



Emergency Plan

Chemistry and Chemical
Biology

Clark Hall
Building 22

Quick View Emergency Contact Info

If you dial 911 from any UNM Phone it will connect you with UNMPD

Emergency	911
Fire	911
Bomb Threat	911
Medical Emergency	911
Violence	911
Shooter	911
Water Leak	7.1600
Power Failure	7.1600
Chemical Spill	911 or 7.2753
Weather Info	7.SNOW
Safety Coordinator – Terese Anderson	7.2300 or 7.1858
UNMPD Dispatch	7.2241
UNMPD Non-Emergency	7.6059
HSC Security	2.2160
UNMPD Chief	7.1933

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Means of Communication

It is the responsibility of each employee to maintain updated contact information for employees within the Chemistry and Chemical Biology.

Code word for office emergencies:

Paladin

- If you hear an employee call for the Paladin, immediately dial 911.
 - Assess the situation
 - Decide if there is need to evacuate or shelter in place
 - Notify Safety Coordinator

Text Location

- Safety Coordinator, Chief of Staff or proxy will send a text with the code word
 - Respond as soon as possible with your location

Phone Tree

- Immediately after an incident Safety Coordinator will begin phone tree

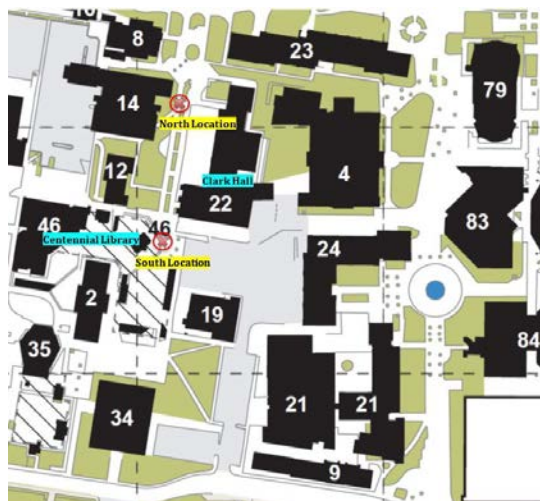
Fire

Remember A-C-E:

- **Alert** all people in the immediate area, pull the fire alarm and **call 911**.
- (Locations of fire alarms noted in Appendix A)
- **Contain** – Close all doors to help contain the fire and smoke
- **Extinguish or Evacuate**
- **Never attempt to extinguish a large fire!**
- Attempt to fight a fire **ONLY** under the following conditions:
 - You have been trained on how to use a fire extinguisher:
 - Pull the pin
 - Aim at the base of the fire
 - Squeeze the handle
 - Sweep side to side
 - The fire is small and contained
 - You can do so without endangering your own safety.
 - The Fire Department (911) has been called.
- Direct guests and co-workers toward the nearest or safest exit. (See Appendix A)

The Safety Coordinator (description in Appendix C) will be responsible for ensuring that all personnel, visitors, and student employees in Clark Hall are notified to evacuate, if warranted. *If individuals refuse to leave, it is not the responsibility of the Safety Coordinator to force them to leave and no attempt will be made to do so.*

After evacuating the building, proceed to the designated evacuation rendezvous location immediately. **Evacuation rendezvous location** for the Chemistry and Chemical Biology's Staff is the (1) east court yard between Science, Math Learning Center (building 14) and Clark Hall (building 22) for the north side of the building, and (2) the court yard at Centennial Library for the south side of the building.



If you are not in the building when evacuation occurs, come to this location or call the Safety Coordinator to confirm your whereabouts.

Bomb Threat

By phone:

- **Remain calm**
- Note the time and check the caller ID for information
- Write down the number the call is coming from, even if it is the general number for the University (this will at least let us know the bomb threat is coming from the campus).
- Note the exact words of the caller. Listen for any voice clues such as male or female, any noticeable accent, or recognizable voice.
- Try to gather detailed information from the caller, such as:
 - Where is the bomb located?
 - What does the bomb look like?
 - What is the bomb made of?
 - Is the bomb set to explode at a certain time?
- **Call 911**; follow instructions provided by emergency operator.
- As soon as possible, let others nearby know what is going on.
- Report anything unusual to responding personnel.
- Use the Bomb Threat Checklist in Appendix B to make notes.

Written or typed threat:

- Note if the person delivering the note was behaving unusual (e.g., nervous, lack of eye contact)
- If the message is hand delivered try to remember as many details as possible about the deliverer
- Do not touch or handle a note more than absolutely necessary
 - If you are evacuated, protect the note inside a book or between other sheets of paper, take it with you and turn it over to police.

