



Willcox Center

Employee Emergency Response Plan

Emergency Response Plans

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EMERGENCY CONTACT NUMBERS

Emergency Entity Sierra Vista Campus

Police, Fire, EMS	911
Campus Security (SV)	520-515-5470
Campus Security Cell (SV)	520-249-1957

Other Key Numbers

AZ Security Control	800-525-4829
CC Willcox Center	520-384-4502
National Poison Control Center	800-222-1222
Northern Cochise Comm. Hospital	520-384-3541
Willcox Police	520-384-4673
Benson Fire Dept.	520-586-9832
Campus Occ. Health & Safety	520-515-5455

Automated External Defibrillator LOCATIONS

Willcox Center Lobby

EMERGENCY NOTIFICATION PLAN



Cochise College offers emergency notifications and updates to employees and students via the **CC Alerts** emergency notification system. Safety alerts, campus/center closures, delays, dismissals, and updates will be sent to your college email account. These alerts can also be sent to a mobile phone, wireless PDA, pagers and other email addresses that can be added when you sign up.

CC Alerts is the primary system that is used when an event that requires mass notification to college personnel and students occurs. Sign up and account management is found in MyCochise under “Resources”; **CC Alerts** emergency notifications. Click on that link and it will take you to the sign up page.

Your user name is the first part of your college email before the @. Use the “Forgot password?” reset to set a new password.

Complete the requested information and you will be able to receive emergency alert notifications via email and text.

In the event of an emergency, the notification sent via **CC Alerts** will include a short description of the emergency and a toll free number, 1-800-276-1290 to call for a detailed update of the incident.

Portal announcements, the college website, Facebook, and Twitter will also reflect emergency information.

In the event of inclement weather or other emergency, the college president or designee may close any or all campuses/centers, delay the start of classes and college operations at all or specific sites, or dismiss classes and college operations early at all or specific sites. Employees and students will be notified via email, and public notifications will be available at the college homepage and sent to local media in Cochise and Santa Cruz counties. Individuals should assume responsibility for making judgments regarding travel safety to and from campus when inclement weather does not result in the decision to close. For up-to-date information regarding road conditions, visit [the Arizona Traveler Information website](#).

EVACUATION PLAN

Be aware of your surroundings. Know of at least two separate exits located opposite of each other. Be ready to leave the building at any moment's notice. When evacuating, take keys and personal belonging that would be needed if re-entry to the building is denied.


When the evacuation (Fire) alarm sounds, leave the building and proceed to the assigned Evacuation Assembly Area. Building Coordinators will perform sweeps through the building to ensure everyone has evacuated.

You must report to your Building Evacuation Coordinator when you arrive at the Evacuation Assembly Area. Evacuation Assembly Areas are marked on the following map and is located in front of the Willcox Unified School District Office.

EVACUATION MAP



 = Evacuation Assembly Area

 = AED location

AIRCRAFT EMERGENCIES

Many of our Campuses or Centers are located near or within restricted flight zones or airports. Due to this, the limited potential exists for plane crashes.

Do: Call 911

Do: Call Campus Security 520-515-5470

Do: Evacuate buildings, if necessary

Do: Secure the crash area

Do Not Stay or congregate around the crash area

Do Not Allow a crowd to gather

Crash Affecting Campus Buildings

- Immediately take cover under tables or desks and remain clear of all windows to protect from falling or flying debris until mass movement stops.
- Activate the nearest fire alarm pull station and evacuate the building quickly, following the established routes and procedures. Consider the fire and explosion potential increasing if fire or explosion did not occur on impact.
- Assemble at the pre-designated assembly point, if it is safe to do so, or proceed to an alternate assembly point as directed by Security or other responding emergency personnel.
- Wait at the safe assembly point until otherwise directed by Security or other responding emergency personnel.
- If required, a campus-wide evacuation will be conducted when it is safe to do so without complicating the emergency response.

If You Become Trapped

- Alert emergency search and rescue crews or anyone within shouting distance of your location.
- Contact Security.
- Whistle, shout, use any object at hand to pound on a wall or door to make noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor. During a fire the air nearest the floor will contain the least smoke, contaminants and heat.
- If you are injured, tend to your wounds.
- Remember, the first priority during any emergency is life safety. Help is on the way.

