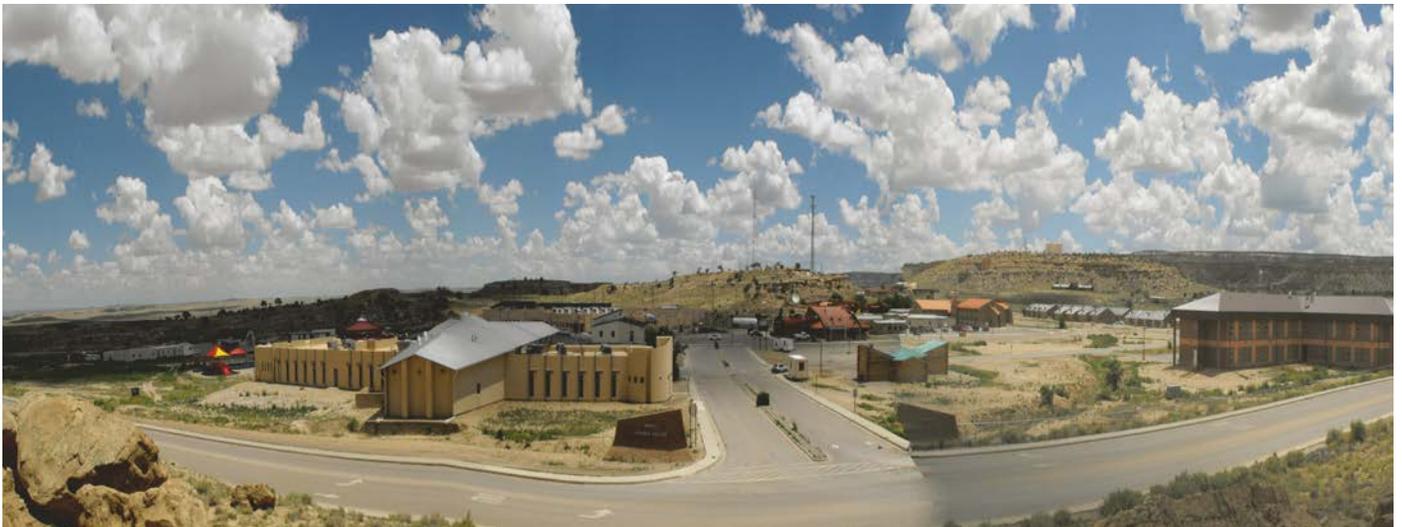


# NAVAJO TECHNICAL UNIVERSITY

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## Emergency Management Response Plan

Effective: August 2007



# **Emergency Management Response Plan**

**For Implementation by the Navajo Technical University Emergency  
Management Response Team**

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**Approved by the NTC Board of Trustees on:**

**August 2007**

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# **SECTION ONE: INTRODUCTION**

# INTRODUCTION

## I. MISSION STATEMENT

It is the mission of the Navajo Technical University Emergency Management Response Team to ensure that all appropriate and reasonable precautionary measures are taken to safeguard human life and property in times of unforeseen events which tend to threaten normal living environment conditions. In achieving this end result, the team is committed and dedicated to its mission and goal in upholding safety and protection measures for all citizens within its jurisdiction.

## II. INTRODUCTION

Navajo Technical University is a Navajo Nation owned and operated institution of higher learning, and is situated within the community of Crownpoint, New Mexico. The geographic area within and near the Four Corners region is one of isolation and great distances for larger cities and communities. As such, an Emergency Management Response Plan becomes even more vital and critical to the safety and security assurance of citizens within the area.

## III. PURPOSE

The primary purpose of the Emergency Management Response Plan (EMRP) is to provide a comprehensive, and yet, simple framework for the protection of students, staff, faculty, and school facilities in case of unforeseen emergencies. The EMRP describes the responsibilities of the Emergency Management Response Team, staff, and faculty members in responding to an emergency. The EMRP allows for site management and coordination requirements for immediate action, and could support a full response by the local emergency response team.

Annual review of the plan shall be conducted. Any addendums or amendments to the plan may be conducted to keep current with all emergency trends and information.

## IV. AUTHORITIES AND REFERENCES

Authoritative citations, including federal, state, local, and tribal legislative references are listed in the Appendix section of this publication (see Table of Contents). Collectively, all applicable and appropriate authoritative references are used in the production of this Emergency Management Response Plan.

## V. CHAIN OF AUTHORITY

### V. 1. Appointment of the NTC Emergency Management Response (EMR) Team

The President of the University shall appoint individuals to serve on the Navajo Technical University Emergency Management Response Team, and which membership shall be representative of all aspects of the University. These Presidential appointments shall be reviewed annually to ensure continuity and consistency in both service and commitment to the safety and security of all citizens within its jurisdiction. As such, external membership may be included to

support community members and external organizations to assist in the overall emergency management response efforts. Emergency response team members at the University will be trained semi-annually on the elements of the plan.

V. 2. Roles and Responsibilities of the EMR Team

Descriptions shall be developed for each member of the EMR Team, including:

V.2.a. Site Administrator- The University President is the site administrator. The Site Administrator will portray a major leadership role whereby the incumbent staff will maintain current emergency managerial practices and will provide subordinate training on a continual basis. The Site Administrator will designate members to the University Site Team (responsibilities listed on page 21).

V.2.b. Assistant Site Administrator- The Dean of Student Services is the assistant site administrator. This position will assist the Site Administrator in the normal and routine management responsibilities. The incumbent staff shall perform the duties of the Site Administrator in his/her absence. As such, the staff shall also possess the most current trends and practices in the EMRP guidelines.

V.2.c. EMR Team Support Staff- The support staff includes the campus security. All EMR Team support staff shall have specific duties and responsibilities to perform in the overall coordination and orchestration of the emergency response team effort. These will include key contacts and setting up viable communication systems in response to identified emergency situations, including the acquisition of health care, safety habitats, law enforcement assistance, and other appropriate means of attaining safety and security measures.

