Area Emergency Plan

Chemistry and Chemical Biology

Clark Hall &

Science and Math Learning Center

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DOCUMENT REVISION LOG

Document: **Area Emergency Plan**

Rev. No.	Effective Date	Revision Description	Pages Edited	Completed by:
1	4/26/24	Add names to call list	6	Kali Levsen
2	4/26/24	Change file locations	5	Kali Levsen
3	4/26/24	Add Rose Garden location to evacuation routes	8-13	Kali Levsen
4	4/26/24	Add AED locations to map	14	Kali Levsen
5	4/26/24	Add “do not open unfamiliar mail”	21, 25	Kali Levsen
5	4/26/24	Add how to communicate at Rose Garden; assign a leader; move to safest location	18	Kali Levsen
6	4/26/24	Add department name and location	1	Kali Levsen
7	5/23/24	Add “Explosion Emergencies”	22	Kali Levsen
8	10/4/2024	Update “Power Outage protocol	21	Kali Levsen
9	5/26/2026	Emergency call list updated	6	Kali Levsen
10	5/26/2026	GoKit “Pink” sign added Red/green removed	28	Kali Levsen

ACRONYMS & DEFINITIONS

Unit Emergency Coordinator (UEC)	An individual selected within each unit to lead the emergency response of the unit and carry out the duties outlined in this document. The responsibilities of this individual include: • Using the EHS provided template, create an AEP for their Unit • Keep a list of those in their unit trained to the AEP • Conduct an annual review of the AEP • Receive initial and annual training on Emergency Coordination from the Emergency Manager
AEP	Area Emergency Plan
AED	Automated External Defibrillator, used for someone going into cardiac arrest; contains verbal instructions once the machine is powered on to assist the user with first aid
EHS	Environmental Health and Safety
NMGCO	New Mexico Gas Company
Unit	A unit in this plan is defined as an organizational unit wherein all the employees in a space, group of spaces, or building report to the same supervisor, director, chair, dean, or other person with supervisory responsibility. This is generally defined by a single mail stop code per unit.

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1. Introduction: Emergency Response Objectives

The primary goal of the Unit Specific Emergency Plan is to:

1. Save lives
2. Minimize injury to faculty, staff, students, and employees.
3. After all life safety issues have been addressed, the secondary objective is to reduce damage and destruction of property.
4. As resources allow, respond to outside requests for assistance.

FOR EMERGENCY PROCEDURES **SEE SECTION 6**

EMERGENCY: DIAL 911

1.1. How to use this document

The AEP is intended to be a living document and updated as needed. The document should be reviewed at least once per year by all employees within a unit.

Each unit should assign a Unit Emergency Coordinator (UEC) who is responsible for the maintenance of this document. The UEC should examine the document for sections meant to be customized to the unit. Additionally, the UEC should:

1. Add the evacuation maps provided
2. Designate an evacuation location
3. Add specific mitigation actions for unit specific hazards
4. Update and maintain first aid and go kits
5. Track the training of unit personnel

2. PURPOSE

This Area Emergency Plan (AEP) was developed to:

1. Protect the safety of students, faculty, staff, and visitors;
2. Encourage disaster awareness;
3. Present guidance on emergency preparedness and response;
4. Develop a network of support services;
5. Train employees on emergency preparedness; and
6. Provide reference materials for emergency use.

2.1. Annual Drills and Reviews

At least once each year the unit will evaluate this plan and its associated procedures and capabilities through:

1. Reviews
2. Testing, and
3. Exercises.

Following each exercise, the UEC will convene an "after-action" meeting of all participating staff for purposes of evaluation and review. This plan will be revised to address any identified deficiencies. Additional reviews shall be based on post-incident analyses and reports, lessons learned, and performance evaluations.

2.2. Hazards

There are a number of potential hazards that could adversely impact the area—placing visitors, staff, faculty, students, and UNM property at risk. These threats include but are not limited to:

1. Medical Emergency
2. Structure Fire (accident or arson)
3. Earthquake
4. Theft
5. Vandalism
6. Gas Leak
7. Burglary
8. Assault

9. Bomb Threat
10. Traffic Accident
11. HAZMAT incident
12. Utility outages

Other risk hazards identified, which could adversely affect the unit, include:

1. Droughts/Water Shortages
2. Terrorism
3. Civil Disorders
4. Conflagrations
5. Severe Weather
6. Air Crashes

2.3. Severe Weather Warnings

In case of severe weather, UNM, the National Weather Service, the City of Albuquerque, and/or the County of Bernalillo will issue an alert with the type of event going on and some general tips for staying safe during them. A few general tips are:

1. Avoid going outside during the severe weather warning
2. If you see a flooded area, do not try to drive through it or walk through it
3. Avoid climbing onto roofs during severe weather

2.4. Fire

Fire poses another threat to the unit. Each year, fires cause more deaths in the United States than all other disasters combined. In 2019, 110,900 non-residential structural fires occurred nationwide, 12,000 of which were arson fires (10.8% of the total).

The potential for arson is real, due to the unit's location in central Albuquerque. Fortunately, this building is equipped with both fire detection and suppression systems. For more information on fire safety and prevention equipment within your building contact EHS. The unit is also located in close proximity to AFR Station 3.

2.5. Other Hazards

As a result of the unit's urban setting, theft and vandalism to the historic structures, cultural landscape, and other resources are a real threat. Although located within the University boundary the unit itself is

just off a busy thoroughfare. There is no fence or any other barrier to inhibit after-hours unauthorized access to the exterior of the building.

Additional hazards include bomb threats, explosions, and hazardous material spills. No facility is immune to a bomb threat or act of terrorism. Although rare, the potential for an act of terrorism is always present. Another potential threat is created by the busy thoroughfares surrounding the University and UNM's large research footprint, creating the possibility of a hazardous materials spill impacting the unit.

2.6. Future Planning

An effective emergency preparedness and response strategy requires:

1. Regular training of all staff
2. Evaluation of program plans, procedures, and capabilities through periodic reviews, testing, and exercises
3. Post-incident and post-exercise analyses and reports, lessons learned, performance evaluations, and
4. The implementation of corrective actions for any identified deficiencies.

The Plan and the overall program must be dynamic; plans, procedures, and personnel must adapt as conditions change.

The periodic checklists will prove to be an important tool for maintaining preparedness in the years following the approval of this plan. It is vital to review this document at least once each year, conduct annual training and drills, perform all annual inspections of monitoring and utility systems, and update procedures whenever warranted to maintain a high level of preparedness.

2.7. Continuous Improvement

In order for this Area Emergency Plan to remain relevant and up-to-date, it is vital to review the plan and conduct an exercise based upon it at least once each year. When reviewing the plan, the following elements should be examined in detail and revised when necessary:

1. Make changes to the plan location list when necessary.
2. Update floor plans whenever modifications are made.
3. Review procedures after all emergencies and drills and make changes as needed. Check procedures for completeness and accuracy.
4. Update equipment and supply lists on a regular basis, and at least once each year.
5. Purchase additional supplies if necessary and as the budget will allow. For assistance, contact EHS.
6. Identify local support—supplies, expertise, volunteers—for immediate help.

7. Complete the Post-Emergency Critique Form after any emergency response.
8. Complete the Post-Emergency Critique Form following all drills and exercises.
9. Work with the UNM Emergency Manager, UNM PD, and EHS to ensure training and evaluation programs are appropriate, practical, and current.

2.8. General

1. Review the plan frequently, especially the emergency call numbers and networking sections.
2. Contact the UNM Emergency Manager, UNM PD, and EHS for assistance.
3. Conduct regularly-scheduled drills and table-top exercises, at least annually.
4. Evaluate the plan following all drills, exercises, and emergency events.
5. Implement corrective actions identified during evaluations.

