

# SAFETY AND SECURITY MANUAL



2020-2021

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

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**Security 575-439-3634**

**NMSU-A**

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**NMSU-A CAMPUS EMERGENCY/INFORMATION NUMBERS**

All emergencies (police, fire, ambulance)  
NMSU-A Security

8-911  
575-439-3634

| <b>Emergency Type</b>           | <b>Department or Office</b>              | <b>Phone #</b> |
|---------------------------------|--|----------------|
| Alcohol/Drug Misuse             | Vice President for Student Services      | 575-439-3716   |
| Bio Hazard/Chemical Hygiene     | Chemical Hygiene Officer                 | 575-439-3611   |
|                                 | Facilities Department                    | 575-439-3611   |
|                                 | Security Office                          | 575-439-3634   |
| Bomb Threat                     | Emergency Dispatch                       | 8-911          |
| Building Emergency              | Facilities Department                    | 575-439-3611   |
| Dangerous Animal                | Security Officer                         | 575-439-3634   |
| Fire (pull fire alarm and call) | Emergency Dispatch                       | 8-911          |
| Medical Emergency               | Emergency Dispatch                       | 8-911          |
| Power Outage/Utility            | Facilities Department                    | 575-439-3611   |
| Security                        | Security Officer                         | 575-439-3634   |
| Student Discipline              | Day -Vice President for Student Services | 575-439-3716   |
|                                 | Evening – Security Office                | 575-439-3634   |
| Violent/Criminal Behavior       | Alamogordo Police Department             | 575-439-4300   |
|                                 | Security Office                          | 575-439-3634   |
| Fire Department (non-emergency) | Alamogordo Fire Department               | 575-439-4298   |

**Once the emergency number has been called, contact Security.**

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**INFORMATION NUMBERS**

All emergencies (police, fire, ambulance)..... 8-911  
NMSU-A Security Office ..... 575-439-3634

**Alamogordo Police Department**

Administrative Services..... 575-439-4325  
Ambulance Non-Emergency ..... 575-439-4300  
Animal Control ..... 575-439-4300  
Fire Non-Emergency..... 575-439-4298  
Police Fax ..... 575-439-4320  
Police Non-Emergency..... 575-439-4300  
Records..... 575-439-4325

**New Mexico State**

NM Department of Public Safety:  
    Emergency Management Bureau..... 575-439-0747  
    State Police (responsible for all hazmat spills statewide)..... 575-437-1313  
NM Department of Transportation Enforcement Division..... 575-437-1313  
NM Environmental Department (Otero County) ..... 575-437-7115  
NM Occupational Health and Safety Bureau ..... 1-505-827-4230

**Otero County**

Agriculture..... 575-437-0231  
Hazardous Material Officer..... 575-439-0747  
Sheriff ..... 575-437-2210

**Other**

Agency for Toxic Substances & Disease Registry ..... 1-888-42ATSDR or 422-8737  
Center for Disease Control ..... 1-404-633-3311  
Indian Affairs ..... 1-505-671-4494  
National Response Center ..... 1-800-424-8802  
Poison Information Center ..... 1-800-432-6866

**Once the emergency number has been called, contact Security.**

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New Mexico State University at Alamogordo

Emergency Action Plan

Revised September 15, 2016

Safety is a high priority on the NMSU-Alamogordo campus. We have established a comprehensive, yet simple plan to ensure that every person on the Alamogordo campus has the opportunity to exit quickly and safely in the event of a catastrophe.

The NMSU-A campus will have one plan for the entire campus, modified to fit each building. Each building will have a primary and a secondary Emergency Action Coordinator to orchestrate the Emergency Action Plan. The attached table summarizes the required elements of the NMSU-Alamogordo Emergency Action Plan.

**Pre-Emergency Actions:**

- < Emergency Evacuation Coordinators will be trained on the use of Fire Extinguishers.
- < Emergency Evacuation Coordinators will be trained on what to do if an emergency occurs.
- < Emergency escape route signs will be posted in every building on campus.
- < Signs will be posted by elevators stating, "Do not use elevator in case of fire or emergency evacuation of building."
- < Buildings will be continually inspected to ensure hallways and exits are kept clear.
- < Special shutdown procedures will be posted.

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## Emergency Action Plan for Academic Support Center

Emergency situations require the participation of the entire university community. Responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Academic Support Center on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: Assistant Director of ASC, 575-439-3811

Secondary: Director of ASC, 575-439-3811

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Academic Support Center is necessary please go to the Administrative parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Director or Assistant Director of the Academic Support Center will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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## Emergency Action Plan for Extended Programs

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Classroom Building area on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: Administrative Secretary, 575-439-3713

Secondary: Extended Programs Coordinator, 575-439-3699, 442-1649

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Classroom Building is necessary please go to the Administrative parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Secretary or the Coordinator for Extended Programs will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



## Emergency Action Plan for Administration

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Administration area on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: Administrative Assistant, 575-439-3621

Secondary: VPAA, 575-439-3622

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Classroom Building is necessary please go to the Administrative parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

### **To report an emergency:**

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### **Emergency Notification System:**

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

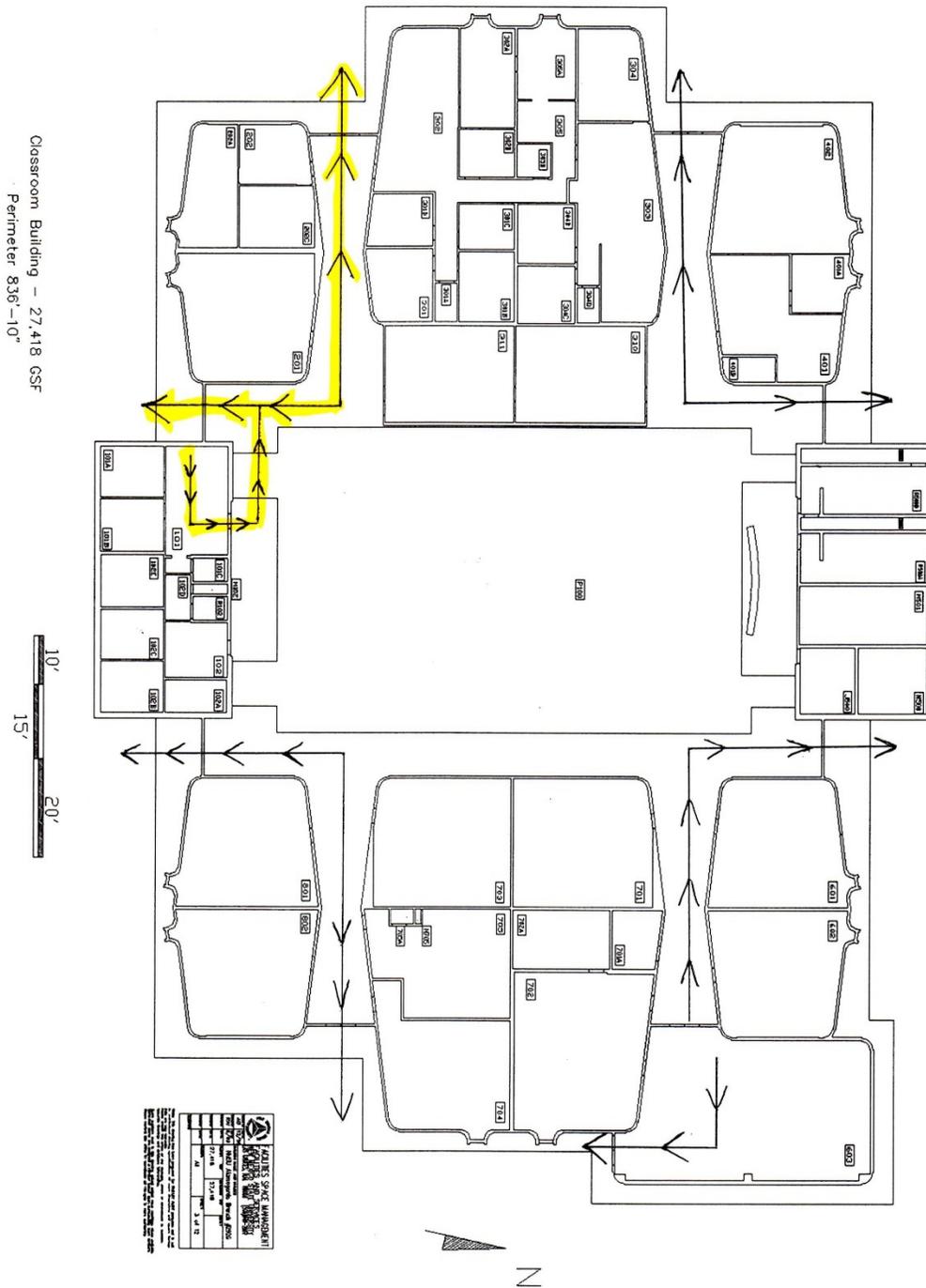
The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### **Violence in the Workplace:**

If individuals become threatening or violent, call 8-911.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911

## Emergency Action Plan for Student Services First Floor

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Bookstore office on the bulletin board and reviewed annually by the department personnel.

**Plan Coordinators:**

Primary: Administrative Secretary, 575-439-3716  
Secondary: VP for Student Success, 575-439-3717

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Bookstore is necessary please go to the sidewalk along Scenic Drive.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Bookstore Manager or Bookstore Staff will account for all employees after the emergency evacuation has been completed.

