

EMERGENCY RESPONSE PROCEDURES

This guide contains generally recommended emergency responses designed to provide guidance to Diné College Faculty, Staff and Students to minimize the dangers in an emergency.

Actual emergency situations are unpredictable and responses must address the uniqueness of each situation.

Recommendations given may not be appropriate in every circumstance. If under the circumstances the recommendations in this guide might reasonably lead to injury or damage, do not use them.

Emergency procedures, training and protocols are enforced by the Campus Security & Emergency Response Committee at Diné College.

IN CASE OF EMERGENCY CALL:

Diné College Campus Security, (928-724-6911, Chinle, Tuba City, Tsaile, Window Rock; 505-368-3615, Crownpoint, Shiprock) or 911.

Card 1 Rear

GENERAL GUIDELINES

BEFORE AN EMERGENCY

- Familiarize yourself with the local emergency response plan and this guide.
- Know two evacuation routes from your location.
- Know the designated assembly points.
- Know who is in your classroom or area.
- Know the location of fire extinguishers, first aid kits, AEDs, emergency exits, telephones and pull alarms for your area.
- Participate in emergency drills and exercises.
- Sign up for emergency alerts (Diné College Alert Media can be found on website homepage).
- Keep identification on you at all times.
- If you do not speak English, prepare an emergency card with your name, addresses, emergency phone numbers and information about medicines and allergies. Keep on you at all times.
- Learn first aid and CPR.

IN AN EMERGENCY SITUATION

- Assess the situation.
- Address life-threatening issues (first aid, victim safety, physical surroundings, etc.).
- Contact Campus Security immediately, (928-724-6911, Chinle, Tuba City, Tsaile, Window Rock; 505-368-3615, Crownpoint, Shiprock) or 911.
- Follow emergency procedures.
- Warn students/others, if advised.
- Refer media to the Public Information Officer (Marketing Department).
- Definitions to be aware of:

Evacuation: Safely and efficiently leaving an area of threat or risk to a designated Safe Area. Shelter-in-Place: Take cover in the location you are currently, secure your own area, wait for further instructions.

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AFTER AN EMERGENCY

- Notify your relatives that you are safe, but do not tie up telephone lines that may be needed for emergency calls.
- Stay calm and take time to think.
- Move to a safe and secure place once it is safe to do so.
- Give assistance where needed.
- Monitor local television and computer displays and listen for alerts.
- Use caution when entering a damaged building.
- Stay away from damaged electrical wires and wet equipment.
- Check food and water supplies for contamination before consuming.
- Check the web at www.dinecollege.edu for updated information.
- If ordered to evacuate, take your emergency kit, personal belongings (if possible), and follow official directions to a safe place.
- Use telephones for emergency calls only.
- Listen for instructions.

EMERGENCY MEDICAL CARE

- Check the scene for safety.
- Check the victim for consciousness, breathing, signs of life and severe bleeding.
- Dial 911 or:
 - Chinle Comprehensive Health Care Facility, 928-674-7090
 - Tsaile Health Center, 928-724-3600
 - Northern Navajo Medical Center, 505-368-6600
 - Tsehootsooi Medical Center, 928-729-8600
 - Tuba City Regional Health Care Corporation, 928-283-2661
- Allow paramedics, Diné College Security, and other law enforcement agencies to handle the incident per their policies.
- Provide first aid and comfort at the level of your training and ability.
- Stay with the injured/sick person, if possible, until the arrival of response personnel.
- Follow standard precautions regarding possible exposure to blood-borne pathogens.
- Whenever possible use disposable gloves when giving care.

IMPORTANT PHONE NUMBERS

Police, Fire, Ambulance..... 911

ON CAMPUS

Campus Security (Chinle, Tsaile, Tuba City)

Diné College Emergency928-724-6911
 Diné College Non-Emergency 928-724-6802
 Diné College Security Cell..... 928-349-3950

Campus Security (Crownpoint, Shiprock)

Diné College Emergency 505-368-3615
 Diné College Non-Emergency 505-809-0205
 Diné College Security Cell (North Campus) 505-406-6511
 Diné College Security Cell (South Campus)..... 505-809-6511

OFF CAMPUS

County Sheriff's Office

Apache County Sheriff's Office (AZ)..... 928-337-4321
 San Juan County Sheriff's Office (NM)..... 505-334-6107

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Police Department

Chinle Police Department.....	928-674-2111
Crownpoint Police Department.....	505-786-2050
Shiprock Police Department	505-368-1350
Tuba City Police Department.....	928-283-3111
Window Rock Police Department	928-871-6111

Fire Department

Chinle Fire Department.....	928-674-2105
Crownpoint Fire Department.....	219-662-3248
Shiprock Fire Department	505-368-5719
Tuba City Fire Department.....	928-283-4527
Window Rock Fire Department	928-871-6915

WHO TO CALL

Campus Public Safety officers can respond quickly and will contact other emergency responders as needed. However, if in doubt and for serious situations or medical emergencies, call 911 first.

