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**TITLE 10 PUBLIC SAFETY AND LAW ENFORCEMENT**  
**CHAPTER 20 CIVIL EMERGENCY PREPAREDNESS AND DISASTER RELIEF**  
**PART 2 HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN AND PROCEDURES**  
**MANUAL**

**10.20.2.1 ISSUING AGENCY:** New Mexico State Police.  
[Recompiled 11/30/01]

**10.20.2.2 SCOPE:** [RESERVED]

**10.20.2.3 STATUTORY AUTHORITY:** The New Mexico Hazardous Materials Emergency Response (HMER) Plan is adopted pursuant to the authority of the New Mexico Emergency Management Act as amended in 1984.  
[Recompiled 11/30/01]

**10.20.2.4 DURATION:** [Permanent]  
[Recompiled 11/30/01]

**10.20.2.5 EFFECTIVE DATE:** [Filed January 31, 1986]  
[Recompiled 11/30/01]

**10.20.2.6 OBJECTIVE:** In accordance with the mandates and authorities of the Emergency Management Act, it is the purpose of this plan to initiate and implement comprehensive procedures which can be applied state-wide by all persons who may be involved in responding to a hazardous materials incident.  
[Recompiled 11/30/01]

**10.20.2.7 DEFINITIONS:** [RESERVED]

**10.20.2.8 EMERGENCY RESPONSE PLAN AND PROCEDURES MANUAL:** This document is an excerpt from New Mexico Hazardous Materials Emergency Response Program. The Plan and Procedures Manual includes the basic information needed to understand the workings of an emergency response to a hazardous materials accident. Included in the Program but not in the Plan and Procedures Manual are extensive lists of resources and several other chapters containing information pertinent mainly for those individuals who are responsible for administering the plan or serving as members of the emergency management task force or hazardous materials safety Board. Additional copies of this document and/or information on the program may be obtained from the New Mexico State Police, Hazardous Materials Emergency Response Administrator, P. O. Box 1628, Santa Fe, New Mexico 87504-1628, phone (505) 827-9226. The emergency response plan is a concise statement of the authority, responsibility, and organization for management of hazardous materials emergencies in New Mexico. Procedures for emergency response functions are detailed in the Procedures Manual which follows the plan.  
[Recompiled 11/30/01]

**10.20.2.9 RESPONSIBILITY:** Authority and responsibility shall be consistent with the legislative intent of the Emergency Management Act and the procedures developed pursuant to that act. General responsibility shall be:

**A. State government:** State government shall have primary responsibility for management of a hazardous materials incident.

**B. Local government:** Local governments shall assist the state in performing emergency response functions in respective jurisdictions. Local governments may enter into cooperative agreements with the state for management of hazardous materials incidents, in accordance with Section VII [now 10.20.2.13 NMAC] of this plan.

**C. Federal government:** Federal government shall have primary responsibility for weapons-related shipments. In addition, it shall act as an additional resource to the state when the state has determined that its capability has been exceeded. If the state requests assistance in carrying out its emergency management responsibilities regarding a WIPP-related emergency, the U.S. department of energy has agreed to provide all

appropriate and reasonably available federal emergency response resources at the earliest possible time. It will continue to provide those resources until all significant radiological risks have been eliminated and damages mitigated to the maximum extent practicable.

**D. Industry:** Industry shall be responsible for notifying the appropriate state authorities of an incident; providing expertise to federal, state and local emergency response personnel; providing equipment and personnel for cleanup of the incident site; reimbursing state and local emergency response agencies as appropriate; and providing any other assistance consistent with the Emergency Management Act.

[Recompiled 11/30/01]

**10.20.2.10 ORGANIZATION:** The organizational structure for implementation of the plan, training, emergency response, and postaccident review shall consist of:

**A. Emergency management task force:** The task force shall meet at least quarterly to perform the duties required by the Emergency Management Act. Sections 6, 11, and 12 charge the task force with developing a comprehensive emergency response program, directing the hazardous materials emergency response administrator, reviewing program implementation, reporting resources and needs, and recommending legislation. Task force membership consists of:

- (1) the chief of the New Mexico state police or a designee;
- (2) the state fire marshal or a designee;
- (3) a staff member of the environmental improvement division who is knowledgeable about radioactive materials;
- (4) a staff member of the environmental improvement division who is knowledgeable about hazardous substances;
- (5) the director of the civil emergency preparedness division;
- (6) the director of the emergency medical services bureau;
- (7) the chief highway administrator or a designee;
- (8) the chair of the state corporation commission or a designee;
- (9) a representative of the governor to serve as chair.

**B. Hazardous materials safety board:** The safety board shall meet at least quarterly to fulfill the mandates of the Emergency Management Act. Sections 8 and 9 of the act place responsibility for training and postaccident review with the safety board. Safety board membership consists of the designated training officers from the responsible state agencies named in the Emergency Management Act:

- (1) New Mexico state police,
- (2) radiation protection bureau,
- (3) environmental improvement division,
- (4) state fire marshal's office,
- (5) emergency medical services bureau, and
- (6) civil emergency preparedness division.