**To report an emergency:**

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

**Emergency Notification System:**

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

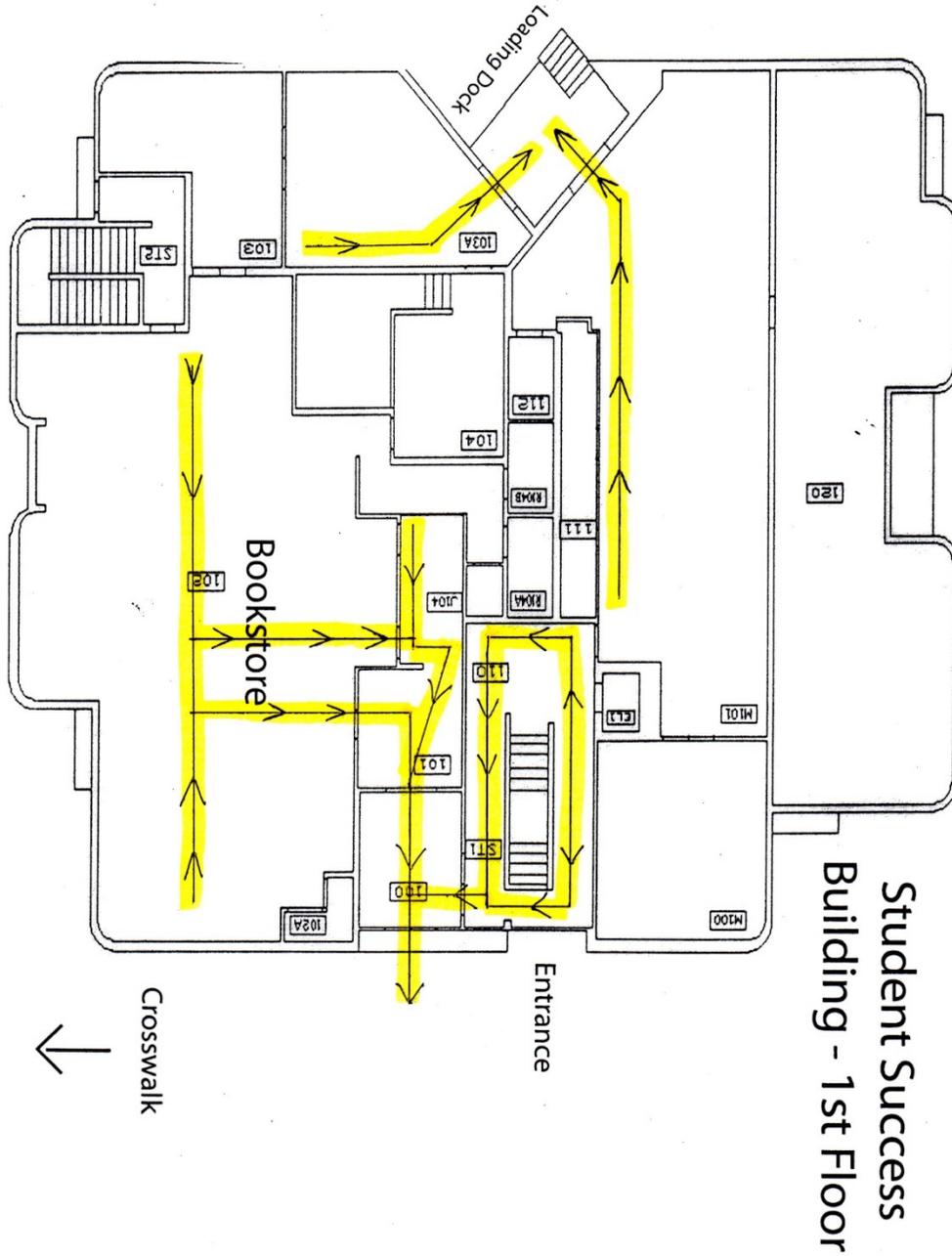
The President or any of the Vice Presidents shall be the backup for the Facilities Director.

**Violence in the Workplace:**

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911

## Emergency Action Plan for Business Office

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Business Office area on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: Carlos Torres, Fiscal Clerk, 575-439-3603

Secondary: Tony Salinas, VP for Business and Finance, 575-439-3601

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Business Office is necessary please go to the grass area outside the Business Office.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Fiscal Clerk will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



## Emergency Action Plan for President's Office

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Personnel Office on the bulletin board and reviewed annually by the department personnel.

### Plan Coordinators:

Primary: Administrative Assistant for President, 575-439-3696  
Secondary: President, 575-439-3640

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the President's Office is necessary please go to the Administrative parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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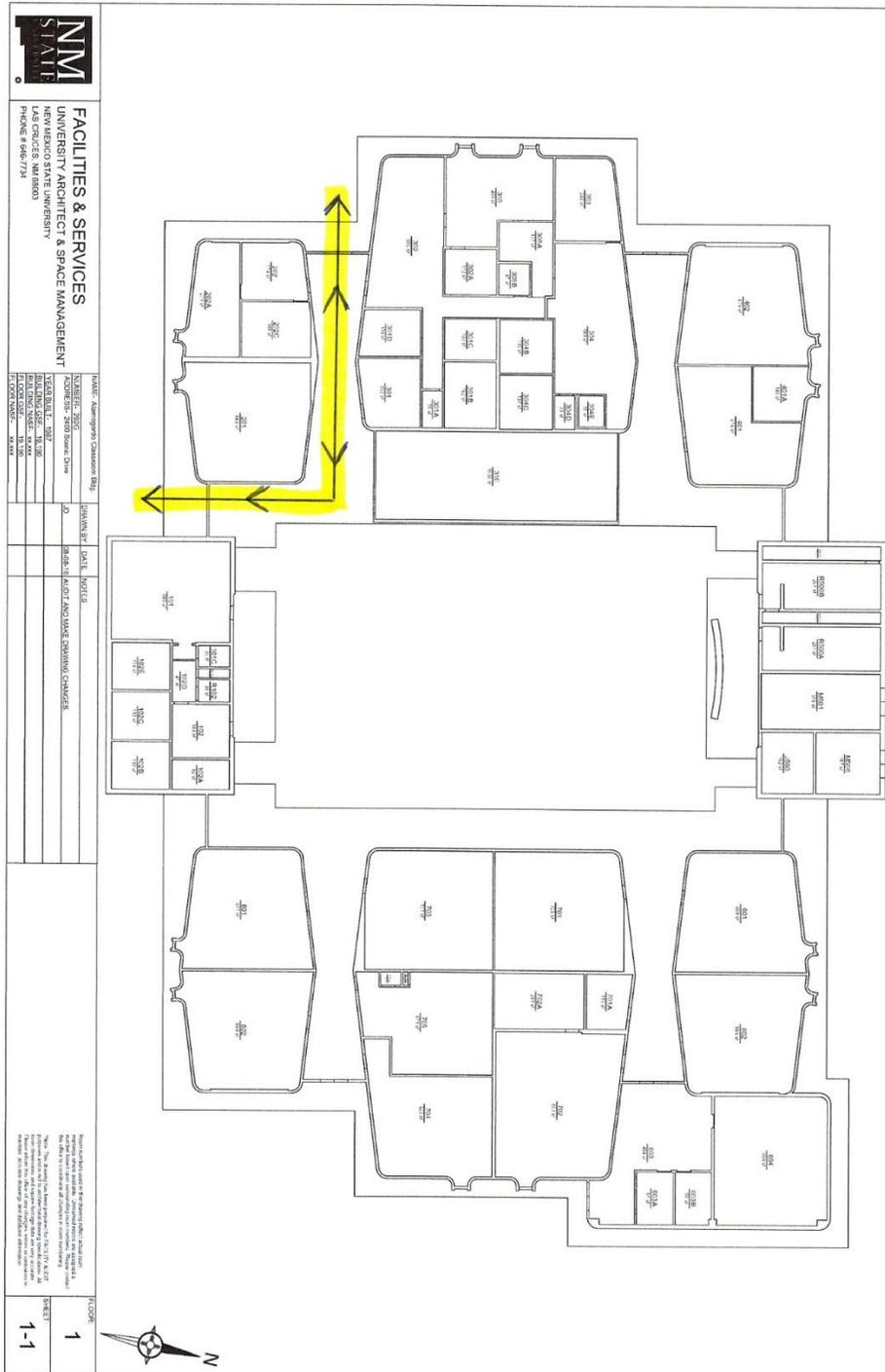
**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

**Security 575-439-3634**

**NMSU-A**

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



**FACILITIES & SERVICES**  
UNIVERSITY ARCHITECT & SPACE MANAGEMENT  
LAS CRUCES UNIVERSITY  
PHONE # 562-7734

NAME: Alejandro Cisneros Bly  
ADDRESS: 2000 Santa Clara  
CITY: LAS CRUCES, NM 88001  
TEL: 505-646-7734  
FLOOR PLAN: 1-1

| DATE     | NOTES                                   |
|----------|---|
| 01/11/11 | REVISIONS AND LANDSCAPE DRAWING CHANGES |

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FLOOR: 1  
SHEET: 1-1

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## Emergency Action Plan for Charles Reidlinger Science Center

