

Emergency Operations Plan

Policies and Procedures

New Mexico Tech Vice President for Administration and Finance
Last modified August 20, 2015

The purpose of this document is to establish Policies and Procedures to protect lives, intellectual property and facilities for the New Mexico Institute of Mining and Technology's (NMIMT) campus community.

This document is continually being updated; we would appreciate any information and/or insight that would help us develop policies that best address the emergency response needs of NMIMT.

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I. Introduction

The purpose of the New Mexico Tech Emergency Response Plan is to protect lives, intellectual property, and facilities. Through increased coordination and preparedness, the New Mexico Tech hopes to minimize the impacts of emergencies and to maximize the effectiveness of the campus community in responding to and recovering from emergency events. Importantly, the plan provides an organizational structure for the continuity of campus operations in pursuit of the University's academic mission. The intent of the Emergency Operations Plan is to provide New Mexico Tech with an organized, systematic, and flexible approach to responding to emergency situations and assisting the college community in coping with the trauma created by crises. This plan is based on the Incident Command System (ICS) to identify how the NMT fits in the overall structure.

Emergencies may occur anytime and with little or no warning. The emergency may affect nearby residents and the Socorro County Emergency Management Office will assist with the recovery effort. Additionally, the Socorro Fire Department is the local authority having jurisdiction in fire protection and life safety issues.

Dr. Daniel H. López, President

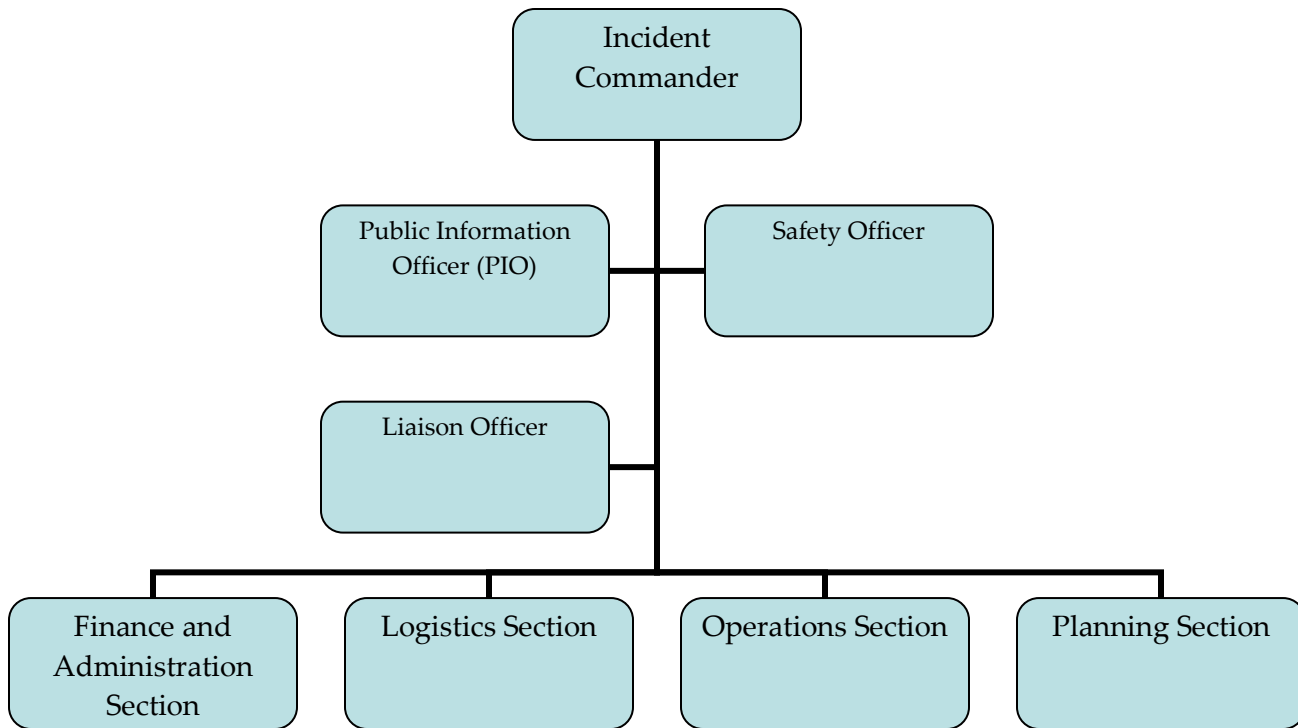
Mr. Lonnie G. Marquez

Vice President of Administration and Finance

II. Incident Command System

Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. The ICS system is the standard for emergency management across the county and emphasizes effective planning. The ICS is managed by objectives and the objectives are communicated throughout the organization via the incident planning process.

The ICS emphasizes effective command structure and includes chain of command, unity of command, and unified (the involvement of other jurisdictions.) Formal transfer of command occurs whenever leadership changes. All levels of an ICS operation must have a clear understanding of the functional actions required to management the incident. An effective Incident Action Plan (IAP) is an oral or written directive that reflects the overall strategy for managing an incident. The IAP provides a coherent means of communicating the overall incident objectives in the context of other operational and support activities.



A. Definitions

- **Incident Command:** sets the incident objectives, strategies, and priorities and has overall responsibility at the incident or event.
- **Finance/Administration:** Monitors costs related to the incident. F/A Section provide accounting, procurement, time recordings, and cost analyses.
- **Logistics:** Provides support, resources, and all other services needed to meet the operations objectives.
- **Operations:** Conducts tactical operations to carry out the plan. Develops the tactical objectives and organization, and directs all tactical resources.
- **Planning:** Prepares and documents the Incident Action Plan to accomplish the objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.

B. Incident Commander's Overall Role

The Incident Commander (IC) has overall responsibility for managing the incident objectives, planning strategies, and implementing tactics. The Incident Commander must be qualified and trained and will be fully briefed and should have a written delegation of authority. Qualification includes training and having passed the FEMA ICS 100, 200, 300, 400, 700, and 800 courses. Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the Incident Commander.

a. Incident Commander Responsibilities

In addition to having overall responsibility for managing the entire incident, the Incident Commander is specifically responsible for:

- Ensuring incident safety, the role is assigned to the Safety Officer.
- Providing information services to internal and external stakeholders, the role is assigned to the Public Information Officer.
- Establishing and maintaining liaison with other agencies participating in the incident, the role is assigned to the Liaison Officer.

The Incident Commander may appoint one or more Deputies, if applicable, from the same agency or from other agencies or jurisdictions. Deputy Incident Commanders must be as qualified as the Incident Commander. Someone who serves as a chief every day may not hold that title when deployed under an ICS structure.

The Incident Commander will establish objectives that include to:

- Understand agency policy and direction.
- Assess incident situation.
- Establish incident objectives.
- Select appropriate strategy or strategies to achieve objectives.
- Perform tactical direction.
- Provide necessary follow-up.

The NMT has responsibilities at two levels: field response and local government. At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response.

At the local government level, a designated Emergency Operations Center (EOC) is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating within the NMT's operational area. Further, the individuals operating the EOC will be trained in ICS.

The President or any institutional Vice President, or the Director of Campus Police may declare an emergency condition and request an institutional management response for the coordination of activity around an identified emergency.

This plan identifies two distinct teams. The first is the **Emergency Response Team (ERT)**. This team shall assemble and create an immediate plan in the event of an emergency situation on campus which poses an immediate threat to the college community. The second team is the **Crisis Recovery Team (CRT)**. This team will assemble to assist the college community in dealing with a traumatic event and is inclusive of the Finance Operations.

The ERT and CRT shall coordinate efforts when necessary to ensure a swift and thorough implementation plan.

ERT TEAM LEADER – Vice President of Administration and Finance.

C. **Emergency Response Team (ERT)**

The Vice President of Administration and Finance is the chair of the Emergency Response Team. The team will be called after an emergency situation occurs that requires coordination of campus response and resources. Liaison and informational briefings to the ERT will be given by the Liaison Officer or his/her designee. The ERT is the central point of contact for leadership and decision making during the emergency response. The Vice President is responsible for the coordination, direction, and reporting to the President of the status of the event and the direction of the ERT.

The primary staging area for the ERT is the EOC in the Campus Police Office in the Student Activities Center (SAC) on the first floor, and this is determined based on the availability of necessary resources.

The alternate staging area is the county EOC located in the Socorro County Annex Building, 198 Neel St.

The ERT is the team responsible for the big picture. It controls all incident-related activities. The Incident Commander (IC) oversees the technical aspects of the response. The ERT supports the IC by allocating resources and by interfacing with the community, the media, outside response organizations, and regulatory agencies.

b. The ERT Team Leader will:

1. Direct Campus Police to contact the ERT and or CRT team members, coordinate the plan, and facilitate the meetings of the ERT team.
2. Notify the President and reporting authorities as appropriate.

The CRT Team Coordinator is the Assistant Vice President for Student and University Relations. The Director of Human Resources will serve as the back-up coordinator.

Campus Police will notify the CRT Team Coordinator if he/she becomes aware of a death or crisis that affects the college community.

c. The CRT Team Coordinator will:

1. Assemble the CRT, facilitate meetings, and oversee/coordinate a recovery plan.
2. Notify the ERT Team Leader and together coordinate the notification to the President and consult legal counsel.
3. Talk with parents/family members as needed.

d. The Director of Human Resources will:

1. Contact all faculty, student members, and departments.

e. The Public Information Officer will be designated by the ERT Team Leader and will:

1. Serve as the contact and spokesperson with the media.

f. Faculty will:

1. Will conduct classes as usual, unless the Incident Commander or the ERT Team Leader cancels classes.
2. Will follow the guideline outlined by the Vice President of Academic Affairs at the Faculty/Staff meeting.
3. Will review the Guidelines for Dealing with a Classroom Discussion of Death/Crisis.
4. Identify students who seem particularly affected and refer the names to a counselor.

Crisis Response Team Members will assist in the development and execution of the plan as required.

III. Four-Phase Response to Disasters

NMT's response to disasters is based on four phases:

1. Increased readiness
2. Initial response operation
3. Broaden or extended operations
4. Recovery phase

During the specific phases, the Director of Campus Police or his/her designee will coordinate with the Vice President of Administration and Finance, and the Vice President of Student and University Affairs, to determine the phase of operations.

The Director of Campus Police and the Vice President of Administration and Finance will coordinate the appropriate level of alert for response agencies, inclusive of the activation of the Emergency Operations Center, as necessary.

A. Increased Readiness

a. *Triggers for readiness:*

Upon the receipt of a warning or alert that an emergency situation is pending or likely to occur, the NMT university will activate actions to increase its readiness.

Events may include:

- An expansive hazardous materials incident
- Tornado prediction
- Flood advisory or other weather statement
- Fires
- Information or circumstances indicating the possible acts of violence or civil disturbance.

b. *Examples of activities:*

- Briefing of President, Vice Presidents, and key officials on the situation;
- Review and update of the Emergency Operations Plan and related Standard Operating Guidelines;
- Training efforts;
- Inspection of critical facilities and equipment;
- Testing of communications and warning systems;
- Mobilizing personnel and readying resources and equipment;
- Establishing staging areas;
- Activating staging areas

- Increased public information.

B. Initial Response Operation

The initial response endeavors are primarily performed at the field response level. Field responders will use the Incident Command System (ICS) to organize a response to the emergency or disaster. Campus Police dispatch will notify the ERT, administration, and other critical notification personnel upon directives from the Vice President of Administration and Finance based upon the Incident Commander. The campus Call Out List that is maintained by dispatch is the resource utilized for the dispatch. Incorporation of the principles and components of ICS may require functions of ICS such as unified command, planning, span of control, hierarchy of command, et cetera. The initial response will include:

1. Establish Command and communication;
2. Identify the Hot Zone area;
3. Establish and secure the Inner Perimeter area;
4. Establish and secure the Outer Perimeter;
5. Establish and identify the Command Post area;
6. Establish and identify the Staging area;
7. Establish and identify the resources required.

a. *Examples:*

- Making necessary notifications;
- Dissemination of warnings, emergency information, instructions to the NMT;
- Management of evacuations and or rescue operations;
- Treating the injured;
- Restriction of the movement of traffic and people;
- Assessing the need for mutual aid assistance;
- Establishing Unified Commands;
- Conducting initial damage assessments and related surveys;
- Coordination with state and federal agencies working in the field; and
- Development and implementation of the Incident Action Plan.

C. Extended Response:

NMT's extended response activity will be conducted primarily in the field and the emergency operations center (EOC). NMT's EOC is located in the same building as the

Campus Police; i.e., the SAC next to the Swim Center. The back-up EOC is located in the Socorro County Annex Building.

The EOC involves the coordination and management of personnel and resources to mitigate the emergency and begin the transition to recovery operations. Field responders will continue to use ICS to manage the field operations. The EOC staff will support the field response workforce in mitigating the effects of the emergency/disaster.

The EOC is a fixed location that is activated in an emergency. When the EOC is activated, communications and coordination will be established between the Incident Commander/s and the EOC. The overall command, control, communications, and coordination of the events occur within the EOC. The personnel that report within EOC are organized within the ICS (Incident Command System.) The EOC is activated by Director of Campus Police and coordinated with the Vice President of Administration and Finance. Multi-agency and/or inter-agency coordination will be used by the EOC staff to assist with the local government-level emergency response efforts. Refer to Appendix A (Page 73) for further descriptions.

D. Mitigated Response

a. Examples:

- Documentation of expenditures; (Finance)
- Resource documentation; (Logistics)
- Planning of resource requirements; (Planning)
- Field operations. (Operations)

E. Recovery:

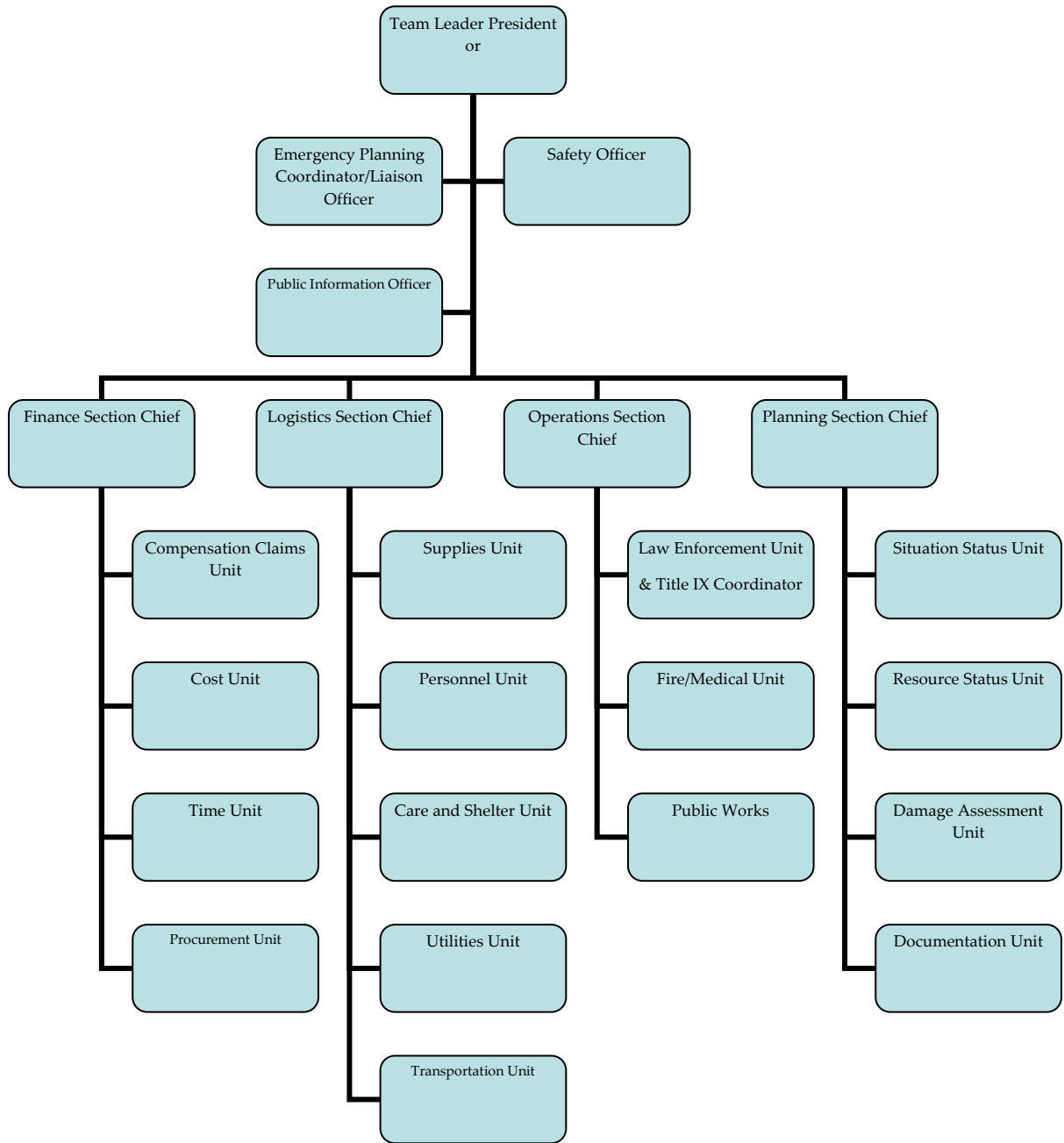
Once the immediate danger to life, property, and the environment diminishes, the NMT will begin the process of recovery.

Recovery will involve the reestablishment of services for the public, students, and staff and may involve rebuilding the affected area/s. The recovery may be short term, long term, or both. Recovery may include mitigation assessments that may prevent future threats. A *Recovery Operations Manual* should be developed and detail the roles and responsibilities, as well as the procedures for accessing the federal and state disaster assistance programs.

a. Examples:

- Applying for federal and state assistance programs;
- Performing hazard mitigation analysis;

- Determination and recovery of costs associated with the response and recovery.
- Restoration of all utilities.



IV. Operation Management Level

The President, Director of Campus Police, or institutional Vice President may declare an emergency situation and request institutional management response for the coordination of activity to the response of the identified emergency. The Director of Campus Police is responsible for the response action of any declared emergency that will affect the security and safety of the campus.

a. Examples:

- Triage;
- Damage assessments;
- Mass care facilities;
- Documentation of situation status;
- Protecting, controlling, and locating resources;
- Maintain and protect utility services;
- Track resource allocation;
- Planning activities;
- Disseminating emergency public information;
- Develop Action Plans for the extended operation;
- Documenting expenditures;
- Prioritization of resources;
- Declaration of a local emergency;
- Agency coordination.

A. Incident Commander (IC)

The Incident Commander (IC) is responsible for front-line management of the incident, for tactical planning and execution, for determining whether outside assistance is needed and for relaying requests for internal resources or outside assistance through the Emergency Operations Center (EOC).

