



EMERGENCY PLAN RESPONSE AND PROCEDURES MANUAL

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Preface

This Emergency Plan Response and Procedures Manual has been designed as a basic contingency plan for Gila Community College— Gila County Campuses administrators, faculty, and staff members for Campus emergencies and unusual occurrences. While the manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most emergencies and other occurrences.

Gila Community College Campuses policies and procedures described herein are to be followed by all administrators, faculty, and staff members. This manual designates responsibility and authority during emergencies and/or unusual occurrences. Any exceptions to crisis management procedures will be conducted by, or with the approval of, Campus Directors of the Gila Community College Campuses or his/her designee. All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Campus Director of the Gila Community College Campus. All changes recommended will be submitted in writing for evaluation to the Facilities, Security, and Risk Management Committee.

Introduction

Purpose

The basic emergency procedures in this manual are to enhance the protection of lives and property through effective use of college and community resources. Whenever an emergency or unusual occurrence affecting the Campus reaches proportions **which cannot be handled by routine measures**, the Campus Director, or designee, may declare a state of emergency and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) large-scale disorder, and (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate contingencies of various types and magnitudes.

Scope

These procedures apply to all personnel, buildings, and grounds (on or off Campus) owned and/or operated by Gila Community College and include those peripheral areas adjoining the College.

Regroup

Gila Community College uses the Regroup Mass Notification platform to **enhance** Campus safety by providing timely emergency notifications to students, faculty, staff, and our community. Through Regroup, the College can quickly disseminate critical alerts via text messages, emails, voice calls, and social media in the event of emergencies such as severe weather, Campus closures, or safety threats. This system ensures that the college community remains informed and can take appropriate actions to stay safe.

By leveraging Regroup's multi-channel communication tools, Gila Community College demonstrates its commitment to maintaining a secure and responsive learning environment.

ALL students are automatically enrolled in the Regroup system – access is also available to all members of the community. **All emergencies will be communicated through the Regroup system by College Administrators.**

Types of Emergencies and/or Unusual Occurrences

Types of emergencies covered in this manual are:

- Medical Emergencies
- Fires
- Hazardous Materials Incidents
- Bomb Threats and Suspicious Packages
- Explosions
- Earthquakes and Tornadoes

- Civil Disturbance and Demonstrations
- Incidents of Violent or Criminal Behavior (including shooting incidents)
- Power Outages
- Flooding or Water Leaks
- Active Shooter

In addition, there are sections on how to report emergencies or unusual occurrences, how to evacuate buildings, how to use alarm keypad and how to administer first aid.

Definitions

The Campus Director, or designee, serves as the Emergency Response Liaison to local authorities during any major emergency, disaster, or unusual occurrence. The following definitions of an emergency, disaster, or unusual occurrence are provided as guidelines to assist building and area coordinators in determining the appropriate response:

Emergency: An incident, potential or actual, which affects an entire building or the Campus in general, which disrupts the overall operations of the College. External emergency service response will be required, as well as major efforts from Campus support services. Major policy considerations and decisions will probably be required from the College administration during times of crises. These types of emergencies should be immediately reported to the Campus office and to the Gila County Sheriff's Dispatch Center by dialing **GLOBE 928-425-4449 Payson 928-474-2208**.

Disaster: Any natural or man-made event that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all Campus resources is required to effectively control the situation. Outside emergency services will be essential.

Unusual Occurrence: Any incident or minor natural disaster, (i.e.: flood, wind damage, water leak, etc.), actual or potential, which will not seriously affect the overall functional capacity of the College. Report this type of incident to the Campus office immediately.

Any incident that has the potential for adverse publicity concerning the College should be promptly reported to the Campus office, who in turn will immediately notify the Campus Director.

Assumptions

This Emergency Plan is predicated on a realistic approach to the problems likely to be encountered on Campus during an emergency, disaster, or unusual occurrence. Hence, the following are general guidelines:

An emergency, disaster, or unusual occurrence may occur at any time of the day or night, weekend or holiday, with little or no warning.

The succession of events in an emergency, disaster, or unusual occurrence is not predictable. Hence, published support and operational plans will serve only as a guide and checklist, and may require field modifications in order to meet the requirements of the event.

Disasters may affect residents in the geographical area of the College. Therefore, City, County, State, and/or Federal emergency services may not be readily available. A delay in the response of off-Campus emergency services may be possible.

An emergency may also be declared if information indicates that such conditions are developing or are probable.

Declaration of Campus State of Emergency

The authority to declare a "Campus State of Emergency" rests with the College President, College Vice President or in his/her absence, a designee.

When this declaration is made, only the essential Campus staff members should be allowed in the immediate area of the emergency or disaster site, and they should only function within the limits of their individual training and abilities.

In most emergency situations, Sheriff and/or Fire officials will be in charge and will operate under the **Incident Command System (ICS)**. An **Incident Command Post (ICP)** will be established, and the senior representatives of the various responding agencies will operate from that location. In order to help operations run as smoothly as possible, it is desirable that the Campus Director or some member of the senior Campus staff remain with the Incident Command group, at the ICP, both to act as an information source and to serve as a liaison between responders and Campus staff.

Under normal conditions, Sheriff and Fire Department responders will arrive promptly to handle the emergency, but it is understood that in a wide-scale incident, such as an earthquake, the normal emergency responders may not be available due to numerous other emergencies, and that College staff may have to function on their own for an extended length of time.

During any major incident, it will take some time to assemble all of the resources needed, and to resolve the situation. Sometimes it may seem that things are "taking too long," and there will be a tendency for people to return to their normal activities before the official "**All Clear**" is given. All Campus staff should understand this and should make sure that all directions and instructions from the ICP are followed.

Responsibilities

Administrators and Supervisors

Every administrator or supervisor has the following general responsibilities prior to and during any emergency:

- A. Emergency Preparedness
 - 1. Building evacuation information shall be distributed to all employees. Follow-up discussions, on-the-job training, or explanation will be given as required.
 - 2. Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation.
 - 3. Evaluate, survey, and estimate all Campus buildings, facilities, or activities in order to determine the impact of a fire, earthquake, or other disaster. Report all safety hazards to the Campus office. Notify the Campus office, in writing, of any concerns that could cause potential accidents or be hazardous to those using the facility.
- B. Emergency Situations
 - 1. Inform all employees under their direction of the existing emergency.
 - 2. Evaluate the impact the emergency has on their areas and take appropriate action. This may include ceasing operations and initiating the evacuation of a building.
 - 3. Maintain communication with officials from their location or from an alternate location if necessary.

Faculty and Staff

Each faculty and staff member has the responsibility to:

- A. Educate their students and/or employees concerning College emergency procedures as well as evacuation procedures for their building and/or activity.
- B. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
- C. Designate, in advance, a safe staging area where students and/or staff will go in case of an emergency. This may require a primary area and a secondary area more distant from their classroom or work area.
- D. Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to the predetermined staging or gathering area, where a head count can be taken to ensure that all students and staff who were present at the time of the incident are accounted for.

Reports

An Emergency Response debriefing will follow immediately after the declaration of the end of the State of Emergency. Administrators and staff will prepare a detailed report describing the events and evaluating the response to the emergency. This report will be submitted to the Campus Director.

Emergency Resource Telephone Numbers:

For All Emergencies Dial 9-1-1

Non-Emergency Numbers

Animal Control	(928) 425-8882
American Red Cross	1-800-842-7349
Bomb Threat & Removal	9-1-1
Hazardous Materials Response	9-1-1
Globe/Miami Substation	(928) 473-3610
Phoenix Communication Center	1-602-223-2000
Poison Control Center	1-800-222-1222

Gila Pueblo Campus

Gila Pueblo Campus Security	(928) 793-4773
Gila County Sheriff's Office	(928) 425-4449
Canyon Fire District	(928) 425-2721
City of Globe (Utilities & Equipment)	(928) 425-4451
Cobre Valley Regional Medical Center	(928) 425-3261
Tri City Fire Department Ambulance	(928) 425-0815

Payson Campus

Payson Campus Security	(928) 468-9007
Gila County Sheriff's Office	(928) 474-2208
Payson Fire District	(928) 472-5120
Canyon State Ambulance	(928) 474-2836
Banner Medical Center	(928) 478-8088
Town of Payson (Utilities & Equipment)	(928) 472-5041

Evacuation Procedures

Building Evacuation

Building evacuations will occur when an alarm sounds and/or upon notification by Campus staff.

- When the building evacuation alarm is activated during an emergency, leave using the nearest marked exit and alert others to do the same. Note: Assist the disabled as necessary to exit the building.
- Faculty and supervisors need to ensure that all persons under their responsibility have exited the building.
- Once outside, proceed to your designated area assembly point. Stay there and get an accurate headcount. A College employee will pick up your head count information to ensure that all students are accounted for.
- Keep all streets and driveway areas clear for responding emergency personnel.
- DO NOT return to an evacuated building unless told to do so by authorized College personnel.

Specific Emergency Procedures

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

1. Medical Emergencies
2. Fires
3. Hazardous Materials Incidents
4. Bomb Threats and Suspicious Packages
5. Explosions
6. Earthquakes and Tornadoes
7. Civil Disturbances and Demonstrations
8. Incidents of Violence or Criminal Behavior
9. Hostage Situations and Weapon Assaults
10. Power Outages
11. Flooding and Water Leaks
12. Active Shooter

Medical Emergencies

As with any place that large numbers of people gather, it can be anticipated that, from time to time, medical-related incidents will occur on Campus. With our large number of senior citizen students, it can probably be expected that our Campus will see a larger-than-normal number of these medical incidents. These can be broken down into two basic categories trauma and medical. A trauma incident is when someone is injured, such as if someone falls and breaks their arm. A medical incident is when someone experiences an emergency relating to a pre-existing medical condition, such as if someone has a heart attack while on Campus.

When a medical emergency occurs, our primary goal must be to get the appropriate assistance to the patient(s) as quickly as possible. In order to do this, however, we also must be sure that we do not place ourselves in a position of danger and in doing so become patients ourselves. The classic example of this is the well-meaning person who rushes to assist a child who has been struck by a car.....and gets struck by another passing car. In an environment such as our Campuses, this normally will not be an issue, but it could be. Be alert.

Our primary action during an emergency is to call the 9-1-1 emergency number. Gila County has a sophisticated dispatch center with modern enhanced 9-1-1 technology, and they can have the appropriate emergency folks responding to our direction very quickly, but it is still very important to stay on the line with the 9-1-1 dispatcher and to answer their questions. In the case of a medical emergency, the normal dispatch to our Campus will be a Fire Department engine, staffed with firefighters/paramedics, and an ambulance from the local ambulance company. Normal emergency response time to our Campus will be approximately five to seven minutes. Always try to have someone out in front to meet the arriving Fire unit, so that they can immediately direct them to the patient's location.

Conscious Patients

Many times with conscious patients, they will know what is happening to them. Just ask. If the patient is alert, can speak clearly, and seems to be aware of his/her surroundings, they will probably be able to give you accurate information. Be suspicious of patients who are conscious but act inappropriately or seem to be "out of it." They may have had a seizure, or even a stroke. Even if a patient does not request or want assistance, it is usually better to call 9-1-1, and to let fire paramedics make the determination. Keep the patient calm and either sitting or lying down, and medical personnel will be there very shortly.

Unconscious Patients

Any incident of an unconscious patient on Campus should be treated as an acute medical emergency, and 9-1-1 should be called right away. It is generally best not to move the patient, unless they are in immediate danger; however, it is important to ensure that the patient's airway is not restricted to the point that they are unable to breathe. For example, if a patient becomes unconscious while on one of the machines in the Fitness Center, it may be necessary to move them just to be able to make sure that they are actually breathing. If the unconscious patient is sitting in a chair, they should be lowered to the floor, so they do not fall. If the patient is **NOT** breathing, **Cardiopulmonary Resuscitation** (CPR) will be necessary, and the **Automatic External Defibrillator** (AED) equipment should be used (if available). The 9-1-1 dispatcher

should be advised that the patient is not breathing, and that CPR is in progress. This is officially called cardio respiratory arrest, but in the emergency services it is referred to as a “code blue,” or simply a “code.”

Perform the following steps as necessary:

- Keep the patient still and comfortable. Do not move the patient unless it is crucial to his or her safety.
- Ask the patient, “Are you okay?” and “What is wrong?”
- Check breathing, if not breathing, clear airway and administer Cardiopulmonary Resuscitation (CPR), if trained to do so. If not CPR trained, attempt to locate a person trained in CPR quickly. An Automatic External Defibrillator (AED) should be used as indicated (if available).
- Control serious bleeding by using direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical I.D., question witnesses and give all information to paramedics.
- For minor injuries or illnesses, provide proper first aid care:
 1. Use sterile first aid materials (if available).
 2. Avoid direct contact with blood. When available, use protective latex gloves.
 3. Complete an incident report and file it with the Campus office.

