

# Western New Mexico University

## Crisis Intervention Plan

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### **PURPOSE**

Crisis intervention is a multidimensional process. Its main purpose is to provide a safe resolution to the crisis and to ensure protection of the Western New Mexico University (WNMU) community.

The University endeavors to provide a safe, academic atmosphere in its classrooms, residence halls, and facilities for students, staff, faculty, and community. To maintain this goal, Western New Mexico University has developed a crisis intervention plan. Established procedures ensure that appropriate personnel are informed of a crisis taking place or that has taken place on campus. In all such communications, it is understood that University personnel have the responsibility and obligation to keep all exchanged information confidential.

A Crisis Intervention Response Team (CIRT) is the primary respondent to a crisis occurring on campus. The CIRT is made up of representatives from Campus Police, Student Affairs and Enrollment Management, Residence Life, Mental Health Department, Information Technology, Communication and Compliance, Marketing & Communications, Maintenance, and/or any other department which might be necessary dependent upon the issue and/or situation. This plan outlines how the Crisis Intervention Response Team is activated.

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### **DEFINITION**

For the purposes of this document, the definition of “crisis” will be any unstable situation that might prove volatile or require urgent intervention. It could include physical, psychological, or medical emergencies. Examples include, but are not limited to fire, weather, rape, psychological trauma, physical injury or death, assault and battery, endangerment to self or others, or medical problems (i.e., seizure, drug reaction, cardiac arrest).

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*Questions may be directed to Betsy Miller, Vice President of Student Affairs and Enrollment Management and Chair of the Crisis Intervention Response Team (CIRT) at [Betsy.Miller@wnmu.edu](mailto:Betsy.Miller@wnmu.edu) or at 575-538-6119.*

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# CRISIS RESPONSE PLAN

## I. RESPONSE PRIORITIES

Regardless of the type of major incident, the following priorities will always apply:

1. Initial Assessment: Any event must be initially evaluated for appropriate response measures.
2. Life Safety Assurance: Any threat to the lives or safety of individuals must be addressed immediately.
3. Population Welfare: Action must be taken to shelter and care for the affected population.
4. Protection of Property: Action must be taken to limit and control property damage.
5. Recovery: Action must be taken to return to normal operations. This phase may include post-incident evaluation, investigations into property damage and personal injury and may address the emotional wellbeing of campus community members and student families.

## II. CRISIS INTERVENTION RESPONSE TEAM LEADER

The Vice President for Student Affairs and Enrollment Management or Designee coordinates the University's response to all major incidents. In their absence, another Senior Management Team member shall be directed by the President to act as the Team Leader according to the following sequence:

- Vice President for Student Affairs and Enrollment Management
- Vice President for Compliance and Communications
- Vice President for Business Affairs
- Vice President for Academic Affairs

## III. PROCEDURE FOR NOTIFICATION AND RESPONSE TO A MAJOR INCIDENT

1. Call **911** when any emergency occurs:
  - a. Campus Police Office: 575-538-6231
  - b. Campus Police Chief--Cell: 575-574-7544
  - c. Central Dispatch: 575-388-8840
2. If the event is deemed to be a major incident, Campus Police shall notify the Vice President for Student Affairs and Enrollment Management or Designee. The Vice President for Student Affairs and Enrollment Management or Designee may also deem a situation a major incident based on

his/her own information. At this time, the Mass Notification System (Mustang Alert) will be used to advise students, faculty, staff, and Aldo Leopold Charter School Administration.

3. The Vice President for Student Affairs and Enrollment Management or Designee shall call a meeting of the Crisis Intervention Response Team. Campus Police will assist in notifying the Team Members who the Vice President for Student Affairs and Enrollment Management or Designee decides are relevant to the incident based upon the specific incident response plan.
4. Staff, faculty, students, and visitors will be notified. The scope of the notification will be dependent upon the severity and location of the crisis.
5. Mustang Alert – Vice President Student Affairs and Enrollment Management, Communications Specialist, or Campus Police will send out a Mustang Alert. In the Event the VPSAEM is absent, another Senior Management Team shall send out the Mustang Alert (i.e., VP Compliance and Communication, VP Business Affairs or Campus Police)
6. The Communication Specialist will use the WNMU web for updates.