The Incident Commander (IC) has overall responsibility for managing the incident objectives, planning strategies, and implementing tactics. The Incident Commander must be qualified and trained and will be fully briefed and should have a written delegation of authority. Qualification includes training and having passed the FEMA ICS 100, 200, 300, 400, 700, and 800 courses. Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the Incident Commander.

B. Emergency Operations Center (EOC)

If an emergency condition is catastrophic, severe, long-term (12 hours), has been identified as a priority in the risk assessment, or an event that requires an institutional response, the Vice President of Administration and Finance will call for the activation of the EOC. This group will be comprised of select members of the ERT, representatives of departments that are or may be affected, and representatives of the responding agencies. The Department will ensure staffing to the EOC by appropriate-level personnel as long as the emergency requires. The EOC will coordinate asset and resource allocations to ensure there is successful response to the emergency.

The Emergency Response Team (ERT) members will meet at the designated EOC. Areas of responsibility will be assigned by the ERT Leader.

The ERT will identify the departments required for the EOC based on the emergency event. The EOC should be located in an area of the facility not likely to be involved in an incident. The primary staging area for the ERT is the Facilities Management Conference Room on the first floor; this is determined based on the event and on the availability of necessary resources. The alternate staging area is the Socorro County Annex Building.

The common functions of the EOC are to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the government or corporation, within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals.

The EOC will require coordinated communication, equipment, and staffing as determined by the Vice President of Administration and Finance.

C. Incident Command Group (ICG)

The Incident Command Group (ICG) as determined by the emergency may include local/state/federal police, local/state/federal fire/EMS/hazmat teams, local/state/federal environmental/public health agencies, or any other group deemed necessary. The ICG will plan, coordinate, and implement the operational responses to any incident.

The staging for the ICG will be entirely determined by the location of the emergency and/or threat. The staging area will have communications equipment as well as logistical support. Should the ICG require a response from outside agencies (FBI, public health, et cetera), the ICG will act as the coordinator of services during the operational phase of the incident.

The ICG may also require a Joint Operations Command Center.

D. Mutual Aid

Mutual Aid is the coordinating structure that allows the mobilization of resources to and from the emergency response agencies, government, regions, and state to ensure that adequate resources are available to the requesting agency. Once the EOC is activated the communication with the mutual aid will be established. The Emergency Planning Coordinator is responsible for the task. The New Mexico Tech upon requesting the mutual aid will remain in charge and maintain the direction of personnel and equipment provided via mutual aid.

E. Unified Command (UC)

Unified Command is an important element in multi-jurisdictional or multi-agency incident management, as it provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

a. Advantages:

- A single set of objectives is developed for the entire incident.
- A collective approach is used to develop strategies to achieve incident objectives.
- Information flow and coordination is improved between all jurisdictions and agencies involved in the incident.
- All agencies with responsibility for the incident have an understanding of joint priorities and restrictions.
- No agency's legal authorities will be compromised or neglected.

The combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan (IAP).

F. Emergency Classification Levels

- **Level One** – Limited disturbance that is limited to immediate area of construction.
- **Level Two** – Evacuation that involves an entire building.
- **Level Three** – Major disturbance of services and requires the evacuation of multiple buildings, entire campus, or nearby residents.

G. Communication

The IC via the Liaison Officer will give status reporting of the response activity to the EOC. The EOC Planning Coordinator will report to the Vice President of Administration and Finance who in turn will communicate with the President of NMT.

H. Call Out Lists

The NMT Department of Campus Police shall at the onset of the incident utilize the Call Out List. The NMT Department of Campus Police is responsible for maintaining the emergency alert list; the list will be used to notify the appropriate personnel. Each individual department will develop its own departmental alert list, which will be used by the department to alert department personnel.

I. Campus Police

The Department of Campus Police has responsibility for coordinating NMT's communication response to each identified emergency response.

V. Reporting Guidelines for Faculty, Staff and Students

- Person witnessing an emergency or crisis at any New Mexico Tech location:
 1. Call Campus Police at x5555 (835-5555 off-campus or cell phone).
 2. Emergency Response Team takes action

- Emergency Situation (e.g., fire, weapons, shooting, natural disaster, etc.)
 1. Call Campus Police at x5555 (835-5555 off-campus or cell phone).
 2. Campus Police Dispatch will notify the Vice President of Administration and Finance and/or the Facilities Management Director.
 3. Notify Tech's Clery/Title IX Coordinator at 575-835-5005. The coordinator is located in the Office of Affirmative Action/EEOC, Fitch Hall.
 - a. Notify a Residential Life Coordinator, a Resident Assistant, or talk to a trusted professor or administrator.
 - b. Talk with a Provider or Counselor at the Student Health Center/Office of Counseling & Disabilities Office, 1st floor Fidel: 575-835-5094/575-835-6619

C. Sexual Assault Reporting Procedures*a. Option 1: Pursue internal (University) disciplinary action.*

4. Report all Sexual Assaults to the Clery/Title IX Coordinator.

If the incident involved a student violation of the Student Code of Conduct, the witness or Campus Police will report it to the Vice President for Student and University Relations.

- Traumatic Event not posing an immediate threat:
 1. Campus Police will contact the Assistant Vice President for Student and University Relations who will assemble the Crisis Recovery Team.

- Criminal Activity (e.g., illegal activities, suspicious people or activities)
 1. Call Campus Police at x5555 (835-5555 off-campus or cell phone) if an immediate threat is present.
 2. Campus Police will report the incident to the Assistant Vice President for Student and University Relations.

3. Campus Police will obtain a description of the offender(s) including sex, age, race, hair, clothing and other distinguishable features. Campus Police will attempt to obtain description and license of any vehicle involved. Campus Police will preserve the crime scene: Do not touch or allow others into the affected area until college personnel/law enforcement arrives.
4. The Campus Police will refer the victim(s) to the Vice President for Student and University Relations for assistance with reporting.
5. Anyone who is aware of a violation of the Student Code of Conduct or other college policy, report immediately to the Assistant Vice President for Student and University Relations.

VI. Evacuation Guidelines

Guidelines prior to an emergency: Be familiar with evacuation guidelines and fire alarm pull stations.

- Be familiar with the appropriate evacuation exits from the classroom/resident halls and apartments so persons will know where to exit.

A. Students or Staff with Disabilities

Students who feel they need special assistance during an evacuation should notify the Disabilities Services Office so that special arrangements can be made **prior to an evacuation**.

B. Guidelines During Emergency Building Evacuation

1. In the event of an emergency evacuation, the instructor or a staff member should make sure all students and other occupants have left the building. Close the classroom/resident hall and apartment door and leave it unlocked before leaving.
2. Direct students to the nearest available parking area.
3. Take only essential items with you (such as eyeglasses, medications, identification, cash, checkbook, credit cards). Do not allow students to stop to get books, sweaters, jackets, or other personal belongings. Once outside, proceed to at least a 500-foot minimum away from the building
4. In the event of actual fire or smoke, the first person to reach any door should feel the door to see if it is hot.
 - a. If it is not hot, open it, crouch low to the floor, and proceed slowly to the exit.
 - b. If the door is hot, the instructor or staff member should help find an alternate route and lead the students in an orderly manner along the alternative route.
5. Close all doorways to contain smoke and fire.
6. Assist any students with disabilities with evacuation guidelines (See page 15 for Students or Staff with Disabilities).

C. Guidelines for Shelter-in-Place

1. When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.
2. Move indoors, or remain there, and go to a place that is an interior room without windows and/or glass.
3. If available, take a radio or television to the room to track emergency status.
4. Keep telephone lines free for emergency responders.

D. Procedures at the Safe Area

1. Do not block any door, gate, or area that may be used by emergency response personnel.
2. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
3. Do not re-enter any school building until Campus Police or the Fire Department give the all-clear signal.

E. Duty to Evacuate

Failure to leave the building when notified can result in legal action through city and/or campus judicial processes.

VII. Critical Incident Assistance

This section serves as a resource to assist college personnel in helping students to recover from the effects of a disaster. The ideas presented will help in assist students in coping with general disasters, as well as with personal crises.

It is not the intent of this section to “train” faculty and/or staff to be mental health professionals, nor to expect them to function as such. The intent is to make available all information that pertains to preparing and coping with the effects of disasters, whether minor or catastrophic. Therefore, the psychological and emotional factors involved in disaster situations should be understood by all faculty and staff.

Director of Counseling is always available to assist faculty, staff, and students.

A. Victims

Victims undergo a normal grief process, which may consist of four different emotional phases and mood reactions. Individuals differ in the time spent in each phase and in the intensity of reaction, but the general sequence follows:

1. The initial phase is one of shock, disbelief, and some denial. These are typical to the onset of the grief process. When a tragedy occurs or other major loss occurs without warning, there is an inability to comprehend the reality. Nothing makes sense as the mind struggles to comprehend the inconceivable. Some common signs are: nervousness, trembling, dizziness, inability to slow down or relax, pounding heart, inability to concentrate, trouble breathing, inability to sleep properly, numb and dazed.
2. During another phase individuals may become angry. They are often bitter about everything and irate at everyone. This may last from several days to months. Anger following trauma, especially violent death at the hands of another human, is intensified sometimes to the point of rage, often making it difficult for people around them to understand or comprehend. The anger acts as a defense against the deep pain caused by the trauma. In many cases the anger is displaced and not to be taken personally.
3. Individuals may also enter into a depressed state becoming sad and blue. Most common signs include loss of appetite, fatigue, restlessness, hopelessness, worthlessness, withdrawal, etc.

4. Individuals who survive a traumatic experience often feel what is referred to as “survivor guilt.” These individuals often experience guilt feelings about what has happened and may wonder if they were responsible. They may also feel awkward in receiving help, and think they should have done more to help the others.

These phases are all normal behavioral responses. Experiencing a disaster is a crisis and as such is made more severe by the added factors of death, injury, family problems, job difficulties, illness, loss of personal belongings, and the disturbance of regular routine. After the initial numbness and absence of panic wears off (usually one to two hours), the following behaviors set in:

1. Person is fearful, cries, exhibits horror at sights of destruction, devastation, or sudden sounds; talks about it to everyone who will listen; watches all TV coverage; reads everything on the events – usually lasts several days.
2. Person returns to school or work and usual routine when possible; less apt to want to discuss disaster; avoids media; feels anxious, irritable, suffers insomnia, is depressed, suffers guilt of surviving, has anger (both direct and displaced) – usually lasts several weeks.

In some instances, dysfunctional behavioral responses may be manifested. These include: anxiety, suicide, depression, poor concentration, phobias, headaches, gastrointestinal problems, drug/alcohol abuse, absenteeism from school/work, deterioration of personal relationships; or recurrent recollection of event/recurrent dreams/nightmares.

VIII. Types of Campus Crisis Incidents

A. Assault/Fight/Acts of Aggression

This guideline applies to physical confrontation, which may include but is not limited to fistfights, knife assaults, and use of other objects as weapons in which close proximity is required to result in a significant physical threat.

a. Guidelines:

1. Call Campus Police at x5555 (835-5555 off-campus or cell phone).
Campus Police will:
 - o Ensure the safety of students, faculty, and staff.
 - o Clear onlookers away from area where the physical confrontation is taking place.
 - o Approach combatants in a calm and controlled manner.
 - o Keep the scene under control. Keep as many onlookers away as possible and demand that the combatants stop.
2. Do not attempt to separate combatants via physical means.
3. Combatants should be escorted to a private area, keeping them away from each other and other students.
4. Contain the area where the physical confrontation took place. Secure any dangerous weapons as evidence.

The President or designee will be updated on the situation. Statements will be obtained from the combatants and any witnesses.

1. The VP for Student and University Relations will deal with the situation in accordance with the college discipline policies.
2. The Crisis Recovery Team Leader will assess the counseling needs of the victim(s) and or witnesses(s) and initiate a plan.

B. Bomb Threat

A bomb threat should always be considered a real and immediate danger to students and staff. It requires an immediate response by the person receiving the bomb threat message. Consequently, all staff should be familiar with the guidelines established by the college.

NO BOMB THREAT SHOULD BE REGARDED AS A PRANK. (See Page 57 for Sample Terrorist Threat Checklist.)

It is important that all staff be knowledgeable in the guidelines to initiate evacuation in the notification of law enforcement agencies and appropriate personnel, and the steps to take before the site is cleared for reentry.

a. Guidelines:

NEVER ATTEMPT TO TOUCH, MOVE, DISMANTLE, OR CARRY ANY OBJECT THAT IS SUSPICIOUS.

1. **If you receive a bomb threat by written message**, preserve the note for the police by touching it (the note) as little as possible and placing it in a document protector or plastic bag, if available. Use a blood-borne pathogens kit to ensure evidence preservation.
2. **If you receive a bomb threat by telephone**: Record exactly what the caller says. Complete the "Terrorist Checklist" (Appendix B).
3. Remain calm, be firm, and keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.
4. Do not hang up the phone, and immediately use another phone to dial Campus Police at x5555 (835-5555 off-campus or cell phone) who will call our phone service to trace the call if possible.
5. Campus Police will contact the Vice President of Administration & Finance. He/she or designee may the Emergency Response Team will be activated and will meet at the Administrative Conference Room.
6. **DO NOT** activate the fire alarm, as it may act as a detonator for some bombs.
7. Report to the Campus Police at x5555 (835-5555 off-campus or cell phone), any unusual item, package, or personnel in an area of the building. Everyone should become familiar enough with the area they use, to recognize if anything new or unusual is in a given area. **Under no circumstances should anyone attempt to remove any suspicious packages or articles.**
8. Students who feel they need special assistance during an evacuation should notify the Disability Services Office so special arrangements can be made **prior to an evacuation.**
9. **Failure to leave the building when notified can result in legal action through city and/or campus judicial processes.**

10. Campus Police will search the building. All direct telephone lines will still function so calls can be made and received. The switchboard will be switched to voice mail (5100). All incoming calls will get the following message:

“All classes and activities at New Mexico Tech have been canceled. Please listen for an announcement on the local radio and local television stations before returning to campus. Thank you for your cooperation.”

C. Demonstration or Disturbance

This section refers to anyone causing or participating in a demonstration or disturbance at the school; individual students, student groups, or outside individuals or groups not associated with the school.

a. Guidelines:

Notify the Campus Police at x5555 (835-5555 off-campus or cell phone).

D. Earthquake

IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. IF OUTDOORS, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized. Know your assembly points.

1. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
2. If an emergency exists, activate the building alarm. If the alarm fails to go off in the building, report the emergency by telephone.
3. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
4. After the initial shock, evaluate the situation, and if emergency help is necessary, call Campus Police at x5555 (835-5555 off-campus or cell phone).
5. Protect yourself at all times and be prepared for after-shocks.
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Campus Police or the Fire Department.

8. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the Building Coordinator to account for all building occupants.

E. Explosion or Air Craft Down (Crash) on Campus

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, call Campus Police at x5555 (835-5555 off-campus or cell phone).
3. When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
4. Assist the handicapped in exiting the building. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
5. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
6. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by
7. Campus Police or the Fire Department.
8. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the Building Coordinator to account for all building occupants.

F. Fire

a. Guidelines in the event of a fire

1. Pull the fire alarm.
2. Call Campus Police at x5555 (835-5555 off-campus or cell phone)
3. New Mexico Tech Emergency Response Team will meet.
4. Campus Police will meet with the local fire or law enforcement agents upon arrival and give them an update.
5. The Campus Police must report the incident (even if it is a false alarm) to the Fire Marshal as required by state law.

b. Building Evacuation Guidelines

The following steps should be taken:

1. When the fire alarm sounds, proceed as quickly and calmly to the nearest exit (see attached campus maps).
2. While exiting the building during a fire, doors should be closed (but not locked) to limit fire/smoke extension.
3. Once outside, proceed away from the building to enable the people behind you to get out. Employees, students, visitors must be a minimum of 75 feet away from the building.
4. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
5. Do not return to the building until notified by Campus Police, law enforcement agents, or Fire Department to enter the building.

G. Hazardous Materials

If a major chemical accident necessitates student and staff evacuation, the Fire Department or other appropriate agency will likely be involved and may take command and control of the situation.

Guidelines for reporting chemical accidents are posted at key locations (i.e. chemistry labs, art rooms, supply areas, shops, administration, and janitorial closets). Schools must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff be aware of where to obtain these sheets in the case of a chemical accident.

a. Guidelines for On-Site Chemical Accidents

1. Do not attempt to clean up or remove the spill; leave that for trained personnel.
2. Identify the chemical, where it is located, and whether or not it is spreading rapidly.
3. Relocate students and staff to safe areas.

b. Building Evacuation Guidelines

1. Seek treatment for any student or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
2. The Campus Police will meet with the fire or law enforcement agents upon arrival. Give them an update and a location map when they arrive.

c. Guidelines for Off-Site Chemical Accidents

An Off-Site Chemical Accident is an event off-campus that affects New Mexico Tech, such as a truck accident or chemical spill on a road or site nearby that could affect Tech. In the event of an off-site chemical accident, the City of Socorro dispatch will contact

NMIMT Administration and Finance || Emergency Response Team

NM Tech Dispatch who will in turn contact President's Office. When evacuation of the campus is necessary, students and staff will be directed to a specific relocation area by the Campus Police or designees. In the event of an evacuation without a specific location by response agency officials, move to the closest parking lot unless otherwise advised.

d. Material Safety Data Sheets

1. Material Safety Data Sheets of chemicals on campus can be found in the Facilities Management Department or the Hazardous Material and Safety office.
2. **Each Campus Police law enforcement agency has the 2008 Emergency Response Guidebook in his or her possession.**

H. Intruder/Hostage

Individuals who pose a possible threat could include a sniper on campus, someone who may attempt to abduct a student, or any unauthorized visitor without a legitimate purpose for being on campus. It may be a law enforcement agency who notifies the school or school district of the dangerous situation, or it may be school personnel who first recognize the danger.

- **Guidelines for the person who sees an unauthorized intruder**

If weapons are visible, call Campus Police at x5555 (835-5555 off-campus or cell phone) immediately.

- **Witness to a hostage situation**

1. If the hostage taker is unaware of your presence, do not intervene.
2. Call Campus Police at x5555 (835-5555 off-campus or cell phone) immediately, if possible. Give the dispatcher details of the situation, and ask for assistance from the hostage negotiation team.
3. Seal off the area near the hostage situation, to the greatest extent possible.

