

## 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.

### 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.

### Utility Outage

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

## 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.

## 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.

## 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**

## 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