suppliers.
- e. Coordinate resources to support emergency responders and distribute aid to disaster victims.
- f. Maintain records of equipment, supply, and personnel costs incurred during the emergency response.

### 4. Recovery

- a. In coordination with department/agency heads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract services to develop estimates of expenses incurred in response and recovery operations.
- b. In coordination with department/agency heads, determine repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.

- c. Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state or federal government.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. General.**

1. The function of resource management during emergency situations shall be carried out in the framework of our normal emergency organization described in Section VI.A of the Basic Plan. Preplanning for resource management operations shall be conducted to ensure that staff and procedures needed to manage resources in an emergency situation are in place.
2. The Emergency Management Coordinator, in coordination with the Comptroller, shall serve as the Resource Manager and will be responsible for planning, organizing, and carrying out resource management activities during emergencies. The Resource Manager will be assisted by a temporary staff, described below, assembled from those departments and agencies with the required skills and experience.
3. During an emergency or disaster, the Resource Manager will fulfill requests for additional personnel, equipment, and supplies received from emergency response elements, identify resources to satisfy such requirements, coordinate external resource assistance, and serve as the primary point of contact for external resources made available to the County.

### **B. Task Assignments**

1. The BOCC &/or County Manager:
  - a. Will administer the rules and regulations regarding resource management during emergency situations established by the local governing body.
  - b. May provide general guidance on resource management and establish priorities for use of resources during emergency situations.
  - c. May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, he or she may, under certain circumstances, commandeer private property, subject to compensation requirements, to respond to such situations. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or public property and state or federal assistance will be needed to recover from the incident. See Annex J, Recovery, and Annex U, Legal, regarding disaster declarations.
  - d. May request assistance from the State through the SEOC if local resources are insufficient to deal with the emergency situation.
2. The IC will:

- a. Manage resources committed to an incident site.
  - b. Monitor the status of available resources and request additional resources through the Logistics Section at the ICP.
3. The Resource Manager will:
- a. Advise elected officials and department heads regarding resource management needs and the priorities for meeting them.
  - b. Maintain the county resource inventory list.
  - c. Provide qualified staff at the ICP and the EOC to track the status of resources -- those committed, available, or out-of-service.
  - d. Maintain a list of suppliers for emergency resource needs (see Appendix 1). Identify sources for additional resources from public and private entities and coordinate the use of such resources.
  - e. Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, to include donated goods.
  - f. Monitor potential resource shortages and establish controls on use of critical supplies.
  - g. Organize and train staff to carry out the Logistics function at the ICP and the Resource Management function at the EOC.
4. The Resource Manager or a designated Supply & Distribution Coordinator will:
- a. Determine the most appropriate means for satisfying resource requests.
  - b. Locate needed resources using resource and supplier lists and obtain needed goods and services.
  - c. Coordinate with the Donations Coordinator regarding the need for donated goods and services (see Annex T, Donations Management).
  - d. Coordinate resource transportation requirements with the Transportation Officer (See Annex S, Transportation).
  - e. Direct and supervise the activities of the Supply and Distribution Officers.
5. The Distribution Officer will:
- a. Arrange delivery of resources, to include settling terms for transportation, specifying delivery location, and providing point of contact information to shippers.
  - b. Advise the Supply and Distribution Coordinator when the jurisdiction must provide transportation in order to obtain a needed resource.

- c. Oversee physical distribution of resources, to include material handling.
  - d. Ensure temporary storage facilities or staging areas are arranged and activated as directed.
  - e. Track the location and status of resources.
6. The Supply Officer will:
- a. Identify sources of supply for and obtain needed supplies, equipment, labor, and services.
  - b. Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.
  - c. Keep the Distribution & Supply Coordinator informed of action taken on requests for supplies, equipment, or personnel.
  - d. Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.
7. The Comptrollers Office shall:
- a. Oversee the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of the jurisdiction).
  - b. Advise County officials and department heads on record keeping requirements and other documentation necessary for fiscal accountability.
8. The District Attorney shall:
- a. Advise the resource management staff regarding procurement contracts and questions of administrative law.
  - b. Review and advise county officials on possible liabilities arising from resource management operations during emergencies.
  - c. Monitor reports of overcharging/price gouging for emergency supplies and equipment and repair materials and refer such reports to the Office of the Attorney General.
9. All departments and agencies will coordinate emergency resource requirements that cannot be satisfied through normal sources of supply with the Resource Management staff.

## VII. DIRECTION & CONTROL

### A. General.

1. The County Manager &/or BOCC shall, pursuant to NIMS, provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.
2. The Resource Manager may provide advice regarding resource management to the County, Manager, Board of County Commissioners, the IC, and other officials during emergencies.
3. The IC will manage personnel, equipment, and supply resources committed to an incident, establishing a Logistics Section if necessary. If the EOC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources.
4. When the EOC is activated, the Resource Manager will manage overall resource management activities from the EOC. The IC shall manage resources committed to the incident site and coordinate through the Resource Manager to obtain additional resources. The Resource Manager shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
5. The Resource Manager will identify public and private sources, from which resources needed can be obtained during an emergency situation, and originate emergency procurements or take action to obtain such resources by leasing, renting, borrowing, or other means.
6. The Resource Manager will direct the activities of those individuals assigned resource management duties in the EOC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.

### B. Line of Succession. The line of succession for the Resource Manager is:

1. Emergency Management Coordinator
2. Comptroller
3. Incident Commander

## VIII. READINESS LEVELS

### A. Readiness Level 4 – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.C.1 and V.C.2 above.



## **B. Readiness Level 3 - Increased Readiness**

1. Review the potential emergency situation, determine resource management staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
2. Designate resource management personnel on call for emergency duty.
3. Update local resource inventory.

## **C. Readiness Level 2 – High Readiness**

1. The Resource Manager will review resource request procedures and any known resources limitations pertinent to the potential hazard facing the local area with county officials and the EOC staff.
2. The Resource Manager will brief assigned staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report to duty if called.
3. In coordination with the EMC and department heads, determine potential resource needs based on the potential threat.
4. Contact suppliers to advise them of threat and possible needs.
5. Consider relocation or other means of protecting resources at risk.

## **D. Readiness Level 1 – Maximum Readiness**

1. Designated resource management personnel will proceed to the ICP or to the EOC if requested.
2. Implement protective actions for resources.

# **IX. ADMINISTRATION & SUPPORT**

**A. Maintenance of Records.** All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

**B. Preservation of Records.** Vital resource management records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

**C. Training.** Individuals who will be performing resource management duties in the EOC or at the incident command post shall receive training on their required duties and the operating procedures for those facilities.

**D. Resource Data**

1. The Resource Manager shall keep current the list of available emergency resources in Appendix 3.
2. The Resource Manager shall keep current information on the sources of essential disaster supplies in Appendix 1

**E. Support.** The Resource Manager is responsible for coordinating standby agreements for emergency use of resources with businesses, industry, individuals, and volunteer groups. The District Attorney shall be consulted regarding such agreements and approve them.

**X. DEVELOPMENT & MAINTENANCE**

- A.** The Comptroller and EMC, who serves as the Resource Manager, are responsible for developing and maintaining this annex.
- B.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

**XI. REFERENCES**

**APPENDICES**

Appendix 1.....Essential Disaster Supplies  
Appendix 2... ..Emergency Resource Request  
Appendix 3... ..Resource Inventory

**APPENDIX 1**  
**ESSENTIAL DISASTER SUPPLIES**

**1. Planning Factors**

a. Drinking Water

- 1) The planning factor for drinking water is 3 gallons per person per day.
- 2) Emergency drinking water is usually provided in the form of bottled water. Bottled water is available from a variety of sources already palletized and ready to ship.
- 3) People sometimes request that water tankers be emplaced in specific areas as fill-it-yourself water stations. This arrangement is often undesirable because potable water tankers are generally in short supply, a distribution system of piping and faucets must be fabricated, and such facilities usually have to be staffed.

b. Ice

- 1) Ice is needed to preserve food and medicines.
- 2) The planning factor for ice is one 8 to 10 pound bag per person per day.
- 3) Bagged ice is available from a number of distributors. When arranging for ice, keep in mind that ice is obviously perishable and you will probably need to retain the refrigerated delivery truck to preserve the product while it is being distributed.

c. Portable Toilets

- 1) The general planning factor is 8 to 10 toilets per hundred people. In areas where people are well dispersed, additional toilets may be needed to keep the walk to sanitary facilities reasonable.
- 2) In requesting portable toilets, ensure that the contract for providing the toilets includes the requirement to service them on a regular basis. A local or nearby firm that has existing arrangements for waste disposal is often preferable.
- 3) Portable toilets should be sited at least 100 feet from any water source or cooking facility. To prevent disease, it is desirable to have hand-washing facilities in the vicinity of toilets.

d. Food

- 1) Shelter and mass care facilities and mobile feeding units generally aim to provide at least two, and preferably three, simple meals per day – cereal, sandwiches, and soup. When requesting feeding service, provide not only an estimate of the number of people that need to be fed, but also indicate the number of those who are infants and children 1 to 3 years of age so that suitable food can be provided.
- 2) It may be possible to obtain packaged non-perishable meals for disaster victims who remain in their homes and cannot easily be served by fixed or mobile feeding facilities. A good estimate of the number of people who must be fed and for how long is vital in requesting such meals.

e. Plastic Sheeting & Tarps

- 1) Plastic sheeting and tarps are used to protect damaged structures from further damage by foul weather.

- 2) The planning factor for plastic sheeting is 1100 square feet per home. That amount covers half the roof of a typical 1800 square foot house.
- 3) For plastic sheeting: 4 or 5 mil thickness, 8+ feet wide – the wider the better.
- 4) For tarps: inexpensive polyethylene tarps are readily available. Tarps should have grommets.
- 5) Rope can be used to install tarps that have grommets. Furring strips are usually needed to keep plastic sheeting on roofs and walls and may also be used with tarps.

f. Sandbags

- 1) Sandbags may be used to protect structures from rising water.
- 2) Sandbags are available in quantity from a number of commercial distributors.
- 3) If you plan to use a substantial quantity of sandbags, a sandbag-filling machine can expedite filling. These machines are available from a variety of commercial vendors; sandbag distributors may be able to provide such machines or contact information for those who do.

**APPENDIX 2  
EMERGENCY RESOURCE REQUEST  
CHURCHILL COUNTY**

REQUEST DATE	
REQUESTER NAME	
DEPARTMENT/ORGANIZATION	
CONTACT PHONE/FAX	
REQUESTER'S PRIORITY	Highest 1 2 3 4 5 Lowest

EMERGENCY RESOURCE REQUIRED (equipment, supplies, services)

FOR EQUIPMENT:  Purchase  Rent/Lease for (period) \_\_\_\_\_

WHEN REQUIRED?

DELIVERY INFORMATION:

DELIVERY CONTACT, IF OTHER THAN REQUESTER (NAME & PHONE NUMBER):

FOR RESOURCE MANAGEMENT USE ONLY: REQUEST #

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**APPENDIX 3 - FIRE DEPARTMENT RESOURCES**

<b>Equipment Kind &amp; Type</b>	<b>Quantity</b>	<b>Owner</b>	<b>Miscellaneous</b>
<b>Engine Type 1</b>	4	Fire	Quints-Have elevating 62' ladders
<b>TOTAL</b>			
<b>Engine Type 2</b>	3	Fire	4X4
<b>TOTAL</b>			
<b>Engine Type 3</b>	4	Fire	4X4
<b>TOTAL</b>			
<b>Engine Type 4-6</b>	1		4X4
<b>TOTAL</b>			
<b>Tender Type 1</b>	3	Fire	750 GPM Pumps
<b>TOTAL</b>			
<b>Tender Type 2</b>	3	Fire	250 GPM Pumps
<b>Truck: Type 1</b>			
<b>HAZMAT Entry Team Type 1</b>			
Type 4			Operations Level Only
	1		24' Trailer set up to support decon OPs
<b>TOTAL</b>			
<b>Ambulance: Type 1</b>			
<b>TOTAL</b>			
<b>Ambulance: Type 3</b>			
<b>TOTAL</b>			

**LAW ENFORCEMENT RESOURCES**

<b>Equipment Kind &amp; Type</b>	<b>Quantity</b>	<b>Owner</b>	<b>Miscellaneous</b>
SWAT: TYPE 3			
SAR: Cave Rescue Type 2			
SAR: Mountain Type 2			
SAR: ELT Type 1			
SAR: Swift water Type 4			
SAR: Wilderness Type 1			
<b>Mobile Command Type 2</b>	1	Sheriff	Mobile Command Bus
<b>Other</b>	1	Fire	24' Boston Whaler to support a Dive team



**CHURCHILL COUNTY EMERGENCY MANAGEMENT  
PUBLIC WORKS RESOURCE & TYPE LIST**

**AGENCY:**

<b>Resource Description</b>	<b>Type 1</b>	<b>Type 2</b>	<b>Type 3</b>	<b>Type 4</b>	<b>Type 5</b>	<b>Other</b>	<b>N/A</b>
Air Conditioner/Heater							
Air Curtain Burners (Fire Box-Above Ground, Refractory Walled)							
Air Curtain Burners (Trench Burner, In-Ground)							
All Terrain Cranes							
Backhoe Loader			1				
Chillers and Air Handlers							
Concrete Cutter/Multi-Processor for Hydraulic Excavator							
Crawler Cranes							
Debris Management Monitoring Team							
Debris Management Site Reduction Team							
Debris Management Team							
Disaster Assessment Team							
Disaster Recovery Team							
Dump Trailer		2					
Dump-Truck Off Road							
Dump Truck-On Road		4	4				
Electrical Power Restoration Team							
Engineering Services							
Flat Bed Trailer Truck							
Generators							
Hydraulic Excavator (Large Mass Excavation 13cy to 3cy buckets)							
Hydraulic Excavator (Medium Mass Excavation 4cy to 1.75 cy Buckets)			3				
Hydraulic Truck Cranes							
Lattice Truck Cranes							
Track Dozer		1	1				
Tractor Trailer	1						
Tub Grinder							
Tug Boat							
Water Purification Team							



# **ANNEX N**

# **DIRECTION & CONTROL**



# APPROVAL & IMPLEMENTATION

## Annex N

### Direction & Control

National Response Framework ESF:5  
State Comprehensive Emergency Management Plan ESF:5

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County Emergency Management

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Date

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## ANNEX N

### DIRECTION AND CONTROL

#### I. AUTHORITY

Refer to Section I of the Basic Plan for general authorities.

#### II. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary to accomplish direction and control for this jurisdiction. This annex describes our concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

#### III. EXPLANATION OF TERMS

BOCC	Board of County Commissioners
DHS	U.S. Department of Homeland Security
DPS	Department of Public Safety
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NDEM	Nevada Division of Emergency Management
NIMS	National Incident Management System
NRF	National Response Framework
SOP	Standard Operating Procedures
NLETS	Nevada Law Enforcement Telecommunications System

#### IV. SITUATION & ASSUMPTIONS

##### A. Situation

1. Our community is vulnerable to many hazards, which threaten public health and safety and public or private property. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. Our direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that may

begin with a single response discipline and could expand to multidiscipline requiring effective cross-jurisdictional coordination. These emergency situations include:

- a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
  - 1) Involves a limited area and/or limited population.
  - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
  - 3) Warning and public instructions are provided in the immediate area of the incident, not community-wide.
  - 4) Typically resolved by one or two local response agencies or departments acting under an incident commander.
  - 5) Requests for resource support are normally handled through agency and/or departmental channels.
  - 6) May require limited external assistance from other local response agencies or contractors.
  - 7) For the purpose of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
- b. Emergency. An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
  - 1) Involves a large area, significant population, or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) May require community-wide warning and public instructions.
  - 4) Requires a sizable multi-agency response operating under an Incident Commander. The EOC may be activated.
  - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
  - 6) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- c. 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. Characteristics include:

- 1) Involves a large area, a sizable population, and/or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) Requires community-wide warning and public instructions.
  - 4) Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICP) may be activated.
  - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 6) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities.

## **B. Assumptions**

1. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
2. We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to mutual aid agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
3. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.
4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.
5. Our county has adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

## V. CONCEPT OF OPERATIONS

### A. General

1. Our direction and control structure for emergency operations is pursuant to the NIMS, which employs two levels of incident management structures.
  - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
  - b. Multiagency Coordination Systems (MAC) integrates a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
2. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.
3. During major emergencies, disasters, or catastrophic incidents, a Multiagency Coordination System may be advisable. Central to this System is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:
  - a. When a threat of hazardous conditions exists but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.
  - b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
5. For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

### B. Incident Command Operations

1. The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the

situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

2. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff sections charged with those functions. For these serious emergency situations, it is generally desirable to transition to a Unified Command.
3. If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

### **C. EOC Operations**

1. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff; to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.
2. The principal functions of the EOC are to:
  - a. Monitor potential threats.
  - b. *Manage emergency response through the identification of specific and measurable "Objective and Priorities" that are completed by the EOC Emergency Response Team during each Operational Period. These "Objectives and Priorities" should be formally identified in the verbal or written Incident Action Plan. (NIMSCAST Metric 2.3) <sup>1</sup>*
  - c. Support on-scene response operations.
  - c. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
  - d. Analyze problems and formulate options for solving them.
  - e. Coordinate among local agencies and between the [county/city] and state and federal agencies, if required.

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<sup>1</sup> NIMSCAST METRIC 2.3

- f. Develop and disseminate warnings and emergency public information.
- g. Prepare and disseminate periodic reports.
- h. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
- i. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

#### **D. ICS - EOC INTERFACE**

1. When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP 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 IC is generally responsible for field operations, including:
  - a. Isolating the scene.
  - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - c. Warning the population in the area of the incident and providing emergency instructions to them.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - e. Implementing traffic control arrangements in and around the incident scene.
  - f. Requesting additional resources from the EOC.
  - g. Keeping the EOC informed of the current situation at the incident site.
3. The EOC is generally responsible for:
  - a. Mobilizing and deploying resources to be employed by the IC.
  - b. Issuing community-wide warning.
  - c. Issuing instructions and providing information to the general public.
  - d. Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
  - e. Organizing and implementing shelter and mass care arrangements for evacuees.
  - f. Requesting assistance from the State and other external sources.

#### 4. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

- a. From EOC to the ICP. In some situations the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.
- b. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the IC brief the EOC on any on-going tasks or operational issues that require follow-on action by the EOC staff.

#### 5. Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

6. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one incident command post may be established. In this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

### **E. Multi-Agency Coordination System (MACS)**

1. When there are multiple locations of command and control additional consideration is needed to Coordinate and support emergency management and incident response Objectives through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs) and other organizational elements. For the purpose of this plan EOC are MACS since there is only one EOC within the county.

### **F. Activities by Phases of Management**

1. Mitigation
  - a. Establish, equip, and maintain an EOC and an Alternate EOC.
  - b. Identify required EOC staffing; see Tab B to Appendix 1.

- c. Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
- d. Identify and stock supplies needed for ICP and EOC operations.
- e. Develop and maintain procedures for activating, operating, and deactivating the EOC. See Appendix 1 and its tabs.

## 2. Preparedness

- a. Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.
- b. Pursuant to NIMS protocol, conduct NIMS training for department/agency/volunteer group representatives who will staff the EOC and ICP.
- c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations
- d. Test and maintain EOC equipment to ensure operational readiness.
- e. Exercise the EOC at least once a year.
- f. Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources.

## 3. Response

- a. Activate an ICP and the EOC if necessary.
- b. Conduct response operations.
- c. Deactivate ICP and EOC when they are no longer needed.

## 4. Recovery

- a. If necessary, continue EOC activation to support recovery operations.
- b. Deactivate EOC when situation permits.
- c. Restock ICP and EOC supplies if necessary.
- d. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.



## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. Our normal emergency organization, described in Section VI.A of the Basic Plan, will carry out the direction and control function during emergency situations.
2. The organization of incident command operations will be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC based on the tasks that must be performed and the resources available for those tasks.
3. The organization of the EOC is depicted in Tab A to Appendix 1. The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the County Manager and/or Emergency Management Coordinator based on the needs of the situation.

### **B. Assignment of Responsibilities**

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

1. The Board of County Commissioners and/or County Manager will:
  - a. Establish general policy guidance for emergency operations.
  - b. Direct that the EOC be partially or fully activated.
  - c. When appropriate, terminate EOC operations.
2. The Emergency Management Coordinator will:
  - a. Develop and maintain the EOC Staff Roster and EOC operating procedures.
  - b. Activate the EOC when requested or when the situation warrants.
  - c. Serve as an EOC Supervisor.
  - d. Advise the BOCC and County Manager on emergency management activities.
  - e. Coordinate resource and information support for emergency operations.
  - f. Coordinate emergency planning and impact assessment.
  - g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
3. The IC will:
  - a. Establish an ICP and direct and control emergency operations at the scene.

- b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
  - c. Provide periodic situation updates to the EOC, if that facility is activated.
  - d. Identify resource requirements to the EOC, if that facility is activated.
4. Departments/Agencies, and Volunteer Groups assigned responsibilities for ICP or EOC operations will:
- a. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.
  - b. Provide personnel to staff the ICP and the EOC when those facilities are activated.
  - c. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

## VII. DIRECTION & CONTROL

**A. General.** The BOCC and/or County Manager will provide general guidance for the direction and control function, pursuant to NIMS protocols.

**B. Incident Command Operations.** The first responder on the scene will take charge and serve as the IC until relieved by a more senior or qualified individual or an individual designated by a higher authority. An ICP will normally be established at the incident scene; the IC will direct and control response forces from that command post. Attachment 7 to our Basic Plan provides a detailed description of our incident management system, the NIMS.

### **C. EOC Operations**

1. The BOCC and/or County Manager may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
2. The Emergency Management Coordinator may activate the EOC, will normally determine the level of EOC staffing required based upon the situation, and also notify appropriate personnel to report to the EOC.
3. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the EOC be activated to provide a suitable facility to work the issue.
4. The County Manager will serve as the EOC Director and the Emergency Management Coordinator will serve as the Deputy EOC Director. The City of Fallon Emergency Manager will also serve as a Deputy EOC Director

## VIII. READINESS LEVELS

### A. Level 4--Normal Conditions

See the mitigation and preparedness activities in sections V.E.1 and V.E.2.

### B. Level 3--Increased Readiness

1. Check status of EOC equipment and repair or replace as needed.
2. Check status of EOC supplies and restock as needed.
3. Update EOC resource data.
4. Alert staffs, determine personnel availability, and update EOC staff call lists.
5. Consider limited activation of EOC to monitor situation.
6. Consider situation briefings for senior staff.

### C. Level 2-- High Readiness

1. Update EOC staffing requirements based on threat.
2. Determine specific EOC staff assignments and alert staff.
3. Monitor potential emergency situation and determine possible impact areas.
4. Update maps, charts, displays, and resource data.
5. Consider situation briefings for EOC staff.
6. Consider partial activation of EOC if this has not already been accomplished.
7. Check status of Alternate EOC [and Mobile Command Post].

### D. Level 1-- Maximum Readiness

1. Summon EOC staff and activate the EOC.
2. Monitor situation.
3. Update maps, charts, displays, and resource lists.
4. Arrange for food service if needed.
5. Determine possible hazard impact areas and potential hazard effects.
6. Conduct briefings for senior staff and EOC staff.
7. Formulate and implement precautionary measures to protect the public.
8. Coordinate with adjacent jurisdictions that may be affected.

## IX. ADMINISTRATION & SUPPORT

### A. Facilities & Equipment

1. EOC
  - a. The County EOC is located at:
    - 1) 507 S. Main St.
    - 2) Fallon, Nevada
  
  - c. The EOC is equipped with the following communication equipment necessary for conducting emergency operations:

See Annex B, Communications, for communications connectivity.
2. Mobile Command Post
  - a. The Incident Command may request that the Mobile Command Post may be deployed for use as an on-scene command post.
  - b. Communications capabilities of the Mobile Command Post include:
    - 1) All County Frequencies
    - 2) Nevada Mutual Aid Frequencies
    - 3) Cell Phone

### B. Records

1. Activity Logs. The ICP and the EOC shall maintain accurate logs (using standard ICS forms best as possible) recording key response activities, including:
  - a. Activation or deactivation of emergency facilities.
  - b. Emergency notifications to other local governments and to state and federal agencies.
  - c. Significant changes in the emergency situation.
  - d. Major commitments of resources or requests for additional resources from external sources.
  - e. Issuance of protective action recommendations to the public.
  - f. Evacuations.
  - g. Casualties.
  - h. Containment or termination of the incident.
2. Communications & Message Logs

Communications facilities (except public safety communications centers) shall maintain a communications log using standard ICS form 213.

### 3. Cost Information

- a. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.
- b. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
  - 1) Personnel costs, especially overtime costs
  - 2) Operation 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 recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

## C. Reports

### 1. Initial Emergency Report

An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation. See Appendix 2 for the report format.

### 2. Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations. See Appendix 3 for the report format.

## D. Agreements & Contracts

Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing mutual aid agreements and contracts.

**E. EOC Security**

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their County/department issued identification card.
2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. EOC administrative staff will issue a visitor badge to those visitors with a valid need to enter the EOC, which will be surrendered upon departure.

**F. Media**

Media relations will be conducted pursuant to the NIMS. See Annex I, Public Information.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

**A. Development**

1. The Emergency Management Coordinator is responsible for the development and maintenance of this annex.
2. The Emergency Management Coordinator is responsible for the development and maintenance of EOC Standard Operating Procedures.

**B. Maintenance.**

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

**XI. REFERENCES**

- A. GDEM, *Local Emergency Management Planning Guide* (DEM-10)
- B. FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

**APPENDICES**

Appendix 1 ..... Emergency Operations Center

Tab A	EOC Organization
Tab B	EOC Staff Roster
Tab C	EOC Activation/Deactivation
Tab D	EOC Log
Tab E	EOC Message Log
Tab F	EOC Message Form
Tab G	EOC Info/Action Record

Appendix 2 ..... Initial Emergency Report

Appendix 3 ..... Situation Report

## APPENDIX 1 EMERGENCY OPERATIONS CENTER

### 1. Organization & Staffing

- a. The general organization of the EOC during a full activation for emergency operations is depicted in Tab A to this appendix. For a partial activation of the EOC, only those staff members required to deal with a particular emergency situation will be summoned to the EOC.
- b. A sample EOC Staff Roster is provided in Tab B to this appendix. The EMC shall maintain and distribute a current EOC Staff Roster, including the names of EOC team members and contact information (office and home telephone numbers and pager numbers) for those individuals.

### 2. Facilities

- a. Procedures for activation and deactivating the EOC and alternate EOC are provided in Tab C.

### 3. EOC Operations

General operating guidelines for the EOC are provided in Tab D.

### 4. EOC Log

The Basic Plan requires that the EOC maintain accurate logs recording response activities, including:

- a. Activation and deactivation of the EOC.
- b. Emergency notifications to other local governments and to state and federal agencies.
- c. Significant changes in the emergency situation.
- d. Major commitments of resources or requests for additional resources from external sources.
- e. Issuance of protective action recommendations to the public.
- f. Evacuations.
- g. Casualties.
- h. Containment or termination of an incident.

The EOC Log, provided in Tab E shall be used to record this information and other pertinent information.

## **5. Message Handling**

- a. All messages sent by or received in the EOC will be recorded in the EOC Message Log, a copy of which is provided in Tab F.
- b. Outgoing messages will normally be prepared on an EOC Message Form, which is also used to specify how the message should be sent and record the time of dispatch and message number. A copy of the form is provided in Tab G to this appendix. Typed messages may simply be attached to the form.
- c. Incoming verbal messages will be recorded on an EOC Info/Action Record, a copy of which is provided in Tab H to this appendix. For messages that require action, the form is used to assign responsibility for action to EOC staff members and to record the action taken.



**TAB A  
EMERGENCY OPERATIONS CENTER  
ORGANIZATION CHART**

POSITION	AGENCY RESPONSIBLE	FUNCTION
<b>COMMAND</b>		
<b>Policy Group</b>	Board of County Commissioners County Manager District Manager	<ul style="list-style-type: none"> <li>• Policy Development</li> <li>• Legal</li> </ul>
<b>Emergency Operations Center Manager</b>	Emergency Management Coordinator County Manager Sheriff	<ul style="list-style-type: none"> <li>• Direction &amp; Control</li> <li>• Recovery</li> <li>• Resource Management</li> <li>• Hazard Mitigation</li> </ul>
<b>Public Information Officer (JIC/JIS)</b>	Agency PIO's	<ul style="list-style-type: none"> <li>• Media</li> <li>• Public Information</li> </ul>
<b>Liaison Officer</b>	Appointed as necessary	
<b>Safety Officer</b>	Appointed as necessary	
<b>GENERAL STAFF</b>		
<b><u>OPERATIONS SECTION CHIEF</u></b>	Appointed based upon incident type. Usually Fire Chief Officer or Sheriff's Office Command Officer	
<b>Law Enforcement Branch</b>	Sheriff's Office	<ul style="list-style-type: none"> <li>• Law Enforcement</li> <li>• Evacuation</li> <li>• Communications</li> <li>• Warning</li> <li>• Terrorism Prevention &amp; Response</li> <li>• Traffic Control</li> <li>• Scene Security</li> <li>• Criminal Investigation</li> <li>• Coroner</li> <li>• Search and Rescue</li> </ul>
<b>POSITION</b>	<b>AGENCY RESPONSIBLE</b>	<b>FUNCTION</b>

<b>Fire Fighting Branch</b>	Fire Department	<ul style="list-style-type: none"> <li>• Fire Suppression</li> <li>• Fire Prevention</li> <li>• Hazardous Materials &amp; Radiological</li> <li>• EMS</li> <li>• Technical Rescue</li> <li>• Communications &amp; Warning</li> </ul>
<b>Human Services Branch</b>	Human Services Department Public Health Officer Comptroller	<ul style="list-style-type: none"> <li>• Shelter and Mass Care</li> <li>• Health &amp; Medical Services</li> <li>• Donations Management</li> </ul>
<b>Public Works Branch</b>	Engineering Utilities Division Road Division Facilities and Parks Division	<ul style="list-style-type: none"> <li>• Transportation</li> <li>• Debris Removal</li> <li>• Traffic Control</li> <li>• Heavy Equipment and Support</li> <li>• Utility Repair/Restoration</li> </ul>
<p><b>PLANNING SECTION CHIEF- Planning Department</b>  Damage Assessment Unit: Assessors Office, Building Department, Engineering and Facilities  Resource Unit Leader: Appointed from Law Enforcement and/or Fire Districts  Situation Unit Leader: Appointed from staff  Documentation Unit Leader: Appointed from staff  Demobilization Unit Leader: Appointed from staff  Check in Recorder: Appointed from Human Resources  Recovery Unit: Emergency Management, Assessors Office, Building Department, Comptrollers Office</p>		
<p><b>LOGISTICS SECTION CHIEF- Emergency Management</b>  Communications Unit Leader: Appointed from Dispatch Center  Food Unit Leader: Appointed from staff  Supply Unit Leader: Appointed from Comptrollers Staff  Facilities Unit Leader: Appointed from Facilities Division Staff  Medical Unit Leader: Appointed from Fire District or EMS Agency Staff  Ground Support Unit Leader: Appointed from Vehicle Maintenance/Heavy Equipment</p>		
<p><b>FINANCE/ADMINISTRATIVE SECTION CHIEF – Comptroller</b>  Time Unit: Comptroller/Human Resources  Procurement Unit: Comptroller/Human Resources  Compensation/Claims Unit: Comptroller/Human Resources  Cost Unit: Comptroller/Human Resources</p>		

**TAB B**

<b>ORGANIZATION ASSIGNMENT LIST</b>		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION	NAME	<b>4. OPERATIONAL PERIOD (DATE/TIME)</b>		
<b>5. EOC COMMAND STAFF</b>		<b>9. OPERATIONS SECTION</b>		
EOC MANAGER	<input type="text"/>	CHIEF	<input type="text"/>	<input type="text"/>
DEPUTY	<input type="text"/>	DEPUTY	<input type="text"/>	<input type="text"/>
SAFETY OFFICER	<input type="text"/>	<u>a. LAW ENFORCEMENT BRANCH</u>		
INFORMATION OFFICER	<input type="text"/>	BRANCH DIRECTOR	<input type="text"/>	<input type="text"/>
LIAISON OFFICER	<input type="text"/>	DEPUTY	<input type="text"/>	<input type="text"/>
<b>6. AGENCY REPRESENTATIVES</b>		DIVISION/GROUP	<input type="text"/>	<input type="text"/>
AGENCY	NAME	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<u>b. FIRE/RESCUE BRANCH</u>		
<input type="text"/>	<input type="text"/>	BRANCH DIRECTOR	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DEPUTY	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<u>c. HUMAN SERVICES BRANCH</u>		
<input type="text"/>	<input type="text"/>	BRANCH DIRECTOR	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DEPUTY	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<u>d. PUBLIC WORKS BRANCH</u>		
<input type="text"/>	<input type="text"/>	DEPUTY	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DIVISION/GROUP	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<b>10 FINANCE/ADMINISTRATION SECTION</b>		
<input type="text"/>	<input type="text"/>	CHIEF	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	DEPUTY	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	TIME UNIT	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	PROCUREMENT UNIT	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	COMPENSATION/CLAIMS UNIT	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	COST UNIT	<input type="text"/>	<input type="text"/>
PREPARED BY (RESOURCES UNIT)				

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**TAB C**  
**EOC ACTIVATION / DEACTIVATION**

**1. General**

- a. The BOCC and/or County Manager may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
- b. The EMC may activate the EOC and will normally determine the level of EOC staffing required based upon the situation.
- c. The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

**2. Activation Checklist**

✓	<b>Action</b>
<input type="checkbox"/>	Determine level of EOC staffing required.
<input type="checkbox"/>	Make notifications to the appropriate EOC staff and liaison personnel
<input type="checkbox"/>	Advise the [County/City] switchboard and Dispatch Center that EOC is being activated.
<input type="checkbox"/>	Move EOC status boards from storage closet and mount.
<input type="checkbox"/>	Check and clean all EOC map boards
<input type="checkbox"/>	Test EOC telephones
<input type="checkbox"/>	Turn on and test EOC fax in communications room.
<input type="checkbox"/>	Activate and test radios in communications room. (Qualified communications operator only)
<input type="checkbox"/>	Activate EOC computer and printer; test e-mail function and Internet access.
<input type="checkbox"/>	Check operation of EOC copier and ensure copier paper is available.
<input type="checkbox"/>	Turn on the two EOC TV monitors.
<input type="checkbox"/>	Check operation of EOC VCR and ensure blank tapes are available.
<input type="checkbox"/>	Check status of supplies and forms in the EOC work area and replenish from storage closet.
<input type="checkbox"/>	Test emergency generator and determine fuel status. Make arrangements for fuel delivery if required.
<input type="checkbox"/>	Secure EOC entrance and set out EOC sign-in roster.
<input type="checkbox"/>	Ensure Conference Room is cleared out for work use.
<input type="checkbox"/>	Determine requirements for food service.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

### 3. Deactivation Checklist

✓	Action
<input type="checkbox"/>	The EMC shall collect the EOC Log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference.
<input type="checkbox"/>	Advise [County/City] switchboard and Dispatch Center that EOC is being deactivated.
<input type="checkbox"/>	Remove EOC status boards from walls, clean, and return to storage closet.
<input type="checkbox"/>	Clean all EOC map boards.
<input type="checkbox"/>	Turn off EOC fax in communications room.
<input type="checkbox"/>	Deactivate radios in communications room.
<input type="checkbox"/>	Deactivate EOC computer and printer.
<input type="checkbox"/>	Turn off EOC copier and replenish copier paper.
<input type="checkbox"/>	Turn off the two EOC TV monitors.
<input type="checkbox"/>	Ensure EOC VCR is turned off.
<input type="checkbox"/>	Replenish working supplies and forms from storage closet.
<input type="checkbox"/>	Determine generator fuel status and arrange for refueling if necessary.
<input type="checkbox"/>	If Conference Room was used as a work area, ensure it is cleaned up.
<input type="checkbox"/>	Arrange for cleaning of EOC and removal of trash, if necessary,
<input type="checkbox"/>	
<input type="checkbox"/>	



**TAB D  
EOC LOG**

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**TAB E**  
**EOC LOG**

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**TAB F  
EOC MESSAGE FORM**

**EOC MESSAGE FORM**

<b>From</b>	
<b>To</b>	
<b>Subject</b>	
<b>Message Text</b>	

<b>Send By</b>			
<input type="checkbox"/> Radio	<input type="checkbox"/> Teletype	<input type="checkbox"/> Fax	<input type="checkbox"/> E-mail
<b>Date:</b>	<b>Time:</b>	<b>Message #:</b>	
<b>DISTRIBUTION:</b>			

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TAB G  
EOC INFO / ACTION RECORD

EOC INFO/ACTION RECORD		
<b>Date:</b>	<b>Time:</b>	<b>Message #</b>
<b>Received By</b>		
<b>Message From</b>		
<b>Contact Number/ Location</b>		
<b>Message, Issue, Problem or Information:</b>		
<input type="checkbox"/> <b>Info Only</b>	<input type="checkbox"/> <b>Post on Display Board</b>	<input type="checkbox"/> <b>Plot on Map</b>
<input type="checkbox"/> <b>Action Required. Action Assigned To:</b>		
<b>Action Taken</b>		
<b>DISTRIBUTION:</b>		

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## **APPENDIX 2 INITIAL EMERGENCY REPORT**

### **1. PURPOSE**

The purpose of this report is to advise the State (through the local SEOC), nearby jurisdictions that may be affected, and jurisdictions that may provide resources under a mutual aid agreement of an incident that has the potential to become a major emergency or disaster. An Initial Incident Report should be dispatched as soon as it becomes apparent that an incident has the potential to become a serious emergency situation. The report should be sent in written form (such as nLETS teletype or facsimile) if possible. If this is infeasible, a verbal report should be made by telephone or radio.