## **Timely Warning to Campus Community**

In the event of an emergency, Western New Mexico University's highest priority is ensuring the health, safety, and well-being of people on and off campus. It is the policy of the University to provide students, employees, and other campus users with information about campus emergency situations in the most, timely, effective, and accurate manner as is reasonably possible under the circumstances. Multiple notifications to the campus community are made through a coordinated effort of university departments. These methods include the WNMU Rave Alert text messaging system, the all-campus email system and the WNMU website ([wnmu.edu](http://wnmu.edu)). These methods enhance the University's ability to provide timely warning and notification of any emergency issues that the University community may face. The President, Vice President of Student Affairs and Enrollment Management or Campus Police approve all information and timely warnings from the University.

## **Determining the Need for a Timely Warning**

The President, Vice President for Student Affairs and Enrollment Management or designee, or Campus Police will determine the need for a timely warning and employ the appropriate communication methods to notify the University community of an emergency or threat immediately. For all campus law enforcement issues, the WNMUPD will be primarily responsible for confirming a significant emergency or dangerous public safety situation on campus. The WNMU home page will be updated frequently with information about all significant incidents.

## **Determining the Content of a Timely Warning**

The content of a timely warning must be short, concise, understandable and location specific. If necessary, multiple messages may be sent to explain a situation. An emergency message will include information that would enable members of the University community to take appropriate actions to protect themselves.

The primary emergency information sources are operated and controlled at the direction of the President, Vice President of Student Affairs and Enrollment Management or designee (i.e. Campus Police).

## **Disseminating Information to the Campus Community**

All Rave Alert messages will be sent to all campus members who have signed up for the text messaging service and to all **wnmw.edu** email accounts. Although the alert may not pertain to all campus members, the University has decided that a campus-wide notification best serves the needs of the University community. Several offices at the University are responsible for notifying the larger community regarding the situation. This is primarily the duty of the Vice President of Student Affairs and Enrollment Management with cooperation from the WNMUPD. It is important for faculty, staff, and students to utilize and frequently check their university email account and utilize campus resources. The WNMU Rave Alert registration site can be located through Mustang Express.

Refer to the WNMU website for updates.

## **Drills and Exercises**

**WNMU Rave Alert** is not reserved for emergency notifications. The WNMU Rave Alert system is tested within two weeks of the start of the Spring and Fall semesters.

## **IV. COMMAND CENTER AND RELATED OPERATIONS**

The Command Center locations for all sites will be determined by the incident commander of each location.

Campus Police will notify the Vice President for Student Affairs and Enrollment Management or Designee, who serves as the CIRT Leader, the location of the appropriate Command Center.

*Gathering Space for Large Groups:* Location(s) to be determined by responding officers and will serve as the designated gathering space(s) for students and others on campus during an emergency. In situations involving severe weather, people living or working on campus will be directed to the ground floors and interior hallways of buildings.

## **V. CRISIS INTERVENTION RESPONSE TEAM**

The Western New Mexico University Crisis Intervention Response Team is comprised of the following positions. Others may be added or substituted depending on the emergency. The exact membership of the Team will vary depending on the nature of the incident. Incident response will require close communication with the Silver City Fire and Police Departments and/or other mutual aid organizations and utility companies as needed.

