

2021 – 2022



# Student Handbook

Student Life and Residence Hall Resource

University of the Southwest  
6610 N Lovington Hwy  
Hobbs, NM 88240

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# General Information

## Our History

The story begins, so it is told, in the early half of the 20th century when “a young man on horseback scaled the heights near Cloudcroft and climbed the Wofford fire lookout tower to gain a panoramic view of ‘The Land of Enchantment.’ In prayerful meditation, while aloft, the youth was inspired to beseech God to give him New Mexico for Christian education.” Through the intervening years, we are told, “God made this young man ready to help answer his own prayer.”

That young man was B. Clarence Evans, and he was the founder and first president of what was to eventually become University of the Southwest.

And so, after many prayers and dreams and plans, Clarence Evans finally saw his “College for Christian education” become a reality. In facilities rented from the Hardin Hotel at 111 North Dalmont in downtown Hobbs, Hobbs Baptist College was chartered as a two-year junior University in 1956, and changed to New Mexico Baptist College when the school became a four-year University in 1958.

Within a few years, however, it became apparent that the College had grown beyond the original design, and the move to a larger, permanent location became a motivating force. By 1961, the present site north of Hobbs on the Lovington highway was obtained.

In 1962, to reflect the expanded vision of the entire community that had now embraced this fledgling institution as their own, College of the Southwest was founded as an independent, non-denominational, four- year liberal arts college to serve the southeastern New Mexico and West Texas region, an approximately 21,000 square-mile service area.

Of the changes, Dr. Nell McLeroy, president from 1960-1964, stated, “This marks a milestone in the realization of our aspirations to attain an expanded program and build a college to properly serve the vital need for higher education for this section of the Southwest. We shall plan a program and curriculum for all prospective students, regardless of color, creed, or faith. We shall maintain a true Christian college and recognize that our University was originally founded by a Christian leader on a faith that we shall carry on.” Under the leadership of President Gary

Dr. Quint Thurman, the University President, has begun the transformation from a commuter college of primarily non-traditional students to a residential campus that will eventually house approximately 50% of the student population. University of the Southwest currently serves a student population of approximately 400 students, with plans in progress to grow.

## Our Mission

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged;
- At University of the Southwest, students are instructed and mentored by a faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they come; and
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

## Honor Code

Members of our community are encouraged and expected to live by standards which uphold an honorable lifestyle. In our attempt to encourage each student to understand and experience a community that honors the Christ-centered principles upon which University of the Southwest was founded, the faculty, staff and administration at USW will mentor all students to live a virtuous life. Though we are not all members of established congregations, as a community we work to hold each other accountable as we follow the teachings of Christ.

The values that guide the USW community are listed:

- Faith
- Initiative
- Responsibility
- Exercising Servant Leadership

## Authority, Scope and Interpretation of the Honor Code

The Honor Code is established under the authority of the Office of the President at USW, in conjunction with the staff in the Offices of Student Life and Housing. Generally, the Code governs and regulates Student conduct that occurs on the University's campus or any building or property owned or used by the University in connection with its educational and other programs; or student conduct that occurs off-campus that is disruptive, harmful, poses a reasonable concern for the safety and well-being of students, faculty and/or staff, or that otherwise is harmful to the University's purposes, mission and objectives.

The Student Honor Code regulates off-campus Student conduct to promote and reinforce the following values and University goals:

- To prevent and reduce behavior that undermines student academic success and that negatively detracts from the educational mission of the University
- To promote and protect the health and safety of students and other University community members
- To provide timely intervention, support, and resources to those who may be struggling with substance abuse/addiction or other psychological issues
- To address student conduct and activities that clearly conflict with the University's interests and mission

The Director of Student Affairs & Housing and the members of the Honor Board, with the assistance of the Director of Student Life, if needed, will determine if an off-campus incident involves student conduct that falls within the scope of the Honor Code.

The Director of Student Affairs & Housing and the Honor Board have the responsibility and authority to interpret the Honor Code, with the assistance of the Director Student Life, as needed.

## Honor Board

The Honor Board is comprised of members of the USW community tasked with interpreting and upholding the Honor Code. The Honor Board is comprised of staff and/or faculty members selected by the Director of Student Life. The Honor Board works in conjunction with the Director of Student Affairs, the Director of Student Life, and the Director of Housing to insure campus community standards are maintained.

## Violations of the Law and Code

Violations of University policy, rules or regulations, or federal, state, or local laws may result in a violation of the Honor Code. Student Conduct Proceedings will generally proceed even if the conduct also results in action initiated by federal, state, or local law enforcement officials, or a private party, based on the same conduct, and the resolution of Student Conduct Proceedings will not be delayed or be dependent upon the outcome of any other criminal or civil proceeding.

## Definitions

When used in the Honor Code of Student Conduct, the terms below will be defined as follows:

1. “Administration” means the staff in the Office of Student Life is responsible for the adjudication of a Student Conduct Proceeding that has been referred by the Honor Board for any reason. Adjudication of a Student Conduct Proceeding at this level will normally be handled by the Provost, unless a designee is appointed to handle the adjudication of the Student Conduct Proceeding.
2. “Bullying” means any written, electronic, or verbal communication, behavior, gesture, or any physical act that is threatening or intimidating which takes place on University premises, online, in person, or at campus sponsored events and which (1) places a person in actual or reasonable fear of harm to her person or damage to her property or (2) creates a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits, or a student employee or leader’s ability to perform essential functions of her job or position.
3. “Code” means the University of the Southwest Honor Code.
4. “University” means University of the Southwest.
5. With respect to sexual behavior, “Consent” is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed and freely and actively given. The lack of a negative response is not Consent. An individual who is incapacitated by alcohol and/or drugs, either voluntarily or involuntarily consumed, may not give Consent. Past Consent for sexual activity does not imply or constitute ongoing future Consent.
6. “University Official” means any person employed by the University or serving in a student leadership position in which that person is authorized by the University to perform administrative or professional duties. Examples of University Officials are Honor Board members and Resident Assistants.
7. “University Premises” means all buildings, facilities, or grounds owned, leased, operated, controlled, or supervised by the University of the Southwest, including adjacent streets and sidewalks.
8. “Controlled Substance” means any drug, chemical, or substance whose possession and use is defined as a “Controlled Substance” under either state or federal law. Prescription medications may constitute a Controlled Substance under this Code if inappropriately possessed, used, or distributed.
9. “Discrimination” means the unequal and unlawful treatment of another based on or because of the person’s race, color, creed, religion, gender, gender identity, age, national origin, disability, military status, or sexual orientation.
10. “Drug Paraphernalia” means all equipment, products, and materials of any kind which are either designed for use or which are intended for use in planting, propagating, cultivating,



growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, strength testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting substance.

11. “Guest” means anyone who is not a student who is present on University Premises at the invitation and/or hosting of a Student. Non-residential Students who are visiting a residential Student in a residence hall shall also be considered a Guest.
12. “Harassment” means physical or verbal conduct relating to an individual’s race, religion, national origin, or disability when the conduct creates an intimidating, hostile, or offensive working or educational environment; or substantially or unreasonably interferes with an individual’s education or work environment; or otherwise is sufficiently serious to limit an individual’s employment opportunities or to limit a student’s ability to participate in or benefit from the University’s education program.
13. “Hate Crime” means a criminal act committed against a person or his property with the specific intent of instilling fear or intimidation in the individual against whom the act is perpetrated because of race, religion, ethnic origin or sexual orientation or that is committed for the purpose of restraining that person from exercising his rights under the Constitution or laws of the state of New Mexico or of the United States, (ii) any illegal act directed against any persons or their property.
14. “Hazing” means an act which endangers the health or safety of a student or students or which inflicts bodily injury on a student or students or which destroys, damages, or removes public or private property with or as a condition for the purpose of initiation, admission into, affiliation with, or continued membership in a student group or organization regardless of whether the student or students so endangered or injured participated voluntarily in the activity. Apathy and acquiescence in the presence of Hazing are not neutral acts and may be violations of the Code.
15. “HB” refers to the “Honor Board” and means a committee comprised of staff and/or faculty members and which exists to educate students about the Honor sections of the Code, to investigate related alleged violations, and to determine if student violations of the Honor Code have occurred and, if so, to impose sanctions.
16. “Hostile Educational or Employment Environment” means one in which a person is subjected to harassment that is sufficiently serious as to limit an individual’s employment opportunities or that limits a student’s ability to participate in or benefit from the University’s educational program are other than suspension and dismissal.
17. “Nonconsensual Sexual Contact” (either direct or indirect) means engaging in any physical contact of a sexual nature, not otherwise described or included in the definition of Sexual Assault, which is performed without a person’s consent. Examples of Nonconsensual Sexual Contact include but are not limited to the intentional touching without consent of another’s genitalia, groin area, breast, buttocks, or clothing covering them, or forcing an unwilling person to touch another’s intimate parts as listed above.

18. "Party" means a Student or Student Group, Club or Organization alleged to have violated the Code.
19. "Self-defense" is the legal right to use reasonable force to protect oneself or members of one's family from bodily harm, or to a lesser extent one's property, from the attack of an aggressor if the defender has reason to believe the danger of bodily harm is imminent and that force is necessary to avoid this danger. Self-defense is a defense to a criminal charge or to tort liability; however, it is not an acceptable justification for violent behavior on campus or typically a defense to a charge under this Code.
20. "Separation of the Student from the University" means the Student may not be present on University Premises, attend or participate in classes, manipulate any website or other material residing on the University's web server, access the University's email services, enter or use any University service or facility, or participate in any Student Club, Group, Organization or other University sponsored programs, activities, or related events.
21. "Serious Violation" means a violation of the Code for which the possible sanctions include suspension or dismissal.
22. "Sexual Assault" or "Sexual Battery" means engaging in vaginal, oral, or anal penetration or intercourse without a person's consent.
23. "Sexual Exploitation" means taking nonconsensual, unjust, or abusive sexual advantage of another for one's own advantage or benefit; or to benefit anyone other than the one being exploited; and behavior that does not otherwise constitute Sexual Assault or Sexual Harassment. Examples of Sexual Exploitation include, but are not limited to, prostituting another student, nonconsensual video or audio taping of sexual activity, going beyond the boundaries of consent (such as letting friends watch you have consensual sex, or unauthorized distribution of photos or videos of a sexual nature), engaging in voyeurism, and inducing incapacitation with the intent to rape or sexually assault another person or create an opportunity for a third party to do so.
24. "Sexual Harassment" means unwelcome verbal or physical conduct of a sexual nature that is so severe, persistent, or pervasive that it negatively affects the victim's activities or creates an intimidating, threatening, abusive, or Hostile Educational or Employment Environment
25. "Stalking" means severe intrusions on the victim's personal privacy and autonomy with the purpose of annoying or harassing the victim and includes, but is not limited to, a pattern of following, observing, or monitoring the victim, or committing violent or intimidating threats or acts against the victim.
26. "Student" or "student" means a person who is enrolled in a schedule of undergraduate or graduate courses at the University, a person attending classes at or through the University, or a person participating in orientation programs on the University premises. The term Student includes those who are full-time, part-time, commuters, residential, in online programs, and studying abroad.

27. “Student Conduct Proceeding” means a proceeding initiated to investigate an alleged Student violation of the Code, to determine if a violation has occurred and, if so, the sanction to be imposed for such a violation.
28. “Violent Behavior” means conduct and/or behavior, verbal and non-verbal, including but not limited to, verbal and/or physical aggression, attack, threats, harassment, intimidation and other disruptive behavior in any form, or by any media, which causes or could cause a reasonable person to fear physical harm by any individual(s) or group(s) against any person(s) or property.
29. “Weapon” means any instrument that is designed or used for inflicting bodily harm, injury or death to another.

