



2025

Northern New Mexico College Campus Safety & Security Emergency Response Plan

Updated June 2025

NORTHERN NEW MEXICO COLLEGE / (505) 747-2100, NNMC.EDU
921 N. PASEO DE OÑATE, ESPAÑOLA, NM 87532



Table of Contents

Purpose and Scope of Plan	3
Approval Statement	3
Record of Distribution	4
Emergency Training Schedule	4
Campus Emergency Response Team (CERT)	5
Emergency Chain of Command	6
Emergency Contacts	7
NNMC Emergency Evacuation Locations (MAP)	8
General Emergency Procedures	9
Active Shooter	10
Bomb Threat Response	13
Suspicious Package / Envelope Response	13
Earthquake Response Procedures.....	14
Emergency Evacuation Procedures	14
Fire Procedures.....	16
Flooding & Water Damage Response	16
Hazardous Materials Incident Response	17
Medical Emergency Response	17
Death on Campus (Student, Staff, or Visitor)	18
Utility Failure & Gas Leak Response	19
Civil Disturbance / Violent Behavior Response	20
Severe Weather Events & Campus Closure Protocol	20
Cybersecurity Incident Response Protocol	21
El Rito Safety and Security Protocols for Residential Housing & Dormitories	22
Telecommunications Failure	24
Elevator Failure	24
Plumbing Failure / Flooding	24
Natural Gas Leak or Ruptured Gas Line	24
Ventilation Concerns (Smoke or Odors)	24
Water Contamination	24
Fish Facility Disaster Plan	24
Appendix A – IT EMERGENCY RESPONSE SYSTEM (EAGLE ALERT)	26
Appendix B – BOMBTHREAT PROCEDURES AND CHECKLIST	27
Appendix C – INCIDENT TRACKER	28
Appendix D – HAZMAT/CHEMICAL SPILL INCIDENT REPORT FORM	30
Appendix E – VEHICLE ACCIDENT REPORT	32
Appendix F – EMERGENCY FIRST AID PROCEDURES	34
Appendix G Campus Floor Maps	36
ACTION ITEMS	57

PART ONE INTRODUCTION

Purpose and Scope of Plan

Northern New Mexico College is committed to the safety of its students, faculty, staff, and visitors. This Campus Emergency Response Plan (CERP) is the official emergency preparedness and response framework for the College. It outlines procedures for managing life-threatening events, natural disasters, and other emergencies that may impact the campus community.

The NNMC Campus Emergency Response Plan (CERP) provides a framework for students, faculty, and staff to follow in the event of a real or perceived emergency affecting the campus community. For the purposes of this plan, an emergency is defined as any situation—or threat of one—that could harm the health, safety, or welfare of the campus community, or compromise the integrity of campus facilities or the environment.

This plan establishes a consistent approach to managing real, potential, or perceived emergencies. Full implementation is required only during major disasters that impact a significant portion of the campus community. Upon identification of an emergency, the College President or designee will notify the appropriate CERT members and activate the necessary level of response in accordance with this plan.

Approval Statement

The Northern New Mexico College Campus Emergency Response Plan has been reviewed and is hereby approved. It is effective immediately and supersedes all previous versions.

President of College
Hector Balderas, JD, CFE

Signature

Date

Provost
Dr. René Vellanoweth

Signature

Date

Chief Financial Officer/
Compliance Officer
Theresa Storey

Signature

Date

Safety & Security
Director
Henry "Geno" Trujillo

Signature

Date

General Counsel
Matt Baca

Signature

Date

Chief Information
Officer
Scott Stokes

Signature

Date

Director of Facilities
Operations
Juan Montoya

Signature

Date

RECORD OF DISTRIBUTION

Northern New Mexico College Campus Emergency Response Plan

This plan will be reviewed and approved annually each August. All updates and revisions will be tracked in the table below to ensure the most current version is always available.

Date of Origin		Entered by	Action / Summary of Description
March 2, 2016		Jimi Montoya	Administrative Approval
Change#	Date of Change	Entered by	Action / Summary of Description
1	March 12, 2018	Jimi Montoya	Reviewed/Revised by Executive Management
2	October, 2023	Patrice Joleen Trujillo, Health & Safety Officer	Revision of NNMC Campus Emergency Response Plan
3	April 2025		Revision and Review by Safety & Security Director, Geno Trujillo

EMERGENCY TRAINING SCHEDULE

Northern New Mexico College (NNMC) will conduct regular and consistent emergency preparedness training as outlined in the schedule below.

Schedule	Training Type	Responsible Party (s)
Fall Convocation	Classroom General Training	Provost
Annually in the Fall	Fire Evacuation/ Bomb Threat, First Aid Training/De-Escalation, Defensive Driving Training, OSHA 10	Safety & Security Director Facilities Director Fleet Coordinator
Annually in the Spring	Active Shooter	Safety & Security Director
Annually in the Summer	Building Coordinator Training	Safety & Security Director
Monthly at NEO	NNMC New Employee Orientation	Director of Human Resources

CAMPUS EMERGENCY RESPONSE TEAM (CERT)

The Campus Emergency Response Team (CERT) is a group of trained NNMC personnel prepared to respond to campus emergencies. Their role is to assist in disaster preparedness, response, and recovery efforts, ensuring the safety and security of students, staff, and faculty.

PERSON	POSITION	CONTACT INFORMATION
President Hector Balderas	NNMC President	(505) 747-2140
Dr. René Vellanoweth	Provost	(505) 747-2225
Matt Baca	General Counsel	(505) 747-2175
Theresa Storey	VP Finance and Administration	(505) 747-2143
Scott Stokes	Director of IT Services	(505) 747-2139
Juan Montoya	Director of Facilities	(505) 747-5432
Henry Geno Trujillo	Director of Safety & Security	(505) 901-2123
Melvin Moquino	Campus Security Supervisor	(505) 747-2158
Shawn Madrid	Capital Project Coordinator/ Facilities Department	(505) 901-8351
Stephanie Sandoval	Director of Human Resources	(505) 747-5034
Debra Trujillo	IT Web Administrator	(505) 747-2259
Patrice Trujillo	Health and Safety Officer	(505) 901-7579

CERT members are trained in the following areas:

- Fire Safety
- Light Search and Rescue
- Disaster Triage
- Disaster Recovery

These skills may be required during both emergency and non-emergency situations.

CERT Member Responsibilities:

- Communicate with the CERT when activated during an emergency.
- Coordinate evacuations in assigned areas; ensure buildings are cleared, secured, and visibly marked before exiting.
- Maintain awareness of the current Emergency Operations Plan.
- Know designated evacuation routes.
- Ensure evacuation route maps and emergency guidelines are posted in each area or building.
- Instruct faculty to review emergency guidelines with their classes.
- Attend emergency response training sessions, including backup personnel.
- Know the locations and basic operations of fire extinguishers.
- Coordinate emergency evacuations when necessary.

Northern New Mexico College

Emergency Organization Chart

Incident Commander

**Public Information
Officer**

Safety Officer

Liaison Officer

**Operations
Section Chief**

**Planning Section
Chief**

**Logistics Section
Chief**

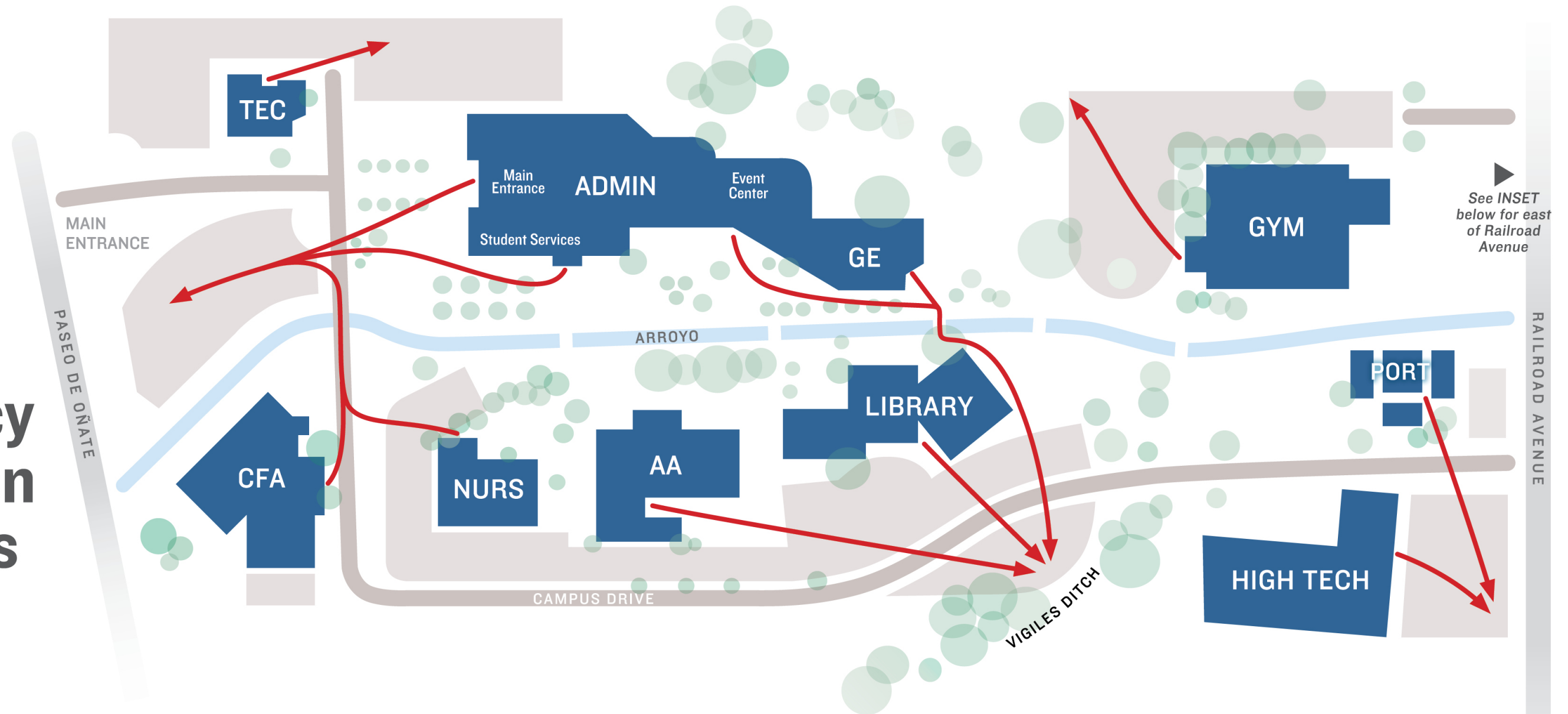
**Finance/Admin
Section Chief**

- Operations Branches: Facilities/Maintenance Lead, Student Services Lead
- Planning Branches: Situation/Documentation roles
- Logistics Branches: HR/Staff Support, Supplies/Transport
- Finance/Admin Branches: Cost, Procurement, Documentation

Emergency Contacts

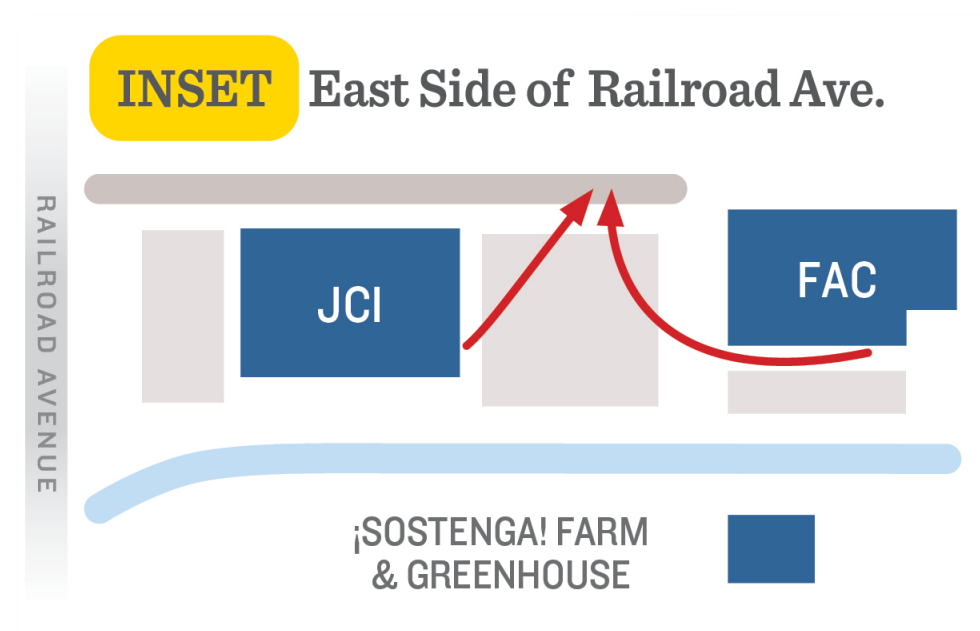
- Police/Fire/Medical Emergencies: 911
- NNMCC President: (505) 747-2140
- NNMCC Provost: (505) 747-2225
- Campus Facilities: (505) 747-5432
- Campus Security Office: (505) 747-2158
- Dean of Students: (505) 747-2122
- NM State Police: (505) 753-2277
- Rio Arriba Sheriff's Office: (505) 753-3329
- Española City Police: (505) 753-6002
- Española Fire Department: (505) 753-0037
- Española Hospital: (505) 753-7111
- Rape Crisis Center: (505) 753-1656
- National Chemical & Oil Spill Emergency: (800) 424-8802
- New Mexico Poison Center: (800) 222-1222

NNMC Emergency Evacuation Locations

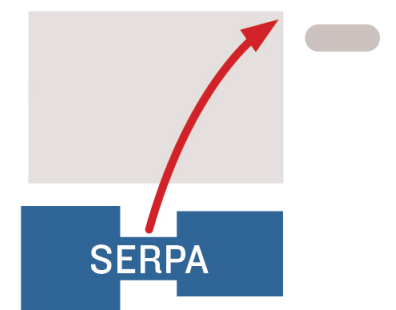


Española Campus Key

AA	Arts Annex/Metal Trades
ADMIN	Administration
CFA	Center for the Arts
FAC	Facilities
GE	General Education
GYM	Eagle Gymnasium
HT	High Technology
JCI	Business Administration
LIBR	Ben Lujan Library
NURS	Nursing Building
SERPA	Engineering Building
TEC	Teacher Education Center
PORT	Barbering/Cosmetology



- Buildings
- Parking
- CAMPUS Drives
- CITY Roads



GENERAL EMERGENCY PROCEDURES

The following are high-level Campus Emergency Response Plan (CERP) procedures that NNMC must follow in the event of a real or perceived threat. Clear and timely communication is critical. Each CERT member must follow specific duties outlined in Appendix A. All actions taken must be recorded and archived.

General Emergency Response Workflow

1. Emergency Notification Received

- Emergency is reported to the Campus Security Office (CSO) at (505) 747-2158.

2. CSO Confirms Validity

- CSO assesses the situation to determine if there is an imminent threat.

