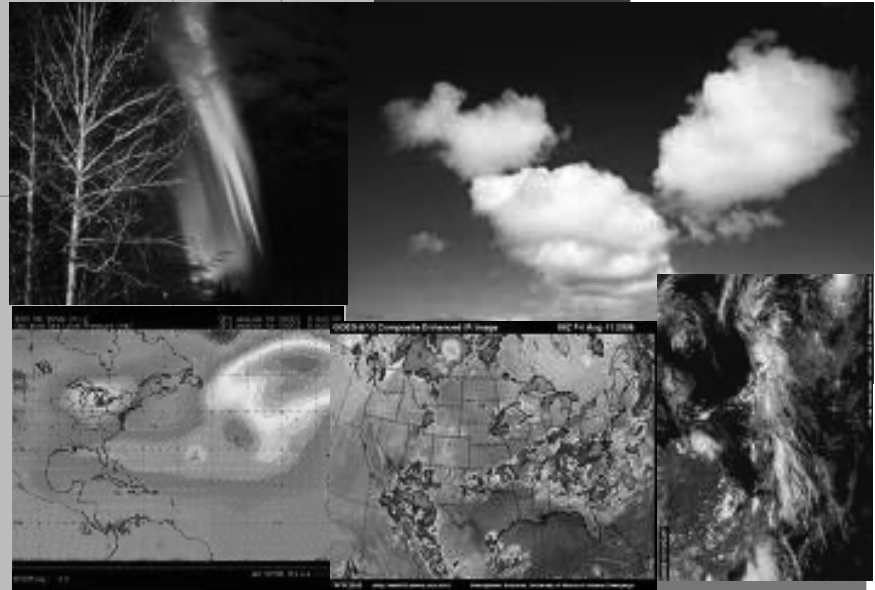




Clovis  
Community  
College



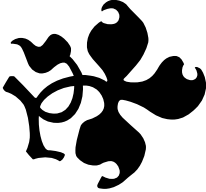
## *Emergency Procedures*

Revised January 2007



To contact Campus Security  
in case of emergency:  
During open hours, dial "0"  
and ask that Campus Security  
be paged. Call 799-3466,  
799-3467, or 799-3468 to contact  
Security Personnel directly.

For CCC Campus Security Office,  
call 769.4143

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## Safety First!

The safety of CCC employees, students, and the public is of paramount concern. The presence of a safe, secure environment is an essential condition for the varied educational, cultural, and community activities fostered by the College. In the event of an emergency, our employees and constituents should know that College personnel are well prepared to respond in the most effective manner possible to minimize loss and preserve life and health.

All employees are urged to become familiar with the contents of this publication, and to keep it close at hand for quick reference in the event of an actual or anticipated emergency. The procedures described here are intended as guidelines. The College relies on trained professional emergency personnel and on the good judgment and common sense of its employees to ensure positive outcomes in the event of an emergency.

## Leadership and Coordination in an Emergency Situation

In the event of a campus emergency, the President will assume control of the campus response. In the absence of the President, one of the following will assume the leadership role, in the following order: Vice President for Administration, Assistant to the President for Business and Governmental Affairs, Executive Vice President, Vice President for Information Technology. The emergency leadership structure is further elaborated in the Plan for Critical Incident Response and Evacuation of Campus Facilities.

The administrator in charge should proceed to the campus if not already present, conditions permitting. He or she will perform the following functions:

- Monitor information about the emergency. Information sources may include Campus Security and other personnel, televised weather information available on the cable-equipped television monitor in Media Services, and telephone contact with public and private agencies. Critical weather information may also be available via the Internet, at the Website of the National Oceanic and Atmospheric Administration and other sites.
- Provide current information and instructions to campus personnel and the public via the Information Desk, campus security personnel, and local and regional news media, as appropriate. Enlist the assistance of the Marketing and Community Relations office and others as needed.
- Serve as campus liaison or appoint a campus liaison to coordinate an emergency response in cooperation with off-campus agencies.

- Activate the campus Critical Incident Plan and organize and direct the response team in the event that evacuation or other campus-wide action is called for.
- Make and communicate decisions as needed, concerning any closure of campus prior to opening or during open hours.

## Communications in the Event of a Campus Emergency

In the event of an emergency during open hours, current information concerning open/closed status of the campus and instructions to personnel and students should be available through the Information Desk, 769-2811 for off-campus callers or 4199 for on-campus callers. In the event that this line is busy, information may be available from other campus offices. Numbers for key administrative personnel are listed at the back of this publication. A general announcement may be distributed to the campus via e-mail and or simultaneous voice message to all campus phones using the Intercom feature of the 3COM telephone system.

