



Emergency Guidebook

Safety Preparedness Reference Guide



New Mexico Campus
3501 Arrowhead Drive
Las Cruces, NM 88001



Florida Campus
3011 S. Babcock St.
Melbourne, Florida 32901

Table of Contents

Emergency Numbers	4
Emergencies (Police/Fire/EMT)	4
Las Cruces (NM) Campus	4
Melbourne (FL) Campus	4
Addresses	4
Las Cruces (NM) Campus	4
Melbourne (FL) Campus	4
Emergency Notification	4
Any Emergency	5
Medical Emergency	5
All Medical Emergencies	5
Seizure	5
Bleeding	5
Person in Emotional Crisis	5
Fire	6
Small Fire:	6
Large Fire/Smoke	6
Hazardous Material Spill	6
Small Spill:	6
Large Spill:	6
Ingestion/Contamination:	6
Gas Leak	6
Bomb Threat	7
By Phone:	7
In Writing/Email:	7
Suspicious Package/Object	7
Suspicious Person/Intruder on Campus	7
Lockdown	7
Active Shooter	8
Run	8
Hide	8
Fight	8
Police Response	8
Evacuation	8
Weather and Natural Disasters	9
Severe Weather	9
Hurricanes (Please see Florida Tech's Hurricane Guide)	9
Additional Resources	10
Evacuation Maps	11

Las Cruces (NM) Campus First Floor: 11

Las Cruces (NM) Campus Second Floor:..... 12

Las Cruces (NM) Campus Third Floor:..... 12

Las Cruces (NM) Campus MEC: 13

Las Cruces (NM) Campus Research Lab 14

Melbourne (FL) Campus Second Floor (L3 Harris Commons): 15

Melbourne (FL) Campus Third Floor (L3 Harris Commons):..... 15

Emergency Numbers

Emergencies (Police/Fire/EMT) -----911

Las Cruces (NM) Campus

Security Desk ----- 575-674-2299

Security Cell ----- 575-520-6358

AVP of Administration ----- 575-674-2391

Melbourne (FL) Campus

Florida Tech Security Emergencies ----- 321-674-8111

Florida Tech Security Non-Emergencies ----- 321-674-8112

Director of Operations ----- 575-674-0803

Addresses

Las Cruces (NM) Campus

Main Campus Building ----- 3501 Arrowhead Drive, Las Cruces, NM 88001

Medical Education Center ----- 3503 Arrowhead Drive, Las Cruces, NM 88001

Research Laboratory ----- 9035 Advancement Avenue, Las Cruces, NM 88001

Melbourne (FL) Campus

L3 Harris Commons Building ----- 3011 S. Babcock Street, Melbourne, FL 32901

Emergency Notification

When there are major incidents or emergencies that affect a large number of people and that present an immediate threat to health or safety, Burrell and/or NMSU and/or Florida Tech will issue advisories, alerts, or warnings as appropriate, to not impede the public safety response or further endanger lives. An **Emergency Notification** is used when there is immediate danger or threat. Examples include manmade and natural disasters, violent crimes in process, or similar emergency situations. A **Timely Warning** is used when there is an ongoing situation or crime trend that may pose a danger but is not immediately dangerous. Examples include murder, rape, robbery, aggravated assault, and hate crimes. Other crimes may warrant a timely warning based on the level of danger or risk present to the College community. An **Advisory** may be used for situations that DO NOT involve immediate danger such as traffic situations or non-Clery reportable crimes. Advisories may be sent out via e-mail, news media, or Burrell's social media pages. Burrell employee and student emails and cell phone numbers are automatically enrolled into the College's electronic Emergency Notification System (ENS). For additional information, please contact Burrell's Office of the Registrar or Office of Human Resources.

Any Emergency

There are a number of potential emergency situations that might occur. It is impossible to provide guidance for all possible incidents, however there are common factors in many incidents that prove useful most of the time.

- In an emergency, call 911.
- Be prepared; have supplies to get you through at least 72 hours of a major incident including water, food and clothing
- Assess danger; avoid dangerous activity such as avoiding flooded roadways, live electrical wires, sounds of gunshots, etc.
- Help yourself – evacuate to a safer location, if possible; shelter in place, if needed
- Help others – warn others nearby of danger
- Reassess – monitor the situation and be prepared to take action if the danger grows
- Plan for reunion – have a plan for getting in touch with family and friends during a major disaster.

Medical Emergency

All Medical Emergencies

- DO NOT move the injured or ill person
- Remain calm and call for assistance:
 - In an emergency, call 911
 - Las Cruces (NM) Campus Security ----- 575-674-2299 or 575-520-6358 (cell)
 - Melbourne (FL) Campus - Florida Tech Campus Security ----- 312-674-8111
- If you are certified in first aid/CPR and it is safe to do so, provide care to the extent you are capable. Follow directions of emergency personnel.

Seizure

- Help move the person to the ground
- Move objects they might strike away from them
- Call 911
- Follow directions of emergency personnel

Bleeding

- Call 911
- Use a clean cloth or bandage to apply direct pressure to the wound
- Have the person lie down with legs elevated
- If an object is still inside the wound, leave it where it is, DO NOT remove and bandage around the object to keep it from shifting
- Use protective gloves, if possible

Person in Emotional Crisis

- Remain calm. DO NOT put yourself in danger. DO NOT block the person's exit route. Call for assistance:
- In an emergency, call 911
- Las Cruces (NM) Campus Security ----- 575-674-2299 or 575-520-6358 (cell)
- Melbourne (FL) Campus - Florida Tech Campus Security ----- 312-674-8111

Fire

Small Fire:

- Notify others nearby, call 911
- If safe, use fire extinguisher
 - Anytime a decision is made to try to fight a fire with an extinguisher, it is important to be aware and abandon efforts in favor of escape if the fire has grown to a size of several feet or more
- If fire remains after 1 minute, activate fire alarm and evacuate

Large Fire/Smoke

- Notify others, call 911
- Activate Fire Alarm
- Leave building quickly; close doors behind you; use stairs
- If can't escape, use safe refuge area;
 - close as many doors and windows as possible between you and fire;
 - place cloth material (wet, if possible) around/under door;
 - attempt to signal someone outside of building
- Notify fire personnel if you suspect someone trapped in building

Hazardous Material Spill

Small Spill:

- Follow established laboratory or workplace procedures for spill management
- Notify Burrell Environmental Health & Safety Officer ----- 575-674-1761
- Ensure cleaned-up material is properly disposed of

Large Spill:

- NOTIFY others, call 911
 - Provide as much information as possible including location, identification of hazardous material, and number of people affected.
 - Follow all instructions given to you by emergency personnel
- Leave building quickly, using stairs
- If you can't escape, use safe refuge area
- If people have been contaminated, use emergency showers if safe and available
- When safe, contact:
 - Las Cruces (NM) Campus - Environmental Health and Safety Officer -----575-674-1761
 - Melbourne (FL) Campus - Florida Tech Security ----- 321-674-8111

Ingestion/Contamination:

- Call 911
- Inform the dispatcher of the chemical or product name
- Have someone else contact the Poison Control Center at 1-800-222-1222
- If material is on the skin, immediately flush affected area with water for at least 15 minutes.

Gas Leak

- Limit inhalation of fumes, move to a clear area (uphill/upwind)
- Call 911

- DO NOT pull fire alarm, DO NOT touch light switches or electrical equipment
- When safe, contact:
 - Las Cruces (NM) Campus - Environmental Health and Safety Officer -----575-674-1761
 - Melbourne (FL) Campus - Florida Tech Security ----- 321-674-8111

Bomb Threat

By Phone:

- Keep the caller on the line as long as possible while notifying others to call 911
- Look for caller ID information on the phone; if recorder available, record conversation
- Pay close attention to what the caller is saying
 - Where is it; when will it explode; what does it look like; what will cause it to explode; who placed it and why; where are you calling from; what is your name; what is your address;
 - What is the caller's demeanor; does the caller have any special characteristics in their voice; is the voice familiar; any background noise
- If threat is immediate, follow instructions of emergency personnel

