Emergency Operations Plan
LETTER OF PROMULGATION

Central New Mexico Community College (CNM) is committed to protecting the welfare of its community members and property. In accordance with this commitment, the CNM Safety and Environmental Health Department has developed the EMERGENCY OPERATIONS PLAN. Through this plan, the college strives to lessen the impact of emergency situations while maximizing the effectiveness of the college’s response and recovery during an emergency.

By working together and being familiar with the EMERGENCY OPERATIONS PLAN, we can be prepared to meet the critical, fast-moving challenges of unanticipated emergency situations. In order for us to respond to the best of our ability, regardless of where an emergency situation surfaces, CNM expects departments to develop their own plans to effectively organize, coordinate and respond to an emergency situation.

The EMERGENCY OPERATIONS PLAN includes a chain of command that establishes the authority and responsibilities of college Security officials and employees. The plan also requires the college to designate a person(s) who will have the authority to make modifications in emergency procedures and commit resources to emergency response plans as deemed necessary.

The EMERGENCY OPERATIONS PLAN is designed to help the appropriate college employees respond effectively in an emergency situation. Although these incidents are unpredictable, the plan allows for an immediate response by Security, college employees, outside police resources and emergency agencies in a collective effort to minimize the danger to people on CNM grounds, as well as to the college.

Faculty and staff should understand his or her role in an emergency situation. Please take time to review the EMERGENCY OPERATIONS PLAN so you can support the Security department in their efforts to protect our students, faculty, staff and visitors should an emergency arise.

Thank you,

Katharine W. Winograd
Dr. Katharine W.
Winograd President
Central New Mexico Community College
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Definitions

**Emergency**: A situation arising with or without warning, causing or threatening death, injury, or disruption to normal life for numbers of people in excess of those which can be dealt with under normal conditions, and which requires special mobilization and organization of forces.

**Emergency Action Plan (EAP)**: Contains guides for emergency management where the IMS is activated and additional procedures and resources will be invoked.

**Emergency Coordinator**: Ensures that all key personnel regularly assigned to their building are trained in proper evacuation routes, ensures the correct emergency assembly points, and serves as the communication liaison to the EOC.

**Emergency Executive Team (EET)**: A group of representatives who coordinate and provide recommendations regarding emergency management policies and procedures.

**Emergency Management Team**: Drawn from senior administration, coordinates campus response to emergencies, operates at EOC, advises EET.

**Emergency Operation Center (EOC)**: Central facilities from which key officials can gather information make decisions, and direct and coordinate response and recovery efforts. Established locations: 725 University, Westside, Mobile Unit.

**Emergency Operations Plan (EOP)**: Multi-hazard, functional plan treats emergency management activities generally, with the unique-aspects of individual disasters contained in hazard-specific Annexes. It describes the emergency organization and the means of coordination with other entities. It assigns functional responsibilities and details tasks to be carried out as accurately as permitted by the situation.

**Emergency Procurement**: The need for the immediate purchase of materials, services or construction that cannot be met through normal procurement methods, the lack of which seriously threaten public health or safety, the preservation of property or the functioning of the organization.

**Hazardous Materials**: Substances or materials which, because of their chemical, physical, or biological nature, pose a potential risk to life, health, or property if they are released. Explosive substances, flammable or combustible substances, poison, and radioactive materials are all classified as hazardous materials.

**Homeland Security**: Preparedness activities designed to minimize the effects on the population from an
attack or peacetimes disaster, to deal with the immediate emergency conditions which would be created, and to carry out emergency repairs to facilities that have been destroyed or damaged.

**Incident Commander (IC):** An individual assigned by the Emergency Management Committee to serve as the single highest authority in the EOC during times of operation. Incident Commander can also refer to an individual in the field in charge of an incident.

**Incident Command Group:** The Incident Command Group is responsible for directing the activities necessary to maintain and restore operations both during and after an emergency situation. The Incident Command Group is led by the Incident Commander.

**Incident Management System (IMS): Comprised of policy, operations, planning, logistics & finance**

**Local Emergency:** The existence of conditions of disaster or of extreme peril to the safety of persons or property, which conditions are, or are likely to be, beyond the control of the services, personal equipment and facilities of the organization and which requires the combination efforts of other entities.

**Major Disaster:** Any natural catastrophe, or regardless of cause, and fire, flood, explosion, which in the determination of the President of the United States causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts of State and Local governments and disaster relief organizations in alleviating damage, loss, and hardship.

**National Incident Management System (NIMS):** A comprehensive incident response system developed by homeland security. NIMS provides a consistent nationwide approach for Federal, State, and Local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**Organization:** Any educational institution, school district, corporate entity, or other agency, company, corporation, organization for which this plan has been developed.

**Policy Group:** This group is typically the highest echelon policy makers within the organization (council, Board of Director, Board of Regents, etc.), CEO, Chancellor, Chief Legal Officer, Chief Public Safety Officials and Public Information Officer.

**Redefining Statement:** Issued after a tornaodo/severe thunderstorm watch and which are expressed in terms of whole counties with cities and well-known landmarks included.

**Response:** The efforts to minimize the risks created in an emergency by protecting the people, the environment, and property, and the efforts to return the scene to normal pre-emergency conditions.

**Satellite Operations Centers:** Additional command center locations

**Severe Weather Statement:** Used to report severe weather, to cancel all or part of a warning and to provide follow-up information on a warning in effect.
**Special Weather Statement:** Used to pass along information on non-severe weather events and the status of watches. It may also include information on urban flooding and winter weather events, and to clear areas of severe weather watches.

**Watch:** Severe weather or flash flood WATCH means that conditions are such that a storm or flood of significant magnitude is likely to occur. Persons within the area alerted should take precautionary steps.

**Warning:** Announcement that threatening conditions (thunderstorm, high winds, tornado, flooding, dam or levee failure) are occurring or are imminent, and are expected to have a harmful effect upon the area alerted. Persons within the area must take immediate steps to protect themselves.
PURPOSE

CNM’s Emergency Operations Plan (EOP) outlines the college’s approach, philosophy, and procedures for managing incidents that may threaten the safety of the campus community or disrupt programs, activities, and/or mission-critical services. It identifies individuals and departments directly responsible for emergency response and critical support services. The plan provides a management structure for coordinating and deploying essential resources and also provides institutional procedures for emergency preparation, employee training, and recovery.

Though CNM is firmly committed to planning ahead for emergencies as a part of normal business planning, all members of the CNM community share a responsibility for preparedness. An emergency can occur anytime or anywhere on CNM’s campuses, and a disaster will impact everyone.

- All administrative, support and academic departments are expected to maintain a Department Response and Recovery Plan to protect students, staff, and programs and to provide support for emergency response and recovery. For more information on Response and Recovery Plans please see the Recovery section of this plan.
- Deans, Directors and other Department Heads are responsible for maintaining their respective areas Response and Recovery Plan.
- All employees and students have a personal responsibility for knowing what to do before, during and after an emergency to protect their safety and their work.
- The college will provide emergency provide emergency preparedness education and training to mitigate potential hazards and to familiarize students and employees with emergency procedures.

The Central New Mexico Community College Emergency Operations Plan is written, reviewed and amended by the Safety and Environmental Health Department and Security Department. The plan is then reviewed and approved by the President’s Office.

SCOPE

CNM’s Campus Emergency Operations Plan guides preparedness, response, recovery, and mitigation actions. It applies to a broad range of emergency incidents and may activate during but not limited to the following:

- Floods
- Fires or Explosions
- Severe Weather
- Pandemic Outbreaks
- Mass Casualty Events
- Hazardous Materials Release
- Extended Power Outages
The campus Emergency Operations Plan may also be activated during a community or regional crisis that could impact College personnel or business operations. For example, a pandemic outbreak, utility outage in nearby areas, serious information and support services for personnel.

