



RESOLUTION NUMBER: 2017-11

Adopting a Roosevelt County Government 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 that the Board of County Commissioners of Roosevelt County that:

The Board adopts the attached Emergency Action Plan in order in order to preserve and protect the public’s and county property, and to 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.



PASSED, APPROVED AND ADOPTED this 7th day of February, 2017.

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

ATTEST:



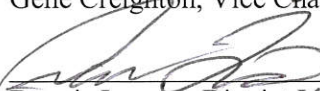
DeAun D. Searl, Roosevelt County Clerk




Paul Grider, Chairman – District V



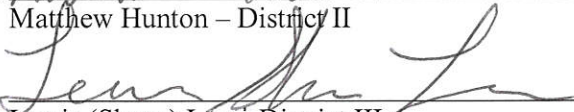
Gene Creighton, Vice Chairman – District IV



Dennis Lopez – District I



Matthew Hunton – District II



Lewis (Shane) Lee – District III



ROOSEVELT COUNTY Emergency Action Plan

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Mission Statement

Roosevelt County is committed to the safety and welfare of its employees and citizens, and to preserve the property of Roosevelt County through procedures and policies that sets guidance and standards for employees to follow during foreseeable emergency situations.

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 security of the County. In absence of the County Manager the Loss Prevention Committee Chair will have authority to make decisions affecting the County.

County Manager	Amber Hamilton	575-607-5797
Loss Prevention Chair	Gary Spinks	575-607-7909
HR/Loss Prevention Coordinator	Debbie Olds	575-693-2813



A. Evacuation Procedures-Courthouse

1. The Department Head, Elected Official or designee shall determine if it is necessary to evacuate the facility.
2. Immediately upon being notified to evacuate, the Department Head, Elected Official or designee shall set off an alarm *(Dial # 0 on the phone system, giving verbal notification of the situation, or in case the phone system is not working a blow horn or whistle will be used to alert personnel)* and ensure that all personnel are accounted for and have them report to a designated place.
3. All personnel shall leave the facility **immediately** upon notice of evacuation.
4. 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 Evacuated placard on door to aid firefighters looking for personnel.
5. The evacuation of an area shall be conducted in an orderly manner without compromising staff or the public's safety. Supervisors should supervise the movement to ensure a smooth evacuation. **Exit through the nearest door.** The following is a list of locations and procedures to be taken:
 - Basement (First) Floor Offices - Primary exit is the main exit doors on the north, south, east and west sides. Secondary exit is individual office windows.
 - First Floor Offices - Primary exit is the main exit doors on the north, south, east and west sides. Secondary exit is individual office windows.
 - Second Floor Offices – Primary exit is down the stairs to 2nd floor exit doors on the north, south, east and west sides.
 - Third Floor Offices – Primary exit is down the stairs to the First floor exit doors on the north, south east and west sides.

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 of the Court House, test doorknobs and spaces around closed doors with the back of your hand. If the door is warm, try another escape route. If it is cool, open it slowly. Slam the door shut if smoke pours through, then find alternative escape route.

Make sure everyone knows that once you're out, stay out! Never go back inside a burning building.



6. Designated Areas of Evacuation

All persons evacuated from the Courthouse shall evacuate to the Chamber of Commerce (100 South Avenue A). Each Department Head or Elected Official shall ensure that all his staff and any other persons visiting his office are accounted for.

Use of cell phones or two-way radios will be used to confirm evacuation status and for communication.

7. Courthouse Entry Prevention of the General Public During an Evacuation

Fire Drill/Bomb Threat Signs informing the general public of incident will be hung at each door entrance discouraging entrance into the building. However, to reinforce and prevent entrance, the following offices will designate a person to watch over the entry door (*after all evacuated persons from the Courthouse have been accounted for*) and keep watch until emergency personnel arrive:

North Side Door - Assessor's Office

South Side Door - Treasurer's Office

East Side Door - Administrator's Office

West Side Door - Clerk's Office

B. Evacuation Procedures-Detention Center has an established evacuation policy.

C. Evacuation Procedures- Road Department

Employee have been trained to exit through the nearest door away from the fire and to meet upwind from the fire. The Road Department has access in their building through two large bay doors, one at the north and south ends of the building. Prior to leaving the inside of the building, if safe, turn off the fuel pump switch. Then outside of the building on the east side of the building, turn off the main power source for the fuel pumps.