3. If an Imminent Threat is Present:

- CSO contacts the Safety and Security Director or CIO to issue immediate emergency alerts (text, email, phone) through the Eagle Alert System.
- IT uses emergency response software (see Appendix A) to broadcast alerts within 10 minutes.
- CSO notifies additional CERT members and external agencies (e.g., Rio Arriba Sheriff's Office, Espanola, City Police, New Mexico State Police).
- Appropriate CERT protocols are activated.

4. If No Immediate Threat:

- CSO instructs IT to notify CERT members only.
- CERT convenes at the designated primary or alternate location.
- CERT evaluates the situation, determines necessary actions, and whether to issue a campus-wide message.
- If a message is necessary, a pre-approved template (with modifications) is sent.

5. Ongoing Response & Documentation:

- CERT reconvenes at end of day to assess whether the emergency is ongoing or resolved.
- A designated CERT member documents all actions.
- Once the incident concludes, a signed NNMC CERT Document of Activities must be completed by the highest-ranking official and archived.

ACTIVE SHOOTER

Active Shooter Response Protocol

This procedure applies to any situation involving an active or imminent threat to life on or near campus.

Examples include:

- Gunshots heard on or near campus
- Report of a weapon on campus
- Stabbing incident on campus
- Explosion or bomb detonation nearby
- Hostage or barricaded subject on or near campus
- Natural disaster, hazardous materials, or weapons of mass destruction causing immediate danger

Immediate Actions: RUN – HIDE – FIGHT

RUN – Evacuate if Safe

- **RUN** – Evacuate if a safe escape route is available.
- Leave belongings behind.
- Help others escape if possible, but don't wait for those unwilling to move.
- Avoid elevators and escalators.
- Keep hands visible as you exit.
- Once safe, call 911 and report your location.

HIDE – Find a secure location out of the shooter's view.

- Lock and barricade doors using furniture or equipment.
- Turn off lights, silence cell phones, and stay quiet.
- Stay low and behind solid objects (desks, cabinets, concrete walls).
- Communicate silently with first responders if possible.
- Do not leave your hiding place until cleared by identifiable law enforcement.

FIGHT – As a last resort, and only if your life is in immediate danger:

- Act with physical aggression. Commit to your actions.
- Improvise weapons (fire extinguisher, chair, heavy object).
- Incapacitate the attacker and secure the weapon.
- Do not pick up the weapon—kick it away and notify responders.

Reporting an Incident:

1. Call 911 or Campus Security at (505) 747-2158.
2. Stay on the line with the dispatcher until instructed to hang up.
3. Be ready to provide:
 - Location of the incident (building, room number, nearby landmarks)
 - Description of the suspect(s): clothing, height, hair, gender, weapon
 - Number of shots fired or weapons seen
 - Number of injured or deceased individuals
 - Any hostages or known threats
 - Description of suspect's vehicle and direction of travel (if known)

College staff members should refrain from attempting to negotiate with the violator(s) as numerous hostage situations have ended in tragedy when well-intended, and untrained civilians attempted to help with negotiations.

Prevention Signs/Early Warning:

Report Concerning Behavior If you or someone you know is feeling desperate or showing signs of distress, seek help.

Watch for:

- Extreme anger or aggression
- Sudden behavioral changes
- Blaming others for personal issues
- Obsession with weapons or violence
- Specific threats (to self or others)
- Withdrawal or isolation

When to Initiate a Lockdown / Shelter-in-Place

A lockdown or shelter-in-place may be necessary during:

- Active shooter or weapon threat
- Dangerous or violent person on campus
- Intruder in a building or classroom
- Hazardous materials incident outdoors
- Severe weather (e.g., lightning, high winds)
- Downed electrical lines

Faculty/Staff Lockdown Procedures

1. **Call Campus Security: (505) 747-2158**
 - Provide detailed info on the threat and your location.
2. **Secure the Room:**
 - Lock or barricade the door with heavy furniture.
 - Turn off lights.
 - Close blinds or cover windows.
 - Silence cell phones and other devices.
 - Instruct students to stay low and quiet.
3. **Do Not Open the Door:**
 - Only open for clearly identified emergency personnel.
 - Verify identity by voice or visual confirmation.
4. **Communicate Calmly:**
 - Brief students that the College is under heightened security.
 - Prepare for possible evacuation if instructed.
5. **Remain Sheltered:**
 - Stay in place until Campus Security or law enforcement gives an “All Clear.”

If You Are Outside During a Lockdown

1. Call Campus Security: (505) 747-2158
2. Go to your designated classroom or the nearest secure building
3. If buildings are unsafe, find protective cover and remain low
4. If you must leave campus, notify your supervisor or emergency personnel of your location and who is with you

Return to Normal Operations

The College President or designated executive will authorize the return to normal operations when the following conditions are met:

1. The threat has passed and no elevated danger remains.
2. Evacuation or shelter-in-place is no longer required.
3. Normal College functions can safely resume.

Once authorized:

- Emergency notifications will be issued to inform the campus community.
- If digital communication is unavailable, authorized personnel will make in-person announcements.
- A brief summary of the emergency may be shared to reduce confusion and rumors.

Bomb Threat Response

If you receive a bomb threat by phone:

1. Stay calm. Do not hang up.
2. Keep the caller on the line as long as possible.
3. Signal a colleague to call Campus Security: (505) 747-2158.
4. Use the Bomb Threat Checklist (**Appendix B**) to record:
 5. Exact words of the caller
 6. Time of the call
 7. Suspect's voice (tone, accent, gender)
 8. Background noises
9. Any identifying caller information

If received via email or note:

- Do not delete the message or discard the note.
- Call Campus Security immediately.
- Handle the item as little as possible.

If you discover a suspicious package:

- Do not touch or move it.
- Do not use radios or phones near the package.
- Evacuate only if directed by emergency personnel.

Faculty/Staff Responsibilities:

- Report all threats or suspicious objects immediately.
- Do not attempt to investigate or confirm the threat yourself.
- Keep students in place unless an evacuation is ordered.
- Move students away from doors/windows and instruct them to Drop, Cover, and Hold if needed.
- Assist individuals with disabilities as necessary—ask before helping.

Suspicious Package / Envelope Response

1. Do not touch, move, or open the item.
2. Call Campus Security at (505) 747-2158 immediately.
3. Describe:
 - Location of the item
 - Appearance (size, markings, wires, stains, smells)
 - Any visible labels or return address

Evacuate the area if:

- You are instructed to do so, or
- There is visible smoke, liquid, or odor from the package

What to Avoid:

- Using cell phones or two-way radios near the object
- Shaking, sniffing, or examining the item closely

Earthquake Response Procedures

If Indoors:

- Drop to the ground.
- Cover under a sturdy desk or table. If none available, move next to an interior wall away from windows.
- Hold on to the furniture until shaking stops.
- Avoid exterior walls, windows, hanging objects, and large appliances.
- Do not evacuate during shaking. Wait until it stops, then calmly proceed to the nearest evacuation assembly area (Campus Quad).

If Outdoors:

- Move at least 300 feet away from buildings, trees, power lines, and light poles.
- Stay in an open area until shaking stops.

After the Earthquake:

1. Evacuate carefully. Expect aftershocks.
2. Check for injuries, fires, and trapped individuals.
3. Do not use elevators or open flames.
4. Call Campus Security at (505) 747-2158 if you notice structural damage or emergencies.

Emergency Evacuation Procedures

When to Evacuate:**Evacuation may be required for:**

- Fire or explosion
- Active shooter (if escape is possible)
- Bomb threat (upon directive)

- Hazardous materials incident
- Weather emergencies
- Unsafe structural conditions

Evacuation Authority:

- Campus-wide evacuations are ordered by the **President** or a designated senior official, in consultation with the **CERT** and Campus Security.
- Small-scale evacuations can be initiated by **Security** or **Incident Command**.

Evacuation Responsibilities:

Campus Security / Incident Commander:

- Activate the Evacuation Plan
- Coordinate with law enforcement, fire, and emergency services
- Document actions taken

Building Coordinators:

- Conduct headcounts at Designated Meeting Sites
- Ensure all individuals are safely evacuated
- Report status to CERT or Security

Building Marshals:

- Know escape routes and hazardous zones
- Check rooms before leaving
- Assist with disabled or injured individuals
- Communicate with emergency personnel

Evacuation Kits (To Be Developed or Assigned by Department)

Each department or the College should maintain Emergency Evacuation Kits with:

- NNMC Emergency Response Plan copy
- Master keys
- Building plans and shutoff maps
- Emergency contact list
- Flashlights and first aid supplies

Fire Procedures

If You Discover a Fire:

- Activate the nearest fire alarm.
- Call 911 and then Campus Security at (505) 747-2158.
- If trained and fire is small, use extinguisher (aim at base of flames).
- Evacuate the area. Do not use elevators.
- Assist individuals with disabilities

Faculty/Staff Responsibilities:

- Alert nearby classes and colleagues.
- Assist in evacuation and guide to Designated Assembly Areas.
- Take attendance once outside.
- Ensure students remain in the area until cleared to return.
- Never re-enter a building unless cleared by emergency responders.

Evacuation Reminders:

- Know the nearest exit and alternate routes.
- Crawl low if there is smoke.
- Feel doors for heat before opening.
- Close doors behind you to slow the spread.

Flooding & Water Damage Response

If Flooding Occurs:

Call Campus Security at (505) 747-2158 and report:

- Location
- Severity of flooding
- Any students or staff affected
- Monitor local weather via radio, TV, or weather alert systems.
- Follow evacuation instructions if issued by Security or local officials.

If evacuation is not possible:

- Keep students and staff indoors or in a safe area.
- Provide care for those unable to leave campus.
- Relocate to higher ground or designated shelter area if necessary.

If you suspect gas line breaks or electrical issues:

- Do not use lights or electronics.
- Exit the area cautiously and notify Facilities.

Hazardous Materials Incident Response

Immediate Actions:

- Alert Others – Activate building alarm if needed.
- Evacuate Immediately:
- Move crosswind, not downwind.
- Assist those with disabilities.
- Close doors behind you to isolate the area.
- Call 911 and Campus Security at (505) 747-2158.

Report:

- Exact location of the spill
- Type of material (if known)
- Quantity and physical appearance (color, odor, etc.)
- Injuries or physical effects
- Area affected and exposure risks

Do not return until authorized by City of Española Fire Department or trained responders.

If Someone is Contaminated:

- Skin Contact: Remove contaminated clothing and rinse in a safety shower for 15+ minutes.
- Eye Contact: Use eyewash station for 15+ minutes.
- Inhalation: Move to fresh air and seek immediate medical attention.
- Ingestion: Call Poison Control (1-800-222-1222) and seek medical help.

Always send Hazardous Materials/Chemical Spill Incident Form (Appendix D) with injured individuals to medical responders.

Staff/Faculty Responsibilities:

- Do not attempt cleanup unless trained and authorized.
- Maintain a safe distance and keep others away.
- Assist in evacuation and account for students.
- Notify Campus Security immediately of any injury or exposure.

Medical Emergency Response

Immediate Actions:

- Call 911 and then notify Campus Security at (505) 747-2158.
- Stay with the injured person. Keep them calm and still.

- Do not move them unless:
- They are in immediate danger (fire, explosion, collapse)
- Apply First Aid only if you are trained to do so.
- Use AED or First Aid kits if necessary and available (locations in Appendix D).

Assign someone to:

- Meet emergency responders at the entrance.
- Escort them to the exact location.

After the Emergency:

- Fill out a Campus Incident Report Form (Appendix E).
- Submit to Campus Security or your supervisor immediately.

DEATH ON CAMPUS (STUDENT, STAFF, OR VISITOR)

Response to a Death on Campus

If You Discover or Are Informed of a Death:

1. Call 911 immediately.
2. Notify Campus Security at (505) 747-2158.
3. Do not move the person or disturb the scene.
4. Block access to the area and wait for emergency personnel.
5. Provide:
 - Your name and contact info
 - Exact location
 - Any known information about the individual (name, ID, symptoms)

Administrative Actions (CERT & Executive Team):

- CERT will coordinate with local law enforcement and emergency medical personnel.
- Notify the President, Provost, Dean of Students, and Public Information Officer (PIO).
- Activate campus communication protocols with sensitivity and privacy.
- Suspend operations or classes if directed.
- Coordinate counseling and support services for students and staff.

Injury Reporting Procedures

1. All injuries—no matter how minor—must be reported to:
 - Campus Security at (505) 747-2158, and
 - Your immediate supervisor or instructor (if applicable)

2. Complete the NNMCM Incident Report Form (Appendix E):
 - Include full details: who, what, when, where, and how
 - Submit within 24 hours
3. Supervisors must review and sign the report before submission to HR or Safety & Security.

Note: Prompt reporting ensures proper documentation, medical referral (if needed), and campus safety tracking.

Administrative Actions (CERT & Executive Team):

- CERT will coordinate with local law enforcement and emergency medical personnel.
- Notify the President, Provost, Dean of Students, and Public Information Officer (PIO).
- Activate campus communication protocols with sensitivity and privacy.
- Suspend operations or classes if directed.
- Coordinate counseling and support services for students and staff (by licensed/certified staff).

Utility Failure & Gas Leak Response

For Power Outage:

- Notify Campus Security: (505) 747-2158

If in a classroom:

- Stay calm. Remain in place until further instruction.
- Assist students with disabilities or using elevators.
- Use flashlights if available. **Do not use candles or open flames.**
- Turn off sensitive electronic equipment, if safe to do so.
- Await further instructions or evacuation notice.

For Gas Leak or Strange Odor:

1. Do not turn on lights or electronics (avoid sparks).
2. Evacuate the area immediately.
3. Call 911, then Campus Security.
4. From a safe location, report:
 - The exact location and nature of the odor
 - Whether symptoms (nausea, dizziness, etc.) are present

Civil Disturbance / Violent Behavior Response

If you witness a disturbance or disruptive protest:

1. Stay calm. Do not engage.
2. Move away from the area.
3. Call Campus Security: (505) 747-2158
 - If there is immediate danger, call 911 first.
4. Report:
 - Number of individuals involved
 - Location and type of disturbance
 - Any visible weapons, threats, or injuries

Faculty/Staff Responsibilities:

- Keep students in place if safe to do so.
- Lock doors and shut blinds if a protest becomes threatening.
- Do not attempt to disperse the crowd yourself.

Severe Weather Events

Severe weather events may include high winds, lightning storms, flash flooding, hail, snowstorms, or other hazardous weather conditions. These events can occur with little warning and pose a risk to life, property, and campus operations.

General Response Guidelines:

- **Monitor Weather Reports:** Stay informed by monitoring local weather alerts through radio, weather apps, or emergency alert systems.
- **Seek Shelter Immediately:** Move indoors to a safe location away from windows, skylights, and glass doors.
- **Avoid Travel:** Do not attempt to leave campus or travel during severe weather unless instructed by emergency personnel.
- **Secure Outdoor Items:** If time permits and it is safe to do so, secure or bring inside any loose outdoor items that may become hazardous.
- **Report Hazards:** Notify Campus Security of any downed power lines, flooding, or other dangerous conditions.

