

RESOLUTION NUMBER: 2024-39

Revising the Roosevelt County Emergency Action Plan

WHEREAS NMSA 1978, Section 3-18-1 provides that municipalities, and also counties pursuant to NMSA 1978, Section 4-37-1, have the power to “protect generally the property of its municipality and its inhabitants” and to “preserve peace and order”; and,

WHEREAS NMSA 1978, Section 4-38-18 declares the Board of County Commissioners shall “have the care of county property and the management of the interest of the county in all cases where no other provision is made by law”; and,

WHEREAS the Board of County Commissioners of Roosevelt County has determined that to best protect the County’s citizens and its property it is necessary to promulgate a system of preserving and protecting the public’s and county property and preserve the peace and order when an emergency situation arises for which no other provision is made by law which provides for the manner by which peace and order as well as the preservation of public and county property can be insured.

WHEREAS the objective of this policy is to have the force and effect of law to implement, interpret, or make policy as it applies to the emergency action plan of Roosevelt County Government.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF ROOSEVELT COUNTY THAT the revised Roosevelt County Government Emergency Action Plan is hereby approved.

PASSED, APPROVED, and ADOPTED this 12th day of November 2024.

ATTEST:

Mandi M. Park
Mandi Park, County Clerk



**BODY OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO**

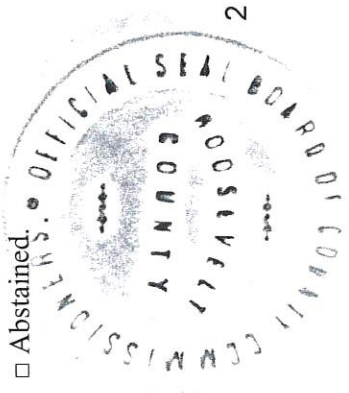
Tina Dixon
Tina Dixon, District IV Chairwoman
Voted: Yes No Abstained

Roy Lee
Roy Lee Criswell Vice Chair – District III
Voted: Yes No Abstained

Dennis Lopez
Dennis Lopez – District I
Voted: Yes No Abstained.

Rodney Savage
Rodney Savage, – District II
Voted: Yes No Abstained

Paul Grider
Paul Grider– District V
Voted: Yes No Abstained.






Roosevelt County

Established 1903

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Roosevelt County

Emergency Action Plan

Mission Statement

Roosevelt County is committed to the safety and welfare of its employees and citizens, and to preserving the property of Roosevelt County through procedures and policies that set guidance and standards for employees to follow during foreseeable emergency situations. The Loss Prevention Committee is made up of one person from each department/office of the County as well as one person from the District Court office.

Authority

During an emergency situation, the County Manager or highest-ranking official on duty will have absolute and total authority for decisions affecting the County, the emergency, and the security of the County. In the absence of the County Manager or Assistant Manager, The Emergency Manager will have authority to make decisions affecting the County.

County Manager	Annette Kirk	575-607-1964
Emergency Manager	Johnny Montiel	575-607-5700
Facility Maintenance Supervisor	Gary Spinks	575-607-7909
HR/Loss Prevention Coordinator	Gemma Martin	575-749-4745

EMERGENCY ACTION PLAN

for

Facility Name: _____

Facility Address: _____

DATE PREPARED: ____/____/____

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EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at _____ site, such as _____, _____, or _____):

Name: _____ Phone: (_____)

EMERGENCY MANAGER:

Name: _____ Phone: (_____)

AREA/FLOOR MONITORS (If applicable):

Area/Floor: _____ Name: _____ Phone: (_____)

Area/Floor: _____ Name: _____ Phone: (_____)

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: _____ Phone: (_____)

Name: _____ Phone: (_____)

Date : ____/____/____

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area and hallways. The following information is marked on evacuation maps:

1. Emergency exits.
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Fire alarm pull stations' location.
 - a. Assembly points
- Site personnel should know at least two evacuation routes.