Maintain close working relationships with all other divisions and local emergency responders to ensure an effective response in case of an emergency

3. Locations Where This Plan Is On File

Person Responsible for Updates: UEC: Kali Levsen

3.1. Locations

Administrative Office

Kali Levsen's Office

Shared File with Department

Chemistry Website

4. Emergency Resources List

EMERGENCY: DIAL 911

UNM PD (24-hour dispatch): (505)-277-2241

EHS Duty Officer Pager: (505)-951-0794

UNM Utilities: (505)-277-1144

UNM Facilities Management: (505)-277-1600

4.1. Emergency Call List: Unit Personnel

Name	Position	Phone
Bobby Ortiz	Building Manager	505-604-6120
Kali Levsen	Safety Coordinator	563-219-4871
Amanda Munk	Department Administrator	315-404-8757
Terefe Habteyes	Department Chair	510-725-9903
Joe Lopez	Facilities Area 4 Manager	505-277-3401
Chemistry Dept	Administrative Office	505-277-6655

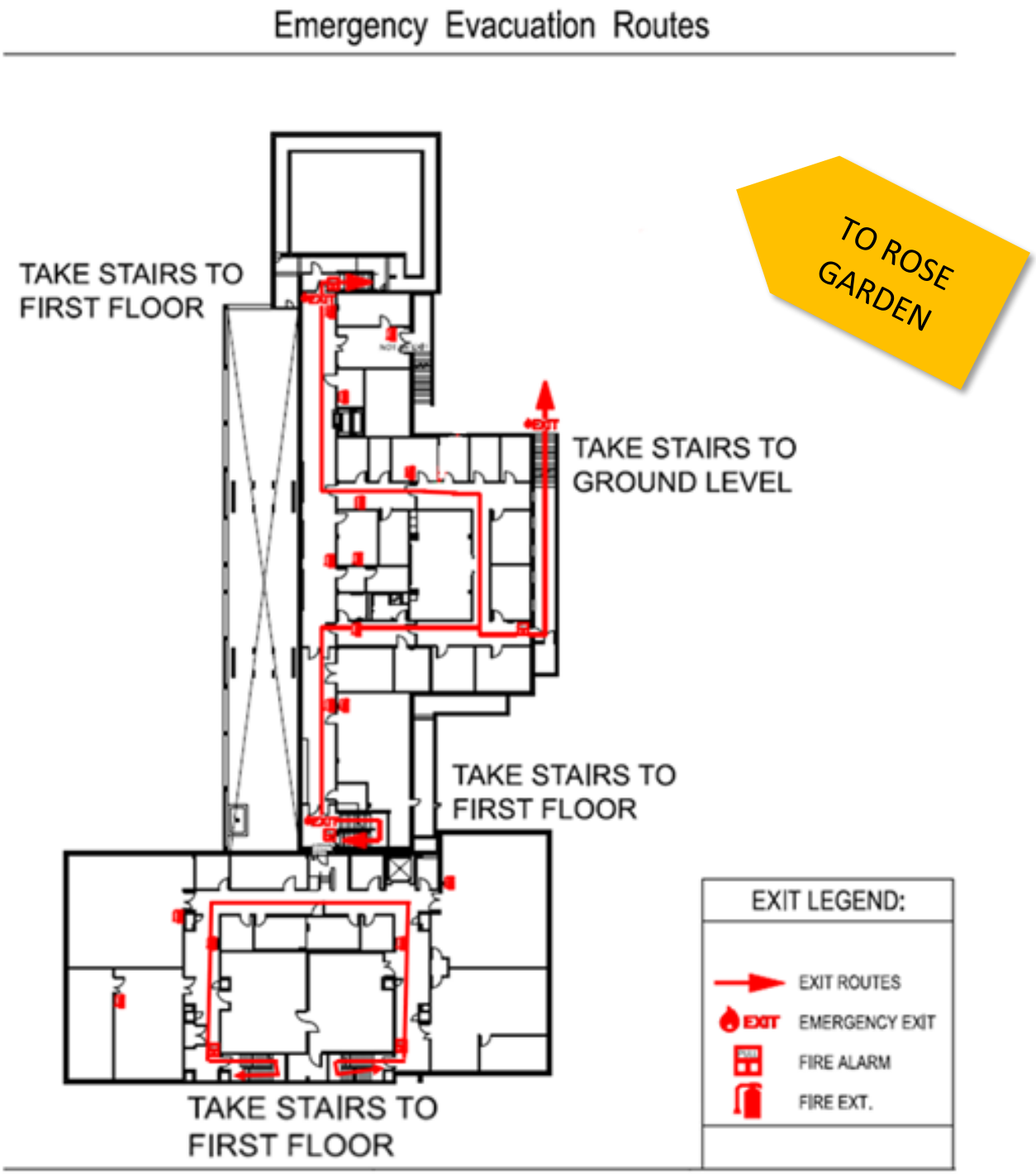
5. Floor Plans

This section consists of building floor plans that illustrate:

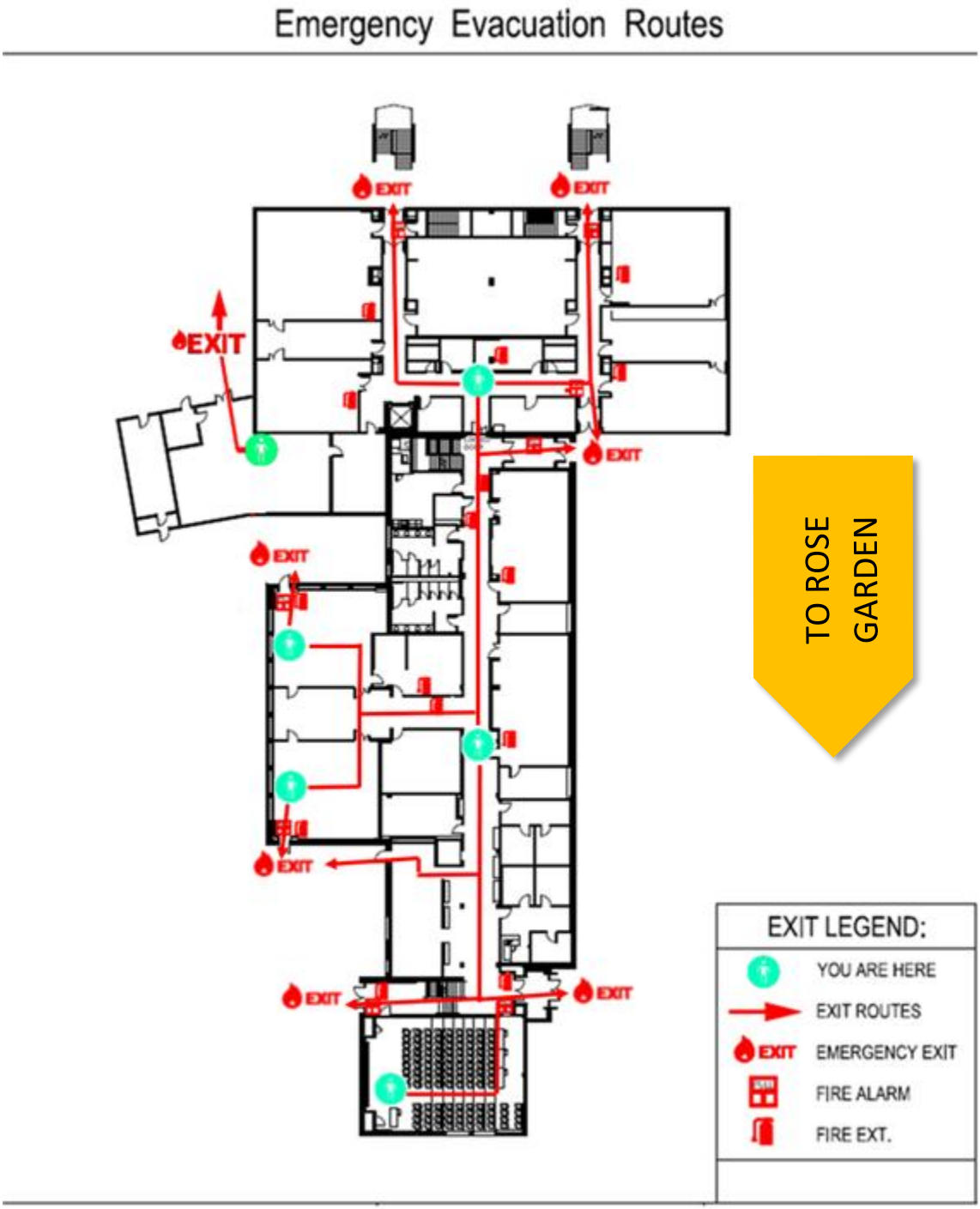
1. Emergency evacuation routes
2. Location of fire extinguishers and fire alarm pull stations
3. Location of first aid kits, medical supplies/equipment, AEDs, etc.

