

FORWARD

This plan has been developed to benefit the citizens and visitors of the Village of Cloudcroft, in the event of a major disaster, whether “man made” or by “natural causes”. The population consists of year-round and seasonal residents, with several small businesses. The Village environment is a congested mountainous region, at an elevation of 8600 ft with mixed conifer and ponderosa pine, limited water resources, subjected to extreme weather and various hazardous conditions, and is served by one major access highway. With these considerations in mind, the need for a written plan is warranted.

The following agencies have cooperatively joined to ensure the safety of this community and its residents in the event the Emergency Operations Center is activated:

Village of Cloudcroft
Village Trustees
Cloudcroft Police
Cloudcroft Fire Department
Cloudcroft EMS
Otero County Sheriff Department
New Mexico State Police
State and County Road Departments
National American Red Cross
USDA Forest Service
Otero County LEPC

The goal of this plan is to preserve life, property and the environment of this community. No Plan can completely prevent injury, death and destruction, but good plans carried out by knowledgeable and well-trained individuals can and will minimize losses. This plan establishes the emergency organization, assigned tasks, and specific procedures to operate under the Incident Command System. It also provides coordination of various emergency agencies and personnel needed to respond to any situation which may require major evacuations to or from this area in a safe and orderly fashion.

BASIC EMERGENCY OPERATIONS PLAN-Cloudcroft, NM

I. PURPOSE

This Plan predetermines, to the extent possible, actions to be taken by responsible elements of the government of the Village of Cloudcroft and by cooperating private organizations to:

- A. Prevent avoidable disasters,
- B. Reduce the vulnerability of Village residents to any disasters that may strike,
- C. Establish capabilities for protecting citizens from the effects of disasters,
- D. Respond effectively to the actual occurrence of disasters,
- E. Provide for the recovery in the aftermath of any emergency involving extensive damage or other detrimental effect on normal life within the community.

II. AUTHORITY

Authority for this Plan is contained in:

- A. Article 10 State Civil Emergency Preparedness Act, section 12-10-1 through 12-10-10 NMSA;
- B. Public Law 93-288 (Disaster Relief Act of 1974) as amended by PL 100-707;
- C. Public Law 99-499 (Superfund Amendments and Reauthorization Act of 1986) as amended;
- D. 44 CFR, Part 302, Civil Defense: State and Local Emergency Management Assistance (FEMA), June 1985, as amended;
- E. Village of Cloudcroft Emergency Management Department Village Code Sec-30-31 Thru sec-30-34

III. SITUATION

A. The Village Of Cloudcroft with a residential population of approximately 792 persons (2010 Census) is vulnerable to many hazards, all of which have the potential to disrupt the community, create damage, and cause injury or death to the citizens of the village. The Village Of Cloudcroft identifies 9 hazards which could have an effect on the population or public and private property. Nine of these have been classified as high priority hazards, the most severe of which are

flooding, high winds, , reception of evacuees, severe thunder/lightning storms, winter storms producing heavy snowfall or ice, wildfire, and hazardous materials including nuclear, biological/chemical attack. Refer to the Village of Cloudcroft Hazard Analysis for a detailed description of these high priority hazards.

B. The Village of Cloudcroft does not have significant emergency response resources and capabilities. One law enforcement agency, one fire department, and one ambulance service are available locally. One hospital is in Alamogordo. During and after disasters, effective use of these emergency resources and other governmental and private response and recovery capabilities will minimize the effects of disaster on people and property.

C. A special situation, crisis relocation, which could cause severe disruption of activities in the Village, is also addressed in this Emergency Operations Plan. A nuclear or bio/chemical attack on the United States could be preceded by a period of international tension and crisis. If time and circumstances permit during such a crisis period, government officials could direct the evacuation of the population of potential high-risk target areas to areas considered to have a lower risk of being directly attacked. Under this option, due to its proximity to HAFB, WSMR, and Ft. Bliss, Cloudcroft is not considered to be a host village.

IV. ASSUMPTIONS AND PLANNING FACTORS

A. Outside assistance would be available in most major disaster situations affecting Cloudcroft. However, even though this Plan will define procedures for coordinating such assistance, it is essential for the Village of Cloudcroft to be prepared to carry out disaster response and short-term recovery actions on an independent basis.

B. It is possible for a major disaster to occur at any time, and at any place, in, or immediately surrounding the Village. In some cases, dissemination of warning and increased preparedness measures may be possible. However, many disaster events can, and will, occur with little or no warning.

C. Proper implementation of this Plan will reduce or prevent the loss of life and damage to property. Key officials within the Village are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this Plan and will fulfill those responsibilities as needed.

V. ORGANIZATION/RESPONSIBILITIES

A. The primary responsibility for the safety and welfare of the residents of Cloudcroft and its community rests with the respective governments. To fulfill this responsibility, the various local governments must individually, and where possible, jointly implement

plans to insure proper emergency actions are taken in a timely manner and provide care and support for those citizens affected.

B. Local Government Structure

1. The affairs of the Village of Cloudcroft are managed by a Mayor and four-member elected Village Council. Day-to day affairs of the Village are under the direction of the Village Clerk.

2. Village Resource Advisor: The Village Resource Advisor will serve and advise their executives on emergency management matters. Appointment of the Resource Advisor is dependent on the type of emergency in relation to the affected community.

D. State Agencies

It should be understood that this Plan primarily addresses local authority in emergency situations. There are also times when state agencies may be requested, or are required, to be involved. References throughout this Plan to state agency utilization are not meant to be an exhaustive list of when the state should be involved. State statutes mandate certain state agencies to play an active role in emergency response or support and those agencies will be expected to perform their duties when necessary.

E. Responsibilities

Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining procedures for meeting its emergency responsibilities. This Plan has been broken into fourteen primary functional areas of responsibility (detailed in Annexes) which define the tasks that must be accomplished to ensure public safety and welfare. Additional functions, such as Mitigation, Continuity of Government, Reporting, and Administration and Logistics which do not warrant a full Annex are also addressed at the appropriate place in this Plan. Primary and supporting responsibility has been assigned as shown in the Functional Responsibility Chart, included in this section. Detailed tasks are covered in the Annexes. Responsibilities for certain organizations that are not part of local government are also presented.

In general, the functional areas cover:

1. Direction and Control (Annex A): this function is fulfilled by the executive officers of the affected political subdivisions utilizing the expertise of an Emergency Operating Center staff. By statute, the conduct of all emergency operations and protective actions in the Village Of Cloudcroft is the responsibility of the Mayor of the Village of Cloudcroft, Emergency Manager, and the Village Administrator. These executives, as required, shall constitute the Emergency Executive Group which will be located with the Emergency Operations Staff in the Emergency Operating Center at the Cloudcroft Fire Station 82. In general, executive direction and control responsibilities will be to

assign missions and tasks, direct planning, monitor the Village environment, inform the public and supervise emergency operations.

