

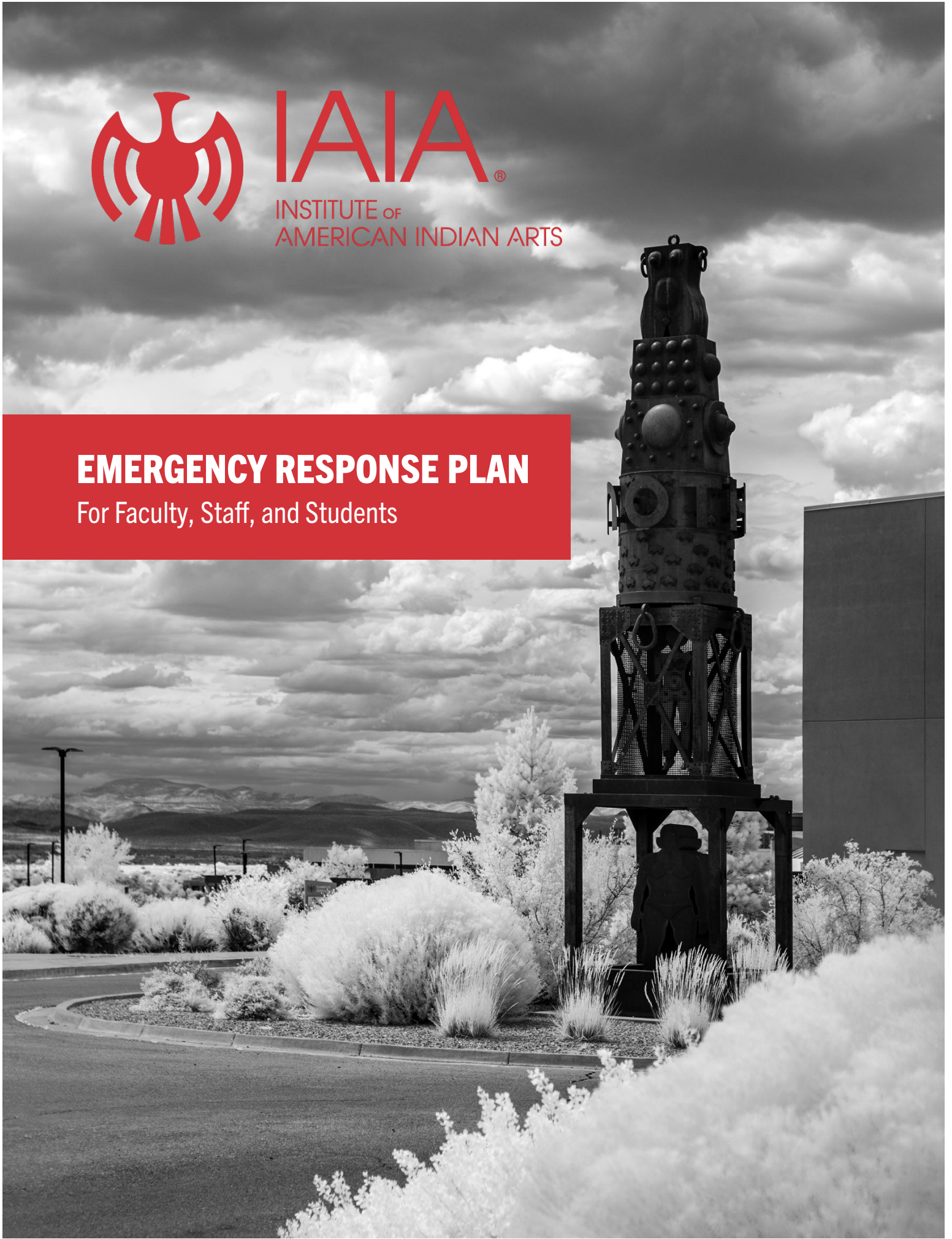


IAIA®

INSTITUTE of
AMERICAN INDIAN ARTS

EMERGENCY RESPONSE PLAN

For Faculty, Staff, and Students



EMERGENCY RESPONSE PLAN

For Faculty, Staff, and Students







Revised 02/19/2025


IAIA[®]

INSTITUTE OF
AMERICAN INDIAN ARTS

Cover photo by Jason S. Ordaz

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APPROVAL AND PROMULGATION AUTHORITY

In the event of a natural or technological disaster or international/domestic act of violence affecting the Institute of American Indian Arts (IAIA), we must be prepared to implement plans and procedures to protect lives and property.

The purpose of this plan is to provide direction and guidance to IAIA and supporting agencies. It constitutes a directive for this organization to prepare for and execute assigned emergency tasks to ensure maximum survival of the population and property in the event of a disaster or other overwhelming event.

