

BUILDING EVACUATION

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 CNM security officers or emergency response personnel (police or fire personnel).

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 by dialing:
-911 on any CNM phone
or
-224-3001 if using a cell 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 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 emergency personnel anyone you believe may still be in the building.

- ▶ Account for all persons known to have been in your area at the time of the evacuation. IS EVERYONE OUT? Report to emergency personnel anyone you believe may still be in the building.
- ▶ Do not re-enter the building until notified by 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) or CNM Security.

PLEASE DON'T

- ▶ Panic or run
- ▶ Use an elevator
- ▶ Take personal valuables, equipment or paperwork
- ▶ Congregate outside the building exit

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

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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) or CNM security.

EVERYONE MUST EVACUATE WHEN ORDERED; NO EXCEPTIONS!

BOMB THREAT PROCEDURES • BOMB THREAT CHECKLIST • CLASSROOM EVACUATION

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 Administration and the MARKETING AND COMMUNICATIONS OFFICE. DO NOT USE A CELL PHONE.

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: _____

CLASSROOM EVACUATION

1. In general, a building evacuation is initiated by the audible/visual fire alarm system, by verbal instructions from a safety monitor or security officer, or via official communications (text, email) in the building. Faculty members are responsible for:
 - a. Orderly classroom evacuation as part of the building evacuation.
 - b. 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.

- 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!