



EASTERN NEW MEXICO UNIVERSITY

ROSWELL

EMERGENCY OPERATING PROCEDURES

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PREFACE

In accordance to OSHA Standard 29CFR 1910.38

This emergency procedures guide has been designed to provide a contingency manual for Eastern New Mexico University-Roswell administrators and employees in order to plan for campus emergencies. While the guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The procedures herein are expected to be followed by all administrators and employees whose responsibility and authority cover the operational procedures found in the guide. Campus emergency operations will be conducted within the framework of the Eastern New Mexico University-Roswell guidelines. Any exception to those crisis management procedures will be conducted by or with the approval of those administrators directing and/or coordinating the emergency operations.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Emergency Resource Committee for technical review. All changes recommended by the Emergency Resource Committee will be submitted in writing to the Administrative team for evaluation and recommendation. The President shall have the final authority for adoption.

85.1 EMERGENCY OPERATING PROCEDURES

1. **Purpose.** These Emergency Operating Procedures are designed to provide the Eastern New Mexico University-Roswell (ENMU-Roswell) administrators and employees a plan for institutional emergencies.
2. **Procedures.** The general procedures established to promote the foregoing purpose are:
 - A. The basic emergency procedures outlined in this manual are to enhance the protection of lives and property through effective use of ENMU-Roswell and community resources.
 - B. Frequent periodic training for emergencies, with reference to these Emergency Operating Procedures, which is necessary for effective emergency response.
 - C. Whenever an emergency affecting ENMU-Roswell reaches proportions that the situation cannot be handled by routine measures, the President, or his/her designee, may declare a state of emergency.
 - D. All requests for changes in these emergency procedures shall be submitted in writing to the Emergency Resource Committee for review. After approval, changes shall be submitted in writing to the Administrative team for evaluation and adoption.
3. **ENMU-Roswell Incident Commander.** The Emergency Operating Procedures for ENMU-Roswell operates under the “Incident Command System” – a system utilized by FEMA (Federal Emergency Management Agency) and many other organizations. Under this system a single Incident Commander directs all ENMU-Roswell resources. Although the ENMU-Roswell Incident Commander may consult with other individuals, it is imperative that all employees follow the decisions made by the Incident Commander
 - (1) As necessary the Incident Commander will relinquish Incident Command to Civil Authorities.

The ENMU- Roswell Incident Commander is the highest available individual on the following list:

Incident Commander

- | |
|---|
| <ol style="list-style-type: none">1. President2. Provost for Academic/Student Affairs3. Vice President for Business Affairs4. Vice President for Student Affairs |
|---|

NOTE: In the absence of the President/or designee, the Director of Safety/Security shall assume operational control of the emergency until properly relieved.

4. Contents. In addition to this first document (85.1), the Manual consists of the following documents:

A. Basic Procedures:

- 85.2 Direction and Coordination
- 85.3 Emergency Command Post
- 85.4 Emergency Resource Committee
- 85.5 Responsibilities
- 85.6 Notification System
- 85.7 On/Off Campus Sources of Assistance
- 85.8 Reporting Emergencies
- 85.9 Evacuation Procedures
- 85.10 Media Relations
- 85.11 Training and Preparedness

B. Emergencies covered by this manual are:

- 85.12 Medical and First Aid
- 85.13 Missing Person
- 85.14 Bomb Threat
- 85.15 Explosion or Similar Incident
- 85.16 Fire
- 85.17 Chemical, Biological, or Radiological Spills
- 85.18 Terrorism
- 85.19 Psychological Crisis
- 85.20 Hostile Intruder (a/k/a Emergency Lockdown)
- 85.21 Civil Disturbance
- 85.22 Weather Emergencies (Including Class Cancellation)
 - Winter Storms
 - Thunder Storms
- 85.23 Tornado
- 85.24 Earthquake
- 85.25 Utility Failure

C. Appendix:

- 85.26 Maps

5. Administration. The President or his/her designee shall serve as the overall University Incident Commander during any major emergency or disaster.

6. Definitions of an Emergency/Initiating Action. The following definitions for an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

- A. **Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of ENMU-Roswell.
 - B. **Major Emergency:** Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of ENMU-
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- C. Roswell. Major procedural considerations and decisions will usually be required from the ENMU-Roswell administration.
- D. **Disaster:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of ENMU-Roswell. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.
- E. **Initiating Action.** During any campus major emergency or disaster, ENMU-Roswell Campus Safety/Security shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities, including immediate notification of the President or designee.

7. Declaration of a State of Emergency. The authority to declare a campus state of emergency rests with the President or his/her designee as follows:

- A. In a major emergency or disaster situation ENMU-Roswell Campus Safety/Security shall immediately consult with the President or his/her designee regarding the emergency/disaster and the possible need for a declaration of a campus state of emergency.
 - B. When this declaration is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Unauthorized persons remaining on campus may be subject to arrest.
 - C. Only those faculty and staff members who have been assigned emergency resource team duties will be allowed to enter the immediate disaster/disturbance site.
 - D. The state of emergency procedures included in documents 85.2 through 85.6 shall be followed. *Please note that documents 85.2 through 85.6 contain some procedures also applicable to situations not declared a state of emergency.*
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85.2 DIRECTION AND COORDINATION

- 1. Incident Commander.** As stated in document 85.1, all emergency operations shall be directed by the Eastern New Mexico University-Roswell (ENMU-Roswell) President or the President's designee based on the following priority:

First: Provost for Academic/Student Affairs

Second: Vice President for Business Affairs

Third: Vice President for Student Affairs

Note: as stated in 85-1

In the absence of the President or designee, the Director of Safety/Security shall assume operational control of the emergency until relieved.

- 2. Emergency Coordinator.** All emergency operations shall be coordinated by the Safety Officer, which means that he/she shall have direct operational control of the emergency/disaster.
 - 3. Emergency Resource Team.** If a state of emergency is declared, the Emergency Resource Team shall operate to coordinate and implement the emergency operation. See document 85.4 for details.
 - 4. Director and Coordinator Contact Information.** The attached addendum contains primary contact information, and will be updated as required.
 - 5. First Responders.** The New Mexico State Police are the ENMU-Roswell first responders and will take control of any incident which requires civil authorities.
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85.2 DIRECTION AND COORDINATION ADDENDUM

*PRIMARY CONTACT INFORMATION

<u>Title</u>	<u>Office Number</u>	<u>Home Number</u>	<u>Cell Number</u>
President	(575) 624-7111	(575)624-1426	(575)626-2952
Provost Academic/Student Affairs	(575)624-7160	(575)208-0880	(727)457-6200
VP for Business Affairs	(575)624-7210	(218)280-7871	(575) 420-3378
VP for Student Affairs	(575)624-7159	(575)347-5476	(575) 317-6158
Director of Community Relations	(575)624-7403	(575)625-9522	(575) 317-6151
Director of Campus Security	(575)624-7110	(575)626-0654	(575)626-7597
Campus Safety Officer	(575)624-7110	(575)840-4510	(575)626-7597

* This information is subject to change and will be updated as required.