## Conduct Rules and Regulations

The following conduct, or an attempt to engage in any of the following conduct, is prohibited and shall be subject to a referral to the Honor Board:

### 1. Honor Code violation

- Plagiarism
- Lying
- Cheating
- Confidentiality

### 2. Actions against Members of the University Community and Others

Any act, or attempted act, perpetrated against another person or persons including, but not limited to:

#### **Disruptive and/or Obstructive Conduct**

Intentional or reckless behavior that disrupts or obstructs the normal operation of the University, its students, faculty, staff and/or University visitors.

#### **Harmful, Threatening, or Endangering Conduct**

Intentional or reckless behavior that harms, threatens, or endangers the physical or emotional health or safety of others, including but not limited to:

#### **Assault**

Intentionally or recklessly causing physical harm or endangering the health or safety of another person.

Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

## Threats

Written or verbal acts that would cause significant distress or fear in a reasonable person or that a reasonable person would interpret as a serious expression of intent to inflict harm upon any person, group of people, or damage to any property.

## Intimidation

An implied threat or act that causes a reasonable fear of harm in another.

## Bullying/Cyber Bullying

Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally. Activities protected by freedom of speech will not be considered violations of the Code of Student Conduct.

Severe, pervasive, and objectively offensive behaviors that intimidate or intentionally harm or control another person emotionally.

**The University of the Southwest maintains strict policies prohibiting abusive and unprofessional behavior, in any form (physical, mental, or verbal) exhibited by students, faculty or staff. As a private institution of higher learning, USW reserves the right to dismiss students for behavior deemed to be in violation of these policies. Violation of USW policy may result in dismissal from the university without the option to reapply for admission.**

3. Conduct or behavior that violates local, state or federal law, regardless of whether such conduct or behavior otherwise constitutes a specific violation of this Code.
4. Violation of the physical space of others
5. Damage or misuse of the University's name, image or property, or the property of a member of the College community, including but not limited to:
  - Attempted or actual vandalism
  - Attempted or actual theft
  - Attempted or actual littering
6. Failure or refusal to comply with the directions of a University Official acting in the capacity of his/her role at the University, or a law enforcement officer, and/or failure to identify oneself to any of these persons when requested to do so
7. Conduct that endangers the safety and welfare of any member of the University community, including one's self, and includes, but is not limited to, physical abuse/attack, assault, suicidal behavior, self-mutilation, etc.

8. Bullying
9. Stalking
10. Disruption or obstruction of teaching, research, administration, or other University activities
11. Participation in a demonstration which disrupts the normal operations of the University or infringes on the rights of other members of the University community, or leading or inciting others to disrupt scheduled and/or normal activities on University Premises or any conduct that obstructs or interferes with the freedom of pedestrian or vehicular movement on University Premises.
12. Discrimination or Harassment
13. Hazing
14. Unauthorized possession, duplication, loan, or use of keys or ID Cards to access University Premises or property, or the unauthorized/uninvited entry to or use of University Premises or property
15. Visitation Policies
  - Failure to properly sign in or out a Guest
  - Failure to abide by residence hall specific visitation hours or other policy.
  - Any violation of the Code by a Guest
16. Prohibited Conduct relating to Alcohol, Drugs and/or Controlled Substances
  - Possession or consumption of alcohol
  - Possession or consumption of alcohol by a Student who is under 21 years of age
  - Furnishing or selling alcohol to any person who is under 21 years of age
  - Possession and/or use of kegs, party balls, or other common source containers used for the delivery of alcohol
  - Engaging in any behaviors, engaging in any games or using any devices designed or intended to facilitate rapid or mass consumption of alcohol, including but not limited to beer funnels/bongs, keg stands, shot gunning/chugging, flip cup, beer pong, quarters, etc.
  - Possession, use, sale, distribution, or manufacture of false identification cards
  - Driving with an open container of alcohol in the vehicle
  - Operating a motor vehicle under the influence or while impaired by the consumption of alcohol or other Controlled Substances
  - Public consumption, use, or intoxication by alcohol, marijuana, or any other Controlled Substance. Public places include, but are not limited to, residential hallways, elevators, stairwells, residential lounges, etc.
  - Possession, consumption, purchase, and/or distribution of any drug and/or Controlled Substance
  - Possession or use of drug paraphernalia. This includes possession of drug paraphernalia that has never been actually used for drug consumption or use.
  - Possession with intent to manufacture, distribute, and/or sell any drug or other Controlled Substance

- Misuse or abuse of consumer products (ex. medications, bath salts, etc.)
17. Use of tobacco products on campus.
18. Violation of Fire Safety regulations including, but not limited to:
- Destruction or misuse of any fire alarm or equipment (ex. extinguisher or pull station)
  - Intentionally triggering a false alarm
  - Failure to properly evacuate during a fire alarm
  - Unauthorized setting of a fire on College Premises
19. Violation of Quiet Hours
- Regularly defined Quiet Hours
- Quiet Hours are as follows:
- Sunday-Thursday from 11 pm-8am
- Friday and Saturday from 12am-9am
- Noise levels should be kept to a minimum as to not disturb others during these times.
20. Violation of Pet Policy. Presence of a pet inside a residence hall.
21. Illegal or unauthorized possession or use of harmful or dangerous items, including but not limited to:
- Possession of a firearm
  - Possession of weapons or explosives, even if intended for decoration (ex. martial arts equipment, brass knuckles, etc.)
  - Possession or use of dangerous chemicals or explosive materials
22. Disorderly, lewd, or indecent conduct, or a breach of peace
23. Aiding, abetting, or facilitating any conduct prohibited by this Code.
24. Sexual misconduct, including but not limited to:
- Sexual Assault or Sexual Battery
  - Nonconsensual Sexual Contact
  - Sexual Exploitation
  - Sexual Harassment
25. Hate Crime
26. Harassment
27. Violation of any rule, regulation, policy, procedure or standard adopted and published by the University, including but not limited to:
- Residence Life policies
  - Academic or administrative office policies
28. Abuse of the Code, including, but not limited to:

- Failure to obey the summons of a Honor Board or University official
- Falsification, distortion, or misrepresentation of information before a Hearing Body
- Disruption or interference with the orderly conduct of an appeal
- Making false, frivolous, or misleading charges of Code violations
- Attempting to discourage a person's participation in Hearing proceedings outlined in this Code
- Attempting to influence the impartiality of a member of the Honor Board prior to, and/or during the course of, Student Conduct Proceedings
- Harassment, intimidation, and/or retaliation towards a member of the Honor Board, complainant, respondent or witness at any time
- Failure to comply with sanction(s) imposed under this Code
- Influencing or attempting to influence another person to commit an abuse of this Code

# Policies and Procedures

## Amnesty Policy

The amnesty policy allows students who are struggling in areas that may violate the values and principles of the University of the Southwest and the Honor Code to receive support and spiritual guidance through the Campus Ministry or Student Life departments by requesting amnesty and seeking restoration. The amnesty and restoration policy does not exempt students from the policies of the university, nor does it condone behavior that is immoral, criminal, or unethical.

## COVID-19 Policy

The University of the Southwest is closely monitoring and following CDC guidelines as well as local and state guidelines. The campus wellness plan will continue to be updated, which is published on the USW website. Failure to comply with the guidelines and restrictions could result in expulsion from the university.

## Discipline Policy

The Director of Student Life, Director of Housing, and Residence Directors, are responsible for the administration of appropriate disciplinary measures, the administration of official grievances and complaints, and may counsel students about behavior and attitudes. The Breach in Honor Code Sheet may be obtained from the Office of Student Life. Variations from the list may be made based on the combination of multiple violations and/or special circumstances.

The University of the Southwest reserves the right to dismiss any student whose conduct or academic standing is regarded as undesirable. In such cases, the fees and tuition that are due or have been paid in advance to the University will not be remitted or refunded in whole or in

part. Neither the University nor its officers shall be under any liability for such dismissal. Any student under disciplinary suspension shall relinquish all rights and privileges as a student at USW and his or her campus visitation rights may be restricted.

Anyone affiliated with the University may refer a student or student group or organization suspected of violating the Code to the Director of Student Life by submitting an incident report or contacting their Resident Assistant, Residence Director, Director of Housing, or Director of Student Life. A referral should be made as soon as possible after the alleged incident.

Upon receipt of an incident report, the Director of Student Life will contact the student(s) in question. The student(s) will receive written notification of the infraction and sign an acknowledgement stating the nature of the infraction. Director of Student Life will issue the incident report to the Honor Board. In the case of a repeated minor infraction, the Director of Student Life will refer the incident to the Honor Board. The Honor Board reserves the right to forward any case to Administration, regardless of severity of alleged offense. Any change that may result in University Suspension or University Dismissal, or which alleges any form of sexual misconduct, shall be automatically referred to Administration for adjudication.

Within thirty (30) days of receipt of a referral, the Honor Board will communicate to the Director of Student Life the results of the Honor Board's decision and any sanctions imposed. The Director of Student Life will communicate the decision of the Honor Board to the student(s) involved in writing. The thirty (30) day period for initiating a Student Conduct Proceeding shall not be jurisdictional and, if reasonable under the circumstances, a reasonable extension of the thirty (30) day time limit shall be permissible.

The student has the right to appeal the decision of the Honor Board as outlined in the Student Conduct/Disciplinary Appeals Process.

## Disciplinary Measures

The following measures may be used to assist the Office of Student Life with disciplinary actions as deemed necessary. This list is not a hierarchy of discipline; therefore, a student could be subject to any of the following actions at any time. These are in line with the Discipline Guide Sheet, found in Appendix A.

University of the Southwest recognizes the need for consistency and fairness in its disciplinary procedures. Understanding that certain members of our community find themselves at varied stages of personal development and maturity, we reserve the right to consider the flagrancy of the offense in determining the appropriate disciplinary response. Behavioral expectations and policies apply both on and off campus.

NOTE: Possession as referenced in the following baseline responses is defined as anything from actual physical possession, to having these substances present in one's room, car, etc., to being part of any scenario which is not in compliance with student conduct expectations.



Having alcohol containers (empty or full) on one's person, in a residence, car, etc. is considered possession.

## Individual Sanctions

If the Honor Board or Administration determines that a student has violated this Code and a sanction is imposed, regardless of severity, a letter will be placed in the student's permanent file describing the violation, finding and sanction. Multiple factors may affect the severity of a sanction including but not limited to the student's demeanor, acceptance of responsibility, and level of cooperativeness during the student conduct proceeding; the past conduct record of the student; the nature and seriousness of the incident; and the severity of the damage, injury, or harm resulting from the incident. One or more of the following sanctions may be imposed upon a student for a violation of the Code.

### 1. Minor Violation Sanctions

- a. **WARNING:** A written notice to the student violated the Code. The Warning notice will state that future incidents of a similar nature that will result in a more severe sanction.
- b. **DISCIPLINARY PROBATION:** A written reprimand for a violation of the Code with continued permission to remain enrolled in the University but under prescribed conditions during a probationary period. Disciplinary Probation is for a designated period of time and includes the possibility of the imposition of more severe disciplinary sanctions if the student is found to have committed any additional Code violations during the probationary period. Disciplinary probation is typically thought of as a period of reflection during which the student should avoid future violations.
- c. **LOSS OF PRIVILEGES:** Denial of specified privileges for a designated period of time, which may include the ability to participate in sporting events, campus activities, etc.
- d. **FINANCIAL SANCTIONS:** Sanction resulting in the payment of money by the student to the College or an effected party.
  - i. **Administrative Costs-** The student may be assessed a fine that relates to the actual costs incurred by the University to resolve or address the alleged violation.
  - ii. **Restitution-** The student may be required to pay restitution which serves as compensation for loss, damage, or injury. Restitution may take the form of appropriate services and/or monetary or material replacement.
- e. **DISCRETIONARY SANCTIONS:** Work assignments, service to the University, community service, or related discretionary assignments.

