

# ANNUAL SECURITY AND FIRE SAFETY REPORT

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## INTRODUCTION - ANNUAL REPORT PREPARATION

*The Graham County Community College District dba Eastern Arizona College (EAC or the College) complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Code § 1092(f), which requires the distribution of an Annual Security Report and Annual Fire Safety Report to employees and students and notice of its availability to prospective employees and students. The College combines the report into one document, "The Annual Security and Fire Safety Report." The report is intended to inform the campus community of campus safety information, Clery Act crime and fire statistics, policies and procedures relating to sexual violence, emergency response, and other safety factors. The crime statistics in this report are a collection of crimes reported to campus police, campus security officers, local law enforcement, Title IX coordinators, and other campus security authorities.*

*The EAC Campus Police Department, the Student Life Office, the Enterprise Risk Management Office, and the Office of the Vice President of Administration/CBO work together to prepare and publish the report. The Director of Enterprise Risk Management submits the crime statistics (and other related information) for all three campuses electronically to the United States Department of Education by the deadline provided each year. Notice of the availability of the report is sent by email to all enrolled students and employees, by the deadline provided each year. The email contains a link to College's Security and Safety webpage: <https://eac.edu/student-life/campus-safety/>, and the report can be found at the bottom of that page. The link is also provided on all position opening notices (PON), in the academic catalog, on full and part-time contracts, and various web pages (i.e., "Employment Opportunities," "Admissions Form," "Student Life" and "Consumer Information") on [www.eac.edu](http://www.eac.edu). Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the Library (Gila Pueblo Campus). A paper copy of the report will be provided upon request by contacting the Office of Enterprise Risk Management, located in the Student Services Building, Room 251, 615 N. Stadium Avenue, Thatcher, AZ 85552, or by calling (928) 428-8488.*

## CAMPUS LAW ENFORCEMENT AUTHORITY

### **EAC Police Department – Thatcher Campus**

The Eastern Arizona College Police Department (EAC PD) is staffed by two full-time and one part-time, fully certified law enforcement officers, and ten part-time security officers. EAC PD provides safety and security services 24 hours a day, 365 days a year.

EAC police officers are certified peace officers under Arizona State law (A.R.S. §13-3871), are authorized to carry firearms, and have the authority to use police powers of arrest. EAC police officers have the authority to issue citations, make arrests, conduct criminal investigations, and are responsible for the enforcement of the College's rules and regulations.

EAC security officers do not possess arrest power. They do, however, have the authority to ask persons for identification, determine whether individuals have lawful business on campus, detain individuals for investigative purposes, and are responsible for the enforcement of the College's rules and regulations. Security officers work in cooperation with campus police officers and local law enforcement agencies.

EAC PD works closely with surrounding law enforcement agencies including Graham County Sheriff's Office, Greenlee County Sheriff's Office, Thatcher Police Department, Pima Police Department, Clifton Police Department, and Safford Police Department.

Local law enforcement police officers or Sheriff’s Department officers may be called on campus: a) if and when a person needing help has been unable to contact EAC PD or EAC PD is unable to respond to a call and b) at the request of EAC PD when additional assistance is needed.

The EAC Police Department Office is located at:	Campus Police/Security can be reached at:
620 N. College Avenue Thatcher, AZ 85552	(928) 428-8240 or (928) 428-8241 (daytime) (928) 965-8240 (after hours) (928) 428-0808 (Graham County Sheriff’s Dispatch) <b>In an emergency, dial 911</b>

### Gila Pueblo Campus Security

Gila Pueblo Campus Security is staffed by two part-time security officers. Security officers do not possess arrest power. They do, however, have the authority to ask persons for identification, determine whether individuals have lawful business on campus, detain individuals for the investigative purposes, and are responsible for enforcement of the College’s rules and regulations. They work in cooperation with local law enforcement agencies. Criminal incidents and incidents occurring after regular business hours are referred to the appropriate law enforcement agency which has geographic jurisdiction.

Campus security works closely with surrounding law enforcement agencies including Gila County Sheriff’s Office and Globe Police Department.

Gila Pueblo Campus Security Office is located at:	Gila Pueblo Campus Security can be reached at:
8274 Six Shooter Canyon Road Globe, AZ 85501	(928) 425-8481 <b>In an emergency, dial 911</b> <b>After hours (701) 200-8552 or (928) 200-5012</b>

### Payson Campus Security

Payson Campus Security is staffed by two part-time security officers. Security officers do not possess arrest power. They do, however, have the authority to ask persons for identification, determine whether individuals have lawful business on campus, can detain individuals for the investigative purposes, and are responsible for enforcement of the College’s rules and regulations. They work in cooperation with local law enforcement agencies. Criminal incidents and incidents occurring after regular business hours are referred to the appropriate law enforcement agency which has geographic jurisdiction.

Campus security works closely with surrounding law enforcement agencies including Gila County Sheriff’s Office and Town of Payson Police Department.

Payson Campus Security Office is located at:	Payson Campus Security can be reached at:
201 N. Mud Springs Rd. Payson, AZ 85541	(928) 468-8039 <b>In an emergency, dial 911</b>

## DAILY CRIME LOG

A daily crime log, listing all criminal and alleged criminal incidents reported to campus police or campus security, is maintained at each of the three campuses. The log contains the date and time the incident occurred, the date and time the incident was reported, nature of the incident, incident report number,

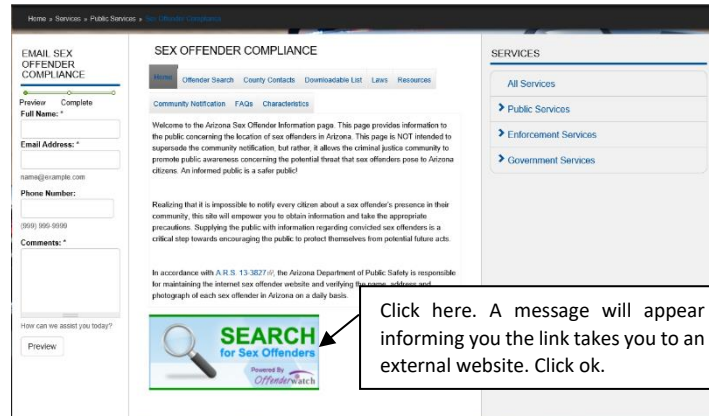
general location of the incident, and the disposition of the incident. A log is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).

Note: In order to protect an ongoing criminal investigation or the identity of a victim, Campus Police/Security may classify criminal incident or alleged criminal incident information as confidential and prohibit its release.

## REGISTERED SEX OFFENDER NOTIFICATION

The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement to its campus community where law enforcement agency information regarding registered sex offenders in the state may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that State at which the person is enrolled as a student, carries on a vocation, or is employed.

A.R.S. §13-3825 Community Notification requires community notification of Level 2 or 3 sex offenders residing in the area. This includes notification to the surrounding neighborhood, area schools, appropriate community groups, and prospective employers. Information on the identity and residential address of all levels of registered sex offenders is available at the Arizona Department of Public Safety's website at <https://www.azdps.gov/services/public-services-center/sex-offender-compliance>. Click the "Offender Search" button and you will see a screen similar to the following one:



Note: AZ DPS Sex Offender Registry is powered by a third-party website – Offender Watch.

EAC PD, Gila Pueblo Security, Payson Campus Security will coordinate with the local law enforcement agency to receive registered sex offender community notification flyers. Campus police/security will notify the campus community of students, employees, and volunteers who have been identified as Level 2 and Level 3 registered sex offenders when they have been apprised of the information.

EA PD will place Level 2 and Level 3 Sex Offender notifications on its website as part of the compliance with the above requirement when it is determined that a Level 2 or Level 3 sex offender is a student or employee of the College. To find this information, visit EAC's "Security and Safety" webpage by clicking on the following link: <https://eac.edu/student-life/campus-safety/>.

## SECURITY AND ACCESS TO CAMPUS FACILITIES

Eastern Arizona College campuses are open to faculty, staff, students, and the public. Administrative buildings are open during normal business hours while other facilities on the campuses have individual hours of operation. Entrance to these buildings is controlled by key access with varied levels of access. Employees are responsible for ensuring that all classroom facilities remain locked when not in use, and only those persons authorized to attend classes or to utilize EAC facilities (i.e., students, faculty, staff, and those authorized through an approved facility request form to utilize specific facilities) have access to them. Employees entering locked/armed buildings after hours are encouraged to leave a business card or note for identification purposes at the alarm console and vice versa upon exit. Employees are instructed not to share alarm (security) codes or keys and to immediately report lost or stolen keys.

Security cameras are located throughout the Thatcher campus, and Discovery Park which are monitored by the EAC PD. Campus police/security at all three campuses patrol the facilities and grounds.

The Director of Residence Life, Residence Life Administrator, EAC PD, and residence hall residents are responsible for the security of residents and residence halls on EAC's Thatcher campus. All residence halls have full-time staff to assist residents with safety and security concerns. Additionally, EAC PD regularly patrols campus housing. All residents are notified of the Residence Life Handbook, which outlines safety and security considerations while living in campus housing. Residents are encouraged to keep their individual rooms locked at all times. Entry doors, wing doors, community, and laundry room doors are to be kept locked. A room key is required to access these entry points. Those found to have violated resident life policy by propping open any of these doors, are subject to disciplinary action and a fine.

## SECURITY AND MAINTENANCE OF CAMPUS FACILITIES

The Maintenance Department maintains and regularly inspects the buildings and grounds with a careful eye on safety and security. They also respond to reports of potential safety and security hazards (i.e., broken windows, locks, etc.) making prompt repairs. Campus Police/Security regularly patrols the campus and reports any hazardous conditions to the Maintenance Department (i.e., malfunctioning doors, lights, etc.) which falls under their purview.

Students and employees are encouraged to report any maintenance-related, safety and security or potential safety and security hazards to:

### Thatcher Campus

#### During Regular Business Hours

Maintenance Department .....(928) 428-8300 (Closes at 3:00 p.m.)  
Campus Police Department .....(928) 428-8240/(928) 428-8241

#### After Hours

Campus Police Department .....(928) 965-8240 (After hours #)

#### Alternative Method to Contact Campus Police Department - Anytime

Graham County Sheriff's Office Dispatch .....(928) 428-0808

### Gila Pueblo Campus

Gila Pueblo Campus Administration Office/ .....(928) 425-8481  
Maintenance Department



Payson Campus

Payson Campus Administration Office/.....(928) 468-8039  
 Maintenance Department

**EMERGENCY RESPONSE GUIDELINES**

The personal safety and well-being of our students, faculty and staff is always an important concern of ours. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff. We encourage you to be an active participant in your safety and the safety of other members of our campus community. Anyone at any campus location who becomes aware of a crime (or is the victim of a crime) or any emergency should make an accurate and prompt report of the occurrence to Campus Police/Security or appropriate campus staff.

**Emergency/Non-Emergency Contact Information**

Students, faculty, and staff are encouraged to become familiar with these numbers:

<b>Thatcher Campus</b>	
<b>In an emergency: DIAL 911</b>	
<b><u>Emergency Numbers</u></b>	
Bomb Threat/Bomb Removal	911
Emergency Medical Services	911
Fire Department	911
Police Department	911
EAC Campus Police Department	(928) 428-8240/ (928) 428-8241
EAC Campus Police Department (After Hours #)	(928) 965-8240
Graham County Sheriff's Dispatch (Alternative Method to Contact Campus PD)	(928) 428-0808
3E Company (HazMat/SDS)	(800) 451-8346
AzCH Nurse Assist (Behavioral Health – Crisis Services Line)	(866) 495-6735
<b><u>Non-Emergency Numbers</u></b>	
Animal Control (GCS Dispatch)	(928) 428-0808
AZ DPS (Safford Substation)	(928) 428-2505
Communications Center (Tucson)	(520) 746-4500
Emergency Operations Center	(928) 428-7382
Graham County Attorney	(928) 428-3620
Graham County Health Dept.	(928) 428-1962
Graham County Highway Dept.	(928) 428-3652
Graham County Sheriff's Office	(928) 428-3141
Mt. Graham Regional Medical Ctr.	(928) 348-4177
Mt. Graham Safe House	(928) 348-9104
Thatcher Fire Department	(928) 428-2290
Thatcher Police Department	(928) 428-2296
Town of Thatcher (Utilities)	(928) 428-2290

<b>Gila Pueblo and Payson Campuses</b>	
<b>In an emergency: DIAL 911</b>	
<b><u>Emergency Numbers</u></b>	
Bomb Threat/Bomb Removal	911
Emergency Medical Services	911
Fire Department	911
Hazardous Materials Response	911
Police Department	911
Campus Security (Globe)	(928) 425-8481
Campus Security (Payson)	(928) 468-8039
Health Choice Integrated Care (Behavioral Health – Crisis Services Line)	(877) 756-4090
<b><u>Non-Emergency Numbers</u></b>	
<u>Globe</u>	
Animal Control	(928) 425-8882
AZ DPS (Globe/Miami Substation)	(928) 473-3610
City of Globe (Utilities)	(928) 425-4451
Cobra Valley Regional Medical Ctr.	(928) 425-3261
Gila County Attorney	(928) 402-8630
Gila County Public Health Dept.	(928) 402-8811
Gila County Sheriff's Office	(928) 425-4449
Globe Fire Department	(928) 425-4432
Globe Police Department	(928) 425-5751
Tri-City Fire District	(928) 473-2362
<u>Payson</u>	
Animal Control	(928) 474-5177
Banner Payson Medical Center	(928) 474-3222
Gila County Attorney	(928) 474-4068
Gila County Public Health Dept.	(928) 474-1210
Gila County Sheriff's Office	(928) 474-2208

All Campuses			
National Domestic Violence Hotline	(800) 799-7233	Payson Fire Department/EMS	(928) 472-5120
National Sexual Assault Hotline	(800) 656-4673	Payson Police Department	(928) 474-5177
Poison Control Center	(800) 222-1222	Payson Public Works (Utilities)	(928) 472-5041
SO AZ Center Against Sexual Assault <small>24/7 Sexual Assault Crisis Line</small>	(800) 400-1001		
Suicide Prevention Lifeline (Call, Chat and Text)	988		

## Emergency Procedures

### Thatcher Campus

Eastern Arizona College has established a Crisis Management Team to guide response to campus crises that pose a threat to health, life, and property. The standing Crisis Management Team includes individuals from the areas of student affairs, facilities planning and management, public safety, marketing and public relations, risk management, information technology, and faculty. In the event of a crisis, this standing team would be expanded to include other members of the College community as appropriate based on the nature of the crisis.

In accordance with the College’s Crisis Management Protocol, the team is responsible for gathering and reviewing details of the crisis, determining crisis management and response activities, specifying communication procedures with internal and external audiences, and briefing senior staff. In a crisis, the College president has the ultimate decision-making authority. The vice presidents will act in the president’s absence.

The Crisis Management Team is also responsible for providing education regarding crisis management to the campus community and for establishing positive working relationships with community law enforcement and emergency management personnel.

#### A. **Purpose:**

The basic emergency procedures are to enhance the protection of lives and property through effective use of College and campus community resources. Whenever an emergency or unusual occurrence affecting the campus reaches proportions that cannot be handled by routine measures, the President or designee may declare a state of emergency, and these contingency guidelines may be implemented.

There are two general types of emergencies that may result in the implementation of this plan. These are:

1. large-scale disorder, and
2. large-scale natural/ man-made disaster

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

#### B. **Scope:**

These procedures apply to all College personnel, buildings, and grounds, to include adjoining peripheral areas.

#### C. **Types of Emergencies and/or Unusual Occurrences:**

- Active shooter and hostage situation

- Bomb threats and suspicious packages/object; explosions
- Demonstration and disturbance or student unrest
- Earthquake, severe dust storm, tornado/severe thunderstorm
- Fire
- Flooding
- Gas leaks and hazardous material spill
- Medical emergency
- Power outages
- Violence on campus/in the workplace

**D. Definitions:**

**Emergency** - an incident, potential or actual, which affects an entire building, buildings, or campus site, and/or disrupts the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College administration during times of crises. These types of emergencies should be immediately reported to Campus Police and the Graham County Sheriff's Office dispatch.

**Disaster** - any natural or man-made event that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, Emergency Command Post will be activated, and the appropriate support and operational plans will be executed.

**Unusual Occurrence** - any incident or minor natural disaster, (i.e., flood, wind damage, water leak, etc.), actual or potential, which will not seriously affect the overall functional capacity of the College. Report this type of incident to the Maintenance Department or Campus Police immediately.

Any incident that has the potential for adverse publicity concerning Eastern Arizona College should be promptly reported to the Administration and/or Campus Police.

**E. Assumptions:**

The College Emergency Response Plan is based on a realistic approach to the problems likely to be encountered on campus during an emergency, disaster, or unusual occurrence. Hence, the following are general guidelines:

- An emergency, disaster or unusual occurrence may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency, disaster or unusual occurrence are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modifications in order to meet the requirements of the event.

- Disasters may affect residents in the geographical area of Eastern Arizona College; therefore, city, county and federal emergency services may not be readily available. A delay in off-campus emergency services may be possible.
  - An emergency may be declared if information indicates that such conditions are developing or are probable.
- F. **Declaration of Campus State of Emergency:** The authority to declare a “Campus State of Emergency” rests with the President or the Vice President of Administration/CBO, or in their absence, a designee, as follows:
- During the period of any major campus emergency, the on-duty police/security officer, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain facilities. The on-duty police/security officer shall immediately consult with the President, Vice President of Administration/CBO or designee regarding the emergency and the possible need for a declaration of a “Campus State of Emergency.”
  - When this declaration is made, only those persons as emergency response team members will be allowed in the immediate area of the emergency or disaster site. Campus Emergency Command Post.

When a major emergency occurs, or is imminent, it shall be the responsibility of the Emergency Response Team to establish an Emergency Command Post. The Campus Police Office near the Memorial Bell Tower on College Avenue shall be kept operational at all times. A secondary Emergency Command Post may be designated, if necessary. If the Campus Police Office is not available due to acting on the emergency, the Thatcher Police Department at Thatcher Town Hall may be used as an Emergency Command Post. A conference room on campus may be designated for emergency crews to stage and for use by the College Public Information Officer and local media crews.