5.1. Evacuation Routes, Fire Alarm Pull Locations, and Fire Extinguishers

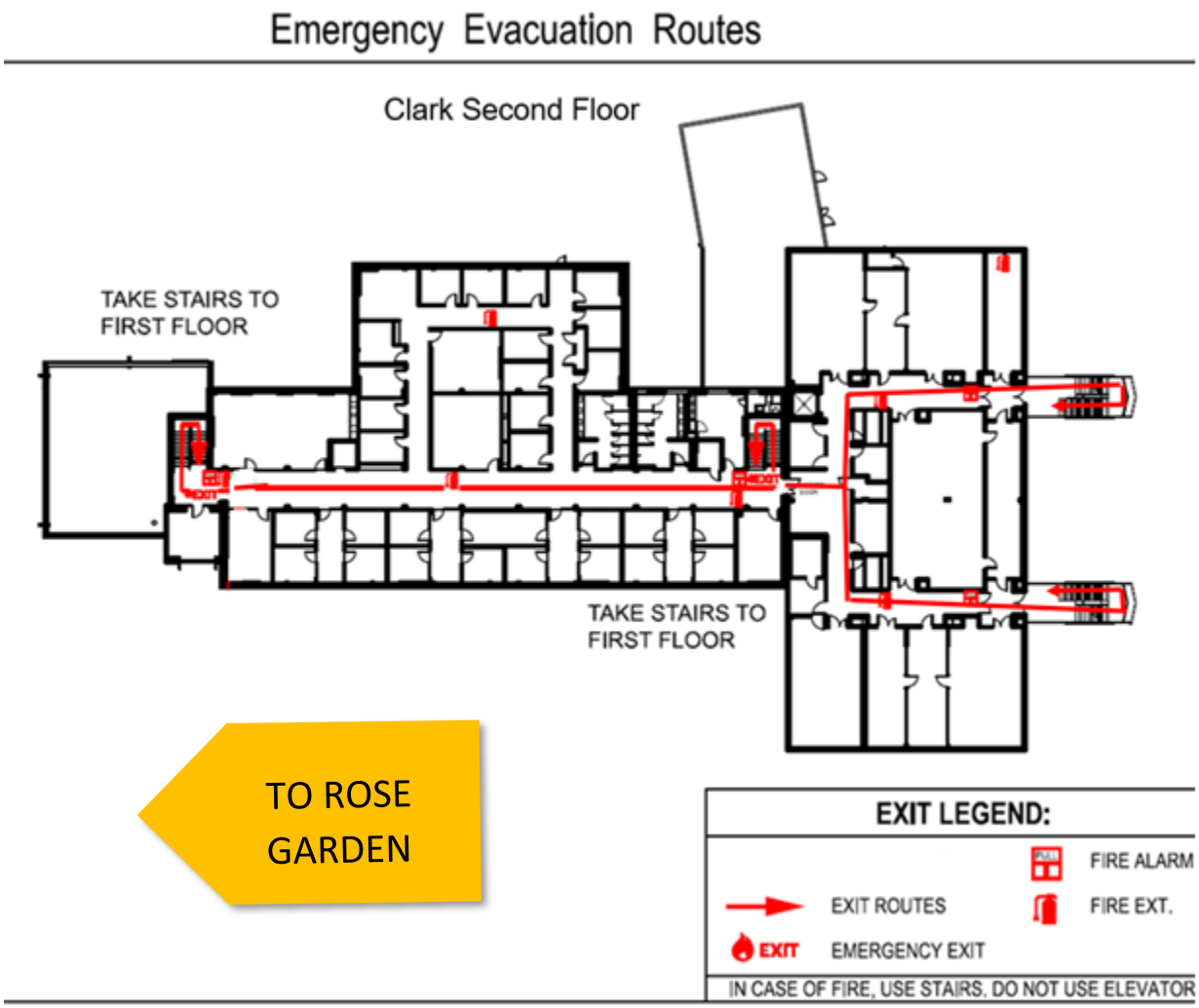
Clark Basement



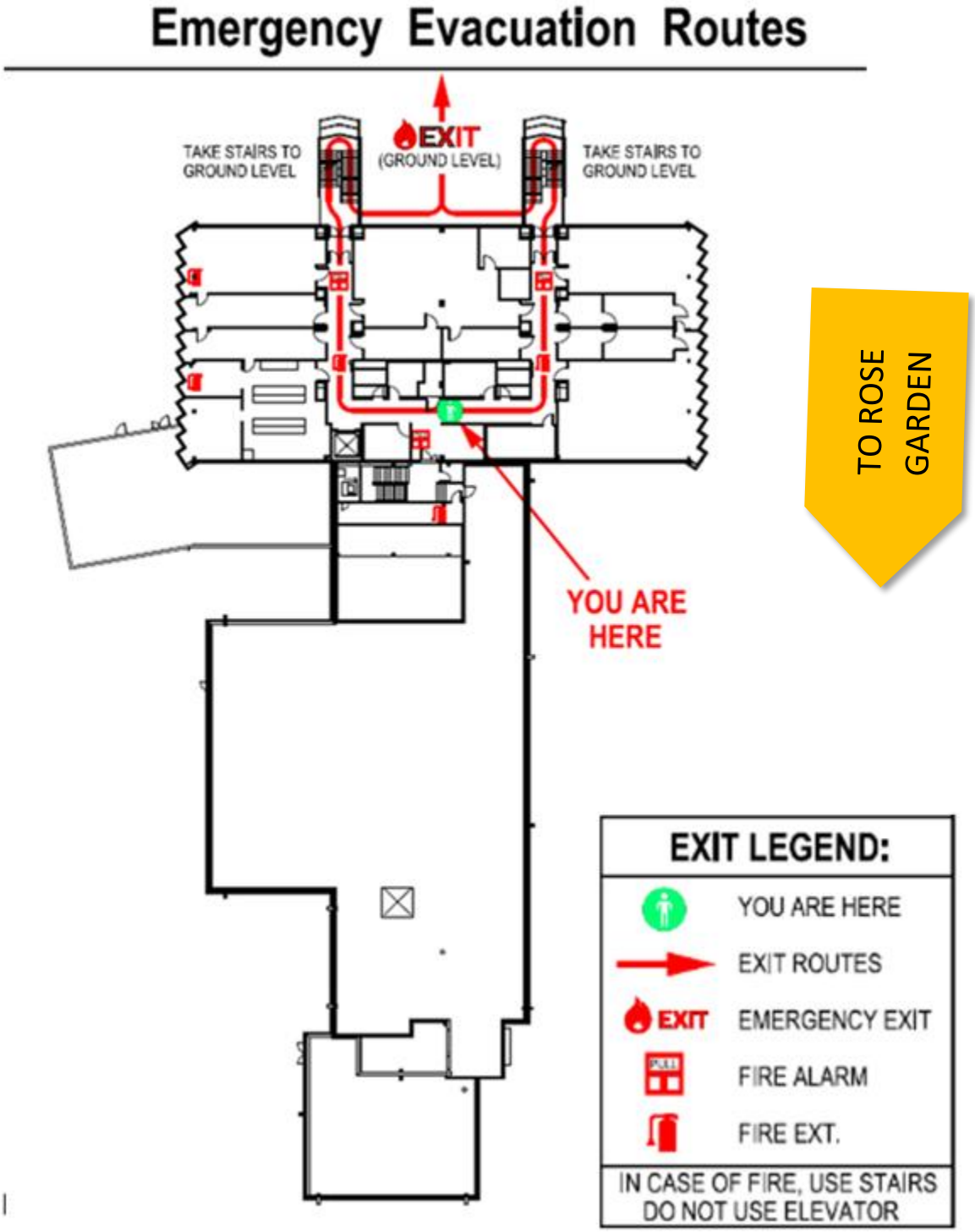
Clark First Floor



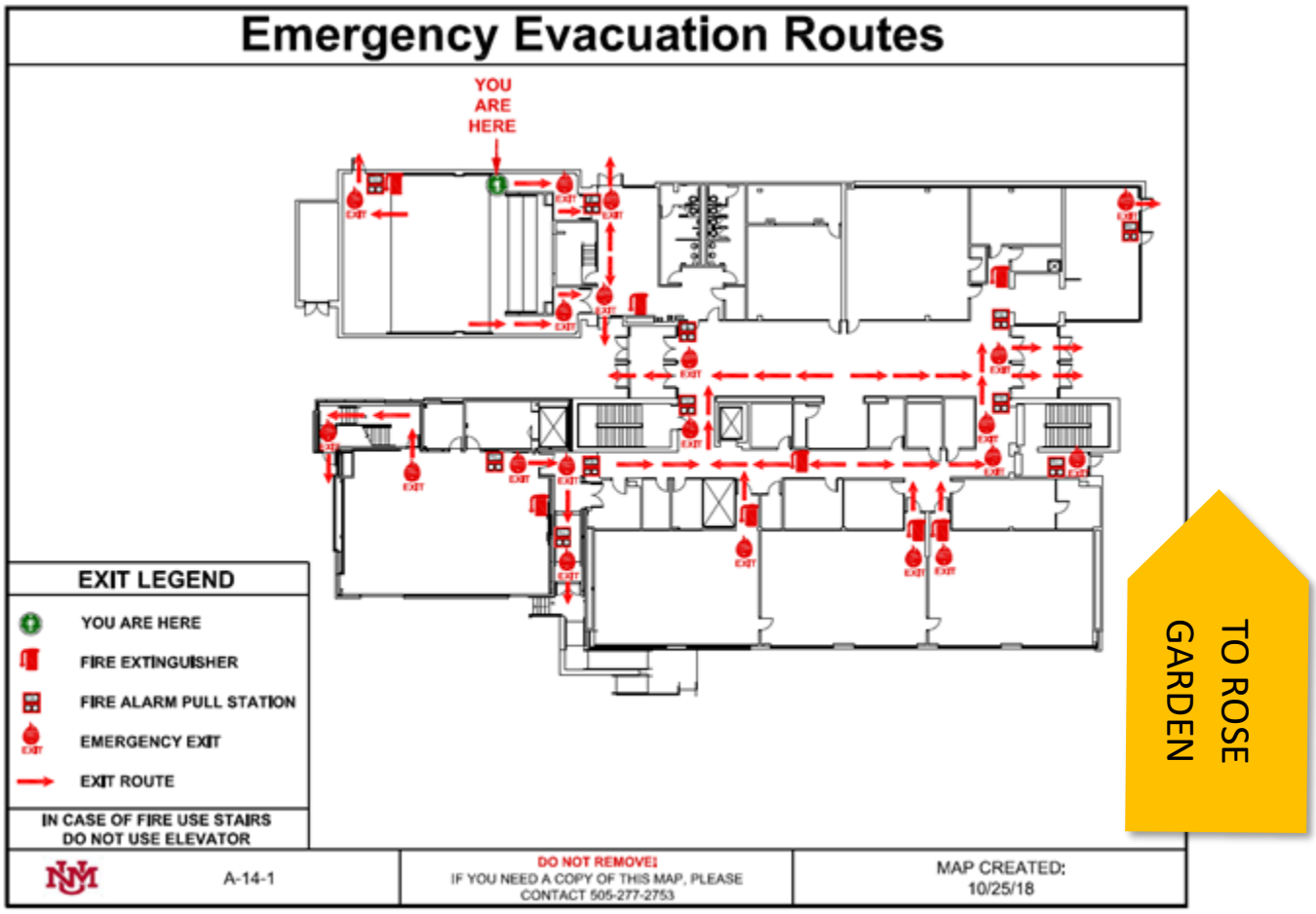
Clark Second Floor



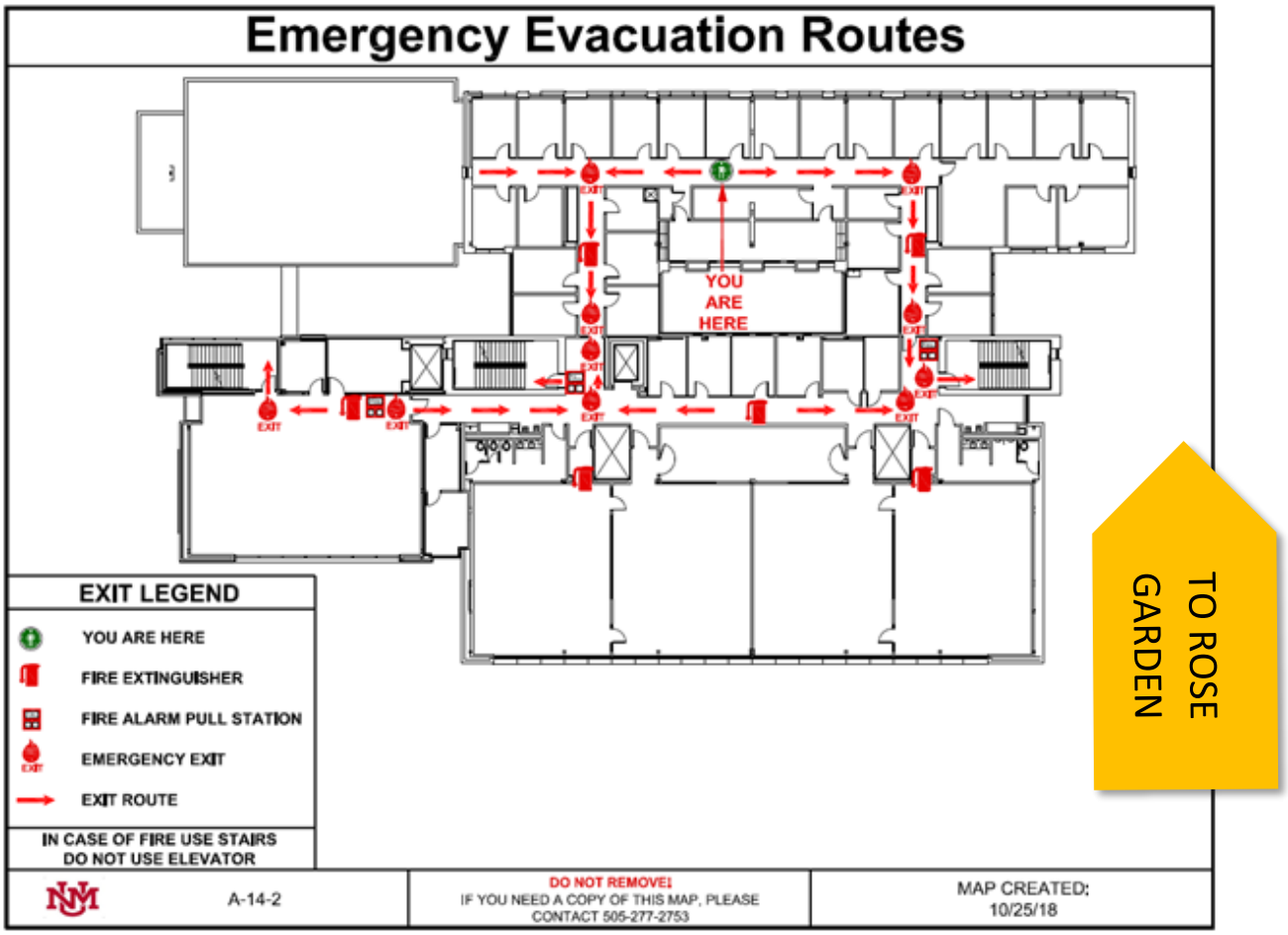
Clark Third Floor



SMLC First Floor

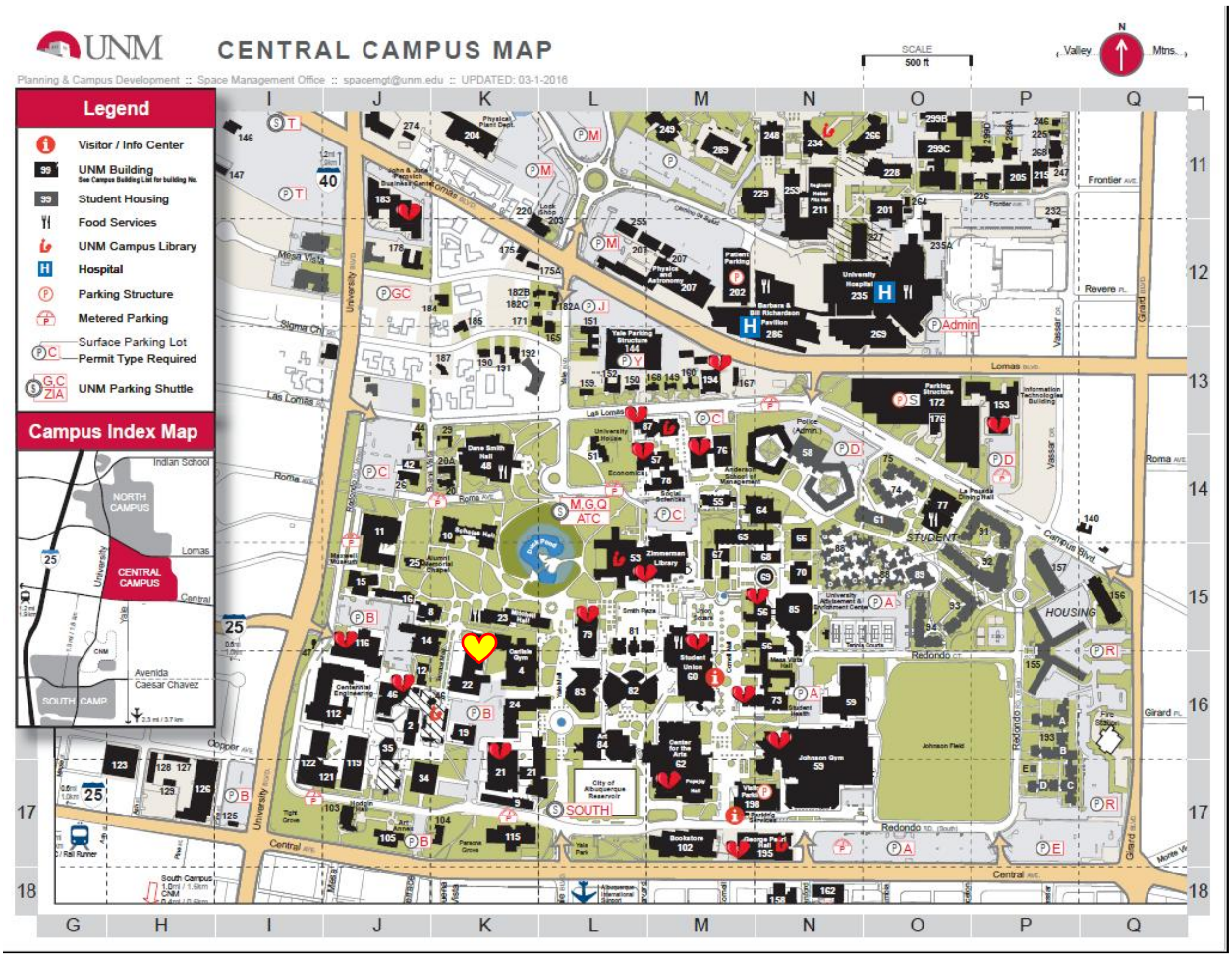


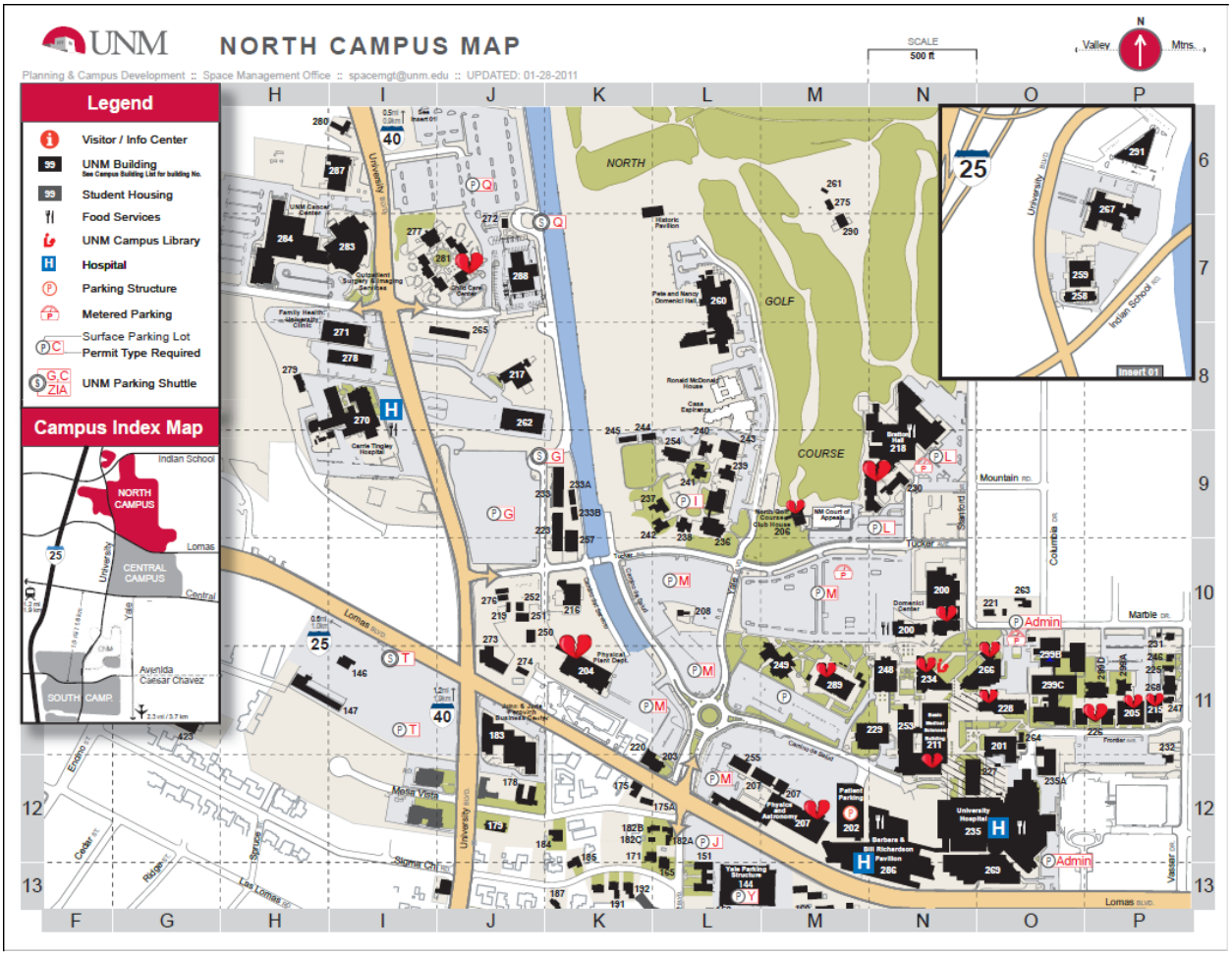
SMLC Second Floor

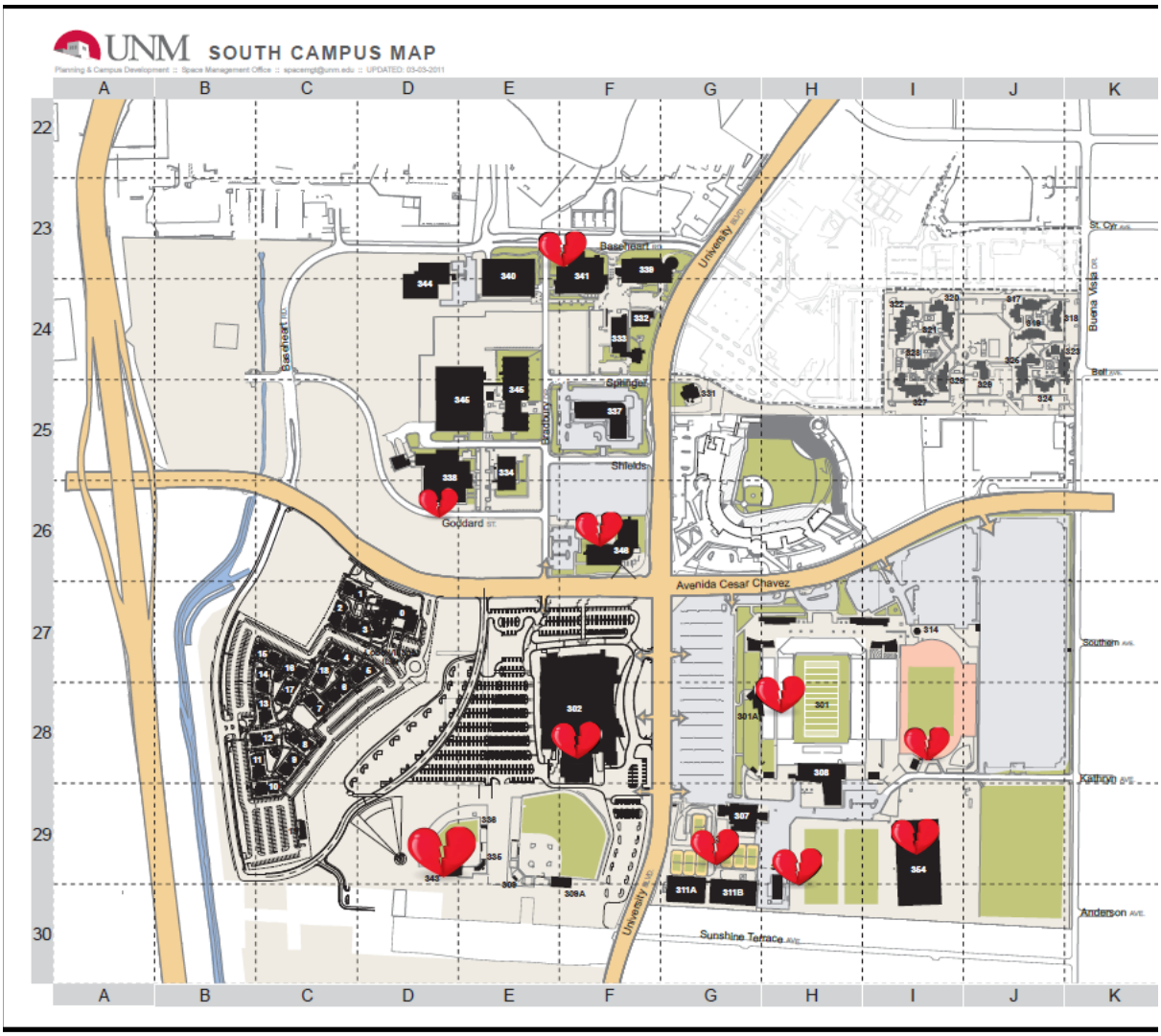


5.2. AED Locations

We have an AED in Clark near the front office and one in SMLC on the main floor (the yellow heart below is over our buildings).




UNM
NORTH CAMPUS MAP
Planning & Campus Development :: Space Management Office :: spacemgt@unm.edu :: UPDATED: 01-28-2011
SCALE
500 ft
Valley
Mtns.
Legend
Visitor / Info Center
UNM Building
See Campus Building List for building No.
Student Housing
Food Services
UNM Campus Library
Hospital
Parking Structure
Metered Parking
Surface Parking Lot
Permit Type Required
UNM Parking Shuttle
Campus Index Map
NORTH CAMPUS
CENTRAL CAMPUS
SOUTH CAMP.
NORTH
GOLF
COURSE
University
Lomas
Mountain
Marble
Admin
Insert 01


UNM SOUTH CAMPUS MAP
Planning & Campus Development :: Space Management Office :: spacemgt@unm.edu :: UPDATED: 03-03-2011
A B C D E F G H I J K
22 23 24 25 26 27 28 29 30
Baseheart RD
Springer
Shields
Goddard ST.
Avenida Cesar Chavez
University BLVD
Sunshine Terrace AVE.
Southern AVE.
Kathryn AVE.
Anderson AVE.
Buena Vista DR.
St. Cyr AVE.
Bell AVE.
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301A
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311A
311B
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343
309
309A

6. Emergency Procedures

This section includes emergency procedures for the risks or hazards that may affect the unit during an emergency situation.

EMERGENCY: DIAL 911

UNM PD (24-hour dispatch):	(505)-277-2241
