

Central New Mexico Electric Cooperative, Inc.,



Central N. M. Electric Cooperative, Inc.

A Touchstone Energy® Cooperative 
The power of human connections

EMERGENCY RESTORATION & HOMELAND SECURITY PLAN

**Implemented
2004**

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Section I Administration

I.1 Policy Statement

The purpose of this Action Plan is to assist employees and management in making quality decisions during times of crisis. This plan contains guidance in determining the appropriate actions to take to prevent injury and property loss from the occurrence of emergency incidents.

The plan will also assist facility management in ensuring the survivability of the various business activities provided by CNMEC in the event of an incident.

The plan will meet the applicable requirements of federal regulations, including 29 CFR 1910.38(a), as well as state and local regulations regarding emergency action planning.

I.2 Scope of Plan

It is CNMEC intent to prevent all foreseeable emergency situations that might impact the safety of employees and visitors through the implementation of a facility safety and health program and the regular training of personnel in emergency procedures. However, it is recognized that emergency situations are not totally preventable. Therefore this plan has been developed to achieve the following objective:

Provide employees with procedures to follow for effective and safe actions during an emergency situation, including evacuation. This plan will serve as the emergency action guide for employees and visitors in the event of an emergency. The plan is divided into six separate action guides based on the nature of the emergency. The six areas of concern are these: 1) Emergency Medical Situations, 2) Fires, 3) Severe Weather, 4) Bomb Threats, 5) Chemical Releases & Cyber Threats and 6) Power Failures. The contents pages will enable the user to quickly find the appropriate section during an emergency incident. While no plan can take into consideration all possible emergency situations, the guidelines included in this plan should assist you in making proper decisions.

I.3 Legal Compliance

This plan will comply with the following federal regulation: 7 CFR Part 1730 Vulnerability And risk Assessment (VAR) and 29 CFR 1910.38(a) Employee Emergency Plans and Fire Prevention Plans. As regulations are revised, the plan should reflect these changes as necessary. Plan updates will be completed as described in Section I.6 Plan Updating Procedures.

I.4 Authority Statement

The management of CNMEC recognizes that during emergency situations special procedures must be followed to control and mitigate an emergency. Therefore management, by the acceptance of this Emergency Action Plan, grants authority to those responsible individuals and/or positions named or unnamed in these procedures to implement and carry out the Plan to the termination of the emergency situation. Management also recognizes that those individuals authorized to respond to emergency

situations shall be properly trained in those procedures and emergency techniques, such as evacuation, first aid, use of fire extinguishers, and other areas as determined by their duties and responsibilities.

I.5 Plan Distribution

The Emergency Action Plan will be distributed to all departments with a master copy being maintained by the JTS Coordinator. The plan will be available for review by all employees.

I.5.1 Location and Plan Identification Numbers

All copies of the plan will be identified with a copy number on the binder spine. The following is a list of the plan copies by number and their locations in each department.

Plan Number	Department	Location
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EAP-1	JT&S Coordinator's Office	
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EAP-2	Manager Administrative Services' Office	
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EAP-3	Dispatch Office	
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EAP-4	Moriarty Office	
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EAP-5	Moriarty Warehouse	
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EAP-6	Moriarty Mechanics' Shop	
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EAP-7	Mountainair Office	
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I.5.2 Plan Information and Contact Person

Information concerning the plan can be obtained from the JT&S Coordinator

I.6 Plan Updating Procedures

The cooperative safety committee will review the Emergency Action Plan at least annually with recommendations for changes and/or modifications. These recommendations will be forwarded in writing to the general manager who, in conjunction with the JT&S Coordinator, will implement changes to the plan as necessary. The JT&S Coordinator will keep the General Manager advised of any changes that may be necessary based on changes to federal, state, and/or local regulations and requirements.

I.6.1 Revision Notation

a) When revisions are made to the plan, the page(s) affected by the revision will

be provided with a date of issue and version number.

b) Each person/department identified in I.5.1 will receive a copy of the changes. Along with the changes, a Notification of Change form will be provided which must be signed by each responsible party indicating that the party has received a copy of the changes and that the copy of the plan assigned to that party has been updated.

I.7 Plan Training

To ensure that the plan is properly followed during facility emergencies, a training program shall be provided to employees. The objectives of the training program shall be as follows:

- a) To ensure that personnel are knowledgeable of their roles and responsibilities concerning the plan.
- b) To ensure that personnel are knowledgeable of the plan's procedures to effect a safe response to facility emergency situations.
- c) To ensure that personnel are knowledgeable of the evacuation procedures to effect a safe and expedient evacuation of the appropriate areas of the facility impacted by an emergency situation.