### **2. FORMAT**

**DATE/ TIME:**

**FROM**

Churchill County

**TO:**

NDEM: \_\_\_\_\_

[Adjacent affected jurisdictions, jurisdictions from which resources may be requested pursuant to interlocal agreements]

**SUBJECT:**

**INITIAL EMERGENCY REPORT**

- a. TYPE OF INCIDENT:
- b. DATE & TIME OF OCCURRENCE:
- c. DESCRIPTION: (a short description of what happened or is occurring)
- d. AREA AFFECTED:
- e. RESPONSE ACTIONS UNDERWAY
- f. ASSISTANCE REQUIRED, IF ANY:
- g. POINT OF CONTACT INFORMATION:

**3. SAMPLE MESSAGE**

**DATE/ TIME:** 11-25-00/1820  
**FROM** NDEM  
**TO:** Hazard County SO

**SUBJECT: INITIAL EMERGENCY REPORT**

- a. TYPE OF INCIDENT: Explosion/Fire/Hazmat Spill
- b. DATE/TIME OF OCCURRENCE: 11-25-00/1915
- c. DESCRIPTION: Peyton Agro-Chem facility on S. Meridian St. exploded. Explosion & resulting fire has destroyed one city block; two more threatened. Possible hazmat plume from stored chemicals.
- d. AREA AFFECTED: 9 blocks, mostly residential, in Southern Disasterville
- e. RESPONSE ACTIONS UNDERWAY: Local fire & police at scene, mutual aid from 2 rural VFDs summoned, Tsunami City Hazmat Team enroute. TCEQ representative enroute.
- f. ASSISTANCE REQUIRED, IF ANY: May need SAR Team and additional Hazmat response resources. Will advise.
- g. POINT OF CONTACT INFORMATION: Joe Jones, EMC, 555-1222.



## APPENDIX 3 SITUATION REPORT

### 1. PURPOSE

The purpose of this report is to advise the State, nearby jurisdictions that may be affected, and jurisdictions that are providing resources under a mutual aid agreement of the status on an ongoing major emergency situation. It may also be useful to provide this report to local officials who are not working at the EOC to keep them informed of the situation. A Situation Report should be prepared and disseminated at least once a day. The report should be sent in written form (such as NLETS teletype, facsimile, or e-mail).

### 2. FORMAT

**DATE/ TIME:** 11-25-00/1820  
**FROM** Disasterville EOC  
**TO:** NDEM

**SUBJECT:** **SITUATION REPORT # 1**  
**FOR [event description] Covering the Period**  
**From \_\_\_\_\_ To \_\_\_\_\_**

- a. CURRENT SITUATION  
*[What is being done about the emergency situation and by whom? Are there any problems hampering the emergency response? Is the situation getting worse, remaining stable, or winding down?]*
- b. AREAS AFFECTED:
- c. RESPONDING AGENCIES/ORGANIZATIONS:  
*[Include local, state, and federal responders plus volunteer groups]*
- d. CASUALTIES (cumulative):
  1. Fatalities
  2. Injured:
  3. Missing:
- e. ESTIMATED DAMAGES (cumulative):
  1. Homes Destroyed/Damaged:
  2. Businesses Destroyed/Damaged:
  3. Govt Facilities Destroyed/Damaged:
  4. Other:
- f. EVACUATIONS (cumulative): *[Estimated number of evacuees]*
- g. SHELTERS (cumulative):
  1. Number of Shelters Open:
  2. Estimated Occupants:
- h. ROAD CLOSURES:
- i. UTILITY OUTAGES:
- j. COMMENTS:

### 3. SAMPLE REPORT

**DATE/ TIME:**

**FROM** [County/City]

**TO:** NDEM

**SUBJECT: SITUATION REPORT # 1  
FOR PEYTON AGRO-CHEM EXPLOSION  
Covering the Period From 11-25-00To 11-26-00**

- a. **CURRENT SITUATION:** Fires in downtown buildings have been extinguished. Chemical plant continues to burn. Search & rescue team has recovered 3 bodies in collapsed buildings in downtown area; firefighters recovered another body. Spilled hazmat in temporary dikes and berms being recovered by contractor Hazwaste, Inc. Evacuees at shelter at Dayton High School operated by ARC. Pesticide residue may have contaminated 2 residential blocks south of plant; assessment underway by NDEP and EPA.
- b. **AREAS AFFECTED:** 1 business block, 8 residential blocks
- c. **RESPONDING AGENCIES/ORGANIZATIONS:**  
Local: Disasterville FD, Floodprone VFD, Tornado VFD, Earthquake FD.  
State: NDEP, NDOT, Dept of Ag, LCSO Search & Rescue Team,  
Federal: US EPA  
Volunteers: ARC, Salvation Army
- d. **CASUALTIES (cumulative):**
  - 1. Fatalities: 4
  - 2. Injured: 11
  - 3. Missing: 2
- e. **ESTIMATED DAMAGES (cumulative):**
  - 1. Homes Destroyed/Damaged: 8//12
  - 2. Businesses Destroyed/Damaged: 6/2
  - 3. Govt Facilities Destroyed/Damaged: 1/0
  - 4. Other:
- f. **EVACUATIONS (cumulative):** Estimated 260
- g. **SHELTERS (cumulative):**
  - 1. Number of Shelters Open: 1
  - 2. Estimated Occupants: 120
- h. **ROAD CLOSURES:**
  - 1. HWY 50 East & West, Meridian, Western, Key, Travis, Fox, Tiber, Alstead, and Calhoun Streets in southern portion of city
  - 2. County Road 124 between city limits and Co. Rd 150.
- i. **UTILITY OUTAGES:** Electrical and water service shut off to four blocks of downtown.
- j. **COMMENTS:**
  - 1. Fire Chief expects fire at chem plant to burn itself out this evening. Some fire units will be released at that time.
  - 2. NDEP believes it will take another 24 hours to fully map contaminated areas of downtown.
  - 3. Search and rescue team believes it will complete search of collapsed bldgs this evening.

# **ANNEX O**

# **HUMAN SERVICES**



# APPROVAL AND IMPLEMENTATION

## Annex O

### Human Services

National Response Plan ESF# 6, 8  
State Comprehensive Emergency Management Plan ESF# 6, 8-1

**PRIMARY AGENCY:** County Social Services

**SUPPORT AGENCIES:** County Emergency Management  
County Fire  
County School District  
County Engineering & Facilities

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County Social Services

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Date

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County Emergency Management

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Date

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County School District

---

Date

---

County Engineering and Facilities

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Date

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## ANNEX O

### HUMAN SERVICES

#### I. AUTHORITY

See Basic Plan, Section I

#### II. PURPOSE

The purpose of this annex is to make provisions for providing human services support to people who require food, clothing, mental health services, and victim's compensation in the aftermath of an emergency. The services described in this annex may be needed in the aftermath of incidents of limited scale as well as major emergencies and disasters.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

ARC	American Red Cross
CCP	Crisis Counseling/Crisis Counseling Program
CISM	Critical Incident Stress Management
CVC	Crime Victim's Compensation
DPS	Nevada Department of Public Safety
DRC	Disaster Recovery Center
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
NSHD	Nevada State Health Division
NDMH	Nevada Division of Mental Health & Mental Retardation
OAG	Office of the Attorney General
SOP	Standard Operating Procedure
TSA	The Salvation Army

##### B. Definitions

1. Crisis Counseling. A short-term therapeutic intervention process that utilizes established mental health techniques to lessen adverse emotional conditions that can be caused by sudden and/or prolonged stress. Crisis Counseling is designed for "normal individuals who have experienced an abnormal event." Crisis counseling is not traditional therapy and is often delivered within the victim's home environment. Crisis counseling is normally set up for survivors and secondary responders who have been involved in an

emergency situation, while Critical Incident Stress Management (CISM) is designed for first responders.

3. Crisis Counseling Program. The programs utilize traditional and non-traditional mental health practices with the disaster-impacted area. Nevada Division of Mental Health and Developmental Services (NDMH) coordinate these programs through the local mental health authority. NDMH facilitates mental retardation services and state school programs, community care, nursing facilities, and long-term care regulatory services, and aging services and programs. For more information, please visit the website: <http://mhds.state.nv.us/index.shtml>.
4. Critical Incident Stress Management. CISM is a comprehensive, integrated, and multi-component crisis intervention system for the reduction and control of the harmful effects of stress. This process is primarily intended and usually designed for first responders such as law enforcement, fire, and EMS personnel. Peers with guidance and oversight by mental health professionals normally conduct CISM.
5. Disaster Mental Health Services. Disaster mental health services include crisis counseling, CISM, and victim's services. This includes assessing short and long-term mental health needs, assessing the need for additional mental health services, tracking on-going support needs, providing disaster mental health training programs, and identifying disaster worker stress issues and needs. It is the responsibility of NDMH to coordinate this assessment for state and/or federal emergencies.
6. Disaster Recovery Center (DRC). A location established in a centralized area within or near the disaster area at which individuals, families, and/or businesses apply for disaster aid. In general, a DRC is established after a major disaster or state of emergency declaration by the President.
7. Special Needs Individuals/Groups. Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These individuals may need specially trained health care providers to care for them, special facilities equipped to care for their needs, and specialized vehicles and equipment for transport in order to meet their daily needs and maintain their health and safety during emergency situations.
8. Nevada CISM Network. The Nevada CISM Network was established to assist emergency service personnel who have experienced a critical incident. These teams are composed of peers, clergy, and mental health professionals, all of whom are volunteers. Teams are available on a 24-hour basis and individual teams respond on the basis of availability.
9. State Crisis Team. The State Crisis Team consists of several state agencies and is designed to ensure that all mental health resources are coordinated in an appropriate manner. For more information, see paragraph V.B.1.c in this annex.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. As outlined in section IV.A and Figure 1 in the Basic Plan, our area is vulnerable to a number of hazards. These hazards could result in the evacuation, destruction of or damage to homes and businesses, loss of personal property, disruption of food distribution and utility services, and other situations that adversely affect the daily life of our citizens.
2. In the aftermath of emergency situations, survivors may need assistance in obtaining food, clothing, mental health services, and other essential life support needs as well as cleaning up and making temporary repairs to their homes.
3. Emergency responders, survivors, and others who were affected by the emergency may experience stress, anxiety, and other physical and psychological effects that adversely impinge on their daily lives.

### B. Assumptions

1. Disaster survivors evacuated from their homes and housed in temporary shelters, those that remain in their homes under adverse conditions, and emergency responders may need human services support in the aftermath of a disaster.
2. In the aftermath of an emergency situation, survivors and emergency responders who would not normally be clients of local and state human service agencies may require some form of human services assistance, including food, clothing, and disaster mental health services. Hence, abnormal demands may be placed upon the delivery of human services, including disaster mental health services, emergency assistance, and the care of special needs groups. As a consequence, the clientele of both local and state human service organizations may increase.
3. In some cases, disaster mental health services may be needed during response operations.
4. The American Red Cross, The Salvation Army, and other non-governmental organizations will provide assistance to disaster survivors.
5. Local professional and volunteer organizations and charitable groups, including religious groups, normally responding to emergency situations will do so, if requested.
6. State assistance will be available to supplement local human services resources.

## V. CONCEPT OF OPERATIONS

### A. General

1. We have the general responsibility for ensuring the welfare of our citizens and will develop a capability to provide appropriate human services during emergency situations.
2. County Social Services will coordinate with local human services organizations and organized volunteer disaster assistance organizations to ensure basic human services are provided in the aftermath of an emergency.
3. We shall establish working relationships with and will call on the American Red Cross, The Salvation Army, and other non-governmental organizations to provide support for disaster survivors.
4. Some emergency situations will not require implementation of large-scale mass care operations, but instead generate a need for a limited amount of emergency food and clothing. For these situations, our Human Services Officer will coordinate with the county staff, volunteer organizations, and church groups to identify sources for this assistance.
5. Like other disaster survivors, special needs groups may require assistance to meet their needs for food, clothing, housing, and medical care. Local human service organizations are expected to identify any special needs groups that need assistance in the aftermath of an emergency.
6. Those in need may migrate to local fire stations for assistance and these facilities will be helpful in the distribution of services.
7. We will request state human services support if our local resources prove inadequate.

### B. Mental Health Services

1. Crisis Counseling for Disaster Survivors
  - a. Some disaster survivors and emergency responders may need mental health services in the aftermath of a disaster. Many seeking such help can obtain aid from existing local mental health programs and religious groups. As the demand for such services may increase significantly after a disaster and some local providers may become disaster survivors, there may be a need for additional mental health resources.
  - b. State Crisis Team
    - 1) The State Crisis Team is a multi-agency state organization that is comprised of the Nevada Department of Public Safety Victim Services, and the NSHD CISM Network. The SEOC the State Crisis Team during state or federally declared disasters when multiple state agencies may be required to respond to a single disaster.

- 2) The State Crisis Team is designed to ensure that all mental health resources are coordinated in an appropriate manner. The purpose of the team is to support local government through:
    - a) Assessing both short and long-term support needs of responders and survivors.
    - b) Assessing the unmet needs and the need for outside additional support.
    - c) Working with local entities including government, local service providers, and local/regional agency offices to assure a coordinated response.
  - 3) When the incident results in a federal declaration, the State Crisis Team will work with local government and support agencies to:
    - a) Track costs and resources allocated to relief efforts.
    - b) Track the need for referrals and on going support needs.
    - c) Coordinate private, federal, and voluntary resources.
- c. In addition to local and state mental health providers, some volunteer organizations active in disasters can provide crisis counseling to disaster survivors. For a description of the services that can be provided by various organizations, see Appendix 1.

## 2. Mental Health Support for Emergency Responders

The Nevada CISM Network was established to assist emergency service personnel who have experienced critical incidents such as line of duty deaths, mass casualties, multiple fatalities, and local disasters. CISM teams are available upon request on a 24-hour basis regardless of whether a state or federal disaster has been declared.

## 3. Requesting State Disaster Mental Health Services

Local government requests for state crisis counseling, CISM, and victim's services assistance should be made by to the State EOC.

## **C. Emergency Water Supplies**

Water is essential to maintain life and preserve public health. If water supply systems are disrupted in an emergency, timely provision must be made to provide water to local residents whose normal supply has been disrupted. Appendix 2 to this annex outlines a number of options for providing emergency water supplies.

## **D. Emergency Food**

In the aftermath of an emergency, local residents may be unable to obtain food from normal sources, preserve perishable food, or prepare meals due to damage to their homes and food stores or the loss of electrical or gas service. Food may be provided to disaster survivors in a variety of ways, depending on the situation in the local area in the aftermath of a disaster. Among the options are:

1. Mass feeding at fixed sites, using operable kitchen facilities at schools, community centers, churches, and other community facilities.

2. Mass feeding at fixed sites using transportable kitchens operated by non-governmental groups.
3. Distribution of prepared food using mobile canteens operated by non-governmental groups.
4. Distribution of foodstuffs obtained from food banks that can be used by disaster survivors to prepare meals.
5. Distribution of restaurant or grocery store vouchers.

The ARC, TSA, and other volunteer organizations listed in Appendix 1 can provide many of these services.

#### **E. Other Needs of Disaster Survivors**

1. Where emergencies result in federal emergency or major disaster declarations by the President, disaster survivors may be eligible for specific human services programs as part of the recovery process. See Annex J, Recovery, for further information.
2. Volunteer organizations active in disaster may be able to assist in meeting a number of the needs of needs of disaster survivors, including:
  - a. Basic clothing
  - b. Basic furnishings and household goods
  - c. Job-related tools
  - d. Transportation
  - e. Home clean up and debris removal
  - f. Home repairs

See Appendix 1 to this annex for a list of volunteer organizations active in disasters that operate in many areas of the state and the services they may be able to provide during an emergency.

#### **F. Phases of Emergency Management**

##### 1. Prevention

Identify population groups who may require special assistance during an emergency (i.e., senior citizens, handicapped, etc.).

##### 2. Preparedness

- a. Identify volunteer groups that can provide emergency food and clothing in the aftermath of emergency situations and other sources of emergency food and clothing.
- b. Identify agencies or groups that can provide disaster mental health services and survivors services during and in the aftermath of emergency situations

- c. Identify and train human services representatives who will staff the Emergency Operations Center (EOC).
- d. Conduct emergency planning with human services agencies and organized volunteer groups active in disasters and develop appropriate standard operating procedures (SOPs) and execute agreements where appropriate.
- e. Determine tentative emergency assignments for available personnel and volunteers.
- f. Encourage volunteer groups active in disasters to participate in emergency exercises.
- g. Review and update this annex and related SOPs.

### 3. Response

- a. Provide food and clothing to disaster survivors as needed.
- b. Register evacuees or survivors or assist volunteer groups in performing this task.
- c. Provide contact information to survivors who need human services assistance.
- d. Provide human services staff support for the EOC.

### 4. Recovery

- a. Assess needs of survivors and provide assistance, including, but not limited to, temporary housing, food, clothing, clean-up services, minor home repairs, and other support.
- b. Coordinate with the Public Information Officer to inform the public of the availability of human services programs.
- c. Assess the need for disaster mental health services for emergency responders and disaster survivors. Coordinates and arranges for such support if required.
- d. Provide human services personnel to staff the Disaster Recovery Center (DRC), if one is activated.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

- 1. Our emergency organization as described in Section VI.A of the Basic Plan shall carry out the function of providing human services in emergency situations
- 2. The Board of County Commissioners &/or County Manager shall provide policy guidance with respect to emergency human services operations. The Human Services Officer will manage the human services function during emergency operations.

3. Human services will be provided through the coordinated efforts of local human services professionals, human service agencies, local volunteer groups, the ARC, TSA, and other non-governmental organizations.
4. State and federal agencies may be requested to assist in human services activities conducted in the aftermath of a major emergency or disaster.

## **B. Task Assignments**

1. The Board of County Commissioners & the County Manager will:
  - a. Ensure that a human services program for emergency situations is developed.
  - b. Provide general guidance and direction for human services operations during emergencies.
2. The Social Services Director will serve as, or appoint, the Social Services Officer and will:
  - a. Identify volunteer groups and agencies that can provide goods and services to satisfy human services needs and develop agreements with them.
  - b. In the aftermath of emergencies, solicit and coordinate distribution of clothing, food, and services by various agencies and organizations. (See Annex M Resource Management for a list of food, clothing, and water resources.)
  - c. Coordinate the registration of evacuees/survivors.
  - d. Coordinate with the Shelter Officer to provide for human services needs of evacuees in shelters.
  - e. Coordinate human services support for special needs groups.
  - f. Coordinate the provision of disaster mental health services for disaster survivors, emergency workers, and others suffering trauma due to the emergency situation.
  - g. Coordinate local staffing at DRCs, if needed.
  - h. Work with the Transportation Officer to coordinate transportation assistance for those who need it.
3. The Nevada Mental Health will:

Coordinate the provision of and provide disaster mental health services to disaster survivors, emergency workers, and others suffering trauma due to an emergency situation.
4. The Transportation Officer will:
  - a. Coordinate transportation support for human services operations.



- b. Coordinate transportation for food, clothing, drinking water, and other supplies, if the agency providing these materials is unable to do so.
  - c. When requested by the Social Services Officer, coordinate transportation for those who need transportation assistance such as those without vehicles, special needs, etc.
5. The Shelter & Mass Care Officer will:  
  
Identify the requirements for human services assistance to those housed in shelters to the Social Service Officer.
6. The Public Information Officer will:  
  
Coordinate the release of information to the media and public about assistance programs available for disaster survivors.
7. Volunteer Groups and Charitable Organizations will:  
  
Provide human services assistance identified by the Social Services Officer upon request. See Appendix 1 to this annex for a list of groups and organizations that may be able to assist and the types of services they provide.

## **VII. DIRECTION AND CONTROL**

### **A. General**

1. The Board of County Commissioners & the County Manager shall establish priorities for and provide policy guidance for human services programs conducted after a disaster.
2. The Emergency Management Coordinator will provide direction to the Social Service Officer regarding human services operations in the aftermath of an emergency.
3. The Social Services Officer and staff will plan, coordinate, and carry out human services program activities.
4. All human services activities will be coordinated through the Social Services Officer in the EOC.

### **B. Line of Succession**

The line of succession for the Social Services Officer is:

1. Social Services Director
2. County Manager or designee

## VIII. READINESS LEVELS

### A. Level IV: Normal Conditions

See the mitigation and preparedness activities in section V.F.1 and V.F.2.

### B. Level III: Increased Readiness

1. Review plans and procedures and update them if needed.
2. Meet with local human service agencies to determine possible human services requirements based on the threat and assess resources on hand.
3. Determine the availability of human services personnel and equipment for emergency duty.

### C. Level II: High Readiness

1. Alert and brief human services personnel for possible emergency operations.
2. Identify personnel that will staff the EOC.
3. Identify and alert external resource sources.

### D. Level I: Maximum Readiness

1. Put human services staff on call.
2. Consider precautionary staging of personnel, equipment, and supplies.
3. Provide trained staff to the EOC if it is activated.

## IX. ADMINISTRATION AND SUPPORT

### A. Records Maintenance

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

### B. Preservation of Records

Vital human services records should be protected from the effects of a disaster to the maximum extent possible. Should records be damaged during an emergency situation, professional assistance preserving and restoring those records should be obtained as soon as possible.

### C. Training & Exercises

1. Human services personnel who will participate in EOC operations will receive training on the operation of facility. The Social Services Officer is responsible for arranging that training.
2. Non-governmental groups that could be providing human services support during emergency situations shall be invited and encouraged to participate in emergency drills and exercises where appropriate.

#### **D. State and Federal Assistance**

If state or federal assistance is required, The Social Services Officer will brief the County Manager and Emergency Management Coordinator on the assistance required. The County Manager or the Emergency Management Coordinator will make the request for assistance to the State Emergency Operations Center.

## **X. ANNEX DEVELOPMENT & MAINTENANCE**

### **A. Development**

The Social Services Officer, in coordination with the Emergency Management Coordinator, is responsible for developing and maintaining this annex.

### **B. Maintenance**

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

## **XI. REFERENCES**

- A. ARC/FEMA brochure: *Food & Water in an Emergency*, ARC-5055 & FEMA L-210.
- B. ARC Fact Sheet: *Water Storage Before Disaster Strikes*.
- C. ARC Fact Sheet: *Water Treatment After Disaster Strikes*.
- D. FEMA brochure, *Emergency Food & Water Supplies*, FEMA-215.
- E. Nevada American Red Cross website: [www.redcrossNevada.org](http://www.redcrossNevada.org). This site provides information on the service areas for the Nevada ARC chapters and addresses and phone numbers for those chapters.
- F. Annex C (Shelter & Mass Care) to the *State of Nevada Emergency Management Plan*
- H. Annex V (Food & Water) to the *State of Nevada Emergency Management Plan*

**APPENDICES**

Appendix 1 ..... Volunteer Groups  
Appendix 2 ..... Emergency Water Supplies

**APPENDIX 1  
VOLUNTEER GROUPS**

**1. Local Organizations and Groups**

The following is a list of local groups and organizations that have indicated that may be able to provide human services support during emergency situations.

<b>GROUP/ORGANIZATION</b>	<b>SERVICES PROVIDED</b>
American Red Cross Phone: (775) 856-1000	<ul style="list-style-type: none"> <li>• Shelter, Mass Care, Food</li> </ul>
Salvation Army Phone: 775-423-9220	Food, Mass Care, Clothing
Search & Rescue Phone: Sheriff	
See Annex Evacuation for further	

**2. State & National Organizations and Groups**

The following state and national organizations and groups may be able to provide human services support during emergency situations.

<b>GROUP/ORGANIZATION</b>	<b>SERVICES PROVIDED</b>
American Red Cross Nevada Chapter Phone:	<ul style="list-style-type: none"> <li>• Shelter &amp; mass feeding operations</li> <li>• Provision of first aid in shelters</li> <li>• Damage assessment</li> <li>• Cleaning supplies, comfort kits, food, &amp; clothing</li> <li>• Funds for emergency transportation, rent, temporary home repairs, &amp; replacement of job-related tools.</li> <li>• Operates disaster welfare inquiry system</li> </ul>
	•
The Salvation Army Phone:	<ul style="list-style-type: none"> <li>• Fixed &amp; mobile feeding</li> <li>• Temporary shelter</li> <li>• Counseling and morale building services</li> <li>• Medical assistance</li> <li>• Temporary home repairs</li> <li>• Warehousing and distribution of donated goods including food, clothing, and household items</li> </ul>

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## APPENDIX 2 EMERGENCY WATER SUPPLIES

1. In general, emergency water supplies cannot replace normal water distribution systems. In an emergency situation, people must be provided sufficient potable water for drinking and personal hygiene.
  - a. The typical planning factor for emergency water supplies of potable water is three gallons per person per day. If it is extremely hot, that planning factor should be increased.
  - b. Tankers carrying water intended for human consumption must be carefully inspected and sanitized. There may be a health risk in using tanker that do not normally transport potable water. When in doubt, seek advice from a public health professional.
  - c. Water is quite heavy and it is difficult for many people to carry more than two gallons of bottled water per trip.
2. If water supply outages are localized, the following options may be suitable:
  - a. Establish water supply points in outage areas where those who need water can fill their own containers.
    - 1) This normally requires one or more tankers and a temporary storage tank, pump, and some sort of distribution equipment – typically plastic pipe and spigots – at each site. As potable water tankers are generally in short supply, you cannot usually afford to tie up a tanker as a stationary water source; hence, the need for a storage tank and pump at each site.
    - 2) You may need to provide containers for those who do not have them.
    - 3) If electrical power is out, you may need generators to power pumps.
  - b. Establish water supply points in outage areas for distribution of bottled water. Emergency supplies of bottled water may be:
    - 1) Purchased from retailers, distributors, or commercial vendors.
    - 2) Donated by corporations, such as grocery chains.
    - 3) Obtained from stocks held by volunteer groups active in disasters.
    - 4) Requested from the State through the local Disaster District.

Bottled water is normally distributed in one-gallon plastic jugs.
  - c. Distribute bottled water from trucks in affected areas on an established route/schedule.
  - d. Identify water supply points in unaffected areas and have those without water go to these points to fill their containers.
    - 1) If significant numbers of people do not have transportation to get them to the water supply points outside their neighborhood, this option is unworkable.

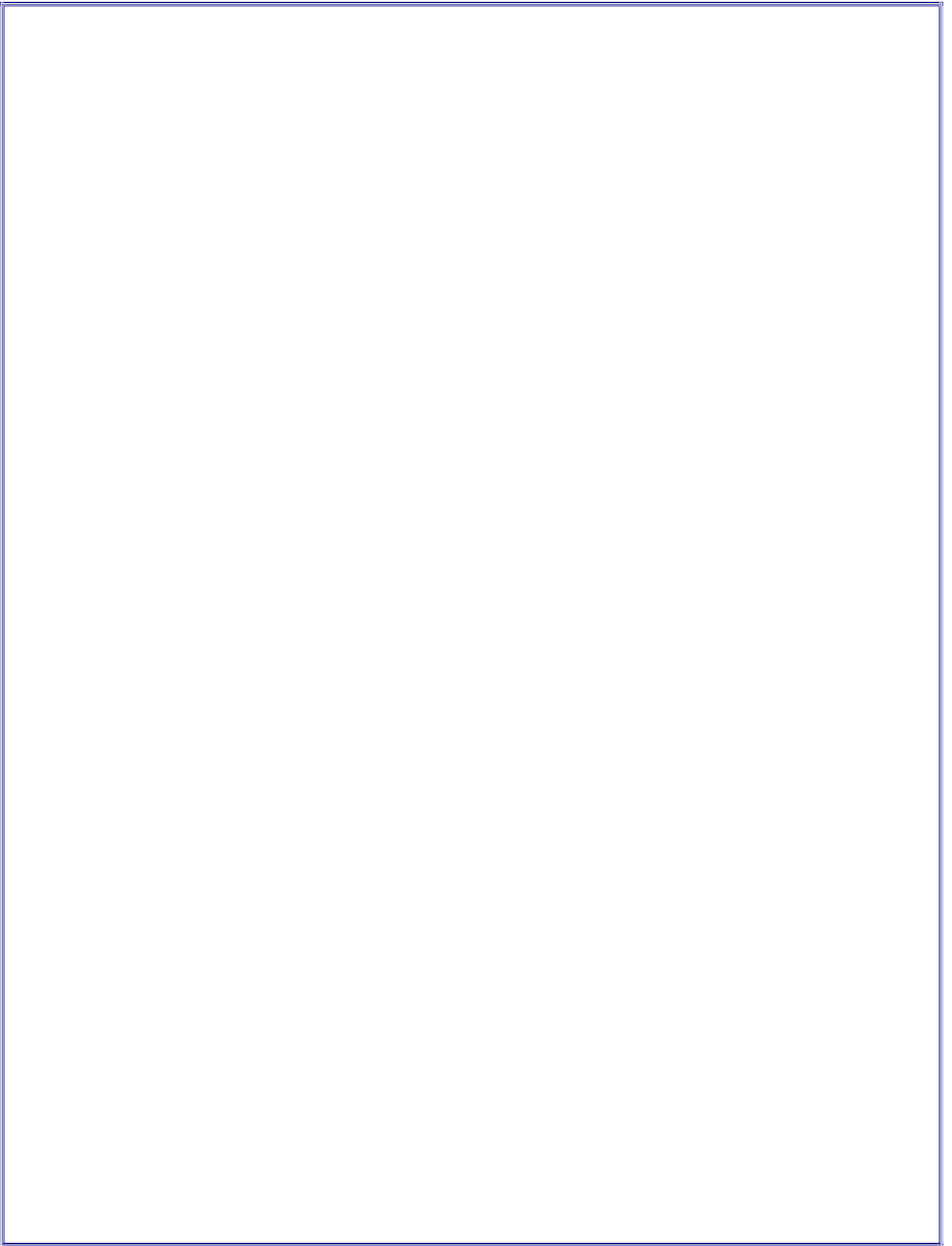
- 2) You may need to provide containers for those who do not have them.
3. If the water supply outage affects the entire community, options a, b, and c above remain viable, but option d may be unworkable if there are no nearby water sources that are operable.
4. It is generally necessary to provide attendants at temporary water distribution sites to keep operations running smoothly.
5. For slowly-developing emergency situations, emergency public information announcements advising citizens to fill and store water containers in advance of the arrival of hazardous conditions may reduce later requirements for emergency water distribution.