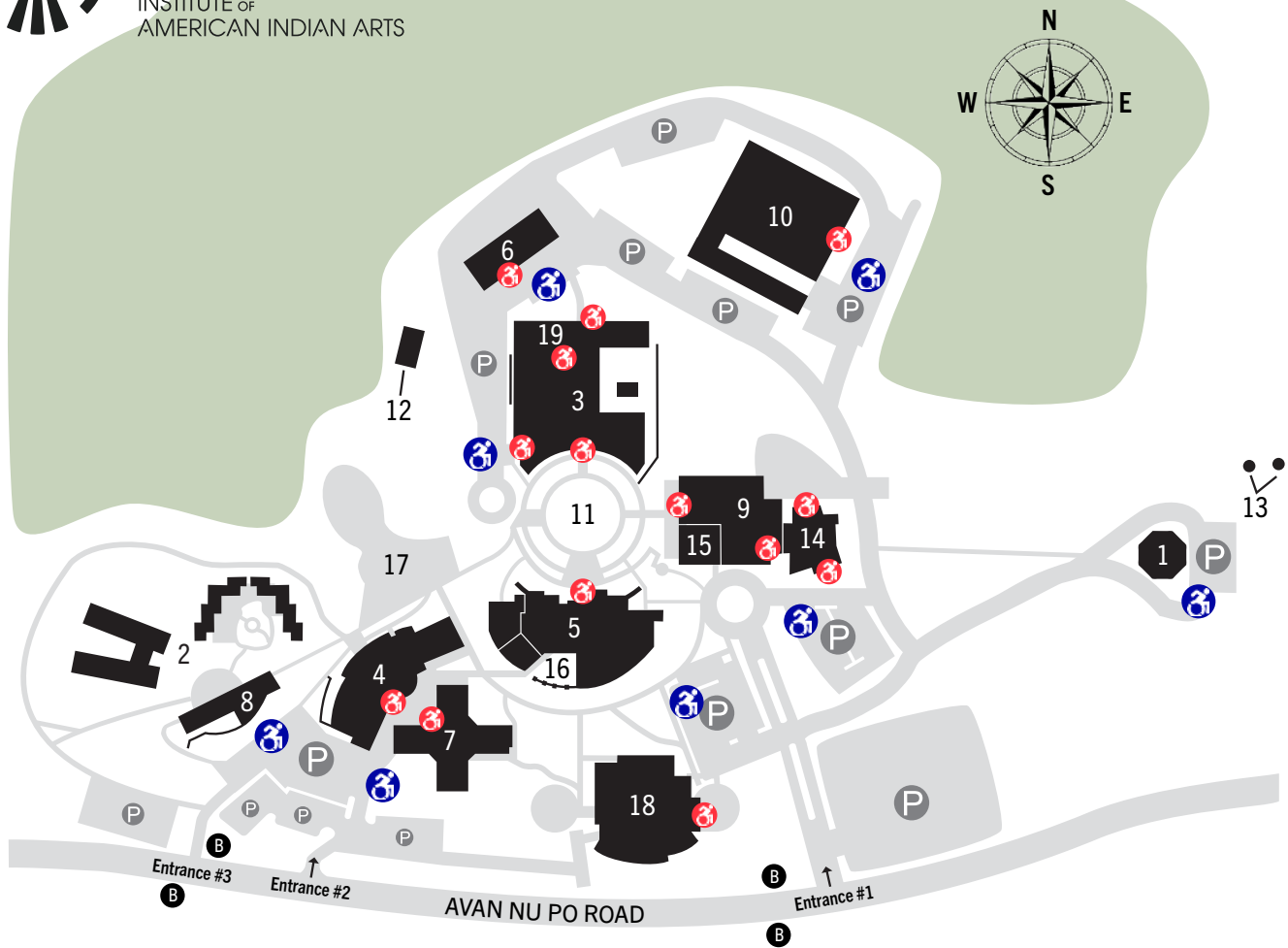
This Emergency Response Plan (ERP) has been reviewed within the jurisdiction/department/office I represent, and concurrence has been obtained as appropriate to the content therein. By my signature below, I commit my jurisdiction/department/office to the contents of this ERP and do promulgate this document.

Dr. Robert Martin, IAIA

Date



IAIA
INSTITUTE OF
AMERICAN INDIAN ARTS



DIRECTIONS: From Interstate 25, exit Highway 14, head South on Highway 14, turn left on Rancho Viejo Blvd., turn right on Avenida Del Sur, turn left on Avan Nu Po Road, turn left into entrances #1, #2, or #3, arrive at IAIA Campus.