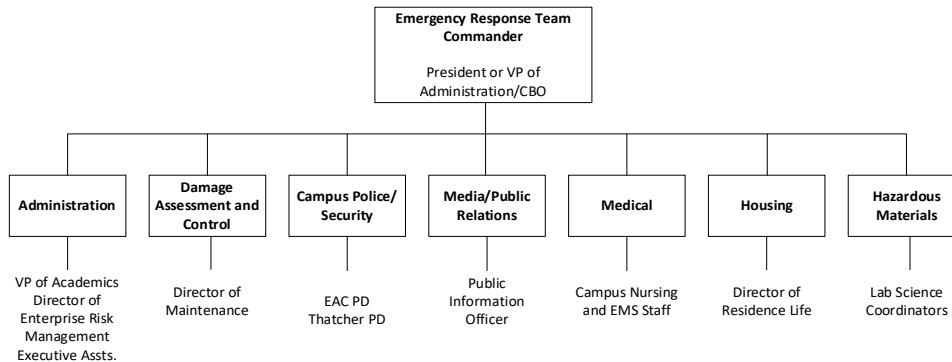
Emergency command post equipment includes, but is not limited to:

- Cellular telephones
- Portable, hand-held radios
- Barrier tape and traffic cones
- First-aid kit
- Copy of Emergency Response Guidelines
- College emergency contact list and emergency services numbers
- Campus telephone directory and local telephone directory
- Flashlights

### **Campus Emergency Response Team**

In addition to establishing an Emergency Command Post as necessary, the police or security officer

on shift shall immediately begin contacting all necessary members of the Campus Emergency Response Team that are available and may be needed for the specific emergency or incident. The team may consist of, but is not limited to, the following personnel:



The Team Commander is to designate substitutes for each necessary post with the resources available at the time. The Emergency Response Team members are to keep in constant communication with the Emergency Command Post. General responsibilities of the Team Members are as follows:

**Team Commander:** Eastern Arizona College President or Vice President of Administration/CBO or designee

1. Notifies, coordinates, and directs the College Emergency Response Team.
2. Works with the on-duty police/security officer and others in assessing the emergency and preparing the College's response.
3. Determines the type and magnitude of the emergency and establishes an appropriate Emergency Command Post.
4. Notifies and conducts liaison activities with the College administration, governmental agencies, Emergency Response Team, and others, as necessary.
5. Begins assessment of the College's condition and extent of emergency.
6. Notifies and uses the assistance of law enforcement agencies, Campus Police, College employees and if necessary, students, in order to maintain campus safety and order.
7. Ensures appropriate notification is made to off-campus staff when necessary.
8. Declares an end, when appropriate, to the "campus state of emergency."
9. Performs other related duties, as dictated by the type of emergency.
10. Directs the preparation of a report, evaluating the final outcome of the emergency.

**Maintenance:** Director of Maintenance or designee.

1. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
2. Provides vehicles, equipment, and operators for movement of personnel and supplies; assigns vehicles as required to the Emergency Response Team for emergency use.
3. Obtains the assistance of utility companies as required for emergency operation.
4. Furnishes emergency power and lighting systems as required.

5. Surveys habitable space and relocates essential services and functions.
6. Provides facilities for emergency generator fuel during actual emergencies.
7. Provides for storage of vital records at an alternate site, coordinates with building and area coordinators for liaison and necessary support.
8. Provides support to the Emergency Response Team as requested.

**Campus Police/Security:**

1. Maintains the Campus Police office in a state of constant readiness.
2. Activates the Emergency Response Team by proper notification.
3. Monitors Campus emergency warnings and evacuations.
4. Obtains assistance from city, county, state, and federal government agencies when necessary.
5. Provides traffic control, access control, perimeter and internal security and fire prevention services, as needed.
6. Maintains personnel in the Command Post for telephone and radio traffic.

**Media/Public Information:** Public Information Officer.

1. Establishes liaison with the news media for dissemination of information as requested by the President or Vice President of Administration/CBO or designee.
2. Establishes liaison with local radio and/or television services for public announcements.
3. Arranges for photographic and audio-visual services of the event.
4. Advises the President or designee of all news concerning the extent of the event affecting the campus.
5. Prepares news releases for approval and release to the media concerning the event.

**Medical:** Campus Emergency Medical Services Staff (EAC Nursing staff may also be called upon to assist in an emergency situation, but only if resources are needed and requested by local hospitals or other emergency staff.) EAC EMS Staff may be first to respond to incidents on the Thatcher Campus along with Campus Police.

1. Designates and commands a medical triage/treatment area for related injury or ill victims.
2. Provides emergency care for sick and injured.
3. Provides technical and safety assistance during emergency or disaster conditions.
4. Evaluates Campus hazards to environmental health and industrial safety during and after the event.
5. Prepares and submits a report to the President regarding injuries and/or illnesses associated with the event.

**Housing:** Director of Housing.

1. Activates evacuation of residence halls when deemed necessary.
2. Notifies residence hall students of emergency procedures.

3. Monitors residence halls' evacuation.
4. Assists with and facilitates inspections of residence halls.
5. Maintains a headcount of the residents.

**Hazardous Materials:** Lab Science Coordinators.

1. Determines if a hazardous material spill is serious enough to notify local fire department, and if so.
2. Activates evacuation of the building/lab to a safe location.
3. Calls fire department and reports details of the spill to proper emergency personnel.
4. Provides technical and safety assistance.

An Emergency Response debriefing will follow immediately after the declaration of the end of the State of Emergency. Emergency Response Team members will prepare and submit to the President, a report evaluating the emergency.

**Faculty/Leadership Responsibilities**

**Administrators, Deans, and Directors:** Every administrator, dean, director, or designee is a Building/Facility Coordinator for every activity under their control and has the following general responsibilities prior to and during any emergency.

- a. Emergency Preparedness
  - i. Allow employees time for training in emergency techniques (i.e., Leadershops, online training, etc.).
  - ii. Designate, in advance, a safe staging area where students and/or staff in their area will go in case of an emergency. This may require a primary and secondary area.
- b. Emergency Situations
  - i. Inform all employees under their direction of the existing emergency.
  - ii. Evaluate the impact that the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating an evacuation of a building.
  - iii. Maintain emergency telephone communication with officials from their location or from an alternate location, if necessary.

**Faculty and Supervisors:** Each faculty and staff supervisor have the responsibility to:

- a. Educate their students and/or employees concerning College emergency procedures as well as evacuation procedures for their building and/or activity.
- b. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
- c. Designate, in advance, a safe staging area where students and/or staff will go in case of an emergency. This may require a primary area and a secondary area more distant from their classroom or work area.
- d. Evaluate, survey, and estimate their assigned building facility or activity in order to determine the impact a fire, earthquake or other disaster could have on their facility.

Report all safety hazards to Campus Police and Maintenance. Notify Maintenance, in writing, of any concerns that could cause potential accidents or be hazardous to those using the facility.

- e. **IMPORTANT:** Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to the predetermined staging or gathering area where a head count can be taken.

### **Communication in an Emergency**

Eastern Arizona College will, without delay, and taking into account the safety and the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In the event of a campus emergency, call 911. The Graham County Sheriff's department dispatch center will inform both Campus Police, EMS staff, and EAC Administration in the event of an emergency. Campus Police/Security will respond to the emergency, and depending on the event, EAC EMS Staff may also respond.

An emergency warranting use of the Campus Emergency Alert System (Omnilert®) will be initiated by the Campus Police Department, the President, the Vice President of Administration/CBO, or the Director of Risk Management.

Campus emergencies that would qualify for activation of the Campus Emergency Alert/Omnilert® System:

1. Active shooters
2. Dangerous weapons on campus
3. Bomb threats
4. Hazardous chemical spills
5. Dangerous suspects at large
6. Campus fires
7. Others as determined by the Administration and Campus Police

In case of an emergency on campus, the Emergency Alert Text/Email system will be activated. The College may post information to its website, Facebook, or Twitter feed. Please visit these sites for updates and information.

EAC website: [www.eac.edu](http://www.eac.edu)

Facebook: <https://www.facebook.com/easternarizonacollege>

Twitter: <https://twitter.com/eacmonsters>

When the alert system is activated:

1. Follow the directions provided through the Emergency Alert Text/Email system and any other instructions received from authorities (i.e., police, fire personnel, etc.).
2. If able to do so, assist others around you and move to a safe location.
3. Stay tuned for further information using the systems mentioned above.



4. Once the emergency is over, a campus official will announce an “all clear” through text, email, or other means.

Note: Weather notifications have a very short timeframe, and severe storms are often difficult to predict precisely. As a result, the EAC emergency notification system may also be used to alert the campus about severe weather watches, warnings, or tornadoes, but the College will also rely on the most effective methods of notification for severe weather: local weather alerts via radio or TV and the National Weather Service.

**Inquiries about an emergency situation:**

Direct requests from the media to EAC Marketing and Public Relations Director: (928) 428-8320. EAC’s District Office and Marketing and Public Relations Office are the only campus offices authorized to disseminate official information about campus emergencies to the campus community.

**Gila Pueblo and Payson Campuses**

**A. Purpose:**

The basic emergency procedures are to enhance the protection of lives and property through effective use of College and campus community resources. Whenever an emergency or unusual occurrence affecting the campus reaches proportions that cannot be handled by routine measures, the President or designee may declare a state of emergency, and these contingency guidelines may be implemented.

There are two general types of emergencies that may result in the implementation of this plan. These are:

1. large-scale disorder, and
2. large-scale natural/ man-made disaster.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

**B. Scope**

These procedures apply to all College personnel, buildings, and grounds to include those peripheral areas adjoining the College.

**C. Types of emergencies and/or unusual occurrences**

- Medical emergencies
- Fires
- Hazardous materials incidents
- Bomb threats and suspicious packages
- Explosions
- Earthquakes and tornadoes
- Civil disturbance and demonstrations
- Incidents of violent or criminal behavior (including shooting incidents)
- Power outages
- Flooding or water leaks

#### D. Definitions

The following definitions of an emergency, disaster, or unusual occurrence are provided as guidelines to assist building and area coordinators in determining the appropriate response:

**Emergency:** An incident, potential or actual, which affects an entire building, or the campus in general, which disrupts the overall operations of the College. External emergency service response will be required, as well as major efforts from campus support services. Major policy considerations and decisions will probably be required from the College administration during times of crises. These types of emergencies should be immediately reported to the campus office, and to the Payson Police/Fire/9-1-1 Dispatch Center by dialing 9-1-1.

**Disaster:** Any natural or man-made event that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to effectively control the situation. Outside emergency services will be essential.

**Unusual Occurrence:** Any incident or minor natural disaster, (i.e., flood, wind damage, water leak, etc.), actual or potential, which will not seriously affect the overall functional capacity of the College. Report this type of incident to the campus office immediately.

Any incident that has the potential for adverse publicity concerning the College should be promptly reported to the campus office, who in turn will immediately notify the Senior Dean.

#### E. Assumptions:

This Emergency Plan is predicated on a realistic approach to the problem likely to be encountered on campus during an emergency, disaster, or unusual occurrence. Hence, the following are general guidelines:

An emergency, disaster, or unusual occurrence may occur at any time of the day or night, weekend, or holiday, with little or no warning.

The succession of events in an emergency, disaster, or unusual occurrence is not predictable. Hence, published support and operational plans will serve only as a guide and checklist, and may require field modifications in order to meet the requirements of the event.

Disasters may affect residents in the geographical area of the College. Therefore, City, County, State, and/or Federal emergency services may not be readily available. A delay in the response of off-campus emergency services may be possible.

An emergency may also be declared if information indicates that such conditions are developing or are probable.

#### F. Declaration of campus state of emergency

The Senior Dean, or the Senior Dean's designee, serves as the Emergency Response Liaison to local authorities during any major emergency, disaster, or unusual occurrence. In the Senior Dean's absence, the Senior Dean's designee has the authority to declare a "Campus State of Emergency." When this declaration is made, only the essential campus staff members should be allowed in the immediate area of the emergency or disaster site, and they should only function within the limits of their individual training and abilities.

In most emergency situations, Police and/or Fire officials will be in charge and will operate under the Incident Command System (ICS). An Incident Command Post (ICP) will be established, and the senior representatives of the various responding agencies will operate from that location. In order

to help the operation run as smoothly as possible, it is desirable that the Senior Dean or some member of the senior campus staff remain with the Incident Command group, at the ICP, both to act as an information source and to serve as a liaison between responders and campus staff.

Under normal conditions, Police and Fire Department responders will arrive promptly to handle the emergency, but it is understood that in a wide-scale incident, such as an earthquake, the normal emergency responders may not be available due to numerous other emergencies, and that college staff may have to function on their own for an extended length of time.

During any major incident, it will take some time to assemble all of the resources needed, and to resolve the situation. Sometimes it may seem that things are “taking too long,” and there will be a tendency for people to return to their normal activities before the official “All Clear” is given. All campus staff should understand this and should make sure that all directions and instructions from the ICP are followed.

### **Faculty/Staff/Leadership Responsibilities:**

#### **Administrators and Supervisors:**

Every administrator or supervisor has the following general responsibilities prior to and during any emergency:

- a. Emergency Preparedness
  - i. Building evacuation information shall be distributed to all employees. Follow-up discussions, on-the-job training, or explanation will be given as required.
  - ii. Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation.
  - iii. Evaluate, survey, and estimate all campus buildings, facilities, or activities in order to determine the impact of a fire, earthquake, or other disaster. Report all safety hazards to the campus office. Notify the campus office, in writing, of any concerns that could cause potential accidents or be hazardous to those using the facility.
- b. Emergency Situations
  - i. Inform all employees under their direction of the existing emergency.
  - ii. Evaluate the impact that the emergency has on their areas and take appropriate action. This may include ceasing operations and initiating the evacuation of a building.
  - iii. Maintain communication with officials from their location or from an alternate location if necessary.

#### **Faculty and Staff:**

Each faculty and staff member has the responsibility to:

- a. Educate their students and/or employees concerning College emergency procedures as well as evacuation procedures for their building and/or activity.
- b. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
- c. Designate, in advance, a safe staging area where students and/or staff will go in case of an emergency. This may require a primary area and a secondary area more distant from their classroom or work area.

- d. Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to the predetermined staging or gathering area, where a head count can be taken to ensure that all students and staff who were present at the time of the incident are accounted for.

An Emergency Response debriefing will follow immediately after the declaration of the end of the State of Emergency. Administrators and staff will prepare a detailed report describing the events and evaluating the response to the emergency. This report will be submitted to the Senior Dean.

## Emergency Preparedness/Response

Each EAC Campus has an emergency response booklet which can be found by contacting your Campus Police or Security Department. The booklet was designed to provide a basic contingency manual for Eastern Arizona College (Thatcher Campus) administrators, faculty, and staff members to plan for campus emergencies and unusual occurrences should they occur. While it does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most emergencies and other occurrences. Gila Pueblo and Payson Campuses booklet titled “Emergency Plan” is located in all classrooms and administration offices. Below are the emergency guidelines provided within each booklet to help prepare students, faculty, and staff when having to respond to an emergency or unusual occurrence:

### Active Shooter

#### Thatcher Campus

If you become aware of an active shooter on campus:

1. Get away from the situation as quickly as possible (Run)
2. If you cannot get away, take cover to protect yourself. Secure doors, turn off lights, and stay quiet, low, and out of sight. (Hide)
3. Dial 911; or
  - Campus Police Department .....(928) 428-8240/(928) 428-8241
  - Campus Police Department (After Hours) ..... (928) 965-8240
  - Graham County Sheriff’s Dispatch ..... (928) 428-0808
4. If unable to Run, or if your Hide situation becomes dangerous, prepare to fight with any available means. (Fight).

If a threat to human safety occurs on campus:

1. The College’s Emergency Notification System will be activated with text/email alert messages.
2. Information-including safety instructions for students, faculty, and staff will - also be made on the College’s website and social media accounts such as Facebook, Twitter, etc.

#### Gila Pueblo and Payson Campuses

If you become aware of an active shooter on campus:

1. Get away from the situation as quickly as possible (Run)
2. If you cannot get away, take cover to protect yourself. Secure doors, turn off lights, and stay quiet, low, and out of sight. (Hide)

3. Dial 911; or

Gila Pueblo Campus

Campus Security/

Gila Pueblo Campus Administration Office ..... (928) 425-8481

Payson Campus

Campus Security/

Payson Campus Administration Office ..... (928) 468-8039

4. If unable to Run, or if your Hide situation becomes dangerous, prepare to fight with any available means. (Fight).

## **Bomb Threat**

### **Thatcher Campus**

Bomb threats are managed on a case-by-case basis, based on the characteristics of the situation. Anonymous bomb calls sometimes lead to threats other than bombs. There are cases where such calls were a device to lead evacuees to real danger: a bomb in a meet-up location or an active shooter.

The decision to evacuate or secure in place is determined based on where individuals will be safest. A threat is not assumed to be inside the building. Evacuation is not always the safest response to a bomb threat. Do not attempt to evacuate the building without the authorization or assistance of emergency personnel. Current emergency management guidelines caution against automatic evacuation. In most cases, people are likely to be more secure in their offices, classrooms, or other building facilities than in hallways that have not been searched or outdoors where an actual threat may be even more likely to exist.

If you receive a telephone bomb threat:

1. Listen carefully.
  - Be polite and show interest.
  - Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller.
  - Listen carefully for background noises.
2. Note the phone number of the caller if your telephone has a display. You can display the number of the caller on many EAC phones by pressing "Call Log."
3. Gather as much information as possible.
  - If possible, use the Bomb Threat Information Checklist, available in the emergency response booklet, to question the caller in a polite and nonthreatening manner.

4. Upon completion of the call:

Dial 911; or

Campus Police Department .....(928) 428-8240/(928) 428-8241

Campus Police Department (After Hours)..... (928) 965-8240

Graham County Sheriff's Dispatch ..... (928) 428-0808

5. Then complete the Bomb Threat Information Checklist while the call is still fresh in your memory.

6. Remain available to answer questions.
7. If the threat was received by another individual and he/she is relaying information to you, use the Bomb Threat Information Checklist to gather as much information as possible.

### **Gila Pueblo and Payson Campuses**

Few bomb threats actually involve any type of real explosive device, but all must be taken seriously. Most people who call in bomb threats do so to get attention, or because they are upset with the school for some reason. (A bomber who really wants to cause havoc will detonate the bomb, not call, and report it.) Bomb threats will normally be by telephone.

