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# Emergency Action Plan

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Building:

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Revision Date of Plan:

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## IMPORTANT NMSU CONTACTS

Any Emergency – Call 911	
NMSU Police (Non-Emergency)	(575) 646-3311
NMSU Fire (Non-Emergency)	(575) 646-2519
Environmental Health Safety & Risk Management	(575) 646-3327
Facilities & Services Work Order Desk	(575) 646-7114

## IMPORTANT DEPARTMENT CONTACTS

Name	Title	Work Phone	Alternate Phone

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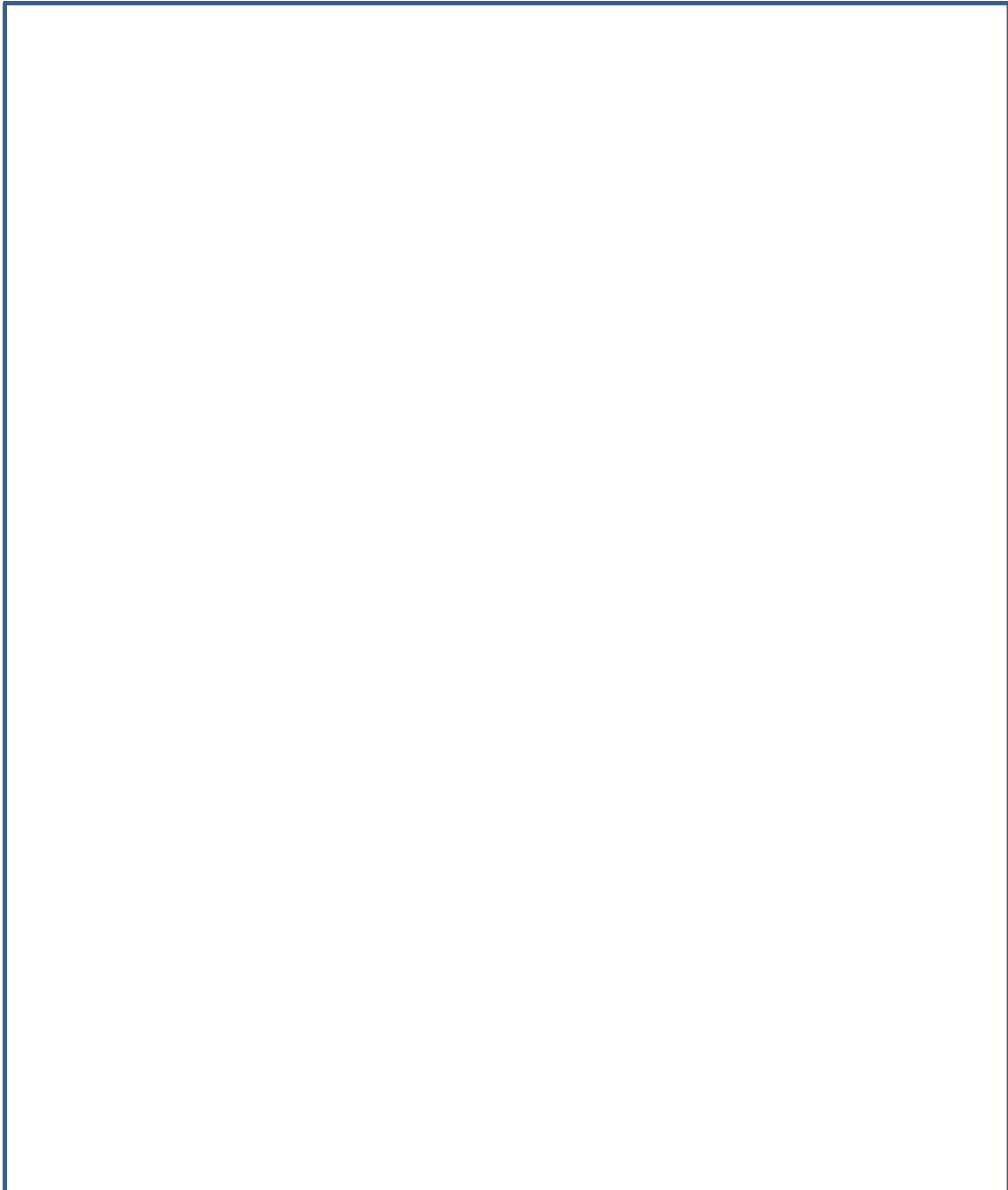
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## Building Evacuation Map

**Please review the map for evacuation routes and other fire protection related information.**

(To obtain a copy of your building evacuation map, please contact Environmental Health Safety & Risk Management (EHS&RM) at [ehsrm@nmsu.edu](mailto:ehsrm@nmsu.edu).)



