



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

New Mexico State Office
1474 Rodeo Road
P. O. Box 27115
Santa Fe, New Mexico 87502-0115

In Reply Refer To:
1170 (95000) P
1400-630
3000

March 7, 2001

EMS Transmission - 03/09/2001
Instruction Memorandum No. NM-2000-013, Change 1
Expires: 09/30/2001

To: All NMSO Employees

From: State Director

Subject: Emergency Situation Procedures (Inclement Weather) - Amendment

The New Mexico State Office (NMSO) Emergency Situation Procedures (Inclement Weather) Instruction Memorandum No. NM-2000-013, dated December 14, 1999, is hereby amended as follows:

Inclement Weather Conditions

BLM, NMSO doors (front, main entrance) open from 7:30 a.m. to 4:30 p.m.

Normal business hours to serve the general public are from 8:00 a.m. to 4:00 p.m.

The BLM, NMSO procedure for future Competitive Oil and Gas Lease Sales scheduled on a business day with a **2-hour delay** or if the office is **closed** for business will proceed as follows:

1. In the event of a **2-hour delay**, the Competitive Oil and Gas Lease Sale will begin at 11:00 a.m. with bidder registration commencing at 10:00 a.m. Please call (505) 438-7400, BLM, NMSO General Information line for recorded information regarding delays. The Division of Support Services will be responsible for updating this line.
2. In the event that BLM, NMSO is **closed** for business on the day of a scheduled Competitive Oil and Gas Lease Sale, the sale will be rescheduled for a later date. Please call (505) 438-7400 for recorded information regarding closures.

The main entrance doors to BLM, NMSO will remain **locked** until the scheduled **2-hour delay** or **closed** for business is lifted and the office is reopened for regular business. All other exterior doors will remain locked on a daily basis, with access provided only to employees with a building access key.

Power Outages

In the event of a **power outage**, the BLM, NMSO will be **closed** until further notice. Please call (505) 438-7400 for recorded information regarding closures.

The public's safety and the safety of the BLM, NMSO employees are our major concern.

The Division of Support Services, NM (950), will permanently post a sign on the front doors of the building with the following verbiage:

WHEN INCLEMENT WEATHER CONDITIONS OCCUR, THIS
OFFICE WILL BE ON A 2-HOUR DELAY OR CLOSED UNTIL
FURTHER NOTICE. FOR FURTHER INFORMATION, PLEASE
CALL (505) 438-7400. THANK YOU.

The above subject amendment is effective immediately.

Please direct all questions concerning this amendment to Janice L. Gamby, Deputy State Director, Support Services, at (505) 438-7625.


Gary Johnson
Acting

Distribution

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