85.3 EMERGENCY COMMAND POST

1. **Responsibility for Establishing Command Post.** When a major emergency or disaster occurs, or is imminent, it shall be the responsibility of the Eastern New Mexico University-Roswell (ENMU-Roswell) Safety Officer to set up and staff an appropriate Emergency Command Post if so directed by the President or his/her designee.
 2. **Field Emergency Command Post.** If the emergency involves only one building or a small part of the campus, a Campus Security vehicle is to be placed as near the emergency scene as is reasonably possible. The Safety Officer or a Campus Security officer is to staff the command post at all times or until the emergency ends. Field Emergency Command Post equipment shall include:
 - A. The Emergency Operating Manual
 - B. Barrier tape/ropes and cones.
 - C. Cellular phone.
 - D. First aid kit(s).
 - E. Campus telephone directory and a local telephone directory.
 3. **General Emergency Command Post.** If a state of emergency is declared, the Command Post shall be set up in a location determined by the Safety Officer.
 4. **Conference Room.** If a state of emergency is declared, a conference room with facilities for the emergency teams or the media crews, and with multiple telephones and electrical appliances may be desirable. The College Services Center Admin Conference room is the primary location with an alternate site at the AMT Conference room.
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85.4 EMERGENCY RESOURCE COMMITTEE

1. Membership. The Eastern New Mexico University-Roswell (ENMU-Roswell) Emergency Resource Team shall consist of the following:

- | | |
|---|--------------------------|
| A. President or designee | Incident Commander |
| B. Provost for Academic/Student Affairs | Instruction |
| C. VP for Business Affairs | Administration |
| D. VP for Student Affairs | Students |
| E. Safety Officer | Emergency Coordinator |
| F. Director of Physical Plant | Damage Control |
| G. Director of Security | Security |
| H. Director of Community Relations | Public Information |
| I. Loss Prevention and Control Chair | Environmental Compliance |

2. Notification. In a state of emergency, the Safety Officer shall immediately begin contacting all necessary members of the Emergency Resource Team.

3. Duties. Emergency Resource Team members shall coordinate as necessary with the Safety Officer for implementation and coordination of the campus operation plan and support as it pertains to their areas. Team members shall be kept in constant communication with the Emergency Command Post. General responsibilities of the team members are listed below.

A. Incident Commander. The duties of the President or designee shall include:

1. Responsibility for the overall direction of the institutional emergency response.
2. Declaring and ending, when appropriate, the campus state of emergency as provided for in document 85.1 of this manual.
3. Notification of, and conduct of liaison activities with, the President of Eastern New Mexico University, Board of Regents, and state and federal agencies as necessary.

B. Emergency Coordinator. The duties of the Safety Officer shall include:

1. Responsibility for the overall coordination of the ENMU-Roswell emergency response.
 2. Determination of the type and magnitude of the emergency and establishment of the appropriate emergency command post.
 3. Initiation of immediate contact with the President or designee.
 4. Notification of the security officers and other institutional personnel, as necessary, in order to maintain safety and order; including traffic control, access and perimeter control and internal security patrols as needed.
 5. Performance of other related duties as may be required.
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C. Damage Control. Duties of the Director of Physical Plant shall include:

1. Provision of equipment and personnel as necessary.
2. Obtaining the assistance of utility companies as required.
3. Furnishing emergency power and lighting systems as required.
4. Surveying of habitable space and relocating essential services and functions.
5. Provide for emergency generation of power.
6. Implementation of immediate and appropriate action to protect life, property, and to safeguard records as necessary, including provision for storage of vital records at an alternate site and coordination with building and safety representatives.
7. Monitoring campus emergency warning and evacuation systems.
8. Obtaining assistance from city, county, state and federal government for radiological monitoring and first aid as required.
9. Provision of equipment and an alternate site for the Emergency Command Post, including telecommunications, as needed.
10. Performance of other related duties as may be required.

C. Campus Security. All members of Campus Security shall report to, and remain available on campus as required by the Safety Officer. Maintain safety and order; including traffic control, access and perimeter control and internal security patrols as needed.

D. Public Information. The duties of the Director of Community Relations shall include:

1. As requested by the President or designee, establishment of liaison with the news media for dissemination of information.
2. Preparation of news releases and other releases to the media concerning the emergency for approval of the President or designee.
3. Performance of other related duties as may be required.

E. Environmental Health and Compliance. The Campus Safety Officer and the Chair of the Loss Prevention and Control Committee shall provide assistance with environmental health and safety matters in coordination with the Director of Physical Plant.

85.5 ADMINISTRATIVE RESPONSIBILITIES

1. **President.** As stated in previous parts of this manual the President, or their designee, as the Incident Commander, shall be responsible for the overall direction of Eastern New Mexico University-Roswell (ENMU-Roswell) emergency operations.
2. **Administrators, Deans, Directors of Administrative Units.** Every director of an administrative unit has the following general responsibilities prior to and during any emergency:

Emergency Preparedness. Responsibilities for emergency preparedness shall include:

1. Distribution of building evacuation information to all employees with follow up discussions, on-the-job training or explanation as required.
2. Allowance of time for training employees in emergency techniques such as fire extinguisher usage, AED, first aid, CPR and building evacuation procedures.
3. Any needed liaison with the Safety/Security Officer or Campus Security for assistance.
4. Appointment of a specific person as building coordinator for every activity under their control.

Emergency Situations. Responsibilities in emergency situations shall include:

1. Informing all employees under their direction of the emergency condition.
2. Evaluation of the impact the emergency has on their activity and taking appropriate action, which may include ceasing operations and initiating building evacuation.
3. Maintenance of emergency telephone communications with appropriate officials (in the case of a state of emergency, the Emergency Resource Team).

3. Supervisors. The responsibilities of each supervisor shall include:

Education of their students and/or employees concerning ENMU-Roswell emergency procedures as well as evacuation procedures for their building and/or activity.

Informing their students and/or staff of emergency and initiating emergency procedures as outlined in this manual.

Evaluating, surveying and estimating their assigned building facility or activity in order to determine the impact a fire, tornado, earthquake or other emergencies could have on their facility.

Reporting all safety hazards to the Physical Plant, the Safety and Loss Control Committee and to the Safety Officer; promptly initiating work orders allowing Physical Plant to reduce hazards and minimize accidents.