EHS Duty Officer Pager:	(505)-951-0794
UNM Utilities:	(505)-277-1144
UNM Facilities Management:	(505)-277-1600
POISON CONTROL	(800)-222-1222

6.1. Emergency Response Objective

1. The primary mission is to save lives and minimize injury to faculty, staff, students, and visitors
2. Second, to reduce damage and destruction of property
3. Finally, to preserve or restore services

6.2. In ANY Emergency

1. Make yourself safe or you can be of no benefit to anyone else;
2. Warn others of the situation; and
3. Call 911 for assistance – Do not assume someone else will.

6.3. Medical Emergency

1. In the event of an accident or medical emergency:
    a. Make yourself safe;
    b. Warn others of the hazard; and
    c. Call UNM PD (505.277.2241 or 911)
2. Give your name, type of problem, location of person needing assistance (address, building, floor, or area if outdoors) and telephone number from where you are calling or where you can be reached.
3. Designate someone to go the door closest to the parking lot to await the arrival of emergency personnel and to escort them to the injured/sick person's location.

6.4. Fire

To report a fire, call 911.

Follow the ACE acronym:

1. Alert all people in the immediate area, pull the fire alarm and call 911. (Locations of fire alarms noted in Section 5)
2. Contain – Close all doors to help contain the fire and smoke
3. Extinguish or Evacuate

If the fire alarm is not sounding, find the closest pull station as you exit the building and activate the alarm. Calling the Fire Department (911) verifies the fire alarm signal and allows you to provide additional information to the 911 Dispatcher. Fire Department response time is normally 5 minutes or less.

If the fire is small and you have been trained to use a fire extinguisher use the PASS Acronym

1. Pull the Pin
2. Aim at the base of the fire
3. Squeeze the handle
4. Sweep side to side

6.4.1. Fire Evacuation