# **ANNEX P**

# **HAZARD MITIGATION**



# APPROVAL & IMPLEMENTATION

## Annex P

### Hazard Mitigation Overview

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REMOVE THIS NOTE BEFORE AFFIXING SIGNATURES:**

**NOTE:** The signature(s) will be based upon local administrative practices. Typically, the individual assigned primary responsibility for this emergency function will approve the annex by signing the first signature block with the second signature block for the Emergency Management Coordinator, County Commission, or County Manager. Alternatively, each department head assigned tasks within the annex may sign the annex.

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## ANNEX P

### HAZARD MITIGATION

#### I. AUTHORITY

- A. See Section I of the Basic Plan for general authorities.
- B. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288), as amended by the Disaster Mitigation Act of 2000 (PL 106-390)
- C. Applicable County ordinances, or countywide or regional plans pertaining to mitigation, floodplain management, zoning regulations, land management, and/or construction standards, etc.

#### II. PURPOSE

- A. This annex describes the organization of the local HMT, and assigns tasks, and responsibilities for coordinated hazard mitigation planning and implementation activities and actions.
- B. This annex addresses mitigation as a long-term, on-going process, and identifies planning and implementation actions applicable to both pre-incident and post-incident situations.
- C. This annex is applicable to and ensures that mitigation planning and implementation services address and are provided to the entire area of responsibility covered in the County Emergency Management Plan.
- D. This annex explains the methodologies and progressive steps as to how we plan to identify the hazards that affect us and to systematically reduce the identified levels of risk and vulnerability to these hazards.
- E. This annex explains our active partnership, and participation in [countywide/regional] mitigation planning and implementation activities.
- F. This does not serve as the "Mitigation Plan", only as a guide and resource.

### III. EXPLANATION OF TERMS

#### A. Acronyms

AOR	Area of Responsibility
B/C	Benefit/Cost
DEM	Division of Emergency Management
FMA	Flood Mitigation Assistance Program
GIS	Geographical Information System
GPS	Global Positioning System
HMGP	Hazard Mitigation Grant Program
HMC	Hazard Mitigation Coordinator
HMT	Hazard Mitigation Team
MAP	Mitigation Action Plan
NFIP	National Flood Insurance Program
PA	Public Assistance (Program)
PDM	Pre-Disaster Mitigation Program
SOP	Standard Operating Procedures

#### B. Definitions

Appropriate Mitigation Measures. Mitigation actions that balance the cost of implementation against the potential cost of continued damages, if such measures are not taken. Mitigation measures should be less costly to implement than the damages they are intended to prevent. Floodplain management, acquisition of flood prone property, enhanced insurance coverage, and the adoption and enforcement of safe land use regulations and construction standards are considered as highly appropriate mitigation actions.

Area of Responsibility. The entire area covered by our comprehensive Emergency Management Plan that is: [Describe the area covered]

Benefit/Cost. The ratio between the cost of implementing a mitigation project versus the benefits (amount of future cost savings) potentially achieved. Projects funded under HMGP or PDM must have a B/C of 1 to 1 or greater.

Disaster. A hazard caused event that results in widespread or severe damage, injury or loss of life, property or resources, and exceeds the recovery capabilities of a jurisdiction. Disaster assistance provided by the Federal or State government is intended to supplement local government resources and so enhance recovery capabilities to achieve a speedy and efficient return to pre-incident conditions.

Disaster Resistant Community. A community-based initiative that seeks to reduce vulnerability to natural hazards for the entire designated area through mitigation actions. This approach requires cooperation between government agencies, volunteer groups, individuals, and the business sectors of a community to implement effective mitigation strategies.



Hazard Analysis. A document that provides a risk based quantitative method of determining mitigation and preparedness priorities and consists of a hazard assessment, vulnerability assessment, and risk assessment. A Hazard Analysis identifies vulnerabilities and risks within each sector of the community and is a living document that is reviewed and updated annually

Hazard Event. Any occurrence in which people and/or property are adversely affected by the consequences of a natural or man-made hazard.

Hazard Mitigation. Sustained actions taken to eliminate or reduce long-term risk to people and property from hazards and their effects. The goal of mitigation is to save lives and reduce damages to property, infrastructure, and the environment and, consequently to minimize the costs of future disaster response and recovery activities.

Hazard Mitigation Grants. There are three federal mitigation grant programs that provide federal cost-share funds to develop and implement vulnerability and risk reduction actions:

1. Flood Mitigation Assistance Program (FMA) – Provides pre-disaster grants to State and local governments for both planning and implementation of mitigation strategies. Each State is awarded a minimum level of funding that may be increased depending upon the number of National Flood Insurance Program (NFIP) policies in force and repetitive claims paid. Grant funds are made available from NFIP insurance premiums, and therefore are only available to communities participating in the NFIP.
2. Hazard Mitigation Grant Program (HMGP) – Authorized under Section 404 of the Stafford Act; provides funding for cost-effective post-disaster hazard mitigation projects that reduce the future potential of loss of life and property damage.
3. Pre-Disaster Mitigation Program (PDM) - Authorized by Section 203 of the Stafford Act as amended by the Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390). The PDM Program provides a means to fund pre-disaster hazard mitigation actions specifically designed to eliminate or reduce the consequences of future disasters. The PDM's focus is: (1) to prevent future losses of lives and property due to hazards and (2) to implement State or local hazard mitigation plans.

Local Hazard Mitigation Team (HMT). A multi-disciplined organization composed of representatives of mutually supporting organizations and agencies from local governments and the private, public and civic sectors. Members of the HMT, also referred to as the local "Team", meet regularly to evaluate hazards, identify strategies, coordinate resources and implement measures that will reduce the vulnerability of people and property to damage from hazards. The HMT is a partnership through which all governmental, public, civic and private sector entities come together to support and participate in activities to determine and implement methods, and commit resources to reduce the community's level of risk. Team membership is listed in Appendix 1 to this annex. The roles and responsibilities of each team member organization/agency are described in Section VI.B.3.b.

### Mitigation Action Plan (MAP).

A document that outlines the nature and extent of vulnerability and risk from natural and man-made hazards present in a jurisdiction and describes the actions required to minimize the effects of those hazards. A mitigation action plan also describes how prioritized mitigation measures will be funded and when they will be implemented. The area of coverage for a MAP is based on commonly shared hazards, needs, and capabilities; plans may be prepared for a single city, as a countywide plan, or on a regional basis (prepared by a Council of Governments, a River Authority, or a coalition of several counties). MAPs must be formally adopted by County ordinance and/or joint resolution. DMA 2000 (Public Law 106-390) requires jurisdictions to have a FEMA-approved MAP or be signatories to a regional plan not later than November 1, 2004, or they will not be eligible for mitigation grant funds for mitigation projects.

Public Assistance Program. For the purposes of this annex, this refers to disaster recovery grants authorized under Section 406 of the Stafford Act to repair the damages to public facilities following a major disaster declaration. PL 106-390 requires mitigation components be added to repair projects to reduce repetitive damages.

Risk Factors. A group of identifiable facts and assumptions concerning the impact of specific or associated hazards. An analysis of interrelated risk factors provides a means to determine the degree (magnitude) of risk produced by a particular hazard or an incident and, consequently, provides a means to determine the priority of mitigation planning and implementation activities. A sample listing of risk factors are as follows:

1. Number of previous events involving this hazard.
2. Probability of future events occurring that involves this hazard.
3. Number of people killed or injured during previous events and number of people potentially at risk from future events involving this hazard.
4. Damages to homes, businesses, public facilities, special-needs facilities, and unique historic or cultural resources, crops, livestock that have been caused by previous events or are potentially at risk from future events involving this hazard.
5. Capabilities and shortfalls of emergency management organization to effectively respond to emergency situations involving this hazard.
6. Recovery activities needed to return jurisdiction to pre-event status. The recovery process involves not only time requirements, but also the associated costs to repair damages, restore services, and return economic stability after occurrence of the event.

Sectoring. Dividing the community into manageable geographic segments for defining specific types of information concerning what is vulnerable and at risk in each sector. Sectioning facilitates mitigation and preparedness planning as well as response, search and rescue, and damage assessment operations.

Sustainable Development. Managed community growth that meets the needs of the present without jeopardizing the needs of future generations. Sustainable development considers the impact of hazards on the community in the years ahead.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. We have applied for a FEMA grant to prepare a Local Hazard Mitigation Plan. It is anticipated that such a plan will be completed by the first quarter of 2011.
2. Our Mitigation Action Plan (MAP) will be a countywide plan. Our MAP will meet state planning standards for mitigation and will be formally adopted by ordinance or joint resolution, and will be approved by FEMA.

### B. Assumptions

1. Exposure to risk from hazards exists whether or not an incident actually occurs.
2. The adverse impact of hazards can be directly affected by hazard mitigation actions accomplished prior to occurrence of an emergency situation. Effective post-event mitigation actions can also reduce the risk of repeat disasters.
3. Hazard mitigation planning and implementation activities are an on-going program/process and are an integral and complimentary part of our comprehensive emergency management program.
4. Mitigation actions to save lives and reduce damages can be achieved through properly coordinated group efforts. These efforts will require the cooperation of various levels of government and will be enhanced by the involvement and partnership of talented individuals with expertise in varying disciplines from both the public and private sectors.
5. The effective, long-term reduction of risks is a goal and responsibility shared by all residents.

## V. CONCEPT OF OPERATIONS

### A. General

1. This annex is not intended to describe in detail all aspects of our mitigation program. The achievement of hazard mitigation objectives is a high governmental priority, and all departments will seek out and implement risk reduction measures.
2. The Hazard Mitigation Coordinator (HMC) is responsible for the coordination of all mitigation activities of this jurisdiction. To achieve mitigation objectives, the HMC will be assisted by a HMT composed of public and private sector partners that represent the local population.
3. The data collection process described in this annex provides a systematic means to identify hazards and assess their impact on this jurisdiction and will facilitate the development and maintenance of our local *Hazard Analysis* by the HMT.
4. The "Notice of Interest and Hazard Mitigation Team Report" (Appendix 3 to this annex) provides a means to develop a multi-disciplined, on-going mitigation planning and implementation process and facilitates the development and maintenance of our *Mitigation Action Plan* by the HMT. It also facilitates the development, and expedited submission of applications for mitigation grants to implement mitigation projects.
5. Consistent with capabilities, the Division of Emergency Management (DEM) and the State Hazard Mitigation Coordinator will provide coordination, technical assistance, and guidance to help us achieve effective risk reduction objectives.
6. Our mitigation planning and implementation process is intended to facilitate the identification and implementation of appropriate mitigation actions. This process, in turn, facilitates the development of a joint federal, state, and local government partnership dedicated to the achievement of effective risk reduction objectives.
7. Consistent with capabilities, the HMC and members of the HMT will participate in appropriate training and exercises related to their hazard mitigation responsibilities.
8. Consistent with capabilities, we will utilize the most current information and guidance provided by DEM to include web-based assistance available via the Internet.

### B. Overview of Mitigation Process

Hazard mitigation is an on-going process that begins with the establishment of a local based planning group referred to as the local HMT. The team's first job is development of the local *Hazard Analysis* that provides a means for prioritizing mitigation and preparedness needs based on levels of vulnerability and risk. The next step in the process is the development of our *Mitigation Action Plan* that defines specific mitigation measures designed to address the needs identified in the hazard analysis, to include actions that are to be taken, who will take them, how much they will cost, and how they will be funded. The next step is to implement the measures identified in the *Mitigation Action Plan* using a variety of funding sources identified through an on-going and active search for funding opportunities. The final step is to monitor and evaluate the effectiveness of implemented mitigation measures and to repeat

the process-review and update the *Hazard Analysis* and the *Mitigation Action Plan*, continue the active search for funding opportunities, implement mitigation measures consistent with availability of funds, and monitor and evaluate their effectiveness.

### **C. Pre-Event and Post-Event Relationships.**

#### 1. General

Hazard mitigation activities are not only a response to an event and a known hazard, but are also an active search for ways to prevent or reduce the impact from newly discovered hazards. The mitigation process is long-term in nature and, therefore, is an on-going element of the emergency management program that directly influences preparedness, response, and recovery requirements. Mitigation activities can be initiated at any time, but are classified as either pre-event or post-event actions. These actions are not mutually exclusive and will be merged into a coordinated, continuous mitigation process.

#### 2. Pre-Event Mitigation

Activities that take place prior to the occurrence of an emergency situation. This time frame provides a more relaxed atmosphere for the development and implementation of long-term, multi-hazard oriented mitigation measures. This time frame is preferred and is the most appropriate for reducing risks and potential damages.

#### 3. Post-Event Mitigation

Activities that take place after an emergency situation has occurred and already adversely affected this jurisdiction. These activities are a response and are too late to prevent or reduce impacts already suffered. Heightened hazard awareness and a desire for speedy recovery, provide an emphasis for conducting mitigation activities during this time frame. Mitigation opportunities can be identified and implemented which can be very effective in reducing potential damages from future events.

### **D. Activities by Phases of Emergency Management**

Hazard mitigation actions are an on-going process, and are more appropriately classified and associated with the time frames before, during, and after occurrence of an emergency situation caused by a hazard. The following is a sequenced set of actions that should be taken by the HMT during each time frame:

#### 1. Pre-Event Period

- a. Develop and maintain *Hazard Analysis*.
- b. Develop and maintain hazard *Mitigation Action Plan*.
- c. Apply for grants and loans to conduct studies and implement mitigation projects.
- d. Conduct studies and implement mitigation projects.
- e. Provide vulnerability and risk data for use in community development planning, exercise design, emergency preparedness planning, and floodplain management.

## 2. Incident Response Period

- a. Assist decision makers and emergency responders better understand potential impact consequences and emergency response needs by providing detailed vulnerability and risk data for all sectors impacted or likely to be impacted by the incident.
- b. Assist decision makers and emergency responders answer “What if” questions through use of appropriate real-time and model based damage assessment tools such as DERC, HAZUS, and other programs.

## 3. Post-Incident Period

- a. Conduct site surveys to record damage “Footprint” and record and map high-water marks and other benchmarks to verify inputs and results of damage assessment tools. Inspect and evaluate effectiveness of previously implemented mitigation measures. Evaluate accuracy of floodplain maps and studies and identify any mapping needs.
- b. Complete Hazard Mitigation Team Reports based on observations and findings from site inspections. Begin development of potential mitigation project application(s) based on team reports.
- c. Provide assistance to decision makers for prioritization of damage assessment operations, conducting substantial damage determinations, and preparation of request for a state and/or federal disaster declaration by providing detailed incident impact data.
- d. Provide assistance to state and federal mitigation team activities once a disaster is declared.
- e. Assist designated Local Project Officer(s) prepare and submit Hazard Mitigation Grant Program (HMGP) Notice of Interest(s) (NOIs), and application(s), and monitor Public Assistance (PA) projects for inclusion of mitigation components once a state or federal disaster is declared.
- f. Review Hazard Mitigation Team Reports and update hazard analysis and mitigation action plan.
- g. Assist designated Local Project Officer(s) in implementing projects and administer HMGP and other mitigation grant programs.

## **E. Local Hazard Mitigation Team**

1. Members of the HMT provide a multi-disciplined, local capability to identify mitigation opportunities and implement mitigation measures in both a pre-event and post-event situation.
2. The HMT is not viewed as an organization with rigid membership and regular duties, but rather one of flexible membership whose makeup and duties are dependent upon the particular mitigation activity under consideration. This flexibility allows the HMC to tailor

the group to meet the situation while insuring the involvement of appropriate individuals from the community.

3. The HMT are the local experts that understand local concerns, issues, and capabilities to achieve local mitigation goals and objectives. The HMT, under the leadership and coordination of the HMC, is collectively responsible for development, distribution, and maintenance of the local *Hazard Analysis, Mitigation Action Plan*, and this annex.
4. In the event of a Presidential or State Major Disaster Declaration for this jurisdiction, the HMC and Team will provide assistance to the federal and state HMT and will assist in conducting damage and effectiveness assessments, and the identification and implementation of appropriate hazard mitigation measures for the jurisdiction(s).
5. The HMC and the Team will also be responsible for providing assistance necessary for submission and administration of HMGP and PDM grants.

#### **F. Local Hazard Analysis**

Our *Hazard Analysis* will be developed through a joint effort of our HMT. It will be a stand alone product consisting of maps, databases, charts, atlases, and other supporting documentation that is reviewed and updated at least annually by the HMC with assistance from the HMT. The analysis provides a risk-based quantitative method to prioritize mitigation and preparedness needs for the jurisdiction as a whole. Our analysis supplements the *State of Nevada Hazard Analysis* and focuses on hazards and their impact to our area of responsibility.

#### **G. Mitigation Action Plan**

Our *Mitigation Action Plan* will be developed through joint efforts of our HMT. It will be reviewed annually and updated at least every five years by the HMC with assistance from members of the HMT. Our mitigation action plan will outline our mitigation goals, our risk reduction strategy for each of the significant hazards that threaten our area of responsibility, and a discussion of on-going risk reduction activities. Our plan will also detail what is to be done, how much it will cost, who will be responsible for the action, how it will be funded, and provide an implementation schedule. It will be an action plan for accomplishment of vulnerability and risk reduction measures for our area of responsibility. Our plan supplements, and is in concert with the *State of Nevada Hazard Mitigation Plan*, and focuses on mitigation actions that affect our area of responsibility. Our plan will meet state planning standards for mitigation (Planning Standards Checklist P), and Section 201 CFR 44 requirements, and will be approved by FEMA and adopted by ordinance or joint resolution.

## VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

1. Hazard mitigation is a function that requires the coordination of a variety of multi-disciplined on-going activities. The County Manager, or the Emergency Management Director, is responsible for the overall emergency management program, and has designated the County Emergency Management Department as the agency with primary responsibility for hazard mitigation. The Emergency Management Coordinator has been designated as the HMC and serves as the single manager/coordinator for this function for this jurisdiction.
2. The HMT will consist primarily of representatives of local government, but also includes partners that represent industry and the private sector. Individual team members and functional areas of expertise have not been selected as of this printing. The HMT provides a pool of local people with skills in the wide variety of disciplines that may be required to achieve effective hazard mitigation objectives. The County Manager will appoint supporting agencies and organizations to provide representatives to the HMT, and the HMC serves as team leader and functional manager.
3. The HMT organization provides the flexibility to involve all team members in the problem solving process, or to involve only those team members who possess the specific skills needed to mitigate a hazard specific condition.
4. The County Manager will designate individuals to serve as local applicant's project officer to administer Hazard Mitigation Grant Program (HMGP) applications and projects. The local project officer(s) will serve as the single point of contact for the jurisdiction and coordinate with designated state mitigation project officers.

### B. Task Assignments

1. The County Manager will:
  - a. Appoint an agency to exercise primary responsibility to coordinate hazard mitigation activities and an individual to serve as HMC.
  - b. Appoint support agencies and organizations to provide representation to the HMT.
  - c. Appoint local Project Officer(s) to administer HMGP and other mitigation applications and projects.
2. The Hazard Mitigation Coordinator will:
  - a. Coordinate all hazard mitigation related activities of this jurisdiction, to include development, distribution, and maintenance of the local *Hazard Analysis, Mitigation Action Plan*, and this annex.



- b. Assist in selecting supporting agencies and individual members of the HMT, assign tasks, and manage the various activities of the team so as to accomplish mitigation functional responsibilities for the jurisdiction.
  - c. Insure development, distribution and retention of mitigation reports, records and associated correspondence, and manage implementation of appropriate mitigation measures.
  - d. Serve as point of contact and provide local assistance for federal, state, and countywide, level mitigation program and planning activities.
  - e. Develop Standard Operating Procedures (SOPs) for compiling information, determining priority of efforts, preparing reports, and monitoring implementation and effectiveness of mitigation measures.
  - f. Maintain this annex and insure that all component parts are updated and contain current data.
  - g. Serve as or provide assistance to the designated local Project Officer(s) responsible for administering mitigation program grants such as HMGP and PDM, and for reviewing PA projects for inclusion of appropriate mitigation measures.
  - h. Conduct or assist in annual reviews and scheduled updates of countywide mitigation action plan.
  - i. Periodically review, download, and utilize the most current guidance material from the DEM website.
3. Hazard Mitigation Team members will:
- a. General
    - (1) Assist in the accomplishment of team objectives as assigned by the HMC.
    - (2) Provide technical assistance and functional expertise in disciplines as assigned in Appendix I of this Annex.
    - (3) Assist the HMC develop, distribute, and maintain the local *Hazard Analysis*, and this annex, and local Project Officer(s) administer mitigation program grants.
    - (4) Conduct or assist in annual reviews and scheduled updates of the countywide, mitigation action plan.
    - (5) Provide assistance to the designated local Project Officer(s) responsible for administering mitigation program grants such as HMGP and PDM.
  - b. [List each organization that is part of the team and indicate their role(s).]
4. Local Project Officer(s) will:
- a. Serve as single point of contact and administer HMGP, PDM, and other mitigation program applications and projects.

- b. Coordinate with designated state mitigation project officer(s).

## **VII. DIRECTION & CONTROL**

- A.** The HMC will manage the activities of the HMT and coordinate all hazard mitigation related activities of this jurisdiction.
- B.** Lines of Succession
  1. Lines of succession for the HMC will be in accordance with The County Emergency Management Standard Operating Procedures (SOP).
  2. Lines of succession for HMT members will be in accordance with their parent organization's established SOP.
  3. The County Manager will appoint successors for unaffiliated individual team members.

## **VIII. INCREASED READINESS ACTIONS**

Hazard Mitigation activities are ongoing and standard increased readiness actions are not applicable.

## **IX. ADMINISTRATION & SUPPORT**

### **A. Records and Reports**

1. The Emergency Management Coordinator maintains records of previous hazard events and disaster declarations. These records contain data pertinent to risk factor analysis and, consequently, aid in determination of mitigation requirements. Risk factor analysis provides a means to determine significant levels of risk or significant hazard events that require initiation of a Hazard Mitigation Team Report.
2. A listing of mitigation-related documents on file pertaining to this jurisdiction is provided in Appendix 2 of this Annex to be completed as a Hazard Mitigation Plan is prepared. This is a listing of plans, programs, grants, regulations, studies, maps, etc., which address hazards or mitigation activities unique to this jurisdiction. Items listed may include flood control studies, levee improvement agreements, dam safety plans/guidance, local ordinances, flood mitigation plans, flood hazard boundary maps, flood insurance rate maps, drainage studies, Corps of Engineer Section 22 or feasibility studies, master drainage studies/plans, flood mitigation plans, etc. This record provides a listing of reference documents to be maintained and utilized as an aid to identify vulnerability and risks impacts and accomplish mitigation objectives.
3. The "Notice of Interest and Hazard Mitigation Team Report" provides a means to identify, record, and coordinate on going mitigation planning and implementation activities. The report is a management tool to facilitate the identification of mitigation opportunities and the development of an action plan and implementation schedule. The

report is used to document mitigation opportunities discovered during the damage assessment process following occurrence of emergency situations, and also to document and facilitate the implementation of findings and recommendations identified in the *Hazard Analysis* or land use, development, flood control, or other special comprehensive studies. This report system also provides a means to increase inter- governmental participation in the mitigation process through exchange of ideas, technical assistance and guidance. This report is a component of our *Mitigation Action Plan*, and is also used to notify the state of our interest in applying for a mitigation program grant. This form may be found in Appendix 3 to this annex.

4. The instructions for completing the “Notice of Interest and Hazard Mitigation Team Report” are located in Tab A to Appendix 3 to this annex.
5. Additional reports to evaluate effectiveness and monitor long-term implementation measures will be prepared as needed. Records pertaining to loans and grant programs will be maintained in accordance with applicable program rules and regulations.

#### **B. Release and Distribution of Information**

1. Completed Hazard Mitigation Team Reports, the *Hazard Analysis*, and the *Mitigation Action Plan* will be presented to the chief elected official(s), and city council(s) and the County Board of Commissioners for review, approval, adoption, and implementation.
2. Completed reports, historical records and associated correspondence will be maintained and utilized as a management tool for the continued development of a mitigation strategy for this jurisdiction.

## **X. ANNEX DEVELOPMENT & MAINTENANCE**

- A.** The HMC has overall responsibility for the development and maintenance of all components of this annex, to include reports, records, SOPs, and associated correspondence files.
- B.** The HMC, with assistance from the HMT and in conjunction with the Emergency Management Coordinator, will ensure that copies of this annex are distributed to all HMT members, all jurisdictions within our area of responsibility, the Division of Emergency Management, and other agencies/organizations as appropriate.

## XI. REFERENCES

- A. Division of Emergency Management (DEM), *State of Nevada Emergency Management Plan*.
- B. DEM, *State of Nevada Hazard Analysis*
- C. DEM, *State of Nevada Hazard Mitigation Plan*.
- D. Local Hazard Analysis
- E. Local Hazard Mitigation Action Plan

### APPENDICES:

- Appendix 1 ..... Hazard Mitigation Team
  - Appendix 2 ..... Mitigation Reference Records
  - Appendix 3 ..... Notice of Interest and Hazard Mitigation Team Report
- Tab A - Mitigation Job Aid #1: Instructions for Completing the NOI/Hazard Mitigation Team Report

**APPENDIX 1  
HAZARD MITIGATION TEAM**

The implementation of effective hazard mitigation measures requires utilization of all resources available to this jurisdiction. Multi-disciplined, long-range mitigation planning requires a coordinated team of personnel with administrative, financial, and technical knowledge and expertise in a variety of functional areas that may be needed to achieve mitigation objectives. HMT supporting member agencies and organizations along with their functional areas of responsibility are listed in this appendix. Team members will provide assistance for hazard mitigation activities as required by the HMC. Team members have been selected for all functional areas that are applicable to this jurisdiction and which may require local expertise. Primary responsibility for Team members is to provide mitigation program services for all jurisdictions covered in our emergency management plan, but Team members are also responsible for coordinating and providing assistance to our partners for development, adoption, implementation, and maintenance of our mitigation action plan.

	<b>Title/Agency</b>
<b>Hazard Mitigation Coordinator</b>	
<b>Functional Responsibility</b>	
Public Awareness/Education	
Emergency Preparedness and Response	
Disaster Recovery	
Floodplain Management	
Engineering Services	
Damage Assessment	
Volunteer Services	
Water Treatment	
Wastewater Treatment	
Drainage/Flood Control	
Public Health	
Legislative Representation/Liaison	
Building Codes and Permits	
Zoning Regulations	
Legal Services	
Development Planning	
Subdivision Regulations	
Fiscal/Funding Resources	
Tax Assessment	
Septic Tank/Sanitation Standards	
Environmental Protection	
Land Use Planning	
Property Condemnation	
Land Acquisition	
Historical Preservation	
Parks and Wildlife	
River Authority	

Dam Safety/Reservoir Management	
Agricultural Recovery Programs	
Fire and Casualty Insurance	
Flood Insurance	
Wind Insurance	
Citizen Group(s)	
Business/Industry	
Council of Government	
Data Processing Services	
Mapping Services	
GIS Services	
Grant Writing/Management	
Urban/Regional Planning	
Professional Group(s)	
Neighborhood Association(s)	

**APPENDIX 2  
MITIGATION REFERENCE RECORDS**

[Data below are examples]

	<b>Title/Subject</b>	<b>Date</b>	<b>Prepared By</b>	<b>File Location</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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19.				
20.				

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**APPENDIX 3  
NOTICE OF INTEREST AND HAZARD MITIGATION TEAM REPORT**

Jurisdiction: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

1. Hazard Mitigation Coordinator/Project Officer: Address:
Phone#: _____ Fax#: _____ E-mail: _____
2. Impact Area:
3. Hazard Identification:
4. Incident Period:
5. Number of Previous Events Involving this Hazard:
6. Number of Residents at Risk from this Hazard:
7. Background and Discussion:
8. Hazard Mitigation Team Recommendations:
<b>Work Element # 1</b>
Mitigation Action:
Lead Agency:
Estimated Cost:
Funding Method:

Schedule:

**Work Element #**     

Mitigation Action:

Lead Agency:

Estimated Cost:

Funding Method:

Schedule:

**Work Element #**     

Mitigation Action:

Lead Agency:

Estimated Cost:

Funding Method:

Schedule:

**TAB A**  
**MITIGATION JOB AID #1:**  
**INSTRUCTIONS FOR COMPLETING NOI/ MITIGATION TEAM REPORT**

**A. General**

The “Notice of Interest and Hazard Mitigation Team Report” discussed in Annex P is concerned with one basic goal: to assist in the identification and implementation of mitigation actions that will eliminate, or at least reduce, the potential for future losses.

The report is designed for use to conduct and record an initial survey of an impacted disaster area and facilitate the identification of causes and mitigation opportunities. The report provides the basis for development of a coordinated Mitigation Action Plan (MAP) and a Notice of Interest (NOI) to apply for federal and state funds to implement hazard mitigation actions.

The mitigation report is primarily a response action following a disaster or significant event, however, the process will also be used to document mitigation opportunities identified in findings or recommendations of special comprehensive studies, and for review and update of the *Hazard Analysis and Mitigation Action Plan*.

This report identifies mitigation opportunities and addresses them as work elements to be accomplished. The various work elements contained in the report constitute the actions necessary to reduce risk within the designated impact area. It is recommended that the report be prepared no later than 15 working days following a significant event. The report will also be prepared any time an analysis of risk factors indicates a significant level of risk, or opportunities for mitigation actions are identified. A separate report should be completed for each individual proposed mitigation project.

**B. Following is an explanation of the components of the report:**

Item

1. Hazard Mitigation Coordinator/Project Officer:

[Identify the person responsible for completing the report and serving as the single point of contact concerning the project. This person represents our jurisdiction and works directly with the state project officer to manage and administer this project.]

2. Impact Area:

[Identify area or areas impacted by incident/disaster- focus on affected area such as a specific sub division, a section of property along a creek or drainage ditch, or a specific structure such as a building or bridge or culvert etc. This could also identify a vulnerable area potentially at risk such as a designated hurricane risk area, floodway, floodplain, dam failure inundation zone, high erosion or subsidence area, vulnerability zone, etc.]

3. Hazard Identification:

[Identify specific hazard(s) addressed in this report. For example – severe thunderstorms with flooding from Hurricane Allen, wind damage from a tornado, dam failure and downstream flooding, surge flooding from hurricanes, etc.]

4. Incident Periods:

[Identify time(s) and date(s) of incident/disaster. If report is prepared prior to an incident/disaster, use “Pre-Incident Report” for this entry.]

5. Number of Previous Events Involving This Hazard:

[Identify the number of events caused by this hazard in the time frame for which records are available. For example, two (2) events in 1986, five (5) events from 1983 to present, etc.]

6. Number of Residents at Risk from this Hazard:

[Identify the number of people at risk in the above identified impact area, or the specific facility. Focus on information pertaining to the proposed problem and recommended actions -- include information such as number of families, housing units, and special needs population affected by incident, or at risk from a potential incident.]

7. Background and Discussion:

[Explain the problem and what benefits will be derived once problem is corrected]

[Briefly describe what happened, or what could possibly happen, and the real cause of the problem. A flood is a hazard, but what really caused it to flood this sub-division or this part of town, and why was it so bad this time? Perhaps drainage ditches overflowed because excessive vegetation impeded water flow, or flood control gates were rusty and inoperable, or increased run-off from new development has increased the area vulnerable to floods, etc. If possible, identify specific conditions that directly contributed to impact of incident/disaster]

[If this is a pre-event situation explain how the problem was identified and why it is important to resolve-explain the problem and how the recommended actions will correct it. If actions are to implement recommendations or findings in a hazard analysis, atlas, or other comprehensive study, identify and discuss the source documents-this will strengthen and reinforce the need to implement your recommend mitigation actions.]

8. Hazard Mitigation Team Recommendation:

Work Element #:

[This section of the report is a listing of specific step by step actions to be accomplished that will eliminate, or at least reduce the impact of this hazard. This section is essentially an implementation strategy of mitigation actions that will reduce risk and vulnerability levels within this impact area. Each “Work Element” is a numbered separate task that

identifies a specific mitigation action along with a discussion of the means to be employed to accomplish the action. The number of work elements (i.e., mitigation actions) developed for each report will be determined by the HMC and will be based on the nature of the hazard, and the complexity of the recommended solution.] Each work element is a proposed task to be accomplished to complete a single project. Each proposed project may have multiple work elements and each proposed project requires a separate team report.

a. Mitigation Action:

[Identify specific actions that, if accomplished, will reduce vulnerability and risk in the impact area. Actions should be listed in implementation sequence so they constitute a step by step action plan to achieve mitigation objectives. As an example, you may want to identify the number and value of structures at risk in a particular subdivision; and then apply for environmental and historical preservation clearances; and then develop a land use plan; and then determine availability of grants; and then invite property owners to participate; and then apply for a grant; etc. All of the actions are needed and collectively will provide a way to reduce vulnerabilities and risks. Most mitigation projects consist of a number of interrelated and coordinated mitigation actions accomplished through a step by step process.]

b. Lead Agency:

[Identify the local agency or organization that is best suited to accomplish this action. In most cases the organizations represented on the HMT will be ideally suited to accomplish specific mitigation actions.]

c. Cost of Action:

[Indicate what the cost will be to accomplish this action. This amount will, of course, have to be estimated until actual final dollar amounts can be determined.]

d. Funding Method:

[Indicate how the cost to complete the action will be funded. For example – funds may be provided from existing operating budgets, or from a previously established contingency fund, by voter endorsed bond action, or a cost sharing Federal or State grant, etc. Remember that various funding methods are available and that creative funding techniques may be necessary.]

e. Schedule:

[Indicate when action will begin, and when action is expected to be completed. Remember that some actions will require only a minimum amount of time, while others may require a long-term continuing effort.]

