Emergency Action Plan

EMERGENCY NUMBERS

(Reminder even when dialing 911 you must first press the "OUTGOING" button.)

Fire 911   **Non-emergency (505) 425-6771**   **Gallinas Fire Dept. (505) 425-6171**
Medical 911   **Non-emergency (505) 425-6771 Superior Ambulance 1-800-348-8890**
Police 911   **Non-emergency (505) 425-6771**

(Extensions are used from on- campus phones)

Luna Community College Security: **On Campus (505) 629-8244**   **Ext: 1108**

Security Supervisor   Cell: **(505) 660-9883**

Security Director   Cell: **(505) 699-9883**   Phone: **(505) 454-5305**   Ext: **1106**

President's Office   Phone: **(505) 454-2555**   Ext: **1046**

Vice President of Instruction & Student Services   Phone: **(505) 454-5301**   Ext: **1013**

Vice President of Finance   Phone: **(505) 454-5328**   Ext: **1017**

Physical Plant Director   Phone: **(505) 454-5305**   Ext: **1106**

LCC Operator   Phone: **(505) 454-2500**   Ext: **1101**

NM State Police   Phone: **(505) 425-6771**

San Miguel County Sheriff   Phone: **(505) 425-7589**

Las Vegas City Police   Phone: **(505) 425-7504**

Alta Vista Medical Center   Phone: **(505) 426-3500**

Crime Victims Assistance   Phone: **(505) 454-9033**

National Suicide Prevention Lifeline   Phone: **1-800-273-TALK (8255)**

National Runaway Switch Board   Phone: **1-800-621-4000**

National Domestic Violence Hotline   Phone: **1-800-799-SAFE (7233)**

Poison Control   Phone: **1-800-432-6866**

Rape Crisis Center 24hour Hotline   Phone: **(505) 425-1048**

<div align="center">**Emergency Action Plan**</div>

Table of Contents

1.0 General

The Emergency Action Plan is a written document developed and implemented by Luna Community College (LCC) to provide procedures for events that are unusual to the campus environment. These procedures apply to all College employees (full-time, part time, regular, and temporary) and students, as well as other community entities and individuals who may be using or participating in College campus activities. The plan provides information for handling emergency events and speeding up the resumption of normal college operations. Many disasters are caused by circumstances beyond anyone's control, but with proper preparation, the impact to the campus population can be minimized.

This plan is intended to meet the requirements of the OSHA Standard 29 CFR 1910.38, Emergency Action Plans and 1910.39 Fire Prevention Plans.

Under this plan, employees will be informed of:

- The plan's purpose,
- The Incident Command System (ICS) Structure
- Preferred means of reporting fires and other emergencies,
- Emergency escape procedures and route assignments,
- Procedures to be followed by employees who remain to control critical plant operations
- Procedures to account for all employees after emergency evacuation has been completed,
- Rescue and medical duties for those employees who perform them,
- The alarm system and notifications.

The Life/Safety Coordinator will review and update the plan annually or as necessary. Copies of this plan will be maintained in the Life/Safety Coordinator Office.

In no way can the Emergency Action Plan establish procedures for every situation, this serves as a guide and is not intended to be a solve all plan.

1.1 Emergency Defined

An emergency is defined as any unplanned event that can cause death or injury to employees, students or the public, or that can shut down our campus, disrupt operations or cause physical or environmental harm. These procedures do not cover every condition that might develop and it may not always be possible to follow every procedural step.

1.2 Incident Command System (ICS)

Incident Command System (ICS) Structure
During an emergency or large scale event, Luna Community College will utilize the Incident Command System (ICS) to control and manage operations. This system utilizes the principles of management by objective and is recognized and utilized by public safety services of the surrounding communities and by the State Office of Emergency Management.

A nationally recognized system, the Incident Command System allows establishment of an integrated organizational structure tailored to the complexity and demands of single or multiple incidents. The Incident Command System is proven effective in managing multiple agency and multiple jurisdiction incidents of any nature.