- **If hostage is taken**

1. Follow instructions of the witness to a hostage situation.
2. Try not to panic. Calm students if they are present.
3. Treat the hostage taker as normally as possible. Be respectful. Ask permission to speak, do not argue or make suggestions.
4. **If possible, try to prevent the intruder from taking you out of the building.**

I. Pandemic Flu (or other Major Medical Crisis)

a. Education / Prevention

1. All residential students will be given literature on avoidance of the flu, via campus mail, email, and during orientation.
2. All students will be encouraged to receive the influenza vaccination when available.
3. Programming to disperse information will begin to be provided by the NMT Student Health staff within one month of the first day of each semester.
4. Current information and updates will be forwarded from NMT Student Health to faculty, staff, public relations, students and the NMT Response Team should an outbreak occur within the local community.

b. Management of Communicable Diseases

1. Students who demonstrate flu-like symptoms will be given facial masks and asked to remain confined to their own room until deemed non-contagious, which is usually a period of ten days.
2. Students who present to NMT Student Health for evaluation of flu-like symptoms will be required to don a facial mask and shall return to their room immediately after evaluation. Students will not be allowed to attend classes until nasal swab results have been returned to confirm diagnosis and transmission potential.
3. Nasal swab cultures will be performed on any client who presents to Student Health demonstrating flu-like symptoms.
4. Evaluation of possible exposure and recent contacts will be performed immediately by Student Health staff and possible contacts will be contacted for evaluation purposes.
5. All supplies used to evaluate a client with flu-like symptoms will be disposed of in a red hazardous waste container.

c. Roommate Management

1. Roommates of students who demonstrate flu-like symptoms will be evaluated by the staff of Student Health to determine level of exposure and possible transmission.
2. If roommate exposure is limited, and roommate demonstrates no unusual symptoms of illness, the roommate will be temporarily placed in a separate room, required to wear a facial mask (when in the presence of others) and remain

- at a distance of at least three feet from others for a period of at least 24 hours or more until deemed non-contagious.
3. If roommate demonstrates similar symptoms, both students will be confined to a self-contained room, required to wear facial mask, and remain at a distance of at least three feet apart.
- d. Internal Outbreak*
1. Should an internal outbreak occur, the Director of Student Health will contact the New Mexico Department of Health, report recommendations to the NMT Emergency Response Team, and follow protocol according to both the NMT Safety Manual and the Department of Health recommendations.
 2. Staff members who become ill with flu-like symptoms will be asked to remain at home until deemed non-contagious and no longer a threat to others.
 3. Should all of the NMT Student Health staff become infected with flu-like symptoms, students will be directed to Socorro General Hospital for medical evaluation, and Student Health Center staff shall remain at home until deemed non-contagious.
- e. External Outbreak*
1. Should an external outbreak occur, the Student Health Center staff will follow recommendations of the NMT Emergency Response Team and the New Mexico Public Health Department.
 2. In the event of an external community outbreak, the NMT Student Health and Counseling staff will be stationed separately at different sites to reduce the risk of multiple staff exposure.
- f. Internal or External Outbreak*
1. Should an internal and/or external outbreak occur, all persons entering and leaving the Student Health Center will be required to don a facial mask and remain at least three feet apart, unless medically necessary to have physical contact.
 2. Should an internal and/or external outbreak occur, all staff of the Student Health and Counseling Center will begin antiviral therapy immediately. Those who refuse must sign a waiver of acknowledgement and may be asked to remain at home with a loss of wages during the period of time of the outbreak.

g. Housekeeping Duties

1. Housekeeping staff will temporarily be relieved of duties pertaining to the Student Health and Counseling center until the phase of an internal outbreak is over.
2. Should an external outbreak occur, housekeeping staff will be required to don a facial mask and wear gloves, goggles, and gown at all times while performing duties within residential areas and offices.
3. Student Health and Counseling center staff will be responsible for light housekeeping duties of the Health Center/Counseling Center in the event of an internal outbreak until the phase of the outbreak is over and it is deemed safe for housekeeping staff to re-enter the facility.

h. Care of Confined Clients (Flu or other Communicable Disease)

1. Confined clients will be provided a thermometer, daily food and liquid intake log, and over-the-counter medications for symptom control.
2. Nursing staff will monitor confined clients on a regular basis by phone contact and will only enter the room of a confined person when deemed medically necessary.
3. Medical evaluation and treatment of students voluntarily confined to their rooms will be provided by Health Center staff by visitation to rooms.
4. All nurses entering rooms of persons demonstrating flu-like symptoms will be required to wear a facial mask, goggles, gloves, and a protective gown.
5. Disposal of protective equipment worn during room visits will occur immediately outside of the room, and all disposable items will be placed in a hazardous waste container, which will be provided by the Student Health Center.
6. Collection of hazardous waste materials will be performed by Student Health staff only.
7. Any confirmed cases of H5N1 influenza virus will be immediately reported to the New Mexico Department of Health and guidelines will continue based on the Department of Health protocols.
8. Boxed lunches will be provided to confined student's rooms who demonstrate flu-like signs and symptoms.

J. Severe Weather: Tornado/Severe Thunderstorm/Hailstorm

This includes any weather situation in which students and staff should remain in the school and seek shelter.

In the event of severe weather, students and staff will be notified by the President or designee via e-mail or text message via dispatch Campus Police to cover notification.

a. Guidelines when a Tornado/Severe Thunderstorm WATCH has been issued

1. A tornado/severe thunderstorm watch is issued when weather conditions are prime for the formation of a tornado or severe thunderstorm, but none have been spotted so far.
2. Review tornado drills guidelines and the location of the closest safe area (inside walls away from windows). Take shelter under stairwells and tables, if possible and stay out of all east-west hallways because they may act as wind tunnels. Take shelter in interior rooms whenever possible because they are safer.
3. Review the “drop and tuck” (sit down and cover head) guidelines with students.

b. Guidelines when a Tornado/Severe Thunderstorm WARNING has been issued

1. A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. This is a more imminent threat.
2. When there is such a threat, Campus Police will notify campus.
3. The Emergency Response Team will meet in the EOC.
4. Evacuate unsafe classrooms and offices. Close classroom doors as you leave.
 - Move along inside walls to the safest areas of the building away from windows.
 - Take shelter under stairwells and tables, if possible, and stay out of all east-west hallways because they may act as wind tunnels.
 - Take shelter in interior rooms whenever possible because they are safer.
5. Ensure that students are in the “drop and tuck” (sit down & cover head) position.
6. Remain in the safe area in the tuck position until the warning expires or crisis intervention personnel have issued an all-clear signal.

K. Severe Weather: Flooding

a. Guidelines when a Flood Watch has been issued

1. Call Campus Police at x5555 (835-5555 off-campus or cell phone)
2. Campus Police dispatch will staff posted of changes or emergencies.

b. Guidelines when a Flood Warning has been issued

1. The Emergency Response Team will meet in the EOC, or by phone if during non-school hours if activated by the Campus Police Chief or the Vice-President of Administration and Finance or his/her designee.
2. If advised by local emergency management officials to evacuate, do so immediately.
3. Follow evacuation guidelines.
4. Turn off utilities in the affected buildings and lock doors.

New Mexico Tech's Rave Emergency Alert System will reach students via cell phone voice and text and via email. Returning and new students are automatically "Opted In" to the Rave Emergency Notification System when they register each semester. Emergency Notifications are issued for any special situations that concern campus safety, such as severe weather advisories, special instructions due to street closures and emergency instructions that will alert students of what to do and where to proceed in the event of an emergency situation. This system will allow students to stay safe and keep them out of harm's way as a situation is happening, or to stay clear of an incident scene.

L. Shooting

This section applies to snipers inside or outside the school or any other firearm threat that poses an immediate danger. The threat may also result from an intruder/hostage situation or from participants of a demonstration.

a. Guidelines for staff and students if a person threatens with a firearm or begins shooting

If the occurrence is outside:

1. Assess situation as to:
 - Shooter's location
 - Injuries
 - Your position relative to the shooter
 - Potential for additional shooting
2. Get yourself out of the line of fire.
 - If you can, go inside a building (preferably not the one the shooter is in).
 - If you cannot get inside, make yourself as compact as possible, or put something between yourself and the shooter. Do not gather in groups.
3. Call Campus Police at x5555 (or at 835-5555 from off-campus or cell phone) as soon as possible and give them as much detail as possible about the situation.

4. If you can, assist students and staff in evacuating from immediate danger to a safe area. Care for the injured as carefully as possible until emergency personnel arrive.

If the occurrence is inside:

1. **DO NOT PULL THE FIRE ALARM.** This may cause people to exit the building and gather in one spot.
2. If you are **NOT** in the room where the shooting is taking place: Call Campus Police at x5555 (or at 835-5555 from off-campus or cell phone); turn off the lights, lock all doors and windows, and close the curtains if it is safe to do so.
3. If you **ARE** in the room where the shooting is taking place: Crouch under desks/tables without talking and remain there until an all-clear signal is given by Campus Police or other law enforcement agency.

IX. Terrorism Threat: Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)

Terrorism (particularly terrorism involving any combination of CBRNE materials) should always be taken seriously. It requires an immediate response by the person receiving the call. **NO THREAT SHOULD BE REGARDED AS A PRANK.**

a. Guidelines:

1. If you receive a CBRNE threat by written message, preserve the note for the police. Touch it as little as possible and place it in a document protector or plastic bag, if available. If available, use blood-borne pathogens kits to ensure evidence preservation.
2. If you receive a CBRNE threat by telephone, record exactly what the caller says. Complete the "Terrorist Checklist" on Page 56.
3. Remain calm, be firm, and keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.
4. After hanging up the phone, immediately dial the Campus Police at x5555 (835-5555 off-campus or cell phone), who will call our phone service to trace the call if possible.
5. Campus Police, emergency response, or law enforcement will notify when reentry is permitted, staff should once again visually inspect their classrooms and work area before students are allowed to enter.
6. Report to the Campus Police, any unusual item, package, or personnel in an area of the building. Everyone should become familiar enough with the area they use, to recognize if anything new or unusual is in a given area. **Under no circumstances should anyone attempt to remove any suspicious packages or articles.**

X. Non-Crisis Incidents On-Campus**A. Death of a Student**

Please refer to Appendix B on Page 76.

B. Restraining Orders*a. If a person obtains a restraining order against a student:*

1. Call Campus Police at x5555 (835-5555 off-campus or cell phone).
2. Campus Police will notify the VP for Student and University Relations and Clery/Title IX Coordinator.
3. The VP for Student and University Relations will notify the counselor and instructors to initiate a plan to separate the students while on campus.
4. Ensure that the students avoid contact throughout the day.
5. If perpetrator violates restraining order, contact Campus Police immediately.

b. If a person obtains a restraining order against someone who is not a student:

1. Call Campus Police at x5555 (835-5555 off-campus or cell phone).
2. Obtain a description of the individual against whom the restraining order is issued, and obtain a photograph if available.
3. Campus Police will notify VP for Student and University Relations.
4. The VP for Student and University Relations will notify staff, reception area, instructors, adviser/counselors, maintenance staff, and campus President, and/or the VP of Academic Affairs, VP of Finance & Administration to be aware of a possible situation and provide a description of the individual.
5. If the individual enters the premises, notify the senior security officer. Ensure the safety of the student. Contact local law enforcement authorities immediately.

c. Violation of Restraining Order

1. Call Campus Police at x5555 (835-5555 off-campus or cell phone).
2. Give the individual a verbal warning and document the warning.
3. Ask security to assist.

Restraining orders mandate that law enforcement personnel must arrest the violator upon probable cause that a violation of the order occurred.

XI. Serious Injury*a. Guidelines*

1. **Assess** the situation. Do not enter an unsafe scene. Do not move the victim unless an immediate emergency situation dictates the evacuation.
2. **Alert** help. Call Campus Police at x5555 (835-5555 off-campus or cell phone), but do not leave the victim unattended unless necessary.
3. Clear onlookers and isolate the victim.
4. Administrative follow-up:
 - Campus Police will notify the VP for Student and University Relations will notify the family member of the injured/ill student, and the appropriate VP or dean will notify the family member of an injured/ill employee.
 - The President will inform staff, students, and parents, if appropriate.
 - The Public Information Specialist will prepare a news release for the media, if appropriate.

XII. Sexual Assault/Rape

Sexual violence is defined as acts of sexual violence or criminal behaviors that create an environment contrary to the goals and missions of the system and colleges and universities. Acts of sexual violence include:

1. Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
2. Non-forcible sex acts such as incest and statutory rape; and
3. The threat of an act of sexual violence. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

A. Reporting and Resolution of Sexual Violence

New Mexico Tech insists on the reporting of any and all suspected incidents of sexual violence (both on and off campus) to a **Campus Security Authority**. Call Campus Police at x5555 (575-835-5555 off-campus or cell phone).

1. If a student has experienced sexual violence, he/she should be referred to the Counseling and Disability Services at 575-835-5443.
2. Victims of sexual violence have the right to file criminal charges. New Mexico Tech encourages the reporting of any and all incidents of sexual violence to a law enforcement agency.
3. A report of sexual violence that is made to the college will be reported to law enforcement by the therapist only with the permission of the victim, except when the laws pertaining to minors and vulnerable adults apply.

B. Further Actions for Victims of Sexual Violence

1. Seek assistance from a counselor, therapist, advocate, or support group.
2. Contact the NM Sexual Assault Program 505-883-8020.
3. If you have not done so already, report to law enforcement at a time when you are ready.
4. Contact the New Mexico Crime Victims Reparations Board, 1-800-306-6262 to determine if you are eligible for assistance with financial losses due to the crime.

If you or someone you know has been sexually assaulted, please consider telling someone what happened:

1. Notify New Mexico Tech Campus Police at 575-835-5555. Campus Police is located in the Student Activities Center (SAC).
2. Notify Tech's Dean of Students at: 575-835-5880. The dean is located on the second floor of Brown Hall.
3. Notify Tech's Clery/Title IX Coordinator at 575-835-5005. The coordinator is located in the Office of Human Resources, Brown Hall.
4. Notify a Residential Life Coordinator, a Resident Assistant, or talk to a trusted professor or administrator.
5. Talk with a Provider or Counselor at the Student Health Center/Office of Counseling & Disabilities Office, 1st floor Fidel: 575-835-5094/575-835-6619

C. Sexual Assault Reporting Procedures

a. *Option 1: Pursue internal (University) disciplinary action.*

1. Legal options and support will be explained by NMT Campus Police.
2. The Dean of Students will explain college judicial process, options and support.
3. Federally mandated notice may be sent to campus community by Campus Police.¹ Name(s) of complainant(s) will not be disclosed.
4. Physical evidence can be collected by police.
5. All relevant witnesses can be interviewed by police.
6. Investigation can take several days to several weeks, based on circumstances.
7. Upon completion of the investigation, reports are forwarded to the Dean of Students for follow-up and possible adjudication.
8. Dean of Students receives investigation report and witness testimony in regards to the charges pending.
9. Victims, suspects, and witnesses are notified of any college adjudication.
10. The accuser and the accused are equally entitled to have others present during any college disciplinary proceeding.
11. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

b. Option 2: Pursue criminal charges

- Investigation is conducted by NMT Campus Police.
- Upon completion of the investigation, report is forwarded to the Socorro County District Attorney for possible prosecution.

c. Option 3: Pursue both internal and criminal charges

- Process outline in Option 1 and 2 occur simultaneously.
- Internal college judicial and criminal adjudication processes occur independently.

d. Option 4: Report assault, but choose not to pursue charges at present time

- A “no contact order” may be issued between complainants and suspect (if known).
- Federally mandated notice may be sent to campus community by NMT Campus Police. *Name(s) of complainant(s) will not be disclosed.*
- The stated time, date and location of the assault and any additional related crimes will be reported in Tech’s crime log and statistic records as mandated by The Clery Act*. Names will remain anonymous.

Important Considerations

Counseling is strongly encouraged in all cases.

Medical treatment is recommended as appropriate.

Complainant may elect to continue with the process or stop at any time.

Complainant may choose not to participate in the formal process and instead decide to approach a counselor.

* The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act, requires higher education institutions to collect, report and disseminate crime data to the campus community and U.S. Department of Education; to provide warnings of reported crimes that represent a

threat to the safety of students or employees “in a manner that is timely and will aid in the prevention of similar crimes”; and to make public their campus security policies and procedures. Crime Alerts are usually posted for the following crimes: arson, aggravated assault, homicide, robbery, and sex offenses. Crime alerts may also be posted for other classifications as deemed necessary. Crime Alerts are posted through electronic mail and the posting of bulletins at various locations on campus when a crime has occurred and there is a possibility that an outstanding suspect could pose a danger to the campus community.

XIII. Stalking

If a student suspects or reports that he/she is being stalked, is to call Campus Police at x5555 (575-835-5555 off campus or cell phone). Campus Police will notify the Assistant Vice President for Student and University Relations at extension 5061 or Campus Police at 911 (835-5555 off-campus or cell phone).

- a. If a student or staff member is aware of a stalker present on campus:*
1. Immediately notify Campus Police at x5555 (575-835-5555 off-campus or cell phone) and Clery Title IX Coordinator (575 835-5005) and/ or a Campus Security Authority.
 2. Refer the individual to the local law enforcement official to obtain a restraining order.

XIV. Suicide**A. Guidelines if a Person Attempts Suicide**

1. Intervene prior to an attempted suicide, as appropriate. Try to calm the suicidal person.
2. Prevent others from witnessing a traumatic event, if possible. Clear the area of students, etc. Remain calm and reassure students.
3. Call Campus Police at 911 (835-5555 off-campus or cell phone). Stay with the person until appropriate personnel arrive, if possible. **DO NOT LEAVE THE SUICIDAL PERSON ALONE.**
4. Notify a counselor or the Assistant Vice President for Student and University Relations.
5. A member of the Emergency Response Team will meet with emergency personnel upon arrival.
6. Arrange a meeting with Emergency Response Team to determine a course of action.

B. Guidelines if Suicide Attempt Results in Serious Injury or Death

1. Refer to the Serious Injury or Death Section.
2. Prevent others from witnessing a traumatic event, if possible. Isolate the victim from other persons.
3. The Crisis Recovery Team will meet to determine the course of action.

C. Suicidal Warning Signs

All staff should be familiar with suicidal warning signs and notify a counselor if witnessing the any of several signs that indicate that a student may take his/her own life. Such signs may include the following:

1. A change in appetite and energy
2. Sudden weight loss or weight gain
3. Outbursts of hostility
4. Acting bored or withdrawn
5. Quality of school work goes down
6. Lack of attention to personal grooming
7. Talking about suicide, even jokingly
8. Writing notes or poems about death
9. Giving away personal effects
10. Depression

XV. Weapons

A dangerous weapon is defined as any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm (or may cause fire that is used to produce death or great bodily harm). It is against New Mexico state law to bring or store firearms of any type on the campus.

a. If a student or staff member is aware of a weapon brought to school:

1. Notify Campus Police at x5555 (835-5555 off-campus or cell phone). Tell them the name of the person suspected of bringing the weapon, where the weapon is located, if the suspect has threatened anyone, and any other details that may prevent the suspect from hurting someone or himself.

