



Campus Emergency & Safety Plan

Revised

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Table of Contents

Overview and Purpose.....	4
Emergency Plan Coordinator	4
Emergency Telephone Numbers	5
Emergency Notification System	5
Severe Weather	6
Before the Normal Workday Begins.....	6
During Normal Work Hours	7
Emergency Reporting Procedures	8
Evacuation Procedures	9
Emergency Evacuation Notification.....	9
Emergency Escape Procedures and Routes	9
Procedures for Employees Who Remain to Conduct Critical	9
Operations Before Evacuating:	9
Assembly Areas.....	10
Martinez Hall.....	10
McClure Hall and Maintenance Garage	10
Fidel Gymnasium	10
Day Care Center	10
Lucy Belle Ma/Teacher & Health Care Education Building	10
Employee Accountability Procedures Following Evacuation	11
Rescue and Medical Duties.....	11
Types of Emergencies:.....	12
Fire.....	13
Explosion	14
Bomb Threat.....	15
Suspicious Package.....	17
Chemical Spill/Leak	18
Natural Gas Leak.....	19

Physical Violence or Active Shooter Incidents20
Active Shooter Incident20
Medical..... 22
Other 22
Emergency Call Tree (Appendix A)..... 23
Sample Emergency Escape Route (Appendix B) 24
Assembly Areas (Appendix C)..... 25

Overview and Purpose

It is the practice 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.

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. Compliance with OSHA regulation 29 CFR 1910.38 (emergency action plan.)

Emergency Plan Coordinator

Corley Valdez, 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) 287-6650 or (505) 240-0489.

If the Facilities Manager is not available, the Campus Executive, Dr. Marlene Chavez-Toivanen, can be reached in her office in the administrative area or by calling (505) 287-6641 or (505) 290-7897. If the Campus Executive is not on campus, her designee, Alice Salcido, or Patrick Clingman can be reached by calling the primary NMSU Grants Campus number (505)287-6678.

Emergency Telephone Numbers

Grants Fire Department	911 or (505) 876-2245
Cibola Ambulance Service	911 or (505) 287-8675
Grants Police Department	911
Non-Emergency	(505) 287-2984
Grants Dispatch	(505) 287-2983
Cibola County Sheriff	911
Non-Emergency	(505) 287-9476
New Mexico State Police	(505) 287-4141
Cibola General Hospital (General)	(505) 287-4446
Cibola General Hospital (E.R.)	(505) 287-5261
Regional Poison Control	1-800-222-1222
Driving While Intoxicated (DWI)	#394 (DWI)
Mental Health Resources	#988

Emergency Notification System

As part of our ongoing commitment to campus safety, NMSU Grants deploys a campus wide emergency notification system (ENS). The system is designed to immediately communicate time-sensitive emergency notifications to the campus via various delivery methods. The emergency notification system is reserved for critical incidents that pose an imminent threat to life, health and/or safety.

Components of the Emergency Notification System (ENS):

- a. Text messages
- b. Cell and landline phone calls
- c. Email
- d. Campus phone system

As soon as possible, emergency information will be posted on the college web site and Facebook Page.

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 Workday Begins

- The Campus Director (or designee) will, after monitoring local weather reports and gathering information from local sources, determine if classes should be delayed for two hours or cancelled for the entire day.
- The Campus Director (or designee) will contact NMSU Police Dispatch 575-646-3311 and request an 'Everbridge announcement'. The requestor will provide the needed information to dispatch to provide the announcement.
- NMSU will send an Emergency Notification to all employees and student at the Grants Campus with a message regarding the delay or closure.
- The primary networks and local radio stations will be informed of the delay or cancellation: KOAT TV; and KOB TV.
- Delays and cancellation notices will then be posted on Channels 4 and 7 and announced on the local radio stations: KDSK-92.7 FM, and KMIN-AM 980.
- The Campus Director (or designee) will also contact the campus IT Director to post the cancellation notice on the marquee on Roosevelt Drive, and on the college's webpage.

During Normal Work Hours

- The Campus Director (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 primary networks and local radio stations will be informed of the cancellation.
- The Campus Director (or designee) will contact NMSU Police Dispatch 575-646-3311 and request an 'Everbridge announcement'. The requestor will provide the needed information to dispatch to provide the announcement.
- The primary networks and local radio stations will be informed of the delay or cancellation: KOAT TV; and KOB TV.
- Delays and cancellation notices will then be posted on Channels 4 and 7 as well as announced on the local radio stations: KDS K-92 .7 FM, and KMIN-AM 980.
- The Campus Director (or designee) will also contact the campus IT Director to post the cancellation notice on the marquee on Roosevelt Drive, and on the college's webpage.

Emergency Reporting Procedures

Most emergencies will be reported to the administration at the front office in Martinez Hall room 05 or by calling (505) 287-6678. The Campus Director or designee will decide what action to take based on the severity of the situation. The attached contact tree (**Appendix A**) may be used to contact all employees in the event of an emergency.

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 in the administration office. All maintenance and custodial staff carry a portable radio. Other radios are located in the Campus Director's office, VP for Academic Affairs office, VP for Student Services, Business Office, Adult Education classroom (room 120), Automotive classroom (room 52), Library office, Nursing Faculty Office (Lucy Belle Ma Hall), Production Studio Office (McClure Hall room 301B), Lucy Belle Ma Hall, Student Success Center, North & South House and the gymnasium (Fidel Hall room 201.)

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
- Police Fire Medical
- Chemical Incident
- Brief Description of the Emergency Your name and phone number

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 in some classrooms and most common campus areas. 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 like the type posted throughout the campus is included with this plan (**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:

Name	Title	Work Area	Assignment
Corley Valdez	Facilities Manager	Campus	Coordination
Corley Valdez	Facilities Manager	Campus	Evacuation Assist
		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 sample 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 Gymnasium

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)**

Lucy Belle Ma/Teacher & Health Care Education Building

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

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 at the flagpoles 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 and local authorities will determine when it is safe to return to 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. Call 911

Types of Emergencies

Emergencies that may be encountered on campus, (but are not limited to these) are:

- Fire or Explosion
- Bomb Threat or Suspicious Package
- Chemical Spill/Leak
- Natural Gas Leak
- Violence or Active Shooter Incident
- Medical
- Severe Weather

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

Different emergencies will require various responses from supervisors, staff, faculty, employees, and students. The following situations are among those that 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, take the following actions:

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, 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 is filled with heavy smoke, pull the handle on the nearest fire alarm, 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 during a fire emergency!

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 Administrator in Martinez Hall.
- If necessary, pull the fire alarm and evacuate the building.
- Be prepared for possible further explosions.
- If evacuation is **not** called for:
 - crawl under a table or desk for shelter from falling debris.
 - 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...).
- If evacuating:
 - Follow evacuation plan for your building.
 - Feel door handles for heat before opening, and open carefully.
 - Watch for falling objects.
 - Do not use elevators.
 - If requested and able, assist persons with disabilities.
 - Do not re-enter the building.
- 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 school settings (and particularly when major exams are scheduled, or projects are due.) Unfortunately, there is often no way to tell what the motivation of the caller was until a thorough inspection of the building is conducted. This means that there will always need to be a response to the threat by emergency services personnel (police, fire and medical.)

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

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

The Campus Director (or Designee) will:

- Send notification to evacuate the building(s).
- Call 911, if not already done do.
- 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 operation.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call: 911 then notify administrator on duty
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call: 911 then notify administrator on duty
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

** Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

- Where is the bomb located?
(building, floor, room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- Why?

- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located?
(background/level of noise)

- Estimated age:

- Is voice familiar? If so, who does it sound like?

- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:

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 Campus Director (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 hazardous materials release occurs, or is discovered, and constitutes an immediate danger to you or other building occupants:

- PULL THE FIRE ALARM to evacuate the building.
- Immediately call 911.
- For hazardous materials contact, remove contaminated clothing and rinse contaminated skin or eyes continually with fresh water or eye wash solution for 15 minutes. Any contamination of a person or a release to the environment must be reported to your supervisor and [Environmental Health Safety & Risk Management](#).

