

# Emergency Action Plan



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## **POLICY:**

It is the policy of NMSU Grants Campus to take every possible action to comply with all emergency regulations and to protect students, faculty, staff, 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/classroom and reviewed annually by department personnel.

## **Purpose:**

The purpose of the emergency action plan is to:

1. Ensure the safety of all students, employees and visitors at the NMSU Grants Campus.
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.)

## **Emergency Plan Coordinator:**

**Dan Christmann, the Facilities Manager**, 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 administrative area or by calling (505) 287-6673 or (505) 240-3569.

In the event that the Facilities Manager is not available, the President, Felicia Casados, can be reached in her office in the administrative area or by calling (505) 287-6624 or (505) 927-6884. If the President is not on campus, her designee can be reached by calling the primary NMSU Grants Campus number (287-7981.)

## Emergency Telephone Numbers:

Grants Fire Department	911
Cibola Ambulance Service	911
Grants Police Department	911
Non-Emergency	287-2984
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 (DWI)	#394 (DWI)

## Reporting Procedures:

Most emergencies will be reported to administration at the front desk in Martinez Hall either by calling 287-7981 or sending a responsible person to the front offices to report the problem. The President or 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.

Another method for communicating with the administration office is via the two-way radios used by the maintenance and custodial staff. The base station is located in the administration office. All maintenance and custodial staff carry a portable radio. Other radios are located in the President's office, Chief Academic Officer's office, Adult Basic Education classroom (room 120) and automotive classroom (room 52.)

If the emergency is severe enough to warrant immediate attention, the person discovering the emergency, should call 911 and notify the appropriate administrator 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
- Chemical Incident
- Brief Description of the Emergency
- Your name and phone number

## **Types of Emergencies:**

Emergencies which may be encountered on campus, (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:**

### ***Emergency Evacuation Notification:***

The primary means to notify occupants of campus buildings that they must evacuate is the Fire Alarm System. Fire alarm pulls are located in some classrooms and most common areas of the campus. These alarms should be activated during real emergencies to have people vacate the buildings. (Medical emergencies normally do not require evacuation of the building(s).)

### ***Emergency Escape Procedures and Routes:***

Emergency action plans, escape procedures and route assignments have been posted in each office, classroom and common area, and all employees have been 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 campus is included with this plan as **Appendix B**.

## ***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.

The following lists these employees and their duties:

<b>Name</b>	<b>Title</b>	<b>Work Area</b>	<b>Assignment</b>
Dan Christmann	Facilities Manager	Campus	Coordination
Dan Christmann	Facilities Manager	Campus	Evacuation Assist
Jack Burdine	Maintenance Tech	Campus	Fire Extinguisher

### ***Assembly Areas:***

Each building will have designated assembly areas where everyone will gather for safety and accountability. It is imperative that faculty keep all students in their care together. Staff and faculty should brief those to whom they are responsible on the location of each assembly area. Refer to **Appendix C** for the assembly area map.

#### **Martinez Hall:**

Evacuees coming from the main entrances and the library will assemble in the parking lot near the flag poles. (Area 1)

Those evacuating from the second floor north end exits will assemble in the back parking lot. (Area 2)

People exiting from the south end of the building, the trades areas and Houses A and B will assemble in the Automotive Shop parking lot. (Area 3)

#### **McClure Hall and Maintenance Garage:**

All evacuees will assemble on the grass between McClure Hall and University Drive. (Area 4)

#### **Fidel Center:**

All evacuees will assemble in the parking lot near the main entrance (Area 5)

#### **Day Care Center:**

All employees and children will assemble in the parking lot between the day care center and Martinez Hall. (Area 6)

### ***Accountability Procedures after Evacuation:***

Each supervisor, faculty and/or staff member is responsible for accounting for all assigned employees and/or students 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 and faculty are required to report their head count (by name) to the Emergency Evacuation Coordinator.

