

**Northern New Mexico College
INSTITUTIONAL SAFETY & SECURITY POLICY**

Subject:	Institutional Safety & Security Policy
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Purpose:	The purpose of the Institutional Safety & Security Policy is to provide a framework from which the college will attempt to minimize the danger to life and property resulting from natural and man-made disasters.
Policy:	It is the policy of Northern New Mexico College to protect the welfare of its students, faculty, staff and visitors, by instituting a framework by which the college will minimize the danger to life and property resulting from natural and man-made disasters.

Procedures:

The procedures contained in this plan apply to all personnel, on both Espanola and El Rito campuses buildings and grounds of Northern New Mexico College. This document identifies the actions, roles, and responsibilities that are to be taken by individuals and departments in the event of a crisis or emergency.

Team work and preparedness through planning, education, and testing will help reduce confusion, injury, and the loss of life during a disaster incident.

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A) EXPECTATIONS FOR DEPARTMENTS/STAFF/Faculty

1) Faculty and Staff

- a) -Participate in drills and training sessions as required.
- b) -Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and shelter areas.
- c) -Know where hazardous conditions or situations in your area may exist. Know the location of

- flammable, radioactive, biological, and other hazardous materials.
- d) -Know where the fire alarm pull stations are located and how to activate them.
 - e) -Know where fire extinguishers are located in your building and how to use them.
 - f) -Know the different alarm sounds and how to respond accordingly.
 - g) -Know where emergency first aid kits are located in your building.
 - h) -Orient and inform students and visitors of procedures to be followed in case of a building alarm or emergency. Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required when the fire alarm system is activated and that they know where the nearest exits are located.

2) Facilities Supervisor

- a) Acts as a liaison with the responding emergency service and others if a building emergency occurs. In his/her absence, the most senior Facilities employee will coordinate the appropriate response with the President or designee.
- b) Review the campus Safety and Security Procedures and the Security Safety Plan at least annually and confirms that they are current.
- c) Ensures that Building Security Coordinators (and Alternates) know what their duties are in case of an evacuation.
- d) Schedules employee safety and security training.
- e) Coordinates and conducts fire drills with Building Security Coordinators.
- f) Assures that the appropriate College personnel are notified for all emergencies as necessary.

3) Instructors

- a) Provide his or her class or audience with general information relating to emergency procedures. This information should be shared the first week of class or at the start of a seminar.
- b) Know how to report an emergency from the classroom being used.
- c) Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- d) Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

4) Facility PIT Team

- a) Receives information about security concerns from students, faculty and staff, reviews information, present concerns to Office of the President (OOP).
- b) Reviews and analyzes staff response to critical incidents and makes recommendations for improving procedures.
- c) Provides a written summary of critical incidents to the Office of the President (OOP). (Copies should be forwarded to the Dean of Student Services for student incidents).

5) Building Security Coordinators and Alternates

- a) Assure that classroom instructors inform students about emergency procedures, exit routes, and assembly points during the first class meeting.
- b) Coordinate and record the results of fire drills with the Facilities Supervisor.
- c) Attend training sessions and meetings to review procedures and duties, if necessary.
- d) Perform an inventory of first aid kits and supplies at least annually and restocks as necessary.
- e) Additional responsibilities are detailed in Appendix A

6) Off-campus Center Coordinators

- a) Assure classroom instructors inform students about emergency procedures, exit routes, and assembly points during the first class meeting.
- b) Act as a liaison with the responding emergency service and others if a building emergency occurs. In his/her absence, the most senior off-campus center employee will coordinate the off-campus response with the President or designee.
- c) Schedule, conduct, and record the results of fire drills.
- d) Assure that the appropriate College personnel are notified for all emergencies as necessary.
- e) Receive information about security concerns from Center students, faculty, and staff and shares that information with the President and the Facilities PIT Team.

7) Public Information Director

- a) Handle all contacts with the media.

B) DEFINITIONS

The President or his or her designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of a crisis and emergency are provided as guidance to assist staff and Building Security Coordinators in determining the appropriate response.

Report incidents immediately to the Facilities Supervisor or his or her designees by calling (505) 747-2165, or (505) 747-5444. If you receive no answer at the above numbers during business hours, call the campus security at extension 158 or (505) 747-2158.

Evenings and weekends you can call the Security Officer at ext. 158 or (505) 747-2158. Security Officer will then contact the Police and Facilities Supervisor or his or her designee to inform them of the incident.

- 1) Crisis Situation: A crisis situation is defined as any situation or event that is identified by the President or the OOP (Office of the President) as having a significant adverse impact on the campus community as a whole.
- 2) Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College.
- 3) Major Emergency: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis.
- 4) Building Emergency: A condition during which a specific building and its occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard College personnel and property. Upon determination that conditions exist which could lead to a state of emergency or has the potential of existing in a single building through events restricted to a building (i.e., bomb threat, equipment malfunction, etc.), the Building Security Coordinator and/or the Facilities Supervisor shall be notified immediately. The Facilities Supervisor will immediately inform the President and the Vice President. The Building Security Coordinator, the Facilities Supervisor, the President, and the Vice President shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. All contacts with the media will be handled by the Public Information Office. Any inquiries from media representatives are to be referred to that office.
- 5) Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

- 6) The Campus Security Plan: The Campus Security Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster; therefore, the following are general possibilities:
- a) An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
 - b) The succession of events in an emergency are not predictable, therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
 - c) Disasters may affect residents in the geographical location of the College. Therefore, city, county, state, and federal emergency services may not be available. A delay in off-campus emergency services may be expected.
 - d) A major emergency may be declared if information indicates that such a condition is developing or is probable.
 - e) The route of ingress and egress to the College may be restricted.

C) CAMPUS STATE OF EMERGENCY

- 1) The authority to declare a campus state of emergency rests with the President or his or her designee as follows:
- 2) During the period of any campus major emergency, the Facilities Supervisor shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure control and access to campus physical facilities. The Facilities Supervisor shall immediately consult with the President and the Vice President regarding the emergency and the possible need for a declaration of a campus state of emergency. Depending on the nature of the emergency, a determination will be made as to the level of evacuation, if any.
- 3) When this declaration is made, only essential personnel, registered students, faculty, staff and normal emergency service agencies (i.e., police, fire, water, gas and electric company personnel) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other I.D.) showing a legitimate business reason for being on campus will be asked to leave the campus.
- 4) In the event of earthquakes, after-shocks, fires, storms or major disaster occurring in or about the campus, or which involves College property, the Facilities Supervisor and other appropriate College personnel will be dispatched to determine the extent of any damage to College property.