KEY	LOCATION	KEY	LOCATION
1	Hogan	13	Sweat Lodges
2	Mixed-Use Housing Facility	14	Lloyd Kiva New Welcome Center
3	Academic Building	15	Digital Dome
4	Center for Lifelong Education and Cafe	16	Haozous Garden
5	Library and Technology Building	17	Land-Grant Garden
6	Facilities	18	Performing Arts and Fitness Center
7	Residence Center	19	Balzer Contemporary Edge Gallery
8	Student Union Building	P	Parking
9	Ells Science and Technology Building	B	City of Santa Fe Bus Stop
10	Allan Houser Haozous Sculpture and Foundry		Accessible Parking
11	Dance Circle		Accessible Building Entrance
12	Green House		

EMERGENCY PHONE NUMBERS

If calling from a campus phone, dial 8 first, then the phone number.

Santa Fe Police/Ambulance/Fire Emergency ▶ 911

New Mexico State Police ▶ (505) 827-9300
Santa Fe County Sheriff's Office ▶ (505) 428-3720
Santa Fe County Sheriff's Office (Main) ▶ (505) 986-2455
Santa Fe City Police (Non-Emergency) ▶ (505) 428-3710
Crisis Response of Santa Fe ▶ (505) 820-6333 or 1-888-820-6333
Poison Control ▶ 1-800-432-6866
New Mexico Poison Center ▶ 1-800-222-1222

IAIA Security

IAIA Security Office ▶ (505) 428-5800
IAIA Campus Security ▶ (505) 702-4274

Medical

Christus St. Vincent's Hospital ▶ (505) 913-3361
Presbyterian Medical Center ▶ (505) 772-1234
Entrada Contenta Urgent Care ▶ (505) 913-4180
Santa Fe Indian Health Service ▶ (505) 946-9283
Solace Crisis Treatment Center ▶ (505) 986-9111

Utility Companies

Electric ▶ (505) 438-6958
Water ▶ (505) 955-4333
Gas ▶ 1-888-664-2726

DISTRIBUTION LIST

Binders

Binders includes Emergency Response Plan, MOUs, List of Vendors, Business Continuity Plan, IT Disaster Recovery/Business Continuity Plan, and Emergency Contacts.

Locations:

- Office of the President
- Vice President of Operations
- Office of the Provost
- Office of Institutional Communications
- Office of Institutional Research
- Facilities
- Land-Grant
- Housing
- Student Affairs
- Security Chief
- Academic Affairs
- Information Technology
- Library
- IAIA Museum of Contemporary Native Arts (MoCNA)
- Santa Fe County Sherriff, Santa Fe County Fire, New Mexico State Police

Website

- www.iaia.edu/erp

EMERGENCY RESPONSE PLAN OVERVIEW

In accordance with policy, the Institute of American Indian Arts (IAIA) has established the following Emergency Response Plan (ERP) to manage the various crises that might threaten the resources of IAIA and the physical safety of its employees, students, and the general public.

Relationship with Other IAIA Groups

This plan covers the main campus of IAIA. Other locations, such as the IAIA Museum of Contemporary Native Arts, should develop and operate their own emergency plans.

PURPOSE

This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. IAIA has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted, and special measures must be taken to:

- Save and protect lives.
- Save and protect property.
- Manage information and communication.
- Provide essential services and operations during the emergency.
- Provide and analyze information to support decision-making and action plans.
- Manage IAIA resources effectively to address the emergency.
- Bring IAIA back to full operations once the emergency has ended.

SCOPE

The ERP guides preparedness, response, recovery operations, operations continuity, and recovery actions. It applies to a broad range of emergencies and may be activated during natural or human-caused emergency incidents, including but not limited to fire, flood, hazardous material spills, severe storms, violence, or other situations requiring evacuation of facilities.

RESPONSIBILITIES

The development and maintenance of the IAIA Emergency Response Plan is the responsibility of the Emergency Management Planning Committee.

DEFINITIONS

For the purpose of this document, an emergency is defined as any situation creating imminent danger to:

- lives or health,
- public or private property, or
- the ability of the Institute to reasonably carry on normal operations

An emergency could be caused by a natural disaster, human-caused catastrophe, civil disturbance, or other violent or threatening behavior by an individual or group.

National Incident Management System (NIMS)

While most emergency situations are handled locally, when there's a major incident, help may be needed from other jurisdictions, such as the state and federal governments. The National Incident Management System provides a consistent nationwide template to establish Federal, State, Tribal, and local governments and private sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size or complexity, including acts of catastrophic terrorism. NIMS benefits include a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid, and resource management.

Incident Command System (NIMS/ICS)

NIMS establishes NIMS/ICS as a standard incident management organization with five functional areas— command, operations, planning, logistics, and finance/administration—for the management of all major incidents. To ensure further coordination during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions but also provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

NIMS Contact Information

(940) 898-5399

Emergency Management Planning Committee (EMP)

Oversees operational emergency response and special event management. Management of the plan document.