Information concerning a possible campus closure is also disseminated via area broadcast media, including local FM radio stations 95.3, 98.3, 99.1, 99.9, and 107.5. In case of a region-wide emergency, KWKA-AM 680, KTQM-FM 99.9, KSEL-AM 1450 and KSEL-FM 95.3 are designated participants in the Emergency Alert System, and should broadcast current information. In case of area-wide power failure, tune to KENW-FM 89.5, the only area station currently equipped with a back-up power system.

In case of a threat of tornado activity, the City of Clovis operates a siren warning system for outdoor notification. The system is tested each Wednesday afternoon at 4:00 p.m., unless cloud conditions are such that the test signal might produce a false warning when none is indicated.

In the event that information needs to be disseminated on campus while classes and services are in progress, the passing of information will be directed by Campus Security personnel. Persons on campus may also call or go to the Information Desk for current information.

## Accident Reports

An "accident" is any mishap causing personal injury or property damage. Accidents include vehicle collisions, falls, incidents involving laboratory materials or shop equipment, and other unplanned occurrences causing damage or injury. All campus accidents must be reported to Campus Security so that the circumstances and action taken can be documented in an accident report. Anyone involved in or witnessing an accident should report the incident to Campus Security at 4143, or contact the Information Desk at 4199 and the attendant will contact Campus Security on-duty personnel.





## Serious Illness or Injury

In the event of a disabling or life-threatening illness or injury, emergency medical personnel should be summoned by calling 911. In addition, Campus Security should be notified directly or through the Information Desk. Otherwise:

- Do not move the ill or injured person unless his or her location poses an immediate threat, such as exposure to fire, explosion, or falling debris.
- Stay with the victim and administer first aid if you are trained to do so. Designate another person to watch for emergency personnel and escort them to the site.
- Campus Security will see that a family member of the ill or injured party is called, either by Campus Security or by designating a designated administrative representative.
- Avoid contact with blood or other body fluids and otherwise take care to safeguard your own personal safety while rendering aid to the victim. First aid kits and kits for safe handling of blood and other fluids are available on campus. Kits are available at the Information Desk and in other campus locations including faculty office pods.
- Emergency medical personnel will take charge upon arrival; remain nearby and answer any questions concerning your observations of the victim and actions taken.

## Bomb Threat

If a bomb threat is received by telephone or via a note, please act in accordance with these guidelines.

- If the threat is received by phone, remain calm and attempt to obtain as much information from the caller as possible. Record the time the threat was received and the exact words of the threat. Listen for any unusual background noises or voice characteristics that might be used to help identify the caller or the caller's location.
- Contact the police via 911 call.
- Be prepared to give the following information: (a) your name; (b) your

telephone number; (c) your location, and (d) details of the threat.

- Contact Campus Security, giving them your name, location, and telephone number; then explain the situation in as much detail as you can.
- Inform your supervisor and/or department head.
- If asked to evacuate the building, follow instructions provided by College or emergency personnel. Persons should remain at least 100 yards away from the threatened area until the situation is resolved and an “all clear” indication is given.
- Employees should be vigilant concerning the presence of a suspicious object or package. Report unusual objects, but do not attempt to investigate or move such an object.

### Chemical/Biohazard Emergency

In the event of exposure to a hazardous substance, do not attempt to clean or remove the spill. Contact Campus Security to file an accident report and take the following actions.

#### **In a Building**

- Notify people in the area of the hazard.
- Evacuate the area. Shut and lock the door, if possible, to confine fire or fumes and prevent anyone from entering the area.
- Give Campus Security the following information: (a) your name; (b) type of chemical or hazard, if known; (c) amount of substance spilled or exposed; (d) exact location, including room number, of the spill.
- If the spill poses a threat to others in the building, any campus employee who verifies such a threat should sound the building fire alarm to signal an evacuation of the building. Evacuees should remain at least 500 feet from the building and return only when instructed to do so following an “all clear” determination.

#### **On the Body**

- Immediately go to the nearest deluge shower or hand spray unit and wash thoroughly with water. Emergency shower units are available in science labs 201 and 212, and conventional showers are available in the Health and Fitness Center.
- Remove any clothing that may retain the chemical and prevent thorough washing of the skin.