EMERGENCY RESPONSE MISSION AND PRIORITIES

In an emergency situation, Central New Mexico Community College’s overriding mission is to:

- First and foremost protect life
- Secure critical infrastructure and facilities
- Restore and recover programs

General emergency response priorities follow from these goals. Because an emergency situation can happen at any time some adjustments to the response may require adjustment within the following priority categories:

- **Buildings used by dependent populations:** Occupied classrooms and offices, occupied auditoriums, and special event venues.
- **Buildings critical to health and safety:** Emergency shelters, food supplies, sites containing potential hazards (Hazard waste storage, etc.)
- **Buildings and areas that sustain emergency response:** Energy and/or utility systems, communication services, computer installations.

- **Classroom buildings**
- **Administrative buildings**
PLAN FUNDAMENTALS

All CNM senior officials, Deans, Directors, facility managers and other department heads are considered essential personnel during major emergencies or disasters and their emergency roles and responsibilities are specified in their respective Department Response and Recovery Plans.

EMERGENCY RESPONSE LEADERSHIP

- A Planning Group, drawn from the College’s Executive Team, will coordinate the campus response to major incidents. An Emergency Management Team will be responsible for operations of campus personnel and report to the Planning Group.

- The President will provide executive supervision for the entire emergency response process. If The President is out of the office and not available for immediate contact, she/he will provide, through her/his office to immediate reports and the Chief of Security, the name of individual “in charge” (generally a Vice President). The notification will include contact information and dates/times of the duration of the delegation of authority.

- The Chief of Security is the Incident Commander and serves as the Emergency Management Team Leader responsible for the operational direction of the response. The Incident Commander will also represent CNM in the event that a Unified Command System is activated involving outside agencies (leadership succession is as follows: Chief of Security, Deputy Chief of Security, and Security Officer III (Lieutenants).

- After emergency conditions have been verified, the Incident Commander determines whether to activate the Emergency Plan and whether to convene all or part of the Emergency Management Team, after consultation with the President.

- The Incident Commander will instruct the Security Dispatch Center to alert the Emergency Management Team to inform them that a mobilization is required, and the Dispatcher on duty will alert team members.

When the Emergency Management Team assembles, its responsibilities are to:

- Determine the scope and impact of the incident
- Prioritize emergency actions
- Deploy and coordinate resources and equipment
- Communicate critical information and instructions
- Coordinate press briefings and response
- Monitor and re-evaluate conditions
- Coordinate with department level personnel on scope and impact of the incident on their departments
- Coordinate with other government agencies

When emergency conditions abate, the Incident Commander and Emergency Management Team will determine the appropriate time to de-activate the Emergency Operations Plan.
EMERGENCY OPERATIONS CENTER (EOC)

Emergency Management Team Members report to a central Emergency Operations Center (EOC) to coordinate decisions and resources.

1. The primary EOC is located at Security Dispatch in the Public Safety Building.
2. A secondary EOC will be designated by the Incident Commander, if necessary.
3. A directory of critical contacts and resources, special databases and maps, and critical communication supplies are stored at each EOC.
4. EOC equipment and supplies are maintained by the Security Department.
5. The Director of Safety & Environmental Health will serve as the College Emergency Management Coordinator.
   a. The Emergency Management Coordinator ensures that appropriate data, contact information, equipment and supplies are maintained. See Emergency Levels Chart on page-12

EMERGENCY OPERATIONS CENTER COMMAND STRUCTURE

CNM coordinates its emergency preparedness planning with the City of Albuquerque, County of Bernalillo and the State of New Mexico and other agencies and organizations to ensure that college procedures are consistent with current government practice, and that CNM is able to maintain effective emergency communications and coordination during an incident.

The organization of the campus Emergency Operations Center is based on the National Incident Command System (NICS). The National Incident Command System is an emergency management model used by federal, state and local agencies that assigns personnel at an EOC to functional working groups to maximize efficiency.

CNM’s Emergency Plan partitions emergency decision-making into functional groups at the Emergency Operations Center. These groups have been adapted to reflect the College’s organization in an academic environment. The College’s Emergency Operations Center Team is divided into 6 functional working groups including:

1. Planning Group
2. Incident Commander
   a. Public Information
   b. Safety
3. Operations Group
4. Intelligence Group
5. Logistics Group
6. Finance Group
EOC GROUP MEMBERS

The following are EOC Group assignments in the event of an emergency or disaster. Each EOC Group Manager must appoint two responsible alternates for his or her positions. Additional personnel may be assembled as necessary to address specific emergency conditions.

1. Planning Group (Line of Authority for an emergency)
   a. CNM President or designee
   b. Vice-President for Administration
   c. Executive Director Physical Plant
   d. Chief of Safety & Security
   e. Security Shift Lieutenant/Supervisor

2. Incident Commander (Chief of Security or Designee)
   a. Public Information Officer
   b. Director of Safety & Environmental Health (Group Manager)

3. Operations, Intelligence, Logistics and Finance Groups
   a. Assistant Vice-President for Business Affairs (Group Manager)
   b. Director of Purchasing
   c. Accounts Payable Supervisor
   d. Executive Director-Physical Plant
   e. Assistant Chief Information Officer

EMERGENCY INFORMATION AND COMMUNICATIONS

In an emergency, notification to affected students, faculty, staff and guests must begin immediately, as emergency response begins. Depending on the scale of the emergency, any combination of the following avenues of communication will be used to alert the campus community of any threats and provide updated information as available and suitable for disbursement:

1. CNM Emergency Notification System (AttentionCNM)
2. College E-mail
3. Campus Website
4. Media Alerts (television and radio)
PLAN DE-ACTIVATION

When emergency conditions are stabilized and normal College operations can resume, the College Emergency Operations Plan will be de-activated by the Incident Commander in collaboration with the College President. A formal announcement will be disseminated using all emergency information and notification systems.

If the nature of the incident requires an extension of some emergency services, special EOC work groups may be appointed to coordinate those continuing activities among selected departments. Continuing issues may include but not limited to the following:

1. Ongoing repairs and their staging
2. Academic or Administrative space adjustment
3. Support services for impacted students, faculty, staff, parents or guests
4. Community relief efforts

PLAN RE-ASSESSMENT

Within 3 days following the de-activation of the Emergency Operations Plan, a survey of EOC Group members, college staff and/or faculty, and government representatives will be conducted to evaluate the effectiveness of the response. Survey results will help determine whether any portion of the Emergency Operations Plan should be modified as a result of the emergency experience. The College Emergency Management Committee will prepare a written “After-Action Summary Report” summarizing post-event observations, and will coordinate appropriate emergency plan revisions.

COST RECOVERY

The EOC may appoint an “Emergency Cost Recovery Work Group.” The composition of the work group will be related to the nature and magnitude of the emergency, but will include a core membership of the following personnel:

1. Vice President for Administrative Services
2. Executive Director of Physical Plant
3. Director of Purchasing
4. Budget
5. Director of Safety & Environmental Health

BUSINESS RESUMPTION

All department heads, deans and directors are expected to draft business resumption plans to safeguard their essential programs and records, and to involve appropriate technical, academic and financial planning managers in the planning process. These plans should be made a part of each departments Response and Recovery Plans.
Departments can utilize the following questions as a guideline for recovery planning:

- What are you department’s business interdependencies?
- What do you need from other departments to perform critical functions?
- Which departments depend on you to perform their critical functions?
- Are there days of the week or month, or months of the year when major emergencies would be more disruptive than at other times?
- Is your essential data backed up regularly?
- Would the information be accessible if your building was closed, or if the college network was down?
- Does your department have documented disaster recovery procedures in place?
- Is there a process for tracking the cost of business recovery (including special materials/supplies, temporary personnel, etc.) and a mechanism for distinguishing emergency recovery costs from other business expenditures?
- Are special vendor/contractor arrangements necessary for your department(s) to ensure continuity of services?
- Does your department have means of emergency purchasing?
- What human resources would you need to restore your most critical functions?
- Do your employees have personal emergency preparedness plans?
- If only 50% of your staff/faculty could return to work, could you operate?
- Can some employees telecommute during a disaster? What can you do now to plan for that?
- If CNM had volunteer workers available after a disaster, what skills would be needed in your department?
- What equipment is necessary for the department to perform its functions?
- How would you replace equipment within hours or day to be able to resume normal business?
- If your department couldn’t use its office space to operate, how much space would you need to relocate? What equipment is essential for performing your unit’s critical functions?
APPENDIX A

COMMUNITY RESPONSE CHECKLIST
At CNM, emergency incidents are classified according to their severity and potential impact, so the emergency operations plan can be calibrated for actual conditions.