V.3. Declaration of an Emergency

The EMR Team shall be immediately informed of a reported existing emergency situation, and the Assistant Site Administrator (Dean of Student Services) will carefully analyze the situation to determine whether an emergency exists. If he/she determines that there is a confirmed emergency requiring an immediate response, the EMRP Team shall be activated and the existing emergency shall be announced. The Assistant Site Administrator shall immediately notify the University President or designee. Secondly, the Assistant Site Administrator shall notify all emergency management response colleagues in accordance to the EMRP implementation efforts.

V.4. Chain of Command

The chain of command is dictated by the composition of the Emergency Management Response Team beginning with the Site Administrator. An Organizational Chart is included in the Appendix D.

V.5. Command Center

The Command Center site is located in Efficiency Apartment Building Two upstairs. First alternative site is the library and the second alternative site is the Student Services office.



**SECTION TWO:  
IMPLEMENTATION ASPECTS &  
PHASES**

## IMPLEMENTATION ASPECTS & PHASES

### VI. IMPLEMENTATION

The site administrator or designee will initiate the plan when conditions exist that warrant its execution of the emergency management response efforts. The Site Administrator as the lead position in the overall implementation of the EMRP shall ensure that all response Team players are in place to ensure a comprehensive coverage of the emergency situation. As a major and key pre-requisite to an effective EMRP implementation is the state of readiness and preparation of the EMR Team.

- VI.1. The Site Administrator in the initial implementation phase will have assessed the total emergency situation, and begin the response in accordance with a determined course of action. The Site Administrator's assessment shall include the following areas of emergencies as presented herein.

All staff and faculty at the site will implement it until released by the (University or local) emergency response team leader. The plan will be reviewed at least annually.

#### VI.2. Drills

- In accordance with the emergency plan, the following will be exercised during the academic year:
- Fire drills
- Alternate evacuation routes
- Communication procedures (phone list is attached in appendix C.)
- Equipment audits

#### VI.3. Communication

The University must ensure that all campus wide facilities have compatible communication abilities. All classrooms, multi-purpose rooms, residential buildings, and offices must have communication ability with the main office and outside emergency resources.

Student notifications regarding emergency response policies should be included in the orientation packets.

Alternate communication methods must be maintained. All staff, faculty and emergency response team members must be trained in emergency communications.

In the event of an emergency, the Site Administrator and Security should be the first contacts. In extreme emergency or crisis, the Police Department should be contacted.

#### VI.4. Security Assessment

At the beginning of each calendar year, the site administrator and/or designee will assess the facility and grounds for hazards that may interfere with safe evacuations. Results should be forwarded to the University and local emergency response team.

## **VII. EMERGENCY LEVELS**

### **VII.1. Definitions**

An emergency situation can generally be defined as a sudden, generally unanticipated event that profoundly and negatively affects a segment of the school population and often involves potential or serious injury.

### **VII.2. Geographical Emergencies**

VII.2.a. University Emergency – An emergency that endangers the overall safety and well being of students, employees, visitors, and structures within the confines of the University campus.

VII.2.b. Community Emergency – An emergency in the immediate vicinity of the campus or surrounding areas which could create a large number of injuries or casualties or have an impact upon the vicinity.

VII.2.c. State, Tribal, or National Emergency – These will normally be managed by the appropriate tribal, county, or state office of emergency services. The plan provides for two levels of support to the University (partial and full response). The University site teams and the local emergency response team function within the perimeters of the plan.

### **VII.3. Classifications**

These classifications help to determine the severity of the situation:

VII.3.a. Minor Emergency – Any incident, potential or actual, which will not seriously have an effect on the overall functional capacity of the University. Report incidents to the University security office immediately.

VII.3.b. Major Emergency – Any incident, potential or actual, which affects an entire building or buildings, and that will disrupt the overall operations of the University. Outside emergency services will probably be required. Major policy considerations and decisions will usually be required from the University's Administration during times of crises.

VII.3.c. Disaster – Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personal injuries/casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In addition, any incident that has the potential for adverse publicity concerning campus resources, and/or instrumentality of the University, should be promptly reported to the University Security Office.

### **VII.4. Types of Emergencies**

The following is a list of the types of emergencies:

- VII.4.a. Natural Causes:
  - Tornadoes
  - Earthquakes
  - Floods
  
- VII.4.b. Accidental Causes
  - Fires (chemical, natural gas, electrical or ordinary structural)
  - Hazardous chemical accidents or spills (vapor or liquid)
  - Explosions (compressed gas, containerized liquid or man made)
  - Loss of Utilities (gas, electricity, cooling system, water)
  
- VII.4.c. Societal Causes
  - On-campus civil disturbance/work place violence
  - Hostage situation
  - Bomb threats or explosions
  - Child Abduction
  - Robbery
  - Suspicious packages

VII.5. Partial Response

The University site teams will include the site administrator or designee, key administrators, security personnel, counselors, and designated staff/faculty. University site team will be activated upon the discretion of the site administrator (responsibilities listed in Section IV). The University site team is used in – Partial Response.

VII.6. Full Response

The Crownpoint Emergency Response Team with identified key persons/agencies, including the University site team.

VII.7. Function

The function of the University site team is to assist the site administrator in the following:

- Verify the emergency or threat
- Initiate the alert roster
- Attend to evacuation/first-aid and security issues
- Advise local team on the need for full response
- Determine/designate the following:
  - Emergency response area
  - Evacuation/staging area
  - Pick-up/transportation area
  - Command post location
- Coordinate post emergency procedures

The function of Crownpoint Emergency Response Team is to support the site administrator in full response situations. The site administrator will accomplish the initial evaluation of the emergency. The local team administrator will determine whether a full response of the local emergency response team is required. If activated, the team will support the site in the following:

- Supply law enforcement liaison(s)
- Supply media representative
- Supply transportation requirements
- Supply trauma counseling
- Prepare and deliver parent and community information session
- Inform feeder schools
- Utilize community resources memorandum of understanding

## **VIII. EMERGENCY RESPONSE PROCEDURES**

Emergencies or disasters may occur at any time on or near the Navajo Technical University campus. Types of emergencies or disasters range from technological or natural disasters to civil disturbances. Regardless of the type of emergency or disaster, the initial activation and implementation of the Emergency Response Plan should always be the same. Because stress and confusion are to be expected at the emergency scene, quick, efficient implementation of the plan will provide clear directions, responsibility, and continuity of control for key offices.