Emergency Operations Center (EOC)

A location pre-designated by the EMP from which to oversee IAIA operations and will be situational based on the emergency. This center is separate from the Incident Command Post.

- Primary: Welcome Center
- Secondary: Facilities Conference Room
- Third: Hogan Main Room
- Fourth: Performing Arts Fitness Center Box Office

Emergency Response Kit

The location of storage for all emergency response equipment. Items in the room include:

- Gasoline generator
- Safety clothing
- Flashlights
- Two-way radios
- Emergency Response Room Laptop
- First-aid kits

- Traffic cones
- Hard hats
- Extra hard copies of the Emergency Response Plan in binders
- Office supplies
- Emergency lighting
- Extension cords

Incident Command Post (ICP)

If needed, this is an integrated organizational structure established for and tailored to the complexity and demands of single or multiple incidents. Headed by the EOC Manager.

Multiple Agency Coordination System (MACS)

Santa Fe County Office of Emergency Management and immediate agencies within Santa Fe County utilize the Multiple Agency Coordination System to facilitate and coordinate emergency response resources and handle mutual aid situations. Contact: (505) 955-6537

EMERGENCY MANAGEMENT STRUCTURE

To manage emergency incidents, IAIA utilizes a tiered structure involving an **Emergency Management Planning Committee (EMP)** using the NIMS/ICS. The EMP is formed around the President's Cabinet, serves as an advisory board for the President, and provides strategic guidance during incidents.

The **EMP** consists of the following personnel:

- Human Resources Director (Chair)
- Facilities Director
- Conference Services Director
- Head of Security
- Housing Director
- Information Technology Director
- Vice President of Operations
- Dean of Student Affairs
- Chief Communications Officer
- Provost or Dean of Academic Affairs

The purpose of the EMP is to provide strategic direction to any incident that impacts the ability of IAIA to perform its critical operational functions. The Assistant Director of Facilities will act as chair of the EMP and convene the group as necessary to review readiness, provide guidance, and provide advice to the President during an emergency or large-scale event. The standing agenda items would include incidents/emergencies since the last meeting to discuss.

EOC Manager

1. Human Resources Director
2. Vice President of Operations
3. Conference Services Director

- (At IAIA) Activates the EOC.
- Serves as the primary liaison between executive leadership and the EOC.
- Delegates responsibilities to EOC members and receives updates from the functional areas.
- Calls update meetings and strategy meetings throughout the emergency management process.
- Serves as the supervisor to all functional area managers of the EOC when managing active emergencies.
- Monitors resources on hand for the EOC as they go about their work. If needed, delegates EOC members to source or replenish supplies. These might include food, water, bathroom facilities, sleeping quarters, and necessary business infrastructure to complete the work of the EOC.

Public Information Manager

1. Chief Communications Officer
2. Content Manager
3. Audio Visual Technician

- Serves as the first-line communicator for the college for all press inquiries, including TV, radio, and written news outlets.
- Manages the process of updating the college's website with updated emergency information.
- Manages the process of distributing update emails once they have been approved by executive leadership.
- Works with the President to prepare statements on behalf of the college and strategize for press conferences.

Security Manager

1. Security Captain
2. Security Officer (as designated by rank or Security Captain)
3. Security Officer (as designated next in line by rank or Security Captain)

The individual responsible, along with their staff, for first-line response to calls for aid on the campus.

Liaison and Logistics Manager

1. Conference Services Director
 2. Staff Accountant
 3. Executive Assistant, Office of the President
- The Liaison and Logistics Manager is the first-line contact for emergency personnel arriving at the facility.
 - The manager is responsible for providing the EOC Manager with updates regarding the status of the emergency incident.
 - The Liaison and Logistics Manager is responsible for ordering additional security resources, should they be required.

Operations Manager

Manages tactical operations at the incident. The Operations Section Chief usually acts as principal deputy to the Incident Commander.

1. Facilities Director
2. Provost
3. Dean of Student Affairs

Finance Section

Manages all financial aspects of the incident, including purchasing and contract support.

1. Finance Director
2. Staff Accountant
3. Vice President of Operations

Human Resources Group

Manages aspects of the incident impacting staff/faculty.

1. Senior Human Resources Personnel
2. Human Resources Director
3. Vice President of Operations

Academics Group

Manages all aspects of the incident that impact academic functions.

1. Dean of Academic Affairs
2. Provost
3. Associate Dean of Academic Affairs

Student Life/Housing Group

Manages all aspects of the incident that impact students and housing, such as student housing, meals, and counseling services.