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Science Center lounge on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: Administrative Assistant, 575-439-3789

Secondary: Division Head, 575-439-3768

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Science Center is necessary please go to the Science Center parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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## Emergency Action Plan for David Townsend Library

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Library office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: Library Staff, 575-439-3650

Secondary: Librarian, 575-439-3806

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Townsend Library is necessary please go to the Library parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Library staff will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

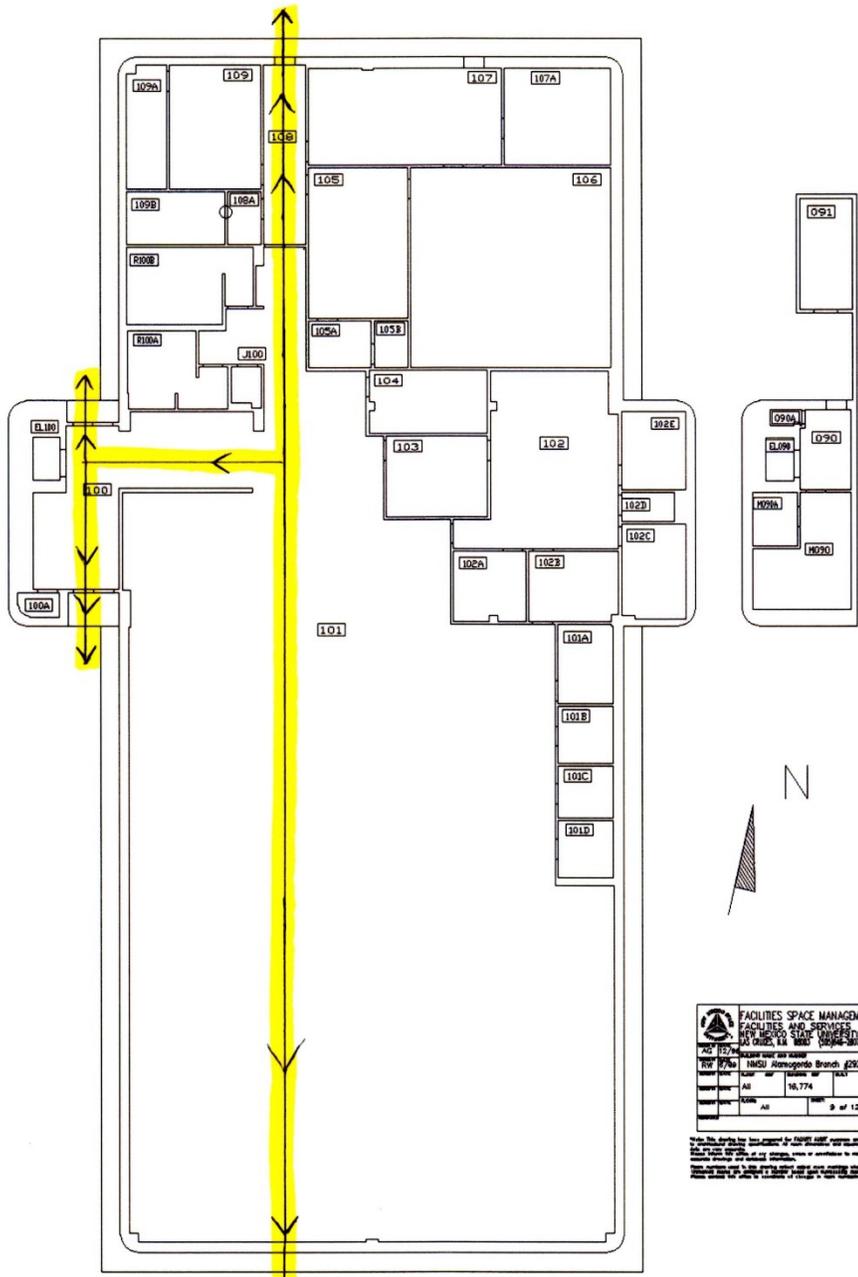
The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



Library - First Floor, Loft & Basement 16,774 GSF  
Perimeter 574'-5"



|  |          |    |             |
|--|----------|----|-------------|
| FACILITIES SPACE MANAGEMENT                |          |    |             |
| FACILITIES AND SERVICES                    |          |    |             |
| NEW MEXICO STATE UNIVERSITY                |          |    |             |
| 4000 UNIVERSITY BLVD. LAS ALAMOS, NM 87801 |          |    |             |
| PROJECT: [REDACTED]                        |          |    |             |
| REV  | DATE     | BY | DESCRIPTION |
| 01   | 01/16/14 | AM | 16,774      |
| 02   | 01/16/14 | AM | 9 of 12     |

To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911

## Emergency Action Plan for Facilities Department

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Physical Plant Department Administrative Assistant's office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: PPD, 575-439-3610

Secondary: Maintenance 575-439-3611

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Physical Plant is necessary please go to the Art parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

---

**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

## Emergency Action Plan for Faculty Office

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Faculty Office lounge on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: Assistant Division Head, 575-439-3751  
Secondary: Administrative Assistant, 575-439-3762

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Faculty Office is necessary please go to the Faculty parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

---

**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



## Emergency Action Plan for George Fettinger Student Services

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Student Services Administrative Assistant's Office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: Administrative Assistant for SS, 575-439-3716

Secondary: VPSS, 575-439-3717

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of Student Services is necessary please go to the sidewalk along Scenic Drive.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

---

**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



## Emergency Action Plan for Henry Campbell Art Center

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Art Center faculty office on the bulletin board and reviewed annually by the department personnel.

**Plan Coordinators:**

Primary: Administrative Assistant, 575-439-3762  
Secondary: Acting Division Head, 575-439-3622

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Art Center is necessary please go to the Art parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

**To report an emergency:**

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

**Emergency Notification System:**

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

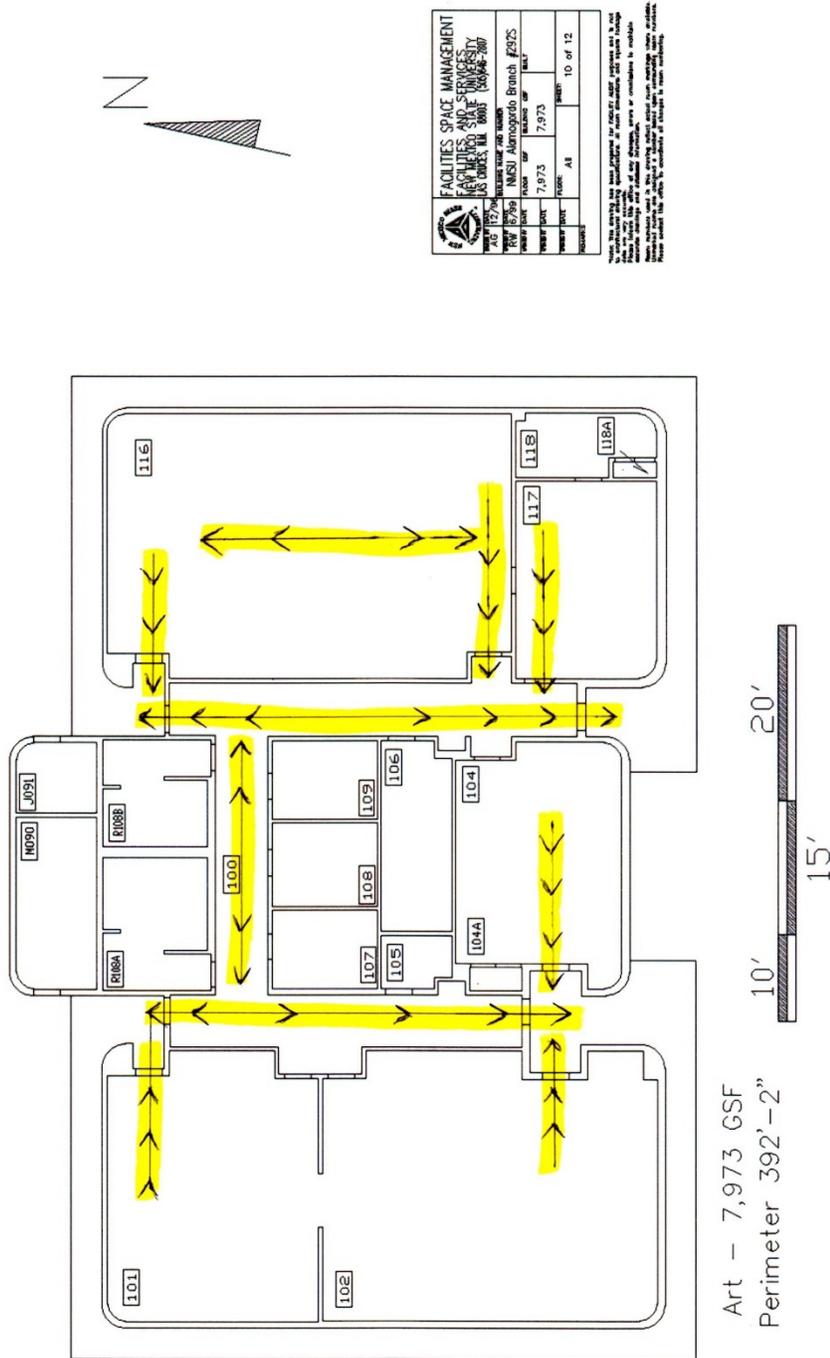
The President or any of the Vice Presidents shall be the backup for the Facilities Director.