Fires

As with medical emergencies, in case of a fire, call 9-1-1. Explain to the emergency dispatcher exactly what the situation is, if you know, and what is burning. This is important, because this will determine what level of response your call will receive. For example, if you report a car fire in the parking lot, and that it is not close to any buildings, one fire engine will be dispatched....and they will respond with lights and sirens. If you report that it is a fire in one of the Campus buildings, a “First Alarm” assignment will be dispatched, which consists of three fire engines, a ladder truck, a support/utility truck, and two Battalion Chiefs. If you are not specific, the dispatchers are trained to anticipate the worst, and to “dispatch heavy.” Even if you report what appears to be a minor fire, don’t be surprised when a significant number of fire units show up. Small fires can become big fires surprisingly fast, and if responding fire units are not needed, they will be placed back in service by radio and will immediately be available for the next call.

Fire Alarms

- Remain in control and assume that there is a fire in the building.
- Evacuate through the nearest exit and move away from the building.
- Follow instructions from the Fire Department and from Campus staff.
- All educational facilities are required to conduct periodic fire drills. If the fire alarm is sounded as a part of a routine fire drill, it should be treated the same as if it were an actual fire. **Do not ignore fire alarms!**

Fires Inside a Building

If a fire starts inside one of the Campus buildings, evacuate everyone from the immediate area right away. Activate the fire buttons on the alarm pad and call 9-1-1. The alarm system will notify the local Fire Department. A call to 9-1-1 with the correct information will assure that the appropriate level of response is dispatched on the initial callout. If it is after hours, and nobody is in the office, it is certainly appropriate to call 9-1-1 on a cell phone. It must be remembered, however, that cell phones do not tell the dispatcher where the incident is, so the caller needs to make sure to clearly give the dispatcher the correct location and type of emergency. If the fire is very small, it is permissible to try to put it out with a fire extinguisher, but do not put yourself or anyone else at risk to do so.

Fires Outside of a Building

The most common “outside” type fire would probably be either a dumpster fire, a vehicle fire in the parking lot, or a brush fire. In such a case, the caller needs to be sure to advise the 9-1-1 dispatcher whether or not the fire is close to any buildings. In the case of a vehicle fire, do not approach the fire, and try to keep everyone else at least 100 feet away as well. Vehicles, especially newer ones, have quite a variety of components that can explode under fire conditions, including fuel systems, tires, air bags, energy-absorbing bumpers, shock absorbers, and lift struts. Anybody standing too close can be seriously burned or be struck by hot flying debris. Be especially careful trying to put out a car fire with a fire extinguisher.

Brush Fires on School Property

Any brush fires that may occur on or near Campus property have the potential of spreading very rapidly and becoming major fires. Like any other fire incident, brush fires should be reported to 9-1-1 immediately, and the caller should try to give the 9-1-1 dispatcher accurate information as to the fire’s exact location, what is burning, and whether any buildings are threatened.

If a fire occurs in your area, **DIAL 9-1-1** and notify the Campus office.

- If it is a small fire and extinguishable, put it out. If it is an electrical fire (electrical equipment, lights, etc.) turn off switches or pull the plug from wall outlet, but only if it can be done safely.
- Alert all occupants in the immediate danger area.
- Activate Fire buttons on alarm keypad (Usually located by building exits).
- Close the doors to the room after everyone has exited.
- Evacuate through the nearest exit and move away from the building.
- Wait for further instructions from the Fire Department or from Campus staff.

Hazardous Materials Incidents

Hazardous materials (HazMat) incidents can involve any number of substances, and can be in a gaseous, liquid, or powder form. The Campuses do not have a large number of science-related classes, but there are science laboratories and it is possible that a HazMat problem of some sort could occur. In such an incident, if it involves a spill, or an exposure to a person, isolate the area as much as possible to prevent the spread of any contamination. If a person is exposed, limit

their movement. Remove them from the immediate area to get them out of danger, use the eye wash station if indicated, but do not allow them to wander off, go home, or go to the Campus office. Anyone who is potentially contaminated, including Campus staff members, should stay in the area until they can be cleared by responding fire/rescue/hazmat personnel. Keep any unrelated students and staff out of the area. Depending on the hazardous material, it could be easily spread, Campus contamination may occur. Call 9-1-1 as soon as possible, tell the 9-1-1 dispatcher what the substance is, if known, and expect a lot of fire equipment to show up. *(The true horror story would be if the extent and seriousness of the hazmat problem were underestimated, and that patients, staff, and emergency responders were to allow the contaminating substance to be spread on shoes and clothing throughout the Campus, the ambulances, the hospital emergency room, and to people's homes. Hopefully, any hazmat incidents that occur on our Campus will be very minor in nature and easily controlled.)* In any HazMat situation, the Fire Department will be the lead agency and will coordinate any and all actions.

If you smell gas:

DO NOT TOUCH ANY LIGHT OR ELECTRICAL SWITCH OR APPLIANCES.

- Dial 9-1-1. Notify the Campus office.
- If the source of the leak is apparent and can be easily corrected by turning off a valve, (Bunsen burner, kitchen appliance, etc.) then shut it off. Open doors and windows to vent out the gas.
- If the source of the leak is not apparent, evacuate the room **immediately**. Notify others in the immediate area of the danger and to evacuate immediately.
- Campus maintenance staff or emergency responders will shut off the main gas valve.
- Evacuate away from the building and wait for assistance from the Sheriff and Fire Department personnel.

Bomb Threats and Suspicious Packages

Few bomb threats actually involve any type of real explosive device, but all must be taken seriously. Most people who call in bomb threats do so to get attention, or because they are upset with the school for some reason. *(A bomber who really wants to cause havoc will detonate the bomb, not call and report it.)* Bomb threats will normally come into the office by telephone. When such a threat is received, 9-1-1 should be called immediately, and the Campus fire alarm should be activated to clear the Campus. Instructors should be notified that the incident is a bomb threat, not a fire, and that students should be moved completely off Campus, away from parked cars (*think car bomb*), and kept together as a group for accountability. Sheriff and Fire personnel have standard plans for dealing with bomb threats; however a bomb can be in any shape, size, or container. The only people who will really know if there is anything that looks out of place, or shouldn't be there, are the people who work in an area every day. Sheriff's will ask staff to check the Campus, one area at a time, to see if there is anything unusual that could be an explosive device. Fire units will usually not even approach the area, but will stand by some distance away. If anything is found, refer to it as a "possible device." Never use the word

“bomb.” In any bomb threat situation, the Sheriff’s Office is in charge, and the incident is not over until Sheriff Commanders give an “All Clear.”

Bomb Threats

- Any person receiving a telephone call bomb threat should try to find out:
 - Where is the bomb located?
 - What does it look like?
 - When will it go off?
 - Why have you placed a bomb here?
 - Any additional information that can be obtained, such as time of call, age and sex of caller, speech pattern, accent, nationality, emotional state, any background noise, and any other information. **WRITE THIS INFORMATION DOWN AS SOON AS POSSIBLE.** (Share this information only with Sheriff or Campus personnel).
- Contact the Sheriff Office immediately and evacuate the area if the location of the bomb is identified.
- Sheriffs will evacuate additional areas as necessary.
- Streets, fire lanes, hydrants, and sidewalks need to be kept clear for emergency vehicles.
- Do not return to the evacuated area until told to do so by authorized personnel.

Suspicious Packages:

- **Do not allow anyone to handle a suspicious package or to go near it.**
- **Immediately notify the Sheriff’s Office.**
- **Provide information to Sheriff Personnel regarding when the object was first noticed and any other related information or observations.**

Explosions

- Assist the disabled in leaving the building. Do not move seriously injured persons unless they are in immediate danger. Watch out for exposed electrical wires and/or falling objects when evacuating the building.
- Dial 9-1-1.
- Evacuate to a common safe area and check to see if everyone is accounted for.
- Streets, fire lanes, hydrants, and walkways need to be kept clear for emergency vehicles.
- Do not return to an evacuated building until told to do so by authorized personnel.

Earthquakes and Tornadoes

Earthquakes and tornadoes both will only last for a very brief time, but both have the potential to cause injury and death, as well as substantial property damage. If an earthquake or tornado occurs, there are certain common-sense precautions that should be taken:

During an earthquake or tornado

- **If you are inside a building:**

- Earthquake: Move outside, to an open area away from anything that can fall on you. If that is not possible, take cover under a table, desk, or in a doorway. Stay away from windows, mirrors, overhead fixtures, cabinets, bookcases, electrical equipment, etc.
- Tornado: Take cover in a basement, or in a windowless room in the center of the building. If that is not possible, take cover under a table, desk, or in an interior hallway. Stay away from windows, mirrors, overhead fixtures, cabinets, bookcases, electrical equipment, etc.
- **If you are outside:**
 - Earthquake: Move to an open area away from buildings, trees, and power lines. If forced to stand near a building, watch for falling objects.
 - Tornado: Seek shelter in some type of substantial building. If no such shelter exists, lay down flat in a ditch or other open low-lying area, away from trees and other potential sources of flying debris.
- **If you are in an automobile:**
 - Earthquake: Move to an open area away from buildings, trees, and power lines. Remain in your vehicle until the shaking stops.
 - Tornado: If the tornado is still some distance away, drive away at right angles to the direction that the tornado is moving. If that is not possible, DO NOT try to “ride out” the tornado inside your vehicle. Leave your vehicle and go to a substantial shelter. If no such shelter exists, lay down flat in a ditch or other open low-lying area, away from trees and other potential sources of flying debris.

After the earthquake or tornado

- Remain calm and in control. Be prepared for aftershocks.
- Open doors carefully and watch for falling objects.
- Avoid using telephones.
- Follow instructions of Sheriff and Fire personnel. If an evacuation order is given, proceed to the nearest exit or where directed. Proceed to a designated evacuation/assembly area.
- **Do not** use matches, lighters, or any other open-flame devices.

Civil Disturbances and Demonstrations

Most Campus demonstrations such as marches, picketing, or rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

Interference with the normal/peaceful operation of the College.

Prevention of access to offices, buildings, or other College facilities.

Threat of physical harm to persons or damage to College facilities.

If any of these conditions exist, the College office should be immediately notified.

Peaceful Non-Obstructive Demonstration:

These demonstrations should not be obstructed by College personnel. If the demonstrators are asked to leave but refuse to leave by regular facility closing time, the demonstration will be considered non-violent, but disruptive, and appropriate measures will be taken.

Disruptive Non-Violent Demonstrations:

In the event these demonstrations block access to College facilities or interfere with the operation of the college, demonstrators will be asked to terminate the disruptive activity by the Campus Director, or designee. If the demonstrators persist in the disruptive activity, they will be informed that failure to discontinue the specified activity within a given time frame may result in disciplinary action, including suspension or expulsion or possible intervention by civil authorities and up to criminal action.

The following statements (statement "A" and statement "B") may be used when addressing the demonstrators.

Statement "A" (Identify yourself and your position) "This assembly and the conduct of each participant is disrupting the operations of Gila Community College – Gila Pueblo/Payson Campus and is in clear violation of the rules of this College. You have previously been called upon to disperse and terminate this demonstration. If you do not terminate and disperse within 15 minutes, I will, under authority of the Governing Board, take whatever measures are deemed necessary to restore order, including calling for Sheriff Office assistance. Any student who continues to participate in this demonstration is subject to possible criminal action and will also be subject to suspension."

Statement "B" (Identify yourself and your position) "You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequence of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of Gila Community College – Gila Pueblo/Payson Campus, each of you are hereby suspended and subject to later review. The Sheriff's Office will now be called to assist in dispersing this assembly. Those who fail to leave will be subject to criminal action."

When the Sheriff's arrive, the ranking Sheriff Office supervisor will declare: "This is an unlawful assembly; anyone not leaving immediately will be subject to criminal action." After a few minutes (5-10 minutes) officers may lawfully arrest those unlawfully remaining.

Violent, Disruptive Demonstrations:

In the event a violent demonstration in which injury to persons or property damage occurs or appears imminent, the Campus Director or someone of the senior Campus staff must be notified. Law enforcement agencies should be contacted by calling 9-1-1. The situation will then fall under local police jurisdiction.

Incidents of Violence or Criminal Behavior

At any location where people tend to gather, such as a school Campus, the potential for some type of violence can exist. Over the past few years, there have been a number of shootings and other incidents at high schools, community colleges, and universities that underscore the need for all of us to be aware, and to plan for this possibility.

• **Threats.** Any threats should be reported to the Campus office immediately. Office staff will evaluate the threat and will notify the Sheriff's Office. All threats should be taken seriously.

• **Assaults/Fighting.** All instances of assaults or fights should be reported to the GCC Campus office immediately, and 9-1-1 should be called. This is a law enforcement matter, and Sheriffs will respond and handle it. If there are injuries, tell the 9-1-1 dispatcher, and medical responders will be dispatched as well.