Date: ___/___/___

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EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: _____

PARAMEDICS: _____

AMBULANCE: _____


POLICE: _____

SECURITY (If applicable): _____

BUILDING MANAGER (If applicable): _____

Date: ____/____/____

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UTILITY COMPANY EMERGENCY CONTACTS
(Specify the name of the company, and phone number)

ELECTRIC: _____

WATER: _____

GAS (if applicable): _____

TELEPHONE COMPANY: _____

Date: ____/____/____

**EMERGENCY REPORTING AND EVACUATION
PROCEDURES**

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- SHELTER IN PLACE
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (specify) _____
- (e.g., terrorist attack/hostage taking)

Date: ___/___/___

Lock Down at your Facility

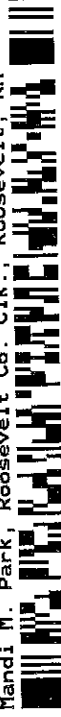
1. In the event of a hostage situation, a person with a gun, drive-by shooting, indoor shooting, and/or act of terrorism, stay in the building/office and seek shelter within your department. **DO NOT** try to investigate the situation, **CALL 911** as soon as possible.
 2. When safely or reasonably possible, and when you are either at your desk or in your department use the desk phone and press # 0 for courthouse phone or (*your department procedure and policy*) and broadcast the emergency as quickly as possible to alert other offices and employees in the building. Calmly state the emergency so everyone understands what is occurring, and if possible, state the emergency twice.
 3. When heading to your department office, conduct a sweep of your respective office and bring any and all customers with you.
 4. Once in the office, stay away from the window(s) and door(s) and turn off your lights. Then crouch down on the floor behind a desk or area of concealment/cover. Also, **silence your CELL PHONE.**
 5. If the person is coming to an area where you are at, and you have an opportunity and the availability to overtake the person, then this will be a decision that **YOU will have to make** to either defend your life and/or stop the action.
 6. If you are in the hallway, restroom, another department, coming in from outside, leaving outside, etc.. find or use any department office, or find a reasonable area of concealment/cover, and/or leave the area or building if all possible.
 7. If you are in an office during an active shooter situation, your first priority should be to "run" and evacuate, if possible, then if escape is not an option, "hide" in a secure location, and only as a last resort, "fight" to disrupt the shooter; always prioritize your safety and follow the "Run, Hide, Fight" protocol. If you stay in the office and choose to hide, stay quiet and do not come out until you hear a first responder's voice announcing that it is clear to come out, **but make sure it is a voice that you can recognize and trust.**
- Key points to remember:**
- **Run:** If there is a clear escape route, immediately evacuate the building, leaving behind belongings if necessary.
 - **Hide:** If running is not an option, find a secure hiding place like a room with a lockable door, turn off lights, silence your phone, and remain quiet.
 - **Fight:** Only fight as a last resort, if your life is in immediate danger, and use anything available to disrupt or incapacitate the shooter.

Date: ____/____/____

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MEDICAL EMERGENCY

- Call the medical emergency phone number (911): and then notify your direct Supervisor, Emergency Manager, and Loss Prevention Coordinator

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number),
and
- c. Your name and phone number from which you are calling.
- Do not move the victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: _____ Phone: _____

Name: _____ Phone: _____

- 1. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance (call the Loss prevention coordinator):

1. First Aid (cleaning minor cuts, scrapes or scratches etc.)
2. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
3. Clear the air passages using the Heimlich Maneuver in case of choking.

- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

If a county employee is injured or hurt, remember there is a **mandatory 15 days** to report the injury for a Worker's Compensation claim.

Date: ____/____/____



FIRE EMERGENCY

When a fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling _____
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- | | | | |
|--------------------------|---|--------------------------|-----------------|
| <input type="checkbox"/> | Voice | <input type="checkbox"/> | Radio |
| <input type="checkbox"/> | Communication | <input type="checkbox"/> | Other (specify) |
| <input type="checkbox"/> | Phone Paging
<small>(Dial # 0 on the phone system, giving verbal notification of the situation, or in case the phone system is not working blow a horn or whistle will be used to alert personnel)</small> | | |

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

The Department Head, Elected Official, Emergency Manager, or Facility Manager shall determine if it is necessary to evacuate the facility:

Upon being notified about the fire emergency, occupants must:

Leave the building using the designated escape routes. (All personnel shall leave the facility immediately upon notice of evacuation.)

- Do not take time to turn off computers. Ladies, collect your purses and leave.
- Shut the office doors (but do not lock the door in order to allow entry of firefighting personnel if circumstances warrant.) to minimize or contain potential fire/smoke damage. Prior to leaving, hang an evacuated placard on the door to aid firefighters looking for personnel. *(Make sure everyone knows that once you are out stay out! Never go back inside a burning building)*
- **Do not use the elevator in case of fire.**
If you have to escape through smoke, crawl, but keep your head one to two feet above the floor, where the air will be cleanest.
If you become trapped in a room or area, test doorknobs and spaces around closed doors with the back of your hand. If the door is warm, try another escape route. When it is cool, open it slowly. Slam the door shut if smoke pours through, then find an alternate escape route.
- Assemble in the designated area: *(See your department Policy and Procedure for specify location)*
- Remain outside until the competent authority (Designated Official or



designee) announces that it is safe to reenter.

