

# NMSU Safety, Health & Security Initiatives

## Emergency Preparedness Information - 2011

As the fall semester gets underway, Environmental Health and Safety (EH&S) reminds each of you to review this safety, health and security information and updates. Emergency preparedness is everyone's responsibility and a collaborative effort at New Mexico State University (NMSU). An event schedule for Las Cruces is provided on NMSU Safety website at <http://safety.nmsu.edu>.

Instructors need to inform students at the beginning of each semester of the specific emergency and evacuation procedures and how to receive emergency notifications. Other campuses should communicate to their staff and students the emergency plans and procedures which are specific to their campus location.

Every employee should review the following safety and emergency preparedness information.

- ▶ [How do I get emergency notifications?](#)
- ▶ [Emergency Planning and Preparedness](#)
- ▶ [Quick Flip Guide to Emergencies](#)
- ▶ [Departmental Emergency Action Plans \(EAP\)](#)
- ▶ [Emergency preparedness testing](#)
- ▶ [Continuity of Operations Plans \(CoOP\) – 2.25 Emergency Preparedness policy](#)
- ▶ [Disease Prevention](#)
- ▶ [Safety training requirements](#)
- ▶ [Personal safety and security training](#)
- ▶ [Fire Extinguisher, CPR and First Aid training](#)

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

NMSU maintains emergency notification information so that, in the event of an emergency, notifications can be sent using a variety of methods. It is up to you to provide how you want to be contacted. You need to do this through the [NMSU Accounts](#) so ***GO THERE NOW!*** and update your information. You must provide your work and personal contact information to fully use the notification system.

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 possible notification methods include e-mail, phone, text, NMSU Homepage or phone Hotline (646-1000) and an outside siren to warn when you need to take shelter indoors because of severe weather. The nature of the emergency determines which tool(s) will most effectively communicate information to the target population. It is important to understand that no single system can reach the entire populace of the university. Each notification tool has individual limitations and it is critical that as many tools be used at one time as possible and that recipients pass along the message to others.

As additional information regarding the event becomes available, updates will be communicated primarily through [NMSU homepage](#). Regional alerts such as weather bulletins and road closures can be obtained through existing local radio and television news networks.

## **Emergency Planning and Preparedness**

Emergencies can happen when you least expect it. New Mexico State University is committed to the safety of those who come to our campus to study, work or visit. The [Emergency Planning and Preparedness web site](#) has been developed in order to provide our NMSU community with a quick reference guide to prepare for emergencies.

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

It is important to be informed about different emergencies that can happen and to have a plan. This site contains some tools to help you become better prepared in case of an emergency.

## **Quick Flip Guide to Emergencies**

The Quick Flip Guide to Emergencies was initially distributed to faculty and staff in 2008 and the printable document can be downloaded at [NMSU Police Department](#) . These guides are an easy reference for what to do in different types of emergencies.

## **Emergency Action Plans**

Each department is responsible for having and annually updating the [Emergency Action Plan](#) (EAP) and discussing the plan with their employees annually. This plan is established to provide information on what employees are expected to do in an emergency, where to go in an evacuation and how each department will disseminate emergency alerts to their faculty and staff that cannot receive information through the Emergency Notification System. Departments should establish an internal phone tree and email list. All instructors need to review relevant classroom/laboratory safety and emergency procedures with students during the first week of class.

At the beginning of each fall semester, unscheduled building evacuations will be conducted on the Las Cruces and Dona Ana campuses to test Departmental Emergency Action Plans (EAP). In addition, fire drills will be performed at all campus residence halls.

Guidance for developing Emergency Action Plans is provided at [NMSU Safety Policies](#) and all staff attending the first Employee Safety class will receive basic information on emergency procedures for NMSU. Departments are responsible for reviewing and posting specific evacuation plans for their building, and identifying the EAP coordinators for their area.

Building monitors should check and report any emergency safety devices such as exit signs, fire extinguishers, emergency lighting, smoke doors, etc., that are damaged, missing or not operating. Just place a customer request to [Facilities and Services](#) for repair.

## **Emergency Preparedness Testing**

NMSU developed an “all hazards” approach to disaster planning and emergency management. The NMSU [All Hazards Emergency Operations Plan](#) for Las Cruces and Dona Ana campuses was updated February 2011. This model plan can be adapted to fit the local needs of the other NMSU campuses.

The Emergency Notification System will be tested at least once a semester for the NMSU system.

The outdoor siren will be tested the first Wednesday of each month. This testing will be used to make students and employees of NMSU aware of the alert system and act as a reminder for everyone to update their contact information.

Each fall, the Central Administration Response Team (CART) is convened for a briefing on emergency procedures which include discussion of operations, roles and responsibilities. This year the disaster exercise presented challenges surrounding a severe weather flood event. In addition to the CART, others participating include Academic Dean's, NMSU campus presidents, National Weather Service, Dona Ana Flood Commission and Dona Ana County /City of Las Cruces Office of Emergency Management.