1. Housing Director
2. Dean of Student Affairs
3. Admissions and Recruitment Director

IT Group

Manages aspects of the incident impacting IT infrastructure.

1. Information Technology Director
2. Information Technology Technician
3. Ardham Technician

ACTIONS—SHELTER IN PLACE AND EVACUATIONS

SHELTER IN PLACE

Shelter-in-place is a means to protect students, faculty, and staff by having them remain in their classrooms, offices, or other designated locations. The nature and extent of the event, the location of the event, and the condition of the surrounding area will determine shelter-in-place decisions. Additionally, a shelter-in-place could be followed very closely by a decision for an evacuation. In all these cases, it is essential that communications be clear, concise, and followed immediately.

EVACUATION FLOOR PLANS

Defined exits for each building are posted in all hallways. These plans are usually located at the end of the corridor for easy identification and recall.

EVACUATION

Directed Evacuation is used to get students and staff out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package, a suspected bomb, or a hazardous material spill. Directed Evacuation is used when the location of a potential threat is known, allowing:

- An evacuation route away from the threat.
- A gathering point outside the building that is as far as possible from the threat.

Example: A hazardous spill has contaminated a part of the building.

Faculty/Instructors:

- As a group, leave the building immediately in a calm, orderly manner, using only the exits and directions given.
- Consider individuals with disabilities who may need assistance evacuating.
- Move (and remain) at least **500** feet away from the building. Stay away from the streets and responding emergency vehicles.
- Stay with students, keeping them in a group.
- **ACCOUNT** for all students and remain on the same side of the building to which you were evacuated, if possible.
- **IMMEDIATELY** report any missing students to the administration.
- **WAIT** to be contacted. **Do not return** to the building or move to another side of the building unless told to do so.
- Refer all media who want to speak with you or students to the Institute's Public Information Officer.
- Take your class roster.

NOTE: If the fire alarm is not activated, the elevators should be used to expedite the evacuation of anyone who needs help exiting the building.

Sight-impaired individuals should be escorted out of the building by staff, faculty, or student volunteers. Escort them via the elevator if those are operational. If they are not operational, the escorted person should exit by the nearest available stairwell, keeping to the right. The person should stay behind the escort, with one hand on the handrail and one hand on the escort's shoulder. The escort should give instructions as needed in a calm, clear voice and remain with the person after exiting the building.

Hearing-impaired individuals may not perceive emergency alarms. An alternative warning technique, such as turning the light switch on and off, may be necessary. Indicate through gestures or writing what is happening and what to do.

Wheelchair-bound individuals should be assisted by others. If the elevators are operational, they should be utilized. Otherwise, the individuals should be moved to a safe area such as a balcony, patio, or stairwell landing. Members of the group exiting the building should note and report the location of the person in the wheelchair to IAIA personnel. Emergency dispatch (911 or from a campus phone, 8-911) should also be advised via radio or phone where this person is located. Some wheelchairs may have parts that are not secure for use in lifting. It also may be harmful to lift the person. Ask the person how you can help and what type of assistance they will need after evacuation. Moving a person up or down stairs should only be attempted for life safety. Trained emergency rescue personnel should be directed to the area as soon as possible.

COMPLETE BUILDING EVACUATION

All staff, students, and visitors must evacuate the building—no exceptions!

CAMPUS-WIDE EVACUATION

The campus community will be notified by the IAIA Emergency Notification System as to what steps and routes to use. In the event of a campus-wide evacuation, IAIA would work very closely with the Santa Fe County Office of Emergency Management and the American Red Cross to assist with shelter facilities. Shelters would be a combination of facilities such as ATC, SFCC, and open fields.

If the campus-wide evacuation is performed because of a bombing/terrorist threat, the evacuation routes should be secured by sending a police officer/firefighter through the route. This is done to check for secondary devices that may have been put in place.

RESIDENCE HALL EVACUATION AND RELOCATION

In the event of a fire or other major incident in the Residence Halls, in a situation where the building must be evacuated, and the residents will need to relocate for one night or longer, short-term relocation options to be decided on a case-by-case basis are as follows:

- Gym
- Hogan
- ATC Gym
- Churches

EMERGENCY PLAN ACTIVATION

1. On-site witnesses provide assistance if possible and call 911 if needed.
2. On-site witnesses call Campus Security.
3. Campus Security may call the EOC Chair.
 - a. Secures scene, ensures the safety of the area, and asks those not involved to leave the area.
4. When notified, the EOC Chair evaluates emergency and
 - a. Develops a plan of immediate action.
 - b. Decides if additional emergency response is needed.
5. Send Remind notification system message to EMP and ICG members subgroup (message would be: “Emergency situation at IAIA. Standby for further details...”)
6. The Facilities Director activates the campus notification system if necessary.
 - a. Once the situation is evaluated, the Emergency Manager contacts the President, VPO, Dean of Students, Academic Dean, and PIO as they see fit.
7. Facilities Director meets and consults with responding agencies and works with responding agencies on the response plan.
8. The Emergency Manager determines whether to activate EOC.