It must be emphasized that the Plan will only be implemented when there is actual or imminent danger to a large number of people. Routine management for isolated incidents will not require activation of the Plan unless the incident becomes out of control.

### **VIII.1. Natural Causes Category:**

#### **VIII.1.a. High Winds/Tornados**

Situation: Weather conditions area favorable for possible development of tornadoes or high winds. Administration will monitor the situation and notify employees if conditions deteriorate. Employees are to continue normal work activities until notified by Administration to take shelter

In the event of a tornado or high winds, the following procedures should be put into effect.

1. Administration will proceed to alert all employees of impending dangerous weather via the email and telephone calls, whether to take shelter or evacuate.
2. Once informed supervisors will perform a final check in their area and then proceed to a designated tornado shelter if an evacuation is ordered.
3. Once the tornado warning has been received, employees will check their area and ensure that all employees received the warning.
4. Employees will immediately proceed to the designated stage assembly area, such as the lowest level of your building without windows; for example, a restroom, center stairwell, hallway or office.
  - a. Close the door.
  - b. Stay sheltered until the all-clear is given by Security and/or the NN DPS.

5. Designated Response Team members will indicate area(s) where employees will move to if ordered to take shelter in the building.
  - a. However, if you are outside take cover in a building close by or in a ditch or ravine.
  - b. If necessary, IT will initiate emergency shutdown procedures of computer equipment.
  - c. After tornado or high winds passes, trained supervisors will check for injuries.
  - d. Injuries will be reported to Navajo Nation Emergency Medical Services via (928) 871-6111/6112 or 911 and property damages will be reported to Human Resources.

#### VIII.1.b. Earthquakes

Situation: An earthquake usually occurs without any type of warning.

Due to the suddenness, all personnel should attempt to get under a table or desk or any place that the employee feels is safe.

1. After an earthquake has stopped, initiate the following procedure
2. Stay calm and await instructions from your immediate supervisor or designee.
3. Keep away from overturned fixtures, windows, filing cabinets and electrical power.
4. Trained supervisor and employees will check for injuries, and provide assistance as needed.
5. A designated employee will check for fires and ensure that utilities are shut off to control gas and water leaks.

#### VIII.1.c. Floods

Situation: In the case of flash flood and situations of extreme water flow on campus.

1. The team will instruct employees and students to evacuate to higher grounds.
2. Employees and students are to avoid walking or driving through flood waters.
3. If feasible and permitted by Maintenance and IT, move vital materials and equipments to higher and drier grounds.

### VIII.2. Accidental Causes Category

#### VIII.2.a. Fire

Situation: Upon the detection of smoke and/or fire.

1. Contain the area first if possible OR remove yourself from the fire and go to a clear the area.
2. Pull the fire alarm in the common area.

3. Immediately report to Security and Maintenance. Trained employees are to fight only incipient stage fires (i.e., Fire which can safely be extinguished with a portable fire extinguisher).
4. When an employee discovers a fire that exceeds the incipient stage, the building is to be evacuated. The Site Manager will alert everyone that the Emergency Action Plan has been activated.
5. Emergency communications will be via the office telephone intercom system.
6. If a fire exceeds the incipient stage, then the local Navajo Nation Fire Department will be called out for response.
7. Everyone will proceed to evacuate the building upon notification or seeing fire and smoke.
8. Emergency Evacuation Signs are posted in buildings so that occupants can become familiar with the evacuation routes for their area.
9. Instructions:
  - a. Close the Doors as you exit the building
  - b. Use stairways to exit from upper levels.
  - c. Walk to the Central East Parking lot, the assembly area for all roll calls.
  - d. Leave walkways and driveways open for fire and emergency responders.
  - e. Only trained employees will use fire extinguishers.
  - f. Individuals who walk with assisting devices (crutches, canes, etc.) should evacuate as soon as possible. They may request assistance from a fellow student, faculty, or staff member. Once outdoors, these individuals should meet in the designated area.
  - g. Wheelchair users who are on the main level of a building, and can exit directly to the outdoors should do so as quickly as possible, and meet in the designated area. Those on floors other than the level of exit should proceed to the nearest area of refuge. In most building, these are the stair landing. Areas of refuge are identified on emergency evacuation plans posted on each floor of each building.
  - h. Visually impaired/blind persons would need to be advised of the nature of the emergency. Assistance should be provided. Advise the person and offer your arm for guidance. As you walk, inform the person where you are and any obstacles in your path. When you reach safety, orient them to a safe location and ask if they need any further assistance.
  - i. Persons who are deaf or hearing impaired may not perceive an audible fire alarm. Use an alternate warning system, such as writing them a note and telling the person of the situation, the nearest evacuation route, and the designated meeting area.

#### VIII.2.b. Hazardous Material

Situation: An unusual spill of possible hazardous materials that have the potential to affect the general health and safety of campus constituents, the surrounding community, or any ecological threats as posed by the release or potential release of hazardous materials on campus.

Definition: A spill is defined as an unexpected release of any hazardous material or chemical.

Person who discovers an unknown material spill will report the spill to Maintenance and the Security.

1. The Site Manager will be notified.
2. The Site Manager ensures that the affected area is isolated to protect other employees from entering the potential hazardous area.
3. If the spilled substance is unknown, contact will be made to the Police department and the Navajo Nation Fire Department for assistance.
4. The Site Manager will assess the situation for possible evacuation and recommendation to the University President.

#### VIII.2.c. Chemical Accidents

Situation: An accident on campus (in or out of the building) involving dangerous chemicals that will result in harm.

1. Contact Police department and Fire Department.
2. Notification to Security, Site Manager, and Maintenance to isolate the area.
3. Site Administrator will assess for possible evacuation and recommend to University President.
4. Maintenance will conduct necessary control to utilities.

#### VIII.2.d. Loss of Utilities

Situation: Electricity, water, and/or propane have been loss at the campus and will be out for an unknown length of time.

1. Contact appropriate utility agency to report and provide status of outage.
2. Radio contact between Residential, Maintenance, and Security will be activated.
3. During extreme weather conditions, contact local emergency team to establish emergency shelter.
4. Site Manager will determine closure of campus and make recommendation to University President (or designee) and make arrangements for residential and faculty tenants for short-term evacuation.

