

PERSHING COUNTY

EMERGENCY OPERATIONS

PLAN



MARCH 1, 2024

PROMULGATION & IMPLEMENTATION

PERSHING COUNTY EMERGENCY OPERATIONS PLAN

This complete revision of the Pershing County Emergency Operations Plan (EOP) is hereby promulgated for use. This is an “all-hazards” plan intended to address a wide range of emergent situations that Pershing County may experience. To ensure easy access, it is published on the Pershing County web site for all county employees, first responders, residents and partners. This plan is a living document and will be updated as circumstances require. All interested parties are encouraged to consult the online version to ensure the latest version is used.

Forward-leaning participation in resourcing, planning, exercising, executing and recovering from emergencies is a fundamental responsibility of all levels of government and response organizations to ensure the health, safety and general welfare of our 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 this Emergency Operations Plan.

The Pershing County Emergency Manager shall be responsible for the coordination, preparation, and revision of the Pershing County Emergency Operations Plan, and will ensure that this plan is consistent with similar federal, state, and regional plans.

This plan is effective: March 1, 2024

Sean M. Burke

Sean M. Burke
Director of Emergency Management
Pershing County

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BASIC PLAN

I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework

B. State

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

C. Local

1. Pershing County Ordinance 2.08, Office of Emergency Management

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. This plan may be activated by the Board of County Commissioners, or by the Emergency Manager when time constraints dictate. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local

volunteer organizations that conduct or 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
BOCC	Board of County Commissioners
CFR	Code of Federal Regulations
DHS	Department of Homeland Security
EM	Emergency Management
EOC	Emergency Operations 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 Framework
NVDEM	Nevada Division of Emergency Management
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. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.

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.
 - 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) An EOC may be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 - 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.
- d. Catastrophic Incident. 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.
5. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
 6. Hazardous Material (HAZMAT). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
 7. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
 8. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.

9. Multi-Agency Coordination System. (MACS) Coordinate and support emergency management and incident response objectives. For the purpose of this plan, the EOC fills the role of a MAC.
10. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
11. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

IV. SITUATION AND ASSUMPTIONS

A. Situation

Pershing County is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Wildland fire and earthquakes are the most likely natural hazards, while HAZMAT releases pose the most significant man-made threat. Specific hazards, along with the supposed likelihood and potential impacts are discussed fully in the Pershing County Threat and Hazard Identification and Risk Assessment, which is updated annually and available from the Emergency Manager.

B. Assumptions

1. It is possible for a major disaster to occur at any time and at any place with little or no warning.
2. The most likely areas for significant impact are in the four population centers of the county at Lovelock, Rye Patch, Imlay and Grass Valley. The I-80 corridor and co-located rail lines that run the length of the county are also especially susceptible to these emergencies.
3. Outside assistance will likely be available in most emergency situations affecting Pershing County. However, it takes time to summon external assistance, and 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 building code enforcement 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.
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 Homeland Security Directive (HSPD)-5 for all county departments / agencies. 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. 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. The Emergency Manager will be the principal coordinator for NIMS implementation in Pershing County.

C. Operational Guidance

1. **Initial Response.** Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. **Implementation of ICS**
 - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
 - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.
3. **Source and Use of Resources.**
 - a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. If additional resources are required, we will:
 - 1) Summon those resources available to us pursuant to inter-local and mutual aid agreements. See Attachment 6 to this plan, which summarizes the inter-local and mutual aid agreements and identifies the officials authorized to request those resources.
 - 2) Summon emergency service resources that we have contracted for. See Attachment 6.

- 3) Request assistance from volunteer groups active in disasters
 - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

D. Incident Command System (ICS)

1. Pershing County will employ the Incident Command System (ICS) to manage emergencies. Details of the ICS system and its use may be found at: <https://training.fema.gov/emiweb/is/icsresource/>
2. Whenever possible, county departments / agencies will use ICS for major or complex preplanned events or functions.

