



Emergency Response Preparedness Plan

Important Contacts

Campus Security
928-413-1758

San Carlos Police Department
(928) 475-2311

San Carlos Fire Dept.
(928) 475-5010

Facilities Maintenance Department
(928) 475-2016

San Carlos Apache College

**As approved by the San Carlos Apache College Board of Regents on
December 10, 2020**

This policy supersedes and replace any prior policies approved. None of these polices or procedures may be amended or altered in any way by oral statements. Only written amendments by authorized management officials and approved by the San Carlos Apache College Board of Regents will constitute changes to statements made in this and any SCAC approved policies.

Contents

A. Introduction and PurposePage 2

B. Communication ProtocolsPage 3

C. Test, Training, and Exercises.....Page 3

D. Emergency Contact DirectoryPage 3

E. Emergency ProtocolsPage 4

1. Fire and Evacuation.....Page 4

2. Building Evacuation.....Page 4

3. Medical EmergencyPage 5

4. Bomb Threat.....Page 5

5. Hostile Intruder/Active ShooterPage 6

6. Utility Failure/Natural DisasterPage 9

7. Suspicious Package or ObjectPage 11

A. Introduction and Purpose

The San Carlos Apache College (SCAC) is committed to the safety and well-being of its staff, students, faculty and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the College.

1. Goals

The goals of the San Carlos Apache College in responding to an emergency situation shall include:

- a) Ensure safety of all staff, students, faculty, and guests;
- b) Ensure physical and emotional well-being of staff, students, faculty, and guests;
- c) Quickly and effectively handle emergency situations; and
- d) Protect SCAC facilities, property, and belongings of staff, students, faculty, and guests.

2. Applicability and Scope

This plan shall apply to all employees of SCAC and any person occupying SCAC indoor or outdoor facilities to include students, employees, and guests.

The scope of this plan shall encompass all hazards. This plan shall be consulted when responding to any and all emergencies. When encountering a situation, which has not been expressly addressed in this plan, SCAC administration shall rely on standard educational setting practices and standards.

3. Responsibility

Overall responsibility for the SCAC emergency plan shall remain with the Facilities Manager, Business Affairs. The Facilities Manager, Business Affairs shall review and update this plan annually. Revisions shall be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the Facilities Manager, Business Affairs and approved by the SCAC Board of Regents.

4. Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. President
2. Director of Student Services
3. Provost
4. Director of Business Affairs/CFO

B. Communication Protocols

1. During an emergency, the following methods of communication shall be used to reach staff, faculty, students, and guests:
 - a) Employees who identify an emergency situation, including fire, violence, active shooter, or other threat endangering life or property shall call 911 if they can safely do so;
 - b) Email messages shall be sent to employees and students by designated personnel of the College; and
 - c) Text messages shall be sent by IT Officer designee.

2. Media Inquiries

Inquiries from the media during or after an emergency shall be addressed by the President or designee. The President's office shall be consulted in releasing any information to the media. The Tribe's Department of Justice shall be consulted as well before any statement is released.

C. Test, Training, and Exercises

This section is best developed on a departmental basis. It is recommended that the department spend time, at the very least, discussing the contents of this and other emergency plans with employees. It is also recommended that at least once annually the department rehearse or test the plan by practicing all or part of it.

D. Emergency Contact Directory

SC Police	928-475-2311		
SC Fire	928-475-5010		
SC EMS	928-475-2388		
SC Hospital	928-475-1400		
Name	Title	Wireless Phone	Home Phone
1 st : Timothy Stanley	Security	928-413-1758	
2 nd : Vivie Hostenez	Director of Business Affairs	928-413-1796	
3 rd : Dr Martin Ahumada	President	928-413-1738	

E. Emergency Protocols:**1. Fire and Evacuation****a. In the Event of a Fire:**

Call (928) 475-5010

b. If you see smoke or flames use CARE:

- i. Contain the fire by closing all doors as you leave;
- ii. Activate the nearest fire alarm (SCAC needs to install these);
- iii. Report the fire by dialing (928) 475-5010; and
- iv. Evacuate; do not attempt to extinguish the fire. Neither the Tribe nor the College shall be responsible for any injuries suffered by an employee or occupant for attempting to extinguish a fire on SCAC premises.

