



Department of Chemistry and Chemical Biology		SOP-CCB	April 27, 2014
Standard Operating Procedures	Policy Description: Building Safety and Emergency Response Information for Clark Hall		
Faculty/Staff/Students: ALL	Fund: N/A	Revision date:	

Contact and hazard information

A contact list containing external emergency contacts, CCB primary contacts, and Clark Hall laboratory contacts will be checked and updated every August and more frequently if needed. Primary contacts will include the department chair and administrator, the building manager and the chemical safety officer. Laboratory contacts will include all departmental employees who are responsible for specific lab or technical space in Clark Hall. Copies of the contact list will be distributed to the all CCB faculty and staff on the list and to the campus offices responsible for safety and emergency management (police, physical plant, SRS). The department will also maintain an email list of all CCB staff, faculty and graduate students, which will be usable by the chair and the Departmental Administrator (DA).

Each laboratory and technical space in Clark Hall will have a sign posted near the door listing the responsible person and contact information. The sign should also indicate the presence of immediate hazards in the room in case of power outage, including fume hazards, potential fire/explosion hazards and the presence of freezers or incubators.

The department will maintain a spreadsheet, updated each August or more frequently as needed, of laboratory spaces in use, including the names and contact information of the lab director and potential immediate hazards. All primary contacts, campus police and UNM SRS will be given a copy of the spreadsheet each time it is updated.

Procedures

If an emergency poses an immediate threat to human safety, appropriate campus responders (police, ABQ fire department) should be notified ASAP.

For any emergency or building malfunction, at a minimum one of the primary contacts will be notified. That primary contact (initial CCB contact) will be responsible for informing the other primary contacts. In general, the DA or chair, once notified, will be responsible for communicating with the directors of affected labs and departmental personnel; if neither chair nor DA can be reached immediately, the initial CCB contact should notify the relevant lab directors.

When any one of the primary contacts leaves the state or plans to be unavailable due to annual leave, medical treatment, travel, etc., the other primary contacts should be notified in advance.

Clark Hall/CCB Emergency Contacts

External Contacts	Campus Phone
UNM Campus police emergency	911
UNM Campus police non-emergency	277-2241
UNM Ambulance/emergency	911
UNM Physical Plant	277-2421
UNM Safety and Risk services	277-2753
CABQ Fire Department	764-6350 or 911

CCB Primary Contacts

Name	Role	Phone	UNM email
Steve Cabaniss	CCB Chair	401-3829	cabaniss@unm.edu
Felicia Rider	CCB Departmental Admin.	604-5446	frider@unm.edu
Robert Ortiz	Building Manager	604-6120	rortiz05@unm.edu
Karen Ann Smith	Research Facilities Director	366-3150	karenann@unm.edu

Clark Hall Laboratory Contacts (responsible for specific lab space)

Lab(s)	Name	Cell Phone	Phone	UNM email
B-04	Fred Fuchs		277-1858	ffuchs@unm.edu
B-15, B-50	Wei Wang	505-507-9094	277-0756	wwang@unm.edu
B-66, B-72	David Keller		277-3621	dkeller@unm.edu
B-71	Karen Ann Smith	505-366-3150	277-4031	karenann@unm.edu
108, 112, 174	Martin Kirk	505-436-7151	277-5992	mkirk@unm.edu
109, 116	Gary Bush		277-8681	bushman@unm.edu
150	Sharon Boyd	505-243-8335	277-6022	seboyd@unm.edu
150	Lisa Whalen		277-0268	lwhalen@unm.edu
168	Joseph Ho	505-440-9220	277-1385	khoj@unm.edu
171	Yang Qin	973-953-6369	277-2641	yangqin@unm.edu
204B, 206, 215, 272	Robert Paine		277-1661	rtpaine@unm.edu
207	Ramesh Giri		277-1070	rgiri@unm.edu
248, 253	Ken Sherrell	505-331-9726	277-5329	sherrell@unm.edu
271	John Grey	505-340-5204	277-1658	jkgrey@unm.edu
346, 348	Fu-Sen Liang	505-408-1994	277-1703	fsliang@unm.edu
349	Chad Melancon	858-405-4654	277-0799	cemelanc@unm.edu
352	Lorraine Deck		277-5438	ldeck@unm.edu
368, 370, 374	Debra Dunaway-Mariano	505-269-2619	277-3383	dd39@unm.edu