

1. Introduction

expected to develop and keep current lines of succession and standard operating procedures (SOPs) that describe how emergency tasks will be performed. Training and equipment necessary for response operations should be maintained by City departments and agencies.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, coordinating response agencies, and other stakeholders that support emergency operations. The general public is also welcome to review non-sensitive parts of this plan to better understand how the City manages emergency operations.

1.3 Plan Activation

Once promulgated by the Carson City Board of Supervisors, this EOP is in effect and may be implemented in whole or in part to respond to:

- Incidents in or affecting the City.
- Health emergencies in or affecting the City.
- Non-routine life-safety issues in or affecting the City.

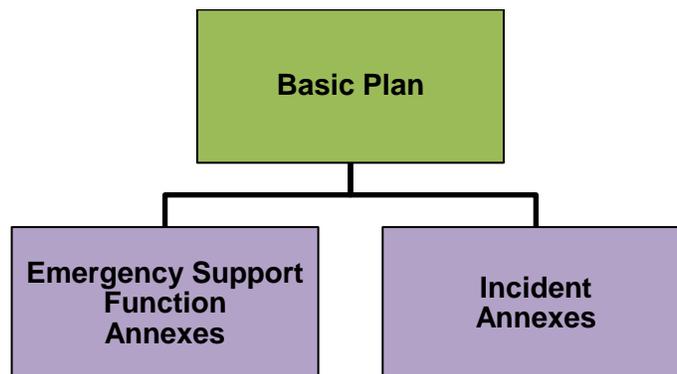
An emergency declaration is not required in order to implement the EOP or activate the Emergency Operations Center (EOC). The Emergency Manager and/or Deputy Emergency Manager, as well as all City Management Department heads -may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

1.4 Plan Organization

The Carson City EOP is composed of three main elements:

- Basic Plan (with appendices)
- Emergency Support Function Annexes (ESF)
- Incident Annexes (IAs)

Figure 1-1 Carson City Emergency Operations Plan Organization



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Annex	Function
ESF 8	Public Health and Medical Services
ESF 9	Search and Rescue
ESF 10	Oil and Hazardous Materials Response
ESF 11	Agricultural and Natural Resources
ESF 12	Energy
ESF 13	Public Safety and Security
ESF 14	Long-Term Community Recovery
ESF 15	External Affairs
ESF 16	Evacuation and Population Protection
ESF 17	Damage Assessment
ESF 18	Legal Services
ESF 19	Volunteer and Donation Management
ESF 20	Coordination with Special Facilities

1.4.3 Incident Annexes

While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. To that end, IAs supplement the Basic Plan to identify critical tasks particular to specific natural, technological, and human-caused hazards identified in the City's most current Hazard Identification and Vulnerability Assessment. The IAs identify step-by-step actions for each hazard through the pre-incident, response, and recovery phases of an incident.

Annex	Hazard
IA 01	Drought
IA 02	Earthquake <u>(including Landslides)</u>
IA 03	Major Fire <u>(including Structure, Wildland, Interface, and Urban Conflagration)</u>
IA 04	Flood (including Dam Failure, <u>Levee Failure, Debris Flow</u>)
IA 05	Severe Weather <u>(including Dust Storm, Wind Storm, Winter Storm, etc.)</u>
IA 06	Hazardous Materials Incident (Accidental Release)
IA 07	Public Health Incident <u>(including Disease Outbreaks, Human or Animal)</u>
IA 08	Terrorism <u>(including Cyber-Incident, Mass Shooting, Riots, Sabotage, Bio and Eco-terrorism)</u>
IA 09	Transportation Accident <u>(including Highway and Rail)</u>
IA 10	Utility Failure <u>(including Wide-area Power Outage)</u>

Table 1-3 Legal Authorities	
State of Nevada	
–	NRS Chapter 234 – Appointment by Governor
–	NRS Chapter 239 – Records Management
–	NRS Chapter 244 – Counties: Government
–	NRS 244.335 - Grants power to regulate business
–	NRS 244.2961 - Grants power to maintain a fire department, establish a fire code, and regulate the storage of explosive, combustible, and inflammable material
–	NRS 245 – Appointments by County Commission
–	NRS Chapter 248 – Sheriffs
–	NRS Chapter 278 – Planning and Zoning
–	NRS 414 (All) - Authorizes local emergency management programs (Nevada Civil Defense Act of 1953, and 414A as amended)
–	NRS 415 (All) – Ratification of the interstate Emergency Management Assistance Compact
–	NRS 455.80 -455.180 – Nevada One Call Law. This law requires Nevadans to call 1-800-227-2600 before they start digging, blasting, drilling, or any other kind of excavating.
–	NRS 459 (all) – Governs the storage and transportation of hazardous materials
–	NRS 474.160 – Grants fire departments/districts the power to regulate the hazards of fires and explosion relating to the storage, handling and use of hazardous substances, materials or devices
Carson City	
–	Carson City Municipal Code Title 6 Chapter 6.02

1.6.2 Mutual Aid and Intergovernmental Agreements

State law (NRS 414.100) authorizes local governments to “develop or cause to be developed agreements for reciprocal aid and assistance in case of an emergency or disaster for which the local organization requires such assistance.”

