

## UNIVERSITY OF THE SOUTHWEST EMERGENCY TEAM/PLAN

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University of the Southwest provides full-time security service seven days a week. Dial 575-945-5902 to the security office. Catarina Garcia, Director of Housing, can be reached Monday through Friday from 8 a.m. to 5 p.m. at 575-492-2121. Lost and found items are located in the Scarborough Memorial Library.

USW uses Blackboard Connect to communicate campus emergencies and other events in the following ways:

- 1). Voice messages to home phones, work phones, cell phones, and even e-mail addresses;
- 2). Text messages to cell phones, PDAs, networked digital signage, and other text-based devices;
- 3). Text messages to e-mail accounts; and
- 4). Messages to TTY/TDD receiving devices for the hearing impaired.

Blackboard Connect enables campus leaders to schedule, send, and track personalized voice messages for up to six phone numbers and two e-mail addresses per student and staff member. Blackboard Connect automatically integrates with our student and staff records databases to load student and staff contact information, thus eliminating the need for a sign-up period.

### **First Responder to any Active threat on Campus**

Norman Jackson (Campus Security) will serve as the first responder to any active threat on campus. Campus security notify the local police department as necessary. The emergency team listed above will also be notified.

## **Emergency Numbers**

Local Emergency Information 911S  
State Emergency Information 505-476-9600  
Lea County Emergency 575-391-2983  
Lea County Sheriff 575-396-8201  
FBI 575-622-6001  
Army National Guard 575-392-7557  
State Police 575-392-5580  
Hobbs Police 575-397-9265  
Hobbs Fire 575-397-9308  
CYFD 1-800-610-7610  
Health Department 1-888-827-0329  
LRMC 575-492-5000  
Hobbs Disaster Preparedness Center 575-397-9200  
Red Cross 432-563-2267

## **Emergency Management Plan**

In case of an emergency:

- 1). Identify the problem
- 2). Notify the appropriate agencies:
  - Off-campus emergency - 911
  - On-campus emergency - 575-492-2137 (Provost) or;  
575-492-2176 (Director of Student Affairs) or;  
575-492-2121 (Director of Student Life) or;  
575-492-2124 (Campus Steward)
  - Campus Security—575-492-2121
- 3). Notify the President's office—575-492-2123
- 4). Refer all requests for information to the Office of the President—575-492-2123.

### After-hours numbers:

Campus Security— (Cell) 575-942-5902  
Provost— Dr. Ryan Tipton (Cell) 817-771-7401  
Director of Student Affairs—Amanda Guzman (Cell) 806-215-0443  
Physical Plant Supervisor— Lonnie Harrison (Cell) 575-441-2680  
Apartment Resident Director— Catarina Garcia (Cell)  
806-620-4335  
Campus Counselor - Brian Arnold (Cell) 575-441-  
3172

## **Phone Cluster Contact Personnel**

Contact #1 Burke Administration Building  
575-492-2122  
Contact Person: Lissete Terrazas

Contact #2 Education Building  
575- 492-2149  
Contact Person: Dacia Johnson

Contact #3 Tucker Business Building  
575-492-2176

Contact Person: Amanda Guzman

Contact #4 Mabee Fitness Center  
575-441-2680

Contact Person: Lonnie Harrison

Contact #5 Heritage Center, Residence Halls  
575-492-2121

Contact Person: Catarina Garcia

Contact #6 Webber Hall  
575-492-2147

Contact Person: Steve Appel

Contact #7 Library  
575-492-2104

Contact Person: Brian Arnold

Contact #8 Maintenance  
575-441-2680

Contact Person: Lonnie Harrison

Contact #9 Daniels Student Center  
575-492-2176

Contact Person: Amanda Guzman

Contact #11 Maddox Student Life  
Center 575-492-2185

Contact Person: Carla Potter

Contact #12 Fadke Arts & Sciences  
575-492-2169

Contact Person: Hilda Enriquez

### **Executive Summary**

University of the Southwest (USW) is committed to providing a safe environment for all visitors, staff, faculty, and students. This Emergency Management Plan is intended to highlight potential areas of risk and vulnerability to campus personnel and facilities. The purpose of the plan is to enable all persons who might be present at USW during an emergency to remain calm and to render aid if needed based on known facts. In addition, USW will:

- Continually identify potential building and equipment areas of risks
- Analyze those risks
- Eliminate or minimize the risk
- Actively plan and prepare to respond to emergencies
- Train response teams
- Prepare vital services restoration in cases of emergencies

This plan assumes:

- 1). A disaster may occur with little or no warning and may escalate far more than the ability of any single local response organization to handle.
- 2). Most students, faculty, staff, and visitors should have a basic awareness of disaster preparedness and seek additional information when disaster threatens.
- 3). The Hobbs Fire Department will be available for a campus emergency.
- 4). The Lea County Sheriff's Department will be available for a campus emergency
- 5). The Hobbs Police Department will be available for a campus Emergency.
- 6). USW's phone systems will be operative in most emergencies.
- 7). BB Connect will also be operative in most emergencies.

## **Purpose**

The plan establishes a framework for an effective system of emergency management. The purpose of the plan is to:

1. Reduce the vulnerability of students, faculty, visitors, and staff at USW to damage, injury, and loss of life and property resulting from natural, technological, or man-made emergencies, catastrophes, or hostile acts or actions.
2. Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies.
3. Respond to emergencies using all systems, plans, and resources available to preserve the health, safety, and welfare of persons affected by the emergency.
4. Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by the emergency.
5. Provide an emergency management system embodying all aspects of pre-emergency preparedness and post-emergency response, recovery, and mitigation.

## **Scope**

1. The plan establishes fundamental policies, program strategies, and assumptions.
2. The plan establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery.
3. The plan defines an interagency coordination mechanism to facilitate direction, control of response, and recovery assistance from other governmental and volunteer entities.
4. The plan assigns specific functional responsibilities to key personnel.
5. The plan addresses the various types of emergencies which are likely to occur, including minor, major, and catastrophic disasters.
6. For each magnitude of event, the plan identifies actions that response and recovery organizations will undertake in coordination with state and federal counterparts as appropriate.

## **Methodology**

The USW leadership team uses generally accepted management principles and practices for emergency management initially developed and updated from peer institutions. The plan incorporates formatting and planning elements derived from Federal Emergency Management Agency documents. The plan will be offered for review to University of the Southwest's Board of Trustees, Lea County Sheriff's Office, Hobbs Fire Department, City of Hobbs Police Department, and New Mexico State Police.

