

2007-2008

NMSU-A

SAFETY AND SECURITY MANUAL



2007 – 2008

To All Faculty and Staff

The safety and security of students, employees, and community members on our campus is of paramount importance at NMSU-A. We make every effort to ensure that our campus provides a safe and secure environment in which people are able to work, study, and enjoy the enrichment opportunities we offer.

The Safety and Security Committee develops and promotes appropriate strategies and procedures to help maintain a safe and secure institutional environment. The Committee updates the NMSU-A Safety and Security Manual and Quick Reference Card of emergency telephone numbers on an annual basis.

The Safety and Security Committee provides information and guidelines for appropriate responses to a wide-range of concerns and issues. However, every member of the campus community assumes responsibility for making NMSU-A a safe and secure environment for work and study.

*Cheri Jimeno, Ph.D.
Campus Executive Officer*

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NMSU-A CAMPUS EMERGENCY/INFORMATION NUMBERS

All emergencies (police, fire, ambulance)
 NMSU-A Security Office

9 + 911
 439-3634

Alcohol/Drug Misuse	Campus Student Services Officer	439-3716
Bio Hazard/Chemical Hygiene	Chemical Hygiene Officer	439-3638
	Facilities Department	439-3611
	Security Office	439-3634
Bomb Threat		9+911
Building Emergency	Facilities Department	439-3611
Dangerous Animal	Security Office	439-3634
Fire (pull fire alarm and call)		9+911
Medical Emergency		9+911
Power Outage/Utility	Facilities Department	439-3611
Security		439-3634
Student Discipline	Day – Campus Student Services Officer	439-3716
	Evening - Security Office	439-3634
Violent/Criminal Behavior	Alamogordo Department of Public Safety	439-4300
	Security Office	439-3634

Once the emergency number has been called, contact the Administration Office or the area secretary to complete an Accident/Incident Report.

INFORMATION NUMBERS

All emergencies (police, fire, ambulance) 9 + 911
 NMSU-A Security Office 439-3634

Alamogordo Department of Public Safety

Administrative Services439-4325
 Ambulance Non-Emergency439-4300
 Animal Control439-4330
 Fire Non-Emergency439-4300
 Police Fax439-4300
 Police Non-Emergency439-4300
 Records 439-4310

New Mexico State

New Mexico Department of Human Services1-800-432-9168 or 1-505-437-9260
 NM Department of Public Safety:
 Emergency Management Bureau.....439-0747
 State Police (Responsible for all hazmat spills statewide)437-1313
 NM Department of Transportation Enforcement Division437-1313
 NM Environmental Department (Otero County).....437-7115
 NM Environmental Improvement Division1-505-219-6157
 NM State Fire Fighters Training Academy1-800-734-6553
 NM Occupational Health and Safety Bureau1-505-827-4230
 NM Public Health Division:
 AIDS Hotline1-800-342-AIDS(2437)
 Public Health437-9340

Otero County

Agriculture437-0231
 Detention:
 Jail 437-6420
 Office437-2519
 District Attorney437-3640
 Extension Agent437-0231
 Geographic Information System437-5310
 Hazardous Material Officer439-0747
 Public Defender437-4600
 Sheriff437-2210
 Victim of Crime Program437-3640

Other

Agency for Toxic Substances & Disease Registry 888-42ATSDR or 422-8737
 Center for Disease Control1-404-633-3311
 Chemtrec1-800-424-9300
 EPA Hotline 1-800-424-9346
 Indian Affairs1-505-671-4494
 National Response Center 1-800-424-8802

2007-2008

NMSU-A

NMSU Safety Office	1-505-646-3327
Or Dial (Las Cruces Campus)	6-3327
NMSU-A Chemical Hygiene Officer	439-3763/3788
Or Dial (On Campus)	3763 or 3788
Poison Information Center	1-800-432-6866

NMSU-A SAFETY AND SECURITY COMMITTEE

Introduction

To ensure a safe environment at New Mexico State University at Alamogordo, the administration established a Safety and Security Committee in 1994 to assess the amount and extent of safety programs/procedures that were already in existence at our campus. The committee was asked to establish a comprehensive safety program that was easy to understand and easy to implement. The program was to be responsive to the needs of our employees and students and to be in compliance with state and local directives.

Mission

The mission of the NMSU-A Safety and Security Committee is 1) to advise the campus administration on matters related to safety and security of students, faculty, staff, and the community while on our campus, 2) to coordinate, within administrative guidelines, practices and programs to promote safety and security on campus, and 3) to inform students, faculty, staff, and community about safety and security practices.

Goals

The committee shall pursue the three components of its mission through the following:

Mission 1: Advise

1. Identify the safety and security guidelines which apply to the campus.
2. Assess the safety and security practices on campus.
3. Prepare an annual report to the Campus Executive officer summarizing safety and security practices and recommendations for improvements.

Mission 2: Coordinate

1. Coordinate efforts to comply with federal, state, local, and campus regulations regarding safety and security practices.
2. Contact appropriate agencies for inspection criteria to maintain compliance with safety and security requirement.

Mission 3: Inform

1. Prepare and update a Safety and Security Handbook for use by faculty and staff.
2. Prepare and update a Safety and Security Quick Reference Card containing emergency numbers for use by faculty and staff
3. Sponsor workshops/seminars for students, faculty and staff on topics related to safety and security.

New Mexico State University at Alamogordo
Emergency Action Plan
Revised February, 2007

NMSU Policy states that AEach NMSU department shall establish a Emergency Action Plan for employees within departmental work areas. For those areas with chemical laboratories, this plan is also required as a component of the Chemical Hygiene Plan.@

Safety is a high priority on the NMSU-Alamogordo campus. We have established a comprehensive, yet simple plan to ensure that every person on the Alamogordo campus has the opportunity to exit quickly and safely in the event of a catastrophe.

The NMSU-A campus will have one plan for the entire campus, modified to fit each building. Each building will have a primary and a secondary Emergency Action Coordinator to orchestrate the Emergency Action Plan. The attached table summarizes the required elements of the NMSU-Alamogordo Emergency Action Plan.

Pre Emergency Actions:

- < Emergency Evacuation Coordinators will be trained on the use of Fire Extinguishers.
- < Emergency Evacuation Coordinators will be trained on what to do if an emergency occurs.
- < Emergency escape route signs will be posted in every building on campus.
- < Signs will be posted by elevators stating, Ado not use elevator in case of fire or emergency evacuation of building@.
- < Buildings will be continually inspected to ensure passageways are kept clear.
- < Area Secretaries will update an employee roster for each department/building each semester. The updated roster will be turned into Nancy Montgomery for distribution to the Emergency Evacuation Coordinators and Building Monitors.
- < Special shutdown procedures will be posted and given to the appropriate people for critical equipment.
- < All mobility impaired or special needs persons shall be identified for each building.

Please post the following plan in each building and department at the locations noted.

Academic Support Center
Emergency Action Plan for Student Services
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Student Services Administrative Assistant's Office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|------------------------|
| 1. | Primary: | Martha McFarland, 3811 |
| 2. | Secondary: | Ali Mageehon, 3852 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:
Exit doors

In the event of evacuation of the Academic Support Center the staff affected by this plan will gather at the Administrative parking lot

Martha McFarland, Assistant Director of ASC, 439-3811 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Martha McFarland, 439-3811, will pull fire alarms as a means of announcing an emergency.
- Step 5. Ali Mageehon, 439-3852, will help direct people out of building to the designated safe location.
- Step 6. Martha McFarland, 439-3811, will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

ACAO/Extended College
 Emergency Action Plan for Classroom Building
 February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Classroom Building area on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|--|
| 1. | Primary: | Administrative Secretary, Janis McWilliams, 3842 |
| 2. | Secondary: | ACAO, Donna Cook, 439-3699, 442-1649 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:
 Exit Doors

In the event of evacuation of the Classroom Building the staff affected by this plan will gather at the Faculty Parking Lot.