D) TYPES OF EMERGENCIES

The following is a list of the types of emergencies that can be experienced by a college:

- 1) Natural Causes
 - a) Tornados
 - b) Earthquakes
 - c) Severe Storms
 - d) Building Emergency (Structural damage caused by any emergency)
- 2) Accidental Causes
 - a) Fires (chemical, natural gas, electrical or ordinary structural)
 - b) Hazardous chemical accidents or spills (vapor or liquid)
 - c) Transportation accidents (airplane, automobile/truck)
 - d) Explosions (compressed gas, containerized liquid or man-made)
 - e) Prolonged utility outages (gas, electricity, HVAC system, water)
- 3) Societal Causes
 - a) On-campus civil disturbance
 - b) Hostage situation
 - c) Bomb-threats or explosions

- d) Terrorist action

E) INITIAL EMERGENCY PROCEDURES

The initial and primary source for all emergency information is the Facilities Supervisor. While the Facilities Supervisor may not be the first to detect an emergency situation, as soon as he or she is notified, the following initial steps will be taken:

- 1) Upon notification or observation of an emergency situation, the Facilities Supervisor will:
 - a) Ensure that the appropriate alarms have been activated (fire, radio, or the Emergency Notification System) to alert the campus community of approaching/imminent danger.
 - b) Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.
 - c) Notify the President and the Vice President of the emergency/disaster.
 - d) Notify city and county emergency personnel as needed.
- 2) The Facilities Supervisor will take the immediate steps necessary to intervene in the emergency to reduce the threat of potential injury or loss of life or property. He or she will inform the President of the emergency situation directly, and other key staff, as appropriate.
- 3) The Public Information Office will be notified of the emergency situation. If appropriate, the media will be notified and all external communication and requests for information will flow through that office.
- 4) The President will assemble the remainder of the Office of the President's (OOP) members for briefing, consultations, and the development of an action plan. If it is deemed that it is not necessary to declare a state of emergency, OOP members will work with the President to assure that the College returns to normal operation as soon as possible.

F) ESTABLISHMENT OF THE EMERGENCY COMMAND CENTER (ECC)

The President's conference room will serve as the Emergency Command Center (ECC). The alternate ECC location will be the Board Room. Should the primary and secondary locations be destroyed or not available, the Facilities Department office in the Metal Trades Building will be utilized.

G) DELEGATION OF AUTHORITY

In the event of the absence of the President, the line of authority is:

- 1) Executive Vice President for the College
- 2) Vice President for Finance
- 3) Provost
- 4) Dean of Student Services

H) EMERGENCY PRIORITY TASKS

In any major emergency there are certain general tasks that must be performed. These are listed below in three priority categories:

- 1) **Priority 1**
 - a) Insure the safety of students, staff, and visitors.
 - b) Determine the nature and severity of the situation.
 - c) Shutdown of dangerous utilities.
 - d) Notification of persons using the Emergency Notification System.
 - e) Establishment of communications, both radio and telephone.
 - f) Provision of medical aid.
 - g) Application of fire suppression measures.
 - h) Initiation of search and rescue operations.
 - i) Control of hazardous substance.
 - j) Establish liaison for needed assistance from off-campus;

- (1) Local/State/Federal law enforcement
 - (2) Local fire/rescue units
 - (3) Local hospitals/paramedic units
 - (4) County/State health departments
 - (5) Local political jurisdiction offices: Mayor, County Executive
 - (6) County Emergency Operations Center
- 2) **Priority 2**
- a) Determine the extent of suspension of business and for how long.
 - b) Survey of facilities and utilities and recertification for use as appropriate.
 - c) Notification of selected local radio or television stations of any suspension or curtailment of activity.
 - d) Establishment and maintenance of public and media information.
 - e) Dissemination of information on campus.
 - f) Control of criminal activity on campus (control access in and out of campus).
 - g) Provisions for psychological assistance to trauma victims, as needed.
- 3) **Priority 3**
- a) Survey of valuable materials and equipment (Library, Laboratories, etc.).
 - b) Survey of records, documents, and data.
 - c) Survey of academic and other departmental requirements.
 - d) Determination and consideration of financial concerns.
 - e) Determination and consideration of legal and liability concerns.
 - f) Acquisition of necessary supplies and equipment.
 - g) Resumption of full or limited academic and other programs and schedules.
 - h) Notification of selected local radio and television stations of resumption of activities.
- 4) **Emergency Security Situation Lockdown**
- a) The Lockdown Procedure is a necessary and effective way to insure the safety of students, staff and faculty when an emergency incident takes place on or near the campus. It is important that the different levels of a lockdown are observed and that everyone is aware of the procedures for implementing the actions to make the lockdown a success. Each level has distinct benefits to reduce the confusion and eliminate unnecessary panic.
 - b) A lock-down procedure will be initiated by someone notifying the Facilities Supervisor, the President's office or a member of the OOP. They will determine that a lockdown situation is necessary. The security officer (747-2158) or Facilities staff will be notified to broadcast via radio that the Campus or specific building is in a lockdown situation. At that point all maintenance personnel and custodians will commence to communicate door to door that the lockdown situation is in effect. As other Facilities personnel arrive, they are to assist with the implementation of the plan. Instructors are to promptly carryout the instructions, and to make sure that no one is left in the corridors.
 - c) There are different situations that may warrant a lockdown. When a situation arises, authorities will evaluate the situation and develop a plan of action.
 - d) If a fire alarm is sounded during a lockdown, the lockdown will continue until the situation is assessed by Facilities Personnel. If there is a real fire, normal fire procedures will be followed.
- 5) **Two types of lockdowns:**
- a) "Preventive Lockdown" – The outside doors and classroom doors are locked and classes proceed as normal. If class time ends before the lockdown is lifted students are to remain in the room.
 - b) "Secured Lockdown" - The outside doors and classroom doors are locked and all of the students are moved to the corner of the room that cannot be seen from the hallway door.
- 6) **Notifying the status of each room:**
- a) No paper – placed under the door indicates that assistance is not needed. White Paper – placed under the door indicates that assistance is needed. Indicate on the paper the problem and type of help needed.
 - b) Cell Phones can also be used to communicate the need to rescue personnel.
 - c) If the situation has passed and a campus evacuation is not necessary, classes will proceed

as normal. If the situation has passed and a campus evacuation is necessary, notification will be made via radio and a controlled evacuation will begin. At this time all students will gather their belongings and exit the building/campus (if instructed to do so) in a safe and orderly manner. There will be only one class at a time from each floor released in order to reduce traffic flow congestions. At the time of the release the Facilities personnel will direct traffic to a designated safe place. Stay calm and don't panic.