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
- From a safe location, contact the Facilities Manager, or call 911 and the emergency pipeline number 1-800-664-2726.
- Secure the area
- Warn others to not enter the area
- 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

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

If someone is the victim of attack on campus property

- Report the incident to the police. Call 911.
- Send someone to the Administrative Offices with instructions to get help as fast as possible.
- Without endangering yourself or others, try to apply first aid if needed.
- Do not put yourself in danger. 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

The following guidelines should be followed in the event an armed individual enters the campus and starts shooting.

If Possible, **RUN**

- **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

If you cannot safely exit the building, the following are recommended

- **HIDE**
- **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** and the **Location** of the incident

- **What** is happening
- **How many** people are involved (shooter s 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 immediate danger. Once rescued, follow the instructions of the police officers as they guide you to safety.
- **FIGHT**
As a last resort and if your life is in danger, fight to stay alive.

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:

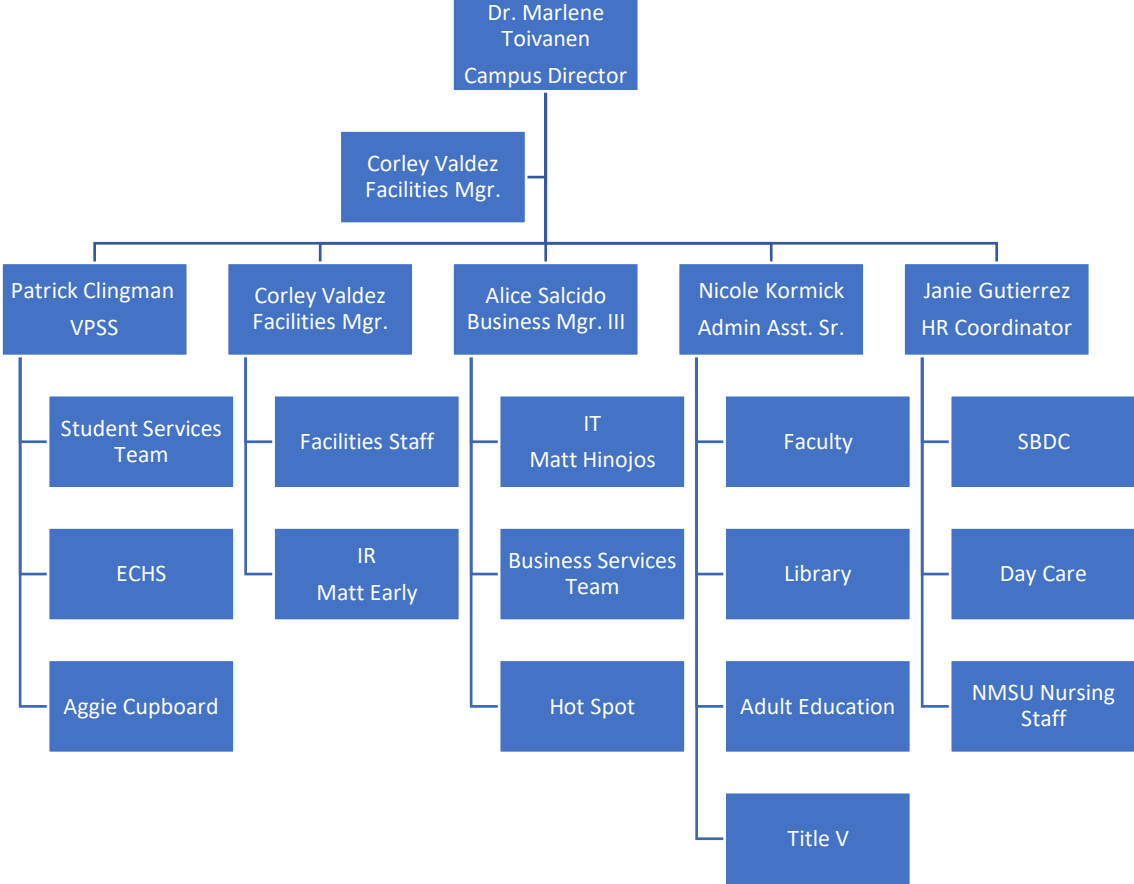
- Do not move the person unless he/she is in a life-threatening situation.
- Call 911 for immediate medical attention. Examples include:
 - Heart attacks
 - Unconscious persons
 - Cuts with extreme bleeding
 - Broken bones
 - Eye or head injuries
 - Chemical exposures
 - Electrical shock
 - Seizures
 - Heat Stroke