If a Weather Warning is Issued:

- **Tornado or High Wind Warning:** Take shelter in an interior room on the lowest level of the building, away from windows. Do not use elevators.
- **Lightning Storms:** Remain indoors. Avoid using electrical equipment and stay off landline telephones.
- **Snowstorms/Icy Conditions:** Limit movement outdoors. Use extreme caution on walkways and report any unsafe conditions to Facilities or Campus Security.

Post-Event Actions:

- Wait for official communication before leaving shelter or returning to normal activity.
- Follow instructions from the Campus Emergency Response Team or Emergency Operations Center (EOC).
- Report injuries or damage to Campus Security or the EOC as appropriate.

Campus Closure Protocol (Severe Weather)

In the event of severe weather, Northern New Mexico College will assess local and regional conditions to determine whether a delayed start, early release, or full campus closure is necessary. Decisions will be made by college leadership with input from Facilities and Campus Security.

Notifications will be sent via the **Eagle Alert** emergency notification system, the NNMC website, and official social media platforms. Students, faculty, and staff are encouraged to ensure their contact information is up to date in the Eagle Alert system.

All closure decisions aim to prioritize the safety of the NNMC community while maintaining academic continuity whenever possible.

Cybersecurity Incident Response Protocol

In the event of a cybersecurity incident—such as a data breach, ransomware attack, or unauthorized access to college systems—Northern New Mexico College will initiate an internal response led by the Information Technology Services (ITS) Department.

Immediate Actions:

- Report suspected cyber incidents to ITS immediately at [insert email] or (505) 747-2139.
- Do not attempt to investigate, delete files, or restore systems without guidance from ITS.
- Preserve all evidence (emails, logs, messages, suspicious files).

Response Steps:

- ITS will isolate affected systems or networks to contain the incident.
- Campus leadership will be notified, and external agencies may be contacted if necessary (e.g., law enforcement, NM DoIT).
- If the incident affects operations or personal data, a notification will be sent to the campus community via Eagle Alert or official college communication channels.
- Post-incident, ITS will assess impact, restore systems, and recommend preventive measures.

NNMC is committed to protecting personal data and institutional systems through a prompt and coordinated response.

El Rito Safety and Security Protocols for Residential Housing & Dormitories

1. Security & Access Control

- Security personnel are present on campus and residence halls; many areas are monitored by 24-hour surveillance.
- Lost or stolen NNMCM IDs and keys must be reported immediately (*replacement fees apply*).
- Unauthorized duplication or lending of IDs/keys is a serious violation.
- Visitor management includes registration, escorting, and restrictions for overnight stays.
- Smart locks, RFID access, and motion-sensor lighting recommended for additional safety.

2. Emergency Access & Inspections

- NNMCM reserves the right to enter student rooms without notice for safety, fire code compliance, maintenance, or emergencies.
A knock and verbal identification will always precede entry.
- Health and safety inspections occur at least once per semester without prior notice. *Residents are given 24 hours to correct violations.*

3. Fire Safety

- Tampering with fire safety equipment (*detectors, extinguishers, alarms, sprinklers*) is prohibited.
- Burning substances (*candles, incense, matches*) are not allowed.
- Fire extinguishers, blankets, detectors, sprinklers, and clearly marked fire exits with emergency lighting are required.
- Evacuation maps/signage must be displayed; fire safety training provided during orientation.

4. Health, Safety & Emergency Readiness

- AEDs, first aid kits, emergency call buttons (Blue Poles), and emergency contact posters must be accessible.
- CPR and first aid training opportunities provided for staff and residents.
- Carbon monoxide detectors and proper ventilation are required for health and safety.
- Back-up power sources (*battery lights*) should be available in case of outages.

5. Restricted Areas & Prohibited Items

- Residents are not allowed on rooftops, mechanical/electrical closets, emergency exits (*except during emergencies*), or storage/basement maintenance areas.
- Prohibited items: space heaters, hot plates, toasters, candles/incense, explosives/fireworks/weapons, hoverboards, and lithium battery scooters.

6. Substance & Behavior Policies

- Alcohol, cannabis, and other controlled substances are strictly prohibited on campus. Intoxicated behavior that endangers others will result in disciplinary action.
- Zero-tolerance policy for threats, violence, intimidation, and harassment.
- Trespassing, unauthorized entry, or entering another resident's room without permission is a serious violation.

7. Preparedness & Planning

- Emergency drill schedules (*fire, earthquake, lockdown*) will be conducted.
- Resident safety handbooks (*digital & printed*) provided.
- Shelter-in-place instructions and designated safe areas available.

8. Mental Health, Accessibility & Inclusion

- Quiet/rest areas, peer support boards, and wellness resources provided.
- Access to mental health emergency contacts and anonymous reporting forms. Accessible evacuation chairs, visual/tactile alarms, and clear mobility pathways required.
- Orientation packets with sensory-friendly maps available.

9. Emergency Contacts

NNMC Safety and Security: (505) 747-2158

Rio Arriba Sheriff's Office: (505) 753-3329

New Mexico State Police: (505) 753-2277

National Poison Control: (800) 222-1222

Rio Arriba Fire and El Rito dispatched through 911

For all serious emergencies: Dial 911

Additional Information and Procedures

Telecommunications Failure

Proceed to the nearest operational phone and contact **IT Services** at extension **2139**.

Elevator Failure

If an elevator malfunctions, follow the emergency procedures posted inside the elevator. Notify **Facilities Maintenance** at (505) 747-2166 or **Campus Security** at (505) 747-2158.

Plumbing Failure / Flooding

Immediately stop using all electrical equipment. Follow the notification and evacuation procedures outlined in this plan. Contact **Facilities Maintenance** at (505) 747-2166 or **Campus Security** at (505) 747-2158.

Natural Gas Leak or Ruptured Gas Line

Report the incident to **Facilities Maintenance** at (505) 747-2166 or **Campus Security** at (505) 747-2158. Cease all operations and evacuate if necessary. The situation will be evaluated by security or facilities personnel to determine if evacuation is warranted. Follow the procedures for **Hazardous Materials Release** (see Page 36).

Ventilation Concerns (Smoke or Odors)

If smoke or burning smells are coming from a ventilation system, notify **Facilities Maintenance** at (505) 747-2166 or **Campus Security** at (505) 747-2158. Evacuate the building if necessary.

Water Contamination

If water contamination is suspected or confirmed, **Facilities Management** will coordinate with the local water authority to assess the extent and location of the issue. A campus-wide advisory will be issued with appropriate instructions. Do not use the water until clearance is provided.

Fish Facility Disaster Plan

The following scenarios apply to the fish facility located in the Hi-Tech Building at Northern New Mexico College (NNMC).

Power Loss

- Oxygen will be supplied by battery-powered backup aerators until power is restored.
- Because each tank holds 100–200 gallons of water, there will be sufficient time to restore power before conditions become critical.

Building Heat Loss

1. Notification: Dr. Rhiannon West will be notified immediately.
2. Tank Heating: Each tank is individually heated.
3. Emergency Heaters: Facilities will provide emergency heaters until the building heat is restored.
4. Supplemental Power: If possible, power will be routed from other functioning areas of the building.
5. Fish Tolerance: Fish are tolerant of low temperatures above freezing, providing additional time to address heating issues.

Fire, Earthquake, or Other Natural Disaster

Fish will be removed from their tanks or the water will be changed once local firefighters and Environmental Safety & Health (ES&H) personnel clear staff to re-enter the building.

Air Conditioning Loss

No concerns are anticipated, as the fish species housed at NNMC are highly heat-tolerant.

Euthanasia or Animal Rescue

- **Relocation:** If the building is safe to enter but uninhabitable for the fish, they will be relocated. Fish will be netted from tanks, transported in 5-gallon buckets, and stored in either 50-gallon drums or their original tanks (if movable). Aerators, food, and heat will be provided as needed.
- **Extreme Emergencies:** In events such as fire, earthquake, or other extreme disasters, there is no safe method for immediate euthanasia or removal of the fish. Rescue efforts will occur once federal, state, or local emergency management personnel, along with ES&H, declare it safe to return.
- **Euthanasia Guidelines:** If fish are determined unable to recover, euthanasia will be conducted in accordance with the Guidelines for the Use of Fishes in Research.

APPENDIX A

IT EMERGENCY RESPONSE SYSTEM

EAGLE ALERT

Emergency Notification Process

Once an Emergency Response Notification request is obtained from an individual authorized to request a such action, the CERT member(s) responsible for this activity shall immediately log on to Regroup software. Authorized NNMC Personnel include:

NNMC President
NNMC Campus Security Office
NNMC Presidential Designee

Upon logging in, they must determine the appropriate channels to send the emergency response message through. Current channels are: Text Message, email and Phone Call. The procedures are below:

Eagle Alert

To ensure the safety of students, faculty and staff, Northern New Mexico College offers the Eagle Alert emergency notification system.

Students, faculty and staff can update their contact information to receive time- sensitive emergency messages via text and voice messages to cell phones and home phones. Eagle Alert allows the university to better inform the campus community of imminent danger and emergency situations.

While it is strongly recommended that you provide at least one phone number (cell number is recommended) for Eagle Alert, students, faculty and staff can opt-out of the personal phone and text message portion of the services. Although you may opt-out of those portions of the service, participation by campus email is required. You may also opt-in to receive alerts by campus phone.

Eagle Alert is a secure system, and messages will be sent through the system only in an emergency and for periodic testing. It will not be used to send advertising or spam to personal phones.

APPENDIX B

BOMB THREAT PROCEDURES

Most bomb threats are received by phone and should be taken seriously. Act quickly, but remain calm and obtain as much information as possible with the checklist on the reverse side of this card.

If a bomb threat is received by phone:

1. Keep the caller on the line for as long as possible.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn as much information as you can.
4. If possible, write a note to a colleague to call the authorities while you are still on the line with the caller.
5. If your phone has a display or caller identification, copy the caller's number.
6. Upon termination of the call, DO NOT HANG UP, as the call may be traceable. From a different phone, call 911 immediately.
7. Complete the Bomb Threat Call Checklist (reverse side). Write down as much detail as you can remember.

If a bomb threat is received by handwritten note:

- Do not handle the note unless absolutely necessary.

If a bomb threat is received by e-mail:

- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Poorly handwritten
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Strange sounds
- Foreign postage
- Restrictive notes
- Unexpected delivery

DO NOT:

- Touch or move a suspicious package.
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Evacuate the building until police arrive and evaluate the threat.

WHO TO CONTACT:

NNMC CAMPUS SAFETY & SECURITY
(505) 747-2158

DIAL 911 FOR EMERGENCIES

U.S. Department of Homeland Security
Federal Protective Service

Connect @FPSDHS
on social media

Learn more at DHS.gov/FPS

Scan QR code to visit
DHS.gov/Publication/YourSafetyOurPriority



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

- Where is the bomb located?
(building, floor, room, etc.):
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ Female	☐ Animal noises	☐ Incoherent
☐ Male	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Crackling voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud	Other information:	
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

*Courtesy of Cybersecurity & Infrastructure Security Agency (CISA)

APPENDIX C



4/14/2025, 11:33:30 AM

Submit Report

[View Drafts](#)

[Save Draft](#)

Auto-Save off ☐ on ☐

Incident Date & Location

[Customize \(admin_customlocations.aspx\)](#)

Date of Incident

4/14/2025

Time of Incident

[Insert Local Time](#)

Main Location

--Make selection or write in--

Write in a location

Incident Categories (must select at least one)

[Customize \(admin_customcategories.aspx\)](#)

- | | | |
|--|---|---|
| ☐ Aggravated Assault | ☐ Forcible Rape | ☐ Prostitution |
| ☐ Arson | ☐ Forgery counterfeiting | ☐ Public Intoxication |
| ☐ Assault | ☐ Fraud | ☐ Repair |
| ☐ Burglary | ☐ Hate Crime | ☐ Robbery |
| ☐ Criminal Homicide | ☐ Hit and Run | ☐ Sex Offense |
| ☐ Daily | ☐ Illegal Weapons Possession | ☐ Sexual Harrassment |
| ☐ Dating Violence | ☐ Injury | ☐ Stalking |
| ☐ Disorderly Conduct | ☐ Larceny-theft | ☐ Stolen Property. Buying recieving posess |
| ☐ Domestic Violence | ☐ Liquor Law Violations | ☐ Suspicious Behavior |
| ☐ Driving | ☐ Missing persons | ☐ Trespassing |
| ☐ Drug Law Violations | ☐ Motor Vehicle Accident | ☐ Vandalism |
| ☐ DUI | ☐ Motor vehicle theft | ☐ Vehicle Break in |
| ☐ Embezzlement | ☐ Other | ☐ Violation of NNMC Policy |
| ☐ Fight | ☐ Parking | ☐ Winter checklist |
| ☐ Fire | ☐ Posession of weapon | |

Incident Write Up



Select a form to load:

--select form--

Files can be attached after the report has been submitted.

Write Up [Clear Write Up](#)

[Design](#)

[HTML](#)

People/Witness ⓘ

People Involved

Name ⓘ

address/info

Add People

Witnesses Involved

Name ⓘ

address/info

Add Witness

Submit Report

APPENDIX D

Hazardous Materials / Chemical Spill Incident Report Form

Incident Details

Date of Incident:
Time of Incident:
Location (Building, Room Number, Area):

Reporting Individual

Name:
Title/Position:
Phone Number:
Email:

Material Information

Type of Material Spilled (if known):
Quantity (approx.):

Was the spill contained? ☐ Yes ☐ No

Description of Incident

Describe what happened (include cause, actions taken, and equipment involved):

Injuries or Exposures

Were there any injuries or chemical exposures? ☐ Yes ☐ No

Describe the injury/exposure and who was affected:

Was medical attention required? ☐ Yes ☐ No Where treated?

--

Emergency Response Actions Taken

Check all that apply:

- ☐ Evacuated area
- ☐ Notified Campus Security
- ☐ Called 911
- ☐ Notified Environment, Health and Safety (EHS) / Facilities
- ☐ Used spill kit
- ☐ Ventilated area
- ☐ Isolated hazard
- ☐ Other: _____

Follow-up and Corrective Actions

What steps were/will be taken to prevent recurrence?