If you are a victim or witness to violent behavior on Campus, AVOID RISK. Promptly notify the Sheriff's Office (Dial 9-1-1) as soon as possible and report the incident, including the following information:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved

If you observe or suspect a non-violent criminal act, such as a theft, or some type of drug activity, immediately notify the Sheriff's Office by dialing 9-1-1, and report the incident to the Campus office. If weapons are involved, make sure to advise the 9-1-1 dispatcher.

Gila Community College has a zero-tolerance policy toward any type of illegal drug use on Campus, and any violations will be taken very seriously.

Weapons on Campus

Gila Community College follows Policy 2060, Weapons on Campus:

Pursuant to A.R.S. §13-2911, the policy applies to all students, faculty, staff, visitors, contractors, and/or any individuals present on College premises. This policy extends to any College-sponsored class, activity, or event, regardless of the location.

Prohibition of Weapons: Possession, carrying, brandishing, storage, display, or use of weapons or related dangerous devices on Campus premises is strictly prohibited. Weapons include, but are not limited to firearms, knives, explosive devices, fireworks, tasers, and any other object designed to cause or that may cause harm or injury. Exceptions to this policy include peace or law enforcement officers as allowed by statute, authority, or permission of College administration.

Reporting of Weapons: Individuals within the Campus communities, particularly employees of the College, who observes or suspects the presence of a weapon or other prohibited device on Campus should promptly report it to Campus security or local law enforcement. Reports of weapons on Campus will be taken seriously and investigated promptly. Appropriate action will be taken to address the situation.

Response to Weapons: In the event of a confirmed presence of a weapon or prohibited device on Campus, Campus security or law enforcement will respond immediately to assess the situation, secure the area, and ensure the safety of individuals. Evacuation, shelter-in-place, or lockdown procedures, as developed and approved by College Administration with input from College security and local law enforcement, may be implemented as necessary to protect the Campus community. These and other emergency procedures will detail actions that may be taken and who has the authority to initiate particular actions and when. The President, either Vice President, and appropriately designated employees who are charged with maintaining order on College premises may order a person to leave the property of the College if they believe that the person is committing any act or has entered the property with the purpose of committing any act that disrupts the lawful use of College property by others.

Weapons on Campus Procedures

1. **Detection and identification:** Campus security personnel will conduct regular patrols, monitor security cameras, and investigate potential weapons on Campus. Suspicious behavior, threats, or indicators of weapon or prohibited device(s) possession should be reported to Campus security for further investigation.
2. **Reporting and Communication:** All members of the Campus community, particularly employees of the College, are responsible for promptly reporting any concerns or sightings of weapons or other prohibited devices on Campus to a member of Campus security or law enforcement. Clear communication channels and reporting mechanisms with internal and external stakeholders will be established within the emergency procedures program as approved by Executive Leadership, to facilitate the reporting of weapons-related incidents.

3. Response and Action: Upon receiving a report of weapons or other prohibited devices on Campus, Campus security or law enforcement will initiate an immediate response, assess the situation, and take appropriate actions to address the threat. Coordination with local law enforcement agencies and emergency responders may be necessary for a comprehensive response.
4. Any use, possession, display, or storage of a weapon, explosive device, or fireworks on the property of the College after a reasonable request to remove the item interferes with and disrupts the lawful use of the College's property by others. Persons in violation of any reasonable request to remove the weapon or device or leave the property may be subject to arrest.

Hostage Situations and Weapons Assaults

Hostage Incidents:

If you find yourself as a victim of or are confronted with an armed captor, keep in mind the following Survival Techniques:

- You are alive: Do not do anything to make the situation worse.
- Stay calm: Avoid being argumentative with or threatening to the subject. Do not make any sudden or quick movements. Ask permission to speak or move.
- Be alert and aware: If you are released or escape, anything you observe or hear could help law enforcement officers deal with the captor and end the crisis safely and quickly for everyone.
- Control your fear and despair: Time is on the side of the negotiator and you.
- Trust the negotiating team: They are trained to end an emergency as quickly and safely as possible for everyone and you.

All Campus Personnel

- If it is reported to you that someone has been taken hostage by an armed suspect, Dial 9-1-1.
- Notify the Campus office with all details and that 9-1-1 has been notified.
- Assess the situation to determine if a safe evacuation can begin without providing the captor with additional hostages.
- Upon arrival of Sheriff personnel, the control of the situation becomes their responsibility. Be prepared to provide the Sheriff with the following information, if it is known to you:
 - The location and number of hostages.
 - The number and description of captors.
 - If the hostage takers are armed and with what kind of weapons.
 - Any demands or instructions from the hostage takers.
 - Cooperate with and provide any assistance to the sheriff and the hostage negotiating team.
 - Provide floor plans if they are available.
 - Keys and access to any part of the building.

Faculty and Staff

If you become a hostage or your students or staff members become hostages:

- Remain calm! Calm your students or staff members and reassure them.
- Do not take any actions that would endanger or become life threatening to your students or you.
- Observe and remember your captor's description, if they are armed, and anything that is said by them.

If you observe a hostage situation taking place on Campus or in your building:

- Do not intervene.
- Alert the Sheriff and the Campus office immediately.
- Remain out of sight of the hostage-taker(s), but remain in a location where you might prevent others from becoming victims. Call upon other staff members to assist you.
- If the local news media arrives on the scene, refer them to the Campus office. DO NOT make any statements to the media or other persons unless you are authorized to do so.
- If an evacuation is ordered, evacuate to the location given you by Sheriff or College staff.

Shooting or Stabbing

If a student, faculty, or staff member is attacked in a building or on Campus, students should move away from the scene immediately and seek help from the nearest classroom or staff member. Any witness of the attack should identify themselves to the responding staff member or sheriff officer. In doing so, this will assist responding emergency personnel in aiding the victim and the identification and apprehension of the assailant.

Faculty or Staff Member in Charge

- Call 9-1-1 to request the Sheriff and emergency medical assistance if needed.
- Assess the situation and notify the Campus office.
- If you are aware of a shooting or stabbing, or suspect one occurring, lock your doors (if possible) to prevent an attacker from entering your area.
- Secure the area where the attack occurred. Do not permit the curious to enter or disturb anything.
- Try to determine if the attacker is still on Campus.
- If it is safe, administer first aid to the injured.
- Identify and remove any witnesses from the scene to separate, unoccupied areas. Have them begin to write down what they saw and heard.
- Expect the arrival of news media. Brief Campus office staff and refer all news reporters' questions to the person designated to act as the spokesperson for the College.
- When the situation is clear, notify all in your area.
- Inform all students, faculty, and staff to avoid rumors.
- Debrief all those directly involved

Faculty

- Immediately report the incident.
- Maintain order and make sure students are kept safely away from the area. Remain with your class at all times.

- If there are any injuries assess the nature of the emergency and, if safe, administer first aid and keep the curious away from the injured party.
- As soon as possible, write down what you observed and heard for sheriff investigators.

Gunfire

- If you hear gunfire or suspect someone shooting near your location, immediately move all persons away from windows.
- If the gunfire is directed toward your office or classroom, immediately instruct everyone to lie down on the floor and take cover. If possible, lock outside doors and DIAL 9-1-1.
- Do not allow anyone to get up and look outside any window, even if you suspect the situation is over. Wait until the Sheriff arrives and declare that everything is safe.
- If someone knocks on your door and identifies him/herself as a Sheriff's Officer, ask enough questions to ensure s/he is indeed an officer and not a perpetrator.
- If there are injuries, administer first aid and call for medical responders (Dial 9-1-1).
- When the situation has been declared safe, report the situation to the Campus office.
- If you are contacted by the news media, refer all inquires to the Campus office.
- After the situation had been resolved and declared safe, prepare a written report of the incident for the Sheriff, Campus Director, Vice President, and President.

In any of the situations mentioned above, or in any other emergency, Sheriff and/or Fire officials will be in charge, and will operate under the Incident Command System (ICS). On major incidents, it will take some time to assemble the resources needed, and to resolve the issue. Sometimes it may seem that things are "taking too long," and there will be a tendency for people to return to their normal activities before the official "All Clear" is given. In order to address this, it is desirable that the Campus Director or some member of the Administrative leadership remain with the Incident Command group, both to act as an information source and to serve as a liaison between responders and Campus staff.

Active Shooter

What to expect when Law Enforcement arrives.

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

Obey all commands of Officer/s.

- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may **shout** commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

Remain calm, and follow officer's instructions

- Put down any items in your hands (i.e., bags jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and / or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Active Shooter Response

Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of the instructors during an active shooter situation

Run

- Evacuate: If there is an accessible escape path, attempt to evacuate the premises.
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instruction of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Hide

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you
- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., and office with a closed and locked door)
- Do not trap yourself or restrict your options for movement
- Lock door
- Blockade the door with heavy furniture

Fight!

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen
- Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and or incapacitate the active shooter by:
 1. Acting as aggressively as possible against him/ her
 2. Throwing items and improvising weapons

3. Yelling
4. Committing to your actions

How to respond when an active shooter is in your vicinity

- Lock the door
- Silence your cell phone and or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets desks)
- Remain quiet

Information to provide law enforcement or 911 operator

- Location of the active shooter
- Number of shooters if known
- Physical description of the shooter/s if known
- Number of potential victims at the location if known

The first officers to arrive to the scene will not stop to help injured persons.

Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, 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 until Law Enforcement authorities have instructed you to do so.

Power Outages

In all Campus buildings there are battery operated emergency lights in hallways and other exit areas. The battery-operated lights automatically activate when the power goes off.

If the building you are in has a power outage:

- Remain calm and in control. Notify the Campus office of the power outage.
- If you are teaching a class, have the students remain seated.
- Provide assistance to visitors, students, and other staff members in your immediate vicinity. Give special attention to disabled persons.
- Standby until maintenance personnel arrive and advise you to evacuate the building. Proceed to the nearest exit and properly leave the building. Disabled persons who require assistance to exit should be assisted to an exit. Remain with them until help arrives.
- Once outside, proceed to the evacuation/assembly area and wait for further instruction from Campus staff.

Flooding and Water Leaks

Water damage in Campus buildings can result from a number of sources. The most common sources are clogged drains, faulty faucets, leaking roofs, broken pipes, malfunctioning flushometer, sewer back-ups, and allowing water to run into a sink unattended.

If a water leak or flooding occurs, remain calm and notify maintenance or the Administration Campus office and indicate:

- The exact location and severity of the leak or flooding.
- If there are appliances or electrical circuits/outlets around the leak, leave the area. Do not attempt to turn them on or off.
- If you are able to stop the leak, do so with caution, i.e., by shutting off water valves, unclogging a drain, or applying pressure to the leaking pipe.
- Remain in the area close to the leak source until a member of maintenance or Campus staff arrives.

At times, during heavy rain, some Campus buildings may be subject to floodwaters getting inside. The sooner maintenance is notified and the water removed, the less likely costly damage will occur. If you observe floodwaters getting into buildings, immediately notify maintenance or the Campus office.

Keypad Emergency Operation

Every keypad panel in every location on Campus is enabled to summon the Police, EMS or Fire Department in case of an emergency. They require the two buttons to be pushed simultaneously in order to function. The procedure is as follows:

- Police: The first two buttons above the number pad must be pushed together
- EMS: The second and third buttons above the number pad must be pushed together
- Fire: The third and fourth buttons above the number pad must be pushed together

Please see the following three pages of illustrations regarding activation of the keypad emergency operation.