## Introduction and Purpose

is committed to the safety and well-being of its staff, students, and guests. Upholding this commitment requires planning and practice. This Emergency Action Pan (EAP) exists to satisfy those needs and outline the steps to prepare for and respond to an emergency. The EAP is a supplement to the NMSU comprehensive All Hazard Emergency Operations Plan and should be customized to meet the needs of each individual department.

Goals of in responding to an emergency include:

- The safety of all staff, students, and guests.
- The physical and emotional well-being of staff, students, and guests.
- The timely stabilization of an emergency.

## Applicability and Scope

This plan applies to all employees, students, and guests of

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to all emergencies. When encountering a situation that has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

## Responsibility

The emergency plan is the responsibility of

will review and update this plan at least once annually.

The EAP must be reviewed by the entire department annually with signed acknowledgment of review. Revisions will be made as needed throughout the year.

Any suggestions, comments, or questions should be directed to

The responsibility of implementing the plan, when needed, will require the understanding of the EAP by the entire department. Personnel may not always be physically located in the building due to many working under alternative work agreements and varying schedules. Everyone must be familiar with the EAP in order to respond accordingly and guide others as needed.

Individuals responsible for maintaining the department’s EAP are encouraged to coordinate with the assigned building monitor.

**Order of Succession**

Leadership authority during an emergency shall flow downward through the following list of people:

Name	Title	Work Phone	Alternate Phone

**Medical Equipment and Trained Personnel**

List any personnel trained for emergency medical response (i.e., CPR, First Aid, etc.).

Name	Title	Work Phone	Alternate Phone

**NMSU Cardiac Arrest Response Automated External Defibrillator (AED) Program:**

If the department/college participates in the NMSU Cardiac Arrest Response AED Program, please provide the below information.

Please check box if your department does not have an Automated External Defibrillator (AED).

AED Program Information	
AED Program Coordinator:	
AED Location #1:	
AED Location #2:	

Department/College AED Trained Targeted Responders			
Name	Title	Work Phone	Alternate Phone

### Major Hazards Associated with Normal Operations

Provide a list of major safety hazards associated with the normal use and occupancy of the premises, including maintenance, responsible personnel, and housekeeping procedures. Please describe any special actions needed in the event of emergency.

Safety Hazard	Responsible Personnel	Actions Needed

If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Campus Police at 575-646-3611 or to Environmental Health Safety & Risk Management (EHS&RM) at 575-646-3327.

### Emergency Communications

During an emergency, \_\_\_\_\_ will use the following means and methods of communication.

Means of Communication	
Landline Telephone	Two-Way Radio
Cell Phones	Email
Texting (more reliable)	Microsoft Teams

Take time to develop specific communications procedures defining who will be responsible for communications and what information will be communicated.

Method of Communication	Who Sends	What
Group Text		Details of incident and what to do.
Group Email		Details of incident and what to do.
Teams Group Meeting		Details of incident and what to do.

### Emergency Notification System

In an emergency, the NMSU Emergency Notification System will provide messages via phone, text and email.

- Please register for the Emergency Notification System at [https://emergency.nmsu.edu/users/sign\\_in](https://emergency.nmsu.edu/users/sign_in). If you need further assistance, please contact the help desk via email at [help@nmsu.edu](mailto:help@nmsu.edu).

## Building Evacuation

If a building fire alarm is sounded for any situation warranting an evacuation order of your building, follow these procedures and fully cooperate with emergency personnel:

Guidance for Building Evacuation	
Take only keys, wallets, and essential belongings with you. Take weather appropriate clothing.	If you are the last one to exit your area, make sure all doors are closed.
Do not investigate the source of the emergency.	Walk, do not run, to the nearest exit and head to designated assembly point.
Use stairs, not elevators.	Assist people with special needs. See guidance below.
If you are unable to evacuate, call NMSU Police at 575-646-3311 and report your location.	As you make your way out, encourage those you encounter to exit as well.
Follow instructions of NMSU Police or other identified emergency personnel.	At assembly point, take a roll call of personnel from your department, if possible.
Refer to departmental Continuity of Operations Plan for guidance for employees who must remain to operate critical equipment or special hazards before evacuating (if applicable).	<b>Wait for instructions before returning</b> to your building after an evacuation
Special Needs Guidance for Building Evacuation	
If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call NMSU Police at 575-646-3311 to report location and number of people needing assistance.	If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
If your building contains a Stair Evacuation Chair, please list model and location	

Department/College Stair Evacuation Chair Trained Staff			
Name	Title	Work Phone	Alternate Phone

**Additional Departmental Instruction**

Please use this area or to provide evacuation instructions that are specific to your department. If additional pages are needed, please attach.