Is follow-up needed? ☐ Yes ☐ No Responsible person: _____

Attachments

- ☐ SDS
- ☐ Photos
- ☐ Witness Statements
- ☐ Other: _____

Authorization

Signature of Person Completing Report:	Date:
Reviewed by (Campus Safety or Supervisor):	Date:

APPENDIX E



NEW MEXICO
PUBLIC SCHOOLS INSURANCE AUTHORITY
Cannon Cochran Management Services, Inc.
 Claims Administrator
 P.O. Box 30870
 Albuquerque, New Mexico 87190-0870
 800-635-0679 505-837-8700
 505-888-6901 Fax



Vehicle Accident Report

(For bodily injury or damage to another's property or for damage to your vehicle)

District Name		Address		City	State	Zip	Phone	
School/Dept. Name		Address		City	State	Zip	Phone	
Driver's Name		Address		City	State	Zip	Phone	
Date of Birth		Social Security No.		Driver's License No.				
Vehicle								
Make	Year	Model	Serial #		License #		Where Vehicle May be Seen	
Trailer	Year	Model	Area of Damage		Used for Business? ☐ Yes ☐ No		Estimated Cost to Repair \$	
Accident								
Date of Loss		Time of Loss		Location (Street/Highway)			City	State
Were Police Called to Scene? ☐ Yes ☐ No		Police Dept. Called		Driver		Arrested?	Ticketed?	Violation?
Name of Officer		Station Address						
Claimant 1								
Owner of Other Vehicle		Age	Address		City	State	Zip	Phone
Driver, if other than above		Age	Address		City	State	Zip	Phone
Make	Year	Model	License #	Area of Damage	Where Vehicle May Be Seen		Estimate of Damage \$	
Claimant 2								
Owner of Other Vehicle		Age	Address		City	State	Zip	Phone
Driver, if other than above		Age	Address		City	State	Zip	Phone
Make	Year	Model	License #	Area of Damage	Where Vehicle May Be Seen		Estimate of Damage \$	
Property Damage – Other Than Auto (ie, Fence, Canopy)								
Owner of the Property			Address		City	State	Zip	Phone
Describe Damaged Property				Location of Property			Extent of Damage	
Witness Information								
Name		Address		City	State	Zip	Phone	
Name		Address		City	State	Zip	Phone	

Vehicle Accident Report

Page 2

Name	Address	City	State	Zip	Phone
Occupation	Age	Where Taken Following Accident			
Pedestrian ☐	Fatality ☐	No Visible Injury – Some ☐			
In Your Vehicle ☐	Bleeding/Wound ☐	Pain ☐			
In Claimant ☐	Unconscious ☐	Other ☐			
Vehicle					
Name	Address	City	State	Zip	Phone
Occupation	Age	Where Taken Following Accident			
Pedestrian ☐	Fatality ☐	No Visible Injury – Some ☐			
In Your Vehicle ☐	Bleeding/Wound ☐	Pain ☐			
In Claimant ☐	Unconscious ☐	Other ☐			
Vehicle					
Additional Remarks					
Describe Accident Accident Resulted In: ☐ Bodily Injury ☐ Prop. Damage ☐ Vehicles ☐ Pedestrian					
Accident Diagram					
Note: Indicate North By Arrow					
What Street Were You On?		Claimant 1		Claimant 2	
What Direction Were You Traveling?		Claimant 1		Claimant 2	
Weather Conditions Dry ☐ Wet ☐ Icy ☐ Foggy ☐ Snowy ☐			Traffic Conditions Light ☐ Moderate ☐ Heavy ☐		
Speed Limit		Were You Familiar With The Area?		Traffic Controls	

This Section Must Be Completed By Your Supervisor

1. Do you think a claim will be made against you? Yes ☐ No ☐
2. In my opinion, we are at fault for this accident? Yes ☐ No ☐

IMPORTANT: Has this accident been reported to a CCMSI adjuster? Yes ☐ No ☐

If reported, name of adjuster _____

Signature/Title _____ Date _____

Appendix F: Emergency First Aid Procedures

⚠ Note: Call **911** immediately for any life-threatening emergency. Only provide assistance if it is safe for you to do so.

Bleeding:

- Apply firm pressure with a clean cloth or bandage.
- Do not remove soaked bandages—add layers if needed.
- Keep the injured person calm and still.
- Elevate the wounded area if possible (unless broken or painful).
- Call 911 if bleeding is severe or does not stop within 10 minutes.

Unconscious Person / Not Breathing:

- **Call 911 immediately.**
- Do not move the person unless they are in danger.
- Check for breathing:
 - **If not breathing and an AED (Automated External Defibrillator) is available, follow its prompts.**
- Begin CPR only if trained.
- Stay with the person until emergency services arrive.

Choking:

- Ask: “Are you choking?”
- If the person cannot speak, breathe, or is turning blue:
 - Call 911
 - Give **abdominal thrusts (Heimlich maneuver)** if trained.
- Encourage coughing if they can still breathe or speak.
- If they become unconscious, begin CPR if trained.

Burns:

- Remove the person from the heat source.
- Cool the burn with cool (not cold) water for 10–15 minutes.
- Do not apply ice, ointments, or butter.
- Cover loosely with a clean, non-stick bandage or cloth.
- Seek medical help for:
 - Burns on the face, hands, or genitals
 - Large or blistering burns
 - Burns caused by chemicals or electricity

Electrical Shock:

- Do not touch the person if they’re still in contact with electricity.
- Turn off the power source (if safe).
- Call 911.
- Begin first aid only once the person is free from the electrical source.

Chemical Exposure (Skin or Eyes):

- Remove contaminated clothing.

- Flush skin or eyes with clean, lukewarm water for 15–20 minutes.
- Avoid using any other liquids or creams.
- Call 911 and report the chemical, if known.

Broken Bones / Sprains:

- Do not move the injured limb.
- Apply a cold pack or cloth with ice to reduce swelling.
- Keep the person calm and still.
- Call 911 for severe injuries, visible deformity, or if the person cannot move or bear weight.

Head Injury / Concussion:

- Keep the person still and calm.
- Monitor for symptoms: confusion, vomiting, dizziness, slurred speech, unconsciousness.
- Do not give food, drink, or medication.
- Call 911 for any loss of consciousness or concerning symptoms.

Seizure:

- Do not restrain the person or put anything in their mouth.
- Clear the area of objects that could cause injury.
- Place something soft under their head.
- When the seizure stops, turn the person on their side.
- Call 911 if:
 - The seizure lasts longer than 5 minutes
 - It's their first seizure
 - The person does not regain consciousness

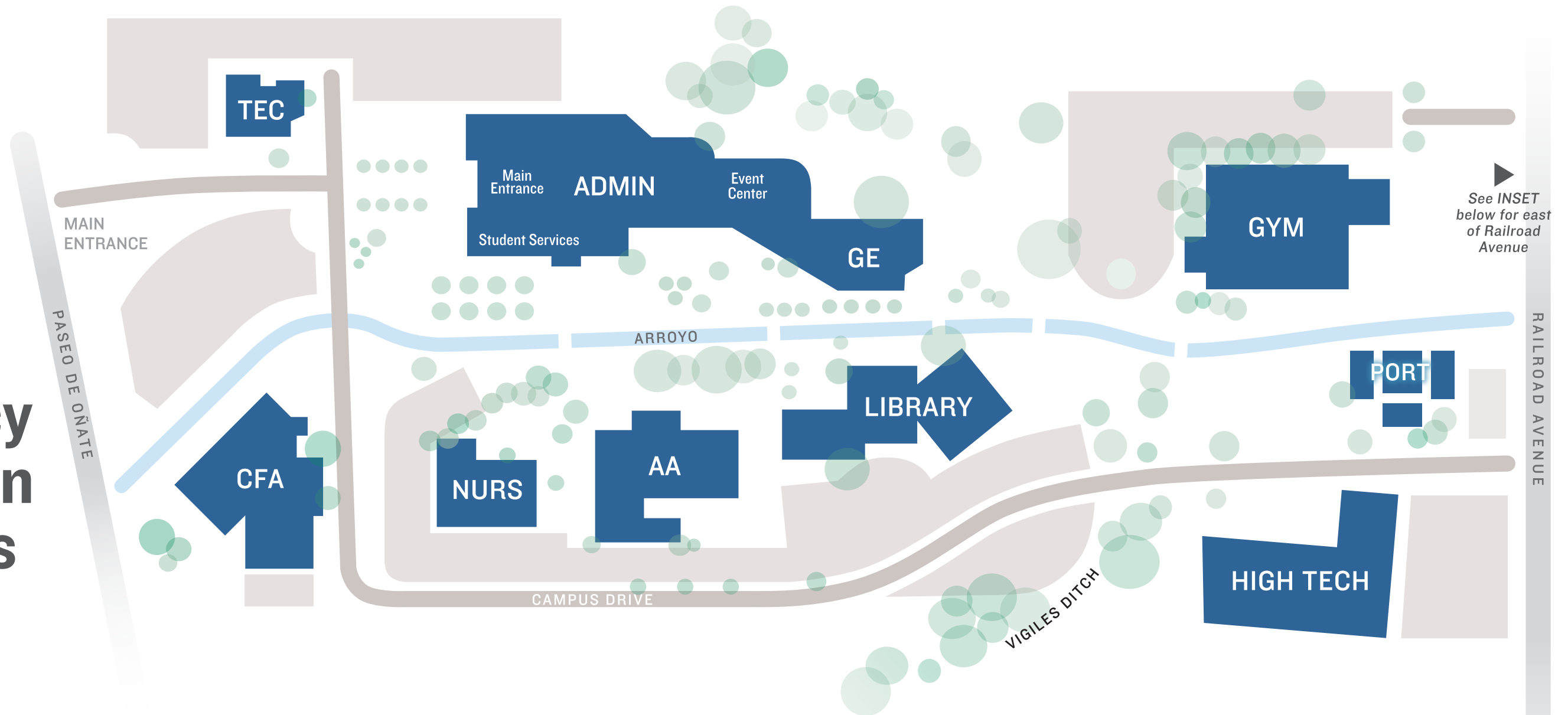
Shock:

- Signs of shock may include:
- Pale, cold, or clammy skin
- Rapid breathing or pulse
- Confusion or weakness

What to do:

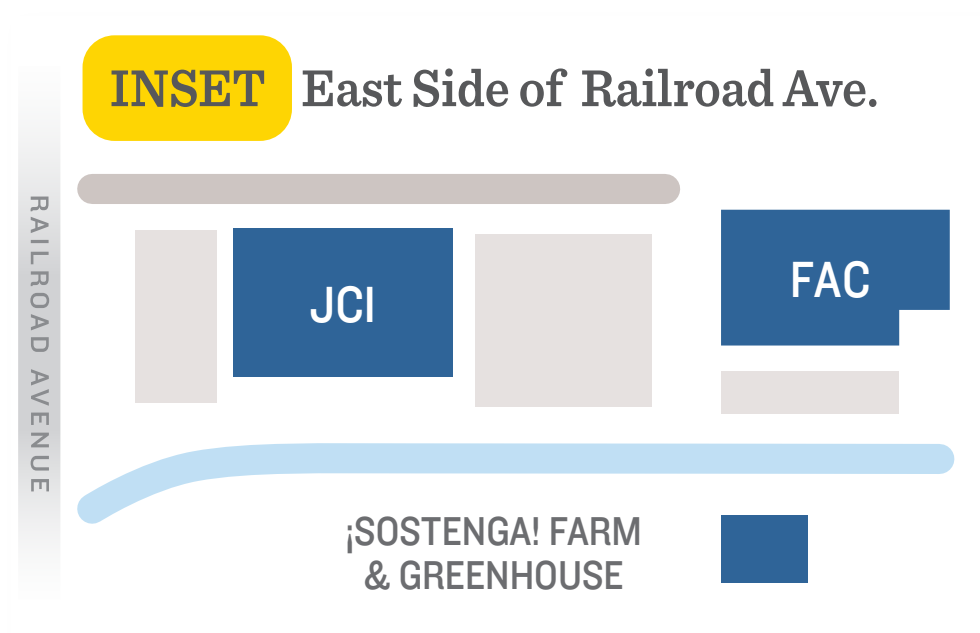
- Call 911
- Lay the person down and elevate their legs (if no injuries).
- Keep them warm and calm.
- Do not give food or drink.

NNMC Emergency Evacuation Locations

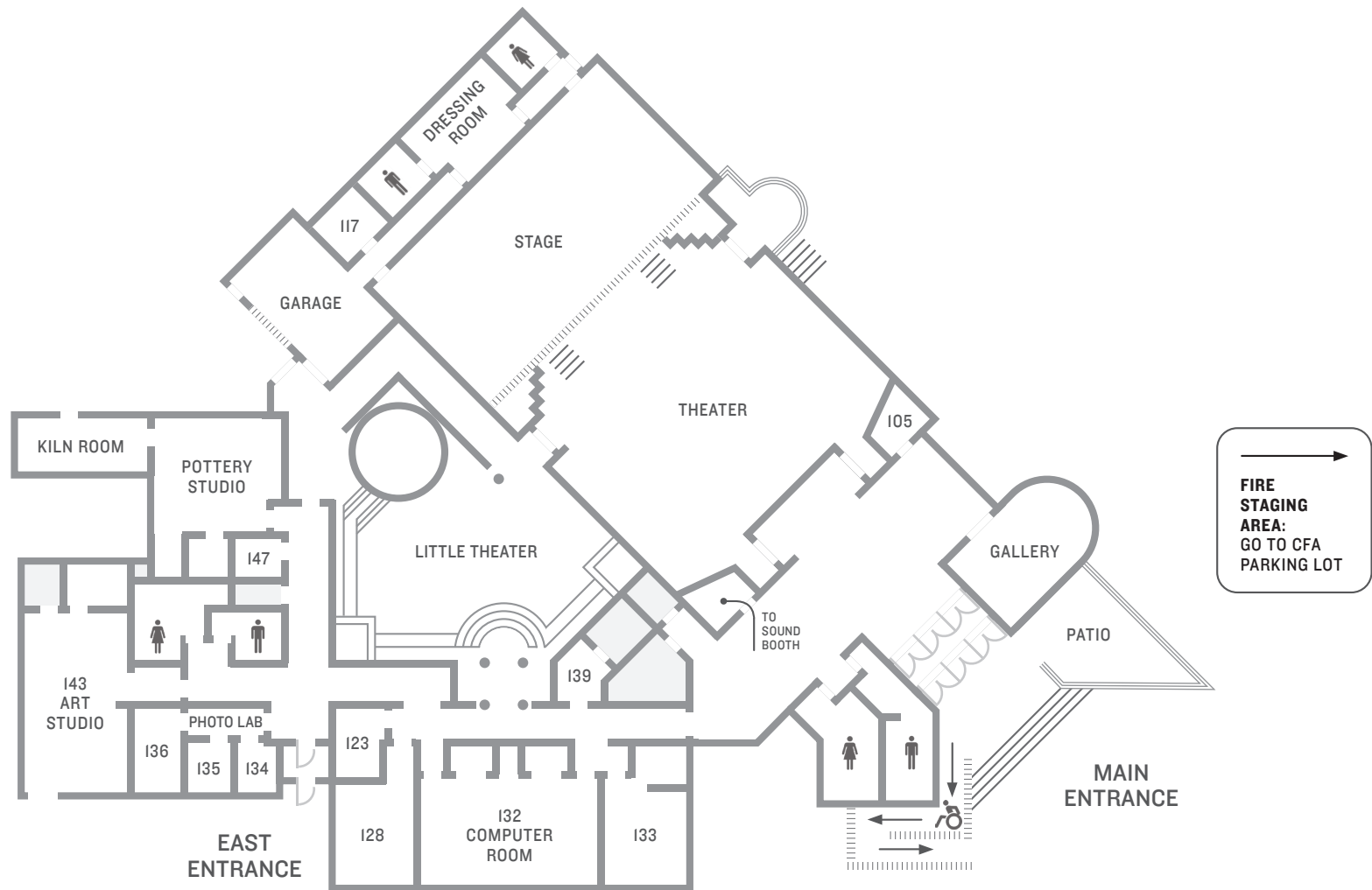


Española Campus Key

AA	Arts Annex/Metal Trades
ADMIN	Administration
CFA	Center for the Arts
FAC	Facilities
GE	General Education
GYM	Eagle Gymnasium
HT	High Technology
JCI	Business Administration
LIBR	Ben Lujan Library
NURS	Nursing Building
SERPA	Engineering Building
TEC	Teacher Education Center
PORT	Barbering/Cosmetology