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**ANNEX Q**

**HAZARDOUS MATERIALS  
&  
OIL SPILL RESPONSE**





**APPROVAL & IMPLEMENTATION**

**Annex Q**

**Hazardous Materials  
& Oil Spill Response**

Signature \_\_\_\_\_

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## ANNEX Q

# HAZARDOUS MATERIAL & OIL SPILL RESPONSE

## I. AUTHORITY

### A. Federal

1. Public Law 96-510, *Comprehensive Environmental Response Compensation and Liability Act of 1980*.
2. Public Law 99-499, *Emergency Planning and Community Right to Know Act of 1986*.
3. 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*.
4. 40 CFR 68, *Clean Air Act*.
5. 40 CFR 261, *Resource Conservation and Recovery Act*

### B. State

- 1.

### C. Local

See Basic Plan, Section I.

## II. PURPOSE

This annex establishes the policies and procedures under which County will operate in the event of a hazardous material incident or oil spill. It defines the roles, responsibilities and organizational relationships of government agencies and private entities in responding to and recovering from an oil spill or incident involving the transport, use, storage, or processing of hazardous material.

## III. EXPLANATION OF TERMS

### A. Acronyms

CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CHEMTREC	Chemical Transportation Emergency Center
DPS	Department of Public Safety
EHS	Extremely Hazardous Substances
EMC	Emergency Management Coordinator
EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
ERG	Emergency Response Guide (U.S. Department of Transportation)
HC	Hazardous chemicals
HS	Hazardous substances

ICS	Incident Command System
ICP	Incident Command Post
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
NDEP	Nevada Division of Environmental Protection
NDEM	Nevada Division of Emergency Management
NDOT	Nevada Department of Transportation
NIMS	National Incident Management System
NRC	National Response Center
NRF	National Response Framework
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
RMP	Risk Management Plan
RRT	Regional Response Team
SARA III	Superfund Amendments and Reauthorization Act of 1986, Title III (Also known as EPCRA)
SERC	State Emergency Response Commission
SOC	State Operation Center
SONS	Spill of National Significance
SOP	Standard operating procedures

## B. Definitions

1. Accident site. The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.
2. Acute exposure. Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.
3. Acutely toxic chemicals. Chemicals which can cause both severe short term and long term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.
4. CHEM-TEL. Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guidebook.
5. CHEMTREC. The Chemical Transportation Emergency Center (CHEMTREC) is a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, National Response Center, and manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on- scene assistance when feasible.
6. Cold Zone. The area outside the Warm Zone (contamination reduction area) that is free from contaminants.

7. Extremely hazardous substances (EHS). Substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the SERC, LEPCs, and local fire departments pursuant to Section 312 of EPCRA and Nevada community right-to-know acts (NCRAs). EHS releases which exceed certain quantities must be reported to the National Response Center, the SERC, and local agencies pursuant to Section 304 of EPCRA and state regulations. The roughly 360 EHSs, and pertinent reporting quantities, are listed in 40 CFR 355.
8. Hazard. The chance that injury or harm will occur to persons, plants, animals or property.
9. Hazard analysis. Use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site at fixed facility, or on a transportation route to the surrounding area, in order to determine which portions of a community may be affected by a release of such materials.
10. Hazardous chemicals (HC). Chemicals, chemical mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any time are required to report inventories of such chemicals annually to the SERC in accordance with NCRAs.
11. Hazardous material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Includes EHSs, HSs, HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
12. Hazardous substance (HS). Substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, are required to report inventories of such substances annually to the SERC in accordance with NCRAs. HS releases above certain levels must be reported to the National Response Center, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA, and state regulations. The roughly 720 HS and pertinent reporting quantities are listed in 40 CFR 302.4.
13. Hot Zone. The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.
14. Incident Commander. The overall coordinator of the response team. Responsible for on-site strategic decision and actions throughout the response phase. Maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of operations level and certified in the Incident Command System (ICS).

15. Incident Command System. A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all emergency responses and is applicable to small, as well as, large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management.
16. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, non-governmental, and/or private sector entities in order to save lives and minimize danger, and provide the basis for long-term community recovery and prevention activities.
17. National Response Center (NRC). Interagency organization, operated by the US Coast Guard, that receives reports when reportable quantities of dangerous goods and hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.
18. National Incident Management System (NIMS). The system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, the NIMS includes a core set of concepts, principles, and terminology.
19. On-scene. The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.
20. Plume. A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.
21. Regulated facility. A plant site where handling/transfer, processing, and/or storage of chemicals is performed. For the purposes of this annex, regulated facilities (1) produce, use, or store EHSs in quantities which exceed threshold planning quantities or (2) hold one or more HCs in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPCs, and the local fire department in accordance with NCRAs.
22. Reportable quantity. The minimum quantity of hazardous material released, discharged, or spilled that must be reported to federal state and/or local authorities pursuant to statutes and regulations.
23. Response. The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.



24. Risk Management Plan (RMP). Pursuant to section 112r of the CAA, facilities that produce, process, distribute or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted electronically to the EPA; it can be accessed electronically by local governments and the public.
25. Spill of National Significance (SONS). A spill or discharge oil or hazardous material as defined by the *National Oil and Hazardous Substance Contingency Plan (NCP)* that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an Incident of National Significance.
26. Toxic substances. Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 CFR 372.
27. Vulnerable Facilities. Facilities which may be of particular concern during an hazmat incident because they:
  - a. Are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails),
  - b. Fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center), or
  - c. Include large concentrations of people (shopping centers, recreation centers)
28. Warm Zone: An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. Hazardous materials are commonly used, transported, and produced in the local area; hence, Hazmat incidents may occur here.
2. We have the lead in the initial response to a Hazmat incident that occurs within its jurisdiction. Hazmat response resources are listed in Annex M, Resource Management.

3. Although radiological materials are considered hazardous materials in most classification schemes, detailed planning for incidents involving these materials are covered in Annex D, Radiological Protection, to this plan.
4. Vulnerable facilities potentially at risk from a Hazmat release are identified in Appendix 5.
5. Regulated facilities that may create a Hazmat risk in the local area are identified in Appendix 6.
6. Hazardous materials transportation routes that may pose a threat to the local area are identified in Appendix 7.
7. Evacuation routes from risk areas surrounding regulated facilities are described in Appendix 8.
8. Pursuant to the EPCRA, a local fire chief has the authority to request and receive information from regulated facilities on hazardous material inventories and locations for planning purposes and may conduct an on-site inspection of such facilities.
9. If we are unable to cope with an emergency with our own resources and those available through mutual aid, the State may provide assistance. When requested by the State, assistance may also be provided by federal agencies.
10. The County Local Emergency Planning Committee is responsible for providing assistance to the County in hazardous materials planning.
11. Emergency worker protection standards provide that personnel may not participate in the response to a Hazmat incident unless they have been properly trained and are equipped with appropriate personal protective equipment. See Appendix 3.

## **B. Assumptions**

1. An accidental release of Hazmat could pose a threat to the local population or environment. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.
2. A major transportation Hazmat incident may require the evacuation of citizens at any location within the County.
3. Regulated facilities will report Hazmat inventories to local fire department(s) and the LEPC.
4. In the event of a Hazmat incident, regulated facilities and transportation companies will promptly notify us of the incident and make recommendations to local emergency responders for containing the release and protecting the public.
5. In the event of a Hazmat incident, we will determine appropriate protective action recommendations for the public, disseminate such recommendations, and implement them.

6. The length of time available to determine the scope and magnitude of a hazmat incident will impact protective action recommendations.
7. During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.
8. If an evacuation is recommended because of an emergency, typically 80 percent of the population in affected area will relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.
9. Hazardous materials entering water or sewer systems may necessitate the shutdown of those systems.
10. The County Local Emergency Planning Committee (LEPC) will assist the County in preparing and reviewing hazardous material response plans and procedures.

## **V. CONCEPT OF OPERATIONS**

### **A. Prevention**

Hazardous materials prevention is undertaken to reduce/prevent a threat to lives and property during a Hazmat incident. Our hazardous materials prevention activities include:

1. We have performed a chemical hazard analysis to identify the types and quantities of hazardous materials present in the community at fixed sites or on transportation routes, potential release situations, and possible impact on the local population.
2. We receive and maintain data on the Hazmat inventories at local regulated facilities for use in emergency planning.
3. We have identified local hazmat transportation routes; these are depicted in Appendix 7 to this annex.
4. We have established approved routes for hazardous cargo, depicted in Appendix 7.
5. The Fire Protection Districts &/or Nevada State Fire Marshals Office performs periodic inspection of facilities that produce, use, or store hazardous materials.
6. The County Planning Department monitors land use/zoning to ensure local officials are made aware of plans to build or expand facilities that make, use, or store hazardous materials so the potential impact of such facilities can be assessed and minimized.

### **B. Preparedness**

To enhance the preparedness of its emergency responders and the public, we have:

1. Developed and conducted public education programs on chemical hazards and related protective actions.
2. Trained emergency personnel to level commensurate with Hazmat response duties and provided appropriate personal protective equipment. See Appendix 3.
3. Identified emergency response resources for Hazmat incidents. See Annex M, Resource Management.
4. Developed standard operating procedures for Hazmat response and recovery.
5. Obtained Hazmat release modeling software program and trained personnel in its use.
6. Met periodically with regulated facilities and known Hazmat transporters to ensure that company and local emergency plans are coordinated to the extent possible and that emergency contact information is kept up-to-date.

### **C. Response**

1. Incident Classification. To facilitate the proper incident response, a three level incident classification scheme will be used. The incident will be initially classified by the first responder on the scene and updated by the incident Commander as required.
  - a. Level I – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an Incident Commander (IC), and may require limited external assistance from other local response agencies or contractors.
  - b. Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.
  - c. Level III – 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 involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

### **2. Initial Reporting**

- a. It is anticipated that a citizen who discovers a hazardous material incident will immediately notify the County through the 9-1-1 system and provide some information on the incident.
- b. Any public sector employee discovering an incident involving the potential or actual release of hazardous material should immediately notify Dispatch and provide as much of the information required for the Hazardous Materials Incident Report in Appendix 2 as possible.
- c. Operators of regulated facilities and Hazmat transportation systems are required by law to report certain types of Hazmat releases. For Hazmat incidents occurring at regulated facilities, a facility representative at a regulated site is expected to immediately notify 9-1-1 Dispatch and provide information for a Hazardous Materials Incident Report; see Appendix 2.

### 3. Notification

Upon receiving a Hazardous Materials Incident report, 9-1-1 Dispatch will initiate responder notifications commensurate with the incident classification (Level I, II, or III) in accordance with its SOP & Protocols.

### 4. Response Activities

- a. The first firefighter or law enforcement officer on the scene should initiate the Incident Command System (ICS), establish an Incident Command Post (ICP), and begin taking the actions listed in the General Hazmat Response Checklist in Appendix 1. If the situation requires immediate action to isolate the site and evacuate nearby residents, the first officer on the scene should advise Dispatch and begin such actions.
- b. As other responders arrive, the senior firefighter will generally assume the role of IC for Hazmat emergencies and continue taking the actions listed in the General Hazmat Response Checklist.
- c. The EOC may be activated for a Level II (Emergency) response and will be activated for Level III (Disaster) response.
- d. ICP - EOC Interface
  - 1) If the EOC is activated the IC and the EOC shall agree on and implement an appropriate division of responsibilities for the actions listed in the General Hazmat Response Checklist.
  - 2) Regular communication between the ICP and the EOC regarding checklist actions is required to ensure that critical actions are not inadvertently omitted.
- e. Determining Affected Areas and Protective Actions

- 1) The IC shall estimate areas and population affected by a Hazmat release, and may be assisted by the EOC in that process. Aids for determining the size of the area affected may include:
  - a) *The Emergency Response Guidebook*
  - b) Computerized release modeling using CAMEO/ALOHA and other software
  - c) Assistance by the responsible party
  - d) Assistance by expert sources such as CHEMTREC or CHEM-TEL
  - e) Assistance by state and federal agencies
- 2) The IC shall determine required protective actions for response personnel and the public, and may be aided in determining protective actions for the public by the EOC. See Appendix 3 for emergency responder safety considerations. See Appendix 4 for public protective action information.
- 3) The IC will typically provide warning to and implement protective actions for the public in the immediate vicinity of the incident site. The EOC will normally oversee dissemination of warning and implementation of protective actions for the public beyond the immediate incident site and related activities such as traffic control and activation of shelters. Sample public warning and protective action messages are provided in Annex A, Warning. Additional information on public information is provided in Annex I, Emergency Public Information.

#### f. Release Containment

- 1) The responsibility for selecting and implementing appropriate measures to contain the release of hazardous materials is assigned to the IC, who may obtain advice from the responsible party, state and federal agencies, and appropriate technical experts.
- 2) Containment methods may include construction or use of berms, dikes, trenches, booms and other deployable barriers, stream diversion, drain installation, catch basins, patching or plugging leaking containers, reorientation of containers, freeing of valves, or repackaging.

#### D. Recovery

1. When the initial response to an incident has ended, further effort may be required to control access to areas, which are still contaminated, clean up and dispose of spilled materials, decontaminate and restore areas, which have been affected, and recover response costs from the responsible party. The recovery process may continue for an extended period.
2. The spiller is, by common law, responsible for all cleanup activities. Most recovery activities will be conducted by contractors, paid for by the responsible party, and overseen by state and federal authorities. Methods of cleanup may include excavating, pumping and treating, dredging, skimming, dispersion, vacuuming, and biological remediation. Dilution is prohibited as a substitute for treatment.
3. The County Manager will appoint a recovery coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, cleanup

contractors, and state and federal agencies. For major incidents, it may be desirable to designate a recovery team consisting of a coordinator and representatives of the various departments and local agencies who have an interest in recovery activities.

4. The recovery coordinator or team should:
  - a. Ensure access controls are in place for contaminated areas that cannot be cleaned up immediately.
  - b. Ensure documentation and cost data relating to the incident response is preserved and maintain a list of such records which indicates their locations to facilitate claims against the responsible party and/or reimbursement by the state or federal government.
  - c. Review plans for cleanup and restoration proposed by the responsible party or state or federal agencies and then monitors their implementation.
  - d. Monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing.
  - e. Review proposed mitigation programs and monitor their implementation.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. General**

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will be employed to respond to and recover from incidents involving hazardous materials or oil spills.
2. Effective response to a Hazmat incident or oil spill may also require response assistance from the company responsible for the spill and, in some situations, by state and federal agencies with responsibilities for Hazmat spills. Technical assistance for a Hazmat incident may be provided by the facility, by industry, or by state and federal agencies.

### **B. Assignment of Responsibilities**

1. Community Emergency Coordinator
  - a. The Emergency Management Coordinator shall serve as the Community Emergency Coordinator for Hazmat issues, as required by EPCRA.
  - b. The Community Emergency Coordinator will:
    - 1) Coordinate with the emergency coordinators of regulated facilities and vulnerable facilities to maintain the list of regulated facilities in Appendix 6 and the list of vulnerable facilities in Appendix 5.
    - 2) Maintain an accurate and up-to-date Hazmat emergency contact roster that provides 24-hour contact information for regulated facilities, local Hazmat

transportation companies, vulnerable facilities, state and federal Hazmat response agencies, and technical assistance organizations such as CHEMTREC. Disseminate this roster to local emergency responders.

- 3) Ensure each regulated facility and local Hazmat transportation company is notified of the telephone number to be used to report hazmat incidents to local authorities.
  - 4) Coordinate the review of regulated facility emergency plans by local officials.
2. Fire Protection Districts will:
- a. Carry out the general fire service responsibilities outlined in Annex F (Firefighting).
  - b. Normally provide the IC for a hazardous materials response operation.
3. The Incident Commander will:
- a. Establish a command post.
  - b. Determine and communication the incident classification.
  - c. Take immediate steps to identify the hazard and pass that information to Dispatch, who should disseminate it to emergency responders.
  - d. Determine a safe route into the incident site and advise Dispatch, who should relay that information to all emergency responders.
  - e. Establish the Hazmat incident functional areas (Hot Zone, Warm Zone, Cold Zone) and a staging area.
  - f. Initiate appropriate action to control and eliminate the hazard in accordance with SOP.
    - 1) If the EOC is not activated, ensure that the tasks outlined in the General Hazmat Response Checklist in Appendix 1 are accomplished.
    - 2) If the EOC is activated for a Level II or III incident, coordinate a division of responsibility between the ICP and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC should handle support tasks that require extensive planning or coordination.
4. Law Enforcement will:
- a. Maintain a radio-equipped officer at the ICP until released by the IC.
  - b. Evacuate citizens when requested by the IC. Advise Dispatch and the EOC regarding the status of the evacuation. Make requests for assistance to the fire department, as necessary.
  - c. Control access to the immediate incident site for safety and limit entry to authorized personnel only. The IC will determine the size and configuration of the cordon.



- (1) Entry of emergency personnel into the incident area should be expedited. The IC will provide information on safe routes.
  - (2) Persons without a valid reason for entry into the area, and who insist on right of entry, will be referred to the ICP or ranking law enforcement officer on duty for determination of status and/or legal action.
- d. Perform traffic control in and around the incident site and along evacuation routes.
  - e. Provide access control to evacuated areas to prevent theft.
  - f. Provide assistance in determining the number and identity of casualties.
5. The Emergency Management Coordinator will:
- a. Coordinate with the IC and based upon the incident classification and recommendations of the IC, initiate activation of the EOC through Dispatch.
  - b. If the EOC is activated:
    - 1) Coordinate a specific division of responsibility between the IC and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC support tasks that which require extensive planning or coordination.
    - 2) Carry out required tasks
      - a) Provide support requested by the IC.
      - b) For Level II and III incidents, ensure elected officials and the District Attorney are notified of the incident and the circumstances causing or surrounding it.
6. EMS will:
- a. Provide medical treatment for casualties.
  - b. Transport casualties requiring further treatment to medical facilities.
7. The County Engineering/Facilities and the Road Division will:
- a. Provide heavy equipment and materials for spill containment.
  - b. When requested, provide barricades to isolate the incident site.
  - c. Cooperate with law enforcement to detour traffic around the incident site.
8. The County Utilities will:
- a. When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems.

- b. If a Hazmat incident impacts water or sewer systems, check systems for damage and restore service.
  - c. When appropriate, provide inputs to the IC or EOC for protective actions for the public relating to water and sewer systems.
9. Regulated Facilities/Hazmat Transportation Companies are expected to:
- a. Provide current emergency contact numbers to local authorities.
  - b. Upon request, provide planning support for accidental release contingency planning by local emergency responders.
  - c. In the event of a Hazmat incident:
    - 1) Make timely notification of the incident to local officials and other agencies as required by state and federal law.
    - 2) Provide accident assessment information to local emergency responders.
    - 3) Make recommendations to local responders for containing the release and protecting the public.
    - 4) Carry out emergency response as outlined in company or facility emergency plans to minimize the consequences of a release.
    - 5) Assist local responders as outlined in mutual aid agreements.
    - 6) Provide follow-up status reports on an incident until it is resolved.
    - 7) Clean up or arrange for the cleanup of Hazmat spills for which the company is responsible.
  - d. Regulated facilities are also required to:
    - 1) Report Hazmat inventories to the SERC, LEPC, and local fire department at required by federal and state statutes and regulations.
    - 2) Provide MSDSs for hazardous materials produced or stored on-site, as required to the LEPC and local fire department(s).
    - 3) Designate a facility emergency coordinator.
    - 4) Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by the Clean Air Act (CAA) 112(r) are required to have a more extensive Risk Management Plan (RMP); a summary of which must be filed with the EPA. Local officials can access that information via the Internet.
    - 5) Coordinate the on-site emergency plan with local officials to ensure that the facility emergency plan complements the local emergency plan and does not conflict with it.

10. State Government.

- a. If local resources and mutual aid resources available to respond to a Hazmat incident are inadequate or inappropriate, we will request state assistance from the State EOC or Nevada State Fire Mutual Aid Plan
- b. For major incidents, the SEOC will coordinate state assistance that cannot be provided and request federal assistance, if required.
- c. The NDEP:
  - 1) Serves as the lead state agency for response to most hazardous materials and inland oil spills.
  - 2) Serves in an advisory role to the federal on-scene coordinator if federal resources are provided.
  - 3) Monitors all cleanup and disposal operations and coordinates with other state agencies.
  - 4) Determines the adequacy of containment and cleanup operations.
- d. The Department of Public Safety (DPS) provides assistance to local law enforcement in areas of traffic control, evacuation, and protection of property.
- g. The Nevada Department of Transportation (NDOT) may be able to provide heavy equipment to assist in containing spills near public roads, but NDOT personnel are not trained or equipped as Hazmat responders.

11. Federal Government

- a. A spill or discharge oil or hazardous material that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up, may be determined to be a Spill of National Significance (SONS).
- b. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an Incident of National Significance.

## VII. DIRECTION & CONTROL

### A. General

1. The direction and control function for a Hazmat incident will be performed by the IC or, for major incidents, shared by the IC and the EOC.
2. For Level II or III Hazmat incidents, the EOC may be activated and responsibility for various hazmat response tasks will be divided between the ICP and the EOC. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed.
  - a. The ICP will concentrate on the immediate response at the incident site, i.e. isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating and implementing protective actions for emergency responders and the public near the incident site. The IC will direct the activities of deployed emergency response elements.
  - b. The EOC should handle incident support activities and other tasks, which cannot be easily accomplished by an ICP. Such tasks may include notifications to state and federal agencies and utilities, requests for external resources, activation of shelters, coordinating wide area traffic control, emergency public information, and similar activities. The EMC shall direct operations of the EOC.

### B. Specific

1. For hazardous materials incidents, the first fire service or law enforcement officer on-scene will initiate the ICS. The senior firefighter on the scene will normally serve as the IC. All support units will report to the IC and operate under the direction provided by that position.
2. The IC may recommend evacuation in and around the incident site. [County Judge/Mayor] should issue recommendations for large-scale evacuation, should it become necessary.

## VIII. READINESS LEVELS

### A. Level IV - Normal Conditions.

See the prevention and preparedness activities in section V.A and V.B, Emergency Activities by Phase.

**B. Level III - Increased Readiness.** Increased Readiness may be appropriate if there is a greater than normal threat of a hazardous material incident. Initiation conditions may include a significant hazardous material shipment will be transiting our area. Level 3 readiness actions may include:

1. Monitoring the situation.
2. Informing first responders of the situation.

3. Ensuring the hazardous materials response team (if available) is aware of the situation and can respond if necessary.

**C. Level II - High Readiness.** High Readiness may be appropriate if there is an increased risk of a hazardous material incident. Level 2 readiness actions may include:

1. Monitoring the situation.
2. Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents.
3. Checking equipment and increasing short-term readiness if possible.
4. Issuing public warning and providing public information if necessary.

**D. Level I - Maximum Readiness.** Maximum readiness is appropriate when there is a significant possibility of a hazardous materials release. Initiating conditions might include an incident at or near a facility manufacturing or using hazardous materials. Level 1 readiness actions may include:

1. Investigating the situation and partially or fully activating the EOC to monitor it.
2. Placing first responders in alert status; placing off-duty personnel on standby.
3. Advising appropriate state and federal agencies.
4. Preparing to issue public warning if it becomes necessary.

## IX. ADMINISTRATION & SUPPORT

### A. Support

When a Hazmat incident exceeds the local capability to resolve we will invoke mutual aid agreements. If these personnel, equipment, and supply resources are insufficient or inappropriate, we will request state assistance from the SEOC.

### B. Hazardous Materials Incident Report

A form used by Dispatch, the IC, and the EOC to collect and disseminate information on a Hazmat incident is provided in Appendix 2.

### C. Resources

1. General emergency response resources are described in Annex M, Resource Management.
2. Specialized Hazmat response resources are also described in Annex M.

#### **D. Documentation & Cost Recovery**

The company or individual responsible for the Hazmat release is liable for the cost of clean-up, structural and environmental damage, and personal injury or death. The County will maintain records of personnel and equipment used and supplies expended during the response and recovery phase to support any efforts to recoup costs from the responsible party. If the responsible party cannot be identified, we may be eligible for reimbursement of certain Hazmat response costs by the U.S. Environmental Protection Agency (EPA); this program requires timely submission of an application with supporting data to EPA Region IX.

#### **E. Post Incident Review**

For Level III incidents, the IC will prepare a short report summarizing the incident, including the cause, critique of response actions, damage assessment, expenditures, and conclusions. Resources for this report may include radio logs, tapes, regulated site records, police reports, fire reports, etc. This report will be circulated to all agencies and individuals tasked in this annex.

#### **F. Training**

To comply with emergency worker protection standards, department and agency heads will determine requirements for hazardous materials training for emergency response and medical personnel with Hazmat incident response duties, develop and disseminate schedules for training, and maintain records of such training.

#### **G. Personal Protective Equipment**

To comply with emergency worker protection standards, department heads will prescribe the use of personal protective equipment for emergency response and medical personnel who require it. Appendix 3 contains further information on the equipment required to protect against various types of hazards.

#### **H. Plan Testing and Correction**

1. Departmental and interdepartmental drills, tabletop exercises, functional exercises, or full-scale exercises dealing with Hazmat incidents shall be included in the local emergency exercise schedule. Where possible, regulated facilities and Hazmat transportation companies should be invited to participate in drills and exercises.
2. This annex should be corrected and revised, if required, based on the results of exercise critiques.

## X. ANNEX DEVELOPMENT & MAINTENANCE

- A. The EMC is responsible for developing and maintaining this annex. Recommended changes to this annex will be forwarded to [position] as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Regulated facilities report their Hazmat inventories annually to the State Emergency Response Commission (SERC), the LEPC, and local fire departments. These reports affect the data in Appendices 5, 6, and 8, which may require more frequent update than the rest of this annex.
- D. All agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs needed to carry out the tasks assigned in the annex.

## XI. REFERENCES

- A. FEMA, *Comprehensive Planning Guidance* (CPG-101).
- B. National Response Team, *Hazardous Material Emergency Planning Guide* (NRT-1).
- C. US Department of Transportation, *Emergency Response Guidebook*.

## APPENDICES

Appendix 1 .....	General Hazmat Response Checklist
Appendix 2 .....	Hazardous Materials Incident Report
Appendix 3 .....	Response Personnel Safety
Appendix 4 .....	Protective Actions for the Public
Appendix 5 .....	Vulnerable Facilities
Appendix 6 .....	Regulated Facilities
Appendix 7 .....	Hazardous Materials Transportation Routes
Appendix 8 .....	Evacuation Routes for Regulated Facility Risk Areas

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**APPENDIX 1  
GENERAL HAZMAT RESPONSE CHECKLIST**

	Action Item	Assigned
	•	
	1. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification at the end of this checklist. <ul style="list-style-type: none"> <li>• Level 1 – Incident</li> <li>• Level II – Emergency</li> <li>• Level III – Disaster</li> </ul>	
	2. Dispatch should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement dispatch centers are used, the dispatch center receiving the initial report should pass it to the other dispatch center.	
	3. Identify hazardous material being released. <ul style="list-style-type: none"> <li>• Information may be obtained from facility staff, Hazmat inventory reports, placards, shipping papers or manifest, container labels, pipeline markers, and similar materials.</li> </ul>	
	4. Determine extent of danger to responders and establish requirements for personal protective equipment specialized response equipment. See Response Personnel Safety in Appendix 3.	
	5. Ascertain extent of danger to general public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk; see Appendices 5, 6, and 7.	
	6. Develop initial action plan to contain and control the release of hazardous materials.	
	7. Determine appropriate protective actions for the public and special facilities. See Appendix 4. If evacuation is contemplated, check evacuation route status.	
	8. Initiate warning and issue protective action recommendations for the public and Special facilities. <ul style="list-style-type: none"> <li>• See Appendix 54 for protective action data.</li> <li>• See Annex A, Warning, for public notification messages.</li> <li>• See Appendix 8 for evacuation routes for vulnerable facilities.</li> </ul>	
	9. Warn special facilities, provide instructions, and determine requirements for assistance. Provide assistance requested.	
	10. If evacuation is recommended, provide traffic control and be prepared to provide transportation to those who lack it. See Annex E, Evacuation.	
	11. Warn other communities that may be threatened by the Hazmat release.	
	13. If possibility exists of casualties that are contaminated with hazardous substances, ensure EMS units and hospitals are so advised.	
	12. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter & Mass Care.	

<b>Action Item</b>	<b>Assigned</b>
<p>15. If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned so that they may take preventative actions. See Annex L, Utilities.</p> <ul style="list-style-type: none"> <li>• If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions.</li> </ul>	
<p>16. Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations.</p> <ul style="list-style-type: none"> <li>• If we are responsible for the release, we must make required notifications to state and federal agencies.</li> <li>• If the responsible party cannot be identified/located, we should make required notifications, making it clear that the responsible party is presently unknown.</li> </ul>	
<p>17. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.</p>	
<p>18. If additional response resources are required request them.</p> <ul style="list-style-type: none"> <li>• Invoke mutual aid agreements.</li> <li>• Summon hazmat response contractor, if one is under contract.</li> <li>• Request assistance from the State through the Disaster District.</li> </ul>	
<p>19. Continuously document actions taken, resources committed, and expenses incurred.</p> <ul style="list-style-type: none"> <li>• Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies.</li> </ul>	
<p>20. Provide updated information on the incident to the public through media releases. See Annex I, Emergency Public Information.</p>	
<p>21. When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or special facilities.</p>	
<p>22. Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated.</p>	
<p>23. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas.</p>	
<p>24. When it is determined to be safe to end protective actions, advise the public and special needs facilities and, if an evacuation occurred, manage the return of evacuees.</p>	
<p>25. Conduct post-incident review of response operations.</p>	

## Emergency Situation Classifications

Level 1 – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an incident commander, and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an incident commander; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – 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 involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

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**APPENDIX 2  
HAZARDOUS MATERIALS INCIDENT REPORT**

**INITIAL CONTACT INFORMATION**

**Check one:**     This is an **ACTUAL EMERGENCY**     This is a **DRILL/EXERCISE**

1. Date/Time of Notification: \_\_\_\_\_ Report received by: \_\_\_\_\_
2. Reported by (name & phone number or radio call sign): \_\_\_\_\_
3. Company/agency and position (if applicable): \_\_\_\_\_
4. Incident address/descriptive location: \_\_\_\_\_  
\_\_\_\_\_
5. Agencies at the scene: \_\_\_\_\_
6. Known damage/casualties (do not provide names over unsecured communications): \_\_\_\_\_  
\_\_\_\_\_

**CHEMICAL INFORMATION**

7. Nature of emergency: (check all that apply)  
 Leak     Explosion     Spill     Fire     Derailment     Other  
Description: \_\_\_\_\_  
\_\_\_\_\_
8. Name of material(s) released/placard number(s): \_\_\_\_\_
9. Release of materials:  
\_\_\_\_\_ has ended \_\_\_\_\_ Is continuing. Estimated release rate & duration: \_\_\_\_\_
10. Estimated amount of material which has been released: \_\_\_\_\_
11. Estimated amount of material which may be released: \_\_\_\_\_
12. Media into which the release occurred:     air     ground     water
13. Plume characteristics:
  - a. Direction (Compass direction of plume): \_\_\_\_\_
  - b. Height of plume: \_\_\_\_\_
  - c. Color: \_\_\_\_\_
  - d. Odor: \_\_\_\_\_
14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) \_\_\_\_\_
15. Present status of material (solid, liquid, and gas): \_\_\_\_\_
16. Apparently responsible party or parties: \_\_\_\_\_  
\_\_\_\_\_

**ENVIRONMENTAL CONDITIONS**

17. Current weather conditions at incident site:  
Wind From: \_\_\_\_\_ Wind Speed (mph): \_\_\_\_\_ Temperature (F): \_\_\_\_\_  
Humidity (%): \_\_\_\_\_ Precipitation: \_\_\_\_\_ Visibility: \_\_\_\_\_
18. Forecast: \_\_\_\_\_
19. Terrain conditions: \_\_\_\_\_  
\_\_\_\_\_

**HAZARD INFORMATION**  
(From ERG, MSDS, CHEMTREC, or facility)

20. Potential hazards: \_\_\_\_\_  
\_\_\_\_\_
21. Potential health effects: \_\_\_\_\_  
\_\_\_\_\_
22. Safety recommendations: \_\_\_\_\_  
\_\_\_\_\_
- Recommended evacuation distance: \_\_\_\_\_  
\_\_\_\_\_

**IMPACT DATA**

23. Estimated areas/ populations at risk: \_\_\_\_\_  
\_\_\_\_\_
24. Special facilities at risk: \_\_\_\_\_  
\_\_\_\_\_
25. Other facilities with Hazmat in area of incident: \_\_\_\_\_  
\_\_\_\_\_

**PROTECTIVE ACTION DECISIONS**

26. Tools used for formulating protective actions
- \_\_\_\_\_ a. Recommendations by facility operator/responsible party
  - \_\_\_\_\_ b. *Emergency Response Guidebook*
  - \_\_\_\_\_ c. Material Safety Data Sheet
  - \_\_\_\_\_ d. Recommendations by CHEMTREC
  - \_\_\_\_\_ e. Results of incident modeling (CAMEO or similar software)
  - \_\_\_\_\_ f. Other: \_\_\_\_\_
27. Protective action recommendations:  
\_\_\_\_ Evacuation    \_\_\_\_ Shelter-In-Place    \_\_\_\_ Combination    \_\_\_\_ No Action  
\_\_\_\_ Other \_\_\_\_\_
- | Time  | Actions Implemented |
|-------|---------------------|
| _____ | _____               |
| _____ | _____               |
| _____ | _____               |
28. Evacuation Routes Recommended: \_\_\_\_\_  
\_\_\_\_\_

**EXTERNAL NOTIFICATIONS**

29. Notification made to:
- |  |                      |
|--|----------------------|
| _____ National Response Center (Federal Spill Reporting)                 | _____ 1-800-424-8802 |
| _____ CHEMTREC (Hazardous Materials Information)                         | _____ 1-800-424-9300 |
| _____ RRC (Oil/gas spills - production facilities, intrastate pipelines) | _____                |
| _____ GLO (Petroleum spills in coastal waters or tributaries)            | _____                |
| _____ Disaster District [Location: _____]                                | _____                |
30. Other Information: \_\_\_\_\_  
\_\_\_\_\_

## APPENDIX 3 RESPONSE PERSONNEL SAFETY

### 1. General Guidelines

Response to Hazmat incidents involving skin and respiratory dangers or where the chemical involved is unknown requires responders to follow personal protection levels and procedures outlined in OSHA worker protection standards. The following establishes policies and procedures regarding the personal protection of first responders in the event of a hazardous material incident. Health and safety procedures include the following:

### 2. Medical surveillance

Responders to hazardous material incident will include emergency medical technicians who will be responsible for surveillance of responders working in and around the Hot Zone, for indicators of toxic exposure or acute physical symptoms.