When such a threat call is received:

1. Try to find out:
  - a. Where is the bomb located?
  - b. What does it look like?
  - c. When will it go off?
  - d. Why was it placed here?
  - e. Any additional information that can be obtained
    - time of call
    - age and sex of caller
    - speech pattern/accents
    - nationality
    - emotional state
    - any background noise
    - any other information.
    - WRITE THIS INFORMATION DOWN AS SOON AS POSSIBLE and only share this information with the Sheriff or campus personnel.
2. Dial 9-1-1
3. Evacuate the area if the location of the bomb is identified.
4. Activate the campus fire alarm to clear the campus.
5. Notify instructors that the incident is a bomb threat, not a fire, and that students should be moved completely off campus, away from parked cars (think car bomb), and kept together as a group for accountability.
  - Police/Sheriff's officer(s) will evacuate additional areas, as necessary.
  - Police/Sheriff's officer(s) will ask staff to check the campus, one area at a time, to see if there is anything unusual that could be an explosive device. The only people who will really know if there is anything that looks out of place, or shouldn't be there, are the people who work in an area every day.
6. Keep streets, fire lanes, hydrants, and sidewalks kept clear for emergency vehicles.

7. Do not return to the evacuated area until Police/Sheriff's Office Commander(s) give an "All Clear."

Note: Police/Sheriff and fire personnel have standard plans for dealing with bomb threats; however, a bomb can be in any shape, size, or container. The only people who will really know if there is anything that looks out of place, or shouldn't be there, are the people who work in an area every day. Police/Sheriff's officers will ask staff to check the campus, one area at a time, to see if there is anything unusual that could be an explosive device. Fire units will usually not even approach the area but will stand by some distance away. Their job is to handle the situation if there is actually a bomb and it explodes, not get involved and be taken out by any initial explosion. If anything is found, refer to it as a "possible device." Never use the word "bomb." In any bomb threat situation, the Police/Sheriff's Office is in charge, and the incident is not over until Police/Sheriff Commanders give an "All Clear."

## FLU AND COVID-19

### All Campuses

Eastern Arizona College follows CDC guidelines and all state and local health department guidelines. Please visit <https://eac.edu/current-students/activities-campus/about-the-flu> to find the most current information for our students, faculty, and staff.

## Demonstration/Disturbance

### Thatcher Campus

As an institution of higher education, the College is dedicated to the principle that a free exchange of ideas is fundamental to the pursuit and dissemination of knowledge. To that end, the College is committed to protecting every member of the College Community's right to speak, write, listen to, explore, and debate competing ideas.

The freedom to express ideas does not mean members of the College Community may exercise that freedom in ways that are incompatible with Ordinary College Operations or the rights of other members of the College Community, including their right to a full and equal opportunity to pursue their education, to a College environment free from impermissible or Prohibited Discrimination and Harassment, to access the resources available at the College, and to express their own opinions and beliefs. The College may restrict Public Expression that violates state, federal, or local law; defames a specific person; or constitutes a Breach of the Peace, Commercial Speech, Fighting Words, Gratuitous Violence, Harassment, a Heckler's Veto, Obscenity, Prohibited Discrimination, or a True Threat; or otherwise disrupts Ordinary College Operations, College Sponsored Activities, or College Authorized Activities.

The College expressly prohibits any conduct that adversely affects or directly threatens to adversely affect the health or safety of members of the College Community or their opportunity to enjoy College programs and College Sponsored Activities, or materially disrupts Ordinary College Operations.

If you have a question about whether a demonstration is unlawful, call:

Campus Police Department .....(928) 428-8240/(928) 428-8241  
Vice President of Academic and Student Affairs .....(928) 428-8261  
Campus Police Department (After Hours) ..... (928) 965-8240  
Graham County Sheriff's Dispatch ..... (928) 428-0808

If a disturbance appears to threaten the safety of faculty, staff, or students:

1. Dial 911; or

Campus Police Department .....(928) 428-8240/(928) 428-8241

Campus Police Department (After Hours) ..... (928) 965-8240  
Graham County Sheriff's Dispatch ..... (928) 428-0808

2. Lock doors when possible and appropriate to isolate the disturbance.
3. Take steps to protect your own safety and the safety of others.
4. Leave the area and encourage others to leave the area. Do not engage or otherwise become a participant.

### **Gila Pueblo and Payson Campuses**

Most campus demonstrations such as marches, picketing, or rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

**Interference** with the normal/peaceful operation of the College.

**Prevention** of access to offices, buildings, or other College facilities.

**Threat** of physical harm to persons or damage to College facilities.

If any of these conditions exist, the College office should be immediately notified.

#### **Peaceful non-obstructive demonstration:**

These demonstrations should not be obstructed by College personnel. If the demonstrators are asked to leave but refuse to leave by regular facility closing time, the demonstration will be considered non-violent, but disruptive, and appropriate measures will be taken.

#### **Disruptive non-violent demonstrations:**

In the event these demonstrations block access to College facilities or interfere with the operation of the college, demonstrators will be asked to terminate the disruptive activity by the Campus Dean or designee. If the demonstrators persist in the disruptive activity, they will be informed that failure to discontinue the specified activity within a given time frame may result in disciplinary action, including suspension or expulsion or possible intervention by civil authorities.

The following statements (statement "A" and statement "B") may be used when addressing the demonstrators.

*Statement "A"* (Identify yourself and your position) "This assembly and the conduct of each participant is disrupting the operations of Gila Pueblo Campus/Payson Campus and is in clear violation of the rules of this College. You have previously been called upon to disperse and terminate this demonstration. If you do not terminate and disperse within 15 minutes, I will, under authority of the Governing Board, take whatever measures are deemed necessary to restore order, including calling for Police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension."

*Statement "B"* (Identify yourself and your position) "You have previously been directed to terminate this demonstration and you have been put on notice as to the consequence of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of Gila Pueblo Campus/Payson Campus, each of you are hereby suspended and subject to later review. The Police will now be called to assist in dispersing this assembly. Those who fail to leave will be subject to arrest."



When police arrive, the ranking Police supervisor will declare: "This is an unlawful assembly, anyone not leaving immediately will be arrested." After a few minutes (5-10 minutes) officers may lawfully arrest those unlawfully remaining.

Violent, disruptive demonstrations:

In the event that a violent demonstration in which injury to persons or property damage occurs or appears imminent, the Senior Dean must be notified. Police and other local law enforcement should be contacted by calling 9-1-1. The situation will then fall under Police jurisdiction.

**Earthquake**

**Thatcher Campus**

During an earthquake, if you are:

Inside

1. Immediately take cover under a table or desk or stand in a doorway. In areas where cover is not available, kneel at the base of an interior wall, facing the wall and with head down and covered by arms.
2. Turn your body away from windows and mirrors.
3. Be alert for falling objects and stay away from overhead fixtures, filing cabinets, bookcases, and electrical equipment.

Outside

1. Move to an open area away from buildings, trees, and power lines.
2. If unable to move to an open area, watch for falling objects.

In an Automobile

1. Stop your vehicle in the nearest open area.
2. Stay in the vehicle until the shaking stops.

After an earthquake:

1. Be aware of the possibility of aftershocks.
2. If possible and it is safe to do so, evacuate the building as soon as the shaking has ceased.
3. Do not move injured persons unless they are in obvious immediate danger (from fire, building collapse, etc.).
4. Open doors carefully. Watch for falling objects.
5. Do not use elevators.
6. Do not use matches or lighters.
7. Limit use of telephone to calls for emergency services.

## **Gila Pueblo and Payson Campuses**

Earthquakes will only last for a very brief time, but has the potential to cause injury and death, as well as substantial property damage. If an earthquake occurs, there are certain common-sense precautions that should be taken:

During an earthquake, if you are:

### Inside

1. Immediately take cover under a table or desk or stand in a doorway. In areas where cover is not available, kneel at the base of an interior wall, facing the wall and with head down and covered by arms.
2. Turn your body away from windows and mirrors.
3. Be alert for falling objects, and stay away from overhead fixtures, filing cabinets, bookcases, and electrical equipment.

### Outside:

1. Move to an open area away from buildings, trees, and power lines.
2. If unable to move to an open area, watch for falling objects.

### In an automobile:

1. Stop your vehicle in the nearest open area.
2. Stay in the vehicle until the shaking stops.

After an earthquake:

1. Be aware of the possibility of aftershocks.
2. If possible and it is safe to do so, evacuate the building as soon as the shaking has ceased.
3. Do not move injured persons unless they are in obvious immediate danger (from fire, building collapse, etc.).
4. Open doors carefully. Watch for falling objects.
5. Do not use elevators.
6. Do not use matches or lighters.
7. Limit use of telephone to call for emergency services.

## **Explosion**

### **Thatcher Campus**

Chemicals, leaking gas, faulty boilers, or falling aircraft are some possible causes of life-threatening explosions.

If you hear or are in the area of an explosion:

1. Dial 911; or

Campus Police Department .....(928) 428-8240/(928) 428-8241  
Campus Police Department (After Hours) ..... (928) 965-8240  
Graham County Sheriff's Dispatch ..... (928) 428-0808

2. Crawl under a table or desk.
3. Be prepared for possible further explosions.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Evacuate the building if the fire alarm sounds.
6. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
7. Feel doors for heat before opening, and open carefully.
8. Watch for falling objects.
9. Do not use elevators.
10. If requested, accompany, and assist persons with disabilities.
11. Do not use matches, lighters, or other open flames in the vicinity of the explosion.
12. Limit use of telephone to call for emergency services.
13. Meet at a predetermined location to account for all members of your unit.

**Gila Pueblo and Payson Campuses**

1. Assist the disabled in leaving the building. Do not move seriously injured persons unless they are in immediate danger. Watch out for exposed electrical wires and/or falling objects when evacuating the building.
2. Dial 9-1-1.
3. Evacuate to a common safe area and check to see if everyone is accounted for.
4. Streets, fire lanes, hydrants, and walkways need to be kept clear for emergency vehicles.
5. Do not return to an evacuated building until told to do so by authorized personnel.

**Fire**

**Thatcher Campus**

Response to Fire or Suspected Fire:

1. If a burning odor or smoke is present, pull a fire alarm to activate the fire alarm system.
2. If possible, shut off gas in your area.
3. If you can help control the fire without personal danger and have received training, take action with an available fire extinguisher. If not, leave the area.
4. Never allow the fire to come between you and an exit.
5. Leave the building, checking as you leave to make sure everyone has left the immediate area. Close doors behind you to confine the fire.
6. Once you have evacuated the building:

Dial 911; or

Graham County Sheriff's Dispatch ..... (928) 428-0808

Report the location of the fire and the material burning, if known. Report this information to fire and police personnel as they arrive.

#### Response to Audible Fire Alarms

1. If the audible fire alarm sounds, shut off any gas in your area and evacuate the building.
2. Leave immediately; do not delay locating personal items.
3. Try to make sure that all members of your department hear the alarm and evacuate the area by quickly checking nearby restrooms, copier rooms, storage rooms, etc., as you exit.
4. Use the nearest stairway. Do not use the elevator.
5. If requested, accompany, and assist persons with disabilities.
6. Shut all doors behind you as you go.
  - Closed doors can slow the spread of fire and smoke.
7. Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
8. Once outside, move at least 100 feet from the building.
9. Meet at a predetermined location to account for all members of your unit.
10. Return to the building only when given the “all clear” by Campus Police or other proper emergency personnel.
  - Do not assume when the audible alarm ceases it is safe to enter the building. There are many possible reasons for the alarm to stop sounding.

#### **Gila Pueblo and Payson Campus**

As with medical emergencies, in case of a fire, call 9-1-1. Explain to the emergency dispatcher exactly what the situation is, if you know, and what is burning. This is important because this will determine what level of response your call will receive. For example, if you report a car fire in the parking lot, and that it is not close to any buildings, one fire engine will be dispatched...and they will respond with lights and sirens. If you report that it is a fire in one of the campus buildings, a “First Alarm” assignment will be dispatched, which consists of three fire engines, a ladder truck, a support/utility truck, and two Battalion Chiefs. If you are not specific, the dispatchers are trained to anticipate the worst, and to “dispatch heavy.” Even if you report what appears to be a minor fire, don’t be surprised when a significant number of fire units show up. Small fires can become big fires surprisingly fast, and if responding fire units are not needed, they will be placed back in service by radio and will immediately be available for the next call.

#### **Fires Inside a Building**

If a fire starts inside one of the campus buildings, evacuate everyone from the immediate area right away. Use a fire pull station to activate the fire alarm and send someone to the office to call 9-1-1. The alarm system will notify the Fire Department, but an “alarm sounding” call will only result in a single fire engine being dispatched, with a non-emergency response. A call to 9-1-1 with the correct information will assure that the appropriate level of response is dispatched on the initial callout. If it is after hours, and nobody is in the office, it is certainly appropriate to call 9-1-1 on a cell phone. It must be remembered, however, that cell phones do not tell the dispatcher where the incident is, so the caller needs to make sure to clearly give the dispatcher the correct location and type of emergency. If the fire is very small, it is permissible to try to put it out with a fire extinguisher, but do not put yourself or anyone else at risk to do so.

### Fires Outside a Building

The most common “outside” type fire would probably be either a dumpster fire or a vehicle fire in the parking lot. In such a case, the caller needs to be sure to advise the 9-1-1 dispatcher whether or not the fire is close to any buildings. In the case of a vehicle fire, do not approach the fire, and try to keep everyone else at least 100 feet away as well. Vehicles, especially newer ones, have quite a variety of components that can explode under fire conditions, including fuel systems, tires, air bags, energy-absorbing bumpers, shock absorbers, and lift struts. Anybody standing too close can be seriously burned or be struck by hot flying debris. Be especially careful trying to put out a car fire with a fire extinguisher.

### Brush Fires on School Property

Any brush fires that may occur on or near campus property have the potential of spreading very rapidly and becoming major fires. Like any other fire incident, brush fires should be reported to 9-1-1 immediately, and the caller should try to give the 9-1-1 dispatcher accurate information as to the fire’s exact location, what is burning, and whether any buildings are threatened. During the wetter times of the year, a brushfire is unlikely to spread fast enough to be of any major concern. The Payson campus sits on approximately 50 acres of property, and much of it is undeveloped brush and forest. During certain times of the year, primarily in the early summer, the weather is hot and dry, and the danger of wildland fire is extreme.

If a fire occurs in your area:

1. Dial 9-1-1 and notify the campus administration office.
2. If it is a small fire and extinguishable, put it out. If it is an electrical fire (electrical equipment, lights, etc.) turn off switches or pull the plug from wall outlet, but only if it can be done safely.
3. Alert all occupants in the immediate danger area.
4. Pull the nearest fire alarm pull station (Usually located by building exits).
5. Close the doors to the room after everyone has exited.
6. Evacuate through the nearest exit and move away from the building.
7. Wait for further instructions from the Fire Department or from campus staff.

If a fire alarm is sounding:

1. Remain in control and assume that there is a fire in the building.
2. Evacuate through the nearest exit and move away from the building.
3. Follow instructions from the Fire Department and from campus staff.

Note: All educational facilities, including the Gila Pueblo/Payson Campus, are required to conduct periodic fire drills. If the fire alarm is sounded as a part of a routine fire drill, it should be treated the same as if it were an actual fire. Do not ignore fire alarms!

### **Flooding/Water Leak**

#### **Thatcher Campus**

Serious water damage can occur from a number of sources: broken pipes, clogged drains, damaged skylights or windows, or construction errors.

If a water leak occurs:

1. Call and report the exact location and severity of the leak to:

During Regular Business Hours

Maintenance Department ..... (928) 428-8300 (Closes at 3:00 p.m.)  
Campus Police Department ..... (928) 428-8240/(928) 428-8241

After Hours

Campus Police Department ..... (928) 965-8240  
Graham County Sheriff's Office Dispatch ..... (928) 428-0808

Alternative Method to Contact Campus Police Department

2. If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
3. If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off the water, etc.), do so.
4. Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.
5. Evacuate when necessary and safe to do so.

**Gila Pueblo and Payson Campuses**

Water damage in campus buildings can result from a number of sources. The most common sources are clogged drains, faulty faucets, leaking roofs, broken pipes, malfunctioning flushometer, sewer back-ups, and allowing water to run into a sink unattended.

If a water leak or flooding occurs:

1. Remain calm and notify maintenance or the administration office.

Gila Pueblo Administration Office ..... (928) 425-8481  
Payson Campus Administration Office ..... (928) 468-8039

Indicate:

- a. The exact location and severity of the leak or flooding.
- b. If there are appliances or electrical circuits/outlets around the leak, leave the area. Do not attempt to turn them on or off.
- c. If you are able to stop the leak, do so with caution, i.e., by shutting off water valves, unclogging a drain, or applying pressure to the leaking pipe.
- d. Remain in the area close to the leak source until a member of maintenance or campus staff arrives.
- e. At times, during heavy rain, some campus buildings may be subject to flood water getting inside. The sooner maintenance is notified, and the water removed, the less likely costly damage will occur. If you observe flood water getting into buildings, immediately notify maintenance or the campus office.

## Gas or Carbon Monoxide Leak

### Thatcher Campus

If gas odor is detected in a building:

1. Call and report the exact location and severity of the leak to:

During Regular Business Hours

Maintenance Department ..... (928) 428-8300 (Closes at 3:00 p.m.)  
Campus Police Department ..... (928) 428-8240/(928) 428-8241  
College Administration ..... (928) 428-8201/(928) 428-8231

After Hours

Campus Police Department ..... (928) 965-8240

2. Evacuate students and staff to a safe distance outside the building.
3. Try to make sure that all members of your department and building evacuate the area by quickly checking nearby restrooms, copier rooms, storage rooms, etc., as you exit.
4. Use the nearest stairway. Do not use the elevator.
5. If requested, accompany, and assist persons with disabilities.
6. Shut all doors behind you as you go. Closed doors can slow the spread of fumes.
7. Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
8. Once outside, move at least 100 feet from the building.
9. Meet at a predetermined location to account for all members of your unit. 10. Return to the building only when given the "all clear" by Campus Police or other proper emergency personnel.

### Gila Pueblo and Payson Campuses

If you smell gas:

1. Do not touch any light or electrical switch or appliances.
2. Do not pull the fire alarm pull station in the immediate area.
3. Dial 9-1-1.
4. Notify the campus administration office.
5. If the source of the leak is apparent and can be easily corrected by turning off a valve, (Bunsen burner, kitchen appliance, etc.) then shut it off. Open doors and windows to vent out the gas.
6. If the source of the leak is not apparent, evacuate the room immediately. Notify others in the immediate area of the danger to evacuate immediately.
7. Campus maintenance staff or emergency responders will shut off the main gas valve.
8. Evacuate away from the building and wait for assistance from Police and Fire Department personnel.

