

EMERGENCY PROCEDURES

Steps to take in all emergency situations

1. Remain calm
2. Gather the information:
 - a. Where are you? Campus, Building and Room Number*
 - b. What is happening (for example: type of emergency: fire, medical or psychological crisis, and/or criminal activity)?
 - c. Give name or description of individual(s) involved.
3. Contact CNM Security** at:
 - a. 911 on any CNM phone
 - b. 224-3001 if using a cell or pay phone
4. If possible for you to remain safely, remain with person in crisis.
5. Do not move victims until emergency response personnel arrive.

**Building and room numbers are located on the blue laminated sign posted near the door in every room on all CNM campuses.*

***Outside the buildings, blue emergency call boxes are located at strategic points in campus parking lots with user instructions posted on the call boxes.*

IDENTIFYING CRISIS BEHAVIORS

There are three types of crisis behavior:

- ▶ Inappropriate campus behavior
- ▶ Medical emergencies
- ▶ Psychological emergencies

INAPPROPRIATE BEHAVIOR ON CAMPUS

Definition: a behavior which may result in personal or property damage and/or is a threat to stability and continuance of normal college or college-sponsored activities

BEHAVIORS:

- ▶ Non-acceptance of classroom norms
- ▶ Criminal activity
- ▶ Defiance, expression of hatred and aggressive verbal and/or physical attack
- ▶ Students fondling each other
- ▶ Possession of a weapon, alcohol, or drugs
- ▶ Direct verbal and/or physical attack
- ▶ Chronic fabrications and deceptions
- ▶ Harassment of student, instructor or employee

EMERGENCY TRANSPORTATION AND MESSAGES

1. Ambulance

Contact CNM Security for all emergency calls.

- ▶ 911 on any CNM phone
- ▶ 224-3001 if using a cell or pay phone

2. Automobile

Security officers and employees are prohibited from providing transportation for anyone in crisis.

3. Emergency Messages

CNM Security is responsible for delivering all valid emergency messages to students, faculty and staff. Criteria for an emergency message: death or illness in family. The procedure is as follows:

- ▶ Forward the call/message to CNM Security at 224-3001. Other emergencies will be considered, but are not automatically deemed emergencies

MEDICAL EMERGENCIES

Definition: a physical condition which would require the attention of a medical professional

PHYSICAL CONDITIONS:

- Serious physical injury
- Bleeding
- Seizures
- Burns
- Fainting
- Nausea/vomiting
- Slurred speech
- Disorientation

PSYCHOLOGICAL EMERGENCIES

Definition: a temporary inability to cope with a life problem, usually accompanied by a high degree of emotional upset

BEHAVIORS:

- ▶ Unable to assume responsibility for self
- ▶ Uncontrollable crying
- ▶ Complete withdrawal
- ▶ Signs of extreme stress
- ▶ Mental confusion/disorientation
- ▶ Signs of extreme apathy
- ▶ A highly emotional state, panic or anxiety
- ▶ Statements of hopelessness, helplessness, or defeat
- ▶ Verbal or written communication that suicide is being considered

BUILDING EVACUATION • FIRE PROCEDURES

BUILDING EVACUATION

The decision to evacuate is made by the Vice President for Administrative Services. Please follow these rules:

- ▶ Remain calm and avoid panic.
- ▶ Evacuate immediately at the sound of the alarm or verbal order to evacuate.
- ▶ Take personal ID, purse or medicines with you — leave everything else.
- ▶ Close but DO NOT LOCK doors as you leave. Leave lights on.
- ▶ Know the locations of at least two exits. During an emergency walk to the nearest exit and evacuate the building.
- ▶ Walk in an orderly but rapid manner, forming evacuation lines if possible. Bring any visitors with you.
- ▶ Alert others around you, but do not proceed to another area of the building to evacuate with friends.
- ▶ Walk directly out of the building.
- ▶ If possible, move any obstructions found in passageways or exits out of the exit path.
- ▶ Go to your assigned emergency assembly point outside the building and wait there. Do not leave the area unless you are told to do so by your building administrator, CNM security officers or emergency response personnel (police or fire personnel).

- ▶ Account for all persons known to have been in your area at the time of the evacuation. IS EVERYONE OUT? Report to the building administrator or emergency personnel anyone you believe may still be in the building.
- ▶ Do not re-enter the building until notified by your building administrator or security personnel to do so. Fire personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for you to re-enter the building.
- ▶ Wait for “ALL CLEAR” orders to return to building, or the “LEAVE CAMPUS” order to evacuate the campus.
- ▶ Do not leave for the day unless authorized to do so by emergency personnel (police and/or fire personnel), CNM security officers or the building administrator.

PLEASE DON'T

- ▶ Panic or run.
- ▶ Use an elevator.
- ▶ Try to take valuables, equipment or paperwork.
- ▶ Congregate outside the building exit.