<b>POSITION</b>	<b>ROLE DURING MAJOR INCIDENTS</b>
President of the University	Provides authority and encouragement to CIRT members.
Vice President for Student Affairs and Enrollment Management or Designee	Serves as CIRT Leader for any incident involving the entire University Community.
Marketing & Communications	Responsible for elements of response related to include student body, WNMU employees, and stakeholders. Distributes information to and provides support using various communication devices, e.g., cell phone text messaging, Mustang Express.
Vice President for Compliance and Communication	Assists in addressing issues affecting overall University planning, development, and recovery. Oversees the generation of fact sheets, news releases, and all public communications concerning the incident.
Director of Maintenance	Responsible for management of facility operations i.e., immediate lock down of facilities, building/property issues, and environmental issues.
Director of Campus Police	Assists in making initial assessment and is responsible for all security issues. Liaison with other law enforcement agencies and Fire departments. Campus Police also has the authority to lock down buildings.
Director of Food Services	Works to provide food and water to affected populations and emergency workers as needed.
Mental Health Therapist(s)	Provides emotional and spiritual support to members of the campus community and their families as needed. WNMU's Mental Health staff services will be used in conjunction with Community medical/behavioral health services when the need is evident.
Marketing and Communications	Generates fact sheets, news releases and all public communications concerning the incident. Acts as spokesperson for the University community to news media and governmental agencies.
Director of Housing and Residence Life	Works to provide shelter and housing for affected student population.
Director of Information Technology	Assists in organizing emergency telecommunications as necessary and assists other team members with computer network resources.
Instructional Building Supervisors or designee	Assist in response to students, staff, faculty, children, and entire campus population in their respective instructional buildings.
Others as directed by the CIRT Leader	Carry out duties as directed by other CIRT members or the CIRT Leader.

## **APPENDIX A: CATASTROPHIC INJURY OR DEATH OF STUDENT(S)**

### **Initial Assessment**

- Any office personnel or student receiving student information (student injury, illness, sexual assault, stalking, or domestic violence or death) shall contact Campus Police. Campus Police will contact Title IX in the case of a sexual assault, stalking, or domestic violence. The person with information regarding sexual assault, stalking, domestic violence information should also contact Title IX.
- Campus Police will make the emergency call to the President and the CIRT Leader.
- The Vice President for Student Affairs and Enrollment Management or Designee, and the Vice President for Academic Affairs shall assess the impact on students and the WNMU community.
- The Vice President for Student Affairs and Enrollment Management or Designee, and the Vice President for Compliance and Communication will determine if announcements or public announcements need to be made. The Communications Specialist will make these announcements.
- In the case of death or illness the President, Vice President for Student Affairs and Enrollment Management or Designee will contact the student's parents.

### **Life Safety Assurance**

- Campus Police arrive on scene, investigate the incident, and take appropriate action (i.e., crowd control).
- Depending on the severity of the incident, Campus Police will notify the CIRT Leader who then may activate the CIRT.
- The Mental Health Department will arrange for medical treatment for injured persons at Gila Regional Medical Center or other Grant County facility. In some cases, emergency medical services may be contacted. Campus Police gather identification information and take appropriate action.
- Campus Police or its designee will handle all transport of subjects placed in custody.
- The Office of Compliance and Communication makes public announcements as necessary to the WNMU community.
- The Office of Student Affairs and Enrollment Management and the Office of Compliance and Communication coordinate information to students and parents.
- The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department establishes emotional support services for students.

### **Population Welfare**

- The Mental Health Department, Deans, and Chairs will determine the effect on the student body.
- The Vice President for Student Affairs and Enrollment Management or Designee, the Vice President for Academic Affairs, the Mental Health Department, and the Vice President of Compliance and Communication, will establish the protocol for relaying information to the campus community.
- The Office of Student Affairs and Enrollment Management and the Mental Health Department will provide emotional support for students and the WMMU community as required.

## **Protection of Property**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.

## **Recovery**

- The Vice President of Student Affairs & Enrollment Management or a Designee will work with family members and significant others for memorial services in cases involving the death of a student.
- The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department will establish and implement an emotional support plan for student and/or affected parties.
- The Mental Health Department will contact Grant County resources as needed.
- The Vice President for Academic Affairs will work with various offices to ensure that the student is withdrawn, and their records are closed if needed.

## **APPENDIX B: SEVERE WEATHER**

### **Initial Assessment**

- The CIRT Leader and the Director of Maintenance shall assess the potential weather situation.
- If necessary, the CIRT Leader will convene a Senior Management Team meeting to determine closing of the school/and or departments and the evacuation plan along with immediate shelter needs.
- The Communication Specialist begins public announcements to broadcast the situation, any delay, closure, power loss status, etc., by using the Mass Notification System and WNMU website, local and statewide media.

