

# ALBUQUERQUE EMERGENCY OPERATIONS PLAN

## ANNEX 3

### ALERT & NOTIFICATION

#### **Primary Responsibility:**

Mayor of the City of Albuquerque/President of the City Council  
Chief Administrative Officer  
Chief Public Safety Officer  
Director, Office of Emergency Management

#### **Secondary Responsibility:**

##### Lead Agencies

Office of Emergency Management  
Fire  
Police

##### Secondary Agencies

All City Departments and Divisions as directed

## **I. PURPOSE**

To provide an overview of how the City of Albuquerque will activate the Emergency Operations Center (EOC) and notify key personnel of the activation and situation during emergency situations.

### **A. Objectives:**

1. Identify who may initiate an EOC activation and notification;
2. Identify how, once initiated, an EOC activation and notification will occur; and
3. Identify how agencies involved in addressing emergencies occurring in the City of Albuquerque will be involved in an activation and notification;

### **B. Scope:**

The scope of the Alert & Notification Annex documents actions prior to and during activation of the EOC.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

Alert and notification procedures and responsibilities will be initiated upon the threat or onset of an emergency or disaster event.

The City of Albuquerque (CABQ) is vulnerable to a variety of natural and/or technologically caused disasters or emergency situations.

1. Natural disasters include:

Ice or snow storms, wildfires, lightning strikes, flash/slow rising floods, drought, disease epidemics, earthquake, volcanic eruption, and tornadoes.

2. Technological hazards include:

Fires, explosions, critical resource shortages, dam disasters, civil disturbances, hazardous material incidents accidental or intentionally caused (chemical, biological, or radiological), or other man caused incidents. Citizens or foreign nationals, acting as terrorists, may use such technological hazards as an intended weapon of mass destruction.

## **B. Planning and Situational Analysis**

Dependent upon the nature of the disaster or emergency situation the amount of warning time may vary greatly from no warning, to up to several hours prior to the actual onset of an event. Likewise, the expected degree of damage for a particular incident will vary greatly due to variances such as the actual cause, area of impact, and time of occurrence.

The intent of this annex is to address alert and notification from an all hazards overview, which can be down sized or escalated dependent upon the event.

## **III. ORGANIZATION AND RESPONSIBILITIES**

### **A. Assignments of Responsibilities**

It is the responsibility of the Mayor and Chief Public Safety Officer for the City of Albuquerque or their designee to prepare for the response to emergency or disaster events occurring within the established corporate limits of the City.

Upon the impending threat of an emergency or an actual event occurring, the Mayor of Albuquerque or successor/designee may direct the activation of the EOC and or notification of key city employees that a heightened state of readiness should be in place.

### **Tasking – Agencies Involved**

1. Lead Agencies

The City of Albuquerque (CABQ), Office of Emergency Management is tasked with the responsibility for coordinating all emergency support operations and as such will provide direct coordination and assistance to any activation of the EOC and or subsequent personnel notifications. The EOC, coordinated by the Manager of the Office of Emergency Management (OEM) and assisted by assigned emergency staff,

will provide initial support operations from the primary CABQ EOC location and coordinate the event risk assessment and situational analysis.

The Police and Fire departments will assist in this risk assessment and situational analysis to predict any specific populations at risk including the scope of current or potential damage to City infrastructures and resources

## 2. Secondary Agencies

Other city agencies, as a situation may dictate, may be directed to assist in the risk assessment and situational analysis to provide event specific expertise.

## **B. Organization**

During an emergency event all entities involved in the City's response will continue to operate under their standing chain of command structure that begins with the Mayor as the Chief Executive Officer, followed by the Chief Administrative Officer and then other Chief Officers, Department Heads, and Division Directors.

The only deviation from this structure applies to those individuals assigned to staff positions at the CABQ EOC, who for the duration of the event will receive their direction from management at the EOC utilizing the National Incident Management System for direction and administrative control.

## **IV. CONCEPT OF OPERATIONS**

### **A. Command Structure**

For the duration of a specific event all elements of the CABQ involved in an incident will operate under a combination of a centralized command and an on-scene control system.

A centralized overall unified command utilizing the NIMS will emanate from CABQ EOC. Command EOC personnel will provide management and policy guidance to response operations, as well as providing critical support and resource assistance to these ongoing operations. This command will support an on-scene incident command operation controlling all operational response activities from a field location.

### **B. Authorities/Limitations on Personnel**

All CABQ entities will conduct their operations under existing policies and standard operating guidelines; nothing in this annex or plan allows deviation from preexisting regulations. The city of Albuquerque has adopted and has trained all public safety personnel in NIMS, and critical incident management.

### **C. Emergency Response Notification & EOC Activation**

The EOC is located at the Communications Center at 11510 Sunset Gardens SW. The EOC may be activated as a result of anticipated or occurring:

1. Natural Disasters,
2. Technological Disasters
3. Terrorist Situations that may also include natural or technological disasters.
4. At the direction of the Mayor or his representative.
5. At the request of the Fire or Police Chief or their representative

Activation may occur on a full scale, limited, or intermittent basis depending on the situation. It can normally activate, at a Level 1 configuration, within one hour.

If the determination is made to activate the EOC procedures will be initiated and followed as specified in the CABQ Chief Public Safety Officer's (CPSO) Policy 1 on EOC Activation. The policy specifies who is authorized to direct the activation of the EOC and levels of resulting notification for relevant CABQ agencies and personnel.

If the decision is made to activate the EOC it will be activated under one of two levels, which are described as follows:

**Activated Level 1:**

At this level an emergency event is either anticipated or occurring requiring only a routine level of response, but has the potential to escalate. Under this level of activation, following CPSO Policy 1, the following activities may be taking place: actions to brief government officials; call designated staff up for special assignments, review plans, prepare initial information releases to the public, review/update resources lists, and/or test emergency alert systems. A Situational Analysis Team (SAT) will be convened to provide an initial assessment of the situation and make recommendations to the Mayor for further action. The EOC may be activated on a limited or full-time basis with only partial staffing for limited hours. Critical Office of Emergency Management support staff may be notified to report to the EOC or be placed on stand-by.

**Activated Level 2:**

The EOC is fully activated and staffed to operate for extended hours up to a round the clock operation. The Mayor or designee may declare an emergency and inform the Governor; to facilitate State resource mobilization and equipment readiness if necessary. As required, the State EOC may be also be activated and other agencies at various levels of government may be alerted. Level 2 activation usually takes an additional hour from activation of Level 1.

**D. Information Control**

Information concerning an emergency event and ongoing EOC activities, which has been designated for public release, will be coordinated solely through the EOC PIO.

## **V. ADMINISTRATION & LOGISTICS**

### **Required Records**

Specific record keeping on Alerts and Notification during an emergency event will be directed by the Emergency Manager

## **VI. PLAN DEVELOPMENT MAINTENANCE AND DISTRIBUTION**

The Director of the Office of Emergency Management will insure that this Alert & Notification Annex is reviewed for currency by the Office of the Mayor, Chief Officers, Department Chiefs and Directors on an annual basis. If the Annex is found to not be current, the OEM Director will provide for drafting appropriate changes and upon review and acceptance update the Annex. The updated Annex will then be appropriately disseminated.

Additionally, a review as described above is required as soon as possible upon a change in the person holding the Mayor's Office.

## **VII. AUTHORITIES & REFERENCES**

This annex was developed under the authority of the Office of the Mayor, City of Albuquerque and supercedes all similar versions to date.

## **VIII. DEFINITIONS AND TERMS**

None Noted

**Annex 3 Alert and Notification  
Attachment #1  
Emergency Call Out and Notification List**

|                                  |
|----------------------------------|
| <b>SUCCESSORS LIST (EXAMPLE)</b> |
|----------------------------------|

- | Position                       | Incumbent/Successor |
|--------------------------------|---------------------|
| 1. Chief Public Safety Officer |                     |
| 2. Security                    |                     |
| 3. Chief of Staff              |                     |
| 4. Mayor's Assistant           |                     |

|  |   |  |   |
|--|---|--|---|
| Mayor's Office<br>(H)<br>(W)<br>(P)        | 1 | Mayor's Office<br>(H)<br>(W)<br>(C)<br>(P) | 2 |
| Mayor's Office<br>(H)<br>(W)<br>(C)<br>(P) | 3 | Mayor's Office<br>(H)<br>(W)<br>(C)<br>(P) | 4 |