D. Evacuation Procedures-Sherriff's Office

Exits are marked with emergency lighting and signage. Employees at the Sherriff's Office communicate emergency situations via radio and are trained to exit through the nearest exit away from the fire and to meet upwind the fire.

E. Fire Fighting

1. Fire extinguishers or other available equipment will be used to extinguish a fire or combat the fire until arrival of the local fire department whenever possible.

(NO ONE should at any time place themselves or other persons in danger).



Bomb Evacuation

Section 2

1. If you are the person who receives the bomb threat follow the Bomb Threat Call Procedures located behind the evacuation maps in this document.
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're 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 slowly and quietly notify all departments, 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 Courthouse or 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 the **Extension Office at the Fairgrounds (705 East Lime)** until emergency personnel determine it is safe to return to work.

Shelter in Place

Section 3

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, seek shelter in the basement of the Courthouse.
3. When heading to the basement of the Courthouse, try to stay away from windows and glass doors and do not run.
4. **DO NOT** use the elevator during a tornado.
5. Once you have gotten to the basement of the Courthouse safely, all employees **WILL** meet and do a quick evaluation and head count 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, a decision will be made by the County Manager, Department Head or Elected Official to go home.



1. In the event of a hostage situation, 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 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 you are 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 of overtaking 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, stay quiet and do not come out until you hear a familiar voice announcing that it is clear to come out, **but make sure it is a voice that you can recognize and trust.**



Medical Emergency

Section 5

1. In the event that a customer or employee has any type of medical emergency and/or injury, immediately **CALL 911**. Then, notify your direct supervisor and also the Loss Prevention Coordinator.
2. If you are certified in CPR and First Aid, immediately assist and treat to the best of your abilities and through the training you have received. First Aid Kits are located in each office. If an AED (Automated External Defibrillator) is needed, there is one located in the Clerk's Office on the first floor of the Courthouse.
3. If it's a small situation or minor issue like a cut, scrape, small puncture, etc..., there are small first aid kits located in each Department. Once you have treated and cared for the minor issue, then notify the Loss Prevention Coordinator.
4. If a county employee is injured or hurt, remember there is a mandatory 15 days to report the injury for a Workers Compensation claim.

Angry Customer

Section 6

1. If a customer becomes angry, verbally abusive, destructive and/or combative, immediately back away and don't argue with them, but notify your supervisor. Then, call for the police to handle the situation and take 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.



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 and the Roosevelt County Sherriff'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 employee's point of contact on 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.