EMERGENCIES

HAZARDOUS MATERIAL (HAZMAT) INCIDENTS

The Designated Emergency Response Authority (DERA) for our region is the Fire Chief of the Santa Fe County Fire Department. On campus, the contact person is the Director of Facilities.

Hazardous materials incidents may occur at any time. These may involve the transportation of chemicals or an accident at a business or on the Institute campus. Response to a hazardous material incident will vary according to the location, chemical involved, quantity, time and day of the week, and weather conditions. Notification of an incident may be issued by any of the various emergency response or law enforcement agencies, news media, citizens, etc.

Shelter-in-place should be given first consideration if the facility provides protection from the chemicals involved.

Unless directed by an authority having jurisdiction, choose a route for evacuation that leads away from possible exposure, and consider the following:

- Wind direction
- Chemical runoff
- Traffic congestion
- Time of day
- Day of week

Response

- Contact Security and 911 as needed.
- Involve IAIA staff.
- The situation sometimes escalates to level 3 and 4.
- Communication sends notifications.
- Contact vendors.

AIRCRAFT CRASH

IAIA is located relatively close to our local airport facility and is sometimes in the flight/landing path for aircraft. Should an aircraft crash on or near IAIA or adjacent property, call 911. Security and Facilities staff would be among the first personnel to respond to the scene. The Santa Fe County Fire Department and Sheriff's Department would assist in securing the scene, extinguishing the fire, and extricating any victims.

In a serious aircraft crash, it may be required to:

- Activate EOC.
- Use ERR.
- Involve the Incident Command Group to the level needed for the emergency.
- Close IAIA.

FIRE

- If you see or suspect a fire, **DO NOT PANIC. Think RED:**
 - React**—Take alarms and indications of smoke or fire **seriously**. Warn others and activate the alarm.
 - Evaluate**—Judge the level of threat conditions of the immediate area and the needs of others.

Decide—Either follow the plan and leave immediately or stay or move to a safe area and take defensive action.

- Find the nearest fire alarm pull station and pull to activate the alarm.
- Call 911 (or 8-911 from a campus phone).
- Call Campus Security: (505) 702-4274. Campus Security will notify Facilities staff.

The person calling should be ready to provide the following vital information:

- Location (building, room number, etc.)
NOTE: You must give the specific location on campus to the 911 Dispatcher. They only have the main address and not your specific location.
- Type of fire or explosion if known (i.e., trash, electrical, chemical, etc.)
- Extent of the fire
- Caller's name and phone number

IAIA Security and Facilities staff, upon being dispatched by the Santa Fe County Communications Center (911), will:

- Assist the fire department in locating the incident and performing other duties as directed by them.
- Upon arrival at the scene, assist in evacuation, helping people to find evacuation location and keeping people away from emergency response.
- Consider isolating portions of the campus should spectators become a problem.
- Assist in crowd control.

Faculty and Staff in the affected building should:

- Ensure all students evacuate in a prompt and orderly manner and go to a designated evacuation point at least 500 feet away from any building.
- Supervise and assist in the evacuation of physically challenged individuals.
- Keep all students a safe distance from the affected building at their evacuation assembly point, at least 500 feet away from the building.
- Maintain a clear path of access for emergency vehicles.
- Do not return to the evacuated building until specifically instructed by an IAIA official to do so.

Facilities Director, Security, or designee:

- Assist local authorities in determining the cause of the fire or explosion.
- Report all damage and action to the President.

Public Affairs Officer (PIO) or designee:

- Acts as the IAIA liaison with the media.
- Reports to the Incident Commander (IC). All news releases are reviewed by the IC prior to being shared with the news media.

Very serious fires may require additional action, such as:

- Activate EOC
- Use ERR
- Involve Incident Command Group to the level needed for the emergency
- Plan for closing IAIA
 - Who decides
 - Alternates
- Plan for relocating students in the Residence Halls
 - Vehicles, drivers, insurance, etc.
- Space for students on campus when not in classes, lockers

Fire Extinguishers

- All IAIA buildings are equipped with fire extinguishers.
- Check the class of fire extinguisher (Class A-B-C for most fires; different classes are for different types of fires)
- Remove the extinguisher from the bracket and use **PASS**:
 - P**ull the safety pin out and discard it
 - A**im the nozzle at the base of the fire
 - S**queeze the two handles together
 - S**weep back and forth at the base of the fire
- Even when the fire appears to be out, stay clear, as it may suddenly flare up again.