Related to the Incident Command System organization is the concept of the **Multiple Agency Coordination System** (MACS), and is used to facilitate and coordinate emergency response operations and handle mutual aid situations. Under the Multiple Agency Coordination System, are four recognized levels of incidents, referred to as Modes. To avoid confusion, LCC will categorize incidents using the same technique. The Multiple Agency Coordination System Modes as applied to LCC incidents are –

Mode 1: The incident will be handled completely by LCC assets. Routine events (non-injury vehicle accidents, minor campus security responses) are Mode 1 events requiring no mutual aid response from outside resources. Mode 1 may not require notifying the Life/Safety Coordinator

Mode 2: The incident will require mutual aid but LCC retains Incident Command. Large routine events (sporting events), incidents requiring minimal mutual aid (injury accidents or minor fires), and incidents with prepared contingency plans may be Mode 2 incidents. Mode 2 incidents may require notifying the Life/Safety Coordinator but usually such activities are of limited scope. Special Note - minor fire incidents on campus are handled as Mode 2 incidents even though Gallinas Volunteer Fire Department exercises incident command at the scene.

Mode 3: The incident requires significant mutual aid and LCC requests an outside agency assume Incident Command. A major incident (gas leak or building fire) on campus, an incident beyond the scope of LCC plans and capabilities (aircraft accident on campus), or an incident crossing the College property line (fire, hazardous material spill) could trigger a Mode 3 requirement. In a Mode 3 event the Life/Safety Coordinator is notified, an LCC Emergency Operations Center activated and a full Incident Command System organization staffed. Joint command may be established.

Mode 4: The incident requires mutual aid above and beyond San Miguel County, and State or Federal agency Incident Command is requested. A Mode 4 event is most likely to be declared when a regional level incident occurs (severe storm, flooding) and the College and the County are brought under State or Federal Incident Command System jurisdiction, or statute requires State or Federal involvement (terrorist incident). In Mode 4 the Emergency Management Operations Group and the Policy Group are activated, a University Emergency Operations Center activated and full Incident Command System organization staffed and integrated into State or Federal Incident Command System structure.

The Incident Command System structure for an incident on the College can range from simple to complex, based upon the scope and requirements of the incident. A full Incident Command System structure (such as that required for a Mode 3 or Mode 4 incident) for the College is discussed below.

The **Incident Commander** (IC) is responsible for the overall management of the incident. A Command Staff and a General Staff assist the Incident Commander. The Command Staff usually includes a Safety Officer, Information Officer (IO) and a Liaison Officer who report directly to the Incident Commander.

The General Staff usually includes Operations, Planning, Logistics and Finance/Administration Sections. Based on the complexity of the incident, the General Staff may report directly to the Incident Commander or to a deputy Incident Commander.

The **Incident Commander** (IC) can be drawn from almost any department of the college or any supporting agency. In a fire incident or event involving the Gallinas Volunteer Fire Department as the principal responding agency, the Incident Commander will usually be the responding Chief Officer or other senior member that assumes command; the Incident Commander for a major athletic event could be a member of the Athletic department staff. The Incident Commander may change during an incident due to changes in the scope, duration or complexity of the incident.

The Command Staff may include Safety, Information and Liaison Officers.
The **Safety Officer** recommends measures to assure the safety of personnel responding to the incident. The Safety Officer should not be responsible for any other functions. Luna Community College, Facilities Management, or the Incident Commander 's own organization will usually provide the Safety Officer. For example, in an incident with a Gallinas Volunteer Fire Department Incident Commander the Safety Officer will usually come from the Fire Department. However, any principal college department could provide a Safety Officer based on the nature of the incident.

The **Information Officer** (IO) - referred to in older documents as the Public Information Officer - develops and releases information about the incident to the media, incident personnel, and other appropriate agencies and organizations. The Information Officer should be the only source of media releases, and should manage all information flow to agencies/organizations external to the incident. The Information Officer should provide regular media releases and information briefings, and should attend all operations briefings.

The **Liaison Officer** coordinates incident activities with assisting and cooperating agencies and serves as the College representative to the San Miguel County Office of Emergency Management or State Office of Emergency Management.

The General Staff consists of Incident Command System Sections directed by Section Chiefs. The size and composition of this staff is tailored to the scope and complexity of the incident and may include Operations, Logistics, Planning and Finance sections.
The Emergency Management Operations Group (EMOG) and responding agencies may provide the personnel to fill key General Staff positions. Generally for short duration or routine incidents (Mode 1 or Mode 2) the Command Staff and Operations Section of the General Staff are utilized. Other sections should be considered for incidents of increased complexity or duration, such as those lasting longer than 8-10 hours or more than one Operational Period.