POLICE



EMS

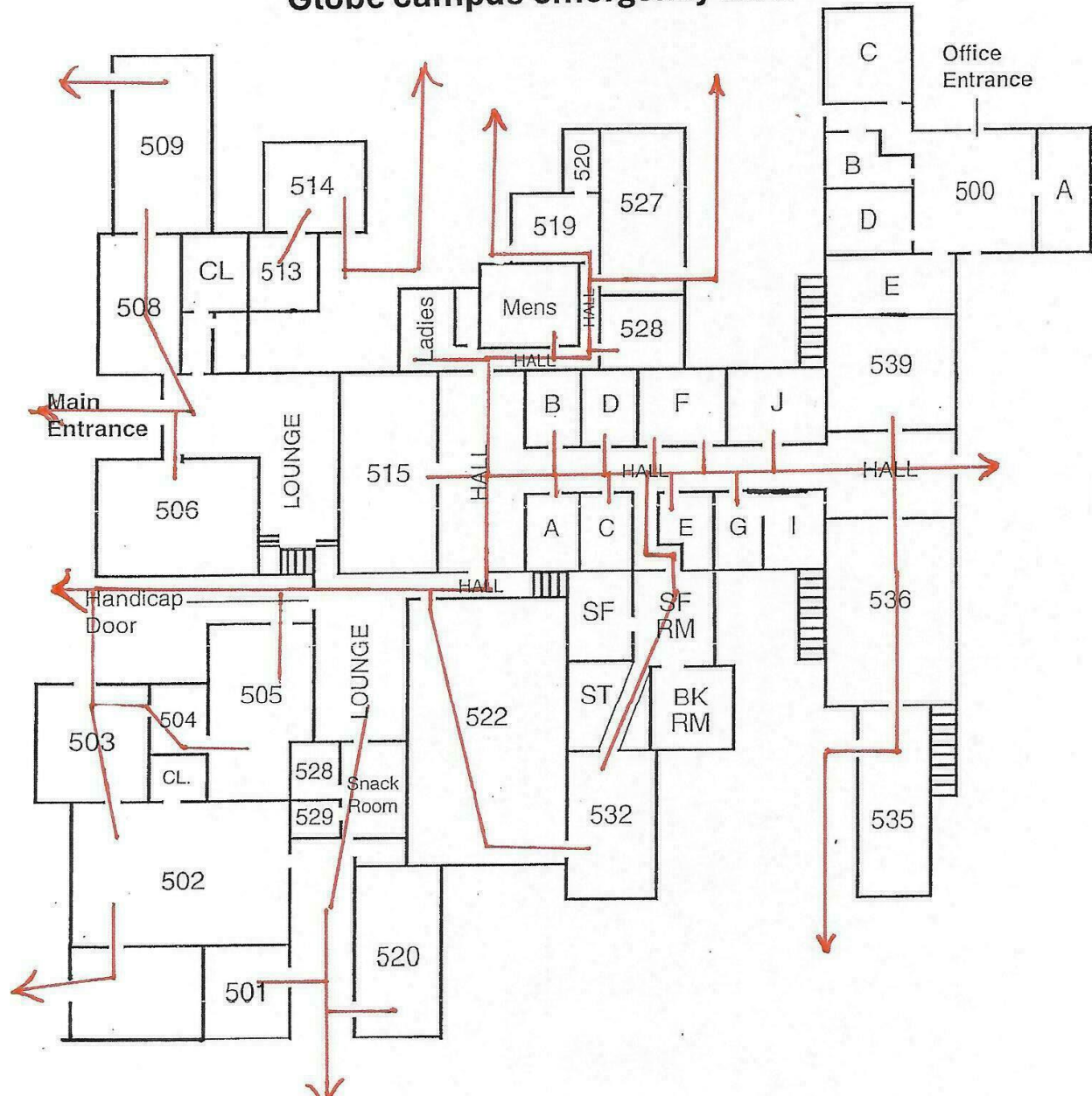


FIRE

College and Campus Maps

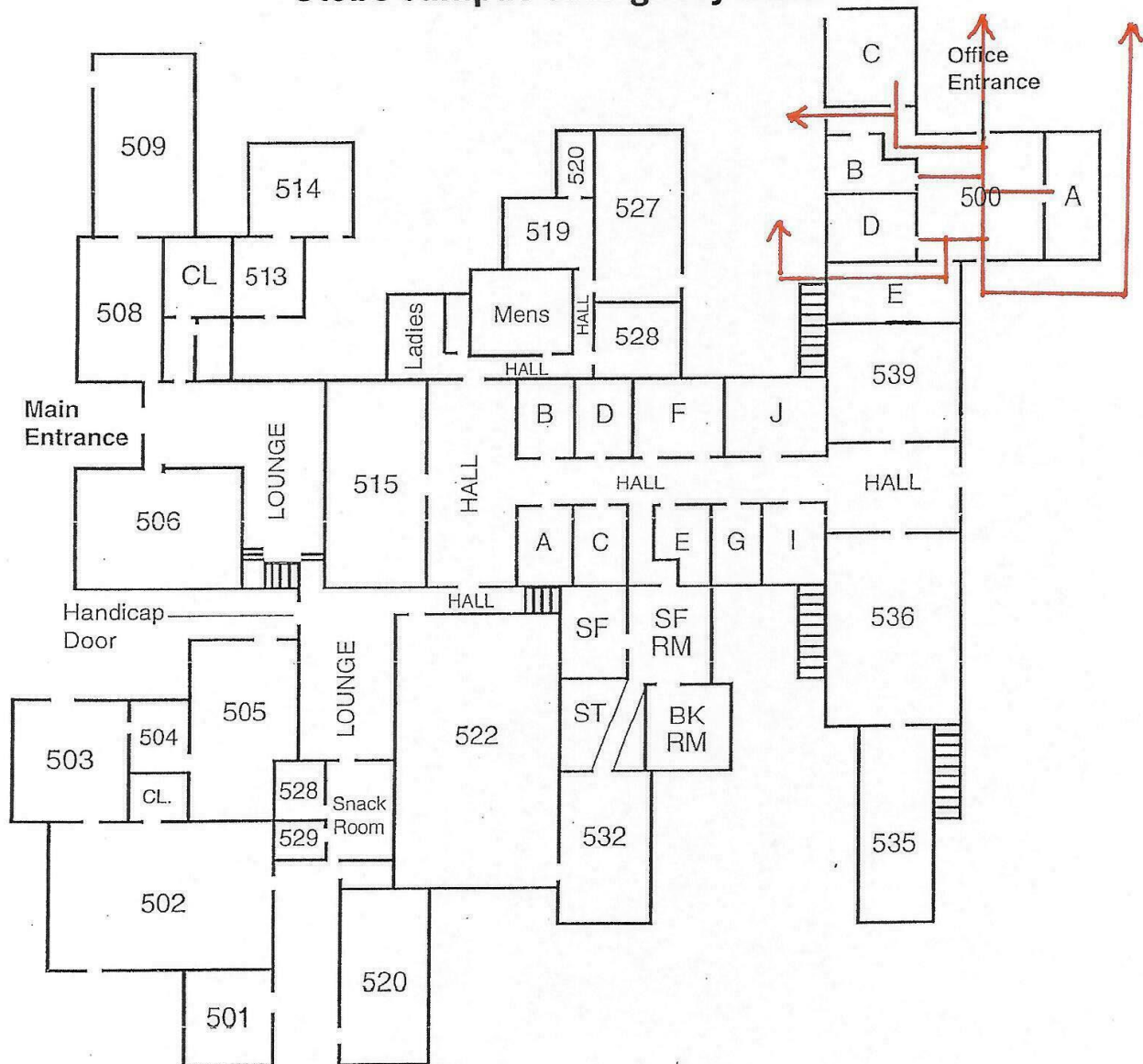
Gila Pubelo Campus
Main Building
First Floor

Globe campus emergency exits



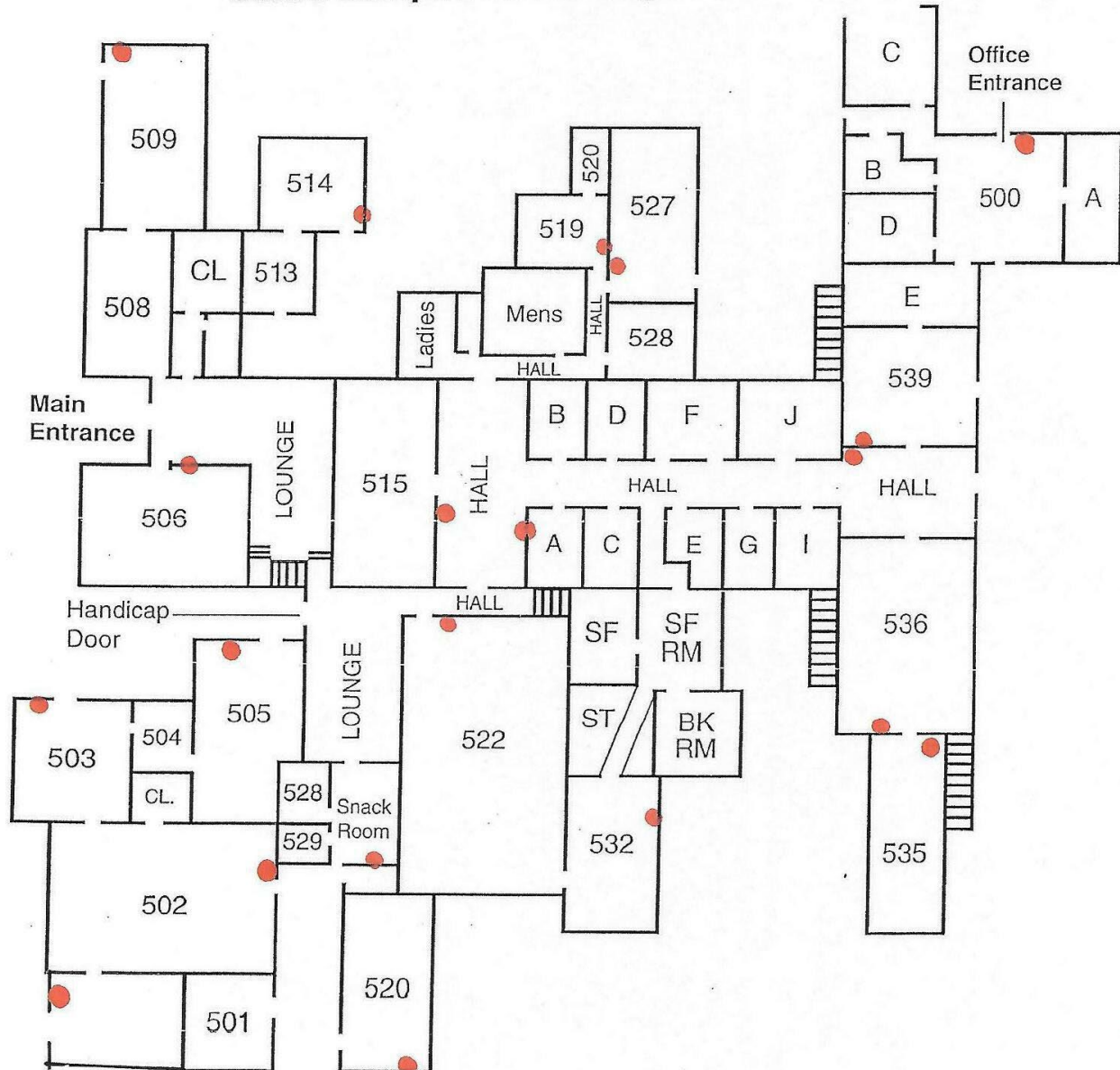
Gila Pubelo Campus
Main Building
First Floor

