

CITY OF MESQUITE, NEVADA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)



JULY 2016

APPROVAL & IMPLEMENTATION

**PROMULGATION
MESQUITE, NEVADA EMERGENCY OPERATIONS PLAN
(BASIC SECTION)**

Residents of Mesquite, 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 City Emergency Operations Plan (Basic Section).

In order for the Mesquite'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 Mesquite Emergency Operations Plan (Basic Section).
- Identify subject matter experts.
- Carry out those assignments addressed in the Mesquite Emergency Operations Plan (Basic Section).

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

This plan is effective July 1, 2016

Allan Litman, Mayor

Attest: Tracy Beck, City Clerk

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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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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, October 2007
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. CITY OF MESQUITE EMERGENCY MANAGEMENT ORDINANCE. (ORD. 353, 5-1-2007, EFF. 5-24-2007)
2. COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (Basic Section)
3. CLARK COUNTY HAZARDOUS MATERIALS RESPONSE PLAN

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 that 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*.
6. **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.
 7. **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.
 8. **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.

9. **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.
10. **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.
11. **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.
12. **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

Mesquite 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.

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
<i>Natural</i>					
Drought	LIKELY	LIMITED		MODERATE	
Earthquake	LIKELY	MAJOR		MAJOR	
Flash Flooding	LIKELY	MODERATE		MAJOR	
Flooding	LIKELY	MODERATE		MAJOR	
Subsidence					
Tornado	UNLIKELY	MAJOR		MAJOR	
Wildfire	HIGHLY LIKELY	MAJOR		MAJOR	
Windstorm: Dust Event	LIKELY	MODERATE		MODERATE	
Winter Storm	UNLIKELY	MODERATE		MODERATE	
Volcanic Eruption	UNLIKELY	MAJOR		MAJOR	
<i>Technological</i>					
Bridge Failure	LIKELY	MAJOR		LIMITED	
Dam Failure	UNLIKELY	HIGH		HIGH	
Energy/Fuel Shortage	LIKELY	MODERATE		LIMITED	
Hazmat/Oil Spill (fixed site)	LIKELY	MAJOR		LIMITED	
Hazmat/Oil-Spill (transport)	LIKELY	MAJOR		LIMITED	
Electrical Power Outage	LIKELY	MAJOR		MODERATE	
Major Structural Fire	LIKELY	MODERATE		MODERATE	
Radiological Incident	UNLIKELY	MODERATE		LIMITED	
Water System Failure	UNLIKELY	MODERATE		LIMITED	
Telephone Failure	UNLIKELY	MAJOR		LIMITED	
<i>Security</i>					
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	
* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely					
** <i>THE OVER-ARCHING CONCEPT OF EMERGENCY RESPONSE CALLS FOR THE NIMS-PREScribed USE OF ICS FOR ALL-HAZARD RESPONSE.</i>					

B. Assumptions

1. Mesquite 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 Mesquite. 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.
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

- a. 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)

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.

1. 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 functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
2. 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.
3. 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.
4. Use of ICS for Preplanned Events. Mesquite 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.

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.
 - 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; Mesquite 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. 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

F. County, State, Federal & Other Assistance

1. County, State & Federal Assistance

- a. If local resources are inadequate to deal with an emergency situation, we will request assistance from Clark County Office of Emergency Management. County 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 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 at 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).

- a. 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 Framework
- b. (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:
 - a. **Clark County Code 3.04.060 – Emergency Powers.** A declaration of an emergency or a disaster must be made whenever it is deemed necessary by:
 - 1) County Manager
 - 2) Resolution of the board of county commissioners
 - 3) Governor of the State of Nevada
 - b. 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 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	Board of County Commissioners County Manager District Attorney Mayor City Council 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

- a. 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.
- b. 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.

2. Policy Group Responsibilities

a. The City Council will:

- Carry out appropriate provisions of Nevada Revised Statutes, in addition to local ordinances.
- Declare and terminate an emergency or disaster at the City 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 City 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 City 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 and assist the local Emergency Management Coordinator 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 Mesquite Fire Chief or designee will fill the role of Mesquite Emergency Management Coordinator. The Emergency Management Coordinator is designated the single point-of-contact within the jurisdiction to coordinate NIMS implementation.

3. Common Responsibilities

a. 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.

4. 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.
- 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 City 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 city 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 city 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 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 City.
- Receive requests for assistance from municipalities within the City 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 effect 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 City, 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 (e.g., essential personnel and equipment).
- Request additional resources in those cases where City 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 City 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.

d. Communications

- 1) Primary responsibility for this function is assigned to the Mesquite Emergency Management and Mesquite Police 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 County Fire Districts, 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 Mesquite Police.
- 2) Emergency tasks to be performed include:
 - Identify areas where evacuation has been or may in the future and determine of 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 Mesquite Fire.
- 2) Emergency tasks to be performed include:
 - Perform firefighting operations during any major emergency or disaster for your local jurisdiction.
 - 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 Senior Fire Officer shall advise the City Emergency Management Coordinator when any type of fire department equipment or persons leaves their jurisdiction to assist in any major emergency or disaster outside the City.
- Plan for coordination of ambulance/rescue activities throughout the City 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 City 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 Mesquite Police, 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 City 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 City.
- The Police Department is responsible for all searches and rescues of lost/missing persons in the City
- 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 with assistance from the Fire Department 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 City for any missing person(s).
- The fire department shall be used as a resource for the Police Department 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 City 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 City 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 Mesquite Police, 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. Recreation Department will:

- The operation of shelters is the responsibility of the Recreation Department 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 City.
- 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).
- 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 City 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 City 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. (City 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 City 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 Comptroller's 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 City 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 City 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 Comptroller's Office/City Treasurer and Recreation 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 an emergency.
 - Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

l. 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 City, 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

m. 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.

n. 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.

* 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.

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 City.
- 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 City. 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 good including food clothing, and household items. It also provides referrals to government and private agencies for special services.
- 3) RACES/ARES
- a) The Radio Amateur Civil Emergency Service and The Amateur Radio Emergency Services provide 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) Eureka Casino
- 2) Smith's Food and Drug
- 3) Casa Blanca Casino and Resort
- 4) Local Chamber of Commerce

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.
2. The City 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.
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:

MESQUITE EOC
10 E Mesquite Blvd
Mesquite, NV

3. The following individuals are authorized to activate the EOC:
 - a. Mayor
 - b. City Manager
 - c. Emergency Manager
 - d. Incident Commander

* The Senior Emergency Manager will make the initial determination of Level of Activation (I-IV). Mesquite Dispatch will notify Emergency Management for guidance.

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:

Fire Station 3
3 John Deere Drive
Mesquite, Nevada
7. We have a mobile command and control vehicle, operated by Mesquite Fire 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. City 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. Preservation of Records

1. Record Keeping for Emergency Operations

Mesquite 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 an 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.

d. Preservation of Records

- 1) 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.
- 2) 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:

1. **IS-100**
2. **IS-200**
3. **IS-300**
4. **IS-400**
5. **IS-700**
6. **IS-800**
7. **Other Training**

The Mesquite 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.

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.

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.

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

1. The City Council is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. The 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.
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

1. 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 five 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**

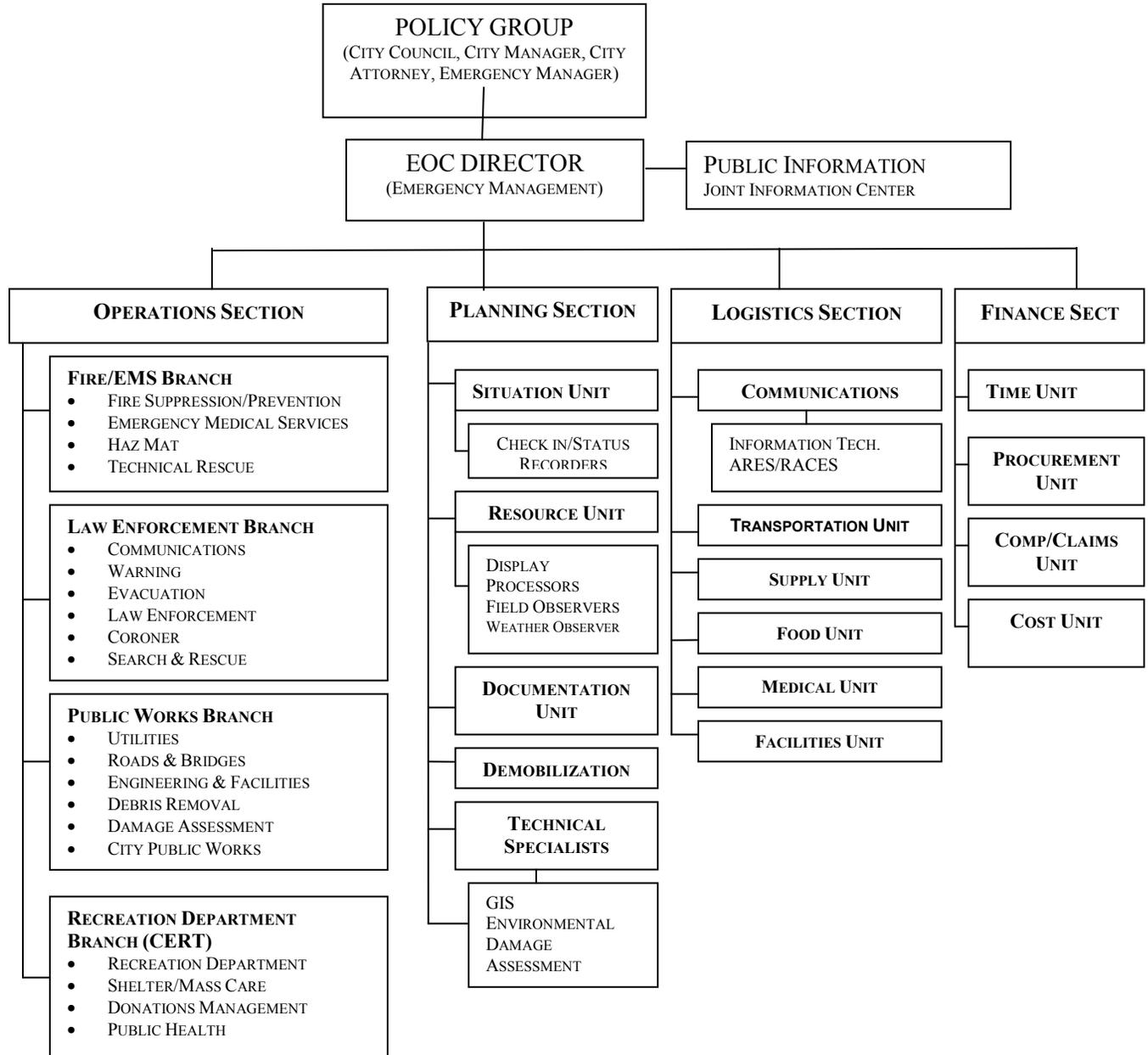
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**ATTACHMENT 1
REFERENCES**

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 2
ORGANIZATION FOR EMERGENCY MANAGEMENT**



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**ATTACHMENT 3
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	Recreation Department	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Council	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S
City Manager	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
Police	P	P	S	S	P	S	P		S				S	S	S		S	S		S			P
Fire	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
Recreation Department			P		S				S				S		P	S					P		S
Human Resources (CERT)									S				S								S		
Assessor									S	S			S			S					S		
Road Division			S		S				S				S		S		S		P				S
City 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 4
ANNEX ASSIGNMENTS**

ANNEX	ASSIGNED TO:
Annex A: Warning	Police, Emergency Management
Annex B: Communications	Police, Emergency Management
Annex C: Shelter & Mass Care	Recreation Department, CEM, SO
Annex D: Radiological Protection	Fire Districts & Emergency Management
Annex E: Evacuation	Police & Emergency Management
Annex F: Firefighting	Fire Department & Emergency Management
Annex G: Law Enforcement	Police
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	Recreation Department Dept. & EM
Annex N: Direction & Control	BOCC, County Manager, EM
Annex O: Recreation Department	Recreation Department Director
Annex P: Hazard Mitigation	Emergency Manager
Annex Q: Hazardous Materials & Oil Spill Response	Fire Department & Emergency Management
Annex R: Search & Rescue	Police, Fire Department & EM
Annex S: Transportation	PW, School District & EM
Annex T: Donations Management	Recreation Department & EM
Annex U: Legal	City Attorney & EM
Annex V: Terrorist Incident Response	Police & EM

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**ATTACHMENT 5
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:	City Council, City Manager, Emergency Manager
Costs:	Established between requesting agency and giving agency
Copies Held By:	Mesquite Emergency Management
Description:	Nevada Fire Mutual Aid Plan
Summary of Provisions:	Provides for use of fire department resources
Officials Authorized to Implement:	Fire Chiefs or designee
Costs:	Determined by Fire Departments Fee Schedules
Copies Held By:	Fire Department

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ATTACHMENT 6
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.

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.
 - b. **Features of ICS**
 - 1) 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 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:
 - (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

(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.

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.

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

c. Unified Command

1) 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.

2) 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.

d. Area Command

1) 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.

- 2) 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.

e. **Multiagency Coordination Systems.**

- 1) 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.

f. **Public Information.**

- 1) 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 for the Adoption of NIMS

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.