See Appendix D for existing mutual aid agreements.

Copies of these documents can be accessed through the Emergency Manager and/or Deputy Emergency Manager. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

1.7 Emergency Powers

1.7.1 General

Based on local ordinances and State statutes, a local declaration by the Board of Supervisors allows for flexibility in managing resources under emergency conditions, such as:

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1.7.3.1 Procedure

Contact the Nevada Division of Emergency Management (NDEM)

Describe the situation

Provide a copy of the Rapid Assessment information to NDEM for review

Order resources necessary for appropriate response

Plan for receipt of resources

- Staging area(s)
- Distribution points

1.7.4 Federal Assistance

FEMA provides resources, coordination, planning, training, and funding to support State and local jurisdictions when requested by the Governor.

In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested. NDEM coordinates all requests for federal assistance through the SEOC. FEMA coordinates the Governor’s Presidential request for assistance in accordance with the National Response Framework.

1.8 Continuity of Government

The purpose of continuity of government in time of emergency or disaster is to preserve lawful leadership and authority, prevent unlawful assumption of authority, assure direction and control mechanisms are in place, and assure delivery of government services.

1.8.1 Lines of Succession

Lines of succession within the Carson City Board of Supervisors depends on whether a quorum is present or not. If a quorum is present all members of the Board are equal and the Board will carry out their emergency duties as defined in Title 6 of the Carson City Municipal Code Chapter 6.02.

The City has established predetermined lines of succession for all key positions as presented in Table 1-4. Persons who are assigned succession responsibility must be proficient in their potential responsibilities.

Table 1-4 Carson City Lines of Succession	
City Manager’s Office	Board of Supervisors
1. City Manager	<u>1.</u> Board of Supervisors (quorum)
2. Deputy City Manager	1. <u>2.</u> Mayor (no quorum)
3. Designated City Department Head	2. <u>3.</u> City Manager (no quorum)

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Table 1-4 Carson City Lines of Succession	
Recorder & Elections Division	
1. Clerk Recorder	
2. Chief Deputy Clerk - Recorder	
3. Chief Deputy Clerk - Elections	

The Emergency Manager and/or Deputy Emergency Manager will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within the City are responsible for developing and implementing COOP/COG plans to ensure continued delivery of essential functions during an emergency.

1.8.2 Preservation of Vital Records

Each City department must provide for the protection, accessibility, and recovery of the agency's vital records, systems, and equipment. These are rights and interests records, systems, and equipment that, if irretrievable, lost, or damaged, will materially impair the agency's ability to conduct business or carry out essential functions. The Information Technology Department has a maintenance program in place for the preservation and quality assurance of data and systems. The program should take into account the cost of protecting or reconstructing records weighed against the necessity of the information for achieving the agency mission.

1.9 Finance and Administration

1.9.1 Financial Management

During an emergency, the City is likely to find it necessary to redirect its funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the Board of Supervisors. If an incident in the City requires major redirection of City fiscal resources, the Board of Supervisors will meet in emergency session to decide how to respond to the emergency funding needs, declare a State of Emergency, and request assistance as necessary. The following general procedures will be carried out:

- The Board of Supervisors will meet in emergency session to decide how to respond to the emergency funding needs.
- The Board of Supervisors will declare a State of Emergency and direct the Emergency Manager to request assistance through the State.
- If a quorum of ~~commissioners-supervisors~~ cannot be reached, and if a prompt decision will protect lives, City resources and facilities, or private property, the City Manager (or designee) may act on emergency funding requests. The Board of Supervisors will be advised of such actions as soon as practical.

3

Roles and Responsibilities

3.1 General

Carson City agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

Most City departments have emergency functions that are similar to their normal duties. Each department is responsible for developing and maintaining its own procedures for carrying out these functions during an emergency. Specific responsibilities are outlined below, as well as in individual annexes.

3.2 Emergency Management Organization

For the purposes of this plan, the City's emergency management structure will be referred to generally as the Emergency Management Organization (EMO). Roles and responsibilities of individual staff and agencies are described throughout the plan to further clarify the City's emergency management structure.

3.2.1 Emergency Manager

Per Title 6 ~~Chapter 6.02.050~~ of the Carson City Municipal Code the City Manager has appointed the Fire Chief as the City's Emergency Manager. Per statute the Emergency Manager is responsible for:

Establishing an organization for emergency management

Coordinating the implementation for the emergency management

Planning, organizing, and conducting emergency and disaster training and exercises

Preparing and presenting to the Board of Supervisors for approval the EOP

Assisting with negotiations and recommendations to the Board of Supervisors for adoption of mutual aid agreements within the region.