Globe campus emergency exits

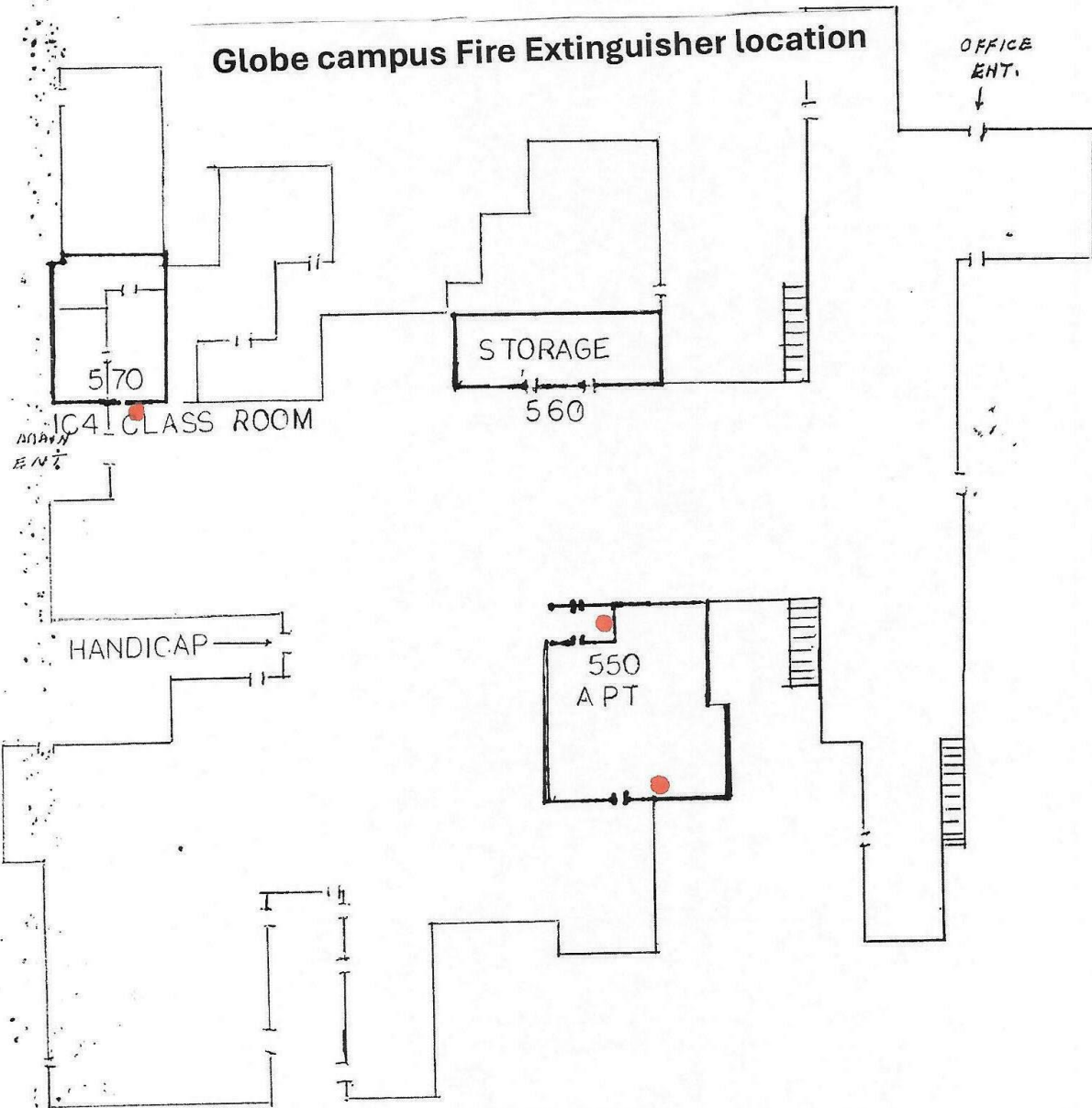


Gila Pubelo Campus
Main Building
First Floor

Globe campus Fire Extinguisher location



GILA PUEBLO CAMPUS
2ND FLOOR
MAIN BUILDING
ROOM NO'S
7/2002

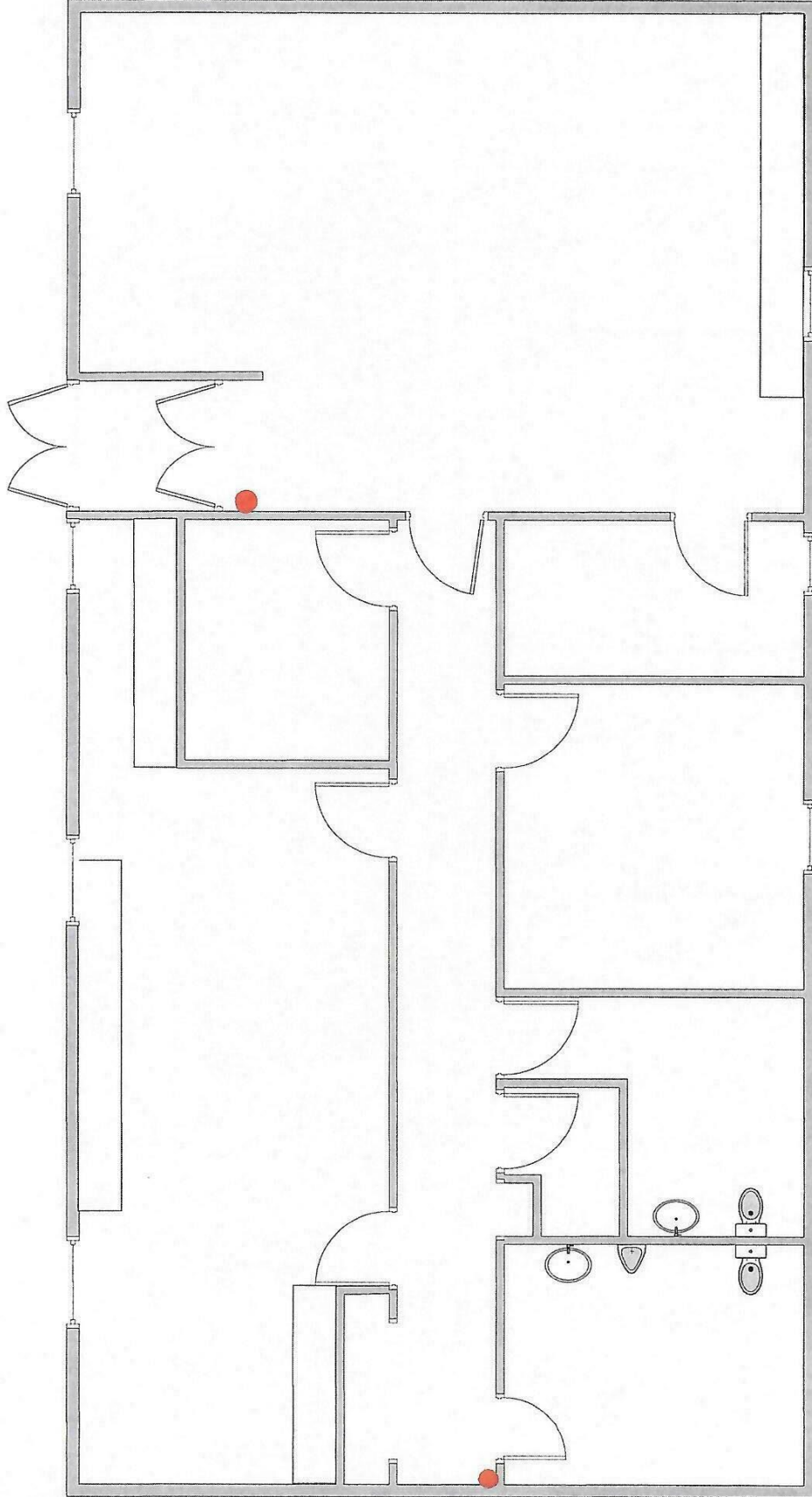




Globe campus Fire Extinguisher location



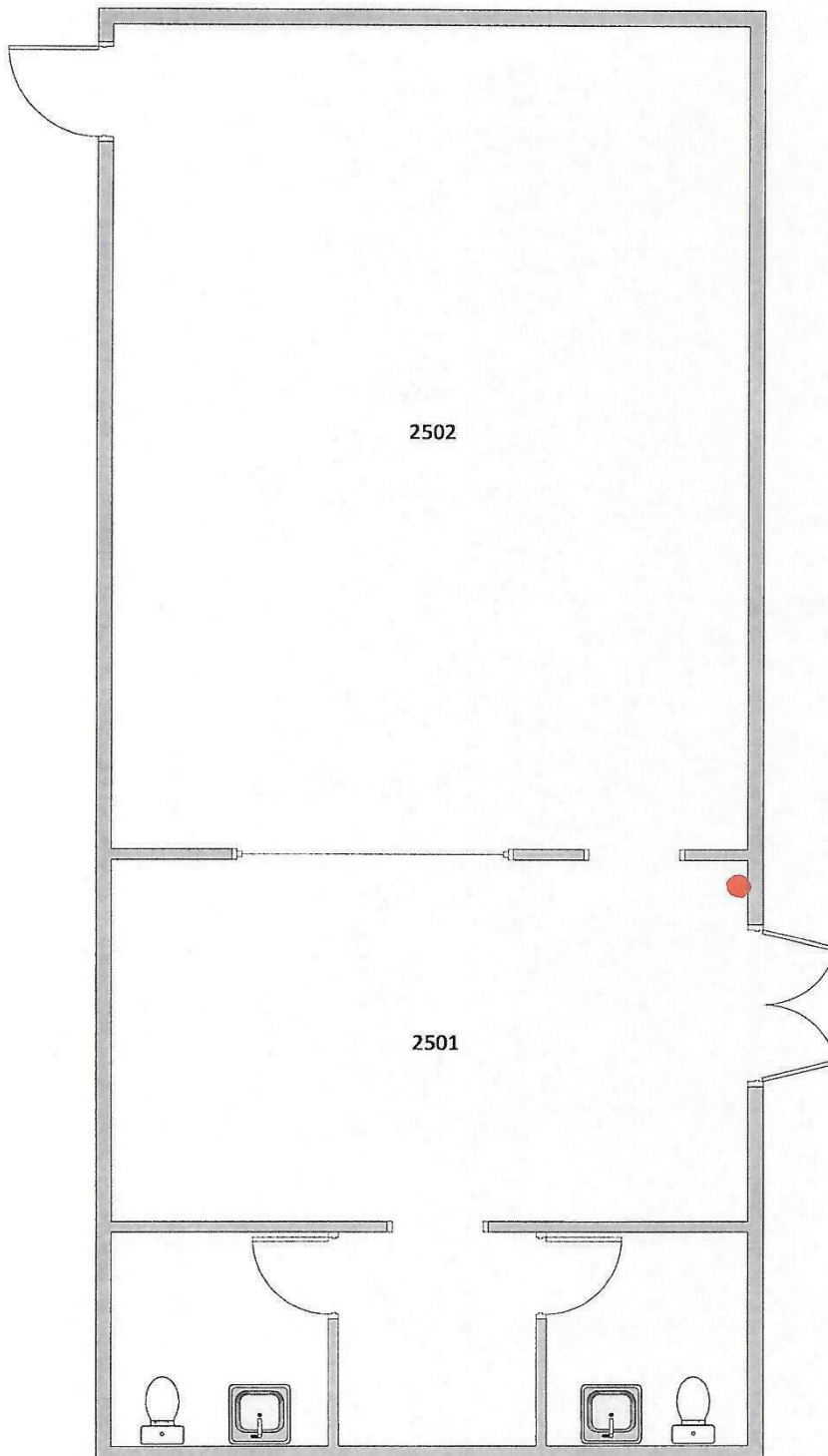
Dental Building
Globe campus Fire Extinguisher location