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 or geographically separated emergencies, more than one incident command operation may be established, and the allocation of resources to specific field operations will be coordinated through the EOC.
- 5. Multi-agency coordination systems (MACS) will normally be incorporated in the EOC and may include the following 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

F. State, Federal & Other Assistance

- 1. State Assistance
 - a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the state. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources.
 - b. Requests for state assistance should be made to the State Emergency Operations Center operated by the Nevada Division of Emergency Management.
- 2. Federal and Other Assistance
 - a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
 - b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments.
- 3. Managing Resources
 - a. Local, State, Federal and other resources will be managed using standard ICS practices. Particular care will be taken to maintain accurate records for all resources and early designation of a Finance and Admin Section Chief should be considered for any significant emergency or disaster.

H. Emergency Authorities

1. The Governor has authority to order mandatory evacuations. County officials may request voluntary evacuations.
2. Per Pershing County Code 2.08, declaration of an emergency shall normally be made by the BOCC. The Emergency Manager may declare an emergency if the BOCC is unable to act in a timely manner. Ratification by the BOCC shall be sought at the earliest opportunity.

I. 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 during emergencies.
- 4) Conducting periodic drills and exercises to test 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:

Board of County Commissioners
Lovelock Mayor (for city events)
Emergency Manager
District Attorney
Lovelock Legal Council (for city events)

3. Emergency Services

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

4. Emergency Support Services

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

5. Volunteer and Other Services

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

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills.

2. Board of County Commissioners

- a. Carry out appropriate provisions of Nevada Revised Statutes, in addition to local ordinances.
- b. Declare and terminate an emergency or disaster at the County level.
- c. Issue and terminate evacuation requests, when appropriate.
- d. Enact emergency policies / ordinances as appropriate.
- e. Provide policy direction and control in dealing with an emergency or disaster that occurs in an area where the county has jurisdiction and responsibility.
- f. At the request of the Emergency Manager, report to the Emergency Operations Center to provide direction.
- g. Ensure that required EOC staff (e.g. Clerk's office, Engineer, Public Information Officer, etc.) report to the EOC for assigned duties.
- h. Ensure cooperation between county departments and agencies involved in emergency / disaster response.
- i. Encourage cooperation of agencies, businesses, and citizens to mitigate an emergency or disaster.
- j. Assure continuity of government during an emergency or disaster.

- k. Ensure county agencies develop and update emergency plans and policies.
- l. Ensure that exercises and tests of emergency systems are conducted.

3. Emergency Manager

- a. Carry out the duties and responsibilities as assigned by the county emergency management ordinance.
- b. Chair the Local Emergency Planning Committee (LEPC).
- c. Plan and execute training and exercises to improve emergency management capabilities.
- d. Maintain this Emergency Operations Plan.
- e. Maintain a functional Emergency Operations Center.
- f. Maintain an alternate Emergency Operations Center and/or mobile communications unit.
- g. Maintain a system to manage and disseminate emergency information.
- h. Coordinate emergency management activities with other local, state and Federal jurisdictions.
- i. Brief staff and officials on emergency management activities, before, during and after an event.
- j. Maintain a current and accurate threat analysis.
- k. Maintain a public information and education program.
- l. Identify groups with access and functional needs that require special consideration during emergency responses.
- m. Coordinate damage assessment efforts.
- n. Develop and maintain mutual aid agreements.

4. Emergency Operations Plan – Annex Assignments:

a. Warning.

- 1) Primary responsibility for this function is assigned to the County Emergency Manager and the Pershing County Sheriff's Office Communications Center, who will prepare and maintain Annex A (Warning) to this plan.
- 2) Emergency tasks to be performed include:

- Receive information on emergency situations.
- Alert key local officials of emergency situations.
- Disseminate warning information and instructions to the public through available warning systems.
- Disseminate warning and instructions to special facilities such as schools and hospitals.

b. Communications.

- 1) Primary responsibility for this function is assigned to the Pershing County Sheriff's Office Communications Center, who will prepare and maintain Annex B (Communications) to this plan.
- 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.

c. Sheltering and Mass Care.

- 1) Annex C has been cancelled and subsumed by Annex E (Evacuation Sheltering and Mass Care).

d. Radiological Protection.