XVI. Emergency Functions

The following acronyms will apply to the Emergency Functions (in table format) starting on Page 45.

CP	= Campus Police
FM	= Facilities Management
ES	= Environmental Safety
RL	= Residential Life
ISD	= Information Services Division
PUR	= Purchasing
SA	= Student Affairs
HC	= Health Center
DS	= Dining Services
ADM	= Administration
UC	= Outside Agencies and may be inclusive of Unified Command

EMERGENCY FUNCTIONS
Tornado

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command	X	X	X	X							X
Evacuation	X	X		X							X
Access Control	X	X	X	X							X
Traffic/Crown Control	X										
EOC Operations	X	X	X	X	X			X			
Notifications	X									X	X
PIO	X									X	
Documentation	X	X	X	X							
Procurement		X	X			X				X	
Medical Operations								X			X
Communications	X				X						X
Fire Suppression											X
Rescue Operations											X
Shelter Operations				X				X			
Flood Control		X	X								
HazMat Operations	X	X	X	X							X
Damage Assessment		X	X	X	X				X		
Facilities Coordination		X		X							
Recovery Operations	X	X	X	X		X	X		X		X
Volunteer Coordination							X				

EMERGENCY FUNCTIONS
Flood

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command	X	X	X								X
Evacuation	X	X									
Access Control	X	X	X								
Traffic/Crown Control	X										
EOC Operations	X	X	X	X	X						X
Notifications	X	X								X	
PIO	X									X	
Documentation	X	X	X	X							
Procurement		X				X				X	
Medical Operations								X			X
Communications	X				X						X
Fire Suppression											X
Rescue Operations											X
Shelter Operations											
Flood Control		X									
HazMat Operations	X	X	X	X							X
Damage Assessment		X	X						X		
Facilities Coordination		X									
Recovery Operations	X	X	X			X			X	X	
Volunteer Coordination							X				

EMERGENCY FUNCTIONS
Structural Collapse

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command	X	X	X								X
Evacuation	X	X		X							
Access Control	X	X	X	X							
Traffic/Crown Control	X										
EOC Operations	X	X	X	X	X		X	X		X	X
Notifications	X	X								X	
PIO	X									X	X
Documentation	X	X	X	X							
Procurement		X	X	X		X				X	
Medical Operations								X			X
Communications	X				X					X	X
Fire Suppression											X
Rescue Operations											X
Shelter Operations				X			X				
Flood Control		X		X							
HazMat Operations	X	X	X								X
Damage Assessment		X	X	X					X		
Facilities Coordination		X		X							
Recovery Operations	X	X	X	X		X			X	X	
Volunteer Coordination							X				

EMERGENCY FUNCTIONS
Disease Outbreak

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command			X					X			
Evacuation		X		X							
Access Control	X		X								
Traffic/Crown Control											
EOC Operations	X		X	X			X	X		X	
Notifications								X		X	
PIO	X							X		X	X
Documentation	X		X					X			
Procurement											
Medical Operations								X			X
Communications	X				X			X			X
Fire Suppression											
Rescue Operations											
Shelter Operations				X				X			
Flood Control											
HazMat Operations	X		X					X			X
Damage Assessment											
Facilities Coordination											
Recovery Operations		X	X			X		X		X	X
Volunteer Coordination							X				

EMERGENCY FUNCTIONS
Civil Disorder

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command	X										
Evacuation											
Access Control	X			X							
Traffic/Crown Control	X										
EOC Operations	X	X	X							X	
Notifications	X									X	
PIO	X									X	X
Documentation	X		X								
Procurement											
Medical Operations	X										X
Communications	X										X
Fire Suppression											X
Rescue Operations											X
Shelter Operations											
Flood Control											
HazMat Operations											
Damage Assessment		X									X
Facilities Coordination		X									
Recovery Operations	X		X	X		X				X	X
Volunteer Coordination											

**EMERGENCY FUNCTIONS
Utility OR Power Failure**

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command		X									
Evacuation											
Access Control	X	X		X							
Traffic/Crown Control											
EOC Operations											X
Notifications		X									X
PIO	X									X	
Documentation		X									
Procurement		X				X				X	
Medical Operations								X			
Communications		X									
Fire Suppression											
Rescue Operations											
Shelter Operations		X		X			X				
Flood Control											
HazMat Operations	X	X	X								X
Damage Assessment		X								X	
Facilities Coordination		X		X						X	
Recovery Operations		X	X							X	X
Volunteer Coordination											

**EMERGENCY FUNCTIONS
Telecommunications Failure**

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command					X						
Evacuation											
Access Control				X	X						
Traffic/Crown Control											
EOC Operations											
Notifications					X					X	
PIO					X					X	
Documentation					X						
Procurement						X					
Medical Operations											
Communications	X				X					X	
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HazMat Operations											
Damage Assessment					X						
Facilities Coordination											
Recovery Operations											
Volunteer Coordination											

EMERGENCY FUNCTIONS

Fire

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command											X
Evacuation	X			X							X
Access Control	X	X	X	X							
Traffic/Crown Control	X										
EOC Operations	X	X	X	X			X			X	
Notifications	X	X		X							X
PIO	X									X	X
Documentation	X	X	X	X							
Procurement						X				X	
Medical Operations								X			X
Communications	X				X						X
Fire Suppression											X
Rescue Operations											X
Shelter Operations		X		X			X				
Flood Control											
HazMat Operations	X	X	X								X
Damage Assessment		X	X	X	X				X		
Facilities Coordination		X		X							
Recovery Operations	X	X	X	X					X		X
Volunteer Coordination							X				

**EMERGENCY FUNCTIONS
Severe Weather**

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command		X		X							
Evacuation											
Access Control		X		X							
Traffic/Crown Control	X										
EOC Operations											
Notifications										X	
PIO										X	
Documentation		X		X							
Procurement						X				X	
Medical Operations								X			X
Communications											
Fire Suppression											
Rescue Operations					X						X
Shelter Operations		X					X				
Flood Control		X		X							
HazMat Operations											
Damage Assessment		X		X					X		
Facilities Coordination											
Recovery Operations	X	X	X	X		X			X	X	X
Volunteer Coordination											

**EMERGENCY FUNCTIONS
Terrorist Threat**

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command	X										
Evacuation	X										
Access Control	X										
Traffic/Crown Control	X										
EOC Operations	X	X	X	X	X		X			X	X
Notifications	X									X	
PIO	X									X	
Documentation	X										
Procurement											
Medical Operations											X
Communications	X				X					X	
Fire Suppression											
Rescue Operations											X
Shelter Operations				X			X				
Flood Control											
HazMat Operations											
Damage Assessment											
Facilities Coordination											
Recovery Operations											
Volunteer Coordination											

EMERGENCY FUNCTIONS
HazMat

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command			X								X
Evacuation	X	X		X							
Access Control	X	X	X	X							
Traffic/Crown Control	X										
EOC Operations	X	X	X	X			X	X		X	X
Notifications	X		X								X
PIO	X									X	X
Documentation	X		X								X
Procurement						X				X	
Medical Operations								X			X
Communications	X										X
Fire Suppression											X
Rescue Operations											X
Shelter Operations				X							
Flood Control											
HazMat Operations		X	X								X
Damage Assessment		X	X								
Facilities Coordination		X									
Recovery Operations	X	X	X	X		X		X		X	X
Volunteer Coordination											

EMERGENCY FUNCTIONS
Earthquake

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command											
Evacuation											
Access Control											
Traffic/Crown Control											
EOC Operations											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communications											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HazMat Operations											
Damage Assessment		X	X	X				X			
Facilities Coordination											
Recovery Operations				X				X			X
Volunteer Coordination											

EMERGENCY FUNCTIONS
Active Shooter

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command	X										X
Evacuation											
Access Control	X			X							
Traffic/Crown Control	X										
EOC Operations	X			X			X	X			X
Notifications	X										X
PIO	X									X	
Documentation	X										
Procurement											
Medical Operations								X			X
Communications	X										X
Fire Suppression											
Rescue Operations											X
Shelter Operations											
Flood Control											
HazMat Operations											
Damage Assessment											
Facilities Coordination											
Recovery Operations	X	X	X	X							X
Volunteer Coordination											

EMERGENCY FUNCTIONS
Public Assembly Emergency

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command	X		X					X			X
Evacuation	X		X								
Access Control	X										
Traffic/Crown Control	X										
EOC Operations	X		X				X	X		X	X
Notifications	X									X	
PIO	X									X	X
Documentation	X		X								
Procurement											
Medical Operations	X							X			X
Communications	X										X
Fire Suppression											
Rescue Operations	X		X								X
Shelter Operations			X	X			X				
Flood Control											
HazMat Operations	X	X	X	X							X
Damage Assessment		X					X*				
Facilities Coordination											
Recovery Operations									X		
Volunteer Coordination			X				X				

* may include Gymnasium Department staff.

**EMERGENCY FUNCTIONS
Hostage Situation**

	CP	FM	ES	RL	ISD	PUR	SA	HC	DS	ADM	UC
7 Critical Tasks	x										
Incident Command	X										
Evacuation	X	X		X							
Access Control	X										
Traffic/Crown Control	X										
EOC Operations	X	X		X			X				
Notifications	X									X	
PIO	X									X	
Documentation	X										
Procurement											
Medical Operations	X							X			X
Communications	X				X						
Fire Suppression											
Rescue Operations											
Shelter Operations				X			X				
Flood Control											
HazMat Operations											
Damage Assessment											
Facilities Coordination		X									
Recovery Operations											X
Volunteer Coordination											

XVII. New Mexico Tech Emergency Operations Plan Annex**A. Explanation of the EOC**

The Emergency Operations Center (EOC) is the location from which centralized management of an emergency response is performed. The use of EOCs is a standard practice in emergency management. The ERT Team Leader and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all Town emergency operations, and coordination with other agencies and the Operational Area EOC.

The EOC is partially or fully activated by the ERT Team Leaders, according to the requirements of the situation. The ERT Team Leader, Emergency Planning Coordinator and the Section Chiefs serve as the EOC management team, along with the Public Information Officer, Safety Officer, and Liaison Officer. Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted in the field using the Incident Command System.

In the event of a disaster where the primary EOC is not accessible, this location may be moved at the discretion of the ERT Team Leader.

B. EOC Positional Definitions**Director or Emergency Services**

From the EOC, the ERT Team Leader constantly assesses the situation and knows what resources are available. He/she determines strategy for implementing the plan to handle the incident, and monitors how well (or poorly) the plan is working. Adjustments to the plan can be made to meet the realities of the situation. In addition, he/she makes sure that the response is being fully documented for legal and financial reasons. The ERT Team Leaders coordinates all response activities through the section chiefs, and keeps the President informed of the progress and strategies being implemented during the response. Continuity and efficiency require that the ERT Team Leaders be in the EOC (or in close proximity) throughout the response.

Public Information Officer (PIO)

The PIO is authorized to speak for the university as directed by the ERT Team Leader. If possible, Incident Commanders should refer media inquiries to the PIO. If an immediate response from the President is required and the PIO is not accessible, the ERT Team Leaders or a field Incident Commander should prepare a statement.

Liaison Officer

Direct representative of the ERT Team Leaders, the Liaison or the Emergency Planning Coordinator is the conduit for information flow between the university and other jurisdictions. During an emergency, the Liaison must be available to the ERT Team Leaders at all times. Liaison also serves as the point of contact for assisting and cooperating with agency representatives (fire, law enforcement, public works, Red Cross).

EOC Safety Officer

Responsible for maintaining the EOC in operational order by procuring and repairing equipment, and obtaining supplies as needed. Also, the Facility Manager / Safety Officer identifies and anticipates EOC hazards or unsafe conditions. This includes situations created as a result of or directly influenced by the event. Develops and recommends measures to ensure personnel safety.

Legal Officer (if available)

The Legal Officer is the university attorney or his/her designate. The Legal Officer provides advice to the ERT Team Leaders in all legal matters relating to the emergency. The Legal Officer assists the ERT Team Leaders in declaring a local emergency and implementation of emergency powers.

Operations Section Chief

Responsible for coordinating emergency operational units: Police, Fire, Medical, and Public Works. The Operations Chief is responsible for activating the operations element of the EOP.

Law Enforcement Unit

The mission of the Law Enforcement Unit is to provide warning information, evacuate citizens, control traffic, and to provide security. The Law Enforcement Unit also enforces temporary rules, laws, and controls crime. It may also assist the coroner in the identification of remains and in the operation of a temporary morgue.

Fire / Medical Unit

The primary mission of the Fire / Medical Unit is the prevention, rescue, suppression and control of fires. In addition, they will determine the medical needs of the university and coordinate with the Socorro County Emergency Operations Center for the appropriate medical response. Also, as the availability of personnel permits, it supports medical treatment at Fire or Aid Stations, conducts rescue operations with the assistance of Public Works and other outside agencies as required for heavy rescue.

Public Works Unit

The Public Works Unit is responsible for maintaining the university's infrastructure and related services, as well as restoring those damaged or destroyed. This unit will evaluate the safety of roadways, bridges and other public areas. Public Works will also assist other units with traffic control, search and rescue, and transportation as needed.

Planning and Intelligence Section Chief

The Planning and Intelligence Section is managed by the Planning and Intelligence Section Chief, who is responsible for the collection, evaluation, documentation, and dissemination of incident information in the EOC. Additionally, the Planning and Intelligence Section Chief is responsible for preparation of the Action Plan and the After Action Report.

Situation Status Unit

Gathers information and displays it in the EOC. Makes predictions and provides other information. Works with other sections to set priorities and plan strategy. Tracks personnel, equipment and supplies but does not actually provide these.

Resource Status Unit

The Resource Status Unit receives, records, and passes on information relating to resources already in place, resources requested but not yet on scene, and estimates of future resource needs. This unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Logistics Section (to order additional resources). The Resource Status Unit also posts and keeps current all information on the resource status display boards and maps in the Emergency Operations Center.

Damage Assessment Unit

The Damage Assessment Unit collects damage information and prepares a damage assessment report for the ERT Team Leaders and other people and agencies that need damage information.

Documentation Unit

The Documentation Unit maintains files and copies of all EOC messages; maintains and stores all documents relating to the emergency; maintains the official history of the emergency; assists in preparation of situation summaries and damage assessment reports; provides duplication services as required; prepares an AFTER ACTION REPORT at the deactivation of the EOC.

Logistics Section Chief

The Logistics Section Chief is responsible for all the services and support needs of the event. This includes procuring and maintaining essential personnel, facilities, transportation, equipment and supplies.

Supplies Unit

The Supply Unit is under the direction of the Logistics Chief and is primarily responsible for ordering, receiving, inventory, storage and distribution of supplies for the incident; and servicing non-expendable supplies and equipment.

Personnel Unit

Assigns employees and volunteers to the response effort and organizes assistance coordinated through the NMT EOC. Provides staff support as needed.

Care and Shelter Unit

Provides food, clothing and shelter needs for students, staff, faculty, and their families if needed. Also, establishes a central name registration for displaced and sheltered citizens.

Transportation Unit

Coordinates the allocation of transportation resources required to move people, equipment and essential supplies. Coordinates the maintenance of all NMT owned equipment and agencies assisting the NMT.

Utilities Unit

The Utilities Unit Leader, under the direction of the Logistics Chief, is responsible for providing emergency power, natural gas, water, and waste management for the EOC and NMT departments. The Utilities Unit Leader will coordinate with County Office of Emergency Management and other appropriate utility agencies as required.

Finance & Administration Section Chief

Provide advice and support to ERT Team Leaders regarding financial issues; insure that adequate records are maintained to support requests for State and federal assistance; track time worked by all emergency personnel involved in the incident; provide cost analysis and projections.

Compensation & Claims Unit

The Compensation and Claims Unit manages all legal claims for compensation filed against the NMT. It advises the ERT Team Leaders in areas of claims for bodily injury and property damage compensation presented to the City.

Cost Unit

The Cost Unit leader is responsible for collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the incident.

Time Unit

The Time Unit maintains records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers.

New Mexico Tech Emergency Plan
ANNEX A — Command and Control
July, 2008

I. PURPOSE

This annex defines the responsibility and provides procedures for New Mexico Tech officials inclusive of county and municipalities Chief Elected Officials (CEO) for the direction and control of emergency response to any disaster, natural or man made, within New Mexico Tech.

II. SITUATION

- A. New Mexico Tech has a designated Emergency Operations Center (EOC) for the direction and control of response to a disaster. It is located at Facilities Management conference room <street> . It is recognized that a disaster may render this office unusable and alternate locations, fixed or mobile, may be equipped to substitute.
- B. By State Law in New Mexico, a State Police Emergency Response Officer (ERO) must be contacted in the event of a hazardous material (HAZMAT) incident. The Secretary of the Department of Public Safety (DPS), or his/her designee, shall have primary responsibility for the management of an incident involving such material.
- C. When it is anticipated that an emergency situation may exhaust the resources of the local government(s) and require state and federal assistance and or support, the State of New Mexico Department of Homeland Security and Emergency Management is to be contacted.

III. ASSUMPTIONS

- A. Direction and control is essential in any emergency and increases in importance with each increase in severity of a disaster.
- B. During major emergency situations, coordination of efforts is best performed in an EOC. Field forces can concentrate on essential, on-scene activities while EOC staff performs planning, logistic, and organizational duties.

New Mexico Tech Emergency Operations Plan
Annex — Evacuation — DRAFT
July 16, 2008

I. PURPOSE

To provide for the orderly and expeditious evacuation of all or any part of the population of New Mexico Tech campus if it is decided that such action is the most effective means available for protecting the population from the effects of any disaster.

II. SITUATION

- A. New Mexico Tech has many hazards that could result in the need to evacuate. The most probable of these are fire, communications failure, utility failures, floods, explosive discharge, hazardous material spills or releases (regardless of the cause or type of material) and fires.
- B. Some degree of flooding occurs at various places throughout the campus. While much of this is location/building dependent areas and result in damage to public property (bridges, highways, and county roads), research cessation, disruption of class, or disruption of living areas are primary concerns.
- C. Anhydrous ammonia and other toxic chemicals are moved throughout the county. An incident by one of these carriers could require the evacuation of a large portion of the residents. Transportation accident possibilities, including radiological, occurring on Highways 60, 380 and I-25, and rail, could greatly affect evacuation movement.
- D. There are several non-residential facilities where large gatherings occur as a routine or on a periodic basis. New Mexico Institute of Mining and Technology in Socorro Campus maintains a population of approximately 1950 students and faculty.
- E. Explosive materials (DOT Category 1.1 to 1.4) are transported into Socorro county for use at New Mexico Tech's Energetic Materials Research and Test Facility (EMRTC) and the Socorro Aerojet manufacturing plant. This is an exposure for all Socorro county as these materials come South from I-25, North from I-25 and SE from US HWY 380. Partial and final explosive product produced at the Aerojet facility on the EMRTC test range is transported throughout Socorro County on I-25, US 60 and US 380. An incident involving one of these carriers would require immediate evacuation depending on the severity of the incident and the type explosive/product transported. An incident within the city of Socorro or on the NMT main campus could cause immediate evacuation of residents, students, staff, and faculty.