- f. **EDUCATIONAL SANCTIONS:** Participate in a specific program, complete a specific project, or complete a research assignment/paper.
- g. **RESIDENCE HALL RELOCATION:** Relocation of the student from their current residence hall to another residence hall.
- h. **RESIDENCE HALL SUSPENSION:** Separation of the student from the residence halls for a specified amount of time, after which the Student is eligible to return. Conditions for return may be specified.
- i. **RESIDENCE HALL DISMISSAL:** Permanent separation of the student from all University housing.

## 2. Serious Violation Sanctions

In addition to the following sanctions, Serious Violations may result in the imposition of Minor Violation sanctions listed above as well as:

- a. **UNIVERSITY SUSPENSION:** Separation of the student from the University for a specified period of time, after which the Student is eligible for readmission. The University may impose conditions for readmission which the Student must satisfy.
- b. **UNIVERSITY DISMISSAL:** Permanent Separation of the student from the University.

Repeated violations will result in additional sanctions with the possible end result of dismissal from campus.

# Grievances, Complaints and Concerns

## Purpose

The purpose of the policy is to provide a safe and organized way for students to voice complaints that they have. It is important that students have a wide-spread understanding of how to rectify situations that pertain to their experience at USW. When practiced well, the ability to biblically and respectfully resolve conflict is a restorative process for the individuals involved.

## Complaint/Concern Policy

Complaints and concerns are directed to the Director of Student Life and Office of Institutional

Effectiveness. All parties can use the Questions/Concerns/Comments button on the homepage or visit in person any of these two offices.

Complaints and concerns will be promptly addressed and in the absence of extenuating circumstances, a response should be provided within five working days.

Each complaint or concern received will be filed in noting the date, originator's name and a description of the complaint, the individual assigned to address the issue, assigned report date, actual report date, and file reference section. Where possible a copy of the written complaint/concern document should be filed in and the Office of Institutional Effectiveness.

## Questions, Complaints, and Concerns Process

The purpose of this policy is to provide a safe and organized way for students to voice complaints that they have. It is important that students have a wide-spread understanding of how to rectify situations that pertain to their experience at USW. When practiced well, the ability to biblically and respectfully resolve conflict is a restorative process for the individuals involved.

The University of the Southwest values the process of resolving complaints that may arise. Seeking resolution is the conscientious response to a grievance that one may have within any community. Conflict resolution is often the necessary element to bring health back to a community. Complaints commenced through this process may bring about an inquiry and/or disciplinary action involving another member of the University community (student, faculty or staff). Student Life is committed to keeping a confidential and professional process that facilitates resolution within a safe environment, guarding against retaliation.

### Steps

1. Initially, complaints should be resolved respectfully following the biblical model of addressing the person or department responsible for resolving your complaint. If you are unsure who that person is, please contact the Office of Student Life to get appropriate direction.
2. If step 1 is not successful in resolving your complaint, formal complaints may be registered with the Office of Student Life and Institutional Effectiveness. Formal complaints may be registered by downloading the complaint form located on the student life link. Please complete this form and turn it in to the Office of Student Life for the Director of Student Life. This form will be kept confidential.
3. The Office of Student Life will act as a mediator between the student and party or parties named in the complaint. After your complaint is reviewed, you will receive a letter documenting the receipt and appraisal of your grievance from the office who is named in the document within ten days of receiving the complaint.

4. If the complaint is not resolved in steps 1-3, the Director of Student Life will determine if any further actions are required from the University in order for resolution to be made.

Students should seek resolution of complaints with the other party or parties involved. When unable to reach a resolution, students should register complaints, in writing, with the Director of Student Life.

In accordance with the new Federal Program Integrity Rules effective July 1, 2011, the New Mexico Higher Education Department (NMHED) will review complaints which were unable to be resolved through the institution's internal complaint process.

Additional contact information for complaints:

NMHED/PPSD, 2044 Galisteo St.

Suite 4

Santa Fe, New Mexico 87505-2100

505-476-8400

<http://www.hed.state.nm.us/institutions/complaints.aspx>

The formal written response should be copied to all concerned parties except in cases where confidentiality directs otherwise.

# Student Conduct and Disciplinary Appeals Process

Any student charged with a violation of the Honor Code has the right to appeal if at least one of the following conditions are met:

- The disciplinary actions are arbitrary or unjustified and the student can provide reasonable evidence to substantiate that claim.
- There was substantially prejudicial failure to follow written procedures.

Appeals not following the proper steps and procedures will not be recognized. For students who are 18 years or older, it is the policy of the University of the Southwest to address all issues with the student first in an effort to treat the student as an adult. It is up to the discretion of the Honor Board as the appellate body to grant a meeting with parents or guardians who request a meeting. Such meeting will not serve as a negotiation. Rather, any conference grants will focus on how to best facilitate restoration for the student into the USW community.

The focus of a Student Conduct Proceeding is to determine whether the accused Student has engaged in conduct that violates the Honor Code. Student Conduct Proceedings will not be governed by legal rules of evidence and deviations from the procedures prescribed in

the Honor Code will not invalidate any sanction decision or outcome, unless the deviation results in significant prejudice to the Student's right to receive reasonable notice of the charges against the student and the right to respond to the charges.

## Process for Appeal

Please note: The Honor Board serves as the appellate body in the appeals process. If any of the members of the Honor Board are unavailable due to scheduling conflicts, the Honor Board may convene for the purposes of an appeal hearing with a minimum of three members or with designees for the absent members.

1. A student must submit his or her appeal in writing to the Director of Student Life. The grounds for appeal must be clearly stated and will be reviewed by the Honor Board. This appeal must be made within ten (10) calendar days of the original discipline decision.
2. If the appeal is deemed legitimate, the Honor Board will convene to hear the student's appeal. If the student is unavailable or chooses not to attend the meeting, the Honor Board may rule without the student present. If the grounds for the appeal are deemed insufficient, the Director of Student Life will notify the student of the decision.
3. All materials to be present at the appeal must be submitted to the Director of Student Life twenty-four (24) hours in advance of the appeal meeting. Each Honor Board member will receive a copy of all material to be considered.
4. All appeals beyond the Honor Board must be made within seventy-two (72) hours of the decision initial response to the appeal.
  - The Honor Board serves as the official appellate body for all disciplinary action. In all cases of disciplinary action, those who have directly participated in the disciplinary situation, including the Director of Student Life, may participate in committee discussion but may not act as a voting member. If an appeal is made in between semesters, the Director of Student Affairs will serve as the appellate body.

Please note: It is inappropriate for students appealing decisions to approach members of appellate (Honor Board) committee regarding the conduct issue in question.

- Provost has the authority to administer all disciplinary measures to students.
- Housing Director and Director of Student Life have the authority to administer some disciplinary measures to students.

# Residential Life

Located on the south side of the USW campus, the residence halls provide housing for many of the traditional students of the USW Community. The residence area consists of three residence halls, East, West, South Dorms, and on-campus apartments. The East & West dorm suites contain four and five bedrooms, 2 with single occupancy, 2 or 3 with double occupancy and two bathrooms. The South dorm suites contain 2 bedrooms, 1 with single occupancy, 1 with double occupancy, a common living area, and one shared bathroom.

Housing staff and Security personnel reserve the right to enter any room or suite without prior notice or consent. Staff and Resident Assistants will knock and announce prior to entry. Housing staff and Security personnel reserve the right to inspect or search any room without prior notice or consent with probable cause. If evidence of activity that violates any school policy is found, members of the Staff have the right to remove and retain it for further investigation. Routine health and safety inspections will be carried out to ensure the welfare and safety of our campus community.

## Housing Staff

### Director of Housing

The Housing Director oversees all areas of residence life. Including housing applications, room assignments, housing violations, visitors and reporting dorm maintenance. The Housing Director resides in on-campus housing.

### Residence Directors (RD)

To assist in campus living, the University employs three Residence Directors who live on campus. Each RD is able to offer guidance to student residents. The Residence Director of the West Hall resides on the 1st floor of the West dorms in the room labeled Residence Director. The Residence Director of the East Hall resides on the 1st floor of the East dorm in the room labeled Residence Director. The Residence Director of the South Hall resides on the 1st floor of the South dorms in the room labeled Residence Director. They all three assist in the management of the residence area and report to the Director of Housing.

### Resident Assistants (RA)

Resident Assistants are students, selected by the Director of Housing, who serve with the Resident Directors in the management of the residential halls. RAs perform various duties including: curfew checks, safety patrols, room cleaning inspections, desk duty, orientation, check

in and check out at the beginning and end of semesters, leadership by example, documentation of all incidents, and enforcement of policies equally for all residents of USW.

# Housing Status

Individuals granted enrollment at USW are students and thereby agree to support and abide by the USW honor code of conduct and the policies and procedures of USW housing, whether their physical presence is on or off campus.

## On Campus Housing Requirements

On campus housing opportunities may be provided for all full-time students who are enrolled for 12 or more hours in the fall or spring terms. Students who wish to receive consideration to reside in one of the on campus residence halls must complete a Residence Life Housing Application and comply with all housing application requirements and enrollment procedures prior to being granted the opportunity of residing in an on campus residence hall.

All full-time students who hold freshman or sophomore standing, are encouraged to live in a university supervised housing facility. All students are required to purchase the 19-meal plan. Requests for exceptions to this rule must be presented in writing to the Director of Housing.

Exceptions may be granted for the following:

- Students who reside with a parent, legal guardian or a sibling over the age of 21.
- Married students. Must present official copy of Marriage license. Students of independent financial status, as defined by the Office of Financial Aid.
- Students enrolled in 100% online programs.
- Students involved in a student teaching semester.

The maximum age for housing residents is 25 years old. Any student who is 25 years or older, who desires to live on campus, must be granted that permission from the Housing Director and Director of Student Affairs.

Procedure to request on campus housing above the age of 25 is as follows:

Submit a Housing Application and appropriate deposit.

1. Complete an essay of no less than 500 words fully explaining the situation and why the student needs to live on campus.
2. Meet with the Housing Director and Director of Student Affairs prior to moving onto campus.

## Married Housing

Married students who wish to live on campus may apply for available housing opportunities with rental units within the Adams Apartment Complex which is located on the northeast corner of the USW campus. Married students who wish to receive consideration to reside in one of the on campus apartment units must:

- Complete an Apartment Housing Application and comply with all Apartment Housing Application requirements and procedures prior to being granted the opportunity of residing in an on campus apartment unit. Married on campus student residents who reside in the Adams Apartment Complex are required to be in compliance with all pertinent residence life rules and regulations as stipulated in the Student Handbook as well as any policies regarding the Adams Apartment Rental Agreement. In accordance with the designated policies, rules and regulations stated in the Student Handbook and within the Apartment Rental Agreement, married on campus

Student residents who fail to abide in these pertinent residence life policies, rules and regulations as well as those stipulated policies within the Apartment Rental Agreement may lose their on campus housing privileges and face eviction from the apartment unit. USW does not discriminate on the basis of race, color, sex, and age or national/ethnic origin.

## Off Campus Housing Request

A student who meets at least one of the above criteria may complete the following to request exception from the above housing policy:

- **Letter of Petition:** Students who do not comply with this requirement will be fined \$100 and be required to move back on campus.
- **Recommendations:** Three character references from persons verifying lifestyles consistent with USW's model are required as part of the petition form. Candidates presently living on campus need to include a reference from their Resident Director. Other acceptable references are work supervisors, academic advisors, and University administrators, staff, and faculty.
- **Decision Process:** The Director of Housing and Director of Student Affairs considers each petition individually and is the final authority of the approval or denial and classification status of each student.

Renewal: All approvals must be renewed annually.