- 1) Primary responsibility for this function is assigned to the Pershing County Fire Departments, 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 training in radiological monitoring and decontamination.

- Respond to incidents involving radiological materials.
- Make notification concerning radiological incidents to state and federal authorities.

e. Evacuation.

- 1) Primary responsibility for this function is assigned to the County Emergency Manager, who will prepare and maintain Annex E (Evacuation Sheltering and Mass Care) to this plan.
- 2) Emergency tasks to be performed include:
 - Perform evacuation planning for known risk areas and populations.
 - Coordinate with those responsible for evacuation planning of high-threat / high-impact facilities (schools, hospitals, nursing homes).
 - Ensure evacuation planning includes the access and functional needs community.
 - Develop sheltering plans utilizing key county facilities (e.g. Lovelock Community Center, Imlay Community Center, Grass Valley Community Center) and portable emergency shelter supplies.
 - Include Red Cross and other non-governmental organizations in shelter planning.
 - Conduct periodic sheltering exercises with all partners.
 - Coordinate emergency or disaster operations with the local and national American Red Cross in the county.

f. Firefighting.

- 1) Primary responsibility for this function is assigned to the County Fire Departments, who will prepare and maintain Annex F (Firefighting) to this plan.
- 2) Emergency tasks to be performed include:
 - Perform firefighting operations for their local area of responsibility, and support other fire departments through mutual aid, when required.
 - Provide emergency medical services.
 - Provide special firefighting or rescue operations (Hazardous materials, vehicle extrication, confined space rescue, etc.).

- Coordinate with local servicing hospitals for mass casualty incidents.
- Assist in evacuation of areas within the fire departments' area of operations
- Assist in opening major and secondary roadways by removing debris and managing traffic flow.
- Use the Incident Command System to coordinate emergency response efforts within their jurisdiction.
- Develop standard operation guidelines for emergency operations.
- Advise the County Emergency Manager when fire department equipment or personnel leave their jurisdiction to support emergency responses outside the county.
- Assist the Emergency Manager to develop mutual aid agreements for emergencies or disaster response.
- Provide a command representative to the Emergency Operations Center upon request, and support to the Emergency Manager during a major emergency or disaster.

g. Law Enforcement.

- 1) Primary responsibility for this function is assigned to the Sheriff's Office & local Police Departments, who will prepare and maintain Annex G (Law Enforcement) to this plan.
- 2) Emergency tasks to be performed include:
 - Coordinate evacuations and assist with movement to shelters.
 - Control access to the evacuation area during emergency or disaster response and recovery operations.
 - Provide security for the emergency area, critical infrastructure, EOC, shelters, or elsewhere required.
 - Relocate and house prisoners when necessary.
 - Coordinate all search and rescue missions.
 - Establish staging areas in conjunction with the Incident Commander.
 - Coordinate with state and federal law enforcement agencies.
 - Develop Standard Operation Guidelines for emergency and disaster operations.

- Provide a command representative to the Emergency Operations Center upon request, and support to the Emergency Manager during a major emergency or disaster.

h. Public Health

- 1) Primary responsibility for this function is assigned to the Central Nevada Health District, who will prepare and maintain Annex H (Health & Medical Services) to this plan.
- 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.
 - Provide for health care at emergency facilities including shelters and congregate care / reception centers.
 - Develop, plan, and coordinate medical service delivery for access and functional needs populations.
 - Coordinate environmental health activities and services for waste disposal, refuse, food, water, vector/vermin control, and sanitation to prevent and control communicable diseases.
 - Coordinate with health, mental health and other volunteer/non-volunteer agencies, both public and private, to provide support personnel during sheltering.
 - Promulgate applicable health information and regulations.
 - Provide a command representative to the Emergency Operations Center upon request, and support to the Emergency Manager during a major emergency or disaster.

i. Public Information.

- 1) Primary responsibility for this function is assigned to the Pershing County Emergency Manager, who will prepare and maintain Annex I (Public Information) to this plan.
- 2) Emergency tasks to be performed include:
 - Keep the public informed on emergency situations.
 - Maintain a working relationship with the media and a current list of media outlets to be used for public information releases.