#### VIII.2.e. Medical

Situation: An injury or medical situation in the classroom, residential, or office, all contacts will be made to the Administration and Security.

1. Dispatch by radio or phone to Security and Administration (786-4100). Also contact the Crownpoint Indian Healthcare or Police Department.

2. All information should be given to Registrar's office or Residential services to contact family members according to emergency listing on file.
3. Initial report shall be made and filed with the Security Office.

Situation: An injury or medical situation during a field trip. The field trip coordinator should ensure that appropriate first aid equipment and supplies are available during the trip. It is advisable that at least one staff person has a cellular phone in case the emergency is en-route to or from the University or field trip destination. It is also advisable that the staff member be trained in first-aid and CPR.

1. Staff member will assess emergency and provide first aid or CPR as appropriate.
2. If the injury is major or life-threatening, either the staff member or designee will call 911 immediately.
3. The staff member will contact the University or Security immediately to report the incident.
4. Staff member will coordinate efforts with the Emergency Rescue team.
5. Upon return to the University, the staff member will file an incident report with the Security office.
6. Follow-up will be conducted through the counseling department.

### VIII.3. Societal Causes Category

#### VIII.3.a. On campus civil disturbances

Situation: Disturbance in the work place or classroom.

1. Report any unusual or extraordinary disturbance taking place in the work place or classroom to the Security (786-4345) or Police Department (786-2050).
2. The Security will review the situation and report the incident to either the police depending on the serious nature of the event.

Situation: Hostage in the work place or classroom

1. Contact Security (786-4345) or Police Department (786-2050).
2. Police department will be notified.
3. Site Administrator and EMR team will notify departments to activate lock down within their area.
4. Counselors will be notified to assist with crisis counseling and referral by police department.

### VIII.3.b. Bomb Threats

Situation: Upon receipt of a threat, do not panic. Remain Calm. Refer to the following steps:

1. If letter or note is received, handle it as briefly as possible. Isolate the package and calmly inform your supervisor and contact the Security and Police department.
2. If threat is by a telephone call:
  - a. Get as much information about caller as possible. Carefully record all information the caller gives you and stay on the telephone until you obtain all information. Use the attached checklist in Appendix G to record the information.
  - b. Keep caller on phone as long as possible. Ask caller to repeat information. **DO NOT PUT THE TELEPHONE RECEIVER BACK ON THE PHONE OR DISCONNECT THE TELEPHONE CALL.**
  - c. Tell a nearby co-worker to contact (505) 786-4345 and indicate that a bomb threat is being received. Do this discretely.
  - d. Ask the following questions:
    1. If it is a time bomb, when is it set to explode?
    2. Where is the bomb located?
    3. What kind of bomb is it?
    4. Why is caller doing this?
3. After receiving a threat:
  - a. Remain Calm. Do not discuss threat in public.
  - b. Do not touch suspicious packages, letters, objects, etc.
  - c. Do not start or repeat rumors.
  - d. Do not attempt to search for a bomb on your own. Leave the search effort to the appropriate authorities.
4. The EMR team will activate the Emergency Response Plan for employee and student evacuation of the building.

### VIII.3.c. Child Abduction

Situation: A child that resides in NTC family housing or attends the NTC Child Care Center has been abducted.

Definition: Abduction – A child under the age of eighteen years that is taken illegally from the parent/guardian at NTC campus.

Procedure:

1. All departments will be notified for alert of child abduction.
2. Notification to Security, Police department, and Social Services.
3. Site Administrator will contact Child Care Center and Family Housing to conduct a head count.
4. Security will monitor traffic flow. (Check point for outgoing traffic)

#### VIII.3.d. Robbery

Situation Workplace robbery has taken place.

1. All incidents involving robbery will be reported to the Security and Police department.
2. Unauthorized people should not touch or move anything at the crime scene.
3. A police report will be part of any robbery investigation.

Situation: Robbery is currently taking place

1. Do not try to disarm the robber, if the robber is known or suspected of carrying lethal weapon(s).
2. Do not resist. Do what the armed robber tells you to do, and do not make any sudden moves.
3. Go for cover or run **only if safe** to do so.
4. Report incident immediately to Security and Police department.
5. Site Administrator and appropriate response team member will follow up with victims for crisis counseling, etc.

#### VIII.3.e. Suspicious Package includes envelopes, boxes, bags, luggage, etc.

Situation: Receipt of a suspicious package at Work Place.

Characteristics of a suspicious package:

- Unexpected or from someone unfamiliar to you.
  - Unusual weight, given its size or lopsided.
  - Exhibits protruding wires, strange odors or stains.
  - Postmarked from a city which does not match return address.
  - Displays distorted handwriting or addresses with homemade labels or cut and paste lettering.
1. If an employee feels that a package poses a danger or threat, all persons shall leave the area immediately.
  2. Do not touch or attempt to open the suspicious package.
  3. Isolate the package.
  4. Evacuate the immediate area.
  5. Notify the Security and Police Department.
  6. Site Administrator will assess and determine evacuation and recommendation to the University President.

## **IX. LOCKDOWN**

If you receive notification of a Lock Down, carefully have all staff, faculty, and students remain in the classroom or department.

1. Dispatch by radio or announcement through the intercom or through electronic notification (i.e. e-mail) on Lock Down, the student and staff are to stay in Classroom or department area.
2. All doors are to be locked and lights turn down, and student will get on the floor, until all clear is announced by Security. Stay away from windows and doors.

## **X. EVACUATION PROCEDURES**

The site administrator must establish safe evacuation routes from all campus facilities. Information regarding the safe evacuation of all students, staff, and faculty (Individuals with Disabilities Education Act) must be posted in all classrooms, multi-purpose rooms, hallways, offices, residential rooms, and other public areas. Students, staff, and faculty should be familiar with all routes and practices. The following guidance should be distributed to the general campus community:

1. Never block, even temporarily, building evacuation routes and exits.
2. Never ignore a sounding alarm or official instructions to evacuate a building.
3. Ensure that those in the general vicinity are aware of the evacuation.
4. Close, do not lock, doors behind you as you exit your work areas or classrooms.
5. Evacuate quickly and calmly, by way of the nearest exit, to a safe distance from the building. Keep clear of emergency vehicles. Leave sidewalks and roadways clear for emergency responders.
6. Stay with the group from your area or with your class. Do not re-enter the building until the all clear has been given. Follow instructions given by the Security.
7. If it is necessary to evacuate the campus in a vehicle, exit in the direction given by the Security or other emergency authority. Do not put your vehicle in a position where it blocks the way for others. Some vehicles may be selected for emergency transportation. If your vehicle is chosen, please cooperate. If the road is not usable, leave your vehicle and evacuate on foot.