DO NOT LEAVE CAMPUS WITHOUT CHECKING IN AT THE EMERGENCY ASSEMBLY POINT.

FIRE PROCEDURES

In case of fire, ANYONE MAY PULL THE FIRE EVACUATION ALARM and assist in evacuating the building.

1. Remain calm.
2. Designate someone to contact CNM Security.
 - a. 911 on any CNM phone
 - b. 224-3001 if using a cell or pay phone
3. Evacuate the building in an orderly but rapid manner.
4. Do not attempt to enter smoke-filled or “hot” rooms.
5. Do not use the elevators to evacuate building.
6. Go to your assigned emergency assembly point outside the building and wait there. Do not leave the area unless you are told to do so by your building administrator, CNM security officers or emergency response personnel (police or fire personnel).
7. Account for all persons known to have been in your area at the time of the evacuation. IS EVERYONE OUT? Report to the building administrator or emergency personnel anyone you believe may still be in the building.

8. Do not re-enter the building until notified by your Building Administrator or security personnel to do so. Fire personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for you to re-enter the building.
9. Wait for “ALL CLEAR” orders to return to building, or the “LEAVE CAMPUS” order to evacuate the campus.
10. Do not leave for the day unless authorized to do so by emergency personnel (police and/or fire personnel (police and/or fire personnel), CNM security officers or the building administrator.

THERE ARE NO EXCEPTIONS TO THE ORDER TO EVACUATE!

BOMB THREAT PROCEDURES • BOMB THREAT CHECKLIST • IDENTIFYING CRISIS BEHAVIORS

BOMB THREAT PROCEDURES

In the event a bomb threat is received by telephone, the following procedures will be followed:

1. Employee receiving bomb threat should remain calm!
2. Write down the number displayed on caller ID display of your telephone if available.
3. Attempt to identify background noises that may help to determine location from where call is made, such as traffic, music, laughter, etc.
4. An educated guess should be made such as SEX, AGE, RACE, VOICE or ACCENT of the caller, or if a disguised voice was used.
5. Employee should ask the caller what TIME the bomb is scheduled to explode, the LOCATION of the bomb and, if possible, the REASON for the threat.
6. Employees receiving the call should complete the "Bomb Threat Checklist" while the details are still fresh in their memory.
7. Employee should immediately notify SECURITY OFFICE at Ext. 3001. Security will notify the Vice President for Administrative Services, or representative and the MARKETING AND COMMUNICATIONS OFFICE. DO NOT USE A CELL PHONE.
8. The decision to evacuate a building during a bomb threat will be the primary responsibility of the Vice President for Administrative Services or administrator in charge during his/her absence or college security officers.

CLASSROOM EVACUATION

1. In general, a building evacuation is initiated by the audible/visual fire alarm system or by verbal instructions from a building administrator, safety monitor or security officer in the building. Faculty members are responsible for 1. Orderly classroom evacuation as part of the building evacuation and 2. Accounting for students — take a headcount (preferably, attendance) at every class session.
2. Remain calm.
3. Evacuate classroom immediately by directing students to the nearest exit door (or stairwell if in a multi-story building).
4. Do not use elevators!
5. Do not attempt to enter smoke-filled or "hot" rooms.
6. Instructors are responsible for all mobility impaired and non-ambulatory individuals in their classes.
 - a. Instructors will need to assign three people to assist with this procedure.
 - b. In multi-story buildings, two people will accompany any individual using a wheelchair to the nearest Safe Haven and, if it is safe for them to do so, these students will stay with the individual until a security officer or emergency response personnel arrive. Do not attempt to move any individual from a wheelchair or attempt to carry a wheelchair and individual down stairways, unless it is absolutely necessary for the safety of the individual.

BOMB THREAT CHECKLIST

Caller's telephone number: _____

Time call received: _____

Caller's voice: Male Female Undetermined

Accent or nationality: _____

Background noise: Voices Music None Other (describe):

Actual words used (as close as possible): _____

Time bomb is to explode: _____ a.m. _____ p.m.

Location of bomb (if given): _____

Reason given for threat: _____

- c. Designate a third student to assist individuals with disabilities who can walk with assistance. These individuals should evacuate as quickly as possible with the assistance of the instructor-designated student.
7. Take your grade book and all personal items.
 8. Take personal ID, purse or medicines with you—leave everything else.
 9. Guide students out of the building to an area adjacent to the assigned emergency assembly point.
 10. Take attendance or headcount again.
 11. Report any students unaccounted for to the building administrator or emergency response personnel at the assigned emergency assembly point.
 12. Await "ALL CLEAR" to re-enter the building or "LEAVE CAMPUS" for class dismissal and campus evacuation.

Do not leave for the day unless authorized to do so by emergency personnel (police and/or fire personnel), CNM security officers or the building administrator.

THERE ARE NO EXCEPTIONS TO THE ORDER TO EVACUATE!