4. **IMPORTANT: All students, staff and faculty shall be informed of the need to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken.**
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85.6 NOTIFICATION SYSTEM

1. **Means of Notification.** The campus utilizes **Voice-Over Independent Protocol Telephone Systems** as the primary means of emergency notification in specific offices and all classrooms. **Text messaging** will be used for individual notification. These dual systems shall be used for the immediate transmission of specific information regarding an emergency to all affected areas of the Eastern New Mexico University-Roswell (ENMU-Roswell) campus. The IP phones are located in specific offices and all classrooms.
 2. **IMPORTANT:** During an emergency, campus phones must be restricted to emergency use only. Text messaging **WILL NOT** be used by emergency responders as incident communication. In the absence of phone services, the Physical Plant or the Safety Officer may provide runners for emergency notification, contingent upon available personnel.
 3. **Manner of Notification.** The manner of notification of an emergency shall be as follows:
 - A. The University Security officer on duty shall immediately notify the Director of Security and the Safety Officer of the campus emergency. The Director shall initiate the notification system by contacting the President or his/her designee.
 - B. The appropriate chain of command, in the absence of the President, is as follows:
 1. Provost for Academic/Student Affairs
 2. Vice President for Business Affairs
 3. Vice President for Student Affairs
 - C. The Director of Community Relations and the Director of the Physical Plant shall be notified when warranted.
 - D. Each ENMU-Roswell administrator, upon receiving notification of a campus emergency, shall pass the same information along to those departments/offices under their direction.
 4. **Emergency Messages.** The Security office will initiate the approved emergency message via Voice Over phones or text messaging with the appropriate message.
 - A. Weather emergencies and class cancellation.
 - B. Emergency messages.
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85.7 ON/OFF-CAMPUS SOURCES OF ASSISTANCE

1. **On-Campus Assistance.** The following are Eastern New Mexico University-Roswell (ENMU-Roswell) departments and state and federal agencies which may be contacted for assistance in an emergency:
 - A. **Campus Security** is available 24 hours a day. When dialing from an ON-CAMPUS telephone, dial **180 or 181**. The Security Office is located in the IC building rm. 111.
 - B. **Campus Safety Office** during business hours from 8 a.m. to 5 p.m. When dialing from an ON-CAMPUS telephone, dial **110**. The Safety Office is located in the IC building rm. 111. Additionally, police help is readily available from the **New Mexico State Police**. When calling from an on-campus telephone **911 or (575)622-7200**.
 - C. **Physical Plant** during business hours from 7 a.m. to 5 p.m. dial **172**. Skilled workers are available from Physical Plant at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:
 1. **Utilities:** Repairs to water, gas, electric and sewage systems.
 2. **Structures:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
 3. **Equipment:** Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoe, fork lifts, etc.
 4. **Transportation:** Sedans, multi-passenger busses and vans, light trucks, dump trucks and tractors.
 - D. **Purchasing Office.** Here emergency procurement of materials and services can be arranged in direct support of any contingency.
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Off-Campus Assistance.

E. NM State Police	911 or (575)622-7200
F. Chaves County Sheriff	911 or (575)624-6500
G. Roswell Police Dept.	911 or (575)624-6770
H. Local Fire Department and Paramedic Units	911 or (575)624-6800
I. Ambulance Services	911
J. Chaves County Emergency Manager	624-6770 ext. 129
K. State Health Office	624-6050
L. Local Hospital	(575)622-8170
M. American Red Cross:	(575)622-4370
N. Chaves County Road Department:	(575)624-6610
O. New Mexico Highway Department:	(575)624-3300
P. Salvation Army:	(575)622-8700
Q. New Mexico National Guard Armory:	(575)347-3500
R. State of New Mexico Office of Emergency Services	(575)624-6770 #129
S. Federal Emergency Management Agency	1-800-426-5460
T. New Mexico Environmental Improvement Division	(575)624-6046
U. Chaves County Commissioners - County Clerk	(575)624-6614
V. Governor's Office	1-505-827-3000
W. Poison Control	1-800-222-1222
X. Television Stations, Radio Stations and Newspapers	
KBIM-TV	(575)623-9100
KOAT-TV	1-800-734-1285
KOBR-TV	(575)625-8888 or (575)625-0689 (575)622-6450 or (575) 622-3980
KZ93/KSUP/KPSA Radio	1-800-530-4855
KEND Radio	(575)625-2098
KCRX Radio	(575)622-1432
Roswell Daily Record Newspaper	(575)622-7710

85.8 REPORTING EMERGENCIES

- 1. Notice.** At each administrative unit and work area at Eastern New Mexico University-Roswell (ENMU-Roswell) there is to be posted in a prominent place a notice containing instructions for reporting emergencies. The following is an example of such a notice:

CAMPUS EMERGENCY PROTOCOL

In situations requiring emergency assistance (EMT, Ambulance, and Fire Dept.):

CALL 911

Then **CALL Campus Security at 180**

Stay calm and carefully explain the problem and location to Campus Security.

DO NOT HANG UP UNTIL TOLD TO DO SO.

KEEP CALM

KEEP OTHERS CALM

Building Coordinators: _____

Location: _____

Telephone: _____

IMPORTANT

After any evacuation, you are to report to your designated assembly point. Remain there until a head count is taken and further instructions are given by the appropriate authorities. The Building Coordinators and the Supervisors of each area will take attendance and assist in accounting for all building occupants.

- 2. Updating Information.** It shall be the responsibility of the Building Coordinators to update the foregoing notice at the time of any changes in the information to be conveyed.



85.9 EVACUATION PROCEDURES

1. **Building Evacuation.** The following procedures shall be used in emergency evacuation of Eastern New Mexico University-Roswell (ENMU-Roswell) buildings, and a notice regarding these procedures shall be kept in a prominent place in each administrative unit and work area:
 - A. Building evacuations shall occur when an alarm sounds and/or upon notification by the Director of Campus Security, Safety Officer or the Building Coordinators.
 - B. When the building evacuation alarm is activated and/or upon notification by the appropriate individuals during an emergency, leave by the nearest marked exit and alert others to do the same.
 - C. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATORS IN CASES OF FIRE, TORNADO AND/OR EARTHQUAKE.
 - D. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.
 - E. DO NOT return to an evacuated building unless told to do so by an institutional official.
 - F. **IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. The Building Coordinators and Supervisors will take attendance and assist in the accounting for all building occupants.**
 2. **Campus Evacuation.** The following procedures shall be used in emergency evacuations of all or part of campus:
 - A. The Director of Campus Security or the Safety Officer will announce evacuation of all or part of the campus grounds.
 - B. All persons (student and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds, or completely off campus, as directed.
 - C. In cases where the Child Development Center and the Dormitories with Special Service Students are evacuated, their main evacuation point is the ILEA Building. Back-up to the ILEA Building is the VO-TECH.
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85.10 MEDIA RELATIONS

1. **Information/Media Assistance.** In emergency/crisis situations assistance with information and news media matters may be obtained at the Eastern New Mexico University-Roswell (ENMU-Roswell) Office of Community Relations. The telephone numbers are:
 - A. On campus, 404.
 - B. From off campus,(575) 624-7404.
 2. **Basic Guidelines.** ENMU-Roswell has two basic guidelines to observe in crisis situations:
 - A. Only the President, the President's designee or the Director of Community Relations shall meet with or talk to representatives of the news media.
 - B. Only factual information shall be released; no speculation shall be offered.
 3. **Other Guidelines.** Other Guidelines are:
 - A. Administrative and supervisory personnel shall report emergencies to the President or the President's designee and Campus Security. They should also be reminded not to speak to outsiders, especially to the media, on behalf of ENMU-Roswell. Complete details are to be made available to the President/designee, including:
 1. What it is,
 2. How it began,
 3. Who is involved,
 4. What is happening now, and
 5. What help has been called.
 - B. Other senior administrators shall be informed as soon as possible.
 - C. The President, the Director of Community Relations and any other senior administrators involved shall confer to decide on the appropriate release of information.
 - D. All calls from representatives of the media are to be referred directly to the Community Relations Office.
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85.11 TRAINING AND PREPAREDNESS