Janis McWilliams, 439-3842 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
 Campus Executive Officer will maintain contact with 911 personnel.
 Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Janis McWilliams, 439-3842 will pull fire alarms as a means of announcing an emergency.
- Step 5. Donna Cook, 439-3699, 442-1649 will help direct people out of building to the designated safe location.
- Step 6. Janis McWilliams, 439-3842 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Administration

Emergency Action Plan for Administration

February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Administration area on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|--|
| 1. | Primary: | Administrative Assistant, Liz Aranda, 439-3621 |
| 2. | Secondary: | CAO, Dr. Debra Teachman, 439-3622 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:

Exit Doors

In the event of evacuation of the Administration building the staff affected by this plan will gather at the Administration Parking Lot.

Liz Aranda, 439-3621 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Liz Aranda, 439-3621 will pull fire alarms as a means of announcing an emergency.
- Step 5. Dr. Debra Teachman, 439-3622 will help direct people out of building to the designated safe location.
- Step 6. Liz Aranda, 439-3621 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Bookstore
Emergency Action Plan for Bookstore
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Bookstore office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|--------------------------------------|
| 1. | Primary: | Bookstore, Angie Jorgensen, 439-3606 |
| 2. | Secondary: | Bookstore, Mary Wolford, 439-3607 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:

Exit Doors

In the event of evacuation of the Bookstore building the staff affected by this plan will gather at the Sidewalk along Scenic Drive.

Angie Jorgensen, 439-3606 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Angie Jorgensen, 439-3606 will pull fire alarms as a means of announcing an emergency.
- Step 5. Mary Wolford, 439-3607 will help direct people out of building to the designated safe location.
- Step 6. Angie Jorgensen, 439-3606 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Business Office
Emergency Action Plan for Business Office
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Business Office area on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|---|
| 1. | Primary: | Administrative Assistant, Bobbie Harrington, 439-3603 |
| 2. | Secondary: | Business Manager, Tony Salinas, 439-3601 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:
Exit Doors

In the event of evacuation of the Business Office building the staff affected by this plan will gather at the grass area outside Business Office.

Bobbie Harrington, 439-3603 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Bobbie Harrington, 439-3603 will pull fire alarms as a means of announcing an emergency.
- Step 5. Tony Salinas, 439-3601, will help direct people out of building to the designated safe location.
- Step 6. Bobbie Harrington, 439-3603 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

CEO Office
Emergency Action Plan for Personnel Office
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Personnel Office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

1. Primary: Administrative Assistant, Mary Fechner, 439-3696
2. Secondary: CEO, Dr. Cheri Jimeno, 439-3640, 551-1666

Emergency escape route maps are enclosed and posted in the hallways at the following locations:

Exit Doors

In the event of evacuation of the CEO Office building the staff affected by this plan will gather at the Administration Parking Lot.

Mary Fechner, 439-3696 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Mary Fechner, 439-3696 will pull fire alarms as a means of announcing an emergency.
- Step 5. Dr. Cheri Jimeno, 439-3640, 551-1666 will help direct people out of building to the designated safe location.
- Step 6. Mary Fechner, 439-3696 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Charles Reidlinger Science Center
Emergency Action Plan for Science Center
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Science Center lounge on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|---|
| 1. | Primary: | Administrative Assistant, Michelle Nelson, 439-3789 |
| 2. | Secondary: | Science Division Head, Jary Rupe 439-3768 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:
Exit Doors

In the event of evacuation of the Science Center building the staff affected by this plan will gather at the Science Center Parking Lot.

Michelle Nelson, 439-3789 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Michelle Nelson, 439-3789 will pull fire alarms as a means of announcing an emergency.
- Step 5. Jary Rupe, 439-3768 will help direct people out of building to the designated safe location.
- Step 6. Michelle Nelson, 439-3789 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

David Townsend Library
Emergency Action Plan for Library
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Library office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|----------------------------------|
| 1. | Primary: | Library, Teresa Torres, 439-3803 |
| 2. | Secondary: | Librarian, Dan Kammer, 439-3806 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:

Exit Doors

In the event of evacuation of the Library building the staff affected by this plan will gather at the Library Parking Lot.

Teresa Torres, 439-3803 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Teresa Torres, 439-3803 will pull fire alarms as a means of announcing an emergency.
- Step 5. Dan Kammer, 439-3806 will help direct people out of building to the designated safe location.
- Step 6. Teresa Torres, 439-3803 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Facilities Department
 Emergency Action Plan for Physical Plant Department
 February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Physical Plant Department Administrative Assistant's office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|---------------------------------------|
| 1. | Primary: | PPD, Larry Flores, 439-3641, 430-4668 |
| 2. | Secondary: | Records Clerk, Lore Anaya, 439-3611 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:

Exit Doors

In the event of evacuation of the Physical Plant Department building the staff affected by this plan will gather at the ProTech Parking Lot.

Larry Flores, 439-3641, 430-4668 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
 Campus Executive Officer will maintain contact with 911 personnel.
 Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Larry Flores, 439-3641, 430-4668 will pull fire alarms as a means of announcing an emergency.
- Step 5. Lore Anaya, 439-3611 will help direct people out of building to the designated safe location.
- Step 6. Larry Flores, 439-3641, 430-4668 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Faculty Office
Emergency Action Plan for Faculty Office
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Faculty Office lounge on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|---|
| 1. | Primary: | Administrative Assistant, Wilma Noriega, 439-3751 |
| 2. | Secondary: | HSSE Division Head, 439-3736 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:
Exit Doors

In the event of evacuation of the Faculty Office building the staff affected by this plan will gather at the Faculty Parking Lot.

Wilma Noriega, 439-3751 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Wilma Noriega, 439-3751 will pull fire alarms as a means of announcing an emergency.
- Step 5. HSSE Division Head, 439-3736 will help direct people out of building to the designated safe location.
- Step 6. Wilma Noriega, 439-3751 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

George Fetting Student Services
Emergency Action Plan for Student Services
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Student Services Administrative Assistant's Office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|---|
| 1. | Primary: | Administrative Assistant, Judy Garcia, 439-3716 |
| 2. | Secondary: | CSSO, Sharon Fischer, 439-3717 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:
Exit doors

In the event of evacuation of the Student Services building the staff affected by this plan will gather at the sidewalk along Scenic Drive.

Judy Garcia, 439-3716 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Judy Garcia, 439-3716 will pull fire alarms as a means of announcing an emergency.
- Step 5. Sharon Fischer, 439-3717 will help direct people out of building to the designated safe location.
- Step 6. Judy Garcia, 439-3716 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Henry Campbell Art Center
Emergency Action Plan for Art Center
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Art Center faculty office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|--|
| 1. | Primary: | Instructor, Leah Rano, 3673 |
| 2. | Secondary: | ProTech Division Head Bryan Yancey, 3671 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:

Exit Doors

In the event of evacuation of the Art Center building the staff affected by this plan will gather at the Art Center Parking Lot.