### **Life Safety Assurance**

- Campus Police will address life safety. Campus Police will communicate with the appropriate people.
- Campus Police will call the Silver City Fire and use other resources as needed.
- If needed, Campus Police notifies local medical facilities to stand by on call for handling of injury/illness and communicates with mutual aid organizations.
- The Director of Housing and Residence Life will relay information to hall staff and resident students.
- The Vice President for Student Affairs and Enrollment Management or Designee will work with the Vice President for Compliance and Communication to inform students through public announcements, inclement weather lines, etc.
- Campus Police has the authority to evacuate students, staff, and faculty from unsafe locations.

### **Population Welfare**

- The Director of Housing and Residence Life arranges immediate shelter for students/housing staff in a location deemed appropriate.
- In the event of a tornado, everyone is advised to move to a basement or an interior windowless space.
- Food Service will make arrangements for food and water for sheltered individuals.
- Campus Police will make arrangements for medical treatment for injured/ill persons in their shelter areas. Campus Police will arrange transportation for seriously injured people to Gila Regional Medical Center.
- The Mental Health Department, Deans, and Chairs will determine the effect on the student body.
- The Vice President for Student Affairs and Enrollment Management or Designee, the Vice President for Academic Affairs, the Mental Health Department, and the Vice President of Compliance and Communication, will establish the protocol for relaying information to the campus community.
- The Office of Student Affairs and Enrollment Management and the Mental Health Department will provide emotional support for students and the WMMU community as needed.

## **Protection of Property**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Director of Maintenance and the local power company address power outages. The Director of Maintenance and the local gas company determine and implement a plan of action for natural gas concerns.
- The Communications Specialist will make further public announcements to identify damaged areas/outages/cancellations as more information becomes available. This does not apply to routine weather emergencies.

## **Recovery**

- The CIRT remains intact for follow-up assessment and reports.
- The Office of Compliance and Communications will continue to follow up communication as necessary including web page updating, communication with parents.
- Members of the Senior Management Team will meet to determine the opening of school and offices and ways to communicate this information to students, faculty, and staff.
- Campus offices will work to re-establish normal operating procedures.
- Residence Life staff will work to house any displaced residents.
- The Office of Student Affairs and Enrollment Management will assist impacted students.
- The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department will assess need and provide emotional support to members of the campus community.
- The Vice President for Student Affairs and Enrollment Management or Designee, the Vice President for Academic Affairs, the Mental Health Department, and the Office of Compliance and Communication will establish the protocol for releasing information to the campus community.
- The Mental Health Department will contact Silver City resources as needed.

## **APPENDIX C: FIRE INCIDENT**

### **Initial Assessment**

- Any person who sees a fire on campus should immediately pull the fire alarm and call **911**.
- Campus Police will establish communications with the Silver City Fire and Police Departments.
- Campus Police ensure evacuation of all building personnel.
- Campus Police shall contact the CIRT Leader and Director of Maintenance. The CIRT Leader will assess the situation.
- The Director of Maintenance assesses the impact on property.
- The Vice President for Student Affairs and Enrollment Management or Designee and Campus Police convene the CIRT and prepare the command center.
- The Office Compliance and Communication begins public announcements to broadcast the situation, closure, power loss, etc., by using the Mass Notification System.

### **Life Safety Assurance**

- If the fire is in a residence hall, Housing staff will evacuate the residence hall.
- If the fire is in a campus building, occupants will evacuate the building as dictated by the evacuation plan for the building.
- Silver City Fire and Police Departments will respond as needed.
- As appropriate, the Director of Maintenance provides lists of chemicals or other hazardous materials in the building and copies of Material Safety Data Sheets to the Silver City Fire Department.
- If needed, Campus Police will notify local health facilities to stand by on call for handling of injury/illness and will communicate with Grant County mutual aid organizations. Campus Police determines off-campus resources to be utilized.
- The Office of Compliance and Communication makes public announcements and postings to the WNMU web page as necessary, identifying areas of damage/outage.