**C. Hazardous materials emergency response administrator:** The HMER administrator shall be a civilian employee of the New Mexico state police. Duties shall be to:

- (1) serve as staff to the task force and safety board;
- (2) maintain inventories and data bases relevant to task force and safety board activities;
- (3) maintain current rosters of emergency response personnel and other contact persons with knowledge, resources, and capabilities for emergency response functions;
- (4) update the plan and accompanying documents at the direction of the task force;
- (5) schedule activities required by the task force and safety board;
- (6) control budgets; and
- (7) perform other duties requested by the task force and safety board in accordance with the provisions of the Emergency Management Act and the state HMER plan.

**D. State emergency response officer:** The chief of the New Mexico state police shall designate one or more persons to be trained as state emergency response officers to evaluate accidents and coordinate emergency response. When a hazardous materials emergency is reported, the state emergency response officer at Santa Fe headquarters shall consult with the responsible state agencies to determine the most appropriate course of action. If the plan is activated, the state emergency response officer shall serve as central coordinator to direct the response functions of the responsible state agencies.

**E. District emergency response officer:** Each New Mexico state police district shall designate one or more district emergency response officers to be trained in hazardous materials emergency management. The district emergency response officer on duty at the time of an emergency in the district shall immediately notify the state emergency response officer at headquarters in Santa Fe and go quickly to the scene to set up a command post (radio-equipped vehicle or facility) and serve as on-scene coordinator.

**F. First responder:** “First responder” is the title given the first law enforcement officer or other public service provider with a radio-equipped vehicle to arrive at the scene of a hazardous materials accident. The first responder shall immediately notify either the nearest state police district emergency response officer, or the radio communications bureau (Santa Fe control), and then take protective actions as instructed by the central coordinator.

[Recompiled 11/30/01]

#### **10.20.2.11 COMMUNICATION:**

**A.** The hazardous material emergency communication system shall incorporate the two 24-hour state-wide radio communications systems:

(1) the New Mexico state police network which links state and district headquarters, patrol cars, and personal pagers; and

(2) the radio communications bureau (Santa Fe control) of the communications division of the general services department which provides emergency medical personnel paging and links radio-equipped state agencies, emergency medical services and local governments.

**B.** The operations centers of these two systems (both located at state police headquarters in Santa Fe) shall be connected by hot line to facilitate rapid communication between the state emergency response officer and emergency response personnel from other state agencies. In the event that the primary state police communication system fails, a backup system is available.

**C.** The Emergency Management Act assigns responsibility for communication to the chief of the state police and details the following communication requirements:

(1) First responder: if equipped with state police radio, notifies nearest district emergency response officer; if on the network of the radio communications bureau, notifies Santa Fe control;

(2) District emergency response officer or Santa Fe control: notifies state emergency response officer at state police headquarters in Santa Fe; and

(3) State police emergency response officer: evaluates the accident from information provided by the first responder, instructs the first responder how to proceed, confers with the responsible state agencies and advises of the necessary response, notifies local law enforcement officers, and notifies the governor of New Mexico.

[Recompiled 11/30/01]

**10.20.2.12 FUNCTIONS OF STATE AGENCIES:** The state agencies named below shall be responsible for the emergency response functions assigned them by the Emergency Management Act or the emergency management task force. Procedures for performing these functions are detailed in the Procedures Manual of the New Mexico Hazardous Materials Emergency Response Program. State agencies and their functions are:

**A. New Mexico state police:**

- (1) central coordination;
- (2) on-scene coordination;
- (3) notifying emergency response personnel;
- (4) warning approaching motorists;
- (5) communications;
- (6) law enforcement;
- (7) traffic control;
- (8) crowd control;
- (9) public information;
- (10) transportation of emergency response personnel;
- (11) vehicular accident assessment;
- (12) recordkeeping.

**B. Civil emergency preparedness division:**

- (1) warning nearby residents;

- (2) evacuation;
- (3) social services.

**C. Environmental improvement division, radiation protection bureau and ground water quality and hazardous waste bureau:**

- (1) public health;
- (2) environmental monitoring;
- (3) hazardous and radioactive material accident assessment;
- (4) protective response;
- (5) exposure control;
- (6) decontamination;
- (7) supervision of cleanup.

**D. Emergency medical services bureau:**

- (1) rescue;
- (2) emergency medical services;
- (3) evacuation of bedridden persons.

**E. State fire marshal:**

- (1) fire;
- (2) rescue;
- (3) flammable accident assessment;
- (4) protective response;
- (5) exposure control.

**F. Highway department:**

- (1) providing sanitation services;
- (2) public works;
- (3) transportation of emergency response personnel;
- (4) road closure;
- (5) designation of alternate routes.