## Early Move-In Policy

If a student chooses to move-in before the designated move-in date set by the University of the Southwest a charge of \$30.00 a day must be paid prior to moving in and permission granted by the Housing Director. No student will be permitted to arrive on campus more than 48 hours in advance of the designated move in date without express written permission from the



Housing Director that must be received and adjudicated, no less than 72 hours prior to the requested early arrival date. All early move in requests will be considered on a case by case basis.

## Room Assignments

All students are required to fill out a housing application each year. Rooms are assigned by team cohesion first, date stamp of housing deposit for singles and then doubles. Every effort is made to honor roommate and dorm type request, but room assignments are never guaranteed. Only roommate requests made during the application process will be considered. Students are allowed to request room transfers mid-semester, but only for situations that cannot be resolved by mediation or room-mate agreements.

## Changing Housing Status during a Semester

A student who changes their housing status after the add/drop date for the semester (Fall/Spring) will be charged room and board for the entire semester.

## Appealing Housing Status

A student may choose to appeal his or her housing status. Appeals should be made to the Housing Appeals Committee.

Please note: Students will not be granted off-campus housing status due to a signed lease.

## Grounds for Evictions from On-Campus

### Apartments

Students may be evicted for any of the following reasons:

- Failure to pay bill by designated due date
- Violation of the Honor Code or a USW policy
- Repeated Cleaning Inspection failure

At the discretion of the Housing Director and Director of Student Affairs with appropriate documentation of the infractions or disciplinary proceedings.

## Removal from University Housing

Under specific circumstances, the University reserves the right to remove a student from University housing for disruptive, rude or threatening behavior, or destruction of community/University property. Access to other University-owned facilities can also be restricted.

## Babysitting

Out of the best interest of the children and students, babysitting is not permitted on USW campus. Any student who chooses to babysit in the residence halls will be subject to disciplinary action.

## Lobby Rules

Students must act respectful to each other, to personal and university property at all times.

- Language must be kept clean and non-offensive.
- The lobby area must be kept clean for all guests; students are required to clean each area they utilize before leaving.
- Music and TV volumes must be kept at a reasonable level, especially during quiet hours.

## Visitation Guidelines

The residence halls are divided into two distinct sections according to gender. The men and women live in separate hallways that can only be accessed by appropriate fobs. Students and/or visitors are not permitted in the dorms of the opposite sex except for immediate family members.

Members of the opposite sex can be in the lobby areas of each dorm. At no time, are members of the opposite sex or individuals who identify as couples permitted in the individual suites. The only exceptions will be during room checks, maintenance issues, or emergency procedures.

The Residential Halls will be closed during the summer.

## Room Deposit

Students who live in the residence halls are charged a room deposit of \$100.00 non-refundable. This deposit is to secure a room in residential housing after final checkout.

## Housing Agreement

Before moving in, students must sign a housing agreement. Students residing in the residence halls are considered residents for the full semester. Once a student has moved into the dorms, he or she is expected to stay in the residence hall for the entire semester. Students may not move out in the middle of the semester without written approval from the Housing Director.

*After the add/drop date for the semester, housing and/or meal plan refunds will not be issued.*

## Dormitory Keys and/or Fobs

Each student is issued a key and/or fob to his/her dorm room. Students who lose their key and/or fob are to report the loss to housing or security immediately. There is a \$50 charge for the replacement of a lost key or if the key is not returned upon checkout and a \$25 charge for the replacement of a lost fob or if the fob is not returned upon checkout. Students must be able to produce both pieces of a broken key at the request of the Housing Director.

- Duplicating a room key is strictly prohibited.
- Personal locks are not permitted on bedroom and/or suite doors without the approval of the Housing Director.

## Co-Habitation

Couples are not permitted to reside in USW residence halls. Married couples are required to reside in campus apartments.

## Overnight Guests

Anyone not assigned to a specific room in campus housing will be considered a Guest. The Housing Director must be given at least a 72 hour notice of request for approval of reservations for all overnight guests. Guests must check in with security and Director of Housing, upon their arrival, where the host student will obtain a Guest Pass. All guests are subject to all University regulations. Any violation of the USW Honor Code by any guests will result in disciplinary action against the host.

Guests may not stay more than 3 nights per month.

- All roommates must agree to have the guest stay overnight.
- The guest must be at least 18 years of age and the same gender as the host.
- A limit of three (3) nights per visit is allowed per guest. Any special exceptions regarding the three night limit must be approved through the Housing Director before the guest arrives. The hosting student will be charged for guests staying on campus for more than three nights.
- No overnight guests will be permitted during Finals Week.
- If unauthorized guests are found staying in a student's suite a fine of \$300.00 per night will be charged to the student or any other sanction that breaches the Honor Code will be left at the Honor Board's discretion.

## Visitors

Off-campus students or visitors who come to the campus are responsible for abiding by the campus guidelines and the USW Honor Code. Any violation of the USW Honor Code by the guest could result in disciplinary action against the host.

- Children under 12 years old must be supervised at all times while on campus.

Students may come and go as they please into their assigned dorm area during normal dorm hours. If a student wants to visit another dorm during visiting hours they must first check-in with the RA working in the lobby. Visitors must sign-in and leave their state issued driver's license with the RA on duty. When the visitor wishes to leave, or when visiting hours are over, they must sign-out and will then have their ID returned to them. If a non-USW student wishes to visit during visiting hours, the same rules apply but they must leave a government issued photo ID card. Students must meet their guests in the lobby during visitor check-in. No visitors of the opposite sex, or those who identify as a couple, will be allowed past the lobby of the dormitory.

## Noise

At all times, sound equipment such as radios, televisions, etc.; are to be kept at room level (not heard outside the dorm or in any adjoining room). Musical instruments may not be played in the residence area. Practice rooms are provided in the Auditorium. Physical noise such as loud talking and boisterous activity will be kept under control at all times.

## Quiet Hours

Quiet hours are set out of respect for students who may be studying.

- Sunday- Friday, 11:00 p.m. until 8:00 a.m.  
Students are to refrain from excessive noise in the residence area.
- Saturday to Sunday Morning, 12:00 a.m. to 9:00 a.m.  
Students are to refrain from excessive noise in the residence area.

## Pets

Pets are not allowed on the USW campus.

## Service or Emotional Support Animals

The office of Special Services facilitates the approval process for Service of Emotional Support Animals, including all required documentation. The office of Special Services is located in the Mabee Teaching and Learning Center, Dr. Marry Harris, will provide students with proper documentation and information regarding service or emotional support animals, living on campus. If a Service or Emotional Support Animal damages the assigned residence hall, room, or other University property, the cost of the damage will be assessed and assigned to the student's account. The owner is responsible for ensuring cleanliness inside and outside living areas. The owner will also provide proper care and treatment of the animal and its environment.

## Dorm/Hall Meetings

Dorm and hall meetings are held at the discretion of the Resident Assistants, Resident Directors and Housing Director. All students will be notified within 24 hours of a meeting, unless an emergency situation prevents otherwise. All students are required to attend all dorm and hall meetings. If a student is unable to make a meeting due to athletic commitments, work or class schedule; the student is responsible for notifying their RA or RD and must request approval to miss the meeting prior to the meeting start time. Failure to attend a meeting without approval may result in disciplinary action. If a student misses a meeting they are responsible for setting up a meeting with their RA to go over the missed information.

## Cleanliness and Room Checks

Each student must respect the rights of others with regard to cleanliness of the residence hall facilities. Residents should take personal responsibility for the cleaning of their rooms and cooperate in preserving the orderliness of the public areas of the residence halls. Personal items are not to be left in community lounges, study areas or kitchens. If they are found, they may be removed and/or discarded and/or fines may be assessed. Residence Life staff will make weekly room checks for cleanliness and damage. Room checks are scheduled at the discretion of the residence life staff. Rooms should be vacuumed, trash should be emptied, and desks and dressers cleared of clutter and dusted. Vacuums may be checked out from an RA, or housing director, however, students are to provide cleansers and other chemicals for the upkeep of their rooms. All residents are responsible for the cleaning of their own bathrooms. Trash must be placed in trash dumpsters located outside residence halls and apartments. **Failure to pass multiple cleanliness room checks, could result in fines.**

## Personalizing Rooms

University of the Southwest wishes to extend the privilege of personalizing individual rooms according to guidelines and procedures, which enhance an enjoyable living environment for students consistent with the philosophy of the University community.

- Occupants are expected to keep their rooms clean.
- Any items used to decorate rooms should be in good taste and reflect Christ-centered values. Posters, calendars and other decorations are subject to review by members of the residence life staff. Material which promotes or portrays violence, alcohol and drug related paraphernalia, sexuality/sexual activity, or occult activity are examples of inappropriate room décor.
- Nails, screws, tape, or other adhesives which cause damage or leave sticky residue on the walls or surface may not be used. White “Sticki-Tak” or another type of non-marking adhesive should be used to hang all wall decorations. Small tacks are also permitted.
- Do not mount televisions or any other devices that can cause damage.

- Incense, open flames, or halogen lamps are never permitted due to fire safety regulations.
- Do not tamper with electrical wiring, switches, outlets, or fixtures.
- Furniture must remain in the room at all times and not moved from room to room within the suite or out of the suite.
- Sports, play, and/or athletic equipment including dartboards are not to be used in the residence halls. Considerable damage or injury can occur as a result of playing games with various types of balls, etc.

## Laundry Facilities Area

Each residence hall is equipped with coin operated washers and dryers that students may use in their laundry room which is open during regular dorm hours. If there is a problem with the washers or dryers please contact the RD immediately. Attempting to obtain free laundry by using any device to “activate or fool” the laundry machines, will constitute a violation of the honor code. These washers and dryers are contracted and any theft will be reported to appropriate authorities by the contractor.

## Kitchens

Students are required to clean up after themselves, such as washing utensils, appliances, and the sink of a shared kitchen. Failure to do so will result in fees and/or loss of usage.

## Custodial/Maintenance Services

Light bulb replacement, plumbing repairs or emergencies, heating/cooling problems, and housekeeping inquiries should be directed to the attention of the Housing Director for referral. Thermostats must be set to 72 degrees. Setting thermostats at a lower degree setting will result in damage to air conditioners. Any suite where the thermostat is set below 72 degrees, is subject to a fine or disciplinary action.

## Property Protection

USW cannot be responsible for lost or stolen items. Personal goods should be protected by individual renters, or family homeowner’s insurance. The following suggestions are made for your protection:

- Insure and mark all valuables.
- Always lock your room and secure your window.
- Report all losses or thefts to the Housing Director via your RA and RD.
- Respect University property as you would respect your own belongings.
- Borrow property only with permission, and return borrowed property on time and in the same condition as when you borrowed it.
- Think before you act. Having fun should not be at the expense of another person or of the University.
- If you notice something happening that seems suspicious, report the matter to your RA, RD, and/or campus security at once. In case of emergencies or serious danger, please contact the Hobbs Police Department as well. Your involvement will make University of the Southwest a safe and enjoyable community.

As a result of safety issues with devices listed below and concerns raised by the Consumer Product Safety Commission, USW will allow only devices approved by CPSC effective immediately.

Hover boards, also known as self-balancing scooters, will be permitted on campus provided they are approved as stated above. The following restrictions are effective immediately (revised 1.11.16).

## Check In and Check Out Procedures

All students living in residence halls are required to complete a Room Condition Form when they check in to housing. This form will indicate any preexisting damages and will account for all furniture items provided by the University and the condition of the furniture.

At checkout, students will be required to complete the checkout process to assess any damage or losses that have occurred during the student's time of residency. The checkout form will be cross-examined with the check in form from the students file to ensure accuracy.

Any student wishing to change rooms during the school year will have to check out of the old room and check in to their new room, following approval of the Housing Director.

Improper check out will result in a \$350.00 fine due before the following semester. Any damages or destruction of University property will result in a monetary fine. Fines accrued at

the time of check out must be paid before the student will be allowed to move into the residence halls the following semester.