I.7.1 Training Program

Facility personnel will receive training in the plan appropriate to the level of their expected involvement. The specific lesson plans and training topics are to be maintained by the JT&S Coordinator. The following is the general training program for each of the identified groups:

I.7.1.1 Employees

- a) Training frequency: Employees will receive training during initial employment orientation and refresher training at least yearly during safety meetings. When employees change areas or departments in which they work, they will receive from their department supervisor appropriate training in their responsibilities and actions as required by the plan or their new area. All employees will be trained whenever the plan is changed.
- b) Training level: Employees will receive training in the general plan procedures and specific departmental procedures related to the plan. Training should cover evacuation procedures, incident discovery, notifications, fire extinguishers, and first aid.
- c) Supervisor training: All supervisors will receive additional training, beyond that received by employees, dealing with actions that are necessary to provide for the safety of personnel and visitors, and the protection of facility assets.
- d) Emergency response team member training: All emergency response team members shall receive specialized training for the response to and handling of emergency situations that could occur at the facility.

I.8 Plan Drills and Exercises

To ensure that the plan will meet current conditions and that all involved individuals will respond properly, the plan will be tested on a regular basis.

I.8.1 Frequency of Drills/Exercise

The plan will be exercised at least yearly on varied work shifts. Specific areas to be evaluated during the yearly exercise will include the following:

- a) Evacuation and accountability of personnel
- b) Proper functioning of communications system (employee to dispatch)
- c) Special procedures for evacuation of personnel with special disabilities or impairments
- d) Response time of emergency response personnel to emergency situation
- e) Adherence to plan procedures

I.8.2 Exercise Documentation

All drills and exercises of the plan will be documented, indicating the results of the exercise and any problems that were encountered, along with the JT&S Coordinator recommendations for plan modifications. Emergency Action Plan Exercise Evaluation Form and maintain copies for review by the Safety Committee. The JT&S Coordinator shall submit a report to the General Manager indicating results of an exercise and changes necessitated by the exercise.

Section II General Information

II.1 Description of Facility and Operations

A modern fire protection system, including automatic sprinklers in all areas of the Moriarty facility building which will also alert dispatch of an emergency. There are no special or highly hazardous processes taking place at the facility. Mountainair has fire extinguishers located in the warehouse and office. An intercom system will be used.

II.2 Emergency Recognition and Prevention

Through the use of regularly scheduled safety meetings, employee orientations, safety procedures, training programs, and operational procedures, facility employees will be trained in identifying conditions that might lead to a facility emergency condition. Employees are instructed, as part of their training and orientation, in the steps to take to prevent and report facility emergency situations when these conditions are found to exist. Regular safety training, covering actions of employees, will be provided as identified in I.7.1 of this plan.

II.2.1 Fire Prevention

Listed below are specific procedures that shall be addressed by the facility to minimize the occurrence of and impact from a fire emergency. There are no unusual fire hazards present at this facility. Special emphasis is placed on housekeeping and storage practices in the warehouse and shop areas because flammable and combustible materials are used and stored there.

- a) The facility is committed to preventing the occurrence of fires and situations that may promote a fire at the facility.
- b) Fire prevention is the responsibility of all facility personnel. Employees should follow safe practices to minimize fire hazards, and supervisors must ensure that safe practices are followed on a daily basis. Supervisors shall check their work areas daily for fire prevention problems and report these problems

promptly.

c) All fire protection equipment will be inspected monthly by the JT&S Coordinator or designee. Results of inspection will be recorded on the Fire and Safety Equipment Monthly Inspection Form, and the results will be reviewed by the Safety Committee.

Results of these inspections will be provided to the Manager.

1) Equipment to be inspected will include the following:

- Fire extinguishers
- Emergency lighting
- Emergency generators

2) All areas in the facility will be inspected to check for the following unsafe conditions:

- Blocked or locked fire exits
- Poor housekeeping procedures
- Smoking in non-designated areas
- Flammable/combustible materials not stored properly
- Obstructed access to electrical rooms and panels

II.3 Organization and Personnel Responsibilities

During an emergency situation, the JT&S Coordinator will have the responsibility for ensuring that proper actions are taken to ensure the safety of employees and visitors to the facility. Management grants the JT&S Coordinator the authority to carry out those tasks and functions identified in the plan that provides for the safety of personnel. In the event that he/she is not available, the next alternate in the order listed will assume the responsibilities of the JT&S Coordinator

Birchie West

847-1006 Office

705 –0197 Cell

II.3.1 Key Facility Personnel and Phone Numbers

The following is a list of individuals and groups that may be needed during a facility emergency. The list is separated into two parts: facility or onsite personnel and offsite or community organizations and services.