1. **Appropriate Preparedness.** For the safety of its students and staff, Eastern New Mexico University-Roswell (ENMU-Roswell) shall provide such emergency preparedness as is reasonably available without undue interference with its normal and effective operation, which includes many diverse group and personal activities. Such preparedness shall include the following:
 - A. The Emergency Operations Procedures shall be published and distributed in sufficient numbers to enable all administrative and supervisory staff to use it as a training tool.
 - B. The Emergency Action Cards shall be published and distributed to Administrators and Building Coordinators.
 - C. An Emergency Procedures pamphlet shall be widely distributed, including distribution to all new students and new employees.
 - D. The telephone numbers to call for emergency police, fire, medical and other services shall be published, posted, and distributed in a manner designed to enable all students and staff to have those numbers available to them.
 - E. ENMU-Roswell shall have emergency training available for administrative, instructional, and residential units; though the scheduling of training must be left to each unit.
 2. **Training Sources.** The primary source of training for emergency preparedness is the Emergency Operating Procedures, and a review of that document may prove sufficient for most administrative, academic, and residential units. Other sources of emergency training include:
 - A. Campus Security
 - B. Loss Control Coordinator
 - C. Human Resources
 - D. Physical Plant
 - E. Safety Office
 - F. Chaves County Emergency Manager
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Amount of Training.

- G. Awareness of the basic emergency response guidelines provided in the Emergency Operations Manual is the goal of emergency training for students and staff. An opportunity for creating such awareness shall be provided annually or as deemed necessary by the President, and each administrative, instructional, and residential unit shall provide the opportunity for such training.
- H. New employees shall be made aware of the basic emergency response guidelines provided in the Emergency Response Manual at the time of their new employee orientation.

3. Emergency Telephone Number Cards. Each administrative unit shall inform its employees of telephone numbers to use in an emergency. The Director of the Residence Hall should so inform students living in the residence hall.

4. Administration and Governance. Responsibilities for emergency training and preparedness shall be as follows:

A. The administration shall follow the same lines of authority as does the general administration of ENMU-Roswell.

B. With regard to governance:

1. The Loss Prevention and Control Committee shall:

- Review the Emergency Operating Procedures periodically and make appropriate recommendations for revisions to the Emergency Resource Committee.
- Review other emergency preparedness matters as they arise and make recommendations to the appropriate administrative offices and governance bodies.

2. The Administrative Team shall consider such emergency preparedness matters as are referred to it by the Emergency Resource Committee and make appropriate recommendations to the Administrative Committee or other governance bodies regarding those and other emergency preparedness matters.

3. The Administrative Team shall consider the recommendations of the Emergency Resource Committee and of the Administrative Committee and act appropriately on those and other emergency preparedness matters.

85.12 MEDICAL AND FIRST AID

1. **Emergency Call.** If serious injury or illness occurs on campus, immediately dial **9-911** and **180 or 181**. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.
 2. **First Aid.** In case of serious injury or illness, any medically trained personnel present should quickly perform the first aid:
 - A. Keep the victim as still and comfortable as possible. **Do not move the victim.**
 - B. Ask the victim. "Are you okay?" and "What is wrong?"
 - C. Check breathing and give artificial respiration, if necessary.
 - D. Control serious bleeding by direct pressure on the wound. You must exercise caution so that you conform to Eastern New Mexico University-Roswell (ENMU-Roswell) procedures regarding blood-borne pathogens.
 - E. Continue to assist the victim until help arrives.
 - F. Look for an emergency medical I.D. Question witnesses and give all information to the paramedics.
 - G. Automated External Defibrillators are located on campus at:
 1. Instructional Center (Lobby)
 2. Physical Ed. Center (Lobby)
 3. Cafeteria (Entry way Lobby)
 4. Residence Halls (Club House)
 5. Arts & Sciences Building (Across from ladies room & vending area)
 6. Occupational Training Center (Hallway in front of room 118)
 7. Aviation Maintenance (Outside entrance to the secretary's office)
 8. Student Services (Lobby)
 9. Health Science Center (Vending Area)
 10. Patrol Car
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85.13 MISSING PERSON

Definition:

ENMU-Roswell will define a student as a “missing person” if the person’s absence is contrary to the usual pattern of behavior of the student and unusual circumstances may have caused the absence of the student. Circumstances can include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, or has been with or is in the company of persons who may endanger the student’s welfare.

Procedures:

1. Emergency Contact Information Designation
 - A. Students age 18 and over or emancipated minors will be given the opportunity during each semester to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with these procedures. A designation will remain in effect until changed or revoked by the student.
 - B. In the event a student is under the age of 18 that is not emancipated and determined to be missing pursuant to the procedures listed below, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures.
 2. The following procedures will be followed in a missing person case:
 - A. The procedures are enacted as soon as a student is reported missing.
 - B. Alert Campus Security Staff, Student Services, the Housing Director and Resident Assistants to the situation. A picture should be published and given to the staff.
 - C. The Security Office will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, etc.) Appropriate campus staff will be notified to aid in the search for the student.
 - D. The following resources or persons should be contacted immediately to try and determine any points of contact with the University:
 1. Call missing student’s cell phone and send a text message
 2. Interview roommates, suitemates and known friends
 3. Look at social networking sites such as Facebook for any activity
 4. Check the dining hall to see when the last time the student’s ID was scanned
-

5. Check with faculty members to see when the student was in class or if they have had contact
 6. Attempt to locate student's vehicle on campus
 7. Campus Security will contact area hospitals and law enforcement to see if they can provide any information
- E. If, after an investigation by Campus Security and the Student Services Staff, the resident is determined to be missing, the Vice President for Student Affairs (or designee) will contact the student's parent or designated emergency contact person.
- F. After parental notification, law enforcement will be called to report the person as missing. A description and picture along with any other information will be provided to law enforcement agency. Campus Security will continue assist local law enforcement in the investigation and coordinate its efforts with in full compliance with legal obligations and established police procedures.
3. Campus Communication Regarding Missing Students
- A. In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult the college's Community Relations Office. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the Security Office, who shall refer inquiries and information to law enforcement authorities.
 - B. Notify the Community Relations Office and refer outside inquires to the Community Relations Office.
 - C. The Security Office will provide the Housing Director or designee timely and continuous notification of the status of the investigation until the case is closed.
 - D. Prior to providing the community with any information about a missing student, the Community Relations Office shall consult with the Security Office and with local law enforcement authorities to ensure that communications do not hinder the investigation.
-

Reported Missing Person Checklist

Name of student reported missing _____

Residence hall address _____

Phone number(s) _____

Names and contact information of known student friends/relationships _____

If employed, name of employer _____

Name of person reporting the student as missing _____

Telephone number and email address to reach reporting person _____

Relationship to missing student _____

Why is the student considered "missing" by the reporter? _____

When was the student last heard from? By whom? _____

How often does the student contact the reporting person and how long is the contact overdue? _____

What were the student's last reported plans? _____

If the student was traveling, what was the destination and when was the student expected to return? _____

