



Emergency Planning Committee Meeting

October 25, 2018

1:30pm - 3:00pm

Location: FS Large Conference Room

Attendees: Ophelia Watson, Johnny Carrillo, Minerva Baumann, Tim Dobson, Michael Schmelzle, Katrina Doolittle, Kathy Agnew, Stephen Lopez, Gena Jones, Glen Haubold, John Roberts, Scott Field, Carla Anaya

Opening- (Katrina Doolittle)-No changes to prior meeting notes. Minutes for September 27, 2018 are approved.

- **Stay Safe – website committee update (Katrina Doolittle):** EPC and guests discussed Stay Safe website.
- Reviewed the links and added links to website
 - We need to make sure there is a connection between the NMSU search and keywords “safe, safety”. That way people will be directed to the website.

Action Item: Ophelia will get more information on the initiatives from Aggie Health and Wellness to put on website.

Stephen Lopez moves for approval of website: Committee members approve.

- **International student emergency procedures (Stephen Lopez):** Emergency Communications and Assistance Procedures for NMSU International Travelers hand out gives information for students, faculty and staff when they travel internationally.
- Maybe there is something in Banner that can help track people traveling internationally.
 - Third party traveling systems are being looked at (Kathy Agnew).

Action Item: A report on the travel /payment system related to international travel.

- **Clery Act Compliance discussion (Stephen Lopez):** Trying to move buildings to centralized lock system. Updated the emergency notification system of the Annual Security Report-“beefed it up”. Fire drills at NMSU main campus but need to work on the branch campuses. EPC will need to plan/schedule exercises for next academic year. Will be working with community colleges on exercises and looking for anyone willing to assist. Kelly Hamilton has an exercise in the works for NMSU for spring 2019.

Stephen handed out Annual Security Report which is attached to the minutes.

Action item: John will be adding a paragraph for ICT regarding information security and Glen will be adding a paragraph for Facilities & Services

regarding their areas for inclusion in the “Safety agencies” section of the Annual Security Report.

- **Housing Comprehensive Strategic Safety and Security Plan (Stephen Lopez):** A safety and security housing plan is underway. There is a survey being sent out to about 5000 off campus students and 2800 on-campus students on October 29, 2018. Not only do NMSU main campus students live in housing but DACC students do as well.

Action Item: Update on campus safety task force being led by Dr. Renay Scott as meetings are being set up during November.

- **DACC Comprehensive Strategic Safety and Security Plan (Stephen Lopez):** They have received back the survey that was sent out and they are currently having listening sessions. A team will be putting the data together to create a multi-year plan.

- **Informational:**

- **Stephen Lopez:** Full Scale Active Shooter Exercise with NMSU PD, NMSU FD, LEPC, City PD, City FD, County FD, AMR, MMC, Mountain View and LCPS that was scheduled in January 2019 at Arrowhead Early College has been put on hold. A parent said their student would be traumatized.

An active shooter exercise does need to happen because it has been years since it happened. Even if it happens at Sisbarro Park as a mock concert.

- **Gena Jones:** How would we react to a bomb after having others sent out all of the country? Stephen Lopez said that there is a national plan to handle that process.
- **Katrina Doolittle:** April Mason is our new Provost. We will be sending out CART with resources and emergency information.
- **Glen Haubold: Action item:** permanent co-chair Glen Haubold was to arrange the spring CART exercise and will shoot for January/February time frame.

- **Around the Table:**

- **Tim Dobson:** The light tour will be November 13, 2018 at 6:00pm. Everyone will meet on the north side of Corbett Center. If you would like to attend please email Tim Dobson at tdobson@nmsu.edu

Adjourned: 2:37pm

Next Meeting:

November 15, 2018 (meeting cancelled)

Attachement 1:

Annual Security Report Discussion with Emergency Planning Committee

- 1) Planning for ARP
- 2) Feedback on what has been included
- 3) Security of Buildings and Facilities
- 4) Exercises, tests, and drills

PUBLIC SAFETY AGENCIES AT NMSU

In 1957, the university determined there was a need for its own police department. Since its inception 60 years ago, the **NMSU Police Department** (<https://www.nmsupolice.com/>) has grown to become a highly trained and capable department that provides patrol, criminal investigation, and emergency dispatching services for the university. While most efforts are focused at the Las Cruces campus, the department also assists the other facilities around the state in preparedness activities, crime prevention programs, and special criminal investigations. The department has enforcement authority on all property controlled by the Board of Regents throughout the state, as well as concurrent jurisdiction in some neighboring areas under mutual aid agreements.

