



# **EASTERN NEW MEXICO UNIVERSITY ROSWELL**

## **EMERGENCY OPERATIONS PLAN ANNEX B – STUDENT GUIDE**

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## PERSONAL PREPAREDNESS

Do you know what to do in the event of an emergency? Do you know where to get information or how to get in contact with friends and family? It's important to think about these questions before an emergency and have a personal preparedness plan.

Personal preparedness is as easy as one, two, three. The guide and checklist below will help you enhance your personal preparedness in the event of an emergency. If you'd like to ask questions about personal emergency preparedness and disability/accessibility, please contact the ENMU-R Safety & Security Department at [security@roswell.enmu.edu](mailto:security@roswell.enmu.edu) to initiate a meeting with one of our team members.

### 1. Step 1: Get Educated

Learn about safety and preparedness at ENMUR. Find information on the ENMUR Campus website. Discover information about different threats and hazards and how to prepare for them. Read up on how to develop a personal plan using Ready.Gov resources. And, if you travel as part of your ENMUR experience, be sure to find travel safety resources on the ENMUR website before you go.

To request a meeting with Campus Safety to discuss your own personal emergency plan, reach out and call Campus Safety at 575-624-7180. We can help discuss evacuation, active threat preparedness, emergency supplies, go bags, and any questions you may have regarding disabilities, access, or functional needs.

### 2. Step 2: Get Notified

Students can opt-in to receive emergency notifications from the campus. To do so, go to the campus website at <https://www.roswell.enmu.edu/emergency-notifications> and follow the instructions given in order to opt-in properly. Make sure the university always has your current cell phone number so that you will receive university emergency alerts. Keep in mind that ENMUR issues alerts for campus emergencies and weather closures. You may want to be informed about other types of emergencies, such as those affecting other areas of the city, roadways, or transportation systems.

Purchase a NOAA weather radio and download the FEMA app. Media outlets and apps can also provide information regarding emergencies.

A note about social media: When viewing social media for emergency information, make sure to follow authoritative accounts that provide confirmed information. If you are near an emergency, be sure to focus on your safety rather than attempt to post to social media.

### 3. Step 3: Get Ready

**Take action** - Turn all of your preparedness research into an actionable plan. Take proactive steps to be ready. Get a flu shot. Practice different evacuation routes from the places you typically go. Collect important information such as critical phone numbers and prescription and insurance information in a paper file stored in a watertight container. Make sure it's backed up electronically in a

secure place. Participate in campus training and exercises and learn about community preparedness activities in your neighborhood.

**Be ready** - Tell your classmates and colleagues that you are taking all of these steps to be prepared. Encourage them to be a part of a Resilient ENMU-Roswell!

#### **4. Disabilities, Access, and Functional Needs**

If you require additional assistance in an emergency, be sure to identify your needs ahead of time and communicate them to others. Develop a plan that makes sense for your specific situation. Wear medical alert tags or bracelets and be prepared to tell emergency personnel if you have a disability, use a mobility aid or service animal, whether you have allergies, phobias, or a language barrier. Know the names of all your medications. If you use an augmentative communications device or other assistive technologies, plan how you will evacuate with the devices or how you will replace equipment if lost or destroyed. Include appropriate supplies in your go-bag and emergency supply kit. If you use assistive technology devices, such as white canes, CCTV, text-to-speech software, keep information about model numbers and where you purchased the equipment. Plan how you will communicate with others if your equipment is not working.

For more information about Disabilities, Access, and Functional Needs Preparedness, check out Ready.Gov, and American Red Cross resources.

#### **5. Communications Plan for Classes, Office, Family, and Friends**

Write down phone numbers and email addresses for the important people in your life. Having this important information written down will help you reconnect with others in case you don't have your mobile device or computer with you or if the battery runs down. If you have a household member(s) who is Deaf or hard of hearing or who has a speech disability and uses traditional or video relay service (VRS), include information on how to connect through relay services on a landline phone, mobile device, or computer. Be sure to identify an out-of-town contact as a central point of contact in case local phone lines are not working.

For your classes or work environments, discuss how you will communicate with each other in an emergency. Develop a plan with different options for contacting each other depending upon available technologies. If voice lines are not working, texting may be an option. Online course environments may allow for virtual class meetings depending on the situation. If you are a leader, be sure to communicate with the people who rely on your leadership.

#### **6. Emergency Meeting Places**

Decide on safe, familiar places where you can go for protection or to reunite. Ensure these locations are accessible for persons with disabilities or access and functional needs. If you have pets or service animals, think about animal-friendly locations. You should identify meeting places that are local as well as out of the area and communicate these locations to everyone who is part of your plan.

## 7. Personal Preparedness Checklist

To assemble your kit, store items in airtight plastic bags and put your entire kit in one or two easy-to-carry containers such as plastic bins or a duffel bag. Keep in mind that everyone's emergency kit will be a little different. Think about your specific needs while developing your list of items.