### ***Sheltering in place:***

Certain emergencies may require staff, faculty and students 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 supervisor/faculty member is responsible for accounting for each employee and/or student following an emergency evacuation. The following procedures apply:

1. Assembly areas have been established for all evacuation routes and procedures. Refer to **Appendix C**.
2. All staff, faculty, and students 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 and faculty will check off the names of all those reporting and will report those not checked off as missing to the Emergency Evacuation Coordinator.
4. The Emergency Evacuation Coordinator will be located at the flag poles or in an area designated by local authorities as safe.
5. A concerted effort with local authorities will determine the best method to locate missing persons.
6. The Emergency Evacuation Coordinator in conjunction with local authorities will determine when it is safe to return to the campus facilities.

### ***Rescue and Medical Duties:***

The campus does not have emergency rescue and/or medical personnel who would be assigned specified duties during a crisis, but campus officials would rely on the expertise of the Grants Fire and Police Departments, and the Cibola Ambulance Service.

## **Specific Situations:**

Different emergencies will require various responses from supervisors, staff, faculty, employees and students. 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, activate the fire alarm, call 911 and inform the administration 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), pull the handle on the nearest fire box, evacuate the building and call 911 from a safe assembly area.

If the fire alarm sounds in any campus building, evacuate the area immediately. Move away from the building to the pre-designated assembly areas outlined in this plan and shown in **Appendix B**. **Do NOT use the elevators!**

## ***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 Administration in Martinez Hall if possible.
- Pull the fire alarm.
- 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.
- Do not use elevators.
- 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, especially in schools settings (and particularly when major exams are scheduled or projects are due.) 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 bomb threat is received at the Grants Campus during a period of major exams, the President or designee will schedule exams to be taken at an off-campus location immediately.

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 President (or designee) and the Facilities Manager

The President (or 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 the Facilities Manager's 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 coordinate a search.
- Provide assistance to the emergency response teams as necessary.
- Once the facility is declared safe, reopen the facility for normal operation.

## NMSU Grants 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 President and Facilities Manager

## ***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 President (or designee) and the Facilities Manager (or designee.)
- If the President (or designee) or the Facilities Manager (or designee) cannot be located, contact Emergency Dispatch at 911 and continue to keep others away from the item until responders arrive.

The President (or Designee) will determine if the package poses a threat and, if so, will:

- Announce to evacuate the building(s).
- Call 911.
- With the Facilities Manager's 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 facility is declared safe, reopen the facility 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:

- **Pull the fire alarm** to evacuate the building.
- Call 911
- Notify the Administrative Offices 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 Facilities Manager for assistance.
- Assist with containment or vacate the area so cleanup can commence.

### ***Natural Gas Leak:***

A branch of the PNM Natural Gas pipeline runs within one quarter mile of the north end of the campus. Pipelines are generally safe, but carry highly volatile fuel which can burn or explode, causing severe damage.

Pipeline accidents are extremely rare, but they can happen. Your senses will tell you if a pipeline 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 Facilities Manager or call 911 and the emergency pipeline number (800) 282-1732.
- 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 Line 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 on campuses everywhere. If someone is being attacked on campus property:

- Send someone to the Administrative Offices 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 on campuses have been shootings. The following guidelines should be followed in the event an armed individual enters the campus 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 **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 the 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 Administrative 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 campus unless it is severe enough to close roads or delay opening the campus for normal business.

### **Before the Normal Work Day Begins:**

- The President (or designee) will, after watching the local weather report and gathering information from local sources, determine if classes should be delayed for two hours or cancelled for the entire day.
- The call tree will be initiated if classes are cancelled or delayed.
- The Marketing Coordinator will be contacted and notified of the decision to cancel or delay classes.
- 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.
- The Marketing Coordinator will also post the cancellation notice on the marquee on University Drive.

### **During Normal Work Hours:**

- The President (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 classes, the call tree will be initiated.
- The Marketing Coordinator will be contacted and notified of the decision to cancel classes for the remainder of the day.
- 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.
- The Marketing Coordinator will also post the cancellation notice on the marquee on University Drive.

***Other:***

Many other types of emergencies are possible. The key to surviving and minimizing the effects of disasters is to remain calm, think, and plan ahead.

# Emergency Call Tree

# Sample Emergency Escape Route

# Assembly Areas