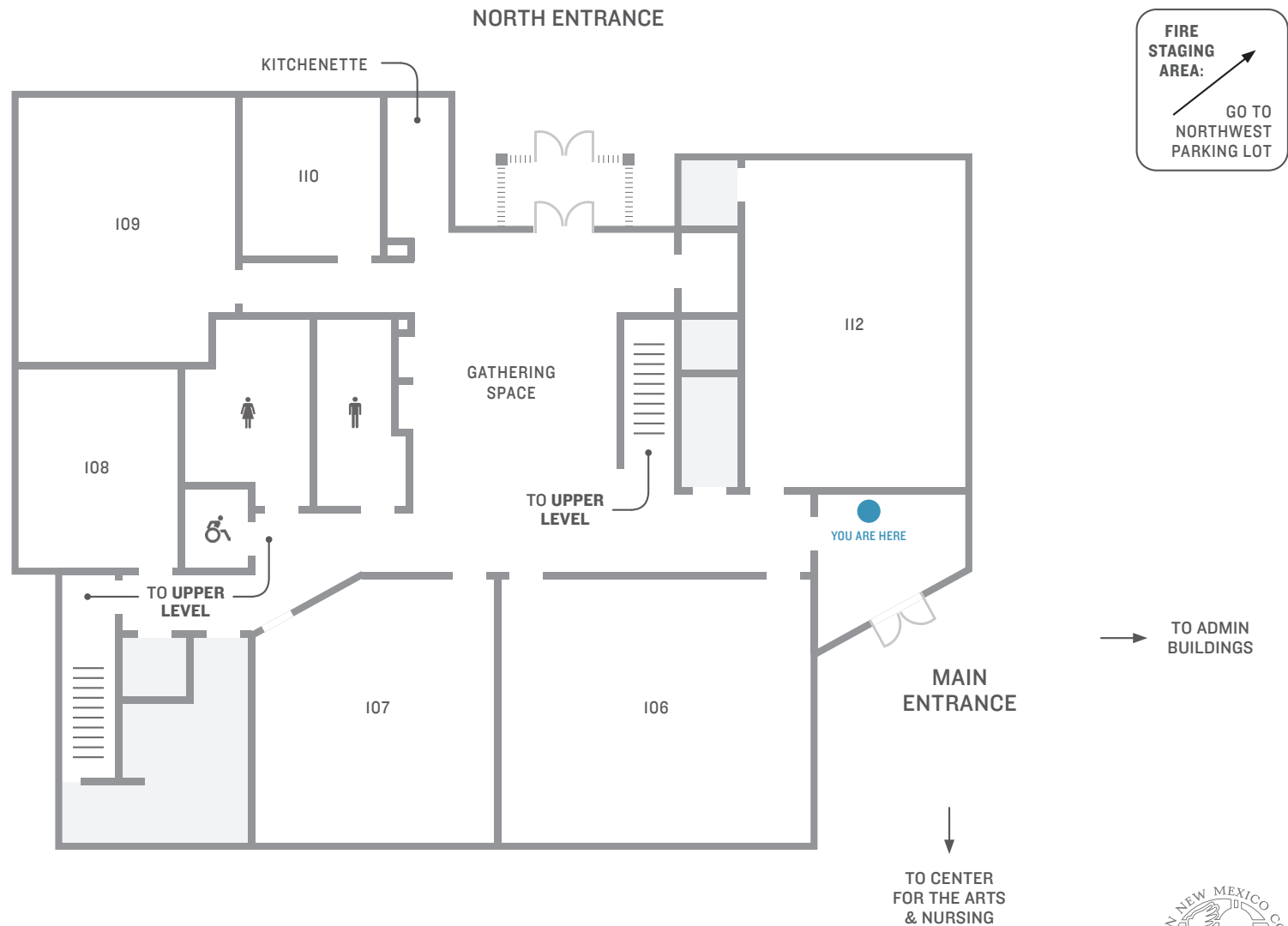


NICK SALAZAR CENTER FOR THE ARTS



CENTER FOR THE ARTS

RICHARD MARTINEZ TEACHER EDUCATION CENTER



TEACHERS' EDUCATION 1ST FLOOR

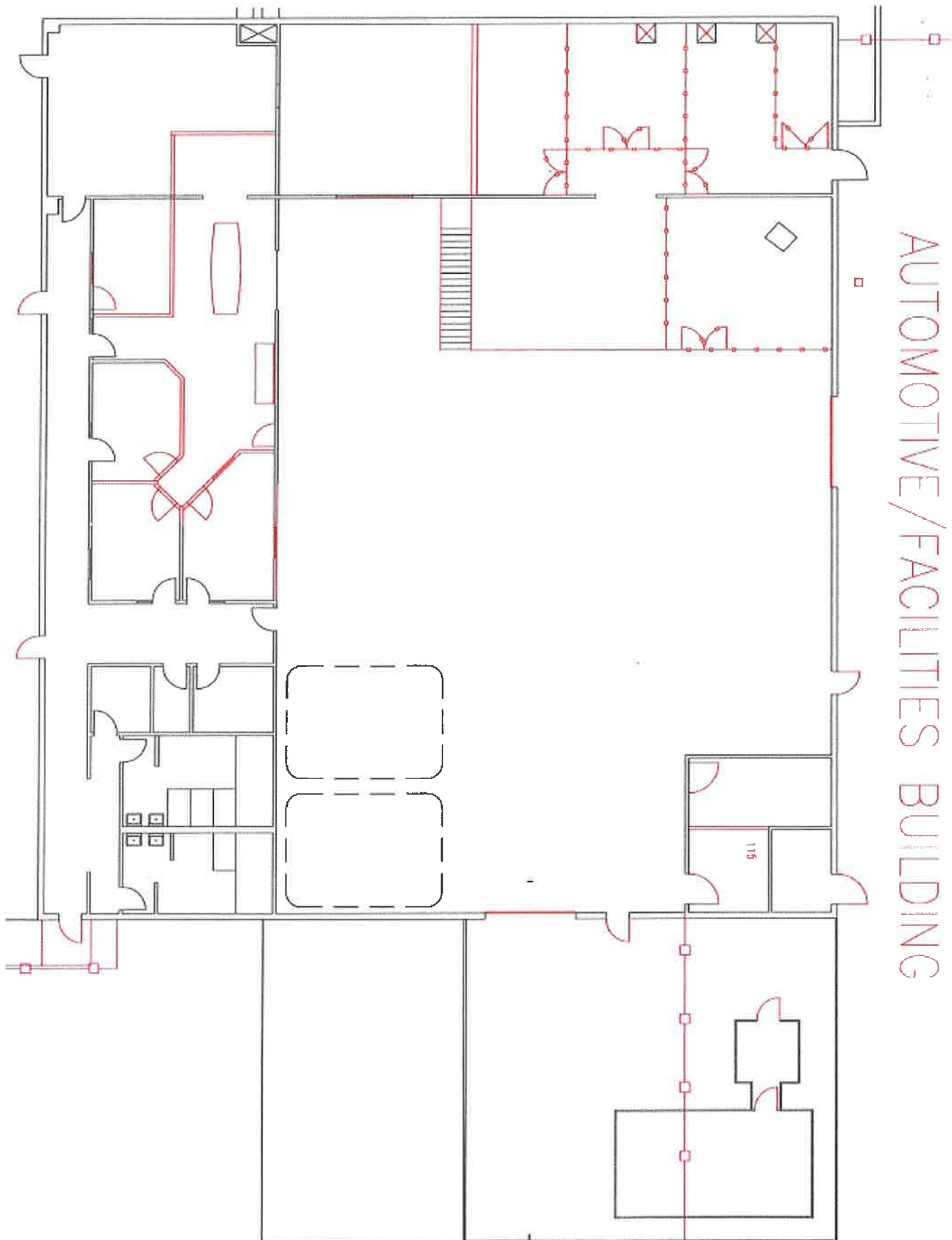


RICHARD MARTINEZ TEACHER EDUCATION CENTER

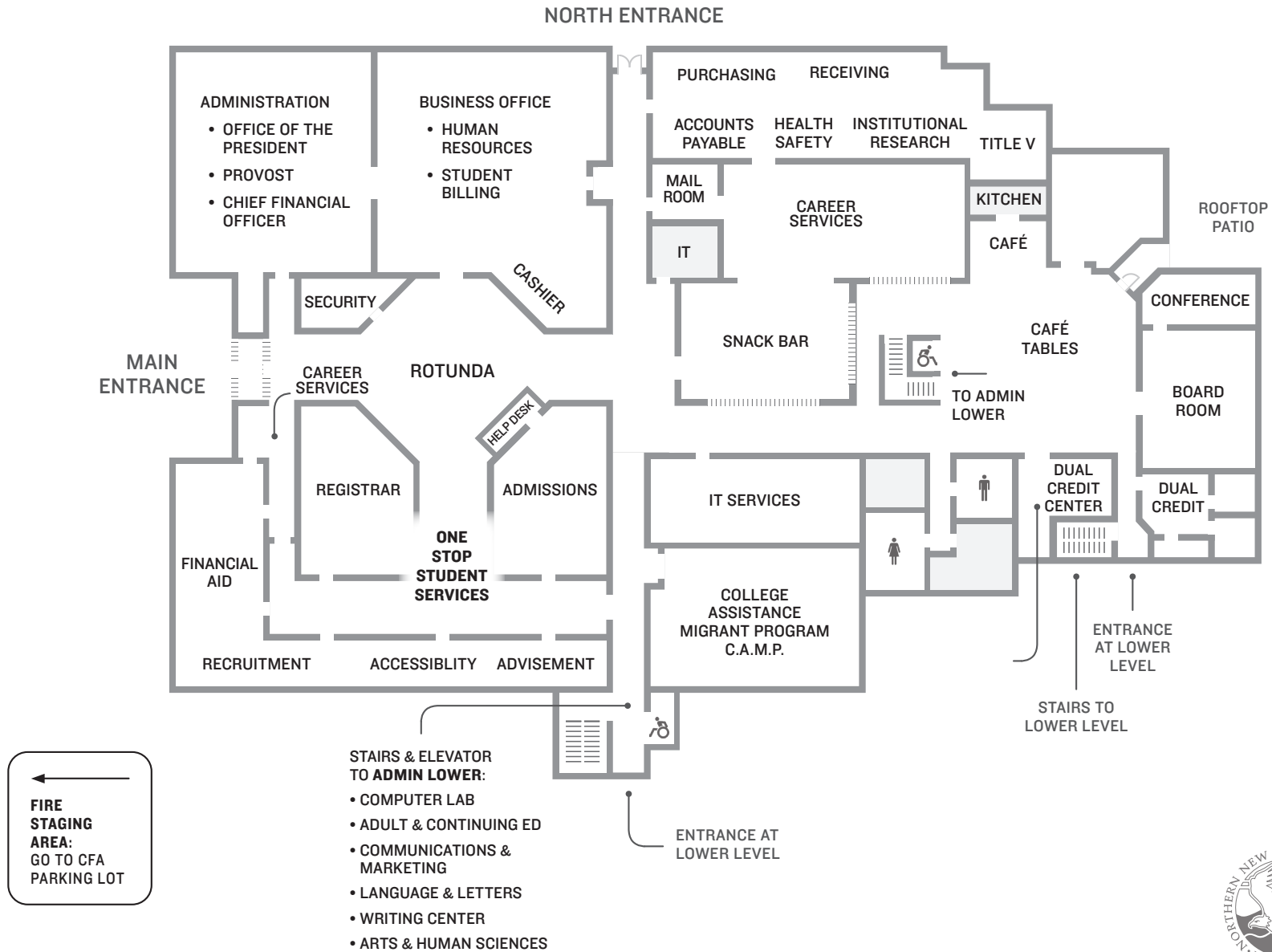


TEACHERS' EDUCATION 2ND FLOOR

AUTOMOTIVE/FACILITIES BUILDING

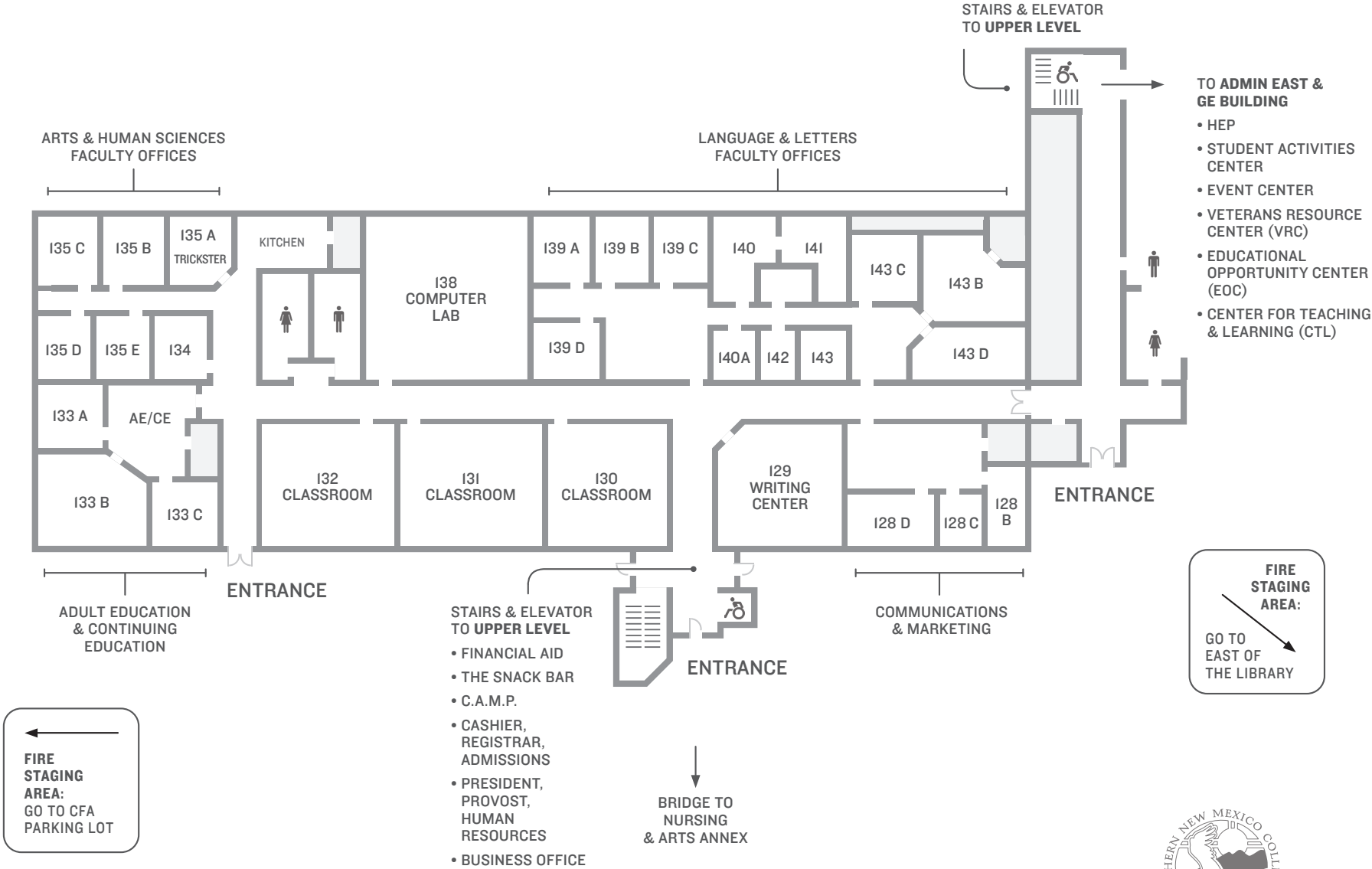


ADMIN WEST UPPER LEVEL



ADMIN & ROTUNDA UPPER LEVEL

ADMIN WEST LOWER LEVEL



ADMIN WEST LOWER LEVEL

HIGH SCHOOL EQUIVALENCY PROGRAM (HEP)