1. The designation of a major incident’s emergency level is made by the Incident Commander in consultation with the President, or designee.
2. The designated level for an incident may change as emergency conditions intensify or ease.
3. Evacuations or campus closures (for emergency events) are authorized by the President, and will be announced through the Marketing and Communication office.

**Emergency Levels Chart**

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| 1     | **A minor incident** that may be resolved with internal resources or very limited help from outside agencies.  
      | The incident Management System will **not** be activated for this type of incident.  
      | Examples-confrontation between two students, student intoxication, minor chemical spills. |
| 2     | **A mid-level emergency** that impacts a portion of campus and requires help from outside agencies.  
      | The incident may threaten life safety and/or affect mission-critical functions.  
      | President/Acting President is notified.  
      | Appropriate Vice President in consultation with Emergency Executive Team will determine whether to activate the Incident Management System.  
      | Examples-domestic related violence involving physical abuse, weapon possession, bomb threat, major gas leak, fire in a confined area. |
| 3     | **A major emergency** that impacts the entire college or a sizable portion of one or more campuses or surrounding community.  
      | The incident is life threatening and/or affects mission critical functions.  
      | May require tapping into external disaster response services.  
      | President/Acting President is notified.  
      | The Incident Management System (IMS) is activated  
      | The Emergency Management Team (EMT) is mobilized.  
      | Examples-building(s) fire, riot conditions, major chemical spill, terrorist attack, bomb threats in multiple locations, biohazard, complete systems outage. |
Building Evacuation
- Building evacuation will occur when a building alarm (fire alarm) sounds and/or upon notification by the security officer on duty.
- When the fire alarm is activated during an emergency, safely leave from the nearest marked exit and alert others to do the same.
- **Assist people with disabilities in exiting the building. In case of fire or earthquake, do not use the elevators.**
- Once outside, proceed to designated assembly area at least 300 feet away from the affected building.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless told to do so by a Campus Security Officer.

Campus Evacuation
- Evacuation of all or part of the campus will be announced by the Chief of Security.
- All persons are to vacate immediately the area of campus in question and relocate to another part of the campus grounds or off campus as directed by security officers.

Lockdown
- Lockdowns of all or part of the campus will be announced by the Chief of Security.
- It may be safer to lock buildings down without evacuating in certain situations (e.g. armed assailant on campus).
- In the case of a lockdown, stay away from windows to minimize exposure.

Evacuation of Persons with Disabilities
- If you are unable to leave the building due to a physical disability:
  - Go to the nearest area/room where there are no hazards.
  - Contact Campus Security by telephone (224-3001) or use other means to advise them of the situation.
  - Be sure to give them the room number so they can send help to you.
  - If possible, signal out the window to on-site emergency responders.
  - Try to establish a “buddy” system to have someone ready to assist you.
- To assist visually impaired persons:
  - Announce the type of emergency.
  - Offer your arm for guidance.
  - Tell the person where you are going and obstacles you encounter.
  - When you reach safety, ask if further help is needed.
- To alert people with hearing limitations
  - Turn lights on/off to gain the person’s attention.
  - Indicate directions with gestures.
  - Write a note with evacuation directions.
• To evacuate people using crutches, canes or walkers:
  • Evacuate these individuals as injured persons.
  • Assist and accompany to evacuation site if possible.
  • Use a sturdy chair (or one with wheels) to move the person.
  • Help carry the individual.

To Evacuate Wheelchair Users
• Non-ambulatory persons’ needs and preferences vary.
• Individuals at ground floor locations may exit without help.
• Others have minimal ability to move—lifting may be dangerous.
• Some non-ambulatory persons may have respiratory complications.
• Remove them from smoke and vapors immediately.
• Wheelchair users with electrical respirators should receive priority assistance.
• Most wheelchairs are too heavy to take down stairs.
• Consult with the person to determine best carry options.
• Reunite the person with the chair as soon as it is safe to do so.

To Implement an Evacuation
• Remain calm.
• Alert others to assist with evacuation.
• Communicate clearly and succinctly
• Example: “we have a____________________________type of emergency. Evacuate to_____. Take your belongings. DO NOT use the elevators.”
• Assist persons with disabilities (see above section).
• Check offices, classrooms, and restrooms.
• Take emergency supplies, rosters.
• Keep exiting groups together.
• Instructors assist students.
• Exit the building via the nearest safe exit route. Walk; do not run. Do not use elevators to exit.
• Move at least 500 feet away from the building, report to the unit’s designated evacuation point.
• Keep existing groups together.
• Account for faculty, staff, and students, and sign in at evacuation point.
• Wait at evacuation point for directions.
• Do not re-enter the building until emergency staff gives the “all clear” signal. (The silencing of the building fire alarm system is normally used as the “all clear” signal. In some cases, the fire alarm will be silenced and staff members placed at building entrances to keep people out until the incident has been resolved.)
SHELTER IN PLACE

During certain emergency situations—such as armed assailant, chemical releases, radioactive material releases, and some weather emergencies—people may be directed to “shelter in place” rather than evacuate the building.

- Go inside and stay inside the building.
- Do not use elevators.
- Shut and lock all windows and doors
- If possible, go to a room where there are no windows.
- In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements even if the windows are closed.
- When the “all clear” is announced: exit the building safely.

CLASSROOMS AND LABORATORY EMERGENCY GUIDELINES FOR FACULTY

Faculty are an authority figure for students, and can influence how students respond in an emergency. Faculty who are prepared for emergencies will be able to help calm students by being in control and giving calm and clear directions.

- Know how to report an emergency from each classroom you use.
- Provide classes with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a semester.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with disabled students’ plans and also be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies as per the Emergency Operations Plan.
- Evacuation Routes are posted in hallways and/or in classrooms.

Emergency Assembly Points

- After a class leaves the alarmed building or area, it is important for them to go to a predetermined area where each person’s presence can be documented. This “safe area” will be designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.
- Accounting for all students can be very difficult, particularly with a large class. However, an attempt should be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities (see below).
Evacuation for Persons with Disabilities

- If there are person(s) with a disability in the class, it is recommended that the instructor know the person’s response plan and who may be assisting him/her. If possible, assist persons with disabilities in the following manner:
  - Area of refuge if available
  - Horizontal evacuation to outside or another building, if available
  - Stairway evacuation
  - Shelter in place unless danger is imminent
  - **Reminder: elevators cannot be used during an emergency evacuation.**
  - After exiting and accounting for students, report to Security & Safety Officers if assistance is needed with missing, trapped, or persons with disabilities that are awaiting assistance in areas refuge.
  - Safety & Security Officers will assist or notify emergency personnel.

Fire Alarms

- Fire Alarm Systems will include audio alerts and strobe lights and comply with ADA requirements. When the alarm sounds, everyone must exit the building according to the evacuation plan.
- **Everyone Must Evacuate immediately, and at least 300 feet from the building.**
- Verify that everyone leaves and that all the doors are closed

Earthquakes

- Most injuries that occur during earthquakes are caused by interior items, such as books, shelves, light fixtures, ceiling tiles and office equipment falling on building occupants.
- The first thing to do during an earthquake is to **drop** to the floor, **cover** head, and **hold that position**.
- After the shaking stops and if there is building damage, direct the class to calmly and safely evacuate the building to the Emergency Assembly Point.
- Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.
- **DO NOT USE ELEVATORS DURING OR AFTER AN EARTHQUAKE**
- Equipment that may be hazardous if left unattended should be shut down.