## Haboob or Severe Dust Storm

### Thatcher Campus

A watch means that weather conditions are favorable for the formation of a haboob or severe dust storm. A warning is issued when a haboob or severe dust storm has actually been sighted in the surrounding area. Emergency warning sirens may be activated when there is a warning.

If a haboob or severe dust storm warning has been issued when you are

#### Inside:

1. Stay inside. Bring inside individuals who may be outside.
2. Securely shut all doors. Close windows and blinds. Turn off Heat, Ventilation, and Air Conditioning (HVAC) systems and close vents to prevent dust from entering.
3. Stay away from glass windows and doors. If possible, move to an interior corridor, or room or office without windows and shut the door.
4. If requested, assist persons with disabilities to the safest area on the same floor.
5. Do not leave the shelter area until after the storm is over.
6. Continue to monitor the weather via radio or television until the warning has been lifted for your area.

#### Outside:

1. Find shelter and follow the information above.

#### Driving or in a vehicle

(Pull Aside Stay Alive Campaign suggests the following):

##### Residential/Business Street Driving

- Safely pull off the road while you still have visibility.
- Do not stop in a travel lane.
- Turn off car headlights and interior lights so that travelers don't assume you are on the road and try to follow you.
- Close air vents so dust does not come into the vehicle.
- Turn off the air conditioning and heating.
- Roll up all windows and ensure all doors are closed securely.
- Stay inside the vehicle with your seatbelt fastened.
- Never touch or try to move downed power lines.
- Call your local police department to handle dangerous situations.
- Wait for the storm to pass.
- Have emergency items such as food and water available in your vehicle.
- After storm passes brush off the front grill, vents below the wipers, and hood scoops prior to starting the vehicle.



- Pour water onto the windshield wiper vent before starting the engine after dusting the vents.

Interstate/Highway Driving

- Do not stop in a travel lane.
- Do not drive or stop in the emergency lane.
- Exit as soon as possible and wait for the storm to pass.
- If you can't safely exit the roadway, turn on your lights and reduce your speed.
- Do not stop in the middle of the roadway.
- If you need to stop, pull off the road completely, turn off lights, take your foot off the brake so other vehicles do not try to follow you.
- Close air vents, roll up all windows and ensure all doors are closed securely.
- Turn off the air conditioning and heating.
- Stay inside the vehicle with your seatbelt fastened.
- Never touch or try to move downed power lines.
- Call your local police department, to handle dangerous situations.
- Wait for the storm to pass.
- Have emergency items such as food and water available in your vehicle.
- After storm passes brush off the front grill, vents below the wipers, and hood scoops.
- Pour water onto the windshield wiper vent before starting the engine after dusting the vents.

**Hazardous Material Spill**

**Thatcher Campus**

“Hazardous material spill” - is a spill in which there is a significant amount of a hazardous material released or one in which the release of the substance cannot be controlled.

Examples	Hazardous Material Spills	<ul style="list-style-type: none"> <li>– more than one gallon of bleach</li> <li>– more than 100 mL of sulfuric acid</li> <li>– more than one gallon of gasoline</li> <li>– any quantity of mercury</li> </ul>
	Infectious Materials	<ul style="list-style-type: none"> <li>– include blood and other body fluids</li> </ul>

Response to a Hazardous Material Spill

1. If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes and then seek medical attention.
2. If contact or the spill quantity is significant:

Dial 911; or

Campus Police Department .....(928) 428-8240/(928) 428-8241  
 Campus Police Department (After Hours) ..... (928) 965-8240  
 Graham County Sheriff's Dispatch ..... (928) 428-0808

3. Stop or contain the source of the hazardous material, if safely possible.
4. Evacuate the immediate area, closing doors behind you.
5. Unless you are trained, do not attempt to clean up the spill yourself.
6. Make yourself available to emergency personnel to supply critical information to aid in clean up.
7. Provide as much of the following information as possible:
  - Where the hazardous material spill occurred. Specify the floor, room number, and location in the room.
  - Whether a fire and/or explosion has occurred.
  - Whether there are any injuries and if so, how many.
  - The material that spilled.
  - The state of the material (i.e., solid, liquid, gas, combination).
  - Whether any of the hazardous material has escaped from the spill location in the form of chemical vapors/fumes or running or dripping liquid.

Response to an Infectious Material Spill

1. If the infectious material comes in contact with your skin, immediately wash with soap and water.
2. Unless you are trained, do not attempt to clean up the spill yourself.
3. Contact:

During Regular Business Hours

Maintenance Department .....(928) 428-8300 (Closes at 3:00 p.m.)  
 Campus Police Department .....(928) 428-8240/(928) 428-8241  
 Graham County Sheriff’s Office Dispatch .....(928) 428-0808

After Hours

Campus Police Department .....(928) 965-8240  
 Graham County Sheriff’s Office Dispatch .....(928) 428-0808

4. Make yourself available to responding Environmental Health and Safety personnel to supply information to aid in clean up.

Note: Eastern Arizona College (Thatcher Campus) contracts with 3E Company to provide 24-hour, on-call hazardous material information for the College. You may call them at 800-451-8346 or email their Customer Support at [support@3eco.com](mailto:support@3eco.com). Visit their website at <https://www.3eco.com> to obtain safety information and other details.

**Gila Pueblo and Payson Campuses**

Hazardous materials (HazMat) incidents can involve any number of substances, and can be in a gaseous, liquid, or powder form. The Gila Pueblo and Payson campuses do not have a large number of science-related classes, but there is a science room, and it is possible that a HazMat problem of some sort could occur.

If you are involved in a spill or are exposed to hazardous material:

1. Isolate the area as much as possible to prevent the spread of any contamination.
  - Keep any unrelated students and staff out of the area.

2. If a person is exposed, limit their movement.
  - Remove them from the immediate area to get them out of danger. However, do not allow them to wander off, go home, or go to the campus administration office.
  - Use the eyewash station, if indicated.
3. Anyone who is potentially contaminated, including campus staff members, should stay in the area until they can be cleared by responding fire/rescue/hazmat personnel.
4. Call 9-1-1, as soon as possible. Describe the substance, if known.

Note: The Fire Department will be the lead agency in HazMat situations and will coordinate all actions.

## Hostage Situation

### Thatcher Campus

If you are involved in a hostage situation:

1. Dial 911, if safely possible; or

Campus Police Department .....(928) 428-8240/(928) 428-8241

Campus Police Department (After Hours) ..... (928) 965-8240

Graham County Sheriff's Dispatch ..... (928) 428-0808

Supply as many details as possible including the number of persons involved, description of hostage takers, weapons displayed, threats made, etc.

2. Do what you are told without argument.
3. Do not attempt to negotiate or argue with the hostage taker.
4. Try to get others to remain calm. Tell them to do what they are told.

### Gila Pueblo and Payson Campuses

#### Hostage Incidents:

If you find yourself as a victim of or are confronted with an armed captor, keep in mind the following:

Survival Techniques	
You are alive	- Do not do anything to make the situation worse.
Stay calm	- Avoid being argumentative with or threatening to the subject. Do not make any sudden or quick movements. Ask permission to speak or move.
Be alert and aware	- If you are released or escape, anything you observe or hear could help law enforcement officers deal with the captor and end the crisis safely and quickly for everyone.
Control your fear and despair	- Time is on the side of the negotiator and you.
Trust the negotiating team	- They are trained to end an emergency as quickly and safely as possible for everyone and you.

### All Campus Personnel

1. Dial 9-1-1; if it is reported to you that someone has been taken hostage by an armed suspect.
2. Notify the campus administration office with all details and that 9-1-1 has been notified.
3. Assess the situation to determine if a safe evacuation can begin without providing the captor with additional hostages.
4. Upon arrival of Police personnel, the control of the situation becomes their responsibility. Be prepared to provide the police with the following information if it is known to you:
  - The location and number of hostages.
  - The number and description of captors.
  - If the hostage takers are armed and with what kind of weapons.
  - Any demands or instructions from the hostage takers.
  - Cooperate with and provide any assistance to the police and the hostage negotiating team.
  - Provide floor plans if they are available.
  - Keys and access to any part of the building.

If you, your students, or staff members become a hostage:

- Remain calm! Calm your students or staff members and reassure them.
- Do not take any actions that would endanger or become life threatening to your students or you.
- Observe and remember your captor's description, if they are armed, and anything said by them.

When you observe a hostage situation taking place on campus or in your building:

- Do not intervene.
- Alert police and the campus office immediately.
- Remain out of sight of the hostage-taker(s) but remain in a location where you might prevent others from becoming victims. Call upon other staff members to assist you.
- If the local news media arrives on the scene, refer them to the campus office. Do not make any statements to the media or other people unless you are authorized to do so.

If an evacuation is ordered, evacuate to the location given to you by police or College staff.

### **Shooting or Stabbing:**

If a student, faculty, or staff member is attacked in a building or on campus, students should move away from the scene immediately and seek help from the nearest classroom or staff member. Any witness of the attack should identify himself or herself to the responding staff member or police officer. In doing so, this will assist responding emergency personnel in aiding the victim and the identification and apprehension of the assailant.

Faculty or staff member in charge:

1. Call 9-1-1 to request police and emergency medical assistance, if needed.
2. Assess the situation and notify the campus administration office.

3. If you are aware of a shooting or stabbing, or suspect one occurring, lock your doors (if possible) to prevent an attacker from entering your area.
4. Secure the area where the attack occurred. Do not permit the curious to enter or disturb anything.
5. Try to determine if the attacker is still on campus.
6. If it is safe, administer first aid to the injured.
7. Identify and remove any witnesses from the scene to separate, unoccupied areas. Have them begin to write down what they saw and heard.
8. Expect the arrival of news media. Brief campus administration office staff and refer all news reporters' questions to the person designated to act as the spokesperson for the College.
9. When the situation is clear, notify all in your area.
10. Inform all students, faculty, and staff to avoid rumors.
11. Debrief all those directly involved.

**Faculty:**

1. Immediately report the incident.
2. Maintain order and make sure students are kept safely away from the area. Remain with your class at all times.
3. If there are any injuries assess the nature of the emergency and, if safe, administer first aid and keep the curious away from the injured party.
4. As soon as possible, write down what you observed and heard for police investigators.

**Gunfire (sniper or drive-by shooting):**

1. Dial 9-1-1 when you hear gunfire or suspect someone is shooting near your location.
2. If possible, lock outside doors.
3. Immediately move all the people away from windows. Do not allow anyone to get up and look outside any window, even if you suspect the situation is over. Wait until the police arrive and declare that everything is safe.
4. If the gunfire is directed toward your office or classroom, immediately instruct everyone to lie down on the floor and take cover.
5. If someone knocks on your door and identifies him/herself as a police officer, ask enough questions to ensure s/he is indeed an officer and not a perpetrator.
6. If there are injuries, administer first aid and call for medical responders (Dial 9-1-1).
7. When the situation has been declared safe, report the situation to the campus administration office.
8. If you are contacted by the news media, refer all inquiries to the campus administration office.
9. After the situation has been resolved and declared safe, prepare a written report of the incident for police and the Senior Dean.

In any of the situations mentioned above, or in any other emergency, police and/or fire officials will be in charge and will operate under the Incident Command System (ICS). On major incidents, it will take some time to assemble the resources needed, and to resolve the issue. Sometimes it may seem that things are

“taking too long,” and there will be a tendency for people to return to their normal activities before the official “All Clear” is given. In order to address this, it is desirable that the Campus Dean or some member of the senior campus staff remain with the Incident Command group, both to act as an information source and to serve as a liaison between responders and campus staff.

## Medical Emergency

### Thatcher Campus

If someone becomes ill or injured and requires immediate medical assistance:

1. Dial 911; or  
 Graham County Sheriff’s Dispatch ..... (928) 428-0808  
 Provide detailed information on the location of the ill or injured person.
2. Unless you are trained, do not attempt to render any first aid before assistance arrives.
3. Do not attempt to move a person who has fallen and appears to be in pain.
4. Attempt to obtain the following information from the ill or injured person:
  - a. Name, if not known.
  - b. Description of symptoms.
  - c. Allergies.
  - d. Medications.
  - e. Major medical history (heart condition, asthma, diabetes, etc.).
5. Remain at the scene after emergency personnel have arrived to provide information.
6. Preparing for such emergencies includes being trained in emergency first aid and CPR.

Defibrillator Location Information:		
	<u>Building</u>	<u>Location in Building</u>
North Campus	Activities Center Center for Bus. & Information Tech. Library Science and Allied Health Bldg. North Campus classrooms Residence Towers	Raised Directory near men’s room North of keypad at South entrance  North CMU wall at interior of double doors West of Room 315/across from Room 312 NC5 access hall Surface mount on wall, east of reception
Middle Campus	Academic Programs (AP) Campus Police Nursing Education Center Student Services (SS)	East main entry double door next to fire ext. cabinet In police vehicle (Lance Lines) SW entry by fire ext. cabinet and building directory Financial Aid wall next to fire extinguisher cabinet
South Campus	Gym Fine Arts Auditorium ITE Building/Fab Lab South Campus Classrooms (SC5) Wellness Center (Gym)	Athletic Training Room North entrance between two main entrance doors Near Wood Shop Sports Medicine Lab Unit exists on site in shelf at staff desk area
Discovery	Main Office	Location at main office

Park		
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Possible Poisoning:

1. Dial (800) 222-1222 to reach the Poison Control Center. The center can also answer questions about poisons and poison prevention.
2. Dial 911 or Graham County Sheriff’s Dispatch (928) 428-0808 if the person has collapsed, is not breathing, or is having seizures,

**Gila Pueblo and Payson Campuses**

As with any place where large numbers of people gather, it can be anticipated that, from time to time, medical-related incidents will occur on campus. With our large number of senior citizen students, it can probably be expected that our campus will see a larger-than-normal number of these medical incidents. These can be broken down into two basic categories - trauma and medical.

**“Medical incident”** - is when someone experiences an emergency relating to a pre-existing medical condition, such as if someone has a heart attack while on campus.

**“Trauma incident”** - is when someone is injured, such as if someone falls and breaks their arm.

When a medical emergency occurs, our primary goal must be to get the appropriate assistance to the patient(s) as quickly as possible. In order to do this, however, we also must be sure that we do not place ourselves in a position of danger.....and in doing so become patients ourselves. The classic example of this is the well-meaning person who rushes to assist a child who has been struck by a car.....and gets struck by another passing car. In an environment such as our campuses, this normally will not be an issue, but it could be. Be alert.

Our primary action during an emergency is to call the 9-1-1 emergency number. Gila County has a sophisticated dispatch center with modern Enhanced 9-1-1 technology, and they can have the appropriate emergency personnel responding our direction very quickly, but it is still very important to stay on the line with the 9-1-1 dispatcher and to answer their questions. In the case of a medical emergency, the normal dispatch to our campus will be a fire department engine, staffed with firefighter/paramedics, and an ambulance from the local ambulance company. Normal emergency response time to our campus will be approximately five minutes. Always try to have someone out in front to meet the arriving fire unit, so that they can immediately direct them to the patient’s location.

Conscious Patients

Many times, with conscious patients, they will know what is happening to them. Just ask. If the patient is alert, can speak clearly, and seems to be aware of his/her surroundings, they will probably be able to give you accurate information. Be suspicious of patients who are conscious but act inappropriately or seem to be “out of it.” They may have had a seizure, or even a stroke. Even if a patient does not request or want assistance, it is usually better to call 9-1-1, and to let fire paramedics make the determination. Keep the patient calm and either sitting or lying down, and medical personnel will be there very shortly.

Unconscious Patients

Any incident of an unconscious patient on campus should be treated as an acute medical emergency, and 9-1-1 should be called right away. It is generally best not to move the patient, unless they are in immediate danger; however, it is important to ensure that the patient’s airway is not restricted to the point that they are unable to breathe. For example, if a patient becomes unconscious while on one of the machines in the Wellness Center, it may be necessary to move them just to be able to make sure that they are actually breathing. If the unconscious patient is sitting in a chair, they should be lowered to the floor, so they do

not fall. If the patient is NOT breathing, Cardiopulmonary Resuscitation (CPR) will be necessary, and the Automatic External Defibrillator (AED) equipment, which is located in the Wellness Center, should be used. The 9-1-1 dispatcher should be advised that the patient is not breathing, and that CPR is in progress. This is officially called cardiorespiratory arrest, but in the emergency services it is referred to as a “code blue,” or simply a “code.”

Perform the following steps as necessary:

1. Keep the victim still and comfortable. Do not move the victim unless it is crucial to his or her safety.
2. Ask the victim, “Are you okay?” and “What is wrong?”
3. Check breathing. If not breathing, clear the airway and administer Cardiopulmonary Resuscitation (CPR), if trained to do so. If not trained in CPR, attempt to locate a person trained in CPR quickly. An Automatic External Defibrillator (AED) is located in the Wellness Center and should be used as indicated.
4. Control serious bleeding by using direct pressure on the wound.
5. Continue to assist the victim until help arrives.
6. Look for emergency medical I.D., question witnesses and give all information to paramedics.
7. For minor injuries or illnesses, provide proper first aid care:
  - a. Use sterile first aid materials (if available).
  - b. Avoid direct contact with blood. When available, use protective latex gloves.
  - c. Complete an incident report and file it with the campus office.

## Power Outage

### Thatcher Campus

#### Power Outage Response

1. Keep a flashlight in your area. Many cellphones have a light feature.
2. Call

During Regular Business Hours

Maintenance ..... (928) 428-8300 (Closes at 3:00 p.m.)

Campus Police Department ..... (928) 428-8240/(928) 428-8241

After Hours

Campus Police Department ..... (928) 965-8240

Graham County Sheriff’s Office Dispatch ..... (928) 428-0808

Alternative Method to Contact Campus Police Department

3. Provide assistance to others in your immediate area who may be unfamiliar with the space.
4. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
5. If you are in an elevator, stay calm. Use the emergency button or telephone to alert Campus Police.
6. Initiate power outage protocols for critical operations such as fume hoods.



### Gila Pueblo and Payson Campuses

In all campus buildings there are battery operated emergency lights in hallways and other exit areas. The battery-operated lights automatically activate when the power goes off.

