



Emergency Response Preparedness Plan

Important Contacts

Campus Security
928-413-1758

San Carlos Police Department
(928) 475-2312

San Carlos Fire Dept.
(928) 475-2388

Operations
(928) 812-2592

San Carlos Apache College

**As approved by the San Carlos Apache College Board of Regents on
May 26, 2026**

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.

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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 Office of the President. The President 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 President 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. EVP/Provost
3. Vice President of Student Affairs
4. Vice President of Finance

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	928-475-2312		
SC Fire/EMS	928-475-2388		
SC Hospital	928-475-1400		
Name	Title	Wireless Phone	Home Phone
1 st : Daphne Bolman	Security	928-413-1758	
2 nd : Dr Linda Sue Warner	President	615-545-1262	
3 rd : Dr. Lisa Eutsey	EVP/Provost	928-600-5628	

E. Emergency Protocols:

1. Fire and Evacuation

a. In the Event of a Fire:

Call (928) 475-2388

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) 475-2388; and
- iv. Evacuate; do not attempt to extinguish the fire. Neither the San Carlos Apache 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) 413-1758 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) 413-1758 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) 475-2312** 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) 475-2312** immediately and then call SCAC Security at 928-413-1758

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 and assess your immediate surroundings;
2. Immediately Dial **(928) 475-2311** (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place). If you cannot speak safely, leave the line open so dispatch personnel may listen to events as they occur;
3. Respond using the principles of "Run, Hide, Fight," depending on the circumstances:
 - a. **Run (Evacuate)**
If a safe escape route is available, evacuate the area immediately. Leave belongings behind and encourage others to evacuate if possible. Keep your hands visible when encountering law enforcement.
 - b. **Hide (Shelter/Lockdown)**
If evacuation is not possible, secure yourself in the safest available location. Lock and barricade doors, silence electronic devices, turn off lights, remain quiet, and stay out of sight. Seek cover behind objects capable of providing protection whenever possible.
 - c. **Fight (Last Resort)**
As a last resort, and only if your life is in imminent danger, attempt to disrupt or incapacitate the hostile intruder using available objects or physical force.

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. If it is safe to do so, evacuate immediately using a pre-identified escape route whenever possible.
2. Leave personal belongings behind and do not attempt to carry unnecessary items while evacuating.
3. Unless necessary for immediate survival, do not attempt to move injured persons. Notify law enforcement or emergency responders of the location of injured persons as soon as safely possible.
4. Move quickly to a safe location and keep your hands visible and empty at all times.
5. Follow all instructions provided by law enforcement officers or emergency responders immediately and without argument.
6. Once safely evacuated, prevent others from entering the affected area and await further instructions from authorities.
7. Nothing in this policy guarantees personal safety or creates a specific duty of protection beyond applicable law and available emergency response capabilities.

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

Utility failures may include electrical outages, plumbing failures or flooding, gas leaks, ventilation system failures, elevator malfunctions, water line breaks, or other building system disruptions.

For your personal safety, in the event of a utility failure:

- i. Remain calm and assess the situation carefully.
- ii. Immediately notify Campus Security at (928) 413-1758 and report the nature and location of the utility failure.
- iii. If instructed to evacuate, or if conditions appear unsafe, evacuate the building using designated exits and proceed to the appropriate assembly area. Follow all instructions from emergency personnel, Campus Security, or building coordinators.
- iv. If safe to do so:
 - a. Turn off and unplug electrical equipment, including computers and other sensitive devices;
 - b. Turn off light switches and appliances to help prevent electrical surges when power is restored.
- v. Use only battery-powered flashlights or emergency lighting devices. Do not use candles, open flames, or other ignition sources.
- vi. Do not use elevators during a power outage or other utility emergency.
- vii. If a gas leak is suspected:
 - a. Do not activate light switches or electrical devices;
 - b. Avoid using phones near the suspected leak area;
 - c. Evacuate the area immediately and notify emergency personnel from a safe location.
- viii. Laboratory Personnel:

Only trained laboratory personnel should perform laboratory shutdown procedures. If safe to do so:

 - a. Secure or terminate ongoing experiments;
 - b. Shut off research gases and unplug laboratory equipment;
 - c. Close fume hoods, hazardous material containers, and chemical storage units;
 - d. Follow all applicable laboratory emergency procedures and evacuation protocols.

b. Floods

Flooding on campus may occur as a result of flash flood events, severe thunderstorms, water line failures, or extended periods of heavy rainfall. Campus Security monitors the National Weather Service and other emergency notification systems and will provide warnings and instructions as conditions require.

In the event of imminent or actual flooding, and only if it is safe to do so:

- i. Prioritize personal safety over the protection of property or equipment.
- ii. Secure vital equipment, records, and important documents whenever possible.
- iii. Immediately report known or suspected hazardous materials releases, including chemical, biological, or radiological materials, to Campus Security at (928) 413-1758.
- iv. Move to higher ground or a safer location away from flood-prone areas.
- v. Turn off electrical equipment and utilities only if it is safe to do so and doing so will not expose you to electrical hazards.
- vi. Laboratory personnel should secure or terminate laboratory experiments in accordance with established laboratory emergency procedures.
- vii. Do not walk, swim, or drive through flooded areas or standing water. Flood waters may be deeper, faster-moving, or more hazardous than they appear.
- viii. Follow all instructions provided by Campus Security, emergency responders, or College officials, including evacuation or shelter directives.
- ix. If evacuation is ordered, proceed to designated evacuation or assembly areas and do not return to affected buildings until authorized by College officials or emergency responders.
- x. Personnel involved in flood cleanup activities should immediately report any suspected contamination involving oil, fuel, chemicals, biological hazards, or radiological materials to Campus Security.

c. Shelter in Place/Safe Shelter

Shelter in Place procedures may be implemented when evacuation is unsafe or impractical. Shelter may be required during severe weather events, hazardous material releases, environmental contamination incidents, civil disturbances, or hostile intruder situations.

Shelter in Place generally involves moving occupants to secured interior areas with limited exterior exposure until further instructions are provided by public safety officials.

During a Shelter in Place event:

- i. Immediately stop classes, meetings, or other activities as directed.
- ii. Instruct students, staff, visitors, and guests to remain inside the building and move to designated shelter areas if directed by emergency personnel or College officials.
- iii. Close and secure all doors, windows, and other openings to the outside, if safe to do so.
- iv. If directed or if systems are locally controllable, shut down fans, heating, ventilation, and air conditioning systems to reduce the spread of airborne contaminants.

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- v. Move to interior room(s), preferably above ground level, with the fewest windows, doors, and vents practicable.
 - vi. Select room(s) large enough to safely accommodate occupants. Use additional rooms if necessary to avoid overcrowding.
 - vii. Lock or barricade doors where appropriate, close blinds or curtains, cover windows if possible, and remain out of sight from windows and corridors.
 - viii. Silence cellular phones and other electronic devices, while maintaining the ability to receive emergency notifications.
 - ix. Remain away from windows, exterior doors, and other potential hazards.
 - x. In the event of a hostile intruder or active threat, follow the procedures outlined in the “Hostile Intruder/Active Shooter” section of this policy.
 - xi. Remain calm, monitor official communications, and await further instructions from Campus Security, law enforcement, or emergency management personnel.
 - xii. Do not leave the shelter area until an authorized public safety official or College official announces that it is safe to do so.

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 **928-413-1758**

- **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