**Violence in the Workplace:**

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



| FACILITIES SPACE MANAGEMENT |                              |
|-----------------------------|------------------------------|
| ART 7,973                   | NMSU Alamogordo Branch #2975 |
| PERIMETER                   | 392'-2"                      |
| DATE                        | 7/973                        |
| SCALE                       | AS SHOWN                     |
| SHEET                       | 10 OF 12                     |

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To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911

## **Emergency Action Plan for Marvin Rohovec Theater**

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Fine Arts Center office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: Instructor, 575-439-3676

Secondary: Instructor, 575-439-3682

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Rohovec Theater is necessary please go to the Library parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Instructor will account for all employees after the emergency evacuation has been completed.

### **To report an emergency:**

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### **Emergency Notification System:**

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

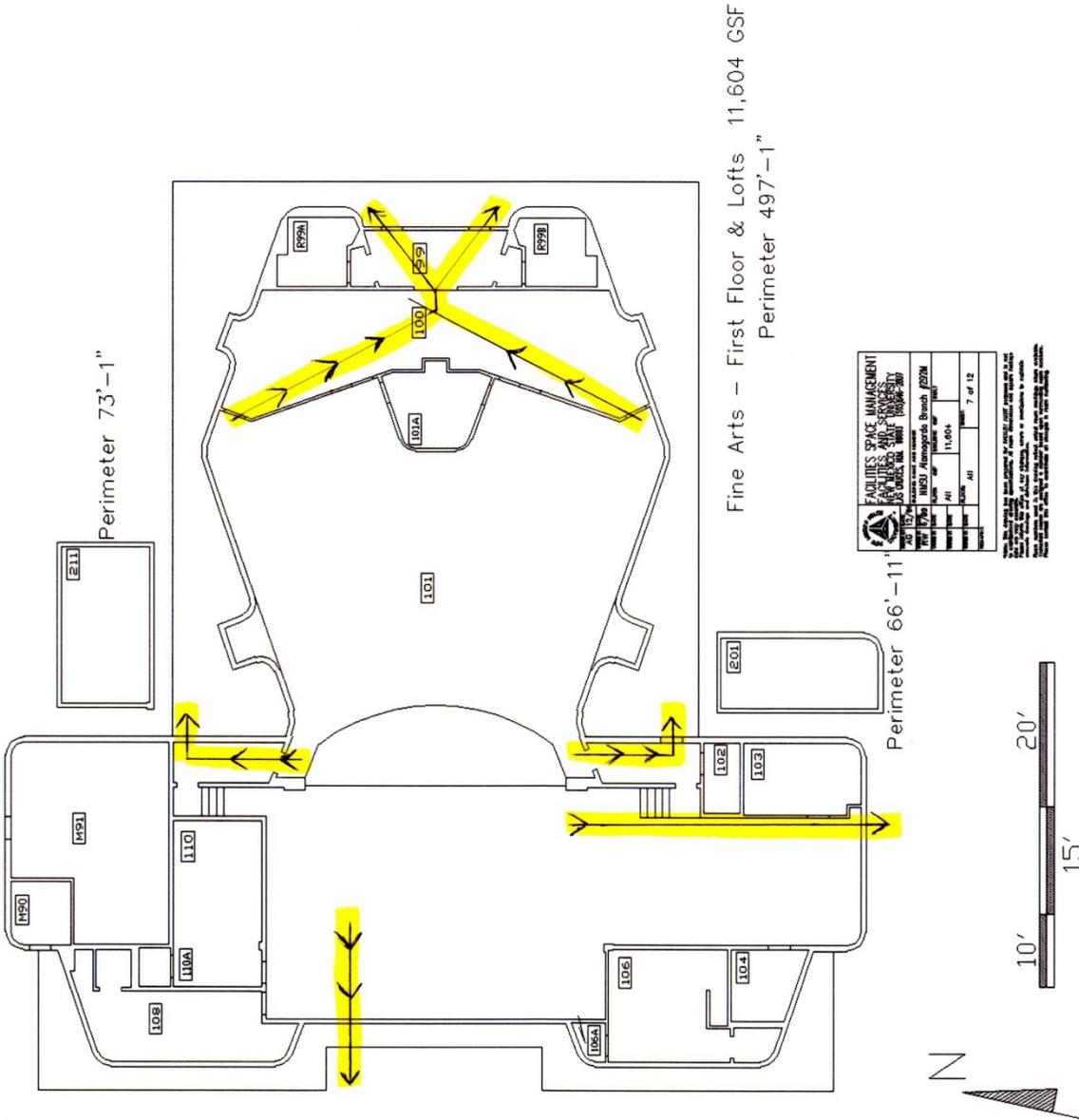
The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### **Violence in the Workplace:**

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911

## **Emergency Action Plan for North Wing of ProTech**

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Nursing Administrative Assistant's office on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: SBDC Administrative Assistant, 575-439-3660

Secondary: SBDC Coordinator, 575-439-3662

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the ProTech Building is necessary please go to the Art parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

### **To report an emergency:**

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### **Emergency Notification System:**

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

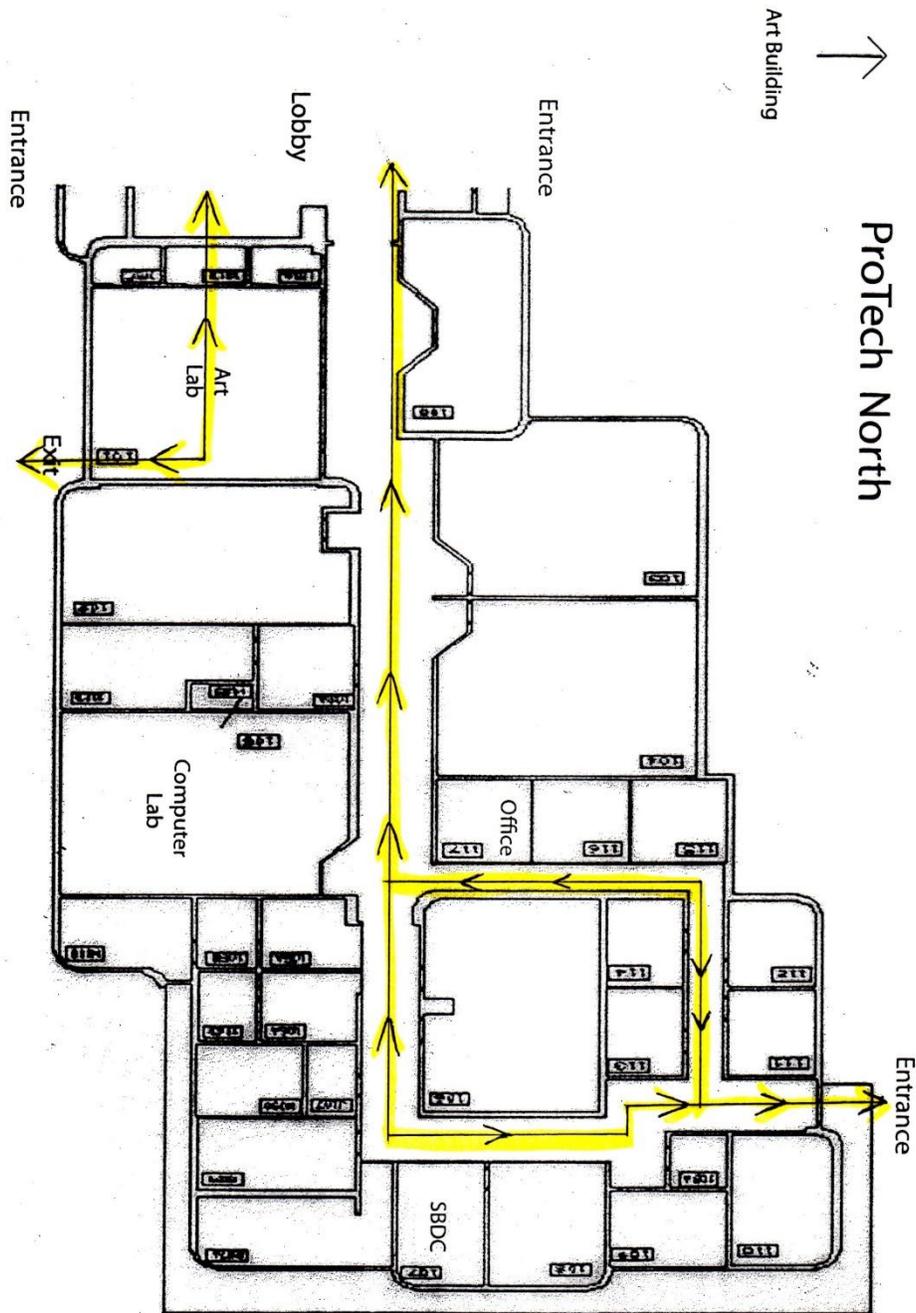
The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### **Violence in the Workplace:**

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



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To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911

## **Emergency Action Plan for South Wing of ProTech**

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the ProTech lounge on the bulletin board and reviewed annually by the department personnel.