I) EMERGENCY TELEPHONE NUMBERS

- 1) For all Emergencies, regardless of location, **DIAL 911**
- 2) Other Telephone Numbers:
 - a) **Espanola Campus**
 - (1) Campus Operator (8:00 am to 5:00 p.m.) ext. 100/747-2100
 - (2) Facilities Department (8:00a.m.-5:00p.m.) ext. 165/747-2165
 - (3) Security Officer (6:30 a.m.-11:00pm) ext.158/747-2158
 - (4) Human Resources/EEO/ADA (505) 747-2160
 - (5) Dean of Student Services (505) 747-2122
 - (6) Espanola Police Department (505)753-5555
 - (7) Espanola Fire Department (505)753-0037
 - (8) Espanola Hospital (505)753-7111
 - (9) NM Poison Control Center 1-800-222-1222
 - b) **El Rito Campus**
 - (1) Campus Operator (8:00a.m. - 5:00p.m.) (575) 581-4117
 - (2) Facilities Department (8:00a.m.-5:00p.m.) (575) 581-4124
 - (3) Security officer (5:00p.m.-1:00a.m.) (575) 581-4112
 - (4) El Rito Fire Department (575) 581-9102
 - (5) Rio Arriba Sheriff office (505) 753-3329
 - (6) NM State Police (505)753-2277
 - (7) Las Clinicas - Health Care (El Rito)(575) 581-4728

J) PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES

- 1) **FIRE**
 - a) KNOW THE LOCATION OF FIRE EXTINGUISHERS, FIRE EXITS, AND ALARM SYSTEMS IN YOUR AREA AND HOW TO USE THEM.
 - b) In the event of a fire, follow these steps:
 - (1) If an emergency exists, activate the manual pull station building alarm system.
 - c) If a minor fire appears controllable, promptly direct the charge of the fire extinguisher toward the base of the flame.
 - d) If large fires appear uncontrollable; activate the manual pull station building alarm system, then DIAL 911. Proceed to evacuate all rooms, closing all doors to confine the fire and reduce oxygen – DO NOT LOCK DOORS!
 - (1) When the building alarm is sounded, an emergency exists.
 - e) Walk quickly to the nearest marked exit and alert others to do the same.
 - f) ASSIST THE DISABLED IN EXITING THE BUILDING! USE THE STAIRS; DO NOT USE THE ELEVATORS DURING THE FIRE.
 - g) Once outside, move to a clear area up wind, if possible, at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - h) DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a police officer.
 - i) NOTE: Should you become trapped inside a building during a fire and a window is available place an article of clothing (shirt, a coat, etc.) outside the window as a marker for crews. If there is no window, stay near the floor where the air will be less toxic. Shout regular intervals to alert emergency crews of your location, DO NOT PANIC!
- 2) **ACCIDENTS AND THEFTS**
 - a) *All accidents, thefts, or offenses* that occur on campus must be reported to the Supervisor.

Keep records of all serial numbers of valuables. Mark your auto accessories so that they can be identified. Write your name in all textbooks. Do not leave valuables in your car. Always keep cars locked.

- b) *Accidents and Thefts On-Campus* - Witnesses or victims of an accident or theft should use their good judgment about the need to call for emergency personnel (911) but must contact the campus security at ext. 158 to report the incident. The college has no responsibility for personal vehicles, but will assist in the exchange of driver information and the investigation of accident.
- c) *Accidents – Off-Campus* (in college vehicles) - Follow normal vehicle accident procedures. Exchange information for police reports. Insurance information is located in the glove box of each vehicle. If the accident is of a serious nature and injuries are involved or the college vehicle is disabled, contact the Facilities Department at 747-2165.

3) **EMERGENCY ACCIDENT/ILLNESS PROCEDURES**

- a) There are various forms and procedures to follow regarding accidents or illness involving employees, students, and visitors. Even though these procedures should be followed, witnesses or victims of an emergency should use their good judgment about the need to call for emergency personnel (911) or to take the injured person to an emergency room. Following is a brief description of these procedures:
- b) *Personal Injury of a Student:*
 - (1) In the event that a student is injured on any Northern campus, a Personal Injury Report for Student or Visitor should be filled out by the Dean of Student Services (or designee) and forwarded to the Vice President for the College. These forms are available in the HR office. The Dean of Student Services keeps a copy.
- c) *Personal Injury of a Visitor:*
 - (1) If a visitor is injured, the Personal Injury Report for Student or Visitor form is filled out by the Director of Human Resources and kept on file in that office. Blank forms are kept in the Students Services office and the Human Resources office.
- d) *Accidents Involving Pedestrians, Motor Vehicles, Bicycles, Animals, or Any Fixed Object:*
 - (1) These accidents must be reported to the Facility Supervisor. The Facility Supervisor will then complete an Accident Report Form and forward it to the Human Resources Office. Blank forms are kept in the Human Resources office.
- e) *Athletic Injuries:*
 - (1) In the event of an injury to a Northern student participating in intercollegiate athletics, a First Report of Athletic Injury and Athletic Injury Form are filled out. These reports are to be completed by the College Athletic Director or coach, and copies are forwarded to the Vice President for the College. The purpose of the First Report of Athletic Injury is to identify the nature and details of the injury. The Athletic Injury Form is used to file a claim to the insurance company stating the nature of the athletic injury. Blank copies of both of these forms are kept in the office of the Director of Athletics.
- f) *Occupational Illness or Injury:*
 - (1) An Employee Incident form should be filled out for any employee who is injured or becomes ill due to occupational duties while working at Northern New Mexico College. The employee's immediate supervisor completes this form and copies are forwarded to the Director of Human Resources within 24 hours of the accident or illness. Blank copies of the Incident Report can be obtained in the Human Resources office, and supply should be kept on file in each office. The Director of Human Resources will use the information provided in this form to complete the Accident Report Form when applicable. It includes pertinent background information, the nature of the injury, and a record of the supervisor's knowledge of the injury. After completion, the form is filed with the State Loss Control Bureau and a copy filed in the Human Resources office.