XVIII. New Mexico Tech Emergency Operations Plan Annex -- Evacuation**A. Purpose**

The purpose of this annex is to establish procedures for rapid dissemination of public warning and emergency public information, and to outline the resources available. During an emergency or disaster, local government is responsible for keeping the public informed of the situation as it develops.

B. Situation

- A. One local commercial radio station (KMXQ-FM), one local cable television service (Comcast), and two local newspapers (El Defensor Chieftain and Mountain Mail) serve Socorro County. In addition, AM stations KARS in Belen and KABR in Alamo serve small portions of the county. All of these are avenues for the dissemination of public information.
- B. There are several Albuquerque television stations and numerous radio stations that could be asked to broadcast emergency information should local resources be unable to operate (a county-wide power outage, for instance).
- C. The local amateur radio association is organized to coordinate and relay communications for emergency service agencies in an emergency situation. This resource could also be used to relay public information in the absence of other resources.
- D. Baja, the cable franchisee in the city of Socorro, maintains a public-access station that can be used to disseminate emergency information as well.

C. Assumptions

- A. Public information and education prior to an emergency is of utmost importance. Many disasters strike without sufficient time to instruct the public as to life- and property-saving measures. The public should be informed of protective measures individuals may take in event of a flood, tornado, hazardous materials spill, etc., prior to and during an actual event.
- B. The cooperation of the local news media is essential in disseminating emergency information and instructions to the public, and in minimizing rumor and misinformation in the event of a disaster.
- C. Ensuring that media representatives have access to accurate information during a major local disaster will require the attention of a Public Information Officer (PIO). In the

event the Chief Administrative Official (CAO) or the Emergency Operations Center (EOC) Director do not designate a PIO, the responsibility remains with the CAO or EOC Director.

D. Concept of Operations

A. Direction and Control

1. The control and release of information to the public is the duty of the Public Information Officer (PIO).
2. The PIO is subordinate to the direction and control element of the jurisdiction, reporting directly to the EOC Director or the ICP (Incident Command Post) depending on the circumstance of the event. The direction and control element determines whether designating a PIO is appropriate, depending on the nature of the disaster and extent of media coverage.

B. Coordination of Public Releases

1. It is imperative that releases to the public and media be made from a single official point, usually a PIO, so designation of a PIO should be one of the first steps taken by the EOC.
 - a. If the situation warrants, multiple public information officers will be called in to duty, all reporting to the ERT Team Leader.
2. It is important that all agencies involved direct all media inquiries to the incident PIO.
3. Local jurisdiction approval of and direction and control agreement with the information released is essential by the ERT Team Leader. Conflicting information released by different officials or jurisdictions confuses the public, leads to misunderstanding, and may cause adverse public reaction.
4. Public releases will normally be approved at the highest jurisdictional level actively involved in the disaster.

E. Organization and Responsibilities

A. Organization

In most disaster situations, a single Public Information Officer (PIO) can cover all public information actions. For a large-scale disaster, a PIO staff person or a Deputy PIO may be required and will be appointed by the ERT Team Leader who is also the Vice President of Administration and Finance. The PIO should be familiar with or trained in the operations, needs, and methods of the different media that might be involved in covering an incident.

B. Responsibilities of the Public Information Officer:

1. Develop the capability for immediate release of emergency instructions and information to the public through all available media.
2. Ensure public information releases are available for non-English-speaking persons.
3. Ensure consideration of those who are hearing impaired or visually impaired, by repeating information in more than one type of media where possible.
4. Obtain updates from various EOC representatives and keep the news media updated on the most current and accurate information concerning the emergency/disaster.
5. As needed and if possible, establish a media center with telephone lines, internet connections and interview areas.
6. Conduct situation briefings for visitors, media, etc., as appropriate.
7. Arrange interviews with key personnel, when requested by the media, without interfering with disaster operations.
8. When necessary, provide emergency instructions to the public through all means available concerning in-place protection or evacuation procedures.
9. Establish a location with telephone communications where relatives can call about disaster victims or missing persons.
10. Provide the public with educational materials pertaining to potential hazards. Include materials that explain first aid, self-help actions and other survival measures.
11. Ensure that media representatives know their physical boundaries, based on the establishment of a Media Staging Area by the Incident Commander, and enforce the boundaries.

F. Administration and Logistics

1. As a part of the direction and control element, the PIO is assigned space in the EOC, and provided the necessary communications, supplies and equipment. Interviews and contacts with media and the public are to take place outside the operations area of the EOC at the designated Media Staging Area. While the EOC is activated, media and the public are not permitted to enter the operations area without an escort.
2. The ERT Team Leader will assign a liaison to work with the media to make sure the PIO's logistical needs are met.

G. Plan Development and Maintenance

Responsibility for maintaining and updating this annex rests with the jurisdiction's designated PIO.

This annex will be updated as needed and reviewed annually.

Appendix A: Emergency Management Plan – Facilities Management**A. Introduction**

This document serves to promote response and recovery time, and reduce collateral risk. The plan is based on the Incident Command System (ICS) to identify how Facilities Management (FM) fits into the overall structure.

B. Purpose

The goals are: to maximize the safety of students, faculty, staff, local community, and visitors; minimize New Mexico Tech's (NMT) resource losses; mitigate disruption of NMT's educational programs; promote positive communication to key response team members. The emphasis is on mitigation, preparedness, response, and finally recovery.

This plan shall address the guidelines for responding to emergencies that may surface and develop strategies for employee response. The goal for the Facilities Management Department is to build the capacity to mobilize personnel and resources without delay. These guidelines are designed to be flexible. This plan does not intend to address every conceivable circumstance but the intention is to develop a guideline for coping with a situation. This guideline will remain in place as long as it does not conflict with NMT emergency procedures.

C. Assumptions

Emergencies may occur anytime and with little or no warning. The emergency may affect nearby residents and the Local Emergency Planning Committee will assist with the recovery effort. Additionally, the Socorro Fire Department is the local authority having jurisdiction in fire protection and life safety issues.

EMERGENCY MANAGEMENT MEMBER (EMM)**Key Contact:**

Director

575.835.6966 (office)

575.418.8108 (cell)

Alternate contacts:

Associate Director

575.835.5863 (office)

575.418.8912 (cell)

Associate Director

575.418.8907 (cell)

The FM Director oversees the construction operations and is the person on-site who recommends resources and financial assistance as required. He/she will contact Campus Police (CP) when the emergency is discovered. He/she will assist CP with the short and long term outcome of the emergency; CP will be responsible for order an evacuation or cessation of facility services; CP will update and communicate incident reports to NMT administration; the Director will assemble resources; the Director will classify the resources required; and assist CP with the consultation of administration authorities when the emergency is over. He/she will also act as the liaison with the Campus Police and other emergency personnel on behalf of the Facilities Management Department.

D. Emergency Response Team (ERT)

The ERT is comprised of the following department personnel: Vice President of Administration and Finance, Director of Facilities Management, and Director of Campus Police.

The ERT will be responsible for implementation of department guidelines and to convene the necessary departments for action.

E. Assessment Team

Campus Police and representatives from Facilities Management will be the primary assessment team with other outside agency representatives if the incident warrants outside response.

The Assessment Team will assess the emergency situation infrastructure to determine the facility's structural status and operational condition. The Assessment Team will only visually inspect structures from the outside. Structural engineers will make the determination if the building is sound. The Purchasing Department will initiate the contract with structural engineers as necessary.

Stated below, the ERT will create a Recovery Team (RT) to organize the planning efforts for the remediation or restoration of the affected facility. The RT should be comprised of representatives from Facilities Management, Campus Police, Procurement, Human Resources, affected building users, and is based upon the Call-Out List that was developed in the overall NMT Emergency Plan.

F. Emergency Classification Levels

- Level One – limited disturbance that is limited to immediate area of construction
- Level Two – the evacuation that involves an entire building.
- Level Three – major disturbance of services and requires the evacuation of multiple buildings, entire campus, or nearby residents.

G. Emergency Contacts

In the event of an emergency the number to call: **Campus Police – x5555**

The Emergency Response Crews will involve the Mechanical, Electrical, Construction, and Maintenance Departments of Facilities Management. The contact units will be: Campus Police, Emergency Planning Coordinator, City Public Safety, ISD, and City of Socorro Public Utility.

H. Evacuation Guidelines

The Campus Police will notify Socorro Fire Department. CP in consultation with the Vice President will activate the Emergency Operations Center (EOC).

Residential Housing: as per evacuation procedures that are attached as Appendix.

Facility Shutdown: Any facility that is damaged and is determined to be unsafe by the Emergency Management Team or the Socorro Fire Department will be shutdown. The EMT will consult with Facilities Management to determine the extent of the damage, the possibility of remediation, restoration, and repairs. During this period of evaluation the building(s) will remain closed. The NMT administrative leave procedure will be determined by NMT administration.

I. Emergency Operations Center (EOC)

The EOC/Conference Room in the Campus Police Department, first floor, will be the established primary site for the Emergency Operations Center. The EOC at the Socorro County Annex is designated as the alternate site.

J. Recovery

The ERT will create a Recovery Team (RT) to organize the planning efforts for the remediation or restoration of the affected facility. The RT should be comprised of representatives from Facilities Management, Campus Police, Procurement, Human Resources, and the affected facility users.

K. Guidelines for Facilities Department Response

Campus Police will contact the Vice President of Finance and Administration and the Director of FM or Alternate who will in turn contact each facility supervisor/manager.

All facility supervisors/managers will be called and meet for a briefing. The crews that are not needed will be dismissed. The reason for having all supervisors/managers called in for briefing is so that there is no need for having to gradually require the various services and multiple briefings occur as a result.

The facility supervisor/manager will contact the employees in their respective unit for assembly at the Facilities Management, break room for instruction and deployment. The secondary location is the Socorro County Annex Building.

Appendix B: Death of a Student – Responsibility for Campus Procedures

The Assistant Vice President for Student and University Relations is responsible for coordinating the campus response to the death of an enrolled student. The Assistant V.P. for Student and University Relations will assume responsibility for officially notifying designated members of the campus community. In the absence of the Assistant V.P. for Student and University Relations, the Director of Counseling Services will serve as the contact person for the next of kin, roommate(s), close friends, and others who had a personal association with the student.

I. Procedures

The following categories comprise procedures to be taken in the event of the death of an NMIMT student whether on- or off-campus.

B. Reporting a Death

The death of any student should be reported to the Office of Student Affairs. During office hours, reports may be telephoned to 575-835-5061, and through Campus Police, 575-835-5434, at all other times after hours. Because notice of a student death may come to the attention of University personnel in many ways, it is essential all reports go through this office to avoid possible redundancy or confusion.

B. Contact with the Office of the Medical Investigator

State law requires that a death must be reported to the Office of the Medical Investigator (OMI) if it falls into prescribed classifications, including but not limited to the following:

- Homicide:
- Suicide:
- Accidental injury, (whether primary cause or only contributing);
- Grounds to suspect that death occurred in any degree from a criminal act;
- Poisoning (including drug overdose)

The Campus Police Department will contact the Office of the Medical Investigator in these cases. Although the OMI can be contacted by anyone, the University is to coordinate contact with the OMI through the Director of Campus Police.

C. Identity of Deceased Student

Upon notification of death, the Assistant V.P. for University and Student Relations will request the deceased student's full name, class or status, campus address, permanent address, and academic department from the Registrar's Office.

D. Notification of Next of Kin

In cases requiring the Office of the Medical Investigator's involvement, the notification of the next of kin (hereinafter, family) will be coordinated with the law enforcement officer.

E. Notification of Staff

Only after verification of the deceased student's identity, confirmation of the death through the New Mexico Tech Campus Police Department, and notification of family, the Assistant V.P. for Student and University Relations will relay the information to the persons or offices listed below. In addition, the Assistant V.P. for Student and University Relations will coordinate with the Director of Campus Police on the lowering of the campus flag in a timely manner. **(The flag is lowered no matter the cause of death, unless requested otherwise by the family.)** The flag is to be flown for three days and if appropriate, on the day of the memorial service.

NMIMT Staff to be Contacted in Death of a Student

<i>Position</i>	<i>Office Telephone Number</i>
President	575-835-5600
Vice President, Finance and Administration	575-835-5606
Vice President, Student and University Relations <i>also</i> Dean of Students	575-835-5880
Vice President, Academic Affairs	575-835-5227
Vice President, Research and Economic Development	575-835-5646
Registrar	575-835-5158
Director, Counseling and Disability Services	575-835-5443
Public Information Specialist	575-835-5617
Director, Residential Life Office	575-835-5900

F. Notification of Academic Departments

At this time, the Registrar will contact the offices of the following academic departments:

<i>Department</i>	<i>Office Telephone Number</i>
Biology	575-835-5612
Chemistry	575-835-5263
Communication, Liberal Arts, Social Sciences (CLASS)	575-835-5445
Computer Science and Engineering	575-835-5126
Earth and Environmental Science	575-835-5634
Electrical Engineering	575-835-5330
Environmental Engineering	575-835-5500
Management	575-835-5440
Materials and Metallurgical Engineering	575-835-5229
Mathematics	575-835-5393
Mineral Engineering	575-835-5345
Petroleum and Chemical Engineering	575-835-5412
Physics	575-835-5328
Psychology and Education	575-835-5216

G. Notification when Deceased Individual is also a Student Employee

If deceased student was also a student employee, the following steps are taken:

1. The Financial Aid Office notifies Payroll of the death and furnishes the following information: student's name, position title and department; date and time of death, if known; name and address of nearest relative.
2. Payroll requests the department to submit within one day a Work Termination Form effecting separation for employment and a report of any unpaid earnings. Should money be due the deceased, state law requires Payroll to have proof of estate administrator. Once this is received, Payroll will disburse a check to the administrator of the estate. Payroll notifies the Office of Student and University Relations and the Dean of Students by telephone.

II. Other Procedural Categories and Responsibilities

The following categories comprise procedures to be taken in the event of the death of an NMIMT student whether on- or off-campus.

If advised of student death by source outside University, verify death and I.D. of the deceased individual with police agency in location of occurrence; verify with the Office of Medical Investigator of jurisdiction; and notify Assist. V.P. of Student and University Relations.

A. Counseling and Disability Services

The Office of Counseling and Disability Services will:

- Provide assistance to Residential Life if student lives on campus or in affiliated housing.
- Provide assistance to survivors, roommate(s), and friends.
- Contact Student Affairs and the Office of Advancement regarding memorial/funeral plans; scholarship donations; membership or participation in student activities or organizations.

B. Financial Aid

The Office of Financial Aid will:

- Cancel all remaining financial aid.
- Retain memo in file so no further contact is made with family.
- Review disbursement/award record to find out if student was a Stafford Loan borrower. If student had a loan from an outside lender, notify the Guaranteed Loan Corporation notifies lender. Instruct parent to provide lender with proof of death to terminate student's repayment responsibility.
- Notifies payroll of the death and furnishes the following information: student's name, position title, and department; date and time of death; if known; name and address of nearest relative.

C. Post Office

The Campus Post Office will forward mail to student's permanent address.

D. Registrar

The Office of the Registrar will, upon notification of a student's death:

- Verify student's full name, class or status, campus address, permanent address, and academic department
- Telephone appropriate academic department and instructors.

E. Residential Life

The Office of the Registrar will:

- Collect key card, if possible
- Void meal plan
- Forward any mail to permanent address
- Coordinate return of student's belongings with the Student Affairs Office
- Contact manager of Children's Center if child(ren) attends New Mexico Tech Children's Center

If a refund is due, the balance is credited to the student's account. If there is a balance due, the V.P. of Administration and Finance should be notified.

If a resident of family housing, reschedule or reduce activities that might intrude upon the privacy of the family (e.g; repairs, deliveries, delinquent notices, etc.); make immediate administrative decisions on matters related to tenancy of the family (e.g., length of stay, rent, etc.); and if there are children of school age, notify school.

F. Student Accounts

The Student Accounts Office will consult with the V.P. of Finance and Administration regarding any outstanding balance.

G. Student Affairs

The Office of Student Affairs will:

- Cancel Student Health Insurance if necessary.

If the student lives off campus, the Office for Student Affairs will contact the landlord for information and offer assistance and referral, if applicable, to the landlord and roommate(s).

Should other students bear the same or similar name as the deceased, the Registrar will telephone these students and suggest that they contact family and friends to alert them of potential confusion.

<i>Relevant Campus Offices and Other Resources</i>	<i>Extension</i>
Admission	5424
Advancement and Alumni	5525
Auxiliary Services	5050
Campus Police	5434
Career Services	5780
Center for Student Success	5208
Center for Graduate Studies	5513
Counseling Services	5443
Dean of Students	5880
Financial Aid Office	5253
Graduate Student Association	5513
Human Resources	5206
Information Technology and Communications Department	5437
IntramuralSports/Club Sports	5131
International and Exchange Programs	5121
Library	5614
Multicultural Programs	5780
Payroll	5510
Post Office	5119
Residential Life	5900
Student Accounts	5338
Student Affairs	5121
Student Health Center	5094
Student Association (undergraduates)	5869

III. Notification of Roommate(s) or Family Members Residing in Socorro

The following information applies to notifying the roommate or roommates of the deceased individual.

A. Campus Residential Halls

As stated in Section II, Procedures E (Notification of Staff) on Page 78, the Assistant V.P. for Student and University Relations will notify the Manager of Residential Life of the student's death. The Manager of Residential Life will inform the Hall Director of the deceased student's hall, and one of them will inform the roommate(s) in person and offer assistance (through the Office of Counseling and Disability Services) including referral resources. After the roommate(s) has/have been informed, a time should be set to inform the other residents of the hall. If a New Mexico Tech counselor is unavailable, the Manager of Residential Life should contact Socorro Mental Health for assistance. The Manager of Residential Life will inform Counseling Services by telephone of the action taken and request additional support when needed.

B. University-Owned, Off-Campus Family Housing and Apartments

As stated in Section II, Procedures E (Notification of Staff) on Page 78, the Assistant V.P. for Student and University Relations will notify the Manager of Residential Life of the student's death. The Manager will inform the appropriate staff officials who will then offer assistance and referral, if applicable, to the roommate(s). If the deceased has children that attend the Children's Center, then the Manager of the Children's Center will be notified. The Manager of Residential Life will inform Counseling Services by telephone of the action taken and request additional support when needed.