- Depending on the substance contacted, further medical attention may be required.
- If in doubt about the need for further treatment, contact the New Mexico Hazardous and Radioactive Materials Bureau at 505-827-2557 and the Office of the Secretary of the New Mexico Environment Department.

### Eyes

- Flush the eyes with water for at least 15 minutes. Remove contact lenses if possible, for more thorough washing.
- Seek medical attention as soon as possible.
- If possible, obtain the pertinent Material Safety Data Sheet and provide it to the treating physician.

### Fire

Employees should become familiar with the fire exits, fire alarm stations, and fire extinguishers for your area and be prepared to respond promptly at the sound of the fire alarm. Key points in responding to a fire emergency are as follows.

- Upon discovering a fire, close the door to the room where the fire is located and sound the building's fire alarm.
- Dial 911 or have someone else do so, to report an emergency. State the problem and give the exact location of the fire. Remain on the line until the operator has confirmed that he or she has all needed information.
- Contact Campus Security, giving your name and department and the location of the fire.
- If the fire is small and you know how to use a fire extinguisher, you may try to extinguish the fire, but do not jeopardize your own safety.
- If the fire is large, very smoky, or spreading rapidly, evacuate the building immediately and warn others to get out and stay out of the building until an "all clear" signal is given.

- When a fire emergency is in progress or an alarm is sounding, do not use the elevator. An elevator may become inoperative due to power failure or other condition induced by fire or severe weather activity. Assistance should be provided to elderly and disabled persons needing to use the stairway in time of emergency.
- Evacuate to a distance of at least 500 feet from the building and keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel. Do not return to the building until instructed to do so by a College official.
- Notify Campus Security or firefighters on the scene if you believe that someone may be trapped inside the building.

### Fire Drill Evacuation Procedures

The College conducts periodic fire drills to ensure that warning systems are working and campus personnel know what to do in case of a fire emergency.

- Faculty, staff, and students should evacuate in accordance with exit routes posted in each classroom and office area. Elevators will not be used in evacuating the building.
- Faculty, staff, and students will locate themselves at least 500 feet from campus buildings.
- Campus emergency personnel will disseminate the “all clear” signal, at which time persons may re-enter the building.

### Disruptive Persons/Events

If a person causes a disruption on campus, notify Campus Security, giving as many details as possible concerning the nature of the incident, location of the incident, description of person(s) and/or property involved. Secure the building if the disruptive person is outside. If the person is inside the building, evacuate the area surrounding the disruptive activity. Do not attempt to interfere with persons who are creating a disturbance, or with law enforcement officers responding to the scene.

### Mobile, Active Threat of Violence

No one cares to contemplate a situation in which campus occupants must fear for their lives due to the presence of one or more persons whose immediate purpose is to wreak havoc. At the same time, even the occasional occurrence of such events suggests that public institutions must anticipate the possibility of an incident. A Mobile, Active Threat of Violence could include an active shooter or a person (other than commissioned officer) carrying a firearm, knife, or other weapon with apparent intent of causing death or bodily harm.





## **Reporting the Incident, and Police Response**

- Shooting and other violent incidents typically evolve rapidly; it is imperative that police be notified immediately. If you observe threatening circumstances, you do not need prior authorization to call 911; it is o.k. if more than one person calls the police.
- A member of the College's emergency response team (designated supervisory, security, and Physical Plant personnel) will meet responding officers and provide keys affording access to all interior spaces.
- Responding officers will deploy on campus immediately, with a first priority of terminating the threatening situation. Once that has been accomplished, attention can be given to treatment of wounded persons.
- If you encounter police officers on campus, keep hands empty and in view. If requested, provide any information you can; otherwise, remain quiet and follow any instructions given by police. In the event of evacuation from one location to another, leave purses, books, and other belongings; carry nothing that could be mistaken for a weapon.
- As more officers become available, police will secure routes to and from campus and keep traffic away from the area. Persons attempting to leave campus may be held in a safe location until the situation is resolved.

## **The Lockdown Defense: Seeking Refuge in Campus Buildings**

- Professional advice suggests that shooters and other violent individuals respond to targets that are accessible and in motion; therefore, a lockdown of the premises is indicated to minimize danger to building occupants.
- Building occupants are urged to take refuge in campus buildings. Fleeing persons are targets of opportunity for violent individuals. An adult who insists on leaving the premises cannot, however, be held against his or her will.
- Individuals and classes should take refuge in rooms that can be secured – generally, rooms that can be locked or barricaded from the inside, and that have minimal glass exposure affording visual observation. Upturned tables can provide a physical barrier and visual screening. Turn off lights and have occupants get on the floor and out of a possible line of fire.