WHEN TO CALL

During emergencies, please use emergency lines only to provide important information about the crisis. For updates, refer to Alert Media (text messages) or emails sent from Diné College Public Relations.

EVACUATION PROCEDURES

GENERAL PROCEDURES

- Follow posted evacuation routes or safest direct exit route from building.
- Close doors. Do not touch light switches.
- If able to do so safely, help persons who require evacuation assistance to reach a designated Safe Zone for Evacuation Assistance. Once outside, alert trained emergency responders about the location of those who still need to be evacuated.
- Do not return to an evacuated building until directed by College officials.
- DO NOT USE ELEVATORS.
- Do not take personal items (keys, wallet, coat, etc.) if evacuation is urgent.
- Do not take time to search for personal items or investigate the source of the alarm.
- Meet in Safe Zones designated on campus.

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BUILDING COORDINATORS

- Make sure doors are closed.
- Assist others if able and as necessary.
- Bring list of building personnel if available.
- Report to Safe Zones.
- Take a head count if needed.
- Report any missing persons to public safety personnel.

EVACUATION INSTRUCTIONS

- Evacuation assembly locations have been determined for all buildings. Review evacuation routes and assembly locations.
- Occupants should use the nearest and safest exit after the order to evacuate has been given.
- Occupants should avoid blocking entrance routes to buildings to allow emergency responders unhindered access.

- Do not get in your car and leave.
- Based on the type of emergency, occupants may be instructed to evacuate farther from certain areas. Please remain attentive to all emergency communications.
- Remain calm at all times and follow established procedures for safe evacuation. Persons with special needs should contact Campus Security (928-724-6911, Chinle, Tuba City, Tsaille, Window Rock; 505-368-3615, Crownpoint, Shiprock) or 911 in an emergency situation and identify themselves, their special needs, and their exact location. This will help responders in providing rescue assistance. Faculty/Staff should ensure that persons with special needs are given assistance.

REPORTING CRIMES, SUSPICIOUS INCIDENTS

The Campus Security is a full-service department available 24 hours a day, seven days a week.

All criminal activity or suspicious incidents should be reported immediately to the Campus Security at 928-724-6911.

You can also use the Emergency Blue Light Phones located throughout campus to report any emergency. (Press the red button on the unit to activate it.)

When reporting any emergency or possible crime, be prepared to calmly state the following:

- Your name, location and phone number
- Nature of the incident
- Descriptions of persons involved
- Description of property involved
- Vehicle information, if appropriate

DO NOT approach or attempt to apprehend or question the persons involved in the incident.

If safe to do so, wait in place and keep other witnesses on the scene until an officer arrives.

SUSPICIOUS MAIL/PACKAGE ⇨

REPORTING CRIMES, SUSPICIOUS INCIDENTS

SUSPICIOUS MAIL/PACKAGE

SUSPICIOUS MAIL OR PACKAGE

- Be aware of conspicuous or unusual behavior.
- If you see something, say something and contact Campus Security (928-724-6911, Chinle, Tuba City, Tsaille, Window Rock; 505-368-3615, Crownpoint, Shiprock) or 911 and explain your concerns to the Dispatcher.
- If you see what appears to be a dangerous situation, contact police (at 928-674-2111, Chinle; 505-786-2050, Crownpoint; 505-368-1350, Shiprock; 928-283-3111, Tuba City; 928-871-6111, Window Rock) or 911.
- Do not accept packages or backpacks from strangers.
- Do not leave your personal belongings unattended.

IF SUSPICIOUS MAIL OR PACKAGE IS FOUND

- Do not turn on or use cell phone.
- Immediately contact police at Campus Security (928-724-6911, Tsaille; 505-368-3615, Shiprock.) or 911.
- Do not move or touch the suspicious mail or package.
- Secure the area (room) where the suspicious item is located.
- Leave the immediate area and inform others in your area as you exit.
- If biological (e.g., anthrax) or radiological contamination is suspected, isolate any persons who may have been exposed.
- Utilize bomb threat/found devices emergency.