C. Off-Campus Housing

As stated in Section II, Procedures E (Notification of Staff) on Page 78, the Assistant V.P. for Student and University Relations will inform the appropriate staff officials who will then offer assistance and referral, if applicable, to the landlord, roommate(s), and manager of the Children's Center if children who attend the Children's Center are involved. The manager or staff official will inform the Office for Counseling and Disability Services by telephone of the action taken and request additional support when needed.

D. Counseling Services Assistance

Counseling Service will provide assistance, when requested, to roommate(s) and other concerned students dealing with psychological impact of death, as well as such practical matters of concern such as contact with the family and referral information. (If a New Mexico Tech Counselor is unavailable, Socorro Mental Health should be contacted for assistance.)

E. Expression of Sympathy and Offer of New Mexico Tech Assistance

After confirming that the family has been notified, the Director of Counseling Services will call the family to express the University's sympathy and offer assistance. If the family representative wants immediate information, the Director of Counseling Services will be prepared to discuss plans for coming to the campus, claiming the remains, the possibility of memorial services, and other arrangements. Information given out concerning the cause of death should be limited. Individuals who contact the Student Affairs Office and want information beyond the basics should be directed to the Public Information Specialist in the Office of Advancement.

The President's Office will send a sympathy letter to the family. Other departments or individuals that wish to send letters to the family are welcomed to do so, but the only official letter for the University will be issued from the Presidents Office.

F. Subsequent Internal Notifications

The Registrar will provide the official written notice of a student death to the general campus via a memorandum.

G. Unit Response

The units notified by the Registrar will take appropriate action.

H. Claiming the Remains and Personal Effects

Although the process will differ depending upon the circumstances of the death (e.g., crime versus accident) and the location of the family (e.g., within or outside New Mexico), the following procedures are generally applicable. In most circumstances claiming the remains and removing them can be most easily handled by the family through contact with their local funeral chapel, which arranges for movement of the remains. In a case being handled by the Office of the Medical Investigator, the deceased person's personal effects should not be disturbed without the permission of the officer in charge.

The OMI (or peace officer if the residence is a crime scene) will often seal the residence. In such cases, the family may arrange for return of personal effects directly from the OMI or police agency, or can have the funeral chapel do so, as the family wishes.

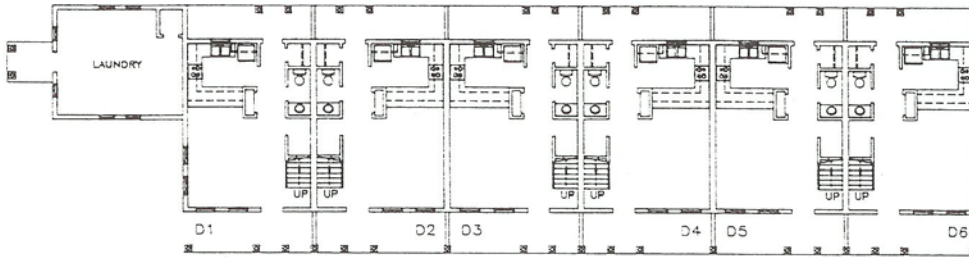
Funeral chapel personnel may sign for the family to retrieve personal effects from the public administrator.

I. Memorial Service

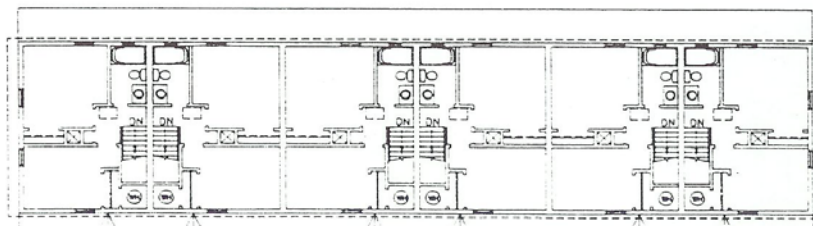
A memorial service may or may not be appropriate. Family sentiments should be carefully considered. Responsibility for services rests with the Student Affairs Office in consideration with friends or relevant campus groups.

Appendix C: Dorm Evacuation

**FIRE EVACUATION PROCEDURES
DESERT WILLOW**



FIRST FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
- For your safety, it is mandatory to evacuate when the alarm sounds.

- Campus Police will handle anyone not complying with these procedures. Check the door and door handle for heat and the corridor for smoke.

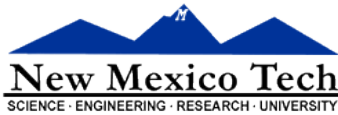
IF DOOR IS HOT:

- From within your room, check for smoke seepage around the door cracks.
- Feel the inside door surface. If it is hot, DO NOT OPEN!
- If you live on the first floor, remove screen and climb out the window.
- If you live on the second or third floor, seal up the cracks around the door using sheets, towels, pieces of clothing to whatever is handy.
- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds to the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

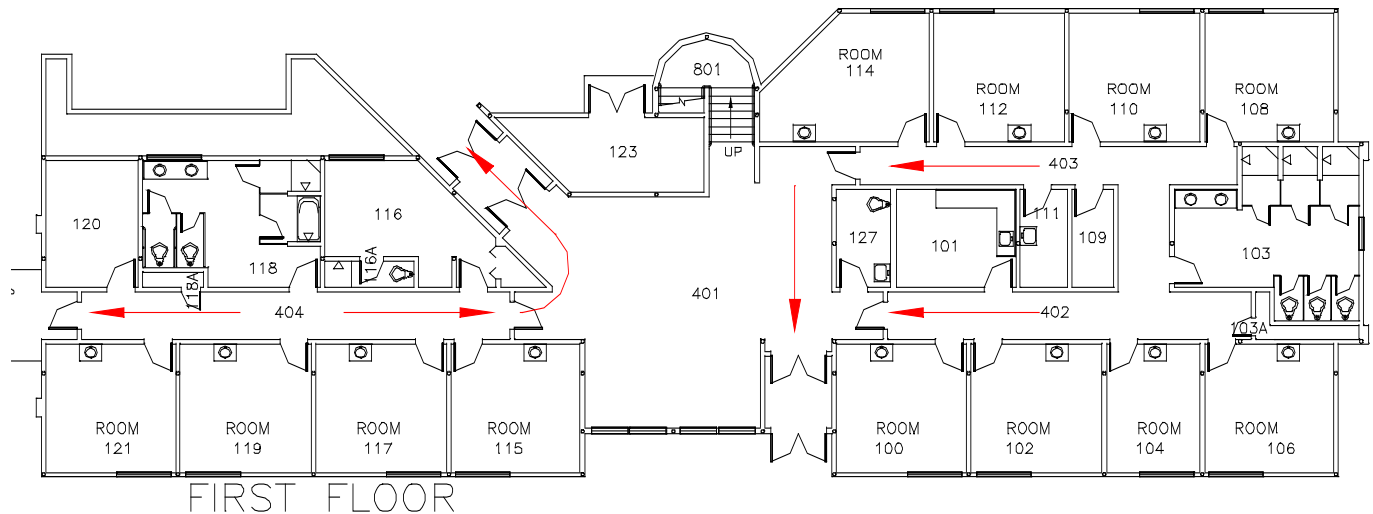
MEETING LOCATION:

- **In the back yard behind your unit.**
- Re-enter the building only after the “all clear” signal has been given.



FIRE EVACUATION PROCEDURES

DRISCOLL – 1ST FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
- For your safety, it is mandatory to evacuate when the alarm sounds.

- Campus Police will handle anyone not complying with these procedures. Check the door and door handle for heat and the corridor for smoke.

IF DOOR IS HOT:

- From within your room, check for smoke seepage around the door cracks.
- Feel the inside door surface. If it is hot, DO NOT OPEN!
- If you live on the first floor, remove screen and climb out the window.
- If you live on the second or third floor, seal up the cracks around the door using sheets, towels, pieces of clothing to whatever is handy.
- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds to the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

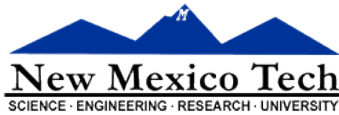
MEETING LOCATION:

- **On the grassy area North of Driscoll**
- Re-enter the building only after the “all clear” signal has been given.

NMIMT Administration and Finance || Emergency Response Team

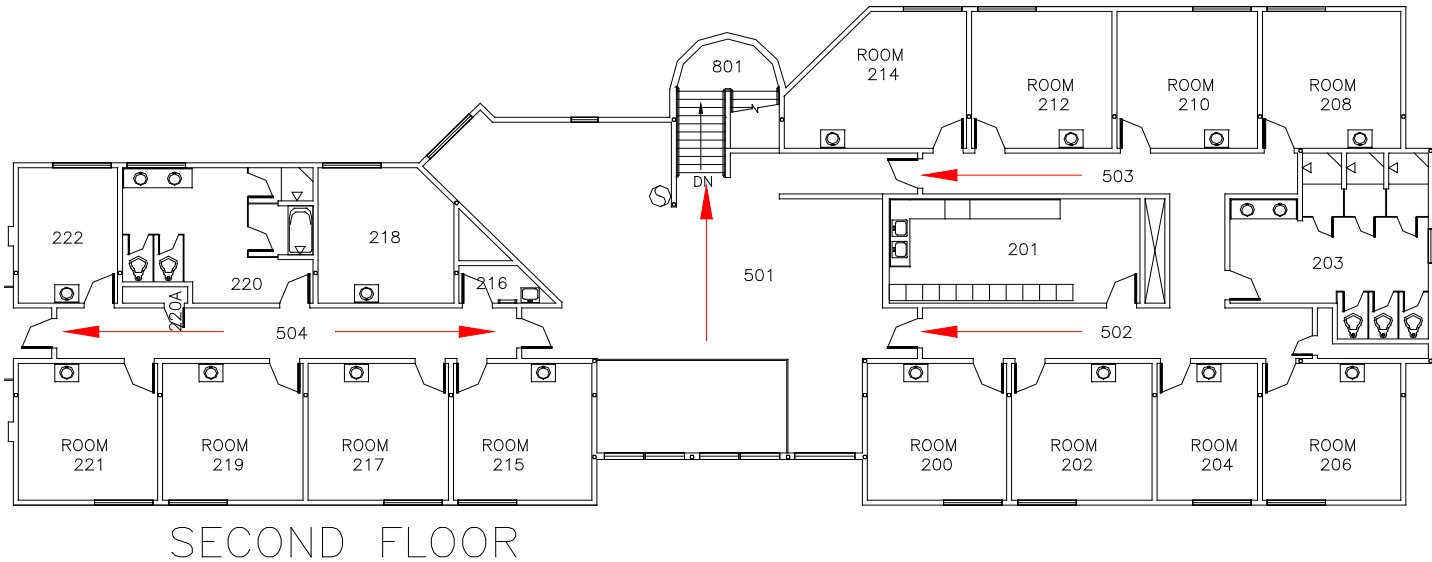
EMERGENCY NUMBERS

EMERGENCY x911



FIRE EVACUATION PROCEDURES

DRISCOLL – 2ND FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
- For your safety, it is mandatory to evacuate when the alarm sounds.

- Campus Police will handle anyone not complying with these procedures. Check the door and door handle for heat and the corridor for smoke.

IF DOOR IS HOT:

- From within your room, check for smoke seepage around the door cracks.
- Feel the inside door surface. If it is hot, DO NOT OPEN!
- If you live on the first floor, remove screen and climb out the window.
- If you live on the second or third floor, seal up the cracks around the door using sheets, towels, pieces of clothing to whatever is handy.
- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds to the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

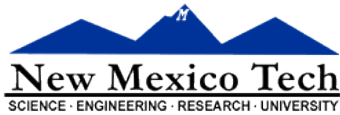
MEETING LOCATION:

- **On the grassy area North of Driscoll**
- Re-enter the building only after the “all clear” signal has been given.

NMIMT Administration and Finance || Emergency Response Team

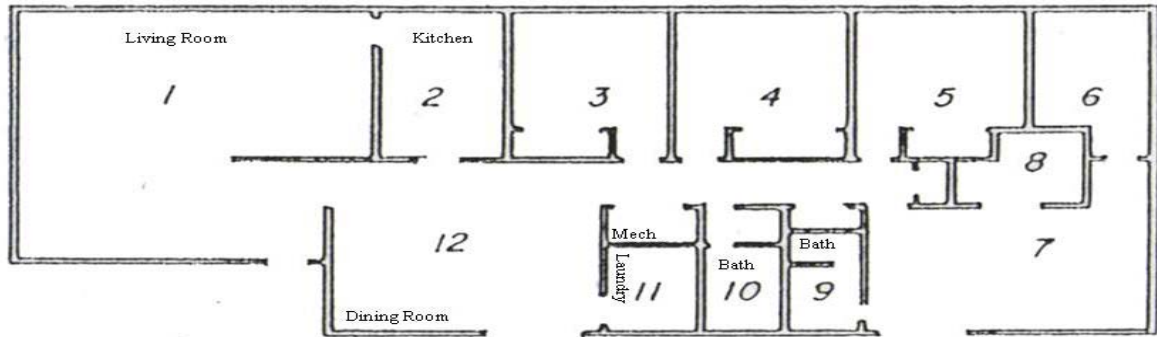
EMERGENCY NUMBERS

EMERGENCY x911



FIRE EVACUATION PROCEDURES

GUEST HOUSE



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
- For your safety, it is mandatory to evacuate when the alarm sounds.

- Campus Police will handle anyone not complying with these procedures. Check the door and door handle for heat and the corridor for smoke.

IF DOOR IS HOT:

- From within your room, check for smoke seepage around the door cracks.
- Feel the inside door surface. If it is hot, DO NOT OPEN!
- If you live on the first floor, remove screen and climb out the window.
- If you live on the second or third floor, seal up the cracks around the door using sheets, towels, pieces of clothing to whatever is handy.
- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds to the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

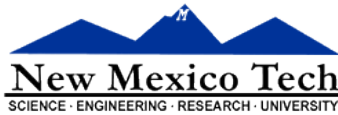
MEETING LOCATION:

- **Meet across the street on the golf course.**
- Re-enter the building only after the “all clear” signal has been given.

NMIMT Administration and Finance || Emergency Response Team

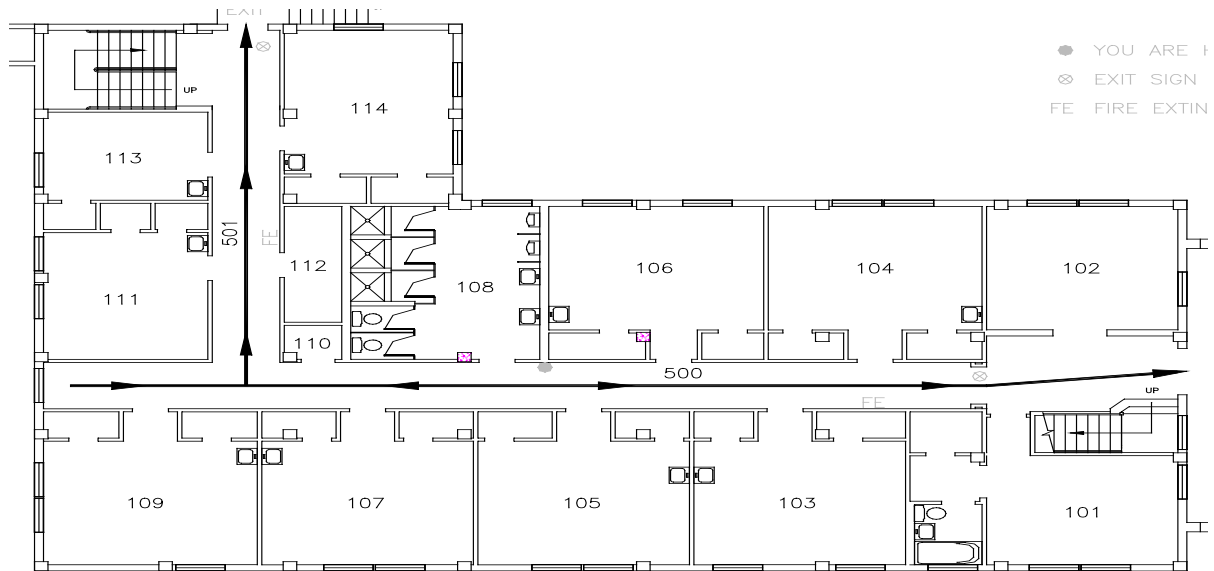
EMERGENCY NUMBERS

EMERGENCY x911



FIRE EVACUATION PROCEDURES

PRESIDENTS' HALL 1ST FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
- For your safety, it is mandatory to evacuate when the alarm sounds.

- Campus Police will handle anyone not complying with these procedures. Check the door and door handle for heat and the corridor for smoke.

IF DOOR IS HOT:

- From within your room, check for smoke seepage around the door cracks.
- Feel the inside door surface. If it is hot, DO NOT OPEN!
- If you live on the first floor, remove screen and climb out the window.
- If you live on the second or third floor, seal up the cracks around the door using sheets, towels, pieces of clothing to whatever is handy.
- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

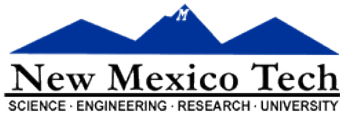
- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds to the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

MEETING LOCATION:

- **All Residents meet at the La Raj.**
- Re-enter the building only after the “all clear” signal has been given.

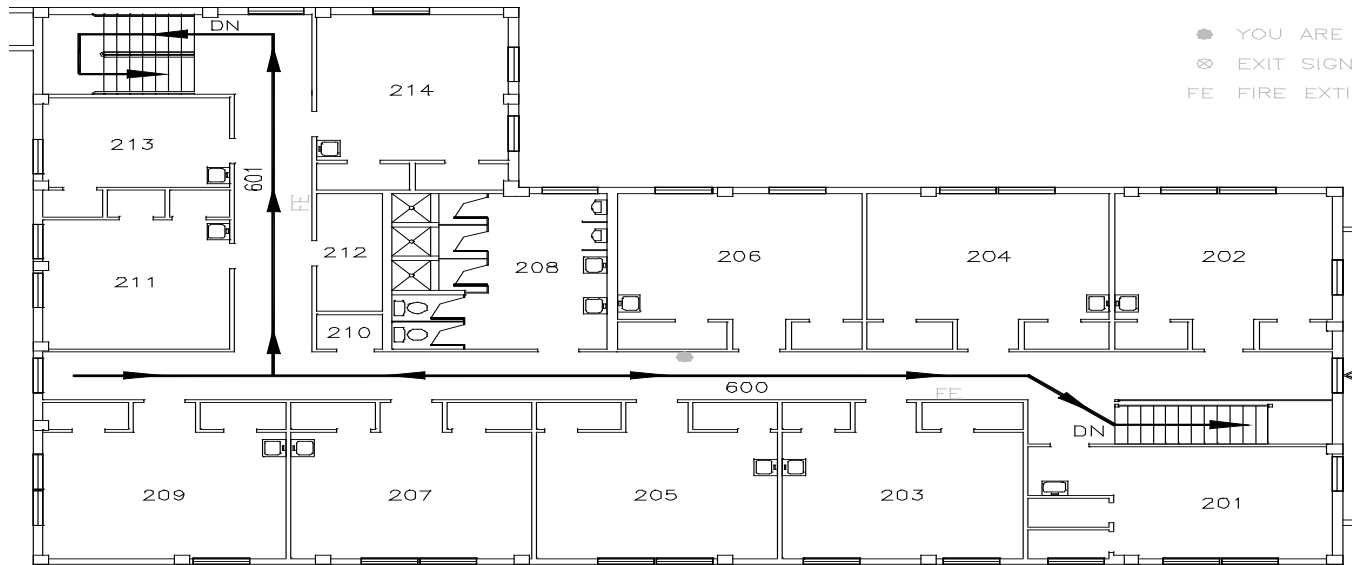
EMERGENCY NUMBERS

EMERGENCY x911



FIRE EVACUATION PROCEDURES

PRESIDENTS' HALL 2ND FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
- For your safety, it is mandatory to evacuate when the alarm sounds.