Medical Emergency

If you see an individual having a medical emergency:

- Ensure your own safety first – you can't help anyone if you become part of the problem.
- **Call 911**
- **Contact one of the safety or management representatives (e.g., the Chair, Safety Coordinator, Building Manager)**
- Provide medical personnel with as much information as possible.
- Try to keep the person still and protect them from curious onlookers.
- If you can safely provide assistance, follow instructions given by the Emergency Operator.
- If you have been trained in CPR and the situation warrants it, use it!

Violence on Campus or in the Workplace

Call 911 immediately if you see a person:

- In possession of a firearm
- Displaying any type of weapon in a threatening manner
- In the act of destroying property
- Making a specific, immediate threat of self-harm or harm to another

Do not:

- Make assumptions
- Make sudden or aggressive movements
- Invade personal space
- Criticize

Do:

- Express feelings of understanding
- Be calm, reassuring and offer choices
- Exhibit patience
- Escape from the situation if possible and immediately call 911

Active Shooter or Other Hostile Situations

If there is any hostile situation in Clark Hall:

- **Escape to an area opposite of the offender and not in line of site of the offender if it is safe to do so**
- **Remember, if you can see him, he can see you.**
- **If you exit the building. Try to find an area that is inside or provides cover between you and the offender.**
- **If you can hear the offender try to minimize your movement and shelter in place**
- If it is not safe to escape:
 - Turn out the lights
 - Close and Lock all doors into your room, if the door cannot be locked try to place an item in front of the door to try to discourage entry into the room
 - Take shelter away from windows and doors, preferably behind a solid object such as a filing cabinet or desk
 - For teaching laboratories, students and staff should lock doors and hide behind benches in the center of the room
 - Shelter in place
 - If the offender attempts to enter, try to contact emergency services to give notice of his location
 - Do not give away your position by making noise, standing up, or excessive motion

If there is any hostile situation in Clark Hall in its vicinity:

- **If you can hear the offender try to minimize your movement and proceed to a safe area (listed below)**
- Close and Lock all doors into your room, if the door cannot be locked try to place an item in front of the door to try to discourage entry into the room
- Do not give away your position by making noise, standing up, or excessive motion
- Once you are in a sheltered location:
 - Silence your cellphones
 - Stay quiet, low to the floor, away from doors and, if possible, under a desk or table.
 - **Call 911 AFTER you are safe.**
- **Prepare to fight the threat, if necessary**
 - Discuss plan of attack quietly among yourselves
 - Be prepared to execute that plan

Safe Areas

- **Safe areas in the 1st and 2nd Floor North:**
 - Rest Rooms (preferably the female restrooms)
- **Safe areas in the 1st and 2nd Floor South:**
 - Rest Rooms (preferably the female restrooms), including the family restroom
 - Printer Room – Room 117 (First floor) and old construction office - 217 (2nd Floor)
- **Safe areas in the CRLS:**
 - If in CRLS facility go to main office and barricade the south east and south west doors
 - If there is time, lock the outer doors to the chemical storage room
 - If staff are delivering chemicals follow the building plan to find safe area.
 - Contact drivers on delivery to notify them of the situation and to remain away from

the area.

- **Safe areas for 3rd Floor East:**
 - Room 370 and 372
- **Safe areas for 3rd Floor West:**
 - Room 350 and 348
- **Safe area for 3rd Floor Center (Room 349):**
 - Room 349A
 - Remember to barricade both doors
 - Hide under tables if possible in the center of the room as far from doors as possible
- **Safe area for 3rd Floor Cell Culture Room (Room 347):**
 - Shelter in place
 - Barricade door
- **Safe areas for Basement South East:**
 - Proceed to or remain in laser laboratories
 - Shelter in place
 - Barricade door
- **Safe areas for Basement South West:**
 - Proceed to or remain in laser laboratory or shell space
 - Shelter in place
 - Barricade door
- **Safe area for Basement North, Room 102 and classes in Room 101:**
 - Proceed to or remain in the Electronics Shop
 - Shelter in place
 - Barricade door

Water Leak

- Do not attempt to enter the room. Water could have entered the electrical systems creating a potential shock hazard.
- Do not come in contact with the water.
 - If you find a ruptured pipe, close doors to secure the area (if safe).
 - Contact Physical Plant at 277-1600.
 - Call the Building Manager and/or Chemical Safety Coordinator

Power Failure

- Do not attempt to continue working as normal.
 - Open external doors to provide natural light to prevent exposure to tripping hazards.
 - Turn off all sensitive equipment to prevent damage from a possible power surge when the power is re-established
 - Contact Physical Plant to report the outage at 277-1600.
 - Call the Building Manager and/or Chemical Safety Coordinator

Chemical Spill

- Evacuate the area
 - Meet at evacuation rendezvous location if safe.
 - Make note of the chemical spilled and the approximate amount
 - Turn off any sources of flame or equipment if it is safe
- Alert others in the area
- **If there is an exposure use the chemical shower or eyewash station as directed to the exposed**
- **Call 911 if you have exposure concerns or there is an injury**
- Avoid exposure to the chemical and fumes by leaving the area ONLY after notifying your supervisor or the Chemical Safety Coordinator.
- Remain in a safe location.
- When you are safe and have time, contact Safety and Risk Services at 277-2753.

