### Emergency Procedures

#### Hazardous Materials Incident
- Contact supervisor, faculty or staff.
- Call Campus Police at (505) 863-7620.
- If hazard is widespread evacuate building by pulling the fire alarm.

#### Severe Weather
- Move to interior hallway in lowest level of building
- Avoid windows, auditoriums or structures with wide, free-span roofs
- Take shelter beneath heavy desk or other furniture
- Assume “fetal” position to protect head and eyes
- Call (505) 863-7500 for information about weather-related delays and closures.

#### Gas Leak
- If you smell gas, call 911, Campus Police at (505) 863-7620 and/or NM Gas Company at (888) 664-2726.
- Notify supervisor, faculty, staff and physical plant at (505) 863-7596 and leave the building immediately.
- Follow instructions from emergency personnel and call Campus Police at (505) 863-7620 or Metro Dispatch at (505) 722-2002.

#### Fire
- Upon discovering fire or smoke, immediately pull the nearest fire alarm.
- Call 911 and describe location, nature and extent of the fire.
- Call Campus Police at (505) 863-7620 or Metro Dispatch at (505) 863-2002.
- Evacuate immediately, closing but not locking doors and windows behind you. Take nothing with you.
- Remain at least 500 feet away from the structure until the all clear is sounded.
- Give responders any information you can about alarm system, nature of the fire, possibly endangered personnel, location of flammable or hazardous materials, etc.

#### Medical Emergency
- Call 911 whether or not individual refuses help.
- Do not move injured/ill person
- Locate nearest first aid kit
- Provide emergency care if you are trained to do so, avoiding contact with blood or other bodily fluids
- Stay with victim until help arrives
- Obtain and complete Incident Report Form from Campus Security.

#### Utility Outage
- Contact supervisor, staff or faculty and Campus Security immediately.
- If outage could cause health or safety issues, call 911.

#### Crime in Progress
- Call 911
- Report criminal or suspicious activity to Campus Police at (505) 863-7620
- Do not intervene or confront suspicious person if there is not an immediate threat to public safety.

#### Active Shooter or Violent Offender
- Utilize A.L.I.C.E. Response
  - Alert—Call 911 or Campus Police at (505) 863-7620
  - Lockdown—If evacuation is not safe option, barricade entry points
  - Inform—Communicate real time information on violator location
  - Counter—As last resort, distract shooter’s ability to shoot accurately
  - Evacuate—Run from danger when safe to do so using any safe exit

#### Bomb Threat
- DO NOT TOUCH any suspicious package or device
- Call 911 and Campus Police (505) 863-7620
- Evacuate immediate area
- Notify Campus Police of ANY threat—let experts determine importance

### Emergency Numbers
- POLICE/FIRE/AMBULANCE/EMERGENCY...........911
- CAMPUS SECURITY ........... (505) 863-7620 (After hours will route to Metro Dispatch)
- PHYSICAL ADDRESS ........... 705 Gurley Avenue, Gallup, NM 87301
- NEW MEXICO POISON CENTER ........... 1-800-222-1222
- MCKINLEY COUNTY SHERIFF........... (505) 722-7205
- NEW MEXICO STATE POLICE........... (505) 863-9353