Leah Rano, 3673 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Leah Rano, 3673 will pull fire alarms as a means of announcing an emergency.
- Step 5. Bryan Yancey, 3671, will help direct people out of building to the designated safe location.
- Step 6. Leah Rano, 3673 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Marvin Rohovec Fine Arts Center
Emergency Action Plan for Fine Arts Center
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Fine Arts Center office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|---------------------------------------|
| 1. | Primary: | Instructor, Connie Breeding, 439-3676 |
| 2. | Secondary: | Instructor, George Green, 439-3681 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:

Exit Doors

In the event of evacuation of the Fine Arts Center building the staff affected by this plan will gather at the Library Parking Lot.

Connie Breeding, 439-3676 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Connie Breeding, 439-3676 will pull fire alarms as a means of announcing an emergency.
- Step 5. George Green, 439-3681 will help direct people out of building to the designated safe location.
- Step 6. Connie Breeding, 439-3676 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Nursing
Emergency Action Plan for Nursing
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Nursing Administrative Assistant's office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|--|
| 1. | Primary: | Administrative Assistant, Vicki Finarelli-Gurney, 439-3660 |
| 2. | Secondary: | Nursing Program Director, Jack Rogers, 439-3662 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:
Exit Doors

In the event of evacuation of the Nursing building the staff affected by this plan will gather at the Nursing Parking Lot.

Vicki Finarelli-Gurney, 439-3660 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Vicki Finarelli-Gurney, 439-3660 will pull fire alarms as a means of announcing an emergency.
- Step 5. Jack Rogers, 439-3662 will help direct people out of building to the designated safe location.
- Step 6. Vicki Finarelli-Gurney, 439-3660 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

ProTech
Emergency Action Plan for ProTech
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the ProTech lounge on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|---|
| 1. | Primary: | Administrative Assistant, Diana Calkins, 439-3670 |
| 2. | Secondary: | Instructor, John Adams, 439-3675 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:
Exit Doors

In the event of evacuation of the ProTech building the staff affected by this plan will gather at the ProTech Parking Lot.

Diana Calkins, 439-3670 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Diana Calkins, 439-3670 will pull fire alarms as a means of announcing an emergency.
- Step 5. John Adams, 439-3675 will help direct people out of building to the designated safe location.
- Step 6. Diana Calkins, 439-3670 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Student Union
Emergency Action Plan for Student Union
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Student Union area on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|---------------------------|
| 1. | Primary: | Deli, 439-3728 |
| 2. | Secondary: | Snack Bar Attendant, 3614 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:
Exit Doors

In the event of evacuation of the Student Union building the staff affected by this plan will gather at the small parking lot behind Deli.

Deli, 439-3728 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Deli, 439-3728 will pull fire alarms as a means of announcing an emergency.
- Step 5. Snack Bar Attendant, 3614, will help direct people out of building to the designated safe location.
- Step 6. Deli, 439-3728 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Tays Special Events Center
Emergency Action Plan for Tays SEC
February, 2007

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Tays SEC foyer and ABE foyer on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

- | | | |
|----|------------|--|
| 1. | Primary: | Instructor, Ernie Baca, 439-3659, 430-0553 |
| 2. | Secondary: | ABE, Anita Raynor, 439-3812 |

Emergency escape route maps are enclosed and posted in the hallways at the following locations:
Exit Doors

In the event of evacuation of the Tays SEC building the staff affected by this plan will gather at the Tays Parking Lot.

Ernie Baca, 439-3659, 430-0553 will account for all employees after the emergency evacuation has been completed.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can safely do so, take reasonable steps to do so.

If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event call 9-911 as well as notifying Dr. Cheri Jimeno, CEO or Dr. Debra Teachman, CAO so they can notify the emergency responders.

To report an emergency:

- Step 1. Call 9-911
- Step 2. Contact Campus Executive Officer or Campus Academic Officer
Campus Executive Officer will maintain contact with 911 personnel.
Campus Executive Officer will inform 911 personnel of any persons with disabilities.
- Step 3. Campus Academic Officer will contact each Primary Coordinator to inform them of the situation and instruct them to begin evacuation. If Primary is not available, Secondary must be contacted.
- Step 4. Ernie Baca, 439-3659, 430-0553 will pull fire alarms as a means of announcing an emergency.
- Step 5. Anita Raynor, 439-3812 will help direct people out of building to the designated safe location.
- Step 6. Ernie Baca, 439-3659, 430-0553 will take roll to account for personnel in their designated building.
- Step 7. Faculty will account for students in their classes.

Emergency Notification System:

The NMSU-A CEO, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the CAO, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:

If individuals become threatening or violent, call 9-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug misuse, and Suspect Mail.

Chapter 2

Media/ Public Relations

During an emergency or disaster, the spokesperson for New Mexico State University-Alamogordo will be the administrator in charge or the individual in the Information Services/Public Information Office. Other university employees shall refrain from discussing the emergency situation or university responsibilities with the media unless given expressed written or verbal permission.

The Information Services/Public Information Office will prepare, on the direction of the administrator, media releases which will be the official statements of the administration. Also the office will handle the direct contact with the media, arrange press conferences, and respond to telephone interviews/requests from the media.

I. Guidelines for Media/Public Relations

- A. All supervisory personnel are to report emergencies/disasters to the Campus Executive Officer, the Campus Administrative Assistant, or an Emergency and Disaster Coordinator who will then notify the Information Services/Public Information Office.
- B. All questions or calls from the media should be directed to the Information Services/Public Information Office (ext. 3729).
- C. Individuals may be asked by the Campus Executive Officer, Campus Administrative Assistant, or the Information Services/Public Information Office to supply factual information pertaining to the incident(s) for dissemination.

Chapter 3

Evacuation Plans

The NMSU-A campus buildings or campus will be evacuated if there are:

- Fire or extensive smoke
- Hazardous chemical problem
- Directed bomb threat or similar confrontation
- Other crisis situations

I. Guidelines in the Event of a Building Evacuation

- A. The evacuation will occur if the fire alarm sounds, verbal direction to evacuate from the Division Head or Department Head are given, and/or if the situation dictates, any responsible staff or student can start the evacuation procedure.
- B. Faculty will direct their classes to the appropriate parking area away danger where a headcount will be taken and employees will exit their building according to the individual building evacuation plans.
- C. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- D. The faculty/staff will maintain order to keep the area clear until Department of Public Safety (DPS) takes charge of the situation.
- E. Building Representatives (Division Heads, Secretary, or Safety Representative) will insure that the building is empty.
- F. **Do not** reenter an evacuated building until the “all-clear” is given by DPS.
- G. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.
 1. If the individual involved is a student, forward the Notice of Incident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 2. If individual involved is non-campus personnel or an employee forward the Notice of Incident Report or the Notice of Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

The building and campus map evacuation plans are located in Chapter 1. It will be the responsibility of the Safety and Security Committee to insure that the evacuation plans are current and posted. Division heads will insure that their personnel are well briefed on individual responsibilities.

