



EMERGENCY PREPAREDNESS PLAN

TABLE OF CONTENTS

PURPOSE AND SCOPE	3	Relationship Violence	8
DEFINITIONS OF AN EMERGENCY	3	Physical Assault	9
Minor Emergency	3	Suicide Crisis	9
Major Emergency/Disturbance	3	Suicide Attempt	9
Disaster	3	CAMPUS PROTEST	10
CAMPUS RESPONSIBILITIES	3	ARREST/INCARCERATION	10
Management Team (MT)	3	DEATH OF STUDENT/EMPLOYEE	10
Emergency Contact Information	3	MISSING STUDENT/EMPLOYEE	10
Campus Security Authorities (CSA)	3	PUBLIC UTILITY INTERRUPTION/SERVICE	
CAMPUS PREPAREDNESS	4	FAULT	10
Intelligence	4	Water/Sewer Damage	10
Awareness	4	Power Outage	11
Testing/Inspection	4	HAZARDOUS MATERIALS	11
Response Coordination	4	NATURAL DISASTERS	11
EMERGENCY ANNOUNCEMENT	4	NUCLEAR/CHEMICAL/BIOLOGICAL	
Authority to Notify	4	THREATS	11
Types of Communication	4	MEDICAL CENTER SAFETY PROCEDURES	
Communication with external community/media	5	AND POLICIES	12
Terminating an Incident	5		
BUILDING EVACUATION	5		
FIRE DRILLS	5		
NO WEAPONS POLICY	6		
MEDICAL CRISIS	6		
Serious Medical Emergency	6		
Urgent Medical Situation	6		
Non-urgent Medical Condition	6		
ALCOHOL ABUSE/DRUG USE	6		
ERRATIC BEHAVIOR/VIOLENCE IN			
WORKPLACE	7		
Disruptive/Suspicious/Threatening Behavior	7		
Distressed Student	7		
Sexual Assault/Misconduct	8		

EMERGENCY PREPAREDNESS PLAN

PURPOSE AND SCOPE

The safety of the SCNM community, patients and visitors is a high priority. SCNM is cognizant of its responsibility to provide a safe work environment and priority is given to the safety and welfare of all students, faculty and staff.

This Emergency Preparedness Plan establishes the organizational structure and procedures for response to emergencies that cause a significant disruption to all or portions of the College. The Plan describes the roles and responsibilities of emergency Management Teams (MT) as well as those of individuals during emergency situations. These protocols are meant to guide the stabilization of and recovery from an incident and include emergency instructions for use by individuals.

As emergencies are often sudden and without warning, these procedures, while providing guidance, are designed to be flexible in order to permit the College to respond to any given situation. Also, emergencies may occur that are not described in this plan. Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan.

This Plan supports the College's intent to respond to any emergency situation in a safe, effective, and timely manner - starting with protecting human lives, the plan intends to preserve health and safety, protect assets and maintain college services.

DEFINITIONS OF AN EMERGENCY

The following definitions are provided as guidelines in determining the appropriate action.

Minor Emergency

An incident, potential or actual, which will not seriously affect the overall functional capability of the College.

Major Emergency/Disturbance

An event, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the College. Outside emergency services may be required. Major considerations and decisions will usually be required from administrative officials or designated employees during times of a crisis.

Disaster

An event or occurrence which seriously impairs or halts college operations. In some cases, casualties and property damage may be

incurred. The coordinated effort of all designated personnel and available equipment is required to effectively control the situation. Outside emergency services may be necessary.

CAMPUS RESPONSIBILITIES

Maintaining campus preparedness for recognizing and responding to an emergency is a responsibility of every member of our campus community. In an emergency situation, individuals on campus will follow directions of the Management Team (MT) that plans and executes emergency preparedness, response, and recovery functions. All personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined herein.

