



2024/2025

# ANNUAL SECURITY & SAFETY REPORT

Updated 10/1/24

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Location where document is kept

University Campus Police  
 Office of Vice President for Student Affairs  
 University Website

# **POLICE STATEMENTS**

## **WNMU Campus Police**

The WNMU Police Department is a full-service police agency. The WNMU Police Department functions like most police departments. WNMU police officers have enforcement authority on all WNMU property controlled by the Board of Regents throughout the State of New Mexico and have concurrent jurisdictional authority in some neighboring areas under mutual aid agreements. WNMU police officers share a good working relationship with all surrounding local, state, and federal agencies.

The primary functions of the WNMU Police Department are to maintain a safe and secure environment to students, staff, faculty, and visitors of Western New Mexico University. Other functions are law enforcement, criminal investigations, accident investigations, and responding to emergencies.

To request copies of police reports, go to the Office of Compliance & Communications from 8:00 AM to 4:30 p.m. Monday - Friday. The WNMU Police Department employs six (6) full-time police officers. All officers are certified through the New Mexico Department of Public Safety. Officers must maintain their proficiency by attending advanced training. WNMU has one full-time campus security specialist and a number of work-study students to assist in the office.

## **University Police Mission**

The mission of Western New Mexico University Police Department is to provide the University with exceptional police services for the preservation of human rights and the protection of people and property. These services are provided with an emphasis on proactive measures, minimizing the need for reactive responses. We strive for positive interactions with the students, faculty, staff, and staff of WNMU. We work with outside agencies and maintain a strong, cooperative relationship with the community by respecting differences and fostering a better understanding through communication.

## **Safety at WNMU**

Safety and security are of prime concern at Western New Mexico University and the WNMU Police Department are working hard to ensure the campus is a safe place to live, learn, work and play. WNMU is not, however, exempt from crime. We are doing our part to prevent crimes, but to be safe and secure, you must take common sense precautions, be alert and look out for others. Maintaining an effective police department is a community effort and together we can ensure WNMU remains safe.

# **CRIME REPORTING & COMPILING CRIME STATISTICS**

WNMU Police Department encourages anyone who is the victim of, or witness to, any crime on the WNMU campus to promptly report the incident to the WNMU Police Department. Under New Mexico law, the original entry police report must be made available for review upon request by a member of the public. Supplemental police reports detailing the investigation, and including the names of the accused, and witnesses are not available for public inspection during the course of the police investigation. Following the closure of the police investigation, WNMU Police Department maintains confidentiality of the information in the supplemental police reports to the extent allowed by law. Requests for reports should be made through the WNMU Office of Compliance and Communications.

## Reporting Crimes to other Campus Security Authorities

The Clery Act mandates that institutions must disclose statistics both for crimes reported to local police agencies and crimes reported to campus security authorities. Campus security authorities include the following:

- A member of the campus police department. A member of a private “event staffing” company working on campus under contract.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, such as:
  - Vice President for Student Affairs and Enrollment Management or Designee
  - Director of Athletics
  - A team coach
  - Staff or faculty advisor to a student group
  - A Hall Director or Resident Assistant who monitors access to resident halls

The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many people, students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

Examples of individuals who DO NOT meet the criteria for being campus security authorities include a faculty member who does not have any responsibility for student and campus activity beyond the classroom, clerical staff, custodians, maintenance personnel, and cafeteria staff.

Responsibilities of Campus Security Authorities. Because of the law’s complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows: If Campus Security Authorities observe any crime listed below, or if any person reveals to a Campus Security Authority, in good faith, that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, the Campus Security Authority must immediately notify the WNMU Police Department.

Crimes that should be reported are, but not limited to:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses (Rape, Fondling, Incest, Statutory Rape)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Liquor Law Arrests
- Liquor Law Referrals for Disciplinary Action
- Drug Law Arrests
- Drug Law Referrals for Disciplinary Action
- Weapons Violations

- Dating Violence
- Domestic Violence
- Stalking

All hate crimes noted by category of bias (race, gender identity, religion, sexual orientation, ethnicity, national origin or disability), which include the following:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses (Rape, Fondling, Incest, Statutory Rape)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Larceny theft Simple Assault Intimidation
- Destruction Damage or Vandalism of Property

## Health/Counseling Services

The WNMU Division of Student Affairs and Enrollment Management has partnered with Hidalgo Medical Services ([hms-nm.org](https://hms-nm.org), (575)800-1HMS) to provide medical, chiropractic, mental health and dental services for students. In addition to Hidalgo Medical Services, WNMU has a full-time Mental Health Therapist on campus, (575) 538-6888. The Mental Health Therapist does short term counseling, and a referral is made to HMS for long term counseling.

## Counseling Services and On-call Referral Service

For non-emergency mental health/counseling services, students may make an appointment with WNMU's Mental Health Therapist or go directly to HMS and present your Mustang ID. Students are also eligible for up to 15 free mental health visits with HMS per year. For emergency mental health/counseling and referrals, students can call directly to 988. Students can Call, Text, or Chat. Students who text "Talk" to 988 will be connected to crisis centers equipped to respond to texts. Chat will be available through the Lifeline's website:

<https://suicidepreventionlifeline.org/chat>. A behavioral health crisis needs a behavioral health response. 988 was established to improve access to crisis services in a way that meets our country's growing crisis behavioral health care needs. 988 provides easier access to related behavioral health crisis resources, which are distinct from 911 (where the focus is on dispatching Emergency Medical Services, fire, and police as needed).

Each year, an email notification is sent to all enrolled students and WNMU faculty and staff that briefly describes the annual security report and includes the most recent calendar year's crime statistics. The email also includes the exact website address to access the full report. Copies of the annual security report may also be obtained at the WNMU Police Department. Prospective students and employees may request a copy of the report or access it on the WNMU website.

Reporting to Counseling Services – Students needing to report an incident to counseling services go to the University homepage and click the link for Emergency Care ([https://wnmu.edu/911care/?utm\\_source=emergency-care&utm\\_medium=wnmu-supermenu-%20current-stu%20dents&utm\\_campaign=dropdown-menus](https://wnmu.edu/911care/?utm_source=emergency-care&utm_medium=wnmu-supermenu-%20current-stu%20dents&utm_campaign=dropdown-menus)) This link will give them information for the following:

- Reporting Harassment or Assaults
- Campus Police Information and Reports
- Student Health and Counseling Services information
- FAQ

## Confidential Crime Reporting

A victim or witness to a criminal offense may decide they do not want to pursue action or desires to keep their identity confidential. The person may want to consider making an anonymous report. The purpose of an anonymous report is to take steps to ensure the future safety of the reporting person and others. The University can use such information to keep accurate records about the number of incidents, look for patterns concerning location or methods of operation, and alert the campus community to potential danger. If a victim wishes to file an anonymous report, they may contact the Vice President of Student Affairs and Enrollment Management.

## Off Campus Students and Student Organizations

There are a number of recognized student groups at the Western New Mexico University. At some point during the year, virtually all of the recognized student groups hold some type of meeting or event at an off-campus venue. Off-campus law enforcement, should it be needed, would fall to the police agency that has primary jurisdiction. In most cases, this would be the Silver City Police Department at (575) 388-8840.

When a WNMU student is involved in an off-campus offense, the law enforcement agency that has primary jurisdiction handles the case. WNMU Police Officers may assist with an off-campus investigation if asked to do so by the local, county, state or federal agency that has primary jurisdiction. The Silver City Police Department does not routinely notify WNMU Police of incidents that involve students who live within SCPD's jurisdiction. WNMU Police routinely work and communicate with the Silver City Police Department, the Grant County Sheriff's Office, the New Mexico State Police, and a variety of federal agencies, both on-campus and in areas within close proximity to the campus.

Western New Mexico University does not operate off-campus housing or off-campus student organization facilities. Many WNMU students live in off-campus apartments that are within close proximity to the campus. The Silver City Police Department has primary jurisdiction in these areas. WNMU Campus Police responds to incidents that are close to the campus when requested to do so by SCPD.

## Violence Against Women Act (VAWA)

The Violence Against Women Reauthorization Act ("VAWA"), which President Obama signed into law on March 15, 2022, imposes new obligations on colleges and universities under its Campus Sexual Violence Act ("SaVE Act") provision, Section 304. Those obligations—which to some extent refine and clarify, and to some extent change, existing legal requirements and government agency enforcement statements—likely will require revision of institutional policy and practice. Counsel should be consulted on this complex, sensitive area of institutional law compliance.

Under VAWA, colleges and universities are required to: Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates. Adopt certain student discipline procedures, such as for notifying reported victims of their rights; and adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

## Crime Prevention Services & Programs

WNMU also offers several crime prevention services and programs designed to keep the community safe. Services are available free of charge.

### **Camera Security System:**

The WNMU Police Department monitors a video surveillance system with cameras in several parking lots and in buildings located throughout the campus for extra security.

### **Alarm System:**

We operate a computerized intrusion and fire alarm system to monitor facilities throughout campus to enhance personal and building security.

### **Bicycle Registration:**

The Police Department strongly recommends that everyone operating a bicycle at WNMU have it registered. Registration is free. Bicycle registration is available at the Police Department.

### **Crime Prevention Materials:**

Free brochures and other documents regarding crime prevention are available at the Police Department.

### **Escort Service:**

The WNMU Police department offers escort services to anyone needing an escort from an on-campus location to another on-campus location 24 hours, 7 days a week. Off campus escorts are not given. For escort service call Central Dispatch at (575) 388-8840.

### **Lost and Found:**

The WNMU Police Department operates the main lost and found service for the University.

### **Transportation Services:**

Transportation Services provides bus stops and offers a reliable shuttle bus system throughout the campus from remote parking areas. For additional information, call Corre Caminos at (575) 388-3180.

### **Parking Permits:**

Parking permits are not required. You can register your vehicle at the WNMU Police Department. This will allow the WNMU Police Department to locate the driver of each vehicle in a timely manner if an issue with the vehicle occurs.

### **Additional Student Programs:**

Bystander Training – During New Student Orientation all students participating in orientation go through bystander training. This training is designed to develop a group of student advocates that work against sexual assault and violence on campus.

Campus Safety Week – During a week in October, WNMU conduct programs geared towards campus safety and educating the university community on campus safety, this also includes sexual assault and violence prevention awareness.

Additional notices to students, faculty, and staff: At the beginning of each semester, students, faculty, and staff receive an email notifying them of campus-wide safety and reporting procedures. The email includes the following:

- Access to the Crisis Response and Intervention Plan click [here](#).

# CRISIS INTERVENTION PLAN

## PURPOSE

Crisis intervention is a multidimensional process. Its main purpose is to provide a safe resolution to the crisis and to ensure protection of the Western New Mexico University (WNMU) community.

The University endeavors to provide a safe, academic atmosphere in its classrooms, residence halls, and facilities for students, staff, faculty, and community. To maintain this goal, Western New Mexico University has developed a crisis intervention plan. Established procedures ensure that appropriate personnel are informed of a crisis taking place or that has taken place on campus. In all such communications, it is understood that University personnel have the responsibility and obligation to keep all exchanged information confidential.

A Crisis Intervention Response Team (CIRT) is the primary respondent to a crisis occurring on campus. The CIRT is made up of representatives from Campus Police, Student Affairs and Enrollment Management, Residence Life, Mental Health Department, Information Technology, Communication and Compliance, Marketing & Communications, Maintenance, and/or any other department which might be necessary dependent upon the issue and/or situation. This plan outlines how the Crisis Intervention Response Team is activated.

## DEFINITION

For the purposes of this document, the definition of “crisis” will be any unstable situation that might prove volatile or require urgent intervention. It could include physical, psychological, or medical emergencies. Examples include, but are not limited to fire, weather, rape, psychological trauma, physical injury or death, assault and battery, endangerment to self or others, or medical problems (i.e., seizure, drug reaction, cardiac arrest).

## I. RESPONSE PRIORITIES

Regardless of the type of major incident, the following priorities will always apply:

Initial Assessment: Any event must be initially evaluated for appropriate response measures.

Life Safety Assurance: Any threat to the lives or safety of individuals must be addressed immediately.

Population Welfare: Action must be taken to shelter and care for the affected population.

Protection of Property: Action must be taken to limit and control property damage.

Recovery: Action must be taken to return to normal operations. This phase may include post- incident

evaluation, investigations into property damage and personal injury and may address the emotional wellbeing of campus community members and student families.

## **II. CRISIS INTERVENTION RESPONSE TEAM LEADER**

The Vice President for Student Affairs and Enrollment Management or Designee coordinates the University's response to all major incidents. In their absence, another Senior Management Team member shall be directed by the President to act as the Team Leader according to the following sequence:

- Vice President for Student Affairs and Enrollment Management
- Vice President for Compliance and Communications
- Vice President for Business Affairs
- Vice President for Academic Affairs

## **II. PROCEDURE FOR NOTIFICATION AND RESPONSE TO A MAJOR INCIDENT**

Call **911** when any emergency occurs:

Campus Police Office: 575-538-6231

Campus Police Chief--Cell: 575-574-7544

Central Dispatch: 575-388-8840

If the event is deemed to be a major incident, Campus Police shall notify the Vice President for Student Affairs and Enrollment Management or Designee. The Vice President for Student Affairs and Enrollment Management or Designee may also deem a situation a major incident based on his/her own information. At this time, the Mass Notification System (Mustang Alert) will be used to advise students, faculty, staff, and Aldo Leopold Charter School Administration.

The Vice President for Student Affairs and Enrollment Management or Designee shall call a meeting of the Crisis Intervention Response Team. Campus Police will assist in notifying the Team Members who the Vice President for Student Affairs and Enrollment Management or Designee decides are relevant to the incident based upon the specific incident response plan.

Staff, faculty, students, and visitors will be notified. The scope of the notification will be dependent upon the severity and location of the crisis.

Mustang Alert – Vice President Student Affairs and Enrollment Management, Communications Specialist, or Campus Police will send out a Mustang Alert. In the Event the VPSAEM is absent, another Senior Management Team shall send out the Mustang Alert (i.e., VP Compliance and Communication, VP Business Affairs or Campus Police)

The Communication Specialist will use the WNMU web for updates.

### **Timely Warning to Campus Community**

In the event of an emergency, Western New Mexico University's highest priority is ensuring the health, safety, and well-being of people on and off campus. It is the policy of the University to provide students, employees, and other campus users with information about campus emergency situations in the most, timely, effective, and accurate manner as is reasonably possible under the circumstances. Multiple notifications to the campus community are made through a coordinated effort of university departments. These methods include the WNMU Rave Alert text messaging system, the all-campus email system and the WNMU website ([wnmu.edu](http://wnmu.edu)). These methods enhance the University's ability to provide timely warning and notification of any emergency issues that the University community may face. The President, Vice President of Student Affairs and Enrollment Management or Campus Police approve all information and timely warnings from the University.

### **Determining the Need for a Timely Warning**

The President, Vice President for Student Affairs and Enrollment Management or designee, or Campus Police will determine the need for a timely warning and employ the appropriate communication methods to notify the University community of an emergency or threat immediately. For all campus law enforcement issues, the WNMUPD will be primarily responsible for confirming a significant emergency or dangerous public safety situation on campus. The WNMU home page will be updated frequently with information about all significant incidents.

### **Determining the Content of a Timely Warning**

The content of a timely warning must be short, concise, understandable and location specific. If necessary, multiple messages may be sent to explain a situation. An emergency message will include information that would enable members of the University community to take appropriate actions to protect themselves. The primary emergency information sources are operated and controlled at the direction of the President, Vice President of Student Affairs and Enrollment Management or designee (i.e. Campus Police).

### **Disseminating Information to the Campus Community**

All Rave Alert messages will be sent to all campus members who have signed up for the text messaging service and to all [wnmu.edu](http://wnmu.edu) email accounts. Although the alert may not pertain to all campus members, the University has decided that a campus-wide notification best serves the needs of the University community. Several offices at the University are responsible for notifying the larger community regarding the situation. This is primarily the duty of the Vice President of Student Affairs and Enrollment Management with cooperation from the WNMUPD. It is important for faculty, staff, and students to utilize and frequently check their university email account and utilize campus resources. The WNMU Rave Alert registration site can be located through Mustang Express.

Refer to the WNMU website for updates.

### **Drills and Exercises**

**WNMU Rave Alert** is not reserved for emergency notifications. The WNMU Rave Alert system is tested within two weeks of the start of the Spring and Fall semesters.

#### IV. COMMAND CENTER AND RELATED OPERATIONS

The Command Center locations for all sites will be determined by the incident commander of each location.

Campus Police will notify the Vice President for Student Affairs and Enrollment Management or Designee, who serves as the CIRT Leader, the location of the appropriate Command Center.

*Gathering Space for Large Groups:* Location(s) to be determined by responding officers and will serve as the designated gathering space(s) for students and others on campus during an emergency. In situations involving severe weather, people living or working on campus will be directed to the ground floors and interior hallways of buildings.

#### V. CRISIS INTERVENTION RESPONSE TEAM

The Western New Mexico University Crisis Intervention Response Team is comprised of the following positions. Others may be added or substituted depending on the emergency. The exact membership of the Team will vary depending on the nature of the incident. Incident response will require close communication with the Silver City Fire and Police Departments and/or other mutual aid organizations and utility companies as needed.