Inclement Weather

- Call 277-SNOW to learn of campus delays or closures.
- In the unlikely case of a tornado, take shelter in any windowless interior room. (See “Shelter in Place”, page 13)
- In the unlikely case of flooding, remain on second floor.

Shelter in Place

If the “Shelter in Place” order is given and/or the campus warning siren sounds:

- Immediately get inside the nearest building and proceed to an interior room or hallway.
- Stay away from glass doors and windows.
- Monitor text message alerts, campus email or the UNM webpage for further information and updates.
- Stay calm and stay put, unless there is an immediate need to leave (visible fire or life-threatening situation).
- Precisely follow all instructions from Law Enforcement or Emergency Personnel.

Safe Areas

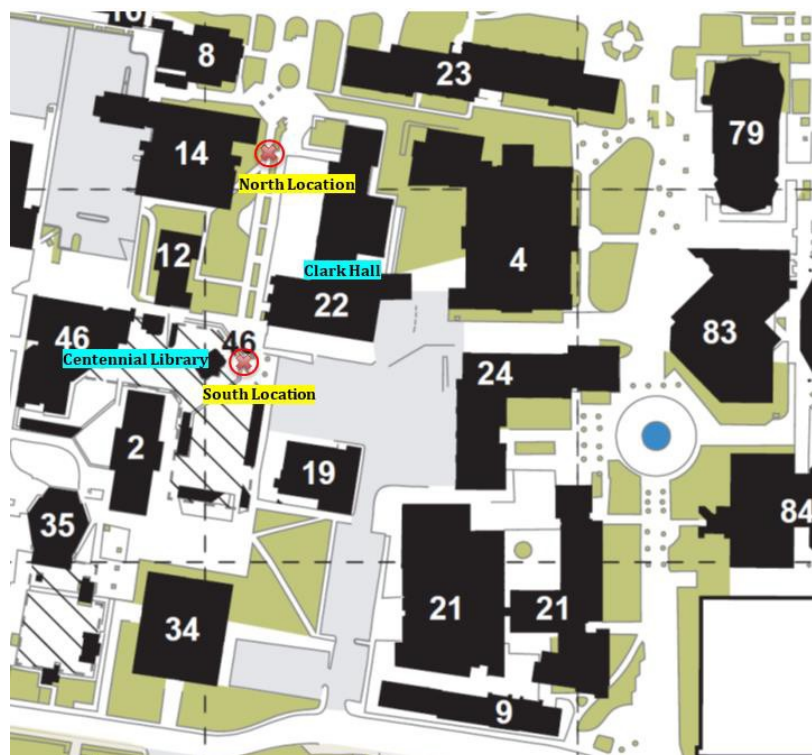
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 - Proceed to or remain in laser laboratories
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- **Safe areas for Basement South West:**
 - Proceed to or remain in laser laboratory or shell space
 - Shelter in place
 - Barricade door
- **Safe area for Basement North, Room 103 and classes in Room 101:**
 - Proceed to or remain in the Electronics Shop

- Shelter in place
- Barricade door
- Once you are in a sheltered location:
 - Silence your cellphones
 - Stay quiet, low to the floor, away from doors and, if possible, under a desk or table.
 - **Call 911** AFTER you are safe.

Evacuation

- Stop what you are doing and immediately.
- Turn off all equipment and flame sources if possible.
- **Evacuation rendezvous location** for the Chemistry and Chemical Biology's Staff is the (1) east court yard between Science, Math Learning Center (building 14) and Clark Hall (building 22) for the north side of the building, and (2) the court yard at Centennial Library for the south side of the building.
- Proceed to the nearest exit. (See evacuation maps in Appendix A.)
- **Close doors behind you as you leave.** If there is a fire or chemical release, this will help contain it to the enclosed area.
- Provide assistance to customers, clients, or others who may need it.
- Proceed as quickly as possible to the designated evacuation rendezvous location for your building. For the Office of the Chemistry and Chemical Biology, **we will meet at the (1) east court yard between Science, Math Learning Center (building 14) and Clark Hall (building 22) for the north side of the building, and (2) the court yard at Centennial Library for the south side of the building.**

