

## **NMSU Safety & Security Initiatives for Fall 2006**

**Emergency Preparedness, Alerts & Evacuations, Fire & Safety Training, Safety & Health Fairs**

**PLEASE POST or DISTRIBUTE**

Environmental Health and Safety (EH&S) in collaboration with NMSU Fire, Police and Health Centers are pleased to announce the following Safety and Security Initiatives on the NMSU Las Cruces campus this fall. An event schedule is provided in the attached file as well as on the NMSU Safety website at <http://www.nmsu.edu/~safety>. Department and Division Heads are asked to review the following safety information and events with their staff.

- ▶ How to get emergency alerts and information
- ▶ Planning for Communicable disease preparedness
- ▶ Departmental Emergency Action Plans
- ▶ Emergency Alert System Testing
- ▶ 'No Notice' Fire Drills of Residence Halls, Greek Housing and Academic Buildings
- ▶ Delivering Fire Safety information and emergency preparedness training
- ▶ Demonstrating fire potential using mock Residential Room Fires
- ▶ Safety Orientation for new graduate assistants
- ▶ Safety Training classes for employees
- ▶ Safety and Health Fairs
- ▶ Personal Safety training

### **How do I get emergency alerts and information?**

There are several tools that Emergency Managers may use to alert and inform NMSU students, faculty and staff of potentially hazardous events or situations. The nature of the emergency determines which tool(s) will most effectively communicate information to the target population. When the situation or event is specific to NMSU, emergency alerts and instructions can be delivered in a matter of minutes via university phones to specific building(s) or Official University Offices. Department personnel must follow their emergency action plan to effectively communicate the information to faculty, students and staff. As additional information becomes available, updates will be communicated through any of the following: University information line at 646-1000, email, voicemail, and NMSU homepage news at [www.NMSU.edu](http://www.NMSU.edu). Regional alerts such as weather bulletins and road closures can be obtained through existing local radio and television news networks.

### **NMSU Communicable Disease Planning**

In light of recent worldwide attention on avian influenza and the prediction that the world is due for an influenza pandemic, NMSU is developing plans to protect personnel and ensure continuity of operations in the event of any new, highly transmissible and/or severe communicable disease outbreak. NMSU created a 27 member Communicable Disease Planning Committee to engage campus divisions in development of policies and procedures that 1) prevent disease outbreaks, 2) protect the NMSU population in the event of a disease outbreak, 3) respond to the inevitable disease outbreak (regardless of the scope of affected persons), and 4) recover from disease outbreaks at NMSU.

### **Departmental Emergency Action Plans**

As we will be conducting building evacuations, departments are reminded to update and post their Emergency Action Plans (EAP). This plan is established to provide information on what employees are

expected to do in an emergency and where to go in an evacuation. Under NMSU Policy, each department is responsible for having and updating an Emergency Action Plan and discussing the plan with their employees. Guidance is provided under the Policies section on the Safety website (at <http://www.nmsu.edu/~safety/policy-link.htm> ) and at the web page listed below. Emergency Planning and Employee Safety/Hazard Communication classes are provided by EH&S to assist in developing an EAP and procedures for general safety and preparedness.

Once the department has updated and posted the plan, the department coordinators should take a moment to update the information on the Emergency Plan web database at [http://www.nmsu.edu/%7Esafety/policies/policy\\_emergency\\_action\\_plan.htm#EAP\\_database](http://www.nmsu.edu/%7Esafety/policies/policy_emergency_action_plan.htm#EAP_database). Building monitors should also check and report any emergency safety devices such as exit signs, fire extinguishers, smoke doors, etc., that are damaged, missing, out-of-date, or not operating to the Office of Facilities and Services for repair or maintenance.

### **Emergency Alert Testing and 'No Notice' Evacuations**

This year at least one of the numerous 'No Notice' Fire Drills will be expanded to include a brief tabletop exercise. Fire Department and EH&S will conduct fire evacuation drills at residential buildings, Greek housing, and several academic buildings during September. We will also test the Emergency Alert System, which can be used to automatically call phones in specific campus buildings or used to notify the Official University Offices when an alert is necessary. Additional information and a video on the Emergency Alert System can be viewed via the Security section of the Safety website at <http://www.nmsu.edu/~safety/security-info.htm> .

### **Fire Safety Information and Mock Room Fires**

NMSU's Department of Fire and Emergency Services (DFES) will provide emergency response and extinguisher training to residence hall assistants and run fire information booths at the Residence Halls, Greek Complex and Corbett Center during first few weeks of the fall semester. On three different dates, the NMSU Fire Department will furnish and burn a full-size model of a residential room inside an 8-by-20 foot metal shipping container. The model room will be set on fire in a scenario that could occur in a residential room or apartment, such as a cigarette in a wastebasket or tipping a candle over on a table. These mock residential room fires will take place by the Fire Station, east of Alumni and east of Greek Complex.

### **National Incident Management System (NIMS)**

The NMSU Police Department presents an introduction to NIMS the Federal Emergency Management Association course required for all individuals who may respond to the scene of an emergency (in any capacity). This includes police officers, firefighters, emergency medical technicians, public works and utility workers, elected officials, and administrators. This course is designed to provide an overview of the National Incident Management System and its major components including the Incident Command System, planning and preparation, and public information systems. The course may be completed as a self study or in person classes hosted by NMSU Police Department. Call 646-4533 for more information.

### **Safety Training and Training Requirements**

General safety orientation will be provided to all new graduate and research assistants and references to safety are included in the Graduate Student Handbook.. Twenty different safety training classes are offered throughout the year, nine are held monthly. Classes in Emergency Planning and CPR are available at the start of the Fall semester and as requested. All regular safety classes will be held in the Safety Training Facility, room 110 of Academic Research Center, Building C, located near the intersection of Locust and Standley Drive. Registration is requested for all classes; please sign up online at <http://www.nmsu.edu/~safety/training-link.htm> .

For information on required training for new faculty, staff and student employees, please check the Training Requirement section at [http://www.nmsu.edu/~safety/policies/policy\\_empl\\_train.html](http://www.nmsu.edu/~safety/policies/policy_empl_train.html) .

### **Safety Fair**

A Facilities Safety Fair will be held at the Intramural Field at Wells Street in October. This fair will feature vendor booths with the latest in personal protective equipment, shop safety, ergonomic equipment and first aid kits. Recycling information and waste battery collection will also be available. For more information please visit the NMSU Safety website at <http://www.nmsu.edu/~safety/> or contact Environmental Health & Safety at (505) 646-3327.

### **Mini Health Fairs**

Employee Health Center now provides free, on-site health screening including blood pressure, glucose and cholesterol levels. These and other health education activities are available to departments and are scheduled upon request by calling Employee Health Center at 646-6600.

### **Personal Safety Training**

The dynamics of human confrontation and use of individual protection devices is provided by the NMSU Police Department. For more information please call (505) 646-4533.

**Event schedule is posted on the NMSU Safety website ([direct link](#)).**