## **EMERGENCY MANAGEMENT ELEMENTS**

Emergency management is the process of preparing for, mitigating, responding to, and Recovering from an emergency. Emergency management is a dynamic process. Planning,

training, conducting drills, testing equipment, and coordinating activities within the college community are critical elements of the plan.

### **USW Emergency Management Policy**

University of the Southwest will comply with all applicable federal, state, and community safety/hazard prevention practices and materials. USW will continually assess and identify potential safety hazards or areas of possible loss/damage. USW will actively participate with insurers and other risk management agencies regarding protection of the University's property and personnel. USW's policy will be to quickly correct any hazards, safety violations, or related problems found.

### **Emergency Management Key Personnel; Campus Emergency Management Committee**

The President of University of the Southwest has appointed the Provost/Vice President for Academic Affairs as the person in charge during any emergency situation. The Provost is designated the Emergency Coordinator and Chair of the Emergency Management Committee. The Provost and Director of Student Affairs are responsible for the proper planning, preparation, coordination, and execution of this plan.

The core committee consists of the following individuals:

1. President of the University
2. Provost/Vice President for Academic Affairs – (Chair)
3. Director of Student Affairs – (Co-Chair)
3. Campus Steward
4. Supervisor of Physical Plant
5. Director of Student Life
6. Director of Communications
7. CFO/VP Financial Affairs

The committee will review the Emergency Management Plan for accuracy as well as assist with response team planning, campus readiness preparation, and staff responsiveness. The committee will also determine the appropriate course of action for specific emergencies. The committee will direct the Chair/Co-Chair to place pertinent information on the USW's web site during an emergency situation.

Depending on the emergency discussed, representatives from community support agencies, such as the Sheriff's, Police, and Fire Departments may be invited to sit on the committee. Other USW personnel may be invited depending on specific circumstances.

The University's response teams, consisting mainly of campus security and physical plant staff, as well as housing supervisory personnel will be trained, equipped, and prepared to respond to campus emergencies. These teams will be organized to respond and assist the Provost or his/her designee for each specific emergency situation.

## **CAMPUS SECURITY**

### **Emergency Coordinator**

The Provost and Director of Student Affairs are designated as the emergency coordinators and have ultimate responsibility for campus safety. They are responsible for the proper planning, preparation, coordination, and execution of campus safety protocols.

### **Security Office**

The Campus Security Office is located in the Library (Contact 575-942-5902)  
The Director of Student Affairs functions as the head of campus security and oversees all aspects of campus law enforcement and has the responsibility of maintaining and submitting all required reports that fall within the enforcement authority of security. Campus security officers are employed by the University to safe-guard students, faculty, staff, and visitors. They will be especially mindful of crimes involving bodily injury to any person in which the victim is intentionally selected. The actual or perceived crime will be reported to select law enforcement agencies immediately.

The officers represent the University and have authority to reasonably carry out their assigned duties. Campus security is responsible for a variety of duties including but not limited to the following:

- 1). Conducting security patrols on campus when school is in session.
- 2). Monitoring the vehicle traffic on campus and writing administrative citations for improper driving or parking.
- 3). Serve as an enforcer of USW's rules or policies violations relating to but not limited to:
  - ✓ Alcoholic violation
  - ✓ Drug-related violation
  - ✓ Weapon possession
  - ✓ Destruction, damage or vandalism of property
  - ✓ Simple assault
  - ✓ Intimidation
  - ✓ Aggravated assault
  - ✓ Robbery / burglary / larceny-theft
  - ✓ Motor vehicle theft
  - ✓ Arson
  - ✓ Disorderly actions
  - ✓ Sex offenses, forcible or non-forcible
  - ✓ Death / murder / manslaughter
  - ✓ Any other written USW rule or policy.
  - ✓ Documenting and submitting written reports of rules violations and other incidents to the Director of Student Affairs.
  - ✓ Maintaining building and property security
  - ✓ Assisting with investigations of personal injury incidents occurring on campus.
  - ✓ Assisting with property thefts occurring on campus.
  - ✓ Assisting with motor vehicle accidents occurring on campus.
  - ✓ Working closely with law enforcement agencies on issues that are criminal in nature.
  - ✓ Identifying and reporting unsafe conditions on campus for immediate repair.
  - ✓ Assisting visitors and students while on campus.
  - ✓ Monitoring inclement weather and notifies the University when required.
  - ✓ Providing security for special events occurring on campus.

- ✓ Assisting with evacuation or notification of serious incidents affecting the safety of persons on the campus.
- ✓ Serving as the primary oversight agency on campus to carry out the directives of the Vice President for Academics in emergency situations.
- ✓ Working closely with all State and local law enforcement agencies and defer to agencies for the investigation of alleged criminal offenses.

### **University Faculty and Staff**

The faculty, their supervisors, and staff of the University are expected to verbally report unsafe practices or facilities to the Campus Steward. If the unsafe practice, facility, or equipment is a hazard to employees or students on campus, the faculty and staff shall take steps to ensure proper care is exercised to prevent injury. The Campus Steward will determine action needed to rectify the situation in consultation with the Supervisor of the Physical Plant.

The faculty and staff bear responsibility for preventing accidents or incidents within their area. The prevention of accidents or incidents may also occur through proper education of students and visitors who may be on campus.

The faculty and staff have an obligation to attend safety training when such training is scheduled. The Director of Student Affairs will document this safety training and document the students or visitor's knowledge in some fashion. The results of the knowledge assessments shall be sent to the Vice President for Academics for record keeping.

### **CAMPUS EMERGENCY RESPONSE**

The following information constitutes the USW policy for emergency response and evacuation procedures. The emergency response procedures will be reviewed, disseminated and tested annually.

#### **A. Evacuation Plan during Daytime Operations, 8:00 a.m.—5:00 p.m.**

In the event evacuation of the campus becomes necessary due to an emergency, the **Vice President For Academic Affairs** will activate the campus evacuation plan by:

- notifying the Emergency Management Committee
- notifying the Campus Steward
- notifying of security personnel and the Supervisor of the Physical Plant of the emergency and determining if evacuation is pending or to be enacted.
- determining the route of evacuation.
- determining if the safe haven for residential students is the Lea County Event Center [(Office 575-391-2900 or Ralph Nall Mobile 575-399-3247)] or the National Guard Armory (575-392-7557).