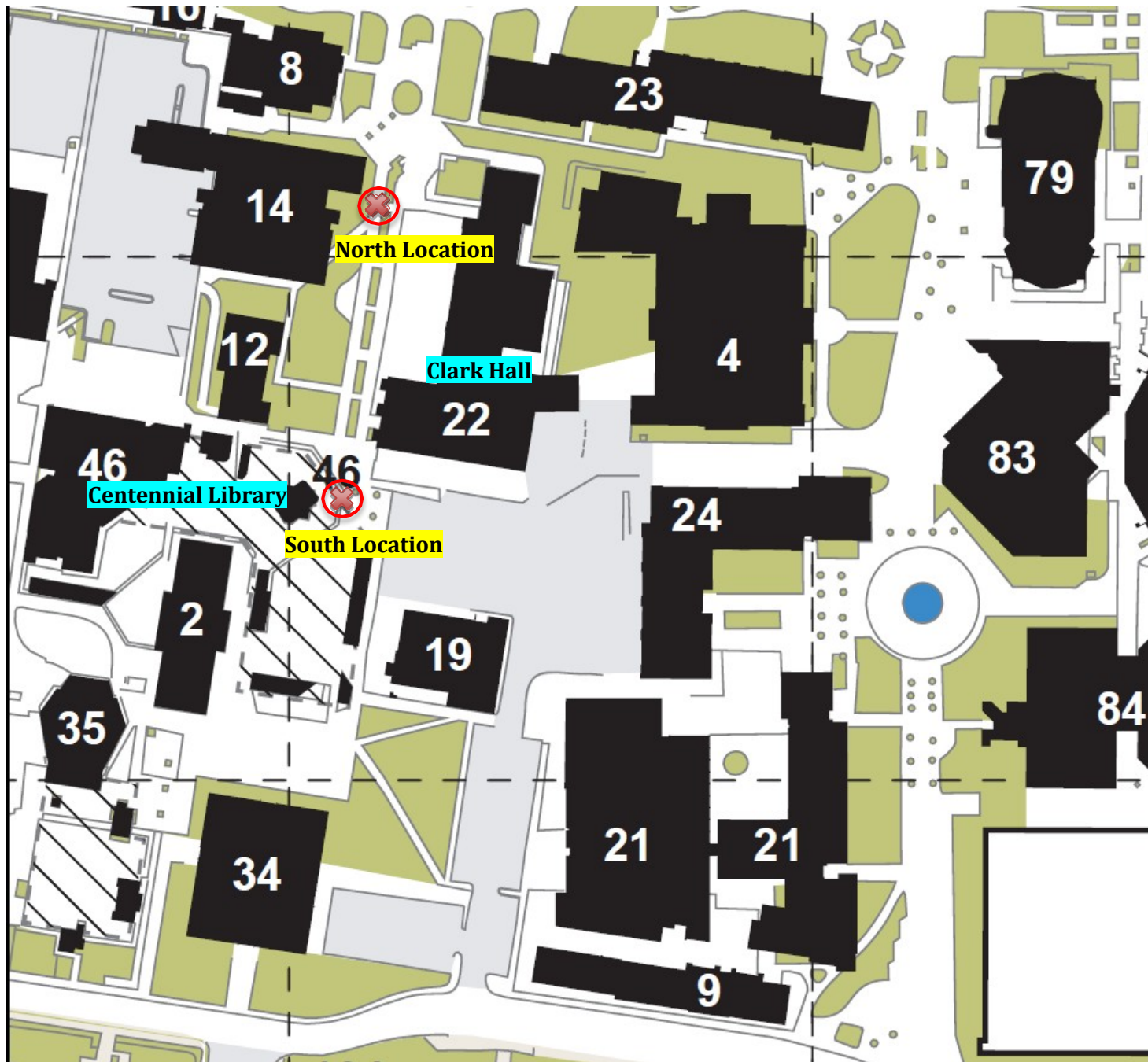
Do not return to or re-enter the building until you are given official authorization to do so.



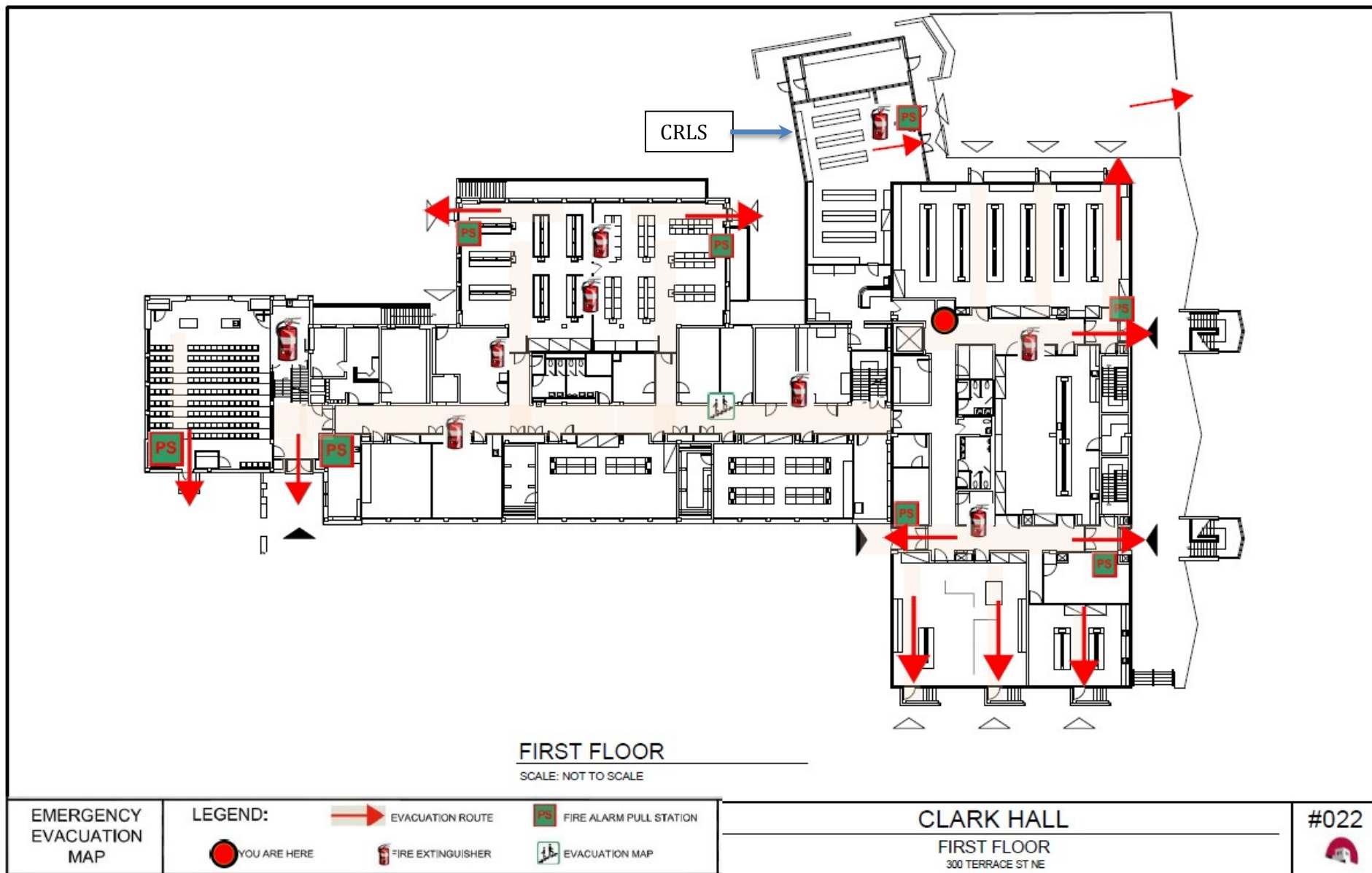
Appendix A

Evacuation Routes For Clark Hall

1st (including CRLS), 2nd, 3rd and
Basement Levels

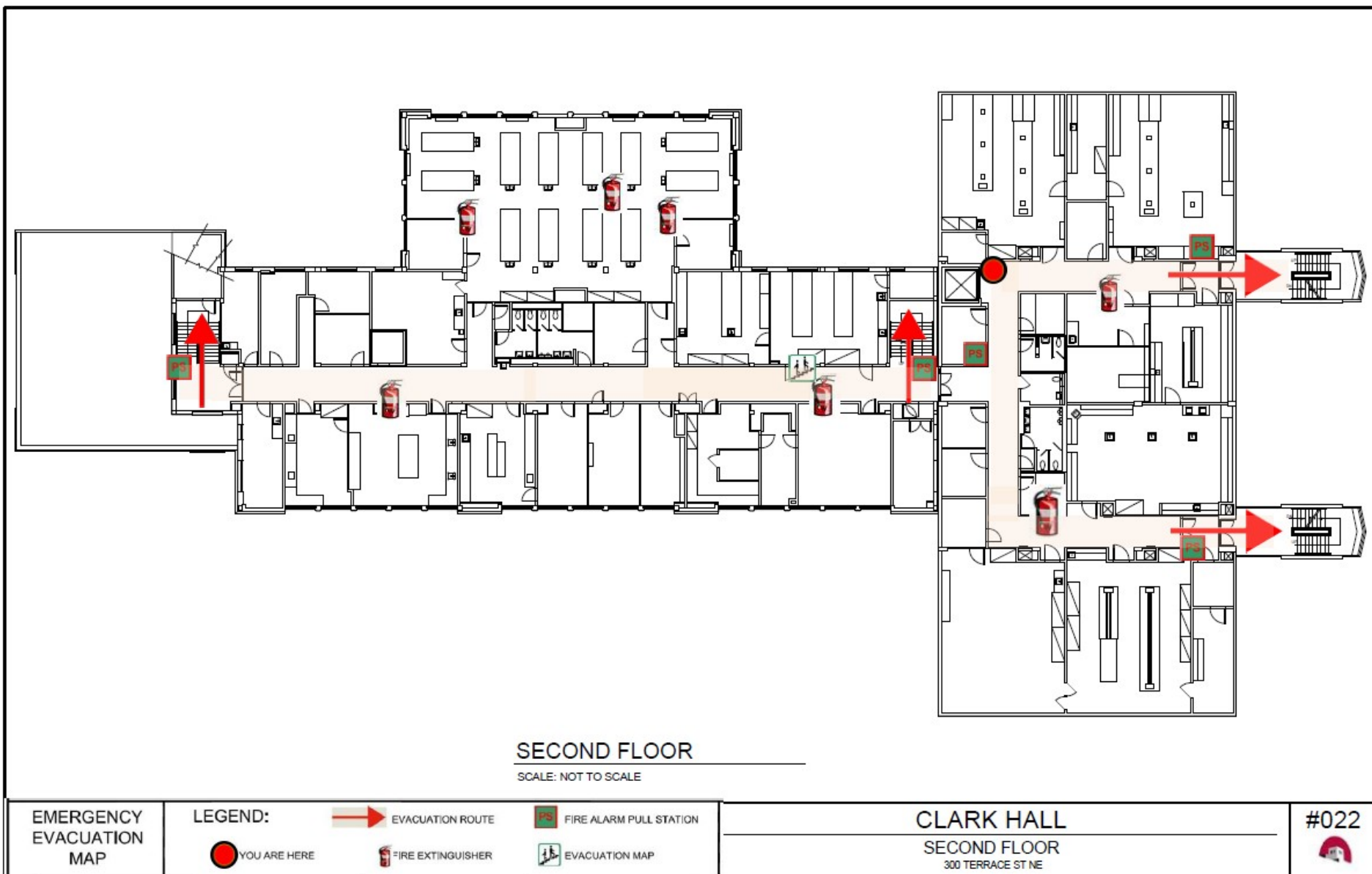


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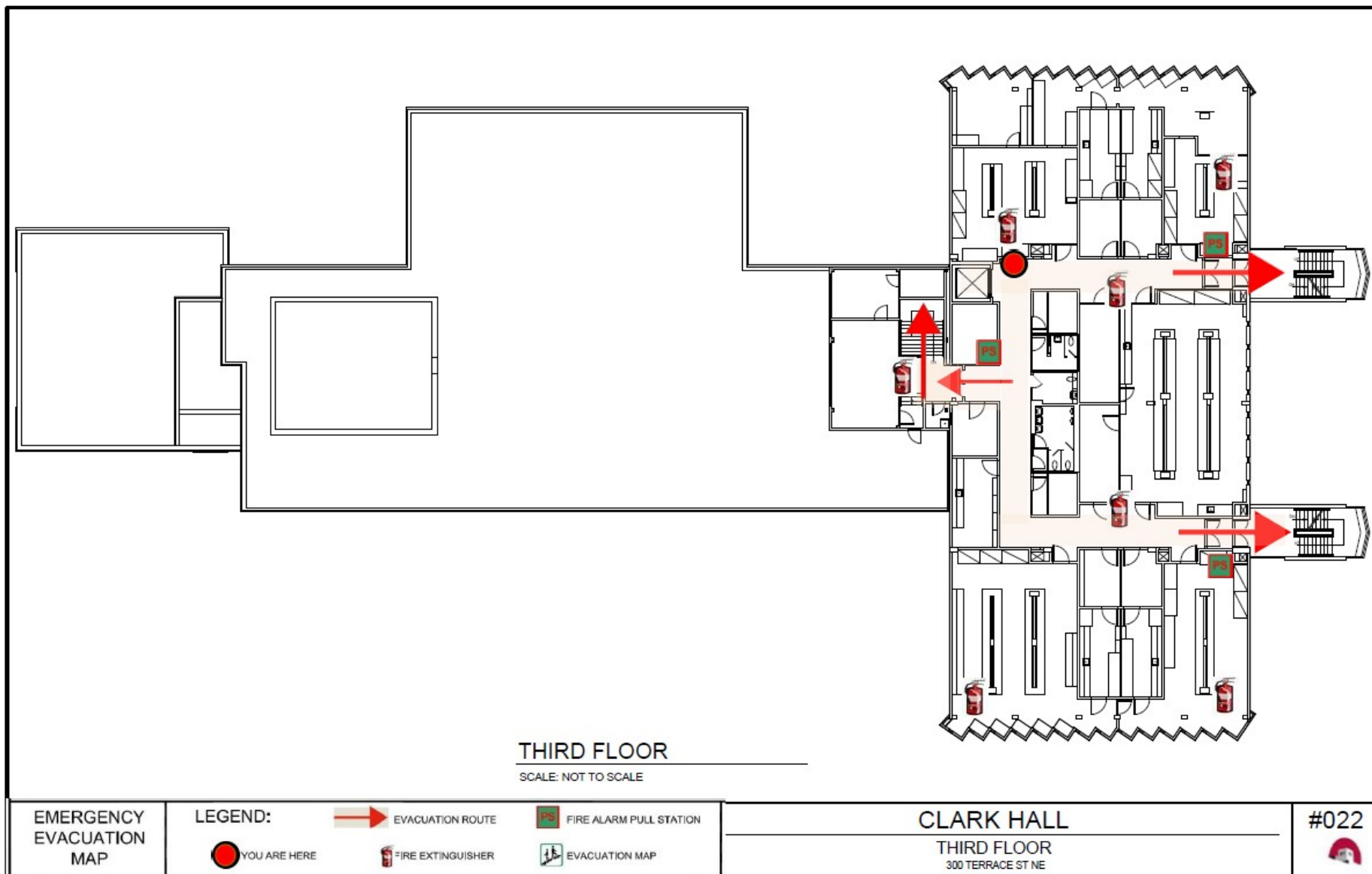


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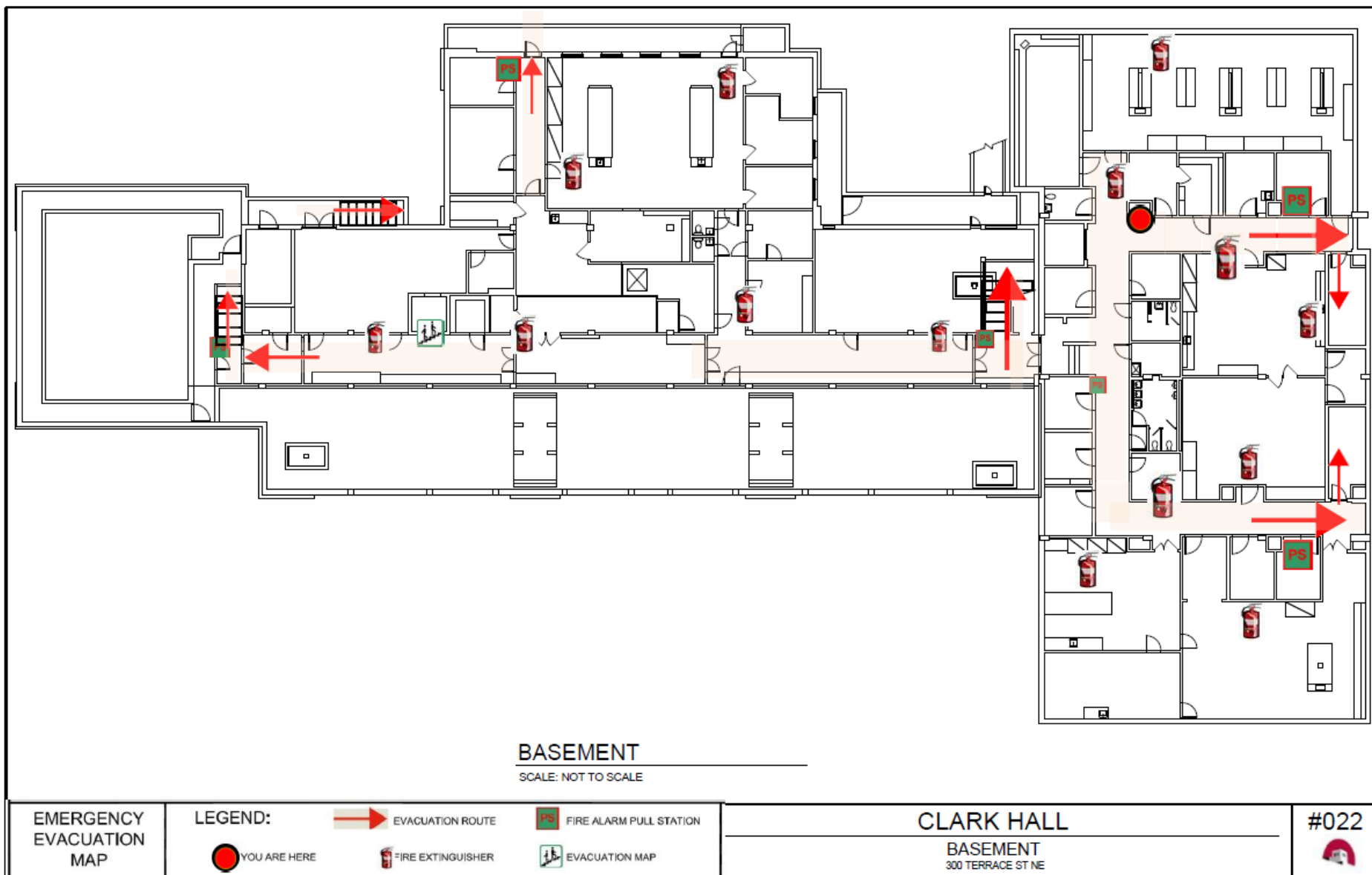
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Appendix B