<b>POSITION</b>	<b>ROLE DURING MAJOR INCIDENTS</b>
President of the University	Provides authority and encouragement to CIRT members.
Vice President for Student Affairs and Enrollment Management or Designee	Serves as CIRT Leader for any incident involving the entire University Community.
Marketing & Communications	Responsible for elements of response related to include student body, WNMU employees, and stakeholders. Distributes information to and provides support using various communication devices, e.g., cell phone text messaging, Mustang Express.
Vice President for Compliance and Communication	Assists in addressing issues affecting overall University planning, development, and recovery. Oversees the generation of fact sheets, news releases, and all public communications concerning the incident.
Director of Maintenance	Responsible for management of facility operations i.e., immediate lock down of facilities, building/property issues, and environmental issues.

Director of Campus Police	Assists in making initial assessment and is responsible for all security issues. Liaison with other law enforcement agencies and Fire departments. Campus Police also has the authority to lock down buildings.
Director of Food Services	Works to provide food and water to affected populations and emergency workers as needed.
Mental Health Therapist(s)	Provides emotional and spiritual support to members of the campus community and their families as needed. WNMU's Mental Health staff services will be used in conjunction with Community medical/behavioral health services when the need is evident.
Marketing and Communications	Generates fact sheets, news releases and all public communications concerning the incident. Acts as spokesperson for the University community to news media and governmental agencies.
Director of Housing and Residence Life	Works to provide shelter and housing for affected student population.
Director of Information Technology	Assists in organizing emergency telecommunications as necessary and assists other team members with computer network resources.
Instructional Building Supervisors or designee	Assist in response to students, staff, faculty, children, and entire campus population in their respective instructional buildings.
Others as directed by the CIRT Leader	Carry out duties as directed by other CIRT members or the CIRT Leader.

## **APPENDIX A: CATASTROPHIC INJURY OR DEATH OF STUDENT(S)**

### **Initial Assessment**

Any office personnel or student receiving student information (student injury, illness, sexual assault, stalking, or domestic violence or death) shall contact Campus Police. Campus Police will contact Title IX in the case of a sexual assault, stalking, or domestic violence. The person with information regarding sexual assault, stalking, domestic violence information should also contact Title IX.

Campus Police will make the emergency call to the President and the CIRT Leader.

The Vice President for Student Affairs and Enrollment Management or Designee, and the Vice President for Academic Affairs shall assess the impact on students and the WNMU community.

The Vice President for Student Affairs and Enrollment Management or Designee, and the Vice President for Compliance and Communication will determine if announcements or public announcements need to be made. The Communications Specialist will make these announcements.

In the case of death or illness the President, Vice President for Student Affairs and Enrollment Management or Designee will contact the student's parents.

### **Life Safety Assurance**

Campus Police arrive on scene, investigate the incident, and take appropriate action (i.e., crowd control). Depending on the severity of the incident, Campus Police will notify the CIRT Leader who then may activate the CIRT.

The Mental Health Department will arrange for medical treatment for injured persons at Gila Regional Medical Center or other Grant County facility. In some cases, emergency medical services may be contacted. Campus Police gather identification information and take appropriate action.

Campus Police or its designee will handle all transport of subjects placed in custody.

The Office of Compliance and Communication makes public announcements as necessary to the WNMU community.

The Office of Student Affairs and Enrollment Management and the Office of Compliance and Communication coordinate information to students and parents.

The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department establishes emotional support services for students.

### **Population Welfare**

The Mental Health Department, Deans, and Chairs will determine the effect on the student body.

The Vice President for Student Affairs and Enrollment Management or Designee, the Vice President for Academic Affairs, the Mental Health Department, and the Vice President of Compliance and Communication, will establish the protocol for relaying information to the campus community.

The Office of Student Affairs and Enrollment Management and the Mental Health Department will provide emotional support for students and the WMMU community as required.

### **Protection of Property**

The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.

### **Recovery**

The Vice President of Student Affairs & Enrollment Management or a Designee will work with family members and significant others for memorial services in cases involving the death of a student.

The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department will establish and implement an emotional support plan for student and/or affected parties.

The Mental Health Department will contact Grant County resources as needed. The Vice President for Academic Affairs will work with various offices to ensure that the student is withdrawn, and their records are closed if needed.

## **APPENDIX B: SEVERE WEATHER**

### **Initial Assessment**

The CIRT Leader and the Director of Maintenance shall assess the potential weather situation.

If necessary, the CIRT Leader will convene a Senior Management Team meeting to determine closing of the school/and or departments and the evacuation plan along with immediate shelter needs.

The Communication Specialist begins public announcements to broadcast the situation, any delay, closure, power loss status, etc., by using the Mass Notification System and WNMU website, local and statewide media.

### **Life Safety Assurance**

Campus Police will address life safety. Campus Police will communicate with the appropriate people.

Campus Police will call the Silver City Fire and use other resources as needed.

If needed, Campus Police notifies local medical facilities to stand by on call for handling of injury/illness and communicates with mutual aid organizations.

The Director of Housing and Residence Life will relay information to hall staff and resident students.

The Vice President for Student Affairs and Enrollment Management or Designee will work with the Vice President for Compliance and Communication to inform students through public announcements, inclement weather lines, etc.

Campus Police has the authority to evacuate students, staff, and faculty from unsafe locations.

### **Population Welfare**

The Director of Housing and Residence Life arranges immediate shelter for students/housing staff in a location deemed appropriate.

In the event of a tornado, everyone is advised to move to a basement or an interior windowless space.

Food Service will make arrangements for food and water for sheltered individuals.

Campus Police will make arrangements for medical treatment for injured/ill persons in their shelter areas. Campus Police will arrange transportation for seriously injured people to Gila Regional Medical Center.

The Mental Health Department, Deans, and Chairs will determine the effect on the student body.

The Vice President for Student Affairs and Enrollment Management or Designee, the Vice President for Academic Affairs, the Mental Health Department, and the Vice President of Compliance and Communication, will establish the protocol for relaying information to the campus community.

The Office of Student Affairs and Enrollment Management and the Mental Health Department will provide emotional support for students and the WMMU community as needed.

### **Protection of Property**

The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.

The Director of Maintenance and the local power company address power outages. The Director of Maintenance and the local gas company determine and implement a plan of action for natural gas concerns.

The Communications Specialist will make further public announcements to identify damaged

areas/outages/cancellations as more information becomes available. This does not apply to routine weather emergencies.

### **Recovery**

The CIRT remains intact for follow-up assessment and reports.

The Office of Compliance and Communications will continue to follow up communication as necessary including web page updating, communication with parents.

Members of the Senior Management Team will meet to determine the opening of school and offices and ways to communicate this information to students, faculty, and staff.

Campus offices will work to re-establish normal operating procedures.

Residence Life staff will work to house any displaced residents.

The Office of Student Affairs and Enrollment Management will assist impacted students.

The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department will assess need and provide emotional support to members of the campus community.

The Vice President for Student Affairs and Enrollment Management or Designee, the Vice President for Academic Affairs, the Mental Health Department, and the Office of Compliance and Communication will establish the protocol for releasing information to the campus community.

The Mental Health Department will contact Silver City resources as needed.

## **APPENDIX C: FIRE INCIDENT**

### **Initial Assessment**

Any person who sees a fire on campus should immediately pull the fire alarm and call **911**.

Campus Police will establish communications with the Silver City Fire and Police Departments.

Campus Police ensure evacuation of all building personnel.

Campus Police shall contact the CIRT Leader and Director of Maintenance. The CIRT Leader will assess the situation.

The Director of Maintenance assesses the impact on property.

The Vice President for Student Affairs and Enrollment Management or Designee and Campus Police convene the CIRT and prepare the command center.

The Office Compliance and Communication begins public announcements to broadcast the situation, closure, power loss, etc., by using the Mass Notification System.

### **Life Safety Assurance**

If the fire is in a residence hall, Housing staff will evacuate the residence hall.

If the fire is in a campus building, occupants will evacuate the building as dictated by the evacuation plan for the building.

Silver City Fire and Police Departments will response as needed.

As appropriate, the Director of Maintenance provides lists of chemicals or other hazardous materials in the building and copies of Material Safety Data Sheets to the Silver City Fire Department.

If needed, Campus Police will notify local health facilities to stand by on call for handling of injury/illness and will communicate with Grant County mutual aid organizations. Campus Police determines off-campus resources to be utilized.

The Office of Compliance and Communication makes public announcements and postings to the WNMU web page as necessary, identifying areas of damage/outage.

### **Population Welfare**

The Director of Housing and Residence Life arranges shelter for immediate resident students/housing staff in an area deemed appropriate.

Food Service makes arrangements for food and water for sheltered individuals as needed.

Campus Police function as liaisons for medical needs.

The Office of Compliance and Communication coordinates information and communication updates to staff involved with releasing information, including the Senior Management Team and other constituents as needed.

The Mental Health Department will provide immediate emotional support.

### **Protection of Property**

The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.

The Director of Maintenance and the local power company address power outages. The Director of Maintenance and the local gas company determine a plan of action for natural gas concerns.

The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

### **Recovery**

The CIRT remains intact for follow-up assessment and reports.

The Office of Compliance and Communication makes follow-up communications as necessary including web page updates, communication with parents.

Residence Life staff will work to house any displaced resident students.

The Office of Student Affairs and Enrollment Management and the Mental Health Department will determine the effect on students.

The Vice President for Student Affairs and Enrollment Management or Designee, the Vice President for Academic Affairs, the Mental Health Department, and the Office of Compliance and Communication will establish the protocol for releasing information to the campus community.

The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department establishes an emotional support plan for students and/or affected parties.

The Mental Health Department will contact Silver City resources as needed.

## **APPENDIX D: VIOLENT, DISRUPTIVE, OR CRIMINAL BEHAVIOR (INCLUDES HARASSMENT, ACTIVE SHOOTER, AND STALKING INCIDENTS)**

### **Initial Assessment**

Violent, disruptive, or criminal behavior (including harassment, stalking and sexual assault incidents) is reported to **911**. Campus Police will contact Title IX in the case of a sexual assault, stalking, or domestic violence. The person with information regarding sexual assault, stalking, domestic violence information should also contact Title IX.

The crime scene will be secured by Campus Police and/or other authorities, as necessary. Access to the crime scene will be controlled by Campus Police and/or other authorities.

Alerts will be sent by using the Mass Notification System.

### **Life Safety Assurance**

Campus Police arrive on scene, investigate the incident, and take appropriate action (i.e., crowd control).

Depending on the severity of the incident, Campus Police will notify the CIRT Leader who then may activate the CIRT.

Campus Police will arrange for medical treatment for injured persons at Gila Regional Medical Center or other Grant County facility. In some cases, emergency medical services may be contacted. Campus Police gather identification information and take appropriate action.

Campus Police or its designee will handle all transport of subjects placed in custody.

The Office of Compliance and Communication makes public announcements as necessary to the WNMU community.

The Office of Student Affairs and Enrollment Management and the Office of Compliance and Communication coordinate information to students and parents.

The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department establishes emotional support services for students.

### **Population Welfare**

The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.

The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

### **Protection of Property**

The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.

The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

### **Recovery**

Campus Police or appropriate administrator contacts the person who reported the incident/crime to provide information about the outcome.

The Mental Health Department continues to provide emotional support as needed.

## **APPENDIX E: ON CAMPUS HOSTAGE OR TERRORISM INCIDENT**

### **Initial Assessment**

- Incident is reported to **911**.
- Campus Police contacts Silver City Police Department and Fire Department as needed.
- Campus Police notifies CIRT Leader to activate CIRT command center.
- Campus Police and/or the CIRT Leader brief the local police upon their arrival to campus.
- Initial and surrounding buildings are immediately locked down to prevent entry.
- An alert will be sent using the Mass Notification System.

## **Life Safety Assurance**

- In the event that someone is injured, Campus Police contacts emergency medical services.
- The local police or any other law enforcement agencies work together with Campus Police to manage the situation. Campus Police and the CIRT support local police and other authorities as needed.
- Individuals are evacuated from buildings when law enforcement agencies deem that it is safe to relocate. Evacuees, with the guidance from Campus Police, report to an area deemed appropriate.
- Food Service arranges for food and water for evacuated persons.
- The Office Compliance and Communication broadcasts announcements regarding the incident, school closing, delays, updates, etc.
- The Vice President for Student Affairs and Enrollment Management or Designee and the Mental Health Department establish emotional support for students and evacuees.
- The Office of Student Affairs and Enrollment Management coordinates and distributes information to parents and students.

## **Population Welfare**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

## **Protection of Property**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

## **Recovery**

- Once the situation is resolved, appropriate administrators communicate an update to members of the campus community.
- The Office of Compliance and Communication provides updates to the media.
- The CIRT continues to meet for follow-up assessments and reports. Members of the team provide follow-up communication as necessary including web page postings, communication with parents, and Mass Notification System will send out messages.
- The Mental Health Department, Deans, and Chairs provide continued emotional support to the members of the WNMU community as needed.

## **APPENDIX F: GAS LEAK**

### **Initial Assessment**

- Any person discovering a possible gas leak should call **911**.
- The first responder evaluates the situation and takes action as required.
- Campus Police notifies the CIRT Leader.

## **Life Safety Assurance**

- Campus Police will address life safety. Campus Police will communicate with the appropriate people.
- Campus Police will call the Silver City Fire and use other resources as needed.
- If needed, Campus Police notifies local medical facilities to stand by on call for handling of injury/illness and communicates with mutual aid organizations.
- The Director of Housing and Residence Life will relay information to hall staff and resident students.
- The Vice President for Student Affairs and Enrollment Management or Designee will work with the Vice President for Compliance and Communication to inform students through public announcements, inclement weather lines, etc.
- Campus Police has the authority to evacuate students, staff, and faculty from unsafe locations.

## **Population Welfare**

- If it is determined that a gas leak is evident, Campus Police evacuates the area immediately.
- The Silver City Fire Department is notified of the incident and the location of the leak.
- The gas company is notified of the leak as soon as possible.
- The CIRT Leader is provided with updates, as necessary.
- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Director of Maintenance and the local power company address power outages. The Director of Maintenance and the local gas company determine a plan of action for natural gas concerns.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

## **Protection of Property**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

## **Recovery**

- As soon as the leak is under control, Campus Police notifies all necessary personnel that the area is safe.
- A report is filed by Campus Police on the incident and distributed to members of the CIRT.
- An investigation is initiated to determine the cause of the leak.
- The Office of Compliance and Communication makes announcements to the WNMU community and to the public as needed.

## **APPENDIX G: CHEMICAL SPILL**

### **Initial Assessment**

- Any person detecting or suspecting a chemical spill alerts all personnel in the building to immediately evacuate the building. Personnel exit by the closest door and assemble on the up-wind side of the building.

- Any person discovering a Chemical Spill call **911**.
- Campus Police contacts the Silver City Fire Department, provides the location(s), and escorts the fire truck to the location(s).
- Campus Police contacts the CIRT Leader.

### **Life Safety Assurance**

- Campus Police will address life safety. Campus Police will communicate with the appropriate people.
- Campus Police will call the Silver City Fire and use other resources as needed.
- If needed, Campus Police notifies local medical facilities to stand by on call for handling of injury/illness and communicates with mutual aid organizations.
- The Director of Housing and Residence Life will relay information to hall staff and resident students.
- The Vice President for Student Affairs and Enrollment Management or Designee will work with the Vice President for Compliance and Communication to inform students through public announcements, inclement weather lines, etc.
- Campus Police has the authority to evacuate students, staff, and faculty from unsafe locations.

### **Population Welfare**

- No personnel will be allowed to enter the building until the Silver City Fire Department Hazardous Materials Team deems the area safe.
- The area may be required to be decontaminated before personnel can enter the building.

### **Protection of Property**

- The Vice President for Business Affairs maintains responsibility for property and notifies WNMU's insurance agent of any potential damage claims.
- The Office of Compliance and Communication makes further public announcements to identify the damaged area/outages/cancellations as more information becomes available.

### **Recovery**

- Once the area is deemed safe, personnel will be allowed to enter the building.
- An investigation will be conducted by Campus Police to determine the cause of the spill.
- Reports will be distributed as required by the Incident Notification Plan.
- The Office of Compliance and Communication makes announcements to the WNMU community and to the public as needed.

## **APPENDIX H: BOMB THREAT**

### **Initial Assessment**

- Any person receiving a bomb threat will assume that the threat is real.
- The person taking the call will obtain as much information as possible.
- **Call 911**. Campus Police will be notified.
- If the threat is determined to be legitimate an alert will be sent by using the Mass Notification system.

## Life Safety Assurance

- Campus Police will address life safety. Campus Police will communicate with the appropriate people.
- Campus Police will call the Silver City Fire and use other resources as needed.
- If needed, Campus Police notifies local medical facilities to stand by on call for handling of injury/illness and communicates with mutual aid organizations.
- The Director of Housing and Residence Life will relay information to hall staff and resident students.
- The Vice President for Student Affairs and Enrollment Management or Designee will work with the Vice President for Compliance and Communication to inform students through public announcements, inclement weather lines, etc.
- Campus Police has the authority to evacuate students, staff, and faculty from unsafe locations.

## Population Welfare

- If Campus Police determines the threat to be legitimate, the following will occur:
- The Crisis Intervention Response Team Leader is notified as required.
- No personnel will be allowed to enter the building until the Silver City Fire Department Hazardous Materials Team deems the area safe.
- The area may be required to be decontaminated before personnel can enter the building.

## Recovery

- Campus Police files a report with appropriate authorities.
- As soon as the Silver City Fire Department deems the area safe, personnel will be allowed to enter the building.
- The Mental Health Department, Deans, and Chairs provide emotional support for the WNMU community.
- The Office of Compliance and Communication makes public announcements to the WNMU community and to the public as needed.