4) **MAINTENANCE EMERGENCY**

- a) Maintenance emergencies may include any of the following:
 - (1) Power (electrical) outages, electrical problems
 - (2) Water leaks, ruptured water line

- (3) Gas leaks
- (4) Sewage problems

- b) Any maintenance emergency should be reported immediately to the Facilities Department by calling: Espanola campus at (505) 747-2165, or El Rito campus at (505) 581-4124.
- c) If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at 100. The campus operator will then contact the Facilities Department representative by telephone or radio to inform them of the maintenance problem.
- d) Evenings and weekends emergencies contact Security by calling: Espanola campus (505) 747-2158, or El Rito campus (505) 581-4112. The Security Officer will then contact the Facilities Supervisor or his or her designee by either cellular telephone or radio to them of the maintenance emergency.

5) BOMB THREATS

a) **IN THE EVENT OF A THREATENING CALL:**

- (1) Do not hang up on telephone threats; try to keep the caller talking.
- (2) Attempt to gather as much information as possible. Attempt to learn the following:
 - (a) Where is the bomb located?
 - (b) When is the bomb set to go off?
 - (c) What does the voice sound like (man, woman, child, accents, etc.)?
 - (d) What is the explosive?
 - (e) What does it look like?
 - (f) Were there any identifiable sounds in the background?
 - (g) What building is it in?
 - (h) Did you place the bomb?
 - (i) Why was it set?
 - (j) Where are you calling from?
 - (k) Exact wording of the threat.
 - (l) What is your name?

b) **NOTIFY SOMEONE NEARBY THAT YOU ARE TALKING TO A THREATENING INDIVIDUAL. HAVE THE PERSON CALL THE CAMPUS OPERATOR AT 100 AND THE PRESIDENT'S OFFICE.**

- c) If the caller hangs up, immediately call the Campus Operator at 100 and relay pertinent information. After 5:00pm, call security at 158, or call the local police. If you are using an off-campus telephone, the number for security is (505)747-2158. Cellular and two-way radios should not be used in the case of a bomb threat. Stay on campus! You will be the first person the police will want to interview. The campus operator or security guard will then notify the President of the situation and a determination will be made as to the action to be taken. The command center will be the President's conference room.

6) BUILDING EVACUATION AND RE-ENTRY

- a) Activate the fire alarm system in your building. Go to designated evacuation area for your building. Familiarize yourself with the attached evacuation plan.
- b) Look around your area (quickly) and take note of anything out of the ordinary. Take nothing with you except personal items such as purse, coat, car keys, etc.
- c) As you leave the building at the nearest exit, take note of anything unusual in the corridor/stairs.
- d) Remain in the designated area for your building until you are notified to return.

7) SUICIDAL CRISIS INTERVENTION

- a) Procedures for Intervention of Suicidal Tendencies:
- b) The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.
- c) Once an administrator, instructor, or staff member is aware of an individual with suicidal

tendencies, the employee should determine the level of the crisis and respond using the following as guidelines:

- (1) **EMERGENCY LEVEL:** This level describes an individual who is making an attempt on his or her life now, or is threatening an immediate attempt.
 - (a) In this situation you should:
 - (b) **CALL 911 IMMEDIATELY.**
 - (c) Take steps to ensure your own safety and the safety of others.
- (2) **PRIMARY LEVEL:** This level describes an individual who is seriously depressed and who has given thought to end his or her life. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening his or her life now, may do so later. In this situation:
 - (a) Do not leave the individual alone;
 - (b) Appear confident that you can help the individual; and
 - (c) Immediately escort the individual to the Student Services Counselor if student requests help.

8) HOMICIDAL CRISIS INTERVENTION

a) Procedures for Intervention of Homicidal Tendencies:

- (1) The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.
- (2) Once an administrator, instructor, or staff member is aware of an individual with homicidal tendencies, the employee should assess the level of the crisis and respond using the following as guidelines:
 - (a) **EMERGENCY LEVEL:** This level describes an individual who is making an attempt on someone else's life now, or is threatening an immediate attempt. In this situation:
 - (i) **CALL 911 IMMEDIATELY;** and
 - (ii) Take steps to ensure your own safety and the safety of others.
 - (b) **PRIMARY LEVEL:** This level describes an individual who poses imminent danger and who has expressed intent to harm another individual. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening another individual's life now, may do so later. In this situation:
 - (i) Do not leave the individual alone;
 - (ii) Appear confident that you can help the individual;
 - (iii) Immediately escort the individual to a campus administrator in charge if student requests help;
 - (iv) **IMMEDIATELY** refer a college employee to the Human Resources Office; and
 - (v) **Notify Campus Security** for information and assistance.

9) HAZARDOUS CHEMICAL – GAS LEAKS

- a) Any spillage of a hazardous chemical or gas leak should be reported immediately to the Facilities Department by calling: Espanola campus (505) 747-2165, or El Rito (505) 581-4124.
- b) Evenings and weekends you can also call the Security guard at 158. If you are using an off-campus telephone, the Security telephone number is (505) 747-2158. The Security Officer then contacts the Facilities Supervisor or his or her designee by either cellular telephone or radio to inform them of the emergency.
- c) If an emergency exists, activate the manual pull station building alarm system and **CALL 911**. When the building alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- d) When reporting, be specific about the nature of the involved material and exact location. Emergency 911 Personnel will contact the necessary specialized authorities. The on-site instructor and staff should vacate the affected area immediately and seal it off to prevent further contamination of other areas until the arrival of the emergency personnel. Anyone

who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to the emergency personnel. Required first aid and clean up by specialized authorities should be started at once.

- e) ASSIST THE DISABLED IN EXITING THE BUILDING (See APPENDIX B)! DO NOT USE ELEVATORS; INSTEAD USE THE STAIRS IN CASE OF FIRE! DO NOT PANIC OR CAUSE OTHERS TO PANIC!
- f) Once outside, move to a clear area up wind, if possible, at least 300 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a police officer. Evacuate to designated evacuation areas.
- g) Natural gas leaks, with an odor in the building, may occur and may bring danger of an explosion. Natural gas rises and will often be outside because most gas lines are outside of a building. Natural gas is mixed with Tertiary Butyl Mercaptan to give it odor. Natural gas is heavier than ambient air and as such will settle to low areas (on the ground). If an odor is detected in the building, do the following:
 - (1) If a leak is in or near a building, CALL 911;
 - (2) Evacuate the building immediately, following the building evacuation plan; and
 - (3) Get students a safe distance up wind, at least 300 feet from the building. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a police officer or other college personnel.