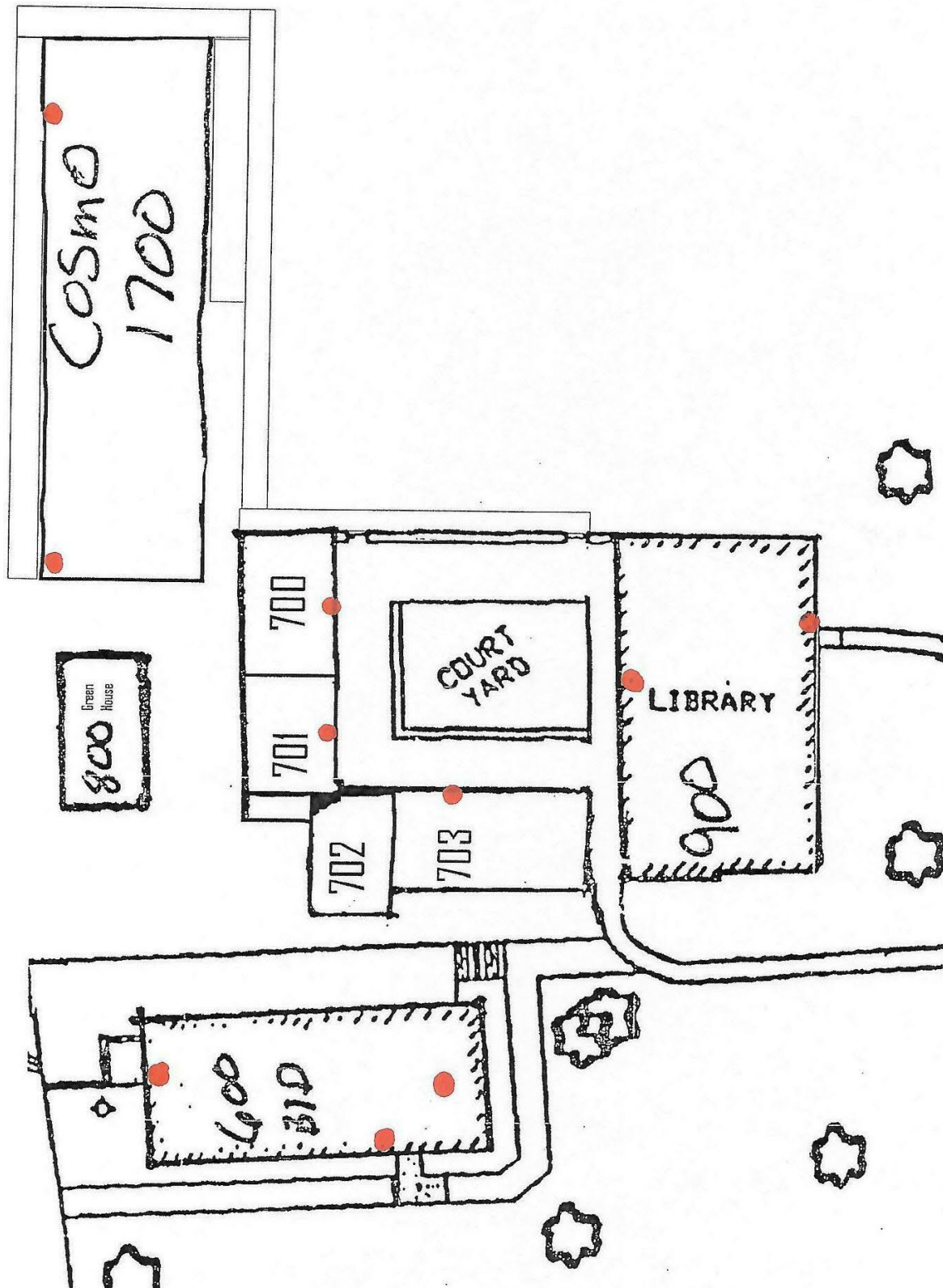
Globe campus Fire Extinguisher location

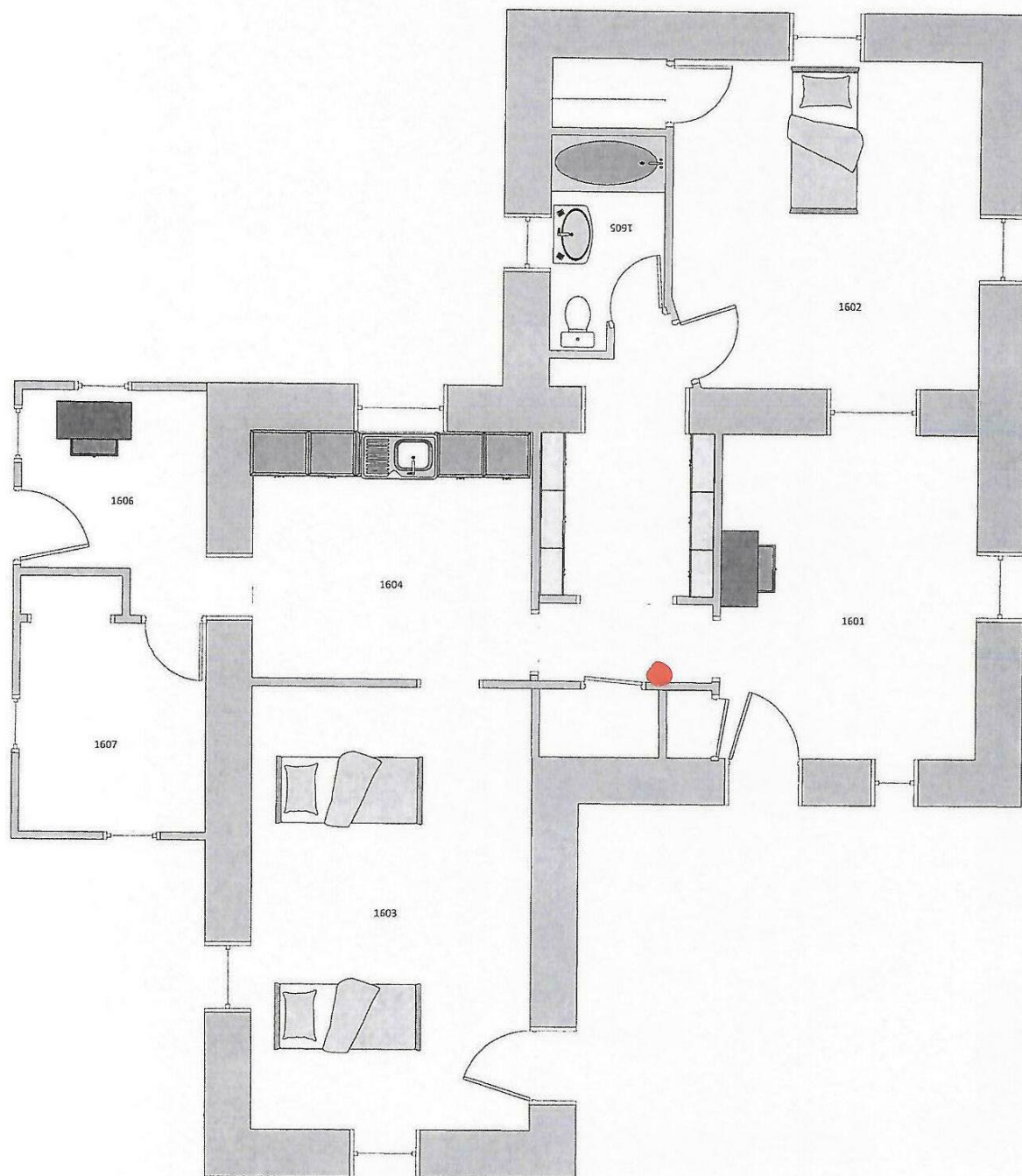


Hayden Fitness Center



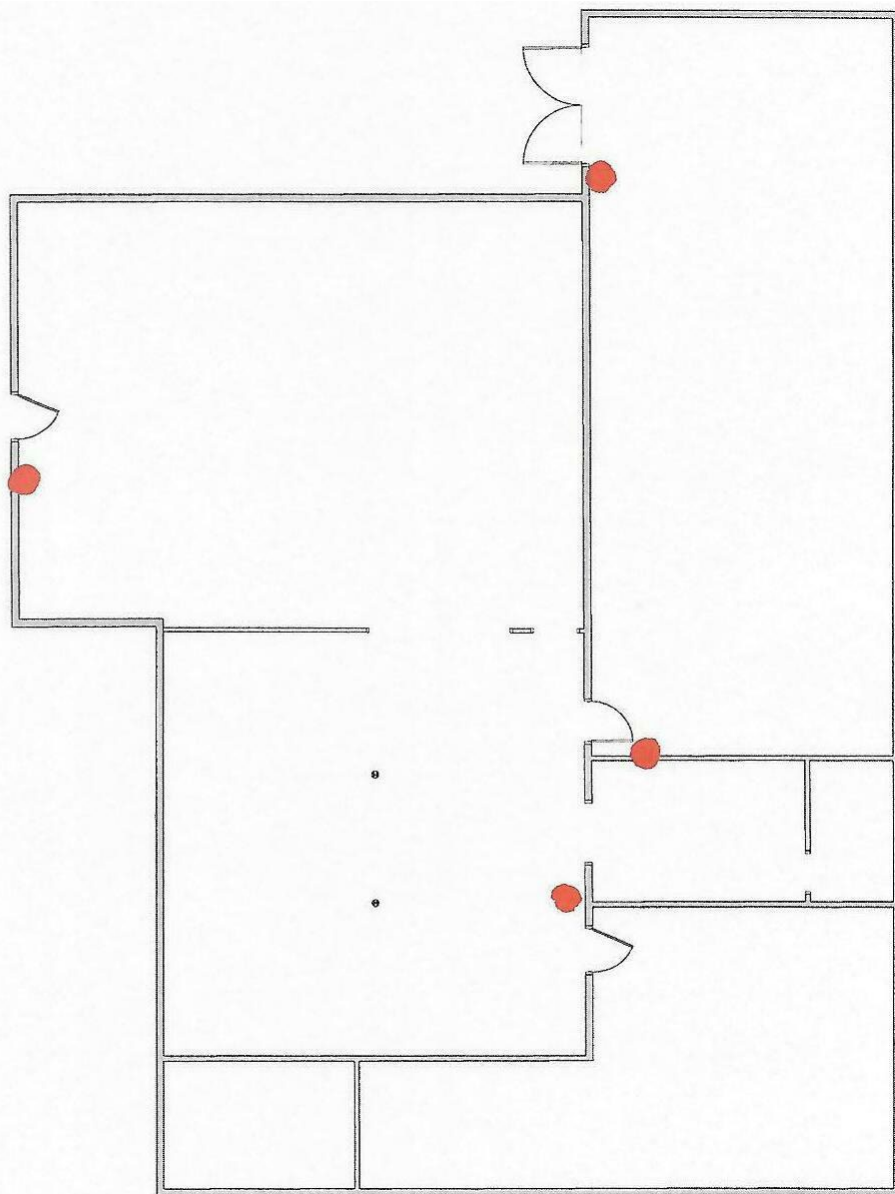
Globe campus Fire Extinguisher location





Fitness Center

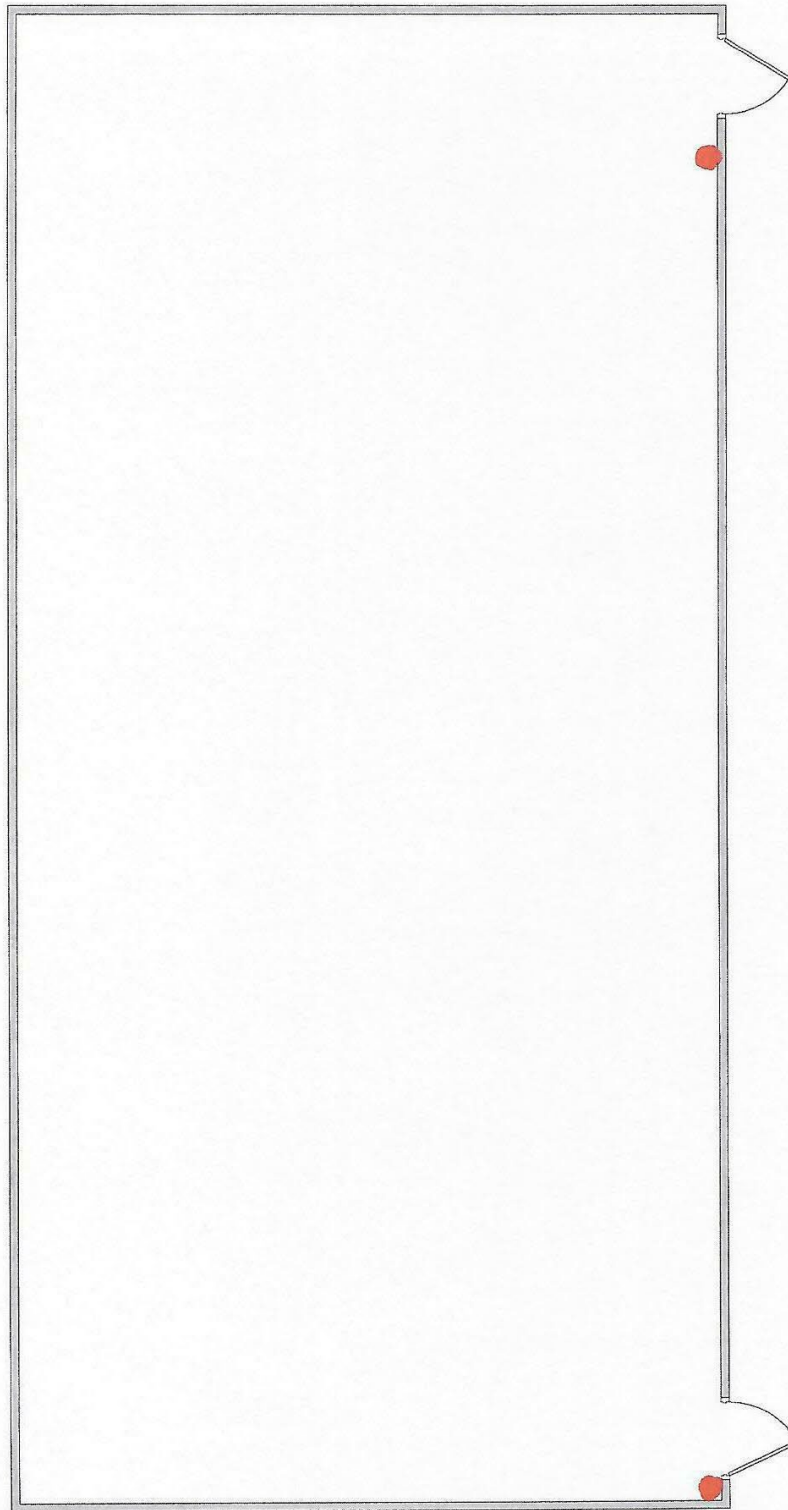
