



BCOM

Emergency Procedures

Emergencies - Dial 911
BCOM Security - (575) 674-2299

FIRE

- Notify others nearby, call **9 1 1**
- Activate Fire Alarm
- Leave building quickly, using stairs
- If needed, use fire extinguisher to help escape
- Gather at designated meet points

Fires can be extremely dangerous. A fire can double in size every two minutes. It is important to take action immediately.

Follow evacuation procedure. Do not re-enter the building for any reason, until given the "All Clear" to re-enter. Follow the instructions of the emergency responders

If not trained to use fire extinguisher, do not try to fight the fire. Utilize fire extinguisher to assist in safely escaping the fire.

For more information about fires, and to learn how to properly use a fire extinguisher, contact BCOM Security at 674-2299.

MEDICAL

For all medical emergencies:

- Assess scene safety – is it safe to approach the patient?
- Is the person breathing? Can he/she talk or cough?
- Call **9 1 1**
- If possible, take the phone to where the patient is located
- Follow the emergency medical instructions provided by the dispatcher
- If others are available, have them assist in giving aide, helping first responders find the patient, etc.

There are a wide variety of medical emergencies that may arise. These may include (but are not limited to): animal bites, insect stings, allergic reactions, bleeding, falls, heat and cold emergencies, seizures and heart attacks.

If someone is in need of medical assistance, always start with calling 911 in order to get emergency medical services responding as quickly as possible. These professionals will bring the appropriate equipment and medications that can be used to help the person and get them as quickly as possible to a hospital.

In addition, the emergency dispatcher can provide callers with directions over the phone on what can be done until responders arrive. This includes the gathering of critical information, instructions on how to assess the patient, and information on how to perform life-saving techniques like CPR. First Aid Kits and AEDs are available on each floor

Before something happens, consider taking a First Aid and CPR course. These courses provide the opportunity to learn and practice emergency techniques. In the event of an emergency, you will then be more confident in your abilities.

THEFT

In Progress:

- Call **9 1 1**
- Tell the dispatcher what is happening
- Provide a description of the person(s) committing the crime
- Give the direction of travel if the person starts to leave

If already completed:

- Call police to report
- Gather as much information about the stolen items as possible
- Cancel credit cards or checks

Most theft on college campuses is the result of desirable items not being properly secured. Basic prevention measures can greatly reduce the likelihood of theft, including:

- Do not leave valuables like laptop computers, backpacks, and purses in unsecured offices or classrooms, even for just a few minutes
- Secure items in vehicles out of sight. When possible, lock them in the trunk or take them with you
- Keep a record of credit card numbers and contact information so cards can be quickly cancelled if necessary
- Keep a record of the make, model, and serial numbers of all electronic equipment
- Do not leave windows open, even if just a few inches.
- Use quality locks on bicycles that resist cutting from bolt cutters or wire cutters
- Use quality locks on doors, preferably deadbolts
- Follow departmental safety and security procedures
- Report suspicious activity

If victimized, do not touch/handle things until after police have been called so you don't destroy possible evidence.

SUSPICIOUS PERSON

As soon as possible:

- Call BCOM Security (674-2299)
- Provide as much information as possible about the person, including clothing description, height, build, hair color, eye color, jewelry, vehicle description, license plate number, etc.
- If possible, take a picture with a cell phone or other camera
- Notify supervisors so they can take any action necessary to improve security in the office/work environment
- ***IF YOU SEE SOMETHING, SAY SOMETHING!***

Virtually everyone has seen someone they thought did not belong in an area, or was doing something that didn't quite seem right. In some cases, these suspicious people have been reported and found to be terrorists conducting surveillance on a location. In these cases, many lives were saved. In other cases, it has been determined that the person was not actually doing anything wrong. In both cases, the decision to report the suspicious behavior was appropriate.

When people are planning on committing a crime, they frequently "test" the environment to see what they can get away with and the ease with which they will be able to commit their eventual crime. They often begin by doing things that are not proper, but not necessarily illegal. This may include trying door knobs to see if any are left open, looking closely at door latches to see if they might be able to jam them in the open position, taking pictures of the area (especially of sight lines, camera locations, alarm panels, doors, windows, and equipment), sitting and watching the habits and patterns of the people who work there, etc.

If something or someone doesn't feel quite right, it is always best to take the safe approach and report it to the proper police or security authorities so it can be checked out. Don't feel bad if the person ends up being innocent, as the next time the suspicious person might be up to no good.