Management Team (MT)

- Members of the Executive Council (EC)
- Facilities Director
- Dean of Students

The MT will evaluate information from various sources during the progress of the event and take appropriate action. In a general emergency the Facilities Director or designee, in consultation with the Vice of Finance and Administration and/or other Campus Security Authorities (CSA) will serve as the incident commander. The primary objective is the management of assigned resources for effective control of any situation. When a tactical response is required by first responders the appropriate first CSA or MT responder will be the incident commander.

Emergency Contact Information

IMMEDIATE EMERGENCY	911
Police Non-emergency	480-350-8305
Poison Control Center	1-800-955-9119
On campus assistance	480-968-9511 (Internal extension 511)

Campus Security Authorities (CSA)

Chief Information Officer	602-738-7166
Facilities Director	602-647-7105
Dean of Students	480-222-9237

Additionally, the Chief Human Resources Office may also be contacted at 480-231-0788.

EMERGENCY PREPAREDNESS PLAN

CAMPUS PREPAREDNESS

Campus preparedness includes the following elements:

Intelligence

The campus community has the responsibility to recognize and report any event with the potential of developing into an emergency, or to provide the information to one of the Campus Security Authority (CSA).

Awareness

The Management Team has the responsibility to maintain current knowledge of any developing local, state or national potential for an emergency and to inform the campus community.

Testing/Inspection

Annual inspection of all physical and fire protection devices by a certifying authority. This includes inspection of:

- Door access system
- Fire Alarm Control Panel
- Fire Alarms and Detection Devices
- Fire Extinguishers
- Fire Sprinkler System
- Mass Communications System

Annual inspection in accordance with OSHA requirements including: safe storage of chemicals, eyewash station operation, employee safety and notification of required public policy, building environmental and safety issues, electrical and lighting, new additions include ergonomics and safe work habits. The annual OSHA inspection will also incorporate any new changes, additions, modifications made by the Arizona Department of Environmental Quality.

Monthly inspection of all fire extinguishers by a trained Facilities employee - any extinguisher not reading "FULL" must be replaced with another of equal or better rating immediately. Facilities will be responsible for delivering extinguishers to a certified Fire Safety company for recharge/servicing of extinguishers as needed.

- Monthly inspection of permanent batteries in emergency lights
- Daily inspection by Facilities employees to ensure fire exits are not obstructed.

Response Coordination

Facilities staff are vital to immediate response in an emergency.

Facilities employees will be responsible for safely directing

personnel to the evacuation meeting area. The Facilities Director or designee will coordinate the evacuation area activities.

EMERGENCY ANNOUNCEMENT

Depending on the priority of situation the Management Team (MT) will determine a communication plan to notify students, staff, faculty, patients, and others as needed. The MT will be responsible for preparing concise statements for notification and determine how to implement them.

The ability to provide information to the community during an emergency is crucial to the management of the emergency. The College strives to inform the community without causing widespread alarm. The nature of the threat will determine the communication systems used to inform the community of the actual or potential emergency. Some notification requires an immediate response by the community. The communication will provide information about the incident and direct action to take to reduce the risk of harm. In the event of a campus closure or other emergency, using the emergency mass notification system, members of the SCNM community including students, faculty and staff will receive text, email and voice call notification with information and instructions. Depending on the type of emergency this notification may be accompanied by a lockdown of campus door access. The campus telephone system provides for a phone paging system in case of an emergency announcement for some areas. Phones are available in all classrooms and exam rooms.

Authority to Notify

Decisions concerning notification of the community about an imminent or active threat or emergency situation may be made by any member of the Executive Council (EC). Other members may be added at the discretion of the EC.

Whenever possible, prior notification of emergencies or disasters that may affect the college community will be made.

Types of Communication

- Alert, warn, and advise the campus community of a potential, imminent or active emergency. The College will issue emergency notifications or warnings to the campus community at any time if conditions indicate that an incident is developing or highly probable
- Continue to communicate with campus and broader community through a variety of media to inform of protective actions taken and the status of the event.

EMERGENCY PREPAREDNESS PLAN

- Communicate with the extended campus community (to include spouses or other next-of-kin) and through the media to inform and to advice of the campus situation, developments and recovery efforts.