**G. Radio communications bureau:** assisting all responsible state agencies with communication functions:

**H.** Any other state agencies called upon by the central coordinator.

[Recompiled 11/30/01]

**10.20.2.13 COOPERATIVE AGREEMENTS:** In compliance with the Emergency Management Act, the state shall negotiate agreements with local governments and bordering states and incorporate those agreements into the HMER program.

**A. Local governments:** Local governments which demonstrate resources and capability for managing hazardous materials emergencies may enter into cooperative agreements with the state. Negotiated agreements will identify areas of coordination between state and local government.

**B. Bordering states:** Any bordering state which may become involved in an emergency response action which will impact that state, either directly, such as engaging in joint management of an incident, or indirectly, such as providing more proximate resources or considering possible environmental damage impacting that state, may enter into cooperative agreements.

[Recompiled 11/30/01]

**10.20.2.14 TRAINING AND CERTIFICATION:**

**A.** Emergency response personnel shall be designated in accordance with the intent of the Emergency Management Act, organizational procedures of state agencies, and negotiated agreement with local governments.

**B.** Designated emergency response personnel shall complete training and receive certification specified by the safety board as consistent with the emergency response functions to be performed during an emergency.

**C.** All emergency response personnel shall be recertified annually in accordance with safety board requirements.

[Recompiled 11/30/01]

**10.20.2.15 LIABILITY:** Nothing in the hazardous materials emergency response plan shall be construed as a waiver or alteration of the immunity from liability granted under the New Mexico Tort Claims Act or as a waiver or alteration of any other immunity or privilege under law.  
[Recompiled 11/30/01]

**10.20.2.16 VOLUNTEERS:** Volunteers who are acting in the service of a governmental entity, when authorized, required, or requested to perform such duties by the governmental entity are, in most cases, covered by the state Tort Claims Act for liability arising from such activities; independent contractors, however, are not covered by the act. Volunteer firefighters and emergency medical technicians associated with fire departments may be covered by workman's compensation and, if so, may be eligible for medical coverage that is financed by the state fire fund. Designated red cross volunteers are covered by the red cross' public liability policy and also have insurance coverage for medical expenses resulting from injuries that occur while functioning in a volunteer capacity. Volunteers not designated by the red cross are not eligible for red cross insurance benefits; however, any volunteer who wants this coverage can obtain red cross designation. (NOTE: Not all fire department volunteers will be covered by workman's compensation. If their departments have not purchased coverage they must rely on their own insurance. At the present time, most departments have not purchased workman's compensation coverage for volunteers.)  
[Recompiled 11/30/01]

**10.20.2.17 REVISIONS TO THE PLAN:** The hazardous materials emergency response administrator shall update the plan, procedures, resources and other documentation at the direction of the task force. Suggested revisions to the plan shall be presented to the task force for review at their quarterly meetings. Once accepted, revisions will be distributed to all responsible state agencies and local governments having agreements with the state. Revised plans shall be distributed as needed.  
[Recompiled 11/30/01]

**10.20.2.18 EMERGENCY RESPONSE PROCEDURES MANUAL:** This procedures manual, developed by the emergency management task force, is a guide for use by responsible state emergency response personnel in managing, coordinating, and controlling a hazardous materials accident. It defines procedures to be followed for central and on-scene coordination by all state emergency response agencies. It is organized largely by function and includes sections for carrier representatives and the first responder.

**A. Notification:** Notification procedures are outlined in the Emergency Management Act and detailed here. They rely heavily on the two statewide communications systems operated by the New Mexico state police and the communications division of the general services department. Procedures:

- (1) Driver shall notify nearest New Mexico state police district office.
- (2) First responder shall notify nearest New Mexico state police district emergency response officer or Santa Fe control, communications division of the general services department.
- (3) State police district emergency response officer or Santa Fe control shall notify state police emergency response officer in Santa Fe.
- (4) State police emergency response officer shall notify for: agency, telephone, 24-hour:
  - (a) radioactive materials; radiation protection bureau.
  - (b) other hazardous materials; ground water quality and hazardous waste bureau.
  - (c) fire or flammable materials; state fire marshal.
  - (d) injuries or casualties; emergency medical services bureau.
  - (e) further identification of materials involved in accident; carrier, shipper.
- (5) When other emergency functions are required, the state police emergency response officer shall notify:
  - (a) air transportation (types of aircraft listed under resources); agency: aviation division; state corporation commission; eastern New Mexico university; energy and minerals department; forestry division; game and fish department; highway department; New Mexico state university; state police;
  - (b) evacuation of residents; agency: civil emergency preparedness division; national guard; state school superintendent;
  - (c) evacuation of bedridden persons; agency: emergency medical services bureau;
  - (d) warning, traffic and crowd control, and law enforcement; agency: New Mexico state police;

- (e) sanitation, public works, road closure, and alternate routes; agency: highway department;
- (f) public health, environment monitoring, decontamination, and cleanup supervision; agency: radiation protection bureau; ground water quality and hazardous waste bureau;
- (g) social services; agency: civil emergency preparedness division;
- (h) backup support; agency: federal emergency management agency (region VI, Denton, TX); joint nuclear accident coordinating center (Albuquerque); U.S. environmental protection agency (national response center).

