

## **Student Emergency/Critical Incident Information**

NMJC is committed to providing a safe environment for all visitors, staff and students. The Emergency/Critical Incident Information sheet is intended to highlight potential areas of risk to campus personnel and facilities. NMJC has identified potential risks and has prepared a plan for emergencies. The plan will not prepare students for all eventualities; however, it is intended to give students a basic awareness of disaster preparedness. Students should familiarize themselves with the information provided and be prepared to act in the event of an emergency. (Students are encouraged to notify faculty and Accessibility Services at (575) 492-2576, of potential medical conditions that may require emergency response.)

### **Emergency Notification System (Rave)**

NMJC has entered into a multiyear agreement with Rave. This system allows certain key college personnel to send out emergency text, voice, and emails to individuals who work and attend classes on the campus during any type of emergency.

### **Building Evacuation**

In the event an occupied building of New Mexico Junior College has to be evacuated because of an emergency, the emergency notification system will be activated warning occupants of the building that there is a need to evacuate. The person who activates the emergency notification system will give specific instructions as to the immediate actions that should be taken by occupants of the building or campus. Occupants of the building are requested to evacuate in an orderly manner and proceed to the designated area that is announced on the emergency notification system.

If the campus is not being evacuated, the students will be instructed through the emergency notification system that they are to report to a pre-determined "assembly area" until emergency can be evaluated and a decision can be made regarding whether to resume or dismiss classes. The "assembly areas" are distributed to students in their course syllabi. The location of the assembly areas in each building is identified by signage hung in the hallways from the ceiling.

If the campus is being evacuated, students are requested to proceed to their vehicles and drive off campus in an orderly manner observing all traffic rules. Residential students or others not having a vehicle will be provided transportation off campus in the event of an evacuation.

Periodic drills will be run by the college Campus Security and Safety to ensure that students, visitors, and employees are aware of the location of the assembly areas in the buildings.

### **Building Assembly Areas**

Staff and students are responsible for knowing the location of assembly areas in each of the NMJC buildings. Directional signs will be posted in each building. The buildings will be utilized in the event of a tornado, inclement weather, or flash flood situations. Staff and students are also requested to familiarize themselves with the locations of fire extinguishers and fire alarms in the buildings.

### **Specific Emergencies**

- **Tornado:** The best protection is in an interior room on the lowest level of the building. Go to an assembly area and stay until the danger has passed. If no building is available, lie in a ditch or low-lying area.
- **Fire:** Know the location of fire extinguishers and fire alarms in buildings. Activate the nearest fire alarm, or call 911. Evacuate the building in a calm, orderly manner. Your personal safety is more important than fighting the fire.
- **Inclement Weather:** From time to time inclement weather can pose problems for students and others using the college central campus and outreach centers. Traveling conditions may vary considerably, depending on the individual's home location in relation to the central campus or outreach center. No student or staff member is encouraged to travel when conditions are considered dangerous. If conditions appear to warrant closing, postponing, or restricting college activities, the President or his designee will make the decision. When a decision is made to cancel, postpone, or otherwise modify a campus or outreach schedule, the President or his designee will notify the Director of Communications. This person will post the notification on the NMJC Facebook page ([www.facebook.com/NewMexicoJC](http://www.facebook.com/NewMexicoJC)), NMJC Twitter (@NewMexicoJC), and the homepage of the NMJC website ([www.nmjc.edu](http://www.nmjc.edu)). All broadcast media will be notified including county and regional radio stations: KNMJ (100.9 FM), K00L (95.7 FM)/KEJL (100.9 FM), KLMA (96.5 FM), KYKK (11.10 AM) and (100.5 FM), KZOR (94.1 FM), KIXN (102.9 FM), KPZA (103.7 FM), KBIM-FM (94.9 FM), KTUM (107.1 FM), and KWMW (105.1) and television stations (KOAT, KOBR, KBIM-TV) using a prepared, written statement. The decisions to postpone, cancel, or otherwise restrict college classes/activities will be made by 6:00 a.m. for day activities and by 1:00 p.m. for evening activities. Changes in weather conditions during the day may necessitate campus updates for cancellation. Each supervisor will notify his/her staff of any change in schedule. In the event of an emergency or school closure the Rave system will be utilized to make timely notification to any student, faculty and/or staff member who has registered with the system. Rave messages will be sent via home phones, cell phones, NMJC emails and personal email accounts if a person has registered with the system).
- **Prison Escape:** In the event of an escape from the Lea County Correctional Facility, notification will be made to classes in progress and decisions will be made whether to dismiss classes. All persons are requested to be good witnesses and to report suspicious activity to NMJC Campus Security and Safety.

### **Emergency Preparedness**

NMJC has an emergency notification system. This system covers the entire campus, including parking areas. In the event of an actual emergency, a message will be given over the emergency system, which provides employees, students, and visitor's instructions as to the actions that are recommended. In the event of a tornado or other serious incident, on-site shelter locations have also been designated on the campus. The site maps are posted in the hallways of each building on campus.

NMJC has an emergency management plan for critical incidents. This plan is intended to highlight potential areas of risk or vulnerability to campus personnel and facilities. The purpose of the plan is to enable all persons who might be present at NMJC during an emergency to remain calm and aid them in taking action based on known facts. NMJC has made the commitment to identify

potential building and equipment areas at risk, to analyze those risks, to eliminate or minimize these risks, to actively plan and prepare to respond to emergencies by training response teams, and to prepare restoration of vital services plans for an emergency.

**Rave**

New Mexico Junior College has partnered with Regroup to provide an emergency alert system capable of delivering messages to your NMJC email account and personal email account, as well as your land line and cell phone. We have enrolled you in the program at no expense to you.