Instructions for properly cleaning and checking out of your room will be posted in each suite. If rooms are not properly cleaned, before check out, then the student will be fined.

Students must properly check out and vacate their rooms by specified check out dates. Students graduating must properly check out and vacate their room, by the Sunday that follows graduation. Personal belongings that are left in the dorms after check out will be discarded. Students may leave their possessions, excluding perishable items, in their rooms between the Fall and Spring semesters if they will be living in that room during the Spring Semester. The University of the Southwest is not liable for loss of personal property left in the residence halls.

## Alcohol and Illegal Drugs Policy

The possession, distribution, and/or use of alcoholic beverages, any controlled substance or illicit drug, or tobacco product, while a student at the University of the Southwest, is prohibited. In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendment of 1989, students in possession of, or exhibiting the effects of alcohol and/or illegal drugs, will be subject to disciplinary action.

In addition to the use of the above products, USW regards the display of paraphernalia representing alcohol and/or illegal drugs as incongruent with the University's policy. Any student who chooses to engage in the use of alcohol, tobacco, or illegal drugs is subject to disciplinary action. This policy applies to a student's conduct both on and off campus during any period of enrollment.

## Consequences for Alcohol Policy Violations

In accordance with the Student Life Values of the University of the Southwest, we strive to deal with violations to this policy in a restorative and redemptive manner as detailed in the Honor Code Agreement. All students residing in the resident's halls are required to sign a drug and alcohol agreement.

The use of alcohol by a USW student (even if above the legal age of 21) is a violation of the Honor Code Agreement. The Department of Student Life will use the sanctions detailed below as a guide for responding to violations of the Alcohol Policy; however, any student who violates this policy may be subject to dismissal.

- Initial assessment with a member of the Student Life Staff.
- Incident will be sent to Honor Board for review.



- Student will be notified by Director of Student Life once Honor Board has completed their ruling.

Any additional violations of this policy will result in further consequences to the student. These further consequences will utilize the Breach in Honor Code Agreement as a guide. Failure to complete any sanctions associated with a violation of USW's Alcohol Policy may prohibit a student from enrolling for the following semester.

*The Department of Student Life reserves the right to change the repercussion at any time based on the specific violation.*

# Student Organizations and Activities

## Student Government Association

The USW Student Government Association (SGA) consists of a Student Body President, Vice President of Spiritual Life, Vice President of Intramurals, Vice President of Campus Activities and Secretary/Treasurer. The mission of SGA is to be a body of student leaders who serve the USW community through special events, campus improvements, student representation, and community service. SGA operates under a specific constitution devised and adopted by the students of USW.

USW participates in intercollegiate athletic programs with competition for men in baseball, basketball, soccer, tennis, cross country, golf, and track and field. Women compete in basketball, soccer, softball, tennis, volleyball, golf, cross country, and track and field. USW is a member of the National Association of Intercollegiate Athletics (NAIA) and the Red River Athletic Conference (RRAC).

## EN\*ACT\*US

A community of students, academic and business leaders committed to using the power of entrepreneurial action to transform lives and shape a better more sustainable world.

*Entrepreneurial*- having the perspective to see an opportunity and the talent to create value from that opportunity.

*Action*- the willingness to do something and the commitment to see it through even when the outcome is not guaranteed.

*Us* - group of people who see themselves connected in some important way; individuals that are part of a greater whole.

## Campus Ministry

University of the Southwest offers opportunities for our students to develop their spiritual lives. Each week of the Fall and Spring Semesters, a Chapel service will be offered remotely.

## Student Organizations

USW facilitates a scheduled orientation time for all students prior to the start of the fall semester. Students, staff, and faculty join together to help new students learn what USW is all about. Student Orientation comes out of the Student Life Office and is required for all new students.

## Special Interest Groups

Interest groups may develop from semester to semester with the possibility of official recognition and a permanent place among student organizations on campus. A faculty advisor is necessary for official recognition.

## Sigma Tau Delta, Alpha Nu Chapter

Sigma Tau Delta is the International English Honor Society, whose purposes are to confer distinction for high achievement in English language and literature; to promote interest in literature and the English language on campus and in the surrounding community; and to foster the discipline of English in all its aspects, including creative and critical writing. Alpha Nu chapter sponsors a variety of activities, including writing competitions, awards ceremonies for the competitions, and book drives.

## Pi Gamma Mu- Epsilon Chapter

University of the Southwest Pi Gamma Mu-Epsilon Chapter is the first International Honor Society in Social Sciences established in the State of New Mexico. The Honor Society is devoted to recognizing superior scholarship within the social science disciplines while offering enrichment opportunities through service projects, publications, and lectureship.

## Alumni Association

USW graduates are inducted into the Association during their graduation ceremony. Annual homecoming weekend activities include on-campus athletic events and awards for the Distinguished Young Alumni and Alumni of the Year. There is no membership fee.

## Healthcare Occupations Group (HOG)

The Healthcare Occupations Group (HOG) is a career exploration and preparation student organization for any USW students interested in pursuing a career in the healthcare field. HOG provides students an opportunity to learn about and prepare for various career paths in the healthcare industry by having weekly meetings, guest speaker events to hear from a wide variety of healthcare professionals, trips to local medical clinics and hospitals and to health professions programs at different colleges and universities, and offering study groups for

admissions exams to health professions schools, and assistance with seeking volunteer, internship, shadowing a healthcare professional, and job opportunities and applying to health professions programs

## STEM Research Group

For the students who are interested in research, the purpose of this group is to foster the independence of conducting an undergraduate STEM (science, technology, engineering and mathematics) research project, to gain essential hands-on experience working in the lab, to publish a paper in an peer-review academic journal, and to lay solid foundation for the further study at graduate school or for the skills in workplace.

## Jack Maddox Distinguished Lecture Series

Nationally prominent speakers are invited to deliver a formal presentation free of charge. Some of our most recent speakers have included: Condoleezza Rice, Brad Meltzer, Malcolm Gladwell and Dara Torres.

## Free Enterprise Dinner

The event provides USW students, staff, and the surrounding communities the opportunity to better understand the principles of American democratic self-government and fosters leadership in preserving our heritage of personal freedom and responsibility. Some of our most recent speakers have included Captain Scott O'Grady, Darren Campbell and Mallory Brown.

## Cultural Events

The Hobbs community provides a number of events which include: music, drama, art, theatre, and others. The Lea County Event Center, the Lea County Commission for the Arts, the Western Heritage Museum, and other organizations bring additional cultural attractions to the community. Opportunities are available for selected students to be involved in theatre, symphony, and musical groups in the community.

## Social Life

There is a wide range of activities sponsored by the Student Life office and other organizations on campus. Some of these activities include game nights, holiday events, athletic awards, and various homecoming activities. Additional features such as films, karaoke, and other events are also held throughout the year.

# Students Services

## Spirit Store

The University Spirit Store is located in the Scarborough Memorial Library. The store offers a wide variety of university regalia available for purchase.

The store hours are as follows:

Mon. – Fri. 8:00 am – 5:00 pm

## Food Services

Located in the Bill Daniels Campus Center, students residing in the resident's halls must have the 19-meal plan. The USW will follow CDC guidelines to create a safe environment for students.

### Breakfast

Mon. - Fri. 7:00 am - 8:30 am (hot breakfast)

Mon. - Fri. 8:30 am - 9:00 am (continental breakfast)

### Lunch

Mon. - Fri. 11:00 am - 1:00 pm

Saturday – Sunday (brunch) 11:00 am - 1:00pm

### Dinner

Mon. - Fri. 5:00 pm - 7:00 pm Sat. - Sun. 5:00 pm - 6:00 pm

## Mail Service

All incoming and outgoing mail and parcels are handled through the University Mailroom located at the west entrance to the Bill Daniels Campus Center. Students can anticipate that U.S. Postal Service mail for the campus will be distributed by 8:00 am through Friday. United Parcel Service (UPS) and FedEx will pick up and deliver Monday through Friday. Stamps and U.S. Postal Service shipping are available through the University Mailroom.

Mailboxes for students living on campus are located at the west entrance to the Bill Daniels Campus Center. PLEASE remember that mailboxes will not be opened for the student. You must retrieve your own mail by using the combination assigned to you.

## Packages

When a student receives parcels too large to fit in the mailbox, the student will have a pickup notice placed in their campus mail box, to stop in at the Mailroom window for his/her package. Students may present their package notification slip and sign for his/her package. Packages

not claimed after ten working days will be returned to sender. Parcels may be picked up any time during University Mailroom hours.

## Campus Security

The Campus Security Office is located in Scarborough Memorial Library/Student Union. Security may be contacted by calling Norman Jackson or Donnie Jackson at 575-942-5902. The campus security officers are employed by the University to safeguard students, staff, and visitors. The officers represent the University and have the authority to reasonably carry out their duties, including inspecting facilities, preventing disorderly behavior, and controlling traffic. Students and visitors are expected to cooperate with campus security. To report a crime or an emergency, dial 911. For a non-emergency situation or to get assistance entering a building, please locate a security officer.

## Counseling Services for Students

Counseling services are available to all “face to face” students currently enrolled at University of the Southwest. The Director of Counseling and Career Services, Brian Arnold, is located in the Scarborough Memorial Library and can be contacted directly by students for scheduling appointments at 575 492-2104.

## Academic Services for Students

Academic Services are available to all “face to face” students currently enrolled at University of the Southwest. The Director of Academic Services, Corina Madrid, is located in the Scarborough Memorial Library, and can be contacted directly by students for scheduling appointments at 575 492-2186.

## Career Services for Students

Career Services are available to all “face to face” students currently enrolled at University of the Southwest. The Director of Career Services, Brian Arnold, is located in the Scarborough Memorial Library, and can be contacted directly by students for scheduling appointments at 575 492-2104.

### Mental Health Crisis Management Plan

#### Contact List

Title and Name	Phone number
Director of Counseling and Career Services, Psychology Instructor, Brian Arnold, MA, LPCC	575 492-2104

Campus Security, Norman Jackson, Donnie Jackson	575 942-5902
Title IX Coordinator, Andrea Dodson	575 492-2107
<b>Mental Health Team</b>	
Director of Counseling and Career Services, Psychology Instructor, Brian Arnold, MA, LPCC	575 492-2104
Director of Mental Health Counseling Graduate Program, Carol Brennan, PhD, LPCC	505 255-7077
Faculty, Mental Health Counseling Graduate Program, Alan Lobaugh, PhD, LPC	817-781-2346
<b>24 hour Crisis Hotlines</b>	
New Mexico Crisis and Access Line	1-855-662-7474
National Suicide Prevention Lifeline	1-800-273-8255

### In Crisis/Mentally Unstable

The following procedures should be followed if any student, faculty, or staff becomes aware of a student who appears to be in crisis or mentally unstable and needing help:

1. **Call 911 if the student is in imminent danger to self or others** and then call the Director of Counseling and Career Services- if after hours, call Campus Security.
2. If the student is not in imminent danger, call the Director of Counseling and Career Services.
3. If unable to reach the Director of Counseling and Career Services or if after hours, call Campus Security- if the Director of Counseling and Career Services is not available, then a member of the Mental Health Team will be contacted.
4. The Director of Counseling and Career Services or a member of the Mental Health Team will assess the situation and decide as to the next steps which could include but are not limited to:
  - a. Calling Campus Security or police for a welfare check if unable to make contact with the student and there is a serious risk of harm to self or others
  - b. Emergency transport to the hospital if needed and follow-up care with the Director of Counseling and Career Services upon release
  - c. Developing a crisis management/safety plan with the student
  - d. Recommending counseling services at USW
  - e. Referral to community mental health services
  - f. Contact the student's parents for coordination of care
  - g. Consultation with the USW Mental Health Team
  - h. Referral to Title IX Coordinator
  - i. Communication/coordination with USW Administration