Power Outage

- If there is a power outage during class, have students stay in their seats for a short period and wait for the power to return.
- If the power does not return in a reasonable length of time (5 minutes), evacuate the classroom or laboratory.
- Evacuation should take advantage of available lighting unless the building is in alarm, in which case use the same evacuation procedures as during a fire.
- Emergency lighting may or may not be functioning in the room, hallway, or stairways. Caution students to exit safely.
How to Report an Emergency

- Check each classroom, lecture hall, or laboratory for the nearest working telephone, fire alarm pull station, or Emergency Phone Boxes located in the buildings.
  - Security: call 911 or 224-3001 from any CNM phone
  - Fire: Activate Fire Alarm Pull Station or use Emergency Phone Numbers

Materials recommended for instructors to have with them in class:

- Class Roster
- Important telephone numbers

FIRE

- Know the location of fire exits and alarm systems in your area and know how to use them.
- If you discover a fire, **immediately** call 911 or 224-3001 from any CNM phone
- Activate the fire alarm on your way out of the building.
- If you are in a room when the alarm sounds, walk quickly to the nearest marked exit and alert others to do the same.
- **Proceed quickly to the predetermined emergency assembly point.**
- **Assist people with disabilities in exiting the building!**
- **Do not use the elevators during a fire.**
  - Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
  - Once outside, move to a clear area at least 300 feet away from the affected building to the designated assembly area.
  - Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
  - A temporary command post may be set up near the emergency site. keep clear of the Command Post unless you have official business.
  - **Do not return to an evacuated building** unless told to do so by a Campus Security Officer.
  - Albuquerque Fire Department response time is excellent. If necessary, wet towels or clothing and place them under doorways.
  - If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) or sign if possible 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.

UTILITY FAILURE

- In the event of a major utility failure, the Chief of Security will initiate the emergency Operations Plan with approval from the President of CNM/Designee.
- Assist those with disabilities in exiting the building.
- Do not use elevators in care of fire or earthquake.
- Once outside, move to your designated Emergency Assembly Point that should be at least 300 feet away from the affected building(s).
• Keep the walkways, fire lanes, and hydrants clear for emergency crews.
• A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
• Do not return to an evacuated building unless told to do so by a Security Officer or Building Manager.

Elevator Failure
• If you are trapped in an elevator, use the emergency phone that rings directly to Campus Security @224-3001.
• Stay calm and understand that elevators have a failsafe condition—the elevator cannot go into free fall.
• Dispatch will call the Fire Department who will be responsible for safely removing trapped people from the elevator.
• Security dispatch notifies Maintenance and Contracted Elevator Personnel for repair.

Gas Leak Emergency
• In the event of a serious gas leak, the Chief of Security will initiate the Emergency Operations Plan with the approval of the President of CNM.
• Cease all operations. **Do not switch lights or any electrical equipment on or off.**
• Do not use your cell phone near the gas leak.
• Evacuate from the area at least 500 feet away from the leak.
• When safe and away from the building and gas leak, call 911 or 224-3001 from any CNM Phone.

Ventilation Problem
• If smoke odors come from the ventilation system, immediately call Campus Security at 224-3001.
• If necessary, cease all operations and vacate the area.
CHEMICAL/HAZMAT SPILL

- Any spillage of a hazardous chemical or radioactive material, immediately call 911 or 224-3001 from any CNM phone.
- When reporting, be specific about the nature of the involved material and exact location. Campus Security will contact the necessary specialized authorities and medical personnel.
- The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Security personnel.
- Anyone who may have been contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Campus Security. Required first aid and cleanup by specialized authorities should be stated at once.
- If an emergency exists, immediately call campus security 911 or 224-3001. You must also report the emergency by phone. Refer to the section on Evacuation Procedures for further details.
- When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- **Assist those with disabilities in exiting the building!** Remember that elevators are reserved for them. **Do not use elevators in case of fire or earthquake.** Do not panic!
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command post unless you have official business.
- **Do not return to an evacuated building unless told to do so by Campus Security. Important:** After evacuating the building, report to your designated Emergency Assembly Point. Stay there until an accurate headcount has been taken. A College Official or Designee will take attendance and assist in accounting for all building occupants.
- If required, College Maintenance Department will contact the appropriate contact companies for cleanup and regulatory agencies regarding spills.
PANDEMIC OUTBREAK

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges from which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, cause serious illness, and can sweep across the country and around the world in very short time. (http://www.pandemicflu.gov/general/)

It is difficult to predict when the next pandemic outbreak will occur or how severe it will be wherever and whenever a pandemic starts; everyone around the world is at risk. Countries might, through measures such as border closures and travel restrictions, delay arrival of the virus, but cannot stop it. (http://www.pandemicflu.gov/general/)

A pandemic may come and go in waves, each of which can last for six to eight weeks. An especially severe influenza pandemic could lead to high levels of illness, death, social disruption, and economic loss. Everyday life would be disrupted because so many people in so many places become seriously ill at the same time. Impacts can range from school and business closings to interruption of basic services such as public transportation and food delivery. (http://www.pandemicflu.gov/general/)

A Pandemic Response Team (PRT) will be activated as part of the Emergency Management Team (EMT) when any Level of the Emergency Code System is activated. The following personnel will make up the PRT:

- Director of Health Center
- Vice President of Administration
- Vice President of Student Services
- Director of Marketing & Communications
- Executive Director of Physical Plant
- Chief of Safety and Security
- Director of Risk Management & Safety
EXPLOSION ON CAMPUS

- Immediately take cover under a table, desk, or other object that will give protection against falling glass or debris.
- After the immediate effects of the explosion and/or fire have subsided, immediately call 911 or 224-3001 from any CNM phone.
- Give your name and describe the location and nature of the emergency.
- When the building evacuation alarm is sounded or when you are told by College officials to leave, walk quickly to the nearest marked exit and advise others to do the same.
- **Assist those with disabilities in exiting the building!**
- **Do not use elevators in case of fire or earthquake.**
- Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets and walkways clear for emergency vehicles and crews.
- Report to your Emergency Assembly Point as soon as possible
- If requested, assist emergency crews as necessary.
- A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command post unless you have official business.
- **Do not return to an evacuated building** unless told to do so by a College Official
- **Do not use the fire alarm to evacuate the building unless ordered to do so by emergency personnel.** If the cause of the explosion was an explosive or incendiary device another may be tied to the fire alarms.

WEATHER AND NATURE-RELATED INCIDENTS

- **Tornado Watch** means that conditions exist for a tornado to develop.
- **Tornado Warning** means that a tornado has actually been sighted or indicated on radar.
  - **Note:** One clue that a tornado could develop is when a thunderstorm produces hail. The larger the hail stone, the more likely that a tornado will occur.

- **When a tornado warning is announced:**
  - Stay away from windows to avoid flying debris.
  - If you are outside and there isn’t time to get into a building, take cover and lie flat on the nearest depression, such as a ditch, culvert, excavation, or ravine.
  - **Avoid auditoriums and gymnasiums with large poorly supported roofs.**
  - If you are in an administrative or classroom building, go to an interior hallway/corridor on the lowest floor.
  - Stay away from windows.

INCLEMENT WEATHER POLICY

The President’s Office and Director of Marketing and Communications Office in conjunction with the Chief of Security will make decisions on campus closure, delayed openings and/or early release.

In the event of campus closure, delayed opening, or early release, announcements will be
made through the Marketing and Communications office (MCO) via:

1. CNM Emergency Notification System (AttentionCNM)
2. College E-mail
3. Campus Website
4. Media Alerts (television and radio)

GAS/PIPELINE DISRUPTION

CNM has many different pipelines that run through the campus. It is important to be aware of where these lines are and how to identify an emergency involving a pipeline.

- **Smell** - Be mindful of unusual or “petroleum” odors near a pipeline
- **Sight** - Watch for dead or discolored vegetation along a pipeline easement. Also be wary of unusual pools or puddles of liquid and cloud of vapor or mist. Blowing dirt bubbles in standing water is also a danger sign.
- **Sound** - Listen for a hissing or a roaring sound. The loudness depends on the leak size.

