

EMERGENCY PROCEDURES GUIDE

Introduction: These guidelines are for dealing with emergencies on the TSJC Trinidad campus. Review of this guide is important for emergency preparation. Questions and requests for staff training may be directed to the Safety Committee via the Physical Plant Director on the Trinidad Campus at 719-846-5619 or the Student Support Services Director on the Valley Campus at 719-589-7031.

Criminal Activity: If you observe a crime in progress or suspicious behavior, immediately notify the Trinidad Emergency Dispatch Center:

- **Dial 9-1-1**

Keep yourself safe. Do not approach or attempt to apprehend the person(s) involved.

Report as much information as possible to dispatcher, including:

1. What the person(s) is/are doing.
2. Location of criminal activity.
3. Physical description and clothing of suspect(s).
4. License plate number of suspect(s)'s vehicle.
5. Direction suspect(s) is/are traveling.

Stay on the telephone with the police dispatcher and provide additional information as the situation changes, until the first police officer arrives at your location.

MEDICAL EMERGENCY/ AMBULANCE

1. **Dial 9-1-1**
2. Give the dispatcher the following information:
 - Nature of the emergency
 - Your name
 - Phone number you are calling from
 - Your location
3. Do not move a seriously injured person unless they are in immediate life threatening situation.

BASIC FIRST AID

1. A first aid kit is located in each building.
2. Contact the building supervisor if you are unsure where it is located.
3. Ask if anyone is certified to administer First Aid.
4. If there is not an immediate threat to an individual's health and safety, notify a TSJC Faculty/Staff or an Administrator as soon as possible.
5. Give as much information as possible regarding the nature of the illness or injury.

FIRE / EXPLOSIONS

1. If you discover smoke, fire, or hear an explosion, immediately activate the nearest fire alarm system in the building.
2. After sounding the alarm, call the Dispatch center:
 - **Dial 9-1-1**
 - Provide:
 - Building name, floor, and room number.
 - Type of incident.
 - Your name and location
3. Attempt to contain a small fire by utilizing available fire extinguishers, **only if you are trained to do so.**
4. If the fire is beyond control or involves potentially explosive materials, **evacuate the building immediately.**
5. When a fire alarm sounds, evacuate the building.
6. **Instructors, make sure all students in your class are accounted for. Take your attendance record with you to notify emergency personnel of missing students.**
7. Walk, do not run, to the nearest stairway exit and proceed to ground level.
8. Close doors and windows as you leave.
9. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
10. **DO NOT USE ELEVATORS DURING A FIRE EMERGENCY.**
11. Leave the building, and move at least 500 feet away to your gathering place, leaving walks and drives open for arriving firefighters.
12. Do not return to the building until directed to do so by police or fire officers.
13. Someone familiar with the situation and who knows the area involved should meet the arriving emergency service personnel (ambulance, fire department, police department, etc...)
14. Everyone **MUST** follow the orders of the fire and police department when they arrive.
15. Notify firefighters on the scene, if you suspect someone may be trapped inside the building.
16. Report potential hazards or address fire prevention questions to TSJC Physical Plant Director at 846-5619 (w) or 845-6060 (cell).

EMERGENCY EVACUATION OF DISABLED PERSONS

Faculty and supervisory staff who have disabled people under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other evacuation emergency.

AMBULATORY PERSONS:

1. Evacuate ambulatory disabled people (blind, hearing impaired, etc.) with other building occupants.
2. Provide an escort to accompany him/her

WHEELCHAIR DEPENDENT PERSONS:

1. Do not use elevators, unless directed to do so by the fire or police department.
2. Protect individual in place, until rescue personnel arrive.
3. A prearranged escort should proceed with the individual to the nearest safe stairway.
4. Once the stairs are clear of other evacuating people, enter the stairway and remain on the landing near the door.
5. If the stairway becomes smoke filled or unsafe, move back into the building and proceed to another usable stairway. If none is available, locate the nearest designated safe area, close the door, and call Dispatch Center:
 - Dial 9-1-1.
 - If no phone is available, try to wave a coat or similar large object out a window to gain attention.
6. Faculty and staff who have mobility restricted individuals under their direction must notify police and fire authorities of the location of these people. This should be done in person, outside of the building.

UTILITY FAILURE

In case of utility failure, call:

- TSJC Physical Plant Director719-846-5619
- After hours, dial.....719-845-6042

Be prepared to provide:

- Building name:
- Floor:
- Room number:
- Type of incident:
- Person to contact and extension:

1. During power failures, areas that do not have enough natural light to clearly see exit corridors, exit stairs, or exit doors should be evacuated while emergency lights are on.
2. The building should not be re-entered until power is restored.
3. Emergency lighting is temporary and is not provided to continue building operations.