TO ADMIN UPPER

- CAFE
- CAREER SERVICES
- FINANCIAL AID
- SNACK BAR
- C.A.M.P.
- CASHIER, REGISTRAR, ADMISSIONS
- OFFICE OF THE PRESIDENT, PROVOST, BILLING, HUMAN RESOURCES

TO ADMIN LOWER

- COMPUTER LAB
- ADULT & CONTINUING ED
- COMMUNICATIONS & MARKETING
- LANGUAGE & LETTERS
- WRITING CENTER
- ARTS & HUMAN SCIENCES

TO ADMIN EAST:

- VETERANS RESOURCE CENTER (VRC)
- EDUCATIONAL OPPORTUNITY CENTER (EOC)
- EVENT CENTER
- STUDENT ACTIVITIES
- GE BUILDING

FIRE STAGING AREA:

GO TO EAST OF THE LIBRARY

ENTRANCE

ENTRANCE

STAIRS TO ADMIN UPPER

109

104 LECTURE ROOM

105 CENTER FOR TEACHING AND LEARNING (CTL)

113

114

115

116

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118

118A

HEP CLASSROOM

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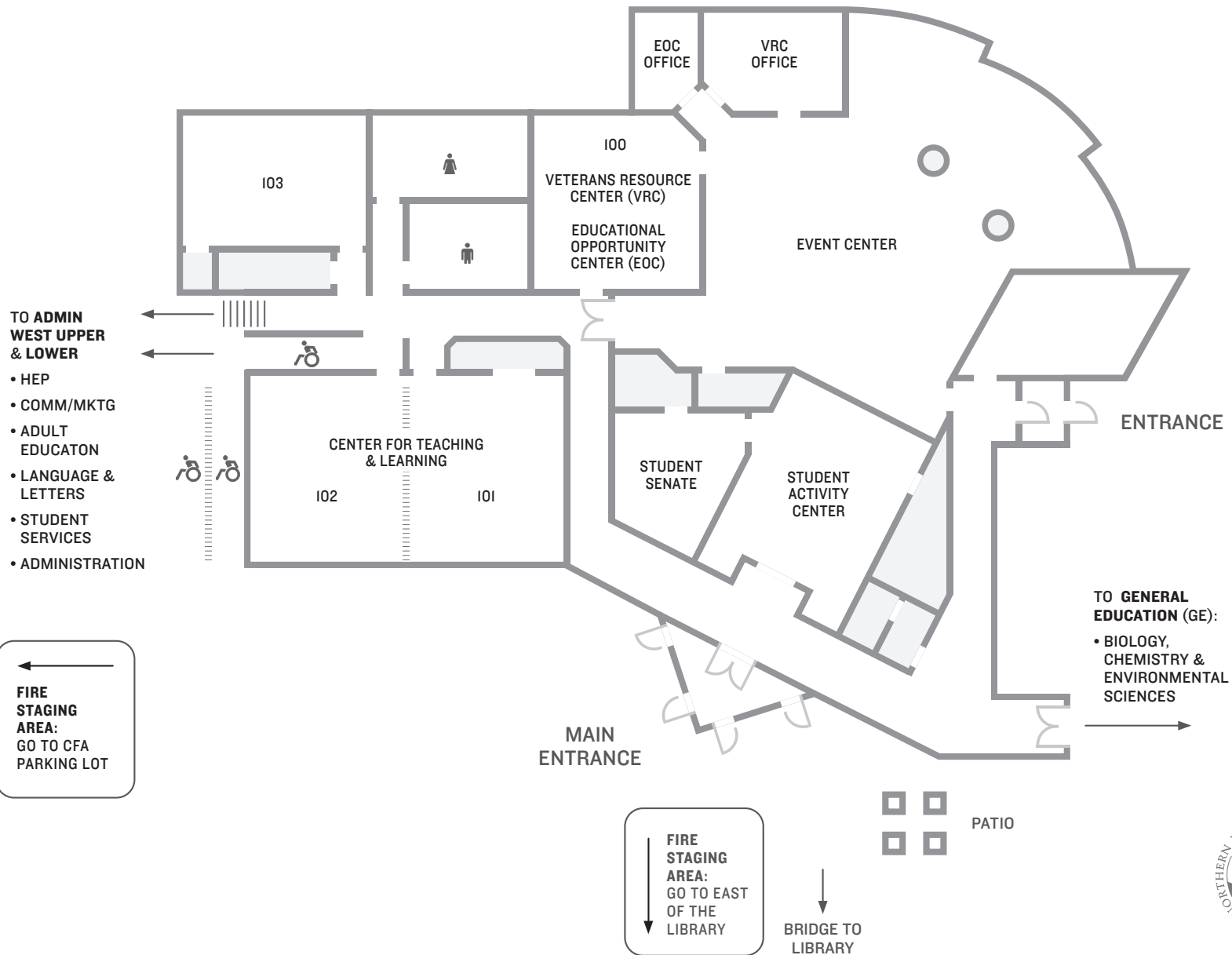
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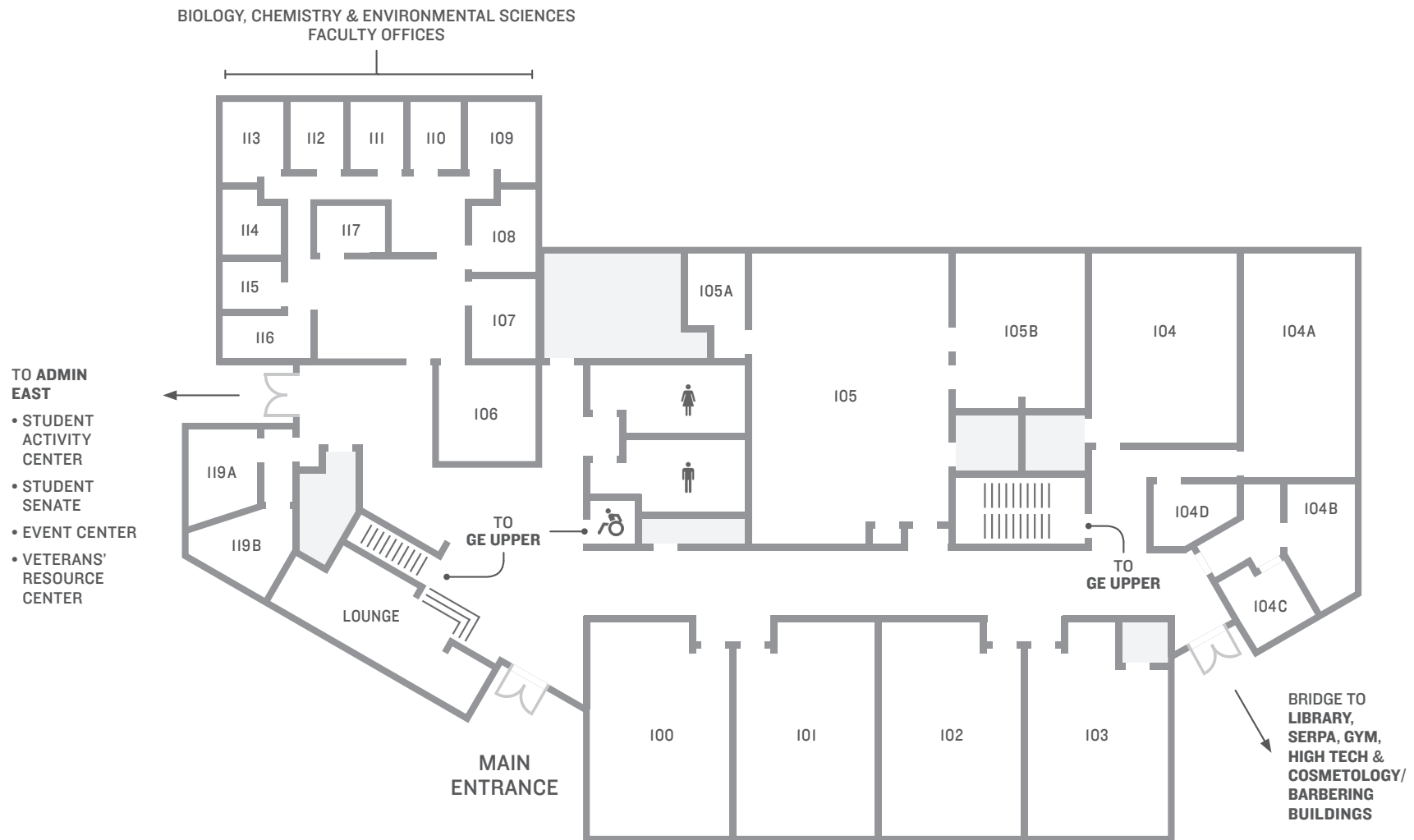
ADMIN EAST LOWER LEVEL