If you recognize a leak the following safety protocols should be followed:

**DO:**

- Leave the area on foot immediately
- Leave equipment “as is”
- Leave machinery “as is”
- Get to a safe location and call 911 or 224-3001 from any CNM Phone
- Warn others
- Move upwind
- Move downhill

**DON’T:**

- Light a match
- Start an engine
- Switch Lights on or off
- Switch electrical on or off
- Turn machinery on or off
- Dive/walk into vapor cloud
- Drive/walk into liquid puddles
- Use a telephone of any kind until in a safe area
- Create heat or sparks
- Contact escaping material
- Move downwind
MEDICAL EMERGENCY

A. If serious injury or illness occurs on campus, immediately call 911 or 224-3001 from any CNM phone. Give your name, and describe the nature and severity of the medical problem and the campus location of the victim.

B. Have someone remain on the phone with 911 operators to provide updated information of the victim.

C. In case of minor injury or illness, provide first aid care to the level of your ability.

D. Be prepared to provide specific locations to the scene. Request available assistance from other persons present to aid responding EMS personnel get to the location as quickly as possible.

E. In case of serious injury or illness quickly perform the following steps:
   • Keep the victim still and comfortable. **Do not move the victim.**
   • Ask victim, “Are you OK?” and “What is wrong?”
   • Check breathing and give artificial respiration if necessary.*
   • Control serious bleeding by direct pressure on the wound.*
   • Continue to assist the victim until help arrives.
   • Look for emergency medical ID’s such as bracelets on injured persons, question witness(s), and give all information to the responding emergency personnel

* **Note:** Only qualified training personnel should provide first aid treatment (e.g.: first aid, CPR/AED)
BLOOD BORNE PATHOGENS EXPOSURE INCIDENT

An exposure incident is defined as “specific eye, mouth, other mucus membrane, non-intact skin, or potential contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.”

THE FOLLOWING STEPS ARE TO BE TAKEN AFTER EACH EXPOSURE INCIDENT:

A. Emergency first aid will be administered by qualified personnel.
B. All CFR 1910.1030 Blood Borne Pathogens standards will be strictly adhered to.
C. All medical treatment will require a physician’s (MD) release before employee can return to work.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to harm others, or is out of touch with reality due to severe drug reactions or psychological problems. Psychological problems may be manifested by hallucinations, drug use, or uncontrollable behavior.

If a psychological crisis occurs:

A. Never try to handle on your own a situation you feel is dangerous.
B. Call 911 or 224-3001 from any CNM phone to contact the Security Department. Clearly state that you need immediate assistance, and give your name, your location, and the area of campus involved.
C. Understand that it is important to deal with the actions of the person involved regardless of the underlying cause.
D. The Health Center can be reached during normal business hours at 224-3080.

SUICIDE PREVENTION

Suicide signals
The strongest risk factors for attempted suicide in youth and young adults are depression, alcohol or drug abuse, and aggressive or disruptive behaviors. If several of the following symptoms, experiences, or behaviors are present, a counselor should be consulted:

1. Depressed mood
2. Substance abuse
3. Frequent episodes of running away or being incarcerated
4. Family loss or instability; significant problems with parents
5. Expressions of suicidal thoughts, or talk of death or the afterlife during moments of sadness or boredom
6. Withdrawal from friends and family
7. No longer interested in or enjoying activities that once were pleasurable
8. Unplanned pregnancy
9. Impulsive, aggressive behavior; frequent expressions of rage
Danger Signs of Suicide

5. Talking about suicide
6. Statements about hopelessness, helplessness, or worthlessness
7. Preoccupation with death
8. Suddenly happier, calmer
9. Loss of interest in things one cares about
10. Visiting or calling people on cares about
11. Making arrangements; setting one’s affairs in order
12. Giving things away

People who consider suicide generally feel alone, hopeless, and rejected. They are especially vulnerable to these feelings if they have experienced a loss, humiliation, or trauma of some kind: poor performance on a test, breakup with a boyfriend or girlfriend, family with alcohol or drug problems or who are abusive, or a family life affected by parental discord, separation, or divorce. However, a person may still be depressed or suicidal even without any of these adverse conditions.

People who have attempted suicide in the past or who talk about suicide are at greater risk for future attempts. Listen for hints like “I’d be better off dead” or “I won’t be a problem for you much longer.”

What can be done?

For assistance contact CNM mental health services @224-3080

CRIMINAL OR SUSPICIOUS BEHAVIOR
Everyone is asked to assist in making the campus a safe place by being alert to suspicious people and situations. Promptly notify Security at 224-3001 to report the incident, including the following:

14. Location of the incident.
15. Description of person(s) involved.
16. Description of property involved.

If you observe a criminal act or a suspicious person on campus:

- Immediately notify the Security Department @ 911 or 224-3001 from any CNM phone. Assist the officers when they arrive to include supplying them with additional information as applicable.
- If there is gunfire or an explosion, take cover immediately using all available concealment. Seek emergency first aid if necessary.
HOSTAGE CRISIS

What to Do If Taken Hostage:

1. The first 45 minutes is the most dangerous. Follow the Hostage Takers instructions, be alert and stay alive.
2. Follow security and/or police directions as applicable.

ARMED ASSAILANT(S) ON COLLEGE GROUNDS

Also termed “active shooter,” refers to an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. Preparedness increases your chances of survival in an active shooter situation. Be aware of your environment and any possible dangers and take note of the two nearest exits in any facility you visit.

Characteristics of an active shooter situation include:
• Victims are selected at random
• The event is unpredictable and evolves quickly
• Law enforcement is usually required to end an active shooter situation

How to respond in an active shooter situation:
Quickly determine the most reasonable way to protect your life. Students are likely to follow the lead of employees during an active shooter situation.

EVACUATE
• Have an escape route and plan in mind
• Leave your belongings behind
• Keep your hands visible

HIDE OUT
• Hide in an area out of the active shooter’s view
• Block entry to your hiding place and lock the doors
• Silence your cell phone or noise making devices

TAKE ACTION
• As a last resort and only when your life is in imminent danger
• Attempt to incapacitate the active shooter
• Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

• Remain calm, and follow officers’ instructions
• Put down any items in your hands (i.e. bags, jackets)
• Avoid pointing, screaming, or yelling
• Raise hands and spread fingers; keep hands visible at all times
• Do not stop to ask officers for help or direction when evacuating
• Avoid making quick movements toward officers such as holding on to them for safety

INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

• Location of the active shooter
• Number and type of weapons held
• Number of shooters, if more than one by the shooter/s
• Physical description of shooter/s
• Number of potential victims at the location

HOSTILE ASSAILANT IN BUILDING

When a hostile person(s) is actively causing imminent death or serious bodily injury to person(s) within a building, take the following precautions:

• Faculty should immediately lock the students and themselves in the classroom if possible. Cover any windows or openings that have a direct line of sight into the classroom.
• As soon as safe to do so immediately call 911 from any CNM phone or 224-3001.
• Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
• Lock the windows and close blinds or curtains; stay away from the windows.
• Turn off lights and all audio equipment.
• Try to remain as calm as possible.
• Keep everyone together.
• Keep classrooms secure until police arrive and give you directions.
• If you are not in a classroom, try to get to a classroom or an office.
• Stay out of open areas and be as quiet as possible.
• If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
  • You can try to hide, but make sure it is a well-hidden space or you may be found as the assailant moves through the building looking for victims.
  • If you think you can safely make it out of the building by running, do so. Do not run in a straight line. Attempt to keep objects such as; desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.
  • If you are unable to run or hide, you may choose to play dead if among other victims.
  • Though dangerous, your last resort may be to fight back or attempt to take the person down.
  • If you are caught by the intruder and are not going to fight back, obey all commands and don’t look the intruder in the eyes.
  • When police arrive, obey all commands. This may include you being handcuffed, or keeping your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further instructions to follow.
BOMB THREAT

If You Receive a Bomb Threat

A Bomb threat condition exists when a suspected bomb/explosive device has been reported, but has not been located. An emergency exists when there is an apparent threat of life or property resulting from a bomb threat or actual explosion.