- Building occupants should remain in their places of refuge until escorted from the building by police. Occupants should not attempt to leave secure hiding until so advised by police or other authorized personnel.

### **Shooter or Violent Individual in Your Classroom or Office**

- If possible, call 911 and speak with the police dispatcher or simply leave the line open so that police can hear what is happening in the room.
- If the shooter is aware of your presence and flight is impossible, attempts to negotiate or talk the shooter down may be successful.
- Attempts to overcome the shooter by force should be undertaken only as a last resort.
- If the shooter exits the area and you can safely take refuge in a space that can be locked or barricaded, do so.

### **Seeking Refuge in Campus Buildings**

- Desirable places of refuge will be characterized by (1) ability to lock or barricade the room from the inside, (2) minimal glass exposure, (3) furniture or rooms/offices inside the secured area that can provide further cover for occupants.
- Many office areas have doors that can be locked from inside without a key. These include, for example, faculty office pods, Information Technology, Bookstore and Receiving, Educational Services/SBDC, some interior rooms in the Center for Student Success, and Town Hall. Staffs should pre-determine likely places of refuge for yourself and other building occupants in the event of a threat. Most classrooms do not have doors that can be locked from the inside, but a barricade of tables and chairs can provide visual screening and may dissuade a violent individual from entering.

### **Flood**

Although improvements have been made in recent years, streets leading to and from the College are still susceptible to flooding during and after a heavy rain.

- If you monitor weather conditions via radio or Internet, you should know that a Flood Watch indicates that flooding is possible within the watch area; a Flood Warning is issued when flooding is imminent or has already been reported.
- On rare occasions street flooding may be severe enough to cancel classes and close campus. In this case persons on campus will be advised by a combination of telephone, e-mail, and roving Campus Security staff people and emergency response team members.





- In case of flooding, it is recommended that students and staff leave campus via East 7th Street to Norris to minimize chances of stalling out in deep water. Persons departing campus should use caution when entering flooded areas and should not enter flooded areas in which the water appears unusually deep or fast-moving; in that event, pull to the side of the roadway and wait for assistance.

## Utility Failure

### Electric Power Failure

- In the event of a power outage during daytime working hours, notify Physical Plant staff at 4167. If there is potential danger to occupants or if the utility failure occurs after hours, notify Campus Security, the Information Desk, or a member of the College administration.
- If directed to evacuate the building, do so immediately. Your assistance in helping disabled persons exit the building, if you are able, is much appreciated.
- If you are in an elevator when an outage occurs, stay calm. Use a cell phone, if available, or the elevator's alarm button to call for assistance. Maintenance and Security personnel are trained to check the elevator for occupants in such cases.

### Water Line/Sewer System Failure

- Contact Physical Plant (4167) or the Information Desk (4199) to report the problem, advising of the location and severity of the problem.
- Avoid using electrical devices in or near a flooded area.
- If necessary or if so advised by Campus Security or Physical Plant personnel, evacuate the area or building.

## Hazardous Winter Weather

Occasional severe weather occurrences have the potential for disrupting school or work. The following guidelines provide a basis for the College's response to threatening winter weather conditions.

- When an overnight storm is expected to leave ice and/or snow accumulations, the President determines if and when the College will open, usually in consultation with Clovis Municipal Schools. In most cases, the College's response

is consistent with that is CMS, realizing that many CCC employees and students are also parents.

- The determination may be to open at the usual time, close campus for the day, or open on a delayed basis. If campus will open on a delayed basis, most employees will report at the announced time when the campus will open and classes will begin meeting. However – the President’s Council, Physical Plant staff, and Campus Security should report as directed by the appropriate supervisor. In the event that the campus is to be closed for the day, Physical Plant and Campus Security staff will report unless otherwise advised by your supervisor, in order to make ready for reopening the following day.
- To find out what the plan is, tune to one of the local radio stations: KCLV (1240 AM or 99.1 FM), KSEL (1450 AM or 95.3 FM), KSMX (107.5 FM), KTQM (99.9 FM), KWKA (680 AM), KMUL (1380 AM, Spanish Language), or KICA (980 AM).
- Notice of cancellation, delay, and/or campus closure will also be posted via a banner on the Clovis Community College Web page ([www.clovis.edu](http://www.clovis.edu)), so if you have Internet access at home or wherever you happen to be, you can check that.
- When threatening weather develops during the workday, a determination will normally be made by 4:00 p.m. as to whether any evening classes (normally those beginning at 5:00 p.m. or later) will be canceled. For classes already underway at the time of cancellation notice but not included in the cancellation, instructors may use discretion, or may be advised administratively concerning possible early dismissal.