Designated Official, Emergency Manager or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
 - Coordinate an orderly evacuation of personnel.
 - Perform an accurate head count of personnel reported to the designated area.
 - Determine a rescue method to locate missing personnel.
 - Provide the Fire Department personnel with the necessary information about the facility.
 - Perform assessment and coordinate emergency closing procedures.
- Area/Floor Monitors must:*
- Ensure that all employees have evacuated the area/floor.
 - Report any problems to the Emergency Coordinator /Manager at the assembly area.

Assistants to Physically Challenged should:

- **Assist all physically challenged employees in an emergency evacuation.**
(The courthouse has a stair chair available to assist in going downstairs)

Date ___/___/___

EXTENDED POWER LOSS

In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and affecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss (Facilities Manager or designee use their discretion).
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing (Facilities Manager or designee use their discretion).
- Equipment that contains fluids that may freeze due to long-term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources (Facilities Manager or designee use their discretion).
-

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water turned back on. (Facilities Manager)

Date: ____/____/____

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CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: _____

Personal Protective Equipment (PPE):
MSDS: _____

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator / Manager.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Address injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: _____
Phone Number: _____

- Evacuate the building, as necessary.

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator / Manager and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner while wearing the proper PPE.
- Review the general spill cleanup procedures.

Date: ____/____/____

Shelter in Place

1. In the event of a weather-related natural disaster like severe wind, hail, microbursts, lightning etc.... stay in the building and seek shelter within your department.
2. In case of a tornado, (See your department Policy and Procedure for specific location).
3. When heading to (your department-specified location), try to stay away from windows and glass doors and do not run.
4. **DO NOT** use the elevator during a tornado.
5. Once arriving at (your department's specify location), safely, all employees **WILL** meet and do a quick evaluation and headcount to make an assessment of who is missing.
6. Also, in the event of a power outage, please stay in your office and lock the doors until it is determined why there was a power outage. Once it is found out why the power is out, the County Manager, Department Head, or Elected Official will make a decision to go home.

Date ____/____/____

Angry Customer

1. If a customer becomes angry, verbally abusive, destructive, and/or combative, immediately back away and do not argue with them, but notify your supervisor. Then, call for the police to handle the situation and make a report for our documentation. If your office is equipped with a "Panic Push Button" press it immediately. (Treasurer's Office)
2. Once Police Officers have arrived and are addressing and/or resolving the issue, notify the Loss Prevention Coordinator so that the situation can be documented and looked at.
3. If the person arms themselves, starts throwing things, and/or approaches you if at all possible, enter into an office or safe area to protect yourself by locking the door or barricading yourself. If not, defend yourself to the best of your ability, but do not provoke or start a fight intentionally.
4. If the situation does get physical and injuries occur, immediately call for an ambulance and for a police officer.
5. If a county employee is injured or hurt, remember there is a **mandatory 15 days** to report the injury for a Workers Compensation claim.

Date: ____/____/____

STRUCTURE CLIMBING/DESCENDING EMERGENCIES

List structures maintained by site personnel (tower, river gauge, etc.):

No.	Structure Type	Location (address, if applicable)	Emergency Response Organization* (if available within 30-minute response time)

Emergency Response Organization(s):

Name _____ Phone Number _____

Name _____ Phone Number _____

(Attach Emergency Response Agreement if available)

* - N/A. If no Emergency Response Organization is available within a 30-minute response time additional personnel trained in rescue operations and equipped with rescue kits must accompany the climber(s).

Date: ____/____/____

Bomb Evacuation

1. If you are the person who receives the bomb threat follow the Bomb Threat Call Procedures located below.
2. In the event of a bomb threat, **DO NOT** use a Cell Phone, Desk Phone Intercom, Fire Alarm, 2-way Radio, or any other transmitting devices while you are in the building. Once outside and away from the building **CALL 911** and report the situation.
3. **NOTIFICATION** of a Bomb Threat **SHALL** be made in person, **DO NOT** use the phone intercom to make an announcement. Utilize your staff or county employees to notify all departments slowly and quietly, but **DO NOT** touch or move anything that looks, sounds, or smells suspicious. Please exercise **NOISE** discipline as you gather your belongings and leave your office.
4. When exiting the work area, use the nearest exit door. Also, be as quiet as you can as you exit the building.
5. In case of a ***bomb threat***, personnel will evacuate to each (**See your department Policy and Procedure for specific location**) until emergency personnel determine it is safe to return to work.