All police officers are highly trained, certified, and have full arrest powers. All officers must complete a basic police officer academy and be certified by the New Mexico Law Enforcement Academy Board. In addition, a number have specialized training and work with other agencies in the region. Some are nationally certified handlers of explosives detection dogs, while others participate on regional response teams that investigate special crimes, as well as task forces with a variety of state and federal agencies. Examples include the Multi-Agency Officer Involved Shooting Task Force and the FBI Joint Terrorism Task Force. All of this means the officers working on campus bring back a wealth of information and experience that are used to help ensure the university is on the cutting edge of safety and preparedness.

All dispatchers working in the university's **Emergency Dispatch Center** are also fully trained and certified by the state. They answer the 911 calls coming into the center from campus, and dispatch police, fire, and emergency medical services. In addition, the dispatchers assist the greater community by helping the other public safety dispatch centers during times of crisis. From working on-scene in Hatch, NM during floods in 2006 to providing communications at Spaceport America for the fly-in of Spaceship One during the Keys to Excellence event in 2011, and a variety of other events in between and since, the NMSU dispatchers have demonstrated their ability to handle both disaster and large event emergency communications in Southern New Mexico.

In addition to its own police department, the university also has its own **Fire and Emergency Services Department** (<https://fire.nmsu.edu/>) to provide fire protection and emergency medical response on the Las Cruces campus. A team of full-time, experienced fire professionals lead the department, but a large amount of the work is performed by student firefighters who are trained

and certified as firefighters, emergency medical technicians, and even hazardous materials technicians. This department is unique to NMSU, and it provides not only a rapid response to emergencies on campus, but also a great way for students to get experience and work their way through school. The Department also provides mutual aid support to the nearby fire departments when they need assistance.

While not a traditional public safety agency, the **Environmental Health, Safety & Risk Management Department** (<https://safety.nmsu.edu/>) also works to ensure a safe environment at university facilities throughout the state. The staff provides safety training, assists with development of safety procedures, oversees laboratory safety and hazardous waste management, assists with emergency planning and response, and a host of other functions intended to help keep the campus safe.

NMSU also maintains its own **Aggie Health and Wellness Center** (<https://wellness.nmsu.edu/>) to provide for the non-emergency medical and mental health needs of the community. The Center has full-time medical providers, psychologists, counselors, and healthcare staff including services in x-ray, laboratory, and pharmacy for students. The Center also provides immunization services for those preparing for trips abroad, students entering health care, first responder, and research fields. The Center supports guidance for emergency preparedness from the New Mexico Department of Health, Centers for Disease Control and Prevention (CDC), and the American College Health Association and is nationally accredited for health care and counseling services.

SECURITY OF BUILDINGS AND FACILITIES

The Las Cruces campus is relatively safe compared to other universities and cities its size. However, that does not mean it is crime free. Burglary and thefts occur more frequently than other crimes on campus, and students and employees are encouraged to always lock up valuables and not leave them unattended, as this contributes to a large portion of the thefts.

The majority of academic facilities are opened and closed by Facilities and Services Custodial staff. This applies to securing exterior doors of academic and non-academic buildings Monday through Friday. Buildings hours are typically from 7am to 6pm, while some facilities are open later due to classes. With minor exceptions, all facilities are secured by 12am daily. Facilities open on weekends are based on scheduled classes or events, and are typically secured by 6pm. Centrally scheduled classrooms are opened before 8am with the end of the day user securing the room. All other departmental rooms are opened and secured by their respective departments. Offices and laboratories are controlled by the facility user.