### Suicide Threat

The following procedures should be followed if any student, faculty, or staff becomes aware of a student who may be at risk of suicide:

1. **Call 911 if the student is in imminent danger** and then call the Director of Counseling and Career Services- if after hours, call Campus Security.
2. If the student is not in imminent danger, call the Director of Counseling and Career Services.
3. If unable to reach the Director of Counseling and Career Services or if after hours, call Campus Security- if the Director of Counseling and Career Services is not available, then a member of the Mental Health Team will be contacted.
4. The Director of Counseling and Career Services or a member of the Mental Health Team will assess the situation for suicide risk and make a decision as to the next steps which could include but are not limited to:
  - a. Calling Campus Security or police for a welfare check if unable to make contact with the student and the suicide risk appears serious and imminent
  - b. Emergency transport to the hospital if needed and follow-up care with the Director of Counseling and Career Services upon release
  - c. Developing a safety plan with the student
  - d. Recommending counseling services at USW
  - e. Referral to community mental health services
  - f. Contact the student's parents for coordination of care
  - g. Consultation with the Mental Health Team
  - h. Referral to Title IX Coordinator
  - i. Communication/coordination with USW Administration

### **Suicide Attempt**

The following procedures should be followed if any student, faculty, or staff becomes aware of a student who has attempted suicide:

1. **Call 911 if the student has ingested any substances or sustained any physical injury from the suicide attempt** and then call the Director of Counseling and Career Services- if after hours, call Campus Security.
2. If the above has not happened, call the Director of Counseling and Career Services.
3. If unable to reach the Director of Counseling and Career Services or if after hours, call Campus Security- if the Director of Counseling and Career Services is not available, then a member of the Mental Health Team will be contacted.
4. The Director of Counseling and Career Services or a member of the Mental Health Team will assess the situation for suicide risk and make a decision as to the next steps which could include but are not limited to:
  - a. Calling Campus Security or police for a welfare check if unable to make contact with the student and the suicide risk appears serious and imminent
  - b. Emergency transport to the hospital if needed and follow-up care with the Director of Counseling and Career Services upon release
  - c. Developing a safety plan with the student
  - d. Recommending counseling services at USW
  - e. Referral to community mental health services
  - f. Contact the student's parents for coordination of care

- g. Consultation with the Mental Health Team
- h. Referral to Title IX Coordinator
- i. Communication/coordination with USW Administration

## Suicide Completion

The following procedures should be followed if any student, faculty, or staff becomes aware of a completed suicide on campus:

1. **Call 911** and then call the Director of Counseling and Career Services- if unable to reach the Director of Counseling and Career Services or if after hours, call Campus Security- if the Director of Counseling and Career Services is not available, then a member of the Mental Health Team will be contacted.
2. USW Administration will consult with the Mental Health Team regarding managing communication with the media, students, faculty, staff, parents, and the greater Hobbs community.
3. The Director of Counseling and Career Services and the Mental Health Team (if needed) will be available to provide follow-up services to students, faculty, and staff (e.g., grief counseling, process groups, suicide prevention training)

## Risk of Violence

The following procedures should be followed if any student, faculty, or staff becomes aware of a student who may be at risk of violence:

1. **Call 911 or Campus Security if the student is in imminent danger to others** and then call Campus Security, who will notify the Director of Student Affairs.
2. If the student is not in imminent danger, call Campus Security or the Director of Counseling and Career Services.
3. If unable to reach the Director of Counseling and Career Services or if after hours, call Campus Security- if the Director of Counseling and Career Services is not available, then a member of the Mental Health Team will be contacted.
4. The Director of Counseling and Career Services or a member of the Mental Health Team will assess the situation for risk of violence and will make a decision as to what the next steps are, which could include but are not limited to:
  - a. Calling Campus Security or police for a welfare check if unable to make contact with the student and there is a serious risk of harm to others
  - b. Emergency transport to the hospital and follow-up care with the Director of Counseling and Career Services upon release
  - c. Developing a safety plan with the student
  - d. Recommending counseling services at USW
  - e. Referral to community mental health services



- f. Contact the student's parents for coordination of care
- g. Consultation with the USW Mental Health Team
- h. Referral to Title IX Coordinator
- i. Communication/Coordination with USW Administration

# Additional University Policies

## Hazing

What is Hazing?

Simply defined, hazing includes any act that threatens or inflicts physical, emotional, or psychological pressure or injury on an individual or that purposely demeans, degrades, or disgraces an individual. Those found hazing will face strict disciplinary action that may result in expulsion from University of the Southwest. Failing to intervene may also violate this policy.

## Title IX: Sexual Harassment, Sex and Gender Discrimination, Domestic and Dating Violence, Sexual Assault, and Stalking

USW strives to provide the education and resources necessary for members of the campus community to make informed decisions regarding personal and professional relationships and the possibility of sexual harassment, gender discrimination, domestic and dating violence, sexual assault, and stalking behaviors. This may include educational programming, distribution of printed material, and referrals to outside agencies for support and assistance.

### Title IX Policy Statement

University of the Southwest is an institution built upon integrity, trust, respect, support, and acts of service. In line with these values, USW is committed to providing a safe and non-discriminatory academic, athletic and work environment for all members of its campus community. USW does not discriminate on the basis of sex or gender in any of its programs or activities.

To that end, this policy strictly prohibits gender discrimination, sexual harassment, bullying and intimidation and the crimes of domestic violence, sexual assault, and stalking as defined under New Mexico state law (N.M. Code Ann. § 30) and Title IX of the Education Amendments of 1972.

Such prohibited behavior also requires the University to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

The University prohibits sexual assault, sexual exploitation, intimate partner violence, stalking, sexual or gender-based harassment, complicity in the commission of any act prohibited by this policy, and/or retaliation against a

person for the good faith reporting of any of these behaviors or participation in any investigation or proceeding under this policy. These behaviors undermine the character and mission of USW and will not be tolerated.

USW adopts this policy with a commitment to:

- (1) eliminating, preventing, and addressing the effects of sexual misconduct;
- (2) fostering a community of trust, in which sexual misconduct is not tolerated;
- (3) cultivating a climate where all individuals are well-informed and supported in reporting sexual misconduct;
- (4) providing a fair, impartial and judicious process for all parties; and
- (5) identifying the standards by which violations of this policy will be evaluated and disciplinary action may be imposed.

Employees or Students who violate this policy may face disciplinary action up to and including termination or expulsion. The University will take prompt and equitable action to eliminate sexual misconduct, prevent its recurrence, and remedy its effects.

“**Prohibited Conduct**” is an umbrella term used when talking about all prohibited behavior under Title IX including gender discrimination, sexual harassment, bullying and intimidation, retaliation for the assertion of rights, dating violence, domestic violence, sexual assault, and stalking.

### Reporting Procedures

All forms of prohibited conduct should be reported *regardless of severity*. USW’s primary concern is safety; therefore, individuals should not be deterred in reporting even if the use of alcohol and/or drugs were involved.

USW encourages victims of sexual violence to talk to someone about what happened so they can receive support and so that the institution can respond appropriately. USW offers both *confidential* and *non-confidential* reporting options. It is important to be aware that different individuals who victims contact for assistance following an incident may have different responsibilities regarding confidentiality depending on their position.

Under New Mexico state law, some individuals (e.g., licensed counselors, psychologists or physicians) can assure a victim of confidentiality; however, any other USW employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, USW must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

**\*\*Note:** For ALL incidents/claims of **sexual assault**, the following persons will be informed **IN ORDER**:

If incident occurs *on campus outside of dorms*:

1. **Norman Jackson, Donnie Jackson, Security**
2. Amanda Guzman, Director of Student Affairs
3. Andrea Dodson, Title IX Coordinator
4. Brian Arnold, Director of Counseling and Career Services

If incident occurs *inside the dorms*:

1. **Catarina Garcia, Director of Housing**
2. **Norman Jackson, Donnie Jackson, Security**  
*\*Whoever can be reached first*
3. Amanda Guzman, Director of Student Affairs
4. Andrea Dodson, Title IX Coordinator

## 5. Brian Arnold, Director of Counseling and Career Services

If the incident occurs *after hours on campus*, persons #4 and 5 above need only be informed via email with a copy of the incident report attached for Title IX and Counseling follow-up.

Any other staff or faculty in positions of authority will be informed of the incident on a NEED-TO-KNOW basis by the Title IX office in consultation with the Provost and/or President.

If any staff or faculty becomes aware of sexual misconduct, he/she will follow the above chain for informing personnel. The persons above understand the chain to follow in informing one another of incidents of sexual assault. *This means that any other faculty or staff member need only inform person #1 (or #2 if the first contact person cannot be reached).*

For **EVERY** alleged on campus incident of sexual assault, a police report will be made. Should the victim make a report immediately following the alleged incident (up to 120 hours post-assault [Carr, 2011]), first responders will organize transport of the victim to the hospital for a sexual assault evaluation. If the student does not wish to go to the hospital, an ambulance will be called for assessment. The student then has the right to deny transport, which will be documented by USW staff.

*\*This will be the protocol regardless of preference, mental state, behavioral indicators or physical appearance.*

A referral will always be made to the Director of Counseling and Career Services as soon after the incident as possible. If a report of sexual assault is first made to the Director of Counseling and Career Services, he/she will encourage report to the Title IX office but cannot break confidentiality to do so him/herself.

### Confidential Reporting Options

Confidential reporting options provide students with the ability to confidentially report and discuss an instance of sexual violence without their information being shared with others. Please note confidential reporting limits the institution's ability to respond to incidents.

### Non-Confidential Reporting Options

USW and the Clery Act require all employees—excluding counselors, healthcare providers, and, in some cases, campus pastors—who become aware of sexual violence to report the incident to the USW SD and the Title IX Coordinator. The victim's name should **not** be reported without the victim's permission.

The report should include the nature, date, time, and general location of an incident. This is a limited report which includes no information that would directly or indirectly identify the victim. This allows USW personnel to track patterns, evaluate the program, and develop appropriate responses. Copies of reporting forms can be found below:

- [Complaint Record](#)
- [Witness Statement](#)

When an incident of sexual violence is reported to a “*responsible employee*,” the reporter can expect the incident will be reported to the Title IX Coordinator and the Dean of Students. A responsible employee must report all relevant details about the alleged sexual harassment, sexual violence, or stalking behaviors shared by the victim including names, date, time and specific location of the alleged incident.

To the greatest extent possible, information reported to a responsible employee will be shared on a **need-to-know basis**. A responsible employee should not share information about the victim to law enforcement.

A “responsible employee” is an employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. Examples include, but are not limited to, faculty members, advisors, coaches, staff and anyone in a supervisory role. The Director of Counseling and Career Services is exempt from this duty to report if the claim is disclosed in the *context of a counseling session*. However, he may encourage the victim to report but cannot break confidentiality as a part of his professional obligations without his/her consent or legal subpoena.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the institution will investigate the alleged sexual violence, end any sexual violence, prevent the sexual violence from reoccurring, and educate the campus community on sexual violence.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations and informs the victim that he/she **cannot maintain confidentiality**. Instead, he/she should be directed to the Title IX Coordinator.

If it is determined that the institution cannot maintain a victim’s confidentiality, the institution will inform the victim prior to starting an investigation. USW will remain mindful of the victim’s well-being and take appropriate steps to protect the victim from retaliation or harm. The institution may not require a victim to participate in any investigation or conduct process should he/she express discomfort in doing so. Retaliation against the victim, whether by students or institution employees, will not be tolerated and is reportable to the Department of Education under Title IX.

### **Reporting to the Police**

USW strongly encourages individuals to report sexual violence and any other criminal offense to the Hobbs Police Department. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, institution conduct actions and/or civil actions against the perpetrator.