II. **Guidelines in the Event of a Campus-Wide Evacuation**

The entire campus may be evacuated due to an emergency or disaster, such as a major confrontation or a bomb threat. This evacuation plan will be implemented by DPS or the administration. In this case:

- A. Classes are canceled.
- B. If instructed to evacuate the building, the faculty will direct their classes to the appropriate parking area away from danger where a headcount will be taken and employees will exit their building according to the individual evacuation plans (See Chapter 1).
- C. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- D. The faculty/staff will maintain order and keep the area clear until the Department of Public Safety takes control of the situation.
- E. Building Representatives (Division Heads, Secretary, or Safety representative) will insure that the building is empty.
- F. Everyone will leave the campus via Scenic Avenue (See chapter 1 campus map).
- G. Senior faculty will be required to be on call to assist in the emergency.
- H. All incident/accident must be documented. All information should be forwarded to the appropriate office.
 - 1. If the individual is a student, forward the Notice of Incident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix1).
 - 2. If individual involved is non-campus personnel or an employee forward the Notice of Incident Report or the Notice of Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix1).

The local radio stations and the Department of Public Safety will have information on when and if normal campus operations will resume.

Chapter 4

Fire

It is very important to know the location of the fire extinguishers, the alarm system, and the fire exits in each building. All area supervisors should be aware of dangerous materials located in their building. If there are any questions concerning any of the above listed items, please contact the Security Office at 439-3634.

I. Guidelines in the Event of a Minor Fire

- A. If a minor fire is controllable, immediately direct the exhaust of the fire extinguisher to the base of the fire.
- B. Promptly contact the fire department (9+911) and Security at 439-3634.
- C. If the fire becomes an emergency situation, activate the fire alarm system. If the fire alarm system is disabled give verbal instructions to evacuate the building.
- D. Assist individuals to exit the building safely.
- E. Faculty will direct their classes to the appropriate parking area (See Building excavation plan, Chapter 1) away from danger where a headcount will be taken.
- F. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- G. Building Representatives (Division Heads, Secretary, or Safety Representative) will insure that the building is empty.
- H. **Do not** reenter an evacuated building until the “all-clear” is given by DPS.
- I. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.
 - a. If the individual involved is a student, forward the Notice of Incident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 - b. If individual involved is non-campus personnel or an employee forward the Notice of Incident Report or the Notice of Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

II. Guidelines in the Event of a Major Fire

- A. If a fire is not controllable, immediately activate the fire alarm system or if the system is disabled give verbal instructions to evacuate the building.

- B. Promptly contact the Fire Department (9+911) and Security (439-3634).
- C. Assist individuals to exit the building safely.
- D. Faculty will direct their classes to the appropriate parking area (See Building excavation plan, Chapter 1) away from danger where a headcount will be taken.
- E. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- F. Building Representatives (Division Heads, Secretary, or Safety Representative) will insure that the building is empty.
- G. **Do not** reenter an evacuated building until the “all-clear” is given by DPS.
- H. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.
 - 1. If the individual involved is a student, forward the Notice of Incident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 - 2. If individual involved is non-campus personnel or an employee forward the Notice of Incident Report or the Notice of Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

Chapter 5

Utility/Power Outage

Supervisors may delegate special duties to individuals during the utility/power outage. Building supervisors should be aware of the dangers in their area due to lack of lighting. Emergency flashlights will be available to building secretaries.

I. Guidelines in the Event of a Utility/Power Outage

- A. If it is a non-emergency situation and there is no potential of life endangerment, notify the following areas of the outage.
 1. Facilities at ext. 3611
 2. Security at ext. 3634
- B. Faculty or Staff in the building should take steps to insure that individuals remain calm and do not panic.
- C. If it is an emergency situation and there is potential of life endangerment, immediately activate the fire alarm system or if the system is disabled give verbal instructions to evacuate the building.
- D. Contact the fire department (9+911) and Security at 439-3634
- E. Assist individuals to exit the building safely.
- F. Faculty will direct their classes to the appropriate parking area (See Building Excavation Plan, Chapter 1) away from danger where a headcount will be taken.
- G. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- H. Building Representatives (Division Heads, Secretary, or Safety Representative) will insure that the building is empty.
- I. **Do not** reenter an evacuated building until the “all-clear” is given by DPS.
- J. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.
 - c. If the individual involved is a student, forward the Notice of Incident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 - d. If individual involved is non-campus personnel or an employee forward the Notice of Incident Report or the Notice of Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

K. In the event that the elevator malfunctions:

Press the **RED** button next to the **HELP** label. This will put you in contact with a member of the Library staff, who will then contact Security or DPS on your behalf.

Note: If a power surge is expected, the Computer Center, the labs, and all individual personal computers should be off line as the power may be unstable when it first returns.

The Campus Safety Officer will insure and test annually all areas which require emergency lighting.

Chapter 6

Anthrax/Hazardous Chemical Problem

I. Guidelines in the Event of Anthrax or other Biological Hazardous and Suspicious Letters/Packages

Many facilities in communities around the country have received Anthrax threat letters. Most were empty envelopes; some contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life threatening lung infection can occur, but prompt recognition and treatment are effective.

A. HOW DO IDENTIFY SUSPICIOUS PACKAGES

Some characteristics of suspicious packages and letters include the following:

1. Excessive postage
2. Handwritten or poorly typed addresses
3. Incorrect titles
4. Title, but no name
5. Misspelling of common words
6. Oily stains, discolorations or odor
7. No return address
8. Lopsided or uneven envelope
9. Protruding wires or aluminum foil
10. Excessive weight
11. Excessive security material such as masking tape, string, etc.
12. Visual distractions
13. Ticking sound
14. Marked with restrictive endorsements, such as "Personal" or "Confidential"
15. Shows a city or state in the postmark that does not match the return address

B. GUIDELINES FOR SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH A THREATENING MESSAGE SUCH AS "ANTHRAX"

1. Do not shake, open or empty the contents of any suspicious envelope or package.
2. Place the package or envelope in a plastic bag or some other type of container to prevent leakage of content

3. If you do not have any container, then cover the envelope or package with anything (clothing, paper, trash can) and do not remove cover.
4. Next, leave the room and close the door. Or section off the area to prevent others from entering.
5. Wash your hands with soap and water to prevent spreading the powder to your face.
6. Contact CEO at ext 3640, the CAO at ext. 3622, and Security at ext 3634.
7. Do not reenter the area until cleared by DPS, the CEO, or other competent authority.

C. ENVELOPE WITH POWDER AND POWDER SPILLS ONTO SURFACE:

1. Do not try to clean up the powder. Cover the spilled contents immediately with anything (clothing, paper, trash can) and do not remove the cover.
2. Next, leave the room and close the door. Or section off the area to prevent others from entering.
3. Wash your hands with soap and water to prevent spreading the powder to your face.
4. Contact CEO at ext 3640, the CAO at ext. 3622, and Security at ext 3634.
5. Do not reenter the area until cleared by DPS, the CEO, or other competent authority.
6. Remove contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be give to the emergency responders for proper handling.
7. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
8. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for the medical follow-up, and to law enforcement officials for further investigation.