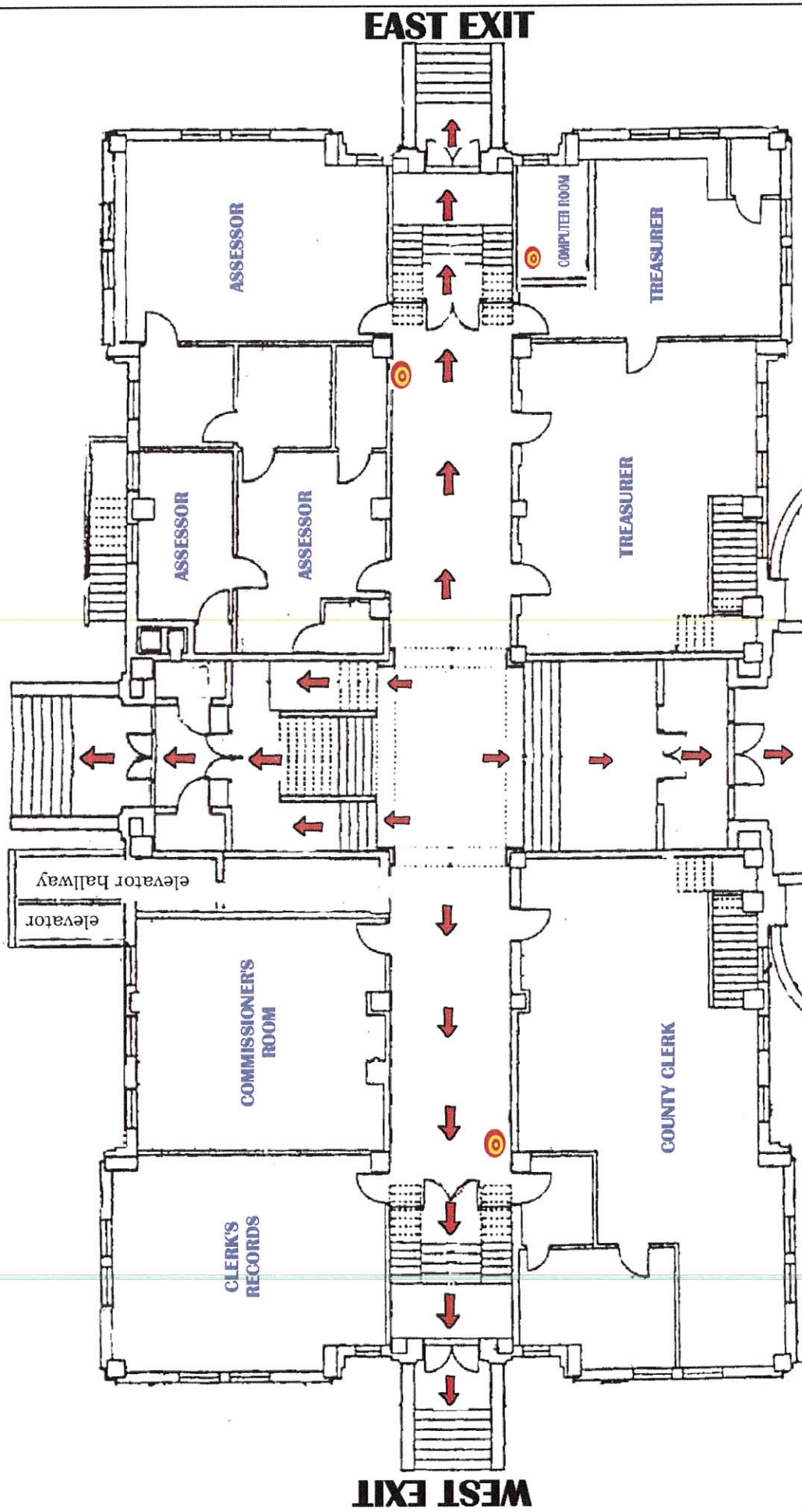
Our goal is to have everything in place so that in the event of a natural or manmade disaster that renders our building unusable we can immediately take action and keep Roosevelt County going with services and operations.



FIRST FLOOR



NORTH EXIT



EAST EXIT

WEST EXIT

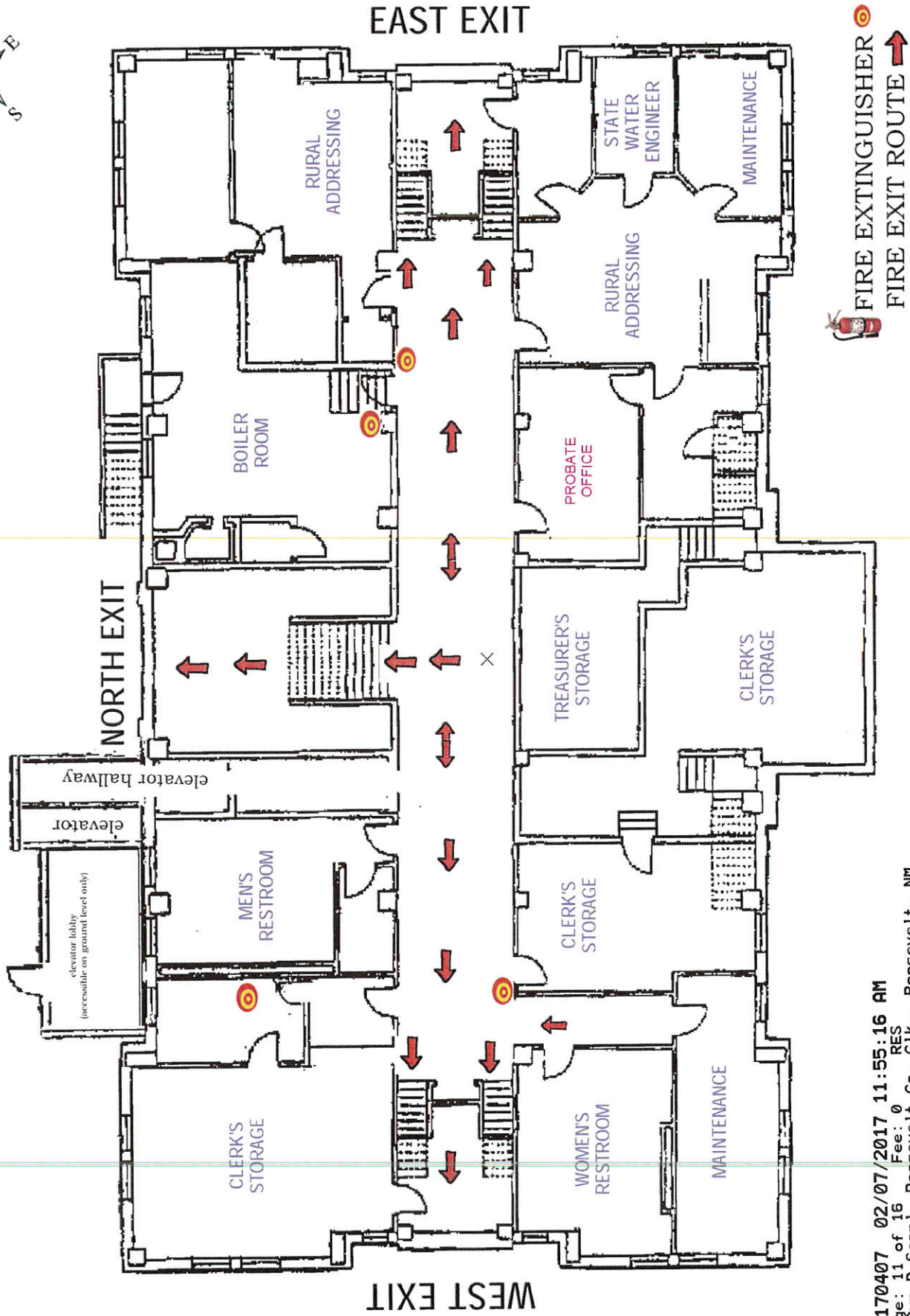
SOUTH EXIT

FIRE EXTINGUISHER
 FIRE EXIT ROUTE

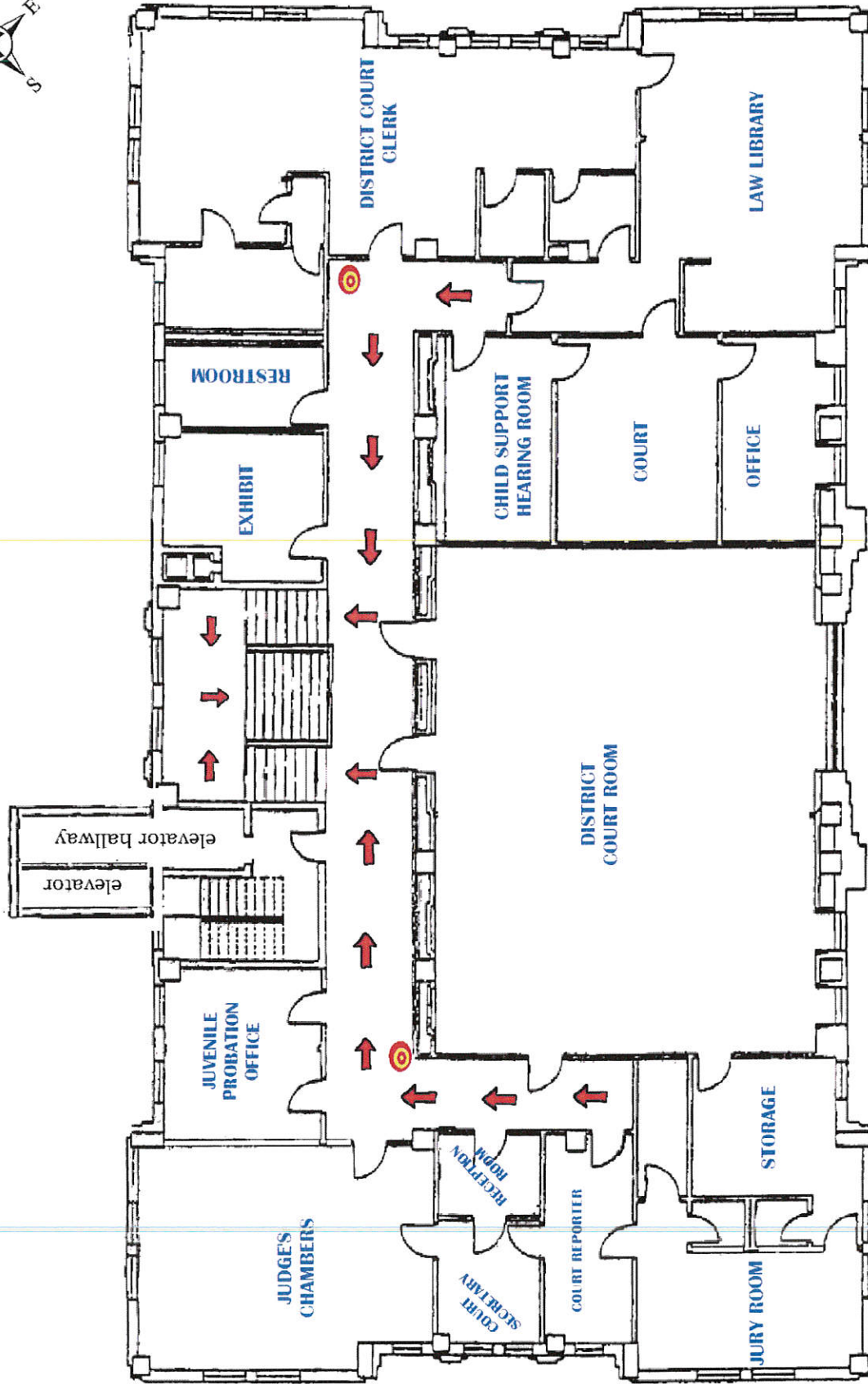
EVACUATION FLOOR



BASEMENT



SECOND FLOOR

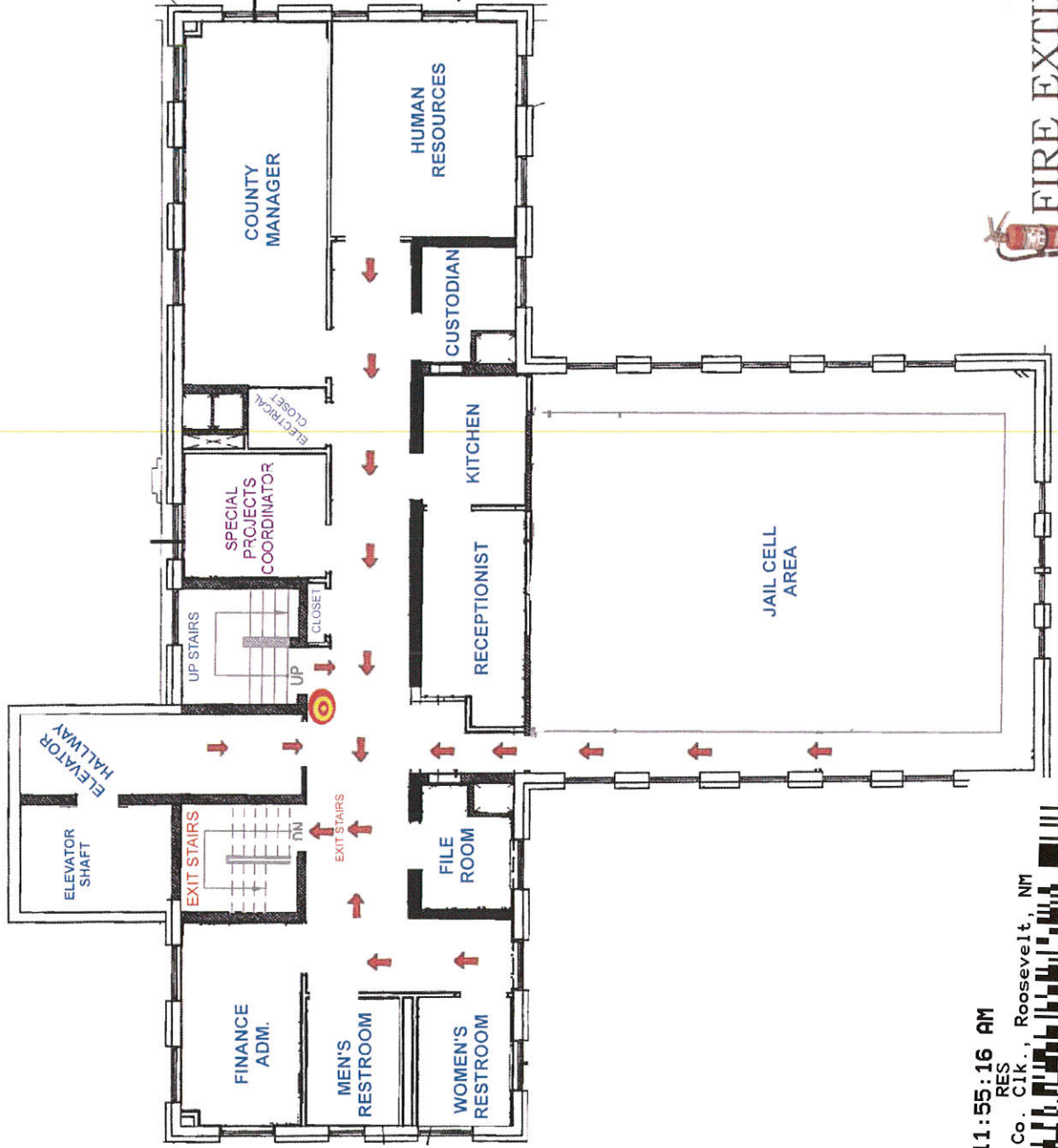


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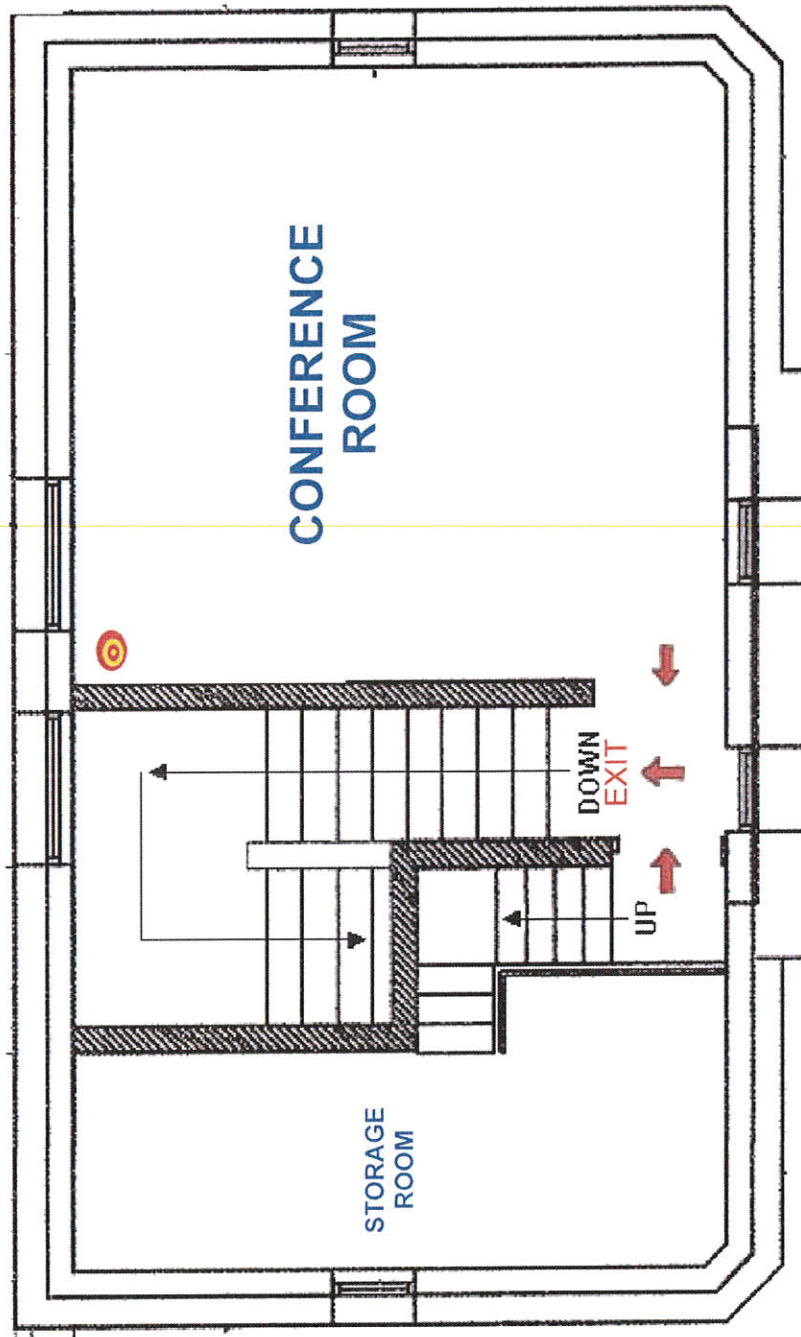


THIRD FLOOR





FOURTH FLOOR



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FIRE EXTINGUISHER

FIRE EXIT ROUTE

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds:

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

Other Information:



Homeland
Security



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