**SECTION THREE:  
EMERGENCY TEAM**

## **EMERGENCY MANAGEMENT TEAM**

### **XI. EMERGENCY RESPONSE TEAM MEMBERS**

#### **XI.1. Site Administrator Responsibilities:**

Prior to emergency:

- Ensures that emergency checklists are site specific and current
- Ensure alert rosters are current
- Designate emergency response areas, evacuation/staging areas/pick up points and transportation areas/command post location
- Train all staff, faculty, and students annually in emergency procedures
- Access site security for evacuation hazards
- Ensure that communications between classrooms, residential, and the main office are functioning
- Exercise emergency procedures according to regulations
- Maintenance of complete set of keys to facility in central location and accessible to site administrator or designee
- Maintain current facility blue prints and site plans in central location

#### **During Emergency:**

- Verify emergency or threat
- Contact emergency services if necessary
- Assume direction of emergency procedures at site until relieved by law enforcement or emergency services acting as scene commander
- Ensure that applicable checklists are accomplished
- Advise district on the need for full response/as liaison with local team
- Initiate evacuation procedures if necessary
- Initiate information advisory to feeder schools and parents
- Coordinate post emergency procedures

#### **XI.2. Security Personnel Responsibilities:**

- Assist site administrator in the verification of emergency or threat
- Assist site administrator in perimeter security
- Assist site administrator in the evacuation of students and staff

#### **XI.3. Child Care Responsibilities:**

- Supervise children
- Assist in evacuation of children
- Report unaccounted children to site administrator or designee

#### **XI.4. Residential Responsibilities:**

- Student count for Family Housing and Efficiency Apartments
- Assist with communication
- Assist in the evacuation of students

## **XII. UNIVERSITY SITE TEAM MEMBERS:**

### **XII.1. Office Staff Responsibilities:**

- Provide assistance in communications (telephones, radios, messengers)
- Maintain alert rosters
- Document activities and assignments
- Custodians of student emergency records

### **XII.2. Counselors Responsibilities:**

- Provide assistance to students, staff, and faculty at staging areas
- Assist site administrator with student notification

### **XI.3. Faculty Responsibilities:**

- Supervise students
- Assist in the evacuation of students
- Report unaccounted for students to site administrator or designee

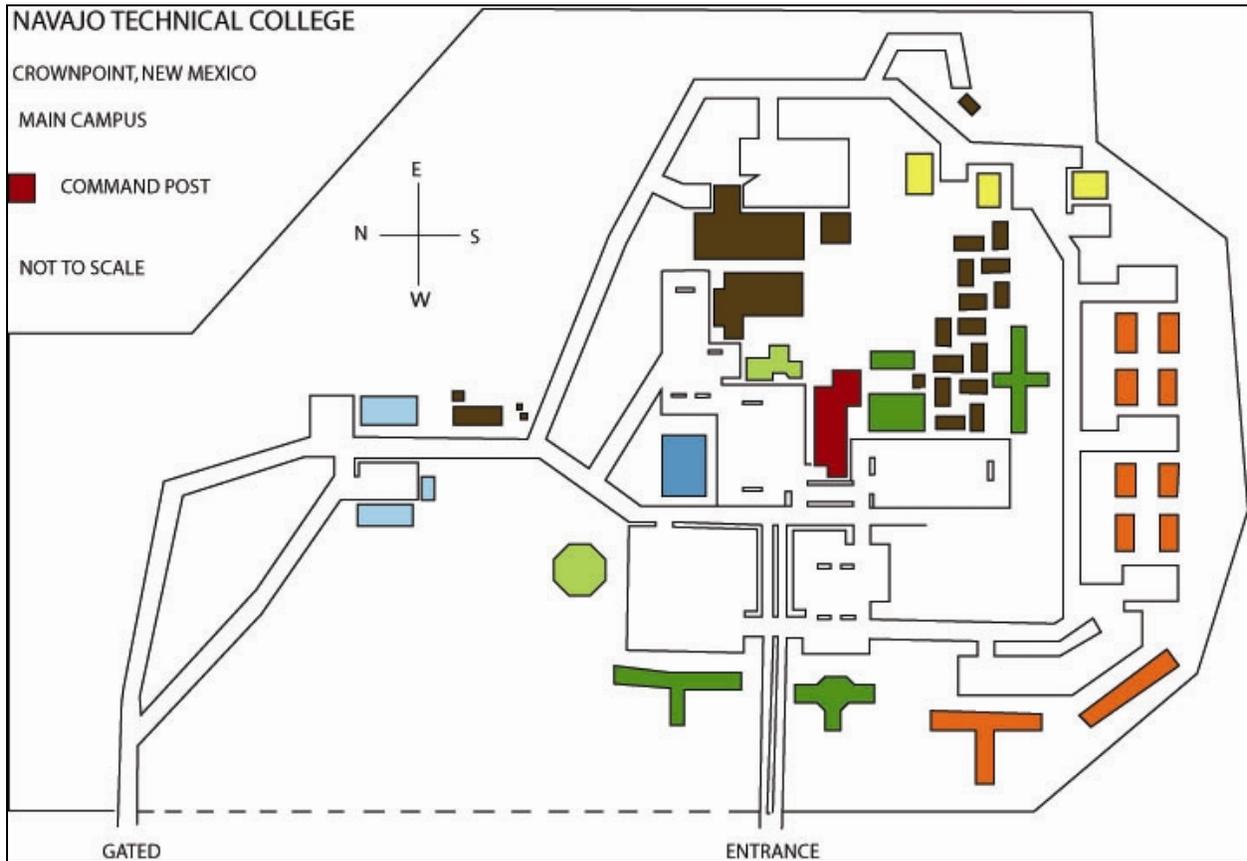
## **XIII. TRAINING:**

The Emergency Response Team will be trained in the following area to maintain compliance with the plan:

- Fire Safety
- CPR
- Basic First Aid
- Emergency Management procedures
- HAZMAT
- Crisis Management

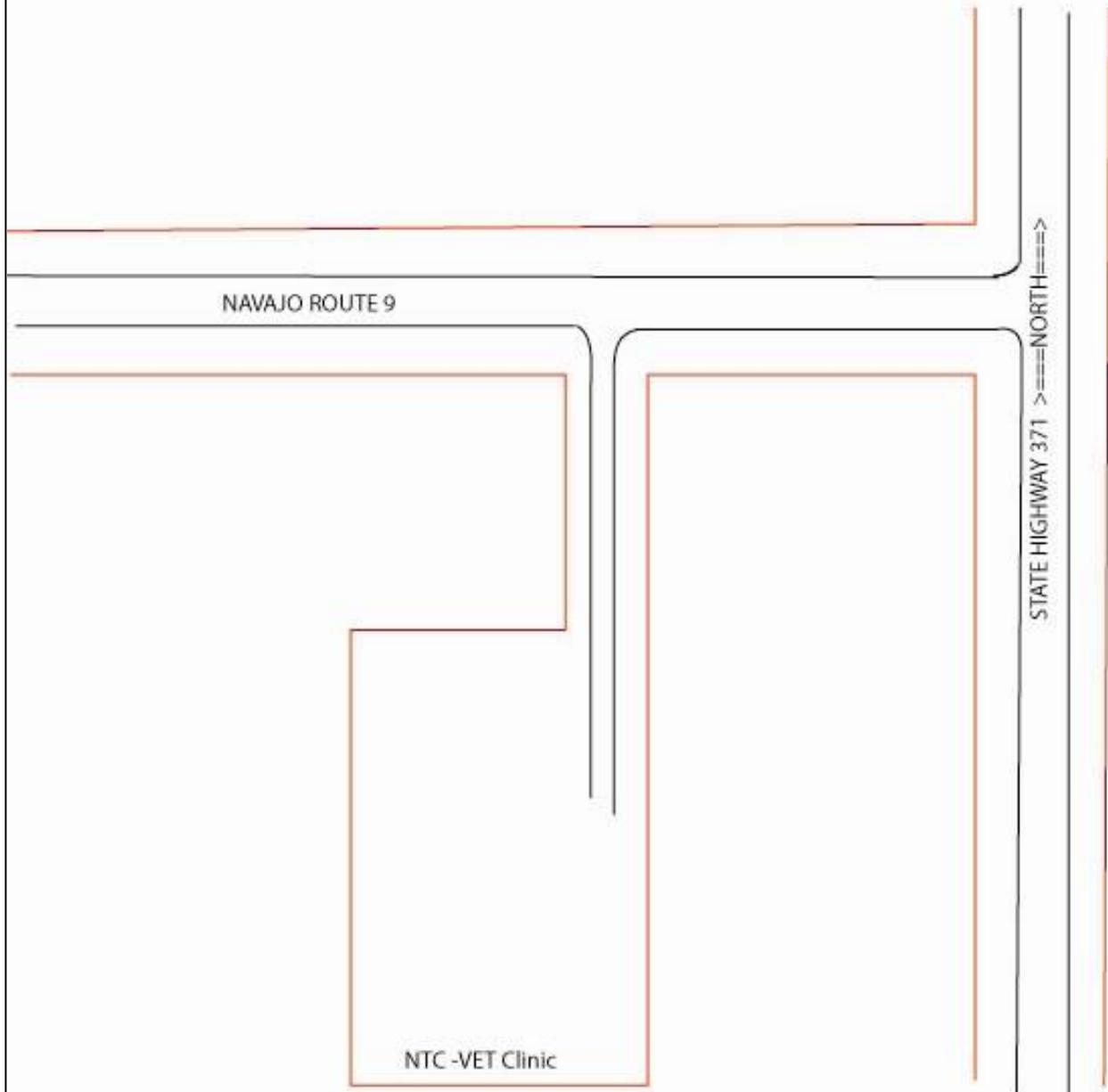
# Appendix A

## Site Maps for NTC Campus



NAVAJO TECHNICAL COLLEGE  
EAST CAMPUS, VET Clinic  
Crownpoint, New Mexico

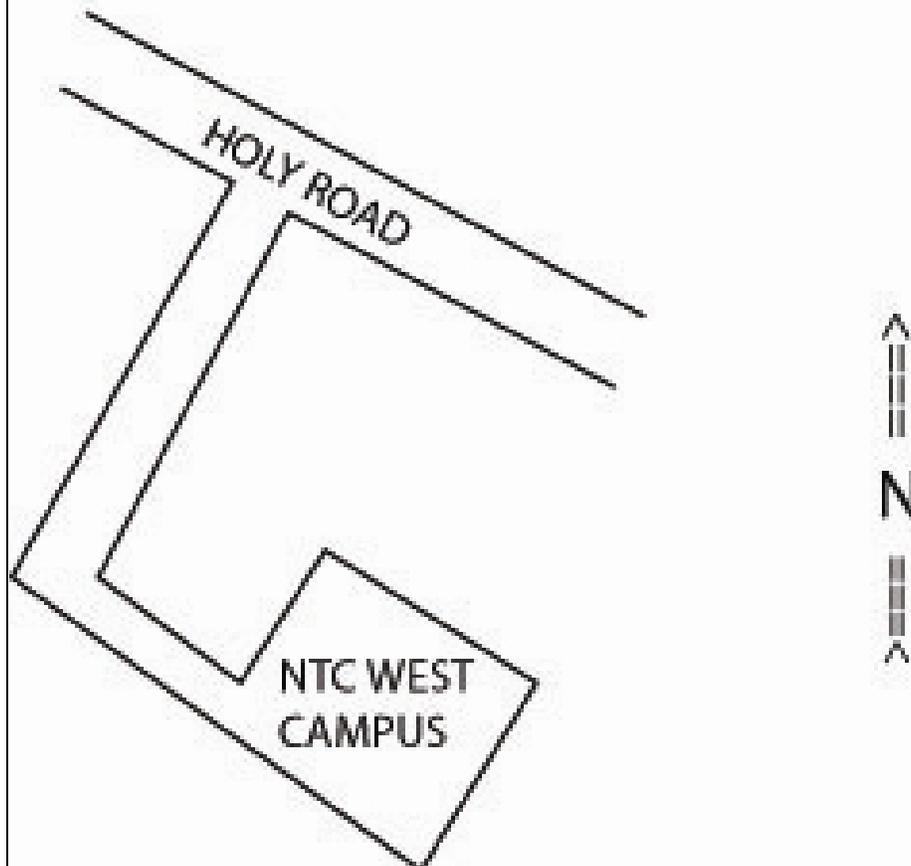
NOT TO SCALE



# NAVAJO TECHNICAL COLLEGE

## WEST CAMPUS

NOT TO SCALE





## Appendix C

### Community Agencies Phone Listing

Crownpoint Police Department	505-786-2050	Fax 505-786-2066
Crownpoint Hospital	505-786-5291	
Fire Department	505-786-7385	
Navajo Nation Emergency Management	505-786-2012	Fax 505-786-2015
Eastern Navajo Headstart Program	505-786-2350	Fax 505-786-2415
Social Services -Family Services Unit	505-786-2303	
Department of Behavioral Health Services	505-786-2111	Fax 505-786-5442
Crownpoint Chapter House	505-786-2130	Fax 505-786-2136
Navajo Tribal Utility Authority	505-786-5566	1-800-528-5011