## APPENDIX I: INCIDENTS INVOLVING STUDENTS AT EXTENDED SITES AND STUDYING ABROAD

- WNMU Extended sites should call **911 in case of emergency** and the Building Director should contact WNMU Campus Police immediately at 575-538-6231.
- When WNMU students are studying in Mexico or other countries, the University follows the Emergency Response Plan created by External Affairs. (If not established by date of print, External Affairs will develop plans for Study Abroad). This document will include emergency preparedness guidelines, procedures for responding to general emergencies and specific incidents, and an emergency communications plan.
- Prior to departure, faculty and/or staff leading a student cohort will complete a safety assessment either on-site or through communications and documentation with country to be visited and share this information with participants during their pre-departure orientation. Cohort leaders will also receive a handbook that includes the emergency response plan and an emergency notification list.
- Specific emergency plans address routine emergencies such as minor illnesses and theft and major emergencies such as major illnesses, natural disasters, and regional socio-political unrest.
- For more information, contact the Dean or Chair of the Department sponsoring the international

study or contact the Office of External Affairs or the Vice President for Student Affairs and Enrollment Management.

## **APPENDIX J: ON-CAMPUS EVACUATION PLAN**

- Involved buildings will be locked down immediately. Evacuation will be determined by Campus Police.
- For evacuation information for people with disabilities or special needs, please inform Campus Police and Residence Life Staff of your situation. Request a brief meeting to discuss any special emergency-response accommodation needed.
- All persons will be accounted for, and the command center will be activated.
- The Mental Health Department, Deans, and Chairs will provide emotional support for evacuees and other concerned community members.
- Athletics and Special Events should refer to this plan.

## **APPENDIX K: OFF-CAMPUS EVACUATION PLAN**

- All campus exits will be used. Traffic will be directed.
- Individual vehicles and WNMU vans will be used to transport persons to the evacuation site.
- The appropriate regional transportation providers will be contacted to assist with the evacuation. Contact numbers are available for the regional transportation providers.
- The appropriate law enforcement agency will be contacted, and the department will set up a command center at the evacuation site. The appropriate law enforcement agency and other safety departments and agencies (Fire Department, Medical Center, etc.) will work closely with the Western New Mexico University CIRT.
- All persons will be accounted for.
- The Mental Health Department, Deans, and Chairs will provide emotional support for evacuees and other concerned members of the community.
- First aid assistance will be offered.
- A central phone line/number will be established for WNMU community members to call in and for parents, friends, and other concerned individuals.
- Athletics and Special Events should refer to this plan.

## **Access to Campus Facilities:**

We strive to make our campus safe by limiting access to buildings after hours. Buildings on campus are generally open during regular business hours, when class is in session and for special events.

Persons authorized to remain in a building after closing time are required to have proper identification at all times.

Visitors and guests seeking to utilize the University's facilities are expected to make prior arrangements with the appropriate University office, and their privilege to use the facilities is determined by the University's regulations in effect.

The University makes every effort to ensure that the campus facilities, buildings and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. Police and security personnel conduct frequent internal and external checks of buildings on campus.

# Daily Crime Log

Western New Mexico University Police Department maintains a daily crime log which records incidents that occur on campus or within the patrol jurisdiction of the Western New Mexico University Police Department. The daily crime log includes the nature, date, time, and general location of each crime reported and the disposition of the complaint (if known at the time the log is created). The Police Department posts specific incidents in the Daily Crime Log within five business days after receiving a report of an incident. We reserve the right to exclude crime report information from the log under the following circumstances:

- If posting the information jeopardizes an on-going investigation;
- If posting the information would cause a suspect to flee or evade detection; or
- If posting the information could result in the destruction of evidence relating to the crime.

Once these factors are no longer present, and/or there is no longer a chance that posting the information would adversely affect any on-going investigation, we will post the information. The Daily Crime Log is open for public inspection at the Western New Mexico University Campus Police Department located at 1000 W. College Ave., Silver City, NM 88061. If there are any questions, please contact WNMU Campus Police Department at (575) 538-6231. The log complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998).

Western New Mexico University Campus Police Department provides a monthly crime report. A copy of the report can be requested at WNMU Police Department across from Light Hall Auditorium or online at <http://police.wnmu.edu/daily-crime-logs/>.

Other Campus Police services and reports can be found at <http://police.wnmu.edu/>.

## WNMU POLICE AND OTHER CONTACTS

The WNMU Police Department is here to protect you and offers numerous services to ensure your safety.

The WNMU Police Department is open 24 hours a day, 365 days a year to respond to your needs. All WNMU police officers are required to meet state certification standards mandated by the New Mexico Department of Public Safety. They have full power of peace officers on campus, including the authority to enforce all applicable laws, ordinances and campus traffic regulations, and the authority to arrest. The WNMU Police Department has interoperable radio communications and can talk to police, fire and Gila Regional Hospital during emergency situations. The WNMU Police Department investigates complaints of on-campus criminal activity, working closely with the District Attorney's Office to ensure effective prosecution. Also, the WNMU Police Department has written agreements with the Silver City Police Department, concerning law enforcement and criminal investigations.

WNMU Police encourage students, faculty, staff, and visitors to promptly report all crimes. Crimes occurring on campus should be reported to WNMU Police at (575) 538-6231 or (575) 388-8840. Crimes committed off the WNMU Campus should be reported to the appropriate police agency (Silver City Police Department, Grant County Sheriff's Department or the New Mexico State Police).

In an emergency, you may dial 911. The 911 system automatically traces the location of all calls, which enables officers to respond even when a caller cannot provide the location. When you dial 911, from a campus telephone, your call will be received by the WNMU Police Department and Central Dispatch. If you use a cell phone to dial 911, the call will be received by Central Dispatch, but will be transferred back to WNMU Police if you have an on-campus emergency. Outside of campus, you will reach the appropriate law enforcement agency where the 911 system is

utilized. Emergency telephones, which are direct lines to Central Dispatch and WNMU Police Department, are located throughout the WNMU residence halls. You may use the emergency telephone by pressing the button. The Police Dispatcher will answer the telephone promptly, and you will be able to relate the nature of your emergency. Emergency telephones will not enable you to make calls other than directly to the Police Dispatcher as an EMERGENCY.

Contact Information:

Non-emergency: (575)538-6231

After hours and weekends: (575)388-8840 Office: (575)538-6231

**Mailing address:** P.O. Box 680, Silver City, NM 88062

**Physical Address:** 1000 W. College Ave., Silver City, NM 88061

Western New Mexico University and Boundaries:

The main campus has 45 buildings and is located at 1000 W. College Ave. in Silver City, NM.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The emergency response and evacuation procedures can be found in the Crisis Intervention and Response Plan. The plan is reviewed annually by the Crisis Intervention and Response Team. A Crisis Intervention Response Team (CIRT) is the primary respondent to a crisis occurring on campus. The CIRT is made up of representatives from Campus Police, Student Affairs and Enrollment Management, Residence Life, Mental Health Department, Information Technology, Compliance and Communications, Maintenance and/or any other department which might be necessary dependent upon the issue and/or situation. The plan can be found on the university website at the following link:

<https://wnmu.edu/plans/WNMU%20Crisis%20Intervention%20Plan%20.pdf>

The procedures for dealing with the following are located in the plan, including related evacuation procedures:

- Catastrophic Injury or Death of Student(s)
- Severe Weather
- Fire Incident
- Violent, Disruptive, or Criminal Behavior (including harassment, active shooter, and stalking incidents)
- On Campus Hostage or Terrorism Incidents
- Gas Leak
- Chemical Spill
- Bomb Threat
- Incidents Involving Students at extended sites
- On-campus Evacuation Plan
- Off-campus Evacuation Plan

## **MISSING RESIDENT STUDENT NOTIFICATION PROCEDURE**

Western New Mexico University takes student safety very seriously. To this end, and in compliance with the Higher Education Opportunity Act of 2008, the purpose of this policy is to provide procedures for reporting, investigating and making emergency notifications regarding any residential student of WNMU who, based on the facts and circumstances known to WNMU, has been determined to be missing.

For purposes of this policy, a residential student of WNMU is a student who is currently enrolled and resides in on-campus housing.

Residential students have the opportunity to identify an individual who will be contacted by WNMU not later than 24 hours after the time that the student is determined to be missing. The contact person may be a parent, legal guardian or other person of the student's choosing, except if the student is under 18 years of age and is

not emancipated, WNMU must notify a parent or legal guardian not later than 24 hours after the time that the student is determined to be missing. Student contact information is held confidential and is accessible only to authorized WNMU officials and law enforcement involved in a missing person investigation. Students living in WNMU residence halls can register their confidential contact information, or make any changes to previously registered information, through Residence Life and Student Housing. Students are responsible for ensuring that their contact information is up-to-date and accurate.

WNMU students, employees or other individuals who have reason to believe that a residential student is missing should immediately report their concerns to the WNMU Police Department. If the Residence Life and Student Housing Office, or other department receives a report of a missing student, WNMU Police Department should be notified immediately. The WNMU Police Department will, as appropriate, engage staff from Residence Life and Student Housing and other WNMU departments in immediate efforts to locate the student. These efforts may include but are not limited to:

- Contacting the student via their telephone and/or email.
- Checking the student's residence; determining if the student has been in class or used his or her.
- WNMU ID card.
- Checking with roommates, friends and others who may have relevant information.

If these efforts are unsuccessful in locating the student, WNMU Police Department will inform the Vice President for Student Affairs or Designee that the student is missing and the following will occur:

- The Vice President for Student Affairs and Enrollment Management, or designee, will notify the student's designated missing person contact within 24 hours of being informed by WNMU Police Department that the student is missing.
- If the missing student is under the age of 18 and is not emancipated, the Vice President for Student Affairs and Enrollment Management, or designee, will notify the student's custodial parent or legal guardian within 24 hours of being informed by WNMU Police Department that the student is missing.
- WNMU Police Department will notify any other law enforcement agencies, as appropriate, for purposes of coordinating the investigation and continuing efforts to locate the student.
- The Vice President for Student Affairs and Enrollment Management or designee will initiate actions deemed appropriate under the circumstances in the best interest of the missing student. For example, contacting the student's instructors may occur if necessary or beneficial in the situation to the student and/or instructors.

## The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

Crime statistics for campus are obtained from criminal incidents reported to the University community, and the Silver City Police Department for inclusion in the Clery Act Statistics. The statistics gathered from the aforementioned sources are then recorded on the Clery Act Reporting Form and disseminated to the campus community via the webpage <http://www.wnmu.edu/admin/businessaff/CampusPoliceLossControl/Clery%20Act.htm> under Western New Mexico University Campus Police Annual Crime Report.

For each of the following criminal offenses, enter the number reported to have occurred [On Campus](#)  
Total occurrences On Campus

### Criminal Offense

- a. Murder/Non-negligent Manslaughter
- b. Manslaughter by Negligence
- c. Rape
- d. Fondling
- e. Incest
- f. Statutory Rape
- g. Robbery
- h. Aggravated Assault
- i. Burglary
- j. Motor Vehicle Theft (Not including theft from a motor vehicle)
- k. Arson

	2021	2022	2023
a. Murder/Non-negligent Manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	1	1	0
d. Fondling	3	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated Assault	1	1	3
i. Burglary	2	0	3
j. Motor Vehicle Theft (Not including theft from a motor vehicle)	0	0	0
k. Arson	0	0	0

### Criminal Offenses - On campus

Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred [On Campus](#), enter the number that occurred in [On-campus Student Housing Facilities](#).

Total occurrences in On-Campus Student Housing Facilities

### Criminal Offense

- a. Murder/Non-negligent Manslaughter
- b. Manslaughter by Negligence
- c. Rape
- d. Fondling
- e. Incest
- f. Statutory Rape
- g. Robbery
- h. Aggravated Assault
- i. Burglary
- j. Motor Vehicle Theft (Not including theft from a motor vehicle)
- k. Arson

	2021	2022	2023
a. Murder/Non-negligent Manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	1	1	0
d. Fondling	2	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated Assault	1	0	1
i. Burglary	0	0	0
j. Motor Vehicle Theft (Not including theft from a motor vehicle)	0	0	0
k. Arson	0	0	0

### Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on [Public Property](#).

Total occurrences on Public Property

**Criminal Offense**

- a. Murder/Non-negligent Manslaughter
- b. Manslaughter by Negligence
- c. Rape
- d. Fondling
- e. Incest
- f. Statutory Rape
- g. Robbery
- h. Aggravated Assault
- i. Burglary
- j. Motor Vehicle Theft (Not including theft from a motor vehicle)
- k. Arson

2021	2022	2023
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
6	1	2
0	0	0
1	0	0
0	0	0

### Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of [Hate Crimes](#) that were reported to have occurred [On campus](#). Then break down each total by category of bias (e.g., race, religion).

#### Occurrences of Hate crime

Category of Bias for crime reported in 2023

**Criminal Offense**

- a. Murder/Non-negligent Manslaughter
- b. Manslaughter by Negligence
- c. Rape
- d. Fondling
- e. Incest
- f. Statutory Rape
- g. Robbery
- h. Aggravated Assault
- i. Burglary
- j. Motor Vehicle Theft (Not including theft from a motor vehicle)
- k. Arson
- l. Simple Assault
- m. Larceny-Theft
- n. Intimidation
- o. Destruction/Damage/Vandalism of Property

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft (Not including theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

### Occurrences of Hate crime

Category of Bias for crime reported in 2022

<b>Criminal Offense</b>	<b>Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft (Not including theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

### Occurrences of Hate crime

Category of Bias for crime reported in 2021

<b>Criminal Offense</b>	<b>Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft (Not including theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

### Hate Crimes - On-campus Student Housing Facilities

For the criminal offenses listed below, first enter the total number of [Hate Crimes](#) that were reported to have occurred in [On-Campus Student Housing Facilities](#). Then break down each total by category of bias (e.g., race, religion).

#### Occurrences of Hate crimes 2023

Category of Bias for crimes reported in 2023

#### Criminal Offense

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft (Not including theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

**Occurrences of Hate crimes 2022**  
**Category of Bias for crimes reported in 2022**

Criminal offense

<b>Criminal Offense</b>	<b>Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft (Not including theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

**Occurrences of Hate crimes 2021**  
**Category of Bias for crimes reported in 2021**  
**Criminal offense**

<b>Criminal Offense</b>	<b>Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft (Not including theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

### Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of [Hate Crimes](#) that were reported to have occurred on [Public Property](#). Then break down each total by category of bias (e.g., race, religion).

<b>Criminal Offense</b>	<b>Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor Vehicle Theft (Not including theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny-Theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0



j. Motor Vehicle Theft (Not including theft from a motor vehicle)

0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0

k. Arson

l. Simple Assault

m. Larceny-Theft

n. Intimidation

o. Destruction/Damage/  
Vandalism of Property

**VAWA Offenses - On Campus**

For each of the following crimes, enter the number reported to have occurred [On Campus](#).

Total Occurrences on Campus

Crime	2021	2022	2023
a. Domestic Violence.	1	0	1
b. Dating Violence	0	0	0
c. Stalking	1	2	2

**VAWA Offenses - On-campus Student Housing Facilities**

For each of the following crimes, enter the number reported to have occurred in [On-campus Student Housing Facilities](#).

Total Occurrences on Campus Student Housing Facilities

Crime	2021	2022	2023
a. Domestic Violence.	1	0	1
b. Dating Violence	0	0	0
c. Stalking	0	0	1

### VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on [Public Property](#).

#### Total Occurrences on Public Property

Crime	2021	2022	2023
a. Domestic Violence.	3	8	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

### Arrests - On campus

Enter the number of [Arrests](#) for each of the following crimes that occurred [On Campus](#).

#### Number of Arrests

Crime	2021	2022	2023
a. Weapons: carrying, possessing, etc.	4	0	1
b. Drug abuse violations	10	0	0
c. Liquor law violations	0	0	0

### Arrests – On-Campus Student Housing Facilities

Of those [Arrests](#) for crimes that occurred [On Campus](#), enter the number of crimes that occurred in [On-campus Student Housing Facilities](#) for each of the following categories.

#### Number of Arrests

Crime	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	1
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

### Arrests - Public Property

Enter the number of [Arrests](#) for each of the following crimes that occurred on [Public Property](#).

Number of Arrests

Crime	2021	2022	2023
a. Weapons: carrying, possessing, etc.	4	0	0
b. Drug abuse violations	10	2	0
c. Liquor law violations	0	0	0

### Disciplinary Actions - On Campus

Enter the number of persons [referred for disciplinary action](#) for crimes that occurred [On Campus](#) for each of the following categories.

Number of persons referred for Disciplinary Action

Crime	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	3	1	0
c. Liquor law violations	0	0	0

### Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons [referred for disciplinary action](#) for crimes that occurred in [On-campus Student Housing Facilities](#) for each of the following categories.

Number of persons referred for Disciplinary Action

Crime	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	2	1	0
c. Liquor law violations	0	0	0

### Disciplinary Actions - Public Property

Enter the number of persons [referred for disciplinary action](#) for crimes that occurred on [Public Property](#) for each of the following categories.

Number of persons referred for Disciplinary Action

Crime	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

### Unfounded Crimes

Of those crimes that occurred [On Campus](#), in [On-campus Student Housing Facilities](#), on or in [Non-campus](#) property or buildings, and on [Public Property](#), enter the number of crimes that were unfounded.

Number

	2021	2022	2023
a. Total unfounded crimes	4	4	0

### Fires – Summary

Name of Facility	2021			2022			2023			
	Fire	Fire	Injuries	Deaths	Fire	Injuries	Deaths	Fire	Injuries	Deaths
Muir Heights	0	0	0	0	1	0	0	0	0	0
Centennial Hall	0	0	0	0	0	0	0	0	0	0
Mustang Village	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	1	0	0	0	0	0

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998” commonly referred to as the “Clery Act”, requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community.