Did the reported plans involve others and, if so, what are their names? _____

Is there any reason to believe that the student is in danger of harm? _____

Has the reporting person contacted law enforcement to file a missing person's report? What law enforcement authority has been contacted? If not, why not? Encourage the person to make such a report (explain the value of a first-person report versus a third-person report). _____

Confidential Contact Information

Print full name (last name first)

Student ID Number

Street address (home)

City

State

Zip

Residence hall and room number

Cell phone number

Date of Birth

Print confidential contact name

Street address (home)

City

State

Zip

Residence hall and room number (if applicable)

Phone number

Does this confidential contact have any informational sheets with your photograph, personal information, fingerprints, etc.? **YES NO**

Does this confidential contact understand that in the event you are reported missing he/she will be the sole contact for University or law enforcement officials? **YES NO**

Do you wish to have University or law enforcement officials contact your parent(s) and/or legal guardian(s) in the event you are reported missing with investigative information? **YES NO**

If I am under 18 years of age and not legally emancipated (by court order, no longer under the control or responsibility of parents), I understand that University or law enforcement officials must contact my custodial parent(s) and/or legal guardian(s) with details of the investigation. If I am under 18 years of age and legally emancipated, I have included a copy of the appropriate legal document to verify the emancipation.

I may change any of the above information at any time, in writing, with ENMU-Roswell by resubmitting this document. I understand that completing the appropriate confidential contact information and any supplemental information documents does not guarantee any investigative results. As such, I release ENMU-Roswell, its employees, subsidiaries, and any other assisting law enforcement agencies, of any liability associated with the investigation.

Signature of Student

Date

Printed Name of Student

85.14 BOMB THREAT

1. **Purpose.** These procedures are established to help Eastern New Mexico University-Roswell (ENMU-Roswell) personnel react quickly and effectively to a notification that an explosive device has been placed in an ENMU-Roswell building or area. Timely compliance with these procedures is designed to minimize the possibility of human casualties and property damage.
2. **Responsibilities.** The responsibilities during bomb threat incidents shall be as follows:
 - A. The New Mexico State Police is ENMU-Roswell's first contact in emergency situations and will take charge of the situation after their arrival on the scene.
 - B. Campus Security and the Building Coordinators will evacuate the affected building. Campus Security will handle crowd control, traffic control and assist in the search with keys and codes to enter buildings and classrooms. The Safety Officer will notify the President's office and the Vice Presidents as soon as possible.
3. **Communications Procedures.** The communications procedure during a bomb threat situation shall be as follows:

When a bomb threat is received by the ENMU-Roswell telephone operator or other ENMU-Roswell personnel, the person **will follow** the procedures listed below.
4. **All clear Procedures.** The all clear will be given to President or their designee by the Incident Commander.

History has shown that the most Bomb Threats are false in nature. Actual bombings usually occur without warning. However, all Bomb Threat will be taken very seriously.

BOMB THREAT

If you are the person receiving a Bomb Threat remain calm, and talk to the person as long as you can.

Wave the **yellow** Bomb Threat card in the air to get attention of someone in the area. Give the card to the first **competent** person to respond to you. They will follow the procedures on the card and call **9-911** and Campus Security **ext180**. The **red** card gives a complete description of what is taking place and the procedures to follow. An example of these cards can be found after the Bomb Threat checklist sheet.

1. The person receiving the call should try to keep the caller on the line, obtaining as much information as possible.
 2. Ask for specifics such as time of detonation, description of bomb, location, etc. Use the red forms located by the phone. If there is not a form by the phone then use the one on the next page of this Plan.
 3. After the caller has hung up, ensure 911 and the Safety/Security Department at ext. 180 or 181 has been called.
 4. Relay all of the information you have gathered from the caller to Campus Safety/Security.
 5. Searching for the alleged bomb: Ordinarily, persons working in the area of a bomb threat will be best qualified to expedite a search for a suspicious package as they are the most familiar with their work area. Emergency personnel will request someone to assist them with the search.
 6. If an evacuation is needed, it will be initiated by Campus Safety/Security Department.
 7. The threat card and checklist will be placed at all telephones that receive frequent incoming calls to the campus
-

BOMB THREAT CHECKLIST

Receiving a phone threat is not an everyday event. Use this form as soon as you recognize the call as a threat. Keep this form on your desk for reference, and fill in the blanks.

Note: Reference your caller ID and write the number down

1. When will bomb explode? _____
 2. Where is the bomb now? _____
 3. What does it look like? _____
 4. What kind of bomb is it? _____
 5. What will cause it to explode? _____
 6. Why is it here? _____
 7. What is my name? _____
 8. What is your name? _____
 9. What is your address? _____
 10. What was the EXACT wording of the threat? _____
 11. **Caller Characteristics:** Sex of caller? _____ Race? _____ Age? _____
Nationality _____ Number where call was received _____
Length of call _____ Time _____ Date _____ Who received it _____
 12. **The Caller was:** Calm _____ Angry _____ Excited _____ Slow _____ Rapid _____
 13. Soft _____ Loud _____ Distant _____ Laughing _____ Crying _____ Normal _____
Deep Breathing _____ Slurred _____ Nasal _____ Lisp _____ Stutter _____
Ragged _____ Disguised _____ Familiar Voice _____ Deep _____ Accent _____
Type of Accent _____
 14. **Background noises:** Voices _____ PA systems _____ Music _____ Bar _____
Motor _____ Traffic _____ Office _____ Static _____ Clear _____
Machines _____ Local _____ Long Distance _____ Cellular _____
 15. **Threat Language:** Well Spoken _____ Foul _____ Irrational _____ Taped _____
Message _____ Prepared Message _____ Incoherent _____
 16. What observations did you notice about call and caller? _____

 17. Your Name _____ Title _____
Office Number _____ Date _____
 18. Who did you notify? _____ Time _____
-

BOMB THREAT NOTIFICATION CARD

“REMAIN CALM”

If you are being handed this card by someone on the phone,
They are currently receiving a Bomb Threat.

Call 911

AND

Campus Safety/Security at 180 or 181

Give the location of the person receiving the call, and any additional
Information you can gather.

85.15 EXPLOSION OR SIMILAR INCIDENT

1. **Instructions.** Employees and students of Eastern New Mexico University-Roswell (ENMU-Roswell) should take immediate action in case of an explosion or similar incident. Instructions, in the event a mishap, such as an explosion or a similar incident on campus occurs, are as follows:
 - A. **During.** Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
 - B. **After.** After the immediate effects of the explosion have subsided,
 1. Call **911 and** Notify Campus Security (dial **180 or 181**) for off-campus emergency assistance and the Physical Plant (dial **172**). Give your name and describe the location and the nature of the emergency.
 2. If necessary, or when directed to do so, activate the building alarm and notify the Building Coordinator. Report the emergency by telephone.
 2. **Evacuation.** In an emergency the building evacuation procedures set forth in section 85.9 shall be implemented.
-