If the building that you are in has a power outage:

1. Remain calm and in control.
2. Notify the campus administration office of the power outage.
3. If you are teaching a class, have the students remain seated.
4. Provide assistance to visitors, students, and other staff members in your immediate vicinity. Give special attention to disabled persons.
5. Standby until maintenance personnel arrive and advise you to evacuate the building. Proceed to the nearest exit and properly leave the building. Disabled persons who require assistance to exit should be assisted to an exit. Remain with them until help arrives.
6. Once outside, proceed to the evacuation/assembly area and wait for further instruction from campus staff.

### **Suspicious Mail or Package**

#### Thatcher Campus

Some typical characteristics, which in combination may trigger suspicions, are:

- Restricted marking such as “Personal” or “Special Delivery.”
- No return address or one that cannot be verified as legitimate.
- A city or state in the postmark that does not match the return address.
- Unusual weight based on size.
- Lopsided or oddly shaped, strange odors, oily stains, crystallization, protruding wires, rigid or bulky, excessive tape or string.

If you receive a suspicious letter or package:

1. Do not try to open it.
2. Isolate it.
3. Call:

Campus Police Department .....(928) 428-8240/(928) 428-8241  
Campus Police Department (After Hours) ..... (928) 965-8240  
Graham County Sheriff’s Dispatch ..... (928) 428-0808

If you open a parcel containing suspicious material or alleged to contain suspicious material:

1. Set it down where you are.
  - Do not move the contaminated material.
  - If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
2. If the material is corrosive or presents an immediate danger, wash, or rinse your hands.

3. Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
4. Call:
  - Campus Police Department .....(928) 428-8240/(928) 428-8241
  - Campus Police Department (After Hours) ..... (928) 965-8240
  - Graham County Sheriff's Dispatch ..... (928) 428-0808
5. Stay at the scene to answer questions from Campus Police and Maintenance Facilities personnel. If anyone enters the closed area in which the suspicious letter or package is, that person should also stay at the scene.

**Gila Pueblo and Payson Campuses**

Suspicious Packages:

1. Do not allow anyone to handle a suspicious package or to go near it.
2. Immediately notify the police/sheriff's office.
3. Provide information to police/sheriff personnel regarding when the object was first noticed and any other related information or observations.

**Suspicious Object**

**Thatcher Campus**

“Suspicious object”- is defined as any package, parcel, container, or other object that is suspected of being an explosive device because it is out of place or unusual for that location and cannot be accounted for, or because a threat has been received.

If you find a suspicious object:

1. Do not touch the object.
2. Move people 100 feet or more away from the object.
  - Do not use portable radio equipment or cell phones within 100 feet of the suspicious object.
3. Dial 911 or
  - Campus Police Department .....(928) 428-8240/(928) 428-8241
  - Campus Police Department (After Hours) ..... (928) 965-8240
  - Graham County Sheriff's Dispatch ..... (928) 428-0808
4. Follow police instructions precisely.
5. Do not attempt to evacuate the building without the authorization or assistance of emergency personnel.
  - Current emergency management guidelines caution against automatic evacuation. In most cases, people are likely to be more secure in their offices, laboratories, or classrooms than in hallways that have not been searched or outdoors where an actual threat may be even more likely to exist.
6. If a search of the building is conducted, you and other staff may be asked to accompany Campus police officers since you are more likely to notice something out of the ordinary in your own area or facility.

## **Gila Pueblo and Payson Campuses**

### Suspicious Packages:

1. Do not allow anyone to handle a suspicious package or to go near it.
2. Immediately notify the police/sheriff's office.
3. Provide information to police/sheriff personnel regarding when the object was first noticed and any other related information or observations.

## **Tornado**

### **Thatcher Campus**

"Tornado watch" - means that weather conditions are favorable for the formation of a tornado.

"Tornado warning" - is issued when a tornado has actually been sighted in the surrounding area.

Emergency warning sirens may be activated when there is a tornado warning.

If a tornado warning has been issued and you are:

#### Inside:

1. Stay inside.
2. Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets or bookcases.
3. If possible, move to a below-ground-level floor, interior corridor, or room or office without windows and crouch low with your hands covering the back of your head and neck.
4. Do not use elevators.
5. If requested, assist persons with disabilities to the safest area on the same floor.
6. Do not leave the shelter area until after the storm is over.
7. Continue to monitor the weather via radio or television until the tornado warning has been lifted for your area.

#### Outside:

1. If you are in your car, get out of it. Never try to outrun a tornado.
2. Look for a nearby safe structure in which to take shelter.
3. If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.

## **Gila Pueblo and Payson Campuses**

Tornadoes will only last for a very brief time, but has the potential to cause injury and death, as well as substantial property damage. If a tornado occurs, there are certain common-sense precautions that should be taken:

During a tornado, if you are:

Inside

1. Take cover in a basement, or in a windowless room in the center of the building. If that is not possible, take cover under a table, desk, or in an interior hallway.
2. Stay away from windows, mirrors, overhead fixtures, cabinets, bookcases, electrical equipment, etc.

Outside:

1. Seek shelter in some type of substantial building. If no such shelter exists, lay down flat in a ditch or other open low-lying area, away from trees and other potential sources of flying debris.

In an automobile:

1. If the tornado is still some distance away, drive away at right angles to the direction that the tornado is moving. If that is not possible, DO NOT try to “ride out” the tornado inside your vehicle. Leave your vehicle and go to a substantial shelter. If no such shelter exists, lay down flat in a ditch or other open low-lying area, away from trees and other potential sources of flying debris.

After a tornado:

1. Remain calm and in control.
2. Open doors carefully and watch for falling objects.
3. Avoid using telephones.
4. Follow instructions of Police/Sheriff and Fire personnel. If an evacuation order is given, proceed to the nearest exit or where directed. Proceed to a designated evacuation/assembly area.
5. Do not use elevators, matches, lighters, or any other open-flame devices.

**Violence on Campus**

**Thatcher Campus**

If you witness an act of violence on campus:

1. Get away from the situation as quickly as possible.
2. If you cannot get away, take cover to protect yourself. Secure doors, turn off lights, and stay quiet, low, and out of sight.
3. Dial 911 or

Campus Police Department .....(928) 428-8240/(928) 428-8241  
 Campus Police Department (After Hours) ..... (928) 965-8240  
 Graham County Sheriff’s Dispatch ..... (928) 428-0808

If a threat to human safety occurs on campus:

1. The campus Police will initiate the Campus Emergency Alert System (Omnilert®) and all students, employees, and those community members who have subscribed to the alert service, should receive a text and/or email with alert notifications.
2. Information-including safety instructions for students, faculty, and staff will be made available to

the campus community through e-mail, opt-in text messaging.

**Gila Pueblo and Payson Campuses**

If you witness an act of violence on campus:

1. Get away from the situation as quickly as possible.
2. If you cannot get away, take cover to protect yourself. Secure doors, turn off lights, and stay quiet, low, and out of sight.
3. Dial 911 or

Gila Pueblo Campus

Campus Security/

Gila Pueblo Campus Administration Office ..... (928) 425-8481

Payson Campus

Campus Security/

Payson Campus Administration Office ..... (928) 468-8039

**Violence in the Workplace**

**Thatcher Campus**

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information may be helpful in detecting or anticipating workplace violence and help to create a safer, healthier workplace for everyone.

If violence occurs or there is an immediate threat of violence:

1. Leave the area immediately, if possible. If this is not possible, try to lock yourself in a secure area. Secure doors, turn off lights, and stay quiet, low, and out of sight.
2. If possible:

Dial 911 or

Campus Police Department .....(928) 428-8240/(928) 428-8241

Campus Police Department (After Hours) ..... (928) 965-8240

Graham County Sheriff's Dispatch ..... (928) 428-0808

Give Campus Police or a dispatcher as many details as possible.

**Workplace Violence Prevention**

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals. Campus Police and the Academic Advising Department offer these.
- Refer employees exhibiting inappropriate behavior to the supervisor or Human Resources Office.
- Do not hesitate to call Campus Police for help.
- Remember: A safe workplace is everyone's responsibility.

### Examples of Workplace Violence

- Threats, direct or implied.
- Physical conduct such as pushing, shoving, or striking that harms or has the potential to harm people or property.
- Conduct that harasses, disrupts, or interferes with another individual's performance.
- Conduct that creates an intimidating, offensive, or hostile environment.

### Risk Factors That Contribute to Workplace Violence

- Termination of employment.
- Disciplinary actions.
- Ongoing conflicts between employees.
- Domestic or family violence.
- Financial problems.

### Potential Warning Signs

- Verbal, nonverbal, or written threats.
- Fascination with weapons or violence.
- New or increased stress at home or work.
- Expressions of hopelessness or anxiety.
- Insubordinate behavior.
- Dramatic change in work performance.
- Destruction of property.
- Drug or alcohol abuse.
- Externalization of blame.

### **Gila Pueblo and Payson Campuses**

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information may be helpful in detecting or anticipating workplace violence and help to create a safer, healthier workplace for everyone.

If violence occurs or there is an immediate threat of violence:

1. Leave the area immediately, if possible. If this is not possible, try to lock yourself in a secure area. Secure doors, turn off lights, and stay quiet, low, and out of sight.
2. If possible:

Dial 911 or

Gila Pueblo Campus

Campus Security/

Gila Pueblo Campus Administration Office ..... (928) 425-8481

### Payson Campus

Campus Security/

Payson Campus Administration Office ..... (928) 468-8039

Give 911 or campus security as many details as possible.

### Workplace Violence Prevention

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals. Campus Police and the Academic Advising offer these.
- Refer employees exhibiting inappropriate behavior to the Campus Dean or supervisor.
- Do not hesitate to call campus security for help.
- Remember: A safe workplace is everyone's responsibility.

### Examples of Workplace Violence

- Threats, direct or implied.
- Physical conduct such as pushing, shoving, or striking that harms or has the potential to harm people or property.
- Conduct that harasses, disrupts, or interferes with another individual's performance.
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- Insubordinate behavior.
- Dramatic change in work performance.
- Destruction of property.

- Drug or alcohol abuse.
- Externalization of blame.

## Evacuation Procedures

### Thatcher Campus

#### Evacuation of a Building

To be prepared for an emergency, you should:

1. Recognize the sound of the evacuation alarm.
2. Know at least two ways out of the building from your regular workspace.
3. Know the predetermined meeting location for your unit.

When you hear the evacuation alarm or are verbally instructed to begin evacuating the building:

1. Try to make sure that all members of your department hear the alarm and evacuate the area by quickly checking nearby restrooms, copier rooms, storage rooms, etc., as you exit.
2. Use the nearest stairway. Do not use the elevator.
3. If requested, accompany, and assist persons with disabilities.
4. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
5. Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
6. Once outside, move at least 100 feet from the building or follow the instructions of emergency personnel on the scene. Stay away from building entrances to avoid interfering with emergency personnel or equipment.
7. Meet at a predetermined location.

#### Evacuation of Persons with Physical Disabilities

The following information provides basic guidelines for assisting persons with physical disabilities during an emergency evacuation.

##### Ground Floor

Persons with physical disabilities should exit the building along with other building occupants.

##### Above or Below Ground Floors

###### A. Visually Impaired

Tell the person with the visual impairment the nature of the emergency and offer to guide the person to the nearest exit. Have the person take your elbow and escort him/her out of the building. As you walk, advise the person of any obstacles. When you reach safety, orient the person to where he/she is and ask if any further assistance is necessary.

###### B. Hearing Impaired

Alert the person if there is an emergency situation by using hand gestures or by turning the light switch on and off. Verbalize or mouth instructions or provide the individual with a short note containing instructions. Offer assistance as you leave the building.

###### C. Mobility Impaired



Since elevators should not be used for evacuation during an emergency, persons with mobility impairments will need assistance evacuating. Individuals who can walk may be able to evacuate themselves. Walk with the person to provide assistance, if necessary.

Evacuating individuals who are not able to walk is much more complicated. If there is no immediate danger, take the individual to a safe place to wait for emergency personnel. Whenever possible, someone should remain with the person while another individual exits the building and notifies emergency personnel of the mobility impaired person's exact location.

Only in situations of extreme and immediate danger should you try to evacuate a wheelchair user yourself. The person with the disability is the best authority on how he/she should be moved. Ask before you move someone. While it is best to let professional emergency personnel conduct the evacuation, a person with a mobility impairment can be carried by two people who have interlocked their arms to form a "chair" or by carrying the person in a sturdy office chair.

### **Gila Pueblo and Payson Campuses**

#### **1. Building Evacuation**

- a. Building evacuations will occur when an alarm sounds and/or upon notification by campus staff.
- b. When the building evacuation alarm is activated during an emergency, leave using the nearest marked exit and alert others to do the same.

Note: Assist disabled people as necessary to exit the building.

- c. Faculty and supervisors need to ensure that all persons under their responsibility have exited the building.
  - i. Once outside, proceed to your designated area assembly point. Stay there and get an accurate headcount. A College employee will pick up your head count information to ensure that all students are accounted for.
  - ii. Keep all streets and driveway areas clear for responding emergency personnel.
  - iii. DO NOT return to an evacuated building unless told to do so by authorized College personnel.

#### **2. Campus Evacuation**

- a. The evacuation of Gila Pueblo and Payson Campus will be announced by an authorized College employee.
- b. All persons (students and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds or other location as directed. Stay there and get an accurate headcount. A College employee will pick up your headcount information to assure that all students are accounted for. Do not allow students to go home or "wander off."
- c. Keep all streets and driveway areas clear for responding emergency personnel.
- d. DO NOT return to the evacuated campus unless told to do so by authorized College personnel.

## ALCOHOL AND DRUG POLICY

Eastern Arizona College complies with the Drug-Free Schools and Communities Act of 1989 (PL 101-226) which requires federal contractors and grantees to certify that they will provide a drug-free school. As such, a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees must be developed and implemented. The program must contain standards of conduct; a description of sanctions for violating federal, state, and local law, and campus policy; a description of health risks associated with alcohol or other drug use, a description of treatment options, and a biennial review of the program's effectiveness and the consistency of the enforcement of sanctions. *Eastern Arizona College's Program to Prevent Illicit Use of Drugs and Abuse of Alcohol by Employees and Students* is located in the Academic Catalog and is included with all part-time and full-time employment contracts.

Eastern Arizona College prohibits the manufacture, distribution, dispensing, possession, or use of a controlled substance by any person on District property or as part of any of the District's activities. Additionally, employees are prohibited from ingesting any controlled substance at work and from being at work while under the influence of any controlled substance. A "controlled substance" is defined as an illegal drug, a legal drug used in excess of recommended dosage, an alcoholic beverage, and/or any other mind-altering substance. Marijuana, even when employed for medical use, is considered to be a "controlled substance."

The Arizona Medical Marijuana Act (Proposition 203), which legalized the use and possession of medical marijuana by certain individuals, does not allow any person to use or possess marijuana in public. Additionally, it does not require employers to allow any employee to use or possess marijuana at work, nor to be under the influence of marijuana at work. Accordingly, the College will continue to prohibit the use and possession of all controlled substances (including marijuana) by students and employees on College property and will continue to prohibit employees from working while under the influence of marijuana. The College will not consider an employee who is a "registered qualifying patient" within the meaning of the Arizona Medical Marijuana Act to be under the influence of marijuana solely because of the presence of marijuana metabolites.

Eastern Arizona College and EAC PD enforce all local, state, and federal laws regarding the manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol on District property or as part of any of the District's activities. Eastern Arizona College expects all students, employees, and visitors to comply with all local, state, and federal alcohol and drug laws. Members of the campus community who violate local, state, or federal drug and alcohol laws, or who violate College policies regarding drugs and alcohol are subject to criminal prosecution and/or disciplinary action.

Policies have been developed to:

- A. Ensure that the working and learning environment for students, employees and the public is safe, orderly, and free of illegal activity.
- B. Comply with the Drug Free School and Communities Act of 1989 (PL 101-26), the Drug Free Workplace Act of 1988 (PL 100-690, Title IV, Subtitle D) and other relevant substance abuse laws.
- C. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

*References:*

*GCCCD Policy #4710.00 and Regulation #4710.01 specify standards of conduct and consequences of violations for employees.*

*GCCCD Regulations #5800.01 and #5800.02 specify the standards of conduct and consequences of violation in relation to drug and alcohol use, and the Drug-Free Compliance Program.*

### **Drug or Alcohol Abuse Education Programs**

As part of the annual training that students receive through Vector Solutions, a third-party vendor, students receive information on drug and alcohol prevention.

Although the College does not provide direct drug or alcohol counseling, treatment, or rehabilitation services. Students or employees with concerns related to the use/abuse of drugs or alcohol are encouraged to meet with a member of the Academic Advising staff on the Thatcher Campus for confidential consultation and referral. Academic Advising staff are located in the Student Services Building on Stadium Avenue on the Thatcher Campus. Appointments can be made by calling (928) 428-8253. Arizona State Prison inmates are encouraged to contact the Program Supervisor at their institutions. Inmates at the Federal Correctional Institution (Swift Trail) should contact the FCI Psychology Department. Direct contact with organizations or individuals providing drug or alcohol counseling, treatment, prevention, or rehabilitation services can be made by students or employees depending on location:

- Graham County, Southeastern Arizona Behavioral Health Services (SEABHS), Safford: (928) 428-4550
- Greenlee County, Southeastern Arizona Behavioral Health Services (SEABHS), Clifton: (928) 865-4531

### **PERSONAL SAFETY/PROTECTION AGAINST SEXUAL ASSAULT OR VIOLENT CRIME**

Eastern Arizona College considers the personal safety of students, employees, and visitors an essential element in the maintenance of a learning environment and has a responsibility to ensure they can enjoy the benefits and opportunities the College has to offer in this environment. EAC prohibits stalking, sexual assault, domestic violence and dating violence as they are defined for the purposes of the Clery Act and Arizona state law.

Please see [Clery Act Crime Definitions](#) for the definitions of sexual assault, stalking, domestic violence, and dating violence, and consent as defined by the Clery Act and the State of Arizona.

### **EAC Title IX Policy Statement (Policy Statement for Dating Violence, Domestic Violence, Sexual Assault, and Stalking, Prohibited Sex Discrimination, Sex-Based Harassment, and Retaliation, and for Pregnancy and Related Conditions and Parenting Students)**

GCCCD Regulation 2075.01 Procedures for Alleged Violations of the Title IX Sexual Harassment Regulations complies with the 2020 Regs; and GCCCD Regulation 2075.04 Prohibited Sex Discrimination, Sex-Based Harassment, and Retaliation complies with the 2024 Regs.