- Stay with and comfort the person.
- Send someone to the Administrative Office to inform them of the emergency.
- If you are certified and it is safe to do so, provide care for the person to the extent you are capable.
- Brief emergency responders on arrival and let them do their job. Try to return to normal operations as soon as possible.

Other

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

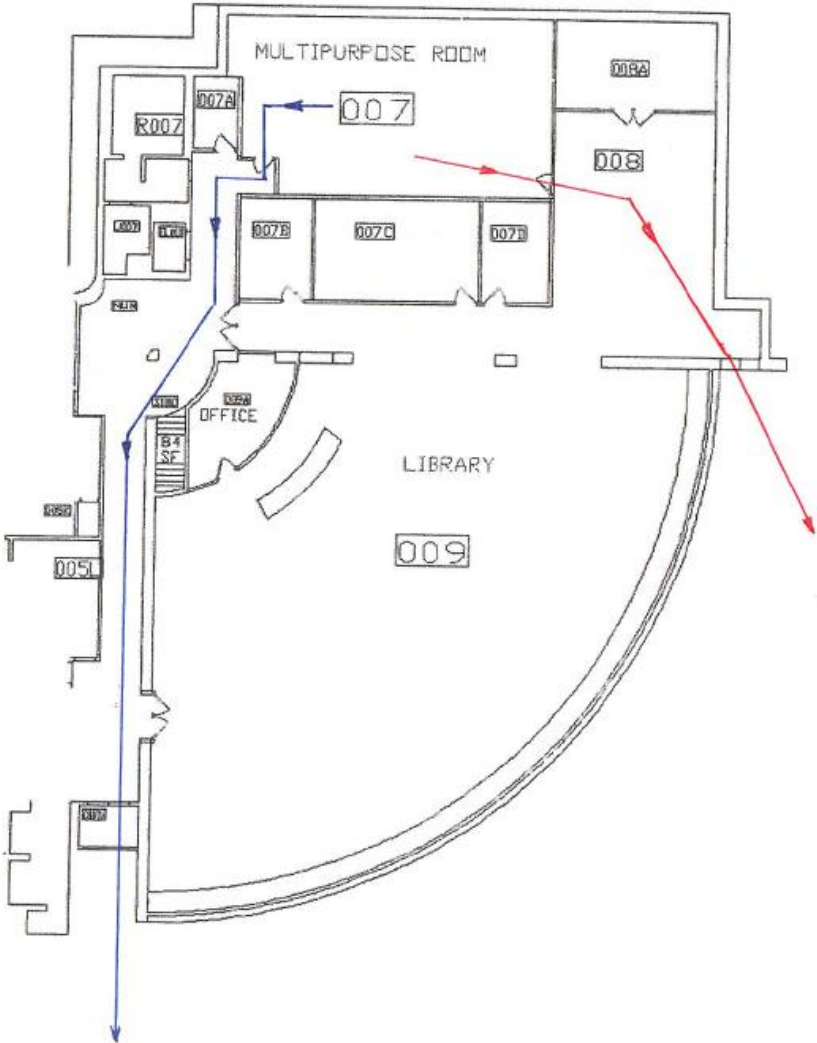
Emergency Contact Tree (Appendix A)



Sample Emergency Escape Route (Appendix B)

— Primary

— Secondary



Assembly Areas (Appendix C)