85.16 FIRE

1. **Instructions.** Employees and students of Eastern New Mexico University-Roswell (ENMU-Roswell) should take immediate action in case of fire or smoke. The instructions in all cases of fire or smoke are as follows:
 - A. **Before.** All faculty, students and staff shall have the opportunity to:
 1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. (Training and information are available through Campus Safety/Security, Office of Human Resources and the Physical Plant).
 2. Know that in all cases of fire, Campus Security (**180 or 181**) and the Physical Plant (**172**) must be notified immediately.
 - B. **During Controllable Fire.** If a fire appears controllable:
 1. Immediately contact the Roswell Fire Department (call **9-911**) and Campus Security (dial **180 or 181**).
 2. Evacuate the building if appropriate.
 3. Promptly obtain a fire extinguisher. Direct the charge at the base of the flame.
 2. **During Uncontrollable Fire.** If a fire does not appear controllable:
 - A. Immediately contact the Roswell Fire Department (call **9-911**) and Campus Security (dial **180 or 181**).
 - B. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen.
 - C. Do not lock doors.
 - D. If an emergency exists, activate the building alarm and/or notify the Building Coordinators. Report the emergency by telephone.
 - E. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
 3. **Evacuation.** In an emergency the building evacuation procedures set forth in section 85.9 shall be implemented.
-

85.17 CHEMICAL, BIOLOGICAL OR RADIOLOGICAL SPILL

1. **Call Campus Security and Physical Plant.** Any spillage of a hazardous chemical, biological or radiological material shall be reported immediately to Eastern New Mexico University-Roswell (ENMU-Roswell) Physical Plant (dial **172**) and to Campus Security (dial **180 or 181**). When reporting, be specific about:
 - A. The nature of the involved material.
 - B. The exact location.
 2. **Vacate and Seal the Area.** The key person on site must evacuate all personnel from the affected area at once and seal off the area by closing doors/windows to prevent further contamination of other areas until the arrival of Physical Plant personnel.
 3. **Evacuation.** If directed by Campus Security to evacuate, the building evacuation procedures set forth in section 85.9 shall be implemented immediately.
 4. **Shelter in Place.** After the initial evaluation, Campus Safety/Security may issue a Shelter in Place (Refer to 85.20-3, 7, and 8).
 5. **Persons Contaminated.** Anyone who may be contaminated by the spill shall avoid contact with others as much as possible, remain in the vicinity and give their names to Campus Security.
-

85.18 TERRORISM

- 1. Potential or Suspected Terrorism.** If the campus receives information from a credible source that a terrorist act involving the campus may be imminent, the President or the President's designee shall declare an emergency and, as appropriate, follow the procedures set forth in the Emergency Operating Procedures.
 - 2. A Terrorist Event.** In the event of an act of terrorism or suspected terrorism, the procedures set forth in the Emergency Response Manual for the particular type of dangerous event that occurs shall apply.
 - 3. Support and Coordination.** In the event of suspected terrorism or of an act of terrorism, the campus shall coordinate emergency procedures with local law enforcement agencies, fire departments, emergency military personnel in the area, the Federal Bureau of Investigation; and the campus shall seek all sources of assistance needed from those agencies.
 - 4. Weapon of Mass Destruction – Definition**
A Weapon of Mass Destruction includes biological, chemical, incendiary, nuclear or highly explosive material and any combination thereof.
 - 5. General Guidelines**
Emergency action steps will depend upon the type of device and/or agent used and whether it is used on-campus, in a campus building or off-campus. The University has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.
 - 6. Action Steps for Initial Responders**
 - A.** Notify Security, who will initiate procedures from 85.1 of the Emergency Operating Procedures
 - B.** In most cases Authorities will set-up an Incident Command Center upwind of the hazard
 - C.** Avoid Contamination
 1. At the point of the release
 2. By exposed individuals
 3. Limit access in the area to those responsible for rescue or material/device analysis
 - D.** Do not touch or move any Suspicious Object
 1. Evacuate the area
 - E.** If an Unknown Material has been released
 1. Facilities will shut down ventilation systems
 2. If the release is internal, secure the affected area and evacuate
 3. Affected individuals should quarantine themselves at a safe location
 4. If the release is external, secure the perimeter and do not evacuate
 - F.** If a hazardous release occurs off-campus
 1. If the contamination is expected to affect the campus, you will be given instructions to remain indoors
 2. If the contamination is not expected to affect the campus, you will be given instructions on avoiding any contaminated areas.
-

85.19 PSYCHOLOGICAL CRISIS

1. **Definition.** A psychological crisis exists when an individual is:
 - A. Threatening harm to himself/herself or to others, or
 - B. Out of touch with reality.
 2. **Instructions.** If a psychological crisis occurs:
 - A. Do not try to handle a dangerous situation without help.
 - B. Notify Campus Security (**180 or 181**). Clearly state that you need immediate assistance and:
 1. State your name
 2. State the location and area involved.
 3. Describe the situation.
-

**85.20 Hostile Intruder (a/k/a Emergency Lockdown)
Active Shooter**

1. Active Shooter

- A. Considered the greatest terrorist threat on any campus
- B. Nationally accepted law enforcement response plans became universal and are constantly practiced
- C. You need to be informed of law enforcement's response plan so you can take protective measures while awaiting assistance

2. Mentality of Active Shooter

- A. Desire is to kill and seriously injure without concern for his/her safety or threat of capture.
- B. Normally has intended victims and will search them out.
- C. Accepts targets of opportunity while searching for or after finding intended victims.
- D. Will continue to move throughout building/area until stopped by law enforcement, suicide, or other intervention.

**“SHELTER IN PLACE” seek COVER over CONCEALMENT.
“Cover” stops a bullet, “Concealment” does not!**

3. Your actions will influence others

- A. Stay Calm
- B. Assure others that you and the police/campus security are working to protect them

4. Secure the immediate area – whether classroom, bathroom, or office

- A. If you find yourself in an open area, immediately seek protection.
 - B. Lock the door. This may require advanced planning to ensure ability to lock the door (key and type of lock)
 - C. Most doors in campus buildings are solid core, and many walls are block and brick
 - D. Block the door using whatever is available - desks, file cabinets, books, other furniture, etc.
 - E. If the shooter enters your room and leaves, lock/barricade the door behind him
 - F. If it is safe, allow others to seek refuge with you
-

5. Put something between you and the shooter

- A. The shooter will not stop until his objectives have been met, unless engaged by law enforcement
- B. Consider the risk of exposure created by opening the door
- C. Attempts to rescue people should only be made if that can be done without further endangering the persons inside a secured area
- D. The shooter may bang on the door and yell for help to entice you to open the door
- E. Remember the safety of the masses versus the safety of a few
- F. If there is any doubt to the safety of the individuals inside the room, the area needs to remain secured

6. Treat the injured

- A. Remember basic first aid
- B. For bleeding apply pressure and elevate
- C. Be creative in identifying items to use for this purpose - clothing, paper towels, feminine hygiene products, news papers, etc.

G. Fire Alarms: Should the fire alarms sound, **DO NOT** evacuate the building unless:

- 1. You have firsthand knowledge that there is a fire in the building
- 2. You have been advised by Police/Security to evacuate the building

H. Doors, Windows, Openings, and Noise

- A. Close blinds, block windows, turn off radios and computer monitors if necessary
- B. Silence cell phones
- C. Keep occupants calm and quiet
- D. After securing the room, people should be positioned out of sight and behind items that might offer additional protection - walls, desks, file cabinets, etc.