Notification of a Bomb Threat

- The person receiving a bomb threat call should remain calm, listen carefully, and attempt to obtain as much information as possible from the caller. Record exactly what the caller said and record all information immediately.

- Bomb threats occur in several ways:
  - Information received from another agency.
  - A telephone call made to CNM personnel.
  - Someone sends a written notice/notice, about a bomb on campus.
  - Information received from students, staff or an outside source.

- Regardless of the source, all information regarding a bomb threat should be taken seriously.

- If a written message is received, keep track of: Who found it; who else was present; when/where was it found or delivered; how was it delivered; and who touched it.

Security’s Response to a Bomb Threat

- Officer(s) will immediately cease radio transmissions and will turn off all portable and vehicle radios at least one quarter mile from the bomb threat location to avoid inadvertent detonation.

- Officer(s) will inform CNM Dispatch of the situation or the officer(s) dispatched will provide his/her ETA to the location. Request outside assistance from police/fire agencies if applicable.

- The Shift Supervisor will be immediately informed of the situation and of all pertinent facts as they develop.

- The Shift Supervisor will ensure that the Dispatch Center shuts down radio communications temporarily until the threat is evaluated and resolved.

- Officers will assist in assessing the problem and provide information relevant to the need to evacuate the building or areas involved in the threat

- Security Officers shall assist in keeping emergency vehicle routes clear and assist
incoming emergency vehicles to location.

- The decision to evacuate a building shall be made by the Chief of Security/Designee, Vice President, President, or by request of the Jurisdictional Law Enforcement Officer or Agency.

- In the event of an evacuation the following shall be done:
  - The Security Supervisor shall coordinate the evacuation.
  - The evacuation will be carried out in a calm orderly manner.
  - Officers will evacuate the building room by room starting at one end and continuing the search until it is clear.
  - Officers shall notify students, staff, faculty, etc. that the facility has been ordered evacuated and shall direct students, staff, faculty etc., to the designated exit and safe zone.
  - Officers shall prevent re-entry into any evacuated facility priory to an all clear being issued by the Jurisdictional Law Enforcement Officer or Agency and approval/direction from the Chief of Security, Associate Vice President, or President.
  - If necessary staff and faculty members may be asked to assist in directing students, staff, and faculty to the safe zone to assist in prevention of re-entry.
  - To the extent possible, account for students, staff and faculty.

**Building/Property Search**

- Building or property searches, in conjunction with a Bomb Threat/Emergency, may be ordered by the Chief of Security, Vice President, President, or by request of the Jurisdictional Law Enforcement Officer or Agency.

  - In the event of a Bomb Threat/Emergency, the search for a device shall be conducted only under the supervision of local Law Enforcement Authorities.
  - A plan will be developed before the search is started.
  - Ensure receiver of call is available for interview.
  - A floor plan (blueprints or sketch), of the building should be made available to aid in the search effort.
  - CNM Maintenance personnel or person in charge of the affected area shall be available for conference.
  - Search areas will be assigned by Chief of Security or designee in conjunction with Law Enforcement.
  - Personnel familiar with the building layout should be assigned to assist with the search.
  - Security Personnel will ensure that keys are available for all locked areas.
  - The areas to be searched and the extent of the search will depend on:
    - The motivation of the suspect.
    - Whether any previous threats have been made.
    - Information available that identifies the probability of a real threat.
    - The type and use of the building or are being identified as threatened.
• Accessibility of the building.
• The search will be discontinued when:
  • Directed by the Chief of Security or designee.
  • Directed by the Law Enforcement Officer in-charge.
  • The probability of finding a device by further search is highly unlikely.
  • Upon locating a suspected or known explosive device.

Suspected or Known Device

1. Upon locating a suspected or known explosive device, the scene will be turned over to the Law Enforcement Agency.

2. The responsibility for the safe handling and removal of the device is with the Law Enforcement Agency on site.

3. Under no circumstances will Security Personnel touch, pick up, handle, or approach any suspected or known explosive device.

4. If evacuation is ordered Security personnel will assist in the evacuation of all persons from the immediate area to an approved staging area (500 feet or more).

5. The emergency shall be terminated only by the Law Enforcement Agency on site.
SUSPICIOUS MAIL

What constitutes “suspicious mail?” Typical characteristics include parcels that are:

- Unexpected or from an unfamiliar sender, outdated mail, no return address, unusual weighted package or size, lopsided, or oddly shaped, marked personal or confidential; contain wires, strange odors, powders, or stains; postmarks not matching the return address, hand written or poorly typed address.

The Security Dispatch Center will notify the following persons, in the order listed, immediately after a threat is identified:

- Police and Fire departments.
- Shift Supervisors.
- Chief of Security and Director of Safety & Environmental Health or designee.

If you receive suspicious mail

1. What you should do
   1. If it is a letter you have opened, set it down gently at the location where you first read it.
   2. Move to an area that will minimize possible exposure. Avoid contact with others when possible, and remain in the area. If it is a note that you happen to find, leave it alone.
   3. Advise a coworker in the immediate area what has happened and ask them to call the Security department at 911 from any CNM phone or 224-3001.

- What you should not do
  - Do not pass the letter or note to others to look at.
  - Do not disturb any contents in the letter or note.
  - Do not ignore the threat. It must be treated as real until properly evaluated.

If you receive a threat by telephone

- What you should do
  1. Immediately call 911 from any CNM phone or 224-3001.
  2. Remain calm.
  3. Listen carefully to the caller and write down as much information possible so you can recall the details later. Listen to background noise for clues.

- What you should NOT do
  - Do not ignore the threat. It must be treated as real until properly evaluated.
  - Do not argue with or antagonize the caller or hang up the phone.
FLOOD/FLASH FLOOD

Currently the South Valley Campus (located on a flood plain) has the potential to be impacted directly by flooding. However, flooding would potentially interrupt transportation routes and electrical power. Flooding which destroys any of the Rio Grande bridges would interrupt services between CNM facilities.

CIVIL DISTURBANCE

The proximity of Main campus to the UNM campus increases the chances of spill over to CNM. As we do not have research laboratories or high profile researchers, terrorism against targeted facilities is unlikely. Domestic violence and stalking happen occasionally at our campuses. Major civil disturbance events in the area could cause closure of CNM sites if demand necessary by the President. Specific plans to counteract and respond to civil disturbance incidents should not be published as that may lead to circumvention. Bomb threats could also be considered in this category.
INCIDENT COMMAND SYSTEM/EMERGENCY OPERATIONS CENTER GROUP CHECKLIST
ACTION CHECKLIST: EMERGENCY OPERATIONS CENTER

PLANNING GROUP

ROLE
Provide emergency operations center oversight and direction.
Determine College closure and resumptions.

REPORTS TO
College President

TASK
- Sign in upon arrival at the Emergency Operations Center. Get a situation briefing from the Incident Commander.
- Evaluate the institution effects of the emergency. Amend emergency goals and response priorities (below) if appropriate. Provide continuing oversight for the Operations Group “Action Plans.” Develop every 1 to 3 hours.
- Ensure that each Emergency Operations Group function is covered and has appropriate leadership.
- If necessary, authorize a temporary suspension of classes, or a campus closure. Coordinate the implementation of the decision with other Emergency Operations Center Groups.
- Review the content of internal and external public information bulletins and announcements.
- Provide oversight for family notification and casualties.
- Frame emergency-specific policies as needed. Examples: emergency personnel policies, special financial assistance for employees or students, temporary support such as childcare, etc.
- Determine College priorities for the recovery of mission critical teaching and research programs. Guide the resumption or relocation of college activities.
- Interface with external agencies and the community.
- Address legal issues associated with the emergency.

EMERGENCY GOALS
- Protect life safety.
- Secure critical infrastructure and facilities.
- Resumption of instructional programs.