**In the event of evacuation the following will take place:**

#### **1. USW Security, Director of Student Affairs, Housing Personnel and building contact personnel will:**

- evacuate the campus as directed by the Vice President for Academics and according to campus policies and procedures. Every effort will be made to ensure the entire campus has

been evacuated. No force shall be used to remove any student or USW employee who refuses to leave. In such cases, the Vice President for Academics will be notified immediately.

- notify the Director of Communications to implement the campus evacuation plan. Notification will be given regarding the type of evacuation, route of evacuation, and the location of the safe haven.

- Security will then notify 911 that USW is being evacuated and request assistance as needed.

- Security will then begin the evacuation of the campus to make sure an orderly process follows. If communications are interrupted and the emergency notification system is inoperable, the Vice President for Academic Affairs or designated agents will notify areas to be evacuated.

### **2. The Supervisor of the Physical Plant and designated agents will:**

- notify personnel in each campus location to implement their action plan for evacuation of the campus.

### **3. After contact by USW security or leadership team, Director of Communications will:**

- contact various telephone clusters and designated contact personnel at the other phone clusters to implement the campus evacuation plan.

- contact housing supervisors individually. If the operator is unable to contact a phone cluster contact or the housing supervisor, USW security shall be immediately contacted. Security will proceed to such building or residence halls and initiate the plan as outlined. The communications director will place the security number on the campus-recording message indicating the number to call before evacuating his/her position.

### **4. Building monitors will:**

- walk through their building when the evacuation plan is implemented and announce to all areas of their building to evacuate the building and the campus in an orderly fashion and to follow all traffic rules and regulations during the evacuation procedure.

- call Security to let them know their building is evacuated after verifying all people are out of the building. Monitors **should not** attempt to physically force any student, visitor, or employee to evacuate the building. Security should be contacted if anyone refuses to evacuate the building.

### **5. The Director of Student Affairs will instruct the Director of Housing and / or housing supervisors to:**

- check each room by knocking on the door and announcing all buildings are to be evacuated. Resident Directors (RD's) or Resident Advisors (RA's) should be aware some students may be in the shower or listening to loud music and may not hear the announcement. Every effort must be made to ensure that all students residing in or visiting campus residence halls are notified of the evacuation.

- instruct students who have their own transportation, they may drive to the safe haven.
- contact the Director of Transportation and Athletics to dispatch a van with drivers to the residence halls for students' transportation.

- contact USW Administration in the event temporary housing is required for students through the City of Hobbs Disaster Preparedness Office or the Red Cross will be contacted for assistance by USW administration. Call (397-9200) and ask the city switchboard for the Disaster Preparedness Office or call the Red Cross at (393-7516).

- contact the Director of Communications in order to notify media outlets for parents or relatives to call for information regarding student's location and status. Information detailing the student's whereabouts and contact information will be distributed for publication and notification.

#### **6. Director of Communications will:**

- supply information to concerned parents or relatives to include contact and status information about their students.

- make the announcements in the various media outlets and man notification locations for contact purposes.

- upon determination of the Vice President for Academic Affairs, broadcast the appropriate information regarding safe return to campus; notify the appropriate media; and, contact outside evacuation areas.

### **B. Evacuation Procedures during Evening Operations: (5:00 p.m. – 10:30 p.m.)**

#### **1. The Vice President for Academics will:**

- initiate the evacuation plan by notifying the Dean of Student Life who will notify Campus Security.

- notify the Emergency Management Committee.

- provide information regarding the type of evacuation, route of evacuation, and location of the safe haven.

#### **2. The Director of Student Affairs and / Security will:**

- coordinate the notification of faculty, staff, and students who may be located in each building including the dorms.

- make every effort to ensure the entire campus has been evacuated as required. Force shall not be used to remove any student or University employee who refuses to vacate the campus.

- contact the Vice President for Academic Affairs immediately to handle such refusals.

- shall contact the Supervisor of Physical Plant to activate transportation for the residential students

#### **3. Housing Supervisors will:**

- follow their listed responsibilities for evacuation (above)

#### **4. Director of Communications will:**

- follow their listed responsibilities for evacuation (above)

### **C. Evacuation Procedures While Classroom Operations Are Closed**

In the event evacuation of the campus becomes necessary due to an emergency, the **Vice President for Academics** will activate the campus evacuation plan by:

- notifying of security personnel and the Supervisor of the Physical Plant of the emergency and determining if evacuation is pending or to be enacted.

- determining the route of evacuation.
- determining if the safe haven for residential students is the Lea County Event Center [(Office 575-39 1 2900 or Ralph Nall Mobile 575-399-3247)] or the National Guard Armory (575-392-7557).

**1. Security will:**

- follow their listed responsibilities

**2. Housing Supervisors will:**

- follow their listed responsibilities

**3. Director of Communications will:**

- follow their listed responsibilities

**TRAINING, COMMUNICATION, AND FOLLOW-UP**

**A. Training**

Training is vital to the successful implementation of this plan. Each member of the Emergency Management Committee will receive training in the particular skills required, and all staff will receive orientation on the emergency procedures. Security will receive training in the proper way to make notifications and conduct practice drills as directed by the Vice President for Academic Affairs. Drills may be announced or unannounced for training purposes.

**B. Communication**

The Director of Student Affairs, as head of security, will ensure all staff mobile phone numbers are updated and available. These numbers will be available to the Campus Emergency Management Committee and security employees.

**C. Evaluation and Follow Up**

The Campus Emergency Management Committee shall:

- review the situation following a campus emergency and file an evaluation report on the emergency actions.
- review each emergency drill and file an evaluation report on each drill. The drills shall be used to discover mistakes that may be made and to perfect the process. Recommendations will be made and implemented to correct any deficiencies.

**SPECIFIC EMERGENCY/DISASTER PROCEDURES**

**A. General Principles**

Each emergency situation is different and general procedures and guidelines will be established to provide a response to all emergencies. The procedures set forth in the following pages will be followed in all instances.

1. Protection of lives is the highest priority in any emergency. Common sense and safety of persons involved should always prevail.