• Facility personnel

This would include facility employees who may be needed during an emergency situation.

• Organizations

This would include local, state, and federal organizations that may be needed to assist in providing services to the facility during an emergency situation. The list provides phone numbers (facility and cell) when available. This list is to be verified every six months and updated whenever an employee or organization advises that a change has occurred.

II.3.2 Onsite Personnel

Key facility personnel who may need to be contacted in the event of an emergency include:

Sandy Ridenour	JT&S Coordinator	Office	847-1065
Birchie West	Manager of Administrative Services	Office	847-1006
Matthew Collins	General Manager	Office	847-1009
Bryan Folk	Information Technology	Office	847-1077
Don Fulfer	Line Superintendent	Office	847-1005
Kevin Dunlap	Manager of Operations	Office	847-1025
Mike Hugh	Line Superintendent	Office	847-1108

A list of all onsite employees is contained in the Appendix.

II.3.3 Local and State Organizations and Services
Organization Emergency Number
Administrative Number

Moriarty, Mountainair, Estancia, Corona Vaughn

Police/Sheriff Moriarty	(505) 832-6060
Police/Sheriff Mountainair	(505) 847-2806
Police/Sheriff Estancia	(505) 384-4282
Police/Sheriff Corona	(505) 648-2341
Police/Sheriff Ft. Sumner-De Baca Co.	(505) 355-2401
Police Sheriff Roswell-Chavez Co.	(505) 624-6500
Police/Sheriff Santa Rosa-Guadalupe Co.	(505) 472-3605
State Police	(505) 841-9256

Federal Agencies

FEMA	(940) 898-5399
Rural Utility Service	(202) 720-9540
NRECA	(702) 907-5500

New Mexico Agencies

NMPRC	(505) 830-2425
NMRECA	(505) 982-4671

II.4 Media Relations Policy

Central New Mexico Electric Cooperative recognizes that it is essential to present accurate information to the news media concerning an emergency situation involving our facility. In the event of an emergency involving CNMEC, the Executive Assistant/Communications Director or his/her designees are the only authorized individuals who may speak with the media on behalf of the agency. Any requests for information concerning the facility, employees, or visitors will be referred to the Executive Assistant/Communications Director or designee for handling.

II.5 Emergency Alerting Procedures

In order to provide for the safety of employees and visitors, it is essential that early warning of emergency situations be made so that evacuation procedures can be implemented and emergency response organizations notified of the situation. The facility uses a notification system prompted by dispatch. When an incident is reported by activation of the fire protection system, the location of the alarm is transmitted by means of a computer printout at dispatch and a verbal report is transmitted over the facility intercom communication system. Emergency alerting procedures shall be tested as part of the yearly drills as identified in I.8 of this plan and as part of the yearly emergency equipment inspection as identified in II.2 of this plan.

II.5.1 Notification for Small Area-Specific Incidents

Incidents such as individual medical emergencies will generally not require the notification of the entire facility.

• Preferred means of notification

The telephone will be the preferred means of reporting such emergencies. Reports of emergency situations will be reported to dispatch. When available, the intercom system may be used to make notification of an emergency situation.

• Secondary means of notification

A runner will be sent to dispatch for a verbal notification of the situation.

II.5.2 Notification of Serious or Facility wide Emergency Situation

Facility wide emergency situations include incidents such as a fire or explosion, which require that all or the majority of the facility be notified.

• Preferred means of notification

The preferred means of notification is the use of the phone to dispatch.

II.6 Evacuation and Personnel Accountability

Evacuation of employees and visitors from the facility is of the utmost importance. Most emergency situations will require the evacuation of all or part of the facility. In order to achieve a safe and timely evacuation, it is critical that an early warning of the emergency situation be communicated to personnel and action implemented to remove

personnel from the hazard area. The following procedures will be applicable for all evacuations called for under the specific emergency situations of the plan outlined in Section IV.

II.6.1 Management Responsibility

The management of Central New Mexico Electric Cooperative has the responsibility to ensure a safe workplace for its personnel and visitors to its facility. As part of this responsibility, each supervisor and employee has a responsibility to ensure that all personnel are evacuated in a timely and safe manner from the facility and that all personnel are accounted for following evacuation. The following will outline the responsibility of each level of facility management during an evacuation:

II.6.1.1 JT&S Coordinator

- a) Ensures that facility personnel are trained in proper evacuation methods through facility safety training and evacuation drills.
- b) Ensures that alarms are sounded in a timely manner when an emergency situation is encountered.
- c) Determines that all personnel onsite have been accounted for following an evacuation.
- d) Reports status of evacuation to the fire department upon its arrival.

II.6.1.2 Department Directors and Supervisors

- a) Will be familiar with the requirements of the plan and their responsibilities during an evacuation of their assigned area(s).
- b) Ensure that personnel assigned to their area(s) are trained in the requirements of the plan as it relates to them and are trained in the procedures to following during an evacuation.
- c) Determine any special evacuation needs or assistance that personnel within their assigned area(s) might have.
- d) Account for all personnel assigned to their areas following an evacuation and report this information to the JT&S Coordinator.

II.6.1.3 Employees

- a) Will be familiar with their responsibilities during an evacuation of their assigned work area(s).
- b) Assist their department supervisor as needed in the evacuation of other employees and visitors to a safe area.

II.6.2 Evacuation Points

Each area of the facility has designated primary and secondary evacuation points. In the event of an emergency requiring the evacuation of the facility, all employees are to immediately leave the facility by the designated route and report to their assigned evacuation point. Should the primary evacuation point be in a hazardous area, employees will then proceed to the designated secondary evacuation point for their assigned work area. On arrival at your designated

evacuation point, report to your supervisor. Supervisors will notify the JT&S Coordinator as to the status of personnel assigned to them.

- All accounted for, or
- Names of missing personnel and location last seen

II.6.2.1 Primary Evacuation Points

For Moriarty the South West corner of the employee parking lot or the South West corner of the member parking lot depending on the exit door of the building. For Mountainair the employee parking lot.

II.6.2.2 Secondary Evacuation Points

Pinion Plaza 809 First Street located East of the building

Section III Maps and Diagrams of the Facility

The following maps and diagrams are included with this plan to assist those who have a need to use this document, but who may not be familiar with the layout of the facility. More detailed versions of the facility layout and control points are available from the office of JT&S.

III.1 Map of Facility and Designated Evacuation Meeting Points

Section IV Emergency Procedures

The following are instructions for facility personnel about proper actions to be taken for personal safety, and the procedures that are to be implemented to help guide management efforts during an emergency situation.

IV.1 Emergency Medical Situations

IV.1.1 Employee Procedures for Medical Emergency

- a) Dial 847-1001 or 847-1002 for Dispatch.
- b) Inform dispatch of the nature of problem.
- c) Inform dispatch of your exact location.
- d) Inform dispatch of the severity of the problem.
- e) Render first aid if you have been trained to do so.
- f) If enough personnel are present, send another employee or bystander to the building entrance to direct the emergency response team members.

IV.1.2 Dispatch

a) Obtain from the caller:

- 1) Exact location of the emergency.
- 2) Nature of problem.
- 3) Severity of problem.

b) Notify 911.

c) Notify JT&S Coordinator.

d) Send one person to main entrance to meet fire department ambulance.

IV.2 Fires

IV.2.1 Employee Procedures for Fires

a) Fire discovered by employee

- 1) Clear the area of all other personnel and visitors. Instruct all personnel to evacuate the facility.
- 2) Confine the fire by closing the door to the area.
- 3) Call Dispatch

b) **Fire alarm activation - employee procedures**

- 1) On hearing the alarm sounded from dispatch, employees will evacuate the building using the closest exit route. Once employees have left the building, they may not go back in until instructed to do so by their supervisors.
- 2) Employees will assist visitors with evacuation as they exit the facility.
- 3) Employees will report to their supervisors in the designated evacuation areas for their buildings.

IV.2.2 JT&S Coordinator

a) Upon receipt of a call, immediately respond to the designated evacuation.

b) Assist fire department officials as requested.