Continental Divide Electric Company	505-285-6656	1-877-775-5211
Ikard & Newsom Propane Company	505-786-5359	1-800-442-6453
Crownpoint Community School	505-786-6160	
Crownpoint Elementary School	505-786-5324	
Crownpoint Mid School	505-786-5663	
Crownpoint High School	505-786-5664	

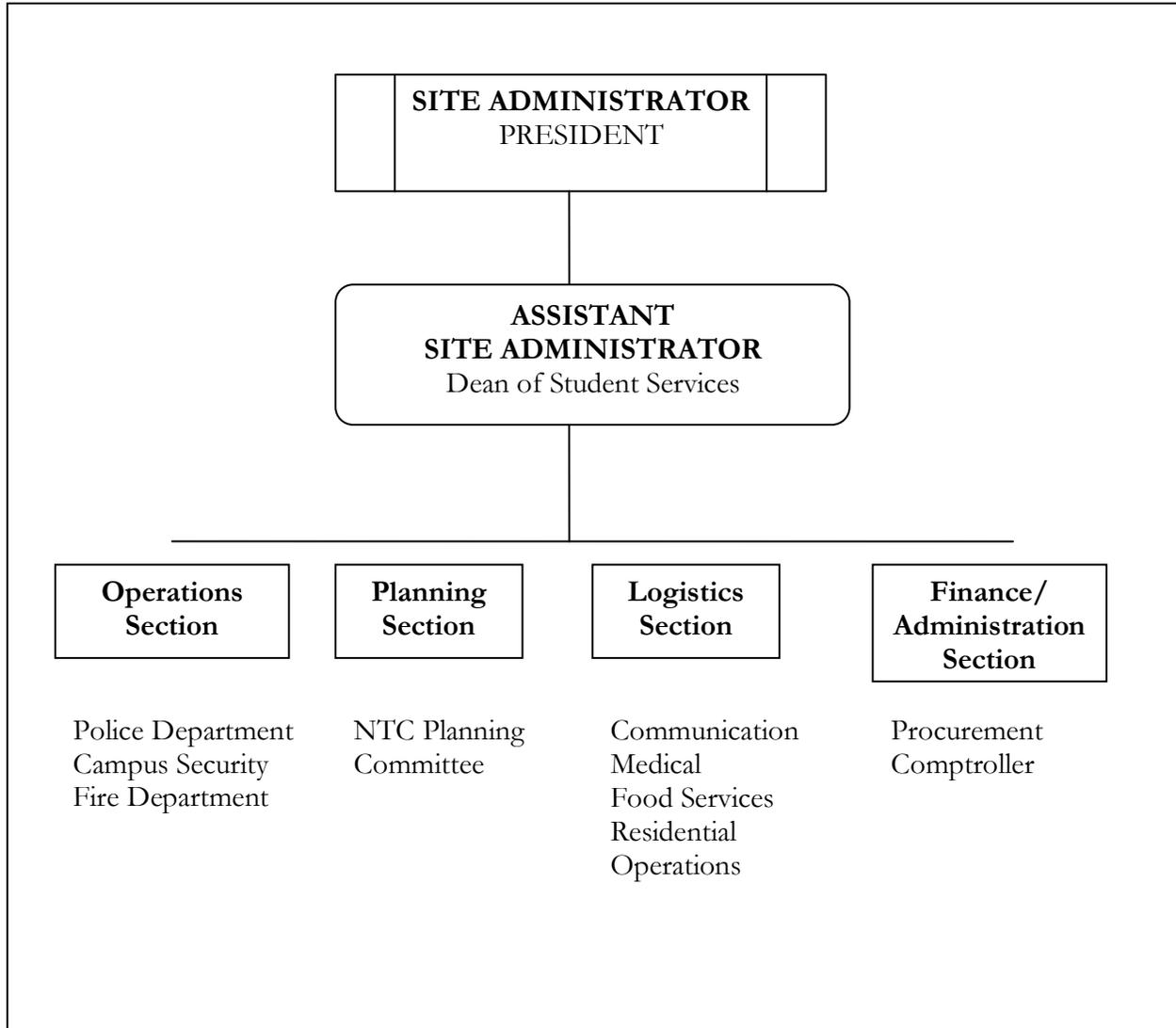
#### **Navajo Technical University:**

Administration Building	505-786-4100	Fax 505-786-5644
Business Office	505-786-4184	
President	505-786-4112	
Dean of Instruction	505-786-4113	
Human Resource Office	505-786-4110 or 4109	
Dean of Student Services	505-786-4104	
Student Services Counselors	505-786-4138	
Residential Services	505-786-4175/5960	Fax 505-786-4262
Maintenance & Operation	505-786-4211/4187/4188	
Food Services	505-786-4128	
Child Care Center	505-786-4122	
Library	505-786-4300 or 4301	
Title III Program Office	505-786-4103	
Extension Agent (East Campus)	505-786-4165	
Transportation	505-786-4207	
Security	505-786-4345	Radio #6