If the incident happens on campus, it can be reported to the USW SD Department at 575.942.5902 (non-emergency) or 9-1-1 (emergency). If the incident occurs elsewhere in the city of Hobbs, it can be reported to the Hobbs Police Department at 575.397.9265. If the incident takes place anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where the sexual violence occurs.

Please know that the information you report can be helpful in supporting other reports and preventing further incidents.

### **What to do if you are a Victim of Sexual Violence**

**If you are not safe and need immediate help, call 9-1-1.** If an incident happens on campus, call USW SD at **575.942.5902**. If the incident occurred elsewhere in the city of Hobbs, call the Hobbs Police Department at 575.397.9265.

Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. Call the New Mexico Coalition of Sexual Assault Programs at 1.888.883.8020 for advice, and discuss options for how to proceed.

Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.

It is important to have a thorough medical examination after a sexual assault even if you do not have any apparent physical injuries. Medical providers can treat any injuries and provide tests for sexually transmitted diseases.

You may seek medical care at any health care facility. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy.

### **Other Local Services Available**

#### **City of Hobbs Police Department**

Emergency: 9-1-1

Non-emergency: 575.397.9265

#### **Option, Inc.**

Emergency Shelter for Domestic Violence

575.397.1576 (24/7)

200 N Dalmont St, Hobbs NM 88240

#### **Arise Sexual Assault Services**

575.226.7263 (24/7)

1412 S. Avenue O, Suite B

Portales, New Mexico 88130

[info@arisenm.org](mailto:info@arisenm.org)

#### **University of the Southwest Counselor**

Mr. Brian Arnold

575.492.2104

Scarborough Memorial Library, Office 110

[barnold@usw.edu](mailto:barnold@usw.edu)

#### **University of the Southwest Title IX Coordinator**

Andrea Dodson

575.492.2107

J.L. Burke Administration Building, Suite 504, Room 4

## **Sexual Harassment Policy Statement**

**Statement of philosophy.** The University of the Southwest does not tolerate sexual harassment or any other type of harassment by employees, trustees, students, student workers, graduate assistants, or third

parties engaged in business or other authorized activities at the University. Harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. University of the Southwest is committed to providing an educational and work environment free of discrimination, harassment and/or retaliation in any form.

**B. Statement of prohibited conduct.** Sexual harassment is any threatening, demeaning, or offensive conduct or situation that unreasonably interferes with a person's ability to perform his or her job or educational pursuits and is based on the gender of the person affected and especially including that person's real or perceived subordinate status of authority. This harassment includes, but is not limited to:

- unwelcome requests for dates with a student by an employee, student worker, or graduate assistant
- persistent requests for a date with another employee, student worker, or graduate assistant
- requests for sexual favors or acts
- continued expression of sexual interest after being informed that the interest is unwelcome
- physical contact which is unwelcome/without consent; offensive gestures or touching of another person
- displaying or possessing nude or seminude posters, photos, cartoons, or graffiti in the workplace or public place (including computers or other similar devices) that are demeaning or offensive
- unwelcome visual contact, such as leering or staring at another person or making facial expressions which are of a sexual nature, demeaning or offensive
- verbal or written comments, statements, noises, or jokes that are demeaning, humiliating, suggestive, insulting, vulgar, or lewd, and which are communicated by any means, including but not limited to, telephone, email, text message, or internet posting
- failure to provide assistance that is usual under same or similar circumstances because of a person's sex
- retaliation, retribution, or reprisals in any form or manner following complaints about harassment or requests that harassing conduct stop or after assisting a person with a complaint of harassment
- physical interference with job performance
- preferential treatment or promise of preferential treatment for submitting to sexual conduct or threat of negative treatment if a person does not submit to requests or demands for sexual conduct

The list set forth above is not intended to be, nor should it be construed as all-inclusive of prohibited acts under this policy.

**C. Scope of policy.** This policy applies to all members of the Board of Trustees, administrators, faculty, staff, employees, agents, student workers, graduate assistants, and students at all times and places in any connection with this institution. This policy applies for and to those who do business at USW. Compliance with this policy is a term and condition of employment or matriculation with this institution. The terms *employee* or *employment* include, but are not limited to, faculty, staff, graduate assistants, administrators, agents, and contractors. The term matriculation refers to students admitted to the University.

- D. Contact Persons.** Complaints of harassment may be made to any of the following persons: President, Senior Administrators, Deans, Title IX Coordinator, Director of Security, Assistant VP of Human Resources or the Director of Student Life.
- E. Procedures.** The purposes of these procedures are to provide a prompt and fair resolution of complaints and to preserve the due process rights of all involved, including the rights to receive notice of complaints and to have an opportunity for an impartial investigation. These procedures also are created to provide for corrective action for violations of this policy. However, the University may take any immediate action it deems reasonably necessary to stop harassment, and the University is not limited to the process described herein.

Any person who believes he or she has been subjected to any form of harassment and/or discrimination, and any person who witnesses or has knowledge of harassing conduct, should report that conduct to his/her immediate supervisor or any of the Contact Persons identified herein within three calendar days of the offense. Employees, student workers, or graduate assistants are not required to approach the person who is harassing and/or discriminating against them, and they may bypass any offending member of management.

The report may be oral or in writing and should provide the specific details of the behavior believed to be harassment. The Contact Person to whom the report is made will take the necessary steps to initiate an investigation of the discrimination and/or harassment claim, including completing an Intake Form.

The University will conduct its investigation of harassment claims in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible allowed by law. However, the University will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the person making the complaint and the person(s) against whom such complaint is made. All reasonable attempts will be made to complete this entire process in not more than 30 days from the date of the completion of an Intake Form.

- F. Corrective Action.** When an investigation results in a determination that harassment or retaliation has occurred, appropriate corrective action, up to and including termination/dismissal will be taken promptly. The corrective action will be proportional to the severity of the conduct. A record of such corrective action shall be signed by the person subject to such action and a copy placed in such person's personnel or student file. If the harassment is committed by a third party, the University will take all reasonable steps under the circumstances to stop such harassment.
- G. Prohibition of Retaliation.** Any retaliation against a complainant or witnesses or someone who assists in investigating such complaints is prohibited specifically by this policy. If an employee, student worker, or graduate assistant believes he or she has been subjected to any form of retaliation, the employee, student worker, graduate assistant, or student should report such conduct to his or her immediate supervisor or any of the Contact Persons within three calendar days of the offense. Employees, student workers, graduate assistants, or students are not required to approach the person who is retaliating against them, and they may bypass any offending member of management. Claims of retaliation will be investigated in the same manner as complaints of harassment, and if retaliation is found to have occurred, corrective action will be taken as described herein.

- H.** The University will provide copies of this policy to all employees, student workers, graduate assistants, and will require employees to acknowledge receipt of the policy.
- I. Training.** The University will conduct training sessions for all employees, graduate assistants, agents, supervisors, and administrators regarding this policy and regarding prevention of sexual harassment. The intent of this training is to produce an institution that is free of harassment and that provides the opportunity for everyone to reach full potential in the performance of his or her assigned job or educational pursuit.

## Employee-Student Relationships

University of the Southwest is committed to creating an atmosphere of mutual trust and respect in which all members of the community can work together freely to accomplish the mission of the University. All employees must recognize that our mission is to educate and serve students. A central component of this mission is to maintain learning and work environments free from conflict of interest, harassment, exploitation, bias and favoritism.

When employees interact with students, they are in a position of trust and power. These relationships must not jeopardize the effective functioning of the university by the appearance of either favoritism or unfairness in the exercise of professional judgment. In relationships with students, the employee is expected to be aware of his/her professional responsibilities and to avoid apparent or actual conflict of interest, harassment, exploitation, bias or favoritism.

**Employees, whether faculty, staff, resident advisors or graduate assistants, shall not engage in consensual romantic and/or sexual relations with students** whenever the employee has a “position of authority” with respect to the student including teaching, evaluating, supervising, advising or coaching a student as part of a school program, athletic team or employment situation. These relationships are deemed “inappropriate.” Efforts by employees to initiate these relationships with students must also be avoided.

Regardless of position or contact, an employee’s professional responsibilities make it possible for him or her to influence the status or circumstances of any student; therefore, even in instances where it appears an employee does not have a direct influence over a student, inappropriate relationships are prohibited.

In the event a romantic and/or sexual relationship exists or develops between an employee and a student of the university, the following guidelines must be met:

1. The employee shall immediately report the relationship in confidence to his or her immediate supervisor who will inform the Provost;
2. The student shall report the relationship in confidence to the Provost or Title IX Coordinator (who will inform the Provost); and
3. A plan for resolving the conflict of interest will be developed wherein the supervisor and Provost shall make suitable arrangements for the objective evaluation of the student’s academic performance and/or work performance for the protection of individual and university interests.

To the greatest extent possible, these discussions and subsequent plans will be held in confidence.

If an employee in a “position of authority” over a student with whom an inappropriate relationship exists or develops fails to report him/herself, it will be determined that he/she has created a conflict of interest and has violated an ethical obligation owed to students, other employees, colleagues and the university. He/she will be



subject to sanctions up to and including dismissal. Similarly, a student who fails to report an inappropriate relationship with an employee in a “position of authority” may also be subject to sanctions.

Credible allegations of a faculty, staff member, resident advisor or graduate assistant’s failure to report the existence of a relationship between a student and an employee compels the immediate supervisor to conduct a prompt and thorough inquiry to determine whether there is any validity to the allegation. This inquiry will be completed in consultation with the Provost and Title IX Coordinator to ensure policies under Title IX have not been violated. When it is concluded that a prohibited relationship exists, the immediate supervisor and Provost shall undertake a resolution to the conflict of interest and may impose sanctions against the employee up to and including dismissal.

## Unusual Absences

Out of concern for the safety of our students, roommates/suitemates/friends are requested to report unexplained or unusual absences to the RD’s.

## Internet Usage Policy

Personal use of USW internet is permitted and is subject to the same standards of conduct described in the USW Student Handbook. Visiting internet sites that would conflict with University’s mission as a Christ-centered institution is forbidden. Students should understand that all traffic on the internet on campus is capable of being viewed, monitored, and logged by USW. Any student who attempts to circumvent security protocols is subject to disciplinary action.

# Emergency Evacuation Procedures

## Fire Evacuation Procedure

When a fire alarm sounds:

- Close room windows and doors and proceed away from fire.
- Stay low to the ground and calmly proceed to the nearest exit.
- Move to a safe distance away from the evacuated building (directly to the designated meeting spot).
- If your door is hot, do not open the door. Instead, follow this procedure:

- Seal up the cracks around the door using cloth articles. This helps seal a barrier against heat and smoke.
- Hang a sheet out the window to signal rescuers.
- Wait to be rescued and/or if possible, evacuate to safe area.

If you must move through a smoke-filled area, move quickly in a crouching position with face covered.

## Fire Drills

We will schedule periodic fire drills in each residence hall throughout the year that comply with directions given during drills and display a responsive attitude. Do not remain in the hall when a general alarm sounds; to do so violates expected conduct and subjects you to disciplinary action.

Please see Fire Safety Report, located on USW website under consumer information.

## Tornado Alert Procedures

TORNADO WATCH means there is a possibility of one or more tornadoes in our area.

Continue normal activity but “be on the watch.” TORNADO WARNING means a tornado has been sighted or detected by radar, and may be approaching. The civil service siren will sound with a single continual signal. When you hear this, seek shelter immediately.

## Tornado Shelter/Safety

Move to an inner room or hallway on the lowest level of the building you are in, stay away from windows, and cover yourself with a blanket or other object if possible. Stay in the safety area until the tornado warning is lifted. When possible, Resident Assistants are to help the Resident Directors move everyone into a safe area.