FIRE AND SMOKE CONDITIONS

IF A FIRE CANNOT BE EASILY EXTINGUISHED:

- Activate fire alarm and call 911 (campus phones require dialing 6911; Caller needs to give a detailed description of the location within the facility or premises.) and Campus Security (928-724-6911, Chinle, Tuba City, Tsailie, Window Rock; 505-368-3615, Crownpoint, Shiprock).
- Contain fire by closing all doors and windows.
- Evacuate building and meet at Safe Assembly Location.
- If able to do so safely, help persons who require assistance to reach the designated Places of Refuge for Evacuation Assistance. Once outside, alert trained emergency responders about the location of those who still need to be evacuated.
- DO NOT USE ELEVATORS.
- Do not reenter building until directed to do so by Campus Security.

IF TRAPPED:

- If you cannot evacuate, you will need to shelter in place.
- If able, move to a room with an outside window so rescuers can see you.

- Call 911 to report your position, number of people with you and their medical conditions.

BUILDING COORDINATOR

- Assist with evacuation.
- Help others if necessary and as able.
- Make sure doors and windows are closed.
- Bring list of building personnel if available.
- Report to predetermined area.
- Take a head count. Report missing persons to public safety personnel.

FIRE SAFETY TIPS

- Never enter a smoke-filled room.
- Feel all doors before entering a room; if hot, do not enter.
- Stay close to the floor if heavy smoke is present.
- Never allow the fire to come between you and an exit path.
- If your clothing is on fire: Stop, drop and roll to put out the flames. Seek immediate medical assistance.

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SMALL FIRE (WASTE BASKET SIZE, NEEDS ONLY 1 FIRE EXTINGUISHER)

- Pull the fire alarm to notify building occupants and fire department.
- If you have been trained to use a fire extinguisher and it's safe to do so, attempt to extinguish a small fire using the P-A-S-S procedure:
 - P - Pull** the pin from the extinguisher handle.
 - A - Aim** the nozzle, horn, or hose at the base of the fire.
 - S - Squeeze** or press the handles together.
 - S - Sweep** from side to side at the base of the fire until it's out.
- Evacuate the building and assemble at your designated area.
- Call 9-1-1 from a safe area.
- Provide incident-specific information to arriving emergency responders.

LARGE FIRE (LARGER THAN A WASTE BASKET SIZE, NEEDS MORE THAN 1 FIRE EXTINGUISHER)

- Pull the fire alarm to notify building occupants and fire department.
- Evacuate the building and assemble at your designated area.
- Call 9-1-1 from a safe area.
- Provide incident-specific information to arriving emergency responders.

THREATS OF VIOLENCE

NON-SPECIFIC THREATS OF VIOLENCE

Contact Campus Security (928-724-6911, Chinle, Tuba City, Tsaille, Window Rock; 505-368-3615, Crownpoint, Shiprock). Do not hesitate to report a non-specific threat just because there has been no actual harm to a person or property.

DIRECT THREATS OF VIOLENCE

- Get out of immediate danger if possible.
- Contact Campus Security (928-724-6911, Chinle, Tuba City, Tsaille, Window Rock; 505-368-3615, Crownpoint, Shiprock) or dial 911 (Campus phones require dialing 6911. Caller needs to give a detailed description of the location within the facility or premises.). Stay on the line until you are told to hang up.

ARMED GUNMAN ON CAMPUS OR THE DIRECT THREAT

- Get out of immediate danger if possible.
- Contact Campus Security (928-724-6911, Chinle, Tuba City, Tsaille, Window Rock; 505-368-3615, Crownpoint, Shiprock) or 911 (Campus phones require dialing 6911. Caller needs to give a detailed description of the location within the facility or premises.) and provide the following information:
 - Reported location of the suspect, identity and physical description of suspect, and the number and type of weapons reportedly held by the suspect.
 - Remain in a room with doors locked and windows secured. Stay away from windows and doors.
 - Wait for additional information over the Alert Media.

CIVIL DISTURBANCES OR DEMONSTRATIONS ⇨

THREATS OF VIOLENCE

CIVIL DISTURBANCES OR DEMONSTRATIONS

CIVIL DISTURBANCES OR DEMONSTRATIONS

Any free-expression activity on campus properties, such as demonstrations, marches, meetings, flash mobs, picketing and rallies, must comply with regulations of the College and federal, state or local law.