NTC Physical Address: Lower Point Road/State Highway 371  
Crownpoint, NM 87313

# Appendix D

## Flow Chart of Authority



# **Appendix E**

## **Sample Forms**

Site Administrator Crisis Check List

Crisis Response Team Leader Check List

Auxiliary Emergency Personnel Roster

Record of Bomb Threat

Referral/Incident Report Form

**NAVAJO TECHNICAL UNIVERSITY  
EMERGENCY MANAGEMENT TEAM  
SITE ADMINISTRATOR CRISIS CHECKLIST**

**Prior to any crisis, the following should be accomplished:**

- Ensures that crisis checklists are site specific and current
- Ensures that alert Navajo Technical University (NTC) rosters are current
- Designates emergency response areas, evacuation/staging areas, parent pick-up and transportation areas/command post location
- Train all staff and students annually in emergency procedures
- Assess site security surveys for evacuation hazards and that students and staff with disabilities can evacuate the building
- Ensure that communications between classrooms and the main office are functioning
- Exercise emergency procedures according to regulations and guidance
- Maintain complete set of keys to facility and equipment
- Maintain current facility site plans
- Ensure that first-aid supplies are available
- Maintain and exercise alarm systems

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**During a partial response, the following should be accomplished:**

- Verify crisis or threat
- Contact emergency services if necessary
- Assume direction of emergency procedures at site until relieved by law enforcement or emergency services as scene commanders
- Ensure applicable scenario checklists are accomplished
- Advise district on the need for full response/act as liaison with district
- Initiate evacuation procedures if necessary
- Assign staff with responsibilities
- Staff staging areas
- Ensure that first-aid supplies are available
- Ensure that parent pick-up and/or staging areas have access to student emergency records and roll calls

**If the crisis remains at level one – partial response:**

- Initiate information advisory to school and parents
- Coordinate post crisis procedures for grief and trauma to counselors

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAVAJO TECHNICAL UNIVERSITY  
EMERGENCY MANAGEMENT TEAM  
CRISIS RESPONSE TEAM LEADER CHECKLIST**

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**Prior to any crisis, the following should be accomplished:**

- Fill team positions with qualified personnel
- Ensure team members are trained annually in their responsibilities
- Conduct meetings with team to discuss scenarios and changes to the crisis checklists
- Ensure that each district school has current district policies on crisis response procedures
- Ensure that the district has current school site checklists
- Determine what conditions will constitute a full response
- Develop annually approved memorandums of understanding (MOUs) with community resources and other schools

**During a full response, the following should be accomplished:**

- Activate the district crisis response team
- Assemble crisis team at pre-designated area
- Determine means of communication
- Determine team strengths and weakness, contact alternates
- Distribute team badges
- Brief team on preliminary information about the crisis
- Hand out assignments and team information sheet
- Deploy team members to designated command post, staging, transportation, media and first aid areas

- Check-in with site administrator and local area law enforcement and emergency services personnel
- Ensure that communications with members are functional
- Brief the media liaison for approved public releases
- Ensure that a team member is assigned to work with responding parents
- Ensure that psychologist(s) and counselor(s) are with students and staff
- Schedule relief for team members
- Reassemble team after crisis to debrief
- Compile reports and submit to district

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## RECORD OF BOMB THREAT

**When a Bomb Threat is received, immediately record the following information. You may not be able to get it all, but record what you do get.**

Time call was received: \_\_\_\_\_ (am / pm)    Telephone    Other \_\_\_\_\_

As accurately as possible, record the exact words of the caller:

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If caller remains on the line, ask the following questions:

1. What time will the bomb explode?

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2. Where did you place the bomb?

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3. Is there more than one (1) bomb?                      Yes                      No

If Yes, where are the other bombs located?

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4. What does the bomb(s) look like?

---

5. What kind of bomb is it?

---

6. Why did you place the bomb here?

---

**As accurately as possible, record the following description of the voice:**

Male            Female            Young            Middle Age            Old            Accent

**Tone of Voice:**

Angry            Calm            Nervous            Gruff            Muffled            Slurred

**Was there Any Background Noise:**

Music Playing (Indicate type): \_\_\_\_\_

Motor Running            Loud            Quiet

Traffic Sounds            Light            Heavy

Loud Talking            Laughter

**Was the Voice:**                      Familiar            Unfamiliar            Accent            Foreign

**Other Information you can Remember:**

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\_\_\_\_\_ Date \_\_\_\_\_ Signature—Person Receiving Call

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***FOR OFFICE USE ONLY***

Date Incident Filed with Security: \_\_\_\_\_

Response to Incident:

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---

---

OUTCOME:

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\_\_\_\_\_ Date \_\_\_\_\_ Supervisor/Designee

**NAVAJO TECHNICAL COLLEGE  
REFERRAL/INCIDENT REPORT FORM**

Student Name: \_\_\_\_\_ Major: \_\_\_\_\_ Efficiency Apt./Commuter

**Description of Incident:**

Note-Report must be supported to Student Services' office within 24 hours, 1 work day of the incident.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location \_\_\_\_\_

Witness: \_\_\_\_\_

**Type of Incident:**

<input type="checkbox"/> Drug-Free Policy (Alcohol/Drug)	<u>Residential Hall Rule</u>
<input type="checkbox"/> Assault/Battery	
<input type="checkbox"/> Destruction/Theft of NTC Property	Type: _____
<input type="checkbox"/> Smoke Free policy	_____
<input type="checkbox"/> Weapons policy	Other: _____
	_____

Reported By: _____	Title: _____	Date: _____
Referral to: _____	Title: _____	Date: _____
Referral to: _____	Title: _____	Date: _____

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Initial: \_\_\_\_\_ Number of referrals for this incidents: \_\_\_\_\_

**Note:** Disciplinary action shall be taken within five (05) working days of receiving the report

**Action Taken:** \_\_\_\_\_

Completed By: _____	Date: _____
Acknowledgement: _____	Date: _____