D. POSSIBLE ROOM CONTAMINATION BY AEROSOLIZATION:

1. Turn off local fans or ventilation units in area.
2. Leave area immediately.
3. Close the door or section off the area to prevent others from entering.
4. Contact CEO at ext 3640, the CAO at ext. 3622, and Security at ext 3634
5. Do not reenter the area until cleared by DPS, the CEO, or other competent authority.
6. Contact the Facilities Department (ext 3612) to shut down the air handling system in the building.
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for the medical follow-up, and to law enforcement officials for further investigation

A HAZARDOUS CHEMICAL PROBLEM IN A CAMPUS BUILDING OR OUTSIDE THE FACILITIES MAY BE RECOGNIZED BY ANY OR ALL OF THE BELOW:

- ✓ Foul, irritating, or disabling odors
- ✓ Unusual smoke, fumes, or vapors
- ✓ Explosions or unusual sounds
- ✓ Feeling symptoms of being drugged or other odd behavior

II. Guidelines In The Event of A Hazardous Chemical Problem

- A. If it is an emergency situation and there is potential of life endangerment, immediately activate the fire alarm system or if the system is disabled give verbal instructions to evacuate the building.
- B. Contact the fire department (9+911) and Security at 439-3634

Be specific when giving the required information:
 - ✓ Location of hazardous chemical
 - ✓ Type of chemical
 - ✓ If there are injuries
- C. The effected site should be evacuated and sealed off to prevent further contamination.
- D. Assist individuals to exit the building safely.
- E. Individuals who may be contaminated should avoid contact with others. Be sure they are in a safe area and proceed with the following steps:
 - If the person has come into physical contact with chemical, wash them with plenty of water for at least 15 minutes. Remove all contaminated clothing and get medical attention.
 - If a person has been overexposed by inhalation of a chemical, get individual to fresh air and get medical attention.
- F. Faculty will direct their classes to the appropriate parking area away from danger where a headcount will be taken. Employees will exit their building according to the individual building excavation plans (See Chapter 1).
- G. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- H. Building Representatives (Division Heads, Secretary, or Safety Representative) will insure that the building is empty.
- I. **Do not** reenter an evacuated building until the “all-clear” is given by DPS.
- J. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.
 - e. If the individual involved is a student, forward the Notice of Incident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 - f. If individual involved is non-campus personnel or an employee forward the Notice of Incident Report or the Notice of Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

Chapter 7

Earthquake/Flashflood

The NMSU-A Administration will take the appropriate action to maintain order and the safety of all personnel during these emergencies. Actions will depend on the extent and the severity of the situation.

I. Guidelines in the Event of an Earthquake

- A. It is very important that employees remain calm and insure others do not panic.
- B. It is advised that individuals take shelter under desks or tables, stand beneath reinforced doorways, and stay away from windows or glass doors.
- C. Immediately after the earthquake, an assessment of the campus should be taken by the area supervisors, administration, and Security.
- D. If the shock wave has disabled a building and there is potential of life endangerment, immediately activate the fire alarm system or give verbal instructions if the system is disabled.
- E. Contact the fire department (9+911) and Security at 439-3634
- F. Assist individuals to exit the building safely.
- G. Faculty will direct their classes to the appropriate parking area (See Building excavation plan, Chapter 1) away from danger where a headcount will be taken.
- H. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- I. Building Representatives (Division Heads, Secretary, or Safety Representative) will insure that the building is empty.
- J. **Do not** reenter an evacuated building until the “all-clear” is given by DPS.
- K. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.
 - g. If the individual involved is a student, forward the Notice of Incident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 - h. If individual involved is non-campus personnel or an employee forward the Notice of Incident Report or the Notice of Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

II. Guidelines in the event of a Flashflood

- A. Stay clear of any low land areas on campus.
- B. Monitor water levels in campus arroyos.
- C. If there are any roof leaks or water damage, contact the Facilities Department at ext 3611 or Security at ext 3634.
- D. If the flooding has disabled a building and there is potential of life endangerment, immediately activate the fire alarm system or give verbal instructions if the system is disabled.
- E. Contact the fire department (9+911) and Security at 439-3634
- F. Assist individuals to exit the building safely.
- G. Faculty will direct their classes to the appropriate parking area away from danger where a head count will be taken and employees will exit their building according to the individual building excavation plan, (See Chapter 1).
- H. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- I. Building Representatives (Division Heads, Secretary, or Safety Representative) will insure that the building is empty.
- J. **Do not** reenter an evacuated building until the “all-clear” is given by DPS.
- K. If the flooding is severe and circumstances demand emergency action, the NMSU-A Emergency and Disaster Command Center will be implemented.
- L. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.
 - i. If the individual involved is a student, forward the Notice of Incident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 - j. If individual involved is non-campus personnel or an employee forward the Notice of Incident Report or the Notice of Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

Manner:	Calm	Angry
	Rational	Irrational
	Coherent	Incoherent
	Deliberate	Emotional
	Righteous	Laughing
	Intoxicated	
Background Noise:	Office Machines	Factory Machines
	Bedlam	Trains
	Animals	Music
	Voices	Airplanes
	Street Traffic	Party Atmosphere
	Mixed	Other

Additional Information:

- A. Immediately contact the police department (9+911) and Security at 439-3634.
- B. Immediately contact the Campus Executive Officer at 439-3640 or the Campus Academic Officer at 439-3622.
- C. The Administrator in charge will instruct you to evacuate the building, campus, or wait for further instruction from DPS.

If instructed to evacuate the building:

- 1. Activate fire alarm system and assist individuals to exit the building safely.
- 2. Faculty will direct their classes to the appropriate parking area (See Building excavation plan, Chapter 1) away from danger where a headcount will be taken.
- 3. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- 4. Building Representatives (Division Heads, Secretary, or Safety Representative) will insure that the building is empty.
- 5. **Do not** reenter an evacuated building until the “all-clear” is given by DPS.

6. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.
 - a. If the individual involved is a student, forward the Incident/Accident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 - b. If individual involved is non-campus personnel or an employee forward the Incident Report or the Notice of Incident/Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

If instructed to evacuate the campus:

1. Classes are canceled.
2. Faculty will direct their classes to the appropriate parking area (See Building excavation plan, Chapter 1) away from danger where a headcount will be taken.
3. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
4. Building Representatives (Division Heads, Secretary, or Safety Representative) will insure that the building is empty.
5. Everyone will evacuate the campus via Scenic Drive (See Chapter 1 campus map).
6. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.
 - a. If the individual involved is a student, forward the Incident/Accident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 - b. If individual involved is non-campus personnel or an employee forward the Incident/Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

Note: One has no way of determining the intent to carry out a threat, so if you are involved – proceed calmly, cautiously, and find the appropriate officials to help deal with the situation.

Chapter 9

VIOLENT/CRIMINAL BEHAVIOR

Violent/criminal behavior, such as sniper, shooting, stalking, criminal assault, and rape are beyond the capabilities of our staff and security forces.

I. Guidelines in the Event of an Active Shooter

If Possible:

EXIT the building or area immediately

NOTIFY others you may encounter of the danger

CALL for help by dialing 9+911

INFORM the emergency services dispatcher of the following:

Tell them 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 on the scene

If you cannot safely exit the building:

GET to a room or office as far away from the incident as possible and lock the door

COVER any door windows or windows facing the hallway

KEEP QUIET and **DO NOT** answer the door

Call 9+911 and let the emergency services dispatcher know what is happening:

Tell them 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

STAY PUT until police can get to you, unless level of danger is increasing

LOOK for means of escape (e.g., via a ground floor window) or self defense

STAY OFF the phone so the dispatcher can contact you with information

Please be aware that if you are safely locked in an office or classroom, police officers may take quite some time to get to you. This is because they will be trying to stop the threat. The fact that you do not hear or see officers right away may mean you are away from the immediate danger. Once rescued, follow the instructions of the police officer as they guide you to safety.