### 3. Hot zone

This is the area where contamination does, or is likely, to occur. All first response personnel entering the Hot Zone must wear prescribed levels of protective equipment commensurate with the hazardous material present. Establish an entry and exit checkpoint at the perimeter of the hot zone to regulate and track the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Closely follow decontamination procedures to preclude inadvertent exposure.

### 4. Personal Protective Equipment (PPE)

All personnel entering the Hot Zone, for the purpose of control and containment or otherwise endangered by contamination will have appropriate protective equipment.

a. Require Level A protection when the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes:

- (1) Pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, air-line respirators.
- (2) Fully encapsulating chemical-resistant suit.
- (3) Coveralls.
- (4) Long cotton underwear (optional).
- (5) Cotton glove liners (optional)
- (6) Chemical-resistant gloves.
- (7) Chemical-resistant boots.
- (8) Hard hat, under suit (head injury hazard area).
- (9) Disposable inner gloves and boot covers.
- (10) 2-way intrinsically safe radio communications.

b. Require Level B protection when the highest level of respiratory protection is needed but a lesser level of skin and eye protection is warranted. Level B protection is the minimum level recommended on initial site entries until the hazards are identified and

defined by monitoring, sampling, and/or other reliable methods of analysis. Personnel equipment must correspond to those findings. Level B protective equipment includes:

- (1) SCBA or a supplied-air respirator (MSHA/NIOSHA approved).
- (2) Chemical resistant clothing (splash protection).
- (3) Long cotton underwear (optional).
- (4) Coveralls or other disposable clothing.
- (5) Gloves (outer), chemical resistant.
- (6) Gloves (inner), chemical resistant.
- (7) Boot covers (outer), chemical resistant.
- (8) Hard hat (head injury hazard area).
- (9) 2-way radio communications.

c. Require Level C protection when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure is unlikely. Perform periodic monitoring of the air. Level C protective equipment includes:

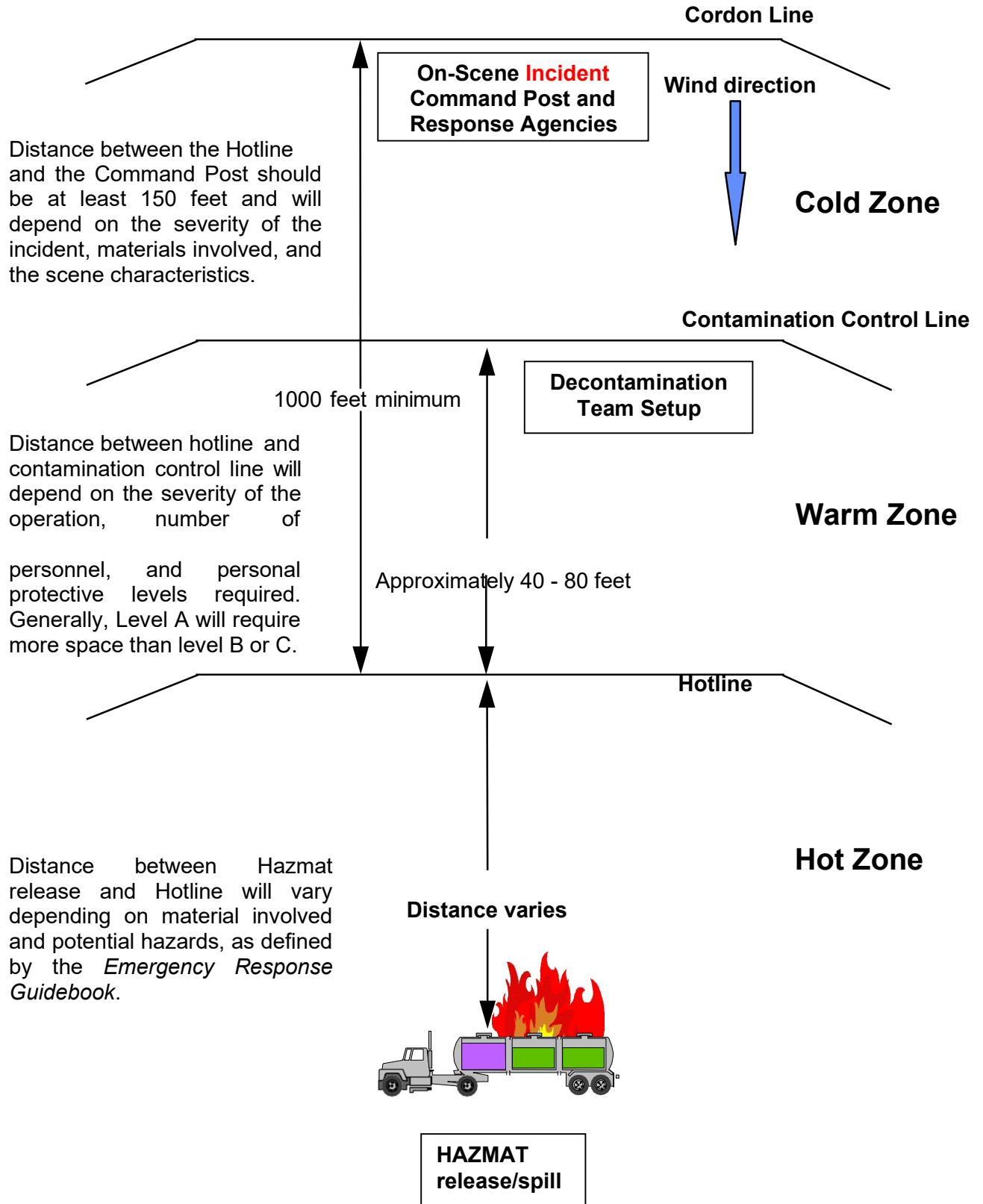
- (1) Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved).
- (2) Chemical resistant clothing (coveralls, hooded, one or two piece chemical splash suit, or chemical resistant coveralls).
- (3) Gloves, chemical resistant.
- (4) Boots (outer) chemical resistant, steel toe and shank.
- (5) 2-way radio communications.

## 5. Safety Procedures

- a. OSHA worker protection standards require that an on-site safety monitor be assigned during any Hazmat incident response. The safety monitor must be trained to the same level of the personnel responding into the Hot Zone.
- b. Personnel entering the Hot Zone area should not proceed until a back up team is ready to respond inside the zone for rescue should any member of the team be injured while responding.
- c. Personnel entering the Hot Zone area should not proceed until the Contamination Control Line has been set up.



**Response Personnel Safety  
On-Scene Setup**



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**APPENDIX 4**  
**PROTECTIVE ACTIONS FOR THE PUBLIC**

**1. Factors to Consider in Selecting Protective Actions**

Among the factors to be considered in determining protective actions for the public are the following:

- a. Characteristics of the hazardous material
  - (1) Degree of health hazard
  - (2) Amount of material that has been released or is expected to be released
  - (3) Time of release
  - (4) Rate of spread
- b. Weather conditions, particularly wind direction and speed for airborne hazards
- c. Population at risk
  - (1) Location
  - (2) Number
  - (3) Special-needs facilities or populations
  - (4) Evacuation routes
- d. Estimated warning and evacuation times
- e. Ability to predict behavior of Hazmat release (typically from release modeling software, e.g., CAMEO/ALOHA).

**2. Primary Protective Strategies.**

- a. The two primary protective strategies used during Hazmat incidents are shelter in place and evacuation.
  - (1) Shelter in place involves having people shelter in a building and take steps to reduce the infiltration of contaminated outside air. Shelter in place can protect people for limited periods by using the shielding provided by a building's structure to decrease the amount or concentration of Hazmat to which they are exposed. With a continuous release, the indoor concentration of Hazmat for buildings within the Hazmat plume will eventually equal the average outdoor concentration, limiting the effectiveness of this strategy in long-term releases.
  - (2) Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place where the risk to health and safety is considered acceptable. While evacuation can be very effective in protecting the public, large-scale evacuation can be difficult to manage, time consuming, and resource intensive.

(3) Shelter in place and evacuation are not mutually exclusive protective strategies. Each strategy may be appropriate for different geographic areas at risk in the same incident. For example, residents within a mile downwind of an incident site may be advised to shelter in place because there is insufficient time to evacuate them, while residents of areas further downwind may be advised to evacuate.

b. Determining Protective Actions. The information that follows is intended to aid in weighing suitable protective actions for the public and special facilities.

(1) Shelter in place may be appropriate when:

- Public education on shelter in place techniques has been conducted.
- Sufficient buildings are available in the potential impact area to shelter the population at risk.
- In the initial stages of an incident, when the area of impact is uncertain.
- A Hazmat release is impacting or will shortly impact the area of concern.
- A Hazmat release is short term (instantaneous or puff release) and wind is moving vapor cloud rapidly downwind
- Evacuation routes are unusable due to weather or damage or because they pass through a likely Hazmat impact area.
- Specialized equipment and personnel needed to evacuate institutions such as schools, nursing homes, and jails is not available.

(2) Evacuation may be appropriate when:

- A Hazmat release threatens the area of concern, but has not yet reached it.
- A Hazmat release is uncontrolled or likely to be long term.
- There is adequate time to warn and instruct the public and to carry out an evacuation.
- Suitable evacuation routes are available and open to traffic.
- Adequate transportation is available or can be provided within the time available.
- Specialized equipment and personnel needed to evacuate institutions are available.
- The Hazmat released is or will be deposited on the ground or structures and remain a persistent hazard.
- The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

### **3. Other Protection Strategies**

a. Protection of Water Systems. A Hazmat incident may contaminate ground water supplies and water treatment and distribution systems. Threats to the drinking water supply must be identified quickly and water system operators must be notified in a timely manner in order to implement protective actions. If water supplies are affected, the public must be warned and advised of appropriate protective actions; alternative sources of water will have to be provided.

- b. Protection of Sewer Systems. A hazardous chemical entering the sanitary sewer system can cause damage to a sewage treatment plant. If sewer systems are threatened, facility operators must be notified in a timely manner in order to implement protective actions. If systems are damaged, the public must be warned and advised what to do. It will likely be necessary to provide portable toilets in affected areas.
- c. Relocation. Some hazardous material incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. People may need to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.

**4. Disseminating Warning and Protective Action Recommendations.**

- a. The normal means of warning the public of emergencies as described in Annex A of this plan will be used to warn the public of hazmat incidents.
- b. Sample public notification messages for shelter in place and evacuation are provided in Annex A, Warning, with further information in Annex I, Emergency Public Information.

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**APPENDIX 5  
VULNERABLE FACILITIES  
(Special Needs Facilities)**

**Sensitive Population List**

*Note: A sensitive population is any group of persons who would need outside assistance to either evacuate, relocate or shelter in place.*

**Hospitals**

**Skilled Nursing Facilities**

**Group Care Facilities**

**Day Care Centers**

**County Schools**

**Hazard and Risk Analysis**

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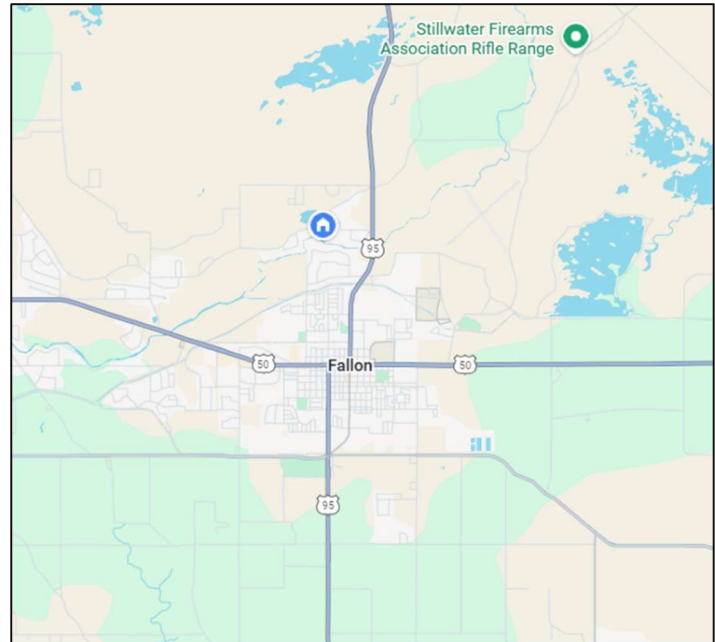


**APPENDIX 6  
REGULATED FACILITIES**

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**APPENDIX 7  
HAZARDOUS MATERIALS TRANSPORTATION ROUTES**

1. Highway 50, runs east-west across the county. Intersects Highway 95 in the center of Fallon, Nv.
2. Highway 95, runs north-south across the county. Intersects Highway 50 in the center of Fallon, Nv.



Material Class	Transport Likelihood	Acute Hazard Level	Typical Packaging	Initial Isolation Distance	Downwind Protective Action Distance (PAD)	Notes / Planning Considerations
<b>Toxic Inhalation Hazard (TIH) gases</b> (e.g., anhydrous ammonia, chlorine)	Medium	High	Bulk tankers, cylinders	0.6 mi	Up to 7 mi	Worst-case for human toxicity. Use conservative PAD for planning. Weather-dependent.
<b>Fuel / Gasoline</b>	High	Medium	Bulk tankers	0.2 mi	0.5–1 mi	Fire/explosion risk dominates. Evacuation mostly depends on fire proximity and wind.
<b>Diesel / Fuel Oil</b>	High	Low–Medium	Bulk tankers	0.1 mi	0.3–0.5 mi	Lower acute toxicity than gasoline; fire risk still significant.
<b>Crude oil / petroleum derivatives</b>	Medium	Medium	Tanker trucks	0.2–0.3 mi	0.5–1 mi	Spill mostly environmental hazard; fire/explosion possible.
<b>Agricultural chemicals / fertilizers</b> (e.g., anhydrous ammonia in small packages, pesticides)	Medium	Medium–High (depending on chemical)	Bulk bags, drums, small cylinders	0.1–0.3 mi	0.5–2	Some highly toxic chemicals; PAD varies widely with chemical type.

**HAZARDOUS MATERIALS THREAT MAP - TRANSPORTATION ROUTES**

**See Planning Notes for this  
annex for a sample map.**

**APPENDIX 8**  
**EVACUATION ROUTES FOR REGULATED FACILITY RISK AREAS**

Evacuation routes in this annex are for the risk areas surrounding the regulated facilities described and depicted in Appendix 6.

*Primary Evacuation Route*

*Alternate Evacuation Route*

Evacuation routes are covered in the Evacuation Annex E

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# **ANNEX R**

# **SEARCH & RESCUE**







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# ANNEX R

## SEARCH AND RESCUE

### I. AUTHORITY

See Basic Plan, Section 1.

### II. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for SAR operations during emergency situations in our community. This annex is applicable to all agencies, organizations and personnel assigned SAR functional responsibilities.

### III. EXPLANATION OF TERMS

#### A. Acronyms

EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
MACS	Multi-Agency Coordination System
ME	Medical Examiner
NIMS	National Incident Management System
SAR	Search and Rescue
SOP	Standard Operating Procedures
US&R	Urban Search and Rescue
VFD	Volunteer Fire Department

#### B. Definitions

1. Hazmat. Hazardous materials.
2. Secondary Hazard. A situation that occurs as a result of an initial hazard. For example, a chemical release from a tank car involved in a train derailment or a gas leak within a collapsed building.
3. Terrorist Incident. A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political and social objectives.
4. Multi-Agency Coordination System. (MACS) Coordinate and support emergency management and incident response Objectives through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911

Centers, local Emergency Operations Centers (EOCs) and other organizational elements. For the purpose of this plan EOC are MACS since there is only one EOC within the county.

## **IV. SITUATION & ASSUMPTIONS**

### **A. Situations**

1. The County depends a volunteer community for SAR.
2. Local buildings are subject to severe structural damage from flood, earthquake, explosion, and acts of terrorism, which could result in injured people trapped in the damaged and collapsed structures.
3. In emergency situations involving structural collapse, large numbers of people may require rescue.
4. The mortality rate among trapped victims rises dramatically after 72 hours; therefore, search and rescue operations must be initiated without delay.
5. Secondary hazards may compound problems and threaten both disaster victims and rescue personnel.
6. Weather conditions such as rain, temperature extremes, and high winds, may pose additional hazards to disaster victims and rescue personnel.
7. Large-scale emergencies, disasters, and acts of terrorism may adversely impact SAR personnel, equipment, and facilities as well as communications systems.

### **B. Assumptions**

1. A trained, equipped, organized rescue service will provide the capability to conduct methodical SAR operations, shore up and stabilize weakened structures, release trapped persons, and locate the missing and dead.
2. Access to disaster areas may be limited because of damaged infrastructure.
3. If our resources and those obtained pursuant to inter-local agreements are insufficient and additional support is required, we will request assistance from the State.
4. During major emergency situations, our SAR resources may be damaged and specialized supplies depleted.

## V. CONCEPT OF OPERATIONS

### A. General

1. The Sheriff's Office via volunteers provides our community with SAR operations. The SAR Team can provide the following capabilities:
  - 1) Area Search-Air Scent
  - 2) Tracking/Trailing
  - 3) Evidence Search
  - 4) Cadaver Search
  - 5) Water Search
  - 6) Urban Search
  - 7) Disaster/Collapse Structural
  - 8) Fire Scene
2. The responsibilities of our SAR team will be extensive during some types of emergency situations. These responsibilities include the search for and extrication of victims during events such as structural collapse, hazmat accidents, flooding incidents, radiological incidents, and major fires or explosions.

### B. Implementation of ICS

The first responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, this jurisdiction will implement the Incident Command System (ICS). The individual present, most qualified to deal with the specific situation will be designated as the Incident Commanders (IC). The IC will implement ICS to direct and control responding resources and designate emergency operating areas.

### C. Terrorist Incident Response

During terrorist incident response it is essential that the incident command team establish operating areas and formulate a plan of action that will allow SAR personnel to conduct operations in such a way as to minimize the impact to the crime scene. Emergency responders should be especially watchful for any signs of secondary devices usually set off for the purpose of injuring responders. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities.

### D. Requesting External Assistance

1. If our local SAR resources are inadequate to deal with an emergency situation, SAR resources covered by mutual aid agreements will be requested by the County Emergency Manager other individuals who are specifically authorized to do so.
2. If our SAR resources and those obtained pursuant to inter-local agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested in accordance existing agreement of via the Nevada Division of Emergency Management.

### E. Activities by Phases of Emergency Management

1. Prevention

- a. Maintain up-to-date information on known hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
  - b. Maintain up-to-date information on type and quantities of hazardous material present in local businesses and industrial facilities.
2. Preparedness
- a. Maintain a schedule for testing, maintenance, and repair of rescue equipment.
  - b. Maintain a list of all SAR resources and stock specialized supplies.
  - c. Make arrangements for responders to obtain building plans during emergencies.
  - d. Develop communications procedures to ensure adequate communications between SAR units, fire units, law enforcement units and other emergency responders.
  - e. Plan and execute training exercises for all SAR personnel on a regular basis.
  - f. Revise and update response plans at regular intervals.
3. Response
- a. Initiate rescue missions, as necessary.
  - b. Mobilize support resources.
4. Recovery
- a. Perform or assist in decontamination and cleanup.
  - b. Assess damage to SAR equipment and facilities, if necessary.
  - c. Inventory and replace depleted supplies.

## **VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. General**

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, shall carry out the function of providing SAR services in emergency situations. Routine SAR operations can be handled by our SAR team, with limited support from one or two other emergency services, operating under an IC. The EOC will normally be activated for major emergencies and disasters that require extensive SAR operations and a commitment of all emergency services as well as external assistance.

### **B. Task Assignments**

1. The SAR Team will:



- a. Coordinate all SAR operations using county resources or those obtained pursuant to inter-local agreements.
  - b. Provide assistance during evacuations (see Annex E).
  - c. Prepare and execute inter-local agreements for SAR support.
  - d. Provide support for other public safety operations, as necessary.
2. The IC will:
- a. Establish an ICP and control and direct emergency response resources.
  - b. Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated.
  - c. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
  - d. Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
3. Law Enforcement will:
- Upon request of the IC, provide control access to and control traffic around incident sites.
4. The Public Works Department will:
- a. Upon request of the IC, provide heavy equipment support for SAR operations.
  - b. Upon request of the IC, shut off gas or power to collapsed structures.
5. EMS will:
- Provide trained personnel and equipment to administer emergency medical support, if necessary.
6. Emergency Management with the Sheriff's Office will:
- Coordinate body recovery activities.

## VII. DIRECTION AND CONTROL

### A. General

1. For most emergency situations, an IC will establish an ICP and direct and control emergency operations at the scene from that ICP. All SAR resources will carry out missions assigned by the IC. The IC will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC.
2. In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area such as the predicted slow flood or winter storm and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior SAR officer will normally report to the EOC to coordinate any response by SAR personnel.
3. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

### B. Incident Command System (ICS) – EOC Interface

If both the EOC and an ICP are operating, the IC and the EOC must agree upon a specific division of responsibilities to ensure proper response to the incident without duplication of efforts. A Multi-Agency Coordination System shall be used to improve coordination.

### C. Line of Succession

Line of succession for the Chief Rescue Officer is:

1. Senior SAR Team Leader
2. Jr. SAR Team Leader
3. SO Command Staff

## VIII. INCREASED READINESS ACTION

### A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.E.1 and V.E.2 above.

### B. Readiness Level III – Increased Readiness

1. Monitor situation.
2. Alert key personnel.
3. Check readiness of all equipment and supply status and correct deficiencies.

4. Review inter-local agreements for use of SAR resources operated by other agencies.
5. Review plans and procedures and update them, if necessary.

### **C. Readiness Level II – High Readiness**

1. Alert personnel of possible emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP if those facilities are activated.
4. Prepare to implement inter-local agreements.

### **D. Readiness Level I – Maximum Readiness**

1. Mobilize selected SAR team members.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch SAR representative(s) to the EOC when activated.

## **IX. ADMINISTRATION AND SUPPORT**

### **A. Reporting**

In addition to reports that may be required by their parent organization, SAR teams participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC with the use of standard ICS Forms. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

### **B. Records**

1. Activity Logs. The IC and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operation using standard ICS forms.
2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents may be recoverable from the responsible party. Hence, all SAR service elements will maintain records of personnel and equipment used and supplies consumed during large- scale emergency operations.

**C. Preservation of Records**

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

**D. Resources**

A listing of local SAR resources is found in Annex M, Resource Management.

**E. Communications**

General emergency communications capabilities and connectivity are discussed and depicted in Annex B, Communications. The SAR team communications network is shown in Appendix 1.

**F. Post Incident Review**

For large-scale emergency operations, the County Emergency Manager shall organize and conduct a review of emergency operations in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. SAR personnel who participated in the operations should participate in the review.

**X. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The County Search and Rescue Organization is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

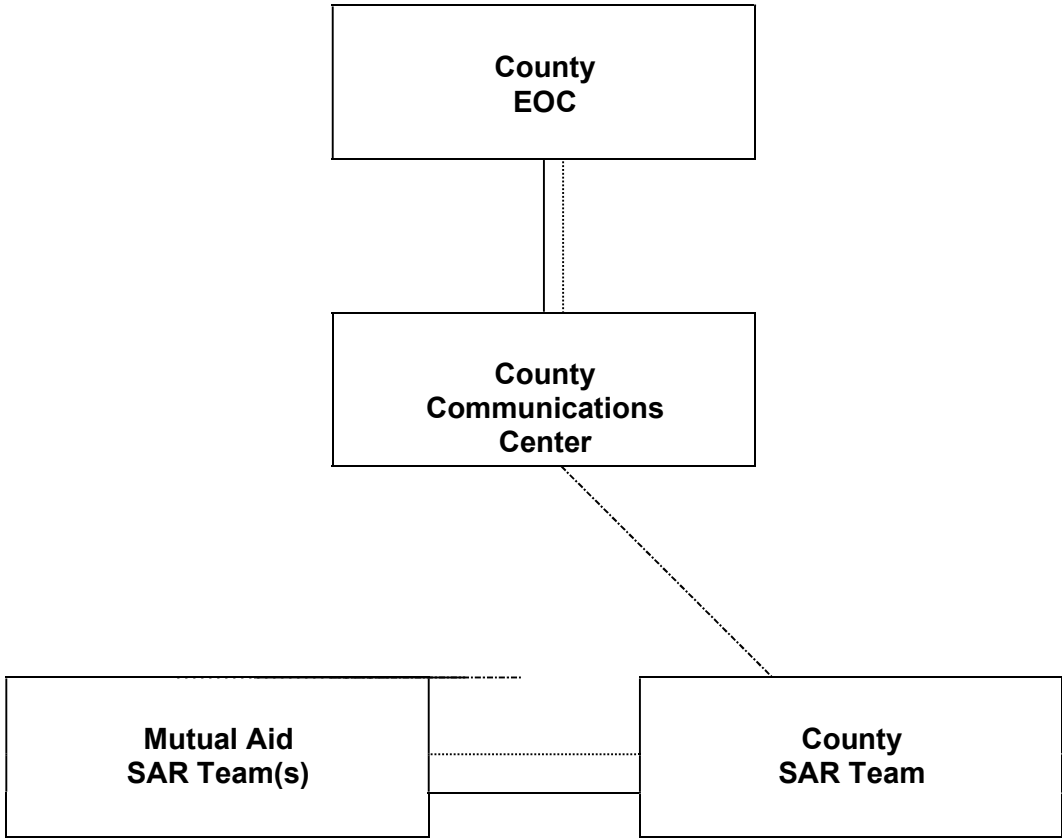
**XI. REFERENCES**

- A. NRS 248.092 Searches and rescues. The sheriff is responsible for searches and rescues within his county.
- B. NRS 414. State authority over search and rescue.

**APPENDIX**

Appendix 1 ..... Communications Network

**SAR COMMUNICATIONS NETWORK**



**LEGEND:**

- Phone
- ..... VHF Radio
- - - - - Cell Phone

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# **ANNEX S**

# **TRANSPORTATION**





# APPROVAL & IMPLEMENTATION

## Annex S

### Transportation

National Response Plan: ESF-1  
State Comprehensive Emergency Management Plan: ESF-1

PRIMARY AGENCIES: County Road Division  
County School District

Support Agencies: County Sheriff's Office  
County Emergency Management  
County Social Services

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County Road Division

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Date

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County School District

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Date

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County Sheriff's Office

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Date

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County Emergency Management

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Date

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County Social Services

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Date

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**ANNEX S**  
**TRANSPORTATION**

**I. AUTHORITY**

See Basic Plan, Section I.

**II. PURPOSE**

This annex outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergency situations, assigns responsibilities for various transportation tasks, and outlines related administrative requirements.

**III. EXPLANATION OF TERMS**

EOC	Emergency Operations Center
ICP	Incident Command Post
MHE	Materials Handling Equipment
SOP	Standard Operating Procedures

**IV. SITUATION & ASSUMPTIONS**

**A. Situation**

1. In an emergency situation, the transportation of people, equipment, and supplies may have to be facilitated or restricted from areas at risk and in support of response and recovery activities. We have the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
2. During emergency situations, rapid evacuation from areas at risk may be necessary for school children, hospital patients, nursing home residents, the elderly, those with disabilities, and prisoners.
3. Specialized transportation may be needed to transport some special needs groups, such as medical patients and prisoners.
4. Our transportation equipment and that of private transportation companies may sustain damage during emergency situations and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.
5. Transportation infrastructure, such as roads, bridges, and railroads, may sustain damage during emergency situations, making it difficult to use some of the transportation assets that are available.

6. Major emergency situations may disrupt normal transportation systems, leaving many people, such as school children, the elderly, infirm, and those with disabilities, without transportation.
7. Some cargo may require materials handling equipment (MHE) at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.
8. In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.
9. Special facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of all persons. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation. The facility operator is responsible for making arrangements for suitable transportation.

## **B. Assumptions**

1. If people must be evacuated or relocated, the primary mode of transportation for most residents will be personal vehicles. However, transportation must be provided for people who do not have vehicles.
2. During emergency situations, we will use our own transportation resources and those available pursuant to inter-local (mutual aid) agreements to the extent that they are available.
3. If commercial transportation providers that we normally deal with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.
4. As school buses are the primary local passenger transportation resource, we assume that the County School District will respond to requests for transportation assistance from local government during emergency situations.
5. If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.
6. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.
7. Transportation may be requested from the State Emergency Operations Center when the assets within the jurisdiction are not sufficient.

## V. CONCEPT OF OPERATIONS

### A. General

1. **Transportation Requirement.** When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people, including residents of special facilities, from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.
2. **Passenger Transportation.** Where possible, emergency passenger transportation requirements will be satisfied with the following resources:
  - a. Voluntary use of personal vehicles
  - b. County owned vehicles
  - c. School buses
  - d. Leased or rented buses
  - e. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
  - f. Donated transportation equipment or services
  - g. Municipal or rural transit system buses
  - h. State-owned or contracted vehicles
3. **Cargo Transportation.** Where possible, emergency cargo transportation requirements will be satisfied with the following resources:
  - a. County owned vehicles
  - b. Commercial freight carriers
  - c. Leased or contract equipment
  - d. Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements
  - e. Donated transportation equipment or services
4. **Special Facilities.**
  - a. **Schools & Day Care Centers**

If evacuation of public schools is required, students will normally be transported on school buses. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require other local or state government transportation assistance during emergencies.
  - b. **Hospitals, Nursing Homes, & Correctional Facilities**

Transportation of many medical patients and prisoners requires specialized transportation and appropriate medical or security support. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and local or state government may need to assist. Some nursing home patients may be able to use normal transportation vehicles.

5. Individuals with Special Needs. Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transportation pickup points for the general public.
6. Requesting Transportation Support.
  - a. Requests for transportation support may be generated by an Incident Commander or by departments and agencies that require additional transportation support to carry out the emergency responsibilities assigned in this plan. Requests for transportation support should be made to the Transportation Officer using the Cargo Transportation Request in Appendix 1 or the Passenger Transportation Request in Appendix 2. Requesters must assign a priority to their requests.
  - b. The Transportation Officer shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.
7. External Support. In accordance with this plan, emergency support and assistance will be provided as quickly as is feasible. Consistent with priority of need, attempts to provide assistance is outlined in Section IX, paragraph E.

## **B. Activities by Phases of Emergency Management**

1. Prevention
  - a. Identify and maintain a current list of local public and private transportation resources. See Annex M, Resource Management, for a list of transportation resources.
  - b. Identify possible transportation needs that could result from various disasters.
  - c. Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.
2. Preparedness
  - a. Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment. Assess capabilities in relation to requirements to identify resource shortfalls; identify additional resources required.
  - b. Negotiate agreements with other jurisdictions, public agencies and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.
  - c. Participate with other departments and agencies in the determination of evacuation routes for known hazards and, where appropriate, pickup points or routes for those who may require public transportation.
  - d. Review special facility evacuation plans to ensure they include realistic transportation arrangements.



- e. Plan and execute exercises involving the public and private sector. These exercises should include the utilization of various types of transportation and heavy duty equipment.

3. Response

- a. Activate emergency transportation function to receive and process requests for cargo and passenger transportation.
- b. Respond to transportation requests within limits of available resources.
- c. Monitor transportation resource status and identify requirements for additional resources to the EMC.
- d. Maintain records on use of transportation resources (See Appendix 3).

4. Recovery

- a. Continue to coordinate transportation of equipment, supplies and passengers as needed.
- b. Assess further transportation needs of citizens and provide transportation as needed.
- c. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. General**

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, shall carry out the function of providing transportation services in emergency situations.
2. The Board of County Commissioners shall provide policy guidance with respect to emergency transportation operations.
3. The County Road Department Manager shall serve as Transportation Officer and coordinate emergency transportation operations.

### **B. Task Assignments**

1. Transportation Officer will:
  - a. Identify available transportation resources (see Annex M, Resource Management) and maintain a transportation resource contact list.
  - b. Coordinate with schools, other public agencies, and businesses regarding emergency use of their transportation assets and develop appropriate agreements and procedures for notifying appropriate officials of emergency situations.

- c. Coordinate with commercial transportation providers to establish procedures for providing transportation resources during emergency situations.
  - d. Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.
  - e. Coordinate with special facilities to determine their requirements for specialized transportation support during emergencies and the arrangements the facilities have made to provide such support.
  - f. Coordinate public transportation support for mass evacuations.
  - g. Coordinate with the Sheriff's Office on evacuation routes and the location of transportation pickup points and staging areas.
  - h. Coordinate with local public transportation authorities' pickup points and times for citizens requiring public transportation.
  - i. Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.
  - j. Coordinate with the Shelter Officer for passenger and cargo transportation to support for shelter and mass care operations.
2. All Departments and Agencies having transportation assets will:
- a. Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list.
  - b. Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Officer and to the extent possible.
3. All Departments and Agencies will:
- Forward prioritized emergency transportation requests to the Transportation Officer for action. The request forms in Appendices 1 and 2 will be used.
4. Sheriff's Office will:
- a. Determine evacuation routes and provide traffic control for large-scale evacuations.
  - b. Determine transportation pickup points and staging areas, in conjunction with the Transportation Officer.
5. The Shelter Officer will:
- Identify transportation requirements to support for shelter and mass care operations to the Transportation Officer.