2. Once the safety of persons has been ascertained, the protection of property will be assessed.
3. The information needs or demands of those who will converge on campus as a result of an emergency or disaster will be recognized and responded to in a timely fashion to control rumors which may develop.
4. Communications and the release of information to personnel on campus will be handled before communication to external sources.
5. Only the President or the designee will handle communication to all media. Staff should refer all inquiries to the President or designee.
6. All errors in communication will be corrected, rumors challenged, and misperceptions addressed by the President. Legal questions will be directed to legal counsel.

## **B. Bomb Threat**

Bomb threat calls may come to any office on campus. All such calls must be considered real until proven otherwise. The most important elements in a bomb threat situation are information and communication. Secure as much information from the caller as possible.

Everyone should assist the Security Office when a bomb threat is made. This can be done by:

### Make note of the following:

- Exact time of the call
- Exact words used
- Sound of the caller's voice—sex, age, speech pattern, accent, volume, excited/calm, angry/sad, slurred/clear speech.
- Caller reading from a note?
- Was there any indication why the bomb threat was given?
- Any background noise? Music, cars, other people?
- Ask where the bomb is located

Immediately after the call, notify Security. At that time, security shall notify the President of the University. The President or the Vice President for Academics will specify the proper course of action. Security will notify local law enforcement and the Hobbs Fire Department.

If an evacuation is ordered, the Evacuation Plan will be implemented. The decision to evacuate the entire campus or just a specific building shall rest with the Vice President for Academics, or the President of the University.

The Director of Communications will be notified if during normal hours of operation. He/she shall contact the other phone clusters to implement the Evacuation Plan or a limited evacuation plan.

Employees are not to touch, handle, move, or otherwise disturb any unusual container, box, package, or any article unfamiliar to them or suspicious in nature. Security will make sure all individuals understand this and ensure the compliance is followed.

If the caller indicates there is some time before the bomb will explode, law enforcement will take charge of the situation and may search the area.

Doors to campus building shall be left open and unlocked. Security will caution persons evacuating USW to pay particular attention to emergency vehicles entering the campus.

### **C. Civil Unrest**

The rise in recent years of riots and disturbances on university campuses demands quick, efficient, decision making and action. This leadership falls on the Emergency Management Committee when a situation of civil unrest arises. The Emergency Management Committee will meet to begin the process of investigation and develop an action plan. The following steps should be considered.

- Analyze reports of prior incidents on campus. Ask questions of all involved parties to determine the real issues at the root of the disturbance. Involve minority community leaders if appropriate.
- Care should be exercised not to say or do anything to make the incident too difficult to achieve a sense of community. Appeal to the reasonable majority.
- Don't make promises we are unable or don't intend to keep.
- Senior administrators need to be visible on campus. Forums are good avenues for discussion of relevant issues.
- Actions should be consistent with promises. The President will assign an arbitrator if necessary.
- Law enforcement will be called immediately if violence occurs or appears imminent. Negotiations may begin after violence ends.
- Any student's use of violence toward another student or staff member will be prosecuted to the fullest extent of the law.
- Video is crucial for future use if possible. Care should be exercised by the person recording to avoid conflict with participants in the unrest.

### **D. Death /Suicide/ Murder on Campus**

Death can occur unexpectedly and in various manners. If a death occurs on campus, the following process will be implemented to insure proper procedure is followed for an investigation:

- Upon discovery of any death on campus, immediately call (911) and advise authorities of the death. Take all precautions to preserve the immediate area around the body. Limit any entry into the site unless providing life-saving functions.
- Immediately call Security. Security will secure the scene, and no unauthorized personnel will be allowed into the area. Security will maintain the scene until law enforcement arrives at which time the investigation will be turned over to proper authorities.
- Any death occurring on campus will be considered a homicide until the investigation reveals otherwise; this necessitates the preservation of the physical evidence left at the scene.
- Security will notify the President of the University, the Vice President for Academics, the Director of Student Affairs, and the Campus Counselor as quickly as possible. Other officials of the University will be notified at the President's request.
- The Campus Counselor will immediately notify the Mental Health Crisis Team and the Campus Minister to schedule a campus-wide Critical Incident Debriefing.
- In the event death occurs in the residence dorms, the Director of Housing will be notified.
- The crime scene is to remain as undisturbed as possible, and Security is responsible for any crowd control. Witnesses will be asked to remain on site to assist with the investigation.
- The Director of Student Affairs will coordinate any efforts needed to notify parents, family, roommates, co-workers, etc. Coordination with law enforcement in the notification process is stressed.
- The Director of Communications will work with the Vice President for Academics and the

Director of Student Affairs to coordinate all information with the media after approval by the President.

- The Vice President for Academics will contact the Director of Housing, Registrar and the CFO to ensure all paperwork normally sent to the student's residence or family is stopped until authorization from the President's Office.

## **E. Earthquake**

Earthquakes occur without warning, and employees should leave all structures and move to outside areas.

- If you are inside, duck or drop down to the floor and take cover under a sturdy desk, table, or other furniture. Hold onto the furniture and be prepared to move if the furniture slides. Remain in your location until the ground stops shaking and you feel safe to move.
- If outside, move to open areas away from buildings. Stay away from overhead power lines or poles. Caution should be exercised as glass may fall from elevated windows
- If driving, stop where safe and remain in your car away from bridges, overpasses, and tunnels. Move your car as far out of the normal traffic pattern as possible and avoid trees, light poles, power lines, or large signs.
- As the shaking stops, the Vice President for Academics will determine the proper course of action. The Evacuation Plan will be implemented if needed.
- Security and emergency personnel will begin immediately searching for injured or trapped individuals.
- Check for fire hazards immediately after the earthquake. Gas leaks are possible immediately after the quake. Maintenance will shut off the main gas valve only if a leak is suspected or identified. The Gas Company will turn the gas on once damage is repaired.
- Stay away from downed power lines even if power appears to be shut off.
- Remember displaced objects may fall when you open the door.
- Check to make sure your telephone is on the receiver as phones off the hook will tie up the network unnecessarily.
- Any suspected hazardous material leaks or spills should be cleaned up by trained and protected individuals.

**Note: After-shocks could be as dangerous as the initial quake; therefore, keep non-emergency personnel out of structures until damage has been thoroughly evaluated.**

## **F. Explosion**

Whether an explosion is the result of an industrial accident, sabotage, or reaction to a preceding disaster, University staff should be prepared to deal with the danger and property loss expected as a consequence. In the event of an explosion, whether deliberate or accidental please follow these procedures.