- Campus Police will handle anyone not complying with these procedures. Check the door and door handle for heat and the corridor for smoke.

IF DOOR IS HOT:

- From within your room, check for smoke seepage around the door cracks.
- Feel the inside door surface. If it is hot, DO NOT OPEN!
- If you live on the first floor, remove screen and climb out the window.
- If you live on the second or third floor, seal up the cracks around the door using sheets, towels, pieces of clothing to whatever is handy.
- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

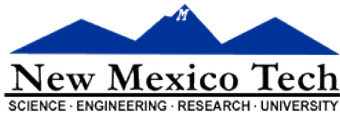
- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds to the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

MEETING LOCATION:

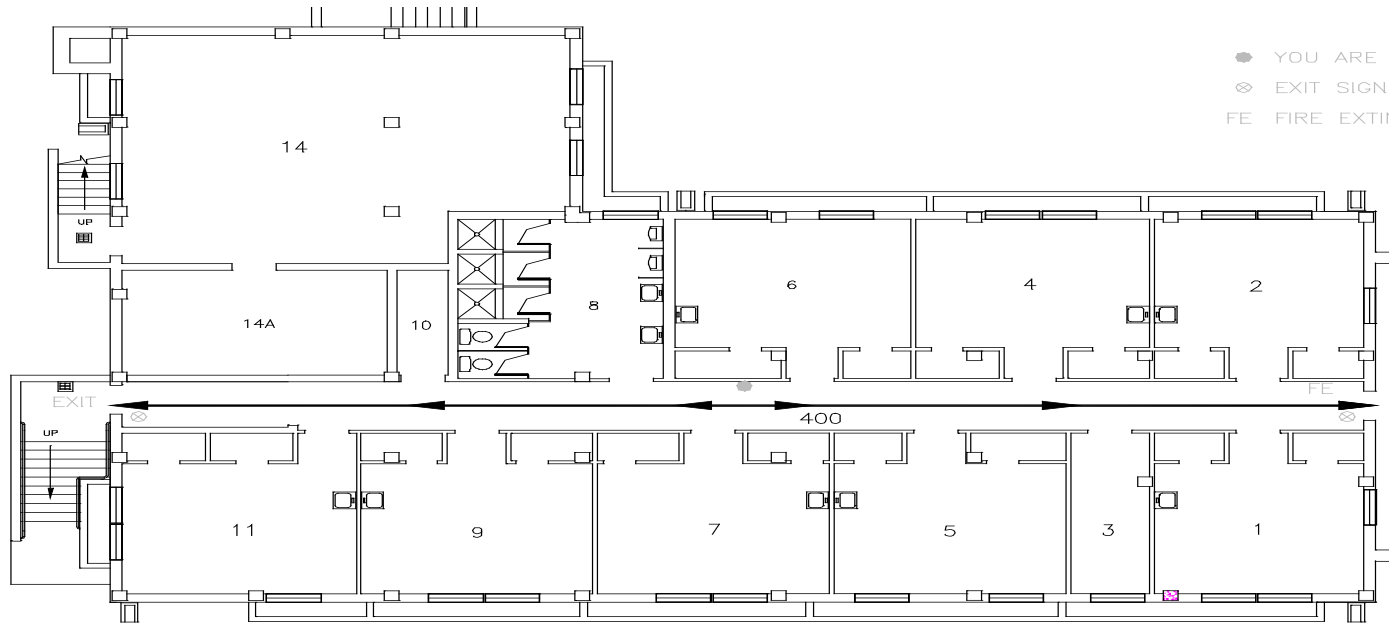
- **All Residents meet at the La Raj.**
- Re-enter the building only after the “all clear” signal has been given.

EMERGENCY NUMBERS

EMERGENCY x911



FIRE EVACUATION PROCEDURES PRESIDENTS' HALL BASEMENT



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
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- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

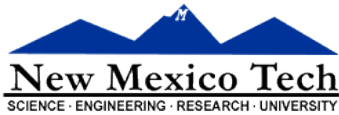
- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds to the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

MEETING LOCATION:

- **All Residents meet at the La Raj.**
- Re-enter the building only after the “all clear” signal has been given.

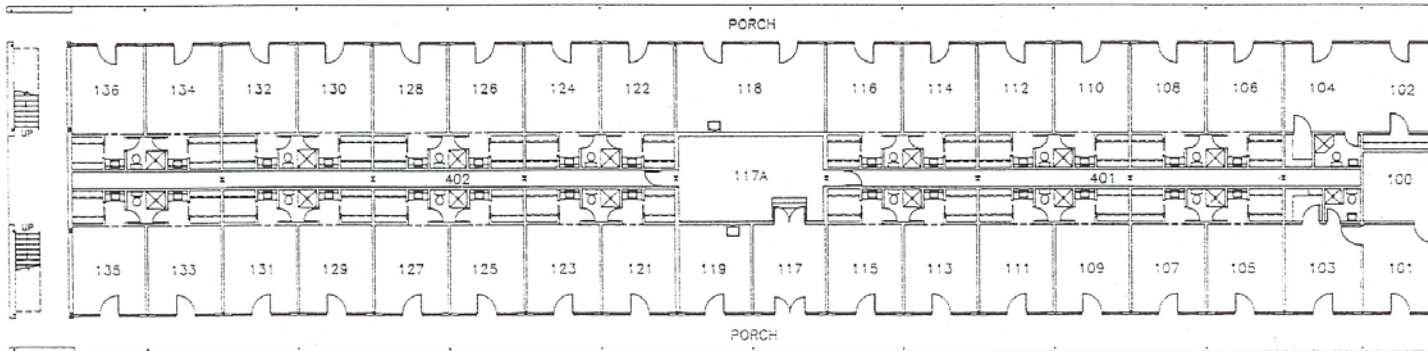
EMERGENCY NUMBERS

EMERGENCY x911



FIRE EVACUATION PROCEDURES

SOUTH HALL – 1ST FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
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- Campus Police will handle anyone not complying with these procedures. Check the door and door handle for heat and the corridor for smoke.

IF DOOR IS HOT:

- From within your room, check for smoke seepage around the door cracks.
- Feel the inside door surface. If it is hot, DO NOT OPEN!
- If you live on the first floor, remove screen and climb out the window.
- If you live on the second or third floor, seal up the cracks around the door using sheets, towels, pieces of clothing to whatever is handy.
- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds to the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

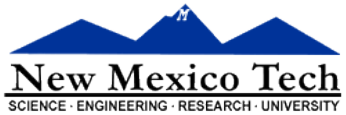
MEETING LOCATION:

- **In the grassy area between the parking lot and the p**
- Re-enter the building only after the “all clear” signal has been given.

NMIMT Administration and Finance || Emergency Response Team

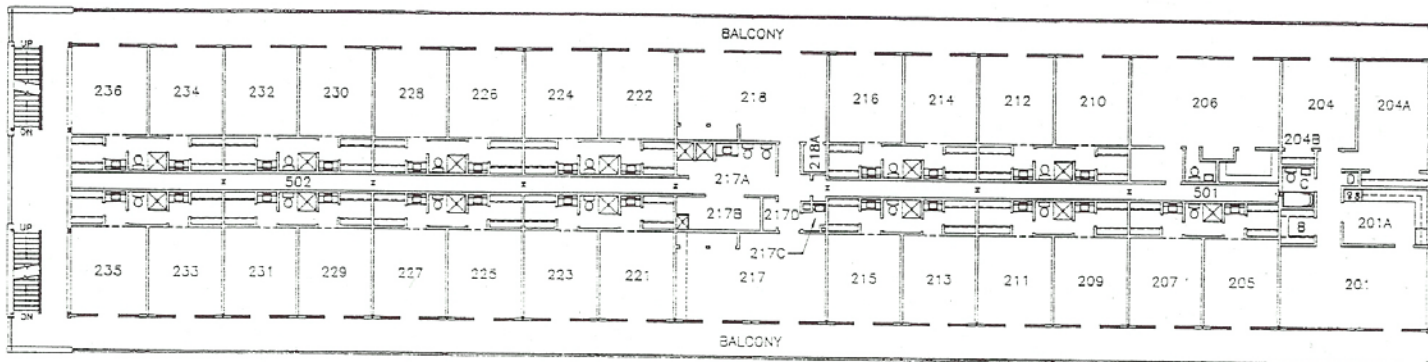
EMERGENCY NUMBERS

EMERGENCY x911



FIRE EVACUATION PROCEDURES

SOUTH HALL – 2ND FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

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- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

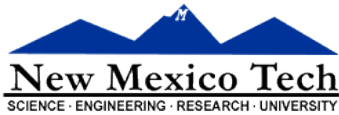
MEETING LOCATION:

- **In the grassy area between the parking lot and the pool**
- Re-enter the building only after the “all clear” signal has been given.

NMIMT Administration and Finance || Emergency Response Team

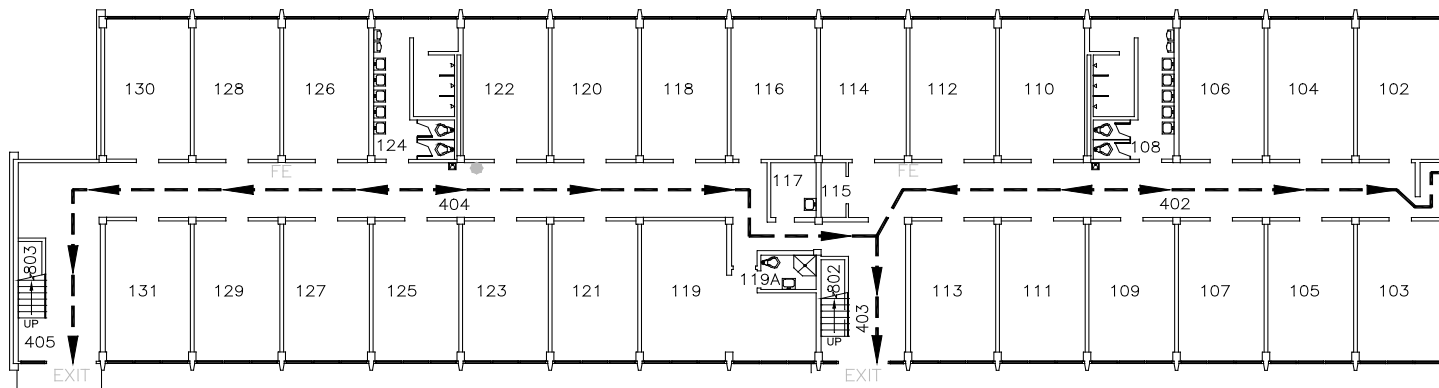
EMERGENCY NUMBERS

EMERGENCY x911



FIRE EVACUATION PROCEDURES

WEST HALL – 1ST FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
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IF DOOR IS HOT:

- From within your room, check for smoke seepage around the door cracks.
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IF DOOR IS COOL:

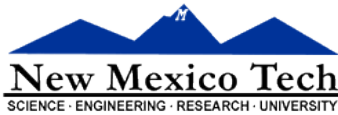
- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
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- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

MEETING LOCATION:

- **At the La Raj.**
- Re-enter the building only after the “all clear” signal has been given.

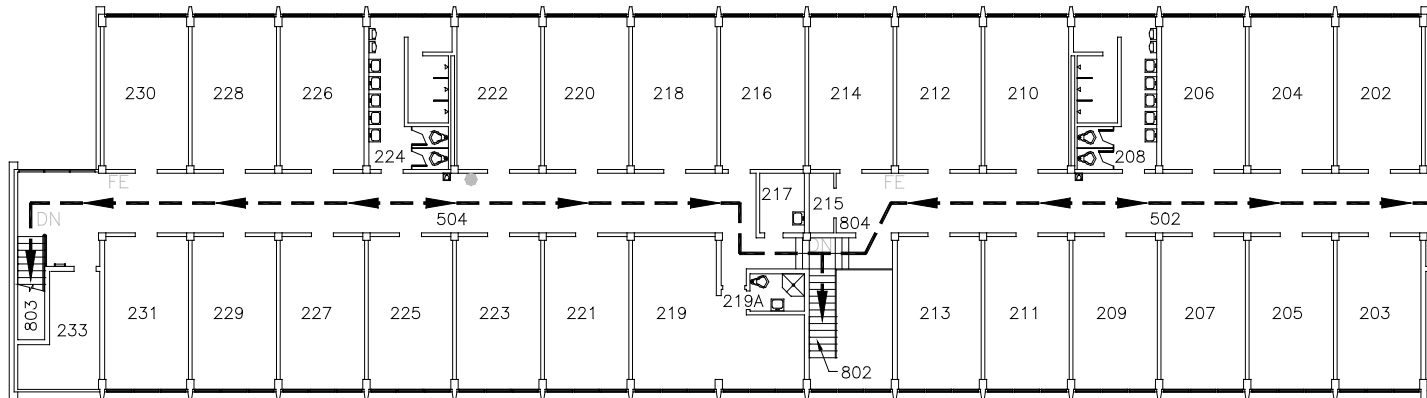
NMIMT Administration and Finance || Emergency Response Team

EMERGENCY NUMBERS	
EMERGENCY	x911



FIRE EVACUATION PROCEDURES

WEST HALL – 2ND FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

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- Put on shoes and other clothing or grab a blanket
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- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

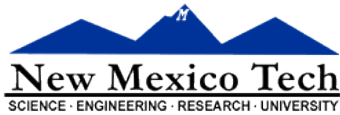
MEETING LOCATION:

- **At the La Raj.**
- Re-enter the building only after the “all clear” signal has been given.

NMIMT Administration and Finance || Emergency Response Team

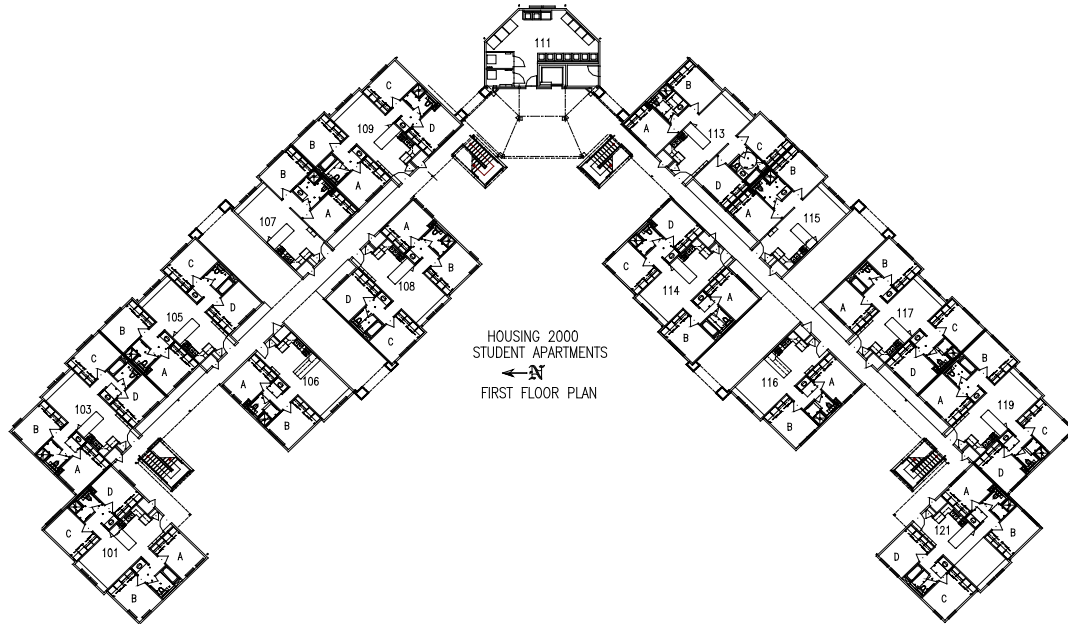
EMERGENCY NUMBERS

EMERGENCY x911



FIRE EVACUATION PROCEDURES

ALTAMIRANO – 1ST FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
- For your safety, it is mandatory to evacuate when the alarm sounds.

- Campus Police will handle anyone not complying with these procedures. Check the door and door handle for heat and the corridor for smoke.

IF DOOR IS HOT:

- From within your room, check for smoke seepage around the door cracks.
- Feel the inside door surface. If it is hot, DO NOT OPEN!
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- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds to the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

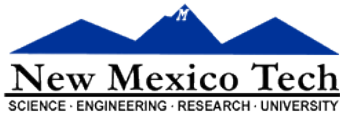
MEETING LOCATION:

- **All Residents meet at the Swim Center Parking Lot.**
- Re-enter the building only after the “all clear” signal has been given.

NMIMT Administration and Finance || Emergency Response Team

EMERGENCY NUMBERS

EMERGENCY x911



FIRE EVACUATION PROCEDURES

ALTAMIRANO – 2ND FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
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- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
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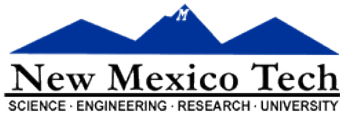
MEETING LOCATION:

- **All Residents meet at the Swim Center Parking Lot.**
- Re-enter the building only after the “all clear” signal has been given.

