



Automotive Complex Sierra Vista

---

Employee  
Emergency  
Response  
Plan

---

---

# Emergency Response Plan

## CONTENTS

---

<b>Emergency Contact Numbers .....</b>	<b>3</b>
<b>Evacuation Plan .....</b>	<b>4</b>
<b>Evacuation Map .....</b>	<b>5</b>
<b>Emergency Notification .....</b>	<b>6</b>
<b>Incident Procedures</b>	
Aviation Emergencies .....	7
Bomb Threat .....	8
Dangerous Intruder .....	9
Earthquake .....	10
Fire/Explosion .....	11
Gas Leak .....	12
Severe Weather - Microbursts/Tornados .....	13
Severe Weather - Thunderstorms .....	14
Severe Weather -Snow .....	15
Shelter-In-Place .....	16
Suspicious Package .....	17

## EMERGENCY CONTACT NUMBERS

<b>Emergency Entity</b>	<b>Sierra Vista</b>
<b>Police, Fire, EMS</b>	<b>911</b>
Campus Security (SV)	<b>520-515-5470</b>
Campus Security Cell (SV)	<b>520-249-1957</b>
<b>Other Key Numbers</b>	
National Poison Control Center	<b>800-222-1222</b>
Campus Facilities Office	<b>520-515-5453</b>
Campus Occupational Health & Safety	<b>520-515-5455</b>
Sierra Vista Regional Health Center	<b>520-458-4641</b>
Cochise County Sheriff	<b>520-803-3850</b>
Sierra Vista Police	<b>520-458-3311</b>

## EVACUATION PLAN

When the evacuation order is announced, leave the building and proceed to the Evacuation Assembly Area located at the east end of the lot (behind buildings by rear fence, opposite from Hwy 92).

Avoid congregating in travel zones where emergency vehicles will be responding.

You must report to your Building Evacuation Coordinator when you arrive at the Evacuation Assembly Area.

# EVACUATION MAP



## 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.

Log in to [MyCochise](#) and click on the [E2Campus](#) icon  to sign up, add phone contact information, additional email addresses, or change your account settings.

In the event of an emergency, the notification sent via E2Campus will 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](http://www.az511.com).

# Aircraft Emergencies

Call 911  
Call Campus Security  
**520-515-5470**

Evacuate buildings if  
necessary

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

# 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  
520-515-5470



# 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  
Call Security  
520-515-5470

If possible, safely observe and report suspect actions

Secure doors and remain on the floor

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

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

# 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

Announce “Fire” and  
“Evacuate”

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

Call **911**  
Campus Security  
**520-515-5470**

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 **520-515-5470** and  
Southwest Gas **1-877-860-6020**  
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
- 520-515-5470**
- KEEP PEOPLE AWAY**