

NNMC EMERGENCY GUIDELINES

SHELTER IN PLACE

A “**shelter in place**” may be instructed rather than an evacuation of your building during emergency situations such as large hazardous material releases or severe weather emergencies. The recommendation to shelter in place will be conveyed through official college notification systems.

- Stay inside or go indoors as quickly as possible if you are outside.
- Close windows to provide tighter seal against chemicals vapors, smoke or fumes.
- Locate supplies you may need such as food, water, radio, or flashlights if you have them.
- In the event of a hazardous material release, turn off fans, air conditioning or ventilation systems if you have control of these systems.
- Monitor official NNMC emergency notification systems for further instructions, or an “all clear” signal.

LOCKDOWN

A “**lockdown**” may be instructed during situations such as the presence of a hostile or armed intruder inside a building. A lockdown requires locking doors, windows, and barricading oneself to block entry to a campus facility, a classroom, or to an office suite.

- Lock or barricade class & office doors.
- Close windows & window treatments.
- Turn off the lights.
- Remain silent and do not to go into hallways.
- Crouch down in areas out of sight from doors and windows to conceal yourself as much as possible.
- If you are in hallways during the emergency, seek shelter immediately in the nearest classroom or office.
- If you are in outdoor areas, you should immediately take cover.
- Monitor official NNMC emergency notification systems for further instructions, or an “all clear” signal.

THESE ARE GENERAL GUIDELINES. Each situation may present unique challenges.

THE MOST IMPORTANT ASPECT is to put effective barriers between you and the threat.

ACTIONS TAKEN IN THE INITIAL MINUTES OF AN EMERGENCY ARE CRITICAL.

Plan ahead, and know your options. If you become aware of an emergency before receiving an official alert, act to make sure you are safe, and contact emergency responders by dialing 911, or by contacting Northern New Mexico College Security 505 747-2158 .

Police/Emergency Responders: CALL 911.

Northern New Mexico College Security (505) 747-2158