**B. Carrier representative:** The driver or carrier representative shall notify the nearest state police headquarters and perform protective actions only to the extent that his/her knowledge and capability permit.

(1) Notification: Notify the nearest state police headquarters; advise them of the accident; provide as much information as possible.

(2) Protective actions:

- (a) Set out reflective warning devices.
- (b) If instrumentation or other monitoring devices are provided by carrier, take readings/measurements to determine if there is a possibility of a release of materials.
- (c) If there is a manageable fire, attempt to extinguish it.
- (d) Isolate accident scene as much as possible to avoid possible exposure to general public and others involved in the accident.
- (e) Aid first responder and emergency response personnel as requested.
- (f) If a release of materials has occurred, request contamination check from personnel on-scene.
- (g) Provide appropriate resources for the resolution of the incident, including cleanup. If a release of hazardous materials has occurred, repackage and dispose of the spilled material and any contaminated material.

**C. First responder:** "First responder" means the first law enforcement officer or other public service provider with a radio-equipped vehicle to arrive at the scene of a hazardous materials accident.

(1) Notification:

- (a) Notify and maintain communication with the nearest state police district office or communications division.
- (b) If applicable, follow all notification procedures required by your departmental procedures.

(2) Protective actions:

- (a) render any life saving assistance necessary;
- (b) wear protective clothing, if available;
- (c) establish 2,000 ft hazard perimeter to avoid possible exposure to general public;
- (d) identify all persons who may have been exposed to a possible release of hazardous materials;
- (e) obtain shipping papers, manifest, and any other information available from the driver;
- (f) provide all information requested through the communications channel;
- (g) follow all instructions received through the communications channel;
- (h) aid emergency response expertise as they arrive on the scene;
- (i) if a release of material has occurred, request a contamination check from the experts on site for yourself and all persons who may have been exposed to the hazardous material.

**D. Accident assessment:** The Emergency Management Act directs the state police emergency response center to evaluate and determine the scope of the accident based on information provided by the first responder. Responsible state agencies advise state police and travel to scene as needed.

(1) The first responder shall establish communication with the New Mexico state police in Santa Fe through the New Mexico state police district emergency response officer, and maintain this communication until sufficient information is received to make an initial assessment:

- (a) location of accident;
- (b) type of hazardous materials involved;
- (c) personal injuries;
- (d) accident description;
- (e) package conditions;
- (f) weather conditions; and
- (g) readings taken with carrier instruments, if available.

- (2) The New Mexico state police in Santa Fe will contact and relay information to appropriate emergency response agencies:
  - (a) radiation protection bureau: radioactive materials;
  - (b) ground water quality and hazardous waste bureau: hazardous substances;
  - (c) state fire marshal: fire or flammable materials; and
  - (d) emergency medical services bureau: injuries or casualties.
- (3) Responsible state agencies will advise New Mexico state police in Santa Fe of:
  - (a) protective measures to be taken in approaching the accident scene for lifesaving measures or information gathering;
  - (b) advisability of moving or separating various types of hazardous materials;
  - (c) protection of materials from the elements;
  - (d) primary containment methods;
  - (e) establishment of the appropriate perimeter to isolate the scene; and
  - (f) security of the perimeter until expertise arrives.
- (4) The New Mexico state police district emergency response officer, will relay all information from state police headquarters to the first responder.
- (5) Responsible state agency will maintain contact with state police emergency response officer and:
  - (a) advise as to additional expertise required at the scene;
  - (b) advise as to resources required at the scene; and
  - (c) estimated time of arrival at the scene.
- (6) Responsible state agency will prepare to travel to the scene and:
  - (a) assemble appropriate instrumentation for the circumstances; and
  - (b) if communication en route is not possible, notify alternate to maintain communication with state police emergency response officer to advise if conditions change.

**E. Central coordination:** According to the Emergency Management Act, central coordination is the responsibility of the chief of the New Mexico state police. The chief designates emergency response officers who are trained in emergency management and coordination of responsible state agencies during a hazardous material accident. The emergency response officer on duty at Santa Fe headquarters serves as central coordinator.