CHEMICAL AND BIOLOGICAL SPILLS

Chemical spills not posing a serious health hazard should be handled as follows:

1. If you are not trained to clean such spills or are not thoroughly familiar with the spilled material, you and all other persons in the room should immediately exit the room, closing the door behind you. If feasible, place a sign on the door warning of a spill inside, or station someone at the door to prevent others from entering
2. If you have been trained to do so, attempt to confine the spill, and if you are thoroughly familiar with the hazards of the spilled chemical or biological material. Use all safety procedures you have been trained in.

If the spill is potentially hazardous, or if you are unsure, take the following steps:

1. Avoid contact with any solid, liquid or gaseous chemical or biological materials, including vapor clouds.
2. Sound the building fire alarm.
3. Evacuate the building to 500 feet upwind from the building and leave a clear access for emergency personnel.
4. In large spills, or if a vapor cloud can be seen, the minimum safe evacuation distance is ½ mile (10 city blocks) upwind.
5. Do not return to the building unless instructed to do so by the police or fire department.
6. If emergency personnel instruct you to stay inside the building, close all doors and windows, and seal cracks around doors with towels, rags or other material. Contact TSJC Physical Plant to turn off the building ventilation:
 - Dial 846-5619 (w) or 845-6060 (cell)
7. As soon as you have evacuated, call the Trinidad dispatch office:
 - Dial 9-1-1 and identify the: building name, floor, room number, type of incident, chemicals involved.
8. Do not touch any object or person who may have been exposed to a chemical or biological spill, as you may then become contaminated.

GAS LEAKS

If a gas cylinder or piping begins leaking:

1. Confine the fumes or fire as much as possible to limit impact to the leak area by closing doors in the immediate area of the leak.
2. Sound the building fire alarm so evacuation can begin.
3. Call Dispatch center:
 - **Dial 9-1-1**
 - and provide Building, floor, and room number, type of incident, Chemical names of gases involved.

4. Evacuate building to a safe area at least 500 feet away, leaving access for emergency personnel.
5. Do not return to the building until instructed to do so by the police or fire department.
6. Suspected gas leaks or suspicious odors should also be reported a TSJC Faculty/Staff or Administrator so they may notify the City Utility Department.
7. Also contact the TSJC Physical Plant at 719-846-5619.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening to harm him/herself or others, or is out of touch with reality due to severe drug/alcohol reaction or a psychotic breakdown. A psychotic breakdown may be manifested by delusions, hallucinations, disorganized speech, uncontrollable behavior, or catatonic behavior. If psychological crises occur:

1. Never try to handle a situation on your own you feel is dangerous.
2. In extreme emergencies, immediately call the Dispatcher:
 - **Dial 9-1-1**
 - Clearly state that you need immediate assistance
 - Provide your name, location, and phone number
3. Notify a TSJC Faculty/Staff or TSJC Administrator

Additional Resources: **National Suicide Hotline.....800-273-8255**
suicidehotlines.com

CAMPUS CLOSURE

TSJC classes, offices, and services will be open and functioning every day as listed in the official calendar. In general, students, faculty, and staff members are expected to be present according to their normal schedules, unless specifically released.

There may be times when certain staff members cannot travel to work because of adverse weather conditions. If such conditions create extreme travel hazards for an individual staff member, the employee should notify his/her supervisor or department.

If adverse weather conditions are widespread and extremely severe, the President of TSJC or designee may determine that classes should be canceled and announce the cancellation by means of the Emergency Notification System (ENS) – Notify Me, local radio stations, and the TSJC website: **trinidadstate.edu**

OFFICIAL COMMUNICATION

Email is an official means for communication within Trinidad State Junior College. Therefore, TSJC has the right to send communications to students/staff/faculty via email and the right to expect that those communications will be received and read in a timely fashion. Please refer to the Notify Me section below.

TSJC NOTIFY ME

This is a notification service provided to you by Trinidad State Junior College used to contact you about special campus activities, campus closures and most importantly campus emergencies in a rapid format. Students sign up and update their information for Notify Me in the student portal.

COPING WITH A TRAUMATIC EVENT

Any traumatic experience may cause a variety of reactions. Stress, fear, anxiety, nervousness, and sadness are just a few. Here are some things that you can do to cope with the situation:

- Talk about your reactions
- Mobilize your support system; connect with others
- Maintain your regular routine
- Take care of yourself by eating well; exercising, getting plenty of sleep, and continuing to do things that you enjoy doing.
- Limit exposure to media
- Do something to help others, such as donating time or resources

There is no standard pattern of coping. There is no right way. Some people need quiet and calm others need more human connection. If depressed feelings don't go away or are so intense that they interfere with your daily life, it may be helpful to connect.