**The following emergency evacuation procedures have been developed for these facilities:**

Facility Name	Address	Primary Assembly Location	2 <sup>nd</sup> Assembly Location



## Appendix A – Guidance for Multiple Types of Emergencies

### FIRE

#### Pull the Fire Alarm and Call 911 If you see smoke or flames:

##### Use CARE:

- **Contain** the fire by closing all doors as you leave.
- **Activate** the nearest Fire Alarm pull station (located near all building exits).
- **Report** the fire by calling 911.
- **Evacuate** or extinguish (in most cases, it is best to evacuate).

##### Use a Fire Extinguisher only if:

- You have been trained.
- You have your back to an unobstructed exit.
- You have a fully charged and proper type unit for the fire.
- The fire is contained, and you have reported the fire by calling **911** or activation of a **Fire Alarm Pull Station**.
- Everyone else has left the area.
- There is little smoke or flames.

##### Never fight a fire if:

- You lack a safe way to escape should your efforts fail.
- Fire has left its source of origin.
- You are unsure of the type of extinguisher you need or have.
- If you cannot control the fire within 30 seconds, abandon your efforts, close the door(s), and evacuate immediately.

**DO NOT** ignore an alarm signal, even if you have reason to believe it may be false!!

### MEDICAL EMERGENCY – If someone is injured or becomes ill:

- Stay Calm.
- Dial **911** and explain the type of emergency, the location, condition, and number of victims.
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger of further injury.
- Do not leave the injured person except to summon help.
- Comfort the victim until emergency medical services arrive.
- Render first-aid or CPR only if you have been trained.
- Have a list of people who are certified in CPR Basic Life Support and Stop the Bleed First Aid. In the case of an emergency, seek their assistance while awaiting the arrival of emergency medical personnel.
- Have someone stand outside the building to flag down Emergency Services when they arrive.

**BOMB THREAT**

If you receive a bomb threat, remain calm and:

**Obtain as much information as possible:**

- Write down the number from where the call is coming.
- Write down the exact time of the call.
- Write down as accurately as possible the statements made.
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc.
- Listen for background noises.
- Try to signal for someone else to also listen on the call.
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up.

**Keep caller talking, and ask as many questions as you can:**

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

**Call 911 immediately and then Campus Police at 575-646-3611.**

**SUSPICIOUS PACKAGE OR OBJECT**

If you have any reason to believe that a letter or parcel is suspicious?

**DO NOT Take a Chance, Call 911!**

- DO NOT touch the package or object.
- DO NOT tamper with the package or object.
- DO NOT attempt to move the package or object.
- DO NOT open the package or object.
- DO NOT put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

**Characteristics of Suspicious Packages**

- Special deliveries, foreign mail, or airmail.
- Restrictive markings such as “Confidential or “Personal”.
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles or misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.

## UTILITY FAILURE AND NATURAL DISASTER

**Utility Failures:** These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. NMSU's Facilities Services has procedures and personnel to deal with utility failures. For your personal safety, in the event of a utility failure:

- Remain calm and immediately notify NMSU Police at 575-646-3611.
- If the building must be evacuated, follow this departmental EAP.
- Unplug all electrical equipment (including computers) and turn off lights.
- Use a flashlight: Do not light candles or use other flames for lighting.
- Laboratory personnel:
  - Secure all experiments, unplug electrical equipment, and shut off any gases prior to evacuating.
  - Close all fume hoods and chemical containers.
- **Natural Gas Leak:**
  - Cease all operations.
  - Do not switch on lights or any electrical equipment. Electrical arcing can trigger an explosion.
  - **Call 911.**
- **Elevators:**
  - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help.
  - If it is safe for you to stay in the building, stay near the passengers until assistance arrives.
  - If you are trapped in an elevator, help will be there soon:
    - Remain calm
    - Use the Call Button to call NMSU Police for help.
  - Verify location of building and elevator to Police Dispatch.
  - Stay on phone until the police arrive.
  - Do not try to climb out or exit the elevator without assistance.
- **Floods:** Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. NMSU Police monitors the National Weather Service and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:
  - Secure vital equipment, records, and other important documents.
  - If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to NMSU Police at 575-646-3611 or to EHS & RM at 575-646-3327.
  - Move to higher, safer ground.
  - Shut off all electrical equipment.
  - If in a lab, secure all laboratory experiments.
  - Do not attempt to drive or walk through flooded areas.
  - Wait for further instructions on immediate action from Safety and Security Officials.
  - If the building must be evacuated, follow the instructions in this departmental EAP.
  - Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by NMSU Police.
  - If you are assisting with flood cleanup, report immediately to EHS&RM any oil, chemical, or radioactive materials suspected of mixing with flood waters.