SUSPICIOUS PERSON

ACTIVE SHOOTER

How to respond:

RUN:

- Have an escape route and plan in mind
- Leave your belongings behind
- If possible, help others escape
- Keep your hands visible

Hide:

- Hide in an area out of the shooters view
- Stay away from doors and windows
- Block entry to your hiding place and lock the doors
- Silence your cell phone
- Dial 911 if possible to alert police of the active shooter (If you cannot speak, leave the line open and allow the dispatcher to listen)

Fight:

- As a last resort and only when in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the shooter (i.e. chairs, fire extinguisher, or other heavy items)
- Use others to help overwhelm the shooter

There is strength in numbers

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, in most cases through the use of a firearm. There is no pattern or method to the selection of victims.

Plan for Active Shooter:

- Be aware of your environment and any possible dangers or changes.
- Take notes of exits nearest to you for escape.
- If you're in an office, understand the layout, and doors that can be locked.
- Know the designated meeting points that are safe and far enough from the building.

Providing Information When Calling 911:

- Your name and address of location
- Location of active shooter
- Number of shooters
- Any physical description of shooter
- Number and type of weapons held by the shooter
- Number of the potential victims at the location

How to Respond When Law Enforcement Arrives:

- Remain calm and follow instructions
- Put down any items you have in your hands (i.e., purses, bags, jackets, cell phone, etc)
- Raise hands and keep fingers spread
- Avoid quick movements towards officers such as grabbing or holding on to them for safety
- Avoid pointing and screaming or yelling
- Do not stop to ask officers for help or directions when evacuating

ACTIVE SHOOTER

BOMB THREAT

By Phone:

- Pay close attention to what the caller is saying
- Look for caller ID information on the phone
- Use the guide in the next column to gather as much information as possible
- Notify others nearby, call 911
- Look for any items that appear to be out of place, report them to responding units
- Follow departmental procedures to guide decisions on what to do next

In Writing:

- Call 911 police to report
- To preserve potential evidence, avoid touching paper any more than is absolutely necessary
- If threat is immediate, follow departmental procedures
- Follow instructions provided by the emergency dispatcher

Gather as much information from the caller. This includes:

- If a recorder is available, make sure it is running
- Note the time and Caller ID information
- Note which line the call is coming in on
- Pay close attention to the exact words used
- Keep the caller on the line as long as possible, try to get as much detailed information as possible, to include:
 - Where is the bomb?
 - When is the bomb going to explode?
 - What does the bomb look like? What kind?
 - What will cause it to explode?
 - Who placed the bomb? Why?
 - Where are you calling from?
 - What is your name? Address?
 - Note the following characteristics of the caller:
 - Does it sound like a male or female voice?
 - What is the caller's demeanor (calm, angry, rushed, laughing, crying, sincere, etc.)
 - Does the caller have any special characteristics (accent, stutter, lisp, slur, nasal sound, high pitch, low pitch, squeaky, etc.)
 - Does the caller speak fast, rushed, slow, deliberate, loud, soft, etc.
 - Is the voice familiar?
 - Are there any background noises?
- Follow any special instructions provided by the emergency dispatcher.

BOMB THREAT

GAS LEAK / CHEMICAL SPILL

Small Chemical Spill:

- Follow established laboratory or workplace procedures for spill management
- Notify Environmental Health & Safety
- Ensure cleaned-up material is properly disposed

Large Chemical spill / Gas Leak:

- NOTIFY others, call 911
- Leave building quickly, using stairs
- If can't escape, use safe refuge area
- (*Large Spill*) If people have been contaminated, use emergency showers if safe and available

Ingestion:

- Call 911
- Inform the dispatcher of the chemical or product name
- Have someone else contact the Poison Control Center at 1-800-222-1222

Chemicals are part of the everyday lives of virtually everyone in the United States. As such, they are familiar items to most people. This familiarity can sometimes result in the chemicals being handled in a manner that is less cautious than it should be. In addition, some accidents can occur as the result of slips and falls. Either of these can lead to a chemical being spilled into the environment.

Since chemicals vary greatly in the type and amount of danger they present, the nature of the specific chemical involved in a spill needs to be taken into consideration during an incident. Chemicals that present an inhalation hazard may need to be handled quite differently from those that only present a contact danger. Because of this, all employees who may be exposed to chemicals in the workplace need to be properly trained about the chemicals and where they can find the Material Safety Data Sheets, along with any specific departmental or laboratory procedures for spills that might exist.

