

# EMERGENCY QUICK GUIDE

<b>Active Shooter</b>	<p>If you are in the proximity of the shooter:</p> <ul style="list-style-type: none"> <li>• RUN away from the gunman or from sounds of gunfire.</li> <li>• HIDE out of shooter's view. Close, lock, block entry to your hiding place, turn off lights and silence phones and devices.</li> <li>• FIGHT if you are in imminent danger to incapacitate shooter.</li> </ul> <p>If you are not in proximity: Shelter in Place.</p>
<b>Bomb Threat</b>	<ul style="list-style-type: none"> <li>• Call 911 using a landline. Police will determine if evacuation is necessary.</li> <li>• If evacuated from building, do not reenter until instructed to do so.</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Pull the fire alarm and call 911. Evacuate (or extinguish) to Rose Garden.</li> <li>• If smoke is encountered, stay close to floor where air is cooler and smoke free.</li> <li>• Before opening solid door, feel with the back of your hand. If door is cool, open slowly. If door is hot or smoke is detected, do not open. Find another way out.</li> <li>• If you are unable to exit, seek shelter in a safe place, call 911, and yell for help.</li> </ul>
<b>Flooding</b>	<ul style="list-style-type: none"> <li>• Notify Facilities Management 505-277-1600 and Bobby 505-604-6120. Give exact location and severity of leak.</li> <li>• Do not walk in standing water, which may be electrified.</li> <li>• Block off the area to ensure others do not slip or become injured.</li> </ul>
<b>Hazardous Materials</b>	<ul style="list-style-type: none"> <li>• If hazardous chemicals come in contact with your skin, immediately flush the area with water. Call 911 if medical attention is required.</li> <li>• Notify those in area of spill, clean up with spill kit, or evacuate the area.</li> <li>• Call EHS 505-951-0794 if spill is larger than can be handled by spill kit.</li> </ul>
<b>Medical Emergency</b>	<ul style="list-style-type: none"> <li>• Call 911. If trained, provide First Aid/CPR and stay with person if safe to do so.</li> <li>• Designate someone to await arrival of emergency personnel and escort them to injured/sick person's location.</li> </ul>
<b>Power Outage</b>	<ul style="list-style-type: none"> <li>• Aid others in your area and check elevators, then evacuate to Rose Garden.</li> <li>• Shut down labs and evacuate to Rose Garden.</li> <li>• Await further instructions.</li> </ul>
<b>Severe Weather</b>	<p>UNM, the National Weather Service, the City of Albuquerque and Bernalillo County will issue an alert with the type of event going on and some general tips for staying safe.</p>
<b>Shelter in Place</b>	<ul style="list-style-type: none"> <li>• Enter nearest building; stay away from glass windows and doors.</li> <li>• Stay calm and wait for updates through Lobo Alerts.</li> </ul>
<b>Suspicious Package</b>	<ul style="list-style-type: none"> <li>• If you have reason to believe a package or backpack is suspicious, call 911.</li> <li>• Evacuate the area until further notice.</li> </ul>
<b>Violent Person</b>	<ul style="list-style-type: none"> <li>• Call 911 if you see someone with a weapon, destroying property, or threatening.</li> <li>• If you encounter this person, remain calm, call your supervisor, protect yourself.</li> </ul>

**Our physical address: Clark Building #22, 300 Terrace St NE / SMLC Building #14, 311 Terrace St NE**

Department Chair: Jeremy Edwards 505-280-3443  
 Department Administrator: Amanda Munk 315-404-8757  
 Facility Operations: Bobby Ortiz 505-604-6120  
 Safety Coordinator: Kali Levsen 563-219-4871  
 Emergency: Dial 911

UNM Police Department: 505-277-2241  
 EHS On-Duty Office Pager: 505-951-0794  
 UNM Utilities: 505-277-1144  
 UNM Facilities Management: 505-277-1600  
 Poison Control: 800-222-1222