The College adheres to all federal, state, and local civil rights laws prohibiting sex discrimination and sex-based harassment in employment and education. The College does not discriminate in its admissions practices, employment practices, or educational programs or activities on the basis of sex, except as may be permitted by law. As a recipient of federal financial assistance for education activities, the College is required by Title IX of the Education Amendments of 1972 (Title IX) to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex assigned at birth, sex stereotypes, sex characteristics, gender identity, sexual orientation, and pregnancy or related conditions. Sex discrimination is prohibited under Title IX and by College Regulation, and it includes sex-based

harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, hostile environment harassment, disparate treatment, and disparate impact.

The College also prohibits retaliation against any person opposing sex discrimination or sex-based harassment or participating in any internal or external investigation or complaint process related to allegations of sex discrimination.

Any College faculty member, employee, or student who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities, and/or benefits of any member of the College community on the basis of sex is in violation of the Prohibited Sex Discrimination, Sex-Based Harassment, and Retaliation Regulation for all Faculty, Students, Employees, and Third Parties.

Any person may report sex discrimination (whether or not the person reporting is alleged to have experienced the conduct) in person, by mail, by telephone, by video, or by email, using the contact information listed for the Coordinator (below). A report may be made at any time (including during non-business hours) by contacting the Title IX Office.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the Regulation or more information, please visit <https://eac.edu/about/title-ix/> or contact the Title IX Coordinator.

***For sex-based allegations:***

Laurie Pennington  
Director of Enterprise Risk Management  
District Office Student Services Building, 2nd Floor, Room 251  
615 N. Stadium Avenue  
928-428-8488  
[laurie.pennington@eac.edu](mailto:laurie.pennington@eac.edu)

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, the Equal Opportunity Commission, and/or another appropriate federal or state agency.

- Office for Civil Rights (OCR)  
Denver Office  
Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310  
Denver, CO, 80204-3582  
Telephone: (303) 844-5695  
Facsimile: (303) 844-4303  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

- **Assistant Secretary for Civil Rights**  
**Office for Civil Rights, National Headquarters**  
 U.S. Department of Education  
 Lyndon Baines Johnson Dept. of Education Building  
 400 Maryland Avenue, SW  
 Washington, DC 20202-1100  
 Telephone: 800-421-3481  
 Fax: 202-453-6012; TDD: 800-877-8339  
 Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Within any Resolution Process related to the Title IX Regulation, the College provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with federal and state law.

### Privacy, Privilege, and Confidentiality

Every effort is made by Eastern Arizona College to preserve the privacy of reports of allegations of sexual harassment/discrimination. For the purpose of the Title IX regulations, privacy and confidentiality have distinct meanings.

**Privacy.** Means that information related to a complaint will be shared with a limited number of College employees who “need to know” in order to assist in providing supportive measures or evaluating, investigating, or resolving the Complaint. All employees who are involved in the College’s response to Notice under this Regulation receive specific training and guidance about sharing and safeguarding private information in accordance with federal and state law.

**Confidentiality.** Exists in the context of laws or professional ethics (including Title IX) that protect certain relationships, including clinical care, mental health providers, and counselors. Non-identifiable information may be shared by the Title IX Coordinator for statistical tracking purposes as required by the Clery Act/Violence Against Women Act (VAWA). Other information may be shared as required by law.

**Privilege.** Exists in the context of laws that protect certain relationships, including attorneys, spouses, and clergy. Privilege is maintained by a provider unless a court orders release or the holder of the privilege (e.g., a client, spouse, parishioner) waives the protections of the privilege.

The College reserves the right to determine which College officials have a legitimate educational interest in being informed about student-related incidents that fall under this Regulation, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the Complaint. Information will be shared as necessary with Investigators, Decision-makers, Appeal Decision-makers, witnesses, the Parties, and the Parties’ Advisors. The circle of people with this knowledge will be kept as tight as possible to preserve the Parties’ rights and privacy, and release is governed by the institution’s unauthorized disclosure regulation.

The College may contact students’ parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student prior to doing so.

### **Other Confidential Resources**

Sexual misconduct can be a complex and painful experience that can require many different types of support including medical, legal, psychological, and academic resources. There are no employees within EAC who can guarantee complete confidentiality; however, there are resources outside of the College that you may wish to have a confidential conversation with about your options and what next steps you would like to take.

### **National Sexual Assault Hotline and Website**

Access free, 24/7 local crisis support online or by calling 1-800-856-HOPE (4673). For more information, visit [ohl.rainn.org/online](http://ohl.rainn.org/online).

### **Off-Campus Counselors, Advocates and Resources**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with EAC unless the victim requests the disclosure and signs a consent or waiver form.

### **National resources**

- [GLBTQ Domestic Violence Project](#)
  - Domestic Violence 24 Hour Hotline: 1-800-832-1901
- [The Network/La Red](#)
  - 24 Hour Crisis Line for GLBTQA Survivors: (617) 742-4911(v); (617) 227-4911(TTY)
- [National Coalition Against Domestic Violence](#)
  - 24 Hour Hotline: 1-800-799-7233 (SAFE); 1-800-787-3224 (TTY)
- [Rape, Abuse, and Incest National Network \(RAINN\)](#)
  - Phone: 1-800-656-HOPE
- [Womenspace National Network to End Violence Against Immigrant Women](#)
  - 24 Hour Hotline: (609) 394-9000

### **Local Resources**

- Rape Crisis 24-Hour Hotline
  - (800) 400-1001
- Mt. Graham Safe House
  - (928) 348-9104
- [A New Leaf](#)
  - Advocacy: (602) 372-7605
  - Hotline: 1-844-SAFEDVS
- [Arizona Coalition to End Sexual and Domestic Violence](#)
  - Legal advocacy: (602) 279-2900; (800) 782-6400
  - Hours of Operation: 8:30 am 5:00 pm, Monday-Friday
- [Autumn House](#)
  - 24 Hour Crisis Line: (480) 835-5555

- [Chrysalis](#)
  - 24 Hour Hotline: (602) 944-4999
  - Programs and Services: (602) 955-9059
- [CONTACTS](#)
  - 24 Hour Hotline: (602) 263-8900; 1-800-799-7739
- [Faith House](#)
  - 24 Hour Crisis Line: (623) 939-6798
- [Glendale Family Advocacy Center](#)
  - Hours of Operation: Monday-Friday 7 am to 5 pm
  - Phone: (623) 930-3720
- [Shelter Without Walls](#)
  - Phone (English): (602) 452-4640
  - Phone (Spanish): (602) 534-3087
- [Sojourner Center](#)
  - Crisis Line: (602) 244-0089; (602) 889-1610 (TDD)
- [Southwest Family Advocacy Center](#)
  - Phone: (623) 333-7900

## Bystander Intervention

Don't just hope that someone else will step in. You have the ability to stop a terrible, life-altering situation. Be part of the solution by being a proactive bystander who helps prevent cases of sexual misconduct or by being a reactive bystander who positively intervenes in instances of sexual misconduct.

## Risk Reduction Tips

To protect yourself and your friends from incidents of sexual misconduct, there are preventive measures you can take.

- Trust your instincts
- Make your limits known as early as possible
- Say "NO" clearly and firmly
- Be "situationally aware" by taking note of your surroundings and who is present
- Find someone nearby and ask for help
- Take responsibility for your alcohol and other drug intake, and acknowledge these substances can lower your inhibitions and increase your vulnerability
- Walk with others
- Lock doors and windows in your car and living space
- Take care of your friends and ask that they take care of you
- NEVER blame yourself if an act of sexual or relationship violence occurs. The only person responsible in that situation is the perpetrator.

## What to Do If You are a Victim of Sexual Assault

### Immediate Steps

- **Get to a safe place.**

- **Call someone you trust.** A friend, family member, or victim advocate are good resources. You do not have to go through this alone.
- **Preserve physical evidence.** If at all possible, do not shower until you have considered a sexual assault examination, save the clothes you were wearing in a paper or cloth bag take photos of any damage or injury, and keep communication records.

Within 24 Hours

- **Get medical attention.** A medical provider can check and treat physical injury, sexually transmitted infections, and pregnancy. You do not need to make a formal report or press charges to receive medical care.
- **Seek counseling.** You may want to turn to a confidential advocate or counselor for support and advice. They will talk with you about your options for additional support services and reporting.

At Any Time

- **Report the incident.** You are encouraged to report what happened to both the police and the Title IX Official Coordinator. All EAC employees are Mandated Reporters (see the Title IX Coordinator’s contact information below). You can decide how much you want to participate in any investigation process.

**Title IX Coordinator/Mandated Reporters**

<b>Title IX Coordinator</b>	Title IX Deputy Coordinator
<b>Laurie Pennington</b>	College President
Title IX Coordinator	College Vice Presidents
Director, Enterprise Risk Management	Deans
615 N. Stadium Ave., Office #251	Directors
Thatcher, AZ 85552	Campus Police
Phone: (928) 428-8488	Athletic Director
Email: <a href="mailto:laurie.pennington@eac.edu">laurie.pennington@eac.edu</a>	EAC Faculty
Web: <a href="http://Title IX (eac.edu)">Title IX (eac.edu)</a>	EAC Staff members

- **EAC can help.** Campus resources, like the offices of the Dean of Students and the Director of Residence Life, can help you with changes to your housing, classes, work, and more. You do not need to make a formal report or press charges to receive help from EAC.

**Prevention and Awareness Programs**

Students

Students also receive annual training on Title IX through a third-party vendor. An email with the link to the training is distributed every semester. The training includes information and awareness on dating violence, domestic violence, sexual assault, stalking, as well as safe and positive options for bystander intervention all in accordance with Title IX, VAWA, and the Clery Act.

Ongoing prevention and awareness campaigns for students take place during Monster Bridge (New Student Orientation), in Residence Hall mandatory meetings at the beginning of each semester, and in other special focus programs such as the Sexual and Domestic Violence Prevention Program. In addition, the Associated Students of Eastern Arizona College (ASEAC) plans, organizes, and administers awareness activities and assemblies each semester.



## Employees

Employees receive annual Title IX and Sexual Harassment (Full Course) training. Employees access the training through Vector Solutions, Vector LMS, Higher Education Edition. The training provides an introduction and overview about Title IX and provides employees with information about the importance and implications of Title IX and Sexual Harassment, including sexual assault. Topics covered include the definition of sexual harassment, Title IX's regulations and obligations, and the elements of effective policies. Employees are also provided with a copy of the College's Title IX policy which includes information about Title IX and its related processes, and the contact information for the College's Title IX Coordinator.

## **Other Resources**

The guiding principles in the report of a sexual assault or violent crime is to avoid revictimizing the survivor by forcing the person into any plan of action. Assistance with the well-being of the survivor is the primary goal. The following external resources are also available:

### Behavioral Health – Crisis Service Line

AzCH Nurse Assist (*Graham County*)..... (866) 495-6735  
Health Choice Integrated Care (*Gila County*)..... (877) 756-4090  
Suicide Hotline .....

### Domestic Violence

Mt. Graham Safe House (*Graham County*) ..... (928) 348-9104  
National Domestic Violence Hotline ..... (800) 799-7233

### Sexual Assault

National Sexual Assault Hotline ..... (800) 656-4673  
SO AZ Center Against Sexual Assault (24/7 Sexual Assault Crisis Line) ..... (800) 400-1001

## **Orders of Protection**

### What is an Order of Protection?

An individual who believes he/she has been a victim of domestic violence or harassment can ask the court for an Order of Protection or an Injunction Against Harassment. The relationship between the victim and the abusive party (defendant) will determine which type of order will be issued.

An Order of Protection (A.R.S. 13-3602) is a court order restraining a person from committing an act of harassment or domestic violence or from contacting persons protected by the order.

The Injunction Against Harassment (A.R.S. 12-1809) orders a person to stop harassing another person. The Injunction Against Harassment differs from the Order of Protection in that exclusive use of the home cannot be ordered and law enforcement are not required to serve an Injunction.

To be granted an Order of Protection, you must be one of the following:

- Spouse or former spouse of the defendant. Live with or have lived with the defendant in the same household.
- A parent of the defendant's child.

- Pregnant by the defendant.
- Related to the defendant or the defendant's spouse by blood or court order as a parent, grandparent, child, grandchild, brother, or sister or by marriage as a parent-in-law, grandparent-in-law, step-parent, step-grandparent, step-child, step-grandchild, brother-in-law, or sister-in-law.
- A child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.
- The relationship is currently or was previously a romantic or sexual relationship. The following factors may be considered in determining whether the relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship:
  - A. The type of relationship.
  - B. The length of the relationship.
  - C. The frequency of the interaction between the victim and the defendant.
  - D. If the relationship has terminated, the length of time since the termination.

If the relationship is not defined by the criteria listed above, an Injunction Against Harassment may be issued.

Filing Your Petition

To initiate an Order of Protection or Injunction Against Harassment, you must file a petition with an Arizona court (i.e., justice of the peace court, city court, or a superior court). For those that have an active family court case (i.e., action of divorce, separation, paternity, or annulment) involving the abusive party (defendant), the petition should be filed with the superior court.

Courts in which to file your petition:

	<u>Municipal Court</u>	<u>Justice Courts</u>	<u>Superior Courts</u>
Thatcher	Gila Valley Consolidated Municipal Court 702 S. 8 <sup>th</sup> Avenue Safford, AZ 8546 (928) 428-4090	Graham County Justice Court 800 W. Main St. Safford, AZ 85546 (928) 428-1210	Graham County Superior Court 800 W. Main Street Safford, AZ 85546 (928) 428-3310
		Pima Justice Court 136 W. Center St. Pima, AZ 85543 (928) 485-2771	Greenlee Superior Court 223 5 <sup>th</sup> St. Clifton, AZ 85533 (928) 865-3872
Payson	Payson Magistrate Court 714 S. Beeline Hwy., Ste. 103 Payson, AZ 85541 (928) 474-5267	Payson Regional Justice Court 714 S. Beeline Hwy., Ste. 103 Payson, AZ 85541 (928) 474-5267	Gila County Superior Court – Payson 714 S. Beeline Hwy. Payson, AZ 85541 (928) 474-3978
	Star Valley Magistrate Court		

	714 S. Beeline Hwy., Ste. 103 Payson, AZ 85541 (928) 474-5267		
Globe	Globe Municipal Court 150 N. Pine St. Globe, AZ 85501 (928) 425-0471	Globe Regional Justice Court 1400 E. Ash St. Globe, AZ 85501 (928) 425-3231	Gila County Superior Court – Globe 1400 E. Ash St. Globe, AZ 85501 (928) 425-3231
	Miami Magistrate Court 1400 E. Ash St. Globe, AZ 85501 (928) 425-3231		

Court staff can help you complete the necessary paperwork and guide you through the process of filing the petition. [AZPOINT](#), the Arizona Protective Order Initiation and Notification Tool, can also assist you with completing the paperwork. AZPOINT is a free service. Through an interview in their portal, you can fill out the forms that are needed to request an Order of Protection at an Arizona court. It can also help in determining whether you have a qualifying relationship with whom you seek protection. You will still need to file the petition with the court.

Once you have filed your petition, a judge will speak with you and determine whether there is a legal basis to issue a protective order.

Serving an Order of Protection

If you are granted an Order of Protection, the court will process it to be served (formally delivered). It must be served to make it enforceable. There is no charge to serve unless a private process server is used.

You will want to keep a copy of the Order of Protection with you at all times. If the person whom you had served contacts you, after he/she has been served, call the police immediately.

**Policy/Regulation Availability**

Eastern Arizona College has made available, to the public, a Policy Manual located at the:

- Thatcher Campus - Alumni Library, located at 3670 West Church Street, Thatcher, AZ
- Gila Pueblo Campus - Library, located at 8274 South Six Shooter Canyon Road, Globe, AZ
- Payson Campus - Learning Resource Center, located at 201 North Mud Springs Road, Payson, AZ

Plans are being made to add an electronic version of the District’s Policy Manual to the College’s website.

## CRIME STATISTICS

### Categories of Crime Statistics

The Clery Act requires the tracking of four general categories of crime statistics:

1. **Criminal Offenses** – criminal homicide (including murder and non-negligent manslaughter and manslaughter by negligence); sexual assault (including rape, fondling, incest, and statutory rape); robbery, aggravated assault; burglary; motor vehicle theft; and arson.
2. **Hate Crimes** – *any of the above-mentioned offenses*, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.
3. **VAWA Offenses** – any incident of domestic violence, dating violence and stalking, sexual assault (which is included in the Criminal Offenses category for Clery Act reporting purposes).
4. **Arrests and Referrals for Disciplinary Action** – for weapons-carrying, possession, etc. law violations, drug abuse violations and liquor law violations.

### Clery Act Crime Definitions

#### Criminal Offenses

1. **Criminal Homicide**
  - a. **Murder and Non-Negligent Manslaughter** – the willful (non-negligent) killing of one human being by another.
  - b. **Manslaughter by Negligence** – the killing of another person through gross negligence.
2. **Sex Assault (sexual offenses)** – any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - a. **Rape** – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
  - b. **Fondling** – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - c. **Incest** – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - d. **Statutory rape** – sexual intercourse with a person who is under the statutory age of consent.

#### State of Arizona Definitions

**Sexual Assault** (ARS§13-1406) – A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

**Consent** - The State of Arizona does not define consent. It does, however, define “without consent.”

**Without consent** - includes any of the following:

- a) The victim is coerced by the immediate use or threatened use of force against a person or property.
- b) The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep or any other similar impairment of cognition and such condition is known or should have reasonably been known to the defendant. For the purposes of this subdivision, "mental defect" means the victim is unable to comprehend the distinctively sexual nature of the conduct or is incapable of understanding or exercising the right to refuse to engage in the conduct with another.
- c) The victim is intentionally deceived as to the nature of the act.
- d) The victim is intentionally deceived to erroneously believe that the person is the victim's spouse.

#### EAC Policy Definitions

**Consent** - is knowing, voluntary and clear permission by word or action, to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back. Consent can also be withdrawn once given, as long as the withdrawal is reasonable and clearly communicated. If consent is withdrawn, that sexual activity should cease. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Eastern Arizona College to determine whether its policy and/or regulation has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

3. **Robbery** – the taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
4. **Aggravated assault** – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used.
5. **Burglary** – the unlawful entry of a structure to commit a felony or a theft.