NMIMT Administration and Finance || Emergency Response Team

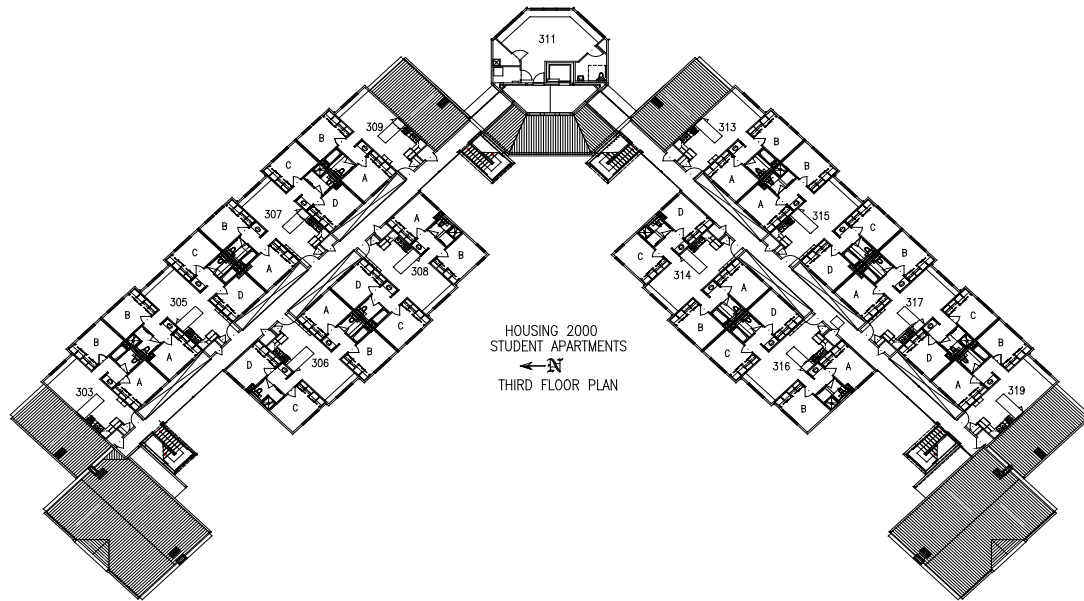
EMERGENCY NUMBERS

EMERGENCY x911



FIRE EVACUATION PROCEDURES

ALTAMIRANO – 3RD FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
- For your safety, it is mandatory to evacuate when the alarm sounds.

- Campus Police will handle anyone not complying with these procedures. Check the door and door handle for heat and the corridor for smoke.

IF DOOR IS HOT:

- From within your room, check for smoke seepage around the door cracks.
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- If you live on the first floor, remove screen and climb out the window.
- If you live on the second or third floor, seal up the cracks around the door using sheets, towels, pieces of clothing to whatever is handy.
- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
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- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

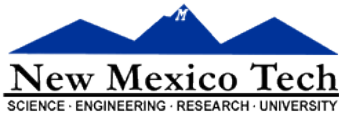
MEETING LOCATION:

- **All Residents meet at the Swim Center Parking Lot.**
- Re-enter the building only after the “all clear” signal has been given.

NMIMT Administration and Finance || Emergency Response Team

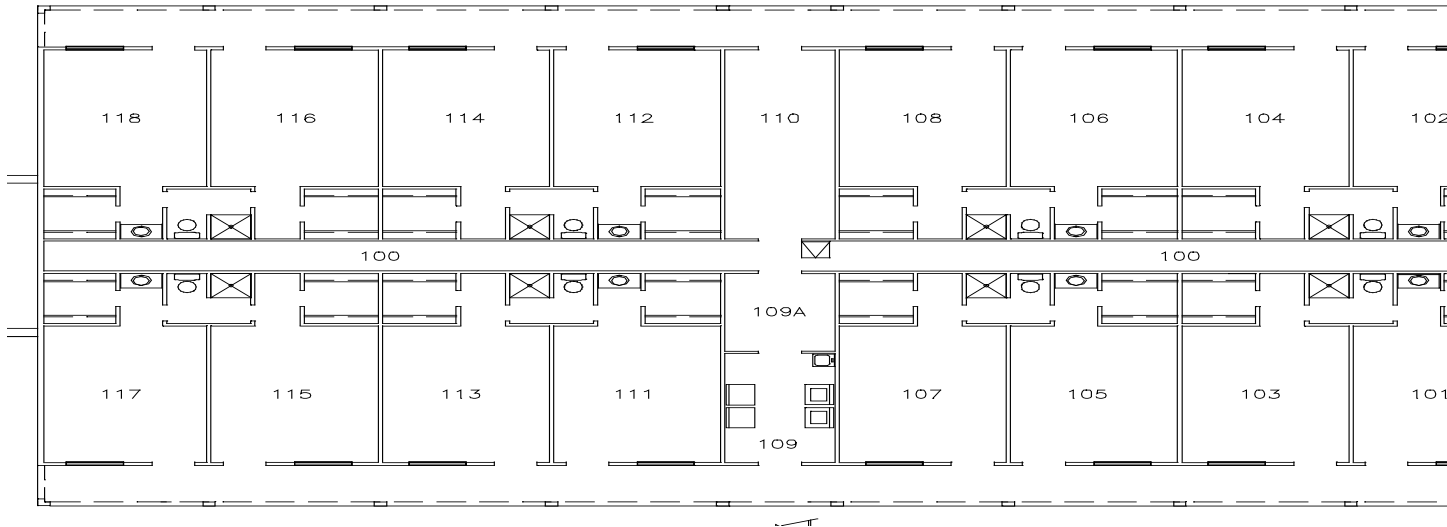
EMERGENCY NUMBERS

EMERGENCY x911
CAMPUS POLICE x5434



FIRE EVACUATION PROCEDURES

BACA – 1ST FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
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- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:

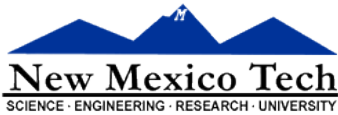
- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds to the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

MEETING LOCATION:

- **Meet at the SAC Parking Lot.**
- Re-enter the building only after the “all clear” signal has been given.

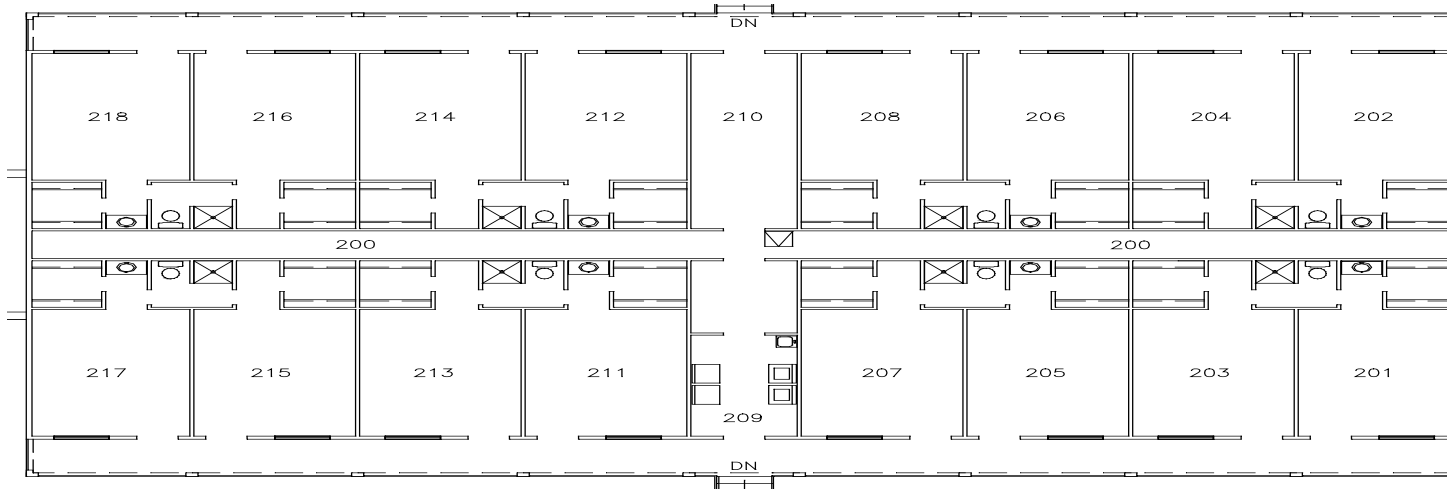
NMIMT Administration and Finance || Emergency Response Team

EMERGENCY NUMBERS	
EMERGENCY	x911



FIRE EVACUATION PROCEDURES

BACA – 2ND FLOOR



PLAN AHEAD:

- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:

- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:

- Always presume it is the real thing!
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- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

MEETING LOCATION:

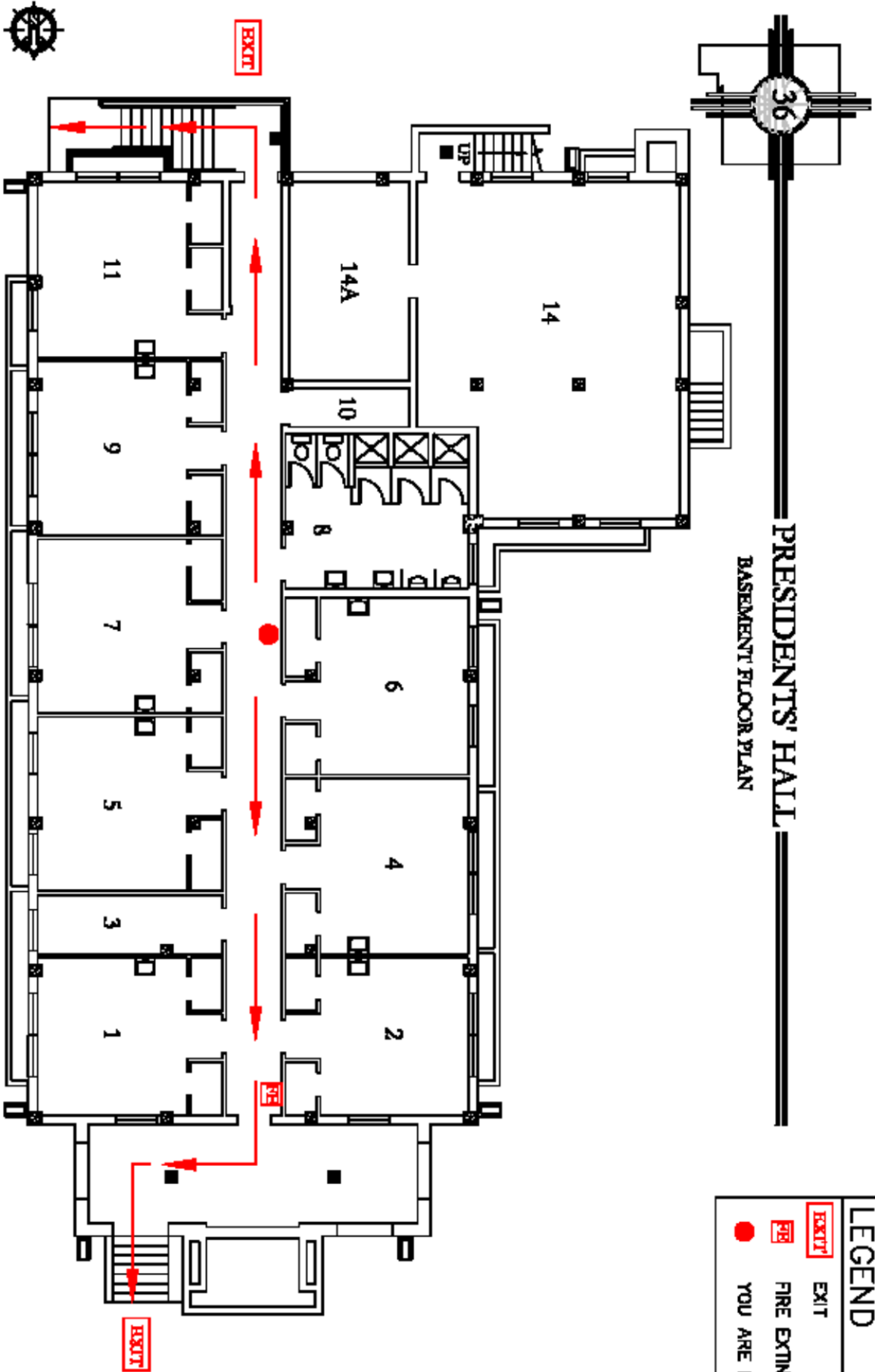
- **Meet at the SAC Parking Lot.**
- Re-enter the building only after the “all clear” signal has been given.

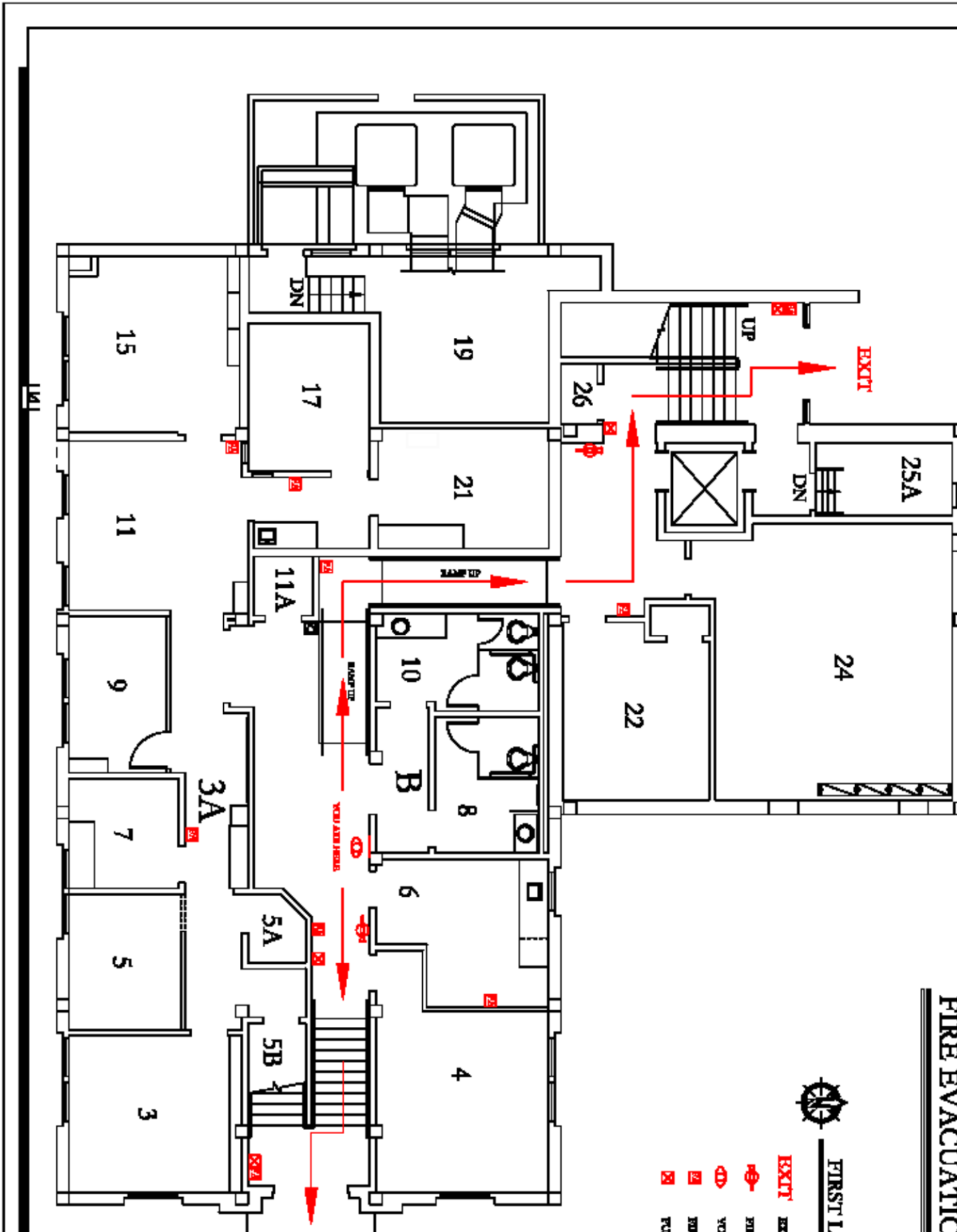
NMIMT Administration and Finance || Emergency Response Team

EMERGENCY NUMBERS

EMERGENCY x911

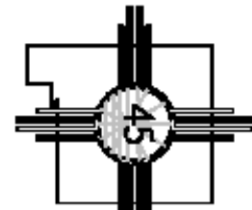
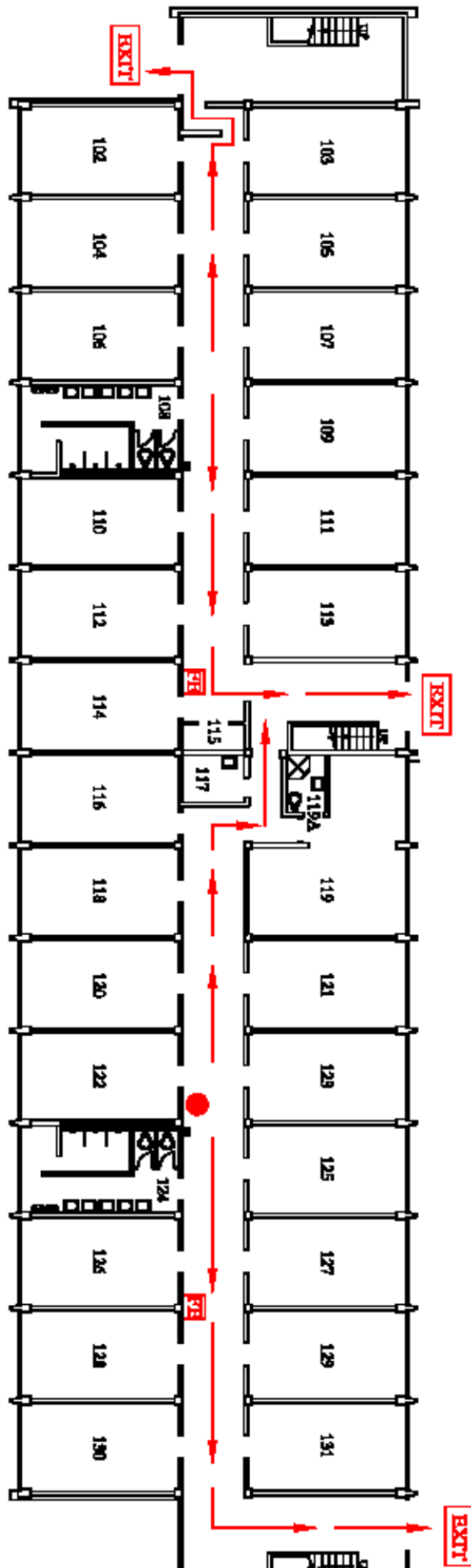






FIRST FLOOR
EXIT [Symbol: Square with X]
NO OPEN FLAME [Symbol: Circle with diagonal line]
YOU ARE HERE [Symbol: Circle with cross]
EXIT [Symbol: Circle with arrow]

FIRE EVACUATION



WEST HALL
FIRST FLOOR PLAN

LEGEND	
	EXIT
	FIRE EXTINGUISHER
	YOU ARE HERE