II. Guidelines in the event of a Stalker/Criminal Assault/Rape

- A. Immediately contact the Police Department (9+911) and Security at 439-3634.
- B. If there are any injured individuals, keep them calm and obtain the proper first aid assistance.
- C. Get an accurate description of the assailant:
 - Approximate Height
 - Approximate Weight
 - Hair Color
 - Facial Features
 - Clothes Description
 - Identify marks or accessories: tattoos, scars, glasses, etc.
- D. All incidents and/or injury must be documented. All information should be forwarded to the appropriate office.
 1. If the individual involved is a student, forward the Notice of Incident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See incident/Accident Reports Chapter 14 and Appendix 2 through 3).
 2. If individual involved is non-campus personnel or an employee forward the Notice of Incident Report or the Notice of Accident Report to the Campus Executive Officer (See incident/Accident Reports Chapter 14 and Appendix 2 through 3).

III. Guidelines in the event of a Barricaded Suspect

- A. Immediately contact the Police Department (9+911) and Security at 439-3634.
 - Give suspect's location
 - If any hostages, how many?
 - If any injuries.
 - Description of suspect
 - Type of weapon
- B. If there are any injured individuals, keep them calm and obtain the proper first aid assistance.
- C. Notify campus population of danger and to stay out of area.
- D. **Do not** reenter an evacuated building until the "all-clear" is given by DPS.
- E. If there are any injured individuals, keep them calm and obtain the proper first aid assistance
- F. All incidents and/or injury must be documented. All information should be forwarded to the appropriate office.

1. If the individual involved is a student, forward the Notice of Incident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See incident/Accident Reports Chapter 14 and Appendix 2 through 3).
2. If individual involved is non-campus personnel or an employee forward the Notice of Incident Report or the Notice of Accident Report to the Campus Executive Officer (See incident/Accident Reports Chapter 14 and Appendix 2 through 3).

Chapter 10

GUN/KNIFE POSSESSION

The possession and carrying of firearms, loaded and unloaded, is prohibited on all lands under the control of the Board of Regents at New Mexico State University, except in the following cases: law enforcement personnel engaged in the official performance of their assigned duties; approved university experiments and/or projects, transporting of firearms to and from a place of storage, or for approved ROTC or academic use.

Alamogordo Department of Public Safety Officers are on duty 24 hours each day, and are required to respond to criminal and emergency situations while off-duty. Therefore, DPS officers may carry firearms when off-duty and out of uniform, but should be required to produce official documentation confirming their identity.

I. Guidelines for Possession of Firearms

- A. Individuals carrying a firearm on university property should be notified that they are in violation of established university policy.
- B. Instruct individual to leave the area and properly dispose of the weapon before returning to the campus.
- C. Contact the Campus Executive Officer at ext 3640, the Campus Student Services Officer at ext. 3717, and Security at Ext 3634 and apprise them of the situation.
- D. If the person becomes threatening and there is a potential of life endangerment, Immediately contact the Police Department (9+911) and Security at 439-3634 and notify them of the situation.
- E. Notify campus population of danger and to stay out of area.
- F. **Do not** reenter an evacuated building until the “all-clear” is given by DPS.
- G. All incidents and/or injury must be documented. All information should be forwarded to the appropriate office.
 - k. If the individual involved is a student, forward the Incident/Accident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 - l. If individual involved is non-campus personnel or an employee forward the Incident/Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

II. Guidelines for Possession of Knives

The possession and carrying of open blade knives, switchblades, or any weapons which is deemed to be threatening or disruptive is prohibited by the Campus Executive Officer of New Mexico State University at Alamogordo.

- A. Individuals carrying a knife on university property should be notified that they are in violation of established university policy.
- B. Instruct individual to leave the area and properly dispose of the weapon before returning to the campus.
- C. Contact the Campus Executive Officer at ext 3640, the Campus Student Services Officer at ext. 3717, and Security at Ext 3634 and apprise them of the situation.
- D. If the person becomes threatening and there is a potential of life endangerment, Immediately contact the Police Department (9+911) and Security at 439-3634 and notify them of the situation.
- E. Notify campus population of danger and to stay out of area.
- F. **Do not** reenter an evacuated building until the “all-clear” is given by DPS.
- G. All incidents and/or injury must be documented. All information should be forwarded to the appropriate office.
 - a. If the individual involved is a student, forward the Incident/Accident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 - b. If individual involved is non-campus personnel or an employee forward the Incident Report/Accident to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

Chapter 11

ALCOHOL/DRUG MISUSE

The unlawful possession, use, or distribution of illicit drugs and alcohol on university property, or as part of any university activity, is prohibited and is a violation of university policy. University property is defined as all lands and buildings under the control of the Board of Regents at New Mexico State University.

Students and employees who violate this prohibition will be subject to appropriate disciplinary action, which may include termination of employment or expulsion from school. The NMSU-A Student Handbook summarizes: 1) the NMSU policies related to alcohol and drug use, 2) the penalties and sanctions that may be imposed for violation of local, state, and federal laws related to drug and alcohol use, and 3) the health risks associated with alcohol and drug use.

II. Guidelines for Alcohol/Drug Misuse

- A. If you suspect that a student is under the influence of drugs or alcohol, but the student is not behaving in a disruptive manner, wait until the class is dismissed and express your concerns to the student.
- B. If the student is behaving in a manner which is disruptive or dangerous to self or others, ask the student to step outside the classroom, then escort the student to the Student Services building and speak to Campus Student Services Officer or call Security.
- C. If the student refuses to leave the classroom, dismiss the class for a short break and ask another student to contact Security at 439-3634. A taxi or responsible third party should be called to escort the student home safely.
- D. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.
 1. If the individual involved is a student, forward the Incident/Accident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 2. If individual involved is non-campus personnel or an employee forward the Incident/Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

Note: Ultimately, the instructor must determine how to handle a situation which occurs in his or her classroom.

Chapter 12

SEIZURE/SICKNESS PROBLEM

Students with epilepsy and other seizure disorders may be reluctant to divulge their condition because they fear being misunderstood and stigmatized. Misconceptions about these disorders – that they are forms of mental illness, contagious and untreatable, for example – have arisen because their ultimate cause remains uncertain. There is evidence that hereditary factors may be involved and that brain injuries and tumors, occurring at any age, may give rise to seizures. What is known is that seizures result from imbalances in the electrical activity of the brain.

There are three distinct types of seizures:

Petit mal means “little” seizure and is characterized by eye blinking or staring. It begins abruptly with a sudden dimming of consciousness and may last only a few seconds. Whatever the person is doing is suspended for a moment but resumed again as soon as the seizure is over. Often, because of its briefness, the seizure may go unnoticed by the individual as well as by others.

Psychomotor seizures range from mild to severe and may include staring, mental confusion, uncoordinated and random movement, and incoherent speech and behavior outbursts, followed by immediate recovery.

Grand mal seizures may be moderate to severe and may be characterized by generalized contractions of muscles, twitching and limb jerking. A few minutes of such movements may be followed by unconsciousness, sleep, or extreme fatigue.

I. Guidelines in the Event of a Grand Mal Seizure

- A. Do not leave student unattended, send someone to call 9+911.
- B. Keep calm. Although its manifestations may be intense, a seizure is generally not painful to the individual.
- C. Remove nearby objects that may injure a student having a seizure.
- D. Help lower the person to the floor.
- E. Turn the head to the side so breathing is not obstructed.
- F. **Do not** try to restrain bodily movement.
- G. **Do not** force anything between the teeth.
- H. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.

1. If the individual involved is a student, forward the Incident/Accident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
2. If individual involved is non-campus personnel or an employee forward the Incident/Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

After a seizure, faculty should deal forthrightly with the concerns of the class in an effort to forestall whatever negative attitudes may develop toward the student.