6. The Churchill County School District will:

Upon request by Churchill County Emergency Management or the Incident Commander, provide buses and drivers to assist in emergency operations.

## **VII. DIRECTION & CONTROL**

### **A. General**

1. The Board of County Commissioners will establish priorities for and provide policy guidance for transportation activities.
2. The County Manager &/or EOC Manager will provide general direction to the Transportation Officer regarding transportation operations.
3. The Transportation Officer and staff will plan, coordinate, and carry out transportation activities.

### **B. Line of Succession**

The line of succession for the Transportation Officer is:

1. County Road Division Manager
2. County Road Division Forman
3. County School District Transportation Supervisor

## **VIII. READINESS LEVELS**

### **A. Readiness Level IV – Normal Conditions**

See mitigation and preparedness activities in paragraphs V.B.1 and V.B.2 above.

### **B. Readiness Level III – Increased Readiness**

1. Monitor situation.
2. Alert key personnel and transportation provider points of contact.
3. Check readiness of all equipment and facilities and correct any deficiencies.
4. Update transportation resource status information.
5. Review agreements for use of transportation resources owned by others.
6. Review plans and procedures and update them, if needed.

### **C. Readiness Level II – High Readiness**

1. Monitor situation.

2. Update transportation personnel and equipment status.
3. Alert and brief transportation providers for possible emergency operations.
4. Review status of preplanned evacuation routes, pickup points, and staging areas locations.
5. Update transportation resource status information.

**D. Readiness Level I – Maximum Readiness**

1. Monitor situation and update transportation resource status information.
2. Staff EOC positions if EOC is activated.
3. Consider protective actions for transportation resources.
4. Make tentative transportation resource allocations to probable emergency tasks
5. Pre-stage transportation assets, where appropriate.

**IX. ADMINISTRATION & SUPPORT**

**A. Resources**

Local transportation resources are described in Annex M, Resource Management.

**B. Maintenance of Records**

Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed; see Appendix 3. These records will be used as basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by the state or federal government. The Transportation Officer will retain records of equipment usage until a final decision is made by the [County Judge/Mayor] concerning claims for cost recovery or reimbursement.

**C. Preservation of Records**

Vital records should be protected from the effects of disasters to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

**D. Training & Exercises**

1. Transportation personnel who will staff the ICP or EOC shall receive appropriate training on the operation of those facilities, which should be arranged by the Transportation Officer.

2. Emergency exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

**E. External Support**

1. Summaries of inter-local agreements and agreements with other governmental entities, volunteer groups, and businesses for resource support, as well as contingency contracts with commercial transportation providers are listed in Attachment 6 to the Basic Plan. Activation of such agreements and contracts will normally be coordinated through the EOC.
2. If transportation requirements cannot be satisfied with the resources available locally or through agreements and contracts, assistance may be requested from the State. Request for state assistance will be made to NDEM.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. The Transportation Officer, in coordination with the EMC is responsible for developing and maintaining this annex. Recommended changes to the annex should be forwarded as soon as needs become apparent.
- B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for ensuring that their SOPs cover those responsibilities.

**XI. REFERENCES**

**APPENDICES**

Appendix 1 ..... Cargo Transportation Request  
Appendix 2 ..... Passenger Transportation Request  
Appendix 3 ..... Vehicle/Equipment Record & Use Log

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# Cargo Transportation Request

<b>Date:</b> _____	<b>Time:</b> _____	<b>Priority:</b> 1 2 3
--------------------	--------------------	------------------------

<b>Requested by:</b> _____	<b>Organization:</b> _____
----------------------------	----------------------------

**Request transport of (describe the cargo):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Loose     Boxed # \_\_\_\_\_     Pallets # \_\_\_\_\_    **Total weight:** \_\_\_\_\_ lbs.

**Receive from:**  
Date/Time: \_\_\_\_\_  
Place/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

People available to load the truck?  Yes     No    If no, how many people are needed? \_\_\_\_\_

Equipment available to load the truck?  Yes     No    Type: \_\_\_\_\_

**Contact at pick-up**  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Deliver to:**  
Date/Time: \_\_\_\_\_  
Place/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

People available to unload truck?  Yes     No

Equipment available to unload the truck?  Yes     No    Type: \_\_\_\_\_

**Contact at delivery**  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Resources committed:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# Passenger Transportation Request

<b>Date:</b>	<b>Time:</b>	<b>Priority: 1 2 3</b>
<b>Requested by:</b>	<b>Organization:</b>	
<b>Number of people needing transportation:</b> # of Adults _____ # of Children _____		
<b>Ambulatory:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>No</b> , list any special vehicles or equipment needed: _____ _____ _____ _____		
<b>Pick up from:</b> Date/Time _____ Place/Address: _____ _____ _____		
People available to assist non-ambulatory passengers? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how many people are needed to assist? _____		
<b>Contact at pick-up:</b> Name: _____ Phone #: _____		
<b>Drop off:</b> Date/Time: _____ Place/Address: _____ _____ _____		
<b>Contact at drop off:</b> Name: _____ Phone #: _____		
<b>Resources committed:</b> _____ _____ _____ _____		

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## VEHICLE/EQUIPMENT RECORD & USE LOG

Vehicle/Equipment Type: \_\_\_\_\_

Identification or License #: \_\_\_\_\_ Odometer/hour meter reading: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> County Asset  | <input type="checkbox"/> School District Asset |
| <input type="checkbox"/> Leased/Rented | <input type="checkbox"/> Borrowed/Loaned       |
| <input type="checkbox"/> Other: _____  |  |

Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Operational Status:    Good    Fair    Poor

Operator Provided:    Yes      No

Maintenance performed (if any): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle/Equipment Returned:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Odometer/hour meter reading: \_\_\_\_\_

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**USE LOG ON REVERSE**



# **ANNEX T**

# **DONATIONS MANAGEMENT**





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# ANNEX T

## DONATIONS MANAGEMENT

### I. AUTHORITY

A. See the Basic Plan for general authorities.

### II. PURPOSE

The purpose of this annex is to outline the concept of operation, organizational arrangements, and responsibilities for coordinating the efforts of volunteer groups and local government to manage donations of goods and services that may occur in the aftermath of an emergency situation.

### III. EXPLANATION OF TERMS

#### A. Acronyms

ARC	American Red Cross
CBO	Community-Based (Volunteer) Organization (see VOLAG)
DC	Donations Coordinator
DSG	Donations Steering Group
EOC	Emergency Operations Center
PIO	Public Information Office/Officer
PSA	Public Service Announcement
RSA	Resource Staging Area
TSA	The Salvation Army
VOAD	Voluntary Organizations Active in Disaster
VOLAG	Voluntary Agency (charitable organization that meets the provisions of IRS Code 501(c)(3))

#### B. Definitions

Donations refer to the following:

1. Cash: Currency, checks, money orders, securities, etc.
2. Goods: Food, water, clothing, equipment, toys, furniture, pharmaceuticals, bedding, cleaning supplies, etc.
3. Volunteers and Services:
  - a. Individuals who are not members of any particular volunteer group (often referred to as “spontaneous,” “emergent,” or “non-affiliated” volunteers).

- b. Individuals who are members of recognized disaster relief organizations who have undergone formal training by those organizations (i.e., “affiliated” volunteers).
- c. People with specialized training and expertise (e.g., doctors, nurses, medics, search and rescue, fire fighting, heavy equipment operators, etc.) who may either be non-affiliated or members of a disaster relief organization.
- d. Teams that provide specialized equipment or capabilities (e.g., urban search and rescue, dog teams, swift water rescue teams, home repair teams, etc.).

## **IV. SITUATION & ASSUMPTIONS**

### **A. Situation**

1. As noted in the Basic Plan, this jurisdiction is at risk from a number of hazards that could threaten public health and safety as well as private and public property. Should a major disaster or a lesser emergency where there is high level of media interest occur, many individuals may want to donate money, goods, and/or services to assist the victims or participate in the recovery process. The amount of donations offered could be sizable, and we could face extreme difficulties in receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations to the disaster victims and supervising volunteer workers desiring to assist in the effort.
2. The County does not wish to operate a system to collect, process, and distribute donations to disaster victims. Such a system is best operated by community-based organizations (CBOs) and other voluntary agencies (VOLAGs) who have successfully handled donations in the past. Local government does, however, desire to coordinate its donation management efforts with volunteer organizations and agencies.

### **B. Assumptions**

1. Should a major emergency or disaster occur, donations may be given/delivered to our County whether or not they are requested. In large quantities, such donations may overwhelm the capability of the local community to handle and distribute them.
2. In a catastrophic disaster affecting the jurisdiction, local government and local volunteer groups and agencies may be adversely affected and may not be able to cope with a sizable flow of donations.
3. Donated goods may be offered to local volunteer groups or simply delivered to local government. Donations of cash for disaster victims may be made to local government.
4. Many individuals donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes valuable resources; disposing of large quantities of unneeded goods can be a lengthy and very costly process.

5. In some cases, the amount of donations received by a community may relate more to the media attention the emergency situation receives than the magnitude of the disaster or the number of victims.
6. The problem of unneeded donations can be reduced, but not eliminated, by developing and maintaining a current list of disaster needs, screening donation offers, and providing information to potential donors through the media on current needs and those items and services that are not required.
7. Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgment of thanks. However, some donations may be unusable, have “strings attached,” or not really be donations at all. They may:
  - a. Be given with an expectation of some sort of repayment, publicity, or a tax write-off.
  - b. Be items that are out-of-date (such as expired foodstuffs or pharmaceuticals) unusable (broken furniture; dirty or torn clothing) or unsuitable (food that requires refrigeration, winter coats in October).
  - c. Be volunteer services that do not meet the announced or advertised expectations or capabilities; skilled trades that are not properly licensed or certified.
  - d. Be provided illegally as a ruse in a fraudulent process to obtain money from disaster victims.
  - e. Be offered at a “discount” to disaster victims, with any real savings being minimal or nonexistent.
  - f. Be offered in limited quantity as a deception to simply show an “association” with government or disaster relief as a basis for future advertising or publicity.
8. Donated goods may arrive in the local area without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it. They typically want their cargo off-loaded quickly so they can minimize down-time.
9. Donations will frequently arrive unsorted and with minimal packaging and markings. Donations may be packed in boxes, crates, barrels, or garbage bags; some items may be in bins or on pallets. When such goods are received, they must typically be sorted, repackaged and labeled, temporarily stored, and then transported to distribution points to be picked up by disaster victims.
10. Donors may want to:
  - a. Know what is needed in the local area -- cash, goods, and/or services.
  - b. Know how they should transport their donation to the local area, or if there is someone who can transport it for them.

- c. Start a “drive for donations” to help disaster victims, but have no knowledge of what to do and how to do it.
  - d. Earmark their donation for a specific local group or organization, such as a church, fraternal society, or social service agency, or want to know to who, specifically, received their donation.
  - e. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
  - f. Want to be fed and provided with lodging if they are providing volunteer services.
11. Disaster victims may:
- a. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
  - b. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
  - c. May have unmet needs which can be satisfied by additional donations.

## **V. CONCEPT OF OPERATIONS**

### **A. Objectives**

The objectives of our donations management program are to:

1. Determine the needs of disaster victims and inform potential donors of those needs through the media and a variety of other means.
2. Receive, process, and distribute goods and cash donations to victims that can be used to recover from a disaster.
3. Accept offers of volunteers and donated services that will contribute to the recovery process.
4. Discourage the donations of goods and services that are not needed, so that such donations do not in themselves become a major problem.

### **B. Operational Concepts**

1. The County does not wish to operate a system to collect, process, and distribute donations to disaster victims. Such a system is best operated by community-based organizations and other volunteer organizations that have successfully handled donations in the past. However, experience has shown that volunteer groups can be overwhelmed by the scale of donations and need certain government assistance (such as traffic control, security, and help in identifying facilities to receive, sort, and distribute donated goods); additionally, large numbers of donations may be sent to the local

government itself. Hence, local government desires to coordinate donation management efforts with volunteer organizations and agencies.

2. Recognized local and national charities [e.g., community-based organizations (CBOs) and the voluntary (disaster relief) agencies (VOLAGs)] have been accepting, handling, and distributing donations for many years. These CBOs and VOLAGs are skilled in the donations management process, and they should be the first recourse for collecting and managing donations after a major emergency or catastrophic disaster. Donors outside the local area should be encouraged to work through recognized community, state, or national social service organizations or voluntary human resource providers in the community in which they live. These organizations are capable of receiving donations in areas across the State or nation and then earmarking assistance for a particular disaster.
3. Donations of cash to CBOs and VOLAGs for disaster relief allows those organizations to purchase the specific items needed by disaster victims or provide vouchers to disaster victims so that they can replace clothing and essential personal property with items of their own choosing. Cash donations also reduce the tasks of transporting, sorting, and distributing donated goods. Therefore, cash is generally the preferred donation for disaster relief.

### **C. Donations Management Program**

The donations management program for the County is composed of several organizational elements and several operating units that are activated as needed at a level suitable for the anticipated workload. The organizational elements include the Donations Coordinator, Donations Steering Group, and the Unmet Needs Committee. The operating units include: a Donations Operations Office, a Resource Staging Area, a Phone Bank, one or more Distribution Points, and a Volunteer Center.

#### **1. Organizational Elements**

- a. Donations Coordinator (DC). A Donations Coordinator shall coordinate the donation management efforts of volunteer groups and local government. The Donations Coordinator shall come from the staff of the County Human Services Department.
- b. Key Donations Management Personnel. Key donations management personnel should, to the extent feasible, be identified in advance so that they can receive training and assist in the development of operating procedures. In addition to the Donations Coordinator, key personnel include the individuals who will supervise operation of the Resource Staging Area, Phone Bank, Volunteer Center, and Distribution Point(s), as well as the Donations Financial Manager. See Appendix 4, Tab C, for the list of key donations management personnel.
- c. Donations Steering Group (DSG). The DSG provides policy guidance and general direction for the donations program. Composed of representatives of local volunteer groups and appropriate government officials, it meets periodically to plan for donation management operations. Group members should be selected prior to a disaster, but it may be desirable to update and expand membership once a disaster occurs. Oftentimes the core of the Group is an existing association of local volunteer agencies such as the Voluntary Organizations Active in Disaster (VOAD). The

Donations Coordinator is responsible for organizing the DSG and normally chairs the Group. See Appendix 4, Tab B for the DSG membership roster. When a disaster has occurred, the DSG should meet regularly to address policy issues and coordinate the solution to major challenges.

d. Unmet Needs Committee. The function of the Unmet Needs Committee is to assist disaster victims who need assistance that local government has been unable to provide. The DC is expected to assist in forming the Committee as soon as practicable after a disaster occurs. The Committee may continue to operate for an extended period. The Unmet Needs Committee should consist of representatives from organizations that have provided or can provide money, manpower, or materials to assist in disaster relief. Members would typically include:

- 1) Representatives of local volunteer organizations.
- 2) Representatives of the local ministerial alliance.
- 3) Representatives of corporations that have donated money, staff, or goods for disaster relief.
- 4) Other interested parties that have donated to disaster relief.

Although the DC should assist in forming the Unmet Needs Committee, its chair should be elected by the members and preferably be a highly regarded and well known local citizen who does not have other major commitments. As this Committee will decide which individuals receive supplemental aid, it is generally inappropriate for government officials to serve as members of this Committee. If they do, they should play a non-voting advisory or support role only. See Appendix 4, Tab D, for Unmet Needs Committee membership.

## 2. Operating Units

All of the operating units listed below are established after a disaster has occurred. To facilitate rapid activation of the units, suitable local facilities for each unit should be identified in pre-emergency preparedness planning; see Appendix 4, Tab 1. Some of the operating units listed below may be collocated if suitable facilities are available; for example, the Volunteer Center may be collocated with the Resource Staging Area, if a facility that provides sufficient warehouse and office space is available. In coordinating use of facilities, it is important that those providing facilities understand that some of these facilities may need to continue operations for an extended period – possibly several months. All of these facilities will be largely staffed by volunteers.

a. The Donations Operations Office.

- 1) The Donations Operations Office coordinates operation of the donations management program in the aftermath of a disaster; it further:
  - a) Maintains a Current Needs List that identifies donations that are needed and donations that are not needed. (See Appendix 1 for a sample of a Current Donations Needs List.)
  - b) Maintains a record of the following, as appropriate:
    - (1) Phone responses and referrals.



- (2) Cash donations received and distributed.
- (3) Donated goods received and distributed.
- (4) Volunteer workers utilized and tasks accomplished.

- c) Handles correspondence related to the donations management program.
- d) Ensures an appropriate accounting and disbursing system is established for any cash donations received (see Appendix 4, Tab J).
- e) Works closely with the Public Information Officer (PIO) to ensure donation needs, information on the availability of donated goods, and pertinent information on the operation of the donations management program is provided to the media for dissemination to the public.

- 2) See Appendix 4, Tab E, for information on the operation of the Donations Operations Office and the facilities, equipment, and staffing required.

b. Phone Bank

- 1) A Phone Bank is normally established to receive and respond to offers of donations and disseminate other disaster-related information. Depending on the goods or services offered and the current local situation, the Phone Bank may refer some donors to other agencies that may be better equipped to handle their donations. The Phone Bank may also be used to provide disaster-related information to callers.
- 2) Donation offers received by phone for goods and services on the Current Needs List will normally be recorded on a Record of Donation Offer, which will be provided to the Donations Operations Office for follow-up action. See Appendix 2 for an example of the Donation Offer Record.
- 3) The Phone Bank should work closely with the County Emergency Operations Center (EOC) to advise on items needed and not needed; to obtain official, updated disaster relief information for rumor control and victim assistance referrals; to provide data for government situation reports; etc.
- 4) See Appendix 4, Tab G, for information on the operation of the Phone Bank and the facilities, equipment, and staffing required.

c. Resource Staging Area (RSA)

- 1) An RSA may be established to receive, sort, organize, repackage if necessary, and temporarily store donated and other goods and then transport them to Distribution Points where victims can pick them up.
- 2) A regional RSA may be established to serve a group of affected communities. If a regional RSA is established, volunteers from those communities that receive goods from the facility will normally participate in its operation.

- 4) See Appendix 4, Tab F, for information on the operation of the RSA and the facilities, equipment, and staffing required.
- d. Distribution Points
- 1) Distribution Points are sites from which ready-to-use goods (received directly from donor agencies or from an RSA or cash vouchers will be distributed to disaster victims.
  - 2) They are typically operated by local community-based (volunteer) organizations (CBOs) or nationally-recognized volunteer agencies (VOLAGs) such as The Salvation Army (TSA) and the American Red Cross (ARC).
  - 3) Distribution points are generally located in proximity to areas where disaster victims are living. They may be housed in facilities owned by volunteer groups or local government or in donated space.
  - 4) See Appendix 4, Tab H, for information on the operation of Distribution Points and the facilities, equipment, and staffing required.
- e. Volunteer Center
- 1) The Volunteer Center is a facility where spontaneous, emergent, unaffiliated volunteers are assembled, registered, assigned recovery tasks, and provided logistical and other support. Volunteers may be assigned to operate various donation management facilities, to provide direct assistance to victims (such as clean-up and home repair), or to assist government departments in recovery operations.
  - 2) The Volunteer Center should be located in reasonable proximity to the disaster area, but not in that area.
  - 3) See Appendix 4, Tab I, for information on the operation of the Volunteer Center and the facilities, equipment, and staffing required.

#### **D. Actions by Phases of Emergency Management**

Donations Management, as a function, primarily occurs during the recovery phase of an emergency. However, some donations management activities should occur during the preparedness and response phases of emergency management.

1. Preparedness
  - a. Appoint a Donations Coordinator and establish the DSG to oversee pre-disaster donations management planning and assign responsibilities for various donations management activities.
  - b. Prepare and update this annex to outline local donations management plans.
  - c. Identify possible sites for the Donations Operations Office, Phone Bank, RSA, Distribution Points, and a Volunteer Center.

- d. Develop tentative operating procedures for the Phone Bank, RSA, Distribution Points, and Volunteer Center and determine how those facilities will communicate with each other.
- e. Identify and coordinate with those volunteer organizations that could provide assistance in operating the jurisdiction's donations management program.
- f. Brief elected officials, department heads, and local volunteer groups on a periodic basis about the local donations management program.
- g. Brief the local media so they understand how the donations program will work so they can be prepared to advise the public of specific donation needs, discourage donations of unneeded items, disseminate information on the availability of donated goods, and provide other information as applicable.
- h. Brief citizen groups on how they can contribute to disaster relief with their donations and how a donations management program typically operates.
- i. Include consideration of donation management in local emergency management exercises to test donations management plans and procedures.
- j. Ensure contingency procedures are established for rapidly activating a bank account to receive and disburse monetary donations.

## 2. Response

- a. Review the donations management program with senior government officials.
- b. Activate the DSG.
- c. Identify and prepare specific sites for donations management facilities and begin assembling needed equipment and supplies.
- d. Identify and activate staff for donations management facilities.
- e. Provide the media (through the PIO) with information regarding donation needs and procedures, and regularly update that information.

## 3. Recovery

- a. The DSG should determine which donations management facilities will and will not be activated.
- b. Set up the donations management facilities that are activated and determine how each facility will be logistically supported.
- c. Staff donations management facilities with volunteer or paid workers, conducting on-the-job training as needed.
- d. Collect, sort, store, distribute, and properly dispose of donations, if necessary.

- e. In coordination with the PIO, provide regular updates to the media on donations procedures, progress, status, and the Current Needs List (goods and services that are needed and not needed).
- f. Continually assess donations management operations and determine when the donations management facilities should close down or be consolidated and when the donations management program can be terminated.
- g. Keep records of donations received and, where appropriate, thank donors.
- h. Activate the Unmet Needs Committee to provide continuing assistance to victims in need, depending upon the donations available.
- i. Maintain accounts of expenses, individual work hours, etc. Donations activities and functions are not generally reimbursable; however, if certain expenses are considered for reimbursement, accurate records will have to be submitted.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. The organization for donations management in the aftermath of a disaster shall consist of the organizations and facilities described in this annex, supplemented by government personnel and other resources where needed, available and appropriate. The organizations described in this annex are composed largely of volunteers; the facilities described in this annex will be primarily operated by volunteers.
2. Our normal County emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will carry out government activities in support of donation management.
3. The Comptroller is responsible for managing donations (cash or goods) that are made to the County government for disaster relief, subject to any regulations that may be enacted by the Board of County Commissioners.
4. The Comptroller shall appoint a Donations Coordinator to manage the overall donations program and coordinate the efforts of volunteer groups and local government. The Donations Coordinator may be a volunteer or government employee familiar with the role of volunteer organizations active in disasters. As the Emergency Management Coordinator (EMC) has demanding duties during emergency response and recovery, the EMC should not be appointed as the Donations Coordinator.

### **B. Task Assignments**

1. The Comptroller will:
  - a. Appoint a Donations Coordinator. See Appendix 4, Tab A.
  - b. Ensure that a donations management program that coordinates the efforts of volunteer groups and local government, is planned and ready for activation.

- c. Monitor the operation of the donations management program when activated.
2. The Donations Coordinator (DC) will:
- a. Coordinate planning for and oversee the operation of the donations management program.
  - b. Prepare and keep current this annex.
  - c. Designate members of the DSG, with the advice of senior local officials and local volunteer groups, and chair that group.
  - d. Identify, in conjunction with appropriate senior local officials and the DSG, individuals for the following key donations management positions:
    - 1) Volunteer Coordinator
    - 2) Resource Staging Area Manager
    - 3) Phone Bank Supervisor
    - 4) Donations Financial Manager
  - e. Develop and maintain, in coordination with the DSG, a Donations Management Operations Guide (Appendix 4 to this annex) as a separately published document. In the pre-emergency phase, this Guide will contain general planning information with respect to facilities, equipment, staffing, and general operating guidance. When the donations management program is activated, the Guide will be updated with specific facility and equipment information, updated staff rosters, and detailed operating procedures; copies of the document will be provided to all key donations management program personnel. In the pre-emergency phase, the Guide shall include:
    - 1) Potential locations for the Volunteer Center, RSA, Phone Bank, Distribution Points, and Donations Operations Office.
    - 2) Equipment requirements for the facilities listed above.
    - 3) Supply requirements for the facilities listed above.
    - 4) Skeleton staff rosters for the facilities listed above.
    - 5) A list of organizations that could potentially provide volunteers to staff the facilities listed above.
  - f. Determine, in conjunction with the District Attorney, the procedures for preparing for and handling liability issues involving volunteers that are assisting the County in donations management operations. Since these individuals may be performing volunteer services directly for the County, they may be entitled to medical coverage; accident and injury claim compensation; workman's compensation coverage; reimbursement for stolen property; or even restitution for inappropriate comments, discrimination, or harassment.
  - g. Provide the media, in coordination with the PIO, information on donations management for dissemination to the public.
  - h. Provide local government officials with regular reports on donations management operations.

- i. Ensure required donations system-related records are maintained.
3. The Donations Steering Group (DSG) will:
  - a. Assist the Donations Coordinator (DC) in developing a donations management program for the [County/City] and in preparing operating procedures for the donations management functions.
  - b. Meet regularly to coordinate, update, and collaborate on the donations system and operational process before, during, and after a disaster.
  - c. Assist the DC in determining which donations management functions should be activated after a disaster occurs.
  - d. Provide advice to the DC on suitable candidates for managing the various donations management functions.
  - e. Assist in locating volunteers to work in the donations management functions.
  - f. Assist the Donations Operations Office in maintaining records on donations activities.
  - g. Provide information to donors regarding voluntary agency operations and needs through the Donations Phone Bank.
  - h. Work together to determine the best method for handling and distributing large- volume or high-value donations received from the public or corporate entities.
  - i. Help the DC make decisions on when to terminate or consolidate donations management functions.
4. The Volunteer Coordinator will:
  - a. Select a site for a Volunteer Center and coordinate equipping and staffing the facility.
  - b. Develop operating procedures for and train staff to operate the Volunteer Center.
  - c. Supervise Volunteer Center operations.
  - d. Prepare and keep current Tab I to Appendix 4.
5. The Resource Staging Area (RSA) Manager will:
  - a. Select a site for an RSA and coordinate equipping and staffing the facility.
  - b. Develop operating procedures for and train staff to operate the RSA.
  - c. Supervise RSA operations.
  - d. Prepare and keep current Tab F to Appendix 4.
6. The Phone Bank Supervisor will:

- a. Select a site for a Phone Bank and coordinate equipping and staffing the facility.
  - b. Develop operating procedures for and train staff to operate the Phone Bank.
  - c. Supervise Phone Bank operations.
  - d. Prepare and keep current Tab G to Appendix 4.
7. The Donations Financial Officer will:
- a. Establish a Donations account for receiving monetary donations.
  - b. Establish specific wording for the “*Pay to the Order of*” line for all checks and other securities so that appropriate information can be provided to potential donors.
  - c. Ensure written disbursing procedures are prepared in close coordination with the Unmet Needs Committee so account disbursing officials have a clear mandate on how to prepare assistance checks (e.g., when, how much, to whom, etc.).

## VII. DIRECTION and CONTROL

### A. General

1. The Board of County Commissioners &/or County Manager is responsible for all governmental activities involved with the jurisdiction's donations management system.
2. The DSG, chaired by the DC, will provide general guidance for donations management operations.
3. The DC will manage the donations management program, supervise key donations management program personnel, and coordinate the efforts of volunteer groups and local government.
4. The work of volunteers and paid government employees at a donations management facility will be directed by the supervisor of that facility.
5. Volunteers working as an integral part of a recognized volunteer group (e.g., the Red Cross, the Adventist Community Services, The Salvation Army, etc.) will respond to direction from those organizations.
6. Each individual supervising a donations management function will select an appropriate assistant or designee to run the operation in his or her absence.

### B. Coordination

1. The DC will work out of and communicate from the Donations Operations Office, which should be located in or adjacent to the County Emergency Operations Center (EOC) if possible.

2. Each volunteer group assisting in the disaster will designate a specific individual with authority to accept task assignments and coordinate its activities with the Donations Operations Office.

## **VIII. INCREASED READINESS LEVELS**

### **A. Level IV – Normal Conditions**

See actions recommended in the preparedness activities in Section V.D.1.

### **B. Level III – Increased Readiness**

1. Monitor the situation and inform key donations management personnel of the potential for activating all or portions of the donations management system.
2. Review donation management procedures for currency.
3. Check recall rosters for accuracy and update as required.

### **C. Level II – High Readiness**

1. Continue to monitor the situation.
2. Alert key donations management staff for potential operations.
3. Ensure source lists for volunteer workers are up-to-date.
4. Check potential donations operations facilities for accessibility and availability.

### **D. Level I - Maximum Readiness**

1. Continue to monitor the situation.
2. Activate key donations management staff to update planning.
3. Make tentative donations management facility selections.
4. Review equipment and supply status and alert providers of possible need.
5. Alert organizations that provide volunteer workers of possible activation.

## **IX. ADMINISTRATION & SUPPORT**

### **A. Reporting**

1. During emergency operations, the Donations Operations Office shall compile and provide a daily summary of significant donations management activities to the EOC for use in staff briefings and inclusion in periodic Situation Reports (see Annex N). If the



EOC has been deactivated, a periodic summary of activities will be provided to local officials and the heads of volunteer organizations participating in the recovery process.

2. Donations management facilities, if government-operated, shall provide a daily report of their activities to the Donations Operations Office. Such reports will include the following information:
  - a. Phone Bank
    - 1) Number of calls by type (donation offer, vendor capabilities, requests for information, etc.)
    - 2) Significant donations offered and their disposition
    - 3) Major issues or challenges
  - b. RSA
    - 1) Number and type of bulk donations received (truckloads, pallets, etc.)
    - 2) Significant donations and disposition
    - 3) Goods delivered to distribution points (truckload, pallets, boxes)
    - 4) Unneeded goods delivered to other agencies
    - 5) Current hours of operation
    - 6) Number of persons employed (volunteers and paid workers)
    - 7) Major operational activities
    - 8) Support activities (feeding, lodging, etc.)
    - 9) Major issues or challenges
  - c. Distribution Points
    - 1) Number of customers served
    - 2) Hours of operation
    - 3) Number of workers (volunteers and paid workers)
    - 4) Major issues or challenges
  - d. Volunteer Center
    - 1) Hours of operation
    - 2) Number of volunteers assigned to tasks
    - 3) Number of workers within the facility
    - 4) General types of jobs to which workers have been dispatched
    - 5) Support activities (feeding, etc.)
    - 6) Major issues or challenges
  - e. Financial Accounting
    - 1) Cash received
    - 2) Cash distributed
    - 3) Major issues or challenges

## **B. Records**

1. Activity logs - Each donations facility will maintain a log of major activities at that facility, location including activation and deactivation, arrivals and departure of staff, receipt of or

return of major equipment, and the commitment of people, equipment, or materials to specific tasks.

2. The Donations Steering Group shall appoint a Secretary to provide a written record of the policies formulated and activities undertaken at meetings of the Group. Those records shall be maintained by the DC.
3. The Unmet Needs Committee shall appoint a Secretary to maintain a written record of its actions. When the recovery process is completed, those records shall be turned over to the DC for retention.
4. Documentation of costs – Expenses incurred in operating the donations management system are generally not recoverable. However, in the event state and/or federal reimbursement is considered, accurate records would need to be provided. Therefore, all government departments and agencies should maintain records of personnel and equipment used and supplies consumed during donations management operations.

### **C. Resources**

Government resources that may be needed to operate the donations management system are listed in Annex M, Resource Management.

### **D. Post Incident Review**

The Basic Plan provides that the Emergency Management Coordinator shall organize and conduct a review of the emergency operations in the aftermath of major emergency or disaster operations. The purpose of this review is to identify needed improvements in this plan, its procedures, its facilities, and its equipment. When the donations management system has been activated after a major emergency or disaster, donations management program personnel shall participate in the review.

### **E. Training**

1. The DC should attend training in donations management. Such training is offered by the Governor's Division of Emergency Management and a number of volunteer groups.
2. Donations management facility supervisors are responsible for providing on-the-job training for individuals who will be working in the facility.

### **F. Exercises**

Local drills, tabletop exercises, functional exercises, and full-scale exercises should periodically include a donation management scenario based on the anticipated hazards which could be faced by this jurisdiction.

## X. ANNEX DEVELOPMENT & MAINTENANCE

- A. The Donations Coordinator in coordination with the Emergency Management Coordinator is responsible for developing and maintaining this annex. Recommended changes to this annex shall be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Individuals, departments, agencies, and volunteer organizations assigned responsibilities in this annex are responsible for developing and maintaining appropriate standard operating procedures (SOPs) to carry out those responsibilities.