EMERGENCY RESPONSE PRIORITIES
1. Buildings used by dependent populations- Occupied classrooms and offices, occupied auditoriums, and special event venues
2. Buildings critical to health and safety- Emergency shelters, food supplies, sites containing potential hazards (hazards waste storage, etc.)
3. Buildings and areas that sustain emergency response- Energy and/or utility systems, communication services, computer installations.
4. Classroom buildings (unoccupied)
5. Administrative Buildings (unoccupied)
ACTION CHECKLIST: EMERGENCY OPERATIONS CENTER

INCIDENT COMMANDER

ROLE
Campus Emergency Management Team Leader
Oversight for all emergency operations or college representative for unified command

REPORTS TO
Planning Group and College President

TASK
- Until the Incident Commander arrives, the most senior Security Officer serves as the temporary Incident Commander. After signing in, the Incident commander identifies him/herself to personnel who have arrived at the Emergency Operations Center.
- Authorize the activation of the Emergency/Operations Center and the mobilization of all or part of the Emergency Management Team.
- Get situation briefing, assess College status.
- Delegate a liaison to the secondary Emergency Operations Center if necessary.
- Provide oversight for strategic response and operational response.
- Approve all internal and external emergency bulletins and forward to the Planning Group.
- Advise the Planning Group of changing conditions.
- Authorize a de-activation or reduced operations for the Emergency Operations Center.
- Assemble Emergency Management Committee and key personnel to produce an After-Action Report evaluating the emergency response.

EMERGENCY GOALS
- Protect life safety.
- Secure critical infrastructure facilities.
- Resumption of instructional programs.

EMERGENCY RESPONSE PRIORITIES
1. Buildings used by dependent populations- Occupied classrooms and offices, occupied auditoriums, and special event venues
2. Buildings critical to health and safety- Emergency shelters, food supplies, sites containing potential hazards (hazards waste storage, etc.)
3. Buildings and areas that sustain emergency response- Energy and/or utility systems, communication services, computer installations.
4. Classroom buildings (unoccupied)
5. Administrative Buildings (unoccupied)
ACTION CHECKLIST: EMERGENCY OPERATIONS CENTER
OPERATIONS GROUP

ROLE
Prioritize situation reports, plan response strategies

REPORTS TO
Incident Commander

TASK
- Sign in upon arrival at the Emergency Operations Center. The Operations Group Leader provides ongoing updates to the Incident Commander.
- Appoint liaisons to interface with the Intelligence Group and the Logistics/Finance Group.
- Get situation status briefing, review your responsibilities. Quickly review Emergency Operations Center Directory for inventory of available information and resources.
- Access and prioritize emergency reports and establish an “Action Plan” for operations.
- Dispatch safety inspection teams or response personnel teams to critical facilities and priority
- Determine whether to activate additional personnel (Coordinate with Logistics).
- Establish special services as necessary (food, shelter, communications).
- Communicate request for supplies, equipment, and service to Logistics Group.
- Reassess conditions regularly and modify the action plan. Brief the Incident Commander and Emergency Operations group on current Action Plan.
- After the disaster, produce After-Action Report on the campus response.

EMERGENCY GOALS
- Protect life safety.
- Secure critical infrastructure facilities.
- Resumption of instructional programs.

EMERGENCY RESPONSE PRIORITIES
1. Buildings used by dependent populations- Occupied classrooms and offices, occupied auditoriums, and special event venues
2. Buildings critical to health and safety- Emergency shelters, food supplies, sites containing potential hazards (hazards waste storage, etc.)
3. Buildings and areas that sustain emergency response- Energy and/or utility systems, communication services, computer installations.
4. Classroom buildings (unoccupied)
5. Administrative Buildings (unoccupied)
ACTION CHECKLIST: EMERGENCY OPERATIONS CENTER

PUBLIC INFORMATION

ROLE
Prepare and disseminate status reports and coordinate external bulletins and media relations

REPORTS TO
Incident Commander

TASK
• Sign in upon arrival at the Emergency Operations Center. Report to the Incident Commander.
• Appoint a liaison to interface with Operations Group.
• Get a situation status briefing. Quickly review Emergency Operations Directory for inventory of available information and resources.
• Set-up and test any equipment from public information section.
• Establish contact with government public information officers.
• Draft initial internal and external bulletins and announcements, with the Incident Commander and Operations Group. The Planning Group will make final authorization for bulletins.
• Write and record bulletins and updates for Switchboard.
• Communicate confidential status bulletins from the Emergency Operations Center to appropriate personnel.
• Prepare public information reports for College web site.
• Draft, issue and update campus emergency status reports (also disseminate to the College radio station).
• Coordinate with Student Activities and Switchboard to organize phone banks, if necessary.
• Establish a Media Relations Center.
• Monitor media reports about the College.

EMERGENCY GOALS
• Protect life safety.
• Secure critical infrastructure facilities.
• Resumption of instructional programs.

EMERGENCY RESPONSE PRIORITIES
1. Buildings used by dependent populations- Occupied classrooms and offices, occupied auditoriums, and special event venues
2. Buildings critical to health and safety- Emergency shelters, food supplies, sites containing potential hazards (hazards waste storage, etc.)
3. Buildings and areas that sustain emergency response- Energy and/or utility systems, communication services, computer installations.
4. Classroom buildings (unoccupied)
5. Administrative Buildings (unoccupied)
ACTION CHECKLIST: EMERGENCY OPERATIONS CENTER

INTELLIGENCE GROUP

ROLE
Collect and verify reports and provide background data and maps

REPORTS TO
Incident Commander

TASK
• Sign in upon arrival at the Emergency Operations Center. Report to the Incident Commander.
• Get situation status briefing. Quickly review Operations Center Directory for inventory of available information and resources.
• Group liaisons must be appointed to interface with the Operations Groups and with the Logistics Group.
• Divide the group into two sections. A technical section (facilities, hazards, and computer specialists), and a communications/data entry section (phone/fax, radio, personnel log).
• Technical Section
  • Make ongoing checks with the Communications personnel to identify critical incident to Emergency Operations Center with technical analysis of potential impacts.
  • Coordinate with the Operations and Logistics Group as necessary.
  • Obtain supplemental data/maps for Groups to help evaluate and prioritize actions.
  • Monitor community emergency impact reports.
• Communications/Data Entry Section
  • Assign Specific roles to members of this section
    • Phone Operations
    • Fax coordinator
    • Incident Log input
    • Message relay
  • Determine how the incident log will be maintained
    • With power-use laptop
    • No power-Use whiteboards and log forms
      • Log reports by incident number, date, time, location, type (casualty incident, damage incident, etc.), action taken and resolution date/time
  • Confirm reports and/or obtain new incident information
  • Establish liaison with Security and Safety personnel if needed
  • Assist Operations group with additional notifications if needed
• All Intelligence Group members held Emergency Operations Center personnel set up the Emergency Operations Centers supplies/equipment and help dismantle the Emergency Operations center at the close of the activation.
EMERGENCY GOALS

- Protect Life safety
- Secure critical infrastructure and facilities
- Resumption of instructional programs

EMERGENCY RESPONSE PRIORITIES

1. **Buildings used by dependent populations** - Occupied classrooms and offices, occupied auditoriums, and special event venues
2. **Buildings critical to health and safety** - Emergency shelters, food supplies, sites containing potential hazards (hazards waste storage, etc.)
3. **Buildings and areas that sustain emergency response** - Energy and/or utility systems, communication services, computer installations.
4. **Classroom buildings (unoccupied)**
5. **Administrative Buildings (unoccupied)**
ACTION CHECKLIST: EMERGENCY OPERATIONS CENTER

LOGISTICS/FINANCE GROUP

ROLE
Obtain resources to implement the operational response and document emergency expenditures, claims and losses

REPORTS TO
Incident Commander

TASK
• Sign in upon arrival at the Emergency Operations Center. Report to the Incident Commander.
• Get the situation status briefing. Quickly review Emergency Operations Center directory for inventory of available information and resources. Group liaisons must be appointed to interface with the Operations and Intelligence Groups.