ADMIN EAST LOWER LEVEL



GENERAL EDUCATION (GE) LOWER LEVEL

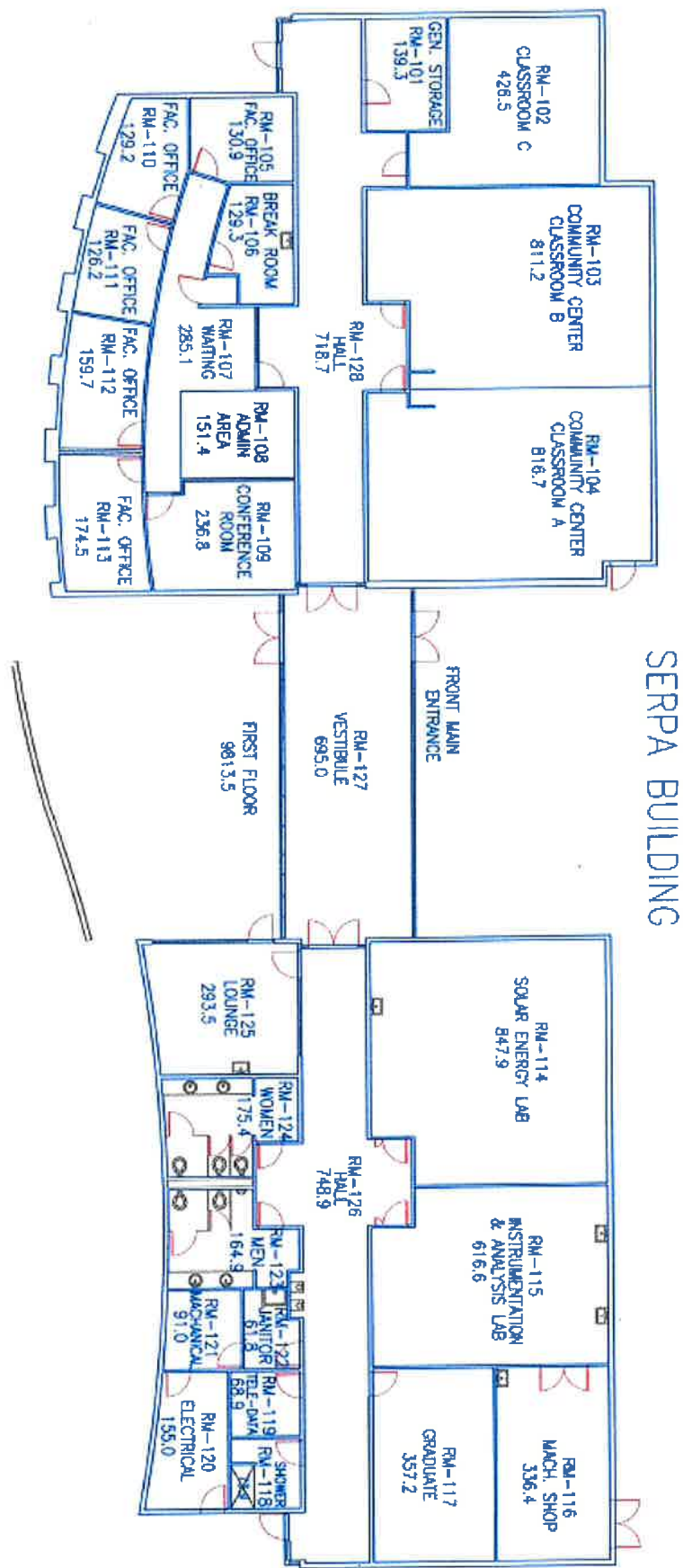


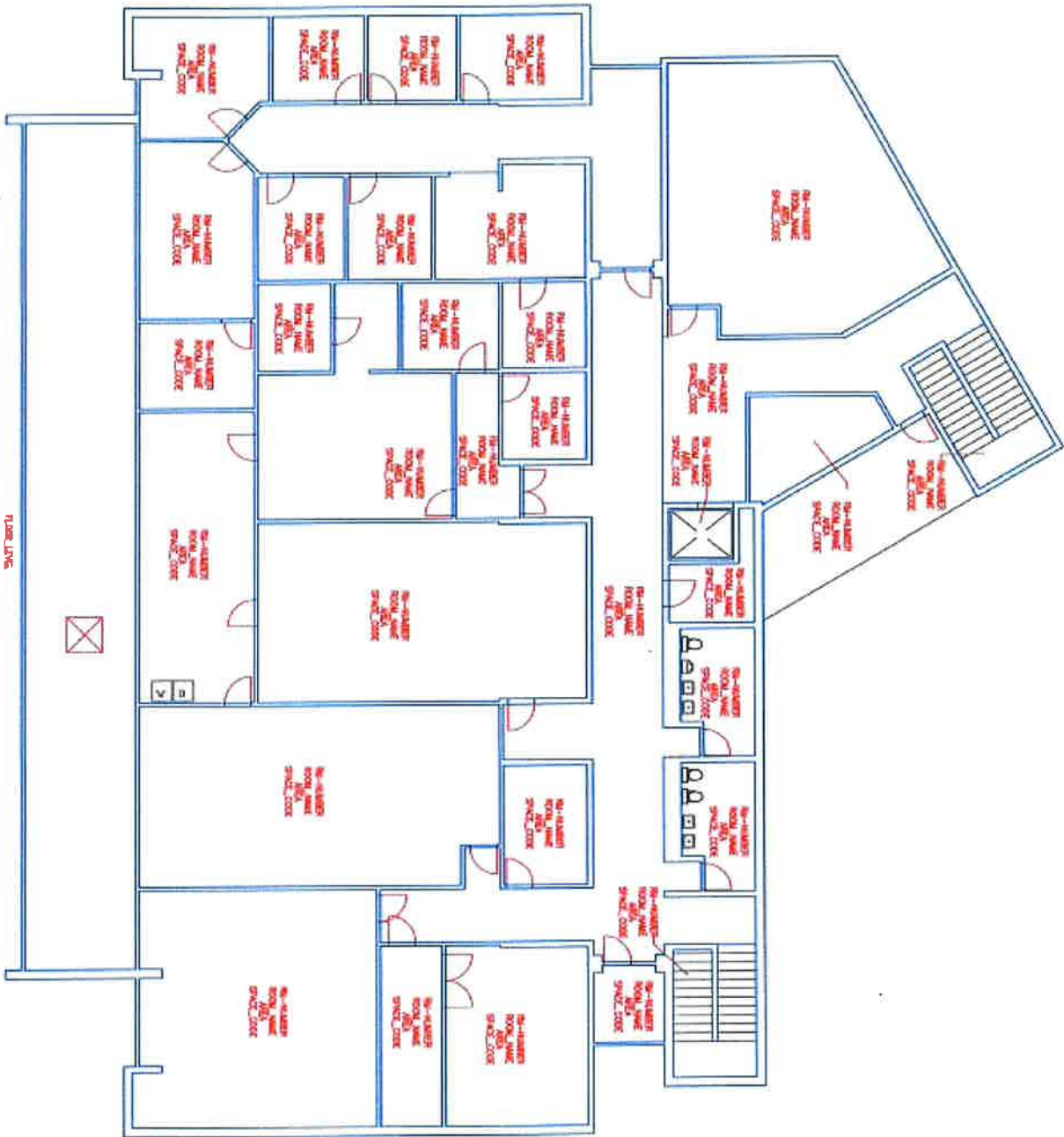
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GENERAL EDUCATION (GE) UPPER LEVEL

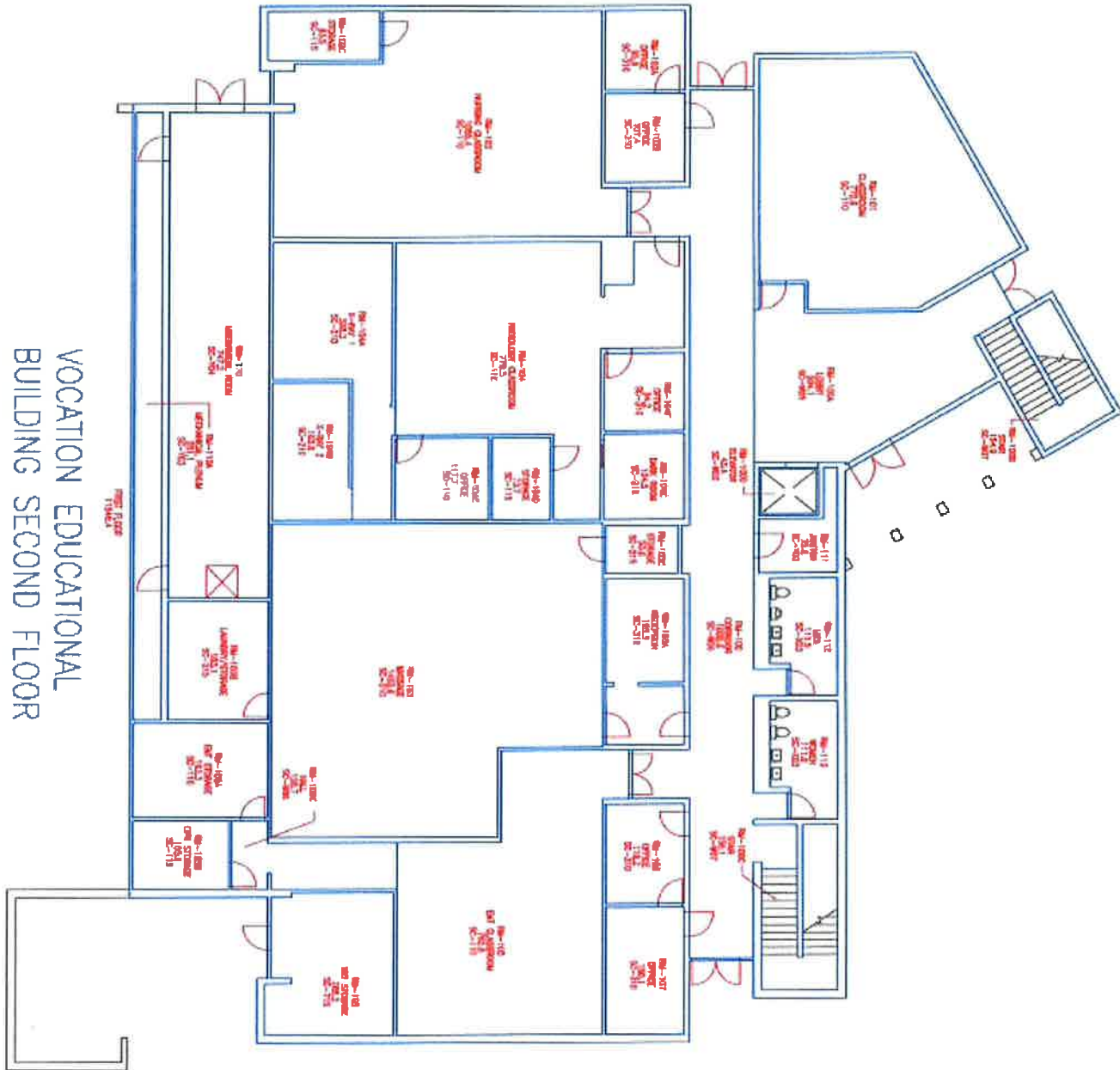


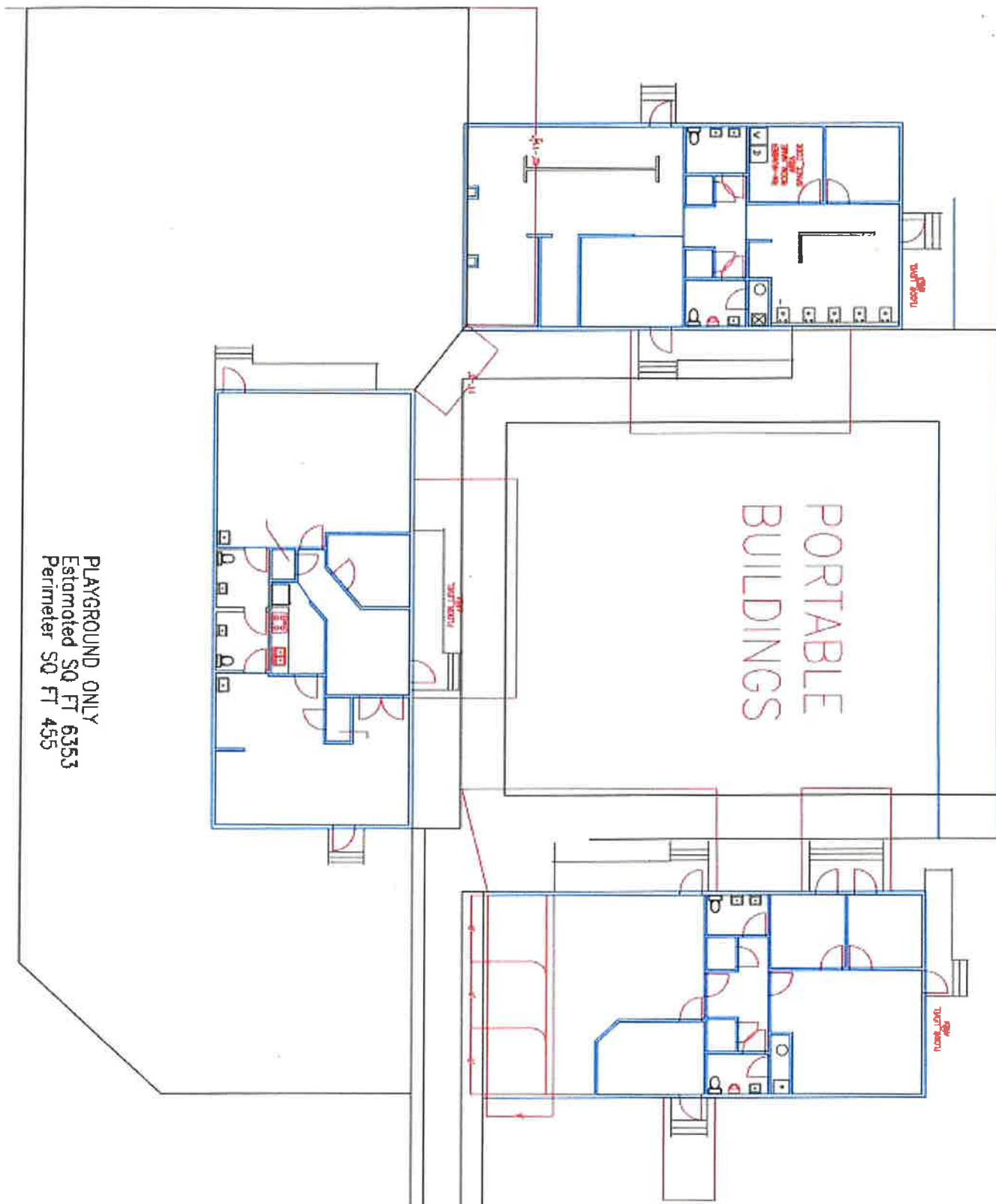
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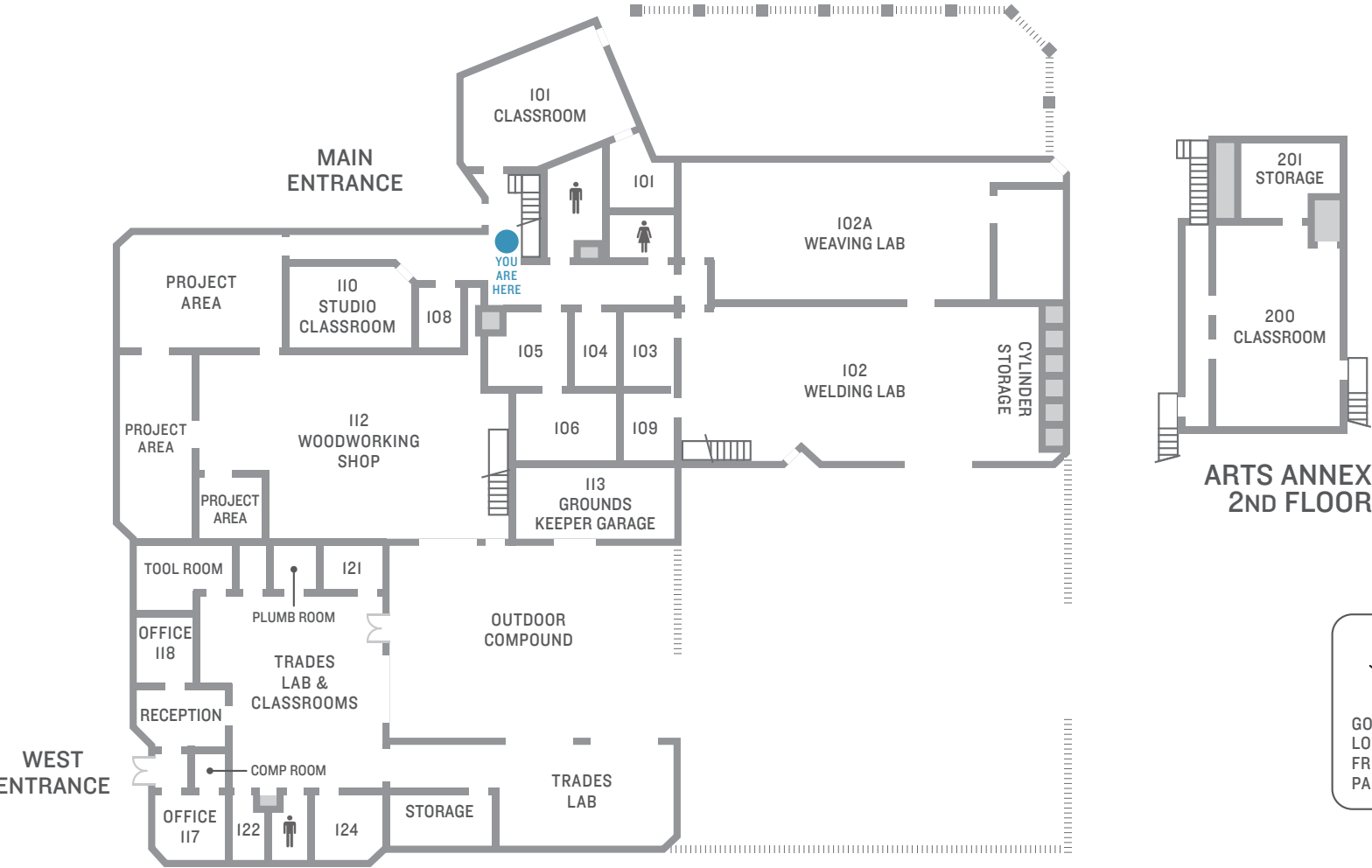