In Writing/Email:

- Call 911 to report
- If threat is immediate, follow instructions of emergency personnel

Suspicious Package/Object

- DO NOT touch or disturb the item
- DO NOT use a cell phone near the item
- Evacuate immediately
- When you are a safe distance from the item, call for assistance:
 - Las Cruces (NM) Campus ----- 575-674-2299 or 575-520-6358 (cell)
 - Melbourne (FL) Campus - Florida Tech Campus Security ----- 312-674-8111
- Provide as much information as possible, including location, description, and size of item

Suspicious Person/Intruder on Campus

- DO NOT approach the person; DO NOT block the person's access to exit
- If safe to do so, get to a safe area.
- Call for assistance:
 - Las Cruces (NM) Campus ----- 575-674-2299 or 575-520-6358 (cell)
 - Melbourne (FL) Campus - Florida Tech Campus Security ----- 312-674-8111
- Provide as much information as possible, including location and description of person

Lockdown

Burrell may enact a lockdown if an emergency situation requires it. You will be notified of a lockdown via the College's Emergency Notification System. In the event of a lockdown, remain calm and:

- Lock doors and windows and shut blinds
 - If in an area that does not lock, use all available items to barricade doors.
- Place cell phones on silent
- If you can do so safely, inform others of the lockdown

- Stay low to the floor and away from windows and doors
- DO NOT leave the area until you are told to do so by Burrell Security or law enforcement

Active Shooter

If you hear gunfire or see a person with a gun, take immediate steps to protect yourself. The steps outlined are a guide. Use good judgement and common sense based on the incident at hand. Always be aware of your surroundings. Think and plan in advance.

Run

- RUN when there is an active shooter in your vicinity. If there is a way out, GET OUT!
- GET OUT whether others agree or not.
- Leave belongings behind.
- Help others from entering danger zone.
- When safe, Call 911.

Hide

- HIDE when evacuation is not possible.
 - Be out of shooter's view
 - Hiding place should provide protection if shots are fired in your direction
 - DO NOT trap or restrict your options for movement
- Lock and barricade door, find place to hide
- Turn off lights; Silence your cell phone
- If with others, spread out and hide
- Remain very quiet and DO NOT leave until directed by law enforcement

Fight

- FIGHT as a last resort and your life is in danger
- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions
- Once shooter is incapacitated, Call 911.

Police Response

- When law enforcement arrives, keep your empty hands raised and visible with fingers spread apart
- Remain calm and follow instructions
- The first police officers to arrive will go directly to the shooter; they will not respond to or aid those who are injured; know that help for the injured is on its way

Evacuation

- Remain calm and evacuate the area
- Gather personal belongings only if safe to do so
- Evacuate the building using the nearest safety exit
- DO NOT use elevators
- Assist persons with special needs, as able
- Meet outside at an area specified by authorized personnel and await further instructions
- DO NOT attempt to re-enter the building until instructed to do so

Weather and Natural Disasters

Severe Weather

- In the event of severe weather, the National Weather Services, as well as local and county offices will issue a warning or advisory. Burrell will utilize its emergency notification system as warranted.

Hurricanes (Please see [Florida Tech's Hurricane Guide](#))