- University staff calls (911) and Security immediately.
- Assist medical response teams with survivors as needed.
- Security and emergency personnel will begin immediately searching for injured people and those who may have been trapped by the debris. They must be aware some buildings or structures may have become weakened from the explosion. Additional hazards for the potential rescuer could exist. There is additional risk of electrocution and fires and other explosions from ruptured gas mains or downed electrical lines.
- In the event an evacuation is ordered, the Evacuation Plan will be implemented. The decision to evacuate the entire campus or just a specific building shall rest with the Vice President for Academics or the designee. The communications director will be notified during

work hours and will contact other buildings to implement the plan. The Emergency Phone Warning System will also be utilized for communication purposes.

- Special care should be undertaken to prevent unauthorized personnel from entering the explosion site.
- The President or the designee will facilitate communication with the media. Staff should refer all inquires to the President or the designee.
- Any errors in communication will be corrected, rumors challenged, and misperceptions addressed by the President. Legal questions will be referred to legal counsel.
- Immediately after the crisis, the Emergency Management Committee will initiate an evaluation process of the situation and the University's response to the emergency. Recommendations will be made and implemented to correct deficiencies.

## **G. Fire**

Staff should know the location of fire extinguishers, fire exits, and alarm systems in each area of the campus. Faculty should address emergency procedures through their syllabi. Please note:

- If smoke or flames are visible, activate the nearest fire alarm. Call the Fire Department at (911) and Security at (318-1196).
  - Wall-mounted fire extinguishers are available in campus buildings for small, isolated fires. Do not use water for electrical, chemical, or metal fires.
  - Proceed calmly to the nearest EXIT to evacuate the building. DO NOT LOCK ANY DOORS.
  - Able-bodied persons are to assist any person with disabilities to exit the building.
  - Faculty will monitor the evacuation of their class. After evacuating the building, faculty will lead students to safe areas outside the buildings. If evacuation is required, Security will direct the order of the evacuation.
  - If a door feels warm to the touch, DO NOT OPEN THE DOOR. In the event of heavy smoke, stay near the floor and breathe through a piece of clothing. Smoke is the greatest danger in a fire, so stay near the floor where the air is less polluted.
  - When outside buildings, maintain a distance of at least 200 feet from the building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
  - Do not return to an evacuated building unless told to do so by Security.
- Due to our location, grass fires are likely at times. Call (911) and Security in these instances.

## **H. Firearms on Campus**

University of the Southwest policy states no firearms or ammunition are allowed on the campus. Campus includes the academic, administrative, and housing buildings of University of the Southwest as well as vehicles parked at/or traveling to USW. Students have been informed that firearms on campus are prohibited. The exception to this policy will include commissioned law enforcement officers on campus in the course of their duty or attending classes and special events.

In the event of a critical incident on the campus of University of the Southwest concerning the possibility of a firearm on campus, the following guidelines will be used:

- If anyone notices a person with the firearm, first determine if the person is posing a threat or merely in possession. If questionable situations occur, the reporting person shall notify University of the Southwest Security who will make the determination.
- If no threat exists, Security will contact the person and advise them of the campus policy concerning firearms on USW property. If access to the firearms is not restricted, the

firearms will be confiscated by Security and delivered to the Vice President for Academics. Security may also escort the individual off campus and submit a written report to the Head of Security and the Director of Student Affairs. If the individual refuses to exit campus, Security shall call law enforcement and maintain sight of the individual until law enforcement arrives to secure the situation.

- In the event the firearm is used in a threatening or potentially threatening manner, the observer shall immediately call local law enforcement via (911) and campus lockdown will be enforced.
- The campus emergency phone system shall be activated. Employees will be asked to stay inside their offices and lock their doors. Instructors occupying classrooms shall be informed to shut and lock the classroom doors until they are notified it is safe to exit the building.
- Under no circumstances should an untrained person attempt to diffuse a potentially deadly situation. The role of USW faculty, staff, and students will be to report any incident to the proper authorities.

### **I. Hazardous Spill/accident**

Once determination a hazardous spill has taken place, the University will use the following procedure:

#### **On Campus**

- Remove all personnel from the immediate area. DO NOT TOUCH THE SPILL.
- Contact Security who will contain the area. Security will also notify the appropriate Responders (law enforcement, fire, medical, and USW maintenance).
- Security will implement steps to prevent employees or visitors on campus from coming into contact with the spilled hazardous chemical or fumes or vapors.
- Security shall use extreme caution when working near the area of a hazardous chemical spill. The safety of employees and visitors is paramount and shall be the highest priority over equipment or buildings.
- Security will also contact the Head of Security and the Provost. Either the Provost or designee will determine if buildings or a campus-wide evacuation is deemed necessary, the campus evacuation plan will be implemented.
- If necessary, maintenance workers will close all ventilation to buildings.

#### **Off-Campus**

When informed of potential hazardous spills off-campus impacting the safety and security of students, faculty, and staff, the President of the University or the Vice President for Academics will meet and decide on a course of action. Should evacuation become necessary, the campus evacuation plan will be implemented.

### **J. Heart Attack**

Heart attacks are difficult to determine. Due to the critical nature of a heart attack, quick action is vital to survival and the quality of recovery. Seek medical care immediately if you suspect a heart attack for any reason.

Possible symptoms include:

- Uncomfortable pressure, fullness, squeezing, pain in the center of your chest lasting more than a few minutes, or pain receding and then reoccurring.

- Pain spreading to the shoulders, neck, and arms.
- Chest discomfort with light-headedness, fainting, sweating, nausea, or shortness of breath.

Not all of these warnings signs occur in every heart attack. Many victims will deny they might be experiencing something as serious as a heart attack.

- Do not take no for an answer. Delay can seriously increase the risk of major damage. Insist on quick action.

What to do:

- Call (911) and then Security so we can coordinate the arrival of the ambulance and secure the area.

#### **For the Conscious Victim:**

- Monitor the victim's airway, breathing, and circulation.
- Help the victim to the least painful position (usually sitting with legs up and bent at the knees).
- Loosen clothing around the neck and midriff.
- Determine victim's coronary history and medication history.
- Remain calm and reassuring.

#### **Unresponsive Victim**

- Monitor the airway, breathing, and circulation.
- Give CPR if you are properly trained.