Do not obstruct or provoke a peaceful, non-disruptive demonstration. Contact Campus Security (928-724-6911, Chinle, Tuba City, Tsaile, Window Rock; 505-368-3615, Crownpoint, Shiprock.) so they can monitor the situation.

If demonstration becomes violent and disruptive, alert Campus Security (928-724-6911, Tsaile; 505-368-3615, Shiprock). Move away from windows and close blinds if possible. Do not open doors or attempt to leave the building without consulting police. If demonstrators gain entry into building, avoid provoking or obstructing them in any way. Lock yourself in a room or office until police can assist you in leaving the building safely.

SEVERE WEATHER

NATURAL DISASTER/SEVERE WEATHER

Severe Weather Watch: Conditions are favorable for severe weather. Severe Weather Warning: Severe weather is occurring and on course or has been sighted nearby; shelter-in-place should be taken immediately.

GENERAL GUIDELINES

- Monitor Emergency Alert Systems (KXWR radio, alert media, DC website, national Weather service).
- Closings or other restrictions of travel can be monitored through the DC website, KXWR radio and television, and emergency alert media.
- Review shelter-in-place procedures.
- Bring all persons inside buildings.
- Close windows and blinds.
- Review shelter/evacuation procedures and location of safe areas.
- Review “duck & cover” procedures. (Crouch down on elbows and knees with hands over the back of the head.)

FLOODING

- If it is safe to do so, turn off or disconnect electrical devices in the flood area.
- Protect or remove valuable property that is susceptible to water damage.
- Close doors and seal openings to minimize the spread of water.
- Remain in a safe adjacent area to direct response personnel to the site and others away from the site.
- If flooding liquid is contaminated, the area must be secured.
- If in an automobile, do not try to cross a flooded roadway.

HEAT ADVISORY

Heat can create serious health problems.

The best defense against heat-related illness is prevention:

- Stay cool.
- Drink plenty of fluids but avoid drinks with alcohol, caffeine or a lot of sugar.
- Start drinking fluids before going out into the heat.
- Wear cool clothing.
- Monitor outdoor activities.

Heat illness: symptoms of heat illness include heavy sweating, muscle cramps, weakness, dizziness, nausea, weak but rapid pulse, and headaches. people with these symptoms should find shade, drink water slowly and make sure there is good ventilation.

Heat stroke: If fluids are not replaced soon enough, heat stroke can follow causing extremely high body temperature, red and dry skin, rapid pulse, confusion, brain damage, loss of consciousness and death. To help a person showing severe symptoms, get the victim into shade, call for emergency medical services and start cooling the person immediately with cool water or by fanning.

SEVERE THUNDERSTORM WARNING

- Move all staff and students indoors.
- Be prepared to shelter-in-place.
- Follow lab safety guidelines (for applicable lab personnel).
- Do not touch downed power lines or any objects that are in contact with downed lines.
- Look out for broken glass and exposed nails.
- Use extreme caution when entering damaged structures.

SEVERE THUNDERSTORM WARNING

- Immediately end all experiments in progress and halt the use of chemicals, radiological or biohazard agents.
- Radioactive, chemical and biological hazards should be stored in a secure compartment and/or sealed.

The following should be protected with adequate shielding:

- Solvents in flammable cabinets

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- Corrosives in acid/base cabinets
- Radioactive materials in their shipping container with...
 - Adequate shielding
 - Biologicals in incubators
 - Dry chemicals with wooden or metal doors
- Hazardous materials should not be left on counter tops, open shelves or floors.
- Shut off gas (for applicable lab personnel).
- Small breakables should be emptied and stored.
- Shelf and secure all glassware, microscopes, etc.
- Protect all equipment in areas with windows from hazards associated with broken glass, driven rain and wind. Leave all floor and counter space clear of equipment, papers, and chemicals.

TORNADO WATCH

- Conditions are right for tornadoes to develop.
- Be prepared to take cover.

TORNADO WARNING

- A funnel cloud has been sighted or indicated in the vicinity.
- Take cover.