- Hurricane season begins on June 1 and runs through November 30th.
- The Saffir-Simpson Hurricane Wind Scale is a 1-5 rating based on a hurricane's sustained wind speed. Hurricanes reaching category 3 or higher have a potential for significant loss of life and damage.
- Hurricane watch and warnings are issued by the National Hurricane Center; these designations correspond to hours before the estimated time of arrival of gale force or hurricane force winds, and the likelihood the event is to occur.
- Warnings require immediate action
- Communications regarding class cancellations, campus closures, evacuations will be posted on the Burrell website and communicated through the College's Emergency Notification System
- Be proactive and create a general evacuation plan
 - Communicate your plan to family and friends
 - Maintain a disaster supply kit year round with enough supplies for 72 hours
 - Water, one gallon per day per person, non perishable food, manual can opener
 - Battery powered or hand crank AM/FM radio; NOAA weather radio with extra batteries
 - Flashlight with extra batteries
 - First aid kit
 - Extra clothes, personal hygiene items, medication, blanket
 - Cash
 - Take important belongings and valuables with you.
 - Unplug all power cords, close and lock windows
 - Move any items that might be damaged by water off the floor
 - Have a plan for pets (vaccination paperwork, crate, leash, food, medication)
 - Ensure your car gas tank is filled
- Plan for two evacuation locations – one in your county and one non-local location away from the storm's path. Treat evacuation shelters as a refuge of last resort.
- Students who live on the campus of Florida Tech will be provided information regarding shelter plans through Burrell's Office of Student Affairs and Florida Tech's Office of Residence Life.
- Continually monitor the Burrell website, email communications and Burrell's Emergency Notification System for up-to-date information regarding campus operations.

Additional Resources

- Burrell's Las Cruces (NM) is covered by New Mexico State University Emergency Services
- Burrell's Las Cruces (NM) Research Lab is covered by Las Cruces Emergency Services
- Burrell's Melbourne (FL) Campus is covered by Melbourne Emergency Services

NMSU Police Department ----- 911 (Non-emergency: 575-646-3311)

NMSU Fire Department ----- 911 (Non-emergency: 575-674-2519)

Las Cruces (NM) Police Department ----- 911 (Non-emergency: 575-526-0795)

Melbourne (FL) Police Department ----- 911 (Non-emergency: 321-608-6731)

Burrell Las Cruces (NM) Campus Security ----- 575-674-2299 (Cell: 575-520-6358)

Florida Tech Campus Security ----- 321-674-8111 (Non-emergency: 321-674-8112)