- Manage social media engagement for emergency responses.
- Work closely with the Sheriff to maintain, train on and operate the Emergency Alert System (EAS).
- Arrange points of contact for releases of public information in an emergency and for briefings to media representatives when appropriate.
- Prepare Emergency Public Information (EPI) materials for all hazards affecting the county.
- Ensure the EPI materials for the access and functional needs community are made available.
- Coordinate the release of emergency or disaster related information with local agencies and State and Federal governments.
- 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.
- Develop and implement a public information program to increase citizen awareness and responsiveness to evacuation instructions.

j. Recovery.

- 1) Primary responsibility for this function is assigned to the Pershing County Emergency Manager, who will prepare and maintain Annex J (Recovery) to this plan. The County Recorder / Auditor, Assessor, Planning and Building Department, and many other county department heads have a role in this effort and shall assist as necessary to facilitate recovery efforts.
- 2) Emergency tasks to be performed include:
 - Establish, train and deploy damage assessment teams. 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.
 - 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.
- Regularly review guidelines for damage reporting and accounting.
- Compile damage reports, inform all concerned parties about hazards, and prioritize recovery efforts.
- Ensure that response agencies initiate documentation of all work and costs incurred subsequent to the emergency / disaster.
- Collate and consolidate all expenditures and damage assessment information for transmittal to the Nevada Division Emergency of Management.
- Develop standard operation guidelines for Damage Assessment Team members.

k. Public Works and Engineering / Energy and Utilities.

- 1) Primary responsibility for these functions are assigned to the Pershing County Road Department Supervisor, Pershing County Buildings and Grounds Supervisor, and the City of Lovelock Public Works Director, who shall work together to prepare and maintain Annex K (Public Works and Engineering), and Annex L (Energy and Utilities) to this plan.
- 2) Emergency tasks to be performed include:
 - 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 emergency shelters, if not equipped.
 - Conduct emergency debris clearance operations.
 - Provide emergency potable water.
 - Store and provide fuel for emergency vehicles.
 - Provide sanitation services.

- Prepare emergency maintenance or public work required reports.
- Provide transportation coordination for special service vehicles.
- Assist in damage assessment operations.
- Inspect emergency or disaster shelter sites for serviceability.
- Prepare and mark public / access and functional needs shelters.
- Provide managerial support to the EOC when requested, and support the Emergency Manager.

I. Resource Management.

- 1) Primary responsibility for this function is assigned to the Pershing County Emergency Manager, County Clerk, and the County Recorder / Auditor who shall work together to prepare and maintain Annex M (Resource Management) to this plan.
- 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.

m. Hazard Mitigation.

- 1) Primary responsibility for this function is assigned to the Pershing County Emergency Manager who shall prepare and maintain Annex P (Hazard Mitigation) to this plan.
- 2) Emergency tasks to be performed include:
 - Conduct local threat and hazard analyses.
 - Conduct planning to mitigate identified hazards, to include development of pre-disaster hazard mitigation projects, and seek approval from local officials to implement such projects. This specifically includes periodic (currently every five years) of the Tri-County Hazard Mitigation Plan.
 - 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.

n. Search & Rescue.

- 1) Primary responsibility for this function is assigned to the Pershing County Sheriff who will prepare and maintain Annex R (Search and Rescue) to this plan.
- 2) Emergency tasks to be performed include:
 - Coordinate all search and rescue operations.
 - Fire department assistance may be requested during any search and rescue operation.
 - Request state search and rescue resources after local resources have been exhausted or determined to be inadequate.
 - Use the Incident Command System to coordinate search and rescue operations.
 - Provide adequate training for search and rescue operations.
 - Develop standard operation guidelines for search and rescue operations.

o. Transportation.

- 1) Primary responsibility for this function is assigned to the Pershing County Road Department Supervisor, City of Lovelock Public Works Director and the Pershing

County School District, who shall work together to prepare and maintain Annex S (Transportation) to this plan.