IN A TORNADO

- Take shelter in the interior area of the lowest level of the building. Avoid windows and large, open rooms. If possible, get under a sturdy desk or table.
- Protect your head with your arms.
- If caught outside, lie flat in the nearest ditch, ravine or culvert with hands and arms shielding your head.
- If in an automobile, abandon the vehicle and follow guidelines for outdoor shelter.
- Information on tornado watches and warnings is available

WINTER STORM (SNOW/ICE/WIND)

- Be aware of slip-and-fall hazards associated with wet floors and icy surfaces.

- Wear several layers of loose-fitting clothing, mittens, a hat and a face cover when outdoors.
- Stay dry.
- Be extra cautious in the wind. A strong wind, even in only moderately cold weather, can cause a wind chill far below freezing.
- At the first signs of possible frostbite, redness or pain in any skin area, get out of the cold or protect any exposed skin.
- Watch for hypothermia symptoms: confusion, drowsiness, slurred speech, a drop in blood pressure, shallow breathing and a pinkish tint to the skin.
- Anyone with hypothermia symptoms is in immediate danger and should receive medical help right away.

EARTHQUAKE

If you are inside:

- Duck under a desk or sturdy table or brace in a doorway.
- Stay away from windows, appliances, and heavy objects that could fall on you (bookcases, file cabinets, heavy mirrors, etc.).
- Do not use elevators.
- Stay indoors until shaking stops, then cautiously move outdoors.

If you are outside:

- Move into open space away from electrical lines, trees and buildings if possible.
- Or, duck into a doorway to avoid falling debris.

IF YOU ARE DRIVING:

- Pull over to the side of the road but do not stop on or beneath bridges or near power lines or large highway signs.

Afterward, be prepared for aftershocks and report any gas leaks or electrical problems to Maintenance Department (928-724-6772). If gas leaks are possible, do not use open flames, electric switches or appliances.

WEAPON ON CAMPUS

If you believe that the weapon became visible unintentionally, let the concealed carrier know the weapon is visible. A responsible licensed carrier will cover the weapon.

- If the weapon carrier refuses to cover the weapon or you feel threatened:
- Contact the Campus Security immediately at Campus Security (928-724-6911, Chinle, Tuba City, Tsaile, Window Rock; 505-368-3615, Crownpoint, Shiprock).
- Do not confront the individual(s) any further.
- Remain calm.
- Avoid escalating the situation.

Card 9 Rear

INFECTIOUS DISEASE

SEASONAL INFLUENZA & AIRBORNE ILLNESSES – GENERAL PRECAUTIONS

- Stay home when you are sick. Stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness. Avoid close contact with people who are sick.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue away after use and wash your hands. If a tissue is not available, cover your mouth and nose with your sleeve, not your hand.
- Wash your hands often with soap and water, especially after you cough or sneeze. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose, or mouth. Germs spread this way.

- Clean and disinfect surfaces or objects.

MOSQUITO-BORNE ILLNESSES – GENERAL PRECAUTIONS

(Examples of mosquito-borne diseases include Chikungunya, Dengue Fever, West Nile, and Zika.)

Apply EPA-approved insect repellent when planning to be outdoors.

- Wear long-sleeve shirts and wear long pants when outdoors for prolonged periods.
- Utilize screens or close windows and doors.
- Regularly remove any standing water that could provide a breeding ground for mosquitoes.
- Cover trash cans or containers that may collect water.

Card 10 Rear

HAZARDOUS MATERIALS INCIDENTS

INCIDENT OCCURRED IN SCHOOL:

- Call 6911.
- Notify Diné College Campus or Center Director/Sergeant.
- Diné College Campus or Center Director/Sergeant notifies Diné College President.
- Seal off area of leak/spill.
- Take charge of area until fire personnel contain incident.
- Fire Department in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify students if they will need to be evacuated.
- Resume normal operations after consulting with fire officials.

INCIDENT OCCURRED NEAR SCHOOL PROPERTY:

- Fire or police will notify Diné College Administration.
- Fire Department in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify students if they will need to be evacuated.
- Resume normal operations after consulting with fire officials.

WEAPONS OF MASS DESTRUCTION ⇨

HAZARDOUS MATERIALS INCIDENTS

WEAPONS OF MASS DESTRUCTION

WEAPONS OF MASS DESTRUCTION

WARNING ISSUED STATING AN ATTACK USING WMD IS IMMINENT

- Monitor radio and TV stations for important information. Follow instructions issued by governmental and emergency personnel.
- Seek shelter in nearest heavily constructed building.
- If attack is suspected to be chemical in nature, shelter in an aboveground, interior room if possible. Some chemicals are heavier than air and will tend to gravitate toward basements.
- If biological, radiological, or nuclear in nature, shelter in belowground interior room if possible.