#### **K. Hostage**

In the case of a hostage situation on the University of the Southwest campus, the person first aware of the event shall call (911), and if possible, call Security. Possibly, this person initiating the call will remain on the phone with the dispatcher. Notify the President of the University and the Vice President for Academics. Lockdown will be initiated.

- The Vice President for Academics, Head of Security, or the President will assign a University employee to be stationed at the entrance to USW and prohibit any vehicles other than law enforcement personnel from entering the campus.
- The emergency phone warning system will be initiated. Employees will be told there is a hostage situation on campus and instructed to stay inside their offices or classroom. Office and classroom doors should be locked until notified a safe environment exists on campus.
- No communication will occur between any University employee and the media or any outside agency without prior approval of the Vice President for Academics, President of the University, or Director of Communications. Exceptions to these individuals will be law enforcement officials assigned to the hostage situation.

#### **L. Missing Person Procedure**

All students must be given the opportunity to provide confidential contact information for person to be notified in the event the student is officially reported as missing. Any person may file a missing student report with Campus Security. If Campus Security officials determine that a student for whom a missing report has been filed has been missing for 24 hours, they must immediately notify the Vice President for Academics, Housing Director,

and local law enforcement personnel. The Vice President for Academics will immediately notify the individual identified by the student to be contacted in the case circumstance. If the student is less than 18 years old, the parent or guardian will be notified.

#### **M. Incapacitating Injury or Other Life Threatening Injury**

- Call (911) first and then call Security to coordinate the arrival of the ambulance and secure the area.
- If trained, provide life-saving efforts until law enforcement or ambulance personnel arrive.

#### **N. Inclement Weather**

From time to time, inclement weather can pose problems for students and others using the University's central campus. Traveling conditions may vary considerably depending on the individual's home location in relation to USW. No student or staff member is encouraged to travel when conditions are considered dangerous.

In the event of inclement weather, the following procedure will be followed:

- When conditions appear to warrant closing, postponing, or restricting University activities, the Vice President for Academics or his/her designee will make the decision on a course of action.
- When a decision is made to cancel, postpone, or otherwise modify a campus or outreach schedule, the Vice President for Academics or his/her designee shall notify the administrative team. The appropriate radio and television stations will be contacted using a prepared, written statement. Information will also be posted on University of the Southwest web site.
- Normally, decisions to postpone, cancel, or otherwise restrict University classes or activities will be made by 6:00 a.m. for day activities and by 1:00 p.m. for evening activities. Changes in weather conditions during the day may necessitate campus updates for cancellations.

Each supervisor is responsible for notifying staff of any change in schedule.

#### **O. Irrational but Not Violent Behavior**

Immediately notify Security and the Campus Counselor and apprise them of the situation. Based on appraisal, ambulance or law enforcement could be called. The Campus Counselor will notify the Mental Health Team and allow them to assess the behavior and take appropriate action if necessary. The individual should be encouraged to talk to a counselor on campus or call a crisis line (Guidance Center Crisis Line: 575-393-6633 or AGORA Crisis Line: 1-866-435-7166).

#### **P. Suicide Risk/Attempt**

- Recognize warning signs: behaviors, statements.
- Isolate student from other students.
- Do not leave the student alone.
- Obtain verbal agreement from the student not to harm self.
- Obtain agreement for the student to speak with someone about the situation.
- Contact the Student Success Coordinator, who will immediately arrange a meeting with a counselor on campus.
- Accompany student to the Campus Counselor.

## **Q. Medical or Personal Injury**

- If a medical or personal injury occurs, contact Security. Call (911) and advise the dispatcher of personal injury conditions if an ambulance is required.
- The Vice President for Academics and Head of Security should be notified immediately anytime a medical or personal injury incident occurs on campus.
- When an individual is convulsing or seizing, make the room as safe as possible for the individual. Remove any object or furniture dangerous to the person having the seizure. Check for sharp or blunt objects that might cause lacerations or concussions. Do not attempt to restrain the victim or place anything in his/her mouth during the convulsion.
- Ask if anyone present has knowledge of the injured party's family or name. If the victim is a University employee, contact the Personnel Office for information. Ask the individuals present to remain until Security arrives.
- University staff is not to assume responsibility on the University's behalf for any accident or incident. Do not make an offer of payment or settlement and make no admissions of guilt on behalf of the University. Don't tell the injured party the University will pay for or reimburse any medical treatment they might be required to undergo.

## **R. Person Fainting or Unconscious**

Call 911, Security, and Athletic Trainer to coordinate the arrival of the ambulance and secure the area. If the victim is unconscious:

- Monitor airways, breathing, and circulation.
- Give CPR if necessary and if you are trained.

## **S. Physical or Sexual Assault**

**University of the Southwest officials will not tolerate sexual assault activities of any type, either by staff or students. All steps will be undertaken to support the criminal prosecution of persons involved.**

- The individual first receiving the report of physical or sexual assault is to contact the Security Office who will contact law enforcement. Security will take immediate steps to preserve the crime scene until law enforcement arrives on the campus.
- Notification of the incident will then be made to the President, Vice President for Academics, and the Campus Counselor. The Campus Counselor will inform the Mental Health Team of the situation. The Director of Student Affairs will coordinate any efforts needed to contact the victim's parents, family, spouse, roommate, etc.
- The President will stay in close contact with community leaders to protect the overall integrity of the institution and to enhance efforts in the investigation and possible arrest.
- The community's needs and concerns regarding a violent crime will need to be addressed.
- The victim will be encouraged to meet with a counselor on campus.
- The President and the Director of Student Affairs will coordinate communications with faculty, staff, and students about the incident regarding efforts to apprehend the attacker. All rumors and incorrect information shall be addressed immediately.
- The President or designee shall make any statements to the media concerning incidents of this nature.

## **T. Rape**

**University of the Southwest officials will not tolerate sexual assault activities of any type, either by staff or students. All steps will be undertaken to support the criminal prosecution of persons involved.**

Call (911) immediately. Contact Security to secure the crime scene until law enforcement arrives. Security will contact the Head of Security, the Vice President for Academics, and the Campus Counselor. The Campus Counselor will inform the Mental Health Team of the situation.

Employees must understand the importance of the following:

- Do not disturb the crime scene. Evidence is fragile and will be collected by trained persons associated with law enforcement.
- Make attempts to be sure the victim does not change clothing, bathe, or shower following the attack. These circumstances result in lost valuable evidence.
- Encourage the victim to speak with a counselor on campus.
- University of the Southwest will make every reasonable effort to accommodate a change in academic or living arrangements if requested by the victim.