2) Emergency tasks to be performed include:

- Develop guidelines for intra and inter county transportation systems to move critical supplies and equipment from the hazard areas to reception areas, and to transport key emergency workers to and from the hazard area. Guidelines will include movement of key workers on designated evacuation routes in either publicly or privately owned vehicles and/or buses.
- Utilize and maintain the county resources lists to identify public and private transportation resources.
- Provide vans, buses, and trucks for emergency or disaster evacuation.
- Coordinate with law enforcement on establishing staging areas, as well as with fire departments 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.
- Advise the Emergency Manager of roadway conditions and support the removal of disabled vehicles or other blocks to evacuation.
- Recommend additional transportation resources, as needed from adjacent jurisdictions, state and private resources.

p. Donations Management.

1) Primary responsibility for this function is assigned to the Pershing County Clerk, who will prepare and maintain Annex T (Donations Management) to this plan.

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.

q. Legal.

- 1) Primary responsibility for this function is assigned to the Pershing County District Attorney, who will prepare and maintain Annex U (Legal) to this plan.
- 2) Emergency tasks to be performed include:
 - Review and advise our officials on possible legal issues arising from disaster operations.
 - Advise local officials on emergency powers of local government and procedures for invoking those measures.
 - 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.

r. Terrorist / Active Assailant Incident Response.

- 1) Primary responsibility for this function is assigned to the Pershing County Sheriff, who will prepare and maintain Annex V (Terrorist / Active Assailant Incident Response) to this plan.
- 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.

s. Other Annexes.

- 1) All other annexes shall be coordinated and maintained by the Pershing County Emergency Manager.

- 2) 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.

5. Support Services

a. Animal Services

Animal Services is a function of the Pershing County Sheriff's Office and the Lovelock Police Department, and shall perform the following functions:

- 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.
- Provide for Animal Response Team training.
- Assign a liaison individual to report to the Emergency Operations Center, upon request, to assist in animal response operations.
- In conjunction with the Emergency Manager, 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.

b. Debris Management

- 1) The primary responsibility for this function is assigned to Public Works and Engineering.
- 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.

- Ensure that personnel, facilities, and equipment are ready and available for emergency or disaster use.
- Identify potential local debris storage sites who may assist in debris removal process.
- 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.

c. Pershing County 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 EOC 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.

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

1) Nevada Chapter, American Red Cross.

Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers.

- The local and national American Red Cross Chapters will assist in shelter operation in the county.
- Rules, regulations and policies within the American Red Cross shelters are established and administered and monitored by the American Red Cross.

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.

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

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

b. Business Support.

- 1) Local Businesses
- 2) Church Organizations
- 3) Local Chamber of Commerce

VII. DIRECTION AND CONTROL

A. General

1. The Board of County Commissioners 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 County Commissioners will provide overall direction of the response activities of all our departments. During major emergencies and disaster, they or their designee will normally carry out those responsibilities from the EOC.

3. The Emergency Manager 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. All requests for assistance shall be made by the Emergency Manager, with the approval of the BOCC.

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 will be established in the vicinity of the incident site. As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operations Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located at:

Pershing County Community Center
820 6th St.
Lovelock, NV 89419

3. The following individuals are authorized to activate the EOC:
 - a. Board of County Commissioners
 - b. Emergency Manager
 - c. Pershing County Sheriff's Office Command
 - d. Fire Department Command
 - e. City Mayor/ Chief of Police
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's are located at:
 - a. Lovelock City Hall
400 14th St.
Lovelock, NV 89419
 - b. Pershing County Senior Center
630 Western Ave.
Lovelock, NV 89419
 7. A mobile Incident Command Post trailer which is maintained by the Pershing County Sheriff's Office is available for use at all incidents.

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. 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. The County Emergency Manager 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 indicted 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 steams or designated areas, and immediate action should

be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.

3) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.

4) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.

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

4. Level I: Maximum Readiness

a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level II” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.

1) High Wind Warning. High winds are occurring especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.

2) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.

3) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.

b. Declaration of “Level I” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

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

B. Reports

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

C. Records

1. Record Keeping for Emergency Operations

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

- 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.

2. Preservation of Records

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

D. Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

All Pershing County employees shall complete IS-100 online training.

All first fire department / EMS and law enforcement personnel shall complete:

IS-100
IS-200
IS-700
IS-800

All fire department and law enforcement command staff shall complete:

IS-300
IS-400

Each emergency response agency within Pershing County will maintain up-to-date training status records of their personnel and report the status of the above to the Pershing County Emergency Manager.

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 Manager 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 Manager 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 Manager 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 will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The Emergency Manager is responsible for approving this plan.

B. Distribution of Planning Documents

The plan and all annexes shall be posted to the Pershing County web site for all partners to download and use. Printed copies will not normally be distributed, but will be provided upon request.

B. Review

The Basic Plan and its annexes shall be reviewed annually by local officials and certified annually by the Emergency Manager through the LEPC.

C. 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 revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to the Emergency Manager. 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. All affected entities will be notified of changes as they are approved.
4. The Emergency Manager is responsible for providing the Nevada Division of Emergency Management with a copy of this plan and any updates to the plan.

ATTACHMENTS:

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

**ATTACHMENT 1
DISTRIBUTION LIST**

This EOP will be distributed electronically via the Pershing County web site. The following entities will be specifically notified of any changes made at that site:

American Red Cross
Assessor
Board of County Commissioners
Building Department
City of Lovelock, Mayor
City of Lovelock Police
Clerk's Office City/County
County Planning Department
Dispatch
District Attorney
Emergency Manager
EOC Reference Library
Fire Departments
Hospital
Public Health Officer
Road Department
School District
Sheriff
Utilities Director City/County/LMWD/PCWCD