# Appendix A. Breach in Honor Code Agreement

**LEVEL I: Reprimands, fines up to \$50 and/or 0-30 Hours of Community Service**

Reprimands generally provide a stated period of time during which the accused is on notice that any further violations of the Housing Code of Conduct will result in a more severe sanction. Reprimands are the usual action taken for Level I violations although other actions, such as fines or restrictions, may be added with whatever content the Director of Housing deems appropriate.

Level I Violations include but are not limited to:

- A. Disorderly conduct, excessive noise, irrational or disruptive behavior, indecent or obscene conduct or language;
- B. Continued violation of courtesy or quiet hours;
- C. Improper use of fire (including the burning of candles, incense, etc.);
- D. First offense possession of a pet other than a fish. \*Note: Tank size should be no larger than 1 gallon;  
\*Note: 50\$ per pet
- E. Unauthorized visitation, which includes unauthorized overnight guests or unescorted guests;
- F. The display of signs, clocks, stickers, posters, or other objects relating to alcoholic beverages, drugs, drug paraphernalia, or obscene materials; nude, partially nude, sexually provocative pictures or other objects;
- G. Wearing of apparel or buttons that display or primarily promote alcoholic beverages or drugs or that are obscene in nature;
- H. Gambling;
- I. First offense possession or use of alcohol;
- J. First offense use of smoking and/or vaping tobacco products inside resident's halls and/or university buildings
- K. Aiding and/or abetting in the violation of any of the provisions of this Code of Conduct.

## **LEVEL II: Restrictions, fines up to \$75 and/or 20-40 Hours of Community Service**

Restrictions designate a period of time when certain requirements are placed upon the one being disciplined (attending counseling sessions, volunteer work for community agencies, campus clean-up, etc.). Failure to comply with conditions of campus restrictions may result in removal from housing.

Level II Violations include but are not limited to:

- A. Property damage or theft less than \$500.00 (reimbursement for damages will always be required in addition to the stated fine and/or sanction);
- B. Refusal or failure to respond to a request to report to or cooperate with a University official (including Public Safety Officers, Residence Life Coordinators, and Resident Assistants), deceiving a University official; or failure to comply with previously assigned sanctions.
- C. Second offense - visitation violation;
- D. Storing, possessing, or use of firecrackers, fireworks, or weapon-like object(s);
- E. Invasion of privacy by trespassing or being present in another person's residence hall, or area without authorization, unauthorized use of or entry into a residence hall; Violations of University key and/or access control systems by physical and/or digital manipulation;
- F. Tampering with a witness before or intimidating a witness after a judicial hearing, failure to cooperate with the Director of Housing or designees;
- G. Pranks of any form;
- H. Second offense of alcohol possession or use;
- I. Second offense use of smoking and/or vaping tobacco products inside resident's halls and university buildings

### **LEVEL III: Probated Suspension/Suspension, fines up to \$100 and/or 30-70 Hours of Community Service**

Violations at Level III may result in probated suspension/suspension from the University, although other disciplinary actions, such as loss of residential living privileges, may be considered as well. Students can be dismissed from residence halls. Suspension is a separation from the University for a specified period of time. During a University suspension, a student is excluded from classes and all other University privileges or activities. Often the student is prohibited from the campus as well.

Level III Violations include but are not limited to:

- A. Property damages or theft of more than \$500.00 (reimbursement for damages will always be required in addition to the stated fine)
- B. Tampering with fire equipment, setting off a false fire alarm
- C. Third offense of alcohol possession or use
- D. Third offense use of smoking and/or vaping tobacco products inside resident's halls and university buildings

### **LEVEL IV: Probated Expulsion/Expulsion**

A level IV violation may result in expulsion from the University, which means permanent dismissal from the University. However, a Level IV violation may result in whatever sanction the Provost, Honors Board and/or designee deems appropriate. Students will be dismissed from residence halls.

Level IV Violations include, but are not limited to, the following:

- A. Vandalism in excess of \$500.00 (reimbursement for damages will always be required in addition to the stated fine);
- B. Reckless endangerment of life, including violent, abusive, disruptive, or destructive behavior;
- C. Physical misconduct or mental abuse of any student, staff, or guest;
- D. Bullying, cyber bullying, hazing, harassing, threatening or other conduct jeopardizing the health, safety, or civil rights of any student, staff, or guest (includes sexual, mental, or physical harassment whether by an individual or group); generally, harassment on the basis of religion, disability, race, or gender including conduct that has the purpose, or has the reasonably foreseeable effect, of interfering with an individual's academic efforts, employment, or participation in institutionally sponsored activities, including any activity that creates an intimidating, hostile, or demeaning environment;
- E. Sexual violence, sexual assault, rape, attempted sexual assault, or attempted rape;
- F. Use, storing or possession of weapons or firearms of any kind (with or without permit);
- G. Use or possession of illegal drugs (violation of state or federal laws).

**\*\*\*\*This sheet serves as a guide. The Director of Student Life and the Honor Board have the right to change the repercussion at any time based on the specific violation. Any required counseling will be paid for by the student. Community service assignments are designated at the discretion of the Honor Board and the Student Life Director \*\*\*\***

## UNIVERSITY OF THE SOUTHWEST EMERGENCY TEAM/PLAN

<b>Name:</b>	<b>Title</b>	<b>Email Address</b>	<b>Phone Number</b>
Catarina Garcia	Director of Housing/Stude	<a href="mailto:cgarcia@usw.edu">cgarcia@usw.edu</a>	575-492-2121
Nicholas Palomino	West Hall Resident Director	<a href="mailto:1060249@usw.edu">1060249@usw.edu</a>	
Joshua Garcia-Matta	East Hall Resident Director	<a href="mailto:1058625@usw.edu">1058625@usw.edu</a>	
Isabel Chavez	South Hall Resident Director	<a href="mailto:IsabChava2813@usw.e">IsabChava2813@usw.e</a>	
Norman Jackson	Campus Security		575-942-5902
Andrea Dodson	Title IX Director	<a href="mailto:adodson@usw.edu">adodson@usw.edu</a>	575-492-2107
Brian Arnold	Director of Counseling and Career	<a href="mailto:barnold@usw.edu">barnold@usw.edu</a>	575-492-2104
Amanda Guzman	Director of Student Affairs	<a href="mailto:aguzman@usw.edu">aguzman@usw.edu</a>	575-492-2176
Dr. Ryan Tipton	Provost	<a href="mailto:rtipton@usw.edu">rtipton@usw.edu</a>	575-492-2137

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 5p.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 warning 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. Insures 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.”*

### **University of the Southwest Parking/Security Fines 2020 – 2021**

**Note:** University of the Southwest is private property. Only Security is authorized to issue tickets on campus. Individuals that receive tickets have 20 business days to pay ticket fine. If ticket is unpaid within 20 business days, security is authorized to double and/or triple the ticket fine. After 30 days of the ticket fine being doubled and/or tripled, security is authorized to have the vehicle towed at owner's expense. It is up to the Director of Security to give warning and/or tickets.

- Vehicles that have no car insurance will be towed off campus at owner's expense.
- Driving unsafe or endangering other individuals on campus will result in ticket and vehicle towed.
- The Director of Security has the authority to search any vehicle that enters onto University property, with probable cause.

- Anyone who refuses to allow search of vehicle will be subject to vehicle towed at owner's expense.
- No weapons are allowed on campus, including in personal vehicles.
- Individuals are not permitted to work on inoperable vehicles, unless previously approved by security.
- Any vehicle that is inoperable must be removed from campus by the timely requirement, given by security.

All questions regarding the Parking/Security Fines can be directed to Security:

575-942-5902.

## **E. University Faculty and Staff**

The faculty 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 (Dr. David Arnold 575-492-2124) 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.

## **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 Director of Student 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 the National Guard Armory (575-392-7557)

### **B. 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 Director of Student Affairs 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 Director of Student Affairs will be notified immediately.
- Notify the IT operator and the Director of Public Relations 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 phone system is inoperable, the Director of Student 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, the IT operator 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 IT operator will place the security number on the campus-recording message indicating the number to call before evacuating 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 at (575-942-5902) 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 Manager of Transportation to dispatch a bus with drivers to the residence halls for student transportation. (Mitch Barnett 575-492-2106)



- 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 (575-397-9200) and ask the city switchboard for the Disaster Preparedness Office or call the Red Cross at (575-393-7516).
- Contact the Director of Public Relations 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 Public Relations 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 Director of Student Affairs, broadcast the appropriate information regarding safe
- Return to campus; notify the appropriate media; and, contact outside evacuation areas

### **C. 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 Director of Student Affairs 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 Director of Student Life immediately called 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

#### **4. Director of Public Relations will:**

- Follow their listed responsibilities

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

In the event evacuation of the campus becomes necessary due to an emergency, the Director of Student Life 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 575-391-2900) 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 Public Relations 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 Director of Student 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 phones, radios, and pagers are operative. These numbers will be available to the Campus Emergency Management Committee and security employees. Employees assigned a cell phone or pager by the University are required to notify Head of Security with the number for the phone or pager promptly after receipt of the phone or pager. These individuals will also contact the Head of Security if the phone or pager is no longer used or assigned to a different employee.

### **C. Evaluation and Follow Up 1. 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**

1. 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

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

3. If an evacuation is ordered, the Evacuation Plan will be implemented.

- a. The decision to evacuate the entire campus or just a specific building shall rest with the Vice President for Academic Affairs, or the President of the University.
- b. The switchboard operator will be notified if during normal hours of operation.
- c. He/she shall contact the other phone clusters to implement the Evacuation Plan or a limited evacuation plan.

4. 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.

5. 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.

6. 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.
- Videotape is crucial for future use if possible. Care should be exercised by the person videotaping 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 Director of Student Affairs & Housing, as quickly as possible. Other officials of the University will be notified at the President's request.
- The Director of Student Affairs & Housing will immediately notify the Mental Health Crisis Team 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 Vice President for Academics and 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 Public Relations will work with the Vice President for Academics and the Director of Student Affairs & Housing 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 switchboard operator 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 inquiries 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 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 President of the University or designee. Either the President 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 Public Relations. 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 Director of Student Affairs will immediately notify the individual identified by the student to be contacted in the case circumstance. In 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 Communications Office.

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 Director of Student Affairs & Housing and apprise them of the situation. Based on appraisal, ambulance or law enforcement could be called. The Supervisor Student Life & Housing 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 Director of Student Affairs & Housing, who will immediately arrange a meeting with a counselor on campus.

### **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 Director of Student Affairs 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 Title IX Coordinator, then contact the Director of Security 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 Director of Student Affairs & Housing. The Vice President for Academics will coordinate any efforts needed to contact the victim's parents, family, spouse, roommate, etc.
- The Vice President for Academics 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 Vice President for Academics and the Director of Student Affairs & Housing 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.

### **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 Director of Student Affairs & Housing. The Director of Student Affairs & Housing will inform the Title IX Coordinator 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 Title IX Coordinator 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.

Administration	Linda Woodfin
Education Building	Cruz Castillo
Jack and Mabel Maddox Student Life Facility	Steve Appel
Mabee Fitness Center	Lonnie Harrison
Academic Building	Amanda Guzman
Library	Corina Madrid
Campus Center	Catarina Garcia
Residence Halls	Catarina Garcia

- 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 – e2campus.
- 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.

a. 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

b. 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 Student Life Director for

report 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 switchboard operator will be notified during normal business hours.

He or 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 begun 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 Academics will:**

- Serve the campus as the **Pandemic Coordinator** 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.
- 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.
- 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.
- 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.
- 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.
- Establish an emergency communication plan and revise on a regular basis. This plan will identify key contacts with state and local public health officials.
- Implement an exercise/drill to test the plan and revise as needed.
- 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:**

- Insure that all methods of instructional delivery are used to insure the continuity of instruction.

**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:

- 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.

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).

The **Emergency Management Committee** will review the sick leave policy for employees and students in view of pandemic influenza.

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.

##### 1. 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.

##### 2. 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.

##### 3. 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.”