- (1) maintain contact with first responder and instruct first responder on how to proceed at the accident scene;
- (2) record all initial information and any changes in accident characteristics;
- (3) establish and maintain contact with responsible state agency representative having expertise relevant to accident characteristics;
- (4) report all information received from first responder to responsible state agency representative;
- (5) relay all instructions from responsible state agency representative to first responder and on-scene coordinator;
- (6) maintain communications with the scene at all times to relay requests for additional expertise, personnel, or equipment;
- (7) log all communications;
- (8) make arrangements to acquire state-owned air transportation if circumstances warrant;
- (9) collect information or establish contact with persons who can readily provide information on the area surrounding the accident:
  - (a) population affected;
  - (b) environmental conditions, e.g., rural/urban, agricultural, recreational, etc.;
  - (c) accessibility of site for communications and emergency response personnel;
  - (d) accessibility of site to general public;
  - (e) alternate routes available to traveling public; and
  - (f) canals, storm drains, surface water, and groundwater sources.

**F. On-scene coordination:** On-scene coordination encompasses the responsibilities of the on-scene coordinator and the operations officer. The on-scene coordinator is responsible for the management of the accident and delegation of responsibility to qualified field personnel. The on-scene coordinator is also responsible for all protective actions prior to the arrival of experts. The operations officer is designated by the on-scene coordinator and is the individual with appropriate expertise to properly handle the immediate threat to health and safety of the citizen of the state.

- (1) Establish and maintain communication with state police emergency response officer in Santa Fe.

- (2) The New Mexico state police district emergency response designee will establish an on-scene command post in a radio-equipped vehicle or facility, and assume the duties of on-scene coordinator.
- (3) Designate trained command post staff personnel to assume the following duties:
  - (a) operations officer;
  - (b) logistics officer;
  - (c) plans officer;
  - (d) law enforcement coordinator;
  - (e) information officer;
  - (f) communications officer;
  - (g) any other staff position that may be required to properly coordinate the operation.
- (4) Schedule briefings for all field personnel as they arrive on-scene.
- (5) Direct all representatives of responsible state agencies to maintain contact with the command post, act as advisors to the on-scene coordinator, and direct the activities of field personnel.
- (6) Direct all emergency response personnel at the scene to maintain contact with the representative of the responsible state agency whose expertise is compatible with their own.
- (7) Establish one to three perimeters, depending on the circumstances:
  - (a) hazard perimeter: distance specified by the on-scene coordinator:
    - (i) no access without authorization;
    - (ii) no access without appropriate protective clothing;
    - (iii) no access without proper personnel monitoring equipment;
    - (iv) time records to be kept on all personnel entering the hazard perimeter - time in and time out;
    - (v) no personnel will remain inside this perimeter beyond the time specified by the on-scene coordinator; and
    - (vi) personnel not leaving this perimeter within a specified time will be presumed to be a casualty and rescue operations will be initiated.
  - (b) resource perimeter: buffer perimeter and holding area for personnel and equipment to relieve those within the hazard perimeter:
    - (i) safe distance from hazard perimeter to minimize exposure from released materials;
    - (ii) backup resources on standby within this perimeter;
    - (iii) no eating, drinking or smoking within this perimeter; and
    - (iv) decontamination prior to leaving perimeter.
  - (c) command and support perimeter:
    - (i) clearly marked command post with expert representatives from all responsible state agencies required at the scene;
    - (ii) records to be kept by all on-scene expertise as to communications between emergency response personnel in the field, on-scene coordinator and New Mexico state police emergency response officer in Santa Fe;
    - (iii) on-scene spokesman for liaison with media and local government;
    - (iv) emergency medical center, if required;
    - (v) sanitation facilities for extended response;
    - (vi) check point for all personnel to be checked for need for decontamination; and
    - (vii) law enforcement security of all accesses into and out of this perimeter. All access must be authorized by the command post.
- (8) Designate record keeper for each perimeter to check personnel into and out of the perimeter and advise on:
  - (a) eating, drinking and smoking;
  - (b) maximum time allowable within each perimeter;
  - (c) types of protective clothing required within each perimeter;
  - (d) need for exposure check on leaving perimeter, and;
  - (e) directions to decontamination area and systems to be used.
- (9) Designate recordkeeper to document how the accident is proceeding and record what actions are being taken.
- (10) Obtain information on surrounding area:
  - (a) population affected;