LOGISTICS SECTION
• Working with the Operations Group, arrange and stage the delivery of incoming resources.
• Assist Operations Group with the activation of additional emergency response resources.
• Obtain specialized supplies, equipment, or services to support the emergency response.
• Identify and contact with external experts, contractors or vendors or mutual aid (engineers, recovery specialist, equipment rental companies).
• Provide temporary identification to emergency workers.
• Help establish appropriate shelters if necessary.
• Identify necessary and appropriate volunteer task to Student Activities.
• Summarize space, facility, and personnel needs to achieve program resumption.
• Report recovery resource needs to the Incident Commander.

FINANCE SECTION
• Track disaster cost/expenditures. Gather data on labor, equipment/supply, and overtime cost.
• Produce periodic estimates of disaster costs for Planning Group, the County Office of Emergency Management and insurers.
• Work with Logistics, Intelligence and Operations Groups to ensure that damage impacts are recorded before repairs are made, that photographic evidence is maintained, etc. collect copies of notes, tapes, photographs, videos and other records of damage from departments and field responders.
• Estimate the disaster’s business impacts and anticipated recovery times. Provide summary reports to the Incident Commander.
• Begin the documentation of insurance and disaster assistance claims.
• Obtain office damage reports for the County Office of Emergency Management and the State
Office of Emergency Management.
• Continue to meet after the disaster to coordinate ongoing coordination of damage claims process.

EMERGENCY GOALS
• Protect Life safety
• Secure critical infrastructure and facilities
• Resumption of instructional programs

EMERGENCY RESPONSE PRIORITIES
6. Buildings used by dependent populations- Occupied classrooms and offices, occupied auditoriums, and special event venues
7. Buildings critical to health and safety- Emergency shelters, food supplies, sites containing potential hazards (hazards waste storage, etc.)
8. Buildings and areas that sustain emergency response- Energy and/or utility systems, communication services, computer installations.
9. Classroom buildings (unoccupied)
10. Administrative Buildings (unoccupied)
APPENDIX C

Plan Authority and References

Emergency Resources and Procedures

Organizational Chart

Campus Maps
PLAN AUTHORITY AND REFERENCES
The organizational and operational concepts contained in this Basic Plan is
Established on the following authorities and references:

A. Federal

1. ROBERT T. STAFFORD DISASTER RELIEF & EMERGENCY ASSISTANCE ACT, as amended, 42 U.S.C 5121
2. EMERGENCY PLANNING AND COMMUNITY RIGHT-TO KNOW ACT, 42 U.S.C. 5101
3. EMERGENCY MANAGEMENT AND ASSISTANCE, 44 CFR
4. PRESIDENTIAL DIRECTIVE-3, 2002
5. HAZARDOUS WASTE OPERATIONS & EMERGENCY RESPONSE, 29 CFR 1910.120
6. NATIONAL RESPONSE PLAN
7. FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN

B. State

1. EMERGENCY MANAGEMENT ASSISTANCE COMACT, 11-15-2, NMSA
2. NEW MEXICO EMERGENCY RESPONSE ACT, 74-48-1, NMSA
3. NEW MEXICO ALL-HAZARD EMERGENCY OPERATIONS PLAN, 2004
4. NEW MEXICO EMERGENCY MANAGEMENT PLAN, 1999
5. DISASTER ASSISTANCE PROGRAM
6. LOCAL GOVERNMENT HANDBOOK
7. NEW MEXICO DEPARTMENT OF PUBLIC SAFETY
8. OFFICE OF EMERGENCY MANAGEMENT
9. NATURAL HAZARDS BUREAU 1997

C. Local

1. ALBUQUERQUE CITY ORDINANCE #67229, JUNE 2, 1998
EMERGENCY RESOURCES AND PROCEDURES

In the event of an emergency, emergency resources are made up of local agencies dedicated to helping the college and community.

Emergency resources consist of the New Mexico Dept. of Transportation, APD (Albuquerque Police Dept.), New Mexico State Police, Albuquerque Bomb squad, DEA (Drug Enforcement Administration), Trained HAZMAT (Hazardous Material) Personnel to remove or clean up hazardous waste materials, Solid Waste Department and Local AFD (Albuquerque Fire Dept.), Local UNM & Presbyterian Hospitals, EMS (Emergency Medical Services), National Guard.

Organizations responsible for mass care facilities: American Red Cross Association and Local volunteer organizations. Each organization is responsible for patient numbers and if involving CNM students or staff, EOC will help in keeping records on location of students. All important phone numbers will be located in the EOC.

Local emergency medical facilities: Presbyterian Hospital (private), Lovelace Hospital (private), University of New Mexico Hospital (State)

SITUATIONS AND ASSUMPTIONS

CNM has an estimated population during a school year for all 7 campuses of over 27,000 students, faculty and staff members, not including visitors. Our population makes CNM the largest college in New Mexico. CNM does not have a residential population but does have AM and PM classes.

Technology assets include Sandia National Laboratories, Lovelace Respiratory Research Institute, and the Air Force Research Laboratory. Albuquerque is also home to the University of New Mexico. Campus facilities include sporting events associated with UNM, and are held in local facilities and stadiums. UNM and the stadiums are in close proximity with CNM. Albuquerque hosts annual events that garner large attendance, such as the New Mexico State Fair, and the International Balloon fiesta. CNM can be exposed to numerous hazardous situations, all of which can potentially disrupt the community, cause casualties, and damage or destroy the campus infrastructure. Terrorist activity, both domestic and foreign, remain a concern. Terrorist groups have the potential to create a significant impact on a large segment of the school population, using conventional or weapons of mass destruction.

IDENTIFYING INVENTORY

Dispatch or EOC will keep recoded logs of all equipment, vehicles, used in an incident supervised by the logistics officer.
PUBLIC/PRIVATE TRANSPORTATION RESOURCES FOR EMERGENCIES

Public transportation systems travel daily around the city transporting students to and from CNM, and other local campuses, business, and organizations. In the event of an emergency, public transportation system operators will be utilized to transport staff and local community members to a safe area during the time of emergency. CNM will utilize the city transit department, UNM shuttle service or school buses whichever is available at the time.

EMERGENCY ACTION PLAN (EAP)

Each department at CNM is required to maintain an Emergency Action Plan. Every Emergency Action Plan is patterned after the college Emergency Operations Plan but may contain additional information as required for a specific campus or department.

Each Emergency Action Plan:

- Designates Emergency Coordinators for each CNM building. List their responsibilities on a checklist for the plan.
- Includes evacuation procedures for each building.
- Designates a Satellite Operations Center location. This location is patterned after the Institute’s Emergency Operations Center.
Figure 3: Leadership Hierarchy for IMS (Incident Management System)
FINANCE
Tracks expenses
& manages claims process
APPENDIX C

Central New Mexico Community College

Mailing Address:
525 Buena Vista SE
Albuquerque, NM 87106

Student Services Center Address:
900 University Blvd SE
Albuquerque, NM 87106
(505) 224-3000

A: “A” Building
BT 1-4: Basehart Temporaries
E: East Building
JS: Jeannette Stromberg Hall
KC: Ken Chappy Hall
LSA: Louis E. Saavedra Administration Building
    (Formerly “M” Building)
L: Science Laboratory Building
MS: Max Salazar Hall
N: North Building
PPD: Support Services/Physical Plant
RPC: Records & Property Control
S: South Building
SB: Smith Brasher Hall
SRC: Student Resource Center
SSC: Student Services Center
ST: South Temporary Buildings
TC: Ted Chavez Hall
TM: Tres Manos Child Development Center
W: West Building

Note: General parking is free. Students and employees must register their vehicles so security officers can contact them if there are any parking problems. Forms can be picked up at the Student Services Center or at the Parking Services Administrative Office in the Safety & Security Building.
CNM South Valley Campus
5816 Isleta SW
Albuquerque, NM 87105
(505) 224-5000

Building 1: Classrooms/Administration (Rooms SV10-SV63)
Building 2: Classrooms (Rooms SV101-SV128)
Building 3: Portable
YDI Headstart: Youth Development, Inc.
CNM Workforce Training Center
5600 Eagle Rock Ave. NE
Albuquerque, NM 87113
(505) 224-5200
CNM Rio Rancho Campus
2601 Campus Blvd. NE
Rio Rancho, NM 87144