2. Communications and Warning (Annex B): primary responsibility for establishing, maintaining, augmenting, and providing backup for all channels of communications needed for emergency response and recovery rests with the Communications and Warning Officer who is responsible for coordinating EOC communications and maintaining this Annex of the EOP. General warnings will be received through Otero County Sheriff's office. Area specific warning system is activated through Cloudcroft fire department, activating a series of sirens strategically set in and around Cloudcroft.

3. Damage Assessment (Annex N): the EOC has a Damage Assessment Coordinator who will work with County, Village, Planning Administrator and their staff. They will be responsible for ensuring that personnel and procedures are available to provide preliminary estimates and descriptions of the extent of damage resulting from large scale disasters. That responsibility includes provisions for completing the process of requesting a state emergency or disaster proclamation through Civil Defense channels. The Damage Assessment Officer is a member of the EOC Staff.

4. Emergency Public Information (Annex C): The Public Information Officer is responsible for keeping the public advised as to the emergency situation. The PIO plays an important role through coordination with the news media in advising the public of proper actions to take. The establishment of rumor control procedures and disaster information centers are also important functions as is the on-going requirement for emergency preparedness education efforts. All public information activity will be coordinated through the Emergency Operating Center, located at the Cloudcroft Fire Station 82. Where the Public Information Officer will function as a member of the EOC Staff.

5. Evacuation (Annex J): the goal of this function is to relocate people to safe areas when emergencies or threats necessitate such action. The decision to evacuate would normally be made by the Executive Staff on the advice of the Emergency Services Manager may, due to the severe nature of a situation, be made by the on-scene command authority (fire or law enforcement). The Emergency Manager, along with any other County and Village Coordinators, are responsible for establishing clear and detailed procedures for carrying out complete and partial evacuation of citizens.

6. Fire/Rescue Services (Annex E) all Fire District Chiefs are responsible for fire control and rescue activities in their respective fire districts. The Fire Chief of the affected jurisdiction serves as the Incident Commander. General responsibilities are to limit loss of life and property from fires and other damage, provide leadership and training in fire prevention and suppression, respond to HAZMAT incidents, lead search and rescue, assist in mobile medical aid and ambulance transport, and provide light rescue of trapped or injured persons.

7. Health and Medical (Annex F): The County/Village Medical Director will be part of the EOC staff, for emergency medical responsibilities

and coordinating rescue operations including providing emergency medical care and treatment for the ill and injured, coordinating evacuation and relocation of health care patients, and managing medical resources, both personnel and equipment/supplies. The Medical Coordinator and Medical Control Officer will be appointed by the Health Director. Public health operational responsibility has been assigned to a Public Health Coordinator. These responsibilities include the safeguarding of public health, minimizing the incidence of communicable disease, coordinating mental health care/crisis counseling, establishing environmental controls, and coordinating burial.

8. Law Enforcement (Annex D): The Cloudcroft Police Department, Otero County Sheriffs' Office, and the New Mexico State Police are responsible for law enforcement, traffic control and security functions within their respective jurisdictions. Their responsibilities include maintaining law and order through traffic and crowd control, preventing crimes against people and property, securing the scene of a HAZMAT incident, coordinating evacuation movement, managing search operations, and providing security for vital facilities and supplies.

9. Reception & Care (Annex J): the Disaster Chairman of the Cloudcroft Chapter of the American Red Cross has the responsibility for coordinating mass care of citizens of the Village Of Cloudcroft in case of an evacuation or disaster within the Village. Reception and care responsibilities include providing temporary lodging, food, clothing, and other essentials to large numbers of evacuees displaced due to disasters or crisis. The Village also has a responsibility for mass care coordination in the event residents of Otero or other Counties are directed to this area under crisis relocation.

10. Public Works/Utilities (Annex G): the Public Works/Utilities functional area involves providing a flexible emergency response capability in the area of engineering, construction, and the repair and restoration of public facilities and services including critically important utilities. Additional responsibilities are developing capability and procedures and directing operations for debris clearance, post-disaster safety inspections, heavy rescue, shelter upgrading (nuclear crisis), and the providing of traffic control equipment in support of Law Enforcement evacuation/reception movement control.

11. Resource Management (Annex H): the coordination and effective utilization of personnel, equipment, supplies, facilities, and services during disaster response and recovery is an important function. Responsibility for this area has been assigned to the Resource Coordinator supported by the Emergency Services Manager and the USDA Food and Agricultural Council (FAC) (for Rural Resources).

12. Hazardous Materials Response (Annex L):

13. Social Services (Annex M): the providing of human services under disaster conditions is the responsibility of the Administrator of the State Department of Social Services. In emergency or crisis situations, it is essential to continue existing social service programs as well as establishing and managing government disaster related assistance programs and coordinating the efforts of private relief organizations.

VI. CONCEPT OF OPERATIONS

A. General

It is the responsibility of the Village Of Cloudcroft, to protect life and property from the effects of hazardous events. This Plan is based on the concept that emergency functions for various agencies/organizations involved in emergency management 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. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency tasks assigned. In keeping with the national concept of Population Protection Planning under the Integrated Emergency Management System (IEMS), this Plan is concerned with all types of emergency situations that may affect the Village of Cloudcroft.

B. Continuity of Government

1. Succession of Command (Ref: NMSA 12-11-1 to 12-11-18 Disaster Succession Act):

a. The lines of succession for executive heads of government and Civil Defense officials in the Village of Cloudcroft are defined in annex A, paragraph F.

b. The line of succession of each department head is according to the operating procedures established by each department or as defined in the appropriate Annex to this Plan.

c. In a Civil Defense emergency due to threat or occurrence of a nuclear incident, succession to elected and appointed Village or County officials will be as provided in the New Mexico Disaster Succession Act (Chapter 12, Article 11) designated Successors may serve only as permitted by the Act.

2. Preservation of Records: the preservation of important records and the taking of measures to insure continued operation and reconstitution, if necessary, of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Normally, the

development and maintenance of procedures for insuring continuity of government will be carried out for the Village by the Cloudcroft Village Clerk. Records to be preserved will include as a minimum:

a. Records required to protect the rights and interests of individuals (vital statistics, land and tax, papers of incorporation, etc.)

b. Records required by health, fire, law enforcement and public works to conduct emergency operations (utility maps, emergency plans and procedures, personnel lists, etc.)

c. Records required to reestablish normal government functions and to protect the rights and interests of government (constitutions, charters, statutes and ordinances, court records, financial records, etc.)

3. Alternate Operating Locations: those government departments having emergency response functions have, where necessary, identified alternate operating locations. Refer to the appropriate Annex for specific information.

