POLICY:

It is the policy of Cibola County to take every possible action to comply with all emergency regulations and to protect its employees and visitors in emergency situations. Emergency situations may require the help and participation of the entire staff. Certain responsibilities are defined in this document to ensure smooth operations in the event of an emergency. Everyone must be familiar with emergency operations. This plan shall be readily available, posted/kept in each office and reviewed annually by department personnel.

Purpose:

The purpose of the emergency action plan is to:
1. Ensure the safety of all employees and visitors to the Cibola County Complex.
2. Ensure the safety of the local community.
3. Minimize property damage.
4. Provide compliance with OSHA regulation 29 CFR 1910.38 (emergency action plan) and any and all city ordinances.

Emergency Plan Coordinator:

Dustin W. Middleton, Emergency Management Coordinator, is responsible for making sure this emergency action plan is kept up to date, practiced and reviewed annually.

The Emergency Plan Coordinator can be reached in his office in the dispatch building or by calling (505) 285-2558 or (928) 245-6033.

In the event that the Emergency Management Coordinator is not available, the County Manager can be reached in his office in the County Managers Office or by calling (505)285-2581 or (505)287-9431. If the County Manager is not available, his designee can be reached by calling the primary Cibola County number (505)287-9431.
Emergency Telephone Numbers:

Grants Fire Department 911
Cibola Ambulance Service 911
Grants Police Department 911  
  Non-Emergency 287-4404
CRCC Dispatch 287-2983
Cibola County Sheriff 911  
  Non-Emergency 287-9476
New Mexico State Police 287-4141
Cibola General Hospital (General) 287-4446
Cibola General Hospital (E.R.) 287-5261
Regional Poison Control 1-(800) 222-1222
Driving While Intoxicated (DUI) #394 (DUI)

Reporting Procedures:
Most emergencies will be reported to 911 then the County Manager’s Office or the Emergency Management Coordinator either by calling 287-9431 or sending a responsible person to the County Manager’s Office to report the problem. The County Manager or the Emergency Management Coordinator or his designee will decide what action to take based on the severity of the situation. The attached phone tree (Appendix A) may be used to contact all employees.

If the emergency is severe enough to warrant immediate attention, the person discovering the emergency, should call 911 and notify the appropriate person immediately.

When calling 911, please provide as much of the following information as possible:

- Is this an Emergency?
- Exact location of the Emergency
- Type of Emergency
  - Police
  - Fire
  - Medical
Types of Emergencies:

Emergencies which may be encountered, (but are not limited to these) are:

- Fire
- Explosion
- Bomb threat or Suspicious Package
- Chemical Spill/Leak
- Natural Gas Leak
- Violence
- Medical
- Severe Weather
- Flooding/ Water Leak

Each of these situations will be discussed in greater detail later in this document.

Evacuation Procedures:

**EmergencyEvacuation Notification:**

The primary means to notify occupants of Cibola County Complex buildings that they must evacuate is use of the phone system. This system of notification, while not totally reliable due to busy signals, power outages, etc., should be activated during real emergencies to have people vacate the buildings. (Medical emergencies normally do not require evacuation of the building(s)). If there is no contact with a specific department, then a runner should be sent to that department to notify them as soon as possible.

**EmergencyEvacuation Procedures and Routes:**

Evacuation routes have been posted in each department area and common areas, and all employees will be trained in correct emergency evacuation procedures. New employees will be trained when assigned to specific work areas. A sample escape route drawing similar to the type posted throughout the complex is included with this plan as Appendix B-C.

**Procedures for Employees Who Remain to Conduct Critical Operations Before Evacuating:**

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in the area that is being evacuated long enough
to perform critical operations. These assignments are necessary to ensure proper emergency control. One example would be the dispatchers for CRCC.

**Office Areas:**
Each department will have designated assembly areas where everyone will gather for safety and accountability. The safety representative should brief those to whom they are responsible on the location of each assembly area. Refer to Appendix D for the assembly area map.

**County Manager’s Office; Maintenance,**
Evacuees coming from the County Manager’s Office main entrance will assemble in the North West Smiths. parking lot near the dumpster. (Area 1)

**Treasurer’s Office; Assessor’s Office:**
All evacuees will exit through the Convention Center entrance and assemble in the North West parking lot near the dumpsters. (Area 1)

**Clerk’s Office; IT/GIS Office:**
All evacuees will exit through the Convention Center entrance and assemble in the Main South Parking lot. (Area 2)

**District Court Building: DA Offices, DWI Compliance,**
All evacuees will exit the District Court building and assemble in the South Main parking lot. (Area 2)

**APPO:**
All evacuees will exit the APPO Offices and assemble in the North East Parking lot. (Area 3)

**Accountability Procedures after Evacuation:**
Each supervisor is responsible for accounting for all assigned employees and/or visitors personally or through a designee, by having these persons report to a predetermined, designated rally point and conducting a head count. Each person must be verified as present by name. All supervisors are required to report their head count (by name) to the County Manager or Emergency Management Coordinator.

**Sheltering in place:**
Certain emergencies may require employees not to evacuate, but to move to an interior, windowless room for safety. Severe weather and/or violence may be such cases. If this
decision is made by the senior person present, the following precautions should be considered:

- Lock all entry points into the area,
- Turn off all lights,
- Cover windows,
- Stay as close to the floor as possible and out of sight,
- Call 911 if a phone is available.

**Employee Accountability Procedures Following Evacuation:**

Each safety representative is responsible for accounting for each employee and/or visitor following an emergency evacuation. The following procedures apply:

1. Assembly areas have been established for all evacuation routes and procedures. Refer to Appendix D.
2. All employees must report to their designated assembly areas immediately following an evacuation.
3. Each person is responsible for reporting to his or her superior so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the County Manager’s Office or Emergency Management Coordinator.
4. The County Manager or Emergency Management Coordinator will be located at in an area designated by local authorities as safe or in Evacuation Area 1.
5. A concerted effort with local authorities will determine the best method to locate missing persons.
6. The County Manager or Emergency Management Coordinator in conjunction with local authorities will determine when it is safe to return to the County Complex.

**Rescue and Medical Duties:**

The Cibola County Complex does not have emergency rescue and/or medical personnel who would be assigned specified duties during a crisis, but county officials would rely on the expertise of Grants Fire and Rescue, Grants Police Department and Mt. Taylor Ambulance Service.

**Specific Situations:**

Different emergencies will require various responses from supervisors and employees. The following situations are among those which may be experienced, but by no means include all possibilities.
**Fire:**
If you see a fire, smell a burning odor or see smoke you believe to be caused by fire call 911 and inform the County Manager’s Office or the Emergency Management Coordinator of the situation.

**If the fire is small, heavy smoke is NOT present, you have been trained to use a fire extinguisher, and you have an exit** available to you for evacuation purposes, you may use the nearest appropriate fire extinguisher following the P-A-S-S procedure.

- **P – Pull** the pin located in the extinguisher’s handle.
- **A – Aim** the nozzle, horn or hose at the base of the fire. Do not aim directly at the source, since this may spread the flames. Begin discharging 8-10 feet away from the source of the fire.
- **S – Squeeze** or press the handle.
- **S – Sweep** from side to side at the base of the fire until it is extinguished.

**If the fire is large or the area filled with heavy smoke** (which is just as deadly as fire), evacuate the building and call 911 from a safe assembly area.

**Explosion:**
Chemicals, leaking gas, faulty boilers, bombs, or falling aircraft are some possible causes of life-threatening explosions. If you hear or are in the area of an explosion:

- Call 911
- Notify the County Manager’s Office or Emergency Management Coordinator if possible.
- Be prepared for possible further explosions.
- Crawl under a table or desk.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc...).
- Feel doors for heat before opening, and open carefully.
- Watch for falling objects.
- If requested, accompany and assist persons with disabilities.
- Do not use matches or lighters.
- Evacuate the building as soon as you are able.
- If you are not able to evacuate, wait for emergency responders.

**Bomb Threat:**
There are two main reasons someone may call with a bomb threat:

- The person knows of an explosive device that is in place, and wants to minimize injuries and/or deaths.
• The person wants to create an environment of panic/confusion or to interrupt normal office/building functions.

The second reason is the most frequently encountered. Unfortunately, there is often no way to tell which is the motivation of the caller until a thorough inspection of the building is conducted. This means that there will always need to be a response to the threat by emergency services personnel (police, fire and medical.)

If a threat is received, the person answering the telephone should do the following:

• If a recorder is available, record the call.
• Write down the information on the telephone LED display.
• Note which telephone number the caller used to call.
• Pay close attention to the exact words the caller is using.
• Keep the caller on the line as long as possible. Try to get as much detailed information as possible.
• Use the information sheet on the next page to document as much information as possible.
• Call 911 as soon as possible to report the threat. Provide the emergency dispatcher with as much of the above information as possible.
• Follow any special instructions provided by the emergency dispatcher.
• Notify the County Manager’s Office or Emergency Management Coordinator or their designee.

_The County Manager or his designee will determine if the information received is deemed credible and, if so, will:_

• Pass the word to evacuate the building(s).
• Call 911.
• With Department Heads assistance, establish a perimeter around the facility to keep everyone at a safe distance until the scene is deemed safe.
• Wait for local emergency response teams who will assist in coordinating a search.
• Provide assistance to the emergency response teams as necessary.
• Once the complex is declared safe, reopen the offices for normal operation.
CIBOLA COUNTY BOMB THREAT CHECKLIST

Exact time of call:

_____________________________________________________________________________

Exact words of caller:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

QUESTIONS TO ASK:

1. When is bomb going to explode? _____________________________________________

2. Where is the bomb? _________________________________________________________

3. What does it look like? _____________________________________________________

4. What kind of a bomb is it? __________________________________________________

5. What will cause it to explode? _______________________________________________

6. Did you place the bomb? ____________________________________________________

7. Why? _____________________________________________________________________

8. Where are you calling from? _______________________________________________

9. What is your address? ______________________________________________________

10. What is your name? ________________________________________________________

CALLER'S VOICE: (Circle all that apply)

Male   Female
Calm   Disguised   Nasal   Angry   Broken   Swearing
Stutter   Slow   Sincere   Lisp   Rapid   Other?
Giggling   Deep   Crying   Squeaky   Excited
Stressed   Accent   Loud   Slurred   Normal

If the voice is familiar, who does it sound like? __________________________________

Were there any background noises? ______________________________________________

Remarks:

_____________________________________________________________________________
_____________________________________________________________________________

Person receiving call: ___________________________________________________________

Telephone number call received at: _______________________________________________

Date: _______________________________________________________________________

Report the call immediately to the County Manager and the Emergency Management Coordinator!
**Suspicious Package:**

If a suspicious package is found, even though a bomb threat has not been received, there are several things you can do.

- Do not touch the item.
- Ask around the office to see if someone is aware of the item or its contents.
- Ask if anyone is expecting anything that might be contained in the package.
- Note any writing, names, or addresses that may be on the outside of the package.
- Contact anyone listed on the package to see if he/she is aware of what it is.
- If the package cannot be identified, keep others away from the item and notify the County Manager’s Office (or designee) and the Emergency Management Coordinator (or designee).
- If the County Manager (or designee) or the Emergency Management Coordinator (or designee) cannot be located, contact Emergency Dispatch at 911 and continue to keep others away from the item until responders arrive.

*The County Manager (or Designee) or Emergency Management Coordinator will determine if the package poses a threat and, if so, will:*

- Announce to evacuate the building(s).
- Call 911.
- With Department Heads assistance, establish a perimeter around the facility to keep everyone at a safe distance until the scene is deemed safe.
- Wait for local emergency response teams who will examine the package and take appropriate action.
- Provide assistance to the emergency response teams as necessary.
- Once the complex is declared safe, reopen the offices for normal operation.

**Chemical Spill/Leak:**

**Immediate Danger:**

If a chemical spill occurs or is discovered, and in your opinion, constitutes an immediate danger to you or other building occupants:

- Evacuate the building.
- Call 911
- Notify the County Manager’s Office or the Emergency Management Coordinator of the situation.
- Follow evacuation procedures.
No Immediate Danger:

If the spill poses no immediate danger to people:
- Try to contain the spill.
- Call the Maintenance Manager for assistance.
- Assist with containment or vacate the area so cleanup can commence.

Natural Gas Leak:
Natural Gas lines are generally safe, but carry highly volatile fuel which can burn or explode, causing severe damage.

Gas line accidents are extremely rare, but they can happen. Your senses will tell you if a gas line has been compromised. Remember the three S’s.

- **Smell:** Be mindful of unusual or “petroleum” odors near the pipeline. A rotten egg smell may be an indicator that there is a leak.
- **Sight:** Watch for dead or discolored vegetation along the pipeline. Unusual pools or puddles of liquid and/or clouds of vapor or mist may be present. Blowing dirt (with no wind) could also indicate danger. Dead birds and animals could also signal a hazard.
- **Sound:** Listen for a hissing or a roaring sound. The loudness depends on the leak size.

Response Protocol to Gas Leaks:

**DO:**
- Leave the area on foot, immediately
- Do not start or turn off equipment or machinery
- From a safe location, contact the Maintenance Manager or call 911.
- Secure the area
- Warn others
- Move as far away as practical

**DON’T:**
- SMOKE
- Light a match
- Start engines
- Switch lights or electrical equipment on or off
- Use a telephone of any kind until you are in a safe area
- Create heat or sparks

Do not return to the vicinity until the area is cleared by the Fire Department or a representative of the Gas Company!
Physical Violence or Active Shooter Incidents:

Physical Violence:

Violence is not just restricted to the streets or television programs. It is a very real concern everywhere. If someone is being attacked on county property:

- Send someone to the County Manager’s Office or contact the Emergency Management Coordinator with instructions to get help as fast as possible.
- If death or serious injury is imminent, call 911!
- Without endangering yourself or others, try to help the person.
- Remember that there is safety in numbers.
- Be a good witness and remember as much about the violent person as possible.
- Cooperate with police afterwards.

Active Shooter Incident:

Some of the worst disasters to occur recently at businesses, school campuses, etc. have been shootings. The following guidelines should be followed in the event an armed individual enters the County Complex and starts shooting:

If possible:
- **EXIT** the building or area immediately.
- **NOTIFY** others you may encounter of the danger.
- **CALL** for help by dialing 911.
- **INFORM** the emergency services dispatcher of the following:
  - Tell him/her there is an **Active Shooter Emergency**
  - The **Location** of the incident
  - **What** is happening
  - **How many** people are involved (shooters and victims)
  - Your name, location, and phone number
- The dispatcher may ask you to remain on the line until officers are at the scene.

If you cannot safely exit the building, the following are recommended:
- **GET** to a room or office as far away from the incident as possible and lock the door(s).
- **COVER** door windows or windows facing a hallway.
- **KEEP QUIET** and **DO NOT** answer the door.
- **CALL 911** and let the emergency services dispatcher know what is happening
  - Tell him/her there is an **Emergency**
  - The **Location** of the incident
  - **What** is happening
  - **How many** people are involved (shooters and victims)
Your name, location where you are trapped, and phone number

- **STAY PUT** until the police can get to you, unless the level of danger is increasing.
- **LOOK** for a means of escape or self-defense.
- **STAY OFF** the phone so the dispatcher can contact you with information.