- (b) environmental conditions;
  - (c) accessibility of site for communications and emergency response personnel;
  - (d) accessibility of site to general public;
  - (e) alternate routes available to traveling public;
  - (f) canals, storm drains, surface water, and ground water sources; and
  - (g) meteorological information.
- (11) Monitor any changes in accident characteristics and evaluate threat to emergency response personnel, traveling public, and nearby residents.
- (12) Relocate perimeters based on evaluation of changing characteristics.
- (13) Request additional local, state or federal expertise based on evaluation of changing characteristics.
- (14) If required, set up decontamination station. (see decontamination.)
- G. Operations officer:** The operation officer designated by the on-scene coordinator is the individual with appropriate expertise to properly handle the immediate threat to health and safety of the citizens of the state.
- (1) Provide instructions to the scene through established communications channel.
  - (2) From information received through communications channel, select appropriate equipment and arrange travel to the scene.
  - (3) If communication during travel is not possible, appoint a representative at the scene to maintain communications and advise Santa Fe control of changing conditions.
  - (4) On arriving at scene, wear appropriate protective clothing if necessary.
  - (5) Render any lifesaving assistance necessary.
  - (6) Obtain all information available at the scene by personal observation, and from first responder, driver, etc.
  - (7) Determine if there has been a release of hazardous material and if so, take appropriate actions as follows:
    - (a) Airborne release:
      - (i) evacuate the immediate vicinity;
      - (ii) keep all persons upwind of the release;
      - (iii) take air samples for laboratory analysis when possible;
      - (iv) control all food and drinks in the area which might have been contaminated; and
      - (v) use respirators when necessary.
    - (b) Surface water contamination:
      - (i) isolate area; do not allow public access;
      - (ii) determine if water is used as a potable water source and prohibit human consumption; and
      - (iii) obtain appropriate samples for laboratory analysis.
    - (c) Land spill:
      - (i) isolate the incident area from public access;
      - (ii) confine the spill to as small an area as possible;
      - (iii) monitor the area; and
      - (iv) obtain laboratory samples.
  - (8) Provide technical assistance to other emergency response personnel on-scene such as law enforcement, firefighters, medical personnel, and rescue teams.
  - (9) Conduct exposure and contamination surveys and record this information.
  - (10) Supervise hazardous materials recovery; supply technical support needed by industry or recovery team.
  - (11) Provide technical information to appropriate media and authorities as per procedure.
- H. Public information:** Accurate public information is a vital part of any emergency response effort, both to keep the public informed of a possible danger and to apprise the public of the need for a possible isolation or evacuation of an area. This section sets forth procedures for releasing information to the public and also contains some sample press releases that can be used as a pattern to advise the public of an accident. Procedures:
- (1) A spokesperson will be designated by the on-scene coordinator. Information will be released by and through this spokesperson only.

(2) The spokesperson shall gather information from the various agencies with expertise on the scene and condense it to a single public announcement.

(3) Information released to the public must be approved by the on-scene coordinator.

(4) All information releases will be relayed to a representative of the governor prior to release.

(5) The command center spokesperson will request the appointment of a counterpart from the local jurisdiction in which the accident occurred. This spokesperson may be an elected official, a law enforcement officer, a civil defense coordinator, etc.

(6) The command center spokesperson shall periodically give updated material to the media and the local representative.

(7) Information releases may be written or oral, at the discretion of the on-scene coordinator.

(8) Information regarding a danger to evacuation of citizens in the immediate area of the accident shall be released immediately to:

(a) the media;

(b) local government representative; and

(c) local civil defense coordinator.

(9) In the event of evacuation, the local government representative and the civil defense coordinator shall warn:

(a) all citizens in the area, by means of the media or house-to-house notification by law enforcement officers, firefighters, civil defense personnel, volunteers, etc. not actively engaged in the emergency operation; and

(b) the local civil defense coordinator, local school superintendent and local national guard unit to provide transportation and social services for the evacuees.

(10) Sample press release: An accident involving a \_\_\_\_\_ (truck, train, airplane) carrying \_\_\_\_\_ (material) occurred near/at \_\_\_\_\_ (location) at \_\_\_\_\_ (time/date).

(a) Option No. 1 The state emergency response team has been dispatched to the scene. Initial reports from the scene indicate that no release of material occurred. However, it is advisable for motorists to avoid this area until a full assessment has been made by the response team.

(b) Option No. 2 The state emergency response team has been dispatched to the scene. Initial reports from the scene indicate that a release of material may have occurred. It is advisable to remain clear of this area until a more complete assessment has been made.

(c) Option No. 3 The accident is accompanied by a fire which could result in a breach of packaging and a release of materials into the atmosphere. The state emergency response team has been dispatched to the scene for a more thorough assessment. It is advisable to remain clear of this area until this assessment has been completed.

(d) Option No. 4 Officials at the scene have measured the amount of material released and report an insufficient quantity of material to cause any hazard to the public.

(e) Option No. 5 Officials at the scene report a release of \_\_\_\_\_ (material) in the form of \_\_\_\_\_ (smoke, dust, runoff, etc.). This material is traveling (N, S, E, W) and can result in \_\_\_\_\_ (skin irritation, breathing difficulty, etc.) on contact. If you have come in contact with this material, officials advise you to report to \_\_\_\_\_ (location of triage or emergency room) for observation.

(f) Option # 6 Officials at the scene report a release of material in sufficient quantity to pose a threat to persons within a \_\_\_\_\_ (distance in feet, blocks, miles, etc.) radius of the accident. Anyone within this area is instructed to report immediately to \_\_\_\_\_ (location of nearest civil defense shelter or school).