Communication with external community/media

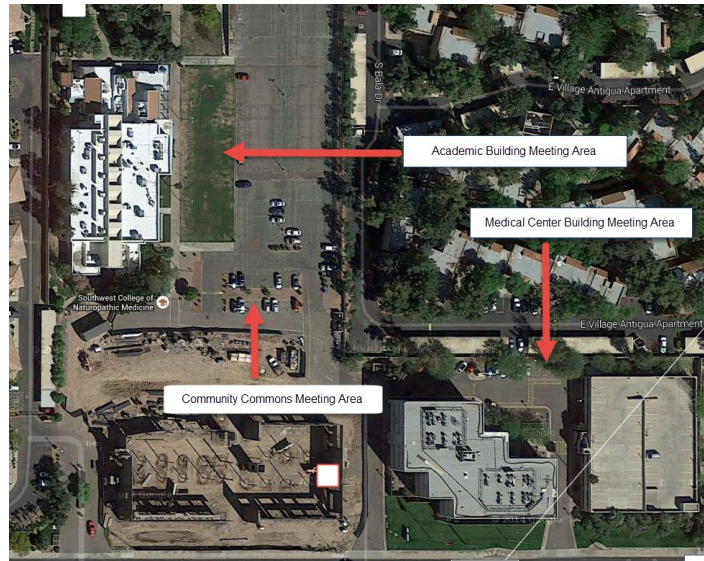
- To ensure a unified and consistent message, communication with the external community will be managed by the Management Team (MT)
- There will be a single spokesperson for the College, the Director of Marketing - All other employees should refrain from sharing information which may be incorrect or not current.
- The MT may designate others to be spokespersons as needed/appropriate.
- A brief scripted statement may be prepared for news/media announced by the Director of Marketing in consultation with a member of the Executive Council.

Terminating an Incident

An incident will be considered terminated upon the determination of the EC or one of its members that no state of emergency still exists and that normal operations may resume. Communication channels as described will be used.

BUILDING EVACUATION

The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate is based on factors that give the best chance of remaining safe and avoid a more harmful situation. Instructions are provided to proceed to pre-determined assembly area of buildings.



- Facilities personnel or designee are responsible for managing evacuation of buildings as well as aiding in the evacuation of persons with disabilities in their respective areas. Depending on the nature of the disability, Facilities employees or designee may need to obtain additional assistance to evacuate these persons. Facilities employees must ensure that persons with disabilities are attended to until the "all clear" is given or until relieved by emergency services personnel.
- Facilities employees will be responsible for identification of personnel injured and/or in need of medical and immediately secure assistance.
- Facilities staff will be positioned at the main driveway entrances to:
 - ❖ Guide emergency vehicles;
 - ❖ To prohibit entrance of unnecessary vehicles which may get in the way of emergency vehicles

FIRE DRILLS

Fire drills will be conducted periodically. These will be planned at times which minimally impact classes/patients and/or activities, yet are not so scheduled, that the effectiveness of the drill is compromised. Each fire drill takes less than 10 minutes from the time the fire alarm is activated until the occupants re-enter the building. All occupants of the building must participate in fire drills.

The purpose of fire drills is a structured learning exercise to prepare building occupants for an organized evacuation in case of a fire or other emergency. Fire drills allow occupants to familiarize themselves with drill procedures, location of fire exits, and the sound of the fire alarm; in addition it provides information on the amount of time it takes to evacuate a building and which exits are generally used. Problems, if any, with fire alarm components can

EMERGENCY PREPAREDNESS PLAN

also be identified. A written record of all drills will be maintained by the Director of Facilities should be readily available for inspection. Shortly after every drill the Facilities Director and the EC will hold meeting to determine the effectiveness of the drill and ensure that the procedures in the plan are being followed.

