



Department

Emergency Action Plan for _____

Date _____

Emergency situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available, posted/kept at (location) _____ and reviewed annually by department personnel.

Plan Coordinators (name and phone or office number)

1. Primary - (name, phone or office number)
2. Secondary - (name, phone or office number)

Building Evacuation – Building: (building name)

1. Emergency escape route maps are enclosed and posted in the hallways at the following locations: (location, nearest door)
2. In the event of evacuation of (building), staff will gather at _____
3. The plan coordinator will account for all employees after the emergency evacuation has been completed.
4. The building alarms are located _____ and include _____ and (if appropriate) flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can do so safely, take reasonable steps to do so.
5. If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event, the following action will be taken, _____.
6. If operations are being conducted in the laboratory areas in _____, emergency shutdown procedures must be established in advance.

NMSU Emergency Alert System & information distribution

The _____ will be responsible for relaying notifications from the NMSU Emergency Alert System to the Director or Acting Director *(or give alternates)* who will be responsible for notification of all other personnel. The emergency information will be distributed to department employees (and other affected persons) in the building by phone and other means of communication (see attached information).

Violence in the Workplace

If individuals become threatening or violent, call 911.



EAP Appendix 1 Guide on bomb and similar phone threats

What Should Be Done If A Bomb Threat Is Received

If a threat is received, the person answering the telephone should do the following:

- ❑ If a recorder is available, make sure it is running
- ❑ Note on the display where the call is coming from and the time on the display
- ❑ Note which line the call is coming in on
- ❑ Pay close attention to the exact words the caller is using
- ❑ Keep the caller on the line as long as possible, try to get as much detailed information as possible, to include:
 - Where is the bomb?
 - When is the bomb going to explode?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb? If so, why? If not, who did place it?
 - Where are you calling from?
 - What is your name?
 - What is your address?
 - Note the following characteristics of the caller:
 - Does it sound like a male or female voice?
 - What is the caller's demeanor (calm, angry, rushed, laughing, crying, sincere, etc.)
 - Does the caller have any special characteristics (accent, stutter, lisp, slur, nasal sound, high pitch, low pitch, squeaky, etc.)
 - Does the caller speak fast, rushed, slow, deliberate, loud, soft, etc.
 - Is the voice familiar? If so, who does it sound like?
 - Are there any background noises?
- ❑ As soon as possible (or as soon as the call is completed, whichever is first), call 9-1-1 to report the threat. Provide the emergency dispatcher with as much of the above information as possible.
- ❑ Follow any special instructions provided by the emergency dispatcher.
- ❑ Look around for any suspicious packages in the immediate vicinity that are visible, and notify the dispatcher if you see something that does not belong.

What Emergency Response Personnel Will Do

Once a bomb threat call is received, the emergency response personnel will take a number of actions. These may include:

- ❑ Notifying the building monitor and/or dean responsible for the facility
- ❑ Evacuate the building if the information received is deemed credible
- ❑ Establish a perimeter around the facility to keep everyone at a safe distance until the scene is deemed safe
- ❑ Conduct a search using only emergency responders for any obvious devices
- ❑ Ask for volunteers that work in the facility to go in with responders on a second search to identify items that do not appear to belong
- ❑ X-ray or otherwise examine any suspicious packages or devices

Once the scene is deemed safe, the facility will be re-opened. People having questions about the progress of the operation can contact any of the police personnel on the perimeter and ask for information. Should the scene be large enough, there will be a public information center established that officers may refer people to.



**EAP Appendix 2
Bomb & Phone Threats
Threat Description**

Threat Description

Exact Time of Call : _____

Exact words of caller: _____

Questions to ask:

1. Where is the bomb?

2. When is the bomb going to explode?

3. What does the bomb look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb? If so, why? If not, who did place it?

7. Where are you calling from?

8. What is your name?

9. What is your address?

About The Caller's Voice (circle):

- | | | |
|---------|---------|------------|
| MALE | FEMALE | |
| CALM | ANGRY | LAUGHING |
| CRYING | SINCERE | |
| ACCENT | STUTTER | LISP |
| SLURRED | NASAL | HIGH PITCH |
| LOW | SQUEAKY | |
| RUSHED | SLOW | DELIBERATE |
| LOUD | SOFT | |

Is the voice familiar? If so, who does it sound like? _____

Are there any background noises? _____

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Exact words of caller: _____

Questions to ask:

1. Where is the bomb?

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Is the voice familiar? If so, who does it sound like? _____

Are there any background noises? _____



EAP Appendix 3 Suspicious and violent person description sheet

Gender (male, female)		
Hat (color, condition, style)		
Hair (color, thick, thin, straight, curly, hair part, style of combing)		
Eyes (color, small or large, close or far apart)		
Ears (small or large, close to head or extended)		
Nose (small, large, broad, narrow, long, short)		
Chin (square, broad, long, narrow)		
Race and Complexion (Caucasian, black, Hispanic, light, dark, ruddy, pale, etc.)		
Shirt (color, logos, sleeve length, etc.)		
Tie or Scarf (color, fabric)		
Coat or Jacket (color, type, logo, hood)		
Gloves (color, fabric, full finger or short)		
Pants /Trousers / Skirt / Dress (color, type or style, length)		
Socks (color, fabric)	Height	Weight
Shoes (sports, boots, colors, other styles)	Right or left handed? (How did you determine?)	
Physical Characteristics (slight or heavy build, scars, marks, manner of walking or gait, tattoos, mustache, nervous, calm, etc.)		
Weapons and Equipment (semi-automatic, revolver, rifle or shotgun, knife)		
Remarks (comments, accent, names used, movements)		

Insert building escape route maps here

As appropriate other reference material should be attached here, e.g.

- 1. phone tree & other instructions for distributing emergency information*
- 2. building safety & security precautions,*
- 3. laboratory security procedures*
- 4. suspect mail instruction*