Department of Fire and Emergency Services will conduct no notice fire evacuation drills at all residence halls, Greek housing, and several academic buildings at the beginning of the fall semester. Please review [NMSU Fire Prevention Guidelines](#) and related [NMSU policy](#). Examples of fire-related emergencies that would require initiation of building evacuation include and are not limited to:

- The smell of smoke (regardless of how small an amount),
- The sight of smoke (regardless of how small an amount),
- The smell of gas or other noxious hazardous chemical,
- Electrical equipment that is sparking,
- Any fire, regardless of how small, even if it has already been extinguished.

### **Continuity of Operations Plans**

No one can predict when an emergency might happen or how severe it will be. It is prudent to plan for a major emergency that could threaten the health and safety of the campus community or disrupt University programs and essential operations. To prepare for a disaster, departments are responsible for developing their [Continuity of Operations Plans \(CoOP\)](#) that identifies their critical operations and essential positions needed to maintain departmental operations. This plan should address any kind of emergency that is severe enough to impact the NMSU community including an infectious disease epidemic, severe weather events, fires or explosions, large hazardous materials releases, extended utility outages, floods, terrorism or mass casualty events. For assistance in developing Continuity of Operations Plans, contact [Dr. Katrina Doolittle](#), Director for Environmental Health & Safety.

### **Disease Prevention**

If you are worried about getting the flu, H1N1, or a cold this season, [follow some basic guidelines](#) to help you avoid getting sick and missing school or work. If you do feel ill, the NMSU [Campus Health Center](#) is a nationally accredited out-patient ambulatory health care center offering services in acute medical care, mental health, women's health, immunizations, and health education. Services are available to students, faculty, staff, dependents and retirees on the NMSU health plan. The main entrance is located on the North East corner of the building (corner of McFie and Breland, across the street from Zuhl Library). The phone number is 575-646-1512.

The [Communicable Disease Planning Committee \(CDPC\)](#) is involved in planning for any disease outbreak such as the H1N1 Swine Flu pandemic which occurred in 2009. The CDPC has established NMSU's guidelines for response to a communicable disease outbreak. Each department has responsibilities under this plan which includes:

- Reinforcing education on infection control and mitigation strategies to their units
- Increased cleaning of common surfaces

- Reporting high volume absenteeism through the Dean/ VP level officials
- Building a capacity to conduct essential departmental operations temporarily through “work at home” and obtaining necessary approvals to do so
- Implementing social distancing when necessary
- Instructional departments should plan for distance learning where possible

Over 30 departments have been involved in this planning effort and have developed their continuity of operations plans (CoOP’s). Environmental Health & Safety offers a one hour overview to assist Department Heads in the CoOP development. Each department or division CoOP is to be submitted through the Deans or Vice Presidents to EH&S.

### **Safety Training Requirements**

Environmental Health & Safety provides information and instruction for the NMSU community on issues related to safety, health and environment. A general safety orientation with emphasis on emergency procedures (Employee Safety/ Haz Comm) is provided every other week and is the basic awareness training required for all new employees. All new graduate and research assistants are introduced to safety requirements each fall semester during orientation to help raise the awareness of their safety responsibilities as instructors and researchers. Special laboratory safety refresher training is provided for the Colleges of Agriculture, Engineering and Arts and Sciences annually. On the regular schedule, EH&S provides more than 25 different training courses and refresher trainings to help improve the [working](#) environment of NMSU employees as well as ensure compliance with regulations related to safety, health and environment protection. Except for [Defensive Driving](#) these classes are free, just call 646-3327 or view the [safety training class list](#). For information on safety and refresher training requirements for faculty, staff and student employees, see [training requirements](#) . Registration is requested for all safety [training](#).

### **Personal Safety & Security Training and Risk Assessment**

The NMSU Police Department offers numerous courses in personal safety at no cost. The list includes:

An Administrative Day at the Range / An Introduction to Deadly Force  
 The Dynamics of Human Confrontation  
 Violence in the Workplace  
 Dealing with Difficult People

**NEW !!!**

Fight Like A Girl (4 hours)  
 Defense Against Weapons (2 hours)  
 Weapons for Women (2 hours)

Police Department also provides risk assessments, emergency plan review and will assist departments to develop and conduct tabletops or exercises specific to their needs. For more information on any of these services provided by the Police Department, please call (575) 646-4533.

### **Fire Extinguisher, CPR and First Aid Training**

The [NMSU Fire and Emergency Services Department](#) provides training for students, faculty and staff on general fire safety and how to operate a fire extinguisher. The class is about an hour long. This department also provides various forms of CPR and First Aid training sanctioned by the [American Heart Association](#). Classes scheduled for 2010 are [posted here](#). To sign up for a class please call 646-2519.

**A schedule of events will be posted on the safety web at <http://safety.nmsu.edu>**