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, enrolled students are entitled to request and receive a copy of the Security Report for the Western New Mexico University campus. The report includes statistics for the past three years concerning crimes and incidents (whether they occurred on campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus) report to the University Police Department. The report also provides campus policies and practices concerning security—how to report sexual assault and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims’ assistance programs, student discipline, campus resources and other matters.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires that crime statistics to be shown by the following geographic categories:

- On Campus Property – any building or property owned or controlled by the University within the same reasonably contiguous geographic area of the University and used by the University in direct support or related to the University’s educational purposes, and property within the same reasonable contiguous geographic area of the university that is owned by the University but controlled by another person, and which is used by students and supports institutional purposes.
- Non Campus Property - any building or property owned or controlled by a student organization that is officially recognized by the University, and any building or property owned or controlled by the University that is used in direct support of, or in relation to the University’s educational purposed, is frequently used by students, and is not within the same reasonably contiguous area of the University.
- Public Property - all public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent to and accessible from the campus.

## **FIRE SAFETY REPORT**

In accordance with the Higher Education Opportunity Act of 2008, WNMU is providing mandatory fire safety information as part of this Annual Report.

WNMU’s Office of Housing and Residence Life maintains information on reports of fires and fire alarms in University-owned residential halls. Reports for other university buildings are maintained on file in the Venue and Event Management office.

Inspections are conducted annually. The 2024 inspection is scheduled for November. The original documents are kept on file in the Venue and Event Management office. Findings are reported to the Facilities Maintenance department head. WNMU is required to conduct fire drills once a month in the following areas: Fine Arts Center Theatre, Light Hall Theater, and the GRC Auditorium. Additionally, once a year it is required to drop the fire curtain in the Fine Arts Center Theatre in the Fire Marshal’s presence to ensure compliance.

## **Residence Halls and Apartments Fire Safety Policies and Rules**

Students who live in WNMU residence halls and apartments are part of an academic community that has in place community standards to promote the well-being of all residents. The community standards include rules for fire safety, some of which are explained below.

Smoking: Smoking is not permitted anywhere in the residence halls and apartments. WNMU is a tobacco-free campus and smoking is prohibited in all University property except for a number of specifically designated outdoor areas.

Open flames: Open flames are prohibited in the residence halls and apartments. Students are not allowed to burn or possess candles, incense (**some religious exemptions apply**), kerosene lamps, lighter fluid, propane or charcoal in their rooms.

Cooking and electrical appliances: Residence hall and apartment students may bring and use in their rooms a microwave (800 watts or less), hot pot, coffee maker, rice cooker, air fryers, hot air popcorn popper, toaster ovens with timers. Appliances with an **open heating element and do not have a shut off timer (e.g. hotplates, George Foreman Grills, open flame stoves, or portable stove tops) are prohibited**. Possession of unauthorized cooking or heating appliances may result in disciplinary action, including imposition of a fine if use damages the room or apartment. Halogen lamps are prohibited in residence halls and apartments **due to the fire hazard risk**.

The Residence Life Handbook requires that all electrical appliances, cords and products be listed with National standards. The Guide also requires that all equipment be maintained in excellent working condition. Overloading electrical outlets is prohibited and only approved surge protective/circuit breakers are permitted.

Residents should report all fires or other emergencies to the 24-hour **Resident Assistant On-Call**. Residents may also report a fire directly to the fire department by calling 911. The Resident Assistant On-Call is staffed on a 24-hour basis to respond to emergencies. Residence hall/apartments conduct **four fire drills** monthly fire drills each academic year. When a fire alarm sounds in the event of a fire drill or an actual fire, residents must follow established building evacuation procedures as follows:

- All residents and guests are required to exit the building.
- Close all room windows and open draperies.
- Grab a blanket or towel to prevent smoke inhalation.
- Leave room as quickly as possible and proceed to designated exit.
- Leave ceiling lights in room on
- Lock your door and take your room key with you.
- Don't go out through emergency exits, unless it is truly an emergency or fire.
- Once you are outside of the building move at least 100 feet away from the building to your designated safe area and stay until a signal to return is given by a residence hall staff member.
- Stay clear of fire lanes and hydrants.
- Do not remove or alter electrical fixtures or hardware.

WNMU strives to educate residential students about fire safety. Resident Assistants (student staff who live in each residence hall and apartment complex) attend training provided by WNMU's Campus Police on responding to emergency situations, including fires. The training includes how to evacuate the halls and use of the fire extinguishers located in residence halls and apartments. All students living in residence halls and apartments attend mandatory meetings each semester with their Resident Advisors to review fire safety materials and Resident Advisors discuss fire evacuation plans for their specific residence halls.

Western New Mexico University Campus Safety Department continually evaluates the need for improvements in all aspects of the campus fire safety program. It is the intent of this department to provide an environment that addresses the issues of fire and life safety for students, visitors, volunteers, faculty and staff. To that end, Campus Safety plans to implement the following fire safety initiatives:

- Provide timely, consistent, and effective inspections and testing of building Fire Alarm and Fire Suppression Systems by establishing procedures for conducting and documentation of the required inspections and testing.
- Ensure that all WNMU on/off campus buildings have current and accurate evacuation maps, by conducting onsite verification of building lay-out and fire system components, annually and after remodels that alter building layouts.
- Update the New Employee Orientation Campus Safety presentation on an ongoing basis to ensure that new employees are aware of fire safety measures.
- Provide fire safety information at Welcome Back Days and all staff convocations.

- Coordinate with first responder agencies in the vicinity of branch and satellite campuses to ensure that fire safety issues are addressed.
- Continue to submit the annual fire safety capital report to the Board of Regents
- Improve and streamline the collection and retention of data and statistics on fire-related incidents, to respond to Cleary Act requirements.
- Continue to assist with the loss prevention and control inspections by conducting inspections and submitting reports in a timely manner to the Venue and Event Management Office.
- Continue to provide fire safety support to Special Events.
- Provide fire extinguisher training to different stakeholders throughout campus.
- Organize and implement fire drills for all buildings to ensure that designated evacuation procedures are being followed, including: timely and complete evacuation, following the correct route to the designated muster point
- Closely monitor the fire safety vendors to ensure that inspections and services are conducted in an appropriate, efficient and regularly scheduled basis
- Continually update information to ensure that current fire safety information is available to the WNMU community.
- Actively review remodel and new construction plans to ensure compliance with fire code.

## **IN CASE OF FIRE EMERGENCY**

### **Fire Policy**

#### **PURPOSE**

A fire policy has been developed to protect and preserve the components that make up the campus of Western New Mexico University (WNMU). The primary and main component is the health, safety, and welfare of the students, faculty, staff, and visitors. The second component is the protection of the assets of WNMU which consists of facilities, equipment, and personal property of the first component. The policy is also meant to protect the first and second responders that must address any crisis on campus.

#### **SCOPE**

This policy applies to all people that attend and utilize the WNMU campus. It is the responsibility of the students, faculty, and staff to be knowledgeable of this policy and inform visitors of the requirements of this policy.

This policy describes how WNMU has intended to protect and preserve the assets on campus that belong to the State of New Mexico taxpayers and the assets of the people that occupy the campus.

#### **REFERENCES**

International Building Code

International Fire Code

New Mexico Administrative Code

National Fire Protection Association

#### **DEFINITIONS**

**Term:** CDC

**Definition:** WNMU's Child Development Center. The CDC has its own fire policy that has been set up and approved by the State of New Mexico and local fire department. Where the CDC fire policy and the WNMU fire policy conflict, the most stringent applies.

**Term:** IBC

**Definition:** International Building Code. Current addition adopted by the State of New Mexico Regulations and Licensing Department, Constructions Industries Division.

**Term:** IFC

**Definition:** International Fire Code. Current addition adopted by the State of New Mexico Fire Marshal and Town of Silver City Fire Department.

**Term:** NMAC

**Definition:** New Mexico Administrative Code, which can be found <http://164.64.110.239/nmac/>. NMAC includes the State of New Mexico's adopted amendments to the IBC and IFC.

**Term:** NFPA

**Definition:** National Fire Protection Association. Current addition of codes and standards.

**Term:** SCFD

**Definition:** Silver City Fire Department. The department having jurisdiction from the State of New Mexico for the fire enforcement of the WNMU campus.

## GENERAL FIRE POLICIES

### EMERGENCY RESPONSE

In the event of an emergency:

A - **Alert** others in the area

R - **Rescue** anyone in need, if it is possible to do so without endangering yourself

A - **Activate** the fire alarm system, using a fire pull station

C - **Close** doors as you exit the fire area

E - **Evacuate** to a safe area (Use the stairs. DO NOT use the elevators!)

Report the following to the 911 operator:

Your Name

Your phone number

The type of emergency

The exact location of the emergency (building and room number or area)

Where you will meet the emergency personnel

DO NOT HANG---UP until the dispatcher does

If using a cell phone, after calling 911, please call the Facilities Department. Please place the following numbers in your cell phone:

Main Office: (575) 538-6470 – call between 8 am and 5 pm

On-Call: (575) 538-1770 – call after 5 pm and before 8 am

**USE OF FIRE EXTINGUISHERS:** Fighting fires is always a difficult decision. Extinguishers are intended to be used immediately, before the fire becomes larger. **EVEN SMALL FIRES ARE DANGEROUS!** Fight small fires with the proper extinguisher **ONLY IF YOU ARE TRAINED TO DO SO AND YOU HAVE AN ESCAPE PATH.**

## **WNMU FIRE POLICY**

Training for the use of fire extinguishers shall be conducted only by SCFD or certified instructor.

### **EMERGENCY EVACUATION**

All Faculty and Staff shall make themselves aware of the evacuation plan in each building and exit routes from every area of the building. Purpose of this is so that consistent users of a facility may assist those that visit the building or need assistance in exiting the building.

Building Supervisors and alternate designees shall familiarize themselves with the building evacuation site plan to know the different assembly points per the attached plans at the end of this policy.

- CDC plan shall follow their approved evacuation plan.

ALL personnel are to exit the building to a minimum distance of 50 feet from any portion of the building. The designated assembly points have been developed with SCFD to be at the required distance, while also not conflicting with the SCFD vehicles responding to the call.

- Rules of Thumb for Distance: City Streets around WNMU's campus are at least 40 feet wide. Moving to the opposite side of a street from a building as soon as possible will help in providing a minimal safe distance.
- Stay clear of fire lanes and hydrants.

No one is to reenter a facility unless given the all clear by the SCFD and/or Campus Police

### **EMERGENCY EVACUATION DRILLS [FIRE DRILLS]**

The IFC requires that education facilities conduct EMERGENCY EVACUATION drills periodically through the year. The Facilities Department will conduct these fire drills during the year. ALL people are to participate and evacuate the facilities, with no exceptions.

No one shall be prevented from evacuating the building during an alarm, and persons who evacuate during an alarm condition shall not be disciplined nor subjected to any harassment.

Building Supervisors will be notified when there will be a fire drill, but they are not to notify anyone else as to when the drill will occur. The purpose of the drill is to not distinguish between the drill and actual fire.

- All academic and office buildings: Annually, during a semester within the first 2 weeks of classes so as to not disrupt. This will allow faculty and staff to know the location to evacuate. [IFC Table 405.2]. Drills will be performed at different times to avoid distinction between drills and actual fires.
- Student Housing: Within the first 10 days of beginning classes and at least once more during the semester (but not during closed or finals week) a drill shall be conducted at each housing facility. Drills shall be conducted at different hours of the day or evening to avoid distinction between drills and actual fires. One required drill shall be held during hours after sunset or before sunrise. [IFC 403.10.2.1 & Table 405.2]
- Child Development Center: Fire drills shall be conducted per current schedule and coordinated with the Facilities Department.
- SCFD and Campus Police will be notified as to when drills will occur. Depending on their schedule, either both or one of them shall attend and conduct the drill.

If SCFD and/or Campus Police are not able to attend, either the AVP of Facilities or the Director of Facilities & Maintenance will conduct the drill.

It is illegal to not participate in a fire drill. SCFD and/or Campus Police will walk through buildings to assure that all have evacuated. If people have not evacuated, they may be cited, fined, and/or subject to judicial action.

Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required evacuation drill. [LFC 401.7]

No one is to reenter a facility unless given the all clear by the SCFD and/or Campus Police. In the event of a fire drill where the SCFD or Campus Police did not attend, then the AVP of Facilities or the Director of Facilities and Maintenance may give the all clear.

## **CORRECTIVE ACTIONS**

It is the authority and responsibility of the WNMU Facilities Department to examine and take corrective actions to enforce this fire policy. Corrective actions will include:

- Notify the person of the violation.
- Correct the violation within 24 hours. If the person does not correct the violation at the end of that time; then the person's housing director, supervisor and/or respective Vice President will be notified of the violation.
- Notify the SCFD of continuing infractions. SCFD will take appropriate action which may include citation, fines, and/or judicial actions.

If there are any questions regarding this policy or compliance to this policy, please feel free to contact the Assistant Vice President of Facilities at (575) 538-6470.

SCFD makes annual inspections of all facilities. Inspections are coordinated with the WNMU Facilities' Venue and Events Department. SCFD is not required to provide prior notice as to when inspections will occur.

## **GENERAL FACILITIES**

### **Interior Decorations**

- Combustible decorations shall be limited to ten percent (10%) of the surface area for room side wall or hanging from the ceiling that are on an exit route wall. [IFC 807] Exit route walls and ceilings shall not have combustible decorations.
  - Exception: Department provided display boards are to be installed by the Facilities Department. Display board specifications are to be reviewed and approved by the Facilities Department prior to purchase.
  - Exception: Decorations that are non-flammable such as metal art, ceramic art, or picture in frame with glass fronts shall not be more than 50% of wall surface. Decorations in exit paths shall not project more than 4" from wall to meet IBC accessibility and exiting requirements. [IBC 1025.2.5]
  - Exception: Walls and ceilings not adjacent to an exit route shall not have more than 25% combustible decorative material of wall area.

Clarification: Fabric decorations, such as curtains, draperies, fabric hangings, or similar combustible materials must be treated or manufactured with an approved fire-retardant. Documentation must be presented to the Facilities Department for review and approval prior to application.

## **Holiday Decorations**

- **DISPLAYS:** Displays should be compact. Garlands, streamers or displays that extend down a hallway cannot be used because of their potential to spread fire and impede egress. Displays may not impact the automatic fire detection/notification or sprinkler systems. It is strongly suggested that these displays be confined to office areas. (Laboratories should not contain displays.)

Combustible decorations and electrical wiring shall not be hung in locations where it could drop in egress pathways. This could cause entanglement, and potentially limit rapid escape. Long strings of material should not be draped down corridors, where it could easily spread fire from one area to another.

- **ELECTRIC LIGHTS:** Light strings should carry a UL or FM approval tag. Use of miniature electric lights or LED is encouraged since they are both cool and energy efficient. All holiday display electric lighting must be turned off or disconnected when the area is unoccupied.
- **TREES:** Artificial trees made of fire-retardant materials having Underwriter's Laboratory (UL) or Factory Mutual (FM) approval ratings are allowed. NO natural trees, wreaths, boughs, pinecones, or other decorations constructed from the branches of natural trees may be used. Metallic trees may create electrical hazards when placed in close proximity to electrical apparatus; therefore, the use of electric lights on metallic trees is prohibited.
- Candles or other open-flame sources are not allowed. Decorative candles shall have their wicks clipped or removed to discourage lighting.
- An ABC-rated fire extinguisher should be accessible within 50 feet of the display. The majority of fire extinguishers on campus are ABC type.
- Exit routes must always be kept free of obstructions.

## **FIRE and GENERAL DOORS**

All exit route doors are fire doors and no decorations, at all, shall be attached to doors.

- Room name, room number, department name, and/or occupant name shall be installed per WNMU standards.
- No decorations may be attached to any door due to fire and maintenance issues.
  - Exception: Door decorating contests shall be permitted as long as non-flammable and/or fire treated fabric is utilized and are taken down within 5 business days after the holiday. No paper products are allowed.
- Fire doors shall not be propped to stay open.
- If there is a question about if a door is fire door, please contact the Facilities Department for clarification.

## **FIRE ALARMS and SMOKE DETECTORS**

- Fire alarms, smoke detectors, light-strobes, and automatic fire suppression system shall not be disabled or altered in any manner. Doing so will result in fines and
- judicial action will be taken.
- Tampering with any part of the fire system is considered to prevent people from evacuating the facility and endangering lives.
- The fire alarm and fire suppression system are to be tested annually by certified and bonded contractor.

## **APPLIANCES**

The most common cause of unwanted fire alarms on campuses involve appliances that are not attended. Fire detectors will detect smoke, even without flames therefore, smoldering of any material can result in the fire department responding and evacuation of the building. Smoke detectors give occupants early warning, however WNMU does not want nuisance alarms, or actual fires, because of burned food.

- False alarms may result in fines by SCFD. Any fines from false alarms shall be charged to WNMU and then

assessed to the offender.

- All appliances are to be utilized only in breakrooms. The following appliances are not permitted on campus, even in breakrooms:
  - Toaster ovens larger than 9" deep interior oven area. Oven must have an automatic timer no greater than 60 minutes with automatic shut-off
  - Tabletop grills.
  - Hot plates.
  - Units with visible heating elements such as, but not limited to: tabletop grills, griddles, George Foreman grills, etc.
  - Vertical style toasters are permitted as long as crumbs are removed after each usage.
  - Units that use or create hot oil.
  - Irons.
- No appliances shall be allowed in personal offices or workspace, with the exception of single serve coffee makers or max 8 cup coffee pots that have an automatic shut off at 120-minute maximum.