CONFIRMED ATTACK USING WMD

- Shelter in place. Turn off all fans and all heating and cooling systems.
- **If biological attack**, move away from detonation area – upwind if possible, wash thoroughly, shelter in basement, if possible turn off air handling equipment, ask for medical help if you become ill.

- **If chemical attack**, seek shelter above ground. Use duct tape and plastic sheeting to seal all cracks and vents into the room. Anyone in proximity should thoroughly wash all exposed skin, place contaminated clothing in double plastic bags, wash body again, then put on fresh clothing if available.
- **If radiological** (conventional bomb used to spread radioactive material), seek shelter in nearest undamaged building. If shelter is not available, attempt to move rapidly upwind and away from the detonation site.
- **If nuclear**, shelter below ground in heavily constructed building if possible. Cover head and eyes. The blast wave may take 30 seconds or more to hit.
- Monitor radio and television stations for important information.
- In all cases do as instructed by governmental and emergency personnel.

POWER OUTAGE/BUILDING EVACUATION

In the event of an unexpected power outage (or a planned outage lasting more than 1 hour), the College may call for the cancellation of classes, evacuation of buildings, and orderly shutdown of administrative and computer network systems.

In non-daylight hours, battery-operated emergency lighting will stay on for approximately **15 minutes** before batteries are depleted. Gather essential items (wallet, toiletries, etc.) before evacuating to another part of campus or taking other action as directed by Campus Security.

WHEN DIRECTED TO EVACUATE BUILDINGS:

- If able to do so safely, help those who need assistance to reach a designated Place of Refuge for Evacuation. Once outside, give Campus Security the name(s) of those who still need to be evacuated.

- Shut off switches to as many electrical items as possible and follow evacuation procedures.
- Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location.
- Do not return to an evacuated building until directed by College officials.

PEOPLE TRAPPED IN ELEVATOR

- If you are trapped, use the emergency phone in the elevator or push the alarm button. Or use a wireless phone to call Campus Security at 928-724-6911. Wait for help to arrive. Remain calm.
- If you discover trapped people, talk to them and try to keep them calm until an officer or other help arrives.
- Do not attempt to open elevator doors at any time.

GAS/WATER LEAKS ⇨

POWER OUTAGE/BUILDING EVACUATION

GAS/WATER LEAKS

SAFETY TIP: Never use gas generators indoors. To do so creates the danger of carbon monoxide poisoning.

UNCONFIRMED PROPANE LEAK

- Inform Buildings & Grounds and Campus (928-724-6911, Chinle, Tuba City, Tsaile, Window Rock; 505-368-3615, Crownpoint, Shiprock.).
- Ventilate area.

CONFIRMED PROPANE LEAK REQUIRING IMMEDIATE REPAIR

- Vacate the immediate area.
- **Do NOT** turn any electrical switches on or off.
- **Do NOT** activate fire alarm.
- **Do NOT** use cell phones, radios, pagers, flashlights or anything capable of producing static electricity, sparks, electric arcs or open flame.
- Meet at Safe Assembly Location.
- Notify Campus Security.
- **Do not** reenter until cleared to do so.

WATER LEAKS

- Notify buildings and grounds during normal working hours or Campus Security after hours. Let them know the exact location of the leak and if any objects are in imminent danger.
- Avoid standing in floodwaters due to threat of electrocution.
- Evacuate if there are submerged electrical appliances or outlets in the vicinity of the water.
- Alert occupants on floors beneath the leak.

EXPLOSION

IMMEDIATELY CALL CAMPUS SECURITY at Campus Security (928-724-6911, Chinle, Tuba City, Tsaile, Window Rock; 505-368-3615, Crownpoint, Shiprock)

Whenever dealing with explosions, all persons should be alert to the potential for secondary or subsequent explosions.

EXPLOSION

- Evacuate away from the danger using the nearest campus emergency exit.
- Move at least 300 feet away from the building/bomb.
- Stay away from windows.
- If unable to evacuate, immediately get under a sturdy table or desk if objects are falling around you.
- Stay below any smoke at all times. Crawl on the floor if necessary.

IF TRAPPED IN DEBRIS:

- Use a flashlight to help rescuers locate you.
- Stay in your area so you do not kick up dust.
- Cover your mouth with your clothing or a handkerchief.
- Tap on a pipe or wall so that rescuers can locate you.
- Shout as a last resort. Shouting can cause a person to inhale dangerous amounts of dust particles.