## **U. Robbery**

If robbery occurs, the person in charge of the individual office, or department robbed should immediately call Security. After contacting the President, Vice President for Academics, and Security will be responsible for protecting the crime scene and assisting emergency personnel upon arrival.

Employees working in the robbery area will do the following:

- Make no attempt to follow the robber.
- Make no attempt to fight or argue with the robber. Give them what they ask for.
- Try to remember as much about the person as possible.
- Height
- Sex
- Weight and hair color
- Clothing style and color
- Special demeanor (stutter, limp, etc.)
- visible scars, marks, or tattoo
- Direction taken after robbery
- If possible, write down what you remember immediately after the robbery. Don't touch anything.

## **V. Prison Escape from any Lea County Correctional Facility**

### **1. Daytime**

The Housing Director and Campus Security are the main contact points in the event of an escape, and The GEO Group's computerized notification system will place a call to the cell phone of our Security Office. Should escape occur, numerous people will be notified. Information provided will consist of the following:

- Name of escapee
- Description of escapee
- Last known direction of travel

- Any weapons in possession
- Vehicle information

Campus Security will pass pertinent information to the campus staff and ensure security posts are established at each residential facility. The Head of Campus Security will designate appropriate individuals to man posts at each residence facility. Our agreement allows USW the option to request additional officers on short notice. If such assistance is unavailable, certain staff members will be commissioned to man such posts. The following procedures are listed for this emergency:

- After notification of the escape, Security will contact the Head of Security and the President's Office with the pertinent information.
- Security shall then start the chain of notification. Immediately, additional security employees will be called to assist with campus Security.
- Each building shall be assigned a contact person, and Security will attempt to contact the recommended persons. If the recommended person is not available, Security will contact another person and not leave voice mail under any circumstances. At this time, the following are recommended points of contact and will notify all persons in their buildings:
- In the event USW employees observe an escaped felon, the role would be to notify the proper law enforcement authorities by calling 911. Employees will cooperate with law enforcement by maintaining visual contact at a safe distance and guiding authorities to the location for safe apprehension.
- A USW employee requesting assistance in this process will notify Campus Security who will contact Law Enforcement authorities. University of the Southwest does not expect the staff to react in any fashion uncomfortable to the employee. The only expectation of the employee is to be a good witness.
- When classes are in session, the contact person will notify the faculty members conducting classes.

### ***2. Escape After Working Hours, Impacting Night Classes***

- As Security receives the call of notification, the Head of Campus Security and the Vice President for Academics or the designee will be contacted.
- Security will start the chain of notification and immediately request additional officers to assist in guarding the campus.
- For escapes after normal work hours, Security has the responsibility to contact classes in session and to make every effort to alert these classes

### ***3. Impact on Residential Students***

- Housing supervisors will be notified regardless of the hour and immediately make sure the housing doors are secured. Any students outside or in the vicinity of the dorms will be advised of the situation. All students will be advised to return to their rooms until information has been received the danger has passed.
- Campus Security employees will be posted outside each residence hall to assure safety of the student population.
- If necessary, the campus evacuation plan will be implemented.
- The Vice President for Academics or designee will determine the proper course of action for the residential students.

#### **4. Faculty Responsibilities**

Campus Security and designated contact persons will notify faculty members conducting classes.

- Faculty members will not deny any student the opportunity to leave campus.
- Security will monitor the campus student population (not in classes) and give appropriate warnings.
- Safety of the students and staff are the first priority. Advise anyone not to pick up hitchhikers in the area and to lock vehicles at all times, even while driving.

#### **W. Tornado**

Staff and students are responsible for knowing the location of safe areas in each USW building. Directional signs are posted in each building. Faculty shall address emergency procedures through their syllabi. (See following)

- Once a NOAA Weather Alert detailing a tornado warning has been received:
- Tornado Warning—means a tornado has been spotted or indicated on radar.
- Staff will be alerted utilizing the emergency telephone network – BB Connect.
- If classes are in session, Security and designated contact persons will notify all faculty, dorm supervisors, and staff of the tornado warning.
- Building monitors or Security for evening classes will notify all rooms within a building of the impending danger.
- All persons on campus will move to safe areas posted in each building. The best protection during a tornado is an interior room on the lowest level.
- Instructional staff should caution students and recommend against students' proceeding outside after a tornado warning has been issued. USW employees **cannot** restrain students or visitors on campus to prevent exiting the building after the warning.

The following building safe zones have been designated:

- Administrative Building—Bathrooms or Coffee Area
- Webber Offices---Interior Hallways
- Education Building—Bathrooms or Interior Hallway
- Apartments—Bathrooms or Interior Hallway
- Gym—Locker Room, Bathroom, or Training Room
- Academic Lab Building—Bathroom or Office Hallway
- Academic Classroom Building—Bathroom or Interior Hallway
- Student Life Facility – Bathrooms or Interior Hallway
- Library—Bathroom or Student Life Office Suite
- Heritage Center—Basement, Bathrooms, or Interior Hallway
- Maintenance Building—Offices
- Residence Halls-Bathrooms of lower level suites

Some danger signs for tornados may include:

- Approaching cloud of debris
- Electrical arcs caused by lines knocked down or together, especially during nighttime hours.
- Wind may die down and no air movement
- Tornados are usually preceded by large, damaging hail
- Tornados generally occur near the trailing edge of a thunderstorm.

## **X. Violent Behavior**

Persons or situations appearing out of control or approaching out-of-control behavior should be reported immediately to (911) or Security. Security will immediately inform the Vice President for Academics. If no weapons are present, security will appraise the situation. Security will file a report with the Director of Student Affairs, who will administer any disciplinary action and inform the Campus Counselor for reporting to the Mental Health Team. Based on the Mental Health Team's assessment of the behavior, part of the disciplinary action could involve meeting with a counselor on campus.

Occasionally, situations occur in the classroom, which cause the disruption of other students. The following procedures are recommended for these situations:

- Notify the student(s) their actions are not appropriate and are disrupting class.
- Ask such student(s) to leave the classroom
- If the student leaves, have another student call Security
- Security will file a report and contact any witnesses. A copy of this report will be sent to the Vice President for Academics.
- If the student refuses to leave the classroom
- Ask a member of class to notify Security
- Do not argue with the student or leave the classroom unattended.
- Security will escort the student from the campus and gather information necessary to file a report with the Vice President for Academics.
- Faculty, staff, and employees of the University should not become physical with any student or visitor on campus. Exceptions to this policy are emergency situations where an employee defends him/herself from a violent attack.
- Security will conduct monitoring of the classroom and instructor's offices until notified otherwise.