II. Guidelines In The Event Of Sickness

- A. Conscious - If an individual is ill but remains conscious, ask if an ambulance is required or if they would like to contact a family member.
- B. Unconscious – If the individual is unconscious, call 9+911 immediately and stay with the individual until the proper authorities arrive.
- C. All incidents/accidents must be documented. All information should be forwarded to the appropriate office.
 1. If the individual involved is a student, forward the Incident/Accident Report to the Campus Student Services Officer, who also serves as the University Discipline Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).
 2. If individual involved is non-campus personnel or an employee forward the Incident/Accident Report to the Campus Executive Officer (See Incident/Accident Reports Chapter 14 and Appendix 1).

Chapter 13

CAMPUS SECURITY PROCEDURES

Security patrols the campus in insure that the areas are safe from prowlers and vandals. All suspicious activity should be reported immediately to Security personnel at 439-3634.

Skateboarding, roller blading, are not permitted on campus grounds. Contact security if you observe individuals participating in this activity.

I. Guidelines for Security Requests

A. Security can be summoned on two request levels which deal with the following:

1. Priority Requests
 - Accident or Injury
 - Illness
 - Classroom discipline
 - Confrontation
 - Other major emergency situations
2. Routine Requests
 - Opening/Closing Buildings
 - Escort to buildings or the parking lot
 - Parking problems
 - Other minor problems

The campus buildings are unlocked about 30 minutes before the first classes (8:00am) and locked fifteen minutes after the last class (10:30pm). The times are adjusted during school breaks and summer classes. Certain scheduled weekend openings/closings are also done by maintenance/security.

II. Guidelines for Opening/Closing Buildings

Opening buildings during unscheduled times is possible by faculty and staff.

- A. You must have a key
- B. You are responsible for the security of the building when you are there and when you leave. **Do not assume someone will come in later and secure the building.**
 1. Security has no way of knowing the building is unsecured until the emergency call is received from the surveillance company.
 2. It is your responsibility to lock and code the building or pass that responsibility along to another in the building.

Chapter 14

INCIDENT/ACCIDENT REPORTS

It is very important to record all incidents and accidents involving students or employees for future reference to the situation.

I. Guidelines for Employee Incidents

- A. If there is a situation that requires the assistance of Security it is imperative that the incident is recorded.
- B. You may obtain a Incident/Accident Form (See Appendix 1) from the Safety and Security contact person (Chapter 1) in your area. Security also has Incident/Accident forms for such situations that are maintained in their office.
 1. Copies will be distributed to the appropriate areas (Campus Executive Officer, Campus Academic Officer, and Facilities Coordinator.
 2. Original copies will be maintained in the Facilities Coordinator Office.

II. Guidelines for employees Accidents

- A. Conscious
 1. If employee is injured but remains conscious, ask if an ambulance is required or if they would like to contact a family member.
 2. Obtain proper first aid assistance if necessary.
 3. Notify Division Head or Administrator of accident.
 4. Obtain the appropriate Accident Report forms (See Appendix 2-6), and turn the completed forms into the Administration Office within 24 hours of the accident.
 - a. Forms can be found at the following: Area Secretaries, Administrative Offices, or the Safety and Security Office.
 - b. It is the responsibility of the witness of the accident and the injured employee to fill out the appropriate forms and turn them in to the Administration Office and the Security Office.
 - c. It is required that verbal notification be given to the personnel Department (646-2420) within 24 hours of the occurrence and the forms be completed and turned in within 15 days of the occurrence before Worker's compensation will become involved (see Appendix 2 through 6)

5. If assistance is needed in determining proper procedures, please contact the Human Resource Office at ext 3697.

B. Unconscious

1. If employee is unconscious, call 9+911 immediately and stay with the individual until the proper authorities arrive.
2. Notify Division Head or Administrator of accident.
3. Obtain the appropriate Accident Report forms (See Appendix 2 through 6), and turn the completed forms into the Administration Office within 24 hours of the accident.
 - a. Forms can be found at the following: Area Secretaries, Administrative Offices, or the Safety and Security Office.
 - b. It is the responsibility of the witness of the accident and the injured employee to fill out the appropriate forms and turn them in to the Administration Office and the Security Office.

It is required that verbal notification be given to the personnel Department (646-2420) within 24 hours of the occurrence and the forms be completed and turned in within 15 days of the occurrence before Worker's compensation will become involved (see Appendix 2 through 6)

4. If assistance is needed in determining proper procedures, please contact the Human Resource Office at ext. 3697.

III. Guidelines for Student Incidents

- A. If there is a situation that requires the assistance of Security or DPS it is imperative that the incident is recorded.
- B. You may obtain an Incident/Accident Form (See Appendix 1) from the Safety and Security contact person (Chapter 1) in your area or from the Campus Student Services Officer. Security also has Incident/Accident Report forms for such situations that are maintained in their office.
 1. Copies will be distributed to the appropriate areas (Campus Executive Officer, Campus Academic Officer, Campus Student Services Officer and the Facilities Coordinator).
 2. Original copies will be maintained in the Campus Student Services Officer's Office (who also acts as the Discipline Officer).

IV. Guidelines for Student Accidents

- A. Conscious
1. If Student is injured but remains conscious, ask if an ambulance is required or if they would like to contact a family member.
 2. Obtain proper first aid assistance if necessary.
 3. Notify Administrator and Campus Student Services Officer of accident.
 4. Obtain the appropriate Accident Report forms (See Appendix 2 through 6), and turn the completed forms into the Administration Office within 24 hours of the accident.
 - a. Forms can be found at the following: Area Secretaries, Administrative Offices, or the Safety and Security Office.
 - b. It is the responsibility of the witness of the accident and the injured employee to fill out the appropriate forms and turn them in to the Student Services Office and the Security Office.
 5. If assistance is needed in determining proper procedures, please contact the Student Services Office at ext 3716 or 3717..
- B. Unconscious
1. If student is unconscious, call 9+911 immediately and stay with the individual until the proper authorities arrive.
 2. Notify Administrator and Student Services Officer of accident.
 3. Obtain the appropriate Accident Report forms (See Appendix 2 through 6), and turn the completed forms into the Administration Office within 24 hours of the accident.
 - a. Forms can be found at the following: Area Secretaries, Administrative Offices, or the Safety and Security Office.
 - b. It is the responsibility of the witness of the accident and the injured employee to fill out the appropriate forms and turn them in to the Student Services Office and the Security Office.
 4. If assistance is needed in determining proper procedures, please contact the Student Services Office at ext. 3716 or 3717.

CHAPTER 15

SAFETY AND SECURITY PROGRAMS

Alarm Systems

Alarm Systems are in the General Services chapter under the Physical Plant Department responsibilities section of the NMSU-A Policy Manual. This section describes how employees should activate and deactivate the security systems when the buildings are locked.

Building Safety Monitors

Building Safety Monitors are individuals elected and/or appointed (see Chapter 1) for current representatives) to the Safety and Security Committee to represent specific areas on campus. They are responsible for following-up reported hazards (see Appendix 7) within their designated area, performing monthly building safety inspections (see Appendix 8), and participating in the monthly Safety and Security Committee meetings.

Campus Security

Campus Security is discussed in the General Services chapter under the Physical Plant Department responsibilities section of the New Mexico State University-Alamogordo Policies and Procedures Handbook (NMSU-A P & P).

Chemical Hygiene Plan and Haz-Comm “Right to Know” Program

The Chemical Hygiene Plan and Haz-Comm “Right to Know” Program are a requirement of the Occupational Safety and Health Administration of New Mexico and the U.S. Government. The plan specifies how NMSU-A will treat chemicals in their inventories, MSDS’s, storage, labeling, disposal, and training of employees. The departments concerned are Chemistry, Biology, Medical Technology, Photography, Art, Maintenance, and Nursing.

Job Health & Safety Protection

Job Health and Safety Protection posters should be conspicuously displayed at each place of employment. It is a requirement of the NM Health and Environmental Department (HED), Environmental Improvement Division (EID). The posters are a listing of rules, compliances, penalties, etc. for employees and employers. (NMSU Safety Office)

MLT Laboratory Exposure Control Plan

The Medical Laboratory Technology Laboratory Exposure Control Plan specifies the safety procedures for dealing with biological hazards. The plan details housekeeping, skills, storage/disposal procedures, and employee training standards.

Nursing Biohazard Disposal

The NMSU-A Nursing Department uses a contract disposal company to remove their possible contaminated disposable equipment and materials. All relevant employees and students are trained in the proper methods.

Safety & Security Bulletin

The Safety and Security Bulletin is an annual publication of the Student Services Office. It describes: Personal Safety, Crime/Emergency Reporting, Building Security, Law Enforcement Policies, Training Programs, Alcohol /Drug Policy, and Crime Statistics.

Surplus Chemical Disposal Plan

This plan specifies that 200 pounds of chemical can be stored on campus, and specifies how waste chemical will be labeled and disposed of. The treatment of waste chemical is not authorized.

Appendices

1. Incident/Accident Report.....1A

2. Worker’s Compensation Procedures (Outside Las Cruces Area).....2A

3. Notice of Accident.....3A

4. Employer’s First Report of Injury.....4A

5. Supervisor Accident Investigation Report.....5A

6. Statement of Sustained Injury.....6A

7. Building Hazard Report Form.....7A

8. Building Safety Checklist.....8A

New Mexico State University at Alamogordo



Office of Facilities Management
Security Department
2400 North Scenic Drive
Alamogordo, NM 88310
Telephone – 439-3634
Fax – 439-3826

Incident/Accident Report

Date _____

Time _____

Location _____

Full Name _____ Address _____

=====

Accident

Injuries _____

Description of Accident

Incident

Description of Incident

Witnesses

Name Address Phone No.

Date _____ Reported by _____

Return this form to above address

Worker's Compensation Procedures for work related Injuries
(Outside Las Cruces)

Emergency, After Hours or Weekends:

1. Go to nearest Emergency Room
2. Using the Notice *of Accident* form contact to your supervisor next business day.
3. Contact Human Resource Office to complete Worker's Compensation Paperwork.
 - a. Supervisor must fill out *Employer's First Report of Injury or Illness*.
 - b. Supervisor must fill out *NMSU Worker's Compensation Supervisor's Accident Investigation Report*.
 - c. All three forms must be submitted to NMSU Personnel Employee Benefits within 24 hours.
 - d. Employee Benefits may require additional Worker's Compensation paperwork.

Non-Emergency, Normal Working Hours, Medical Care Needed

All illnesses and injuries, no matter how minor, occurring from workplace activities must be reported to you supervisor.

1. Using the Notice *of Accident* form report immediately to your supervisor.
2. Contact Human Resource Office to complete Worker's Compensation Paperwork.
 - a. Supervisor must fill out *Employer's First Report of Injury or Illness*.
 - b. Supervisor must fill out *NMSU Worker's Compensation Supervisor's Accident Investigation Report*.
 - c. All three forms must be submitted to NMSU Personnel Employee Benefits within 24 hours.
 - d. Employee Benefits may require additional Worker's Compensation paperwork

Injury, Not Requiring Medical Attention

1. Using the Notice *of Accident* form report immediately to your supervisor. Form must be submitted within 15 days to be considered for Worker's Compensation.
2. Contact Human Resource Office to complete Worker's Compensation Paperwork.
 - a. Supervisor must fill out *Employer's First Report of Injury or Illness*.
 - b. Supervisor must fill out *NMSU Worker's Compensation Supervisor's Accident Investigation Report*.
 - c. All three forms must be submitted to NMSU Personnel Employee Benefits within 24 hours.
3. Injured employee must also submit *Notice of Sustained Injury* form

BUILDING SAFETY CHECKLIST

Building:		Monitor:	
Safety Check Date:		Okay = √	Needs Attention = X
General Area		First Aid	
Floor Condition		First Aid Kits	
Special Purpose Flooring		Wheel Chair	
Aisle, Clearance Markings		Bed	
Floor Openings, Require Safeguards		FIRE PROTECTION	
Railings, Stairs (temp/perm)		Fire Hose	
Piping (Water, Steam, Air)		Extinguisher Charged	
Wall Damage		Fire Equipment Accessible	
Ventilation		Exit Lights, Doors, Signs	
Other		Other	
ILLUMINATION		SECURITY	
Unnecessary/Improper Use		Doors Secured	
Lights left on		Alarm Operational	
Frayed Defective Wire		Equipment Secured	
Overloading Circuits		Unauthorized Personnel	
Hazardous Location		Other	
Other		MACHINERY	
HOUSEKEEPING		Machines (unattended)	
Floors		Protective Guards in Place	
Break Areas, Restrooms		Safety Instruction Posted	
Insect Control		Machines (secured when not in use)	
Waste Disposal		MATERIALS STORAGE	
Other		Hazardous and flammable materials stored properly	
OFFICE EQUIPMENT		Stacking/Loading/Securing Properly	
Office Machine Maintained		Proper lighting	
Surge Protectors/ Cords		Warning signs posted	
Computers Off (Not in Use)		Ventilation/Fume Hoods: Flow Rate	
Other		Other	

Emergency Phone Numbers

<u>Emergency Situations</u>	<u>Day</u>	<u>Evening</u>	<u>Weekend</u>
Alcohol/Drug Abuse	439-3716	439-3634	439-3634
Bio-Hazard/Chemical	439-3611	439-3634	439-3634
Bomb Threat	9-911	9-911	9-911
Building Emergency	439-3611	439-3634	439-3634
Dangerous Animal	439-3611	439-3634	439-3634
Medical Emergency	9-911	9-911	9-911
Power/Utility Outage	439-3611	439-3634	439-3634
Security	439-3634	439-3634	439-3634

In the event of a **minor injury**, all secretaries, area supervisors and custodial closets have first aid kits

In the event that a **student is involved in a medical emergency** call 9-911 first, then contact Security at 439-3634, and the CSSO, Sharon Fischer 439-3716.

In the event that a **NMSU-A employee is involved in a medical emergency** call 9-911 first, then contact Security and the Personnel office, Brenda Garcia, 439-3697.

In the event of a **FIRE** call 9-911. Fire extinguishers are located in every building.

In the event of a **power outage**, all secretaries, area supervisors, and lab instructors have flashlights.

In the event of a **lightning storm**, refrain from using elevators, power off computers, and locate flashlights.

In the event **you get stuck in a elevator**, use the emergency phone located in the elevator. This will place you in contact with a member of the Library Staff who will then take the necessary actions to free you from the elevator.

In the event **someone else is stuck in the elevator**, contact maintenance or Security at 439-3634