- Emergency supplies for service animals, food for pets
- Manual can opener for food
- Cash or traveler's checks and change
- Whistle to signal for help
- First aid kit
- Extra medication, oxygen, insulin, or other medical supplies
- Hearing aids and hearing aid batteries
- Extra eyeglasses
- Battery-powered radio and extra batteries
- Solar charger
- Extra batteries and charger for motorized wheelchairs and other assistive or medical devices
- Flashlight and extra batteries
- Personal hygiene items, feminine supplies
- Laminated personal communication board, if you might need assistance with being understood or understanding others
- Water: one gallon per person per day for at least three days
- Food: at least a three-day supply of non-perishable food
- Other supplies that apply to your particular needs





## 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 notice:

#### Campus Emergency Protocol

In situations requiring Emergency Assistance (i.e., EMT, Ambulance, and Fire Dept.):

- CALL 911
- CALL Campus Security at (575) 624-7180 or ext.180 from a campus phone
- 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:**

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**Location:**

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**Telephone:**

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### 2. Updating Information.

It shall be the responsibility of the Building Coordinators to update the preceding notice at the time of any changes in the information to be conveyed.

#### IMPORTANT

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



## ACTIVE THREAT / HOSTILE INTRUDER / ACTIVE SHOOTER



Active shooter situations are unpredictable and evolve quickly. We have categorized these into three types:

- Immediate Vicinity
- Catastrophic
- Administrative

### All Persons

In all situations, if gunfire is heard, or a person is observed carrying a firearm or weapon. Whether inside or outside the building, move immediately to areas of safety with the intent to protect life. If outside, look for appropriate locations for cover/protection (e.g., buildings, brick walls, retaining walls, parked vehicles, etc.). Move away from the active shooter, the sound of gunshot(s) and/or explosion(s), or person with a weapon.

Immediately initiate ALICE strategies.

### Active Shooter Response: Immediate Vicinity

Typically, these are situations where the perpetrator enters a facility and engages in violent action.

### ALICE (Alert Lockdown Inform Counter Evacuate)

**Alert** - With this alert, an immediate response and understanding you may be in imminent danger should come. Every second counts, and swift action is required.

**Lockdown** - If evacuating is not an option, secure safety in a locked and/or barricaded room.

**Inform** - After safety is established, communicating with law enforcement in real time is essential to provide critical information.

**Counter** - Focus on causing a diversion to distract the assailant.

**Evacuate** - When able to do so, safely leave the area.

## Active Shooter Response: Catastrophic Incident

### 1. Profile of a Catastrophic Incident

- An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s), and there is rarely a pattern or method to their selection of victims.
- Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.
- Because active shooter situations are often over within 5 to 10 minutes before law enforcement arrives on the scene, individuals must be mentally and physically prepared to deal with an active shooter situation.

### 2. Catastrophic Lockdown Initiated Notification

- A. In the event of a catastrophic Lockdown, notifications will be sent out via:
- Voice-over telephones, located in classrooms and offices (Primary)
  - Emergency Notification System (ENS) - Faculty & Staff only
  - Employee and student email

### 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

### Again, remember: COVER stops a bullet; CONCEALMENT does not!

- B. Lock the door. This may require advanced planning to ensure the ability to lock the door (key and type lock)
- C. Most doors in university 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 it is safe, allow others to seek refuge with you BUT consider the risk of exposure created by opening the door
- F. Attempts to rescue people should only be made if that can be done without further endangering the persons inside a secured area. **Remember the safety of the masses versus the safety of a few.**
- G. Once the room is secured, do **NOT** allow anyone within that room to jeopardize that. You may take whatever action is necessary to maintain your secure area.
- H. If there is any doubt about the safety of the individuals inside the room, the area needs to remain secure.

## 5. Your Hiding Place Should:

- Be out of view of an active shooter
- Not trap you or restrict your options for movement
- The shooter may bang on the door and yell for help or do other things to entice you into opening the door
- If the shooter enters your room and leaves, lock/barricade the door behind him

## 6. Doors, Windows, Openings, and Noise

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

## 7. Fire Alarms

- A. Should the fire alarms sound, **DO NOT** evacuate the building unless:
  - You have first-hand knowledge that there is a fire in the building
  - You have been advised by the Police/Security to evacuate the building
  - If you have not been notified that you are in a lockdown situation, the person in charge must verify the validity of the alarm. Shooters are now using alarms to initiate egress to allow for more victims of opportunity.

## 8. Treat the Injured

- A. Remember Basic First Aid:
  - For bleeding, apply pressure and elevate
  - Be creative in identifying items to use for this purpose- clothing, paper towels, feminine hygiene products, newspapers, etc.

## 9. Contacting Emergency Personnel

- A. Dial 911 then contact Campus Safety/Security Department at (575) 624-7180 or ext.180 (from a campus phone)

**ONLY WHEN IT IS SAFE TO DO SO!**

## 10. What to Report to Emergency Personnel

- A. Your Specific Location
  - Building name
  - Your Name
  - Office/classroom number
  - Number of people at your specific location
- B. Injuries
  - Number of people injured

- Types of injuries
- Dispatcher(s) may provide instructions on how to care for injured until medical assistance can be provided.

C. Assailant(s)

- Specific location
- Number of assailants
- Race and gender
- Color and style
- Physical features- height weight, facial hair, glasses
- Type & number of weapons (rifle/shotgun, handgun)
- Backpack
- Do you recognize the shooter? What's their name?
- Have you heard explosions separate from gunshots?

## 11. What to Expect When Law Enforcement Arrives

- A. Law Enforcement's purpose is to stop the active shooter as soon as possible.
- B. Officers will proceed directly to the area in which shots were heard.
- C. They will NOT stop initially for the injured persons.