9. Contacting Emergency Personnel

- A. Emergency 911 **then** contact Campus Safety/Security Department ext.180
- B. Turn cell phones to SILENT and, if possible, contact 911 from your shelter.

10. What to Report

- A. **Your specific location**
 - 1. Building name
 - 2. Your name
 - 3. Office/classroom number
 - 4. Number of people at your specific location
-

B. Injuries

1. Number of people injured
2. Types of injuries
3. Dispatcher may provide instructions on how to care for injured until medical assistance can be provided

C. Assailant(s)

1. Specific location
2. Number of assailant(s)
3. Race and Gender
4. Clothing color and style
5. Physical features – height, weight, facial hair, glasses
6. Type of weapons (rifle/shotgun, handgun)
7. Backpack
8. Do you recognize the shooter? What's his/her name?
9. Have you heard explosions separate from gunshots?

11. Law Enforcement Response

- A. Law enforcement will immediately respond to the area
- B. It is important for you to convey to others that help is on the way. Remain inside the secure area.
- C. Law enforcement's goal is to locate, contain, and stop the shooter
- D. The safest place for you to be is inside a secure room
- E. The shooter will not flee when law enforcement enters the building
- F. Remember the shooter's mindset is not escape.

12. Injured persons

- A. Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized
- B. You may need to explain this to others in an attempt to calm them
- C. Once the shooter is contained, officers will begin treatment and evacuation

13. Evacuation

- A. Safety corridors will be established. (This may be time consuming)
- B. Remain in secure areas until instructed otherwise
- C. You may be instructed to keep your hands on your head
- D. You may be searched
- E. You will be escorted out of the building by law enforcement personnel

14. The entire area will be treated as a crime scene

15. Once you have been evacuated you will not be permitted to retrieve items or access the crime scene.

16. After evacuation you will be taken to a holding area for medical care, interviewing, counseling, etc.

17. Some things to look for:

- A. Spill-over crime – suspect flees onto campus from off-campus incident elsewhere
- B. Workplace/classroom violence
- C. Disgruntled employee or student (look for signs at work/class and for return of terminated employee/student who has previously had an outburst at work/class).
- D. Recent Personnel Action
- E. Estranged husband/boyfriend, wife/girlfriend
- F. Poor social skills
- G. Look for drastic changes in a person's demeanor

18. Remember, the idea of a suspect is always changing

- A. We CANNOT predict the origin of a threat
- B. Assailants in some incidents across the country were not students or employees

19. Hostage Situations. What to do if taken hostage:

- A. Be patient. Time is on your side.
- B. Avoid drastic action. It is likely that the captor is emotionally unbalanced. Do not make mistakes that could hazard your well-being.
- C. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.

Do not speak unless spoken to and then only when necessary. Do not “talk down” to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare. Treat the captor like royalty. Attempt to establish rapport with the captor.

- D. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments.
- E. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- F. Be prepared to answer the police on the phone. If medications, first aid or rest room privileges are needed by anyone, say so.
- G. The captors probably do not want to harm persons held by them, as such, direct action further implicates the captor in additional offenses.

*Developed by: Ralph L. Hatley & Associates Security Operational Solutions ENMU-ROSWELL Security / Safety Department

85.21 CIVIL DISTURBANCE OR DEMONSTRATION

1. **General.** Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration at Eastern New Mexico University-Roswell (ENMU-Roswell) should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:
 - A. **Interference** with the normal operations of ENMU-Roswell.
 - B. **Prevention of access** to office, buildings or other ENMU-Roswell facilities.
 - C. **Threat** of physical harm to persons or damage to ENMU-Roswell facilities.

If any of these conditions exist, the Campus Security should be notified and shall be responsible for contacting and informing the President / designee. Depending on the nature of the demonstration, the appropriate procedures listed below shall be followed.

2. **Peaceful, Non-Obstructive Demonstrations.** Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct ENMU-Roswell business as normally as possible. However, if demonstrators are asked to leave, but refuse to leave by regular facility closing time:
 - A. Arrangements shall be made by Campus Security to monitor the situation during non-business hours; or
 - B. A determination must be made whether to treat the violation of regular closing hours as a disruptive demonstration, in which case the procedures set forth in section 3 or 4 below shall be followed.
 - C. In the event we have student protesters on campus, every effort will be made to coordinate the response through the Vice President for Student Affairs.
 3. **Non-Violent, Disruptive Demonstrations.** In the event that a demonstration blocks access to ENMU-Roswell facilities or interferes with the operation of ENMU-Roswell:
 - A. The Vice President for Student Affairs or his/her designee shall ask the demonstrators to terminate their disruptive activity.
 - B. The Vice President for Student Affairs shall consider having a photographer or personnel with a video camera available to record the event.
 - C. The Vice President for Student Affairs shall ask key ENMU-Roswell personnel and student leaders to go to the area and persuade the demonstrators to desist.
 - D. The Vice President for Student Affairs or his/her designee shall go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
 - E. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension, expulsion, or possible intervention by civil authorities, as follows:
-

“(Identify Self).”

This assembly and the conduct of each participant is seriously disrupting the operation of ENMU-Roswell and is in clear violation of the rules of ENMU-Roswell.

You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to ENMU-Roswell. In no event will the Administration accede to demands backed by force.)

Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Board of Regents, take whatever measures are necessary to restore order - including calling for police assistance.

Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to ENMU-Roswell disciplinary action.”

Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.

Effort should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs or videotape if deemed advisable.

The President, after consultation with the Safety Officer, Campus Security and the Vice President for Student Affairs, shall make a determination of the need for the intervention of civil authorities.

If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the New Mexico State Police, the remaining demonstrators will be warned of the intention to arrest as follows:

“(Identify Self).”

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of ENMU-Roswell, each of you is hereby suspended, subject to later review.

The New Mexico State Police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.”

4. Violent, Disruptive Demonstrations. In the event that a violent demonstration in which injury to person or property occurs or appears eminent, the President and the Vice President for Student Affairs will be notified:

A. During Business Hours:

1. In coordination with the Vice President for Student Affairs and Campus Security, the Safety Officer shall contact the NM State Police at **(575)622-7200** or call **911** in case of an emergency.
2. If he deems it advisable, the Vice President for Student Affairs will alert the President who may then call a photographer/video camera crew to report to an advantageous location for photographing the demonstrators.
3. The President, in consultation with the Vice President for Student Affairs, Safety Officer and Campus Security, shall determine the possible need for an injunction.

B. After Business Hours:

1. Campus Security should be immediately notified of the disturbance.
2. Campus Security shall notify the Safety Officer and the Vice President for Student Affairs and investigate the disruption.
3. The Vice President for Student Affairs shall:
 - Report the circumstances to the President.
 - Notify key administrators and, if appropriate, the administrator responsible for the building area.
 - Notify the Director of Community Relations.
 - Arrange for a photographer or video camera crew.
 - If necessary, the President or the Vice President of Business Affairs shall call for NM State Police assistance.

5. Campus Security. Campus Security may call for outside police assistance without counsel from others if it is deemed to be paramount importance to the safety of persons and property involved.