## **Y. Terrorist Activity**

Recent events have demanded colleges adopt policies to deal with the possibility of terrorist's threats or actions on campus. Campus should remain current and proactive in anticipating possible activities or solutions to terrorist's activities. University of the Southwest should gather as much information as possible from various sources to evaluate our exposure and the likelihood of terrorist's activity. The following procedures should be followed if terrorist's activity occurs:

- Contact 911
- Immediately notify Security and local law enforcement. At that time, security shall notify the President of the University. The President, Vice President for Academics, or Head of Campus Security will specify the proper course of action.
- If an evacuation is ordered, the Evacuation Plan will be implemented. The decision to evacuate the entire campus or just a specific building shall rest with the President or the Vice President for Academics. The communications director will be notified during normal business hours. He/She will contact the other phone clusters to implement the Evacuation Plan. Any suspicious articles or individuals should be reported to the Security or Vice President for Academics immediately.

Each situation might require different actions to deal with the perceived threat. Employees should use extreme caution if contact with the terrorists occurs. Please remain as calm as possible and know the University of the Southwest has began the process to respond to the treat. Employees and students evacuated shall proceed to the National Guard Armory or the Lea County Event Center. Doors to the buildings should be left unlocked and open. Please

caution persons evacuating to pay particular attention to emergency vehicles entering the campus.

## **Z. Pandemic Influenza / Transmittable / Communicable Diseases**

In the event of an influenza pandemic, several entities will play an integral role in protecting the health and safety of students, employees, and their families.

### **1. Planning and Coordination**

#### **The Vice President for Academic and Director of Student Affairs will:**

- a. serve the campus as the **Pandemic Coordinators** assisted by the community health Services, mental health staff, Director of Student Housing, Director of Security, academic staff and student representatives. Each of these entities will have defined roles and responsibilities for preparedness, response, and recovery planning.
- b. delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Stakeholders will develop a plan that includes timelines, deliverables, and performance measures.
- c. work with state and local public health authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as:
  - Cancellation of classes, sporting events and/or other public events;
  - Closure of campus, student housing, and/or public transportation;
  - Assessment of the suitability of student housing for quarantine of exposed and/or ill students
  - Contingency plans for students who depend on student housing and food services (e.g., international students or students who live too far away to travel home);
  - Stockpiling non-perishable food and equipment that may be needed in case of an influenza pandemic.
- d. work with state and local public health authorities to review the legal responsibilities for executing infection control measures, including case identification, the reporting of ill students and employees, isolation, movement restriction, and provision of Healthcare on campus.
- e. work with state and local public health authorities to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the university and community during and after a pandemic.
- f. establish an emergency communication plan and revise on a regular basis. This plan will identify key contacts with state and local public health officials.
- g. implement an exercise/drill to test the plan and revise as needed.
- h. facilitate the university's participation in the community's pandemic plan. In addition he/she will develop a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption).

## **2. Continuity of Student Learning and Operations**

### **The Vice President for Academics will:**

- a. insure that all methods of instructional delivery are used to insure the continuity of instruction.
- b. **The Emergency Management Committee** will develop a continuity of operations plan for maintaining the essential operations of the university including payroll; ongoing communication with employees, students and families; security; maintenance; as well as housekeeping and food service for student housing.

## **3. Infection Control Policies and Procedures**

### **The Vice President for Academics and the Emergency Management Committee will:**

- a. insure that infection control policies and procedures that limit the spread of influenza on campus. (e.g., hand hygiene, cough/sneeze etiquette) are encouraged. Encourage students and employees to get the flu vaccine.
- b. The **Emergency Management Committee** oversee the procurement and storage of infection prevention supplies (e.g. soap alcohol-based hygiene products, tissues and receptacles for their disposal).
- c. The **Emergency Management Committee** will review the sick leave policy for employees and students in view of pandemic influenza.
- d. USW will adopt CDC travel recommendations ([www.cdc.gov/travel/](http://www.cdc.gov/travel/)) during an influenza pandemic and be able to support voluntary and mandatory restrictions.

## **AA. Campus Emergency Recovery Steps**

As an emergency winds down, the emphasis shifts from the immediate protection of life and property to the assessment of damage to buildings and rapid restoration of services. The

University will make every effort to resume normal operations following an emergency or disaster.

### Damage Assessment

The Emergency Response Team composed of selected members of the Physical Plant Department will evaluate the incident site or disaster area as soon as it is safe for inspection. Initial assessments will determine which buildings and services can be restored immediately and provide information on allocation of resources.

### Containment, Clean-Up, and Disposal

The President or the designee will designate the priority of damage to be contained, buildings and equipment to be cleaned, and materials and debris to be cleared and disposed of. Working parties, under the direction of the Supervisor of Physical Plant, will provide clean up and disposal services.

### Incident Documentation and Follow-up

The Emergency Management Committee will review all incident reports and documentation. The purpose of the follow-up evaluation is improvement of the emergency management and

response capabilities of University of the Southwest. A report detailing the investigation after the incident will be submitted to the President no later than five days or as soon as possible following the emergency.

### **Prepared Statement to be Read Over the Phone System**

*This is an emergency response announcement. Please listen to all instructions before undertaking any action. An emergency has occurred requiring the following action:*

*(If the Evacuation Requires Vacating the Campus, Read the Following :)*

*"The Campus is to be evacuated in an orderly fashion. The route of evacuation is: Please follow all traffic rules and regulations or any directions received by Security, Police, or emergency response personnel. The designated safe haven for dormitory students is \_\_\_\_\_. You may now evacuate the campus.*

*Building monitors please walk through your building and announce the evacuation of the campus to all classes and staff members."*

*(If the emergency dictates remaining at your current location, read the following :)*

*"Please remain in your present location. Be alert for further announcements. At the current time, the best alternative is to remain at your present location. If the decision is made to evacuate the campus, you will be notified. Thank you for your cooperation.*

*Building monitors, please notify all classes and staff in your building to remain in their present location if the decision is made to evacuate the campus, they will be notified. Thank you."*