## 12. Law Enforcements' Response to Injured Persons

- A. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers.
- B. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

## 13. Evacuation Procedures

- A. Remain calm, and follow officer's instructions
- B. Put down any items in your hands (i.e., bags, jackets)
- C. Immediately raise hands and spread fingers. Keep hands visible at **all times**
- D. Do not stop to ask officers for help or direction when evacuating; just proceed in the direction from which officers are entering the premises
- E. Once you have reached a safe location or assembly point, you will likely be held in that area until:
  - The situation is under control
  - All Witnesses have been identified and questioned
  - Law Enforcement has instructed you to do so

## **Active Shooter Response: Administrative Lockdown**

**Administrative Lockdown Will Result from a MEDIUM level threat to our campus community by:**

- A. Spillover crime (situation began at an off-campus location with assault attempting to evade law enforcement or hide on campus)
- B. Individual observed on campus with a weapon
- C. Serious threats made to an individual(s) or department(s) on campus
- D. Domestic Violence

### **1. Administrative Lockdown Notifications**

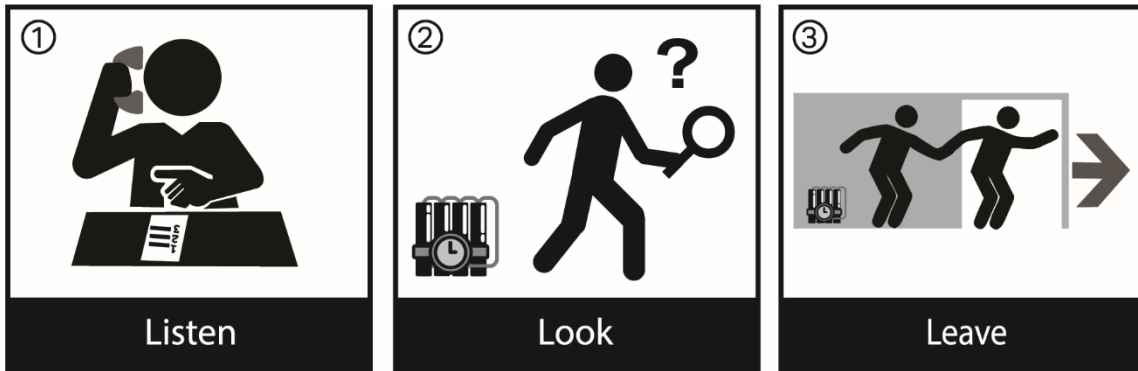
- A. In the event of an Administrative Lockdown, notifications will be sent out via:
  - Voice-over telephones, located in classrooms and offices (**Primary**)
- B. Buildings alerted first will result in response to where the primary source of danger is occurring or likely to occur.
- C. Time is of the essence! Therefore, until the primary form of notifications is sent out to those in immediate danger, the main Security line may not be answered.
- D. Once the threat has passed, the “All Clear” notification will be initiated through the Voice-over telephones by the Campus Security Department.

**It is important to remember that an Administrative Lockdown could turn into a catastrophic Lockdown.**





## 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. Roswell Police Department will be contacted first and take charge of the situation upon their arrival on the scene.
- B. Campus Security and the Building Coordinators will evacuate the affected building. Campus Security will handle crowd control and traffic control and assist in searching with keys and codes to enter buildings and classrooms.

### 3. Communications Procedures.

The communications procedure during a bombthreat situation shall be as follows:

- A. 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.

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

## Bomb Threat

### 4. If you are the person receiving a Bomb Threat:

Remain calm and talk to the person as long as possible, obtaining as much information as possible.

- Get the attention of someone in the area and have them notify Safety/Security Department (575) 624-7180 or ext. 180 (from a campus phone).
- Ask for specifics such as time of detonation, description of the bomb, location, etc. Use the **red** forms located by the phone. If there is no form by the phone, take notes to the best of your ability.
- After the caller has hung up, ensure 911 and the Safety/Security Department at (575) 624-7180 or ext. 180 (from a campus phone) have been called.
- Relay all of the information you have gathered from the caller to Campus Safety/Security.
- If an evacuation is needed, Campus Safety/Security Department will initiate it.

#### A. PERSON RECEIVING AN EMAILED BOMB THREAT

- Leave the message open on the computer.
- Remain at computer to safeguard computer and prevent anyone from tampering with the message.
- If possible, print, photograph, or copy the message and subject line; note date and time.
- Notify your supervisor and security of the threat. Security will call 911 to summon Police.

#### B. PERSON RECEIVING OR FINDING A SUSPICIOUS PACKAGE OR MAIL

- *A suspicious letter or package may contain one or more of the following:*
  - Restricted endorsements such as “Personal” or “Private”. Be cautious when the addressee does not normally receive personal mail at the work location.
  - The addressee’s name or title is inaccurate.
  - There is excessive postage.
  - The letter feels rigid or appears uneven or lopsided.
  - The parcel may have soft spots, bulges, or irregular shapes.
  - The handwriting is distorted or prepared with “cut and paste” lettering or homemade labels.
  - Protruding wires, aluminum foil, or oil stains are present.
  - The letter or package emits a strange odor.
  - The package is unprofessionally wrapped and has several different types of tape.
  - The package is marked “Fragile - Handle with Care” or “Rush” - Do not Delay”, etc.
  - The letter or package is making an unusual sound (buzzing, ticking, sloshing, etc.).

- Upon receiving suspicious mail:
  - Isolate the suspicious mail. Place it between pieces of blank paper, if possible.
  - Avoid further unnecessary handling:
  - Do not open or squeeze envelope.
  - Do not pull or release any wires, strings, or hooks.
  - Do not turn or shake the letter.
  - Do not put the letter/parcel in water or near heat.
  - Evacuate the immediate area.
  - IMMEDIATELY notify your supervisor and Security.

**C. IF A SUSPICIOUS OBJECT/PACKAGE IS FOUND:**

- Note precise location and description of object. **DO NOT TOUCH IT!**
- Remove all persons from the room.
- Notify Security immediately.
- If the room has a window, close the room door and all room connecting doors. If this room has no window, leave the door open and evacuate the room across the hall. Close all other doors.



## 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

When will the bomb explode?	
Where is the bomb now?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Why is it here?	
What is your name?	
What is your address?	
What was the EXACT wording of the threat?	
Caller Characteristics:	
Sex of caller	Race                      Age
Nationality	
Number where the call was received	Length of call
Time	Date
Who received it	
The Caller sounded: <input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Excited <input type="checkbox"/> Slow <input type="checkbox"/> Rapid <input type="checkbox"/> Soft <input type="checkbox"/> Loud <input type="checkbox"/> Distant <input type="checkbox"/> Laughing <input type="checkbox"/> Crying <input type="checkbox"/> Normal <input type="checkbox"/> Slurred <input type="checkbox"/> Deep Breathing <input type="checkbox"/> Nasal <input type="checkbox"/> Lisp <input type="checkbox"/> Stutter <input type="checkbox"/> Ragged <input type="checkbox"/> Disguised <input type="checkbox"/> Familiar Voice <input type="checkbox"/> Deep Voice <input type="checkbox"/> Accented/Type of Accent:	
Background noises: <input type="checkbox"/> Voices <input type="checkbox"/> PA systems <input type="checkbox"/> Music <input type="checkbox"/> Bar <input type="checkbox"/> Machines <input type="checkbox"/> Motor <input type="checkbox"/> Traffic <input type="checkbox"/> Office <input type="checkbox"/> Static <input type="checkbox"/> Clear <input type="checkbox"/> Local <input type="checkbox"/> Long Distance <input type="checkbox"/> Cellular	
Threat Language: <input type="checkbox"/> Well Spoken <input type="checkbox"/> Foul <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Taped Message <input type="checkbox"/> Prepared Message	
What observations did you notice about the call and caller?	
Your Name	Title
Office Number	Who did you notify?
Date	Time



## BUILDING / CAMPUS LOCKDOWN / SHELTER IN PLACE FOR EXTERIOR THREAT



### 1. Overview

Some disasters, such as Weather, Civil Disturbance, Bioterrorism / Terrorism, etc., may require the Campus to prevent entry or access to selected interior parts of the Campus by unacceptable people or necessitate limit the movement of faculty, staff, students, and visitors in order to protect people and property from a hazard.

In the absence of a mandatory locality emergency order but faced with a threat, it is not always clear which is the best course to take for the faculty, staff, students, and visitors of the Campus. While SIP is clearly an option, it is a complex decision and a strategy that requires preparation through:

- Planning
- Training
- Preparation
- Collaboration
- Continual Vigilance
- Robust Communication with Local Authorities

The decision by the Campus to SIP will be made by the Campus Incident Commander (if activated) or the senior Campus leadership at the time of an event, in collaboration with local authorities. The decision-making process will include, but is not limited to:

- Locality Emergency Orders
- Road Conditions
- Magnitude
- Area projected to be impacted
- Expected Duration
- Availability of Local Emergency Response and Assistance

Administration / Campus Safety / Security will announce and activate a **Building Lockdown / Shelter in Place** to notify all individuals onsite that the building lockdown procedures are in place.

- Faculty, Staff, and Students with proper ID may be allowed in designated buildings.
- Faculty, Staff, and Students with proper ID may park in designated parking areas.

## 2. Notifications

- A. In the event of an Administrative Lockdown, notifications will be sent out via:
- Voice-over telephones, located in classrooms and offices (Primary)
  - Emergency Notification System
  - Everbridge Mass Notification System

## 3. Expectation of Students, Staff, Faculty - How Do I Shelter-in-Place?

### REMAIN CALM!

- A. If you are outside during a shelter-in-place emergency, you should quickly get indoors to a safe place.
- B. If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
- C. Once inside, find an interior room without windows and lock or barricade the doors. Stay where you are, do not leave the building or room if at all possible.
- D. To minimize vulnerability, turn off lights, silence phones, close curtains and blinds, and move away from windows.
- E. PREPARE FOR ACTION (should your space become unsafe).
- F. Follow the instructions in the message exactly. To keep lines open for those who need help, stay off your cell phone and do not call emergency numbers unless you are calling with emergency information or are in immediate danger.
- G. Await further instruction from the Emergency and Everbridge Mass Notification Systems and emergency personnel.
- H. DO NOT leave until you are instructed to do so or the emergency has passed.

## 4. What If Someone Wants to Enter a Secure Area?

The area needs to remain secure if there is any uncertainty about the safety of the individuals inside the room or building. If you allow someone to enter a secure location, it may endanger you and others.

### USE GOOD JUDGMENT.

If individuals who are outside the secured door wish to get in, you should consider several factors below to determine before allowing people to come in.

- Will opening the door put the persons inside in greater potential danger?
- Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?
- If a physical description of the subject was given in the shelter-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.



If you have decided to let a person in, consider the following:

- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.
- Have the subject lift up his or her shirt, coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.

**Remember, always use common sense.  
There are exceptions to all guidance and prescribed directions.**



## **CLASS CANCELLATION**

### **1. Decision to Cancel.**

Circumstances such as inclement weather, national or state tragedies, a 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.

### **2. Procedures.**

If an administrative decision is made to cancel instructional activities or close ENMU-Roswell, the following guidelines prevail:

- A. The University will 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 entire day. The University will ask the radio stations to make announcements during the broadcast day periodically.
- B. In the event classes are canceled during instructional hours, an appropriate notice will be circulated to the appropriate instructional areas and will be announced to the students by the faculty member.



## **CIVIL DISTURBANCE OR DEMONSTRATION**

### **1. 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.

### **2. 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 demonstrators may be asked to terminate their disruptive activity.
- B. Key ENMU-Roswell personnel and student leaders may be asked to go to the area and persuade the demonstrators to desist.
- C. 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:

### **3. Violent, Disruptive Demonstrations.**

A violent demonstration event in which injury to a person or property occurs or appears imminent.

#### **\*Campus Security.**

As custodians of the property, NM State Statute 30-14-4.A (2) the Safety/Security department has the right to remove anyone using or occupying the property contrary to its intended or customary use or if the property may be damaged or destroyed by the use.



## 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:
  - **IF INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
  - **IF OUTDOORS**, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines as they may be energized. Know your assembly point.
  - **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** at **(575) 624-7180** or call **911** if off-campus emergency assistance is needed. Protect yourself at all times and be prepared for after-shocks. Additionally:
  - Damaged facilities should be reported to the Physical Plant.
  - 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 the Evacuation section shall be implemented as expediently as possible.





## EVACUATION PROCEDURES

### 1. Building Evacuation.

The following procedures shall be used in the 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 Campus Security / Safety Personnel 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 disabled in exiting the building. Remember that elevators are reserved for disabled persons. **DO NOT USE THE ELEVATORS IN CASES OF FIRE, TORNADO, AND/OR EARTHQUAKE.** People with Access and Functional Needs (PAFN) should go to designated stairwells or entrances and wait for assistance if needed.
- 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 evacuation, report to your designated area assembly point. Once outside, go to your building's assembly point. Try to take notice if you see someone is not at the assembly point. If you believe someone is missing/trapped immediately inform First Responders. The Building Coordinators and Supervisors will take attendance and assist in the accounting for all building occupants.

### 2. Campus Evacuation.

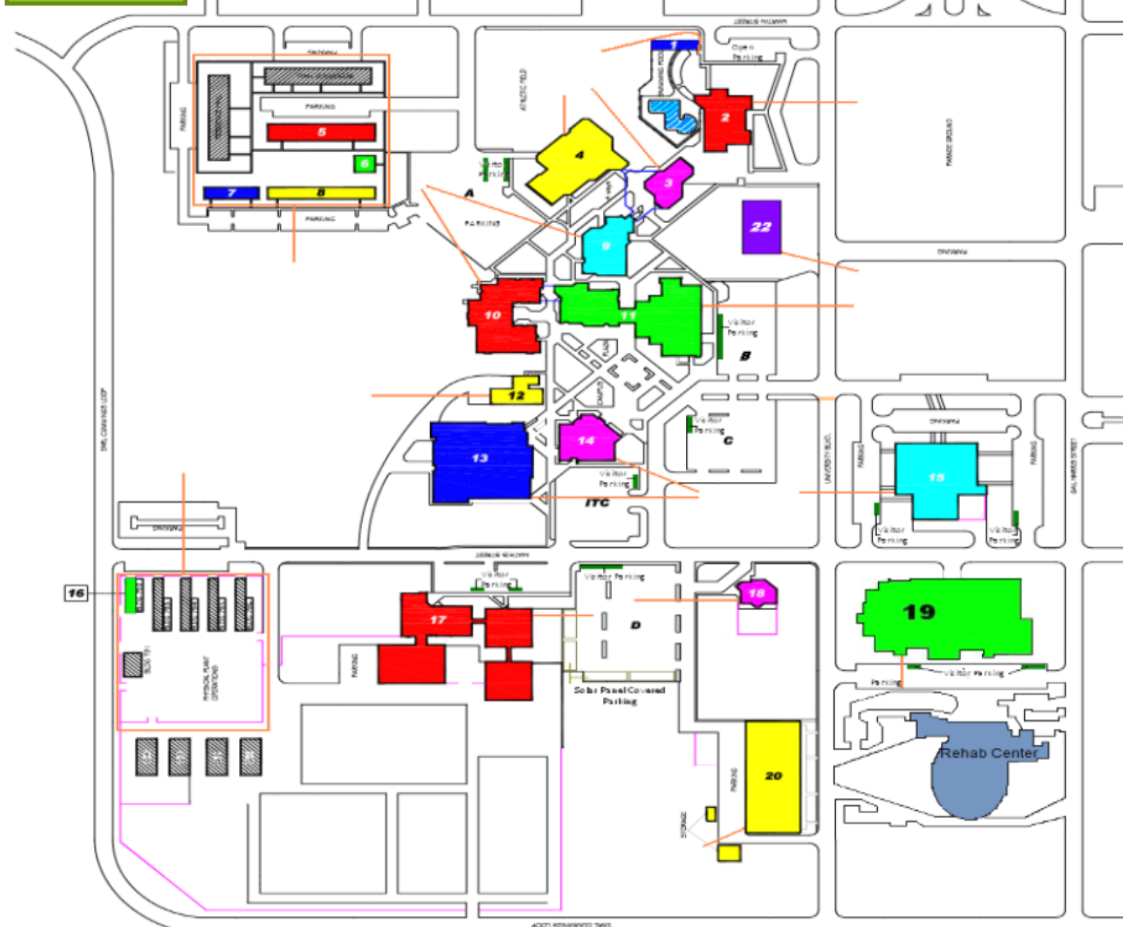
The following procedures shall be used in emergency evacuations of all or part of campus:

- A. The Campus Security / Safety Department will announce evacuation of all or part of the campus grounds via the Emergency Notification Systems and Everbridge Mass Notification System.
- B. All persons (Faculty, students, 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 Sierra Vista Village with Special Service Students are evacuated, their main evacuation point is the ILEA building. Back up to ILEA will be the Physical Education Center (PEC).

## Emergency Evacuation Assemble Points

Building	Assemble Point
Administration Building Instructional Center 1 <sup>st</sup> /2 <sup>nd</sup> Floor	Parking Lot A West side of the parking lot
College Service Center Physical Education Center	Athletic Field West of Swimming Pool-on Martin St.
Campus Union Building Learning Resource Center Student Service Center	Parade Ground East of University Blvd.
Arts & Science Building	Parade Ground North of the building
Sierra Vista Village - Clubhouse, Building 1, 2, & 3	Open area South of dorms
Performing Arts Center Instructional Technology Center	Grassy Field East of ITC Parking Lot
Child Development Center Occupational Technology Center	Parking Lot D
Health and Science Bldg.	South of the building at Rehab Center parking lot
Automotive & Welding	Open area Southwest of building
Physical Plant Building 792/793 Physical Plant Building 794/795	Open area North of building
Aviation Maintenance Tech.	Open area North of building

## EGRESS MAP



8. **Sierra Vista Village Bldg 2**  
30 W. Martin
9. **Administration Bldg**  
52 University Blvd.
10. **Instructional Center (IC)**  
58A University Blvd.
11. **Learning Resource Center (LRC)**  
58 University Blvd.
12. **Safety/Security Dept. & Main Plant**  
5 MARS Rd.
13. **Instructional Tech Center (ITC)**  
23 W. Mathis
14. **Performing Arts Center (PAC)**  
64 University Blvd.

- 17. Occupational Tech  
Center (OTC)**  
20 W. Mathis
- 18. Child Development  
Center (CDC)**  
8 W. Mathis

19. **Health Science Center (HSC)**  
75 University Blvd.
20. **Auto & Welding Tech Center**  
78 University Blvd.
21. **Aviation Maintenance Tech (AMT)**  
12 W. Challenger
22. **Student Service Center (SSC)**  
56 University Blvd.

## CAMPUS ADDRESSES

- Parking Lots  
A, B, C, D, AMT,  
ASC, HSC, ITC,  
& OTC**

**\*\*Visitor Parking in designated (green curb) areas ONLY.\*\***



## 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. In the event of a mishap, such as an explosion or a similar incident on campus occurs, instructions are as follows:

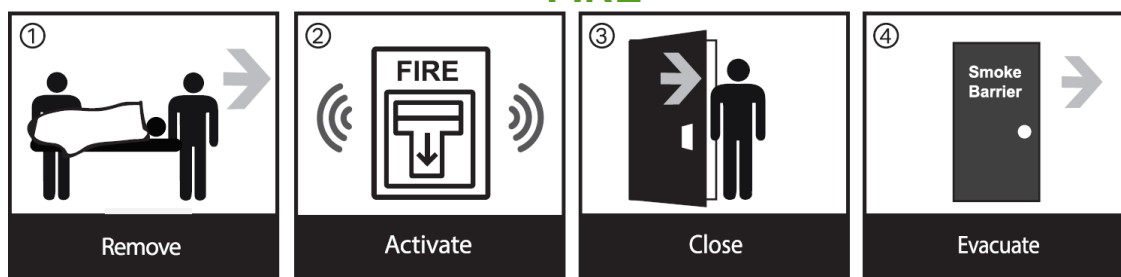
- A. **During.** Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
- B. **After.** After the immediate effects of the explosion have subsided;
  - Call **911 AND** notify Campus Security **(575) 624-7180** or dial **180** (from a campus phone Give your name and describe the location and the nature of the emergency.
  - If necessary, or when directed to do so, activate the building alarm and notify the Building Coordinator. Report the emergency by telephone.

### 2. Evacuation.

The building evacuation procedures set forth in the Evacuation section shall be implemented in an emergency.



## FIRE



### 3. IF YOU DISCOVER A FIRE:

- R.** Remove anyone in the room while calling out "*FIRE, location...*" for assistance. Close the door to the fire room and any room connecting doors.
- A.** Activate the fire alarm and call 911 and Campus Security (575) 624-7180. Give location and nature of fire.
- C.** Close all remaining doors and windows in the area.
- E.** Evacuate the building / area.

### 4. 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:
  - 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).
  - Know that in all cases of fire, Campus Security (575) 624-7180 must be notified immediately.
- B. During Controllable Fire.** If a fire appears controllable:
  - 1 Immediately contact the Roswell Fire Department 911 and Campus Security at (575) 624-7180 or dial 180 (from a campus phone).
  - 2 Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight a small, incipient stage fire (no larger than a wastepaper basket). Fire-fighting efforts must be terminated when it becomes obvious that there is risk of personal Otherwise, do not attempt to extinguish the fire. Shut the door and leave it closed.
  - 3 Evacuate the building if appropriate.
  - 4 During Uncontrollable Fire. If a fire does not appear controllable:
    - Immediately contact the Roswell Fire Department 911 and Campus Security: (575) 624-7180 or dial 180 (from a campus phone).
    - Evacuate all rooms, closing all doors to confine the fire and reduce oxygen.

- Do not lock doors.
- 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.

## 5. Evacuation.

The building evacuation procedures set forth in the Evacuation section shall be implemented in an emergency.

### **Note:**

Upon hearing an audible fire alarm, the person in charge will need to physically check the egress to verify the validity of the fire alarm (i.e., flames or smoke present) before evacuating the room and/or building.



## **HAZARDOUS MATERIALS 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 (575) 624-7172 or dial 172 (from a campus phone) and to Campus Security (575) 624-7180 or dial 180 (from a campus phone). When reporting, be specific about:

- A. The nature of the involved material.
- B. The exact location.

### **2. Vacate and Seal the Area.**

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 the Evacuation section shall be implemented immediately.

### **4. Shelter in Place.**

After the initial evaluation, Campus Safety/Security may issue a Shelter in Place notification.

### **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.

- A. If A Hazardous Release Occurs Off-Campus
  - If the contamination is expected to affect the campus, you will be given instructions to remain indoors
  - If the contamination is not expected to affect the campus, you will be given instructions on avoiding any contaminated areas



## HOSTAGE SITUATIONS



### 1. General Actions Applicable to All

If you witness a hostage situation, **call 911** and give the following information:

- Location of incident (building, floor, and room)
- The number of suspects and hostages and names, if known
- Type of weapon(s) involved
- Time of occurrence
- Injuries sustained (if any)
- Announced intention and/or demands of hostage-takers
- The demeanor of hostage-takers (calm, agitated, angry, violent)
- Characteristics of hostage scenario (drugs, alcohol, weapons, or explosive devices involved)

### 2. What to do if taken hostage:

- Be patient. Time is on your side.
- Avoid drastic action. It is likely that the captor is emotionally unbalanced. Do not make mistakes that could hazard your well-being.
- 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.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. If anyone needs medications, first aid, or restroom privileges, say so.
- The captors probably do not want to harm persons held by them, as direct action further implicates the captor in additional offenses.



## LOSS OF PARKING / INABILITY TO COMMUTE TO CAMPUS



This procedure aims to provide guidance for faculty, staff, or students during an event that would make it impossible to park onsite or cause the inability to commute to the facility.

- Assess the situations, if unsafe or not allowed to get to the parking lot or gain access to the campus in the normal process, wait for instructions.
- Act and follow the instructions of what has been arranged to assist faculty, staff, and students.
- Ensure you have your University / Student ID ready to show at roadblocks.
- Know different routes to the Campus (if one route is blocked).
- Know the site of previously arranged off-site parking if you cannot reach the Campus. You may be transported from this point to the facility.
- The news media may be utilized to inform of the situation at the Campus.



## MEDICAL / TRAUMA EMERGENCY

### 1. Emergency Call

If serious injury or illness occurs on campus, immediately dial **911** then **(575) 624-7180** or **180** (*from a campus phone*). Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

### 2. First Aid

- A. Check breathing and give CPR if necessary. AEDs are available if needed (see below for locations in each building)
- B. Keep the victim as still and comfortable as possible. Do not move the victim.
- C. Ask the victim. "Are you okay?" and "What is wrong?"
- 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:
  - Instructional Center (Lobby)
  - Physical Ed. Center (Lobby)
  - Campus Union Building (East Entry Lobby)
  - Arts & Sciences Building (Across from lady's room & vending area)
  - Occupational Technology Center (Hallway in front of room 118)
  - Aviation Maintenance Tech (Outside entrance to the secretary's office)
  - Student Services Center (SW Lobby area)
  - Health Science Center (West Vending Area & East Lobby)
  - Learning Resource Center (Lobby)
  - Performing Arts Center (Lobby)
  - Administration (Lobby)
  - Instructional Technology Center (East Hallway near commons area)
  - Sierra Village clubhouse (North Hallway near gym area)





# 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.

## 1. Emergency Contact Information Designation

- Students aged 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.
- In the event a student is under the age of 18 that is not emancipated and determined to be missing according to the procedures listed below, the ENMUR 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. Reporting and Overview:

- Alert Campus Security by calling (575) 624-7180 or 180 (*from a campus phone*)
- 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 the 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.
- If, after an investigation by Campus Security and the Student Services Staff, the student is determined to be missing, ENMUR representatives will contact the student’s parent or designated emergency contact person.
- After parental notification, law enforcement will be called to report the person as missing. A description and picture may be provided to a law enforcement agency, along with any other information.



## NOTIFICATION SYSTEM

### 1. Means of Notification.

- The campus utilizes Everbridge as the primary means of an emergency notification in specific offices and all classrooms. **Text messaging** will be used for individual notification. These dual systems shall be used to immediately transmit specific information regarding an emergency to all affected areas of the Eastern New Mexico University-Roswell (ENMU-Roswell) campus.

**IMPORTANT:** Campus phones must be restricted to emergency use only during an emergency. Text messaging WILL NOT be used by emergency responders as incident communication, in the absence of phone services runners for emergency notification, contingent upon available personnel.

### 2. Emergency Messages.

- The Security office will initiate the approved emergency message via the Everbridge notification system, Voice Over phones, or text messaging with the appropriate message. Examples include but are not limited to:
  - Weather emergencies and class cancellation.
  - Emergency messages.



## Off-Campus Assistance Numbers

Pecos Valley Regional Dispatch/Emergency Services..... 911

- NM State Police ..... (575) 622-7200
- Chaves County Sheriff..... (575) 624-6500
- Roswell Police Dept. .... (575) 624-6770
- Local Fire Department and Paramedic Units ..... (575) 624-6800

Chaves County Emergency Manager..... (575) 624-6770 ext. 129

State Health Office..... (575) 624-6050

### Local Hospitals

- Eastern NM Medical Center..... (575) 622-8170
- Lovelace Regional Hospital..... (575) 627-7000

American Red Cross: ..... (575) 622-4370

Chaves County Road Department:..... (575) 624-6610

New Mexico Highway Department:..... (575) 624-3300

Salvation Army: ..... (575) 622-8700

Poison Control..... 1-800-222-1222

### Television Stations, Radio Stations, and Newspapers

- KZ93/KSVP Radio
- KBIM Radio
- KBIM-TV
- KOAT-TV
- KOBR-TV
- Roswell Daily Record Newspaper



## PSYCHOLOGICAL CRISIS

### 1. Definition.

A psychological crisis exists when an individual is:

- A. Threatening harm to themselves or 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 at (575) 624-7180 or **180 (from a campus phone)**.  
Clearly state that you need immediate assistance and:
  - Your name
  - The location and area involved.
  - Describe the situation.





## SEVERE WEATHER / STORMS

### 1. Winter Storms

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.

### 2. Thunderstorms

- Observe the following rules if lightning is occurring or is about to commence:
  - Avoid water fixtures, telephone lines, and any electrical conducting materials.
  - Stay inside buildings and off-campus grounds.
- Campus buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail, and lightning strikes.
- If you are working outdoors or not at work, depending on your location, keep the following in mind:
  - *In your car* - because cars are low profile and supported on rubber tires (an ineffective 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).
  - *In an open area* - go to the nearest ditch or ravine and drop to your knees. There are several “do nots” to keep in mind. **DO NOT** do any of the following:
    - stand in an open area
    - stand underneath a tall tree (especially if it is in an isolated area)
    - seek shelter in a small structure in an open area
    - stand in or around a body of water
  - *In a wooded area* - go to a low area of small trees/bushes
  - Stay away from anything metal - farm equipment, golf clubs, wire fences, etc.
  - 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.



# TORNADO

## 1. Watch and Warning.

The difference between a “Tornado Watch” and a “Tornado Warning” are:

- A. **TORNADO WATCH** this would be an indication that there is a possibility that a tornado **may** strike, and the Campus may have some time to prepare.
  - 1 Stay tuned to your local radio and television stations for further development.
  - 2 Keep a portable radio and flashlight available in case of an 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. Faculty, Staff, 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 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.



## **TERRORISTIC TYPE ATTACK / 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.

### **2. Terrorist Event.**

An act of terrorism or suspected terrorism

### **3. Weapon of Mass Destruction.**

A Weapon of Mass Destruction includes biological, chemical, incendiary, nuclear, or highly explosive material and any combination thereof.

### **4. 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.

### **5. Action Steps for Initial Responders**

- A. **Notify Security** at (575) 624-7180 or **180 (from a Campus phone)**. Clearly state that you need immediate assistance and:
  - Your name
  - The location and area involved.
  - Describe the situation.
- B. **Avoid Contamination**
  - At the point of the release
  - By exposed individuals
  - Limit access in the area
  - Do not touch or move any Suspicious Object
  - Evacuate the area

## 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 6:00 p.m., Monday through Thursday, and 8:00 am through 12:00 pm on Friday), immediately call the Physical Plant (dial 172). If there is no answer, call Campus Security at (575)624-7180.
- B. **After hours.** If there is a potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, call Campus Security at (575)624-7180.
- C. **Emergency.** If an emergency exists, activate the building alarm or notify the Building Coordinator. Report the emergency by telephone. If no phone is available, Campus Security is located between the Instructional Center and Instructional Tech Center.

### 2. Evacuation.

The building evacuation procedures set forth in the Evacuation section shall be implemented in an emergency.

### 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 at (575) 624-7172 or Campus Security at (575) 624-7180. If necessary, vacate the area.
- D. **Gas Leak.**
  - Cease all operations.
  - Do not switch on/off lights or any electrical equipment. Electrical arcing can trigger an explosion.
  - During business hours, notify the Physical Plant at (575) 624-7172 or Campus Security at (575) 624-7180.
  - Vacate the area.
- E. **Ventilation Problem.** If smoke odors come from the ventilation system during business hours, immediately notify the **Physical Plant at (575) 624-7172** or **Campus Security at (575) 624-7180**. Cease all operations and vacate the area.
- F. **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 security officer to assist at the location.