In order to reduce the danger of spills, there are several steps that can be taken, including:

- Keep chemicals in their original containers
- Have MSDS and departmental procedures clearly posted
- Have annual training with all employees regarding chemical hazards in their workplace
- Call 911 for any spill that is larger than the department is trained and equipped to handle
- Make sure any cleaned up chemicals are properly contained
- Never pour chemicals down a sink – call Environmental Health & Safety (575) 646-3327 for guidance on how to properly dispose of chemicals.

GAS LEAK / CHEMICAL SPILL

EMERGENCIES

In any emergency:

- Call **9 1 1**
- Say, “This is an **EMERGENCY**”
- Give your **LOCATION**
- Briefly tell **WHAT** is happening
- Stay on the line for instructions or to provide additional information to the dispatcher.

Stay safe:

- Get to a safe place as quick as possible
- Notify others of the danger so they can also stay away
- Monitor the situation to see if it gets worse or if circumstances (like wind direction) change
- Don't take unnecessary risks to try to save property
- Be prepared in advance for things that can be reasonably anticipated based on occupation or location

There are a number of potential emergency situations that might occur. These include **natural disasters** (such as floods, tornados, earthquakes, extreme heat, lightning, disease outbreaks, etc.) and **manmade incidents** (including traffic crashes, hazardous chemical releases, downed electrical lines, collapsed bridges, criminal activity, terrorism, arson, etc.).

Because there is such variety in what might happen, it is impossible to provide guidance for all possible incidents in a guidebook like this. However, there are common factors in many incidents that may prove useful most of the time. These include:

- Know how to get emergency help (usually via **911**)
- **Be prepared** – Have supplies to get yourself through at least 72 hours of a major incident, including food, water, and clothing
- **Assess danger** – Avoid obviously dangerous activity like crossing flooded roadways, live electrical wires, the sounds of gunshots or explosions, etc.
- **Help yourself** – If possible, evacuate to a safer location. If leaving is not possible, shelter in place in the safest location you can get to depending on the hazard.
- **Help others** – If you can safely do so, warn others nearby of the danger. This may mean turning on hazard lights on your vehicle, placing flares or reflective markers in front of the hazard, talking with people approaching, etc.
- **Reassess** – Be aware that situations can change for the worse. Continually monitor the situation and be prepared to move further away or take other action if the danger grows.
- **Plan for Reunion** – Have a plan for getting in touch with family and friends during major disasters. Designate a person outside the area to serve as a check-in point.

OTHER EMERGENCIES

The following space contains contact information for university offices related to emergency planning, response, and recovery. Offices that can provide related support are also included. Each university department should also maintain emergency contact numbers and email lists which are specific to individuals in the department.

NMSU Police Department	EMERGENCY 911	Non-emergency (575) 646-3311
NMSU Fire Department	EMERGENCY 911	Non-emergency (575) 646-2519
New Mexico Poison Control Center		1-800-222-1222