4. Protection of Government Resources: procedures and guidelines have been established in this Plan, and separately, to provide for the physical safety of government personnel, records, and equipment.

a. Personnel: all government buildings have emergency and fire plans which designate appropriate actions and protective shelter locations including provisions for handicapped persons. Under nuclear incident conditions, specific special use shelters have been designated for emergency response and direction and control personnel (see Annex I).

b. Records: essential county government records are stored in the County Administration Building. City and Village records are stored in respective City/Village Halls.

c. Equipment: no specific high probability hazard has been identified that could cause damage to equipment. Catastrophic events could strike anytime precluding specific equipment protection procedures. Electromagnetic Pulse (EMP) generated by a nuclear attack could adversely affect electronic equipment. The communications capability of various emergency response departments has been duplicated in the EOC providing a backup capability.

C. Direction and Control Relationships

1. During disaster operations, coordination and control of community emergency response will be exercised by the principal executive officers of the political subdivision concerned. The Mayor of the Village will operate from the Cloudcroft EOC providing overall direction and control of the many emergency functions.

2. Each office, agency or organization assigned primary or supporting responsibilities under this emergency plan will assign a key representative to the EOC staff. The EOC thus becomes the central

point for coordination and supervision of all emergency operations. The Emergency Manager is responsible for maintaining the EOC in a readiness condition and for stocking and maintenance of equipment.

3. Primary direction and control communications will be through normal systems. Supporting emergency communications facilities will be controlled from the EOC. Communications available to Executives and the EOC Staff are outlined in Annex B.

D. Phases of Emergency Management

There are four phases of emergency management. The first of these, mitigation, is a continuing effort throughout the management process. The other three phases are action periods where emergency operations defined under this Plan are carried out. Each of the functional Annexes to this Plan defines specific actions essential to each of the three operational phases. These Annexes should be thoroughly reviewed and understood by all agencies, organizations, and emergency personnel prior to implementation of the Plan. The four emergency management phases are:

1. Mitigation: mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are long-term activities designed to minimize the potentially adverse effects of unavoidable hazards. These activities are ongoing throughout the emergency management process and can involve legislative and/or physical actions. Examples are flood plain management, construction of dikes or dams, development of building codes and ordinances requiring protective measures such as mobile home tie-downs. Most mitigation tasks or responsibilities are not considered appropriate for an Emergency Operations Plan and therefore are addressed only briefly in this Plan. Some mitigation activities, however, will be addressed, if appropriate, in the various Annexes.

2. Preparedness Phase: this includes normal day-to-day readiness activities such as planning, training, and developing and testing emergency response capabilities. It would include increased readiness activities under a nuclear attack threat up to but not including crisis relocation or shelter upgrading. Thunder storms, winter storms, wild land fires and flood watch actions carried out when conditions are present for hazardous events to occur are also considered part of the preparedness phase. Limited staffing of the EOC may be required.

3. Response Phase: response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and to speed recovery. Response activities include activation of the EOC, direction and control, warning, evacuation, rescue, and other similar operations. Severe weather warning (wild land fires, flash flood, winter storm, etc.) would be included in the response phase, as would crisis relocation, shelter upgrading and fallout shelter operations. Damage assessment actions would be initiated.

4. Recovery Phase: recovery is both a short-term and a long-term process. Short term operations provide vital services to the community and provide for basic needs of the public. Damage assessment actions

and emergency response services (medical, search and rescue, public utility restoration, sanitation, etc.) would continue. Long term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of long-term recovery actions are provision of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

E. Notification

Initial notification of an emergency or disaster event occurring within the Village of Cloudcroft would normally come via citizen report to law enforcement or fire services in the affected area, or notification of a release from a facility with Title III reporting requirements, or from the carrier in the event of a transportation incident. Notification of events occurring outside of the village which could affect the village could come from several sources.

1. National Weather Service (NWS): weather phenomena threatening the village would normally be received from the National Weather Service Station via NAWAS followed up by public alert on the Weather Alert Radio.
2. New Mexico State Police (NMSP): notification of hazardous events occurring near or in the Village of Cloudcroft, could come from the New Mexico State Police via direct radio communications or telephone (see Annex B for communications details).
3. State Emergency Management Center (EMC): back-up notification of all severe events could come from the State Civil Defense Agency in Santa Fe. Normal mode would be public service telephone through NAWAS to the Cloudcroft Police Department. Long range forecasts of potential disaster situations, such as flood stage predictions, will also be analyzed and forwarded by EMB.
4. Adjacent Counties: notification of emergency or disaster events occurring in nearby or adjacent counties would normally be relayed by the affected county using direct radio communications.

F. Alerting of Key People

On notification of a possible or actual emergency or disaster event, the communicator on duty at the Otero County Sheriffs' Office, will take action to notify appropriate key city and Village officials. If the EOC is activated, key officials will, as required by the situation, assemble at the EOC and be prepared to evaluate information, effect coordination, and make emergency action decisions. This notification roster will be up dated as staff changes throughout the year, and reviewed on a yearly basis.

G. Plan Implementation

The decision to implement all or portions of this Plan will normally be made by the executive heads of the affected local governments on the advice of EOC Director or emergency response officials. A Presidential

Declaration of a Civil Defense Emergency shall mean automatic implementation of this Plan. On implementation, local executives will assume such emergency powers as are authorized by local ordinances or contained in the New Mexico Civil Emergency Preparedness Act and delegated by the Governor. The Chairman of the County Board and/or the Mayors of the affected communities will take charge of all operations directed by this Plan.

1. Depending on the situation, disaster emergency declarations will be made by the principal executive officers of the Village of Cloudcroft and/or the affected communities (Annex A paragraph F). The effect of a declaration of a local disaster emergency shall be to activate the response and recovery aspects of this Plan and any other inter-jurisdictional disaster or Civil Defense plans and to authorize the furnishing of aid and assistance from these plans. A disaster declaration is a prerequisite for obtaining a state disaster proclamation from the Governor authorizing state assistance and response support.

2. All Village officials will immediately activate their portions of the Plan and discontinue all non-essential actions. If a portion of the Plan cannot be activated, the Mayor will be immediately notified so alternate arrangements can be made, if necessary.

3. The Cloudcroft Emergency Manager will coordinate disaster operation's support for emergency response services. The EOC Director will notify the EOC Staff and the head of every agency having a response role, activate the Emergency Operating Center, and make contact with the State Civil Defense Agency and other appropriate state and local organizations.

H. Mutual Aid

During disaster operations when existing local resources are exceeded, assistance will be requested from neighboring communities/political subdivisions with which mutual aid agreements have been established. On request, Village resources may be sent to assist other jurisdictions under existing mutual aid agreements.

I. Requests for State Support

State support may be requested under disaster emergency conditions.

1. If it appears that required disaster response actions are, or will be, beyond the capability of the local government and available mutual aid, the principal executive officer will request assistance from the state. This request shall be made through the Cloudcroft Emergency Manager / EOC Director to the New Mexico Operations Center and will contain the following information:

- a. Type of disaster,
- b. Extent of damage or loss (include fiscal estimate),
- c. Actions taken by local government, including funds expended,
- d. Type and extent of assistance required.

2. The State Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor. If the Governor finds the disaster is of such severity that response is beyond local resources, he/she will proclaim a disaster emergency in accordance with New Mexico and state assets will be employed to support local efforts. State support will be coordinated through the State EOC operated by key state agencies. This does not preclude direct requests for early assistance to first responder type state agencies such as the New Mexico State Police and the State Fire Marshall.

3. Under disaster emergency conditions support by state military forces may be requested through the State Agency at the State EOC. Requests for this support will be coordinated by the EOC Director. National Guard or military assistance will complement and not be a substitute for local participation in emergency operations. These forces, if made available, will remain at all times under military command but will support and assist local forces and receive from the executive heads of government or from designated representatives' mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions in the village area affected.

J. Protection of the Public

One of the primary responsibilities of government is to ensure that all possible measures are taken to protect its citizens in the event of potential or actual disaster. This Plan outlines the actions necessary in the Village Of Cloudcroft. In addition to normal emergency services, there are three major areas for government action.

1. Warning and Emergency Public Information: warning of the public is accomplished through a combination of methods depending on the specific situation. These methods include sirens (outdoor warning), emergency vehicles, radio, television, and the cable television system. Advising the public of proper actions to take utilizes the media and is dependent on their full cooperation. Details of warning and information dissemination capabilities and procedures (including EBS) are in Annex B, Communications and Warning, and in Annex C, paragraph G, Emergency Public Information.

2. Protective Shelter: the providing of shelter from the direct effects of hazards in Cloudcroft focuses on three major hazards, lightning, heavy snow and wildfires. Details are contained in Annex I.

a. Storm Shelter: an ongoing program of advising the public of proper sheltering actions is carried out by the various Civil Defense organizations. The protective shelter policy for lightning is for citizens to use the best place in their homes or the facility where they are located at the time of warning. Most public facilities have been surveyed to identify the best protective locations. All schools, health care facilities, public lodging facilities and major operators have emergency action plans.

3. Evacuation: when time permits or when continued presence in the vicinity of a hazard effect poses a threat to the life and safety of the citizens affected, an evacuation may be ordered. Approximately 80 percent of the population of Cloudcroft, resides within the village boundaries. Any area of the village could be affected by toxic clouds resulting from a fire or hazardous material spill. The evacuation decisions will be made by the on-scene command authority or, if time permits, the executive staff based on recommendation of the Emergency Manager. Evacuation and movement procedures are outlined in Annex J, Evacuation, and in Annex D, Law Enforcement. Reception and care of evacuees are detailed in Annex K, Mass Care.

4. In-place sheltering: for some hazardous materials it is safer to keep citizens inside with doors and windows closed rather than to evacuate them. A chemical plume will frequently move quickly past homes. Because air circulation systems can easily transport airborne toxic substances, instruction will be given to shut off all circulation systems both in private and institutional settings. Refer to Annex L.

K. Recovery Actions

Once the emergency or disaster is under control, search and rescue operations completed, and the complete immediate needs of the affected citizens, including care of any injured, have been met, the executive staff will initiate all recovery actions necessary to return the affected area to normal status. If state and/or federal assistance is provided, the principal executive officer or his representative will coordinate with the state and/or federal coordinating officers. Recovery responsibilities of each agency and organization are clearly defined in the various Annexes. Primary recovery efforts will focus on the following areas:

1. Debris Removal (Annex G): plans and procedures for the removal of debris are contained in Annex G, Public Works. Debris removal will be coordinated in the county and in the Village by the Public Works Director. Snow emergencies will be declared by the principal executive officers and enforced by the respective law enforcement agencies. Snow removal will be in accordance with existing procedures of the Village Public Works Department.

2. Habitability Inspections (Annex G) subsequent to high winds, floods or any other disaster effect which could cause structural damage, the appropriate local government will ensure that all affected structures, public and private, are inspected for safety. Fire Departments and Public Works personnel will perform these inspections. Assistance may be requested from the State Fire Marshall's office.

3. Repair and Restoration of Essential Utilities (Annex G): the recovery of utilities to normal service will be coordinated jointly by Village Public Works Directors, in cooperation with the various public and private utility companies.

4. Repair and Restoration of Public Facilities (Annex G): repair and reconstruction of public facilities, including bridges and

culverts, will be the responsibility of local government and will generally be funded from locally available contingency funds. If a state disaster is proclaimed by the Governor, some costs may be reimbursable under the Governor's Emergency Fund on a matching basis. If a Federal Presidential Disaster Declaration is obtained, some matching federal assistance may be available. Because of this, all public recovery actions will be in compliance with pertinent state and federal laws and regulations.

5. Decontamination of HAZMAT Spill Site (Annex E): it is the releasers legal and financial responsibility to clean up and minimize the risk to the health of the general public and workers involved. Organizations that may have these resources include public agencies, industry, spill/equipment cooperatives, and volunteer groups. The New Mexico Environment Department is responsible for making decisions regarding Hazardous Waste disposal. Both CERCLA and RCRA regulate on-site disposal, transportation, and off-site disposal. In the event of a hazmat accident, State Police should be automatically notified, as well as the E.R.O. (Emergency Response Officer) be in route.

6. Assistance to Individuals and Businesses (Annex M): while their recovery from unexpected disaster is primarily the responsibility of the affected citizens and businesses, every effort will be made to assist them, particularly those whose needs cannot be met through insurance or their own resources. Relief efforts will be coordinated by the Cloudcroft Chapter of the American Red Cross and the Administrator of State Department of Social Services. Emphasis will be placed on assisting and supporting the aged, handicapped and infirmed.

a. Disaster Information Centers (DIC) may be established under State Disaster Proclamations to gather damage assessment information and coordinate the providing of assistance by various state agencies and private organizations. Establishment of these centers will normally be coordinated by the State Civil Defense Agency; however, other jurisdictions may implement DIC procedures, even prior to a Governor's Proclamation.

b. Disaster Application Centers (DAC), also known as "one stop centers," will be established by the Federal Emergency Management Agency (FEMA) once a Presidential Disaster Declaration has been issued. All federal, state, and private agencies with individual assistance programs will participate at these centers. Emergency Management will coordinate local participation with the State Civil Defense Agency.

L. Mitigation

1. The Village Board is aware of their responsibilities for maintaining an on-going program to eliminate hazards or minimize their effects. Portions of the village subdivisions are in flood hazard areas. The Village has complied with all requirements and participants in the Regular Federal Flood Plain Management Program. All jurisdictions qualify for Federal Flood Insurance and other forms of flood related disaster assistance.

2. To ensure continuity of mitigation efforts, village executives will hold post-disaster discussions to determine what mitigation actions, if any, might be appropriate.

VII. ADMINISTRATION AND LOGISTICS

A. Procedures

Administrative procedures are frequently designed, for good cause, to inhibit action by government personnel, and it is not unusual for the most cost-effective approach to solving a problem to require more time than an alternative approach that achieves the same results. It is clear, therefore, that some administrative procedures should be suspended, relaxed, or made optional under threat of disaster. Such action should, however, be carefully considered, and the consequences should be projected realistically. Clearly, it is desirable for the need for such changes in procedure to be foreseen and allowed for in plans. This is done, to the extent possible, in Annexes to this Plan. Administration must facilitate operations to carry out appropriate disaster response actions. Procedures to achieve this goal will be detailed in this Plan, and any necessary departures from business-as-usual methods will be noted.

B. Documentation

All disaster related expenditures will be documented using generally accepted accounting procedures. The documentation will be used following a Governor's Proclamation or Presidential Declaration to qualify for reimbursement of eligible expenditures and to insure compliance with applicable regulations.

C. Resources

Following initial lifesaving activities, the Emergency Manager and the Village Manager will ensure that all necessary supplies and resources are procured for the various operating departments. After a disaster declaration has been issued, the chief executive of affected jurisdictions may, without prior approval of the governing body, rent, lease, procure or contract for such resources or services as are essential for maintaining the safety and well being of the population and effecting immediate restoration of vital services. Refer to Annex H for resource management plans and procedures.

VIII. TRAINING AND EXERCISING

A. Training

Specialized training requirements are defined in the functional Annexes. Each department, agency or organization with responsibilities under this Plan is also responsible for insuring that its personnel are adequately trained and capable of carrying out their required tasks. The Cloudcroft Emergency Manager will assess training needs, ensure that formal emergency management training programs are made available to Village and County executives and key personnel, and, in general, coordinate the overall training program.

B. Exercises

The conduct of exercises and drills of elements of this Plan on an ongoing basis are essential to the maintenance of an emergency response capability and for insuring the adequacy of this Plan. The Emergency Manager will develop and coordinate the overall exercise program. A functional exercise of the direction and control aspects of this Plan will be conducted on an annual basis. All exercises and drills will be critiqued, and any identified planning or capability deficiency corrected on a timely basis. Title III requires exercise of the Hazmat appendix annually. Exercises will be according to the four-year exercise plan, having one full scale exercise at a minimum.

IX. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibility

This Plan is the principal source of documentation of Cloudcroft emergency management activities. Almost every agency of government has responsibility for developing and maintaining some part of this Plan. Overall, coordination of this process will be carried out by the Emergency Manager. The fact that Civil Defense assisted in initial development of this Plan should not be interpreted as relieving agency chiefs of their responsibilities for emergency planning on a continuing basis. The planning process never ends and as situations change, new hazards are identified, or capabilities improve, the Plan should also change. Major changes involving emergency management policy will be approved by the chief executives. Routine changes such as corrections, updated staffing rosters, map annotations, reporting requirements, etc. may be approved by the Emergency Manager.

B. Procedures

Each agency, department or organization with responsibilities under this Plan will develop and maintain written procedures for carrying out their assigned tasks. Those operating procedures will be considered to be supplements to this Plan.

C. Review

This Plan and all Annexes and procedures will be updated as the need for a change becomes apparent. Additionally, all portions of the Plan, including operating procedures will be thoroughly reviewed annually and appropriate changes made. The Emergency Manager will ensure that this review process is carried out on a timely basis. Changes, additions, and deletions will be on a yearly basis.

D. Recertification

Provisions will be made for periodic recertification of this Plan by the governing body of the Village Of Cloudcroft. This would normally occur subsequent to any significant change in elected officials but in any case, at not greater than two-year intervals. The Emergency Manager will ensure that recertification is accomplished.

E. Distribution

The Emergency Manager will ensure that this Plan and all formal changes are distributed on the local level in accordance with the Plan Distribution List. Plans and changes will be distributed by control copy number and a distribution log maintained by the Emergency Manager to ensure that all individuals, agencies, and organizations have received and are maintaining current copies of the Plan.

X. REFERENCES

- A. New Mexico State Emergency Operations Plan (SEOP), dated 2000, as revised.
- B. Emergency Planning Guide for Local Government, CPG 1-8, FEMA 1985.
- C. Hazardous Materials Emergency Planning Guide, NRT-1, March, 1997.
- D. New Mexico Population Protection handbook, Volume 2, Radiological Response Team Guidelines, April, 1989.

THIS PLAN ORIGINALLY WRITTEN on the 14th, of April 2002
By S. Dreikosen, Cloudcroft FD Training Coordinator and
E. Wuersching, Cloudcroft Fire Chief/Emergency Manager.
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N. In addition to updating vital contact names and numbers)

Revised on the 29th, of May 2020 by Cloudcroft Emergency Manager Sue
Dreikosen. Updated Annexes A, B, C, D, J and Emergency Flyer.

Identified Functional Annexes:

- A. Direction and Control
- B. Communications and Warning
- C. Emergency Public Information
- D. Law Enforcement
- E. Fire/Rescue Services
- F. Health and Medical

- G. Public Works and Utilities
- H. Resource Management
- I. Protective Shelter
- J. Evacuation/Reception and Care
- K. Mass Care
- L. Hazardous Materials and Radiological Protection
- M. Social Services
- N. Damage Assessment

OUTLINE OF FUNCTIONAL ANNEXES

I. PURPOSE

The annex provides an overview of information on the means the jurisdiction will use to direct and control those activities of government that are essential to saving lives, protecting property, and restoring government services during and following emergency situations.

II. SITUATIONS AND ASSUMPTIONS

The situations and assumptions section of the annex describes the environment that would trigger notification/activation of response personnel. It also describes the assumptions that are applicable to the emergency response organization. It may address capability limitations, resource shortfall, use of personnel or resources from outside the jurisdiction (mutual aid) to augment the jurisdiction's response organization, or other things that might directly impact the ability to respond to the situation.

III. CONCEPT OF OPERATIONS

Describes the relationships of tasked organizations including the Command Structure, authorities of, and limitations on, key personnel, notification, the means that will be used to obtain analyze and disseminate information, and the provisions made to coordinate and communicate among all jurisdictions and agencies that may be involved in the emergency response.

IV. ON-SCENE CONTROL SYSTEM

This is the IC's authority to coordinate the use of resources and personnel at the scene of an emergency.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This describes the specific responsibilities assigned to the tasked organizations. Typically, would include tasking for all agencies, departments, and organizations involved.

DIRECTION AND CONTROL

PURPOSE

The purpose of this annex is to provide procedures for the centralized and coordinated management of emergency response activities in order to best protect the residents and property in the Village of Cloudcroft.

SITUATION

The Village of Cloudcroft Emergency Operations Center (EOC), is located at the Cloudcroft Fire Station 82, 1100 James Canyon Hwy., in Cloudcroft, New Mexico. This location is also designated as the secondary EOC for Otero County.

1. The EOC is an adequate shelter and has approximately 2000 square feet of operating space. Maximum staffing for this facility would be 15 persons for an indefinite time period.
2. Auxiliary power will be provided by a 40 KW propane powered generator, fueled from a 500-gallon tank supplying power for up to 6 days w/o needing refilled.
3. The EOC can communicate with law enforcement, fire, EMS agencies within Cloudcroft, via the Village Office, Otero County SO, Public Utility and State, Federal, and surrounding areas. Communications handled through on-site comms or Central Dispatch.
4. The EOC will be maintained in an “expanded dispatch” mode and can be setup within 15 minutes. Access to the EOC is controlled by a locking door.
5. This EOC is also the backup EOC for Otero County.

ASSUMPTIONS AND PLANNING FACTORS

The EOC and Emergency Operating locations (High School, Ski Area, Village Council Chambers, etc.) would be available and prepared for emergency operations in a minimal amount of time. Local Executives will normally function from the centralized EOC.

ORGANIZATIONS/RESPONSIBILITIES

- A. The Direction and Control function is carried out by the Emergency Operating Staff which is comprised of the Executive Heads of the Government and Key Officials, as required.

- B. The Executive Heads of government are responsible for the Village of Cloudcroft emergency operations including coordination of mutual aid and assuring effective use of resources. The Mayor of the Village of Cloudcroft is responsible for all city emergency operations within the corporate Village limits. To eliminate and/or reduce confusion, if an incident starts in the Village and ends in another jurisdiction, the executive heads of the starting jurisdiction will continue to manage the incident. The Executive Group is comprised of the chief executives within the Village of Cloudcroft, which are:
1. Mayor
 2. Mayor Pro-Tem
 3. Village Clerk
- C. EOC staff members as designated in the functional annexes are appointed by the Village Administrator and are responsible for carrying out emergency operations and advising the Executive Group on matters pertaining to their areas of responsibilities. These officials, or their representatives, will report to the EOC as required by the nature of the emergency. The Executive Group List is maintained at the EOC.
- D. EOC supporting staff are those offices, both government and private, which do not have a primary operational responsibility but which do possess the knowledge and professional expertise to be able to assess a situation and provide advice and or make recommendations to the executive group. The involvement of an office (or offices) will be dependent upon a number of variables such as:
1. Geographical location of disaster.
 2. Magnitude of disaster.
 3. Type of advice/recommendation needed upon which to base executive decisions.
 4. Capability of affected community to provide “expert” assessment and evaluations.
 5. EOC supporting staff lists are maintained at the Cloudcroft 82 Fire Station and the Cloudcroft Village Office.
 6. EOC staff: as defined in each annex of this plan.
 7. Village of Cloudcroft Emergency Management:
 - a. Mayor
 - b. Mayor Pro-Tem
 - c. Emergency Manager
 - d. Police Chief
 - e. Administrator/Clerk

CONCEPT OF OPERATIONS

- A. Activation of the Emergency Operation Center (EOC)

1. The Mayor, Mayor Pro-Tem, Village Administrator, Emergency Manager or Fire Chief have the *initiating authority* for the Village of Cloudcroft EOC. The *initiating authority* will assume the position of EOC Director dependent on the type of incident and/or unless the incident type warrants a higher qualified individual.
2. The Village of Cloudcroft EOC *initiating authority* will proceed to the Emergency Operating Center and activate those portions of the center as the situation requires. Immediate requests for assistance will be channeled through the Otero County Sheriff's Office Dispatcher to the appropriate agency/ organization.
3. The decision to activate the Emergency Operating Center and to augment normal staffing will be based on the severity and type of the emergency. The *initiating authority* will determine the level of staffing required, based upon the situation, and alert the appropriate personnel, agencies, and organizations.
 - a. Increased operations activity and staffing will not normally be required when the emergency can be effectively handled by on-duty emergency response forces and there is no immediate threat to people or property.
 - b. Activation and staffing should be a major consideration when there is a significant threat to the population which would require increased coordination between response agencies. All emergency support services will maintain a current internal notification roster to insure a timely response in a disaster situation. A copy will be provided to the O.C.S.O, the Otero County EOC, and the Cloudcroft EOC.
 - c. The Village of Cloudcroft *initiating authority* may activate the EOC on a limited staffing basis during severe weather watches and warnings. This would be to coordinate watch and warning networks and public information as well as to initiate readiness activities.
4. The Emergency Manager or appropriate response agencies (Village officials, Fire, EMS, police, etc.) may establish a Field Operations Center at the scene, in addition to the activation of the EOC. The Field Operations Center will maintain close contact and coordination with the EOC.
5. The *initiating authority* will notify the State Emergency Management Center upon activation of the EOC due to an emergency of disaster.
6. The EOC may operate on a 24-hour basis during the emergency, and the staff may be required to work 12 hour shifts. A member of the Executive Staff will be present during EOC operating hours. Beds may be available in the Fire Station, if needed.

B. EOC Operations

1. The EOC has adequate space to accommodate all officials or functions and will operate from the EOC. All other key officials will operate from their normal locations as defined in the functional annexes. Reports and information received at the EOC will be acknowledged and authenticated, and periodic briefings to update all key personnel will be held at the EOC as directed by the Executive Group.
2. The EOC contains updated maps of the Village of Cloudcroft and surrounding areas, as well as, status boards required for tracking significant events/actions.
3. EOC security is provided by the Cloudcroft Police Department, Otero County Sheriff Department, or N.M. State Police.
4. All radio communications at the EOC are logged by the agency or organization receiving/transmitting the message.
5. A detailed activity log of EOC operations will be maintained by the Communications Officer using local government administration support.
6. The Communications Officer oversees all logs and the information flow system.
7. Alternate Emergency Operating Center in the event the primary EOC is damaged or otherwise unavailable, is the Village Council Chambers, at 201 Burro Ave. In the event both the EOC and Alternate can not be used, a vehicle will serve as a field Communications Command Post and will function as the alternate EOC until a facility has been readied for this function. The location selected will be determined at the time, dependent on the situation.

C. COORDINATION AND CONTROL

1. Disaster operations conducted by the Village of Cloudcroft will be as directed by the Mayor of the Village of Cloudcroft or his/her designee and coordinated with the Village Emergency Manager.
2. Specific operations are detailed in the Annexes to this plan. These disaster operations will be performed in accordance with federal and state law and Village of Cloudcroft Resolutions which cover mutual aid, emergency expenditures, civil defense worker's immunity from liability, workman's compensation, etc. The Executive Heads of Government will make necessary policy decisions in accordance with the state and local laws and ordinances.
3. If the disaster operations are assisted with an emergency/disaster outside the boundaries of the Village Liaison Officer from the affected jurisdiction will be invited to the EOC.
4. Coordination and supervision of all emergency operations will be through the appropriate Key EOC Staff, or their representatives, in order to provide for the most efficient management of resources, such as transportation for essential workers in and out of hazardous areas.

5. Periodic briefings will be held during emergency operations with all Executive Heads and Key Officials.
6. Primary communications will be through normal systems. All emergency communications facilities will be controlled from the EOC. The communications available to the Executive staff are outlined in Annex B.
7. Emergency operations volunteers and other key emergency workers will be issued an identification card by the Otero County Emergency Services Coordinator which will allow them to access to restricted areas in order to perform their assigned tasks (see annex D).

D. MULTIPURPOSE STAGING AREAS (MSA)

1. Multipurpose Staging Areas will be activated upon the direction of the Executive Group, usually for the purpose of coordinated the use of outside support in disaster areas and for recovery activities.
2. MSA's when activated, will provide a base for coordinated field emergency operations. The location will be determined at the time based upon:
 - a. Location of disaster scene
 - b. Ample parking facilities
 - c. Capability for electrical power (or generator) hook-ups
 - d. Capability of tie-in to telephone lines for emergency telephones
3. MSA's will be used as a rally point for incoming mutual aid forces and a staging area for post-disaster population support and recovery activities.

E. LOCAL EMERGENCY DECLARATION

In the event of situations where response and recovery are within the capabilities of local government, the Executive Head of the jurisdiction may declare an emergency and issue such directives and activate such local resources as are required to respond to the incident. (Example: Declaration of a snow emergency could implement a parking ban on designated streets and activate local snow removing equipment).

F. LOCAL DISASTER DECLARATION

1. A disaster declaration may be declared by the Executive Head of the affected political subdivision when it appears that response and recovery efforts will exceed normal local capabilities.
2. The position of the Emergency Manager is filled by appointment of the Mayor. In the absence of the EM, the Mayor may designate, the Fire Chief, Assistant Fire Chief to serve in that position. The Emergency Managers' Direction and Control responsibilities include:

- a. Serve as disaster operations advisor to the Executive Group.
- b. Act as liaison to neighboring and higher levels of government, as required.
- c. Manage the operations of the EOC.
- d. Assist in staffing the EOC by organizing, recruiting and training on EOC Staff which would support the Village of Cloudcroft in areas not normally a function of day-to-day government. The EOC Staff will consist of at least the following positions, 24-hour numbers are on file at the Village Office and at the O.C.S.O. (see attachment 1).
 - 1. Public Information Officer
 - 2. Damage Assessment Officer
 - 3. Communications Coordinator
 - 4. Shelter Systems Coordinator
 - 5. Resource Coordinator
 - 6. Mass Care and Social Services Organizations
 - 7. LEPC Representative
- e. Develop EOC operating procedures and coordinate the implementation of mitigation efforts.

G. LINES OF SUCCESSION

- 1. Village Government:
 - a. Mayor
 - b. Mayor Pro-Tem
 - c. Village Administrator
- 2. Within limitations stated in NMSA 12-01-1, any order or declaration declaring, continuing, or terminating a disaster will be given prompt and general publicity through the Public Information Officer. (see Annex C).
- 3. Any Disaster declaration will be filed promptly with the Clerk of the affected jurisdiction and the State Emergency Management Bureau. (See sample Disaster Declaration, attachment 3 to this annex).
- 4. The effect of a declaration of a local disaster emergency will be to activate response and recovery aspects of all applicable local and/or inter-jurisdictional Civil Defense Plans and to authorize the furnishings of aid and assistance from these plans

H. REQUEST FOR ASSISTANCE

- 1. The Village of Cloudcroft will first implement mutual aid agreements with the county and neighboring communities.

2. Requests for technical assistance and resource support (as appropriate) will be made directly to the New Mexico State Police and State Emergency Management Bureau.
3. In the event the available mutual aid resources are not sufficient to meet the requirements, the Executive Head of the affected jurisdiction, or his representative, may request assistance from the state.
4. Request for assistance from the state must be preceded by a local disaster declaration. This request will be made by the Mayor to the County Manager and then to the State Emergency Management Center.
5. The State EOC will review the request, evaluate the overall disaster situation, and recommend action to the Governor.

I. ADMINISTRATION AND LOGISTICS

A. Fiscal

1. The Village of Cloudcroft should fully fund disaster related costs from local contingency funds if possible.
2. All disaster related expenditures must be documented using generally accepted accounting procedures. The state and federal governments will conduct audits prior to providing reimbursements for eligible expenditures.

B. EOC and Supporting Staff Rosters

The Village of Cloudcroft Emergency Management will ensure that the rosters are kept current. Additionally, the Emergency Manager will ensure that an annual review of this Annex is accomplished.

C. Exercises

A functional exercise of Direction and Control aspects of this plan involving the Executive Group and Key EOC Staff may be held at least annually.

D. Training

All Key Officials with responsibilities in this EOP should make every effort to attend training programs. Training programs designed for city officials are offered by the State Emergency Management Center and/or the Federal Emergency Management Agency includes, but not limited to:

1. Introduction to Emergency Management IS-230
2. G-191 EOC-ICS Interface
3. EOC & Management Operations IS-775
4. IS-100-200, IS-700-800 and ICS-300-400

COMMUNICATIONS and WARNING

I. PURPOSE

Provides information on establishing, using, maintaining, and providing backup for all types of communications devices needed during an emergency response operation.

II. SITUATION

Identifies broad considerations that apply to the kinds of emergency conditions that could occur and would require the activation of emergency communications systems to support the jurisdictions response to the situation. Also to address the designation of specific response organizations to maintain operational control of their own communications systems while coordinating with the EOC during emergency operations.

III. ASSUMPTIONS AND PLANNING FACTORS

Describes the specific communications responsibilities assigned to the tasked organizations. Assignments such as, maintain fire department communications equipment with existing personnel. Keep EOC informed of their operations at all times and maintain a communications link with the EOC. Provide backup communications with the EOC. Provide a backup communication for the fire department and dispatchers.

IV. ORGANIZATION/RESPONIBILITIES

The communication and warning functions will be under the direction and coordination of the Communications Officer and will be responsible for the supervision of all activities to include a current roster of personnel to ensure recall or short notice (see page 18 under Basic Plan). General areas of responsibility are:

- A. Communications Officer is responsible for providing and maintaining overall Emergency communications, for carrying out emergency operations and advising Executives on matters pertaining to the communications area.
- B. Support Communications Group is to assist jurisdictions by coordinating the use of augmented communications, i.e., amateur, REACT/Citizen's Band, Civil Air Patrol, HAM Radio, MARS and for processing reports and information directed to the EOC. The Emergency Services Coordinator will also be responsible for the staffing of a report section during disaster operations.

V. CONCEPT OF OPERATIONS

A Communications

1. The Emergency Operations Center

- a. The primary EOC is located at the Cloudfcroft Fire Station 82 located at 1100 James Canyon Hwy, in Cloudfcroft. If conditions warrant, secondary emergency operations activities for the Village of Cloudfcroft will be conducted in the Village Council Chambers. The EOC is equipped with adequate communications equipment to transmit and receive pertinent information in a timely and efficient manner.
- b. In the event of commercial power failure, a 40 KW propane generator will provide power for essential equipment in the EOC and the communications center.
- c. The EOC has the capability to communicate with emergency response agencies, including field forces, the County EOC, and amateur communication networks using two-way radios and/or telephone, depending on the situation.

2. Support Communications Group

During disaster situations, the Support Communications Group will provide emergency communication support to Cloudfcroft. The Support Communications Group consists of members from the following organizations:

- a. REACT
- b. Amateur Radio/HAM
- c. Civil Air Patrol
- d. MARS

WARNING

I. PURPOSE

Describes the warning systems in place within the jurisdiction and the responsibilities and procedures for using them. All the components of the system should be identified and the provisions that have been made to implement the warning described.

II. SITUATION

Identifies some considerations that apply to the kinds of emergency conditions that could require the activation of emergency warning systems. It identifies the sites that will be relied upon to alert emergency responders and warn the public. The assumptions should include, people directly threatened by a hazard, who may ignore, not hear, or not

understand the warnings. Special-needs groups, emergency response organizations, Radio and television stations that would be willing to help issue warning announcements.

III. ASSIGNMENT OF RESPONSIBILITIES

Describes the specific warning responsibilities assigned to the tasked organizations. A typical warning includes tasking for all agencies, departments and organizations involved in emergency response.

1. Notification of Key Officials

The Mayor or the initiating authority will notify Village officials that activation of the emergency system is needed. After initiating public warning sirens, others on the Cloudcroft EOC staff will be notified by telephone or tone activated receivers/pagers.

2. Warning the Public

The EOC will provide warning to the public by one continuous siren, and providing additional instructions and information via radio stations and cable TV. Warning to the public will also be supported by loudspeakers on emergency vehicles in order to augment fixed-siren coverage.

3. Hazardous Materials Incidents

The owner of a fixed facility is required to notify the State Police upon the discovery of a hazardous substance release greater than the TPQ. The facility owner shall also immediately notify the Fire Department of the hazardous incident in order that the hazardous material is contained to the affected area, or the need for evacuation is determined by the Fire Chief.

4. Warning of Accidental Launch of a Nuclear Weapon

Holloman AFB, WSMR, and Ft. Bliss are testing facilities and do not have nuclear weapons; however, these bases are a target in the event of a missile launch and does not preclude a possible impact in New Mexico from missiles located anywhere else in the world. The initial warning will be from NAWAS and passed on to the County Warning Point via radio net. Alerting and warning will be in accordance with procedures defined for statewide EBS activation.

5. State Emergency Alert System (EAS)

Statewide activation- the Governor, the State Civil Defense Director, and the Santa Fe Weather Service Office have the authority to activate the state EBS to provide information to the public.

Localized activation of IPAWS- local officials, as listed in the New Mexico EAS Plan have the authority to activate the EBS to provide information to the people in that operational area. A list of Village Personnel authorized to communicate or activate an emergency is attached at the end of this section. A copy of the IPAWS Agreement can also be found at the end of this section.

VII. ADMINISTRATION

Each agency or organization assigning personnel to the EOC for Communications and Warning purposes is responsible for ensuring that those individuals are adequately trained to use the equipment, are familiar with the procedures of the EOC, and understand basic radio operating procedures and dispatching.

The Communications Officer will be responsible for maintaining records, and assisting the Emergency Team in the maintenance and improvement of this annex.

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

The purpose of this Annex is to establish procedures for rapid dissemination of emergency public information and to outline the resources available. During an emergency/disaster all levels of government are responsible for keeping the public informed of the situation as it develops. It is through a speedy and precise public information program that the populace will be advised of whether or not any hazard exists and gain knowledge of any necessary actions they will need to take to ensure their safety and survival.

II. SITUATION

- A. The Integrated Public Alert Warning System (IPAWS) is the primary alert and warning system for initial weather alerts and warnings and National Emergency warnings. A copy of the IPAWS Agreement under Annex B.
- B. Cloudcroft Cable Channel 16 is the secondary Emergency Broadcast Station for the Village of Cloudcroft Operational Area, which includes Otero County. Other services in the Village of Cloudcroft include Penasco Valley Telephone which would provide (E.A.S) Emergency Alerting System during and after an incident.
- C. Village of Cloudcroft officials will primarily use K-RSY radio in Alamogordo to broadcast emergency instructions and information directed at the people within the Village and County.

III. ASSUMPTIONS

- A. In a period of increased threat of wildfires, and peacetime disasters, or of a developing international crisis, public demand of information on specific actions to improve chances of survival, safety, and protection of property, has also increased. The public would be most receptive to protective instructions and advice and respond with positive actions.

IV. ORGANIZATIONS/RESPONSIBILITIES

- A. The Public Information Officer (PIO) is responsible for the collection, coordination, and dissemination of emergency public information material to the residents and transient population.
- B. The PIO has been appointed by and is the official spokesperson for the Mayor and the Village Council, and is a member of the EOC staff. The PIO will coordinate all public information activities with the Village Administrator and the Incident Commander.
- C. The PIO will appoint a supporting staff, as needed, to assist in the public information functions and ensure the capability of 24-hour operations, when required. Supporting staff positions:
 - 1. Assistant PIO
 - 2. Logistics Coordinator
 - 3. Clerical Support
 - 4. Runners/Distribution

IV. CONCEPT OF OPERATIONS

At the time of a disaster or impending disaster, the Public Information Officer, in coordination with executives, will ensure the following:

- A. An established Information Center is in close coordination of information between all key staff and department heads. The information center will be located in or adjacent to the EOC. The Information Center will operate 24 hours a day during the disaster period.
- B. Collecting, compiling, and verifying information before releasing any information to the public or media. The Information Center will oversee and keep updated and ensure the accuracy of disaster-related information and ensure the public receives timely and correct information.
- C. A public education program, which is developed by the local Fire Services, is coordinated with the PIO to inform the public of protective actions for a given type of emergency.
- D. Support from State agencies will come from the State Emergency Preparedness Center. The State PIO will work closely with the local government and provide assistance in preparing and disseminating information to the public, concerning disaster assistance centers.
- E. Support from Federal agencies, such as, the National Weather Service has the primary responsibility for issuing weather related disaster warnings to the public. Under a Presidential emergency or a major disaster declaration, the Federal

- F. Emergency Management PIO will coordinate and be responsible for the release of public information concerning federal assistance.

IV. ADMINISTRATION AND LOGISTICS

The public Information Officer should meet annually with local government officials, and EOC staff and media representatives to review this plan and coordinate operating procedures. The PIO will make recommendations to the EOC staff regarding revisions and updates of this plan on an annual basis.