2. Building Evacuation

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

- a) Take only keys, wallets and essential belongings with you;
- b) If possible, wear weather appropriate clothing;
- c) If you are the last one to exit your room, close and lock doors;
- d) Leave the building immediately;
- e) Do not investigate the source of the emergency;
- f) Walk, don't run, to the nearest exit;

- g) Assist people with special needs;
- h) If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Campus Security at (928) 475-2016 to report location and number of people needing assistance;
- i) If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building);
- j) If you are unable to evacuate, call Campus Security at (928) 475-2016 and report your location;
- k) As you make your way out, encourage those you encounter to exit as well;
- l) Follow instructions of Campus Security or other identified emergency personnel; and
- m) Wait for instructions before returning to your building after an evacuation.

3. Medical Emergency

If someone is injured or becomes ill:

- a) Stay Calm;
- b) Dial **(928) 475-2311** and explain the type of emergency, the location, condition, and number of victims;
- c) Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.;
- d) Do not hang up unless told to do so by the dispatcher;
- e) Do not move the victim unless there is danger of further injury if she/he is not moved;
- f) Render first-aid or CPR *only if you have been trained*;
- g) Do not leave the injured person except to summon help;
- h) Comfort the victim until emergency medical services arrive; and
- i) Have someone stand outside the building to flag down the ambulance and/or Campus Security when they reach the vicinity.

4. Bomb Threat

If you receive a bomb threat, remain calm and:

- a. Obtain as much information as possible:
 - i. Write down the number from where the call is coming;
 - ii. Write down the exact time of the call;
 - iii. Write down as accurately as possible the statements made;
 - iv. Listen to the voice to determine the gender, age, accents, lisps, tone, etc. (Note any distinguishing feature);
 - v. Listen for background noises;
 - vi. Try to signal for someone else to also listen on the telephone line, if possible; and
 - vii. Do not hang up and stay on the line as long as possible; wait for the caller to hang up.

- b. Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
 - i. When will the bomb go off? How much time remains?
 - ii. Where is the bomb located?
 - iii. What does it look like?
 - iv. What kind of bomb is it?
 - v. How do you know about this bomb?
 - vi. Why was it placed here?
 - vii. Who are you?
 - viii. What is your name?
- c. Call **(928) 475-2311** immediately and then call SCAC Security at 928-475-2016

5. Hostile Intruder/Active Shooter

a. **If a hostile intruder/active shooter is OUTSIDE your building:**

1. Get to a room that can be locked; close and lock windows and doors;
2. Turn off the lights;
3. Try to get everyone down on the floor (so that no one is visible from outside the room);
4. Call **(928) 475-2311**. The Dispatcher will ask for, at least, the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you);
6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or Campus Security;

b. **If a hostile intruder/active shooter is INSIDE your building:**

1. Exit (get out of) the building immediately;
2. Notify anyone you may encounter to exit the building immediately;
3. Call **(928) 475-2311**. The Dispatcher will ask for at least the following information:

- a. Your name
- b. Location of the incident (be as specific as possible)
- c. Number of shooters (if known)
- d. Identification or description of shooter
- e. Number of persons who may be involved
- f. Your location

If exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office
 - a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it (try barricading the door with desks and chairs);
3. Cover the door windows;
4. Call **(928) 475-2311** (the Dispatcher will gather information from you);
5. Keep quiet and act as if no one is in the room (silence cell phones);
6. DO NOT answer the door;
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you); and
8. Do not respond to any voice commands until you are sure that they come from a Police Officer, and/or Campus Security.