6. **Motor vehicle theft** – the theft or attempted theft of a motor vehicle.
7. **Arson** – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### Hate Crimes

**Hate Crime** – a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

1. **Race** – a preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc. genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
2. **Religion** – a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
3. **Sexual Orientation** – a preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
4. **Gender** – a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
5. **Gender Identity** – a performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
6. **Ethnicity** – a performed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and /or ideology that stresses, common ancestry.
7. **National Origin** – a performed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
8. **Disability** – a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

Along with the Criminal Offenses defined above, the following crimes are included in Clery Act statistics as Hate Crimes:

1. **Larceny-Theft** – the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
2. **Simple Assault** – an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

3. **Intimidation** – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
4. **Destruction/Damage/Vandalism of Property** – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

#### VAWA Offenses

1. **Dating Violence** – 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 shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating Violence does not include acts covered under the definition of domestic violence.

#### State of Arizona Definition

**Dating Violence** – The State of Arizona does not define dating violence. Arizona’s domestic violence laws encompass the definition of dating violence.

2. **Domestic Violence** – a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim.
- A person with whom the victim shares a child in common.
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

#### State of Arizona Definition

**Domestic Violence** (ARS§13-3601) - means any act that is a dangerous crime against children as defined in section 13-705 or an offense prescribed in section 13-1102, 13-1103, 13-1104, 13-1105, 13-1201, 13-1202, 13-1203, 13-1204, 13-1302, 13-1303, 13-1304, 13-1406, 13-1425, 13-1502, 13-1503, 13-1504, 13-1602 or 13-2810, section 13-2904, subsection A, paragraph 1, 2, 3 or 6, section 13-2910, subsection A, paragraph 8 or 9, section 13-2915, subsection A, paragraph 3 or section 13-2916, 13-2921, 13-2921.01, 13-2923, 13-3019, 13-3601.02 or 13-3623, if any of the following applies:

1. The relationship between the victim and the defendant is one of marriage or former marriage or of persons residing or having resided in the same household.
2. The victim and the defendant have a child in common.

3. The victim or the defendant is pregnant by the other party.
  4. The victim is related to the defendant or the defendant's spouse by blood or court order as a parent, grandparent, child, grandchild, brother, or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law, or sister-in-law.
  5. The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.
  6. The relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship. The following factors may be considered in determining whether the relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship:
    - a) The type of relationship.
    - b) The length of the relationship.
    - c) The frequency of the interaction between the victim and the defendant.
    - d) If the relationship has terminated, the length of time since the termination.
3. **Stalking** – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

- **Course of conduct** – two or more acts, including, but not limited to, acts in which the stalker directly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- **Reasonable person** – a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** – significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

State of Arizona Definition

**Stalking** (ARS§13-2923) – A person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct causes the victim to:

1. Suffer emotional distress or reasonably fear that either:
  - a) The victim's property will be damaged or destroyed.
  - b) Any of the following will be physically injured:
    - i. The victim.
    - ii. The victim's family member, domestic animal, or livestock.



- iii. A person with whom the victim has or has previously had a romantic or sexual relationship.
    - iv. A person who regularly resides in the victim's household or has resided in the victim's household within the six months before the last conduct occurred.
  - 2. Reasonably fear death or the death of any of the following:
    - a) The victim's family member, domestic animal, or livestock.
    - b) A person with whom the victim has or has previously had a romantic or sexual relationship.
    - c) A person who regularly resides in the victim's household or has resided in the victim's household within the six months before the last conduct occurred.
- 4. **Sexual Assault** – See definition [here](#).

#### **Arrests and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws**

**Arrest** – persons processed by arrest, citation, or summons.

**Referred for disciplinary action** – the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

1. **Weapons: Carrying, Possessing, Etc.** – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. The classification encompasses weapons offenses that are regulatory in nature.
2. **Drug Abuse Violations** – the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
3. **Liquor Law Violations** – the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

#### **Clery Geography Definitions**

1. **On-Campus** - any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's education purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
2. **On-Campus Student Housing Facility** - any student housing facility owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within

the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

3. **Non-Campus** - any building or property owned or controlled by a student organization that is officially recognized by the institution, or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
4. **Public Property** - all public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus, or immediately adjacent to and accessible from the campus.

## 2024 Crime Statistics

Below are the crime statistics for reported crimes for each of the three campuses - the main campus is located in Thatcher with branch campuses in Globe (Gila Pueblo) and Payson. The data covers a 12-month period (Jan. 1 – Dec. 31) for each of the previous three years and is comprised of crimes occurring on-campus (including on-campus student housing), on public property within or adjacent to the campus and in or on non-campus buildings or property owned or controlled by the College. Thatcher campus is the only campus with on-campus student housing.

2024 Crime Statistics – Calendar Years 2021, 2022, 2023

Thatcher Campus

CRIMINAL OFFENSES		Total Occurrences Per Year		
Offense	Location	2021	2022	2023
Murder/Non-Negligent Manslaughter	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Manslaughter By Negligence	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	3	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	1	1	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Arson	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

HATE CRIMES			Total Occurrences Per Year		
Offense	Location	Bias	2021	2022	2023
Murder/Non-Negligent Manslaughter	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Rape	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Fondling	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Incest	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Statutory Rape	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Robbery	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Aggravated Assault	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Burglary	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Motor Vehicle Theft	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0

Arson	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities – subset of “On Campus”	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Simple Assault	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities – subset of “On Campus”	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Larceny-theft	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities – subset of “On Campus”	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Intimidation	On Campus	RACE	0	1	1
	On-Campus Student Housing Facilities – subset of “On Campus”	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0
Destruction/ Damage/ Vandalism of Property	On Campus	N/A	0	0	0
	On-Campus Student Housing Facilities – subset of “On Campus”	N/A	0	0	0
	Non-Campus	N/A	0	0	0
	Public Property	N/A	0	0	0

VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES		Total Occurrences Per Year		
Offense	Location	2021	2022	2023
Domestic Violence	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	1	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

ARRESTS		Total Occurrences Per Year		
Arrest	Location	2021	2022	2023
Weapons: Carrying, Possessing, etc.	On Campus	2	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Drug Abuse Violations	On Campus	1	0	3
	On-Campus Student Housing Facilities - subset of "On Campus"	1	1	12
	Non-Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	0	0	5
	On-Campus Student Housing Facilities - subset of "On Campus"	0	16	19
	Non-Campus	0	0	1
	Public Property	0	0	0
* Change reflects actual number reported to ADOE				

DISCIPLINARY ACTIONS		Total Occurrences Per Year		
Action	Location	2021	2022	2023
Weapons: Carrying, Possessing, etc.	On Campus	0	0	0
	On-Campus Student Housing Facilities - subset of "On Campus"	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Abuse Violations	On Campus	1	0	1
	On-Campus Student Housing Facilities - subset of "On Campus"	1	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	4	0	3
	On-Campus Student Housing Facilities - subset of "On Campus"	4	1	2
	Non-Campus	0	0	0
	Public Property	0	0	0

Unfounded Crimes	Year
No unfounded crimes.	2021
No unfounded crimes.	2022
No unfounded crimes.	2023

**2024 Crime Statistics – Calendar Years 2021, 2022, 2023**

**Gila Pueblo Campus**

CRIMINAL OFFENSES		Total Occurrences Per Year		
Offense	Location	2021	2022	2023
Murder/Non-Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
Manslaughter	Public Property	0	0	0
Manslaughter By Negligence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

HATE/BIAS INCIDENTS	Year
No Hate Crimes reported.	2021
No Hate Crimes reported.	2022
No Hate Crimes reported.	2023

VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES		Total Occurrences Per Year		
Offense	Location	2021	2022	2023
Domestic Violence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

ARRESTS		Total Occurrences Per Year		
Arrest	Location	2021	2022	2023
Weapons: Carrying, Possessing, etc.	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Abuse Violations	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

DISCIPLINARY ACTIONS		Total Occurrences Per Year		
Action	Location	2021	2022	2023
Weapons: Carrying, Possessing, etc.	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Abuse Violations	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

UNFOUNDED CRIMES	Year
No unfounded crimes.	2021
No unfounded crimes.	2022
No unfounded crimes.	2023



**2024 Crime Statistics – Calendar Years 2021, 2022, 2023**

**Payson Campus**

CRIMINAL OFFENSES		Total Occurrences Per Year		
Offense	Location	2021	2022	2023
Murder/Non-Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
Manslaughter	Public Property	0	0	0
Manslaughter By Negligence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

HATE/BIAS INCIDENTS	Year
No Hate Crimes reported.	2021
No Hate Crimes reported.	2022
No Hate Crimes reported.	2023

VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES		Total Occurrences Per Year		
Offense	Location	2021	2022	2023
Domestic Violence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

ARRESTS		Total Occurrences Per Year		
Arrest	Location	2021	2022	2023
Weapons: Carrying, Possessing, etc.	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Abuse Violations	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

DISCIPLINARY ACTIONS		Total Occurrences Per Year		
Action	Location	2021	2022	2023
Weapons: Carrying, Possessing, etc.	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Abuse Violations	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

UNFOUNDED CRIMES	Year
No unfounded crimes.	2021
No unfounded crimes.	2022
No unfounded crimes.	2023

## MISSING STUDENT NOTIFICATION – RESIDENT STUDENT

In compliance with the Missing Student Notification Policy and Procedures (Section 488(i) of the Higher Education Opportunity Act of 2008), Eastern Arizona College has developed the following policy to guide the efforts of College staff members when they suspect and/or have determined a **resident student** is missing.

### Definitions

**Resident student:** a student who is enrolled in Eastern Arizona College and is living in on-campus housing on the Thatcher, AZ campus.

**Missing resident student:** a resident student whose location and/or status the Eastern Arizona College Campus Police (EACCP) is unable to ascertain 24 hours after having received notification that the resident student may be missing.

**Designated College Staff Person or Organization:** College employees to whom, or organizations (College or non-College) to which students, employees or other individuals should report a resident student is believed to be missing for 24 hours; persons and organizations include but are not limited to:

1. Eastern Arizona College Campus Police (EACCP)
2. Director of Residence Life
3. Student Administrator
4. Dean of Student Life
5. Vice Presidents and President

### Designated College Staff or Organization Responsibilities

If a non-law enforcement designated College staff person or organization receives notification or has other good reason to believe a resident student may be missing, s/he immediately.

1. Contacts EACCP, which, in turn, initiates their investigation procedures.
2. Attempts to contact the resident student who is believed to be missing.
3. Files a student welfare notification with the Dean of Students Office.

If the non-law enforcement designated College staff person is able to contact the resident student, s/he:

1. Attempts to confirm the whereabouts and safety of the resident student.
2. Informs the resident student EACCP will contact the resident student to verify his/her status.
3. Contacts EACCP immediately to provide a status update on the resident student.

### College Responsibilities

Upon notification that a resident student's whereabouts are unknown, EACCP initiates their investigative procedures, as appropriate.

If EACCP is unable to locate the resident student within 24 hours of receipt of the initial notification:

1. A designated College staff person, notifies the resident student's emergency contact(s)
  - a. Resident students provide confidential emergency contact information (e.g., name(s), phone number(s), email address(es) and address(es)) to the Residence Life staff upon checking into campus housing.

- b. The resident student's confidential contact information shall be accessible only to authorized College and law enforcement officials, as necessary.
2. If the resident student is under 18 years of age and not emancipated, the designated College representative notifies the resident student's custodial parent or guardian, if different from the emergency contact(s).

### **Other College Responsibilities**

The College will:

1. Advise all resident students of the required notification procedures.
2. Retain all non-law enforcement and law enforcement records pertaining to a missing resident student report or investigation.

## **2024 ANNUAL FIRE SAFETY REPORT**

The Higher Education Opportunity Act requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report containing information about campus fire safety practices, standards, and all fire-related, on-campus statistics.

Fire safety and education is a vital part of emergency preparedness for students residing in the residence halls. The Director of Residence Life works in collaboration with the Thatcher Fire Department and Maintenance Department to educate students on fire safety, perform internal inspections, conduct fire drills, and provide appropriate training. The Thatcher Fire Department is the responding agency to Eastern Arizona College for all fire emergencies and their station is located across the highway from the main campus.

As part of the application process, residents and potential residents are informed of the online Residence Life Handbook, which contains information on fire safety, personal safety, student code of conduct, resident hall policies, and other pertinent information residents should know. All hall residents are expected to be knowledgeable of and follow all the guidelines and regulations included in the Handbook. The Residence Life Handbook can be accessed on the Eastern Arizona College website at <https://eac.edu/student-life/housing/index.php>.

### **On-Campus Student Housing**

Thatcher campus is the only campus with student housing facilities. They are:

- Residence Towers, located at 900 N. College Avenue, was built in 1997, and renovations are currently underway with an expected completion date in July of 2025, and houses 146 students.
- Mark Allen Hall, located at 1055 N. Stadium Avenue was built in 1964, was renovated in 2024, and houses 180 students
- Nellie Lee Hall, located at 916 N. College Avenue, was built in 1952, was renovated in 2021, and houses 75 students
- Wesley Taylor Hall, located at 853 N. Stadium Avenue, was built in 1941; renovated in 2021, and houses 54 students.

### **On-Campus Student Housing Facility Fire Safety Systems**

All four residence-halls have smoke detectors in resident rooms, hallways, and common areas. Of the four halls, only Residence Towers has fire suppression sprinklers throughout the hall. Each hall has fire alarm pull stations located in hallways, near living areas, and lobby areas. These stations are connected to

control panels in each hall and when pulled will sound the general alarm to alert staff and students to begin evacuation of the building. Residence Towers alarm system makes an automatic call to emergency services to respond. In all other halls when the alarm sounds, hall staff contact Campus Police and/or emergency services to respond. Residence Life Staff live within their designated hall of responsibility and are able to respond as necessary and have supplemental staff that can also respond during the day through the late evening, during operational hours.

Description of On-Campus Student Housing Fire Safety Systems (as of the date of this report)				
Residence Hall	Smoke Detectors	Sprinklers	Fire Extinguishers	Monitoring System*
Mark Allen, 1055 N. Stadium Ave.	X	N/A	X	Voice, siren, and flashing light alarm system/Wall panel/in house alarm/staff alert emergency services
Nellie Lee, 916 N. College Ave.	X	N/A	X	Automated fire alarm system/Wall panel/in house alarm/staff alert emergency services
Residence Towers, 900 N. College Ave.	X	X	X	Wall panel/auto alert to emergency services
Wesley Taylor, 853 N. Stadium Ave.	X	N/A	X	Wall panel/in house alarm/staff alert emergency services

\*EAC PD responds to staff alerts. The Thatcher Fire Department responds to the auto alert.

### Fire Drills

Fire drills are conducted at Mark Allen, Nellie Lee, Residence Towers, and Wesley Taylor two times a year; at the beginning of the Fall and Spring semesters. Drills are unannounced to students so staff can evaluate residents' response to the drill and evacuation of the building, along with reviewing the current status of fire related equipment. Failure of equipment system is reported immediately to the Maintenance Department for repair or replacement. Additional information concerning building evacuation and fire drills are discussed with students during residence hall meetings at the beginning of each semester and during the semester as needed.

Fire Drills (January 1, 2022 – December 31, 2022)		
Residence Hall	# of Drills	Date(s)
Mark Allen, 1055 N. Stadium Ave.	2	February 11, 2023 September 5, 2023
Nellie Lee, 916 N. College Ave.	2	February 11, 2023 September 5, 2023
Residence Towers, 900 N. College Ave.	2	February 11, 2023 September 5, 2023
Wesley Taylor, 853 N. Stadium Ave.	2	February 11, 2023 September 5, 2023

## Fire Safety/Precautions

The following information taken from the Residence Life Handbook

Prior to any emergency, acquaint yourself with emergency exits, location of fire alarm pulls, fire extinguisher locations and have a basic plan for evacuating the building in the event of an emergency. Evacuation procedures are clarified during hall orientation meetings.

### Precautions

- Do not tamper with fire alarms, fire prevention equipment, or disrupt evacuation procedures, doing so can result in the following:
  - a maximum penalty of a six-month jail sentence and a \$1,000 fine; and/or
  - The City of Thatcher Fire Department may charge a student or students a \$2,000 fine for knowingly causing a false alarm to be sounded as a result of a student or students' failure to follow Residence Life policy/guidelines and/or directions concerning fire safety and procedure as disbursed by Hall staff.
  - Endangering yourself and others if you fail to evacuate the Residence Hall (which is a violation of Residence Life policy) after a fire alarm has sounded.
- Do not block doorways, windows, hallways, stairways, escape routes or emergency exits at any time.
- All electrical cords and devices should be Underwriters Laboratories (UL) approved.
- Avoid the use of extension cords; power bars would be a better choice.
- Inspect all cords for wear or damage which may cause it to short circuit.
- Use power bars with an independent breaker.
- Do not use an adapter to plug in additional cords to an outlet.
- Do not remove faceplate from electrical outlets or switches. Report broken faceplates, sparking, or shorting as soon as possible to hall staff.
- Do not use any devices with open heating elements. (Ex. Hot plate, floor heaters).
- Keep flammable items such as paper and clothing away from heat sources and electrical outlets.
- Do not change overhead light bulbs. Report malfunctions to Residence Life staff.
- Report any electrical problems as soon as possible to hall staff.

- Christmas lights are allowed under the following guidelines:
  - No live trees.
  - Lights must be UL approved.
  - Follow “Appliance” guidelines, which includes turning off lights when room is unoccupied.

### Precautions - Residence Towers Residents

Residents in Residence Towers must take extra precautions in their communities and suites to not activate the General Fire Alarm unnecessarily (false alarm) or be subject to possible fines and/or sanctions. Smoke detectors, in all living areas, are sensitive to many atmospheric changes that should be avoided. They include:

- Heavy buildup of steam, dampness, or humidity.
- Aerosol sprays (room deodorizers, hair spray, etc.).
- Chemical vapors (glues, fingernail polish and remover, acetones, oil paint, etc.).
- Heavy accumulations of dust; dust in air, or other unusual activity.
- Placing fluorescent lights near detectors (activated by electrical noise).
- Hang anything on, or tamper with, sprinkler heads located in living areas.
- Smoke from any source (candles, incense, cigarettes, matches, etc.). These items are prohibited.