Twenty-one (21) facilities are under some form of electronic access control. Most of these buildings are open from 7am to 5:30pm. A valid NMSU ID is required to enter the building after closing, with traffic directed to the designated ADA entrance. An electronic access system controls the time and location of the doors that are open/closed. Reports record successful and denied access. Facility access requires an access form signed by the building authority granting

access to users for the specific building, doors, and schedule. An access change form is also required when entry is terminated.

Some residence halls (Garcia Hall, Rhodes-Garrett-Hamiel Hall, and Piñon Hall) and campus apartments (Chamisa Village) have exterior common doors that are kept locked to help limit access to residents. Other residential facilities, such as Cervantes Village, Cole Village, Vista Del Monte, and Student Family Housing units are designed so the individual apartment or house doors open directly to public areas (e.g., sidewalks, driveways, parking lots, and/or common spaces).

For those residential units opening directly to public areas, peepholes are provided in the doors. Guests at enclosed facilities should enter through the main lobby of those facilities. However, students living in any housing units are responsible for keeping doors to their individual rooms locked, and all residents share responsibility for helping keep exterior doors from common/public areas closed and locked. In addition, residents should never allow someone to follow them through a door, nor should they prop doors open to allow others to enter, even if just for a minute or two. University Housing and Residential Life staff members are located within each of the facilities, 24 hours a day, 7 days a week, to assist residents, as well as to help enforce housing regulations and university policy.

EMERGENCY NOTIFICATIONS, TIMELY WARNINGS, AND ADVISORIES

When there are major incidents or emergencies that affect a large number of people and that present an immediate threat to health or safety, NMSU will issue advisories, alerts, or warnings as appropriate and as long as doing so will not impede the public safety response or further endanger lives.

An **Emergency Notification** is used when there is an immediate threat or danger to either a segment of, or the entire, university campus. Examples include both manmade and natural disasters, such as structure fires, hazardous materials spills, violent crimes in progress, tornados, or similar emergency situations. The Incident Commander (usually police or fire) will, without delay and taking into account the safety of the community, determine the content of an Emergency Notification and have it sent, unless, in the professional judgement of the Incident Commander, doing so would compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency.

The Incident Commander (or Chief of Police, or designee, in the absence of an established Incident Command) evaluates the immediately available information when confirming whether an emergency or dangerous situation exists that may necessitate sending an Emergency Notification. This may include calls for help, personal observations, reports from other public safety personnel, sights, sounds, and crowd behavior, along with his/her prior knowledge and training. The Incident Commander (when established) or the Chief of Police (or designee) are responsible for making the determination that an emergency situation is “confirmed”. The number of people responsible for making this determination is kept very small in order to ensure

rapid decision making and action, and to avoid delay that could be caused by the need to consult others prior to issuing an emergency alert. The Incident Commander will be from either the university Police Department or Fire Department for any rapidly-developing emergency.

The two agencies frequently form Unified Command in order to provide for a coordinated response. In the event Unified Command is established, the decisions coming out have the same authority as if a single Incident Commander is in place. Unified Command may be used even though each agency has clearly established responsibilities (e.g., Police responsibilities include incidents involving criminal activity, traffic crashes, terrorism, etc., and Fire responsibilities include incidents involving fires, hazardous materials, structure collapse, etc.). Other entities (e.g., utilities, outside agencies, and representatives of public schools) might be brought into Unified Command as needed and appropriate under the circumstances.

Because the university has its own Police and Fire Departments, it is able to handle all routine calls without reliance on outside entities for the crisis response portion of the emergency. If an incident overwhelms the available university resources, however, both the university Police and Fire Departments have mutual aid agreements in place in order to obtain rapid assistance from other agencies in the area. If the emergency still overwhelms available resources, requests for assistance are directed through the Office of Emergency Management, and then to the New Mexico Department of Homeland Security and Emergency Management. The Incident Commander (or Unified Command) is responsible for assessing the need for these additional, off-campus resources and obtaining them through the established channels (e.g., through the Emergency Dispatch Center or through activation of the regional Emergency Operations Center).