Bomb Threat Checklist

Bomb Threat Call Check List

DATE OF CALL _____ TIME CALL RECEIVED _____ TIME CALL ENDED _____ LINE USED _____ CALLER ID _____

EXACT WORDS OF CALLER:

GATHER AS MUCH INFORMATION AS POSSIBLE:

Where is the bomb located? _____

What does the bomb look like? _____

What is the bomb made of? _____

Is the bomb set to explode at a certain time? _____

Circle or all that apply

Voice	Speech	Sex / Age	Manner	Background Noise	Familiarity with Facility	Accent	Language
Loud	Fast	Male	Calm	Music	Much	Local	Well Spoken
High Pitched	Slow	Adult	Rational	Factory	Some	Foreign	Irrational
Raspy	Stutter	Juvenile	Deliberate	Office machines	None	Region	Foul
Intoxicated	Slurred	Approximate Age ____	Angry	Street Traffic		Race	Taped
Soft	Nasal		Irrational	Trains/Airplanes			Message Read
Deep	Disguised	Female	Emotional	Animals			Other:
Hoarse	Other:	Adult	Laughing	Quiet			
Other:		Juvenile	Incoherent	Other:			
		Approximate Age ____					

Reported By: _____ Name: _____ Position: _____
 Telephone Number: _____ Date Report Completed: _____

BOMB THREAT / Procedures and Checklist

Revision 1 – January 2016

Appendix C

Safety Coordinator

Chemistry and Chemical Biology Safety Coordinator

The Safety Coordinator is responsible for:

- Providing a copy of the Chemistry and Chemical Biology Emergency Plan to all Chemistry and Chemical Biology employees with offices in Clark Hall.
- Updating the Emergency Plan and distributing updates to all Chemistry and Chemical Biology staff.
- Ensuring the notice to evacuate is communicated to all staff, students, administrators and visitors present within Clark Hall Front Office when evacuation is necessary for any reason.
Note: If individuals refuse to leave, it is not the responsibility of the Safety Coordinator to force them to leave and no attempt will be made to do so.
- Establishing a point of rendezvous for Chemistry and Chemical Biology employees to be used in case of evacuation, and ensuring those employees know its location.
- **Evacuation rendezvous location** for the Chemistry and Chemical Biology's Staff is the:
 1. The east court yard between Science, Math Learning Center (building 14) and Clark Hall (building 22) for the north side of the building, and
 2. The court yard at Centennial Library for the south side of the building.
- Knowledge of CPR (optional).
- Ensuring a phone tree is established and maintained with current information.
- Ensuring evacuation drills, shelter in place drills, and use of phone tree are rehearsed.
- Planning and executing annual safety/emergency preparedness meetings for Chemistry and Chemical Biology employees.

Appendix D

Go Kit Supplies

Go Kit

In a pack readily accessible to the Safety Coordinator, keep:

- Flashlight
- Emergency Plan
- Emergency Phone Tree

Safety Coordinator is responsible for:

- Maintaining the contents of the Go Kit
- Bringing this pack to the rendezvous location whenever an evacuation order is given, or to the area where most personnel are located during a shelter in place order.

Appendix E

Phone Tree

Privacy policy restricts public access of personal phone numbers. Contacts for the labs are posted on the doors or else contact the Chemistry Department for contact information.

