



Willcox Center

Employee
Emergency
Response
Plan

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EMERGENCY CONTACT NUMBERS

Emergency Entity	Willcox Center
Police, Fire, EMS	911
Other Key Numbers	
Willcox Center	520-384-4502
National Poison Control Center	1-800-222-1222
Northern Cochise Community Hospital	520-384-3541
Willcox Police	520-384-4673
Campus Occupational Health & Safety	520-515-5455

Emergency Notification Plan - District

Cochise College offers emergency notifications and updates to employees and students via the E2Campus emergency notification system. Safety alerts, campus/center closures, delays, dismissals, and updates will be sent to your college email account. These alerts can also be sent to a mobile phone, wireless PDA, pagers and other email addresses that can be added when you sign up.

E2Campus is the primary system that is used when an event that requires mass notification to college personnel and students occurs. Sign up and account management is found in MyCochise under “Resources”, then “Health and Safety”. On the Health and Safety page, under the Emergency notifications paragraph, the word “E2Campus” is in bold. Click on that link and it will take you to the sign up page.

In the event of an emergency, the notification sent via E2Campus can include a short description of the emergency and a toll free number to call for a detailed update of the incident.

Portal announcements and the college website will also reflect emergency information.

In the event of inclement weather or other emergency, the college president or designee may close any or all campuses/centers, delay the start of classes and college operations at all or specific sites, or dismiss classes and college operations early at all or specific sites. Employees and students will be notified via email, and public notifications will be available at the college homepage and sent to local media in Cochise and Santa Cruz counties. Individuals should assume responsibility for making judgments regarding travel safety to and from campus when inclement weather does not result in the decision to close. For up-to-date information regarding road conditions, visit www.az511.com.

EVACUATION PLAN – Willcox

When the evacuation (Fire) alarm sounds, leave the building and proceed to the Evacuation Assembly Area. You must report to your Building Evacuation Coordinator when you arrive at the Evacuation Assembly Area. Your Evacuation Assembly Area is the playground field located at the West end of the Center.



Automated Electronic Defibrillator
Location

Willcox Center Office	Reception Desk
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Aircraft Emergencies

Call 911 and contact
Douglas Campus Security
520-417-4022

Secure the area and do not
allow people to approach
the aircraft

Evacuate the building if
necessary

Bomb Threat

Checklist for Phone Recipient:

Prolong the conversation

Note distinguishing characteristics (i.e. caller's voice and background noise)

Ask for a description & location of bomb and when it will detonate

Ask why the bomb was placed

Determine caller's knowledge of the facility

Document information
Gathered as soon as possible

Don't pull the fire alarm

Generally any evacuation will be effected without the use of an alarm

DON'T:

- HANG UP
- Put the caller on hold

Information Needed:

- Date
- Time
- Exact words of caller
- Caller ID on phone
- Description of caller's voice
- Background noise
- Time caller hung up
- Exact language of threat
- Name, address and phone number of recipient

Notify Campus Security
520-417-4022

Dangerous Intruder Situations

RUN, HIDE, FIGHT –Think and choose the right option!

Run away

OR

Take cover – Shelter in place - Hide

If possible, call **911**
Silence ringer on phone

If possible, safely observe and report suspects actions

Secure doors and windows and remain out of sight.
Turn off lights. Silence your phone and remain quite.

OR
Only as a last resort

Do not leave cover location until threat is gone or cover location becomes unsafe

Confront suspect as last option – Use any available object or device to fight back

Earthquake

IF INSIDE:

Get outside as quickly as safety permits

Protect your head with your arms and take shelter under a desk or doorjamb

Be aware of broken gas lines

Be aware of aftershock

IF OUTSIDE:

Stay outside if that is where you are

Stay away from buildings, trees and power lines

Be aware of downed power lines

Do Not enter buildings until told it is safe to do so

Fire/Explosions

Pull Fire Alarm

Evacuate Building
following the campus
evacuation plan
Meet at the Evacuation
Assembly Area

Call **911**
Campus Security
520-417-4022

Assist those in need of
assistance if you are able

If not, report their location
to campus safety or
physical plant
immediately upon exiting
the building

Keep streets and
sidewalks clear for
emergency personnel

If there is time, close
doors & windows
Do not lock

DO NOT re-enter building
until announced “All
Clear”

Gas Leak

If you smell gas:

Do not use any electrical.
Small sparks can set off gas
explosions.

Do not use the telephone
where the gas leak is
located; do not pull the fire
alarm

Evacuate the building and
wait for assistance

If possible, turn off gas
valve at point of leak

Call 911,
Security [520-417-4022](tel:520-417-4022) and
City of Willcox [520-384-4271](tel:520-384-4271)
to report the leak.

SEVERE WEATHER – Microbursts/Tornados

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

IF INSIDE:

Go to an interior hallway of the lowest level of the building

Avoid large open rooms and rooms with windows (e.g. library, food court, gym)

Use arms to protect head and neck

Be aware of downed power lines and broken gas lines

IF OUTSIDE:

Attempt to get inside

Take shelter in low lying area or ditch

Be aware of flash flooding and lightning, which often accompany tornados

Do NOT attempt to outrun the tornado

SEVERE WEATHER - Thunderstorms

Thunderstorms frequently occur during monsoon season bringing the threat of lightning strikes, hail, and heavy rain.

A thunderstorm watch means a thunderstorm is possible in your area.
A thunderstorm warning means a thunderstorm is taking place in your area.

If you can hear thunder,
you are in danger from
lightning

Seek shelter inside when
possible. If in a vehicle,
stay inside and roll up
windows

If caught outside, stay
low, but do not lie down
Squatting presents the
least amount of exposure

Do not hide under trees or
near metallic objects;
Avoid open shelters

SEVERE WEATHER - Snow

Although it seldom occurs, campus closures can occur due to snow and ice, mainly due to road conditions in the mountainous areas.

You will be notified via the college mass notification system in the event of a closure

Notices will also be posted through the portal and the college website

Sign up for E2Campus on the college portal and also receive text emergency



Do not come to the campus if you have received a notice of closure

Shelter in Place / Deny Entry

Shelter in place is used for external environmental threats; severe weather, air contamination, threats to personal safety, other hazardous environment.

Deny entry is also used as a component of the Run, Hide, or Fight strategy.

Stay in room, close doors and windows. Seal seams if necessary, using coats, blankets or other clothing.

If possible, lock the door, close and lock windows, turn off lights, and get out of view of any windows. Silence phone and stay quiet.

If necessary and possible, shut down air conditioning, heat, fans, airflow to room.

If locking the door is not possible, barricade the door with tables, chairs, or anything available.

Stay inside until all clear is announced or alternative direction is given.

Only if safe to do so, call 911 and Security.

Suspicious Package

Signs of a suspicious package:

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Addressed to "Title" only or incorrect title
- Restrictive markings
- Oily stains, discolorations, or crystallization on wrapper
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery
- Attempts to disguise or conceal the package
- Any item left unattended that seems out of place
- Persons unknown to you asking you to watch their packages

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb
- Activate the fire alarm
- Touch or move a suspicious package

DO:

- Call **911**
- Notify Campus Security
520-417-4022
- Evacuate the building**
- KEEP PEOPLE AWAY**