IV.3 Severe Weather/Natural Disasters

Severe weather can take many forms, including tornado, flood, or winter storm. All of these situations can impact the facility. Most severe weather situations provide some degree of warning or buildup, which will allow for necessary preparations to be implemented. Of the types of severe weather listed above, a winter storm is the most likely to impact the facility.

IV.3.1 Employee Procedures for Severe Weather

a) Tornado Watch

- 1) Keep outdoor activities to a minimum. If outdoors, be observant for revolving, funnel-shaped clouds.
- 2) Listen to the facility radio for weather updates.

- 4) If a tornado is sighted, immediately take shelter and notify Dispatch
- b) Tornado Warning
 - 1) Immediately take shelter.
 - (i.) Your best protection is a reinforced concrete or steel-framed structure.
 - (ii) An interior hallway on the lowest level of the structure will be the safest.
 - 2) Take action to protect yourself from being blown away or struck by falling or flying objects.
 - 3) Stay away from windows to avoid flying debris.
- 3) If a tornado is rapidly approaching and you cannot reach a safe shelter, lie flat in the nearest depression or ditch and cover your head with your arms.

IV.4 Chemical Releases

Chemical releases can be classified into two distinct categories: incidental releases and emergency releases.

• Incidental Releases

Incidental releases are small isolated releases of chemicals, such as cleaning solvents, that do not present or have the potential to cause injuries or require evacuation other than from the immediate release area. Incidental spills can be cleaned up by personnel who have received proper training under the OSHA Hazard Communication Standard 29 CFR 1910.1200 and have the proper safety equipment. This type of incident would not require the response of the JT&S Coordinator or local fire department.

• Emergency Releases

Emergency releases are those incidents that involve large quantities of chemicals and/or have the potential to cause injuries. A release that requires the response of the JT&S Coordinator and/or local fire department would be considered an emergency release. For the purpose of this Emergency Action plan, only emergency releases will be addressed. Incidental releases of chemicals are covered in the Hazard Communication Program and listed in the MSDS Sheets.

IV.4.1 Employee Procedures for Chemical Releases

- a) Clear the area of all personnel and visitors. Instruct personnel to evacuate the facility.
- b) Confine the release by closing the door to the area.
- c) Dial 847-1001 or 847-1002 for Dispatch.
 - 1) Inform dispatch of the nature of the problem.
 - 2) Inform dispatch of the exact location of the chemical release.
- d) If the situation appears to be a serious release, begin evacuation of the involved building.
- e) If possible, send one employee to meet the Fire Department
- f) Advise JT&S Coordinator on their arrival whether all personnel are accounted for. If an employee or visitor is missing, inform Fire Dept. of the last known location of the individual.
- g) Provide assistance to the Fire department as requested.

IV.4.2 JT&S Coordinator Procedures for Chemical Releases

- a) Upon receipt of call, the actions of the the JT&S Coordinator during an emergency chemical release will generally be limited to securing the area and evacuation.
- b) Dispatch will provide updated information if available.
- d) Assist in evacuation of visitors and employees.
- e) Assist fire department officials as requested.
- f) Provide a copy of material safety data sheets for chemical(s) involved to the fire officer in charge.
- g) Advise the fire officer in charge of any assistance that facility personnel can provide (utility shutdown, floor plan layout, contents of facility, hazardous materials storage, etc.) via the Emergency Action Plan.
- h) Relocate employees and visitors to an area of safe refuge, if necessary.

IV.4.3 Dispatch Procedures for Chemical Releases

- a) Respond to all reported chemical releases and direct the actions of the facility employees.
- b) Ensure that necessary actions such as evacuation, locating and accounting for personnel, and restricting access to hazards area are initiated.

IV.5 Bomb Threats

IV.5.1 Employee Procedures for Bomb Threats

- a) If you receive a telephone call from an individual reporting a bomb threat, try to transfer them to Dispatch at 847-1001 or 847-1002 If this is not possible, ask the following questions:
 - When is the bomb going to explode?
 - Where is the bomb?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Where are you calling from?
 - What is your name?
- b) Immediately following the completion of the call, notify dispatch. **DO NOT USE YOUR CELL PHONE TO REPORT THE PROBLEM.** Cell phones can detonate an explosive device. Evacuate the building. Go to Primary evacuation points
- c) If you discover an explosive device do not touch it or move it in any way. Immediately notify Dispatch.