BOMB THREAT

In the event that a bomb threat is phoned into the college, the caller will most likely not identify him/herself. However, people who call in bomb threats are calling because they want you to know what they are doing, and often, why. Note caller ID information if available.

Security or the Emergency Management Team will be responsible for ordering building evacuation in consultation with the appropriate senior staff member where possible.

When a bomb threat is received, attempt to remain calm and keep the person on the line as long as possible. Ask the caller to repeat the message and try to ascertain as many of the following items as you possibly can.

Questions To Ask

When is bomb going to explode?	What does it look like? (If present)
Where is it located? In what building?	What kind of bomb is it?
What will cause it to explode?	Did you place the bomb?
Why are you doing this?	What is your name? Address?
Where are you calling from?	

Background Sounds

Street/Traffic or Motor	Noises Factory Noises
Television	Animal Noises
Air Traffic	Office Machinery

Threat Language

Formal /Informal Language or Phrases	Irrational
Taped	Read from Script
Accent	Any other identifiable characteristics

Voice Characteristics

Angry/Excited	Young or Old
Rapid or Slow	Soft or Loud
Lisp or Stutter	Deep or Nasal
Distinct or Slurring	Number at which the call was received

Additional Information

Exact wording of threat	Calling number (if available on Caller ID)
Time and Date of the call	

Remember to remain calm. Keep caller on the phone as long as possible. Get as much information as you can. Be sure a co-worker has notified Security.

DANGEROUS INTRUDER SITUATIONS

RUN, HIDE, FIGHT –Think and choose the right option!

View the Run, Hide, Fight video at the [Cochise College Security Emergency](#) webpage.

An active killer is an individual(s) actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active killers use firearms and there is no pattern or method to their selection of victims. However, firearms are not always the weapons of choice. These situations require law enforcement to take immediate action to stop the threat.

RUN

- Know your surroundings – have escape route and plan in mind
- Run immediately - leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move injured people
- Prevent others from entering area where the active shooter may be
- Keep your hands visible
- Call 911 and Security when you are safe

HIDE (See Shelter in Place, also)

- If evacuation is not possible, find a secure place to hide
- If possible, lock and/or barricade doors using desks, chairs or whatever is available
- Close and cover any windows
- Turn off all lights and silence (including vibrate mode) electronic devices,
- Take cover behind furniture or fixtures away from doors or windows
- Remain calm and quiet
- Prepare to defend yourself
- Call 911, if safe to do so

FIGHT

- Do not be afraid to fight; Commit and act as aggressively as possible
- Act as a team; Form a plan; Improvise weapons
- Use common items as weapons, chairs, books, fire extinguishers, or other heavy items
- When necessary, strike with total commitment

When Police Respond

Police primary focus is to locate the threat and end the violence. Remain calm and follow the officers instructions. Keep your hands raised and keep them visible at all times. Avoid making sudden moves. Police will not initially stop to help injured; they will clear the area so emergency responders can enter. Provide Police with the location, number, and description of shooter

EARTHQUAKE

Earthquakes are unlikely, but possible in this part of the country.

IF INSIDE:

Get outside as quickly as safety permits

Stay away from glass windows, shelves and heavy equipment

Protect your head with your arms and take shelter under a desk or doorjamb

Leave the building when shaking stops

IF OUTSIDE:

Stay outside and avoid anything overhead

Stay away from buildings, trees, and power lines

Be aware of downed power lines

Be aware of broken gas lines

Do not re-enter a building until declared safe to do so by emergency responders

Damaged buildings, downed power lines or the smell of gas should be reported to Security

Remain clear from the building to avoid hindering response personnel

Be aware of the possibility of aftershocks

Be aware of the possibility of fire from downed power lines or broken gas lines

FIRE/EXPLOSIONS

Pull the Fire Alarm

Collect whatever you will need to evacuate the campus; purse, keys, but leave non-essential items; You may not be able to get back in the building

Assist those in need of assistance if you are able. If not, report their location to Security immediately upon exiting the building