c. If a hostile intruder/active shooter ENTERS your office or classroom:

1. Remain calm;
2. Dial **(928) 475-2311** (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place);
3. Try to escape, but if unable, ***you must take action to survive!*** Make a quick survival decision, either:
 - a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
 - b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
 - c. Play dead (pretend to be unconscious), or
 - d. Try to overpower the hostile intruder/active shooter by force if there are no other options (use anything at your disposal and fight for your life);

- e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival.
- d. **If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:**
 1. Close and lock the door and/or block it (try barricading the door with desks and chairs);
 2. Call **(928) 475-2311** (if not on the line already);
 3. DO NOT answer the door and stay in place behind cover; and
 4. Do not respond to any voice commands until you are sure that they come from a Police Officer, and/or a Campus Security.
- e. **If you decide to flee during a hostile intruder/active shooter situation:**
 1. No matter what the circumstances, make sure you have an escape route and plan in mind;
 2. Do not attempt to carry anything while fleeing;
 3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible);
 4. Move quickly, keep your hands up high and visible; and
 5. Follow the instructions of any Police Officers you may encounter.
- f. **What to expect from responding police officers:**

When you encounter the police:

 1. Remain calm;
 2. Do as the officers tell you;
 3. Put down any bags or packages you may be carrying;

4. Keep your hands up and visible at all times;
5. If you know where the hostile intruder/active shooter is, tell the officers;
6. Once out of harm's way remain at whatever assembly point authorities designate;
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned; and
8. Do not leave until you have been interviewed and released.

6. Utility Failure and Natural Disaster

a. Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. For your personal safety, in the event of a utility failure:

- i. Remain calm
- ii. Immediately notify Campus Security at 928-475-2016
- iii. If the building must be evacuated, follow the instructions posted near exits in each building
- iv. Unplug all electrical equipment (including computers) and turn off light switches
- v. Use a flashlight: Do not light candles or use other kinds of flames for lighting
- vi. Laboratory personnel:
 - a) Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
 - b) Close all fume hoods and chemical containers

b. Floods

Minor or area flooding on campus could occur as a result of a flash flood event, or major multiple rainstorms. Security monitors the National Weather Service and other emergency advisory systems to stay abreast of weather and alert-related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- i. Secure vital equipment, records, and other important papers
- ii. If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Campus Security at 928-475-2016
- iii. Move to higher, safer ground

- iv. Shut off all electrical equipment
- v. If in a lab, secure all laboratory experiments
- vi. Do not attempt to drive or walk through flooded areas
- vii. Wait for further instructions on immediate action from Security
- viii. If the building must be evacuated, follow the instructions on Building Evacuation
- ix. Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by College personnel
- x. If you are assisting with flood cleanup, report immediately to Campus Security any oil, chemical, or radioactive materials suspected of mixing with flood waters

c. Shelter in Place/Safe Shelter

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

- i. Stop classes and/or other operations in the building.
- ii. If there are guests in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
- iii. Close and lock all doors, windows, and other openings to the outside.
- iv. If necessary/possible, turn off heating or cooling system.
- v. Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- vi. Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- vii. Ideally, choose room(s) with landlines as cellular networks may be unavailable. Use these phones to report any emergencies.
- viii. Stay away from windows and doors.
- ix. In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.
- x. Remain calm and await further instructions.

ABOVE ALL, DO NOT leave the room until directed to do so by a public safety official.

7. Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call Campus Security immediately at **928-475-2016**

- **DO NOT** touch the package or object
- **DO NOT** tamper with the package or object
- **DO NOT** attempt to move the package or object
- **DO NOT** open the package or object
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box
- Isolate the package or object and evacuate the immediate area

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail
- Restrictive markings such as “Confidential” or “Personal”
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Misspelled words
- Stains or discoloration on the package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or aluminum foil
- Excessive tape or string
- Visual distractions such as illustrations
- No return addresses