IF THERE IS FIRE:

- Stay low to the floor and exit the building quickly and calmly.
- Cover your nose and mouth with a wet cloth.
- Use fire extinguishers if safe to do so.
- Test closed doors for heat with the back of your hand or forearm on the lower and upper portions of the door. If it is hot or warm to the touch, do not open and seek an alternate escape route.

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- Never use water on an electrical fire.
- If caught in smoke, drop to your hands and knees and crawl; breathe shallowly through your nose and use your clothing as a filter.
- If you must move through flames, hold your breath, move quickly, cover your head and hair, keep your head down and close your eyes as much as possible.
- If your clothes catch fire stop, drop, and roll until the fire is out.
- If you are in a room and cannot escape, leave the door closed, stay low to the floor and hang a white or light-colored cloth outside the window.
- Avoid breaking windows as it can cause a fire/ smoke draft and draw fire, smoke, or chemicals to you.

ACTIVE SHOOTER

RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be located.
- Call police when you are safe.

HIDE

- Hide in an area out of the shooter's view.
- Lock door or block entry to your hiding place.
- Silence your cell phone (including vibrate mode) and remain quiet.
- Call police if it is safe to do so.

FIGHT

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.

- Improvise weapons or throw items at the active shooter.
- Commit to your actions; your life depends on it.

WHEN LAW ENFORCEMENT OFFICIALS ARRIVE:

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

- Remain calm and follow instructions.
- Drop items in your hands (e.g., bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not ask questions when evacuating.
- Once you have reached a Safe Area, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

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INFORMATION – PROVIDE TO LAW ENFORCEMENT:

- Location of the active shooter.
- The number of shooters.
- Physical description of the shooters.
- Number and type of weapons held by shooters.
- Number of potential victims at the location.

IF YOU HAVE A LICENSE TO CARRY A CONCEALED WEAPON ON CAMPUS AND ARE CARRYING YOUR WEAPON:

- Keep your weapon concealed unless you are confronted by the shooter(s).
- After engaging, return your weapon to its holster and conceal it again (police will come to the sound of the shots fired; you should not have a weapon in your hand when they arrive).
- When evacuating, keep your weapon concealed and leave with everyone else.
- If your weapon is visible when police arrive you will be confronted by police.
 - Follow commands.
 - Do not turn to the officers.
 - Do not try to show them LTC unless ordered to do so.
 - Be prepared to surrender your weapon. The police may take your weapon from you during the event.

BOMB THREAT/SUSPICIOUS PACKAGE

(FOR PHONE CALLS – USE LANDLINE ONLY)

UPON RECEIVING A MESSAGE THAT A BOMB HAS BEEN PLANTED IN COLLEGE:

- Use bomb threat checklist.
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
- Listen closely to caller's voice and speech patterns and to noises in background.
- Notify Diné College Campus or Center Director/Security.
- Incident Commander orders evacuation of all persons inside college building(s).
- Diné College Campus or Center Director/Security notifies police (call 911) and Diné College President. Diné College Campus or Center Director/Security must report incident to police.

IF A SUSPICIOUS DEVICE IS FOUND:

- **DO NOT TOUCH OR MOVE THE DEVICE.**
- **Do not** turn on or use a cell phone.
- Secure the area, preserve the scene, and be aware of the possibility of more bombs.
- Evacuate the area.
- Call Campus Security.

Evacuation procedures:

- Diné College Campus or Center Director/Security warns students, faculty, and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
- Direct students to take their belongings.
- Students, faculty, and staff must be evacuated to a safe distance outside of college building(s). After consulting with Diné College President, Diné College Campus or Center Director/Security may move students to alternate location if weather is inclement or building is damaged.
- Faculty take roll after being evacuated.
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- Diné College Campus or Center Director/Security students, faculty, and staff of termination of emergency. Resume normal operations.

If a Bomb is Detonated:

- Call Campus Security.
- Respond to injured persons.
- Secure the area, preserve the scene, and be aware of the possibility of more bombs.

IMMEDIATELY CEASE ALL TWO-WAY RADIO AND CELL PHONE USE: DO NOT USE ANY TYPE OF TRANSMITTING DEVICE

CONTINUED >>>

BOMB THREAT CHECKLIST

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of the Public School System.

CHECKLIST:

(Complete all possible items immediately following the call.)