NO WEAPONS POLICY

All persons on SCNM's campus including students, employees, patients, visitors, vendors and contractors are strictly prohibited from possessing weapons while occupying any building or vehicle owned, leased, or rented by any SCNM entity. Anyone found to be in violation of this directive will be subject to disciplinary action. See [Weapons, Explosives and Firearms](#) policy.

INCIDENTS OF NON-EMERGENCY

INJURY/REACTION/PERSONAL

ACCIDENTS

Student must report any and all injuries, negative reactions, and untoward results by/to any student on campus or at an SCNM affiliated patient care site. This includes any accidents in or outside the class, in labs, during practice sessions, in medical clinics, at offsite offices, and in axillary clinic locations. Every student is required to notify the person in charge at that location and to complete an [Incident/Injury Report](#) form, as found on MySCNM.

MEDICAL CRISIS

Applies to both students and non-students.

A medical/health crisis results when the health of a person is threatened and requires immediate medical attention. This may result from a worsening of a pre-existing medical condition, catastrophic onset of illness, accident, physical attack causing bodily harm, consequence of an infectious disease, substance abuse or overdose, exposure to a hazardous substance or other causes not immediately apparent.

Levels of Response:

Serious Medical Emergency

Indications of serious medical emergency are severe distress, ongoing loss of consciousness, severe and/or escalating pain, breathing difficulty, significant blood loss, seizures or rapid deterioration in condition.

What to do:

- Call **911** immediately

- Notify one of the Campus Security Authority (**CSA**)
- Stay with the person until emergency care arrives

Urgent Medical Situation

Indications of urgent medical situation may include brief fainting episode, laceration with minimal blood loss, possible fracture, and pain without other symptoms or other symptoms that do not seem to constitute a medical emergency.

What to do:

- Call **911** immediately
- Arrange for the person to be accompanied to the Medical Center
- Inform one of the **CSAs** as soon as possible

Non-urgent Medical Condition

What to do:

- Refer person to the Medical Center
- Inform one of the **CSAs** as soon as possible

ALCOHOL ABUSE/DRUG USE

Applies to both students and non-students.

Alcohol abuse is most often identified when irresponsible, unpredictable behavior affects the learning or working situation or when a combination of health and social impairments associated with alcohol/drug abuse sabotages learning or work performance. Because of the denial that exists in most substance abusers, it is important to express concern not in terms of suspicions about alcohol and other drugs, but in terms of specific changes in behavior or performance. See "Alcohol and Drug Policy" in the [Student Handbook](#) and [Employee Handbook](#).

Signs of Alcohol Abuse and Drug Use

- Difficulty sleeping
- Drinking outside of a social setting
- Experiencing memory blackouts during or after drinking
- Loss of interest in activities which were once of interest
- Loss of interest in friends or previous relationships
- Loss of time from school
- Mood fluctuations
- Not fulfilling promises or obligations
- Poor judgment
- Showing up intoxicated in inappropriate settings
- Usually drinking to the point of intoxication

What to do

EMERGENCY PREPAREDNESS PLAN

- Do not ignore signs of intoxication in the classroom or academic setting or the work environment
- If the person is disruptive, uncooperative, hostile or endangers or injures himself/herself, call **Tempe Police** and one of the **CSAs**

The **CSA** will:

- Address the person privately about their behavior that is of concern
- Offer support and concern for the overall wellbeing
- Refer to the College Counselor
- Not make allowances for the student's irresponsible behavior
- Not convey judgment or criticism about the person's substance abuse.

ERRATIC BEHAVIOR/VIOLENCE IN WORKPLACE

Applies to both students and non-students. For more information see "Code of Student Professional Conduct and Academic Honor" in the [Student Handbook](#) and Section 4 – "Code and Discipline" in the [Employee Handbook](#).

Disruptive/Suspicious/Threatening Behavior

Disruptive or threatening behavior on-campus or off-campus that interferes with the learning environment, the academic activities of students, is damaging to the property of SCNM or the members of the SCNM community, visitors or patients constitutes a threat to others' safety and well-being. Students and employees communicating threats to another will be subject to disciplinary action. All managers are responsible for ensuring that incidents of this nature are immediately reported to the Dean of Students/Chief Human Resources Officer and they will conduct an investigation to determine if disciplinary action is appropriate.