1. If the Fire Alarm sounds, calmly leave the building **via the closest safe exit**.
    a. Please note that if you see fire or smell smoke stronger as you head towards the exit, please locate another exit.
2. As you are exiting the building, briefly check the restrooms or classrooms along your route to ensure that everyone is told to evacuate (especially individuals who may not have heard the alarm or those who may need additional assistance). ***If an individual refuses to evacuate, it is not your responsibility to make them leave.***
3. Gather in the **designated assembly area**: ROSE GARDEN. Communicate with one another to account for individuals that are not present. (Have you seen so-and-so today? Nope, they took today off.) Assign one leader to report missing or accounted for personnel to Safety Lead/Emergency Rescue. Use the Floor Leads to determine if each floor and lab has been evacuated. Remember that anyone can self-designate to be a floor lead if the usual person is absent. Based on the weather and hazards present (i.e. smoke blowing directly over Rose Garden), moving to a safer location may be required.

6.4.2. Evacuation Procedures for persons with disabilities

Evacuation procedures for individuals with disabilities will vary depending on the type of disability. If your work area has disabled individuals, work with them individually to create an evacuation plan and insert it below. Suggested evacuation procedures are included below. It is important that everyone in the building be trained on these procedures especially in buildings where students or the public have access, as differently abled people may be inside the building during an emergency. During an emergency if you observe a person with a disability having difficulty evacuating, get consent before taking action. Inquire how best to assist the individual.

6.4.2.1 INDIVIDUALS WHO ARE BLIND OR HAVE LOW VISION