**Plan Coordinators:**

Primary: Administrative Assistant for ProTech, 575-439-3689

Secondary: Acting Division Head, 575-439-3622

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the ProTech Building is necessary please go to the Art parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

**To report an emergency:**

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

**Emergency Notification System:**

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

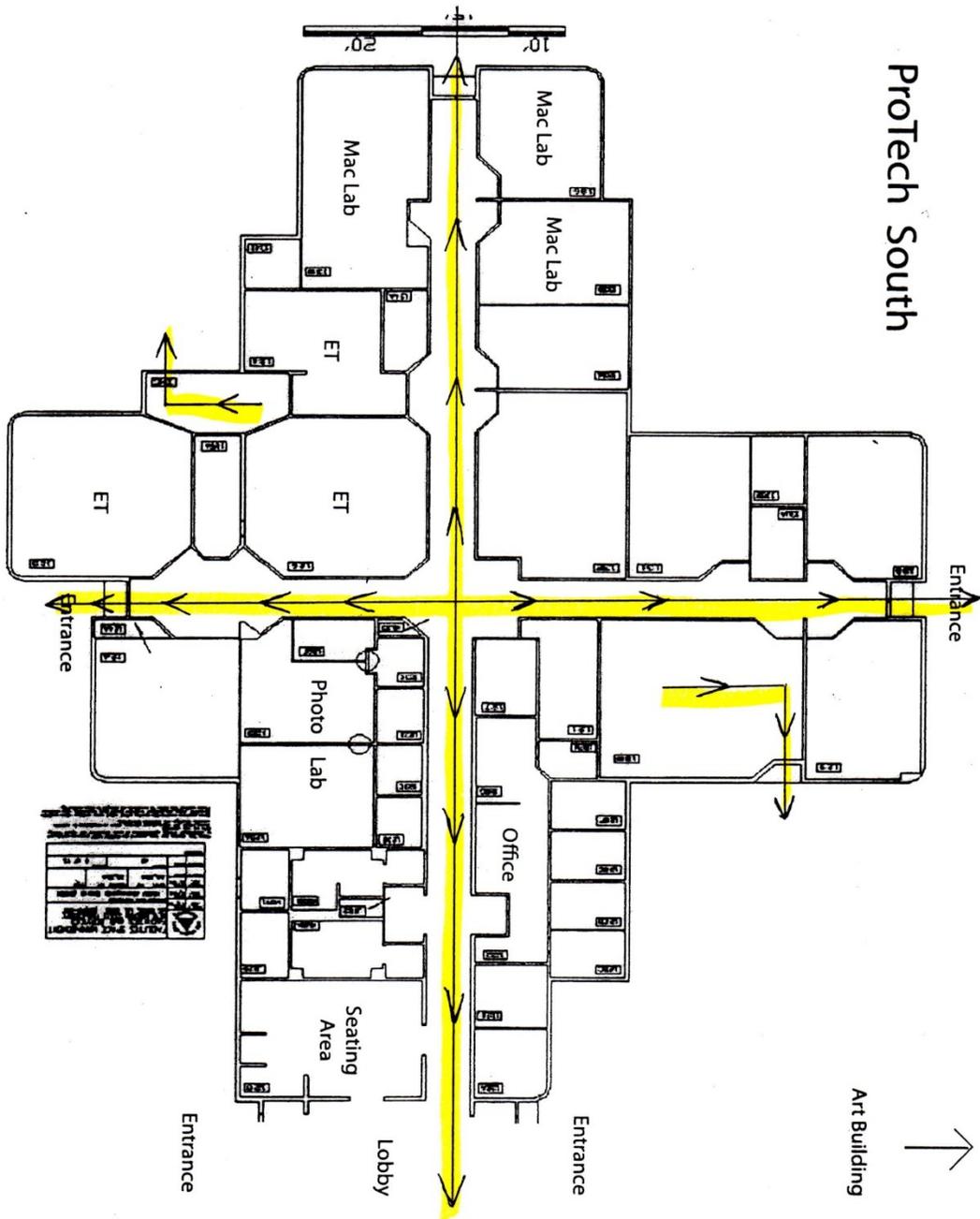
The President or any of the Vice Presidents shall be the backup for the Facilities Director.

**Violence in the Workplace:**

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



## Emergency Action Plan for Student Center

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Student Union area on the bulletin board and reviewed annually by the department personnel.

Plan Coordinators:

Primary: Deli, 575-439-3728

Secondary: Snack Bar Attendant, 575-439-3614

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Student Center is necessary please go to the small parking lot behind the building.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The cafeteria staff will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

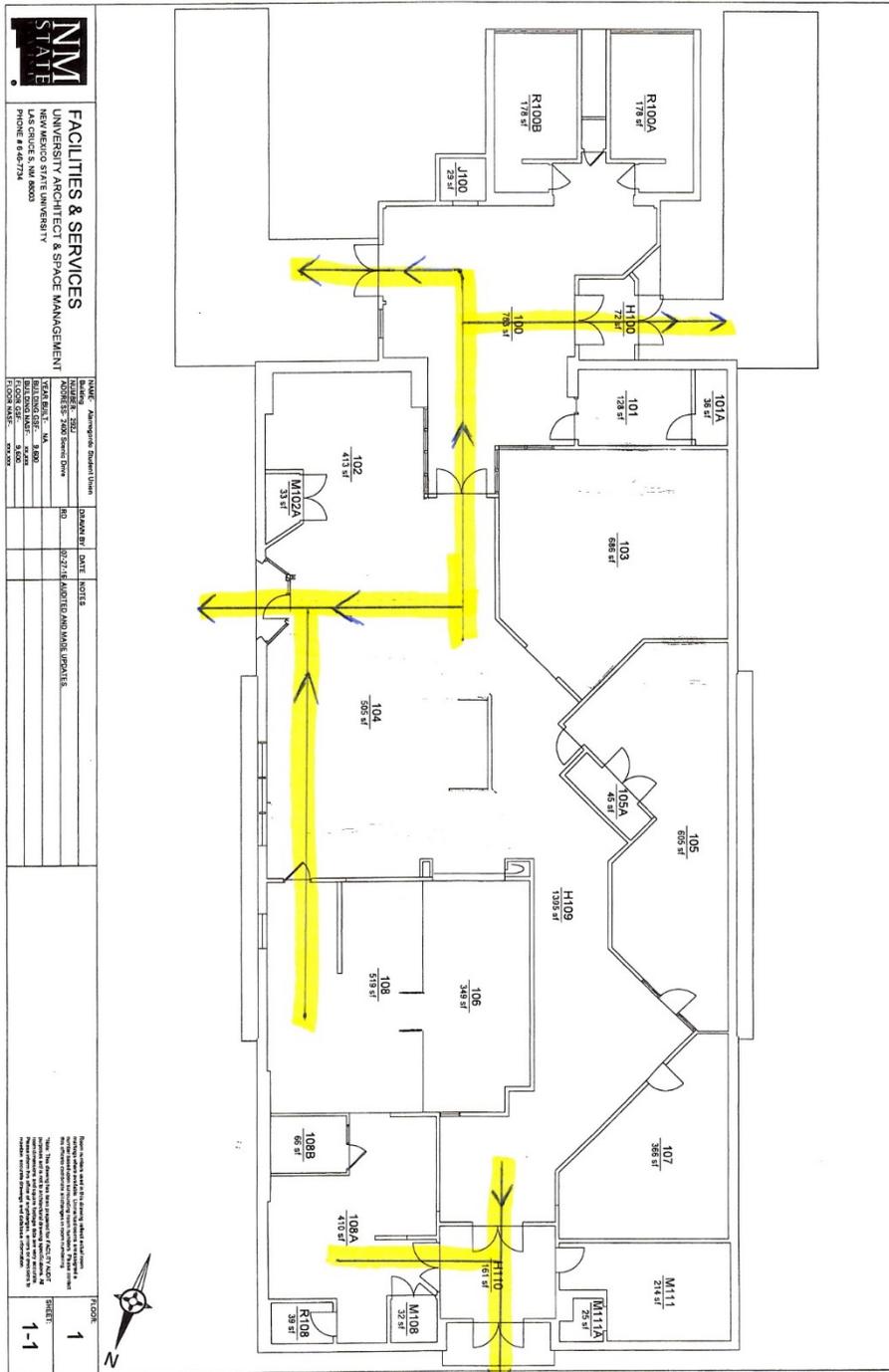
The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911

## Emergency Action Plan for Tays Center

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Tays Center foyer and ABE foyer on the bulletin board and reviewed annually by the department personnel.

### Plan Coordinators:

Primary: Administrative Assistant for President, 575-439-3696  
Secondary: Security, 575-439-3634

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Tays Center is necessary please go to the Tays parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



## Emergency Action Plan for the Nursing Wing of the Charles Reidlinger Science Center

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Science Center lounge on the bulletin board and reviewed annually by the department personnel.

### Plan Coordinators:

Primary: Administrative Assistant for Nursing Director, 575-439-3878

Secondary: Nursing Director, 575-439-3873

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Science Center is necessary please go to the Science parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

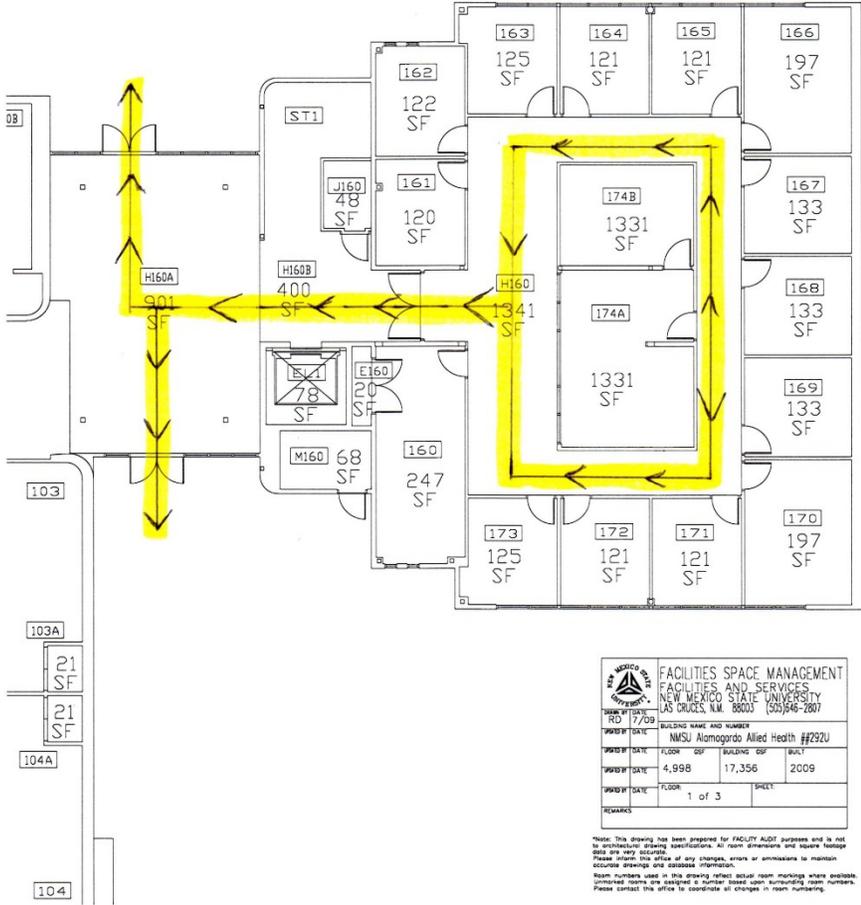
The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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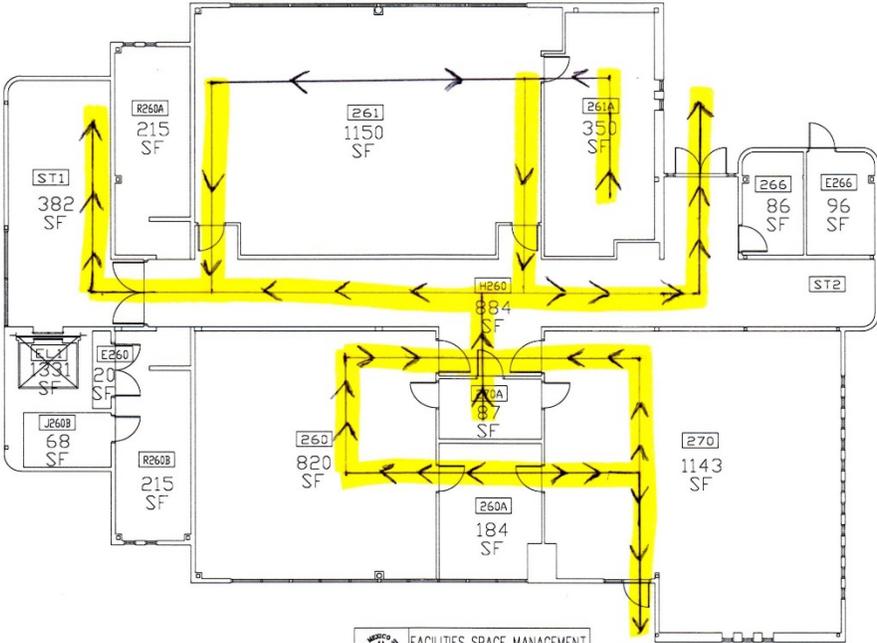
**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



|  |                                       |        |              |
|--|---------------------------------------|--------|--------------|
|  <b>FACILITIES SPACE MANAGEMENT</b><br>FACILITIES AND SERVICES<br>NEW MEXICO STATE UNIVERSITY<br>LAS CRUCES, N.M. 88003 (505)946-2807 |                                       |        |              |
| PROJECT / DATE   | BUILDING NAME AND NUMBER              |        |              |
| 170 / 17/29  | NMSU Alamoogordo Allied Health #2292U |        |              |
| PROJECT / DATE   | FLOOR                                 | GSF    | BUILDING GSF |
| 104A   | 4,998                                 | 17,356 | 2009         |
| PROJECT / DATE   | FLOOR                                 | 1 of 3 | SHEET        |
| 104  |                                       |        |              |
| REMARKS  |                                       |        |              |

Note: This drawing has been prepared for FACILITY AUDIT purposes and is not to be construed as a construction drawing. All room dimensions and square footage data are very accurate. Please inform this office of any changes, errors or omissions to maintain accurate drawings and database information. Room numbers used in this drawing reflect actual room markings where available. Unmarked rooms are assigned a number based upon surrounding room numbers. Please contact this office to coordinate all changes in room numbering.

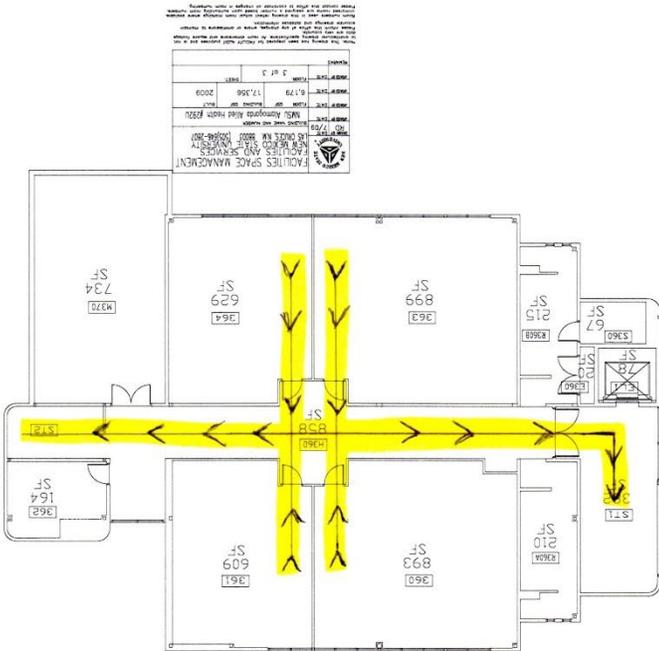
**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



|  |                          |        |       |
|--|--------------------------|--------|-------|
|  <b>FACILITIES SPACE MANAGEMENT</b><br>FACILITIES AND SERVICES<br>NEW MEXICO STATE UNIVERSITY<br>LAS CRUCES, N.M. 88003 (505)646-7807 |                          |        |       |
| PROJECT NO.  | RD 17/09                 |        |       |
| PROJECT NAME   | BUILDING NAME AND NUMBER |        |       |
|  | NMSU Alamo Health #292U  |        |       |
| PROJECT DATE   | FLOOR                    | GSF    | BUILT |
|  | 6,179                    | 17,356 | 2009  |
| PROJECT DATE   | FLOOR                    | SHEET  |       |
|  | 2 of 3                   |        |       |
| DRAWN  |                          |        |       |

\*Note: This drawing has been prepared for FACILITY ASST purposes and is not to be construed as a contract. All room dimensions and square footage data are very accurate. Please contact the office of any changes, errors or omissions to maintain accurate drawings and drawings information. Room numbers used in this drawing reflect actual room markings where available. Unlabeled rooms are designed to number based upon numbering room numbers. Please contact the office to coordinate all changes in room numbering.

**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911

## Emergency Action Plan for Trades Center

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Science Center lounge on the bulletin board and reviewed annually by the department personnel.

### Plan Coordinators:

Primary: Automotive Instructor, 575-439-3887  
Secondary: Renewable Energies Instructor, 575-439-3896

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of the Trades Center is necessary please go to the Tays parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The instructors will account for all employees after the emergency evacuation has been completed.

### To report an emergency:

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

### Emergency Notification System:

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

The President or any of the Vice Presidents shall be the backup for the Facilities Director.

### Violence in the Workplace:

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**



## Emergency Action Plan for Adult Education

Emergency Situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available and posted in the Science Center lounge on the bulletin board and reviewed annually by the department personnel.

**Plan Coordinators:**

Primary: Administrative Assistant for AE, 575-439-3812  
Secondary: Adult Education Director, 575-439-3813

Emergency escape route maps are enclosed and posted in the hallways and at exit doors.

When an evacuation of Adult Education is necessary please go to the Tays parking lot.

The building alarms are located by all exits and include a horn and flashing lights. These alarms will be activated in the event that the entire building requires evacuation.

The Administrative Assistant will account for all employees after the emergency evacuation has been completed.

**To report an emergency:**

Step 1. Call 8-911.

Step 2. Call Security at 575-439-3634. Security will notify the appropriate campus authorities.

**Emergency Notification System:**

The NMSU-A Clery Compliance Team is made up of the Security Coordinator, President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and the Facilities Director.