## HEATING UNITS

The most common cause of fires on campuses involve heating units that are not attended. Fire detectors will detect smoke even without flames therefore, smoldering of any material can result in the fire department responding and evacuation of the building. Smoke detectors give occupants early warning, however WNMU does not want nuisance alarms, or actual fires, because of overheating of other materials.

False alarms may result in fines by SCFD. Any fines from false alarms shall be charged to WNMU and then assessed to the offender.

All heating units must have someone in attendance while the unit is in operation. Heating units include, but not limited to:

- Microwave ovens
- Ovens
- Popcorn poppers
- Portable heaters
- Laboratory heating units
- Bunsen burners

Portable heating units must meet the following requirements:

Prior to buying a space heater, the occupant has contacted the Facilities Department to check the heating system. The area may only need an adjustment of the heating/cooling units.

- Electrical space heaters with water/oil fluid enclosed elements or "radiant" heaters are allowed if they meet the other guidelines in this document.
- Ensure that there is adequate space from combustible materials around the heater, per the manufacturer's instructions.
- Heaters are not to be placed in areas in which flammable or explosive vapors could be found.
- Heater units should be standard voltage (110 v), and the heater cannot be rated for more than 1500 watts.
- The heater must be Underwriter's Laboratory (UL), Factory Mutual (FM) or equivalent listed. (Note that this is to be marked on the heater)
- The heater must have integral temperature control.
- Unit shall have over-temperature shut-off and tip-over shut-off.
- All heater controls, including "Power On" and "Power Off" must be clearly and permanently marked.
- "Power On" and "Power Off" must be illuminated for reading from the entrance to the space and turned to the entrance.

- Plug the heater directly into an electrical outlet. DO NOT USE POWER STRIPS OR EXTENSION CORDS.
- Occupants are not allowed to leave a unit until the unit is shut off and the unit is cool to the touch.

## SMOKING

Smoking is not permitted on the WNMU campus except in designated areas, a minimum of 25 feet from any entrance. Butts shall be disposed of in appropriate disposal in the designated smoking areas per the smoking policy.

- Do not dispose of ash or butts in trash receptacles.

## OPEN FLAME

Open flames are prohibited in all facilities. No student, faculty, staff, or visitor shall be allowed to burn or possess candles, incense, kerosene lamps, lighter fluid, propane or charcoal inside a facility.

- Decorative candles shall have wicks trimmed or removed so that the candle may not be lit.
- Candle warmers are permitted as long as they are set on tables and back from the edge.
- Barbeques are prohibited on campus except in the following places upon request from and approval by the Venue and Events Department:
  - PE Complex Patio
  - Old James Stadium
  - Football field (Altamirano Stadium)
  - Hunter Hall Plaza
  - Light Hall Patio
- A fire extinguisher shall be kept within 50 feet.
- Extinguisher to be rented from the Facilities Department with a refundable cash deposit of \$50 for each extinguisher, if not discharged. The renter will have deposit.
- returned if extinguisher is discharged to prevent the spread of fire as determined by the SFCF.
- Open flame campfires are not permitted anywhere on campus.
- Portable fire pits are permitted in the same designated areas as barbeques with approval of the Facilities Department.
- A fire extinguisher shall be kept within 50 feet (to be provided by the Facilities Department with a refundable deposit of \$50 for each extinguisher)

**APPROVAL:** Only a Faculty or Staff sponsor may request and receive approval for barbeque or portable fire pit functions. Requests shall be made to the Venue and Events Department stating in the request:

- The sponsor's name and that they will be in attendance the entire time of the event is required.
- That the event is a WNMU function and how the function promotes WNMU (functions that do not promote WNMU are subject to rental fees)
- How finished surfaces will be protected from food drippings and how food remains will be disposed. Trash is not to be left in or around facilities.
- Type of grill or fire pit that will be utilized. Units shall be UL or FM listed.
- Plans on disposal of charcoal or wood ashes if used.
- The Facilities Department and Venue and Events Department are willing to work with sponsor to coordinate event and the function of the above items.
- Bonfires are to be only a University Administrative event and require:
  - Scheduling through the Venue and Events Department
  - Permitting from SFCF
  - SFCF attendance at the event

## **STUDENT HOUSING FIRE POLICY RESPONSIBILITY**

Students staying in WNMU housing are required to be familiar and comply with this Section and Sections 1 through 7 of this Fire Policy

### **EMERGENCY EVACUATION and EVACUATION DRILLS (FIRE DRILLS)**

In addition to the items mentioned above the following shall apply:

- In the event of an alarm during a drill or actual fire, Housing Directors (HD) and/or Resident Assistants (RA) will go past the suite doors, pound, and shout to evacuate. HDs and RAs SHALL NOT enter the suites due to danger of fire on the other side of the door and potential danger to themselves.
- It is illegal to not participate in a fire drill. SCFD and/or Campus Police will walk through buildings to assure that all have evacuated. If people have not evacuated, they may be cited, fined, and/or subject to judicial action.
- Windows are the alternative exit from housing bedrooms. Do not utilize this exit during fire drills.

### **APPLIANCES**

All appliances are to be utilized only in the suite commons area or kitchen in Muir Heights. The following are acceptable appliances:

- Microwave ovens
- Hot air popcorn poppers
- Vertical style toasters with adequate space around and as long as crumbs are removed after each usage.
- Hot Pot – must have an automatic shut off for a time no longer than 2 hours.
- Coffee maker, single serving preferred.
  - If a coffee maker for multiple servings is used, then it must have an automatic shut off for a time no longer than 2 hours.
- Rice cooker
- 2.0 quart or smaller slow cooker (leftovers are not allowed to be dumped down any drains or toilets. If Facilities
- APPROVAL: Only a Faculty or Staff sponsor may request and receive approval for barbeque or portable fire responds to more than one stopped drain a semester, then
  - resident will be charged.
- The following appliances are not permitted in or around housing:
  - Units with visible heating elements such as, but not limited to: tabletop grills, griddles, George Foreman grills, etc.
  - Toaster ovens
  - Slow cooker larger than 2.0 quarts
  - Tabletop grills – propane or charcoal
  - Popcorn poppers that use cooking oil
  - Hot plates
  - Units that use or create hot oil
  - Halogen lamps
  - Portable heaters
  - Portable ranges

Possession of unauthorized cooking or heating appliances will result in disciplinary action, including imposition of a fine if use damages the room or apartment.

### **ELECTRICAL REQUIREMENTS**

- All electrical appliances, cords and products must have an Underwriter's Laboratory (UL) or Factory Mutual (FM) label are permitted.
- All equipment is to be maintained in excellent working condition.
- Overloading electrical outlets is prohibited and only approved surge protective/circuit breakers are permitted.

## **SMOKING**

- Smoking is not permitted anywhere in the residence halls and apartments.
- WNMU is a tobacco free campus and smoking is prohibited in all University property except for a number of specifically designated outdoor areas.
- Designated areas are a minimum of 25 feet from any entrance. Butts shall be disposed of in appropriate disposal at designated smoking areas.
- Do not dispose of ash or butts in trash receptacles.

## **REPORTING**

- Residents are required to report all fires or other emergencies, large or small, to the Campus Police at (575) 538-6231.
- In Case of a major emergency, DIAL 911 immediately.

## **Residence Hall Fire Drills**

### **MEMO**

Dear Western New Mexico University Residential Students,

Housing and Residence Life will be conducting a practice fire drill during the week of August (dates vary).

### **Procedures**

#### Fire Drill

- Facilities will set the fire drill and the RAs will proceed to knock on all of their resident's doors making sure residents leave the building.
- The HD will stand in the lobby or parking lot and direct the residents to where they need to go.
  - Residents of Centennial will need to proceed to the Ritch Hall Parking lot.
  - Residents of Mustang Village need to proceed to the parking lot adjacent to Mustang C
- After the RAs have knocked at every room and after all residents have cleared the area, Facilities will stop the drill and the Fire Department will give the clear for the residents to return to buildings.
- The HD logs the drill in his/her personal log which is kept in their building or in a file on their computer.

### **Expectations**

It is expected that all students who are present in the building at the time of drill leaves the building at the sound of the alarm in a calm manner. The Residential Life staff will be available to assist students. It is also expected that all students stay in the waiting area designated by Housing staff so that RAs can take roll and until the Fire Department has given a clear.

### **Consequences**

It is unlawful for a student to remain inside a building even during a fire. If a student stays in the room during a drill the fire department will cite the university and the student could be charged with a fine and/or termination from WNMU and/or Housing and Residence Life.

We thank you for your cooperation and time. If at any point you have questions or need further clarification, please contact your Hall Director via email at [housing@wnmu.edu](mailto:housing@wnmu.edu).

The process for this is:

- Mustang Village Hall Director/Resident Assistants hold practice drills 2 times per semester.
- Maintenance meets the Residential Life Staff at Mustang Village
- Maintenance sound the alarms for each building
- Resident Assistants are required to go door to door of their building to advise students to leave their rooms.
- Hall Director is in parking lot to advise students of where to wait for the area to be cleared.

(Chart A)

<u>Date Notice Posted</u>	<u>Date of Drill</u>	<u>Time</u>	<u>MVAN</u>	<u>MVAS</u>	<u>MVB</u>	<u>MVC</u>
Aug. 20	Aug. 27	2021	!	!	!	!
Aug.22	Aug. 29	2000	100% Evacuated	100% Evacuated	100% Evacuated	100% Evacuated
<u>Date Notice Posted</u>	<u>Date of Drill</u>	<u>Time</u>	<u>Cent A100</u>	<u>Cent A200</u>	<u>Cent B100</u>	<u>Cent B200</u>
Aug. 20	Aug. 27	2021	100% Evacuated	100% Evacuated	100% Evacuated	100% Evacuated
Aug. 22	Aug. 29	1900	100% Evacuated	100% Evacuated	100% Evacuated	100% Evacuated
<u>Date Notice Posted</u>	<u>Date of Drill</u>	<u>Time</u>	<u>Housing Staff</u>	<u>Facilities</u>	<u>Fire Department</u>	
Aug. 20	Aug. 27	2021	Clearing out the building	Taking Notes	Are not present	

- If the alarm is just sounding at MVAN, MVAS, or B, students move to parking lot C.
- If the alarm is just sounding at MVC, students move to parking lot A
- If the alarms are sounding in all of Mustang Village, students move to Eckles parking.
- Once alarm has sound, building is evacuated, and drill has been completed, Maintenance turns off alarms, students are permitted to return to buildings, and drill is recorded.

To date, drills have been conducted at Mustang Village and Centennial Hall on August 27, 2024, at 8:00 p.m., with another drill on August 29 which was conducted at 10:00 a.m.

This log is (shown in Chart A) is found on the Housing Resident Life website under Resident Information.

### Residence Hall Safety Checks

The Resident Assistants at Mustang Village are required to conduct room safety checks monthly. The process for this is as follows:

- Resident Assistants are not required, but encouraged to give a 24-hour notice to their residents before conducting search.
- The Resident Assistants have master swipe access into rooms, so they enter the room

- The Resident Assistants are advised to check the common room and all bedrooms for any damages and/or illegal/non-permitted items in the halls.
- The Resident Assistants are also advised to socialize with residents to report any issues that they may be unaware of.
- The Resident Assistants should then document any damages or incidents that are found.
- This can be done in a number of ways:
- By notifying the Hall Director of damages that need to be accounted for
- By completing an incident report on the WNMU Housing page: <https://form.jotform.com/232496023475054>
- By completing a maintenance request for anything that is not working in the residential hall:

(Chart B)

This log (shown in Chart B) is found in Housing Resident Life JotForm account and is maintained by Housing Staff.

(Chart C)

Safety Check Violation			
Unauthorized Extension Cord	Prohibited cooking items	Firearms	Illegal Pet
Lava Lamp	Propped Door	Drug Paraphernalia	Excessive Trash
Blocked Pathways	Tampered/ Blocked Fire Safety Devices	Alcohol in Restricted Area	Unclean Living Space
Candles/ Incense	Weapon(s)	Alcohol Paraphernalia	Items Hanging From Ceiling

Unauthorized outlet extender	Unlocked door	Drugs	
Other:			

The above chart (Chart C) is the paper copy of a violation that is left in the students' room when a safety violation is discovered.

### **Residence Hall Safety Procedures**

All Resident Assistants at Mustang Village have provided every suite with a packet directly from the student handbook (pages 4-7) to assist them in emergency response.

## **DRUG AND ALCOLHOL POLICY**

### **Introduction**

The Western New Mexico University Alcohol and Other Drug policy, like other standards of conduct applicable to the university community, is intended to further the educational mission of the university, to foster the development of responsible and mature social interaction in an institution of higher education, and to promote the health and safety of individuals. Each member of the community is responsible for his or her own actions and is expected to respect the rights of others to abstain from the use of alcohol and other drugs. The alcohol and other drug policies, with their emphasis on individual and shared responsibility, healthy and informed decision making, and maintaining a caring environment, are adopted in this spirit.

The Drug-Free Schools and Campuses Regulations (EDGAR Part 86) require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees" both on the institution's premises and as part of any of its activities. According to the Part 86 regulations, if an IHE fails to submit the necessary certification when requested to do so or violates its certification, the Secretary of Education may terminate all forms of financial assistance whether from the Dept. of Education or other federal agencies (34 CFR Section 86.1 and 20. USC &1145g.).

The Drug-Free Schools and Campuses Regulations also require IHEs to conduct a biennial review of the AOD (alcohol and other drugs) programs and policies to determine program effectiveness and consistency of policy enforcement and to implement any changes needed to either.

This legislation directs Western New Mexico University to maintain a written policy on alcohol and other drugs and to maintain a process that ensures policy distribution to all students, faculty, and staff. The written policy must enumerate federal, state and/or local sanctions for unlawful possession or distribution of illicit drugs and alcohol, describe health risk associated with alcohol abuse or illicit drug use, describe University drug and alcohol programs available for students and employees, and specify disciplinary sanctions imposed on students and employees for policy violations. Also, the University is required to conduct biennial reviews to assess the effectiveness of its alcohol and drug prevention programs.

This purpose of this biennial review is to do the following:

- Assess the effectiveness of WNMU's Drug and Alcohol Abuse Prevention Program.
- Evaluate the consistency of sanctions imposed for violations of disciplinary standards and codes of conduct related to drugs and alcohol.
- Identify areas requiring improvement or modification.
- Produce a report of biennial review findings.

## **Student Handbook Policies related to Alcohol and Other Drugs**

The Western New Mexico University Alcohol and Other Drug policies, like other standards of conduct applicable to the university community, is intended to further the educational mission of the university, to foster the development of responsible and mature social interaction in an institution of higher education, and to promote the health and safety of individuals. Each member of the community is responsible for his or her own actions and is expected to respect the rights of others to abstain from the use of alcohol and other drugs. The alcohol and other drug policies, with their emphasis on individual and shared responsibility, healthy and informed decision making, and maintaining a caring environment, are adopted in this spirit.

### **General Rules Governing the Use of Alcohol and Other Drugs**

New Mexico State Law and Western New Mexico University prohibit the possession and/or consumption of alcoholic beverages by persons under the age of twenty-one (21) on property owned or controlled by the university or as part of any university activity.

The university permits the lawful keeping and consumption, in moderation, of alcoholic beverages on its property or property under its control by persons of legal drinking age (21 years or older). Starting Fall 2023 alcoholic beverages will be allowed in all Housing facilities, and to other designated areas but only when approved by the President of the university and as subject to the laws of the State of New Mexico. Our goal will be to teach responsibility of a legal substance. Simple rules like:

- Alcohol must be stored securely and out of site.
- The 21-year-old is responsible for the alcohol and must follow all laws and regulations associated with it.
- As per statute, no serving alcohol to an underage person.
- No gatherings of more than 10 people may be held when alcohol is present.

In compliance with the Drug-Free Schools and Communities Act of 1989, the university is committed to provide and maintain a safe and healthy workplace for learning and work. Alcohol and other drugs abuse will not be tolerated.

All members of the university community are expected to abide by state and federal laws pertaining to controlled substances and illicit drugs. Standards of conduct strictly prohibit the unlawful manufacture, distribution, possession, or use of controlled substances or illicit drugs on the university property, and at university-sponsored activities.

### **Health Risks**

Alcohol and other drug abuse can cause many health-related problems. Approximately 150,000 deaths annually are directly related to alcohol abuse and/or alcoholism. Alcohol abuse can lead to alcoholism, premature death through overdose, and complications involving the brain, liver, heart, and many other body organs. Alcohol abuse is a prime contributor to suicide, homicide, motor vehicle deaths, and other so-called accidental causes of death.

Alcohol abuse interferes with psychological functions, causes interpersonal difficulties, and is involved in most cases of child abuse. Alcohol abuse also disrupts occupational effectiveness and causes legal and financial problems. Alcohol used in any amount by a pregnant woman can cause birth defects.

The abuse of illicit drugs can result in a wide variety of health problems. In general, illicit drug use can result in drug

addiction, death by overdose, and death from withdrawal, seizure, heart problems, infections (HIV/AIDS), liver disease, and chronic brain dysfunction. Other problems associated with illicit drug use include psychological dysfunctions such as memory loss, thought disorders (hallucinations, paranoia, psychosis), and psychological dependency. Additional effects include occupational, social, and family problems as well as a reduction in motivation.

Western New Mexico University offers the campus community a variety of programs and activities that promote healthy lifestyles and substance-free alternatives. Additionally, students who need individual assistance such as personal counseling, alcohol and other drug recovery support can use the services of WNMU's Mental Health Therapist and Hidalgo Medical Services (HMS). The Mental Health Therapist or his/her designee can also provide resources to our students.