85.22 WEATHER EMERGENCY AND CLASS CANCELLATION

- 1. Decision to Cancel.** Circumstances such as inclement weather, national or state tragedies, threat to the safety of students and personnel, or other unforeseen events may dictate that the Eastern New Mexico University-Roswell (ENMU-Roswell) administration cancel classes or close the institution.
 - A. Such decision to cancel shall be made by the President or designee. This decision will be made in consultation with the President.
 - B. Provided, however, in the event of an immediate threat to the safety and well being of students and staff, Campus Security has authority to vacate buildings or areas.
 - C. Emergency class dismissal shall be coordinated with the Vice President of Instruction.
 - 2. Procedures.** In the event that an administrative decision is made to cancel instructional activities or close ENMU-Roswell, the following guidelines prevail:
 - A. The Director of Community Relations shall advise all local radio stations that ENMU-Roswell is canceling classes and/or that ENMU-Roswell is closed for any part of the day or the complete day. The Director of Community Relations shall ask the radio stations to make announcements during the broadcast day on a periodic basis.
 - B. In the event classes are canceled during instructional hours, appropriate notice shall be circulated to the appropriate instructional areas and should be announced to the students by the faculty member.
 - C. In the event ENMU-Roswell is to be closed during regular business hours, an electronic mail notice will be sent to all employees.
 - 3. Winter Storms**
 - A. The University will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.
 - B. Since no building or building content damage is expected, Faculty and Staff are not required to secure their work areas prior to being released.
-

4. Thunderstorms

- A. Observe the following rules if lightning is occurring or is about to commence:
 - 1. Avoid water fixtures, telephone lines, and any electrical conducting materials.
 - 2. Stay inside buildings and off campus grounds.
 - B. Campus buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes.
 - C. If you are working outdoors or not at work, depending on your location, keep the following in mind:
 - D. In your home or a building - follow the above-mentioned rules.
 - E. In your car - because cars are low profile and supported on rubber tires (an effective electric insulator) they are generally (but not always) safe from lightning strikes. Electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily true for convertibles).
 - F. In an open area - go to the nearest ditch or ravine and drop to your knees. There are a number of “**do not**s” to keep in mind. **Do not** do any of the following:
 - 1. stand in an open area
 - 2. stand underneath a tall tree (especially if it is in an isolated area)
 - 3. seek shelter in a small structure in an open area
 - 4. stand in or around a body of water
 - G. In a wooded area - go to a low area of small trees/bushes
 - H. Stay away from anything metal - farm equipment, golf clubs, wire fences, etc.
 - I. If you feel your hair standing on end, drop to your knees bend forward putting your hands on your knees. Do not lie flat on the ground.
-

85.23 TORNADO

1. **Watch and Warning.** The difference between a “Tornado Watch” and a “Tornado Warning” are:
 - A. **TORNADO WATCH** means **tornadoes are expected to develop**, and
 1. Stay tuned to your local radio and television stations for further development.
 2. Keep a portable radio and flashlight available in case of electrical outage.
 - B. **TORNADO WARNING** means **a tornado has been sighted**, and the Early Warning Sirens will sound a three-minute steady tone indicating a tornado warning.
 2. **Campus Instructions.** In the event of a tornado warning:
 - A. Students and guests need to follow instructions given by the building coordinators.
 - B. Seek shelter immediately.
 - C. If your building has an accessible basement, go there.
 - D. Otherwise, seek an interior space on the ground floor of your building.
 - E. If you are outdoors and you cannot get to a building, take shelter in a ditch or depression, lie flat, and cover your head. Stay away from large trees, metal poles and other possible electrical conductors.
 - F. Do not go to your parked car. If you are in a car, leave the car and follow the instructions above.
 - G. Stay tuned to your local radio station for further development.
 3. **At Home.** If you are at home, get away from windows, doors, and outside walls. Go to the basement, if possible. If you have no basement, go to the first floor bathroom, closet, or room at the center of the house. If possible, get under heavy furniture or cover your head with blankets or pillows. Stay tuned to your local radio station for further development.
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85.24 EARTHQUAKE

1. **Instructions:** Employees and students of Eastern New Mexico University-Roswell (ENMU-Roswell) should take immediate action to protect themselves in case of an earthquake. The instructions for an earthquake emergency are as follows:
 - A. **During.** During an earthquake, remain calm and quickly follow these steps:
 1. **IF INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
 2. **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 point.
 3. **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.
 - B. **After.** After the initial shock, evaluate the situation and, if emergency help is necessary, call Campus Security (dial **181**) or call **9-911** if off-campus emergency assistance is needed. Protect yourself at all times and be prepared for after-shocks. Additionally:
 1. Damaged facilities should be reported to the Physical Plant. Gas leaks and power failures create special hazards. Please refer to section 85.19, Utility Failure.
 2. If an emergency exists, activate the building alarm and/or notify the Building Coordinator. Report the emergency by telephone.
 2. **Evacuation.** In an emergency, the building evacuation procedures set forth in section 85.9 shall be implemented as expediently as possible.
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85.25 UTILITY FAILURE

1. **General Instructions.** In the event of a utility failure:
 - A. **During work hours.** If a utility failure occurs during regular working hours (7:00 a.m. through 5:00 p.m., Monday through Thursday and 8:00am through 12:00pm on Friday), immediately call the Physical Plant (dial **172**). If no answer, call Campus Security (dial **180 or 181**).
 - B. **After hours.** If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, call Campus Security (**180 or 181**). After midnight, the on-call mechanic (**575-317-6182**)
 - C. **Emergency.** If an emergency exists, activate the building alarm or notify the Building Coordinator. Report the emergency by telephone. If there is no phone available, Campus Security is located in the Instructional Center room 111.
 2. **Evacuation.** In an emergency, the building evacuation procedures set forth in section 85.9 shall be implemented.
 3. **Specific Instructions.** Additional instructions for specific types of utility failures are as follows:
 - A. **Electrical/Light Failure.** In the event of the failure of emergency lighting in corridors and stairs for safe exiting, it is advisable to have a flashlight available for emergencies at night or for those buildings requiring light to exit the building.
 - B. **Elevator Failure.** If trapped in an elevator turn on the emergency alarm (located on the front panel) to signal for help.
 - C. **Plumbing Failure/ Flooding.** Cease using all electrical equipment. Call the Physical Plant (dial **172**) or Campus Security (dial **180 or 181**). If necessary, vacate the area.
 - D. **Gas Leak.**
 1. Cease all operations.
 2. Do not switch on/off lights or any electrical equipment. Electrical arcing can trigger an explosion.
 3. During business hours, notify the Physical Plant (dial **172**) and Campus Security (dial **180 or 181**).
 4. Vacate the area.
 - E. **Ventilation Problem.** If smoke odors come from the ventilation system during business hours, immediately notify the Physical Plant (dial **172**) and Campus Security (dial **180 or 181**). Cease all operations and vacate the area.
 4. **Area of Refuge.** The PEC (Physical Education Center) is the area of refuge for individuals that cannot depart campus during power outages. Security personnel will direct these individuals to the PEC. Security will post a student security officer to assist at that location.
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