1. Time Call Received: _____
2. Time Call Terminated: _____
3. Caller's Name and Address (if known) _____

4. Sex: Male Female Unsure
5. Age: Adult Teen Child Unsure
6. Bomb Facts (Questions to Ask)
 - a. When will it explode? _____
 - b. Where is the bomb right now? _____

 - c. What kind of bomb is it? _____

 - d. What does it look like? _____

 - e. Why did you place the bomb? _____

7. Voice Characteristics

- | | | |
|-------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Low Pitch | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Fast | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Distinct | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> Slurred | |

8. Background Noise

- | | | |
|-----------------------------------|---|---------------------------------|
| <input type="checkbox"/> Music | <input type="checkbox"/> Traffic | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Machines | <input type="checkbox"/> Cellular Phone | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Children | <input type="checkbox"/> Typing | <input type="checkbox"/> Other |

9. Person Receiving Call: _____

Work Station: _____

Date: _____

MEDICAL EMERGENCIES/INJURIES/ILLNESSES

MEDICAL EMERGENCY

- Call 911.

SERIOUS INCIDENT/INJURY (E.G. CARDIAC OR RESPIRATORY ARREST, LOSS OF CONSCIOUSNESS, ASTHMA, ETC.)

- Call 911 and give them the following:
 - Number of injured/ill and condition
 - Your name, location, and phone number
 - Any care being given to the victims
- Stay on line until EMS hangs up.
- Care for the victim(s) to the level of your training. If you are not trained, stay with the victim(s) until help arrives.
- Contact Campus Security (928-724-6911, Chinle, Tuba City, Tsaile, Window Rock; 505-368-3615, Crownpoint, Shiprock). if they have not already arrived on the scene.
- Remain at the scene until victim(s) have been transported and you have answered all questions from EMS regarding the victim(s).

ALCOHOL INTOXICATION/POISONING

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to “sleep it off.” Stay beside the person and call Campus Security at (928-724-6911, Chinle, Tuba City, Tsaile, Window Rock;

505-368-3615, Crownpoint, Shiprock) or 911 (6911 from campus phones) immediately if the person:

- cannot be roused
- is incoherent and is vomiting
- breathes shallowly
- has cold, clammy skin
looks bluish or pale
- has taken other drugs with alcohol
- has a head injury

WORK RELATED INJURIES/ILLNESS

Seek medical attention as required.

Report the injury/illness to your supervisor, regardless of severity.

If you require immediate medical attention:

- Contact Campus Security (928-724-6911, Chinle, Tuba City, Tsaile, Window Rock; 505-368-3615, Crownpoint, Shiprock) for escort to Health Services or Emergency Room. Campus Security will decide if EMS needs to be activated.
- If on-site medical attention is needed, call 911 and request emergency services.
- If exposure to blood-borne pathogens is possible, person should be taken to the Emergency Room.

CONTINUED ➔

MENTAL HEALTH

Mental/Emotional Distress

We all experience stress as a natural part of life. But mental distress is a serious condition that requires help from professionals. Signs of serious mental distress may include:

- Severe listlessness, lack of energy or sleepiness
- Marked change in personal hygiene, appearance or behavior
- Isolation from others
- Impaired speech, disjointed thoughts
- Threats of harming self or others
- Creates artwork that depicts graphic images of death or violence
- Possesses weapons on campus or is preoccupied with weapons
- High levels of irritability, easily frustrated
- Alcohol or other drug abuse
- Dramatic weight loss or gain
- Bizarre behavior for the situation
- Prolonged or intense emotions such as fearfulness, tearfulness or nervousness
- Onset of uncharacteristic poor performance or extreme procrastination

SUICIDE INTERVENTION

Typical warning signs of someone contemplating suicide include:

- Overtly suicidal statements (“I won’t be around next week”) or expressions of despair (“I just can’t go on”)
- Ambivalence about the future
- Giving away or destroying prized possessions
- Anxiety and/or depression
- Radical change in behavior

If you have concerns about a student or coworker’s well-being, contact Campus Security (928-724-6911, Chinle, Tuba City, Tsaille, Window Rock; 505-368-3615, Crownpoint, Shiprock).

If the threat of suicide or violence seems immediate, call 911 (6911 from a campus phone) and, if possible, alert Campus Security (928-724-6911, Chinle, Tuba City, Tsaille, Window Rock; 505-368-3615, Crownpoint, Shiprock).