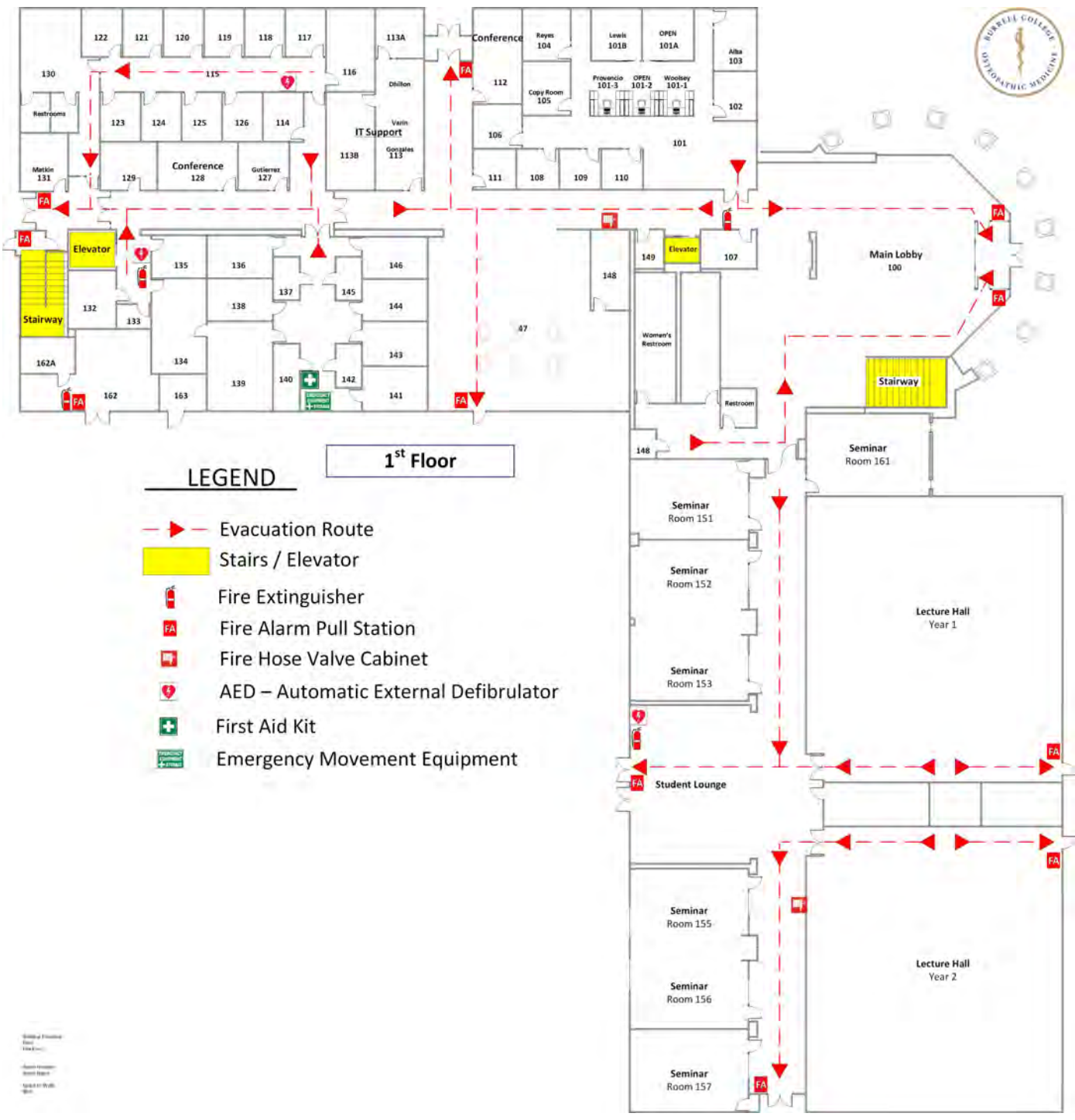
BCOM Security Office:.....	(575) 674-2299
Asst VP for Administration,	(575) 674-2391
Director of Student Affairs,	(575) 520-5173
NMSU Campus Health Center:.....	(575) 646-1512

WEBSITES:

www.bcomm.org
www.nmsupolice.com
www.fire.nmsu.edu

BCOM Web Site
NMSU Police Department
NMSU Fire Department

RESOURCES



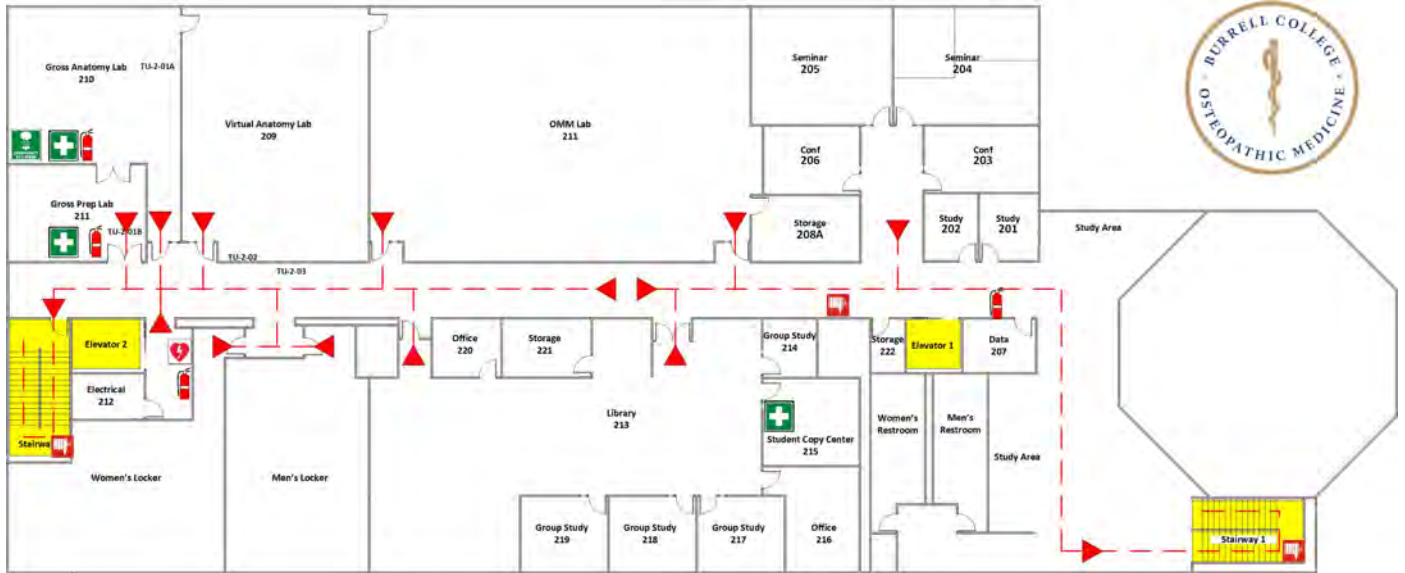
1st Floor

LEGEND

- Evacuation Route
- Stairs / Elevator
- Fire Extinguisher
- Fire Alarm Pull Station
- Fire Hose Valve Cabinet
- AED – Automatic External Defibrillator
- First Aid Kit
- Emergency Movement Equipment

© 2014 St. Bonaventure College
 All Rights Reserved
 Any reproduction or use without permission is prohibited.