Globe campus Fire Extinguisher location



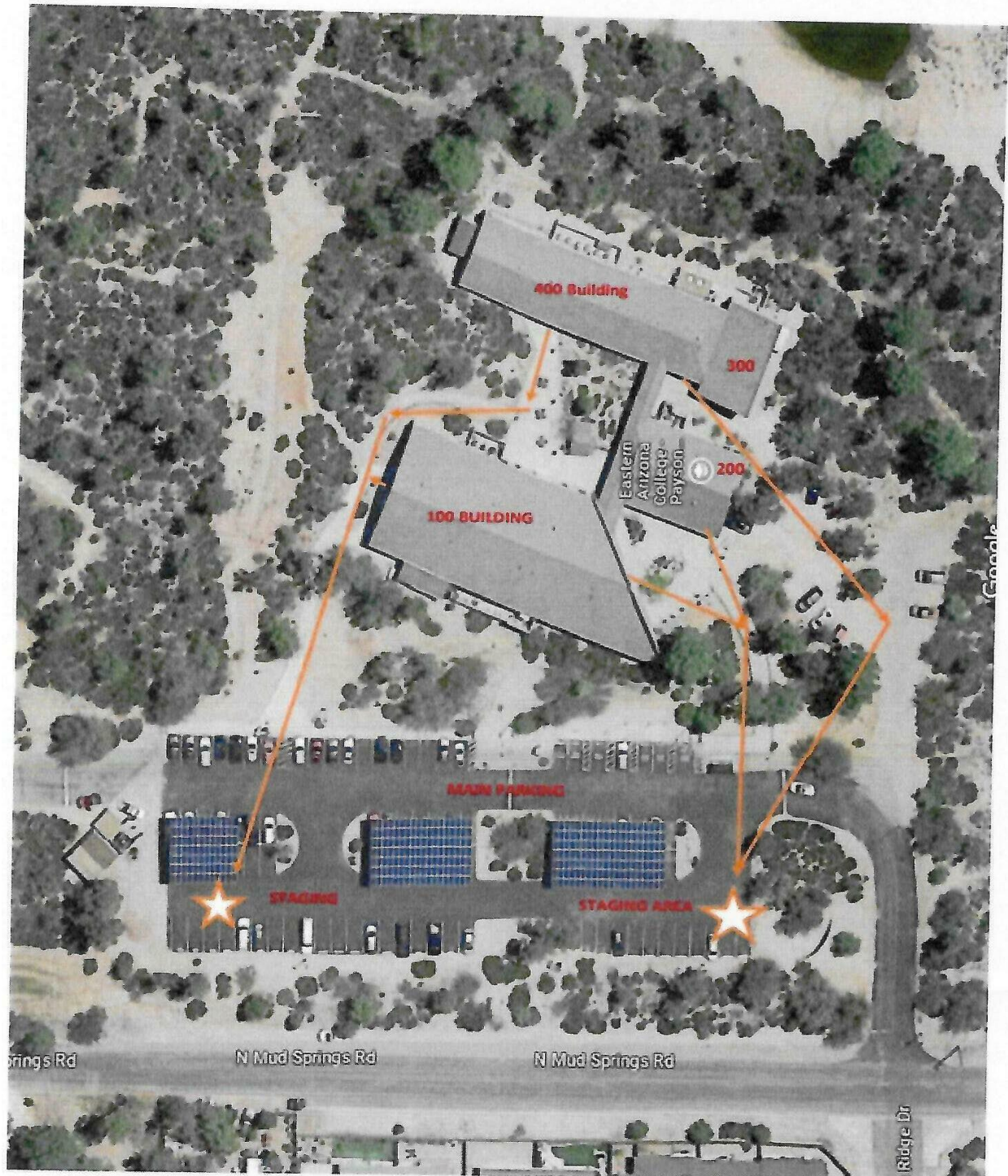
Globe campus Fire Extinguisher location



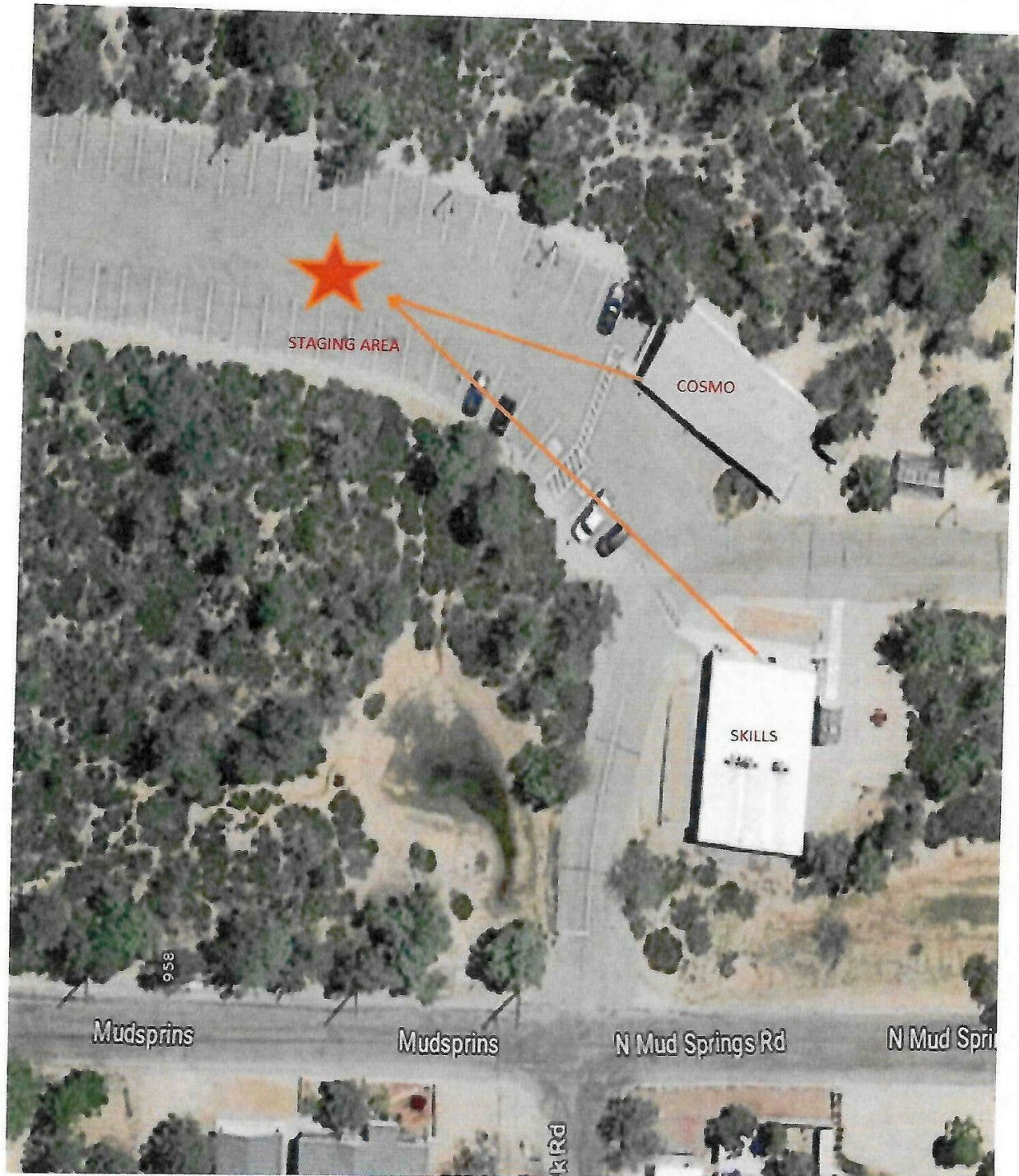
Fitness Floor



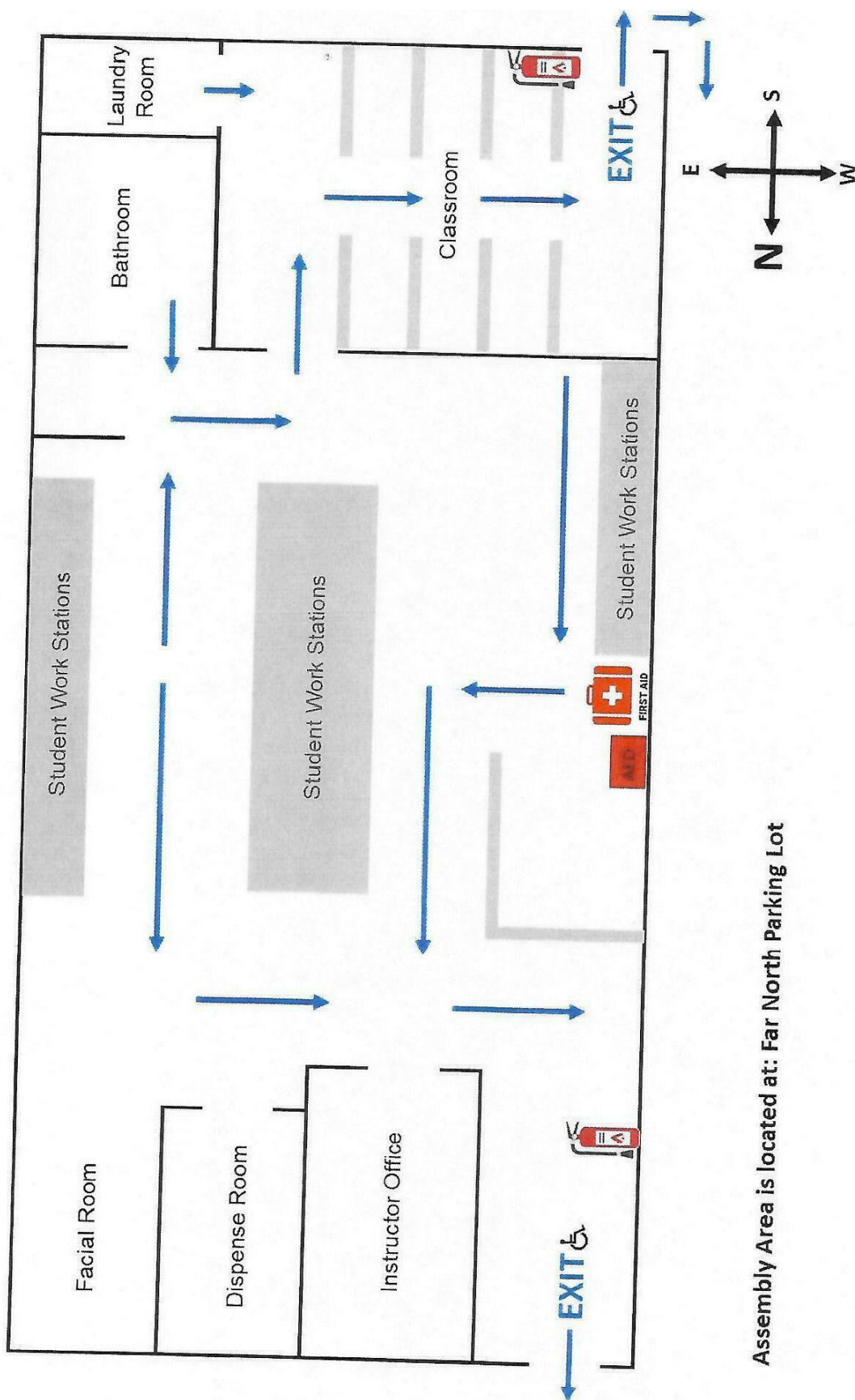
South Campus Staging Area Overview Map
Figure Two