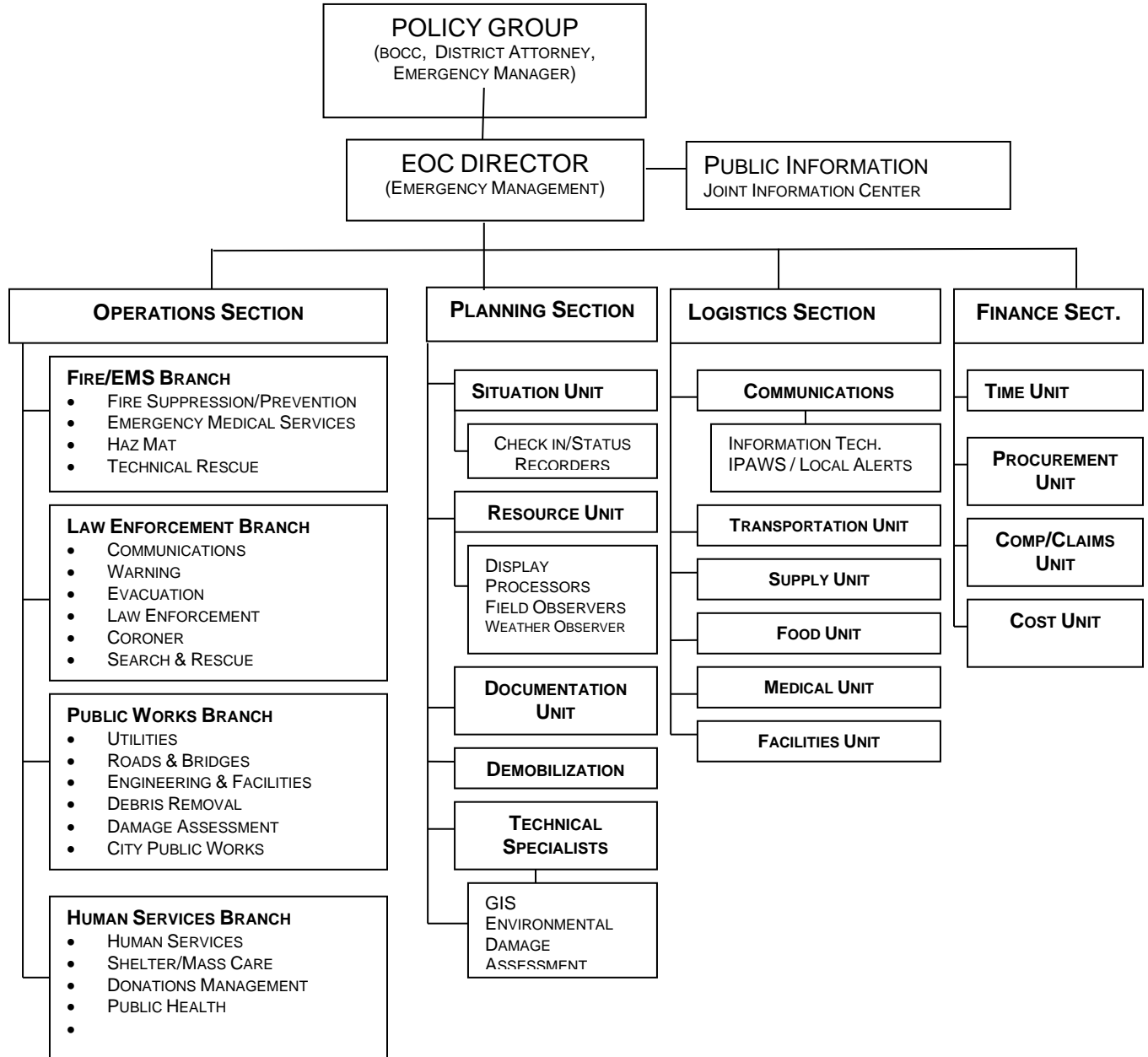
AGENCIES OUTSIDE OF PERSHING COUNTY

Nevada Division of Emergency Management
Washoe County Emergency Management
Humboldt County Emergency Management
Churchill County Emergency Management
Lander County Emergency Management

ATTACHMENT 2 REFERENCES

1. Nevada Local Jurisdictional/Tribal Emergency Operations Planning and NIMS Compliance Guide
2. Nevada Division of Emergency Management, *Response & Recovery Guide*
3. Nevada Comprehensive Emergency Management Plan
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*
6. U. S. Department of Homeland Security, *National Response Framework*
7. FEMA, *Comprehensive Preparedness Guide (CPG)101: Producing Emergency Plans*

**ATTACHMENT 3
ORGANIZATION FOR EMERGENCY MANAGEMENT**



**ATTACHMENT 4
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

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

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

**ATTACHMENT 5
ANNEX ASSIGNMENTS**

ANNEX	ASSIGNED TO:
Annex A: Warning	Sheriff / Emergency Manager
Annex B: Communications	Sheriff
Annex D: Radiological Protection	Fire Departments
Annex E: Evac, Sheltering, Mass Care	Emergency Manager
Annex F: Firefighting	Fire Departments
Annex G: Law Enforcement	Sheriff
Annex H: Health and Medical Services	CNHD
Annex I: Public Information	Emergency Manager
Annex J: Recovery	Emergency Manager
Annex K: Public Works & Engineering	Road Dept / Public Works / Bldgs & Grounds
Annex L: Utilities	Road Dept / Public Works / Bldgs & Grounds
Annex M: Resource Management	County Auditor
Annex N: Direction & Control	Emergency Manager
Annex O: Human Services	Emergency Manager
Annex P: Hazard Mitigation	Emergency Manager
Annex Q: Hazardous Materials Response	Emergency Manager / Fire Departments
Annex R: Search & Rescue	Sheriff
Annex S: Transportation	Road Dept./ PW, School District
Annex T: Donations Management	County Clerk
Annex U: Legal	District Attorney
Annex V: Terrorist/Active Assailant Incident Response	Sheriff

**ATTACHMENT 6
AGREEMENTS & CONTRACTS**

Agreements

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

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: Emergency Manager

Description: Nevada Division of Forestry Wildfire Protection Program
Summary of Provisions: Cost sharing agreement with NDF to reimburse high cost Wildland fires
Officials Authorized to Implement: BOCC, Emergency Manager, Fire Chiefs
Costs: Varies every 2 years
Copies Held By: Emergency Manager