## Evacuating Persons with Disabilities

The urgent nature of many emergency situations and the likelihood that an emergency will be accompanied by a loss of power and unavailability of normal services dictates that able bodied persons be prepared to help disabled persons in case of evacuation. Such assistance should be undertaken with due consideration for the safety of those assisting.

- During the first two weeks of classes, instructors should ask that any student requiring assistance in the event of emergency evacuation speak to the instructor after class.
- The faculty member should become familiar with the student’s disability. Students using wheelchairs or crutches, students who are visually impaired, and students who are easily disoriented may need assistance.
- The faculty member should identify class members who are willing and able to assist in evacuating the disabled student, should the need arise. A minimum of three people are needed to safely evacuate a person in a wheelchair.





- In the event of evacuation, the instructor should designate a student to lead others out of the building while he or she supervises evacuation of the disabled student.

## Toronado

- A tornado watch, as designated by the U.S. Weather Service, means that conditions are suitable for the formation of tornadoes. A tornado warning indicates that a tornado has been sighted and persons in the area are advised to take cover. In the event of a threat of tornado activity, the City of Clovis operates a siren warning system. The system is tested each Wednesday at 4:00 p.m., unless cloud conditions are such that a test signal might falsely be taken for an actual warning. The siren cannot be relied on as a sole source of information, as the signal may not be audible on campus in some weather conditions.
- In the event of a tornado warning, members of the designated CCC response team and/or Campus Security staff will carry the word throughout the buildings, advising that occupants go to designated campus safe areas and remain there until informed that the danger has passed.
- Classrooms, offices, and other areas at CCC have designated fire exit routes and tornado "safe area" destinations. These are shown on campus maps posted in classroom and office areas. Please look for this map in areas that you regularly use and know where you are to go in the event of fire or tornado. If advised of a tornado warning while in class, lead the class to the designated tornado "safe area" and remain there until you have been officially advised to resume class or dismiss. In the event of a tornado warning, we instruct students to remain on campus and go to the designated "safe area," however, we do not attempt to restrain any legal adult who may be determined to leave campus.
- The following rooms in the Dr. Walter D. Dabbs Library have been identified as tornado safe areas: Reserve Book and Media Storage rooms (preferred); Study Rooms A, B, and C; and restrooms.
- In the event of a tornado warning, move to a designated safe area. If you are on an upper floor, proceed to the lower level or, if that is not possible, go to a small interior room on the opposite side of the building from the expected approach of the tornado. Take cover under a desk or table, or go to an inside hallway. Stay away from windows, doors, and outside walls. Protect yourself by kneeling down with your face to the floor and cover the back of your head with your hands. Do not use elevators during a thunderstorm or tornado warning, when the campus is susceptible to a power outage.

## Emergency Telephone Numbers

Ambulance	911
Fire Department	911
Hospital	769-2141
Poison Control Center	1.800.432.6566
Police	911 or 769-1921
Sheriff	769-2335

## Clovis Community College Emergency Numbers

President	4001
Vice President for Administration	4030
Executive Vice President	4921
Dean of Student Services	4110
Vice President for Information Technology	4065
Information Desk	4199
Campus Security	4143
Security Cell Phones	799.3467
	799.3466
	799.3468

## Non-Emergency Telephone Numbers

Battered Families	769.0305
Crime Stoppers	763.7000
Crisis Center	762.5454
State Police	763.3426

## Telephone System Paging

The College telephone system includes a paging feature that allows a message to be simultaneously disseminated to all campus phone sets. In the event of an emergency situation or of a decision to close the campus, information may be disseminated via this system. Users are advised that, while a considerable advantage, the paging feature is not a total answer in getting urgent messages out. A message sent out via the paging feature will not be received by phones currently in use, nor will it be recorded in voice mail. For this reason, a paging message may be transmitted more than once, and this notification will need to be supplemented by other methods of dissemination.



Clovis Community College; 417 Schepps Blvd., Clovis, NM 88101; 505.769.4747; fax 505.769.4190: [www.clovis.edu](http://www.clovis.edu)

# ***Emergency Procedures***