The **Operations** Section manages tactical operations at the incident. The Operations Section Chief usually acts as principal deputy to the Incident Commander. In a fire type incident, the Operations Section Chief may be provided from the Gallinas Volunteeer Fire Department. For other type incidents on campus, Luna Community College Security Department may provide the Operations Section Chief. The Operations Section is usually composed of several critical branches and may include Staging, Law Enforcement, Fire, Medical, Public Works, Coroner, and Air Operations Branches. The New Mexico State Police will usually provide a Law Enforcement Branch Director, the county Ambulance provider will usually provide a Medical Branch Director.

Note - the Medical Branch Director in the Operations Section is responsible for medical planning, triage, evacuation and treatment of victims or casualties caused by the incident that are not incident personnel (i.e. not responding public safety personnel).

The **Planning** Section manages all information relevant to the incident and provides the operational support required for long term incidents. The Planning Section prepares formal briefings, consolidates and disseminates Incident Action Plans, maintains records and manages demobilization. Planning Sections are usually required only for complex incidents expected to last beyond 8-10 hours. The Planning Section Chief could be drawn from the Department of Public Safety. The Planning Section may include Resource, Situation, and Documentation Units as well as technical specialists as required. The Resource and Situation Unit Leader could be provided by Facilities Management, the Documentation Unit Leader from a Copy Center or an administration office, and technical specialists from organizations as required.

The **Logistics** Section provides facilities, materials and services for the incident and is composed of a Service Branch and a Support Branch. The Logistics Section Chief and branch directors may be drawn from the organization most knowledgeable with the incident or best suited to serve in a capacity to support the incident. For example, in an incident involving power or utilities the Logistics Chief could be from Facilities Management. The Service Branch may include Communications, Medical and Food units, which provide support to incident personnel. Usually the Communications Unit Leader will be someone that is knowledgeable in communications operations, the Medical Unit Leader may be drawn from the Ambulance provider, and the Food Unit Leader from Food Services.

The Support Branch may include Supply, Facilities/Shelter and Transportation Units, which provide support to the incident - both incident personnel and victims/casualties of the incident.

Usually the Supply Unit Leader will be provided by the Warehouse Center and the Transportation Unit Leader from the Transportation Center. The American Red Cross if the incident involves sheltering College personnel off campus.

The **Finance** Section manages all financial aspects of the incident to include purchasing and contract support. The Financial and Business Services Department will usually provide the Finance Section Chief and the Finance Section may include Time, Procurement, Compensation/Claims and Cost units. The Time Unit Leader could be drawn from Human

Resources, the Claims Unit Leader from Risk Management, and the Cost Unit Leader from Financial or Business Services.

While often not activated in routine or short-term incidents, this section is vital in complex incidents involving extensive recovery or cost recovery and in such incidents it is often the last section demobilized.

1.3 General Guidelines

The following guidelines apply to this EAP:

1. All personnel must be trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.
2. The training may include use of floor plans and workplace maps which clearly show the emergency escape routes included in the EAP. Floor plans and maps should be posted at all times in main areas (i.e., stairwells, lobbies, elevator lobbies and exit corridors) of all buildings to provide guidance in an emergency.
3. Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fire or police officer.
4. No employee is permitted to re-enter the building until advised by the Incident Commander whether a college official or outside responding authority.

This EAP will be coordinated with efforts in connected buildings. Mutually beneficial agreements can be reached regarding Designated Meeting Sites and shelter in the event of inclement weather.

1.4 Responsibilities
President or Designee:

1. Responsible for building, college closure or evacuation.
2. Establish and coordinate College Incident Command / Command Post.
3. Communication with governing board.
4. Communication with local, state, federal or private response agencies.
5. Authorization of press releases.
6. Procurement of emergency funds.

Physical Plant Director:

1. Coordinates the college response to critical incidents.
2. Coordinates efforts by various agencies; college departments, local, state, federal or private.
3. Maintains, coordinates and streamlines communication between the colleges departments.

4. Establishes communication with emergency services and forwards information and direction to the sites affected.
5. Dispatches/assigns plant personnel as needed

Health Science Director:

1. Coordinates health services and works with responding medical personnel.
2. Coordinates/assigns staff as necessary to assist as necessary within scope of licensure.