ACTIVE SHOOTER

In the event of an “active shooter” (an armed person who has/is actively using deadly physical force on other persons and continues to do so while having unrestricted access to additional victims) or other life-threatening scenario unfolding on the IAIA campus, the following checklist should be reviewed and updated as needed.

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s), and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Quickly determine the most reasonable way to protect your own life. Remember that customers, clients, and students are likely to follow the lead of employees and managers during an active shooter situation.

1. **RUN**—Have an escape route and plan in mind.

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- 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 instructions of police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2. **HIDE**—Hide in an area out of the shooter’s view.

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter’s view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

- 3. FIGHT**— (Last resort) Act with physical aggression, attack, and throw items at 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:
- Acting as aggressively as possible against them.
 - Throwing items and improvising weapons.
 - Yelling.
 - Committing to your actions.

HOW TO RESPOND 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.

- Officers usually arrive in teams of four (4).
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, and 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 officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep your 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.

Information to provide to law enforcement or the 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

The first officers to arrive at 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.

IAIA RESPONSE

- Initial Remind notification system Alert—this type of communication is intended to provide initial notification of a threat event on the IAIA campus. Immediate action should be taken upon hearing this notification.
 - Communication methods may include:
 - Campus-wide broadcast email to students, faculty, staff
 - Campus-wide broadcast voicemail to students, faculty, staff

- IAIA Website and other social media
 - Other—Bullhorn in Family Housing area, Hogan
- The website homepage can be activated by the Communications staff.
- Subsequent Communication:
 - IAIA officials will communicate details of the event using one or more of the following multiple communication methods:
 - Campus-wide broadcast email to students, faculty, staff
 - Campus-wide broadcast voicemail to students, faculty, staff

BOMB THREAT

PURPOSE

To provide direction and guidance for Institute personnel to respond to bomb threats made toward any Institute facility, as well as to direct any actions that will resolve issues associated with each threat.

BACKGROUND

Each bomb threat will be considered and responded to as legitimate and a real threat to the Institute. Each will be unique in its presentation, and various methods of response will be employed to resolve each issue. The safety and well-being of the campus community will be paramount, and the Institute's goal will be to resolve the issue and return to normal operation at the earliest possible time with minimum disruption.

PROCEDURE

Procedures will vary with each bomb threat. The nature and specificity of the threat and the threatened location will determine a large portion of the decisions made to resolve the issue. In each instance, the bomb threat response will be followed as closely as possible. Deviations from an established response are to be expected. Safety of life, protection of property, and resumption of classes will guide the process.

The facility search will be conducted by selected Campus Police and other personnel. At all times, the activity will be coordinated with emergency personnel present.

Bomb Threat Received/Called in to Institute:

- **Call 911, or from a campus phone, 8-911.**
- Campus Security may be contacted by Central Dispatch.
- All bomb threats/violence threats will be considered credible
- Activate Remind notification system alert to evacuate all buildings
- Institute community will evacuate: Evacuation routes will be checked for secondary devices.
 - Faculty, staff, and students shall report, **but not disturb**, any unusual objects they may notice while evacuating.
 - Re-assembly will be at least 500 feet from the affected area or at a location determined to provide the best safety from potential danger.
- The Fire Department will respond and stage equipment in the vicinity of the incident unless otherwise requested or circumstances dictate a different course of action.
- Campus Security will assist in conducting a search of the areas involved.
- **Two-way radios and cell phones will not be used within 300 feet of a building suspected of containing an explosive device. Radios will be turned off before searching the building.**
- If no device or object is located, the Incident Commander will determine whether and when the building is clear and safe to re-enter, and classes may be re-established.

SEVERE WEATHER AND NATURAL DISASTERS

TORNADO

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows
 - Hallways on the lowest floor, away from doors and windows
 - Rooms constructed with reinforced concrete, brick, or block with no windows
- Stay away from outside walls and windows.
- Use arms to protect the head and neck.
- Remain sheltered until the tornado threat is announced to be over.

FLOOD

If indoors:

- Be ready to evacuate as directed by a designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If driving and your car stalls, abandon it immediately and climb to a higher ground.

BLIZZARD

- Stay indoors!
- Stay calm and await instructions from a designated official.
- If there is no heat,
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
 - Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
 - Wear layers of loose-fitting, lightweight, warm clothing, if available.

OTHER EMERGENCIES

Call Campus Security or 911 and follow instructions.