## XI. REFERENCES

- A. FEMA, *Donations Management Guidance Manual*, Feb 1995
- B. FEMA, *Donations Management Workshop (Student Manual)*, Oct 1997
- C. FEMA, *Donations Management Workshop (Toolbox)*, Oct 1997
- D. FEMA, *Support Annex (DM-1)*, Apr 1999

### APPENDICES:

APPENDIX 1.....	Current Donation Needs List
APPENDIX 2.....	Sample Record of Donation Offer
APPENDIX 3.....	Sample Public Information Release

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**APPENDIX 1  
SAMPLE  
CURRENT DONATION NEEDS LIST  
[County/City]**

**As of Date/Time: \_\_\_\_\_**

**1. Needed**

**a. Goods**

**b. Services**

**2. Unneeded:**

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**APPENDIX 2  
RECORD OF DONATION OFFER**

Call received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Donor Name and Information:**

Salutation: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Donated (free)  Goods or  Services

Commercial (vendor)  Goods or  Services

\_\_\_\_\_  \_\_\_\_\_

**Type of Resource:** (e.g., people, food, equipment): \_\_\_\_\_

Category: (e.g., clothing, water, bedding): \_\_\_\_\_

Sub-category: (e.g., shoes, blankets, chairs): \_\_\_\_\_

**Description/Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Quantity: \_\_\_\_\_ Units (#): \_\_\_\_\_ Measure (e.g., box, each): \_\_\_\_\_

Packaging \_\_\_\_\_ Amount (#): \_\_\_\_\_ Size (e.g., can, dozen, gallon): \_\_\_\_\_

Palletized: Yes No Transportation required: Yes No

Refrigeration required: Yes No Restrictions: Yes No

Resource Location: \_\_\_\_\_

Estimated Value: \_\_\_\_\_ Available until: \_\_\_\_\_

Follow-up required: Yes No Action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**APPENDIX 3  
SAMPLE  
PUBLIC INFORMATION RELEASE**

(County/City Letterhead)

(Date)

**FOR IMMEDIATE RELEASE**

**FOR MORE INFORMATION, CONTACT:** [County/City Public Information Officer]

We are receiving citizen and community inquiries regarding the [name of disaster]. The calls primarily involve citizens who want to offer assistance or make donations to the [name of disaster] victims. It is important that such good intentions do not create the potential for a disaster within a disaster. Therefore people who wish to offer assistance should do so in as effective a manner as possible.

Individuals or organizations that want to provide assistance to victims of the (name of disaster) should first work through their local disaster relief organizations. These may include the American Red Cross, The Salvation Army, etc. People can find these organizations listed in the Telephone Book Yellow Pages under "Social Service Organizations."

Cash is the best contribution since items can be purchased within the affected areas to meet the specific needs of victims. To contribute cash, contributions should be sent to [the precise organization name, address, and account number where cash contributions should go].

If people prefer to donate goods or service, they should still work through their local disaster relief organizations. These organizations know the immediate needs of people in the affected areas, how best to meet those needs, and how to ensure assistance is appropriate, adequate, and delivered to the right places. The disaster relief organizations can tell potential donors what is needed and what is not needed and how to package and transport those goods that are needed to the disaster area.

We encourage people not to send unsolicited donations to the disaster area. Unsolicited donations may not reach the proper people or even would meet their current needs. If donors plan to travel to the disaster area, they may find that lodging and other services are unavailable and they may add to problems in the disaster area rather than helping.

**Attention News Editors and Directors:** *Please assist us in publicizing this information relating to donations for the [name of disaster]. We would like to encourage donations of goods and services that are needed, while discouraging donations that cannot be used and that may add to the problems that already exist. You can also help us by discouraging sightseers from driving into the disaster area*

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# ANNEX U

# LEGAL



# APPROVAL & IMPLEMENTATION

## Annex U

### Legal

**National Response Plan ESF#**  
**Nevada State CEMP ESF#**      17

**PRIMARY AGENCY:**                      **County District Attorney's Office**  
**SUPPORT AGENCY:**                      **County Emergency Management**

\_\_\_\_\_  
County District Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Emergency Management

\_\_\_\_\_  
Date

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## ANNEX U

### LEGAL

#### I. AUTHORITY

A. See Section I of the Basic Plan for general authorities.

#### II. PURPOSE

The purpose of this annex is to make provision for legal services during emergency situations or when such situations appear imminent and to provide guidance for invoking the emergency powers of government when necessary.

#### III. EXPLANATION OF TERMS

EOC	Emergency Operating Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
NAC	Nevada Administrative Code
NRS	Nevada Revised Statutes

#### IV. SITUATION & ASSUMPTIONS

##### A. Situation

The County faces a number of hazards that could threaten public health and safety and personal and government property; see Section IV.A of the basic plan for a summary of these hazards. Legal issues requiring timely resolution may arise during pre-disaster hazard mitigation designed to lessen the effects of known hazards, during pre-disaster preparedness activities designed to enhance the local capability to respond to a disaster, during the actual response to a disaster, or during the post-disaster recovery process.

##### B. Assumptions

1. Local emergency preparedness plans and programs should have a sound legal basis.
2. In responding to major emergencies and disasters, local officials may be required to take extraordinary measures to protect public health and safety and preserve property. They will also probably require timely advice regarding the legality of proposed measures.

3. Implementation of measures to protect public health and safety and preserve property during emergency recovery and mitigation activities generally require issuance of appropriate legal documents. These should be prepared by competent legal service professionals.

## V. CONCEPT OF OPERATIONS

### A. General

1. Emergency Declaration.
  - a. Pursuant to Chapter 414 , Nevada Revised Statutes, the chief elected official or the governing body of a city or county may request the Governor declare a state of emergency for a jurisdiction or a portion thereof. For purposes of this statute, an emergency exists in the following situations: riot or unlawful assembly by three or more persons acting together by use of force or violence, the existence of a clear and present danger of violence, or a natural or man-made disaster. The Governor may proclaim a state of emergency and issue directives to control and terminate the emergency and protect life and property. A sample request for an emergency declaration is provided in Appendix 1.
  - b. A disaster declaration may be for responding to natural, technological or terrorist )emergencies. An emergency declaration may be appropriate for security-related incidents where local law enforcement resources are inadequate to handle the situation.
  - c. If the actions taken by the Governor after an initial emergency declaration do not resolve the emergency situation, the chief elected official or governing body may request that the emergency declaration be continued. If the local emergency situation that was the basis for an emergency declaration is resolved before the Governor's directives expire, it is desirable to advise the Governor that the emergency declaration is no longer required.
2. Disaster Declaration
  - a. Nevada Revised Statute 414, provides that the Board of County Commissioners' may declare a local state of disaster. A disaster declaration may be issued when a disaster has occurred or appears imminent. Chief elected officials, in order to respond to or recover from a significant natural or man-made disaster, typically use the disaster declaration process. A sample disaster declaration is provided in Appendix 1. Copies of a disaster declaration shall be filed with the Nevada Division of Emergency Management (NDEM) and the County Clerk.
3. Authority for Evacuations. State law provides the Governor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.
4. *Mutual Aid Agreement. Agreements with other jurisdictions, agencies, districts, volunteer organizations, private sector and non-governmental organizations (NGOs) are encouraged and will be formalized in writing and maintained as an Appendix to this*

*Annex. The State of Nevada Division of Emergency Management has an Intra-state agreement with California, Utah and Arizona. Mutual Aid Agreements can be developed and maintained by the County Emergency Management Coordinator, Local Area Planning Committee (LAPC), agencies or departments. Mutual Aid Agreements will be covered in NIMS classroom training programs and tested during Table Top, Functional and/or Full Scale Exercises. Retain copies of all Mutual Aid Agreements in Appendix 3 of this Annex (NIMSCAST Metric 3.5, 3.6, 3.7 and 3.8) <sup>1</sup>*

## **B. Activities by Phases of Emergency Management**

### 1. Prevention

- a. Brief the elected officials and department heads on possible liabilities arising from disaster operations, procedures for invoking the emergency powers of government, and legal documents relating to emergency powers.
- b. Maintain current copies of existing disaster-related laws, regulations, and orders.
- c. Develop local procedures for invoking emergency powers.
- d. Prepare sample legal documents (included in this annex) for approval by elected officials.

### 2. Preparedness

- a. Ensure county emergency call-out rosters include the District Attorney, who should maintain current telephone numbers and addresses for the legal staff.
- b. Review plans and procedures.
- c. Review mutual aid agreements submitted to the jurisdiction for approval and prepare mutual aid agreements to be submitted to other jurisdictions for approval.

### 3. Response

- a. Advise the Board of County Commissioners and emergency services staff on legal implications of response activities.
- b. If required, prepare, have approved and signed, and disseminate legal documents declaring a disaster, terminating a disaster declaration, or invoking emergency powers.
- c. If required, advise the Incident Commander (IC) on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.

### 4. Recovery

- a. Advise county officials on legal aspects of recovery operations.

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<sup>1</sup> NIMSCAST METRIC 3.5, 3.6, 3.7 & 3.8

- b. Assist county officials in preparing emergency ordinances, permits, applications for state or federal assistance, grant applications, and, if necessary, litigation.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. General.**

Overall responsibility for providing legal services to the Board of County Commissioners, department heads, and other local officials during an emergency rests with the District Attorney. The District Attorney will be assisted by his or her subordinates.

### **B. Task Assignments**

#### 1. Board of County Commissioners

- a. Will take such actions that are legal and necessary to manage the disaster at hand.
- b. If the situation warrants, may declare a local state of disaster. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to privately-owned or government property and state or federal assistance will be needed to recover from the incident. If a local disaster declaration is issued, it shall be given prompt and general publicity.
- c. If the situation warrants, may request the Governor to declare a state of emergency.
- d. If requesting state assistance to cope with a local disaster, should attach copies of any local disaster declaration that has been issued to the request for state assistance. See Annex J, Damage Assessment, for further information.

#### 2. District Attorney

- a. Advise county elected officials and department heads regarding the emergency powers of local government and necessary procedures for invoking measures to:
  - 1) suspend procedural laws and rules
  - 2) establish curfews
  - 3) restrict or deny access to a disaster area
  - 4) control the movement of persons and occupancy of premises in a disaster area
  - 5) implement wage, price, and rent control;
  - 6) establish rationing for critical supplies
  - 7) limit or restrict use of water or other utilities
  - 8) use any publicly owned resource to respond to the disaster
  - 9) commandeer private property, subject to compensation requirements, to respond to the disaster
  - 10) remove debris from publicly or privately owned property
  - 11) restrict outdoor burning and use of fireworks
- b. Review and advise county officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.

- c. Prepare and recommend legislation to implement the emergency powers that may be required during an emergency.
  - d. Advise county officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.
  - e. Prepare and keep current this annex.
  - f. During an emergency, report instances of overcharging for emergency supplies, equipment, and repair materials to the Consumer Affairs section of the Office of the Attorney General.
3. County Clerk-Treasurer
- a. Publish required agenda of meetings.
  - b. Prepare a record of public meetings
  - c. Receive a copy of disaster declarations and documents extending or terminating a state of disaster.
  - d. Ensure proper protection of all records.

## VII. DIRECTION & CONTROL

- A. General.** The District Attorney is responsible for providing legal services to the Board of County Commissioners and department heads and for preparing all legal documents necessary for the conduct of emergency operations and the exercise of emergency powers. Supervisors will exercise their usual supervisory responsibilities over legal personnel.
- B. Coordination.** The District Attorney will designate a person to coordinate with the Board of and the EOC, if activated. The District Attorney will identify staff members to be called for emergency duty and will designate those responsible for contacting such staff members.
- C. Line of Succession.** The line of succession for legal services personnel will be:
- 1. District Attorney
  - 2. Chief Deputy District Attorney

## VIII. READINESS LEVELS

### A. Readiness Level IV – Normal Conditions

See the prevention and preparedness activities in paragraphs V.B.1) and V.B.2) above.

### **B. Readiness Level III - Increased Readiness**

1. The District Attorney will review the potential emergency situation, determine staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
2. The District Attorney will designate the personnel on call for emergency duty.

### **C. Readiness Level II – High Readiness**

1. Senior County officials and department heads will be briefed on the legal ramifications, if any, of the potential emergency situation.
2. The District Attorney will brief the legal staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report duty if called.

### **D. Readiness Level I – Maximum Readiness**

The designated on call District Attorney representative will proceed to the EOC if requested.

## **IX. ADMINISTRATION & SUPPORT**

- A. Maintenance of Records.** All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
- B. Preservation of Records.** Vital legal records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained from a firm specializing in these tasks as soon as possible.
- C. Training.** Legal services personnel who will be participating in EOC operations shall receive training on the operating procedures for that facility.

## **X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. Development.** The District Attorney, in coordination with the Emergency Management Coordinator, is responsible for developing and maintaining this annex.
- B. Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

## XI. REFERENCES

- A. Nevada State Comprehensive Emergency Management Plan *ESF 17 Legal Support Annex*
- B. FEMA *Guide for All-Hazard Emergency Operations Planning* (SLG-101)

### APPENDICES:

Appendix 1 .....	Sample Disaster Declaration
Appendix 2 .....	Sample Termination of Disaster

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# DECLARATION OF A DISASTER EMERGENCY

Resolution No. \_\_\_\_\_

A RESOLUTION WHERE BY THE \_\_\_\_\_ COUNTY BOARD OF COMMISSIONERS

PROCLAIMS THE EXISTENCE OF AN

EMERGENCY AND/OR DISASTER AND REQUESTS ASSISTANCE FROM

THE GOVERNOR OF THE STATE OF NEVADA

WHEREAS, on \_\_\_\_\_, The Board of Commissioners of \_\_\_\_\_ County, Nevada, found that a state of emergency and/or disaster does exist due to conditions arising from \_\_\_\_\_ (List type of emergency and/or disaster: Flood, Earthquake, etc.) generally located within the \_\_\_\_\_ (Provide geographic location) area; and

WHEREAS, in accordance with Nevada Revised Statutes Chapter 414 and \_\_\_\_\_ County Code Title 2, the Board of County Commissioners declares that an emergency and/or disaster exists in \_\_\_\_\_ County.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners that:

1. It is declared and ordered that a copy of the declaration be forwarded to the Governor of the State of Nevada requesting that he proclaim \_\_\_\_\_ County to be a state of emergency and/or disaster.
2. It is further declared and ordered that this declaration be made through the Director of the Nevada State Division of Emergency Management.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk/Treasurer

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# DECLARATION THAT DISASTER EMERGENCY NO LONGER EXISTS

Resolution No. \_\_\_\_\_

A RESOLUTION WHERE BY THE \_\_\_\_\_ COUNTY BOARD OF COMMISSIONERS

PROCLAIMS THE EXISTENCE OF AN

EMERGENCY AND/OR DISASTER AND REQUESTS ASSISTANCE FROM

THE GOVERNOR OF THE STATE OF NEVADA

WHEREAS, on \_\_\_\_\_, The Board of Commissioners of \_\_\_\_\_ County, Nevada, found that a state of emergency and/or disaster does exist due to conditions arising from \_\_\_\_\_ (List type of emergency and/or disaster: Flood, Earthquake, etc.) generally located within the \_\_\_\_\_ (Provide geographic location) area; and

WHEREAS, in accordance with Nevada Revised Statutes Chapter 414 and \_\_\_\_\_ County Code Title 2, the Board of County Commissioners declares that an emergency and/or disaster exists in \_\_\_\_\_ County.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners that:

3. It is declared and ordered that a copy of the declaration be forwarded to the Governor of the State of Nevada requesting that he proclaim \_\_\_\_\_ County to be a state of emergency and/or disaster.
4. It is further declared and ordered that this declaration be made through the Director of the Nevada State Division of Emergency Management.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk/Treasurer

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**APPENDIX - 3**  
**MUTUAL AID AGREEMENTS**

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# **ANNEX V**

# **TERRORIST INCIDENT RESPONSE**





# APPROVAL & IMPLEMENTATION

## Annex V

### Terrorist Incident Response

National Response Framework ESF# 13  
State Comprehensive Emergency Management Plan ESF# 13

Primary Agencies: County Sheriff's Office  
Support Agencies: County Emergency Management

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County Sheriff's Office

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Date

---

County Emergency Management Coordinator

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Date

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# RECORD OF CHANGES

## Annex V

### Terrorist Incident Response

Change #	Date of Change	Entered By	Date Entered

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## ANNEX V

# TERRORIST INCIDENT RESPONSE

## I. AUTHORITY

### A. Federal

1. Public Law 104-201, Defense Against Weapons of Mass Destruction Act.
2. Terrorism Annex to *the Federal Response Plan*.
3. National Response Framework - Nuclear/Radiological Incident Annex, NUC-3
4. *Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents*
5. *Homeland Security Presidential Directive. HSPD-7, Critical Infrastructure, Prioritization, and Protection*
6. *Homeland Security Presidential Directive. HSPD-8, National Preparedness*

## II. PURPOSE

The purpose of this annex is to:

1. Outline operational concepts and tasks and to assign responsibilities for preparing for and responding to terrorist incidents that may occur.
2. Describe state and federal assistance that may be available to assist in the response to a terrorist incident.

## III. EXPLANATION OF TERMS

### A. Acronyms

CBRNE	Chemical, Biological, Radiological, Nuclear, Explosives
DPS	Department of Public Safety
EOC	Emergency Operations or Operating Center
EMS	Emergency Medical Service
FBI	Federal Bureau of Investigation
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JOC	Joint Operations Center
NIMS	National Incident Management System
NRF	National Response Framework
UC	Unified Command
WMD	Weapons of Mass Destruction

## B. Definitions

1. Anti-terrorism Activities. Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.
2. Counter-terrorism Activities. Use of offensive measure to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.
3. Consequence Management. The requirements of crisis management and consequence management have been combined. They combine the law enforcement function of identification and prevention of terrorist activities with the emergency management function of protection of public health and safety and emergency relief from the consequences of acts of terrorism.
4. Hazmat. Hazardous materials.
5. National Incident Management System (NIMS). The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
6. National Response Framework (NRF). An all-discipline, all-hazards plan that established a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.
7. Technical Operations. Actions to identify, assess, dismantle, transfer, or dispose of WMD or decontaminate persons and property exposed to the effects of WMD.
8. Terrorist Incident. A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political and social objectives.
9. Weapons of Mass Destruction. WMD include: (1) explosive, incendiary, or poison gas bombs, grenades, rockets, or mines; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. The County is vulnerable to terrorist incidents. A significant terrorist attack is considered unlikely. However, the consequences of a major terrorist incident could be catastrophic; hence, mitigating against, preparing for, and responding to such incidents and recovering from them is an important function of government.
2. Terrorism is both a law enforcement and emergency management problem.

- a. Virtually all terrorist acts involve violation of laws. Hence, law enforcement agencies gather and analyze intelligence on terrorists and may develop estimates of their intentions. Access to this criminal intelligence information is necessarily limited, but significant threats must be communicated by law enforcement agencies to those local officials who can implement protective measures and alert emergency responders. Coordination between law enforcement and emergency management personnel is vital to ensure that appropriate readiness actions are taken, while still protecting law enforcement sources and methods.
  - b. In a terrorist incident, the incident area may be simultaneously a crime scene, a hazmat site, and a disaster area that may cross the boundaries of several jurisdictions. There are often competing needs in the aftermath of a terrorist act -- law enforcement agencies want to protect the crime scene in order to gather evidence, while emergency responders may need to bring in extensive equipment and personnel to conduct search and rescue operations. It is essential that the incident command team establishes operating areas and formulates a plan of action that considers the needs of both groups.
3. Since terrorist acts may be violations of local, state, and federal law, the response to a significant local terrorism threat or actual incident may include state and federal response agencies.
  4. Local resources for combating terrorist attacks are very limited. In the event of a significant terrorist threat or incident, it is anticipated that state and federal resources will be requested in order to supplement local capabilities.
  5. The presence of chemical, biological, radiological, nuclear, or explosive (CBRNE) agents may not be detected immediately. In the case of chemical, biological, or nuclear materials they may not be discovered until some time after casualties occur. There may be a delay in identifying the agent present and in determining the appropriate protective measures. Such agents may quickly dissipate or be persistent.
  6. In the case of an attack with a biological agent, the initial dissemination of the agent may occur outside the local area or even in other countries, but still produce victims in the local area.

## **B. Assumptions**

1. Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, and individuals or groups. Such acts may involve: arson; shootings; bombings, including use of weapons of mass destruction (nuclear, chemical, or biological agents); kidnapping or hostage-taking; sabotage; and other activities.
2. Terrorist attacks may or may not be preceded by a warning or a threat, and may at first appear to be an ordinary hazardous materials incident. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.
3. A device may be set off to attract emergency responders, then a second device set off for the purpose of injuring emergency responders.
4. Effective response to the use of WMD may require:

- a. Specialized equipment to detect and identify chemical or biological agents.
  - b. A mass decontamination capability.
  - c. The means to treat mass casualties, including conducting triage and using specialized pharmaceuticals that have a narrow window of effect.
  - d. The capability to deal with mass fatalities.
5. Injuries from a terrorist attack may be both physical and psychological.
  6. Recovery from a terrorist attack can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and mass casualties.
  7. In most cases, significant state and federal terrorist incident response support cannot be provided within the first few hours of an incident. Considerable state and federal terrorism response resources are available, but it may take 6 to 12 hours to activate and deploy such resources on a large-scale.

## V. CONCEPT OF OPERATIONS

### A. General

1. Our terrorism structure for emergency response operations is pursuant to NIMS, which employs two levels of incident management structures.
  - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
  - b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
2. During a terrorist event a Multi-agency Coordination System may be advisable. Central to this system is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by Incident Commander, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

### B. Preparedness

1. The deterring, preventing, and responding to threats of a terrorist attack lies with local law enforcement agencies.
  - a. Pre-incident preparedness and response activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident consequence management activities include efforts to resolve the terrorist incident, conduct an investigation, collect evidence, and apprehend those responsible. Law enforcement agencies have the lead in terrorism criminal investigations and intelligence collection activities.



- 1) The law enforcement agency of jurisdiction has the lead local role in terrorism incident response and will coordinate its efforts with state and federal law enforcement agencies as appropriate.
  - 2) The Department of Public Safety (DPS) is the lead state agency for terrorism incident response. DPS will coordinate the state law enforcement response to a potential terrorist incident and the use of state resources.
  - 3) The Federal Bureau of Investigation (FBI) is the lead federal agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities within the United States.
- b. When a credible threat of terrorist attack exists, we will activate our EOC or, if security necessitates, activate a specialized facility to coordinate law enforcement, investigative, and intelligence activities for the threats or incidents that may occur.
  - c. Investigative and intelligence activities are managed by the FBI from an FBI command post or Joint Operations Center (JOC). The JOC coordinates assets between Federal agencies, DPS, and local law enforcement agencies.
2. Response and Recovery
- a. Response and recovery activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command.
    - 1) The law enforcement agency of jurisdiction, Fire Department and Emergency Management share the lead local role in terrorism response and recovery operations for most types of terrorist incidents, but EMS or the EM may be assigned the lead local role in terrorism response and recovery operations for incidents involving biological agents.
    - 2) The Division of Emergency Management is the lead state agency for terrorism response and recovery operations.
    - 3) FEMA is the lead federal agency for response and recovery operations and shall coordinate federal resource support for such operations.
  - b. The agencies responsible for terrorism response and recovery operations shall coordinate their efforts with law enforcement authorities conducting crisis management operations

### **C. Implementation of the Incident Command System (ICS)**

1. If there is a local incident site, an incident command post (ICP) will be established to manage emergency operations at that incident site. The ranking official from the agency with primary responsibility for the incident will assume the position of Incident Commander. The Incident Commander will direct and control responding resources and

designate emergency operating areas. Typical operating area boundaries established for a terrorist incident may include:

- a. The **Crime Scene Boundary** defines the crime scene. The crime scene may include the area referred to in technical operations as the “red zone” or “working point”. Access to the crime scene may be restricted by state, federal, or local law enforcement personnel. Response activities within the crime scene may require special care in order to protect evidence.
  - b. The **Hazmat Boundary** defines the hazmat site, which is referred to in hazmat operations as the “hot zone” and may be termed the “isolation area” or “exclusion zone” by other responders, and may include the hazmat upwind “warm zone” utilized for contamination control and rescue staging. Depending on the spread of contaminants, the hazmat site may include some or the entire crime scene. Entry into the hazmat boundary is normally restricted to response personnel equipped with personal protective equipment and using decontamination procedures.
  - c. The **Incident Boundary** includes the crime scene, the hazmat area, the “cool zone” or “support zone” used for incident support operations such as resource staging and casualty collection, and areas where protective actions, such as shelter-in-place or evacuation, may be recommended or mandatory measures, such as quarantine, imposed. Access to this area is normally controlled; if a quarantine is implemented, egress may also be restricted.
2. ICS-EOC Interface. The Incident Commander and the EOC shall agree upon on a division of responsibilities. The Incident Commander will normally manage field operations at the incident site and in adjacent areas. The EOC will normally mobilize and provide local resources, disseminate emergency public information, organize and implement large-scale evacuation, coordinate care for casualties, coordinate shelter and mass care for evacuees, arrange mortuary support, and, if local resources are insufficient or inappropriate, request assistance from other jurisdictions or the State.
  3. Implementation of Unified Command (UC). As state and federal responders arrive to conduct and support field operations, use of ICS for management of the ICP and response operations will transition to UC.
  4. With the arrival of state and federal responders, the FBI may call for the establishment of a Joint Operations Center (JOC) for overall coordination and management of response operations.
  5. If there is no local incident site, which may be the case in incidents involving biological agents, consequence management activities will be directed and controlled from the local EOC. An Incident Commander may be designated. The EOC may transition to a JOC using UC with the arrival of state and federal responders.

#### **D. Coordination of Incident Consequence Management Activities**

1. Law enforcement agencies involved in consequence management shall keep those agencies and/or departments responsible for response and recovery efforts informed of decisions made that may have implications on the placement of resources for response and recovery should it be necessary. Because of the sensitivity of law enforcement sources and methods and certain crisis management activities, it may be necessary to

restrict dissemination of some information to selected emergency management and public health officials who have a need to know. Those individuals may have to carry out some preparedness activities surreptitiously.

2. The use of Multi-Agency Coordination System should be used to support the objectives through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs) and other organizational elements.
3. Until such time as law enforcement and emergency management personnel agree that crisis management activities have been concluded, law enforcement personnel shall participate in incident command or EOC operations to advise those carrying out consequence management operations with respect to protection of the crime scene, evidence collection, and investigative results that may have bearing on emergency operations. DPS and the FBI will normally provide personnel to participate in a unified command operation to coordinate state and federal law enforcement assistance.
4. A Joint Information Center, staffed by local, state, and federal public affairs personnel, may be established as part of the unified command organization to collect, process, and disseminate information to the public.

#### **E. Protective Actions**

1. Responders. Emergency personnel responding to a terrorist incident must be protected from the various hazards that a terrorist incident can produce. These include: blast effects, penetrating and fragmenting weapons, fire, asphyxiation, hazardous chemicals, toxic substances, radioactive materials, and disease-causing material. See the discussion of threat weapons and their effects in Appendix 2. Though the type of protection required varies depending on the hazard, there are three basic principles of protection that apply to all hazards: time, distance, and shielding.
  - a. Time. Emergency workers should spend the shortest time possible in the hazard area or exposed to the hazard. Use techniques such as rapid entries to execute reconnaissance or rescue and rotate personnel in the hazard area.
  - b. Distance. Maximize the distance between hazards and emergency responders and the public. For chemical, radiological, and explosive hazards, recommended isolation and protective action distances are included in the *Emergency Response Guidebook* (ERG).
  - c. Shielding. Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, protective clothing, and personnel protective equipment.
2. The Public. Protective actions for the public must be selected and implemented based on the hazards present and appropriate instructions and information provided to the public through usual means of warning and public information. Protective actions for the public may include:
  - a. Evacuation.
  - b. Shelter-in-place.

- c. Access control to deny entry into contaminated areas.
- d. Restrictions on the use of contaminated foodstuffs.
- e. Restrictions on the use of contaminated agricultural products before processing will normally be imposed by the Department of Agriculture. These are products destined for food use after processing.
- f. Restrictions on the use of contaminated public water supplies.
- g. For incidents involving biological agents, protective actions taken to prevent the spread of disease may include:
  - 1) Isolation of diseased victims within medical facilities.
  - 2) Quarantines to restrict movement of people and livestock in specific geographic areas.
  - 3) Closure of schools and businesses.
  - 4) Restrictions on mass gatherings, such as sporting events.

Such measures are normally recommended and imposed by public health authorities.

#### **F. Requesting External Assistance**

1. Requests for state assistance will be made by the Emergency Manager to the Nevada Division of Emergency Management. The Nevada Division of Emergency Management may request assistance from federal resources.
2. Depending on the severity of the incident, the **County or City governments** may issue a local disaster declaration and request assistance from the Governor. The Governor may declare a State of Disaster for the local area and request the President issue an emergency or disaster declaration for the local area.

#### **G. Coordination of Local Medical Response to Biological Weapons Incidents**

As the medical response to an incident involving biological agents must include the local medical community as a group, the local and state health departments and federal health agencies directing the response should undertake to coordinate the efforts of local medical providers to ensure that a consistent approach to health issues is taken. Hence, concise information on the threat, recommendations on what should be done to combat it, and instructions on handling victims must be provided to all hospitals, clinics, nursing homes, home health care agencies, individual physicians, pharmacies, school nursing staffs, and other medical providers. The local health department or state public health region field office, that are normally most familiar with community health providers, will typically take the lead in coordinating the local medical response. They may request assistance from local professional organizations in providing information to all members of the local medical community.

## **H. Activities by Phases of Emergency Management**

### **1. Mitigation**

Carry out anti-terrorist activities, including:

- a. Identify potential terrorist targets and determine their vulnerability. For targets which may produce hazardous effects if attacked, determine the population and special facilities at risk.
- b. Conduct investigations and criminal intelligence operations to develop information on the composition, capabilities, and intentions of potential terrorist groups.
- c. Develop and implement security programs for public facilities that are potential targets. Recommend such programs to private property owners.
- d. Implement passive facility protection programs to reduce the vulnerability of new and existing government-owned facilities believed to be potential targets. Recommend such programs to private property owners.
- e. Encourage all local medical facilities to participate in mass casualty exercises and stock specialized pharmaceuticals, such as chemical agent antidotes.
- f. Encourage the reporting of suspicious activity to local law enforcement and the sharing of that information with the nearest Law Enforcement Fusion Center.

### **2. Preparedness**

- a. Conduct or arrange terrorism awareness training and periodic refresher training for law enforcement, fire service, and EMS personnel and for emergency management staff. Conduct training for other agencies such as public works, utilities, and hospitals.
- b. Develop emergency communications procedures that take into account the communications monitoring capabilities of some terrorist groups.
- c. Maintain terrorist profile information on groups suspected of being active in the local area.
- d. Establish appropriate mutual aid agreements.
- e. Conduct drills and exercise to test plans, procedures, and training.
- f. Conduct awareness programs for businesses that handle inventories of potential weapon making materials and chemicals and ask for their cooperation in reporting suspicious activities.
- g. If potential terrorist groups appear to be expanding their activities, consider appropriate increased readiness actions.

### **3. Response**

See the Terrorist Incident Response Checklist in Appendix 1.

#### 4. Recovery

- a. Decontaminate incident sites and other affected areas. State and/or federal agencies may oversee this effort, which may be conducted by contractors.
- b. Identify and restrict access to all structurally unsafe buildings.
- c. Remediate and cleanup any hazardous materials that have or might enter local water, sewer, or storm drainage systems.
- d. Provide traffic control for the return of evacuees.
- e. Assist in arranging temporary housing for evacuees who cannot return to their homes.
- f. Develop and implement appropriate access controls for contaminated areas that cannot be decontaminated and returned to normal use in the near term.
- g. Investigate cause of incident and prosecute those believed to be responsible.
- h. Maintain records of use of personnel, equipment, and supplies used in response and recovery for possible recovery from the responsible party or reimbursement by the State or federal government.
- i. Conduct critical incident stress management activities.
- j. Debrief response personnel, prepare incident report, and update plans and procedures on the basis of lessons learned.
- k. Restore normal services.

## VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

1. Our normal emergency organization, which is described in section VI.A of the basic plan, will carry out the response to and recovery from terrorist incidents.
2. As terrorist acts often violate state and federal law and regulations, state and federal law enforcement agencies and other agencies having regulatory responsibilities may respond to such incidents. In order to effectively coordinate our efforts with state and federal agencies, we may transition from our normal incident command operation to a unified command organization when the situation warrants.

### B. Assignment of Responsibilities

1. The County or City Manager will:
  - a. Provide policy guidance with response to anti-terrorism and counter-terrorism programs.

- b. Provide general direction for response and recovery operations in the aftermath of a terrorism incident.
2. The Emergency Management Coordinators will:
  - a. Coordinate regularly with the Sheriff's Office and other law enforcement agencies with respect to the terrorist threat and determine appropriate readiness actions during periods of increased threat.
  - b. In conjunction with other local officials, make an assessment of the local terrorist threat, identify high-risk targets, determine the vulnerabilities of such targets and the potential impact upon the population, and recommend appropriate mitigation and preparedness activities.
  - c. In coordination with other local officials, recommend appropriate training for emergency responders, emergency management personnel, and other local officials.
  - d. Coordinate periodic drills and exercises to test plans, procedures, and training.
  - e. Develop and conduct terrorism awareness programs for the public and for businesses dealing in weapons or materials that may be used by terrorists to produce weapons.
  - f. Develop common communication procedures.
  - g. Promote a business inventory monitoring system.
3. The Incident Commander will:
  - a. Establish an incident command post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
  - b. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
  - c. Provide an initial incident assessment, request additional resource if needed, and provide periodic updates to the EOC.
  - d. Request a liaison officer from each participating agency be present at the ICP.
  - e. Establish a specific division of responsibilities between the incident command operation and the EOC.
  - f. Transition the incident command operation to a unified command operation when significant external resources arrive.
4. Law Enforcement [Sheriff's Office] will:
  - a. Conduct anti-terrorist operations and maintain terrorist profile information. Advise the emergency management staff, DPS, and the FBI of significant terrorist threats.

- b. Recommend passive protection and security programs for high-risk government facilities and make recommendations for such programs to the owners/operators of private facilities.
- c. Conduct terrorism response training programs for the law enforcement personnel and support public education and awareness activities.
- d. Provide law enforcement representatives for the Incident Command Post and the EOC.
- e. Secure the scene, reroute traffic, and implement crowd control measures if necessary.
- f. Make notifications of terrorist incidents to DPS, the FBI, and other law enforcement agencies.
- g. Brief emergency response personnel on crime scene protection.
- h. Coordinate the deployment and operation of counter-terrorist response elements.
- i. Conduct reconnaissance in vicinity of the incident site to identify threats from delayed action and secondary weapons.
- j. Organize and conduct evacuation of the public and of special facilities if required.
- k. In coordination with state and federal authorities, investigate incident; identify and apprehend suspects.