Disruptive or threatening behaviors may include:

- Acts of harassment
- Behavior which disturbs the peace
- Behavior which interferes with the performance of the duties of college official (e.g., failure to comply with an authority)
- Behavior which regularly interferes with effective class management
- Challenges to fight
- Destruction of property
- Direct or implied threats of violence
- Physical attacks
- Public Intoxication
- Shoving

- Stalking
- Tampering with college equipment (e.g., fire alarms, elevators, wiring, and plumbing)
- Theft
- Threatening phone calls, emails, or other correspondence
- Unauthorized entry
- Verbal attacks/screaming/shouting

What to do:

- Notify the local police when an off-campus behavior is destructive or threatening
- Call **Tempe Police** immediately when there is erratic behavior or physical violence on-campus
- Notify one of the **CSAs**
- Do NOT approach suspicious individuals
- Be prepared to provide description of person(s) involved and location of the incident.

The **CSA** will:

- Notify appropriate offices and individuals as needed and determine the degree to which the SCNM community has been affected
- Not put themselves in danger. If a deadly weapon is involved, the area or entire building should be evacuated immediately

Distressed Student

Any bizarre/erratic behavior or extreme change in behavior may signal that a student is in distress and requires intervention. The competition and pressure associated with studies and general life difficulties, can be very stressful for many. Some can adequately cope with these stressors, but when stress exceeds the capacity to cope, stress becomes distress.

Signs to look for:

- Behavior which regularly interferes with effective class management
- Bizarre behavior that is obviously inappropriate for the situation (e.g., talking to something/someone that is not present)
- Dependency (e.g., the student who hangs around after class or makes excessive appointments)
- Exaggerated emotional responses
- Excessive procrastination and very poorly prepared work, especially if inconsistent with previous work
- Excessive weight gain or loss
- Expressed suicidal thoughts verbally or in writing; expressions of hopelessness and helplessness

EMERGENCY PREPAREDNESS PLAN

- Frequent or high levels of irritable, unruly, abrasive, or aggressive behavior; mood swings
- Impaired speech (very rapid or very slow) and disjointed thought
- Infrequent class attendance or frequent tardiness with little or no work completed
- Intoxication, hangover, or other after effects of misuse
- Listlessness, low mood, lack of energy, or frequently falling asleep in class
- Marked changes in personal hygiene
- Physical evidence of self-harm (e.g., cuts on arms or legs) or other unexplained injuries
- Repeated requests for special consideration (e.g., deadline extensions)
- Social isolation/withdrawal from friends and family
- Students who appear overly nervous, tense or tearful
- Unable to make decisions despite your repeated efforts to clarify or encourage.

What to do:

- Contact one of the CSAs
- Immediately contact 911 or Tempe Police if the situation is a true emergency (involves threat to personal or public safety)
- Be as specific as possible in stating your observations and reasons for concern. Listen carefully to everything the person says

The CSA will:

- Talk to the person in private about the concern and avoid criticizing or sounding judgmental
- Maintain the boundaries of your relationship
- Seek another option, if needed
- Refer the person to the College Counselor and offer to help make the appointment and if necessary and appropriate accompany to meet with the Counselor.

Sexual Assault/Misconduct

Applies to both students and non-students.

Nonconsensual sexual activity describes a continuum of sexual offenses, including rape, attempted rape, date/acquaintance rape, sexual assault, and other forms of nonconsensual sexual activity. In any sexual assault situation, the victim of a sexual assault has the right to refuse medical services and/or the initiation of law enforcement. For more information on SCNM's policy see [Annual Security Report](#): "Harassment Prohibition – Sexual, Dating Violence, Domestic Violence, and Stalking".

What to Do:

- If the incident involves physical injury or a fleeing offender, call 911.
- If the assailant is known, inform Tempe Police
- Inform one of the CSAs as soon as possible
- If you learn of an assault after it has happened, refer the victim to one of the CSAs immediately.

Also see [Annual Security Report](#) – "Actions by the CSA When Incidents Reported".

Relationship Violence

Applies to both students and non-students.

Relationship violence is any verbal, written, physical, sexual, or other acts of violence, threat, or intimidation directed at another individual with whom the aggressor is involved in an intimate relationship. Relationship violence is the leading cause of injury to women. Although it occurs in heterosexual and homosexual relationships, the predominant pattern is male abuser/female victim.

Signs to look for - a victim of relationship violence may:

- Act ambivalent, guilty—feel responsible for his/her partner's behavior
- Be emotionally and economically dependent upon the batterer
- Believe she/he might be insane
- Express anger, embarrassment or shame
- Fear his/her partner's temper/anger
- Feel isolated and distrust others
- Feel powerless to escape the situation; fear ending the relationship
- Have been abused as a child or witnessed the abuse of others
- Have few friends and limited contact with others
- Have poor self-image and low self-esteem
- Have unexplained injuries that may go untreated
- Make excuses for, or minimize, the batterer's behavior
- Seem fearful of her/his living conditions.

Perpetrators of relationship violence may:

- Anger easily
- Constantly accuse their partner of being unfaithful
- Constantly criticize their partner for little things
- Discourage relationships with family and friends
- Force sex
- Hit, punch, slap, or push their partner
- Humiliate their partner in front of others
- Stalk or check up on their partner all of the time
- Try to control their partner's activities

What to do:

EMERGENCY PREPAREDNESS PLAN

- If the incident involves physical injury, a fleeing offender, or other highly disruptive circumstances, call **911**
- If the incident does not constitute an emergency, involve one of the **CSAs** to ensure appropriate law enforcement action is taken

CSA will:

- Listen without judging.
- Ask direct questions, gently. Don't rush into providing solutions.
- Offer your support and caring. Emphasize that violence in a relationship is never acceptable and that it is likely to continue without any intervention. Explain that it is possible to leave the relationship, and help is available.

Physical Assault

Applies to both students and non-students.

A physical assault may be an isolated incident or may be a sign of long- term abuse.

What to do:

- Call **911**. Authorities will respond to the situation and call for an ambulance if necessary.
- If you learn of an assault after it has happened refer the victim to appropriate medical services, if needed Emergency Room
- Contact one of the **CSAs** as soon as possible.

Suicide Crisis

A suicide crisis is a time-limited occurrence signaling immediate danger of suicide. Most people committing suicide give some clue as to their intentions before they make an attempt. During a time of suicide crisis, the suicidal person sees suicide as the only solution to a set of overwhelming feelings or unbearable circumstances. While suicidal people often do not really wish to die, the intense emotional distress often blinds them to alternative solutions.

Signs to look for:

- Precipitating Event: A recent event that is particularly distressing such as loss of loved one, end of a relationship, or career failure. In considering whether a person may be suicidal, it is extremely important that the precipitating event be evaluated from that person's perspective. What may seem of minor importance could be extremely distressful and painful for the person in crisis
- Observable signs of serious depression: Unrelenting low mood, pessimism, hopelessness, desperation (anguish +

urgency for relief), anxiety, inner pain/tension, withdrawal, sleep problems

- Increased alcohol and/or other drug use
- Recent impulsiveness, unnecessary risk-taking, or self-destructive behavior.
- Threatening suicide or expressing a strong wish to die: This may be indirect. Be alert to such statements as, "My family would be better off without me." Sometimes those contemplating suicide talk as if they are saying goodbye or going away
- Making a plan: Giving away prized possessions; Sudden or impulsive purchase of a firearm; Obtaining other means of killing oneself such as poisons or medications; Putting affairs in order
- Deterioration in functioning at work or socially
- Unexpected rage or anger.

What to do:

- If the situation is a true emergency (involves immediate threat to personal or public safety), or is after hours immediately contact **911**
- Contact one of the **CSAs** as soon as possible
- If you are concerned that the person is exhibiting warning signs but not seeking help refer to one of the **CSAs** and provide him/her with contact information.

The **CSA** will:

- Remain calm and listen. Communicate an understanding and active emotional support. Reserve judgment
- Deal directly with the topic of suicide and will not be afraid to ask whether he or she is considering suicide, or even if they have a particular plan or method in mind
- Encourage problem solving and positive actions. Encourage him or her to refrain from making any serious, irreversible decisions during a crisis. Talk about positive alternatives to establish hope
- Maintain the boundaries of the relationship; seek the College Counselor if needed. Offer to help place the call and make the appointment while you are together. Offer to accompany, if appropriate.

Suicide Attempt

A suicide attempt follows a suicide crisis and is any action taken in an effort to end one's life. Suicide attempts vary greatly in lethality, but any attempt must be taken seriously, especially as those who have a serious attempt are much more likely than others to attempt or complete suicide in the future.

EMERGENCY PREPAREDNESS PLAN

Signs to look for:

- Person seems excessively sedated, drugged, or disoriented
- Person cannot be aroused from sleep
- Visible signs of injury (cuts on arms or red marks/bruises on the neck)
- Empty medication bottles, weapons, or other means of suicide are present.

What to do if an attempt is in progress:

- Remain calm
- Call 911
- Do not leave the person alone until help is available
- Notify one of the **CSAs** who will notify appropriate offices and individuals as needed.

CAMPUS PROTEST

Students and employees are free to voice dissent and to demonstrate in an orderly and peaceful manner. Picketing or demonstrating must not interfere with the normal flow of pedestrian or vehicular traffic or with the entrances to buildings and must not interfere with the normal functioning of the College. Failure to abide by these guidelines may lead to disciplinary action.

What to do:

If you encounter a demonstration or group picketing, or if you hear rumor of a possible protest, contact one of the **CSAs** immediately.

ARREST/INCARCERATION

The arrest of a student could result from an incident that occurs on or off campus by a local police agency.

What to Do:

If you are informed of the arrest of a student/employee:

- Obtain as much information as possible from the person informing you of the arrest
- Notify one of the **CSAs** immediately
- DO NOT talk to the media about any information you have been given.

If a student is incarcerated, the **CSA** will notify appropriate offices depending on the severity of the situation. The Dean/Chief HR Officer will also make contact with the student/employee when appropriate.

DEATH OF STUDENT/EMPLOYEE

Any death, whether by suicide, accident, or natural causes, has a significant impact on the entire SCNM community, necessitating a coordinated response. It is not always clear what the final cause of death is, and labeling it "a suicide" can be especially upsetting to parents and friends. Therefore, sensitivity and discretion are always required.

What to do:

- If you learn of death of a student or employee, first immediately call **911** or **Tempe Police**
- Contact one of the **CSAs** who will notify appropriate offices and individuals as needed.

MISSING STUDENT/EMPLOYEE

A missing student or employee generally falls into two categories on a college campus. The first and less critical is missing classes or absence from work. Student absences are generally first noticed and reported by faculty members or on occasion other students. In most cases, unaccounted-for students are simply "on their own time" and nothing more comes of it as the student chose to be absent. The second case is more serious when it is determined the student/employee is truly missing.

What to do if a student or employee is reported missing:

- Contact one of the **CSAs** immediately who will attempt to contact the student or employee using contact information previously provided.

PUBLIC UTILITY

INTERRUPTION/SERVICE FAULT

Emergency outage of a public utility due to system failure or emergency repairs are unannounced. The Facilities Director or designee will attempt to contact the appropriate service and request information regarding the anticipated duration of the outage. The Facilities Director, in consultation with the Vice President of Finance and Administration or designee will determine if a schedule modification or temporary closure may be necessary.

Water/Sewer Damage

- Water damage can occur as a consequence of many natural disasters or result from internal plumbing failure. Burst water pipes, floods or storms producing heavy rains, and often, firefighting activities can cause extensive damage to Building structure as well as contents.

EMERGENCY PREPAREDNESS PLAN

- Any type of water leaks will receive immediate attention to prevent excess damage to property.
- If there is any possible danger, an orderly evacuation of the area will be initiated by the Facilities Director or designee.
- Facilities department will take the lead on immediately informing the Information Technology (IT) department and the Medical Center.
- IT staff will initiate necessary actions to ensure the backup and safety of the College network, systems, and equipment.
- Facilities department will contact the Medical Center with status updates to inform the scheduling of patients.
- The MT will assess the situation and determine if the College will have to close as a result or if it is anticipated that power will be restored shortly and to wait.
- Supervisors will be notified of appropriate action to take with regard to students and/or staff.
- Facilities department will take essential steps to avoid or reduce immediate water damage. If the source of the water leak is known, facilities personnel will cautiously control the situation by turning off the water.
- If appropriate and deemed necessary, the facilities personnel will contact a professional plumbing company for service as soon as possible.
- In the event of sewage backup inside the building, individuals performing cleanup will use proper precautions and, upon extraction of all sewage material, the entire area will be cleaned with a Green Certified anti-microbial disinfecting cleaning solution.

Power Outage

- Facilities department will take the lead on immediately informing the Information Technology (IT) department and the Medical Center.
- IT staff will initiate necessary actions to ensure the backup and safety of the College network and systems.
- Facilities department will contact the Medical Center and assist in preserving refrigerated items in the clinic.
- The MT will assess the situation and determine if the College will have to close as a result or if it is anticipated that power will be restored shortly and to wait.
- Supervisors will be notified of appropriate action to take with regard to students and/or staff.

HAZARDOUS MATERIALS

Hazardous materials are chemicals or substances that present a health hazard, whether the materials are in a usable or waste condition. Detailed information on hazardous materials specifically used at SCNM may be found in the Material Safety Data Sheet

(MSDS) book in labs, custodial closet, Medical Center, and office of the Facilities Director. The MSDS sheets provide specific information on how to handle specific chemical compounds.

Hazardous materials include:

- Toxic Chemicals - Gas, liquid, or solid. Can cause illness or death if not handled properly. Dangerous Liquids - Give off vapors than can cause an explosion under specific conditions.
- Dangerous Gases - Can be corrosive, combustible, flammable, explosive, poisonous, or any combination of these conditions.
- Explosives - Mixtures or compounds that can cause an explosion. Several different conditions may apply; (1) the explosive may be instantaneous or may occur after an extended period of time, (2) the explosion may occur in an oxygen rich environment or in an environment with other chemical agents ... liquid, gas, or solid.
- Obvious conditions apply to an odor, sound, or visual observation by some or all of the occupants of an area.

Examples of abnormal "obvious conditions" would be:

- Lingering odor of gas, sewer, burning electrical wires, etc.
- Haze in the air, smoke, colored vapors emitted from air vents, dust clouds
- Vibration
- Crack developing in a structural wall, floor, or ceiling
- A "hot spot" on a wall, floor, or ceiling
- Hissing or grating sound, a pop or bang that cannot be explained
- Any suspected water leak
- Dirt or grit continually falling from the ceiling
- Eye irritation
- Persistent symptoms or illness

NATURAL DISASTERS

The Arizona State Office of Emergency Preparedness will activate warning signals in the affected areas. Follow directions of the Management Team.

NUCLEAR/CHEMICAL/BIOLOGICAL THREATS

In the event of any of these disasters, the Arizona State Office of Emergency Preparedness will activate warning signals in the affected areas. If evacuation is required, communication will be provided.

EMERGENCY PREPAREDNESS PLAN

MEDICAL CENTER SAFETY PROCEDURES AND POLICIES

[See information here.](#)