### **Alcohol Poisoning**

Symptoms of alcohol poisoning, and actions that should be taken immediately:

- Person is unconscious or semiconscious and cannot be awakened.
- Cold, clammy, pale or bluish skin.
- Breathing is slow, less than eight times per minute, or irregular, with ten seconds or more between breaths.
- Vomiting while "sleeping" or passed out, and not waking up after vomiting. If a person has any of these symptoms, he or she is suffering from acute alcohol intoxication.
- Get help. Call someone: a staff member, an ambulance (911), Campus Police, someone who can help.
- Do not leave the person alone. Turn the victim to his/her side to prevent choking in case of vomiting. Always keep in mind the notion "better safe than sorry" if you are not sure what to do. If you really care about your friends and neighbors, getting help for them may keep them from dying from alcohol poisoning!

To implement an effective alcohol and drug abuse prevention plan, the University will use both formal and informal channels of communication to:

- Distribute information that describes and encourages the use of counseling and treatment modalities available to both students and employees in the local and regional area.
- Make available to the campus population referrals to local treatment centers and counseling programs. The referrals will be made within a supportive and confidential environment by the University Mental Health Therapist, Hidalgo Medical Services (HMS), Vice President for Student Affairs and Enrollment Management or designee, Director of Housing and Residence Life, Dean of Students, and/or Director of Human Resources.

Violation of the Western New Mexico University Drug-Free School and Campus policy will necessitate appropriate disciplinary action against such an employee or student up to and including termination or expulsion. Appropriate disciplinary action may also include, but is not limited to: probation, and/or requiring such employee or student, at the individual's expense, to participate satisfactorily in a drug assistance or rehabilitation program approved by the university.

In the fall of 2021, Western New Mexico University updated the Drug Use or Possession policy in the Student Code of Conduct in the Student and Housing Handbook. The Board of Regents passed the update.

Listed below are revisions of the Student Handbook to address the changes in state law regarding the use of medical marijuana.

## Student Handbook

- Drug Use or Possession Update:

CS 4. The use, offer for actual sale, distribution, possession, or manufacture of any controlled substance or drug except as expressly permitted by law is prohibited. This includes the use of prescription drugs not as intended or obtained illegally or their use in a fraudulent manner. The use, offer for sale, distribution, possession, or manufacture of chemicals, products, or materials for the purpose of use as an intoxicant except as expressly permitted by law is also prohibited. This policy includes legally purchased substances such as K2/ Spice also known as “synthetic marijuana” or concentrated bath salts also known as the “legal cocaine”. While the State of New Mexico allows the use of medical marijuana for those in possession of a medical use card, the use of marijuana is prohibited on the University campus for any reason since federal law regarding possession, using, dispensation, manufacturing, and/or distributing of marijuana in any of its form is illegal. The growth and possession of marijuana is also prohibited. This list is not all inclusive and may be altered as new substances are identified.

### University Disciplinary Sanctions

Any student who engages in conduct that is prohibited by Western New Mexico University rules or by federal, state, or local law may be subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

Any student who is guilty of the illegal use, possession and/or sale of a drug or narcotic on the campus or a component institution is subject to discipline. If a student is found in violation of any aspect of the drug policy, sanctions may range from fines and community restitution to suspension/expulsion from the university.

A student or employee is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by the University or by a component institution including field trips, internships, rotations, or clinical assignments.

A student or employee who receives a period of suspension as a disciplinary penalty is subject to further disciplinary action for prohibited conduct that takes place on campus during the period of suspension.

### Legal Sanctions

Students found in violation of any local, state, or federal law regarding the use, possession or distribution of alcohol or other drugs may receive the full legal penalty in addition to any appropriate university disciplinary action.

### Sanctions Alcohol and Other Drug Consequences

Other information related to drugs and alcohol usage can be found in the following:

Student Handbook - <http://wnmu.edu/handbooks/student>

<b>ALCOHOL AND OTHER DRUG</b>	<b>CONSEQUENCES</b>
Level 1 AOD policy violation	On-line education program which includes a Module Program.
Level 2 AOD policy violation	Module Program: student can attend either group or individual services

	(Modules will be completed by student and group and individual time will be spent going over the modules.) 20 hours of community service and a monetary fee or 10 hours of community service
Level 3 AOD policy violation	Mandated drug/alcohol screening and student completing recommendations. 30 hours of community service
Level 4 AOD policy violation	Mandatory counseling/treatment. Possible expulsion or suspension.

### Save a Life Policy

Effective August 2014, in the event of possible alcohol poisoning, a person under 21 years of age calling for help for themselves or another will not be adjudicated for possessing or consuming alcohol. The immunity for minors is limited to the first person who calls for assistance, only if they stay on the scene and cooperate with law enforcement, medical personnel, and university officials. This university policy does not protect a person from being cited for any other violation of the law. Western New Mexico University Student Code of Conduct has been amended to protect the student in the event of a call for help involving alcohol and/or medical emergency.

## University Alcohol and Other Drugs – Prevention Programs and Services

Recognizing the dangers of substance abuse in the workplace, WNMU uses alcohol and drug- free awareness programs to inform the community of the issues and risks of substance abuse. Educational and treatment resources are also available, including:

### Student Health Services/Counseling Services – Hidalgo Medical Services (HMS) Partnership

Western New Mexico University is continuing our partnership with HMS to provide medical, mental health, chiropractic, and dental services to our students. The University works with HMS to provide programs and activities for students related to drug and alcohol abuse and misuse. Some of the program’s HMS participates with WNMU are the COVID Van, HMS sets up tables at Welcome Week, Mental Health Awareness Week, Resource Fair, and the Great Race. HMS, along with WNMU’s Mental Health Therapist, also provides counseling to students, if needed.

### Student Affairs

Western New Mexico University offers several programs to our students. The Campus safety week program is at the beginning of the fall semester and sex week is prior to spring break. In both weeks, preventive programs and activities for drug and alcohol awareness are discussed. Campus safety week focuses on dating violence, drinking/drug awareness, spring break safety, car safety, fire safety, etc. Other related trainings are bystander training (for all students during new student orientation), Take Back the Night, and sexual assault awareness training, The topics of sexual assault, responsibilities of being a bystander, common myths and stereotypes are discussed as well as discussion about consensual sex vs. rape and how the use of substances gets in the way of someone actually being able to give consent. WNMU’s Mental Health Department participated in the screening of "Breath Nolan Breath" to provide emotional support and education around the use of substances in hazing and to help students who were triggered by what they saw.

The student programming board, Mustang Entertainment, conducts a DUI awareness program as part of the University's Great Race. Student Life sponsors health fairs which include alcohol and drug awareness, DUI/DWI information and sexual health.

Local police and the fire department have been on campus for two of our health fairs, which included fire safety, car safety and prevention tips and best practices.

In addition, campus police host a Cops and Burgers event twice a year in which they cook burgers for students and discuss campus safety and answer questions.

### **Student Housing**

Each Resident Assistant in student housing is required to do one alcohol and/or drug related awareness program each semester.

### **Campus Police**

As part of New Student Orientation and new employee orientations, WNMU's campus police conducts sessions on campus safety. As part of these sessions, they discuss university, local and state policies on alcohol and drug usage.

### **Assessment and Evaluation**

To assist alcohol and drug related programs at Western New Mexico University, the Crisis Response and Intervention Team (CRIT) will review the alcohol and drug policies on campus. This team is made up of faculty and staff representing all areas of the university.

### **Process**

The committee review the number of alcohol or drug related cases since 2013. The table below shows the number of cases. This is a combination of all campus cases, include incidents in student housing.

Calendar Year	Number of Alcohol/Drug related cases
2013	4
2014	1
2015	14
2016	12
2017	25
2018	20
2019	9
2020	10
2021	26
2022	23
2023	23

The committee reviews policies and procedures related to these cases; the student conduct process, resources available, university related programs and activities, etc.

## **Actions/Goals**

- Through programs and activities on and off campus, continue educating students on making positive decisions as it relates to alcohol use and drug abuse
- Using resources and education as part of the student conduct process
- Make sure the committee meets regularly and adopts the responsibility of ensuring that the biennial review is complete and distributed to the campus community and is approved by the University Board of Regents

## **Drug Free Workplace Policy**

The purpose of the Western New Mexico University (WNMU) Drug Free Workplace Policy is to provide a safe and healthy work environment and ensure that employees, students, student workers, contractors/subcontractors, university affiliates, and members of the community or public are aware of and abide by the WNMU policy regarding drug and alcohol, including recreational marijuana.

Students should refer to the Student Alcohol and Other Drugs Policy and the Student Code of Conduct available in the Student Handbook.

For the full policy click here [BOR104 Drug Free Workplace](#)

## **Alcohol Use on University Property**

The use of alcohol is prohibited on university property, except as authorized herein. For the purpose of is policy, the use of alcohol refers to the service and/or consumption of alcohol including, but not limited to alcoholic beverages. This policy governs the use of alcohol on University property. It applies to students, student organizations, faculty, staff, University departments, and other entities and visitors. This policy applies to property owned, leased, or operated by the university, and to all events sponsored by the university or its sub-units. It does not apply to property owned by the university and leased to others, unless it would otherwise apply.

For the full policy click here: [BOR115 Alcohol Use on University Property](#).

### **Request for use of Alcoholic Beverages Form**

Western New Mexico University has governmental liquor licenses for the Thomas B. McDonald Student Memorial Building, Light Hall and the Brancheau PE Complex and Amphitheater. To have an event on campus that includes the serving of alcoholic beverages, the request for use of alcoholic beverage form must be submitted to the Office of Compliance and Communications at least 10 business days before the date of the scheduled event.

## **Sexual Assault, Domestic Violence, Dating Violence, & Stalking**

### **Non-Discrimination and Equal Opportunity Notice**

Western New Mexico University is committed to equal employment opportunity for its employees and equal educational opportunity for its students. In keeping with its mission and in conformance with applicable federal, state, and local laws, WNMU has adopted policies prohibiting discrimination and harassment.

It is the policy of WNMU to prohibit discrimination and harassment against applicants for employment, employees, and applicants for admission and students on the basis of race, color, religion, national origin, sex, age, ancestry, physical or mental disability, serious medical condition, spousal affiliation, sexual orientation, gender identity, veterans' status, or any other basis prohibited by applicable law.

The Office of Civil Rights and Title IX is designated as the office that receives and processes internal discrimination and/or harassment complaints. The policy and procedures that are in place provide prompt, fair, and impartial resolution for all parties involved in the complaint process. The University will take prompt and effective steps to stop, prevent recurrence, and remedy the effects of sex discrimination.

### **Title IX Notice**

Western New Mexico University is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination or harassment which includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking, as well as retaliation. The University is committed to promoting fairness and equity for all aspects of educational programs or activities. The policy and procedures that are in place provide prompt, fair, and impartial resolution for all parties involved in the complaint process. The University will take prompt and effective steps to stop, prevent the recurrence, and remedy the effects of sex discrimination.

The Title IX Policy and procedures apply to all students, faculty, staff, and others participating in university programs and activities.

### **Designation of Jurisdiction**

The Office of Civil Rights and Title IX is designated as the office that receives and processes internal discrimination and/or harassment complaints of sexual misconduct, gender-based violence or the acts of sexual assault, stalking, dating violence or domestic violence for Western New Mexico University.

Title IX jurisdiction applies to conduct that:

- Occurs within the United States; and
- Occurs on campus or on property owned or controlled by the University; and/or
- Occurs within the University's education program or activity (educational, athletic, or extracurricular programs or activities); and/or
- At the time of the filing of a formal complaint, the Complainant and/or Respondent are participating in or attempting to participate in the education program or activity at the University.

When the Respondent is not a member of the University's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

Reports of dating violence, domestic violence, sexual assault, or stalking are reviewed to determine if the incident alleged would be a violation of Title IX. If the alleged violation does not fall within the jurisdiction of Title IX, the case will be assigned to an Office of Civil Rights and Title IX (CRTIX) investigator to conduct a full investigation under the Policy on Discrimination and Harassment.

Sexual misconduct often overlaps with crimes of sexual assault, sexual harassment, stalking, and domestic violence. As a result, sexual misconduct cases may be handled internally by CRTIX for policy violations, as well as by law enforcement for criminal violations. Each system has its own processes and standards. In addition, there are

differences between federal definitions used to report violations of university policies, and state statutes used to prosecute offenders in the criminal justice system. VAWA Definitions can be found at the end of this section.

## **Reporting**

Sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence or domestic violence are taken very seriously. WNMU employees with knowledge about sexual misconduct or gender-based violence or the crimes of sexual assault, sexual harassment, are mandatory reporters and are required to report to the Title IX Coordinator.

Students and employees may choose the reporting path or paths that will be best for them. Those options include:

- a. Notifying proper law enforcement authorities to include Campus Police and/or local police. May be assisted by campus authorities in notifying law enforcement if the victim so chooses or to decline to notify such authorities. When needed Campus Police will explain to victims the institution's responsibilities for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution. And/or,
- b. Notifying the Office of Civil Rights and Title IX (or file in lieu of a criminal report) a complaint with the university for incidents involving dating violence, domestic violence, sexual assault, or stalking by completing the Report-It! or contacting the Title IX Coordinator in CRTIX at (575) 538-6025.
- c. The university implements supportive measures, such as no contact orders and changes to housing arrangements, in any case where a student's or employee's behavior represents a risk of violence, threat, pattern or predatory behavior.

## **Bill of Rights Complainant and Respondent**

- Be treated with respect, dignity, and sensitivity throughout the process.
- Information on obtaining orders of protection and no contact orders.
- Information on how the University will protect the confidentiality of the complainant and respondent.
- Notification of how to access all available campus and local resources (i.e., counseling services, advocacy/support).
- Receive a copy of the University's Sex Discrimination and Sexual Harassment policy and procedures.
- Written notification of supportive measures.
- The opportunity to choose an Advisor to guide them throughout the process.
- A timely and thorough investigation of the allegations.
- The opportunity to present and have others present evidence about alleged violation in the investigatory and hearing process.
- Be notified, in writing of the outcome of any investigative, disciplinary, or appeals proceeding.
- Appeal the decision and sanctions determined by the investigation and hearing process.
- Be protected against retaliation for their involvement in university investigatory proceedings.

## **Process**

The University has policies and procedures in place for the prompt and equitable resolution of complaints of discrimination or harassment. When a student or employee reports to the Office of Civil Rights and Title IX or Campus Police that they have been a victim of dating violence, domestic violence, sexual assault, or stalking (whether taking place on campus or off campus), they are provided with an explanation of their rights and options. They are also given written notification regarding available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the university and in the surrounding community.

Reports of dating violence, domestic violence, sexual assault, or stalking will be reviewed to determine if the incident alleged could be a violation of Title IX or the Discrimination and Harassment Policy. If a violation of either policy is alleged, the case is assigned to an investigator to conduct a full investigation. At the conclusion of the investigation, an Investigation Report is provided in accordance with the Office of Civil Rights and Title IX's procedures.

- a. In a Title IX investigation, a live hearing would be held, and the Decision-maker would make the determination if a violation of WNMU's Title IX Policy occurred. Once a determination has been made a notice of findings will be sent to both parties with information on the right to appeal, the process for filing an appeal, and the timeline.
- b. In a Discrimination and Harassment investigation, the report will be sent to the appropriate Vice President to make the determination if a violation of WNMU's Discrimination and Harassment Policy occurred. Once a determination has been made a notice of findings will be sent to both parties with information on the right to appeal, the process for filing an appeal, and the timeline.

Both the Complainant and Respondent have the right to an Advisor of their choice to guide them through the process. If a party does not have an Advisor, WNMU will appoint an Advisor.

### **Standard of Evidence**

WNMU investigations uses the preponderance of the evidence standard. Which means it is more likely than not that a policy violation occurred.

### **Sanctions or Disciplinary action**

Appropriate disciplinary action is taken based on the circumstances of the individual incident.

- For students, potential disciplinary action may include the following sanctions: written warning/reprimand, disciplinary probation, educational programs; required counseling; suspension with conditions, suspension; withholding of degree, expulsion; removal from or reassignment of university housing; restrictions of access to space, resources, and activities; The Decision Maker may impose other sanctions, such as restorative justice activities or other assignments that the Decision Maker deems appropriate.
- For employees, potential disciplinary action may include the following sanctions: educational programs; written warning; disciplinary probation; restrictions of access to space, resources, and activities; suspension with conditions; suspension; or discharge. The Decision Maker may impose other sanctions, such as restorative justice activities or other assignments that the Decision Maker deems appropriate.

### **Retaliation Prohibited**

WNMU will not tolerate, and the law prohibits retaliation against applicants for employment, employees, and applicants for admission and students who make complaints of discrimination or harassment or participate in an investigation of a complaint of discrimination or harassment. Complaints of retaliation should be reported to the Office of Diversity and Compliance.

### **Resources Following an Act of Sexual Harassment**

#### **Preservation of Evidence**

The preservation of evidence in incidents of sexual assault and stalking is critical to potential criminal prosecution and to obtaining restraining/protective orders and is particularly time sensitive. It is important to preserve evidence by taking actions such as the following:

#### **Sexual Assault**

- Seek forensic medical assistance by a Sexual Assault Nurse Examiner (SANE), Ideally within 120 hours (about 5 days) of the incident (sooner is better).

- Avoid urinating, showering, bathing, washing hands or face, douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing your teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence)
- Seeking medical treatment can be essential even if it is not for the purpose of collecting forensic evidence.

**Stalking**

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
  - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
  - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook)
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take timestamped photographs of any physical evidence including notes, gifts, etc. in place when possible.
- Save copies of any messages, including those showing any requests for no further contact
- Obtain copies of call logs showing the specific phone number(s) being used rather than a saved contact name if possible.

<b>Confidential Resources</b>	<b>Law Enforcement</b>
<p style="text-align: center;"><u>WNMU Ombudspersons</u></p> <p>The Ombudsperson will listen carefully to any “visitor” to review issues; explore options to solve problems; make inquiries and referrals as appropriate; and/or facilitate a process that attempts to bring a mutually agreeable resolution to a dispute, conflict, or problem, in an impartial and informal manner.</p> <p>Dean Foster</p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:Fosterd@wnmu.edu">Fosterd@wnmu.edu</a></li> <li>• Phone: (575) 538-6046</li> </ul> <p>Sarah Guck</p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:Sarah.Guck@wnmu.edu">Sarah.Guck@wnmu.edu</a></li> <li>• Phone (575) 538-6554</li> </ul>	<p style="text-align: center;"><b>If you are in danger, dial 911 for assistance.</b></p> <p style="text-align: center;"><u>WNMU Campus Police</u></p> <p>The WNMU Police Department is a full-service police agency. WNMU police officers have enforcement authority on all WNMU property controlled by the Board of Regents throughout the State of New Mexico and have concurrent jurisdictional authority in some neighboring areas under mutual aid agreements. WNMU police officers share a good working relationship with all surrounding local, state, and federal agencies.</p> <ul style="list-style-type: none"> <li>• Non-Emergency: (575) 538-6231</li> <li>• After hours &amp; Weekends: (575) 388-8840</li> <li>• Website: <a href="https://police.wnmu.edu/">https://police.wnmu.edu/</a></li> <li>• Report an Incident: <a href="http://wnmu.edu/IncidentForm/">http://wnmu.edu/IncidentForm/</a></li> </ul> <p style="text-align: center;">Silver City Police: (575) 388-8840 Deming Police: (575) 546-3011</p>

## Medical Attention & Counseling

<p style="text-align: center;"><b>Silver City</b> <b><u>Silver Regional Sexual Assault Support Services (SASS)</u></b></p> <p>SASS provides services to survivors of sexual violence and their families through case management services, crisis intervention services, community education and awareness services, counseling services, and accompaniment services for both the SANE exam and legal proceedings.</p> <ul style="list-style-type: none"> <li>• Located at 905 N Hudson Street in Silver City, NM</li> <li>• Phone: (575) 313-6203</li> <li>• Website: <a href="https://www.silverregionalsass.org/">https://www.silverregionalsass.org/</a></li> </ul> <p style="text-align: center;"><b><u>El Refugio</u></b></p> <p>El Refugio (ERI) operates the Casa Carmel Shelter for battered women/men and their children, 24 hours a day, 7 days a week. Temporary shelter is provided for up to 90 days with 30-day reviews. Safety and security are provided along with case management services and educational programs.</p> <ul style="list-style-type: none"> <li>• Located at 800 S Robert Street in Silver City, NM</li> <li>• Phone: (575) 538-2125</li> <li>• Website: <a href="https://www.eridv.org/">https://www.eridv.org/</a></li> </ul> <p style="text-align: center;"><b>Hospital</b> <b><u>Gila Regional Medical Center</u></b></p> <ul style="list-style-type: none"> <li>• Located at 1313 E 32<sup>nd</sup> Street in Silver City, NM</li> </ul>	<p style="text-align: center;"><b>Deming</b> <b><u>La Pinon Sexual Assault Recovery Services</u></b></p> <p>The La Piñon Rural Program Manager serves all the Southernmost rural parts of New Mexico including Luna, Hidalgo, Grant, and Catron Counties while serving all victims of sexual assault, child abuse, and neglect. Provides direct client services, crisis intervention, counseling placement, referral, and resources, and so much more.</p> <ul style="list-style-type: none"> <li>• Phone: (575) 526-3437</li> <li>• Email: <a href="mailto:rural@lapinon.org">rural@lapinon.org</a></li> <li>• Website: <a href="https://www.lapinon.org/">https://www.lapinon.org/</a></li> </ul> <p style="text-align: center;"><b><u>The Healing House</u></b></p> <p>The mission of the Luna County Healing House is to assist victims and Survivors of domestic violence by providing emergency shelter, emotional support, case management and diversified programs designed to increase safety, independence, self-sufficiency, and self-empowerment.</p> <ul style="list-style-type: none"> <li>• Located at 522 W Pine in Deming, NM</li> <li>• Phone: (575) 546-6539</li> <li>• Website: <a href="mailto:Facebook@HealingHouseLunaCounty">Facebook@HealingHouseLunaCounty</a></li> </ul> <p style="text-align: center;"><b>Hospital</b> <b><u>Mimbres Memorial Hospital</u></b></p> <ul style="list-style-type: none"> <li>• Located at 900 West Ash Street in Deming, NM</li> </ul>
<p style="text-align: center;"><b>Silver City or Deming</b> <b><u>Hidalgo Medical Service (HMS)</u></b></p> <ul style="list-style-type: none"> <li>• Located at 114 W 11th Street in Silver City, NM</li> <li>• Appointments: (575) 388-1511</li> <li>• CALL4Health 24/7 Nurse Advice Line – 1-855-742-3400</li> <li>• 24/7 Mental Health Crisis Line: 1/855-422-4334</li> </ul> <p style="text-align: center;"><b><u>RAINN National Sexual Assault Hotline</u></b></p> <p>RAINN is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country. If you or someone you know has been sexually assaulted, help is available.</p> <ul style="list-style-type: none"> <li>• Phone: 1-800-656-HOPE (4673)</li> <li>• Website: <a href="https://www.rainn.org/">https://www.rainn.org/</a></li> <li>• Chat: <a href="https://hotline.rainn.org/online">https://hotline.rainn.org/online</a></li> </ul> <p style="text-align: center;"><b><u>Suicide &amp; Crisis Lifeline</u></b></p> <ul style="list-style-type: none"> <li>• 988</li> </ul>	<p style="text-align: center;"><b>Medical / Legal Evidence Collection</b> <b><u>Sexual Assault Nurse Examiners (SANE)</u></b></p> <p>Sexual assault nurse examiners are registered nurses who have also undergone additional training for how to both care for the victims of sexual assault and collect evidence that can be used for future prosecution. This evidence collection is sometimes also referred to as a rape kit. When someone has been sexually assaulted, they can choose to undergo a SANE exam even if they do not know if they want to prosecute their attacker. Undergoing such an exam preserves evidence that could be helpful, should the attacker be brought to trial.</p> <p style="text-align: center;">Silver City: 1-866-750-6474 Deming: (575) 526-3437</p>

## Office of Civil Rights and Title IX

Website: <https://titleix.wnmu.edu/>  
 Report Sexual Misconduct:  
<https://reportit.wnmu.edu/report/>  
 Or scan the QR Code to Report-It!



**Debra Noble**  
 Director of Civil Rights and Title IX/  
 Title IX Coordinator

- Located in GRC – 103F
- Email: [Debra.noble@wnmu.edu](mailto:Debra.noble@wnmu.edu)
- Phone: (575) 538-6025

**Deborah Calkins**  
 Deputy Title IX Coordinator (Athletics)

- Located in GRC – 103E
- Email: [Deborah.Calkins@wnmu.edu](mailto:Deborah.Calkins@wnmu.edu)
- Phone: (575) 538-6027

The Office of Civil Rights and Title IX will coordinate with Wellness & Accessibility, Student Housing, and Campus Police to put supportive measures in place that will stop, prevent the recurrence, and remedy the effects.

### Academic Assistance

Wellness & Student Accessibility Services

**Darlene Chavez**  
 Wellness & Student Accessibility Services Coordinator

- Located in GRC – 103B
- Email: [accessibility@wnmu.edu](mailto:accessibility@wnmu.edu)
- Phone: (575) 538-6277
- Website: <https://css.wnmu.edu/accessibility/students/>

### Housing

Office of Housing & Residential Life

**Jason Quimby**  
 Director of Housing

- Located in Juan Chacon
- Email: [housing@wnmu.edu](mailto:housing@wnmu.edu)
- Phone: (575) 538-6622

**Residential Life**

- Located in Mustang Village A South 104
- Email: [housing@wnmu.edu](mailto:housing@wnmu.edu)
- Phone: (575) 538-6627
- Website: <https://reslife.wnmu.edu>

## WNMU’s Educational Programs for Students, Faculty, and Staff

### Orientation Sessions:

#### Students:

- The Office of Civil Rights and Title IX worked with Student Life to promote students’ awareness of their support systems on campus through New Student Orientations and Transfer Orientations. Resources were provided to students and parents during presentations and resource fairs. Resource handouts included the “You Have Options” tri-fold card which includes resources and contact information for emotional support, medical, and reporting options; the “Report It!” QR code card for direct access to report incidents to The Office of Civil Rights and Title IX. Presentations included what constitutes as discrimination and/or harassment covered by the Office of Civil Rights and Title IX; community, confidential, and private

resources; grievance options as well as prevention tips; bystander intervention; consent education; student rights and supportive measures.

- Student Life provides BADASS Bystander training. They guide students in developing skills to prevent and report any instances of possible harm (assault, sexual assault, verbal threats, etc.) by using the acronym BADASS.

**B** Be  
**A** Aware  
**D** Decide action  
**S** Say  
**S** Something

Students participate in role-play scenarios where they identify and act out interventions. Students are encouraged to call Campus Police, 911, an RA, the mental health on-call number, a coach, or any other staff member they feel comfortable reporting to. Students are encouraged to intervene only if they feel that their personal safety is not in jeopardy.

Intervention strategies include distraction, drawing attention to another issue, creating a code phrase with a group they are going out with, etc. Student Life staff informs students of the Mental Health on-call program, Title IX office, HMS, the NM 988 support line, as well as other on-campus and off-campus resources that are available to them. All reporting options are explained.

**New Employee Orientation (Staff):** Every new employee of WNMU is asked to attend a half day New Employee Orientation hosted by the Office of Professional Development. The Office of Civil Rights and Title IX presents information on discrimination and harassment, sexual assault prevention, reporting and available resources.

#### **Workshops/Training:**

**Mandatory Reporter Workshop/Training:** All staff, faculty, and coaching staff at WNMU are required to attend the annual Mandatory Reporter Workshop/Training hosted and presented by the Office of Civil Rights and Title IX. The workshop includes descriptions of discrimination and harassment that is covered by Clery, VAWA, Title IX, and Title VII; when and how to report; an explanation of their role as a mandatory reporter; and resources that are available on campus and in the community.

**Student-Athletes:** The Office of Civil Rights and Title IX works with the Athletic Department to promote students' awareness of their support systems on campus as part of their NCAA requirements. Resources were provided to student-athletes during the Title IX/NCAA workshops. Resource handouts included the "You Have Options" tri-fold card which includes resources and contact information for emotional support, medical, and reporting options; the "Report It!" QR code card for direct access to report incidents to The Office of Civil Rights and Title IX. Presentations included what constitutes discrimination and/or harassment covered by the Office of Civil Rights and Title IX; community, confidential, and private resources; and grievance options. Additional emphasis was put on prevention tips, bystander intervention, and consent education. Student rights and supportive measures were also covered.

**Harassment Prevention Training:** All faculty and staff at WNMU annually complete Harassment Prevention Training for US Employees or if in a supervisory position, Harassment Prevention Training for US Managers. The course is outsourced and provided by Skillsets through the Professional Development Office.

## Awareness Programing:

**Dating and Domestic Violence Awareness:** The Red Flag Campaign is a public awareness effort aimed at stopping dating violence was held in collaboration with Student Life and Athletics. The purpose of this campaign is to encourage and empower students to speak up when they see red flags for dating violence in their friends' relationships. Included in this program are activities that promote healthy relationships.

**Denim Days:** Denim Days was held in collaboration with Student Life and Athletics to promote sexual assault awareness for all students, staff, and faculty.

## Risk Reduction of VAWA offenses

Each of us has a responsibility to keep our campus, neighbors, and community safe. Being aware of different strategies and taking action when you feel someone is unsafe can help someone get out of a potentially dangerous situation. Look out for your fellow Mustangs. If someone looks uncomfortable or afraid, check in, find someone who knows the person who can help, or call someone in a position of authority to step in.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

## Increasing on-campus safety:

- **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.
- **Stay alert.** When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
- **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends but give people time to earn your trust before relying on them.
- **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
- **Be secure.** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

## Safety in social settings:

- **Make a plan.** If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.
- **Protect your drink.** Don't leave your drink unattended and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color,

taste, or odor.

- **Know your limits.** Keep track of how many drinks you've had and be aware of your friends' behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.
- **It's okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.
- **Be a good friend.** Trust your instincts. If you notice something that doesn't feel right, it probably isn't. Learn more about how to keep your friends safe in social settings.

### Alcohol safety

- **Keep an eye on your friends.** If you are going out in a group, plan to arrive together and leave together. If you decide to leave early, let your friends know. If you're at a party, check in with them during the night to see how they're doing. If something doesn't look right, step in. Don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about their safety.
- **Have a backup plan.** Sometimes plans change quickly. You might realize it's not safe for you to drive home, or the group you arrived with might decide to go somewhere you don't feel comfortable. Keep the number for a reliable taxi company saved in your phone and on a piece of paper in your wallet and try to have cash on hand. It is also a good idea to download a few different rideshare apps on your phone. Having multiple options helps ensure that you will be able to get a ride home or to a safe location, even if the app you typically use is not functioning. To help keep your phone charged so you can stay in communication with friends or call a ride, consider bringing an external cell phone charger that can be used without an electrical outlet.
- **Know what you're drinking.** Don't recognize an ingredient? Use your phone to look it up. Consider avoiding large-batch drinks like punches that may have a deceptively high alcohol content. There is no way to know exactly what was used to create these drinks.
- **Trust your instincts.** If you feel unsafe, uncomfortable, or worried for any reason, don't ignore these feelings. Go with your gut. Get somewhere safe and find someone you trust or call law enforcement.
- **Don't leave a drink unattended.** That includes when you use the bathroom, go dancing, or leave to make a phone call. Either take the drink with you or throw it out. Avoid using the same cup to refill your drink.
- **Don't accept drinks from people you don't know or trust.** This can be challenging in some settings, like a party or a date. If you choose to accept a drink from someone you've just met, try to go with the person to the bar to order it, watch it being poured, and carry it yourself.
- **Check in with yourself.** You might have heard the expression "know your limits." Whether you drink regularly or not, check in with yourself periodically to register how you feel. If you think you have had too much, ask a trusted friend to help you get water or get home safely. Remember, if someone offers you a drink, you can always say no.
- **Be aware of sudden changes in the way your body feels.** Do you feel more intoxicated than you are comfortable with? Some drugs are odorless, colorless and/or tasteless, and can be added to your drink without you noticing. If you feel uncomfortable, tell a friend and have them take you to a safe place. If you suspect you or a friend has been drugged, call 911, and tell the healthcare professionals that you suspect you or a friend have been drugged so they can administer the right tests.

## Definitions

<b>Definitions as defined by the Violence Against Women’s Act</b>	
<b>Dating Violence</b>	as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
<b>Domestic Violence</b>	as felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim/survivor who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies. It should be understood that domestic violence/dating violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling domestic violence figures, grantees should include grant funds directed at dating violence.
<b>Sexual Assault</b>	is a continuum of behaviors defined in the Violence Against Women Act (VAWA) to include sexual assaults committed by offenders who are strangers to the victim/survivor and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim/survivor. VAWA defines sexual assault as any conduct proscribed as sexual abuse by federal statute. Such proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person’s permission. Finally, the statute prescribes any attempts to commit any of these acts.
<b>Stalking</b>	is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear? Stalking is dangerous and can often cause severe and long-lasting emotional and psychological harm to victims. Stalking often escalates over time and can lead to domestic violence, sexual assault, and even homicide. Stalking can include frightening communications, direct or indirect threats, and harassing a victim through the internet.
<b>Definitions as Defined by the Clery Act</b>	
<b>Dating Violence</b>	Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim
<b>Domestic Violence</b>	Crimes of violence committed by a current/former spouse of the victim; person with whom the victim shares a child in common; person who is cohabitating with or has cohabitated with the victim as a spouse; or person similarly situated to a spouse of the victim.

<p><b>Sex Offense</b></p>	<p>Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.</p> <p>There are four types of Forcible Sex Offenses, and their definitions are provided below:</p> <p><b>Rape</b> is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.</p> <p><b>Fondling</b> is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.</p> <p><b>Incest</b> is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.</p> <p><b>Statutory Rape</b> is nonforcible sexual intercourse with a person who is under the statutory age of consent.</p>
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**Consent**

Consent is affirmative, conscious, and voluntary agreement to engage in agreed upon forms of sexual contact. The University will consider the following factors in determining whether consent was provided. Consent is a voluntary agreement or assent to engage in sexual activity. Someone who is incapacitated (asleep; unconscious or otherwise unaware of what is happening; under the influence of alcohol or drugs such that they are unable to give meaningful consent; impaired by mental, physical, or psychological disability; or the participant is not of age to consent) cannot consent. Consent can be withdrawn at any time and past consent does not imply future consent. Silence or an absence of resistance does not imply consent and consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Coercion, force, or threat invalidates consent and being intoxicated or under the influence of alcohol, drugs, or any other substance is never an excuse for engaging in sexual misconduct.

# Disaster & Crisis Response Plan for WNMU

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In order to provide guidance to our staff, and to ensure the best outcome for our community, the leadership of the Early Childhood Programs at WNMU has created the following Disaster and Crisis Response Plan. In a crisis, all decisions and actions will be made with the priorities firmly in mind.

**The priorities can be simply stated: The safety of the children in our care. The safety of the faculty and staff**  
**The securing of University facilities**

The Disaster and Crisis Response Plan (hereafter called “the Plan”) can and should be activated in situations such as:

Natural Disaster

*Tornado, forest fire, earthquake, blizzard, flood*

Political Turmoil

*Riots, looting, civil unrest, martial law, police action, curfew, terrorist activity*

Imminent Danger

*Fire, encroaching fire, building malfunction (collapse, leaks), gunman*

Physical Danger

*Medical emergencies, assault & battery, physical injury or death, harm to self and/or others*

It is the decision of the Early Childhood Programs Laboratory Site Program Administrator and/or her staff to determine when to enact the Plan. **We function under the principle “Better safe than sorry” in making the decision to lock down, release, or evacuate.**

The following pages will detail the steps taken in a disaster or crisis situation; the Plan is subject to amendment and revision annually. The Early Childhood Programs of WNMU has consulted with WNMU Campus Police, Silver Consolidated Schools and local law enforcement agencies in order to create a comprehensive and coordinated Plan. Every attempt is made to align this Plan with the regulations of the State of New Mexico. Errors or omissions are unintentional.

**Do not hesitate to call for help when you believe a crisis is imminent, or in progress.**

Primary Contacts	Contact numbers
Silver City/ Grant Co. Public Safety	<b>9-911 from a campus phone</b> from a cell or other phone
WNMU Campus Police	<b>6999 from a campus phone</b>
	<b>(575) 538-6231 from a cell or other phone</b>

**Our Address: 513 W 12<sup>th</sup> Street at Virginia Street in Silver City**

Glaser Hall and Sechler-Rhoades Hall use the same address

**Communications** are crucial in any crisis situation. Established procedures ensure that appropriate personnel are informed of a crisis that is taking place, or has taken place, on the campus. In all such communications, it is understood that University personnel have the responsibility and obligation to keep all exchanged information confidential.

Communications Priorities: To advise faculty and staff on site, contact public safety officials, and contact the Dean's Office and/or Campus police. In the event of a gas leak or downed power pole, contact public utility companies as soon as the building is safely evacuated. When appropriate, contact parents of children; this information is provided in detail later in the Plan.

Before the Crisis Occurs: Communication needs to happen before the crisis occurs. Crisis Response plans are reviewed with substitutes and temporary personnel during the orientation process. Crisis Response Summary Cards are posted conspicuously in classrooms, meeting rooms, kitchens, and lavatories.

**Success** in handling a crisis depends on four things:

1. Prevention & Mitigation
2. Preparation
3. Response
4. Recovery

The overall University Crisis Management Plan covers the four processes as they pertain to the general University population. This Disaster and Crisis Response Plan focuses on the particular **Preparation and Response** required for the Early Childhood Programs, Child Development Center in Silver City.

**Prevention & Mitigation:** At the Child Development Center all visitors must sign in at the front desk; we have security cameras in key locations, and we maintain an Individuals Permitted to Pick Up Child(ren) list, allowing only specified individuals to pick-up a child from the school.

**Preparation:** Staff members receive training in CPR and First Aid. We have frequent fire and evacuation drills. We have created Emergency Kits and taken other preparation steps, as detailed in the Plan.

**Response:** Response plans contained in this document are widely distributed and updated annually.

**Recovery:** The Family Counseling Center group within our department will be immediately available to assist students, staff and family members following any crisis and will provide follow up services as necessary. Family Counseling Center (575)538-6805.

As part of the Preparation phase, the Child Development Center has designated appropriate personnel to take charge in case of a disaster or crisis. These employees are aware of their special assignments and hold regular meetings and drills to attain a smooth and confident response to any situation.

I. What to Do in a Crisis

Faculty, staff, students and children:

- **Follow instructions** from the ECE Response Team and Public Safety officials when carrying out the Plan.
- **Stay calm;** reassure and lead others by exhibiting calm behavior.
- Do not take unnecessary risks.
- Do not pick up phones to answer or initiate calls outside the school until given the signal by the 1<sup>st</sup> Commander.
- Do not pick up belongings, and do not go back for anything until the all-clear signal has been given.

- Do not touch anything at or near the scene of an accident or incident.
- Do not speculate on the situation, start rumors, or stir up anxiety.
- Stay focused on the task at hand.

### **Response to Parents**

No doubt, parents will be contacting the school when they become aware of an incident. It's important that both faculty and parents are sensitive to the priorities of the moment. **First**, the children will be cared for. **Second**, staff will cooperate with public safety and/or medical assistance. **During the crisis, cell phones are to be used solely to receive information from the CDC Commanders and Public Safety officials.**

**Until the 1<sup>st</sup> Commander gives the 'OK', faculty, staff and volunteers are prohibited from placing calls or answering calls from parents or outsiders. Text messages are similarly prohibited.** In order to minimize the distractions immediately following an incident, the Child Development Center has set up an Information Hotline for parents and concerned community members. By dialing the main number, parents will be able to hear a short message. This message can be dynamically and remotely updated to accommodate any situation or need.

**When the situation is well in hand, the 1<sup>st</sup> Commander will give directions to start a phone-tree or similar parental notification process.** The Public Safety Liaison will assist the 1<sup>st</sup> Commander in choosing the wording for phone messages and notifications.

### **Response Team Assignments:**

#### 1<sup>st</sup> Commander (Lab Site Program Administrator)

- Ensures the process happens. Lead and directs.
- Makes decisions in the moment, based on best available knowledge.
- Models calm and sensible behavior.
- Contains the problem; secures the premises.
- Is the last to leave the premises.

#### 2<sup>nd</sup> Commander (Program Management Specialist – lower level) (Executive Assistant – upper level)

- Carries out the tasks of the Plan; exhibits task-oriented leadership.
- Takes direction from 1<sup>st</sup> Commander.
- Creates a focused approach to problem solving.
- Minimizes speculation, indecision, and reluctance among team members.

#### Public Safety Liaison (Executive Director)

- Interacts with commanders and responsible parties of other agencies.
- Keeps public safety, the Dean of School of Education Associate Dean, and other leadership individuals apprised of process and progress.
- Delivers any bad news to leadership and parents.

#### Media Liaison/Dean of School of Education

- All members of the press are directed to this individual.
- **NO ONE** else speaks to the media.
- Kept informed by the CDC Liaison.

#### Off-Site Coordinators (Growing Tree)

- Acts as both 1<sup>st</sup> and 2<sup>nd</sup> commander.
- First responsibility is child safety.
- Must know the general rules for his/her particular sites.

- May have to act independently of other classes at your site.
- Remains in communication with the on-site teachers throughout any crisis.
- Initiates communications with CDC Liaison and parents.

**Team Members**

- Follow directions. It is not the time to have a discussion or finally get around to asking questions.
- Focuses on child safety.
- Limits phone and text messages; communicates only with team leaders. Team members do not take or place calls to family, friends, parents, etc.
- If there is a leadership vacuum, it is the individual’s job to fill it. Make the best decision possible in the given situation.
- Team members discuss “What If” in the disaster preparation meetings. The way to make the best decision later is to think about the possibilities now.
- **Off-Site Locations**
- The Growing Tree Infant Toddler Program follows the crisis response plans set out by Silver Consolidated Schools. In most cases, the faculty, staff and children will evacuate the portable classrooms and take shelter in the schools. In the event that evacuation to the school buildings is not a good option, the teacher will make the best decision for alternative action. The choice to evacuate or lock down in the portables is made by the teacher on site.

**WNMU Early Childhood Programs Response Team**

<u>Team member</u>	<u>Task</u>	<u>Phone # and Room</u>
Laboratory Site Program Administrator (Sechler front office)	1st Commander	Campus x 6807 Sechler 112
Management Specialist (Sechler front desk)	2nd Commander, lower level	Campus x 6344 Sechler 101
ECP Executive Assistant (Glaser front desk)	2nd Commander, upper level	Campus x 6307 Glaser 151
Executive Director for Early Childhood Programs	Public Safety Liaison	Campus x 6801 Glaser 153
Teacher/Site Supervisor (Growing Tree at OHS)	Off-Site Commander	Campus SHOS 388-1289
Dean of the School of Education	Media Contact	538-6427 Martinez-Fall 205
Campus Police Officer	Campus Police Crisis Contact	Campus x 6231 Campus Police Building behind Castorena Hall

**Security Locations for Contact with Public Safety Responders**

Primary	Front Desk in Sechler-Rhoades Hall
Secondary	Room 151 in Glaser Hall
Tertiary	Cornelli Field

**Evacuation Sites for the Early Childhood Center AT WNMU**

Evacuation Location 1	Cornelli Field on Virginia St., weather permitting
Evacuation Location 2	Jose Barrios Elementary School 1625 Little Walnut Road

## POSSIBLE RESPONSES TO CRISIS

Shelter in Place	Protect staff and students from hazards outside the building
Lock Down	Protect staff and students from a threat inside the building when it may be more hazardous to leave the building
Evacuate	Protect staff and students from hazards inside the building and/or on the campus
Medical Emergency	Protect student(s) or staff who are seriously ill or injured; obtain immediate medical assistance
Drop-Stay	Protect staff and students from a threat inside or outside the building when staff and students are not in a classroom
Code Grandma	These particular codes will be discussed in training. Contact your supervisor for more details.

### RESPONSE DETAILS

#### Shelter in Place

Purpose: Protect students and staff from hazards outside the building, such as severe weather Response: Teachers will

- Move everyone immediately inside, weight-bearing walls furthest away from windows, light fixtures, and suspended objects.
- Close all windows, vents and doors.
- Ensure all students are accounted for. Don't allow students to leave the room.
- If later directed to evacuate, follow the evacuation procedure.

#### Lock Down

Purpose: Protect students and staff from a threat inside the building when it may be more dangerous to leave the building

Response: Teachers will

- Immediately lock classroom doors and windows, and close shades.
- Keep students away from doors and windows.
- Do not allow anyone to leave the room. Do not allow others to enter the room.
- Maintain a calm, quiet environment.
- If an explosion or gunshot is heard, get everyone on the floor.
- Remain in the secured classroom until the *All-Clear* signal is given.

CODE SALLY WOULD BE AN EXAMPLE OF LOCKDOWN PROCEDURE IN THE EVENT OF SHOOTER OR HOSTAGE SITUATION.

#### Evacuate

Purpose: Protect students and staff from hazards inside the building, such as bomb threats and fire alarms Response: Teachers will

- Supervise the evacuation of students and be the last one out of the room.
- If possible, take an emergency packet when leaving.
- Notice any items out of place, unusual packages, etc.
- Do not turn off lights, fans, etc. Do not use any electrical devices until you have evacuated.
- Stay with students and be prepared to evacuate to a second site if directed to do so.
- Evacuate to Cornelli Field if weather and circumstances permit.
- Evacuate to Jose Barrios School as the alternate site.

- If the University as a whole is ordered to evacuate, University personnel may be going in a different direction than the CDC personnel. Our evacuation plans are more suited to the transport and care of infants and young children.

### Medical Emergency

Purpose: To get immediate help for someone who is injured or seriously ill, while maintaining order in the classroom and/or on the site.

Response: Teachers will

- Notify the Front Desk immediately.
- Request additional supervision for your class if needed.
- Remain calm, stay with the ill/ injured person until help arrives.
- Provide protection and/or assistance to the injured person; do not try to move the person unless they are in danger by remaining in place.
- If appropriate, file an accident report after the incident; do not discuss the incident with anyone other than the EMTs.

The 1st Commander will:

- Immediately call 9-911 for Emergency Medical Assistance
- Direct the First Aid team member to the scene.
- Direct EMTs to the scene / classroom when they arrive.
- Issue additional Response Levels if appropriate.
- Notify family members of the injured student or staff member. Alternately, the Public Safety Liaison can do this.

### Drop-Stay

Purpose: Protect students and staff from threats inside or outside the building while students are not in classrooms. Response: Students drop to the ground and do not move.

- Teachers might use Drop-Stay on the playground, in order to manage students while attending to an injured child or staff member.

### Code Grandma/

Purpose: Identify other staff members, without alerting outsiders that a situation is developing.

Response: Teachers would increase awareness of their students and surroundings, as well as the other staff and children around them.

When in doubt, find the safest shelter and remain there until cleared to come out.

#### Dial 9 first from WNMU phones

Emergency Contact	Phone Number	Alternate # --
Fire Department	911	(575) 538-2591
Campus Police	6999	6231
Electricity – PNM	1-888-dial-pnm	1-888-342-5766
Water – Town of Silver City	(575) 534-6365	(575) 538-2082
Gas – New Mexico Gas Company	1-888-nmgasco	1-888-664-2726
Gila Regional Medical Center Ambulance	911	538-4183
Border Area Mental Health Services	1-800-426-0997	538-3488
NM Poison Control Center	1-800-222-1222	
NM Children, Youth, & Families Department	(575) 538-0259	1-855-333-7233 (#SAFE – cell)

## ii. Training for and Response to Specific Crises

Fire and smoke	Show children how to crawl low under the smoke to escape. Feel the door before opening it. Practice “Stop, Drop and Roll”. Teach the children how to call 911 to report a fire. If a fire starts at home, yell FIRE and get out. Do NOT go back inside. Choose (go to) the outside meeting place.
Thunder Storms	When you see or hear a thunderstorm, get inside a sturdy building or car. Practice the “crouch down” position. Stay off the phone until the storm is over.
Windstorms	When you see or hear a tornado coming, take cover right away in a safe place indoors. Make sure you stay away from windows and heavy furniture.
Floods	If you come upon floodwaters (rising water) stop, turn around and go the other way. Walk or climb to higher ground. Never play around high water, storm drains, ditches, ravines, and culverts.
Winter Storms	Stay inside. If you must go outside, dress in many layers and do not remain outside for any length of time. Be aware of / look for signs of frostbite and hypothermia.
Chemical Emergencies	<ol style="list-style-type: none"> <li>1. Keep all medicines, cosmetics, cleaning products and other household products out of sight and reach of children.</li> <li>2. If a child should eat or drink a non-food substance, contact the Poison Control Center immediately.</li> <li>3. Avoid mixing household cleaning products. Read and follow directions before using.</li> <li>4. If there is a large-scale chemical emergency, follow instructions given by radio/TV announcements or public safety officers</li> </ol>
Bomb Threats	Remove all children and staff from the building as quickly and safely as possible. Move children at least 300 feet from the building, to or towards Cornelli Field.
Intruder	Follow procedures for a Lock Down, unless instructed by a Center Commander or Public Safety officer to Evacuate.

## iii. Emergency Kits

The classroom teacher is responsible for transporting the classroom emergency aid kit in case an emergency occurs and evacuation is required. The kit will be helpful if classes are separated from each other, or if the evacuation is prolonged. Classroom emergency kits should be stored near an exit in each classroom. Teachers should be in the practice of taking the emergency kit on field trips and should take the kit with them during each emergency and fire drills. Emergency kits are turned in to office staff at the end of each year and supplies are replenished at that time and as needed. In addition to the emergency kit, at least one teacher in each class will have access to a cell phone.

### Emergency Kit Contents

- Class Contact list includes parent names, emergency contact names and numbers, and physician’s names for each child.
- Emergency blankets
- Emergency water
- First aid kit
- Flashlight with extra batteries
- Hand sanitizer and disinfectant
- Non-perishable granola bars (one for each child)
- Notepad, pens, pencils
- Scissors
- Wet wipes
- Whistle
- Wool-blend blanket

## Center Emergency Kit

The Child Development Center (CDC) office staff will transport the rolling center kit to the designated shelter in the event the classroom kits will not suffice. The CDC kit with non-food items only, is located at Jose Barrios Elementary School. The food-only kit that is kept at the CDC will be taken to the evacuation site.

### CDC Emergency Kit Contents

- Class Contact list includes parent names, emergency contact names & numbers, and physician's names for each child.
- Disposable diapers
- Disposable cups
- Disposable gloves
- Emergency blankets
- Extra clothing (one set for every child's size)
- Formula
- First aid kit (larger than the classroom kit)
- Manual can opener
- Non-perishable food (kept in separate rolling container)
- Plastic baby bottles
- Radio (battery operated AM/FM/Weather/TV bands with extra batteries)
- Tissue
- Water
- Whistle
- Wool-blend blankets

### Commander's Emergency Kit

- Parental contact information
- School Administrator contact information
- Contact information for all schools
- Community Emergency Phone Numbers
- Cell phone

### Helpful Information for Those Who Want To Be [Really Prepared](#)

1. Commanders need to know the Crisis Response Plan inside and out, and from memory. The rest of us should place the Crisis Response Plan in a handy place, where it is easy to reach. The permanent staff should be sure to cover this information with substitute teachers and work-study personnel.
2. In case of a gas-leak evacuation, CDC never goes to the back of the building; we always go to the front.
3. An electrical problem on 12<sup>th</sup> Street (such as power poles or cables are down) will cause a backward evacuation. The CDC will have to evacuate through the back of the building.
4. Our alternate evacuation site (second to Cornelli Field) is Jose Barrios School. Teachers need to know the shortest route to the school, and to practice evacuation to Jose Barrios.
5. We need to discuss our strategy, and then practice a lock-down. Things such as window coverings and taking shelter in bathrooms should be part of the discussion. Not every classroom will have the exact same response, because of the physical differences in the building.
6. In a lock-down situation, personnel in Glaser Hall will lock all doors to hallway first. Then they should retreat to the kitchen or close themselves in.
7. Children and teachers who are in playground at the time of a lock-down, or a shelter-in-place response to a sudden storm, should move into the shed, rather than come into the building. Staff should schedule a time to practice.
8. Do you know at least two exits from your classroom or office? Do you know which windows will kick out or not?