North Campus Staging Area Overview Map
Figure One

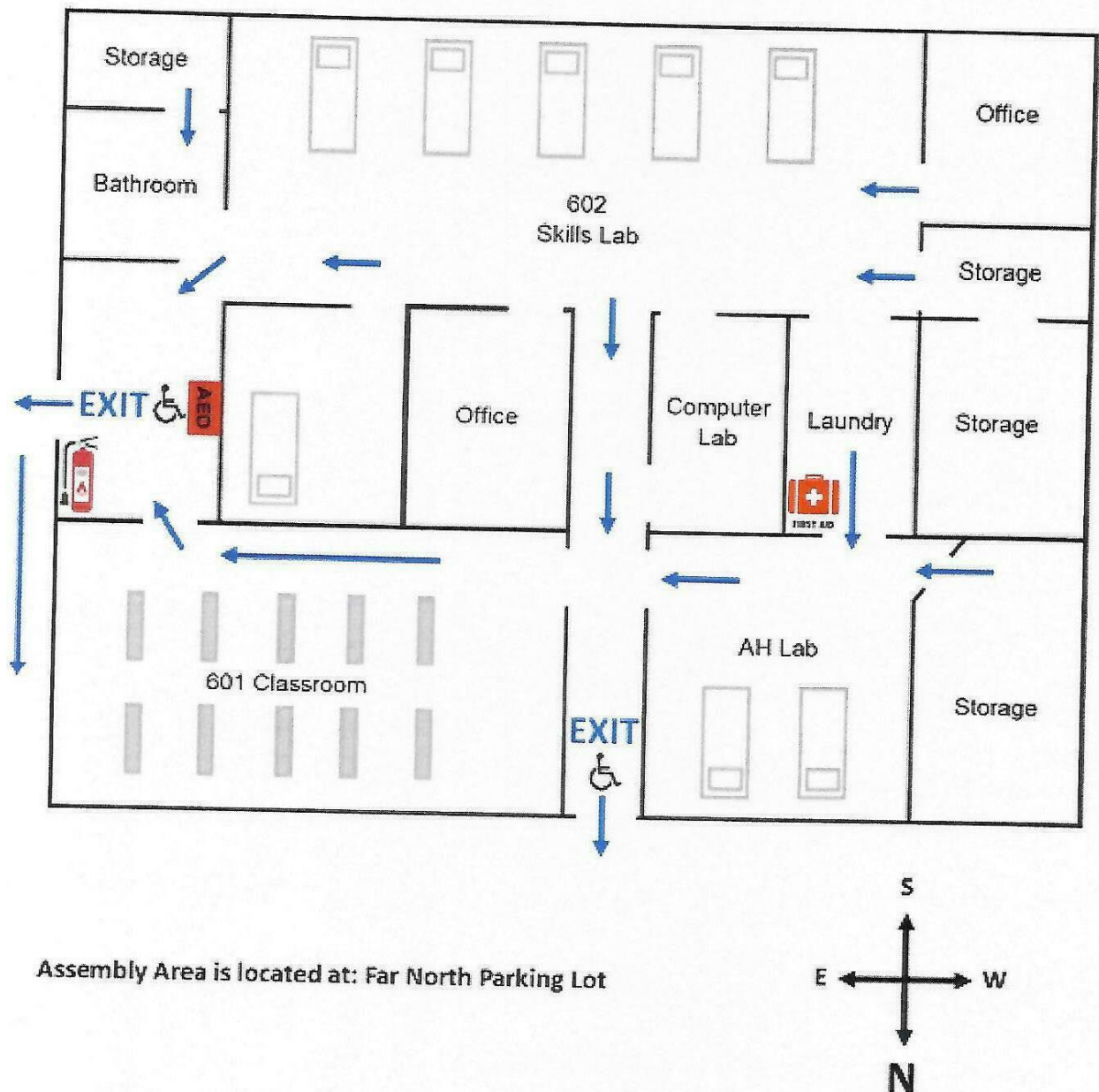


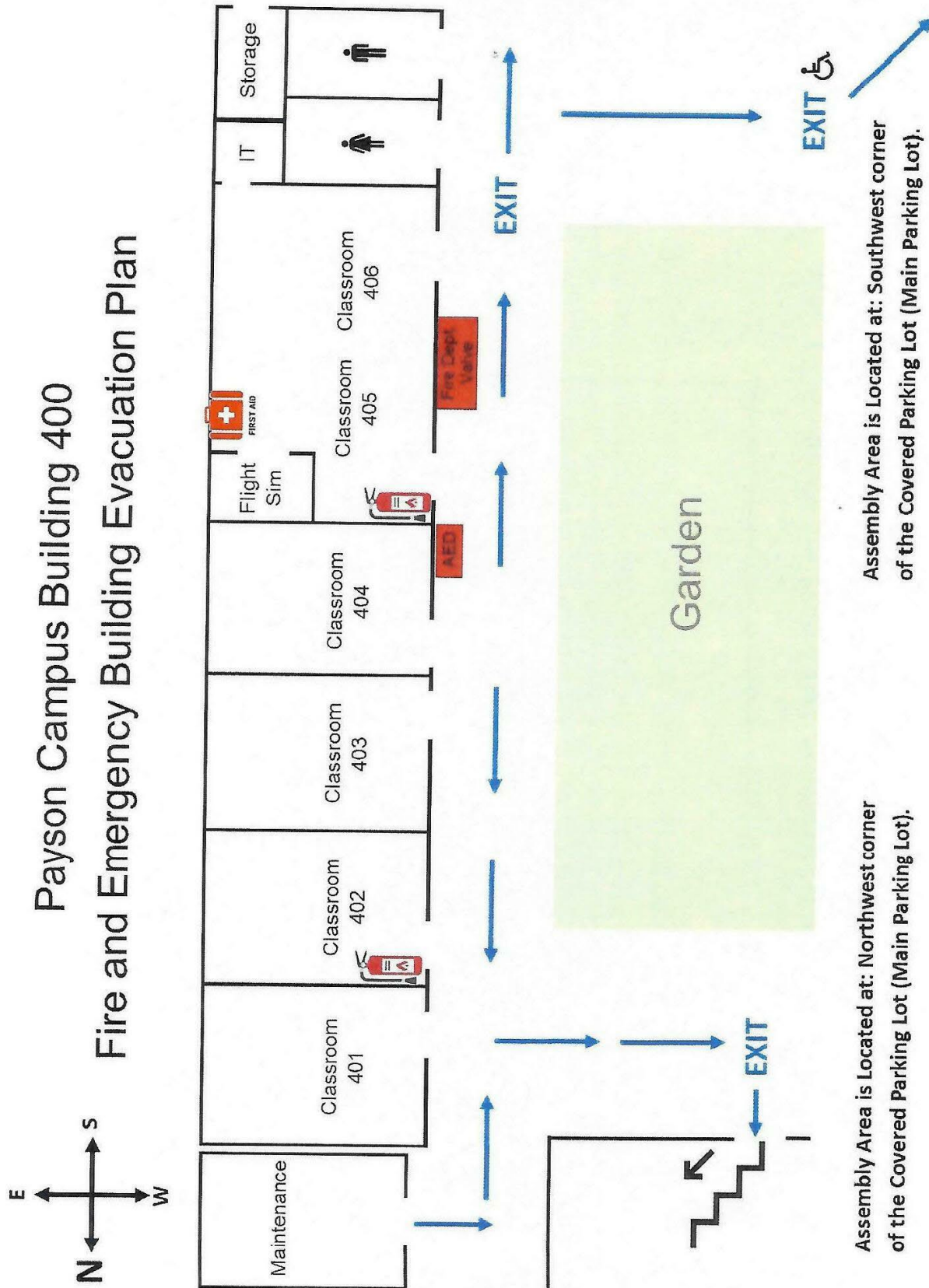
Payson Campus Building 500 Fire and Emergency Building Evacuation Plan



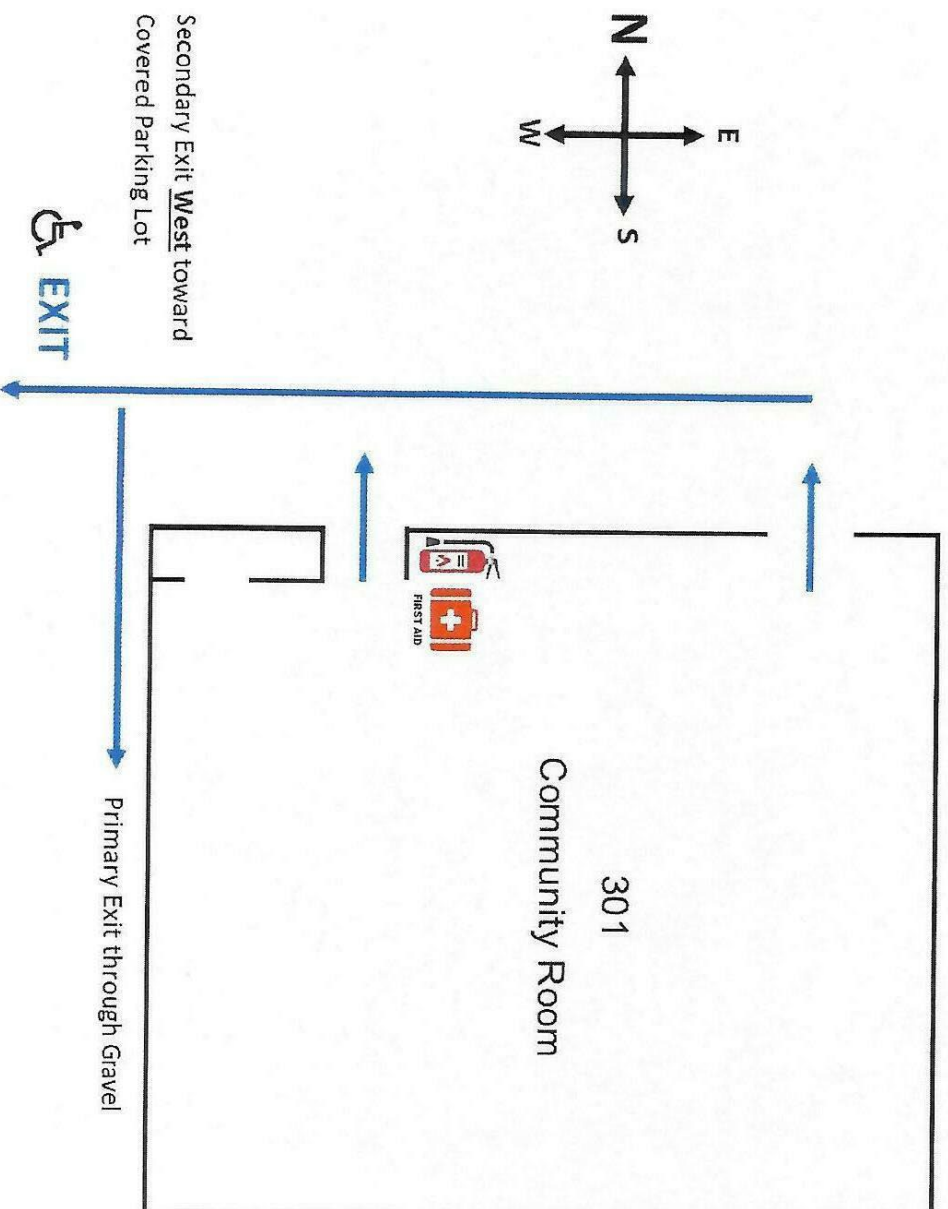
Payson Campus Building 600

Fire and Emergency Building Evacuation Plan

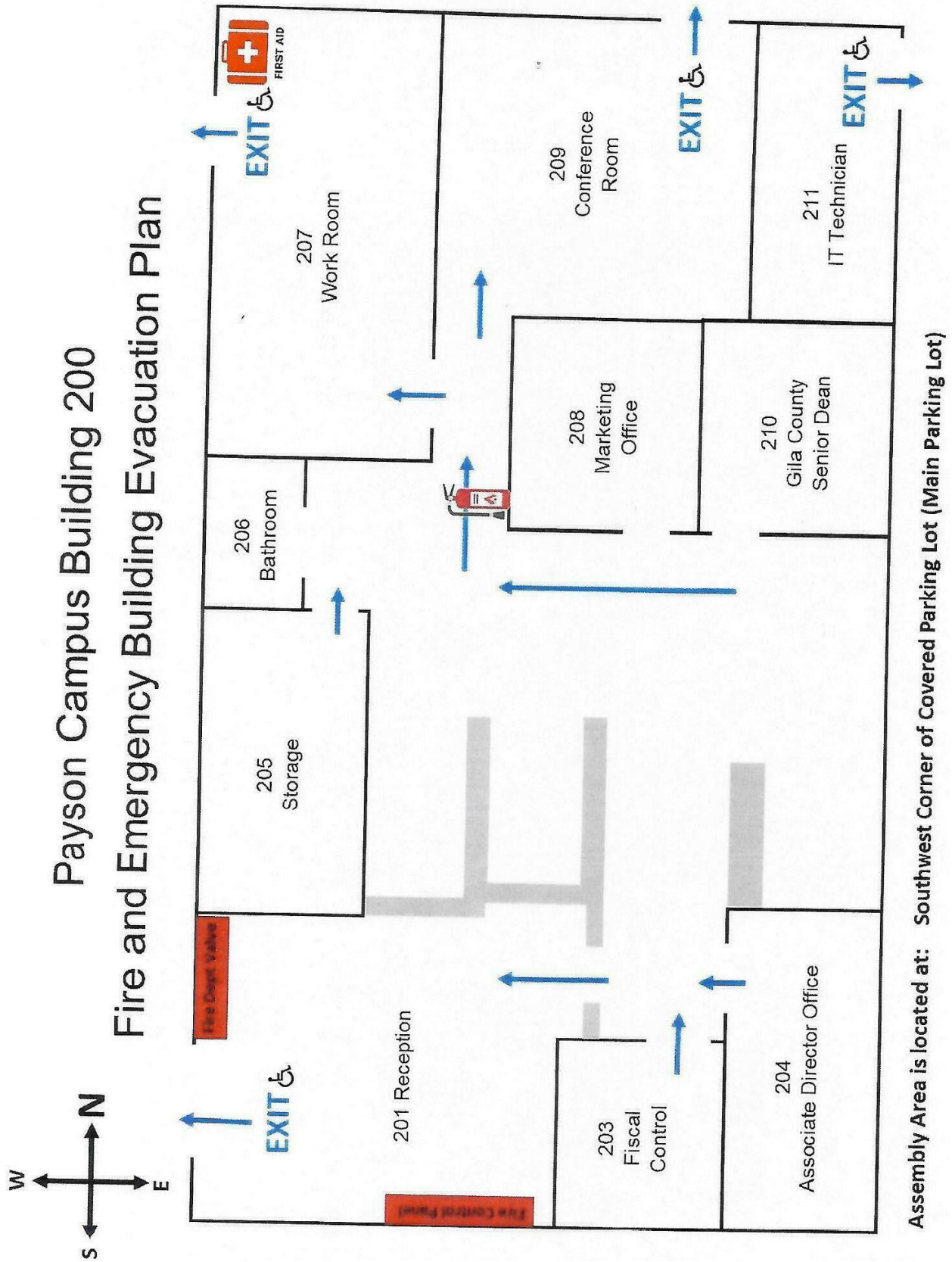


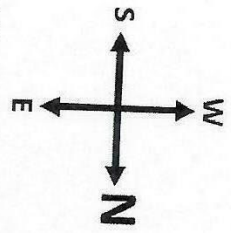


Payson Campus Building 300 Fire and Emergency Building Evacuation Plan



Assembly Area is located at: Southwest Corner of Covered Parking Lot (Main Parking Lot)





Payson Campus Building 100 Fire and Emergency Building Evacuation Plan

