To Faculty, Staff and Students,

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 where individuals study, work and enjoy the enrichment opportunities we offer.

The Safety and Security Committee develops and promotes strategies and procedures that 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 study and work.

Cheri Jimeno, Ph.D.
President
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# NMSU-A CAMPUS EMERGENCY/INFORMATION NUMBERS

All emergencies (police, fire, ambulance) 8-911  
NMSU-A Security Office 439-3634

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Alcohol/Drug Misuse</td>
<td>Vice President for Student Services</td>
<td>439-3716</td>
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<tr>
<td>Bio Hazard/Chemical Hygiene</td>
<td>Chemical Hygiene Officer</td>
<td>439-3789</td>
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<td>Facilities Department</td>
<td>439-3600</td>
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<td></td>
<td>Security Office</td>
<td>439-3634</td>
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<tr>
<td>Bomb Threat</td>
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<td>8-911</td>
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<tr>
<td>Building Emergency</td>
<td>Facilities Department</td>
<td>439-3600</td>
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<tr>
<td>Dangerous Animal</td>
<td>Security Officer</td>
<td>439-3634</td>
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<tr>
<td>Fire (pull fire alarm and call)</td>
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<td>8-911</td>
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<tr>
<td>Medical Emergency</td>
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<td>8-911</td>
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<tr>
<td>Power Outage/Utility</td>
<td>Facilities Department</td>
<td>439-3600</td>
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<td>Security</td>
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<tr>
<td>Student Discipline</td>
<td>Day – Vice President for Student Services</td>
<td>439-3716</td>
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<td>Evening – Security Office</td>
<td>439-3634</td>
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<tr>
<td>Violent/Criminal Behavior</td>
<td>Alamogordo Department of Public Safety</td>
<td>439-4300</td>
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<td>Security Office</td>
<td>439-3634</td>
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</tbody>
</table>

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)................................................................. 8-911
NMSU-A Security Office ......................................................................................... 439-3634

Alamogordo Department of Public Safety
Administrative Services ................................................................................. 439-4325
Ambulance Non-Emergency ........................................................................ 439-4300
Animal Control ............................................................................................ 439-4330
Fire Non-Emergency ...................................................................................... 439-4300
Police Fax .................................................................................................... 439-4320
Police Non-Emergency .................................................................................. 439-4300
Records ......................................................................................................... 439-4310

New Mexico State
New Mexico State Department of Human Services ...................................... 1-800-432-9168 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 Division ....................... 437-1313
NM Environmental Department (Otero County) ........................................ 437-7115
NM Environmental Improvement Division ................................................. 1-505-219-6157
NM State Fire Fighters Training Academy ............................................... 1-800-734-6553
NM Occupational Health and Safety Bureau ........................................... 1-505-827-4230
NM Public Health Division:
  AIDS Hotline ......................................................................................... 1-800-342-AIDS (2437)
  Public Health .......................................................................................... 437-9340

Otero County
Agriculture ......................................................................................................... 437-0231
Detention:
  Jail .............................................................................................................. 437-6420
  Office ........................................................................................................ 437-2519
District Attorney .......................................................................................... 437-3640
Extension Agent .......................................................................................... 437-0231
Geographic Information System .................................................................. 437-5310
Hazardous Material Officer .......................................................................... 439-0747
Public Defender .......................................................................................... 437-4600
Sheriff ........................................................................................................... 437-2210
Victim of Crime Program ........................................................................... 437-3640

Other
Agency for Toxic Substances & Disease Registry .................................. 1-888-42ATSDR or 422-8737
Center for Disease Control ........................................................................ 1-404-633-3311
Chembrev .................................................................................................... 1-800-424-9300
EPA Hotline ............................................................................................... 1-800-424-9346
Indian Affairs ............................................................................................. 1-505-671-4494
National Response Center .......................................................................... 1-800-424-8802
NMSU Safety Office .................................................................................... 1-575-646-3327
  Or dial (on campus) ................................................................................... 6-3327
NMSU-A Chemical Hygiene Officer ......................................................... 439-3765 or 439-3789
  Or dial (on campus) ................................................................................... 3765 or 3789
Poison Information Center ........................................................................... 1-800-432-6866

Once the emergency number has been called, contact the Administration Office or the area secretary to complete an accident/incident report.
NMSU-A SAFETY AND SECURITY COMMITTEE

Introduction
To ensure a safe environment at New Mexico State University 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 President 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 requirements.

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 November, 2011

NMSU Policy states that “Each NMSU department shall establish an 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, “Do not use elevator in case of fire or emergency evacuation of building.”
< Buildings will be continually inspected to ensure passageways are kept clear.
< Administrative Assistants 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. Maintenance Supervisor will delegate assignments 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.
Emergency Action Plan for Academic Support Center

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 Academic Support Center on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:
1. Primary: Assistant Director of ASC, 439-3811
2. Secondary: Director of ASC, 439-3852

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

Assistant Director, 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Assistant Director, 439-3811, will pull fire alarms as a means of announcing an emergency.
Step 6. Director of ASC, 439-3852, will help direct people out of building to the designated safe location.
Step 7. Assistant Director, 439-3811, will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *Academic Support Center* Emergency Action Plan.

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Emergency Action Plan for Extended Programs

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 Assistant, 439-3842
2. Secondary: Extended Programs Coordinator, 439-3699

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.