Under the authority granted by the City Manager and Board of Supervisors, the Emergency Manager has delegated day-to-day emergency management

3. Roles and Responsibilities

3.2.5.2 Communications (ESF 2)

Primary Agency: Emergency Management

Supporting Agencies: Sheriff's Office, Public Works, Information Technology

Adjunct Agencies: ARES/RACES

Alert and Warning

Responsibilities related to alert and warning include:

- Monitoring emergency communications networks.
- Disseminating emergency alerts, as requested by the on-scene Incident Commander, EOC Manager, or PIO.
- Receiving and disseminating warning information to the public and key City Officials.

Communication Systems

Communication-related responsibilities include:

- Establishing and maintaining emergency communications systems.
- Coordinating the use of all public and private communication systems necessary during emergencies.
- Managing and coordinating all emergency communication within the EOC, once activated.
- Managing and coordinating all emergency notifications to departments and officials (e.g., during transition to continuity facilities or succession notification).

3.2.5.3 Public Works and Engineering (ESF 3)

Primary Agency: Public Works

Supporting Agencies: N/A

Adjunct Agencies: Mutual Aid Partners

Responsibilities related to public works and engineering include:

- Conducting pre-incident and post-incident assessments of public works and infrastructure.
- ~~Executing-Draft and execute~~ emergency contracts support for life-saving and life-sustaining services with vendors.
- Coordinating repair of damaged public infrastructure and critical facilities.
- Coordinating repair and restoration of the City's critical infrastructure.

3. Roles and Responsibilities

- Ensuring that EOC personnel operate in accordance with ICS.
- Ensuring accurate record keeping.
- Developing and identifying duties of staff, use of displays and message forms, and procedures for EOC activation.

3.2.5.6 Mass Care, Emergency Assistance, Housing, and Human Services (ESF 6)

Primary Agency: Health and Human Services

Supporting Agencies: Parks and Recreation

Adjunct Agencies: American Red Cross

Carson City Health and Human Services, with support from the American Red Cross (Red Cross), is responsible for ensuring that the mass care needs of the affected population are met, including sheltering, feeding, providing first aid, and reuniting families. Responsibilities related to mass care, emergency assistance, housing, and human service include:

- Maintaining and implementing procedures for care and shelter of displaced citizens.
- Maintaining and implementing procedures for the care and shelter of animals in an emergency.
- [Coordinate a Reunification Support Center as identified in the Carson City Evacuation, Sheltering, and Mass Care Plan.](#)
- Coordinating support with other City departments, relief agencies, and volunteer groups.
- Designating a coordinator/liaison to participate in all phases of the City emergency management program, when necessary or as requested.
- Providing emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.
- Coordinating with faith-based organizations and other volunteer agencies.
- Identifying emergency feeding sites (coordinating with the Red Cross and Salvation Army).
- Identifying sources of clothing for disaster victims (may coordinate with the Red Cross, Salvation Army, or other disaster relief organizations).

3. Roles and Responsibilities

3.2.5.10.2 Radiological Protection

Primary Agency: Fire Department

Supporting Agencies: N/A

Adjunct Agencies: Nevada Division of Public and Behavioral Health Radiation Control Program and the Quad County HazMat Team

Responsibilities related to radiological protection include:

- Providing localized radiological monitoring and reporting network, when necessary.
- Securing initial and refresher training for instructors and monitors.
- Providing input to the statewide monitoring and reporting system from incident scenes, as necessary.
- Under fallout conditions, providing City officials and department heads with information regarding fallout rates, fallout projections, and allowable doses provided by the State Radiation Protection Services or federal government.
- Providing monitoring services and advice at the scenes of accidents involving radioactive materials.

3.2.5.11 Agriculture and Natural Resources (ESF 11)

Primary Agency: Health and Human Services

Supporting Agencies: Public Works, Parks and Recreation

Adjunct Agencies: Humane Society, Nevada Department of Agriculture, Nevada Environmental Protection Agency

Responsibilities related to agriculture and natural resources include:

- Providing nutrition assistance.
- Conducting animal and plant disease and pest response.
- Monitoring food safety and security.
- Providing natural and cultural resources and historic properties protection and restoration.
- Coordinating with pet-owners in protecting the safety and well-being of household pets.

4

Concept of Operations

4.1 General

Primary roles involved during the initial emergency response will focus on first responders, such as fire services, police services, ~~public health department,~~ and the public works department. Depending on the type of incident, initial response also may include hospitals, ~~local public health departments,~~ and hazardous material teams. In all emergencies, saving and protecting human lives is the top priority of the City.

The City is responsible for emergency management and protecting life and property of citizens within this jurisdiction. This EOP will be used when the City or individual emergency response agencies are reaching or have exceeded their capabilities to respond to an emergency. It may also be used during non-routine incidents or pre-planned events where City resources are limited and/or have been expended.

4.2 Emergency Management Mission Areas

This plan adheres to the emergency management principle of all-hazards planning, which is based on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. The focus of this EOP is response and short-term recovery actions. Nevertheless, this plan impacts and is informed by activities conducted before and after emergency operations take place and is designed to assist the City in the following five mission areas.