Burrell Associate Vice President of Administration ----- 575-674-2391

Burrell Environmental Health and Safety Officer ----- 575-674-1761

Burrell Director of Operations (FL Campus) ----- 575-674-0803

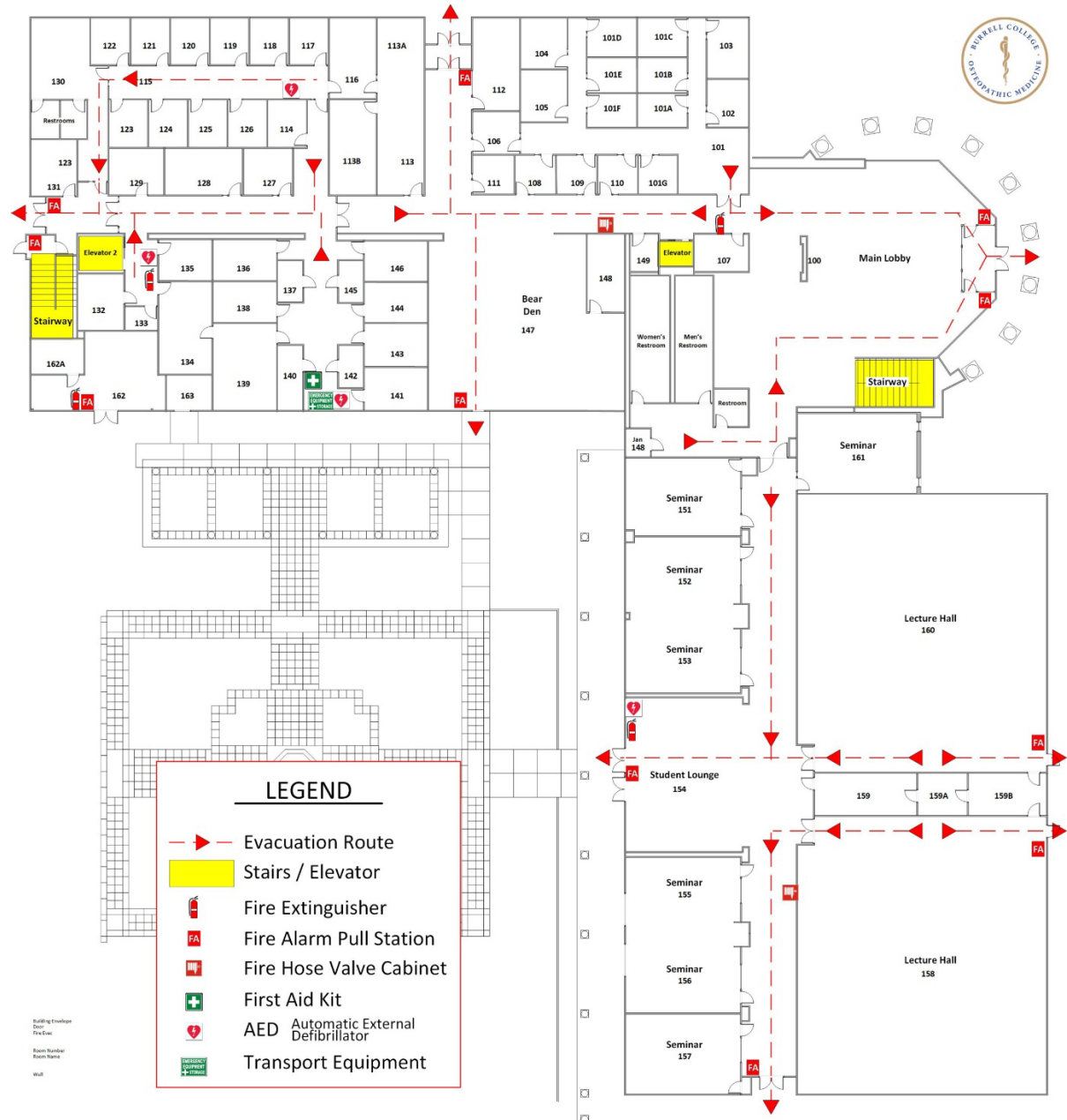
Burrell Website: <https://burrell.edu/>

Burrell Safety and Security Information: <https://burrell.edu/campus-safety-and-security/>

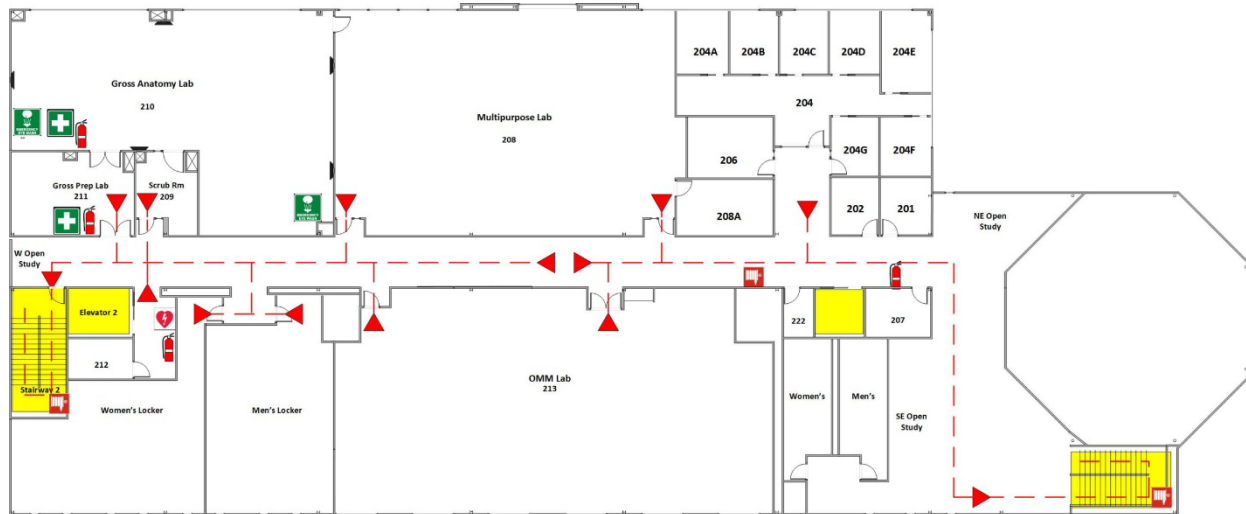
Florida Tech's Safety and Security Information: <https://www.fit.edu/security/>

Evacuation Maps

Las Cruces (NM) Campus First Floor:



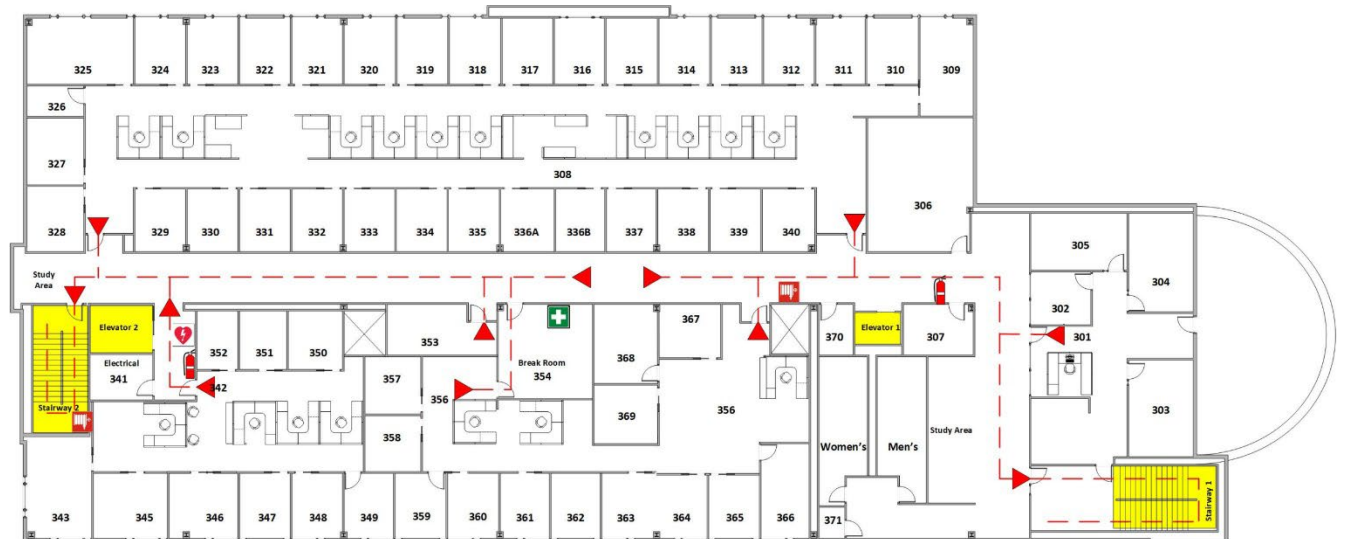
Las Cruces (NM) Campus Second Floor:



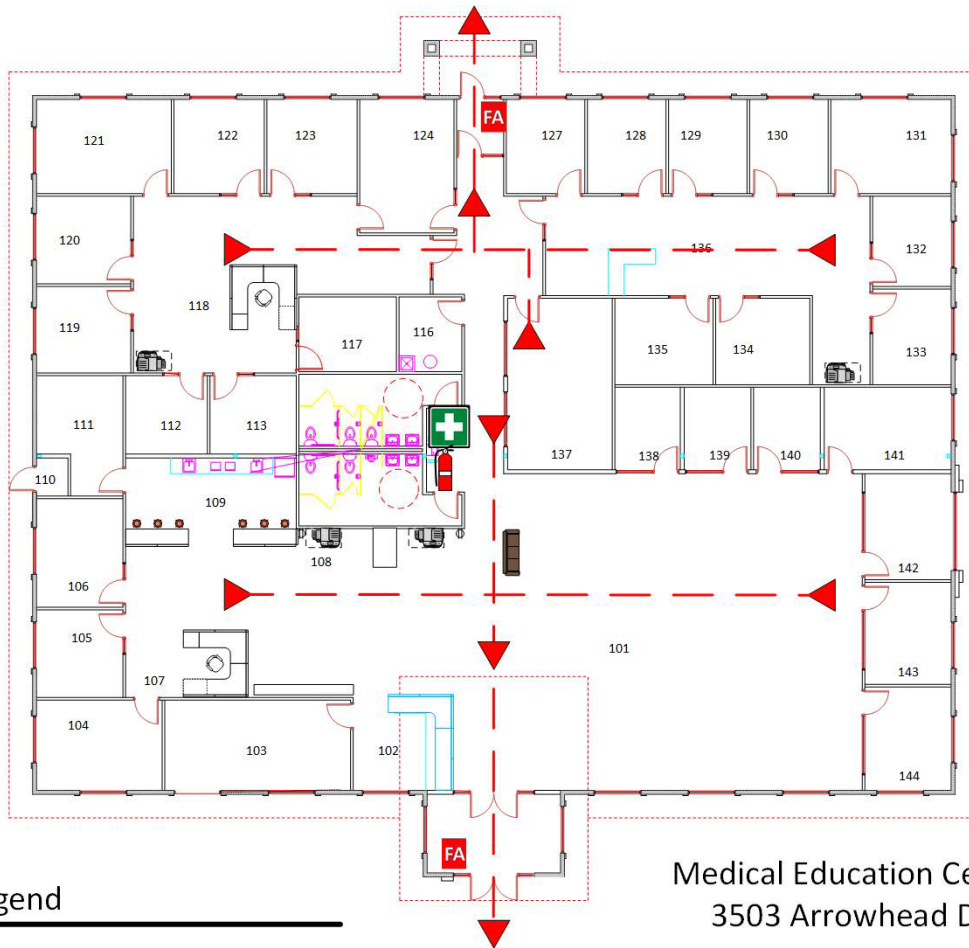
LEGEND

- | | | | |
|--|-------------------------|--|--|
| | Evacuation Route | | AED – Automatic External Defibrillator |
| | Stairs / Elevator | | First Aid Kit |
| | Fire Extinguisher | | Transport Equipment |
| | Fire Alarm Pull Station | | |
| | Fire Hose Valve Cabinet | | |







Las Cruces (NM) Campus Third Floor:



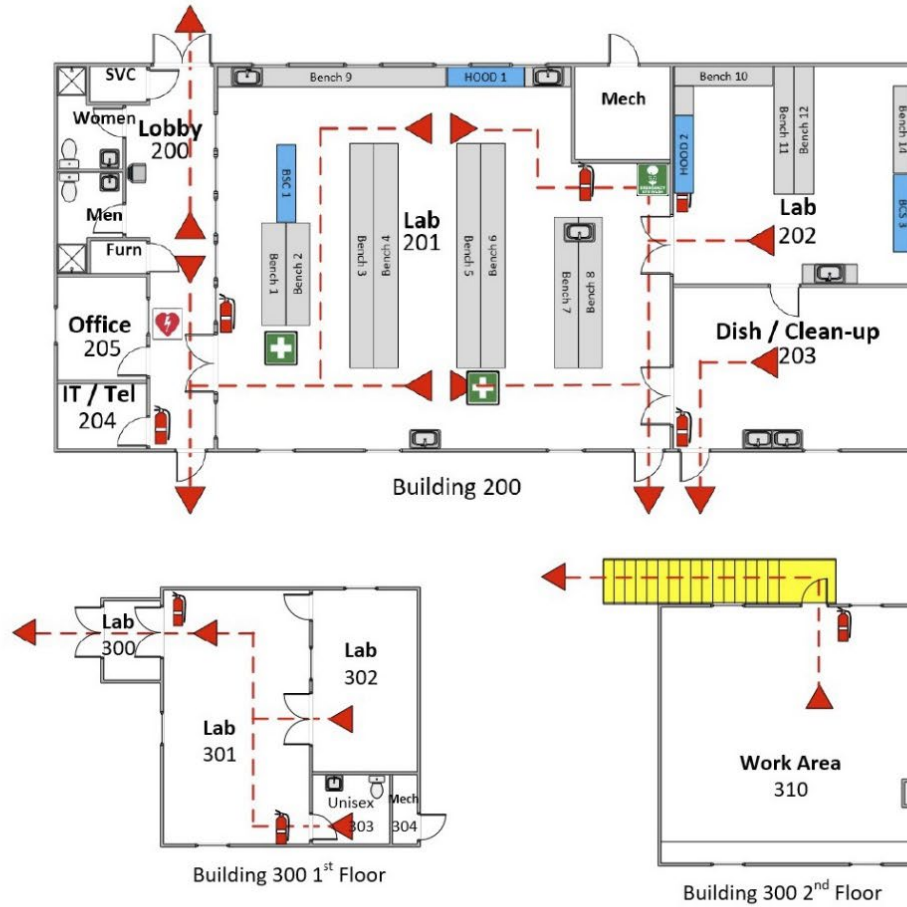
Las Cruces (NM) Campus MEC:



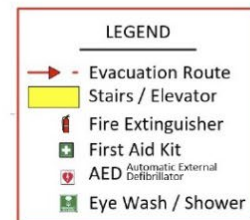
Legend

-  Evacuation Route
-  Stairs / Elevator
-  Fire Extinguisher
-  Fire Alarm Pull Station
-  AED – Automatic External Defibrillator
-  First Aid Kit

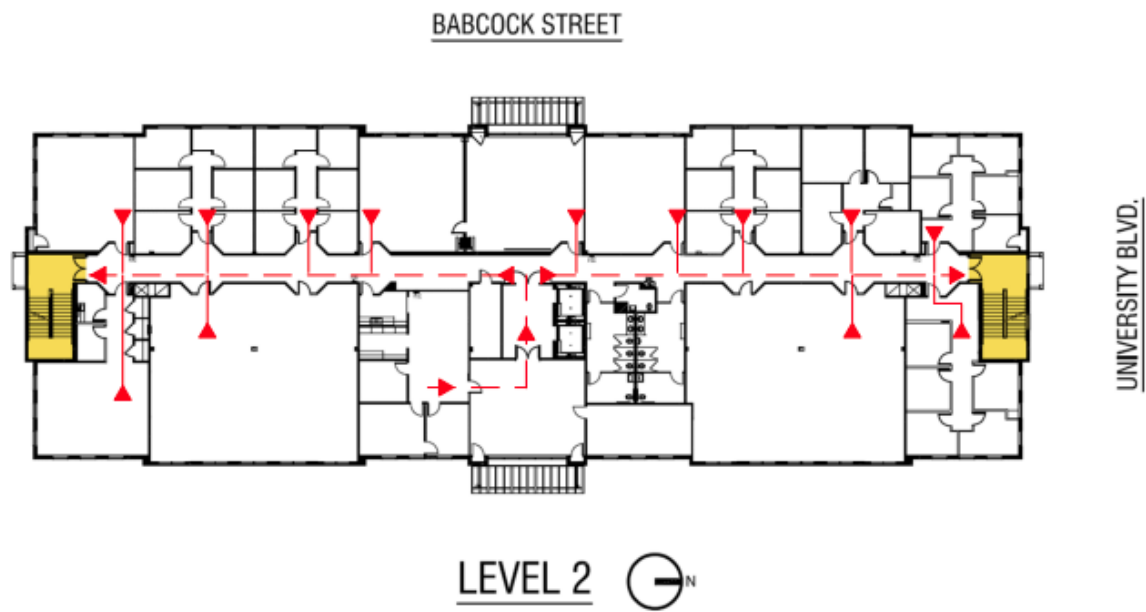
Las Cruces (NM) Campus Research Lab



Evacuation Meeting Location



Melbourne (FL) Campus Second Floor (L3 Harris Commons):



Melbourne (FL) Campus Third Floor (L3 Harris Commons):