Be aware that, if you are safely locked in an office or classroom, police officers may take some time to get to you. This is because they will be trying to stop the threat. The fact that you may not hear or see officers right away may mean that you are away from the immediate danger. Once rescued, follow the instructions of the police officers as they guide you to safety.

**Medical:**

A medical emergency can involve a wide range of possibilities. Injuries can result from fires, explosions, chemical spills or other accidents. Other medical emergencies may result from pre-existing conditions such as heart attack, stroke, etc. Whatever the case:

- Do not move the person unless he/she is in a life-threatening situation.
- Call 911 for immediate medical attention for:
  - Heart attacks
  - Unconscious persons
  - Cuts with extreme bleeding
  - Broken bones
  - Eye or head injuries
  - Chemical exposures
  - Electrical shock
  - Seizures
  - Heat Stroke
- Stay with and comfort the person.
- Send someone to the County Manager’s Office to inform them of the emergency.
- Apply pressure to cuts or wounds to slow down extreme bleeding.
- Brief emergency responders on arrival and let them do their job.
- Try to return to normal operations as soon as possible.
**Severe Weather:**
Most weather will not impact the county unless it is severe enough to close roads or delay opening the county for normal business.

**Before the Normal Work Day Begins:**
- The County Manager (or designee) will, after watching the local weather report and gathering information from local sources, determine if the county should be delayed for two hours or cancelled for the entire day.
- The call tree will be initiated if the county closes offices or are delayed.
- The primary networks and local radio stations will be informed of the delay or cancellation: KDSK-KMIN Radios of Grants, KOB-TV, KRQE, and KOAT, all in Albuquerque.
- Delays and cancellation notices will then be posted on Channels 4, 7, and 13 and announced on the local radio stations: KDSK-92.7 FM, and KMIN-AM 980.

**During Normal Work Hours:**
- The County Manager (or designee) will monitor the weather conditions and continue to gather information from local sources during severe weather.
- If the decision is made to cancel work, the call tree will be initiated.
- The primary networks and local radio stations will be informed of the cancellation.
- Cancellation notices will then be posted on Channels 4, 7, and 13 and announced on the local radio stations, KDSK-92.7 FM, and KMIN-AM 980.

**Other:**
Many other types of emergencies are possible. The key to surviving and minimizing the effects of disasters is to remain calm, think logically, and plan ahead.
Emergency Call Tree

County Manager’s Office………………………………………………..(505)287-9431
  Administrative Assistant…………………………………………..(505)285-2581

Emergency Management Coordinator…………………………….(505)285-2558
  Cell Phone………………………………………………………….(928)245-6033

Treasurer’s Office……………………………………………………………(505)285-2552

Assessor’s Office……………………………………………………………..(505)285-2526

Clerk’s Office……………………………………………………………..(505)285-2535

Information Technology……………………………………………………(505)285-2592

GIS/Rural Addressing…………………………………………………………(505)285-2515

CRCC Dispatch……………………………………………………………………(505)285-4404
  Administrative Number ………………………………………..(505)287-3810

Maintenance………………………………………………………………………..(505)285-2519

13th Judicial District Court………………………………………………………..(505)285-2043
  District Attorney’s Office…………………………………………………..(505)285-4627
Sample Emergency Escape Route  
East Side of Justice Complex
Sample Emergency Escape Route
West Side of County Complex
SAFETY COMMITTEE REPRESENTATIVES

Dustin W. Middleton.......................................................EMC
Amanda Montoya.....................................................County Manager’s Office
Otis Pino.................................................................CRCC
Deanna Salazar........................................................CCSO
Deanna Salazar........................................................Treasure’s Office
Juanita Rodriguez......................................................Maintenance
Darryl McCullough......................................................Rural Addressing
Michelle Dominguez................................................Clerk’s Office
Michael Dodds............................................................DWI Program