10) **CAMPUS EVACUATION**

- a) Evacuations of all or part of the campus grounds will be announced by the President and/or the Facilities Supervisor. Evacuation of off-campus Centers will be announced by the respective Center Director.
- b) All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting persons with disabilities.

11) **TOXIC FUME RELEASE (OFF CAMPUS)**

- a) During an accidental industrial release of toxic fumes from chemicals or other emergencies where the air quality threatens persons on one of the campuses, Shelter-in-Place is recommended.
- b) Shelter-in-Place simply means staying inside the building you are in or seeking shelter in the nearest available building.
- c) It is the responsibility of the local authorities to notify the college to issue orders for in-place sheltering during chemical emergencies generated off campus. The Campus Emergency Notification System will immediately be activated. All employees, students and visitors outside should be directed to enter the nearest building.
- d) Shelter-in-Place Procedures:
 - (1) Go inside the building.
 - (2) Close all windows and doors.
 - (3) If one is available, turn on your television or radio for further information.
 - (4) If eyes, nose or throat become irritated protect your breathing by covering your mouth with a damp cloth, take frequent shallow breaths and stay calm.
 - (5) Do not leave the building until you receive official notification that the danger has passed.
- (6) NOTE: STAY IN THE AREA DIRECTED UNTIL NOTIFICATION FROM POLICE.

12) **MEDICAL EMERGENCIES & VIOLENT CRIMES**

- a) CALL 911
- b) INITIATE APPROPRIATE ACTION:
 - (1) Life-Threatening Emergencies – Unconsciousness, Difficulty Breathing, Choking, Seizures, Chest Pain, Serious Bleeding, Rape/Assault, etc.
 - (a) IF ALONE, run to the nearest telephone and dial 911
 - (b) IF NOT ALONE, send someone to the nearest telephone and dial 911 NOTE: ALL

PAY PHONES ARE PROGRAMMED TO DIAL 911 WITHOUT A COIN.

- (c) If the nature of the emergency can be determined, report it
- (d) If possible, report if the person is Conscious, Breathing or Bleeding.
- (e) Render aid as appropriate.
- (f) If possible, send someone to meet Emergency Personnel to direct them to the scene.
- (2) General Medical Problems (Injuries/Illness): Conditions with no threat to life or limb
 - (a) Render aid as appropriate.
 - (b) Direct the person to the nearest First Aid Kit.
 - (c) Ask if they need assistance to go home, to a hospital or a doctor. Note: You should never transport a person to the hospital yourself, always call an ambulance.
 - (d) FIRST AID: FIRST AID KITS ARE LOCATED IN THE FOLLOWING DESIGNATED OFFICES:
 - (i) Joseph Montoya Building
 - (ii) General Education Building
 - (iii) Center for the Arts
- (3) BLOODBORNE PATHOGENS: KITS ARE LOCATED IN THE FOLLOWING DESIGNATED OFFICES:
 - (a) Joseph Montoya Building
 - (b) General Education Building
 - (c) Student Success Center
 - (d) Learning Resource Center – Custodial Closet
 - (e) Gymnasium – Custodial Closet Front lobby
- (4) MAJOR INJURY: PORTABLE EMERGENCY RESPONSE KITS ARE LOCATED IN THE FOLLOWING DESIGNATED OFFICES:
 - (a) Joseph Montoya Building Custodial Closet – 1st Floor
 - (b) Vocational Education Building Custodial Closet – 1st Floor
 - (c) Metal Trades Building – Facilities Department

13) CAMPUS SECURITY SERVICES

- a) A security officer is on duty at the Espanola campus from 6:00 a.m. to 11:00 p.m. Monday through Friday and from 7:00 a.m. to 9:00 p.m. on Saturday and Sunday. The officer is here for your safety and protection and to maintain a safe and inviting physical environment.
- b) Duties of the security officer change according to campus needs and include:
 - (1) -Patrolling campus – exterior and interior; monitoring students, employees and visitors.
 - (2) -Traffic control – accident investigation, issuing parking violations.
 - (3) -Locking and unlocking campus doors – interior and exterior.
 - (4) -Accompanying student to classroom and/or vehicles when they feel unsafe and request these services.
 - (5) -Assisting with jumpstarting vehicles. Campus security will assist with this request as a courtesy and respond in order of priority and level of emergency.
- c) HAND-HELD RADIO
 - (1) The security officer has a hand-held radio to contact other Facility Department personnel for immediate response.
 - (2) If the Security Officer's services are required, DIAL 158 from any on-campus telephone. By calling 158, you will be connected to the Security Officer's cellular telephone. If you are using an off-campus telephone, the Security Officer's cellular telephone number is (505) 747-2158.
- d) Other Campus Security Cellular Telephone Numbers:
 - (1) Facilities Supervisor (505) 747-5444
 - (2) Facilities Department (505) 747-2165
- e) The security officer or Facilities Supervisor should be notified of any problems or crimes committed on the campus. In case of a major crime such as rape or murder, IMMEDIATELY DIAL 911

14) TEMPORARY CLOSINGS

- a) The President or his designee will make the decision for an adjusted schedule or closure.
- b) Once authorized, the Director of Public Information is responsible for contacting all area radio

- and TV stations. The following radio and TV stations will be called first.
- c) Employees and students are encouraged to listen to the following radio and TV stations:

d) **RADIO STATIONS**

- (1) KDCE 950 AM (Espanola)
(2) KKIT 99.9 FM (Taos)

TELEVISION STATIONS

- KKOB TV Ch. 4 (Albuquerque)
KOAT TV Ch. 7 (Albuquerque)
KRQE-TV Ch. 13 (Albuquerque)

- e) A message will also be posted at the Espanola and El Rito switchboards.
f) Morning delays will be determined the evening before or early morning hours, if possible.
g) Evening delays will be determined between 1:00pm and 3:00pm.
h) **If there are no announcements concerning delays or cancellations; staff, faculty students will use their individual discretion regarding attendance.** Unlike the public schools, Northern does not provide for make-up days in its calendar. When cancellations or closures have occurred, instructors will plan ways to make certain that instructional content is not abbreviated. Faculty should discuss procedures with all students prior to inclement weather to avoid confusion.
i) Faculty, who cancel classes for any reason, should keep a list of students' telephone numbers available in order to notify them of cancellations. There are many students who are not local and should be accommodated.