The Life/Safety Coordinator is responsible for:

1. Obtaining and posting floor plans and route evacuation maps.
2. Overseeing the development, communication, implementation and maintenance of the overall EAP.
3. Ensuring the training of building occupants, Safety Monitors, and Critical Operations Personnel, and notifying all personnel of changes to the plan.
4. Maintaining up to date lists of building occupants, critical operations personnel, and any other personnel with assigned duties under this plan. Lists are included as Appendix A as defined per site/building.
5. In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants and Safety Monitors.
6. Establishing Designated Meeting Sites for evacuees.

The Safety Monitors (Department Heads/Supervisors) are responsible for:

1. Familiarizing personnel with emergency procedures.
2. Acting as liaison between management and their work area.
3. Ensuring that occupants have vacated the premise in the event of an evacuation and for checking assigned areas.
4. Knowing where their Designated Meeting Site is and for communicating this information to occupants.
5. Having a list of personnel in their area of coverage, so a head count can be made at their Designated Meeting Site.
6. Ensuring that disabled persons and visitors are assisted in evacuating the building.
7. Evaluating and reporting problems to the Life/Safety Coordinator after an emergency event.
8. Being familiar with the "Area Evacuation Plan" (Appendix E) of their work areas, and communicating plan to subordinates.

Food Service Manager:

1. In the event of a disaster, should the college be designated as an emergency shelter, staff will coordinate with government/private agencies to ensure that adequate food and water supplies are made available.

2. In the event of a disaster, should the college be required to "shelter in place" for an extended period. The food service staff may be required to provide food and water to students, staff and/or faculty.

Head Security:

1. Coordinate security staff to assist in providing on-site security and/or traffic control.
2. Coordinate/assist law enforcement as deemed necessary.
3. Coordinate transportation in the event of a campus evacuation, either by college buses or coordinate with private/government agencies to provide additional buses.

1.5 Notification System

Luna Community College and ravewireless.com have launched its new broadcast alerting service for sending timely information to students, faculty, staff, and other members of the campus community. Using Rave Alert supplied by Rave Wireless (ravewireless.com), Luna Community College can disseminate timely notifications to thousands of users via multiple communication channels including mobile text alerts and email. The system can distribute an alert to the entire campus community in the case of an emergency, or a targeted group. All students, faculty and staff should register for the service at www.getrave.com/login/luna.

2. FIRE RESPONSE

Persons discovering a **fire, visible smoke, or explosion** should:

- Activate the nearest fire alarm pull station. The audible and visual alarms in the building will activate simultaneously.
- Alert people in the immediate area to begin evacuation. Assist those with disabilities.
- Do not use elevators.
- Close doors to confine the fire (if can be done safely).
- Dial "outgoing" 911. Give your name and provide location, telephone number and description of the fire.
- Move to the designated assembly area away and upwind from the building.
- Have persons knowledgeable about the incident and location assist emergency personnel.
- Report this incident to campus security, Director of Physical Plant/Safety Director and/or your supervisor as soon as possible.
- Complete an Incident/Accident Report within 24 hours.

Any pertinent information should be conveyed to the Fire Department, state your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you with additional instructions. Do not make the call from the area that is in danger.

Evacuation Procedures for Building Occupants

1. When the fire alarm sounds, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (i.e., compressed gas cylinders), close doors and exit the building.
2. All occupants should proceed to their Designated Meeting Site and await further instructions from their Safety Monitor.
3. All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available.
4. **Building occupants must NOT use elevators as an escape route in the event of a fire.**

Notes and Precautions:

Small fires can be extinguished **only if you are trained to use a fire extinguisher**. However, an immediate readiness to evacuate is essential**.**

- **All fires, even those that have been extinguished, must be reported to (505) 454-5334 or ext. 1109 immediately.**
- Never enter a room that is smoke filled.
- Never enter a room if the door is warm to the touch. (when exiting feel doors and door knobs that you suspect may be hot, the back of your hand is more sensitive)

Fire:

- **R - Rescue:** When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via fire exit. Never use elevators. Close doors to room if can be done safely.
- **A - Alarm:** Sound the alarm by pulling a fire pull station and **dial 911**
- **C - Confine:** Close all doors, windows and other openings.
- **E - Evacuate:** Evacuate the building, and when have reached a safe area call (505) 660-0386, notify life/safety department of precise location of fire.

Disabled Occupants

If a disabled occupant is unable to exit the building unassisted, the Safety Monitor must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.

Wildland Fire:

LCC campus borders a wooded wildland area, the threat of a wildland fire occurring is real. While LCC may not have any initial involvement should a fire occur there, it may result in a possible evacuation of all or part of the campus. The campus may also be used by responding agencies for other purposes such as a staging area or to gain access resulting in increased traffic in and around the campus.

3. Lock Down

Lock Down: The safety of students and staff is always first, apprehension of violators and weapon retrieval is second. Treat all weapon related information (rumor) to be accurate and plan appropriately. A "Lock Down" will be implemented in the following circumstances:

- **Active Shooter – in or near the college property**
- **Person with weapon**
- **Unidentified confrontational intruder**
- **Large group disturbance or altercation**
- **Hostage situation**

Immediate Action

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. **Evacuate**
   If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
   - Have an escape route and plan in mind
   - Evacuate regardless of whether others agree to follow
   - Leave your belongings behind
   - Help others escape, if possible
   - Prevent individuals from entering an area where the active shooter may be
   - Keep your hands visible
   - Follow the instructions of any police officers
   - Do not attempt to move wounded people
   - Call 911 when you are safe

2. **Hide out**
   If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
   Your hiding place should:
   - Be out of the active shooter's view
   - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
   - Not trap you or restrict your options for movement

   To prevent an active shooter from entering your hiding place:
   - Lock the door
   - Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. **Take action against the active shooter**
   As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
   - Acting as aggressively as possible against him/her
   - Throwing items and improvising weapons
   - Yelling
   - Committing to your actions

4. Bomb Threat

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. In the case of a written threat, the document is to be handled by as few people as possible as this is evidence that should be turned over to the New Mexico State Police Department. If the threat should come in by e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus the following instructions will be provided with that assumption.

Immediate Action

1. **Remain calm and immediately refer to the attached bomb threat check list**. If applicable, pay attention to your telephone display and record the information shown on the display window. When receiving a threat via on-campus phone, record the conversation press the "Rec A Call" button.
2. The object is to try and keep the caller on the line as long as possible and attempt to gather as much information as possible. Try not to anger the caller. Pay attention to any background noise and distinctive sounds (i.e. machinery, traffic, other voices, music, television, etc.) Note characteristics of the callers voice (i.e. gender, age, education, accent, etc.)
3. Obtain information on the time of detonation, type of bomb, location of bomb.
4. Immediately after the caller has ended the call, notify LCC Security at:

   a. Head of Security cell (505) 660-0386
   b. Director of Security cell (505) 699-9883
   c. On-Duty Security cell (505) 629-8244
5. Notify the immediate supervisor in your area.
6. Staff will be notified of a bomb threat via verbal warning. The decision to evacuate will be made by the President or designee after an evaluation of the information available. Proper authorities will then be contacted by dialing 911(i.e. Police, Fire, and Medical).
7. **Do Not lock doors, turn off lights or equipment, Do Not use electronic devices or pull fire alarms.**
8. An all clear will be advised by the Security Officer or Agency handling the incident.

Decision Making

The President or designee will determine if the threat is bona fide and requiring evacuation based on the information available, including but not limited to:

1. Nature of the threat
2. The specificity of location and time of detonation
3. Circumstances related to the threat (i.e. political climate, series of events leading to threat, any relevant historical events/anniversaries)

TELEPHONE BOMB THREAT CHECK LIST

KEEP CALM

TIME: Call received _____ Terminated _____
Exact Words of Caller:
_____
_____
_____
_____
Delay: Give a coworker a signal to listen in. Ask caller to repeat statements.

QUESTIONS YOU SHOULD ASK:

1. What time is the bomb is set to explode? _____
2. Where is the bomb located? Get as specific as possible. _____
3. What kind of bomb is it? _____
4. What does the bomb looks like? Write down a description. _____
5. Why does the caller want to kill and injure innocent people? _____

VOICE DESCRIPTION:

___Male	___Female	___Calm	___Nervous
___Old	___Young	___Middle-aged	___Refined
___Accent	___Laughter	___Crying	___Excited
___Rapid	___Slow	___Normal	___Rough
___Throat Clearing	___Cracking Voice	___Heavy Breather	___Hoarse
___Slurred	___Whispered	___Speech Impediment	

BACKGROUND NOISE:

___Music	___Traffic	___Bells	___Whistles	___Aircraft
___Machinery	___Quiet	___House Noises	___Trains	___Engines running

THREAT LANGUAGE:

___Well-spoken   ___Incoherent ___Foul   ___Irrational   ___Taped ___Message Machine

ADDITIONAL INFORMATION:
Did caller indicate knowledge of the facility? YES   NO
DESCRIBE_____

Which line (number) received the call? _____ Did caller ID display a number? YES   NO
What # _____

Call Taker Name: _____ Contact # _____ Title _____

5. Hazardous Material (HAZMAT) Incident

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. These substances are most often released as a result of transportation accidents or because of chemical accidents. No chemicals should be brought onto the college property without approval from the Director of the Physical Plant. Major spills or emergencies require emergency assistance from 24 hour emergency response agencies such as Fire Department, Police and Hazardous Material Teams (private or government).

A Hazardous Materials emergency is defined as a spill or leak that you and your co-workers **in the area** can't handle safely on your own, and you need special training and equipment to protect yourself from the chemicals.

Small Spill/Release – trained workers can handle small spills, especially small spills of less dangerous materials such as:

- A small spill of gasoline or diesel fuel, **Unless** it has mixed with another chemical or is on fire.
- A small leak (propane cylinder), **Unless** it is a deadly chemical like chlorine.
- A spill of less than 55 gallons, **Unless** it has mixed with another chemical, or it is a deadly chemical.

Large Spill/Release – requires special training and equipment to clean-up. (outside resources – i.e. Hazmat Team).

- Spreads rapidly, into the atmosphere or on the ground.
- Endangers people and/or the environment.
- A spill more than 55 gallons, even if the material is not extremely dangerous.
- You don't know what the chemical is.

You will notify LCC Security @ (505) **629-8244 Director of Security: (505) 699-9883 Life/Safety Coordinator: (505) 660-0386** for any Hazardous Materials spill or release.

Immediate Action:

1. Small spills should be cleaned up by the person causing the spill if possible or follow Large Spill procedure.
2. Large Spills or emergencies:
   a. Call **911** and LCC Security ext. **1108, Director of Security: (505) 699-9883, Life/Safety Coordinator: (505) 660-0386.**
   b. Evacuate – assemble at a safe distance, it is best to go in an up-wind and up-hill direction.
   c. Wait for and provide information to responders, (what has spilled or leaked, where is it, does anyone need to be rescued, does anyone need medical attention)
   d. If anyone has been contaminated or exposed, keep them separate from other people. Provide basic medical care until ambulance arrives.

6. Mental Health Crisis

College can be a tremendously stressful time for students; stress is the biggest life issue that students say affect their studies. Attending college introduces new stressors. A student may work, be involved in extracurricular activities, forcing them to balance these activities with homework. Students may also have problems with a roommate or exams. According to a 2009 poll, 85 percent of students reported being stress on a daily basis.

This is not to say that staff members or faculty members are not subject to similar stressors, in both cases we should take a proactive approach and assist anyone that may be showing signs of stress.

If early signs are observed, you should contact the ACCESS department staff for assistance; specifically if anyone is displaying symptoms you should contact Counselor Renee Maestas in room 111 in the ACCESS Center or by phone at 454-5355 or extension 1216.

If you observe that the situation is progressing and you need immediate guidance do not hesitate in contacting the "Crisis Line" (**Crisis Line: 425-1048**).

	Phone:	On-Campus Extension:	
ACCESS Department:	**454-2500**		
*Renee Maestas:	**454-5355**	**ext: 1216**	**(Counselor)**
Melissa Lopez:	**454-5357**	**ext: 1217**	
Janice Medrano:	**454-2546**	**ext: 1215**	

Some warning signs to consider:

- Sadness or hopelessness
- Irritability, anger, or hostility
- Tearfulness or frequent crying
- Withdrawal from friends and family
- Loss of interest in activities
- Restlessness and agitation
- Feelings of worthlessness and guilt
- Lack of enthusiasm and motivation
- Fatigue or lack of energy
- Difficulty concentrating

If emergency assistance is needed, do not hesitate to dial "outgoing" 911, this shall be considered if someone is in crisis or physically at risk. Through the information given to the dispatcher, police and/or ambulance personnel may be dispatched. They will make the determination if the person needs to be transported to a medical facility.

Luna Community College vehicles and/or personnel vehicles should not be used to transport anyone in crisis.

Other Resources:

Crisis Line: 425-1048

Statewide Center Intake(SCI): 1-800-797-3260

1-800-273-TALK (8255)

1-800-SUICIDE / 1-800-784-2433

http://ulifeline.org/page/main/Home.html

7. Inclement Weather

Purpose:

The Luna Community College recognizes its responsibility for the safety and welfare of student's faculty and staff during school hours and realizes that occasionally situations of severe inclement weather exist or are predicted during the school day; and that on certain occasions may have to close schools and/or cancel transportation activities.

Guidelines:

- College President in conjunction with the Physical Plant Director or, in the absence of the Director, the Director's designee shall have the authority to determine school closure and/or cancel transportation.

- The decision to close or delay LCC classes shall be made by 6 a.m.

- The Physical Plant Director shall implement the decision for school closure and/or cancel transportation, including special transportation, and shall be responsible for its communication.

- Radio/television stations will be informed of the decision to close or delay school as early as possible with the intent of giving early warning, weather conditions can change suddenly and may not always allow for early warning.

- Students, faculty and staff are excused from attendance at LCC main campus and any affected satellite campus. With the exception of Physical Plant employees to include ground maintenance, building maintenance, etc.

Before the Beginning of a School Day (day and evening classes)

If school closure is possible, the Physical Plant Director will use various factors to determine if there will be a delay or closure to include but not limited to:

1. Local vicinity weather report
2. Present weather report as stated by National Weather Service
3. Personal Contacts – that work or reside in out-laying areas

It is the responsibility of the student, faculty and staff to listen to the radio/T.V. for the announcement of school closure/delays. Students, staff, and faculty are encouraged to sign up for text notifications at www.getrave.com/login/luna.

The following radio/television stations will broadcast information regarding any closures or delays.

Radio				
AM	KLVF 1230	KNMX 540		
FM	KFUN 100.7	Z96 96.7		
Santa Rosa		KSSR 95.9 FM		
Raton		KRTN 93.9 FM	KRTN 1490 AM	

Television	KOAT 7	KOB 4	KRQE 13

Other resources where students, faculty and staff can find information on closures/delays are:
- By calling the main LCC number: (505) 454-2500
- LCC web site: www.luna.edu
- LCC e-mail

8. Infrastructure Failure and Critical Operations Shutdown

It is understood that from time to time the college campus may experience infrastructure problems that could render the work site unsafe or uninhabitable such as electricity, gas, water, telephone or sewer failures.

Infrastructure Failure

1. If a failure is experienced relating to water, electricity or gas call:
    a. **LCC Maintenance Department at ext. 1106**
    b. **Physical Plant Director cell (505) 699-9883**
    c. **Life/Safety Coordinator cell (505) 660-0386**
2. If failure is experienced relating to the telephone system call:
    a. **LCC Computer Center at ext. 1207**
    b. **Computer Center Director (505) 454-5362**

3. If failure is experienced relating to the computer system call:
    a. **LCC Computer Center at ext. 2012**
    b. **Computer Center Director (505) 454-5368**

Critical Operation Shutdown

Critical operations, including equipment that must be shut off and persons designated to complete these actions shall be identified in Table I of this EAP. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner. The Critical Operations Shutdown procedures to be followed by those employees who have been assigned to care for essential building operations include.

Table I

Utility	Job Title	Cell Phone	Telephone
Any Emergency	Physical Plant Director	(505) 699-9883	(505) 454-5305
Electricity	Electrician		(505) 454-2559
Water	Maintenance Tech		(505) 454-2559
Gas	Maintenance Tech		(505) 454-2559
Waste Water	Maintenance Tech		(505) 454-2559
HVAC & Mechanical	Maintenance Tech		(505) 454-2559
Custodial	Custodial Supervisor		(505) 454-2559
Fire Suppression /Alarm	Life/Safety Coordinator	(505) 660-0386	(505) 454-5334
Computer Center / IT	IT Director		(505) 454-5368

9. Accountability Procedures for Emergency Evacuation

Designated Meeting Sites: Groups working together in the same area should meet outside the building in the prearranged Designated Meeting Site. A list of the primary and alternate Designated Meeting Sites should be established, but may not always be feasible and good judgment shall be used to seek a safe meeting site.

Department Organization List: A roster of personnel to ensure that everyone has evacuated shall be developed by the each department. The list will be updated whenever there is a personnel change. (appendix)

Safety Monitors (department head, office manager, supervisor) will conduct head counts once evacuation has been completed.