CONTACT INFORMATION

National Center for Victims of Crime.....800-394-2255 | ncvc.org/victims

National Suicide Hotline.....800-273-8255 | suicidehotlines.com

National Sex Assault Hotline.....800-656-4673

Youth Support Line.....800-784-2433

VALLEY CAMPUS PHONE NUMBERS:
Toll-Free 1-800-411-8382 | Local: 589-7000

LOCATION	EXTENSION
Admissions.....	589-7026
Adult Basic Ed.....	719-846-5640
Advising.....	589-7296
Aquaculture Program.....	589-7049
Automotive.....	587-1650
Dean of Instruction CTE.....	589-7064
Dean of Health Sciences.....	719-846-5524
Bookstore.....	589-7030
Business, Office Technology Program.....	589-7052
Career Services.....	589-7067
Cosmetology Program.....	589-7057
Cross Country/Track & Field Office.....	589-7068
Disability Services.....	589-7067
Diesel Mechanics Program.....	589-7082
Early Childhood Program.....	589-7064
TSJC Educational Foundation.....	719-846-5520
EMT Program.....	589-7077
Financial Aid.....	589-7045
Human Resources.....	719-846-5534
Learning Center.....	589-7063
Marketing.....	589-7101
Massage Therapy Program.....	589-7036
Nursing Program.....	589-7077
Physical Plant.....	589-7040
Precision Machining.....	589-7064
President's Office.....	589-7023
Registrar.....	719-589-5550
Recruiter.....	589-7083
Student Life/Activities.....	589-7003
Testing Center.....	589-7040
TRiO Student Support Services.....	589-7063
IT Services.....	589-7105
Veteran's Certifying Official.....	719-846-5553
Vice President Academic Affairs.....	719-846-5559
Vice President Administrative Services.....	719-846-5534
Vice President Student Affairs.....	719-846-5643
Welding Program.....	589-7062

Non-Emergency Community Contacts: Valley Campus

Alamosa Police Department.....	719-589-5807
Alamosa County Sheriff.....	719-589-6608
Alamosa Ambulance Service.....	719-567-4221
Alamosa Fire Service.....	719-589-2593
San Luis Valley Medical Center.....	719-589-2511
Colorado State Patrol.....	719-589-5807

TRINIDAD CAMPUS PHONE NUMBERS

Toll-Free 1-800-621-TSJC | Local: 846-5011

LOCATION	EXTENSION
Advising.....	846-5665
Admissions.....	846-5621
Adult Basic Ed. (GED).....	846-5640
Affirmative Action Officer.....	846-5534
Athletics.....	846-5653
Bookstore.....	846-5419
Business Office.....	846-5542
Dining Services.....	846-5629
Dean of Instruction.....	846-5577
Dean of Health Sciences.....	846-5524
Disability Services.....	846-5456
Educational Opportunity Center.....	846-5689
TSJC Educational Foundation.....	846-5520
Financial Aid.....	846-5553
Housing.....	846-5499
Human Resources.....	846-5534
Student ID's.....	846-5621
Library.....	846-5593
Marketing.....	846-5530
Museum.....	846-5508
Nursing Program.....	846-5524
President's Office.....	846-5541
Physical Plant.....	846-5618
Registrar.....	846-5550
Recruiter.....	846-5622
Student Life/Activities.....	719-589-7003
Student Success Center.....	846-5665
Testing Center.....	846-5657
Title IX Coordinator.....	846-5534
Transcripts.....	846-5621
TRiO Student Support Services.....	846-5665
Tutoring.....	846-5623
Veteran's Certification Official.....	846-5553
Vice President Academic Affairs.....	846-5559
Vice President Administrative Services.....	846-5534
Vice President Student Services.....	846-5643

Non-Emergency Community Contacts:Trinidad Campus

Trinidad Police Dispatch.....	719-846-4441
Las Animas County Sheriff's Dept.....	719-846-2211
Trinidad Ambulance Service.....	719-846-7360
Trinidad Fire Service.....	719-846-2432
Mt. San Rafael Hospital.....	719-846-9213

Policy Regarding Online and Print Versions of the Student Handbook: Every effort has been made to provide the most accurate, up-to-date information possible in this handbook. It is revised every year, but there may be times when substantive changes are required after the handbook has been printed. Such changes are flagged in the online Student Handbook at trinidadstate.edu/pdf/students/documents/StudentHandbook.pdf, which is linked to a document entitled “Updates to the Student Handbook.” Students should consult the Trinidad State Junior College online Student Handbook periodically for updates.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Prepare to Evade or Defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Prepare to evade or defend



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

STAFF

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! (To the announced location.)

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

STAFF

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! (For a hazard using a shelter strategy.)

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

STAFF

Lead safety strategy
Take attendance





TRINIDAD STATE JUNIOR COLLEGE

.trinidadstate.edu

1-800-621-TSJC

IT Support 719-846-5663

TRINIDAD CAMPUS
600 Prospect Street
Trinidad, CO 81082

VALLEY CAMPUS
1011 Main Street
Alamosa, CO 81101