5. Fire & Rescue Service will:

- a. Coordinate all fire and rescue operations during terrorist incidents.
- b. Dispatch and deploy fire personnel and equipment during an emergency.
- c. Control fires if necessary.
- d. Conduct search and rescue operations as needed
- e. Provide support for evacuation operations if requested.
- f. Set up decontamination area for emergency responders and victims, if needed.
- g. Carry out initial decontamination of victims, if required. Procedures must be available for emergency decontamination of large numbers of people.
- h. Identify apparently unsafe structures; restrict access to such structure pending further evaluation by the Public Works/Engineering staff.
- i. Identify requirements for debris clearance to expedite fire response and search and rescue.
- j. Activate fire and rescue mutual aid as needed.



6. Medical Service will:

- l. Respond to medical emergency calls.
- m. If mass casualties have occurred, establish triage.
- n. Provide emergency medical care to the injured.
- o. Transport patients in a timely manner to appropriate medical facilities.
- p. Request medical mutual aid if necessary.
- q. Assign a liaison at the ICP and/or EOC, if needed.

7. Public Works, Engineering, Road & Bridge Department will:

- a. Assign liaison personnel to the EOC and Incident Command Post.
- b. Clear and/or remove debris as directed.
- c. Support search and rescue operations.
- d. Provide emergency power and lighting at the incident site upon request.
- e. Provide emergency power supplies at other facilities upon request.
- f. Provide barricades and temporary fencing as requested.
- g. Carry out emergency repairs to streets and bridges as necessary to support emergency operations and restore essential traffic.
- h. Conduct preliminary assessment of damage to structures and streets, and utilities.
- i. Provide other public works and engineering support for emergency operations as necessary.
- j. Request mutual aid assistance, if necessary.

8. Utility or Water Department will

- a. Carry out emergency repairs to water and wastewater systems as necessary to support emergency operations and restore essential public services.
- b. In coordination with local and state public health agencies, ensure the safety of water and wastewater systems. Initiate water conservation procedures, if required.
- c. Conduct preliminary assessment of damage to water, wastewater and drainage systems, and utilities
- d. Identify to the EOC requirements for emergency drinking water supplies from outside sources if needed.

9. All Other Departments and Agencies

- a. Provide personnel, equipment, and supply support for emergency operations upon request.
- b. Provide trained personnel to staff the EOC.
- c. Provide technical assistance to the Incident Commander and the EOC upon request.
- d. Participate in terrorism awareness training, drills, and exercises.

## **VII. DIRECTION & CONTROL**

- A.** The County Manager shall, pursuant to NIMS, provide general guidance for emergency operations, including the response to terrorist incidents. During periods of heightened terrorist threat or after an incident has occurred, the local EOC will be activated.
- B.** The County Manager will provide overall direction of the terrorist incident response activities of our departments and agencies. During terrorist incidents, he/she will normally carry out those responsibilities from the EOC.
- C.** The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at the incident site from an ICP. If terrorist attacks affect multiple widely separated facilities, separate incident command operations may be set up.
- D.** If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions pursuant to mutual aid agreements or from organized volunteer groups. Mutual aid personnel and volunteers will normally work under the immediate control of their own supervisors. All response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC.
- E.** In a large-scale terrorist incident, significant help will be needed from other local governments, state agencies, and the federal government. As these external resources arrive, it is anticipated that a transition will be made from the normal incident command system to a unified command operation. In a unified command arrangement, leaders of all participating response forces agree on general objectives, priorities, and strategies for resolving the emergency situation.

## VIII. READINESS LEVELS

### A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.H.1) and V.H.2) above.

### B. Readiness Level III - Increased Readiness

1. When local law enforcement personnel determine or are advised by DPS or the FBI that there is a credible threat of near-term local terrorist action, law enforcement personnel shall alert the County Manager, EMC, and other appropriate local officials. Those individuals shall review the potential emergency situation, plans, and procedures, and determine and implement appropriate readiness actions. These may include:
  - a. expanding criminal intelligence operations;
  - b. reviewing personnel and equipment status and taking actions to enhance resource availability;
  - c. reviewing inventory of critical consumable supplies, filling shortages, and increasing stocks if needed;
  - d. increasing security at and surveillance of public facilities that are potential targets,
  - e. recommending to the owners or operators of privately-owned facilities that they take similar steps;
  - f. briefing local public health and hospital managers on the potential threat; and
  - g. placing selected emergency response elements on higher state of readiness.
2. Consistent with the need for security to protect intelligence sources and depending on the situation, disseminate non-sensitive threat awareness information to the public.

### C. Readiness Level II – High Readiness

1. Further increase security at and surveillance of potential targets.
2. Further increase readiness of emergency response forces and advise public health and medical facilities to do likewise.
3. Consider partial activation of the EOC to monitor situation and maintain data on resource status.
4. Depending on the specific situation and the need for security to protect intelligence sources, disseminate non-sensitive information and, if needed, instructions to the public.

### D. Readiness Level I – Maximum Readiness

1. Implement most rigorous security measures.
2. Bring response forces to maximum readiness.
3. Activate the EOC to monitor the situation and maintain data on resource status.
4. Disseminate non-sensitive information and, if needed, instructions to the public.

5. Determine and implement precautionary protective measures for the public in selected areas or for specific facilities where appropriate.

## IX. ADMINISTRATION & SUPPORT

### A. Reports & Records

1. Situation Report. During emergency operations for terrorist incidents, a daily situation report should be prepared and distributed during to the local Disaster District, the Governor's Division of Emergency Management, and the local FBI office. See Annex N, Direction and Control, for the format of and instructions for this report.
2. Records Relating to Emergency Operations
  - a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities and the commitment of resources.
  - b. Cost Records for Terrorist Incident Response. For terrorist incidents, all departments and agencies participating in the emergency response shall maintain detailed records of labor costs, equipment usage, and supplies expended. These records may be used to recover allowable response and recovery costs from the federal government in the event a federal emergency or disaster declaration is issued by the President.

### B. Preservation of Records

As terrorists often target government facilities, government records are at risk during terrorist incidents. To the extent possible, legal, property, and tax records should be protected. The principal causes of damage to records are fire and water. If government records are damaged during the incident response, the EOC should be promptly advised so that timely professional assistance can be sought to preserve and restore them.

### C. Post-Incident Review

The Emergency Manager is responsible for organizing and conducting a critique following the conclusion of a significant terrorist incident in accordance with the guidance contained in section IX.E of the Basic Plan.

## X. ANNEX DEVELOPMENT & MAINTENANCE

- A. **Development.** **Emergency Management** is responsible for developing and maintaining this annex.
- B. **Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

## XI. REFERENCES

FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101).

US Department of Transportation/Transport Canada, *Emergency Response Guidebook*.

Jane's Information Group, *Jane's Chem-Bio Handbook*.

### **APPENDICES:**

1 Terrorist Incident Response Checklist

2 Terrorist Weapons, Effects, & Emergency Response Needs

3 Specialized Response Resources

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**APPENDIX 1  
TERRORIST INCIDENT RESPONSE CHECKLIST**

The response actions below are most appropriate for an incident involving conventional weapons, nuclear devices, or chemical agents where there is a specific incident location.

✓	Action Item	Assigned
	INITIAL RESPONSE:	
	1. Deploy response forces	
	2. Activate incident command post at the incident site to direct emergency operations.	
	3. If incident appears to be terrorism-related, ensure law enforcement personnel are advised and respond to the incident site.	
	4. Isolate the area and deny entry. Reroute traffic as needed.	
	5. Determine and report: <ul style="list-style-type: none"> <li>▪ Observed indicators of use of chemical/biological weapons</li> <li>▪ Wind direction and weather conditions at scene</li> <li>▪ Plume direction, if any</li> <li>▪ Approximate number of apparent victims</li> <li>▪ Orientation of victims</li> <li>▪ Types of victim injuries and symptoms observed</li> <li>▪ Observations or statements of witnesses</li> </ul>	
	6. If possible, determine type of weapon used using appropriate detection equipment, response guides, damage characteristics, and casualty symptoms	
	7. Establish scene control zones (hot, warm, and cold) and determine safe access routes & location of staging area. Establish initial operating boundaries for crime scene and incident area.	
	8. Implement crowd control measures, if necessary	
	9. Determine & implement requirements for protective clothing and equipment for emergency responders.	
	10. Establish communications among all response groups.	
	11. Protect against secondary attack.	
	12. Activate the EOC to site support emergency operations.	
	13. Determine requirements for specialized response support.	
	14. Make notification to state and federal law enforcement and emergency management agencies.	
	15. Obtain external technical assistance to determine potential follow-on effects.	
	16. Request/deploy hazardous materials response team, if appropriate.	
	17. Request/deploy bomb squad or ATF support, if appropriate.	
	18. Identify areas that may be at risk from delayed weapon effects. <ul style="list-style-type: none"> <li>▪ Determine &amp; implement protective measures for public in those areas.</li> <li>▪ Determine &amp; implement protective measures for special facilities at risk.</li> </ul>	
	19. Extinguish fires and identify potential hazards such as ruptured gas lines, downed power lines and residual hazardous materials.	
	20. Make notifications to adjacent jurisdictions that may be affected.	
	21. If the effects of the incident could adversely affect water or wastewater systems, advise system operators to implement protective measures.	

✓	Action Item	Assigned
	<b>MEDICAL MANAGEMENT:</b>	
	22. Advise EMS and hospitals of possibility of mass casualties/contaminated victims.	
	23. Establish site for patient triage.	
	24. Establish site for gross decontamination (if appropriate) and a casualty collection area for decontaminated victims located away from the site of primary emergency operation, but accessible by transport vehicles.	
	25. Conduct initial triage and provide basic medical aid to victims in warm zone if protective equipment is not required.	
	Conduct gross decontamination of victims showing signs of contamination. Separate victims that show no signs of contamination for evaluation.	
	26. Conduct follow-on triage & treatment of victims in cold zone.	
	27. Transport victims to medical facilities for further treatment.	
	28. Request state and/or federal medical assistance, if needed.	
	<b>FATALITY MANAGEMENT:</b>	
	30. Alert [Medical Examiner, Justices of the Peace] and funeral directors of any potential mass fatality situation and arrange for temporary holding facilities for bodies, if necessary. Highlight need to preserve evidence.	
	31. Coordinate with [Justices of Peace/Medical Examiner] to determine autopsy requirements for victims.	
	32. Transport deceased to morgue, mortuary, or temporary holding facilities.	
	<b>OTHER RESPONSE ACTIONS:</b>	
	33. Request additional response resources, if needed. <ul style="list-style-type: none"> <li>• Activate mutual aid agreements</li> <li>• Request state or federal assistance, as needed</li> </ul>	
	34. Designate staging areas for incoming resources from other jurisdictions, state and federal agencies, and volunteer groups separate from operational staging area.	
	35. If evacuation has been recommended: <ul style="list-style-type: none"> <li>▪ Activate shelter/mass care facilities to house evacuees.</li> <li>▪ Provide transportation for evacuees without vehicles.</li> <li>▪ Provide security for shelters.</li> </ul>	
	36. If evacuation of special facilities (schools, nursing homes, hospitals, correctional facilities) has been recommended: <ul style="list-style-type: none"> <li>▪ Assist facilities in arranging suitable transportation and carrying out evacuation.</li> <li>▪ Assist facilities in arranging suitable temporary reception facilities.</li> </ul>	
	37. Provide information and instructions to the public. <ul style="list-style-type: none"> <li>▪ Activate emergency public information operation.</li> <li>▪ Identify facilities for use by media.</li> </ul>	
	38. Identify, collect, and control evidence and conduct investigations.	
	39. Pursue and arrest suspects.	
	40. Provide security in evacuated areas, if feasible.	
	41. Establish and operate access control points for contaminated areas	
	42. For incidents involving biological agents, consider measures to restrict person-to-person transmission of disease such as quarantine, closure of schools and/or businesses, and restrictions on mass gatherings.	



✓	Action Item	Assigned
	43. Alert human resources agencies to provide disaster mental health services and human services support to victims.	
	44. Determine how pets, livestock, and other animals left in evacuated or contaminated areas will be handled.	
	45. Decontaminate essential facilities and equipment, if feasible.	
	46. Request technical assistance in assessing environmental effects.	

### USEFUL POINTS OF CONTACT

Organization	Provides	Contact No.
CHEMTREC	Technical assistance for hazardous materials incidents.	1-800-262-8200 (24 hours)
CHEM-TEL	Technical assistance for hazardous materials incidents.	1-800-255-3924 (24 hours)
National Response Center Chem-Bio Hotline	Reporting center for suspected terrorist activity as well as technical assistance regarding chemical & biological agents for state and local emergency responders.	1-800-424-8802 (24 hours)
Fusion Center	Intelligence collection and dissemination.	
Local/Nearest DPS Office	State law enforcement assistance.	
Local/Nearest FBI Office	Federal law enforcement assistance.	
Local/Nearest ATF Office	Federal expertise in explosive devices.	
Nearest Bomb Squad	Explosive ordnance disposal assistance.	

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## **APPENDIX 2 TERRORIST WEAPONS, EFFECTS, & EMERGENCY RESPONSE NEEDS**

### **1. Conventional Weapons, Explosives & Incendiary Devices**

#### **A. Weapon Types**

- 1) **Conventional Weapons & Explosives.** Conventional weapons include guns, rocket-propelled grenades, and similar weapons. Explosives include military and commercial explosives, such as RDX, Tritonol, dynamite, and ammonium nitrate – fuel oil (ANFO). The casualty potential of conventional explosive devices may be increased by packing metallic materials such as bolts or nails around the explosive to generate lethal fragments that can inflict casualties at considerable distances.
- 2) **Incendiary Devices.** Incendiary devices are designed to ignite fires. They may use liquids, such as gasoline or kerosene, or gases, such as propane, as their fuel. Incendiary devices have been a favorite weapon of terrorists due to the ready availability of materials needed to build such devices.
- 3) **Combination Device.** Conventional explosive and incendiary materials may be used in combination to produce blast damage and fires.

#### **B. Weapons Effects**

##### **1) Conventional Explosives**

- a) Significant blast damage to structures, including building and wall collapse, and blast casualties.
- b) Fragmentation casualties from bomb fragments, debris, and broken glass.
- c) Fires are possible.

##### **2) Incendiary Devices**

- a) Fires.
- b) Secondary explosions are possible.
- c) Burn casualties.

##### **3) Combination Devices**

- a) Significant blast damage to structures, including building and wall collapse, and blast casualties.
- b) Fires.
- c) Fragmentation casualties from bomb fragments, debris, and broken glass.

#### **C. Indications of Use**

##### **1) Conventional Explosives**

- a) Prior warning or threat.
- b) Presence of triggering devices, such as blasting caps or timers.
- c) Explosive residue at scene or results from detection instruments.

d) Indications of deliberately introduced fragmentation materials.

2) Incendiary Devices

- a) Prior warning or threat.
- b) Multiple fire locations.
- c) Signs of accelerants or results from detection instruments.
- d) Presence of propane/butane cylinders in other than typical locations
- e) Presence of containers for flammable liquids.

D. Emergency Response Guidance

If hazardous materials are encountered in the response to an attack with conventional explosives or incendiary devices, consult the US Department of Transportation *Emergency Response Guidebook* (ERG).

E. Response Needs

- 1) Personal protective equipment for emergency responders.
- 2) Medical evacuation and treatment for mass casualties.
- 3) Search and rescue teams for collapsed structures.
- 4) Firefighting.
- 5) Hazmat response team.
- 6) Mortuary support for mass fatalities.
- 7) Evacuation assistance.
- 8) Access control for incident site.
- 9) Shelter and mass care for evacuees.
- 10) Investigative resources

**2. Nuclear Devices & Materials**

A. Weapons Types

- 1) Radiation Dispersal Device. Radioactive materials in powder form are packed around conventional explosives. When the explosive device detonates, it disperses the radioactive material over a wide area. Such devices do not require weapons grade radioactive materials; they may be constructed from materials obtained from medical or industrial equipment in common use.
- 2) Improvised Nuclear Device (nuclear bomb). Use of this type of device is considered unlikely. It would be extremely difficult for terrorists to build or acquire such a device because a substantial quantity of weapons-grade fissionable materials, extensive equipment, and technical expertise would be needed. It would be extremely difficult to obtain the weapons grade fissionable material required to construct such a device.
- 3) Nuclear Weapon. It is considered very unlikely that terrorists would use military nuclear weapons because such weapons are normally secured, strictly controlled, and frequently incorporate safety features to prohibit unauthorized use.

B. Weapons Effects

All of the weapons listed could spread radioactive materials if detonated, which could pose immediate danger to life at high levels and long-term adverse health effects at lower levels. In addition, each of these weapons can produce both immediate radiological effects and residual radioactive contamination.

1) Radiological Dispersal Device

- a) Some blast damage to structures.
- b) Some blast casualties.
- c) Some fragmentation damage to structures and casualties among people.
- d) Localized radiological contamination
- e) Fires are possible.

2) Improvised Nuclear Device or Nuclear Weapon

- a) Extensive blast damage to structures, including building and wall collapse
- b) Significant blast casualties.
- c) Significant fragmentation casualties from debris, broken glass, and other materials.
- d) Extensive radiological contamination.
- e) Extensive fire effects.

C. Indications of Use

- 1) Prior warning or threat.
- 2) Reports of stolen radiological sources or nuclear materials.
- 3) Use of these weapons may produce damage and casualties similar to that produced by a conventional high explosive bomb. Radiological detection equipment will be needed to confirm the presence of radioactive materials.

D. Emergency Response Guidance

- 1) Radiation Dispersal Device – ERG Guide 163
- 2) Improvised Nuclear Device or Nuclear Weapon – ERG Guide 165

E. Response Needs

- 1) Personal protective equipment for emergency responders.
- 2) Mass personnel decontamination.
- 3) Medical evacuation and treatment for mass casualties.
- 4) Urban search and rescue teams for collapsed structures.
- 5) Firefighting.
- 6) Radiological monitoring and assessment teams.
- 7) Mortuary support for mass fatalities.
- 8) Evacuation assistance.
- 9) Access control for incident site and contaminated areas.
- 10) Shelter and mass care for evacuees.

### 3. Chemical Weapons

A. Weapon Types. Letters in parenthesis are military designators for these agents.

- 1) Nerve Agents. Nerve agents are some of the most toxic chemicals in the world; they are designed to cause death within minutes of exposure. Lethal doses may be obtained by inhaling the agent in aerosol or vapor form or having the agent deposited on the skin in liquid form. Examples include Sarin (GB), Soman (GD), and V agent (VX),
- 2) Blister agents. Blister agents cause blisters, skin irritation, damage to the eyes, respiratory damage, and gastrointestinal effects. Their effect on exposed tissue is somewhat similar to that of a corrosive chemical like lye or a strong acid. Examples include Mustard (H) and Lewisite (L).
- 3) Blood Agents. Blood agents disrupt the blood's ability to carry oxygen and cause rapid respiratory arrest and death. Examples include potassium cyanide and hydrogen cyanide (AC).
- 4) Choking Agents. Choking agents cause eye and airway irritation, chest tightness, and damage to the lungs. These agents include industrial chemicals such as chlorine (CL) and phosgene (CG).
- 5) Hallucinogens, Vomiting Agents, and Irritants. These materials cause temporary symptoms such as hallucinations, vomiting, and burning and pain on exposed mucous membranes and skin, eye pain and tearing, and respiratory discomfort. The effects of these agents are typically short lived; they are generally designed to incapacitate people and typically do not pose a threat to life.

B. Other Emergency Response Considerations.

1) Agent Form

Some nerve and blister agents are normally in liquid form. When used as weapons, most chemical agents are delivered in aerosol form to maximize the area covered, although some may be delivered as a liquid. An aerosol is defined as a suspension or dispersion of small particles (solid or liquids) in a gaseous medium. Dissemination methods range from spray bottles and backpack pesticide sprayers to sophisticated large-scale aerosol generators or spray systems.

2) Persistency

Chemical agents may be either persistent or non-persistent. Non-persistent agents evaporate relatively quickly. Persistent agents remain for longer periods of time. Hazards from both vapor and liquid may exist for hours, days, or in exceptional cases, weeks, or months after dissemination of the agent.

C. Weapons Effects

The primary effects of chemical agents are to incapacitate and kill people.

- 1) Minute doses of nerve agents cause pinpointing of the pupils (miosis), runny nose, and mild difficulty breathing. Larger doses cause nausea, vomiting, uncontrolled

- movement, loss of consciousness, breathing stoppage, paralysis, and death in a matter of minutes. G-agents are non-persistent, while V agents are persistent.
- 2) Blister agents cause eye irritation and reddening of the skin in low doses. Larger doses produce eye and skin blisters, airway damage, and lung damage, causing respiratory failure. Some blister agents, such as mustards, are persistent in soil, while other blister agents are considered non-persistent.
  - 3) Blood agents inhibit the transfer of oxygen in the body and produce intense irritation of the eyes, nose, and throat, breathing tightness, convulsions, and respiratory arrest, causing death. Blood agents are considered non-persistent.
  - 4) Choking agents produce eye and airway irritation and lung damage, which may lead to death. Choking agents are generally non-persistent.
  - 5) Vomiting agents and Irritants have relatively short-term incapacitating effects. These symptoms seldom persist more than a few minutes after exposure and the agents are considered non-persistent.

#### D. Indications of Use

- 1) Prior warning or threat.
- 2) Explosions that disperse mists, gases, or oily film.
- 3) Presence of spray devices or pesticide/chemical containers.
- 4) Unexplained mass casualties without obvious trauma.
- 5) Casualties exhibit nausea, breathing difficulty, and/or convulsions.
- 6) Odors of bleach, new mown grass, bitter almonds, or other unexplained odors.
- 7) Dead birds, fish, or other animals and lack of insects at the incident site and areas downwind.
- 8) Alarms by chemical detection systems.

#### E. Emergency Response Guidance

- 1) Nerve Agents. Use ERG Guide 153. Antidotes to nerve agents, including atropine and 2-PAM Chloride, must be given shortly after exposure to be effective.
- 2) Blister Agents. Use ERG Guide 153.
- 3) Blood Agents
  - a) If the agent is positively identified as Cyanogen chloride, use ERG Guide 125.
  - b) If the agent is positively identified as Hydrogen cyanide, use ERG Guide 117.
  - c) If you suspect a blood agent has been used, but have not positively identified it, use ERG Guide 123.
- 4) Choking Agents
  - a) If the agent is positively identified as Chlorine, use ERG Guide 124.
  - b) If the agent is positively identified as Phosgene, use ERG Guide 125.
  - c) If you suspect a choking agent has been used, but have not positively identified it, use ERG Guide 123.
- 5) Irritants
  - a) For tear gas or pepper spray, use ERG Guide 159.
  - b) For mace, use ERG Guide 153.

F. Response Needs

- 1) Personal protective equipment for emergency responders.
- 2) Mass decontamination capability.
- 3) Medical evacuation and treatment for mass casualties.
- 4) Hazmat response teams.
- 5) Mortuary support for mass fatalities.
- 6) Evacuation assistance.
- 7) Access control for incident site and contaminated areas.
- 8) Shelter and mass care for evacuees.

4. **Biological Weapons**

A. Weapon Types. Biological agents are intended to disable or kill people by infecting them with diseases or introducing toxic substances into their bodies. Such agents are generally classified in three groups:

1) Bacteria and Rickettsia. Bacteria and rickettsia are single celled organisms which cause a variety of diseases in animals, plants and humans. Bacteria are capable of reproducing outside of living cells, while rickettsia require a living host. Both may produce extremely potent toxins inside the human body. Among the bacteria and rickettsia that have been or could be used as weapons are:

- a) Anthrax
- b) Plague
- c) Tularemia or Rabbit Fever
- d) Q fever

2) Viruses. Viruses are much smaller than bacteria and can only reproduce inside living cells. Among the viruses that could be used as weapons are:

- a) Smallpox
- b) Venezuelan Equine Encephalitis (VEE)
- c) Viral Hemorrhagic Fever (VHF)

3) Toxins. Toxins are potent poisons produced by a variety of living organisms including bacteria, plants, and animals. Biological toxins are some of the most toxic substances known. Among the toxins that have been or could be used as weapons are:

- a) Botulinum toxins
- b) Staphylococcal enterotoxins
- c) Ricin
- d) Mycotoxins

B. Other Emergency Response Considerations

1) Means of Dissemination

- a) Inhalation of agent in aerosol form. An inhalation hazard may be created by spraying a biological agent. Many biological agents, such as viruses, may also



be readily transmitted from an affected person to others in aerosol form by coughing and sneezing. This can result in the rapid spread of disease-causing agents.

- b) Ingestion in food, water, or other products that have been contaminated with agents.
- c) Skin contact or injection. Some agents may be transmitted by simple contact with the skin or by injection.

## 2) Unique Aspects of A Biological Agent Attack

- a) As there are few detection systems for biological agents available, an attack with biological agents may not be discovered until public health authorities or medical facilities observe people becoming sick with unusual illnesses. Casualties may occur hours, days, or weeks after exposure. Medical investigators will normally undertake to determine the source and cause of such illnesses and how it is spread.
- b) In the aftermath of an attack with biological agents, public health agencies will normally take the lead in determining actions that must be taken to protect the public, although state and local governments may implement those actions.
- c) There may be no local crime scene or incident site; the initial dissemination of the agent may have occurred in another city or another country and affected travelers may bring disease into the local area.
- d) As people affected by some biological agents, such as viruses, are capable of spreading disease to others, the emergency response to a biological attack may have to include medical isolation of affected patients and quarantines or other restrictions on movement of people or animals. It may also be necessary to restrict opportunities for person-to-person transmission by closing schools and businesses or curtailing mass gatherings such as sporting events.

## C. Weapon Effects

Biological agents are used to both incapacitate and to kill. Some agents make people seriously ill, but rarely kill those affected; these may create a public health emergency. Others, such as anthrax and many toxins, kill those affected and may create both a public health emergency and a mass fatality situation.

## D. Indications of Use

- 1) If there is a local incident site, the following may be indicators of the use of biological weapons:
  - a) Advance warning or threat.
  - b) Unusual dead or dying animals
  - c) Unusual casualties – pattern inconsistent with natural disease or disease that does not typically occur in the local area.
  - d) Aerosol containers or spray devices found in other than typical locations of use.
  - e) Presence of laboratory glassware or specialized containers.
  - f) Biohazard labels on containers.
  - g) Evidence of tampering with foodstuffs and water distribution systems.
  - h) Indications of tampering with heating/air conditioning systems.

- 2) For many biological agent attacks, medical assessment of affected people, autopsy results, and follow-on medical investigation will be required to confirm the use of biological agents.

#### E. Emergency Response Needs

- 1) Personal protective equipment for emergency responders.
- 2) Chemical, biological, and radiological detection equipment.
- 3) Decontamination capability.
- 4) Specialized pharmaceuticals.
- 5) Medical evacuation and treatment for mass casualties.
- 6) Public health prevention programs.
- 7) Mortuary support for mass fatalities.
- 8) Access control for incident site, if one exists.
- 9) Personnel support for quarantine operations.
- 10) Public health investigative resources.

### APPENDIX 3 SPECIALIZED RESPONSE RESOURCES

During the response to a terrorist incident, the local resources used for most emergency situations will be used. Because of the potentially great damage, contamination, casualties, and fatalities that may be generated by large-scale terrorist incidents, specialized response resources may be needed from the state and federal government to supplement those available locally. Some of those resources are outlined below. Requests for state or federal resources should be channeled to the local DDC Chairperson.

<u>RESOURCE NEED</u>	<u>SOURCE</u>	<u>RESOURCES</u>
Assessment & Technical Assistance	State: Other: Federal:	TXARNG/6 <sup>th</sup> WMD/Civil Support Team CHEMTREC (1-800-262-8200) Chemical/Biological Hotline (1-800-424-8802) Other WMD/Civil Support Teams Military Resources
Hazmat Response Support	State: Federal:	Nevada DEM National Response Center Regional Response Teams
Medical Care & Public Health Support	Federal:	Disaster Medical Assistance Teams (DMATs) Military medical units Military hospital support
Radiological Monitoring & Assessment	State: Other: Federal:	Department of State Health Services, Radiation Program Assistance is available from other states pursuant to an interstate compact US Dept. of Energy Radiation Assistance Program US Dept. of Energy Federal Radiological Monitoring & Assessment Center US Environmental Protection Agency Radiological Emergency Response Teams Military resources
Security, Traffic Control, & Access Control	State:  Federal:	Dept. of Public Safety Parks & Wildlife Dept. Forest Service National Guard Military resources
Victim Identification & Mortuary Services	Federal:	FBI Disaster Mortuary Teams (DMORTs)

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## NIMSCAST METRICS AND EOP LOCATION

No.	Description of Metric	Page	Notes
1.1	Formal Adoption of NIMS	BP	Added Resolution to EOP
1.2	Promotion and Encouragement Methods	BP 7-4	
1.3	Designation of NIMS Coordinator	BP 17	
2.1	Implementation of NIMS prescribed ICS for All-Hazards Incident Response	BP 6, 8, 10,	Also term "all-hazards" to Resolution
2.2	Implementation of NIMS prescribed ICS for Preplanned Events	BP 10	
2.3	Consistent Application of Incident Action Planning	BP 7-2 Annex N page N-5	
2.4	Consistent Application of Common Communications Plans	BP 7-2	
2.5	Incident Action Plan	BP 7-2	
2.6	Common Communications Plan	Annex B B-7	
2.7	Encourage Multi-Agency Coordination System (MACS)	BP 11	
2.8	Designation or Utilization of Multi-Agency Coordination Systems	BP 11	
2.9	MACS Function Coordination	BP 12	
2.10	Public Information System included in EOP	Annex I Page I-2	
2.11	Types of Information that PIS gather, verify, coordinate and disseminate	Annex I Page I-2	
3.1	NIMS Baseline Established		County Responsibility over electronic reporting system. State DEM should monitor.
3.2	Utilization of Federal Preparedness Funds		All counties have used Federal Preparedness Funds.
3.3	Quantify Departments / Agencies have incorporated NIMS	BP V-VI	
3.4	Extent of NIMS Concepts / Principal Incorporation	BP 7-1	
3.5	Participate in mutual aid agreements	Annex U Page U-3	Request copies from jurisdiction of formal Mutual Aid Agreements to add to the Annex U.
3.6	Promotion of interstate and interagency Mutual Aid Agreements	Annex U Page U-3	Request copies from DEM of formal Mutual Aid Agreements to add to the Annex U.
3.7	Promotion of Mutual Aid Agreements with Private Sector and NGOs	Annex U Page U-2, U-3	Request copies from jurisdiction of formal Mutual Aid Agreements to add to the Annex U.
3.8	Types of Mutual Aid Agreements Trained and or Exercised	Annex U Page U-3	Records should be maintained of Mutual Aid Agreement training completed and exercised.

No.	Description of Metric	Page	Notes
4.1 and 4.2	Preparedness Training	BP 47	
5.1 thru 5.7	Preparedness Exercises	BP 47, 48	
6.1	Inventory of Response Assets	Multiple locations	Annex F – Firefighting Annex 1, Annex G – Law Enforcement Appendix 2 Annex K - Public Works Appendix 3
6.2	Response Asset Inventory Developed	Multiple locations	Annex F – Firefighting page F-4, Annex G – Law Enforcement page G-4 and Annex K - Public Works page K-4
6.3	Resource Typing for Response Assets	Multiple locations	Annex F – Firefighting page F-4, Annex G – Law Enforcement page G-4 and Annex K - Public Works page K-4
6.4	Acquisition Adoption of Interoperability Standards	Multiple locations	Annex B – Communications page B-2, Annex F – Firefighting page F-4, Annex G – Law Enforcement page G-4, and Annex K - Public Works page K-4
6.5	Incorporation of Standard Equipment List and other Federal Standards Data	Multiple locations	Annex B – Communications page B-2, Annex F – Firefighting page F-4, Annex G – Law Enforcement page G-4, and Annex K - Public Works page K-4
6.6	Validation of Inventory	Multiple locations	Annex B – Communications page B-2, Annex F – Firefighting page F-4, Annex G – Law Enforcement page G-4, and Annex K - Public Works page K-4
6.7	Utilization of Response Asset Inventory	Multiple locations	Annex B – Communications Appendix 4 Annex F – Page F-4 Annex G – Law Enforcement Appendix 2 Public Works - Page K-4
7.1	Implementation of communications standards	Annex B B-3	
7.2	Methods to ensure Consistent and Accurate Information during Event	Annex I 1-3	



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF CHURCHILL COUNTY, NEVADA, ESTABLISHING  
THE NATIONAL INCIDENT MANAGEMENT SYSTEM  
(NIMS) AS THE STANDARD FOR INCIDENT  
MANAGEMENT IN CHURCHILL COUNTY, NEVADA.**

**WHEREAS**, The President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

**WHEREAS**, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

**WHEREAS**, it is necessary and desirable that all Federal, State, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

**WHEREAS**, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

**WHEREAS**, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the county's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

**WHEREAS**, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the county, including current emergency management training programs; and

**WHEREAS**, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

**WHEREAS**, a specific individual needs to be designated as Local Point of Contact (LPOC) to coordinate NIMS activities and to ensure compliance;



**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Churchill County, Nevada, that the National Incident Management System (NIMS) is hereby established as the standard for incident management in Churchill County, Nevada.

**BE IT FURTHER RESOLVED** that \_\_\_\_\_, is hereby designated as the Local Point of Contact (LPOC).

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_, by the Board of Commissioners of Churchill County, Nevada.

\_\_\_\_\_  
**Chairman**

ATTEST:

\_\_\_\_\_  
**County Clerk**

(Seal)