15) **BUILDING OPENING AND CLOSING**

- a) Espanola Campus
(1) The Facilities Department normally unlocks campus buildings Monday through Friday between 6:00 a.m. and 7:00 a.m. Buildings are normally locked Monday through Friday between 10:30 p.m. and 11:00 p.m.
(2) In the event that a teacher or staff member needs to occupy a building on weekends or when the building would normally be locked, the department chair is requested to schedule the date, time, and building that needs to be opened through the Facilities Office.
b) El Rito Campus
(1) The Facilities Department normally unlocks the building Monday through Friday at 7:00 a.m. and is normally locked Monday through Friday at 9:30 p.m.
(2) In the event that a teacher or staff member needs to occupy the building on weekends or when the building would normally be locked, the department chair is requested to schedule the date, time, and building that needs to be opened through the Campus Director's office.

16) **STUDENT CONDUCT**

- a) The NNMC policies regarding student conduct are contained in the College Student Handbook in the back of the NNMC College Catalog. The Student Handbook/College Catalog is produced and distributed each year. Questions regarding disciplinary procedures, students' rights, and responsibilities are also included.
b) On-campus incidents which (a) disrupt the learning environment of the campus, (b) threaten the safety or security of students, staff, or faculty, (c) involve the destruction of private or college property, or (d) include violations of local, state, or federal law should be reported to the Dean of Student Services.
c) Persons who witness violent altercations – or potentially violent altercations – should not place themselves at risk, but should call 911.
d) Arrangements can be made to escort persons who feel threatened to their classes or cars.
e) Obtaining Information About and/or Locating Students
f) Individuals seeking information about a student or wanting to locate a student who is in class should be directed to the Office of Admissions and Records.
g) **CLASSES WILL BE INTERRUPTED ONLY IN EMERGENCIES.**
h) Non-Students on campus

(1) Northern maintains an open campus and welcomes visitors. Non-students are subject to the same rules as students, including those designed to ensure the preservation of the college's learning environment. Consequently, visitors who become disruptive may be asked to leave campus.

i) Use of Campus Facilities

(1) Campus facilities such as the gym, weight room, library, snack bar, and bookstore are provided for the use of students, faculty, and staff. Non-students are not barred from these facilities, although certain facilities do require permission and/or an access fee. Non-students may be asked to leave if classes are in progress or if their presence prevents students and/or college employees from using a facility. Consequently, persons who use college facilities may be asked to produce identification proving that they are affiliated with the college in some manner.

17) EARTHQUAKES

a) If you are at WORK OR SCHOOL, DROP under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other objects that could fall. Stay under COVER until the quaking stops.

b) If you are in a HIGH-RISE BUILDING and not near a desk or table, move against an interior wall, and protect your head with your arms. Face away from windows. Do not use elevators. Do not be surprised if alarm or sprinkler systems come on.

c) If OUTDOORS, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.

d) If you are on a SIDEWALK near a tall building, get into a building's doorway to protect yourself from falling bricks, glass, and other debris.

e) If you are DRIVING, slowly pull over to the side of the road and stop.

f) If you are in a CROWDED STORE OR PUBLIC PLACE, do not rush for exits. Move away from display shelves with objects that could fall on you.

g) If you are in a WHEELCHAIR, stay in it. Move to cover, if possible, lock your wheels, and protect your head and arms.

h) If you are in a KITCHEN, move away from the refrigerator, stove, and overhead cabinets.

i) If you are in a THEATER OR STADIUM, stay in your seat or get under it if possible, and protect your head with your arms. Do not try to leave until the quaking is over.

j) AFTER THE EARTHQUAKE

(1) Evacuate slowly and carefully. Look before exiting to make sure there is no overhead danger.

(2) As you evacuate take note of utilities. Look for wires arcing, water running, and the smell of natural gas.

(3) Report to your predetermined assembly point (see below) and take note of who is missing and any injuries that may exist.

(4) At your assembly point, assist others and let someone know if you leave.

18) ANTI-TERRORIST ALERT PLAN

a) The City of Espanola Emergency Operation Center (EOC) has rated Northern New Mexico College as a moderate risk institution. As the alert level increases or decreases, the EOC will contact the Facilities Supervisor. He/she will notify the President or designee of the alert level. The President or designee will then use the emergency telephone notification system to notify the faculty and staff about the alert level.

b) Risk Assessment:

(1) Low to moderate risk

(a) Large number of public present on campus.

(b) Community events held on campus.

(2) High risk

(a) Large crowds attending events such as athletics, graduation, concerts, etc.

(b) Hazardous chemicals in class labs.

(c) Visits of a high profile political candidate or celebrity.

c) Alert Conditions:

- (1) Level 1--GREEN – Low, Action steps:
 - (a) College employees are informed and trained on safety and security procedures on an annual basis.
 - (b) Communication equipment is checked weekly to ensure proper operation.
 - (c) Security lights and alarms are inspected to ensure proper operation.
 - (d) Conduct annual security assessments of all buildings to identify and correct deficiencies.
 - (e) Mail and packages are carefully opened.
 - (f) Emergency drills are held each semester.
- (2) Level 2 – BLUE – Guarded Action steps:
 - (a) Inform all employees of the change in alert level and that they should be more aware of suspicious persons, vehicles, mail, and abandoned backpacks.
 - (b) Employees are to report any suspicious behavior to Security by calling (505) 747-2158.
 - (c) If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the Facilities Department at 747-2165.
 - (d) Evenings and weekends you can also call the Security Officer at ext. 158; you will be connected to the Security Officer's cellular telephone. If you are using an off-campus telephone, the Security Officer's cellular telephone number is (505) 747-2158. The Security Officer will respond accordingly and contact the Facilities Supervisor or his or her designee by either cellular telephone or radio to inform them of the situation.
 - (e) Employees are to report any suspicious behavior by contacting the Campus Operator (from 8:00 a.m. to 5:00 p.m.) or the Security Officer.
 - (f) Rooms that are not in use will be kept locked.
 - (g) Security officers perform routine checks of buildings, parking lots, and grounds every morning, afternoon and evening.
 - (h) Entrance to buildings will be restricted no later than 8:00 p.m.
 - (i) All buildings will be locked no later than 10:00 p.m.
 - (j) Use extra precaution with mail and packages (See Attachment A)
 - (k) Educate faculty and staff on opening mail and packages
 - (l) Report suspicious persons to supervisors
- (3) Level 3 – YELLOW – Elevated, Action steps:
 - (a) Implement Levels 1 and 2 Action Steps.
 - (b) Rooms that are not in use will be kept locked.
 - (c) Security officers or designee performs routine checks of buildings, parking lots, and grounds every morning and afternoon.
 - (d) Entrance to buildings will be restricted no later than 8:00 p.m.
 - (e) All buildings will be locked no later than 10:00 p.m.
 - (f) Each building will have security and hall lights left on all night.
- (4) Level 4 --ORANGE -- Attack Imminent, Action steps:
 - (a) Implement Levels 1- 3 Action Steps.
 - (b) Facilities Supervisor or designee performs checks of buildings, parking lots, and grounds every hour.
 - (c) Mail and packages will be opened for inspection at a central location by an individual wearing appropriate protective clothing, gloves, and mask.
- (5) Level 5 – RED – Severe, Action steps:
 - (a) Implement Levels 1 – 4 Action Steps.
 - (b) All persons attending a high-risk event will be searched for weapons.
 - (c) Restrict parking to areas at least 300 ft. from buildings.
 - (d) Campus is evacuated and all buildings locked down.
 - (e) Access to buildings is limited to authorized personnel.
 - (f) Buildings remain locked until alert status is lowered.