VOCATION EDUCATIONAL BUILDING FIRST FLOOR



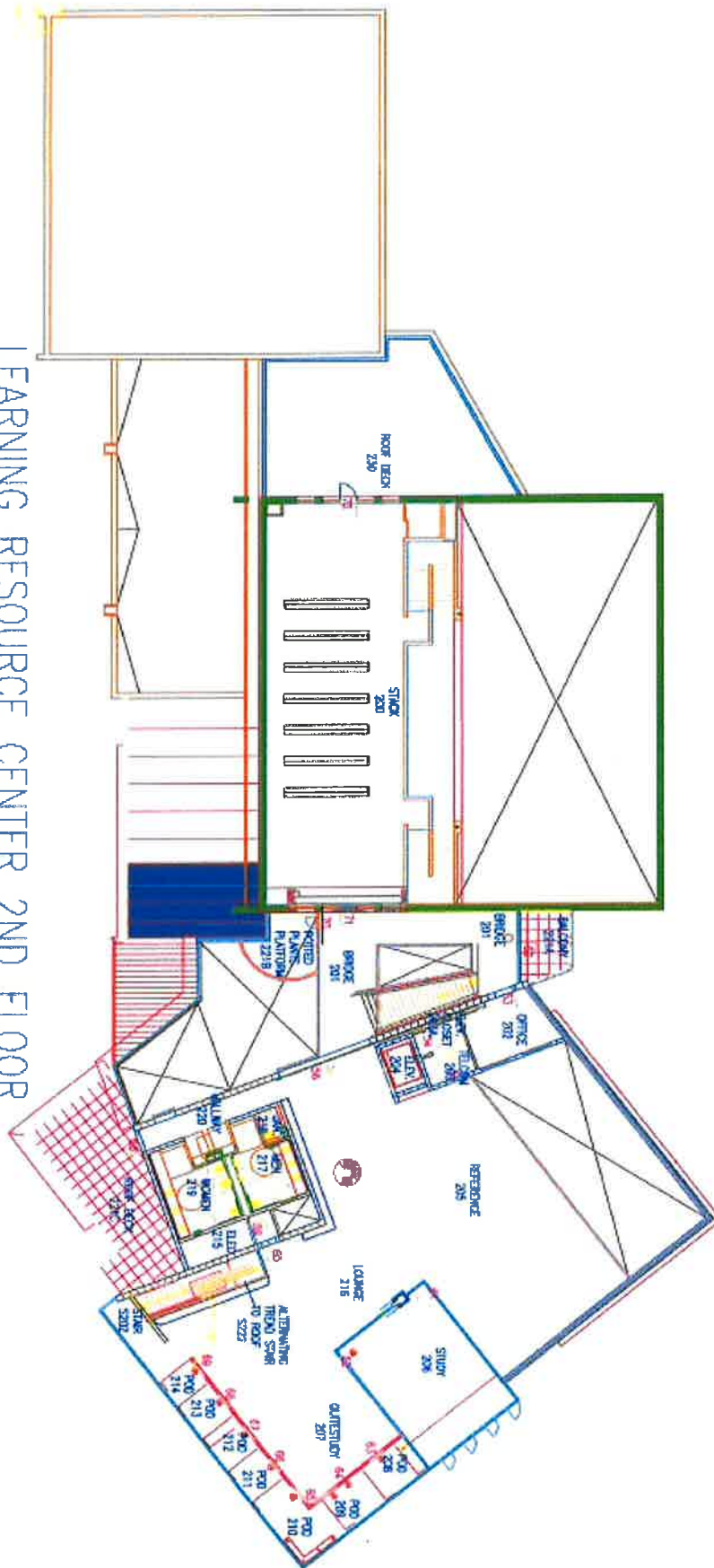


ARTS ANNEX & TRADES

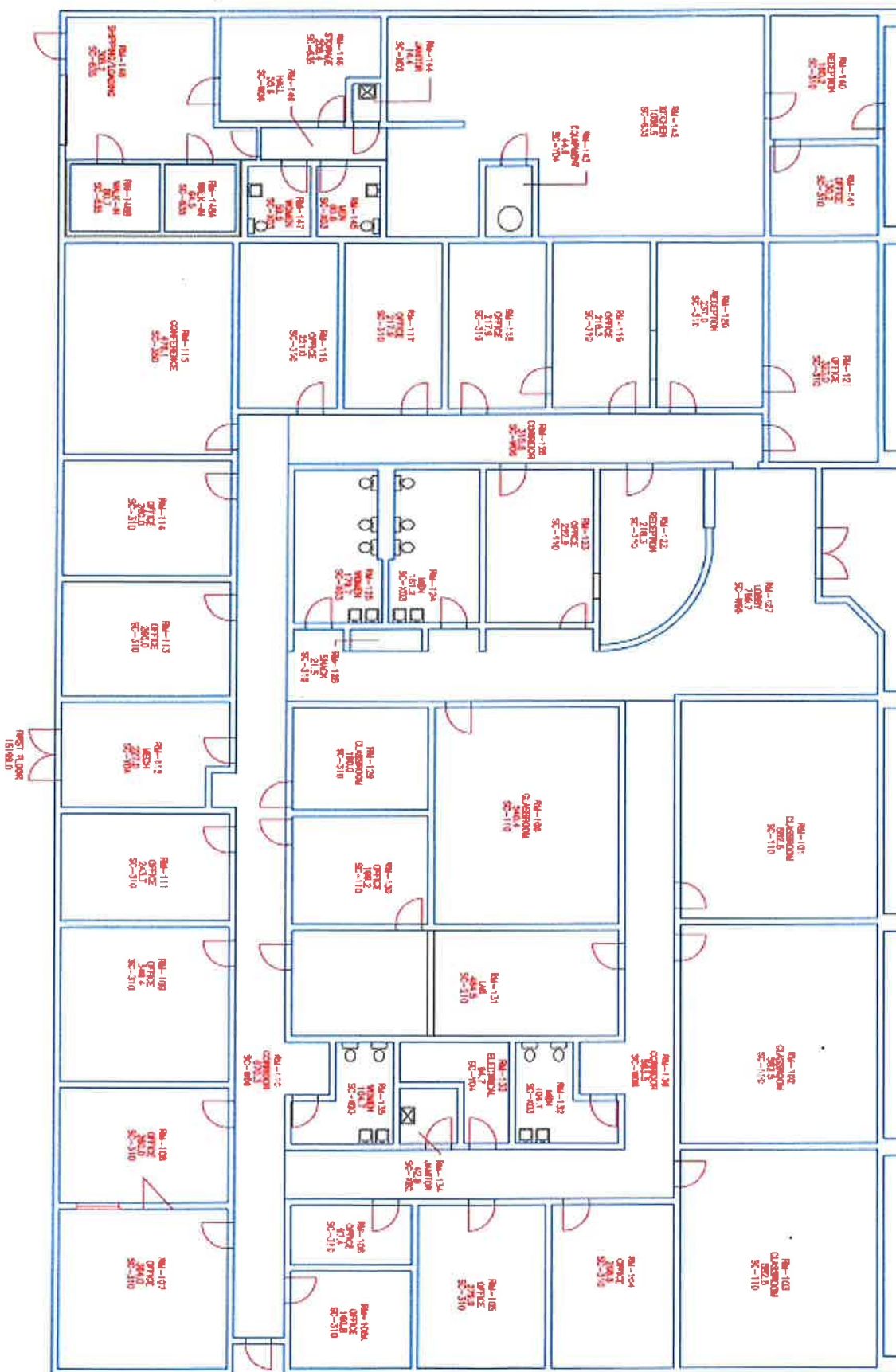




LEARNING RESOURCE CENTER 2ND FLOOR

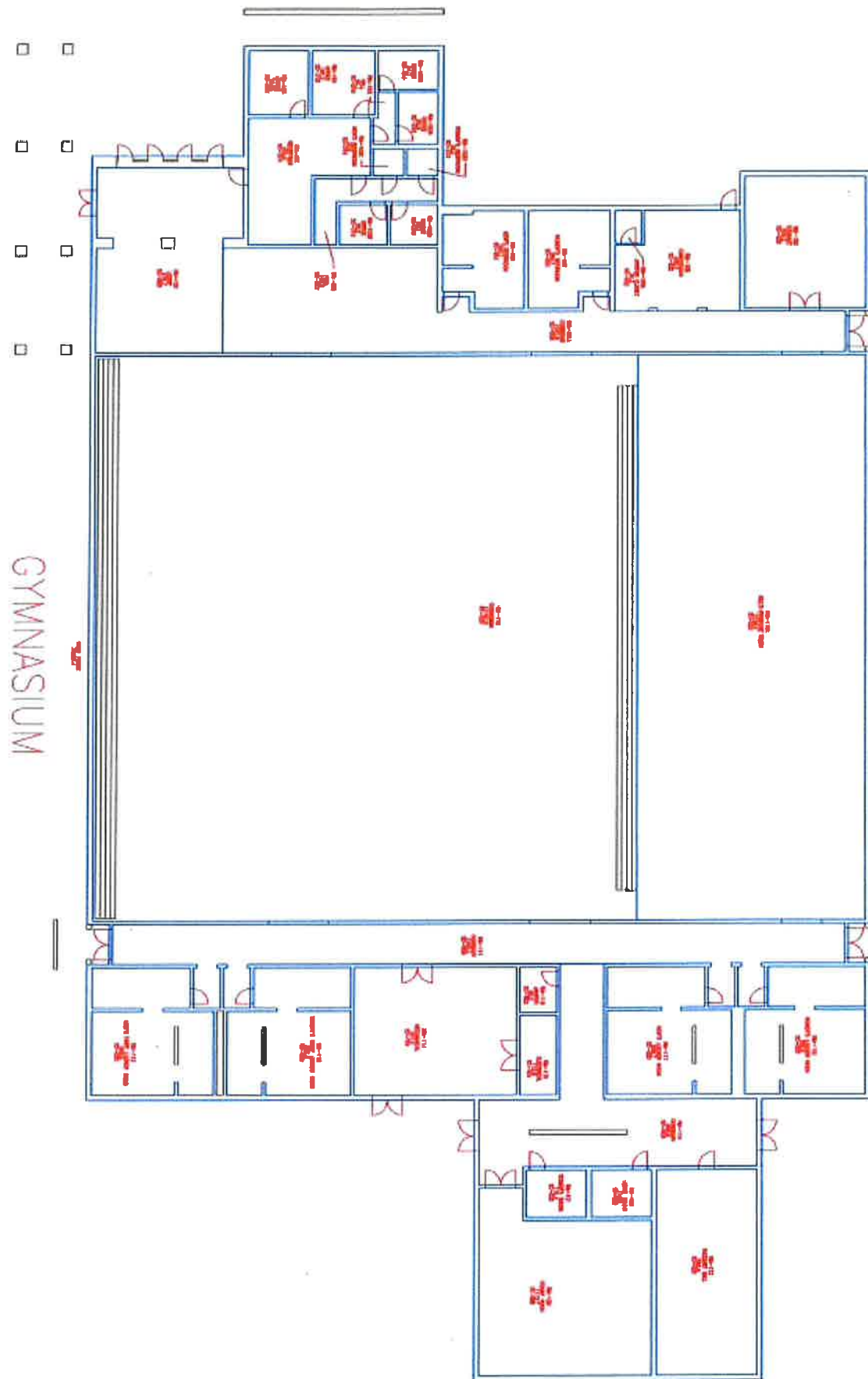


JOHNSON CONTROLS BUILDING

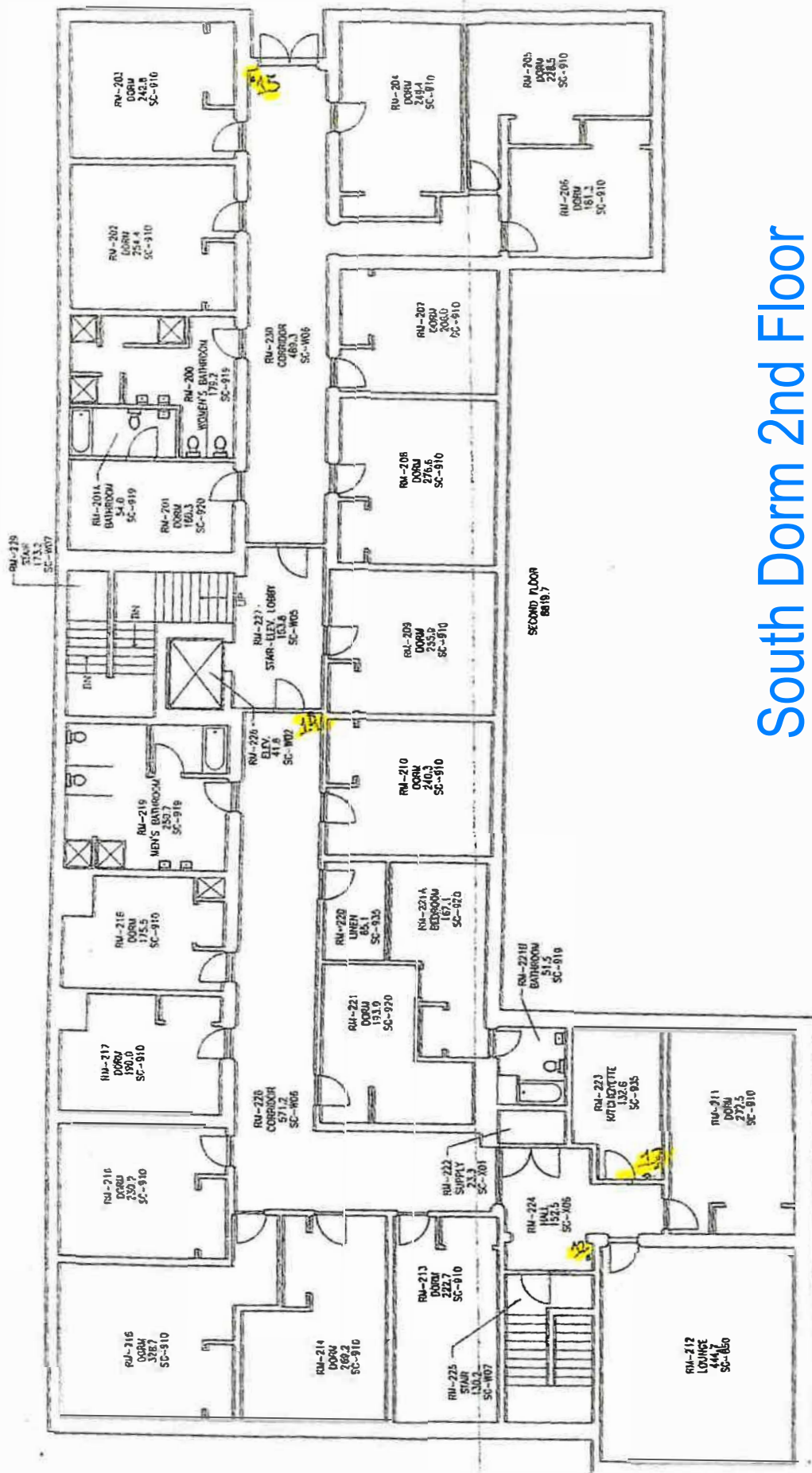


HIGH TECH BUILDING





The floor plan shows the second floor of the FBI Building. It includes a large central corridor and several rooms, many of which are labeled with numbers and names. The rooms are arranged in a grid-like pattern, with corridors connecting them. The plan is oriented with North at the top. Key areas include the main entrance at the bottom, a large central corridor, and numerous offices and support spaces. Yellow circles and numbers (1, 2, 3, 4, 5) are marked on the plan, indicating specific locations of interest. The plan is labeled 'FBI BUILDING' and 'FLOOR 2'.



South Dorm 2nd Floor

ACTION ITEMS: