



Willcox Center



EMPLOYEE EMERGENCY RESPONSE PLAN

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EMERGENCY CONTACT NUMBERS

Emergency Entity	Sierra Vista Campus
Police, Fire, EMS	911
Campus Security (SV)	520-515-5473
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 Safety/Risk Management	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 and other email addresses that can be added if registered.

CC Alerts is the primary system used when an event requiring mass notification to college personnel and students occurs. Sign-up and account management are available in MyCochise under “Quick Access Links” by clicking the **CC Alerts** link, which will take you to the sign-up page.

Your username is typically 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, guide you to the college’s website for a detailed update of the incident, or guide you to the Cochise College Emergency Hotline number, 1-800-276-1290, to call for updates and/or additional guidance.

Portal announcements, the college website, Facebook, and X accounts may also reflect emergency information, when appropriate.

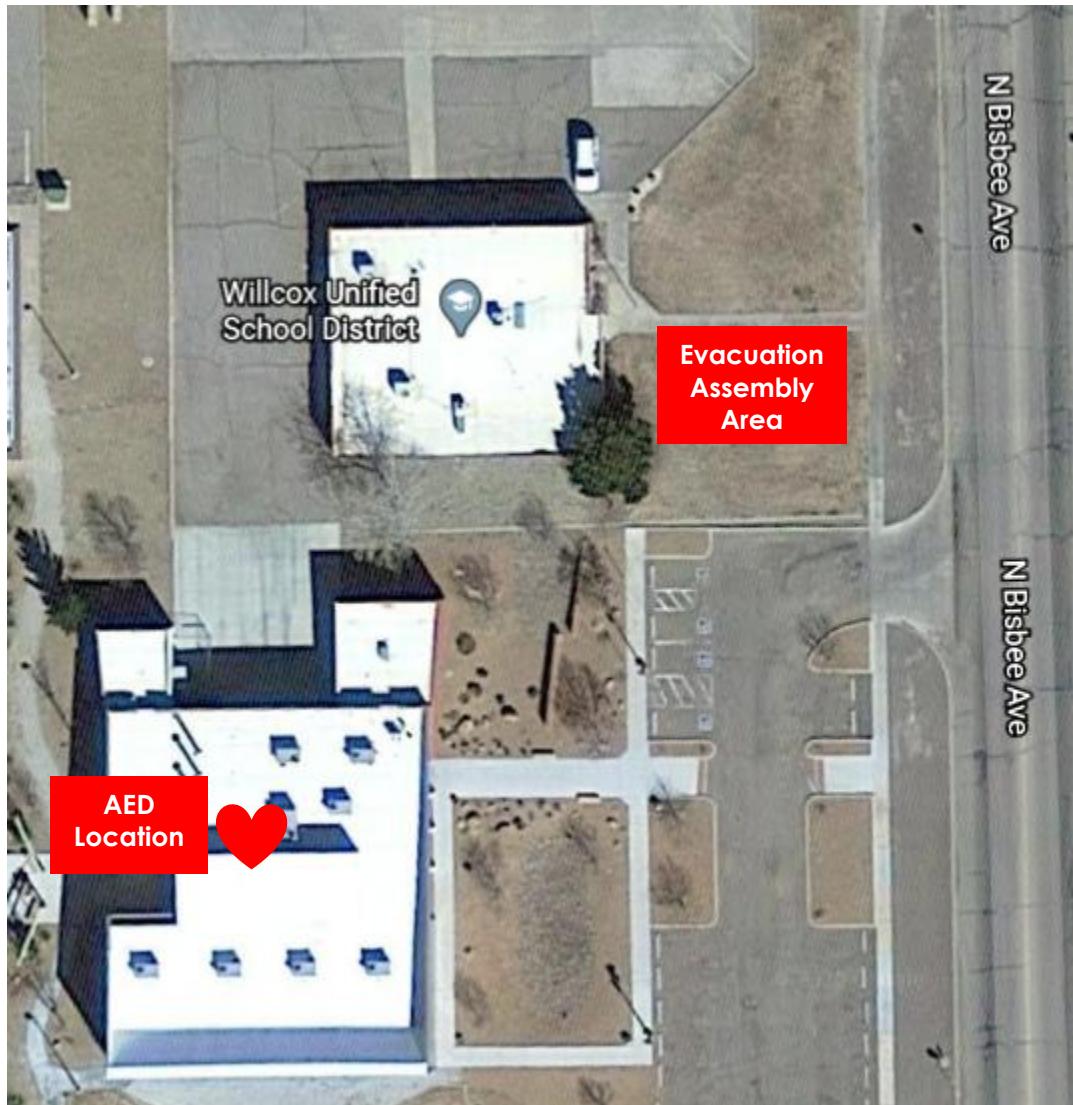
In the event of inclement weather or other emergency, the college president or designee may close any or all campuses/centers, delay the start of classes and college operations at all or specific sites, or dismiss classes and college operations early at all or specific sites. Employees and students will 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 www.az511.com.

EVACUATION PLAN/MAP

Be aware of your surroundings and know at least two separate exits located away from each other. You should always be ready to evacuate at a moment's notice, taking keys and personal belongings that might be needed if re-entry to the building is denied.

When the evacuation (Fire) alarm sounds, leave the building and proceed to the assigned Emergency Assembly Area. Building Coordinators will clear the building when it is safe to do so to ensure everyone has evacuated.

You must report to your Building Coordinator upon arriving at the Emergency Assembly Area, marked in the appropriate parking lot. The Evacuation Assembly Area marked below in front of the Willcox Unified School District Office.



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 **520-515-5473 (SV)**

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?

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

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

Additional Info

- 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. Ensure someone notifies Security.**

DANGEROUS INTRUDER SITUATIONS

RUN—HIDE—FIGHT – *Think and choose the right option!*

View the Run, Hide, Fight video at <https://www.cochise.edu/securityemergency/>

An active killer is an individual actively engaged in harming or attempting to harm people in a confined, populated area, using firearms or other improvised weapons. These incidents often lack a predictable pattern, requiring prompt and coordinated action. Employees should prioritize the ‘Run, Hide, Fight’ strategy, while law enforcement takes action to stop the threat.

RUN

- Know your surroundings — have an escape route and a 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 the affected area
- Keep your hands visible
- Call 911 and Security when you are safe

HIDE (SHELTER IN PLACE)

- 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 to defend yourself!
- Act as a team—Form a plan—Improvise weapons
- Use everyday items as weapons of opportunity (e.g., chairs, books, fire extinguishers, etc.)
- When necessary, strike with total commitment

WHEN POLICE RESPOND

The police’s primary focus is to locate the threat and end the violence. Remain calm and follow police instructions. Keep your hands always raised and visible and avoid making sudden movements. Police will not initially stop to help the injured; they will clear the area so other first responders can enter. Advise the Police of the location, number, and description of the shooter.

EARTHQUAKE

If Inside

- Get outside as quickly, if it is safe to do so
- 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
- Report incidents of damaged buildings, downed power lines, or the smell of gas to Security
- Remain clear and away from the building to avoid hindering response personnel
- Be aware of the possibility of aftershocks
- There is a possibility that fire or other hazardous conditions may result from the earthquake

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 who need help if you are able. If not, report their location to first responders or 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 Emergency Assembly Area
- Keep streets and sidewalks clear for responding emergency personnel
- Call 911 and Campus Security 520-515-5473
- Await further instructions from your Building Coordinator
- **DO NOT** re-enter the building until responsible personnel announce “All Clear”

GAS LEAK

If You Smell Gas

- **DO NOT** use any electrical items. Small sparks may set off gas explosions
- **DO NOT** pull the fire alarm; use word of mouth to assist with evacuation
- 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, Southwest Gas 1-877-860-6020 to report the leak, and Security 520-515-5473
- **DO NOT** re-enter the building until the Gas Company announces it is safe to do so.

SEVERE WEATHER

MICROBURST/TORNADOS

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

STAY ALERT: Be aware of weather conditions and stay informed!

If Inside

- Go to an interior room or 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 or find a sturdy shelter if available, or in a low-lying ditch
- Be aware of secondary hazards that accompany tornadoes (e.g., flash flooding, lightning)
- Cars are better than nothing, but avoid parking near trees, poles, or powerlines

THUNDERSTORMS

Thunderstorms frequently occur during the 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

Actions

- Seek shelter inside when possible
- If in a vehicle, stay inside with windows rolled up
- If outside, **DO NOT** take shelter under trees or near metallic objects, and try to avoid open and exposed areas
- If caught outside, stay low and keep low, but do not lie flat on the ground
- Squat low on the balls of your feet to reduce your contact with the ground, to minimize a grounding effect in the event of a lightning strike
- If you can hear thunder, you are in danger of a lightning strike

SNOW

- Although rare, campus and center closures may occur due to snow and icy conditions
- In the event of closure, those registered will be notified via **CC** Alerts
- Emergency notices are published on the college website, and/or via portal announcements
- **DO NOT** come to the campus if you have received notice of closure
- Stay informed! Register for emergency **CC** Alerts notifications through the college portal

SHELTER IN PLACE / DENY ENTRY

Shelter in place is used for external environmental threats, such as severe weather, air contamination, threats to personal safety, or other hazardous conditions.

Denying entry is a component of the Run, Hide, or Fight strategy. See page 9 for guidance.

Hazardous Environment – Shelter in Place

- Alert anyone outside the room to get inside as soon as possible
- Stay inside and close all doors and windows
- Seal seams and door gaps if necessary, using coats, blankets, or other clothing to protect against hazardous environmental conditions
- If necessary and possible, shut down air conditioning, heat, and fans, and restrict airflow into the room

Threats to Personal Safety

Refer to the Run, Hide, Fight guidance on page 9 for details.

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; radio signals have the potential to detonate a bomb

DO NOT activate the fire alarm

DO NOT touch or move a suspicious package

DO: Call **911**

DO: Notify Campus Security **520-515-5473**

DO: **KEEP PEOPLE AWAY!**

COMMUNICABLE DISEASE OUTBREAK

Due to the nature of college life, emergency actions/responses regarding infectious/communicable disease rely on prevention and identification/containment/control strategies.

Prevention

All college personnel should consider the following prevention rules of thumb:

- Basic hygiene measures, like frequent hand washing or use of an alcohol based hand gel, especially after using the restroom or changing diapers, should be practiced at all times.
- If you are sick, do not go to work or class, and minimize your contact with others. Seek appropriate medical intervention early on to protect yourself and others around you.
- If you exhibit signs of respiratory infection, practice cough etiquette. This means covering your mouth/nose when coughing or sneezing with your sleeve or a tissue, and using tissues to contain respiratory secretions (followed by immediate disposal of the tissue in a wastebasket and hand washing).

Identification/Containment/Control

1. Employees who are sick should stay away from work and seek diagnosis/ treatment through their medical health care provider. Employees should keep their supervisor aware of their status.
2. Students who are sick should report their conditions to their advisor and/or faculty and seek diagnosis/evaluation by a medical health care provider. Students are encouraged to maintain communication with the college through faculty members, their advisor, or the Executive Dean of Student Services' office.
3. Outbreaks of acutely infectious/communicable diseases will be assessed by the Cochise County Health Department in coordination with the college's Director of Risk Management. While specific actions/responses the college will take once such a disease has been identified tend to be disease-specific, three different containment/control strategies will be followed based on recommendation by the Cochise County Health Department:
 - a. Actions involving sick/symptomatic persons include—diagnostic testing, treatment, isolation, ambulatory transportation to a local hospital, and disease reporting through public health authorities/channels.
 - b. Actions involving those who have been in contact with sick/symptomatic persons include—diagnostic testing, medical monitoring/counseling, and treatment/isolation/ambulatory transportation as needed.
 - c. Actions involving the greater college community, (those not in direct contact with sick/symptomatic persons) include—information sharing as to the nature of the disease outbreak and specific recommended preventative actions, medical monitoring/counseling, additional cleaning and disinfection of public spaces, and others as needed.

4. Outbreaks of infectious/communicable diseases, like Pandemic Influenza or Coronavirus (COVID-19), will principally be managed in accordance with local, state and federal health guidelines. This may result in the temporary suspension of all college events, functions, buildings and facilities as prudent in sustaining a healthy environment.
5. While it is highly unlikely that building evacuations (as traditionally defined) would occur following an outbreak of infectious/communicable diseases, it is critical for all employees and students to stay informed should an emergency unfold. College officials will disseminate critical information as it becomes available to safeguard the greater college community through a variety of communication venues, including the **CC** Alerts text and email system, portal announcements, website updates, etc.