Date: ___/___/___

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, AND BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER. YOUR NAME: _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ DATE: _____

ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____ APPROXIMATE AGE: _____

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> High Pitch <input type="checkbox"/> Raspy <input type="checkbox"/> Intoxicated <input type="checkbox"/> Soft <input type="checkbox"/> Deep <input type="checkbox"/> Pleasant <input type="checkbox"/> Other _____	<input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Stutter <input type="checkbox"/> Slurred <input type="checkbox"/> Slow <input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Other _____	<input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Foul <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Other _____
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Foreign <input type="checkbox"/> Race _____	<input type="checkbox"/> Calm <input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Righteous <input type="checkbox"/> Angry <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Machines <input type="checkbox"/> Music <input type="checkbox"/> Office <input type="checkbox"/> Machines <input type="checkbox"/> Street <input type="checkbox"/> Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Quiet <input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Party <input type="checkbox"/> Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

- When will it go off? Certain Hour _____ Time Remaining _____
- Where is it located? Building _____ Area _____
- What kind of bomb? _____
- What kind of package? _____
- How do you know so much about the bomb? _____
- What is your name and address? _____

If the building is occupied, inform the caller that detonation could cause injury or death.

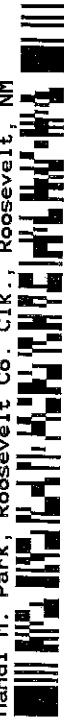
Activate malicious call trace: Hang up the phone and do not answer another line. Choose the same line and dial (*57 or ?? what is your phone system callback or trace number) (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call the Police at _____ and relay information about call.

Did the caller appear familiar with the plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach it to this checklist.
 Notify your supervisor immediately.

Date: ____/____/____

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SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use your arms to protect your head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If a car stalls, abandon it immediately and climb to higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator/Manager or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the



- wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.
- If stranded in a car or truck.*
- Stay in the vehicle!
 - Run the motor f about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
 - Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
 - Exercise to keep blood circulating and to keep warm.

Date: ___/___/___

Continuation of Services

In the event of a natural or manmade disaster that has rendered the Roosevelt County Courthouse offices and / or space unusable, the Roosevelt County Emergency Action Plan for Continuation of Services and Operations has identified space at the Roosevelt County Fairgrounds, Jake Lopez Building, Bonam Home (EOC) and the Roosevelt County Sheriff's Office to continue operations until the Roosevelt County Courthouse is restored back to operational standards.

It will be the responsibility of the Roosevelt County Courthouse Department Heads and Elected Officials to make sure the proper preparations of replacement equipment, supplies, machines, special paper, special printers, software, etc.... that it will take to make this transition from the Roosevelt County Courthouse to another location for the Continuation of Services and Operations. Also, the Department Heads and Elected Officials will be the employees' point of contact for information on where the continuation of services will be located.

Please, make sure that the Human Resources Administrator and the County Manager have all the information needed for a quick transition.

Our goal is to have everything in place so that in the event of a natural or human-caused disaster that renders our building unusable we can immediately take action and keep Roosevelt County going with services and operations.

Date: ____/____/____

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Description of Assignment

- Personnel involved in critical operations may remain on the site upon the permission of the site-designated official or Emergency Coordinator/Manager.
- In case an emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the Emergency Action Plan.

The following offices should be contacted:

Name/Location: _____
Telephone Number: _____

Name/Location: _____
Telephone Number: _____

Name/Location: _____
Telephone Number: _____

Date: ____/____/____

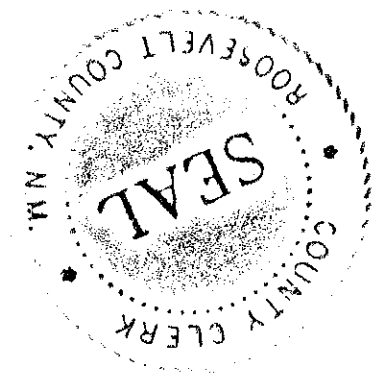
TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

Name	Title	Responsibility	Date

Date: ___/___/___



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