### **Population Welfare**

- The Director of Housing and Residence Life arranges shelter for immediate resident students/housing staff in an area deemed appropriate.
- Food Service makes arrangements for food and water for sheltered individuals as needed.
- Campus Police function as liaisons for medical needs.
- The Office of Compliance and Communication coordinates information and communication updates to staff involved with releasing information, including the Senior Management Team and other constituents as needed.
- The Mental Health Department will provide immediate emotional support.

### **Protection of Property**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Director of Maintenance and the local power company address power outages. The Director of Maintenance and the local gas company determine a plan of action for natural gas concerns.

- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

## **Recovery**

- The CIRT remains intact for follow-up assessment and reports.
- The Office of Compliance and Communication makes follow-up communications as necessary including web page updates, communication with parents.
- Residence Life staff will work to house any displaced resident students.
- The Office of Student Affairs and Enrollment Management and the Mental Health Department will determine the effect on students.
- The Vice President for Student Affairs and Enrollment Management or Designee, the Vice President for Academic Affairs, the Mental Health Department, and the Office of Compliance and Communication will establish the protocol for releasing information to the campus community.
- The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department establishes an emotional support plan for students and/or affected parties.
- The Mental Health Department will contact Silver City resources as needed.

## **APPENDIX D: VIOLENT, DISRUPTIVE, OR CRIMINAL BEHAVIOR (INCLUDES HARASSMENT, ACTIVE SHOOTER, AND STALKING INCIDENTS)**

### **Initial Assessment**

- Violent, disruptive, or criminal behavior (including harassment, stalking and sexual assault incidents) is reported to **911**. Campus Police will contact Title IX in the case of a sexual assault, stalking, or domestic violence. The person with information regarding sexual assault, stalking, domestic violence information should also contact Title IX.
- The crime scene will be secured by Campus Police and/or other authorities, as necessary. Access to the crime scene will be controlled by Campus Police and/or other authorities.
- Alerts will be sent by using the Mass Notification System.

### **Life Safety Assurance**

- Campus Police arrive on scene, investigate the incident, and take appropriate action (i.e., crowd control).
- Depending on the severity of the incident, Campus Police will notify the CIRT Leader who then may activate the CIRT.
- Campus Police will arrange for medical treatment for injured persons at Gila Regional Medical Center or other Grant County facility. In some cases, emergency medical services may be contacted. Campus Police gather identification information and take appropriate action.
- Campus Police or its designee will handle all transport of subjects placed in custody.
- The Office of Compliance and Communication makes public announcements as necessary to the WNMU community.
- The Office of Student Affairs and Enrollment Management and the Office of Compliance and Communication coordinate information to students and parents.
- The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department establishes emotional support services for students.

### **Population Welfare**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

### **Protection of Property**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

## **Recovery**

- Campus Police or appropriate administrator contacts the person who reported the incident/crime to provide information about the outcome.
- The Mental Health Department continues to provide emotional support as needed.

## **APPENDIX E: ON CAMPUS HOSTAGE OR TERRORISM INCIDENT**

### **Initial Assessment**

- Incident is reported to **911**.
- Campus Police contacts Silver City Police Department and Fire Department as needed.
- Campus Police notifies CIRT Leader to activate CIRT command center.
- Campus Police and/or the CIRT Leader brief the local police upon their arrival to campus.
- Initial and surrounding buildings are immediately locked down to prevent entry.
- An alert will be sent using the Mass Notification System.

### **Life Safety Assurance**

- In the event that someone is injured, Campus Police contacts emergency medical services.
- The local police or any other law enforcement agencies work together with Campus Police to manage the situation. Campus Police and the CIRT support local police and other authorities as needed.
- Individuals are evacuated from buildings when law enforcement agencies deem that it is safe to relocate. Evacuees, with the guidance from Campus Police, report to an area deemed appropriate.
- Food Service arranges for food and water for evacuated persons.
- The Office Compliance and Communication broadcasts announcements regarding the incident, school closing, delays, updates, etc.
- The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department establish emotional support for students and evacuees.
- The Office of Student Affairs and Enrollment Management coordinates and distributes information to parents and students.