1. Communicate: Describe nature of emergency and the location if relevant.
2. Offer assistance: Offer your arm to assist with guiding the individual.
3. Communicate verbally: Provide details about where you are going and any obstacles the person may encounter along the route.
4. Orient and inquire: Once at a safe location, orient the individual to the location and inquire if further assistance is needed before leaving the location.

6.4.2.2 INDIVIDUALS WHO ARE DEAF OR HARD OF HEARING

1. Alert individual. Turn the lights on/off or wave your arms to gain the person's attention.
2. Use gestures or written notes. Indicate directions with gestures or write a note with evacuation instructions.
3. The department may consider learning the ASL sign for "emergency" and "evacuate," or other communication modes that the individual uses to alert them of danger and the need to evacuate.

6.4.2.3 INDIVIDUAL WITH MOBILITY LIMITATIONS – NON-WHEELCHAIR USER

1. Discuss needs and preferences--ask if assistance is needed. Inquire if the person is able to evacuate using the stairs without help or with minor assistance.
2. Ensure clear path of travel. If debris is present, it may be necessary to clear a path to the exit route.
3. *No imminent danger*. If there is no imminent danger, the person may choose to remain in the building or to be directed to an Area of Refuge or stairwell until emergency personnel arrive. See section 6.4.2.6 for more information.
4. *Imminent danger*. If danger is imminent, use a sturdy chair, with or without wheels, to move the person, or help carry the person to safety using a carry technique, or, if available, use an evacuation chair.
5. Mobility aids or devices. Return any mobility aids or devices to the person as soon as possible.
6. Notify emergency personnel. Notify emergency personnel immediately about any individuals remaining in the building and their locations.