d) GUIDELINES FOR IDENTIFYING AND HANDLING MAIL PIECES AND PACKAGES

SUSPECTED OF CONTAINING A THREAT REMAIN CALM: DO NOT GET EXCITED OR EXCITE OTHERS

- (1) Characteristics of a suspicious parcel:
 - (a) Unexpected or from someone unfamiliar to you
 - (b) Addressed to someone no longer with your agency or an otherwise outdated address
 - (c) No return address or one that cannot be verified as legitimate
 - (d) Unusual weight, given its size or lopsided
 - (e) Restrictive markings such as "Personal" or "Confidential"
 - (f) Exhibits protruding wires, strange odors or stains
 - (g) Postmarked from a city which does not match return address
 - (h) Displays distorted handwriting or addresses with homemade labels or cut and paste lettering
 - (i) Unprofessionally wrapped or secured with combinations of tape
 - (j) Excessive postage
- (2) What to do if you receive a suspected explosive device
 - (a) Do not try to open the parcel
 - (b) Isolate the parcel
 - (c) Evacuate the immediate area
 - (d) Notify your supervisor and he/she will notify the local police by calling 911.
- (3) What to do if you receive an Anthrax threat by mail
 - (a) Do not handle the mail piece or package suspected of contamination
 - (b) Double bag the letter or package in zipper type or zip lock type plastic bags using latex gloves
 - (c) Wash your hands with soap and water
 - (d) Notify your supervisor and he/she will notify the local police by calling 911.
 - (e) Make sure that all suspicious packages are isolated and the immediate area cordoned off
 - (f) Ensure that all persons who have touched the mail piece wash their hands with soap and water
 - (g) List all persons who have touched the letter and/or envelope, include contact information
 - (h) If the package or letter has been opened and powder spills out DO NOT ATTEMPT TO CLEAN IT UP. KEEP OTHERS AWAY FROM THE AREA

Appendix A

Building Coordinators:

- A) Building Coordinators for each building will consist of the staff from the Facilities Dept.
- B) The Custodians will be the primary point of contact. They will notify you of the situation. If they approach the door and ask for the instructor. Calmly proceed as instructed. The Custodians have been empowered to handle the situation; they may need assistance with some duties. Please assist when needed or asked.
- C) Overview:
 - 1) Under operating and emergency conditions, Building Security Coordinators and Alternates serve as facilitators, problem solvers and as conduits for environment, safety, and health policies and procedures. Building Security Coordinators promote a safe, secure, orderly environment for students, workers, and visitors in their facilities. They also provide oversight and coordination of all activities required to protect the physical and functional integrity of the facility.
- D) Appointment:
 - 1) Building Security Coordinators and Alternates are appointed by the President for each building. When Building Security Coordinator appointments need to be changed, the President's Office must be notified.
- E) Qualifications:
 - 1) The level of training of Building Security Coordinators should be consistent with the complexity of the operations conducted within their facilities. Buildings that house technical operations or laboratories require Building Security Coordinators who understand the nature and magnitude of hazards within their facilities.
- F) Delegation of Authority:
 - 1) With the agreement of their administrative officer, and depending on the size and extent of their facilities, Building Security Coordinators may require one or more Alternate Building Security Coordinators who report directly to them on matters concerning buildings and facilities. The qualifications and training of Alternate Building Security Coordinators should be determined by the Building Security Coordinator they assist.
 - 2) For periods of planned absence, Building Security Coordinators will formally designate an acting Building Security Coordinator who will have the area-specific knowledge or access to documentation that may be needed.
- G) Training:
 - 1) Fire Prevention and Emergency Preparedness Workshops will be presented to Building Security Coordinators and Alternates by the Facilities Supervisor on an annual basis. Other specific training, when required, on operational issues of building systems, e.g., elevator, HVAC, etc., should be requested from the Facilities Department.
 - 2) Building Security Coordinators are responsible for ensuring that Alternates are aware of any special requirements within their buildings and are prepared to assume their roles during their absence.
- H) Responsibilities:
 - 1) General
 - a) Ensure that emergency exits, evacuation routes and emergency equipment are not obstructed and are clearly designated.
 - b) Promote physical integrity of the building by requesting, through work orders, that the Facilities Department correct noted deficiencies.
 - c) Oversee and coordinate all activities required to protect the physical and functional integrity of the facility under operating and emergency conditions.
 - d) Ensure that activities in the building do not interfere with the operations of other building occupants; for example, that activities do not create electrical or other interference.
 - e) Inform building occupants of planned electrical, water and other service outages by contacting the departments or groups which operate in the building or by posting the information in public areas.
 - f) Serve as a resource for building occupants by keeping them aware of conditions that affect their environment and by providing them with procedural information about access to various

departments for maintenance, repairs, safety and security.