**The Security Coordinator** will communicate with the Police Department and direct Security and PPD staff on needed assistance (utility turn-offs, barricades, building sweeps, etc.).

**The President** will communicate with the media and direct switchboard operator on appropriate information to give out to the public. Security desk phone will be transferred to switchboard operator.

**The Vice President for Academic Affairs** will communicate with the campus Division Heads and their faculty.

**The Vice President for Business and Finance** will communicate with his staff and the cafeteria staff.

**The Vice President for Student Success** will communicate with all area or department directors.

**The Facilities Director** will send out notifications and communicate with Security Coordinator. Facilities Director will be the backup for the Security Coordinator.

The President or any of the Vice Presidents shall be the backup for the Facilities Director.

**Violence in the Workplace:**

If individuals become threatening or violent, call 8-911 and then Security at 575-439-3634.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**





## **Chapter 2 - Media/ Public Relations**

During an emergency or disaster, the spokesperson for New Mexico State University Alamogordo will be the President or the designated Clery Team member. Other university employees shall refrain from discussing the emergency situation or university responsibilities with the media unless given express written or verbal permission.

A designated Clery Team member will prepare, on the direction of the administrator, media releases which will be the official statements of the administration.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

## Chapter 3 - Evacuation Plans

The NMSU-A campus buildings or campus will be evacuated if there are:

- Fire or extensive smoke
- Hazardous chemical problem
- Directed bomb threat or similar confrontation
- Other crisis situations

### I. Guidelines in the Event of a Building Evacuation and Reentry after the All Clear

- A. The evacuation will occur if the building fire alarm sounds or if you have been notified by the Police Department (PD) or by the Emergency Notification System. Follow steps detailed in the Emergency Action Plan laid out in Chapter 1.
- B. **Do not** reenter an evacuated building until the "all-clear" is given by PD.
- C. All incidents/accidents must be documented. All information should be forwarded to the Security Coordinator.

The building and campus map evacuation plans are located in Chapter 1. It will be the responsibility of the Facilities Director to insure that the evacuation plans are current and posted. Supervisors will insure that their personnel are well briefed on individual responsibilities.

You will be notified by the Emergency Notification System when and if normal campus operations will resume.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

## Chapter 4- Fire

It is very important to know the location of the fire extinguishers, the alarm system, and the fire exits in each building. All area supervisors should be aware of dangerous materials located in their building. If there are any questions concerning any of the above listed items, please contact the Security Office at 575-439-3634.

### I. Guidelines in the Event of a Minor Fire

- A. If a minor fire is controllable, immediately direct the exhaust of the fire extinguisher to the base of the fire.
- B. Promptly contact the fire department (8-911) and Security at 575-439-3634.
- C. If the fire becomes an emergency situation, activate the fire alarm system. If the fire alarm system is disabled give verbal instructions to evacuate the building.
- D. Assist individuals to exit the building safely.
- E. Faculty will direct their classes to the appropriate parking area (see building excavation plan, Chapter 1) away from danger where a headcount will be taken.
- F. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- G. **Do not** reenter an evacuated building until the "all-clear" is given by Police Department.
- H. All incidents/accidents must be documented. All information should be forwarded to the Security Coordinator.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

## II. Guidelines in the Event of a Major Fire

- A. If a fire is not controllable, immediately activate the fire alarm system or if the system is disabled give verbal instructions to evacuate the building.
- B. Promptly contact the Fire Department (8-911) and Security (575-439-3634).
- C. Assist individuals to exit the building safely.
- D. Faculty will direct their classes to the appropriate parking area (see Building Excavation Plan, Chapter 1) away from danger where a headcount will be taken.
- E. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- F. **Do not** reenter an evacuated building until the "all-clear" is given by PD.
- G. All incidents/accidents must be documented. All information should be forwarded to the Security Coordinator.

## Chapter 5- Utility/Power Outage

Supervisors may delegate special duties to individuals during the utility/power outage. Building supervisors should be aware of the dangers in their area due to lack of lighting. Emergency flashlights will be available to building secretaries.

### I. Guidelines in the Event of a Utility/Power Outage

- A. If it is a non-emergency situation and there is no potential of life endangerment, notify the following areas of the outage.
  - 1. Facilities at 575-439-3798 or 575-439-3611
  - 2. Security at 575-439-3634
- B. If it is an emergency situation and there is potential of life endangerment, immediately activate the fire alarm system or if the system is disabled give verbal instructions to evacuate the building.
- C. Contact the fire department (8-911) and Security at 575-439-3634.
- D. Assist individuals to exit the building safely.
- E. Faculty will direct their classes to the appropriate parking area (see Building Excavation Plan, Chapter 1) away from danger where a headcount will be taken.
- F. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- G. **Do not** reenter an evacuated building until the "all-clear" is given by PD.
- H. All incidents/accidents must be documented. All information should be forwarded to the Security Coordinator.
- I. In the event that the elevator malfunctions:

Press the **RED** button next to the **HELP** label. This will put you in contact with a member of the Library staff, who will then contact Security or PD on your behalf.

**Note:** If a power surge is expected, the Computer Center, the labs, and all individual personal computers should be off line as the power may be unstable when it first returns.

The Campus Safety Officer will insure and test annually all areas which require emergency lighting.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

## Chapter 6 - Anthrax/Hazardous Chemical Problem

### I. Guidelines in the Event of Anthrax or other Biological Hazardous and Suspicious Letters/Packages

Many facilities in communities around the country have received Anthrax threat letters. Most were empty envelopes; some contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

#### **DO NOT PANIC**

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life threatening lung infection can occur, but prompt recognition and treatment are effective.

#### A. HOW DO IDENTIFY SUSPICIOUS PACKAGES

Some characteristics of suspicious packages and letters include the following:

1. Excessive postage
2. Handwritten or poorly typed addresses
3. Incorrect titles
4. Title, but no name
5. Misspelling of common words
6. Oily stains, discolorations or odor
7. No return address
8. Lopsided or uneven envelope
9. Protruding wires or aluminum foil
10. Excessive weight
11. Excessive security material such as masking tape, string, etc.
12. Visual distractions
13. Ticking sound
14. Marked with restrictive endorsements, such as "Personal" or "Confidential"
15. Shows a city or state in the postmark that does not match the return address

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

## II. Guidelines for Suspicious Unopened Letter or Package marked with a Threatening Message such as "ANTHRAX"

1. Do not shake, open or empty the contents of any suspicious envelope or package.
2. Place the package or envelope in a plastic bag or some other type of container to prevent leakage of content.
3. If you do not have any container, then cover the envelope or package with anything (clothing, paper, trash can) and do not remove cover.
4. Next, leave the room and close the door. Or section off the area to prevent others from entering.
5. Wash your hands with soap and water to prevent spreading the powder to your face.
6. Contact Security at 575-439-3634.
7. **Do not** reenter an evacuated building until the "all-clear" is given by PD.

## III. Envelope with Powder and Powder Spills onto Surface:

1. Do not try to clean up the powder. Cover the spilled contents immediately with anything (clothing, paper, trash can) and do not remove the cover.
2. Next, leave the room and close the door. Or section off the area to prevent others from entering.
3. Wash your hands with soap and water to prevent spreading the powder to your face.
4. Contact Security at ext 3634.
5. **Do not** reenter an evacuated building until the "all-clear" is given by PD.
6. Remove contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be give to the emergency responders for proper handling.
7. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
8. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for the medical follow-up, and to law enforcement officials for further investigation.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

**IV. Possible Room Contamination by Aerosolization:**

1. Turn off local fans or ventilation units in area.
2. Leave area immediately.
3. Close the door or section off the area to prevent others from entering.
4. Contact Security at 575-439-3634.
5. **Do not** reenter an evacuated building until the "all-clear" is given by PD.
6. Contact the Facilities Department (575-439-3612) to shut down the air handling system in the building.
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for the medical follow-up, and to law enforcement officials for further investigation

A HAZARDOUS CHEMICAL PROBLEM IN A CAMPUS BUILDING OR OUTSIDE THE FACILITIES MAY BE RECOGNIZED BY ANY OR ALL OF THE BELOW:

- ✓ Foul, irritating, or disabling odors
- ✓ Unusual smoke, fumes, or vapors
- ✓ Explosions or unusual sounds
- ✓ Feeling symptoms of being drugged or other odd behavior

**V. II. Guidelines in The Event of A Hazardous Chemical Problem**

- A. If it is an emergency situation and there is potential of life endangerment, immediately activate the fire alarm system or if the system is disabled give verbal instructions to evacuate the building.
- B. Contact the fire department (8-911) and Security at 575-439-3634. Be specific when giving the required information:
  - ✓ Location of hazardous chemical
  - ✓ Type of chemical
  - ✓ If there are injuries
- C. The effected site should be evacuated and sealed off to prevent further contamination.
- D. Assist individuals to exit the building safely.
  - ✓ Individuals who may be contaminated should avoid contact with others. Be sure they are in a safe area and proceed with the following steps:
  - ✓ If the person has come into physical contact with chemical, wash them with plenty of water for at least 15 minutes. Remove all contaminated clothing and get medical attention.
  - ✓ If a person has been overexposed by inhalation of a chemical, get individual to fresh air and get medical attention.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

- E. Faculty will direct their classes to the appropriate parking area away from danger where a headcount will be taken. Employees will exit their building according to the individual building excavation plans (see Chapter 1).
- F. Be aware of any injured or disabled students/employees who may need assistance in exiting the building.
- G. Do not reenter an evacuated building until the "all-clear" is given by Police Department.
- H. All incidents/accidents must be documented. All information should be forwarded to the Security Coordinator.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

## Chapter 7 – Violent/Criminal Behavior

Violent/criminal behavior, such as sniper, shooting, stalking, criminal assault, and rape are beyond the capabilities of our staff and security forces.