**I. Protective actions:** Protective actions are included in the areas of: emergency medical services, firefighting, law enforcement, public works and sanitation, transportation, evacuation, environmental monitoring, decontamination and exposure control. Protective actions should be executed only after determining that such actions will not endanger personal life or safety. Do not become a casualty.

(1) Emergency medical services:

(a) Designate a representative to maintain communication with the command post to advise the on-scene coordinator and direct the activities of personnel providing emergency response services.

(b) Render life saving assistance as needed.

(c) Wrap the victim and all clothing and the pillow on the stretcher with a blanket to prevent spread of contamination.

- (d) Provide available contamination information to the appropriate hospital by radio or telephone.
- (e) Save all contaminated and possibly contaminated materials in plastic containers.
- (f) When external contamination is complicated by a wound, take care not to cross-contaminate the wound from surrounding surfaces, and vice versa.
- (g) All personnel and equipment should be surveyed by an EID representative for contamination prior to being released from emergency service.
- (2) Firefighting:
  - (a) Designate a representative to maintain communication with the command post, offer expertise to the on-scene coordinator, and direct the actions of all firefighters engaged in emergency response activities.
  - (b) Render any life saving assistance necessary.
  - (c) If appropriate, extinguish the fire as quickly as possible.
  - (d) Do not move or remove any radioactive materials without the consent of the on-scene coordinator.
  - (e) Restrict personnel exposure as much as possible.
  - (f) Wear protective clothing designated by the on-scene coordinator.
  - (g) Work upwind from the fire, keep out of smoke as much as possible.
  - (h) Assure that all personnel and equipment is monitored for possible contamination prior to leaving the scene.
- (3) Law enforcement:
  - (a) Perform rescue and first aid.
  - (b) Notify the nearest state police district headquarters and maintain communication.
  - (c) Isolate the accident area. A distance of 2000 feet is recommended unless other instructions are received through communications channel.
  - (d) Restrict access to the accident area.
  - (e) Do not move packages, shipping containers or wreckage unless it is necessary to rescue people.
  - (f) Detour vehicles and pedestrians, if necessary. Move wreckage the shortest distance possible to clear a traffic path.
  - (g) In case of fire, keep everyone upwind of smoke and dust.
  - (h) A designated law enforcement representative will remain at the command post to offer expertise to the on-scene coordinator and direct the actions of all law enforcement personnel engaged in emergency response activities.
  - (i) At the direction of the on-scene coordinator, provide the following:
    - (i) radio-equipped vehicle to maintain communication with central coordinator;
    - (ii) traffic control;
    - (iii) crowd control; and
    - (iv) security of perimeter (established by on-scene coordinator).
  - (j) If evacuation of residents is required, provide civil emergency preparedness division with the following:
    - (i) vehicles with public address capability to patrol the area to be evacuated.
    - (ii) personnel to perform house-to-house notification, and
    - (iii) security for the evacuated area.
- (4) Public works and sanitation:
  - (a) The highway department shall be responsible for providing sanitation services at the scene, road closure, and designation of alternative routes for the traveling public.
  - (b) Designate a representative to maintain communication with the command post to advise the on-scene coordinator and direct the activities of emergency response personnel.
  - (c) At the direction of the on-scene coordinator, move debris to provide access to traffic paths.
  - (d) At the direction of the on-scene coordinator, provide heavy equipment and operators to aid in containing runoff or spills by trenching and diking.
- (5) Transportation:
  - (a) The New Mexico state police and highway department shall be responsible for transportation of emergency response personnel to the scene of an accident if necessary.

- (b) Locate available state-owned aircraft for transporting emergency response personnel and equipment to the scene, if urgency is a factor (through New Mexico state police).
  - (c) Locate any state-owned or contracted mass transportation vehicles for evacuation of residents (through civil emergency preparedness division).
  - (d) Designate alternate routes for traveling public (through state highway department).
  - (e) Set up road blocks to divert traffic from the accident area (through state highway department).
- (6) Evacuation:
  - (a) The civil emergency preparedness division of the office of military affairs shall be responsible for warning nearby residents, evacuation and social services.
  - (b) Designate a representative to maintain communication with the command post to advise the on-scene coordinator and direct the activities of personnel in the field.
  - (c) Use all available resources and personnel at the scene and in nearby communities to inform the public of the areas which are to be evacuated. Resources are as follows:
    - (i) command post spokesperson;
    - (ii) media;
    - (iii) local civil defense coordinators;
    - (iv) law enforcement officers not actively engaged in emergency response activities; and
    - (v) firefighters not actively engaged in emergency response.
  - (d) Use all equipment available at the scene and nearby communities:
    - (i) civil defense warning systems;
    - (ii) law enforcement vehicles equipped with public address systems; and
    - (iii) personnel for house-to-house notification.
  - (e) Designate specific areas as temporary shelters and assign representatives to register all people checking into the following shelters:
    - (i) civil defense shelters;
    - (ii) public buildings; and
    - (iii) school gymnasiums and cafeterias.
  - (f) Provide mass transportation:
    - (i) national guard vehicles; and
    - (ii) school buses.
  - (g) Designate gathering areas for mass transportation connections.
  - (h) Use all available local, state and federal resources to provide temporary social services, including shelter, food and medical care.
- (7) Environmental monitoring: The environmental improvement division will conduct environmental monitoring of:
  - (a) hazardous materials, including air, water, soil, livestock and vegetation.
  - (b) firefighting, washdowns, or runoffs, including natural water paths, culverts, storm drains and surface waters.
- (8) Decontamination:
  - (a) The on-scene coordinator shall be responsible for establishing a decontamination station with the assistance of EID.
  - (b) If required, set up decontamination station. A decontamination station consists of the following:
    - (i) change room;
    - (ii) wash-down procedures;
    - (iii) paper clothes;
    - (iv) plastic bags for contaminated clothing;
    - (v) decontamination equipment required;
    - (vi) personal showers;
    - (vii) scrub-down shuffle boxes;
    - (viii) changing of SCBA tanks;
    - (ix) location of monitoring equipment;
    - (x) street clothes;
    - (xi) replacements for damaged or contaminated clothing;