6.4.2.4 Wheelchair Users

1. Discuss needs and preferences. Non-ambulatory persons' needs and preferences vary widely and therefore require you to ask them how they would like to be assisted.
2. Wheelchair-user on the ground floor. Individuals who use wheelchairs may choose to evacuate themselves from the ground floor with minimal assistance.
3. Ensure clear path of travel. If debris is present, it may be necessary to clear a path to the exit.
4. *No imminent danger*. If there is no imminent danger, the person may choose to remain in the building or to be directed to an Area of Refuge or stairwell until emergency personnel arrive. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.
5. *Imminent danger*. If danger is imminent and the individual does not wish to be removed from their wheelchair, direct the person to the nearest Area of Refuge or stairwell, or other location as far from the hazard as possible, and notify emergency personnel immediately. While staying in place, the wheelchair user should contact UNMPD by dialing 911 from a (cell) phone and report directly pertinent information including the location.
6. Carrying wheelchair users. Most wheelchairs are too heavy to carry downstairs. If the person wishes to be carried down the stairs without the wheelchair, consult with them on the best carry options, e.g., two-person cradle carry, office chair evacuation, or, if available, an evacuation chair.
7. Mobility aids or devices. Return any mobility aids or devices to the person as soon as possible.
8. Notify emergency personnel. Notify emergency personnel immediately about any individuals remaining in the building and their locations.

6.4.2.5 Carry Techniques

Ideally any carry technique used will be practiced before an emergency. Consider integrating carry practice into your emergency drill, especially if you are in a multistory building. If an evacuation chair is available in your building, use that. Evacuation chairs for use on stairs come in a wide range of prices and can be purchased online. Review the techniques in this video for more information on how to transport individuals in an emergency.

6.4.2.6 Areas of Refuge and Stairwells

Areas of refuge are designated and labeled safe spaces where individuals can wait for evacuation. They contain two-way emergency communication devices and are in fire rated and smoke isolated spaces.

For buildings without areas of refuge a wheelchair user or mobility impaired individual may choose to wait in an enclosed stairway with room for them and that is not filled with smoke or other hazards. Individuals should use their best judgement in an emergency. If the designated safe space or area of refuge contains a hazard, do not enter or wait in that space.

6.4.2.6 Service Animals

If an individual with a disability also has a service animal with them, ensure that the service animal is with the individual and also included in the evacuation of the building. Ensure that the service animal is not separated from the individual during and following evacuation. As part of emergency planning, the individual with a disability should be advised to put together a small emergency kit for their service animal in the event of an evacuation and time away from the building. In addition, the person with a disability should communicate to the emergency planner and others their specific preferences regarding the evacuation and handling of the service animal, which should also be included in this section of the evacuation plan.

6.5. Power Failure/Power Outage

If the power goes out, and does not come back on immediately, **follow the steps below**. Because of the laboratories, our buildings are not safe when air circulation has stopped. Even if you work in an office, your neighbor does not, and **staying in our buildings without circulation is dangerous**.

Pre-Planning for PIs and Lab Supervisors: A power outage creates the potential for loss of valuable materials and years of research. You can lessen the effects of a power outage, and your chances of losing your hard work by being prepared and following some easy procedures. Make sure your laboratory has a contingency plan in place that includes:

- A list of essential equipment that may be damaged by a power surge when the power is restored, or that may have an automatic "ON" switch and may come on by itself when power is restored, even if no one is around. Consider unplugging or turning off this equipment during the outage to avoid harmful effects when the power returns.
- A list of all your temperature sensitive materials and the approximate time before the materials will be adversely affected by the temperature rise—this will help you to prioritize the relocation of materials if necessary.
- A list of all the equipment containing your materials (i.e. refrigerators, freezers, etc.) and the inventory of materials stored inside.
- Signs with emergency phone numbers on equipment containing your materials.
- If the outage is prolonged, you may need to take emergency steps to keep your materials from being damaged.
- Have easily accessible thermometers to verify gauges following outages.
- Decide whether you need to invest in an uninterruptible power supply (UPS) and alarm for –80 freezers and other equipment.

If you are *not* in a lab: Aid students, faculty, staff, and visitors in your immediate area. Secure any sensitive areas. Check restrooms and elevators for individuals requiring assistance. Evacuate and meet at the Rose Garden. Move as a group to a nearby building if weather is severe and await further instructions. The Safety Coordinator, Building Manager, Lab Technicians, and Admin Staff will be communicated via radios and will keep everyone informed. Once power has been restored, you may enter the building.

If you are in a teaching lab: you have 20 minutes to shut down the lab (see below) and have students gather their belongings and then, if the power has not been restored, cancel lab and evacuate. Make sure to bring the emergency radio to the evacuation site, Rose Garden. Staff must wait at the Rose Garden, or nearby building if weather is severe, students may leave the area since their lab has been

cancelled. You will be notified by the Safety Coordinator, Building Manager, or Admin Staff once power has been restored. You may then enter the building and check that labs are functioning properly.

If you are in a research lab: you have 20 minutes to shut down the lab (see below) and gather belongings and then, if the power has not been restored, evacuate to the Rose Garden or nearby building if weather is severe. Once power has been restored you will be notified and may enter the building. Wait 20 more minutes, or however long your PI previously determined, to ensure the air exchange system has had enough time to make your lab safe to enter. Once you enter the lab check for unusual odors, check the temperatures in your cold storage units, reset alarms if needed, reset or plug in all the equipment as needed and check to make sure they are functioning properly, and check fume hoods for proper flow before using.

How to Shut Down Labs:

- Stop or stabilize all experiments immediately.
- Secure all chemicals that are being used.
- Turn off all heat sources (gas or electric burners) to prevent fires.
- If you are using a fume hood shut the sashes to prevent fumes from escaping.
- Prepare all materials for storage: It is important that freezer doors are not opened an excessive number of times and remain open a minimal amount of time. Stage the materials so that they can be quickly placed in the freezer.
- Follow the steps in your contingency plan on protecting the equipment in your laboratory.

Following a power outage, please report all damages and losses to the Department Accountant.

6.6. Bomb Threat

Do not use radios or cellular telephones for communications when a bomb threat is received. All communication should be done by landline telephone. Radio and cellular telephone traffic may cause an accidental detonation of a bomb.

1. If you receive a bomb threat by letter/card:
    a) Immediately notify the Police Department (911)
    b) Do not handle more than necessary.
2. If you receive a telephone bomb threat:
    a) Remain calm and listen carefully.
    b) Be polite and show interest. Do not interrupt the caller.
    c) Obtain as much information as possible.
    d) Try to alert another employee in the area so they can call 911 **VIA A LANDLINE.**
    e) Write down what the person says in his/her own words.
    f) Stay on the phone as long as you can. Engage the caller in conversation, if possible.

g) Ask questions such as:

i) What time will the bomb explode?

ii) Where did you place the bomb?

iii) What does it look like?

iv) What kind of bomb is it?

v) What will cause it to explode?

vi) Did you place the bomb? If so, why?

vii) Where are you calling from?

viii) What is your name?

h) Once you have hung up the phone, immediately call 911.

6.7. Explosion

1. Activate the fire alarm to signal that an emergency exists, and evacuation is required.
2. Leave the building as quickly as possible.
3. If things are falling around you, get under a sturdy table. Once they stop falling, leave quickly, watching for weakened floors and stairways and falling debris.
4. Do not use elevators.
5. Check for fire and other hazards and respond appropriately.
6. Once you are out of the building, make your way to the Rose Garden to gather with peers and take a head count. You will likely need to move further away due to smoke and dust.
7. If you are trapped by debris, use a flashlight, if possible, to signal your location to rescuers. Tap on a pipe or wall so rescuers can hear where you are. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust. Avoid unnecessary movement so you don't kick up dust. Cover your nose and mouth with anything you have on hand to breathe through.

6.8. Unruly Person/Violence on Campus

Call 911 immediately if you see a person:

1. In possession of a firearm
2. Displaying any type of weapon in a threatening manner
3. In the act of destroying property

4. Making a specific, immediate threat of self-harm or harm to another

If you encounter an unruly person:

1. Remain calm.
2. Call your supervisor.
3. Speak clearly in a calm manner; do not yell.
4. State the unit's policy concerning public conduct.
5. Ask the subject to comply with unit policy.
6. Attempt to move the discussion away from public view or hearing.
7. Use a silent alarm, if your building is equipped.
8. Do not attempt to detain or restrain the subject except as a **last resort to protect yourself or another person.**
9. If the subject threatens or carries out an act of violence, dial 911.
10. Document every aspect of the incident as soon as practical.