### **Population Welfare**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

### **Protection of Property**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

### **Recovery**

- Once the situation is resolved, appropriate administrators communicate an update to members of the campus community.
- The Office of Compliance and Communication provides updates to the media.

- The CIRT continues to meet for follow-up assessments and reports. Members of the team provide follow-up communication as necessary including web page postings, communication with parents, and Mass Notification System will send out messages.
- The Mental Health Department, Deans, and Chairs provide continued emotional support to the members of the WNMU community as needed.

## **APPENDIX F: GAS LEAK**

### **Initial Assessment**

- Any person discovering a possible gas leak should call **911**.
- The first responder evaluates the situation and takes action as required.
- Campus Police notifies the CIRT Leader.

### **Life Safety Assurance**

- Campus Police will address life safety. Campus Police will communicate with the appropriate people.
- Campus Police will call the Silver City Fire and use other resources as needed.
- If needed, Campus Police notifies local medical facilities to stand by on call for handling of injury/illness and communicates with mutual aid organizations.
- The Director of Housing and Residence Life will relay information to hall staff and resident students.
- The Vice President for Student Affairs and Enrollment Management or Designee will work with the Vice President for Compliance and Communication to inform students through public announcements, inclement weather lines, etc.
- Campus Police has the authority to evacuate students, staff, and faculty from unsafe locations.

### **Population Welfare**

- If it is determined that a gas leak is evident, Campus Police evacuates the area immediately.
- The Silver City Fire Department is notified of the incident and the location of the leak.
- The gas company is notified of the leak as soon as possible.
- The CIRT Leader is provided with updates, as necessary.
- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Director of Maintenance and the local power company address power outages. The Director of Maintenance and the local gas company determine a plan of action for natural gas concerns.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

### **Protection of Property**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

### **Recovery**

- As soon as the leak is under control, Campus Police notifies all necessary personnel that the area is safe.
- A report is filed by Campus Police on the incident and distributed to members of the CIRT.
- An investigation is initiated to determine the cause of the leak.

- The Office of Compliance and Communication makes announcements to the WNMU community and to the public as needed.

## **APPENDIX G: CHEMICAL SPILL**

### **Initial Assessment**

- Any person detecting or suspecting a chemical spill alerts all personnel in the building to immediately evacuate the building. Personnel exit by the closest door and assemble on the up-wind side of the building.
- Any person discovering a Chemical Spill call **911**.
- Campus Police contacts the Silver City Fire Department, provides the location(s), and escorts the fire truck to the location(s).
- Campus Police contacts the CIRT Leader.

### **Life Safety Assurance**

- Campus Police will address life safety. Campus Police will communicate with the appropriate people.
- Campus Police will call the Silver City Fire and use other resources as needed.
- If needed, Campus Police notifies local medical facilities to stand by on call for handling of injury/illness and communicates with mutual aid organizations.
- The Director of Housing and Residence Life will relay information to hall staff and resident students.
- The Vice President for Student Affairs and Enrollment Management or Designee will work with the Vice President for Compliance and Communication to inform students through public announcements, inclement weather lines, etc.
- Campus Police has the authority to evacuate students, staff, and faculty from unsafe locations.

### **Population Welfare**

- No personnel will be allowed to enter the building until the Silver City Fire Department Hazardous Materials Team deems the area safe.
- The area may be required to be decontaminated before personnel can enter the building.

### **Protection of Property**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

### **Recovery**

- Once the area is deemed safe, personnel will be allowed to enter the building.
- An investigation will be conducted by Campus Police to determine the cause of the spill.
- Reports will be distributed as required by the Incident Notification Plan.
- The Office of Compliance and Communication makes announcements to the WNMU community and to the public as needed.

## APPENDIX H: BOMB THREAT

### Initial Assessment

- Any person receiving a bomb threat will assume that the threat is real.
- The person taking the call will obtain as much information as possible.
- **Call 911.** Campus Police will be notified.
- If the threat is determined to be legitimate an alert will be sent by using the Mass Notification system.

### Life Safety Assurance

- Campus Police will address life safety. Campus Police will communicate with the appropriate people.
- Campus Police will call the Silver City Fire and use other resources as needed.
- If needed, Campus Police notifies local medical facilities to stand by on call for handling of injury/illness and communicates with mutual aid organizations.
- The Director of Housing and Residence Life will relay information to hall staff and resident students.
- The Vice President for Student Affairs and Enrollment Management or Designee will work with the Vice President for Compliance and Communication to inform students through public announcements, inclement weather lines, etc.
- Campus Police has the authority to evacuate students, staff, and faculty from unsafe locations.

### Population Welfare

- If Campus Police determines the threat to be legitimate, the following will occur:
  - the building will be evacuated and locked down.
  - The Silver City Fire Department will be notified.
  - All personnel are ordered to a safe location away from the area.
    - The Crisis Intervention Response Team Leader is notified as required.

### Population Welfare

- No personnel will be allowed to enter the building until the Silver City Fire Department Hazardous Materials Team deems the area safe.
- The area may be required to be decontaminated before personnel can enter the building.

### Recovery

- Campus Police files a report with appropriate authorities.
- As soon as the Silver City Fire Department deems the area safe, personnel will be allowed to enter the building.
- The Mental Health Department, Deans, and Chairs provide emotional support for the WNMU community.
- The Office of Compliance and Communication makes public announcements to the WNMU community and to the public as needed.

## **APPENDIX I: INCIDENTS INVOLVING STUDENTS AT EXTENDED SITES AND STUDYING ABROAD**

- WNMU Extended sites should call **911 in case of emergency** and the Building Director should contact WNMU Campus Police immediately at 575-538-6231.
- When WNMU students are studying in Mexico or other countries, the University follows the Emergency Response Plan created by External Affairs. (If not established by date of print, External Affairs will develop plans for Study Abroad). This document will include emergency preparedness guidelines, procedures for responding to general emergencies and specific incidents, and an emergency communications plan.
- Prior to departure, faculty and/or staff leading a student cohort will complete a safety assessment either on-site or through communications and documentation with country to be visited and share this information with participants during their pre-departure orientation. Cohort leaders will also receive a handbook that includes the emergency response plan and an emergency notification list.
- Specific emergency plans address routine emergencies such as minor illnesses and theft and major emergencies such as major illnesses, natural disasters, and regional socio-political unrest.
- For more information, contact the Dean or Chair of the Department sponsoring the international study or contact the Office of External Affairs or the Vice President for Student Affairs and Enrollment Management.

## **APPENDIX J: ON-CAMPUS EVACUATION PLAN**

- Involved buildings will be locked down immediately. Evacuation will be determined by Campus Police.
- For evacuation information for people with disabilities or special needs, please inform Campus Police and Residence Life Staff of your situation. Request a brief meeting to discuss any special emergency-response accommodation needed.
- All persons will be accounted for, and the command center will be activated.
- The Mental Health Department, Deans, and Chairs will provide emotional support for evacuees and other concerned community members.
- Athletics and Special Events should refer to this plan.

## **APPENDIX K: OFF-CAMPUS EVACUATION PLAN**

- All campus exits will be used. Traffic will be directed.
- Individual vehicles and WNMU vans will be used to transport persons to the evacuation site.
- The appropriate regional transportation providers will be contacted to assist with the evacuation. Contact numbers are available for the regional transportation providers.
- The appropriate law enforcement agency will be contacted, and the department will set up a command center at the evacuation site. The appropriate law enforcement agency and other safety departments and agencies (Fire Department, Medical Center, etc.) will work closely with the Western New Mexico University CIRT.
- All persons will be accounted for.
- The Mental Health Department, Deans, and Chairs will provide emotional support for evacuees and other concerned members of the community.
- First aid assistance will be offered.
- A central phone line/number will be established for WNMU community members to call in and for parents, friends, and other concerned individuals.
- Athletics and Special Events should refer to this plan.