- (xii) respirator replacement cartridges;
- (xiii) backup personnel;
- (xiv) communication with personnel on-scene;
- (xv) garbage cans; and
- (xvi) rest area, with stool for those in protective clothing.

(9) Exposure control:

(a) Keep all persons a safe distance from the accident area until the extent of the hazard is determined. Suggested distance is 2,000 feet.

(b) After initial notification, environmental improvement division (EID) designee will maintain constant communication with the scene and provide technical expertise to all responsible state agencies at the scene and to the on-scene coordinator. In addition, the EID designee will carry out or assist with accident assessment, protective actions, and exposure control procedures.

(c) Prior to entering an accident area where there is a release or suspected release of hazardous material, EID will provide safety requirements for performing:

- (i) accident assessment;
- (ii) control and containment;
- (iii) decontamination; and
- (iv) cleanup.

(d) Avoid exposure to smoke, dust, mists, liquids, or any other suspicious material.

(e) All emergency response personnel will leave the scene through designated checkpoints.

This will assure appropriate monitoring and decontamination of all personnel.

(f) If the situation warrants, all personnel leaving the scene will be instructed on decontamination procedures and location of equipment available for decontamination.

- (i) clothing: remove and place in plastic bags;
- (ii) equipment: do not remove beyond resource perimeter;
- (iii) skin and hair: wash thoroughly with water and soap or detergent;
- (iv) eyes, ears, mouth and nose: flush with large amounts of water - distilled water if

available.

(g) Logs will be maintained at the hazardous perimeter check point and all personnel entering and leaving the hazard area.

(h) Logs will be maintained at the decontamination center on all emergency response personnel and procedures used.

(i) Logs will be maintained at the medical facility of all persons treated, reason for treatment, and disposition.

(j) If radioactive materials are involved, personal dosimeters will be made available through the RPB personnel on scene.

(k) Designated personnel from responsible state agencies will provide HMER administrator with current medical examination results. Medical records will be updated annually.

(l) Until assessment has been made, the following protective clothing is recommended inside the hazard area:

- (i) pressure-demand, self-contained breathing apparatus;
- (ii) chemical resistant clothing (overalls and long-sleeved jackets; coveralls; hooded, one or two piece chemical splash suit; disposable chemical resistant coveralls);
- (iii) chemical resistant gloves;
- (iv) chemical resistant boots (steel toe and shank);
- (v) hard hat or face shield;
- (vi) 2-way radio (intrinsically safe).

J. Postaccident: In addition to supervision of cleanup, a responsibility of the environmental improvement division, the Emergency Management Act places postaccident responsibility with industry and the safety board.

(1) Cleanup:

(a) Hazardous materials owners, shippers and carriers shall be responsible for cleanup of a spill of hazardous materials.

(b) The environmental improvement division shall supervise industry cleanup operations and determine at what point the accident scene is restored to the satisfaction of the state.

- (2) Accident Review:
  - (a) Safety board reviews all hazardous materials accidents in which the state emergency response plan is used.
  - (b) The review:
    - (i) assesses the performance of emergency response personnel; and
    - (ii) determines cause of accident.
  - (c) The accident review process includes:
    - (i) assessing performance of all responsible state agencies;
    - (ii) documenting all agencies' activities; and
    - (iii) completing summary review report.
  - (d) The results of the review shall be sent to:
    - (i) responsible state agencies;
    - (ii) state corporation commission;
    - (iii) EID legal counsel; and
    - (iv) affected local jurisdiction.

[Recompiled 11/30/01]

**HISTORY OF 10.30.2 NMAC:**

Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center: SP/HMER-1, Hazardous Materials Emergency Response Plan and Procedures Manual, filed 1/31/86.

History of Repealed Material: [RESERVED]