### I. Guidelines in the Event of an Active Shooter

#### **RUN \* HIDE \* FIGHT**

**RUN** when an active shooter is in your vicinity and if there is an escape path. Call 8-911 when you are safe.

**HIDE** if an evacuation is not possible. Lock or block door, silence your cell phone, remain quiet.

**FIGHT** as a last resort and only if your life is in danger.

### II. Guidelines in the event of a Stalker

A stalker is a person who harasses or persecutes someone with unwanted and obsessive attention.

A. Immediately contact the Police Department (8-911) and Security at 575-439-3634.

B. Get an accurate description of the assailant:

- Approximate Height
- Approximate Weight
- Hair Color
- Facial Features
- Clothes Description
- Identify marks or accessories: tattoos, scars, glasses, etc.

C. All incidents and/or injury must be documented. All information should be forwarded to the Security Coordinator.

### III. Guidelines in the event of a Criminal Assault

A. Immediately contact the Police Department (8-911) and Security at 575-439-3634.

B. If there are any injured individuals, keep them calm and obtain the proper first aid assistance.

C. The Clery Team will notify the campus population of danger and to stay out of area.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

- D. All incidents and/or injury must be documented. All information should be forwarded to the appropriate office.

**IV. Guideline in the event of Rape or other Sexual Offense**

- A. Get to a safe place as soon as you can
- B. Report the assault to PD at 8-911 or report the assault to Campus Security at 575-439-3634. Security will contact the Vice President for Student Success who will provide counseling options and advise other University Administrators.
- C. To preserve evidence. Do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. If you do you are still encouraged to get prompt medical care.
- D. Consider getting immediate professional support:

|   |                        |
|---|------------------------|
| National Sexual Assault Hotline   | 1-800-656-4673         |
| Local Sexual Assault Hotline  | 575-437-7404, Prompt 2 |
| Presbyterian Medical Behavioral Health (services are free) at 1900 East 10th Street. 575-437-7404 |                        |

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

## **Chapter 8 – Bomb Threat**

In the event you receive or overhear a bomb or other mass threat contact Campus Security immediately. For security reasons, it is best, when possible, to avoid using a cell phone or two-way radio when reporting the threat. Do Not activate any fire alarms.

In the event the threat is received by phone, keep talking to the caller as long as possible and listen carefully. Try to document any pertinent information you can gather from the call. Follow all instructions that are given to you by Campus Security and/or other authorized personnel.

If evacuation is required, do so calmly and report to your assigned meeting place (at least 50 feet away from building) so that an accurate account of the building's occupants can be made.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

## Chapter 9 – Gun Possession

The possession and carrying of firearms, loaded and unloaded, is prohibited on all lands under the control of the Board of Regents at New Mexico State University, except in the following cases: law enforcement personnel engaged in the official performance of their assigned duties; approved university experiments and/or projects, transporting of firearms to and from a place of storage, or for approved ROTC or academic use.

Alamogordo Police Department officers are on duty 24 hours each day, and are required to respond to criminal and emergency situations while off-duty. Therefore, PD officers may carry firearms when off-duty and out of uniform, but should be required to produce official documentation confirming their identity.

### I. Guidelines for Possession of Firearms

- A. Individuals carrying a firearm on university property should be notified that they are in violation of established university policy.
- B. Instruct individual to leave the area and not return to the campus with the weapon.
- C. If the person becomes threatening and there is a potential of life endangerment, immediately contact the Police Department (8-911) and Security at 575-439-3634 and notify them of the situation.
- D. All incidents and/or injury must be documented. All information should be forwarded to the Security Coordinator.

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**To call for an emergency using a university land line, you must dial “8” to obtain an outside line. EMERGENCY 8-911**

## **Chapter 10 – Alcohol/Drug Misuse**

The unlawful possession, use, or distribution of illicit drugs and alcohol on university property, or as part of any university activity, is prohibited and is a violation of university policy. University property is defined as all lands and buildings under the control of the Board of Regents at New Mexico State University.

Students and employees who violate this prohibition will be subject to appropriate disciplinary action, which may include termination of employment or expulsion from school.

### **I. Guidelines for Alcohol/Drug Misuse**

- A. If you suspect that a student is under the influence of drugs or alcohol, but the student is not behaving in a disruptive manner, discreetly contact Security at 575-439-3634, and ask them to meet you outside of the classroom. Inform Security of the concern and Security will be available after class to evaluate the situation.
- B. If the student is behaving in a manner which is disruptive or dangerous to self or others contact Security at 575-439-3634 immediately.
- C. All incidents/accidents must be documented. All information should be forwarded to the Security Coordinator.

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**To call for an emergency using a university land line, you must dial “8” to obtain an outside line. EMERGENCY 8-911**

## Chapter 11 - MEDICAL EMERGENCIES

Remain calm and contact PD by dialing 8-911. Do not move the injured/ill person. If it is safe to do so, comfort them and reassure them that help is on the way. Do not touch the person if you are not certified in first aid and/or do not have personal protective gear if there is danger of coming into contact with bodily fluids. If you are certified in first aid and it is safe to do so, provide care to the person to the extent you are capable.

Students with epilepsy and other seizure disorders may be reluctant to divulge their condition because they fear being misunderstood and stigmatized. Misconceptions about these disorders – that they are forms of mental illness, contagious and untreatable, for example – have arisen because their ultimate cause remains uncertain. There is evidence that hereditary factors may be involved and that brain injuries and tumors, occurring at any age, may give rise to seizures. What is known is that seizures result from imbalances in the electrical activity of the brain.

There are three distinct types of seizures:

*Petit mal* means “little” seizure and is characterized by eye blinking or staring. It begins abruptly with a sudden dimming of consciousness and may last only a few seconds. Whatever the person is doing is suspended for a moment but resumed again as soon as the seizure is over. Often, because of its briefness, the seizure may go unnoticed by the individual as well as by others.

*Psychomotor* seizures range from mild to severe and may include staring, mental confusion, uncoordinated and random movement, and incoherent speech and behavior outbursts, followed by immediate recovery.

*Grand mal* seizures may be moderate to severe and may be characterized by generalized contractions of muscles, twitching and limb jerking. A few minutes of such movements may be followed by unconsciousness, sleep, or extreme fatigue.

### I. Guidelines in the Event of a Grand Mal Seizure

- A. Do not leave student unattended, send someone to call 8-911.
- B. Keep calm. Although its manifestations may be intense, a seizure is generally not painful to the individual.

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**To call for an emergency using a university land line, you must dial “8” to obtain an outside line. EMERGENCY 8-911**

- C. Remove nearby objects that may injure a student having a seizure.
- D. Help lower the person to the floor.
- E. Turn the head to the side so breathing is not obstructed.
- F. **Do not** try to restrain bodily movement.
- G. **Do not** force anything between the teeth.
- H. All incidents/accidents must be documented. All information should be forwarded to the Security Coordinator.

## **Chapter 12 - Weather Event**

The NMSU-A Administration will take the appropriate action to maintain order and the safety of all personnel during these emergencies. Actions will depend on the extent and the severity of the situation. Weather alerts can include, but are not limited to ice storms, snow storms, thunder storms or tornado watches and warnings.

It is very important that employees remain calm and insure others do not panic.

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**To call for an emergency using a university land line, you must dial "8" to obtain an outside line. EMERGENCY 8-911**

## Chapter 13 – Campus Security Procedures

Security patrols the campus in insure that the areas are safe. All suspicious activity should be reported immediately to Security personnel at 575-439-3634.

Skateboarding and roller blading are not permitted on campus grounds. Contact security if you observe individuals participating in this activity.

### I. Guidelines for Opening/Closing Buildings

Opening buildings during unscheduled times is possible by faculty and staff.

- A. You must have a key.
- B. You are responsible for the security of the building when you are there and when you leave. **Do not assume someone will come in later and secure the building.**
- C. Security has no way of knowing if the building is unsecured until the emergency call is received from the surveillance company.
- D. It is your responsibility to lock and code the building or pass that responsibility along to another in the building.

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**To call for an emergency using a university land line, you must dial “8” to obtain an outside line. EMERGENCY 8-911**

## **Chapter 14 – Incident/Accident Reports**

It is very important to record all incidents and accidents involving students or employees for future reference to the situation.

### **I. Guidelines for Employee Incidents/Accidents**

- A. If there is a situation that requires the assistance of Security it is imperative that the incident is recorded.
- B. You may obtain an Incident/Accident Form (see Appendix 1) from the Safety and Security contact person (Chapter 1) in your area, Security also has Incident/Accident forms for such situations that are maintained in their office, and you can obtain a form off the campus network drive.

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**To call for an emergency using a university land line, you must dial “8” to obtain an outside line. EMERGENCY 8-911**