IV.5.2 JT&S Coordinator Procedures for Bomb Threats

The JT&S Coordinator will respond to the scene of a bomb threat

IV.6 Information Technology

IV.6.1 Critical Business Functions

Critical business functions are identified in three main areas. The first being CADP running on a Digital Alpha. The second, being the Dispatch Outage system running on a workstation in the dispatch center. The third, being the network servers and routing equipment running the file and print sharing functions needed for day-to-day activities.

These functions are rated by their recovery time requirements (RTO) with the most critical listed on top:

- 1) DOC program in dispatch center – RTO is only a few hours. This system must remain up due to the possibility of outages statewide.
- 2) CADP in Moriarty – RTO is 1 or 2 days max. This system runs all consumer based information as well as critical business functions.
- 3) Network servers and other routing equipment – RTO is also 1 or 2 days max. This system provides the avenues for data flow as well as access to critical information.

IV.6.2 Disaster Recovery

1) Offsite storage site – Current data backups on all servers including the Alpha are rotated weekly and located in a fire-proof safe off site. The site is located 17 miles from the primary location. All hard copy data is stored in a locked desk in I.T and a locked file cabinet in the storage room 142. Secondary site – Mountainair headquarters facility – 53 miles from primary site. This site contains a fireproof vault.

An event would have to be extremely widespread to effect all three locations.

DOC program – The DOC program is mobile and can be moved and then can be set up for a single user on any available PC or laptop. Recovery time is basically the time it takes to get the data delivered from the offsite location to either the primary site, or alternate location, depending on the circumstances. An additional offsite copy of the program with data files on zip drive is maintained.

2) CADP – Restoration of the Alpha would currently involve shipping in an Alpha from NISC to the secondary site. This would be about 3 days unless a local source could be found. Then the offsite data would be brought to the secondary location, taking about 8 hours to rebuild. The number of PC's able to access the information would depend on network hardware shipped with the Alpha.

3) Network Server – Restoration of a pseudo server can be provided in a matter of hours by purchasing a small server and network routing equipment from local Albuquerque vendors and installing at a secondary site.

IV.6.3 Information Technology Disaster Planning

1) Natural disasters: Natural Disasters - The above procedures are geared toward all types of catastrophic disasters such as fire, flooding, snow, and ice.

2) Human disasters: Vandalism/Terrorism Attack – A break in or terrorist attack would result in the same turn around time to restore the involved systems as a natural disaster.

3) Employee Sabotage – is limited by restricted access to critical equipment and network security prevents access to unauthorized files.

4) Internet Hacker Attack – Currently access is very restricted. Critical network servers are not connected to the internet. Virus updating is uploaded to a common area on the network for access by all workstations. This approach limits the chances of strategic hacking as well as denial of service attacks.

5) Virus Attack – Virus protection is provided on three levels. Server based scanning – both on-access scanning and routinely scheduled complete scans protect all servers except the Alpha. Definition files are updated weekly from a common site with scan engines updated monthly from the same site. The Alpha is not vulnerable to viruses because it uses a separate type of operating system combined with its own security. Internet viruses cannot impact the Alpha.

IV.7 Power Outages

IV.7.1 Restoration of a system wide outage

- a) The cooperative has company procedures for determining the most efficient way to restore power when lines are down due to storms or manmade disasters. All effected employees will be contacted by phone, cell phone or truck radio.
- b) The cooperative has a generator that will provide emergency power to the cooperative. This will provide communications to members and to the field during an outage.
- c) The cooperative will utilize outside sources, such as contractors, and other cooperatives if the power cannot be restored in a timely manner.
- d) Central New Mexico Electric Cooperative has a portable generator that can be moved to a substation to restore power from that substation to the service area.
- e) All critical facilities, such as hospitals, buildings used as shelters and police/sheriff departments will be analyzed for restoration of power using good engineering practices.

IV.7.2 JT&S Coordinator Procedures for Power Outages

The JT&S Coordinator will generally not respond to the scene of a power outage unless requested by dispatch.

Section V Terminating the Emergency

This section of the emergency Action Plan will deal with those activities necessary to support employees during and following an emergency situation and those activities necessary to restore operations at the cooperative.

V.1 Recovery of Operations

The recovery of facility operations and services will depend on the extent of damage suffered by the facility. The General Manager will need to prioritize activities that can be accomplished with available staff and resources. Immediately following the emergency phase of the incident, the JT&S Coordinator will begin the implementation of the facility business recovery plan.

V.2 Documentation

Documentation of emergency activities is of critical importance following the

emergency situation. All records and forms used during the incident to document activities must be retained for future reference.