## CAMPUS WIDE EVACUATION

The procedure for a campus-wide evacuation will vary, depending on the nature of the incident. In cases when a decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the incident. Other areas may be evacuated, depending on the nature of the incident.

This gradual evacuation is preferable to a total and immediate evacuation, as it identifies the populations that are in most danger, minimizing the likelihood of gridlock and congestion, and provides for first responder and emergency vehicles access.

On occasion, evacuation may include utilizing buses for the event, where:

- Large scale bus evacuations will follow the Incident Commander's directions for establishing transportation and evacuation routes. (In conjunction with NMSU Police Department, Parking and Transportation, and Environmental Health and Safety).
- Evacuation is for an extended period, 1 to 4 hours, and evacuees need protections from the environment. (Rain, extreme heat, or cold weather).
- If evacuated by bus, follow the instructions of the first responders and the vehicle operator.

## SHELTER IN PLACE/SAFE SHELTER

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows. It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

Shelter in place procedures will be initiated through the various notification systems used by NMSU.

- Stop classes and/or other operations.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions, they want immediate action where you are.
- Close and lock all doors, windows, and other openings to the outside. Cover the windows to remain not visible.
- If necessary/possible, turn off the heating or cooling system.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably.
- Choose room(s) with hardwired telephones to report emergencies, as cellular networks may be unavailable.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow the steps outlined in the [Active Killer section](#)
- Remain calm and await further instructions.
- **DO NOT** leave the room until directed to do so by a Police Officer.

## ACTIVE KILLER

Active killer or hostile intruder incidents often begin and conclude quickly, and the incident may be at any location within the university. This leaves faculty, staff, and NMSU police officers no time to coordinate response procedures with outside law enforcement and students. The response to a specific incident will be unique to each incident. However, there are general procedures that apply to all active assailant incidents.

### What Can you Do to Plan Ahead?

- Assess your surroundings
- Have a primary & secondary escape plan.

### RUN

- Leave your belongings behind.
- Evacuate whether or not others agree to follow.
- Help others escape, if possible
- Do not move wounded.
- Prevent others from entering an area where assailant may be.
- Move away from the source of the threat as quickly as possible.
- Keep your hands visible.
- Remain calm and call 911 when safe.

### HIDE

- Hide in an area out of view from assailant.
- Lock door or block entry to hiding place.
- Cover windows and turn off lights.
- Remain out of sight and quiet, silencing your phone.
- Do not open the door until someone can provide an identification badge.

### FIGHT

- Fight as a last resort
- Improvise weapons or throw items.
- Act with physical aggression.
- Attempt to incapacitate the shooter.
- Commit to your actions...your life depends on it.

### What to Do When Police Arrive:

- Respond appropriately
- Remain calm and follow officers' instructions.
- Raise your hands, spread your fingers, and **always keep your hands visible.**
- Do not make quick moves toward officers or hold on to them for safety.
- Avoid pointing, screaming, or yelling.
- Do not stop officers asking for help or directions.
- Evacuate the building in the direction the officers arrived at while keeping your hands above your head.
- For your safety, do not get upset or argue if an officer questions you. Do not resist, even if you are handcuffed and searched.

### Facility Management

- Account for all employees.
- Obtain the visitor log (if available).
- Identify employees and visitors who are onsite.
- Provide site and building maps to emergency responders (if available).
- Provide facility access to emergency responders.
- Ensure incoming emergency response personnel know where to stage.

### Informing 911

- Location of active shooter.
- Number of shooters.
- Physical description of shooters.
- Number and type of weapons the shooter has.
- Number of potential victims.

### NMSU Emergency Action Plan Acknowledgment

I acknowledge that I have received and read the NMSU Emergency Action Plan and will abide by the policies and procedures contained within it.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

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