Safety Monitors are to be familiar with the complete workplace layout and the various primary and alternate escape routes from the workplace. All Safety Monitors shall be aware of employees with disabilities that may need extra assistance and of hazardous areas to be avoided during emergencies. Before leaving, the Safety Monitors are to check rooms and other enclosed spaces in the workplace for other employees who may be trapped or otherwise unable to evacuate the area, and convey this information to emergency personnel.

Once each evacuated group of employees have reached their Designated Meeting Site, each Safety Monitor:

1. Assembles his/her group in the Designated Meeting Site.
2. Takes head count of his or her group.
3. Assumes role of department contact to answer questions.
4. Instructs personnel to remain in area until further notice.
5. Reports status to Life/Safety Coordinator or Incident Commander through proper channels/chain of command.

At times it may be necessary to relocate evacuees either to a facility on-site or off-site. The decision will be made by decision makers and information will be forwarded to the Safety Monitor. Upon a decision being made, appropriate transportation arrangements will be made if evacuees are to be transported off-site.

10. Rescue and Medical Duties

- The Fire Department or Emergency Medical Technicians (EMT) will conduct all rescue and medical duties.
- Do not move injured people, (unless leaving them in place may cause more harm). Keep them lying down, covered and warm when necessary until medical personnel arrive or the situation progresses and it is in the best interest to move the victim/s.
- **First Aid:** Medical personnel are available at the Allied Health Services, any personnel trained to provide basic first aid or CPR are valuable and should not hesitate in providing medical treatment within your scope of training.

11. Training and Communications

Each occupant should know that evacuation is necessary and what his/her role is in carrying out the plan. Employees should also know what is expected of them during an emergency to assure their safety. Training on the EAPs content is also required by OSHA 29 CFR 1910.38(a).

A method of training building occupants in the requirements of the emergency evacuation plan is to give all employees a thorough briefing and demonstration. The department will have all managers and supervisors present this plan to their staffs in staff meetings. Annual practice drills are to be implemented and documented by the Life/Safety Coordinator. Outside agencies, such as, Police or Fire can assist with training, drills and demonstrations.

A Training Attendance Record Sheet is included in (Appendix D). This record should be maintained by the Life/Safety Coordinator for a period of five (5) years.

Appendix C

DEPARTMENT EMPLOYEE LIST

(An attached computer list is acceptable)

	Name	**Job**	**Building/Room Number**
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

Luna Community College Training Attendance Sheet

Subject:		Date:	
Facilitator/s:		Location:	

Name	Title	Dept.	e-mail
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Area Evacuation Plan

(post and update annually)

Department/Area:

_____

Date: _____ **Completed By:**_____

(1.) Each work area should establish, in advance, a primary and a secondary evacuation route (in case the primary route is blocked) in the event of fire, flood, blackout, etc. Do not use elevators to evacuate. Do not block stairwells.

Primary Evacuation Route: _____

_____

Secondary Evacuation Route: _____

_____

(2.) Establish an outdoor meeting place where evacuees, out of harms' way, can account for all staff and visitors. A short distance from the building, on the same block, should suffice.

Designated Meeting Site: _____

Secondary Meeting Site: _____

(3.) Designate a position/alternate who will take charge in the event of fire or another emergency.

Safety Monitor: _____

Alternate Safety Monitor: _____

Appendix F

Check list of Responsibilities for the Safety Monitor:

1. Ensure that **R.A.C.E**. is followed if smoke or flame are discovered in your work area:
   o **r**escue,
   o **a**larm,
   o **c**lose all doors,
   o **e**vacuate.
   o (If time and distance permit, call **454-2577 ext-1108**)
2. "Sweep" every room in your area to make sure that everyone has evacuated.
3. Ensure that people follow the appropriate evacuation route, and that they are directed to a safe, post-evacuation meeting place.
4. Account for all staff and visitors at the Designated Meeting Site.
5. Identify yourself as the Safety Monitor for your work area to the Emergency Coordinator and emergency responders.
6. Notify Emergency Coordinator and emergency responders of any personnel who remain trapped in the building, are performing critical operations shutdown, or are unaccounted for.

Special Needs

- Be aware of impaired staff and visitors who may need to be alerted or assisted.

Laboratories & Maintenance Areas

- Prepare to shut off piped gases and compressed gas cylinders at the valve, which may feed a fire.