V.2.1 Responsibility for Incident Documentation

a) Following an emergency situation, the JT&S Coordinator will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims, and potential legal actions.

b) The JT&S Coordinator must prepare a report documenting activities that took place during the emergency situation.

c) The report of the ERP and all related documentation will be submitted to the General Manager for review and necessary follow-up actions.

V.3 Incident Investigation

The emergency situation must be investigated as soon as possible following its occurrence. The investigation is designed to determine why the incident occurred and what precautions can be taken to prevent a recurrence. In general, the local governmental authorities will conduct investigations related to fires and explosions.

The local fire and police department will generally solicit input and assistance from facility personnel during the investigation process. The JT&S Coordinator will lead the investigation.

V.3.1 Investigation Responsibilities

The JT&S Coordinator is responsible for ensuring that an incident investigation is conducted following all emergency situations that occur at the facility.

a) Small Incidents: For small incidents, the investigation will normally be conducted by the JT&S Coordinator.

b) Large Incidents: For large incidents, especially those involving loss of life, local, state, and federal authorities will generally be involved in conducting the investigation. The JT&S Coordinator will assist authorities as needed and investigate for the cooperative.

V.4 Damage Assessment

Following the incident, an assessment of damage that has occurred to facility properties and equipment must be conducted. The major goal of this assessment will be to determine the extent damage to facilities, safety hazards resulting from the incident, and repairs that must be initiated to minimize further damage and restore the facility for operational use.

V.4.1 Responsibility for Damage Assessment

The JT&S Coordinator will have the primary responsibility for conducting the damage assessment following an incident. Assistance will be obtained as needed from facility personnel and outside organizations, such as structural engineering firms and local government.

V.5 Post-Emergency Activities

Post-emergency activities are those that tend to the welfare of facility personnel and provide for a review of facility actions during the incident.

V.5.1 Incident Debriefing

The purpose of incident debriefing is to inform personnel about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may still exist. Some employees may be profoundly impacted by the events surrounding the incident, especially those involving injuries or loss of life. It may be necessary to provide critical-incident stress debriefing sessions following such incidents. The JT&S Coordinator shall make arrangements for counseling services as needed following an emergency situation.

V.5.2 Critique

The critique of the incident is a review of what actions took place during the incident, both good and bad. A critique is not designed to place blame, but rather to allow for the flow of ideas and recommendations to improve the emergency action plan and the facility policies and procedures.

V.5.3 Contacting Federal Authorities

To report physical infrastructure incidents or to request information, please contact the National Infrastructure Coordinating Center at nicc@dhs.gov or (202) 282-9201.

To report cyber infrastructure incidents or to request information, please contact US-CERT at soc@us-cert.gov or Web page at www.us-cert.gov.

Appendix Documents
Employee Emergency Roll Call
Central New Mexico Electric Cooperative
Moriarty, NM 87035
(Check off each area as employees and visitors are accounted for.)

Office and Administration Areas— MORIARTY

Employees

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____
- 15) _____

- 16) _____
- 17) _____
- 18) _____
- 19) _____
- 20) _____
- 21) _____
- 22) _____
- 23) _____
- 24) _____
- 25) _____
- 26) _____
- 27) _____
- 28) _____
- 29) _____
- 30) _____

Visitors Moriarty Office

Visitors

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____

Warehouse and Mechanic's Shop— Moriarty

Employees

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

Visitors Moriarty Shop & Warehouse

Visitors

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Office and Administration Areas— Mountainair

Employees

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

Visitors Mountainair Office

Visitors

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Shop & Warehouse— Mountainair

Employees

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

Visitors Mountainair Shop & Warehouse

Employees

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____

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 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 as many as appropriate)

Calm Disguised Nasal Angry Broken

Stutter Slow Sincere Lisp Rapid

Giggling Deep Crying Squeaky Excited

Stressed Accent Loud Slurred Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks _____

Person receiving call _____

Telephone number call received at _____ Date _____

Exercise Evaluation Form

Facility _____

Date of Drill ____ / ____ / ____

Time of Drill _____

Type of Drill Conducted

Fire

Severe Weather

Medical Emergency

Chemical Release

Bomb Threat

Power Failure

Length of time required to complete all exercise activities _____

List any problems encountered during the drill _____

List any recommendations for improvement to the Plan _____

Signature of exercise evaluator

Send copy of completed form to JT& S Coordinator.