Emergency Notifications will generally contain the following information:

WHAT: This is a brief description of what is taking place. For example, it may indicate there is a tornado warning, a fire, a bomb threat, or a person shooting. If the message is not an emergency (e.g., a test message), it will be indicated here.

WHERE: This provides information about where the emergency is taking place. It will be as specific as the particular situation allows, but should always include which campus(es) is being affected.

ACTION: This is where recipients will find specific guidance on what to do as a result of the emergency (e.g., be on the lookout, shelter in place, evacuate, etc.). In order to make the system work as fast as possible, these messages are necessarily kept very brief, and additional information will usually be made available on the NMSU website homepage. (NOTE: On-scene direction from public safety personnel, media releases, update e-mails, and other forms of communication may also be used as appropriate. When you receive messages, make sure you follow the most current and specific guidance provided.)

MORE INFO: This section will explain where to go to get more detailed information regarding the emergency. This will usually include the university's website

(www.nmsu.edu), but depending on the nature of the incident, other sources may be also be provided.

Emergency Notifications are general sent using the NMSU Emergency Notification System (ENS). Participation in the ENS is mandatory for all students and employees at NMSU, with the official NMSU e-mail being the default notification. In order to receive text messages and phone calls, the student or employee must register the appropriate contact information at <https://emergency.nmsu.edu>.

In addition to, or in lieu of, the ENS activation, the Incident Commander may utilize other means of notifying people in the immediate vicinity of a localized emergency. These may include establishing a perimeter to keep people away, making announcements on a public address system, and activating a building alarm. This type of localized notification may be made if the Incident Commander determines there is no danger to others outside the scene of the emergency, someone cannot inadvertently become exposed to the emergency, and those inside the emergency can be properly notified and directed with the alternate means of communication.

If an evacuation of a building/facility is needed due to an emergency, the procedures described above for an Emergency Notification apply. In the event an evacuation of the entire campus is needed, additional coordination with the surrounding community and additional communication methods may be utilized.

A **Timely Warning** is used when there is a serious crime or an ongoing situation or crime trend that may pose a danger to people or property, but is not immediately dangerous. These are limited to the Clery-reportable crimes, and are usually sent out via official NMSU e-mail. Some may also be posted on the NMSU Police Department social media pages (e.g., <https://facebook.com/nmsupolice>) or shared with local news media.

An **advisory** may be issued for crime or traffic situations that do not involve an immediate danger or are not Clery-reportable crimes (e.g., murder and rape are Clery-reportable crimes) may be sent out via official NMSU e-mail. These are usually sent in order to make the university community aware of a situation so it can be avoided. Planned road closures, heavy traffic, and ongoing crimes involving theft are examples of common advisories.

EMERGENCY PLANS, TESTS, AND EVACUATIONS

NMSU has a multi-disciplinary committee called the Emergency Planning Committee that is responsible for developing the All Hazards Emergency Operations Plan. This plan guides the institutional response to emergencies, including the interaction between the public safety response (crisis management) and administrative response (consequence management).

Various aspects of this plan are tested each year, and the plan is continually reviewed and updated as necessary. This ranges from function tests, such as the scheduled activation of the Emergency Notification System each semester, to tabletop exercises, drills, functional exercises, and full-scale exercises. As noted below and in the Annual Fire Safety Report, fire evacuation

drills (an example of a functional drill) of individual buildings/facilities are conducted near the beginning of each year for the residence facilities and for select academic buildings. The university also conducts at least one tabletop, functional, or full-scale exercise each year for key administrators who might be involved in a particular disaster/emergency response. Below are the details related to some of the tests and exercises conducted recently:

Date/Time: September 9, 2018, 12:00 noon

Description: System-wide test of the NMSU Emergency Notification System

Conducted by: NMSU Emergency Dispatch Center

Type: Scheduled (announced) test

Focus: Evaluate reach and speed of system-wide test (52,899 contacts), to include assessment of delivery methods (text, voice, e-mail, website)

Date/Time: September 18, 2018, 8:45 am

Description: Tabletop exercise for active shooter, incl. evacuation of campus

Conducted by: DAC/CLC Exercise Planning Committee (at Office of Emergency Man.)

Type: Scheduled (announced) exercise involving public safety, public schools

Focus: Evaluate integration of public safety and public school response to an active shooter/killer incident taking place on the NMSU Las Cruces campus at Arrowhead Park Early College High School and Medical Academy

While many institutions have plans for evacuation of their campuses, NMSU has worked with regional partners at the Doña Ana County/City of Las Cruces Office of Emergency Management to have an integrated evacuation plan. If there is an emergency that is so large that it causes the evacuation of the over 600 buildings and 5 square miles that make up the Las Cruces campus, then it is highly likely that it will also necessitate the evacuation of surrounding neighborhoods in the city and county. As such, an evacuation plan that only focuses on the university without coordination of surrounding entities would fail in actual emergencies. Complicating this issue is the large number of students who are not from close locations, to include over 1,000 students from foreign countries. These individuals cannot simply be told to “leave and go home”. Current plans for a campus-wide evacuation include use of the NMSU Emergency Notification System, coordination with the regional Office of Emergency Management, and sheltering in other cities (due to insufficient hotel and shelter space within the Las Cruces area, particularly when hotels close to campus must be evacuated and when NMSU has the largest shelter facilities in the region). Per the regional plan, law enforcement personnel will be responsible for carrying out the actual evacuation, but will rely heavily on other resources for coordination, communication, transportation, sheltering, and related assistance.

More information is also available at <http://nmsu.edu/emergencyplanning/>. The final decision on whether to issue one of the above notices, and the information contained therein, rests with the NMSU Chief of Police. The Chief (or his designee) may make the decision not to issue a notice if the situation is deemed not to warrant one, or if doing so might hamper the ability of public safety personnel to respond to and contain the incident.

The NMSU Emergency Dispatch Center works with the Mesilla Valley Regional Dispatch Authority to monitor significant off-campus incidents. The Police Department has also asked outside law enforcement agencies to notify NMSU authorities of incidents that may warrant warnings to the NMSU community. However, this is not a guarantee these outside agencies will do so in every incident, nor in a timely manner. As a result, anyone believing an alert or warning is warranted for something taking place off campus should contact the NMSU Police Department.

EMERGENCY ACTIONS

If you are involved in a dangerous or life-threatening emergency, take the following steps immediately:

- Get to a safe place as quickly as possible. Generally, the further you can get away from the scene, the safer you will likely be. If you cannot escape the danger, look for ways to shelter yourself from the danger.
- Report the emergency by calling 911. Say, “This is an **EMERGENCY**”, give your **LOCATION**, and briefly tell **WHAT** is happening.
- Notify others of the danger so they can also stay away.
- Monitor the situation to see if it gets worse or if circumstances (like wind direction) change. Notify the emergency services dispatcher (911 operators) of the changes.

All students and employees are also encouraged to prepare in advance for emergencies, whether from natural disasters (such as floods, tornados, earthquakes, extreme heat, lightning, disease outbreak, etc.) or manmade incidents (including traffic crashes, hazardous chemical releases, downed electrical lines, criminal activity, terrorism, arson, etc.). Additional information is available through Environmental Health and Safety’s website at <https://safety.nmsu.edu>. Under the “Emergency Information” tab on the top of the page is a wealth of information, including the NMSU emergency numbers, the All Hazards Emergency Operations Plan, hazardous spill procedures, and assistance in developing emergency plans. Safety news and initiatives are in recent news posted on the safety home page.

NMSU conducts fire and evacuation drills in all residence halls and randomly selected buildings each fall semester. However, students and employees should not rely on these being the only times they think about emergency evacuations. Anytime a person enters a building, they should also look to see what other avenues of emergency escape exist, whether through additional doors, designated fire exits, or even windows. Students and employees should also know where the

designated escape routes and exits are in those buildings they live and/or work in, as well as any potential specific challenges (such as stairs might present for a person in a wheelchair). Newer buildings on campus also have designated “safe haven” areas where a person may call for assistance and wait for fire personnel. However, these areas are not a guarantee, and the person should continually evaluate the conditions and decide whether or not it is still safe to remain in that area.