Administrative Assistant, 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Administrative Secretary, 439-3842 will pull fire alarms as a means of announcing an emergency.
Step 6. Coordinator, 439-3699 will help direct people out of building to the designated safe location.
Step 7 Administrative Secretary, 439-3842 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *Extended Programs* Emergency Action Plan.

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Emergency Action Plan for Administration

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, 439-3621
2. Secondary: Vice President for Academic Affairs, 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.

Administrative Assistant, 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Administrative Assistant, 439-3621 will pull fire alarms as a means of announcing an emergency.
Step 6. Vice President for Academic Affairs, 439-3622 will help direct people out of building to the designated safe location.
Step 7. Administrative Assistant, 439-3621 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *Administration* Emergency Action Plan.

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Emergency Action Plan for Bookstore

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 Manager, 439-3606
2. Secondary: Bookstore staff, 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.

Manager, 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2: Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Earline Elias, 439-3606 will pull fire alarms as a means of announcing an emergency.
Step 6. Bookstore staff, 439-3607 will help direct people out of building to the designated safe location.
Step 7. Earline Elias, 439-3606 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *Bookstore* Emergency Action Plan.

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Emergency Action Plan for Business Office

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: Fiscal Clerk, 439-3603
2. Secondary: Vice President for Business and Finance, 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.

Fiscal Clerk, 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Fiscal Clerk, 439-3603 will pull fire alarms as a means of announcing an emergency.
Step 6. Vice President for Business and Finance, 439-3601, will help direct people out of building to the designated safe location.
Step 7. Fiscal Clerk, 439-3603 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *Business Office* Emergency Action Plan.

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Emergency Action Plan for President’s Office

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 for President, 439-3696
2. Secondary: President, 439-3640

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

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

Administrative Assistant, 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 2. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 3 Vice President for Academic Affairs 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. Administrative Assistant, 439-3696 will pull fire alarms as a means of announcing an emergency.
Step 5. President, 439-3640 will help direct people out of building to the designated safe location.
Step 6. Administrative Assistant, 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 President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *President’s Office* Emergency Action Plan.

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Emergency Action Plan for Charles Reidlinger Science Center

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 for MESH, 439-3789
2. Secondary: MESH Division Head, 439-3772

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.

Administrative Assistant, 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Administrative Assistant, 439-3789 will pull fire alarms as a means of announcing an emergency.
Step 6. MESH Division Head, 439-3772 will help direct people out of building to the designated safe location.
Step 7. Administrative Assistant, 439-3789 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the
Charles Reidlinger Science Center Emergency Action Plan.

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Emergency Action Plan for David Townsend Library

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 Staff, 439-3650
2. Secondary: Librarian, 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.

Library Staff, 439-3650 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Library Staff, 439-3650 will pull fire alarms as a means of announcing an emergency.
Step 6. Librarian, 439-3806 will help direct people out of building to the designated safe location.
Step 7. Library Staff, 439-3650 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *David Townsend Library* Emergency Action Plan.

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Emergency Action Plan for Facilities Department

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: Maintenance Supervisor, 439-3641, 430-4668
2. Secondary: Administrative Assistant, 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.

Maintenance Supervisor, 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Maintenance Supervisor, 439-3641, 430-4668 will pull fire alarms as a means of announcing an emergency.
Step 6. Administrative Assistant, 439-3611 will help direct people out of building to the designated safe location.
Step 7. Maintenance Supervisor, 439-3641, 430-4668 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *Facilities* Emergency Action Plan.

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Emergency Action Plan for Faculty Office

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 for HSSE, 439-3735
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.

Administrative Assistant, 439-3735 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Administrative Assistant, 439-3735 will pull fire alarms as a means of announcing an emergency.
Step 6. HSSE Division Head, 439-3736 will help direct people out of building to the designated safe location.
Step 7. Administrative Assistant, 439-3735 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *Faculty Office* Emergency Action Plan.

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Emergency Action Plan for George Fettinger Student Success

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 for Student Success, 439-3716
2. Secondary: Vice President for Student Success (VPSS), 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.

Administrative Assistant, 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
    President will maintain contact with 911 personnel.
    President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Administrative Assistant, 439-3716 will pull fire alarms as a means of announcing an emergency.
Step 6. Vice President for Academic Affairs, 439-3717 will help direct people out of building to the designated safe location.
Step 7. Administrative Assistant, 439-3716 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the
George Fettinger Student Success Emergency Action Plan.

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Emergency Action Plan for Henry Campbell Art Center

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: Administrative Assistant, 439-3689
2. Secondary: ProTech Division Head, 439-3671

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.

Administrative Assistant, 439-3689 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Administrative Assistant, 439-3689 will pull fire alarms as a means of announcing an emergency.
Step 6. ProTech Division Head, 439-3671, will help direct people out of building to the designated safe location.
Step 7. Administrative Assistant, 439-3689 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
**Emergency Notification System:**
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

**Violence in the Workplace:**
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the
*Henry Campbell Art Center* Emergency Action Plan.

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Emergency Action Plan for Marvin Rohovec Fine Arts Center

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, 439-3676
2. Secondary: Instructor, 439-3682

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.

Instructor, 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs. President will maintain contact with 911 personnel. President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Instructor, 439-3676 will pull fire alarms as a means of announcing an emergency.
Step 6. Instructor, 439-3682 will help direct people out of building to the designated safe location.
Step 7. Instructor, 439-3676 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the
Marvin Rohovec Fine Arts Center Emergency Action Plan.

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Emergency Action Plan for the Nursing Wing of the
Charles Reidlinger Science Center

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 for Nursing Director, 439-3878
2. Secondary: Nursing Director, 439-3873

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 Wing the staff affected by this plan will gather at the Faculty Office Parking Lot.

Administrative Assistant, 439-3878 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Administrative Assistant, 439-3878 will pull fire alarms as a means of announcing an emergency.
Step 6. Nursing Director, 439-3873 will help direct people out of building to the designated safe location.
Step 7. Administrative Assistant, 439-3878 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
**Emergency Notification System:**
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

**Violence in the Workplace:**
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *Nursing Wing of the Charles Reidlinger Science Center* Emergency Action Plan.

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Emergency Action Plan for North Wing of ProTech

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: SBDC Administrative Assistant, 439-3660
2. Secondary: SBDC Program Director, 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 North Wing of ProTech the staff affected by this plan will gather at the ProTech/Art Center Parking Lot.

Administrative Assistant, 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Administrative Assistant, 439-3660 will pull fire alarms as a means of announcing an emergency.
Step 6. SBDC Program Director, 439-3662 will help direct people out of building to the designated safe location.
Step 7. Administrative Assistant, 439-3660 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *North Wing of ProTech* Emergency Action Plan.

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Emergency Action Plan for South Wing of ProTech

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 for ProTech, 439-3689
2. Secondary: ProTech Division Head, 439-3671

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

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

Administrative Assistant, 439-3689 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
President will maintain contact with 911 personnel.
President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Administrative Assistant, 439-3689 will pull fire alarms as a means of announcing an emergency.
Step 6. ProTech Division Head, 439-3671 will help direct people out of building to the designated safe location.
Step 7. Administrative Assistant, 439-3689 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *South Wing of ProTech* Emergency Action Plan.

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Emergency Action Plan for Student Center

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 Center 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 Center 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 3 Vice President for Academic Affairs 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 President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *Student Center* Emergency Action Plan.

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Emergency Action Plan for Tays Center

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 Center foyer and ABE foyer on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:
1. Primary: ABE, 439-3814
2. Secondary: ABE, 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 Center, the staff affected by this plan will gather at the Tays Parking Lot.

ABE, 439-3814 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. ABE, 439-3814 will pull fire alarms as a means of announcing an emergency.
Step 6. ABE, 439-3812 will help direct people out of building to the designated safe location.
Step 7. ABE, 439-3814 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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 CENTER
I have read and understand the *Tays Center* Emergency Action Plan.

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Emergency Action Plan for Trades Building

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 Trades Building Lobby and reviewed annually by the department personnel.

Plan Coordinators:
1. Primary: Instructor, 439-3860
2. Secondary: Instructor, 439-3896

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

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

Instructor, 439-3860 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 8-911 as well as notifying Dr. Cheri Jimeno, President or Dr. Debra Teachman, VPAA so they can notify the emergency responders.

To report an emergency:
Step 1. Call 8-911
Step 2. Contact Security at 439-3634.
Step 3. Contact President or Vice President for Academic Affairs.
   President will maintain contact with 911 personnel.
   President will inform 911 personnel of any persons with disabilities.
Step 4. Vice President for Academic Affairs 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 5. Instructor, 439-3860 will pull fire alarms as a means of announcing an emergency.
Step 6. Instructor, 439-3896 will help direct people out of building to the designated safe location.
Step 7. Instructor, 439-3860 will take roll to account for personnel in their designated building.
Step 8. Faculty will account for students in their classes.
Emergency Notification System:
The NMSU-A President, Dr. Cheri Jimeno, will be responsible for relaying notifications from the Police Emergency Notification System to the VPAA, Dr. Debra Teachman, who is responsible for contacting each Primary Emergency Action Coordinator.

Violence in the Workplace:
If individuals become threatening or violent, call 8-911.

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.
I have read and understand the *Trades Building* Emergency Action Plan.

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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 President, the Administrative Assistant for the President, and Security 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 (439-3729).

   C. Individuals may be asked by the President, Administrative Assistant for the President, 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 from 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 re-enter an evacuated building until the “all-clear” is given by DPS or the Security Coordinator.

G. All incidents/accidents must be documented. All information should be forwarded to the Security Office.

1. If the individual involved is a student, forward the Notice of Incident Report to the Vice President for Student Success, 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 President (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 (at least 50 feet away) 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. Call Security at 439-3634.

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 Security Office.

1. If the individual is a student, forward the Notice of Incident Report to the Vice President for Student Services, 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 President (see Incident/Accident Reports Chapter 14 and Appendix 1).

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 (8-911) 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 re-enter an evacuated building until the “all-clear” is given by DPS or Security.

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 Vice President for Student Success, 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 President. (see Incident/Accident Reports Chapter 14 and Appendix 1).

II. Guidelines in the Event of a Major Fire

A. 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 (8-911) 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** re-enter an evacuated building until the “all-clear” is given by DPS or Security.

H. All incidents/accidents must be documented. All information should be forwarded to the Security Office.

1. If the individual involved is a student, forward the Notice of Incident Report to the Vice President for Student Success, 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 President (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 439-3600
   2. Security at 439-3634

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 (8-911) and Security at 439-3634.

E. Assist individuals to exit the building safely.

F. Building Representatives (Division Heads, Secretary, or Safety Representative) will insure that the building is empty.

I. **Do not** re-enter an evacuated building until the “all-clear” is given by DPS or Security.

J. All incidents/accidents must be documented. All information should be forwarded to the Security Office.

   a. If the individual involved is a student, forward the Notice of Incident Report to the Vice President for Student Success, 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 President. (see Incident/Accident Reports Chapter 14 and Appendix 1).
K. In the event that the elevator in Student Services or Library 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.

L. In the event that the elevator in the Nursing Wing of the Charles Reidlinger Science Center malfunctions:

Press the **RED** button next to the **HELP** label. This will put you in contact with a monitor, 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

1. 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 President at 439-3640, Vice President for Academic Affairs at 439-3622, and Security at 439-3634.
5. Do not reenter the area until cleared by DPS, the President, or other competent authority.
6. Contact the Facilities Department (439-3612) 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 (8-911) 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:

   1. 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.

   2. 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, Administrative Assistants, or Safety Representative) will insure that the building is empty.

I. Do not re-enter an evacuated building until the “all-clear” is given by DPS or Security.

J. All incidents/accidents must be documented. All information should be forwarded to the Security Office.

   1. If the individual involved is a student, forward the Notice of Incident Report to the Vice President for Student Success, 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 President. (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 (8-911) 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 re-enter an evacuated building until the “all-clear” is given by DPS or Security.

K. All incidents/accidents must be documented. All information should be forwarded to the Security Office.

1. If the individual involved is a student, forward the Notice of Incident Report to the Vice President for Student Success, 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 President. (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 439-3611 or Security at 439-3634.

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 (8-911) 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** re-enter an evacuated building until the “all-clear” is given by DPS or Security.

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 Security Office.

1. If the individual involved is a student, forward the Notice of Incident Report to the Vice President for Student Success, 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 President (see Incident/Accident Reports Chapter 14 and Appendix 1).
Chapter 8

BOMB THREAT

A person who receives a phone call, letter or other message concerning a bomb threat, destructive device, or other threat of destruction against people and/or property should do the following:

I. GUIDELINES IN THE EVENT OF A BOMB THREAT

Instructions: Be calm. Be courteous. Listen, do not interrupt caller. Notify supervisor/Security as soon as possible. Keep the caller on the line as long as possible.

Date ____________________ Time _______________________________

Exact words of person placing call

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Questions to Ask:
1. When is bomb going to explode? _______________________________
2. Where is the bomb right now? ________________________________
3. What kind of bomb is it? ________________________________
4. What does it look like? ________________________________
5. Why did you place the bomb? ________________________________

Try to determine the following (circle as appropriate)

Caller’s Identity: Male Female
Adult Juvenile
Age
Years

Voice: Loud Soft
Deep High Pitched

Region Accent: Local Foreign

Speech: Fast Slow
Distinct Distorted
Stutter Slurred
Nasal

Language: Excellent Good
Fair Poor
Foul Other
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 (8-911) and Security at 439-3634.

B. Immediately contact the President at 439-3640 or the Vice President for Academic Affairs 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, Administrative Assistants, or Safety Representative) will insure that the building is empty.

5. Do not re-enter an evacuated building until the “all-clear” is given by DPS or Security.
6. All incidents/accidents must be documented. All information should be forwarded to the Security Office.

   a. If the individual involved is a student, forward the Incident/Accident Report to the Vice President for Student Success, 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 President (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 Head, Administrative Assistant, 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 Security Office.

   a. If the individual involved is a student, forward the Incident/Accident Report to the Vice President for Student Success, 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 President (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 8-911
- **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 8-911** 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 (8-911) 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 Security Office.
   1. If the individual involved is a student, forward the Notice of Incident Report to the Vice President for Student Success, 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 President (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 (8-911) and Security at 439-3634.
   - Give suspect’s location
   - If any hostages, how many?
   - 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** re-enter an evacuated building until the “all-clear” is given by DPS or Security.
E. All incidents and/or injury must be documented. All information should be forwarded to the Security Office.

1. If the individual involved is a student, forward the Notice of Incident Report to the Vice President for Student Success, 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 President (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 not to return to the campus with the weapon.

C. Contact the President at 439-3640, the Vice President for Student Services at 439-3717, and Security at 439-3634 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 (8-911) and Security at 439-3634 and notify them of the situation.

1. Notify campus population of danger and to stay out of area.

2. Do not re-enter an evacuated building until the “all-clear” is given by DPS or Security.

3. All incidents and/or injury must be documented. All information should be forwarded to the Security Office.

   a. If the individual involved is a student, forward the Incident/Accident Report to the Vice President for Student Success, 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 President (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 President of New Mexico State University 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 not to return to the campus with the weapon.

C. Contact the President at 439-3640, the Vice President for Student Success at 439-3717, and Security at 439-3634 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 (8-911) and Security at 439-3634 and notify them of the situation.

1. Notify campus population of danger and to stay out of area.

2. **Do not** re-enter an evacuated building until the “all-clear” is given by DPS.

3. 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 Vice President for Student Success, 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 President (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-A 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.

I. 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, contact Security at 439-3634 and have them escort the student to the Student Services building to speak to the Vice President for Student Success.

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 Vice President for Student Success, 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 President (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 8-911.

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 Security Office.
1. If the individual involved is a student, forward the Incident/Accident Report to the Vice President for Student Success, 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 President (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 8-911 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 Security Office.

1. If the individual involved is a student, forward the Incident/Accident Report to the Vice President for Student Success, 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 President (see Incident/Accident Reports Chapter 14 and Appendix 1).
Chapter 13

CAMPUS SECURITY PROCEDURES

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

Skateboarding and 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 and a security code.

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 if 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.
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 an 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 (President’s Office, Office for Vice President of Academic Affairs, 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 in the completed forms to the Administration Office within 24 hours of the accident.

   a. Forms can be found at the following: Area Administrative Assistants, 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 439-3697.
B. Unconscious
1. If employee is unconscious, call 8-911 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 in the completed forms to the Administration Office within 24 hours of the accident.
   a. Forms can be found at the following: Area Administrative Assistants, 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 439-3697.

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 Vice President for Student Success. 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 (offices of the President, Vice President of Academic Affairs, Vice President for Student Success, and Facilities Coordinator).
2. Original copies will be maintained in the office of Vice President for Student Services (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 Vice President for Student Success of accident.
4. Obtain the appropriate Accident Report forms (see Appendix 2 through 6), and turn in the completed forms to the Administration Office within 24 hours of the accident.
   a. Forms can be found at the following: Area Administrative Assistants, 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 Office of Vice President for Student Success at 439-3716 or 439-3717.

B. Unconscious
1. If student is unconscious, call 8-911 immediately and stay with the individual until the proper authorities arrive.
2. Notify Administrator and Vice President for Student Services of accident.
3. Obtain the appropriate Accident Report forms (see Appendix 2 through 6), and turn in the completed forms to the Administration Office within 24 hours of the accident.
   a. Forms can be found at the following: Area Administrative Assistants, 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 Office for Vice President for Student Success at 439-3716 or 439-3717.
CHAPTER 15
SAFETY AND SECURITY PROGRAMS

Annual Security and Fire Report

Building Safety Monitors
Building Safety Monitors are individuals elected and/or appointed (see Chapter 1) as 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.

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)

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.

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.
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Incident/Accident Report

Date ___________________________ Time ___________________________

Location ________________________________________________

Full Name ___________________________ Address __________________

Last 4 digits of SSN Banner ID __________________________________________

Accident

Injuries _______________________________________________________

Description of Accident

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Incident

Description of Incident

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

PLEASE USE BACK OF SHEET IF MORE ROOM IS NEEDED.

Witnesses

Name ___________________________ Address ___________________________ Phone No. __________

_________________________________________________________________
_________________________________________________________________

Date ___________________________ Reported by ___________________________

Return this form to above address

Revised 9-15-2011
New Mexico State University

Workers’ Compensation Procedures
For Work-Related Injuries

Outside Las Cruces Area

“Within the State of New Mexico”

Emergency, After Hours, Weekends

1. Go to the nearest emergency room.  
2. Report to your supervisor.  
3. Contact the Worker’s Compensation Bureau the next working day for designated follow-up care including subsequent medication.

Non-Emergency, Normal Working Hours

1. Report immediately to your supervisor.  
2. Contact the Worker’s Compensation Bureau at

Injury Not Requiring Medical Attention

1. Report immediately to your supervisor.

Drugs: All prescriptions must be filled by an approved pharmacy. Cities or locations not having an approved pharmacy should contact the Worker’s Compensation Bureau.

New Mexico State law requires the worker to give notice in writing to the employer within 15 days of the occurrence. NMSU policy requires that the report be sent to Personnel (646-2420) within 24 hours. The above procedures must be followed in order to have medical care coverage.
NOTICE OF ACCIDENT/NOTIFICACION DE ACCIDENTE

In accordance with New Mexico law, Section 52-1-29, NMSA 1978
Conforme a la Ley de la Compensación de los Trabajadores, Sección 52-1-29, NMSA 1978

I, ______________________________________________, was involved in an on-the-job accident
Yo, (name of employee/nombre del empleado) me lastimé en un accidente en el trabajo

at approximately __________________, on ________________, 20_____.
aproximadamente (time/ a la(s) hora(s)) el (date/fecha) del 20______.

What happened and where:_____________________________________________________________________
¿Qué ocurrió y dónde ocurrió?
___________________________________________________________________________________________
___________________________________________________________________________________________

Signed:_________________________________Signed:_________________________________
Firma: (employee/empleado) Firma: (employer or agent/empleador o agente)
Employee’s social security number _______________________ Date:__________________
Número de seguro social del empleado: Fecha:__________________

Employer/employee: Each keep one copy. For more information, call the Workers’ Compensation Administration. Ask for an ombudsman.
Empleador/empleado: Retener una copia. Para más información, póngase en contacto con el Programa de Asesores (Ombudsman Program) en la Administración de la Compensación de los Trabajadores
Lovington: 396-3437 - 1 (800) 934-2450 Las Cruces: 524-6264 - 1 (800) 870-6826
Form NOA-1 (5/97)
## NEW MEXICO WORKERS' COMPENSATION ADMINISTRATION

### EMPLOYERS' FIRST REPORT OF INJURY OR ILLNESS

**2410 CENTRE AVE. SE • PO BOX 27198**  
**ALBUQUERQUE, NM 87125-7198**  
**OFFICIAL USE ONLY**

### PLEASE PRINT IN BLACK INK OR TYPE

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</table>
| **EMPLOYER** | New Mexico State University  
P.O. Box 30001, Dept. 5273  
Las Cruces, NM 88003 |
| **PHONE NUMBER** | 575-646-8000 |
| **EMPLOYER FEIN** | 85-6000401 |
| **CARRIER** | Worker’s Compensation Bureau  
Risk Management Division  
P.O. Drawer 26110  
Santa Fe, NM 87502 |
| **CARRIER FEIN** | 85-6000565 |
| **AGENT NAME & CODE NUMBER** | |
| **NAME (LAST, FIRST, MIDDLE)** | |
| **ADDRESS (INCL ZIP)** | |
| **PHONE NUMBER** (H) | |
| **NUMBER OF DEPENDENTS** | |
| **DATE OF BIRTH** | |
| **SOCIAL SECURITY NUMBER** | |
| **DATE HIRED** | |
| **STATE OF HIRE** | |
| **GENDER** | |
| **MARITAL STATUS** | |
| **OCCUPATION/JOB TITLE OR (SOC) CODE** | |
| **EMPLOYMENT STATUS** | |
| **LOCATION** | |
| **INSURED REPORT NUMBER** | |
| **REPORT PURPOSE CODE** | |
| **JURISDICTION** | |
| **JURISDICTION CLAIM NUMBER** | |
| **CARRIER / ADMINISTRATOR CLAIM #** | |
| **OSHA LOG NUMBER** | |
| **CLAIMS ADMINISTRATOR (NAME, ADDRESS & PHONE NO.)** | Risk Management Division  
1100 St. Francis Dr.  
Santa Fe, NM 87502 |
| **CLAIMS ADMINISTRATOR FEIN** | 85-6000565 |
| **POLICY PERIOD TO** | |
| **POLICY / SELF-INSURED NUMBER** | |
| **ADMINISTRATOR FEIN** | |
| **AGENT NAME & CODE NUMBER** | |
| **DATE OF INJURY/IILLNESS** | |
| **TIME OF OCCURRENCE** | |
| **LAST WORK DATE** | |
| **DATE EMPLOYER NOTIFIED** | |
| **DATE DISABILITY BEGAN** | |
| **TIME EMPLOYEE BEGAN WORK** | |
| **DID INJURY/IILLNESS EXPOSURE OCCUR ON EMPLOYER'S PREMISES?** | |
| **NUMBER OF DEPENDENTS** | |
| **TYPE OF INJURY/IILLNESS** | |
| **PART OF BODY AFFECTED** | |
| **TYPE OF INJURY/IILLNESS CODE** | |
| **PART OF BODY AFFECTED CODE** | |
| **DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED** | |
| **SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED** | |
| **HOW INJURY OR ILLNESS / ABNORMAL HEALTH CONDITION OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL.** | |
| **CAUSE OF INJURY CODE** | |
| **DATE RETURNED TO WORK** | |
| **IF FATALLY GIVE DATE OF DEATH** | |
| **WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED?** | |
| **WERE THEY USED?** | |
| **PHYSICIAN / HEALTH CARE PROVIDER (NAME & ADDRESS)** | |
| **HOSPITAL (NAME & ADDRESS)** | |
| **INITIAL TREATMENT** | |
| **NO MEDICAL TREATMENT** | |
| **MINOR: BY EMPLOYER** | |
| **MINOR CLINIC/HOSPITAL** | |
| **EMERGENCY CARE** | |
| **HOSPITALIZED > 24 HRS** | |
| **FUTURE MAJOR MEDICAL/LOST TIME ANTICIPATED** | |
| **WITNESSES (NAME & PHONE #)** | |
| **DATE ADMINISTRATOR NOTIFIED** | |
| **DATE PREPARED** | |
| **PREPARER'S NAME & TITLE** | |

---

Completion of this form is not an admission that the claim is compensable under the Workers' Compensation Act.
### NEW MEXICO STATE UNIVERSITY
WORKERS’ COMPENSATION
SUPERVISOR ACCIDENT INVESTIGATION REPORT

(PLEASE PRINT OR TYPE)

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<tbody>
<tr>
<td>1. Location Code:</td>
<td>2. Accident Location (Building, Room #, City):</td>
<td>3. Time of Accident:</td>
<td>4. Date of Accident:</td>
<td>5. Date Reported to Supervisor:</td>
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<tr>
<td>( ) Personal Injury</td>
<td>SS#</td>
<td>( ) Personal Injury &amp; Damage to Property</td>
<td>( ) L ( ) R</td>
<td>( ) Ft ( ) Bk</td>
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**14. What happened? Describe In Detail. EMPLOYEE ALLEGES...**

Carefully Evaluate Job Hazard Analysis and Standard Operating Procedure (SOP) to Answer Questions 15, 16, 17 and 18:

**15. What immediate unsafe acts and/or unsafe conditions contributed to this accident?**

**16. What are the underlying or root causes which allowed the above factor to exist?**

**17. What actions have or will be taken to eliminate the root cause?**

**18. Safety Equipment: ( ) In Place ( ) Used ( ) Needs Improvement ( ) Not Applicable**

**19. Reviewed by your Department Safety Office:**

**Signature:**

**Date:**

**20. Training:**

**Job Specific** (task or equipment)-Date:

**General Safety** -Date:

**Laboratory Safety** -Date:

**21. Investigated by:** (Immediate Supervisor)

**Signature:**

**Date:**

**22. Reviewed by:** (Next Level Supervisor/Manager)

**Signature:**

**Date:**

Reviewed by NMSU Safety Office:

**Date:**

OSHA 200:

**Date:**

*Please Return this completed form to Personnel, Box 5273.*
WORKER'S AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR WORKERS' COMPENSATION PURPOSES (HIPAA COMPLIANT)

1. (Print Worker’s Name) __________________________, hereby authorize
the health care provider (HCP) – (the name of HCP is optional and not required for release of medical information)
(Print Health Care Provider’s Name) __________________________ the use or disclosure
of my health information as described in this authorization.

1. INFORMATION

WCA No. __________________________

Date of Birth ______________, Date of Injury ______________ SSN __________________________

Address __________________________ Phone __________________________

Worker's representative, if any: __________________________ Phone __________________________

Address: __________________________ __________________________

2. RELEASE

I authorize the Health Care Provider (HCP) or any member or employee of its office or association who has
examined or treated me, as well as any hospital or treatment facility in which I have been a patient, to disclose and
release complete and legible copies of any and all information concerning my physical or psychiatric condition, care
and treatment, to my employer, __________ New Mexico State University __________, and/or its
insurance carrier, __________ State of NM Risk Mgmt Div/Workers Comp __________, and/or their attorneys, and/or duly
authorized representatives of the New Mexico Workers’ Compensation Administration and its current medical cost
containment contractor or their duly authorized agents. Copies of all documentation released pursuant to this
authorization shall be sent to the agency requesting the information and to me or my representative as listed above.

3. I understand the following information will be released pursuant to a work-related/occupational injury or
illness/workers’ compensation claim: medical reports; clinical notes; nurses’ notes; patient’s history of injury;
subjective and objective complaints; x-rays; test results; interpretation of x-rays or other tests (including a copy of
the report); diagnosis and prognosis; hospital bills; bills for services the HCP has rendered; payments received; and
any other relevant and material information in the HCP’s possession. This Authorization also includes, if applicable,
any hospital operational logs, emergency logs, tissues committee reports, psychiatric reports and records, physical
therapy records, and all outpatient records. This release may also be used to request a Form Letter to HCP as
approved by the Workers' Compensation Administration. I understand that I have the right to restrict the information
that may be provided by signing this authorization to the extent provided by law.

CONDITIONS

4. I understand the purpose of this request is to determine the proper level of workers’ compensation benefits
and may include information regarding any of the following: to determine my occupational injury or illness status;
to determine my eligibility for workers’ compensation benefits; to determine my current and future medical status
after occupational injury; to determine my current medical status and/or return-to-work capability.

5. Right to revoke: I understand I have the right to revoke this authorization at any time by notifying the
company named in Paragraphs 1 and 2. I understand that the revocation is only effective after it is received and
logged by that company and that any use or disclosure made prior to the revocation under this authorization will not
be affected by the revocation. I further understand that my revocation of this authorization may affect my ability to
receive occupational injury or workers’ compensation benefits governed by this revocation.

6. I understand that after this information is disclosed, the recipient may continue to use it pursuant to my
prior authorization, regardless of any subsequent revocation of this authorization. I further understand that different
protections may be available pursuant to state and federal law.

11.4.4.9.18.2.C NMAC (rev. 1/07)
7. I understand that information to be released pursuant to a work-related/occupational injury or illness/workers' compensation claim may also be released to WCA and its current medical cost containment contractor or their duly authorized agents.

8. I hereby expressly waive any regulations and/or rules of ethics that might otherwise prevent any hospital, health care provider or other person who has treated me or examined me in a professional capacity from releasing such records.

9. A photostatic or other copy of this Release, which contains my signature, shall be considered as effective and valid as the original, and shall be honored by those to whom it is sent or provided for a period of six (6) months from the date it was signed.

10. This Release does not authorize any personal or telephonic conferences or correspondence directly between any health care provider and a representative of my employer, its attorney or insurance carrier to discuss my case and is solely for the release of medical documentation as set forth herein. Brief communication for the limited purpose of obtaining medical records is permitted.

11. I understand I am entitled to a copy of this authorization and to any records provided hereunder. I am requesting a copy of this authorization ☐ Yes ☐ No - If Yes, I have received a copy ______ (initial). I understand this authorization will expire within six (6) months of the date I signed it, unless I revoke it earlier, pursuant to Paragraph 5.

Signature of Employee ______________________________________ Date __________________________

Personal Representative Section:

If a personal representative executes this form, that representative warrants that he or she has authorization to sign this form on the basis of (print detailed basis for representation): ____________________________________________

______________________________ Date __________________________

Signature of Personal Representative __________________________ Date __________________________

11.4.4.9.18.2.C NMAC (rev. 1/07)
In reporting this alleged on-the-job injury/occupational illness, which occurred on ________________, I, the undersigned, acknowledge the following items have been explained to me and that I understand each item.

1. By reporting this injury/illness to my supervisor or other designated person I am only complying with requirements of my employer’s internal loss prevention procedures and the New Mexico Workers’ Compensation Act. __________

2. Reporting the injury/illness does not automatically qualify me for Workers’ Compensation benefits. __________

3. This injury/illness will be investigated by my employer and Risk Management Division, who will determine if the injury/illness qualifies under the guidelines of the Workers’ Compensation Act. __________

4. I will be advised by proper authority if particular investigative circumstances or facts at the NMSU level cause the investigating person(s) to believe that the injury/illness is NOT within the purview of the Workers’ Compensation Act. If I am not satisfied with the determination at the NMSU level, I am aware that I may request reconsideration of my claim by the assigned Workers’ Compensation Claims Administrator at Risk Management Division at (505) 827-0232. __________

5. My employer has the right to either direct me to a health care provider of their choice upon the report of this accident or permit me to select my own health care provider for treatment of my alleged job-incurred injury. I am fully aware that unauthorized treatment may not be a covered Workers’ Compensation benefit. __________

   My employer chooses to select the health care provider for the first 60 days. __________
   (for Las Cruces area employees only)

6. My supervisor or designated employer representative Jacki Griffin will be promptly informed of all doctors appointments, diagnosis/prognosis, billings and/or changes in treatment. __________

All information stated by me regarding this incident, to any person investigating said incident or representing my employer, is true and factual. Any willful untruths or misrepresentations regarding an alleged on-the-job injury/illness will be regarded as falsification of official documents.

Print name of employee ______________________  Print name of witness ______________________

Signature of employee ______________________  Signature of witness ______________________

Date ______________________  Date ______________________
WORKERS’ COMPENSATION
BENEFITS EXPLANATION FORM

I, ______________________________________, acknowledge that the following items have been explained to me and that I do understand each item.

1. §10-7-13 NMSA prohibits public employees from receiving monthly salary for leave time in combination with workers’ compensation benefits that exceeds 100% of the employee’s monthly base salary. __________ (initials)

2. The workers’ compensation benefit is computed at 66\(\frac{2}{3}\)% of the employee’s gross weekly base salary
   **UP TO A SPECIFIED CAP**
   For most individuals, this figure is equal to the pay received in 5.3 hours of the normal 8 hour work day and is recorded as Workers’ Compensation Leave Without Pay (LWOP). The remaining 2.7 hours are charged to sick and/or annual leave or authorized LWOP. __________ (initials)

3. Unusual deductions such as private medical, dental, and legal insurance can continue as long as the remaining 2.7 hours (or more) per day are taken as sick and/or annual leave. If an employee runs out of sick and/or annual leave, the employee must bear the burden of paying his/her and the state’s share of such deductions, unless the employee applies, and is approved for, leave under the Family and Medical Leave Act (FMLA). __________ (initials)

4. The first 5 work days (40 hours, 7 calendar days) that an employee loses time is **NOT** compensated until the employee has been off work for more than 28 calendar days. The first week is initially charged to sick and/or annual leave or authorized LWOP. __________ (initials)

5. After 28 calendar days off work, the first week’s benefit check is paid. At this time, unless the employee was on LWOP, or in other words, did not have or use any sick or annual leave for that first 40 hours, the first week’s benefit check will constitute an overpayment and violates §10-7-13 NMSA. Therefore, the employee must reimburse the agency for the amount of overpayment received. In return, the agency must reinstate the applicable amount of sick and/or annual leave used during the first week. __________ (initials)

6. The amount of overpayment will be computed by the agency upon receipt of the first week’s check. Should the check be delivered **DIRECTLY** to the employee, it is the employee’s responsibility to ensure proper procedures are followed. __________ (initials)
7. The responsibility for properly coding time sheets rests with the immediate supervisor. The injured employee must also ensure that time sheets are properly and accurately prepared. ____________________________
   (initials)

8. Any LWOP time in excess of 30 days, **INCLUDING THAT USED FOR WORKERS’ COMPENSATION PURPOSES**, does not allow an individual to accrue service time towards retirement, unless the employee applies, and is approved for FMLA. All other LWOP time must be made up by actual service (productive) time. ____________________________
   (initials)

---

Print name of injured employee

______________________________

Signature of injured employee

______________________________

Date

---

WITNESS:

______________________________

Name

______________________________

Date
New Mexico State University

Date: __________________________

I, ____________________________, was involved in an accident and/or sustained an injury while at work on ____________________, and I do not require medical attention at this time. Should medical treatment be needed in the future I will go to the nearest medical provider under Workers’ Compensation (NMSU Employee Health Center for Las Cruces employees), and contact the Human Resources Office immediately.

________________________________________
Signature of Employee

Please return to the Benefit Services, MSC 3HRS as soon as possible. Thank you.
BUILDING HAZARD REPORT FORM

This form is to be used to notify specified individuals of a safety or security hazard within a building or its surrounding perimeter.

To: ___________________________  Date: ___________________________

Building Monitor

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Location of Hazard</th>
<th>Description of Hazard</th>
<th>Safety</th>
<th>Security</th>
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<tbody>
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Comments:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

I have read the above information and have discussed it with the Department/Division Head. I will keep a copy and send the original document to the Facilities Department and apprise the Safety and Security committee of the situation.

Building Monitor  Date  Department/Division Head  Date