NON-EMERGENCY/NORMAL OPERATIONS ACTIONS AND RESPONSIBILITIES

Actions that are implemented during non-emergency or disaster periods will prepare IAIA for potential emergency response if necessary. Examples include but are not limited to the following:

- Public information, educational materials, and incident-specific procedures will be provided to the campus community via email, social media, website, and other media.
- Development, testing, and maintenance of IAIA's Emergency Notification System (Remind) will be conducted semi-annually.
- The viability and accuracy of emergency contact lists, resource lists, emergency contracts, and MOUs will be assured.
- ERR equipment and supplies will be stocked and checked.
- The student emergency evacuation plan for the Residence Center and the entire campus will be tested.
- Ensure that as part of the plan integration process, the IMT is aware of members of the campus community with special needs and can accommodate their needs during an emergency.
- EMP meets regularly to review recent incidents, update ERP, and conduct other business.

RECOVERY ACTIONS AND RESPONSIBILITIES

The range of recovery actions that IAIA may implement is based on the impact of the disaster and the availability of resources.

Examples include but are not limited to the following:

- Activate IAIA continuity plan(s) if necessary, in whole or part;
- Determine who is responsible for completing a damage assessment of campus infrastructure (Ex: Facilities Department);
- Work with Insurance company and staff;
- Assess infrastructure and determine viability for re-entry of the campus; and
- Begin immediate repairs to infrastructure.

MITIGATION ACTIONS AND RESPONSIBILITIES

Actions IAIA will take to reduce or eliminate long-term risk to people and property from hazards and their effects. Examples:

- Health and Safety Committee reviews
- EMP regular meetings
- Using vendors, check all fire suppression equipment, first aid kits, and AEDs
- Applicable training
- Behavioral Intervention Team meeting regularly—Early Alert Committee
- Uninterruptable Power Supplies are installed to protect network infrastructure, and the IT Business Continuity Plan consists of all data co-located at several off-campus data centers
- Security on campus 24/7/365, residence halls staffed 24/7 during the academic year

EMP Acts as the Mitigation Team

The mitigation team works to capture all lessons learned during the event and to formulate policies and procedures to minimize or avoid the reoccurrence of the incident. Also, work with local, State, and Federal Mitigation Teams during the recovery and rebuilding phase.

APPENDIX

DISASTER/EMERGENCY DECLARATION

WHEREAS, the Institute of American Indian Arts (IAIA) suffered serious damage to roads, office buildings, classrooms, and/or other public and private facilities caused by _____,

which occurred on _____; and
(Date)

WHEREAS, the cost and magnitude of responding to and recovering from the impact of the ensuing event is far in excess of the Institutes' available resources;

Now, **THEREFORE**, be it resolved that I, _____, President of IAIA, declare this to be a disaster area.

DATED AT _____, NEW MEXICO

THIS _____ DAY OF _____ (DATE)

At _____ (TIME)

PRESIDENT
INSTITUTE OF AMERICAN INDIAN ARTS

Emergency Procedures

83 Avan Nu Po Road, Santa Fe, New Mexico 87508

Medical Emergency

- Call 911
- Do not move the injured person unless they are in imminent danger of further injury
- Locate nearest first aid kit and/or AED
- Avoid contact with blood and bodily fluids
- Stay with the person until emergency personnel arrive

Hazardous Materials Incident

- If the spill exceeds your capabilities (size, familiarity with substance, etc.), call Security at (505) 702-4274
- Evacuate the building by pulling the fire alarm if necessary

Fire

- Upon discovering fire, immediately pull the nearest fire alarm
- Dial 911
- Call Security at (505) 702-4274
- Evacuate immediately, close doors behind you, and do not stop for belongings
- Use stairways, not elevators
- Alert emergency personnel about any trapped victims

Active Shooter or Violence

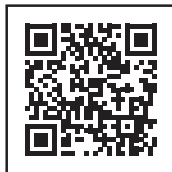
- Evacuate the premises if safe to do so, if not:
- Secure immediate area
- Silence phones
- Keep yourself out of sight
- Call 911
- Report your specific location, number of people with you, and any injuries
- Give details of assailant, if known
- If outside, run, crawl, hide, cover, and/or conceal

Gas Leak

- If you smell gas, leave the area immediately without shutting the door
- Call Security at (505) 702-4274

Bomb Threat

- If you find a suspicious package—do not touch it
- Call 911
- If you receive a bomb threat by phone, remain calm and try to obtain as much info as possible to relay to police



For weather and other safety concerns, visit
www.iaia.edu/emergency-procedures

 **For Emergencies, call 911 or Security at (505) 702-4274**

Campus Security: (505) 702-4274
Campus Security Office: (505) 428-5800

New Mexico Poison Center: 1-800-222-1222
Santa Fe Non-Emergency: (505) 428-3710
Santa Fe Sheriff's Office (Main): (505) 986-2455

IAIA®

INSTITUTE OF
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