### **Portable Electrical Appliances, Smoking and Open Flames**

The following information taken from the Residence Life Handbook

#### Appliances

Appliance policies have been established in consideration of the building’s electrical capacity, utility costs, fire safety, pest control, cleanliness, injury, and damage potential.

- Acceptable appliances include lamps, radio/stereo, iron, blow dryer, curling iron, electric razor, computer, printer, TV, VCR/DVD players, electric blanket, heating pad, ac adaptors/chargers, water warmer, small crockpot, and any other UL approved small electrical device.

Residents are allowed one (1) refrigerator and/or microwave per room/two (2) per suite with the maximum refrigerator size being 4.3 cubic ft and 1100-watt microwave. The College/Hall staff reserve the right to inspect the contents of each refrigerator in accordance with normal inspection guidelines for cleanliness, safety, and hall/school policy violations.

- Prohibited appliances include toasters, air conditioners, evaporative coolers, hotplates, popcorn poppers, woks, space heaters, and any type of stove used for cooking or producing heat.
- Appliances not listed are to be brought to the attention of the Head Resident for approval before use. A current medical prescription for an electrical, medical appliance must be submitted stating the required item, medical condition, and length of time the appliance is needed. The Housing/Academic Advising Office will validate the prescription and notify the resident whether the appliance is approved.

Residents are asked to use caution when leaving their room unoccupied by making sure all heat producing items are turned off. Residents should not place hot items such as irons, curling irons, etc., directly on furniture or carpet, near drapes, bedding, clothes, or flammable items.

Violation of Appliance Policy: Prohibited appliances not removed, when directed by Residence Life Staff, will be confiscated, and stored until the resident can remove it from campus. Residents with a prohibited appliance in their room/suite will be subject to disciplinary actions as deemed appropriate.

### Smoking

All residence halls prohibit smoking, the use of E-cigarettes, and smokeless tobacco. Smoking is prohibited near residences hall entrances, near the windows of any hall rooms/suites, within a 50 ft. perimeter of the residence hall roof line, under any overhangs or covered walkways, stairwells, and seating areas connected to or adjacent to a resident hall. Ash cans are located outside several buildings on campus and should be used when disposing of cigarette butts and ashes. Discarding them into trash cans or on the ground is prohibited. E-cigarettes may not be stored in any residence hall due to the potential fire risk they pose.

### Open Flames

Open flames or combustible items are not allowed in any residence hall. This includes any device that produces a flame or intense heat such as: barbecue grills, candles, lighters, e-cigarettes, cigars, pipes, matches, incense, fireworks, smoke bombs, propane burners, hotplates, fuel or gas tanks, or firearm ammunition.

### Other Prohibited Items

Additional prohibited items include damaged or non-UL approved electrical cords, use of non-grounded adapter plugs, any device with an open heating element, live trees, and related products.

## **Reporting a Fire**

Residents are expected to report that a fire is occurring or has occurred. Report fires in progress, regardless of size, to 911, Residence Life staff, or Campus Police. Residence Life staff will follow chain-of-command procedures to ensure the Director of Residence Life has been briefed on any fires in any of the residential housing facilities. The Director of Residence Life will review the incident to determine if all procedures were followed, measures were effective, equipment was working properly, and make any necessary changes or report any safety concerns to the appropriate parties (i.e., Maintenance Department, Dean of Students, Vice President of Academic and Student Affairs, or President). The director will use the information provided to make an entry into the Fire Log. In the case of Arson, Campus Police will also make an entry into the Daily Crime Log.

## **Fire Emergency - Discovering a Fire:**

- Stay calm!
- Pull the nearest fire alarm and/or call 911, alert others.
  - Calling 911 will alert emergency services and Campus Police.
- Extinguish a small fire ONLY if there is no risk to you or other residents.
  - If you attempt to extinguish a fire, maintain an avenue of escape at all times.
  - Aim extinguisher at the base of the fire.
- When an alarm is sounded in the building, staff and students should evacuate the building as quickly and safely as possible following the building evacuation plan/procedures as described in the next section of this report.



## Fire Emergencies and Evacuation Procedures (Student Housing Residents)

The following information is taken from the Residence Life Handbook.

Residents are encouraged to acquaint themselves with emergency exits, locations of fire alarm pulls, fire extinguisher locations, and have a basic plan for evacuating the building in the event of an emergency. Procedures for evacuation are discussed during hall orientation meetings. Failure to evacuate a residence hall during a fire drill or actual emergency can result in citation, disciplinary action, injury, or death.

All available staff members, at the time of an emergency evacuation, will be required to assist in evacuating the building. Other specific assignments for evacuation may be given throughout semester.

### **Evacuation Procedures**

In the event of an alarm:

- Place hand on room door. If it is not hot, open slowly and check to see if it is safe to exit.
  - Grab something to cover your face and put on a pair of shoes for protection. Dress appropriately for the weather, if possible.
  - If time permits, open blinds or curtains and turn on the lights.
- Feel the door.

If it is hot:

- Do not open it.
- Put a wet towel/blanket at base of the door to block smoke and open your window.
- Call and signal for help.
- Dial 911 if you have phone access.
- Do not jump from windows above the first floor.
- Stay low in the room and signal with a flashlight or bright cloth so emergency personnel will know you are in the building.

If it is not hot:

- Open slightly and put your hand out into the hall.

- Check the hallway.

If the hallway is hot:

- Do not go out.
- Close the door.
- Put a wet towel/blanket at base of the door to block smoke and open your window.
- Call and signal for help.
- Dial 911 if you have phone access.
- Do not jump from windows above the first floor.

- Stay low in the room and signal with flashlight or bright cloth so emergency personnel will know you are in the building.

If the hallway is not hot and is clear:

- Exit your room.
- Close your door.
- Proceed to the nearest unobstructed emergency exit or an exit prescribed in your escape route and leave the building.
  - Elevators are not considered as an emergency exit option and will not be used during a fire alarm and/or evacuation of the building.
- In case you are in a smoke-filled area, crawl or crouch out of the area. Typically, there will be less smoke closer to the floor.
- Meet at the Emergency Evacuation Site (EES - SANDPIT VOLLEYBALL COURT) so you can be accounted for by staff and emergency service personnel.
- Notify Residence Life staff or Emergency Service personnel if you think someone may be trapped in the building so they can attempt to locate.
- Wait in the EES (Emergency Evacuation Site) until the "All Clear" is given by Emergency Service personnel prior to re-entering the Residence Hall.

**Evacuation Procedures: Residents with a Disability (Residence Towers)**

Individuals with disabilities are largely responsible for themselves but may ask for the assistance of a staff member or a volunteer/resident of Residence Towers (RT) when needed. The procedures below should be followed in the case of fire drills as well. It is important to establish these procedures for drills, so they can be carried out, without confusion or endangering the person with the disability, in the event an actual emergency evacuation occurs. The procedures are meant as a guideline only in the event of an emergency evacuation and are not guaranteed to cover all possible scenarios. Planning and practicing a possible evacuation by/for a disabled students is recommended. It may help to eliminate possible confusion/injury during an actual emergency.

When the fire alarm sounds, all residents of Residence Towers are required to evacuate the building and meet at a pre-determined Emergency Evacuation Site (EES) so that they can be accounted for by Residence Life staff and emergency personnel.

Emergency stairwells attached to each community should be used if possible, during an evacuation to keep congestion of the main stairwell in the courtyard area to a minimum, also to assist the movement of staff and emergency personnel securing the area. All stairwells should be kept clear of blockage and debris at all times by residents and staff. Chairs, bikes, and other items placed in these areas may endanger those trying to evacuate and put all residents at risk for potential unnecessary injury.

Elevators are not considered an emergency exit option and will not be used during a fire alarm and/or evacuation of the building.

**1. Residents who use devices that assist them to walk (crutches, canes, etc.):**

These residents should evacuate as expeditiously as possible. They may request assistance from a fellow resident, staff member, or emergency personnel. It is suggested that they evacuate the building by using the main stairwell in the courtyard area so that assistance is more likely to be available from one of the mentioned parties. Once out of the building these residents should meet

at a pre-designated location (EES) to be accounted for by Residence Life staff and emergency personnel.

## **2. Residents who use a wheelchair:**

Suites with residents that are wheelchair users will be treated with high priority by staff. These suites will be checked by available staff members during an evacuation to ensure evacuation is complete in these areas. If evacuation of these areas by staff is restricted by fire, smoke, or other dangers, and a resident who is a wheelchair user is unaccounted for, staff member(s) will advise emergency personnel of the situation and location of resident as soon as possible.

All staff members must have prior knowledge of their location and check on these residents each time there is an evacuation, even if there has been a community or community member assigned to assist. NO EXCEPTIONS! Normal evacuation assistance should be maintained throughout the rest of the hall along with the evacuation of disabled residents. RL staff will use their best judgment to ensure all residents are evacuated safely, in a time efficient manner while following instruction from emergency service personnel on the scene.

At the beginning of each semester, the Head Resident will notify all available Campus Police Officers and RT staff members of each of RT's wheelchair users, the nature of their disability, and their living area/location while residing at RT. A floor plan of their location will be posted in the conference room of the office/lobby area of RT for easy reference in the event of an emergency evacuation.

All residents of a community that have a wheelchair user in one of its suites will be notified by staff/writing by RL staff at the beginning of their stay. All residents of that community should attempt to assist, without endangering themselves or a resident who is a wheelchair user. (Specific staff, residents or suites may be assigned hourly/daily/weekly to assist during evacuations. That community may choose to make those assignments on their community contract.)

### Ground level:

Wheelchair bound residents assigned to or are on the ground level of the building (West 1D) and can exit directly to the outdoors, should do so as quickly as possible and meet in a pre-determined Emergency Evacuation Site (EES) to be accounted for. Residents of that community, without endangering themselves, should attempt to assist where necessary, those residents that are wheelchair users while evacuating the building. (Specific staff, residents, or suite members may be assigned hourly/daily/weekly to assist during evacuations, if that community chooses to make those assignments on their community contract.)

### Second and Third Floors:

1. If smoke or fire is noticed by a resident in a wheelchair, and the individual is alone and has access to a phone, he/she can relay this information directly to emergency services (911) and include the phone number they are calling from if a land line. Residence Towers address is 900 N. College Ave., Thatcher, AZ.
2. If no phone is available, residents should hang colorful fabric such as a jacket or blanket out of the window and shout to attract attention to their location.
3. Residents should remain in that location until help arrives, although that resident has the right to move to a safer location, if possible, without risking their safety.

4. If danger is imminent, and it becomes necessary to evacuate, it is the responsibility of the individuals with the disability to request assistance. In general, these individuals should not be carried due to the risk of potential injury, except in extreme emergencies. These residents know best how they should be carried out and should direct volunteers accordingly. These residents should also ask a staff member or Campus Police Officer to relay special information or needs (medication, specific handling instructions, etc.) for evacuation to emergency service personnel as soon as possible. Once outside the building, these residents and their volunteers should meet other residents in a pre-designated area (EES) to be accounted for.
5. If no smoke, fire, or immediate danger is apparent and assistance from a community member is not available, a disabled resident should remain in his/her resident hall suite with the door closed and unlocked. A closed door can provide a safe barrier for many minutes, until an on-duty campus officer/staff member, or emergency personnel can assist them in safely exiting the building.

**Note:**

Residence Towers (RT) was constructed with three specifically designed suites to facilitate those residents with physical disabilities who may require a living area that meets wheelchair/ADA requirements.

The facility was built with some of the most fire-resistant materials available for construction, furniture that meets all requirements of the California Code in regard to heat resistance and flame, and one of the most up-to-date fire/smoke alarm systems available at the time of construction.

Upon request, and as a disabled resident becomes eligible to live in RT, they will be placed in one of these three living areas (six bed spaces total) based on gender and time of request. All spaces are on a first-come, first-served basis depending on date of application submission and payment of housing deposit. Disabled students may request to live in other areas of RT, although access in those areas isn't as assessable as those suites designed for that purpose.

Since Residence Towers has three floors, with special living areas on each level, it becomes necessary to integrate evacuation procedures that facilitate those residents with special needs in the event of an emergency requiring evacuation of the building.

### **Fire Safety Education and Training (Resident Life Employees)**

Fire education training for employees includes an annual, mandatory Emergency Preparedness Training which covers steps to take in the event of a fire and familiarizes employees with hazardous materials/Material Safety Data Sheets (MSDS). The Director of Residence Life provides, or coordinates Residence Life staff training related to fire safety and emergency protocols. Training topics include procedures to follow when a fire is discovered, fire precautions, evacuation procedures, staff's role during a fire or other emergencies, procedures for operating the fire alarm and fire alarm related equipment, etc. The Residence Life Coordinator in each hall conduct residence hall meetings with all hall residents each semester to present fire-related evacuation and fire safety information as contained in the Resident Life Handbook. Resident Assistants attend hall meetings, but also receive additional training from the Residence life Coordinator and other full-time Residence Life staff.

### **Fire Safety Education and Training (Student Housing Residents)**

As part of the application process, residents and potential residents are informed of the online Residence Life Handbook, which contains information on fire safety – procedures to follow when a fire is discovered, fire precautions, evacuation procedures, and evacuation procedures for students with disabilities.

Building evacuation and fire drills procedures are discussed with students during residence hall meetings at the beginning of each semester and during the semester as needed. Residents of each residence hall practice building evacuation procedures during fire drills.

### **Roles of Resident Life Staff and Other Personnel Assisting During an Emergency**

Personnel that will take active parts in fire safety training and related emergency protocol, emergency notification and evacuation procedures include:

#### Director of Residence Life

The Director of Residence Life supervises the Eastern Arizona College Residence Life Program along with related hall staff (i.e., part-time residence life coordinators, resident assistants, and work-study students). The Director is responsible for coordinating Residence Life staff training related to fire safety and emergency protocols. The Director has an established working relationship with Campus Police and local emergency services to address safety concerns as they arise and receives updated protocol as necessary to train staff concerning the most recent guidelines. The Director is familiar with all hall evacuation procedures and emergency responses. The Director is responsible for maintaining the Fire Log, updating the Residence Life Handbook on an annual basis, and other residential student material related to fire safety as needed.

#### Residence Life Coordinator

The Residence Life Coordinator is the lead person in the hall who will act in coordination with emergency service personnel and Campus Police during a reported fire and/or building evacuation. The Residence Life Coordinator will be responsible for assigning appropriate Residence Life staff, within their area of responsibility, duties that will assist the Residence Life Coordinator in the evacuation of building or any other related safety protocol. At the direction of emergency personnel or Campus Police, the Residence Life Coordinator will give the residents notice to reenter the building when the “all clear” has been given.

#### Resident Assistants

Resident Assistants are utilized in all halls to assist the Residence Life Coordinator during an emergency evacuation of the building for any reason and are assigned to specific areas within the hall to check to make sure students have evacuated appropriately. They are also available to assist emergency personnel as needed or requested.

#### Campus Police

Campus Police are familiar with the evacuation process of each resident hall on campus in the event Residence Life staff are unavailable. Campus Police can order an evacuation of a building where a threat is immediate or imminent. Campus Police would follow the building evacuation guideline where necessary and may initiate an evacuation by activating a fire pull alarm. When they arrive on scene, Campus Police are the acting authority in coordination with any emergency services personnel as appropriate.

#### Office Receptionist/Work Study Students

Office personnel are available for students to report a fire or emergency in the office areas of each hall. These personnel would contact 911 and Hall staff as quickly as possible but will also activate fire pull stations in the event of a fire report or related situation that would require evacuation of building. They will follow the directions of emergency personnel or supervisory staff in the hall.

## Fire Log

A fire log containing all reported fires that occurred at any of the four student housing facilities is maintained on-site at the Thatcher Campus. The log contains the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire. The log is available during normal business hours at the Housing Office, located at 1055 North Stadium Avenue, Thatcher, AZ.

## Fire Statistics

The following tables contain the fire statistics for all on-campus student housing at Eastern Arizona College.

**2021 Fire Statistics and  
Related Information Regarding Fires in Residential Facilities  
(Jan. 1 - Dec. 31)**

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Medical Treatment	Number of Fire Related Deaths	Value of Property Damage Caused by Fire <sup>1</sup>
Mark Allen, 1055 North Stadium Ave.	0	0	N/A	0	0	0.00
Nellie Lee, 916 North College Ave.	0	0	N/A	0	0	0.00
Residence Towers, 900 North College Ave.	0	0	N/A	0	0	0.00
Wesley Taylor, 853 North Stadium Ave. <i>(dorm was closed and unoccupied since 2017)</i>	N/A	N/A	N/A	N/A	N/A	N/A

<sup>1</sup> Value are in dollars.

**2022 Fire Statistics and  
Related Information Regarding Fires in Residential Facilities  
(Jan. 1 - Dec. 31)**

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Medical Treatment	Number of Fire Related Deaths	Value of Property Damage Caused by Fire <sup>1</sup>
Mark Allen, 1055 North Stadium Ave.	0	0	N/A	0	0	0.00
Nellie Lee, 916 North College Ave.	0	0	N/A	0	0	0.00

Residence Towers, 900 North College Ave.	0	0	N/A	0	0	0.00
Wesley Taylor, 853 North Stadium Ave.	0	0	N/A	0	0	0.00

<sup>1</sup> Value are in dollars.

**2023 Fire Statistics and  
Related Information Regarding Fires in Residential Facilities  
(Jan. 1 - Dec. 31)**

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Medical Treatment	Number of Fire Related Deaths	Value of Property Damage Caused by Fire <sup>1</sup>
Mark Allen, 1055 North Stadium Ave.	0	0	N/A	0	0	0.00
Nellie Lee, 916 North College Ave.	0	0	N/A	0	0	0.00
Residence Towers, 900 North College Ave.	0	0	N/A	0	0	0.00
Wesley Taylor, 853 North Stadium Ave.	0	0	N/A	0	0	0.00

<sup>1</sup> Value are in dollars.

**Plans for Future Improvements in Fire Safety**

A first responder radio repeater system was just installed in the Activities Center and Mark Allen dorm. This system provides a better communication signal within these buildings between the first responders and emergency dispatch communicators. Eastern Arizona College, along with the Arizona State Fire Marshall, will continue to inspect, maintain, and test all fire safety systems, equipment, and devices, as is the current practice. Any fire safety equipment and/or fire-related device(s) found to be malfunctioning or broken will be repaired or replaced as deemed necessary to maintain a safe living and working environment for student residents and employees.