If there is time, close doors & windows - do not lock

Evacuate the building following the campus evacuation plan

Meet at the Evacuation Assembly Area

Keep streets and sidewalks clear for responding emergency personnel

Call **911** and Campus Security **520-457-5470 (SV)**

Await further instructions from your Building Coordinator

DO NOT re-enter building until announced “All Clear”

GAS LEAK

If you smell gas:

DO NOT use any electrical. Small sparks can set off gas explosions

DO NOT use the telephone where the gas leak is located

DO NOT pull the fire alarm

Extinguish or turn off any ignition sources, open flames or electrical apparatus

Evacuate the building by word of mouth and wait for assistance

Call **911**, City of Willcox **520-384-4271** to report the leak, and Security **520-457-5470** (SV).

DO NOT re-enter building until the Gas Company or Emergency Personnel announces it is safe to do so

SEVERE WEATHER – MICROBURST/TORNADOS

A microburst is a very localized column of sinking air, producing damaging divergent and straight-line winds at the surface that are similar to, but distinguishable from, tornadoes.

Stay Alert: Make sure you get notice a microburst is coming.

IF INSIDE:

Go to an interior hallway of the building

Avoid large open rooms and rooms with windows (e.g. library, student union, gym)

Use arms to protect head and neck

Watch out for falling debris

IF OUTSIDE:

Attempt to get inside; Take shelter in low lying area or ditch or a sturdy shelter if available

Be aware of flash flooding and lightning, which often accompany tornados

Cars are better than nothing, but avoid parking near trees or pole

SEVERE WEATHER - THUNDERSTORMS

Thunderstorms frequently occur during monsoon season bringing the threat of lightning strikes, hail, and heavy rain.

A thunderstorm **WATCH** means a thunderstorm is possible in your area.

A thunderstorm **WARNING** means a thunderstorm is taking place in your area.

Seek shelter inside when possible.

If in a vehicle, stay inside and roll up windows

If outside, Do not hide under trees or near metallic objects; Avoid open shelters

If caught outside, stay low, but do not lie down

Squat on the balls of your feet to reduce your profile and ground effect

Squatting presents the least amount of exposure

If you can hear thunder, you are in danger from lightning

SEVERE WEATHER – SNOW

Although rare, snow activity can cause campuses and centers to close.

Even though it seldom occurs, campus closures can occur due to snow and ice, mainly due to road conditions in the mountainous areas.

You will be notified via **CC Alerts** in the event of a closure

Notices will also be posted through the portal and the college website

DO NOT come to the campus if you have received a notice of closure

Sign up for **CC Alerts** Emergency Notifications on the college portal and also receive text emergency messages

SHELTER IN PLACE / DENY ENTRY

Shelter in place is used for external environmental threats; severe weather, air contamination, threats to personal safety, or other hazardous environment

Deny entry is also used as a component of the Run, Hide, or Fight strategy

Hazardous Environment – Shelter in Place

Alert anyone outside the room to get inside

Stay in room, close doors and windows

Seal seams if necessary, using coats, blankets or other clothing to protect against a hazardous environment

If necessary and possible, shut down air conditioning, heat, fans, airflow to room

Threats to Personal Safety

If possible, lock the door, close and lock windows, turn off lights, and get out of view of any windows to avoid detection from threats to personal safety. Silence phone and stay quiet.

If locking the door is not possible, barricade the door with tables, chairs, or anything available

Develop a defense plan and improvise weapons

Commit to a defense

When safe, call Security **520-457-5470 (SV)**

SUSPICIOUS PACKAGE

If you spot a suspicious object, package, etc., report it to Security and your supervisor, but under no circumstances should you touch it, tamper with it, or move it in any way.

Signs of a suspicious package:

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Addressed to "Title" only or incorrect title
- Restrictive markings
- Oily stains, discolorations, or crystallization on wrapper
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery
- Attempts to disguise or conceal the package
- Any item left unattended that seems out of place
- Persons unknown to you asking you to watch their packages

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb
- Activate the fire alarm
- Touch or move a suspicious package

DO:

Notify Campus Security **520-515-5470**; Call **911**

KEEP PEOPLE AWAY