Remember, an incident will only escalate if you allow it to happen.

6.9. Active Shooter

1. Remain calm;
2. Follow the mantra – RUN, HIDE, FIGHT. Trust your instincts.
3. Quickly evacuate via the nearest exit to a safe location if possible to do so.
4. Call 911 as soon as it is safe to do so.
5. Provide the following information to the 911 Operator and responding law enforcement officers:
    a. Location of the active shooter
    b. Number of shooters
    c. Physical description of shooters
    d. Number and type of weapons held by shooters
    e. Number of potential victims at the location
6. Follow all instructions from responding police officers. Raise your hands to indicate you are not a threat.
7. If you are unable to evacuate, find a location to hide and barricade yourself inside.

Attempt to take the active shooter down only as a last resort; if either your life or someone else's is in imminent danger.

6.10. HAZMAT/Chemical Spill or Release

If a **chemical spill** occurs in the building:

1. If hazardous chemicals come in contact with your skin, immediately flush the affected area with clear water. Use the closest drenching shower.
2. Call 911 if medical attention is required.
3. Secure the area and notify the Unit Manager of the extent and location of the spill.
4. If there is any possible danger, evacuate the area.
5. If the spill is larger than what can be handled by the unit contact the EHS duty officer at (505) 951-0794.

6.11. Airborne Hazardous Material

If an airborne hazardous material has been released in an emergency incident:

1. Close all exterior windows and doors to prevent potentially contaminated air from entering the building.
2. Have Facilitates Management shut down window fans and ventilation fans.
3. Site evacuation will be initiated by the Unit Manager or UNM Emergency Manager, if necessary.

6.12. Water Leaks and Flooding

If a water leak or flooding occurs:

1. Notify the FM area Supervisor and your supervisor. Give the exact location and severity of the leak.
2. If the leak occurred in a public area assist visitors and students in safely evacuating the area.
3. Cordon off the flooded area, if possible, to ensure that visitors and staff do not slip and fall or become otherwise injured.
4. Do not walk in standing water which may have contact with wiring and may be electrified. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
5. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.

6.13. Natural Gas Leak

A "rotten egg" smell may indicate a gas leak.

1. Evacuate the building immediately.
2. **Do not use the telephone.** This includes cell phones, radios, and all types of portable communication and electronic devices that have a battery. All of these devises can spark and cause an explosion.
3. Do not light matches or create any other source of ignition.
4. Do not operate ANY electrical switch, including lights, on or off. This could create a spark, which could ignite the gas.
5. Open all windows and doors.
6. Call 911 (from a telephone NOT INSIDE the building with the leak) and explain there is a gas leak at the building you evacuated.
    a. Please note: The New Mexico Gas Company (NMGCO) handles most of the gas utilities for the University; however, in the event of a gas leak, NMGCO states that you should evacuate and call 911.

If the leaking gas ignites, do not attempt to put out the flames. Call the Fire Department at 911 and then [NMGCO] at [888-NM-GAS-CO (888-664-2726)].

6.14. Shelter in Place/Warning Siren

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

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

6.15. Suspicious Package, Bag, or Device

1. If you see a backpack or package with no one in the vicinity, evaluate the situation. If it appears to be suspicious or a threat, then:
    a. Call 911
    b. Evacuate

2. Do not attempt to open the package or bag
    a. Use CCB Listserv to inform building occupants.
    b. Wait for further instructions or "all clear" message from emergency personnel.

7. Emergency Supply Cache Equipment and Supplies Inventory with Annual Inspection Form

The following pages include an inventory of the items in the unit's emergency supply cache, noting quantity, when purchased, expiration date (if applicable), and a column to sign and date when conducting the annual inventory.

7.1. Basic First Aid Kit Supplies

1. Two pairs of Latex-free gloves
2. Sterile dressings to stop bleeding
3. Cleansing agent (a soap solution, peroxide, and iodine are some examples of items in this category)
4. Antiseptic towelettes
5. Antibiotic ointment
6. Burn ointment
7. Insect sting relief wipes
8. Adhesive bandages in a variety of sizes
9. Eye wash solution
10. Mouth-to-mouth resuscitation protective mask
11. Scissors
12. Tweezers
13. Tube of petroleum jelly or other lubricant

All items are present in quantities sufficient for the number of employees covered by this plan.

Checked By	Date
Kali Levsen	4/24/2025
Kali Levsen	5/26/2026

7.2. Go Kit

In a pack readily accessible to the UEC, keep:

1. Flashlight/Lantern
2. Batteries
3. Whistle
4. Emergency Plan
5. Emergency Phone Tree
6. Lobo Guardian App
7. Pink Sign “Check in Here” to make Safety Lead more visible

UEC is responsible for:

1. maintaining the contents of the Go Kit.
2. 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.

The UEC should also have access to the Lobo Guardian App, which can be used to alert UNM PD of an incident over WIFI/cellular data if there is a situation where voice is not available.

All items are present in quantities sufficient for the number of employees covered by this plan.

Checked By	Date
Kali Levsen	4/24/2025
Kali Levsen	5/26/2026

8. After Action Review

This section includes information that may help in evaluating the success of emergency response efforts and to conduct post-exercise performance evaluations.

8.1. After Action Report

The following questions may help document and evaluate the success of the emergency response effort; they also can be used to conduct post-exercise performance evaluations. Information, comments, and reactions generated during this process should be used to reinforce or revise plan elements which did or did not work. The critique should involve representatives of all divisions, and all who participated in the emergency response or exercise.

Emergency/Exercise: _____

Date: _____

Cause of the Emergency

1. What were the major contributing factors to this emergency?

Notification

1. Were appropriate staff members given prompt notice of the emergency?

2. Were they notified of their assigned roles?

3. How did the notification take place?

4. Was the information accurate and adequate?

5. How could these procedures have been improved?

Communication

1. What methods of communication were used: telephones, radios, runners, other?

2. Was the communication effective?

3. How could it be improved?

Unexpected Contingencies

1. Were there any special circumstances or serious unexpected problems?

2. Were they handled appropriately?

3. What other problems could have arisen?

4. How could they have been handled?

Overall Effectiveness of the Emergency Plan

1. Was an emergency declared and did someone take charge?

2. Was a chain of command established, clearly understood, and followed?

3. Were duties delegated to the appropriate people, and the necessary adjustments made?

4. Does the Emergency Organization Chart need revision of any kind?

5. Were major decisions and activities documented?

Recommendations and Conclusions

1. Could the incident have been avoided?

2. How?

3. Could the damage have been less?

4. How?

5. What policies or procedures need re-evaluation?

6. What lessons were learned in this incident?

Evaluation Team

Name_____ Position_____

Name_____ Position_____

Name_____ Position_____

Name_____ Position_____

Name_____ Position_____

9. Emergency Training

This section includes information that can assist in the development and implementation of emergency preparedness and response training and evaluation programs.

9.1. Emergency Training

A successful emergency preparedness and response program must include ongoing training and evaluation components, such as:

1. Unit Emergency Coordinator Training – Annual via Learning Central
2. Mandatory Staff Training – Training on and review of this plan
3. Suggested Staff Training: annual and periodic, including Incident Command (ICS), first aid, CPR, AED, fire extinguisher use, etc.
4. Drills: fire drills, evacuation drills, etc.
5. Exercises: both “live” and “table-top” exercises
6. Evaluation: critical, measurable evaluation of programs, plans, procedures, training, and exercises. Examples of effective evaluation strategies include:
    a. post-incident and post-exercise analyses and reports
    b. “lessons learned”
    c. performance evaluations, such as the “After Action Review” in Section 8
7. Implementation of corrective actions for any identified deficiencies.

Training, drills, exercises, evaluations, and implementation of corrective actions for identified deficiencies will ensure a successful program that is dynamic, practical, up-to-date and flexible.

To develop an effective training and evaluation program, work with the UNM Emergency Manager, UNMPD, and EHS. Many of these divisions’ training regimes can be utilized as-is, or modified for unit staff. Another option is to participate in annual training initiatives such as defensive driving, first aid, CPR, AED, safety awareness, and others.

9.2. Training Log

By signing below, I affirm I have reviewed the Area Emergency Plan

Printed Name	Date	Signature