EVACUATION MAP - 1st FLOOR

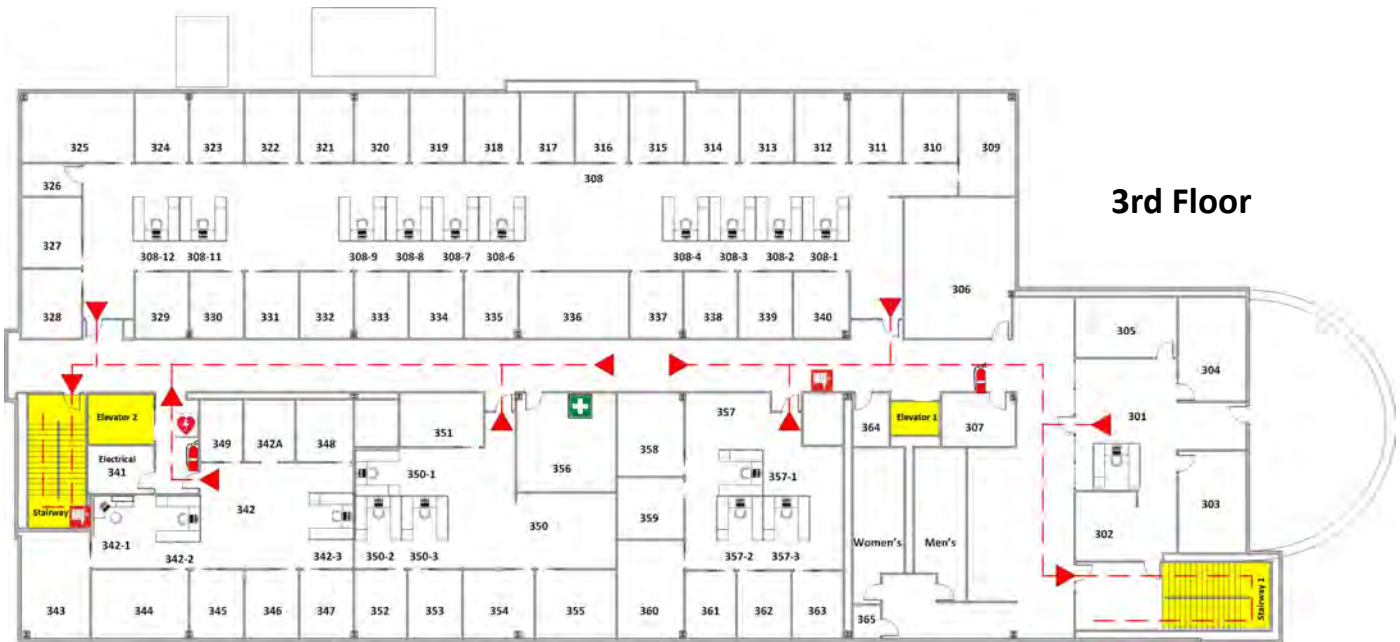


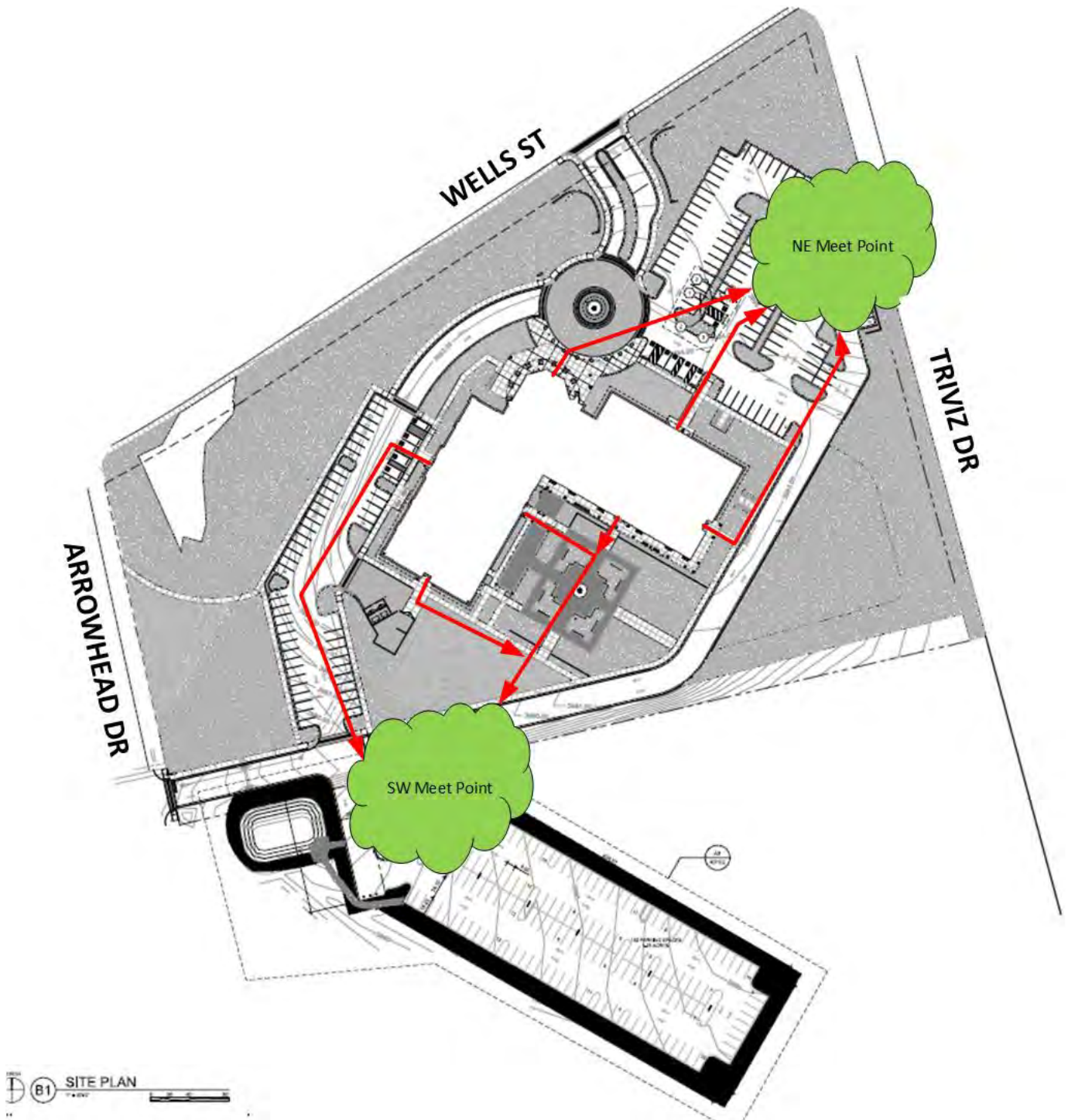
LEGEND

2nd Floor

- Evacuation Route
- Stairs / Elevator
- Fire Extinguisher
- Fire Alarm Pull Station
- Fire Hose Valve Cabinet
- AED – Automatic External Defibrillator
- First Aid Kit
- Emergency Movement Equipment

3rd Floor





EVACUATION MEETING LOCATIONS