- I) Inspections:
 - 1) Building Security Coordinators and Alternates promote safe and orderly operating conditions by conducting inspections to verify that all buildings and facilities are in compliance. Some of the most important conditions to inspect include the following:
 - 2) Emergency exits are visible and accessible.
 - 3) Aisles have required clearances and are not obstructed.
 - 4) Clearances to electrical panels are maintained.
 - 5) The presence of combustible materials is minimized.
 - 6) No electrical hazards are present.
 - 7) Hazardous substances are properly stored.
 - 8) The result of fire/evacuation drills are coordinated and recorded with the Facilities Supervisor. Building Security Coordinators are responsible for ensuring that corrective actions are taken.
- J) Emergency Preparedness
 - 1) Evacuation Plans
 - 2) Building Security Coordinators will develop evacuation plans and procedures in conjunction with the Facilities Supervisor. Building Security Coordinators will conduct a fire evacuation drill each semester.
 - 3) For each facility, selected personnel should be designated to primary or secondary responsibilities during emergencies, e.g., floor supervisor, bathroom monitor, elevator monitor and stairwell monitor. Assignment of the responsibilities and their initiation during rehearsals will help to ensure that all personnel can be safely evacuated during real emergencies.
- K) Injuries, Spills, and Accidents
 - 1) When injuries, spills, or other accidents occur, Building Security Coordinators and Alternates support the response of the department in whose area the mishap occurred by ensuring access to the accident by the emergency responders and by taking steps to protect personnel and to minimize property damage.
 - 2) In case of a hazardous spill, departmental personnel are responsible for cordoning off the affected area and initiating other emergency response procedures.
- L) Facility Management
 - 1) Space Utilization
 - a) Building Security Coordinators will be kept informed about changes within the already-assigned space of their facilities. When changes occur, departments must advise Building Security Coordinators about the new utilization of space so that they know the needs and potential hazards associated with those changes.
 - 2) Security
 - a) In cooperation with the Facilities Supervisor, Building Security Coordinators oversee building security. The Facilities Supervisor will provide each Building Security Coordinator a daily "Security Report" listing doors/windows found unlocked or open by the Security Officer.
 - b) Keys to building and specific areas within them are issued by the Facilities Dept. upon authorization from the responsible Department Chair.
 - c) Theft of College property must be reported to the Facilities Supervisor and the Vice President for Finance for incident report preparation. If forced entry has occurred, nothing should be touched or removed until the local law enforcement officials have investigated the area.
 - 3) Maintenance and Repairs
 - a) Building Security Coordinators ensure that the facility is maintained in good repair and promptly notifies the Facilities Supervisor of any safety hazards.
 - 4) Exits and Corridors
 - a) All buildings at Northern must have continuously unobstructed exits and corridors (free of open storage) and appropriate lighting to permit prompt evacuation and immediate emergency access.
 - b) Keep exits and corridors clear at all times. Do not store combustible or flammable liquids and

gases in lockers or cabinets in corridors or near exits. Temporary or permanent storage of combustible or flammable liquids and gases in corridors or near exits is not permitted.

APPENDIX B

A) EMERGENCY EVACUATION OF PERSONS WITH DISABILITIES

1) VISUAL DISABILITIES:

- a) Most persons with visual impairments will be familiar with their immediate surroundings. In the event of an emergency, tell the person with a visual impairment the nature of the emergency and offer to guide the person to the nearest emergency exit. When you reach safety, orient the person to where he/she is and ask if any further assistance is needed.

2) HEARING DISABILITIES:

- a) Since most campus buildings are not yet equipped with visual alarms, a person with a hearing impairment may not hear the emergency alarm sound and will need a warning technique. The best method of warning is to write a short, explicit note telling the emergency is and the nearest evacuation route. For example: "Fire alarm! Go out the back door and to right."

3) MOTOR DISABILITIES:

- a) Since elevators should NEVER be used for evacuation in case of fire, or earthquake, persons with mobility impairments will need assistance in evacuating unless they are on a ground floor with an accessible exit.
- b) If the person is AMBULATORY. Persons with mobility impairments who are able to walk independently, either with or without the use of crutches or a cane, may be able to negotiate stairs in an emergency situation with minor assistance. Even some persons who customarily use a wheelchair or scooter for long distance travel may be able to walk down stairs with some assistance. It is advisable that they wait until the heavy traffic has cleared before they attempt to evacuate. Someone should walk beside them to provide assistance, if needed. If it is apparent there is no immediate danger, the person may choose to stay in the building until emergency personnel arrive and determine the necessity to evacuate.
- c) If the person is NON-AMBULATORY. The Office for Student Disability Services/ADA Compiles a Safety Evacuation Locator List each semester of students, registered with that Office, who are unable to independently evacuate a building. This list is kept on file in the Office of the ADA counselor for quick reference in the event of an emergency. The information is taken from the students' class schedules. The list is arranged by building name, room number, and day of week and time of class. It includes the names of students and professors. While this information cannot account for the whereabouts of those who need assistance except during scheduled classes, it provides quick information with which to begin rescue efforts.
- d) Evacuation of non-ambulatory persons is much more complicated than that of others. Unless danger is imminent, a wheelchair user should remain in the classroom with the door closed until emergency rescue personnel arrive and determine the necessity of their evacuation. Only in situations of extreme danger should untrained people attempt to manually evacuate wheelchair users before rescue personnel arrive. It is never safe to move someone by lifting a wheelchair down the stairs. Wheelchairs have many movable parts and vulnerable points that are not constructed to withstand the stress of lifting. Place the mobility-impaired person in a chair to safely move down stairs. Such equipment is preferable to attempting to manually carry persons or move them in their wheelchairs.


APPENDIX C

NNMC Quick-Flip Guide to EMERGENCIES

- A) The Quick-Flip Guide to EMERGENCIES will be provided to every faculty and staff person, and will be provided to new employees.
- B) Additionally the Quick-Flip Guide to EMERGENCIES will be available in every room on campus.
- C) The following is a graphic of the NNMC Quick-Flip Guide to EMERGENCIES:

NORTHERN NEW MEXICO COLLEGE

NNMC
Quick-Flip Guide To
EMERGENCIES

FIRE  **Fire Alarm**


SEIZURE


BLEEDING


MEDICAL

THEFT

SUSPICIOUS PERSON

 **1 Blast Alarm** **ACTIVE SHOOTER**

 **2 Blast Alarm** **BOMB THREAT**

 **2 Blast Alarm** **CHEMICAL SPILL**

EMERGENCY CONTACTS

ESPAÑOLA CAMPUS EVACUATION PLANS

EL RITO CAMPUS EVACUATION PLANS

APPENDIX E

EL RITO CAMPUS EVACUATION PLAN SCHEMATIC:

