

Table of Contents:

EMERGENCY PREPAREDNESS

EMERGENCY ALERTS

MEDICAL EMERGENCIES

CAMPUS VIOLENCE

HAZARDOUS MATERIALS

SUSPICIOUS PERSON / BEHAVIOR

EMERGENCY CONTACT / CALL TREE

FIRE

SUSPICIOUS OBJECTS / MAIL

EVACUATION

SEVERE WEATHER

SHELTER IN PLACE

BOMB THREAT

Before an Emergency occurs – What can *you* do?

Be Prepared

- *Learn about UNM emergency communications and LoboAlerts*

Practice good safety habits

- *Be aware of your surroundings*
- *Identify potential hazards and recognize “out of the ordinary”*
- *Trust your instincts*

Have a plan – How will you respond if _____ happens?

- *What will you do?*
- *Where should you go?*

In an emergency situation:

- 1st Make yourself safe – *or YOU can be of no benefit to anyone else;***
- 2nd Warn others *of the situation,***
- 3rd Call **911** for assistance – *Do not assume someone else will.***

EMERGENCY PREPAREDNESS

EMERGENCY ALERTS

Listen to the ***Alert Siren*** and the ***All Clear Siren*** @ <http://emanage.unm.edu/EMNS.shtml>

The University of New Mexico warning sirens will only be used for testing or to notify people on the UNM campus that situation exists that makes it unsafe to be outdoors.

Testing is conducted at the beginning of each semester to help familiarize the campus community with the sounds. These tests are broadly announced in advance through the UNM Webpage, email messages and local notices.

If you hear the warning siren and there has been no advance notification of a test assume it to be a real alert and take the following actions:

- ✓ Seek shelter in the nearest building
- ✓ Seek additional information from:
 - ✓ *LoboAlerts*
 - ✓ *Email Alerts*
 - ✓ *UNM Emergency Management Webpage*

EMERGENCY ALERTS

MEDICAL EMERGENCIES

*Medical Emergencies can occur at any time and it is important to get medical assistance as quickly as possible by calling **911**.*

Before an emergency occurs:

- Consider taking first aid and CPR classes.
- Learn valuable skills that may potentially save someone's life.

While waiting for emergency medical services to arrive:

- ✓ If necessary, attempt control any bleeding.
 - ✓ Try to keep the person still, protect them from further injury as well as, curious on-lookers.
 - ✓ Provide the medical personnel with as much information as possible.
-

In a medical emergency:

- ✓ *Ensure your safety first. You cannot help anyone if you become part of the problem*
- ✓ *Call **911***
- ✓ *If you can safely provide assistance, follow instructions given by the Emergency Operator*

MEDICAL EMERGENCIES

CAMPUS VIOLENCE

The University of New Mexico is committed to providing an academic environment that is free from violence.

Any acts or threatened acts of violence will not be tolerated.

University resources:

Police and Emergency Services

<http://police.unm.edu>

Emergency – 911

Non-emergency – **277-2241**

Faculty Intervention Team (FIT)

<http://www.unm.edu/~oset/fit>

277-SAFE (7233)

Counseling, Assistance and Referral Service (CARS)

<http://www.cars.unm.edu>

272-6868

Student Health and Counseling (SHAC)

<http://www.shac.unm.edu>

277-3136

Immediately call **911** if you observe a person:

- In possession of a firearm on campus.
- Displaying any type of weapon in a threatening manner.
- Physically assaulting another person by punching, shoving, jabbing, etc.
- In the act of destroying property.
- Making a specific and immediate threat of self-harm or, harm to others.

CAMPUS VIOLENCE

HAZARDOUS MATERIALS

Hazardous Materials must be handled carefully and properly disposed in compliance with state and federal regulations.

Material Safety Data Sheets (MSDS's) contain detailed information about individual chemicals. These sheets are required for each chemical in the workplace and must be readily accessible.

If you have any doubt or concern about a hazardous material, contact:

Safety and Risk Services @ 277-2753

Container Labels should have:

- The name of the chemical
- Hazards of the chemical
- First aid information

Any container without a label should be considered hazardous.

Leftover Chemicals should be recycled or properly disposed of.

- ✓ Never throw chemicals in the trash or pour down a drain.
- ✓ Call 277-2753, ask for Chemical Safety Division.

Chemical Spills /Releases

- ✓ **E**vacuate the area
- ✓ **A**lert others in the area ***Call 911***
- ✓ **R**emain in a safe location

HAZARDOUS MATERIALS

Suspicious Person:

A person whose presence or behavior is:

- **“out-of-the-ordinary”** or,
 - **“does not belong”** in a particular place
-

If you observe a suspicious person or behavior:

- ✓ **Ensure your safety**
- ✓ **Call 911**
- ✓ **Provide as much detailed information as you can including: (Height, Weight, hair color, eye color, build, clothing description, tattoos.)
Do they have a weapon or other suspicious object?**
- ✓ **Notify your friends, co-workers, supervisor so everyone is more aware and additional precautions can be taken if necessary.**

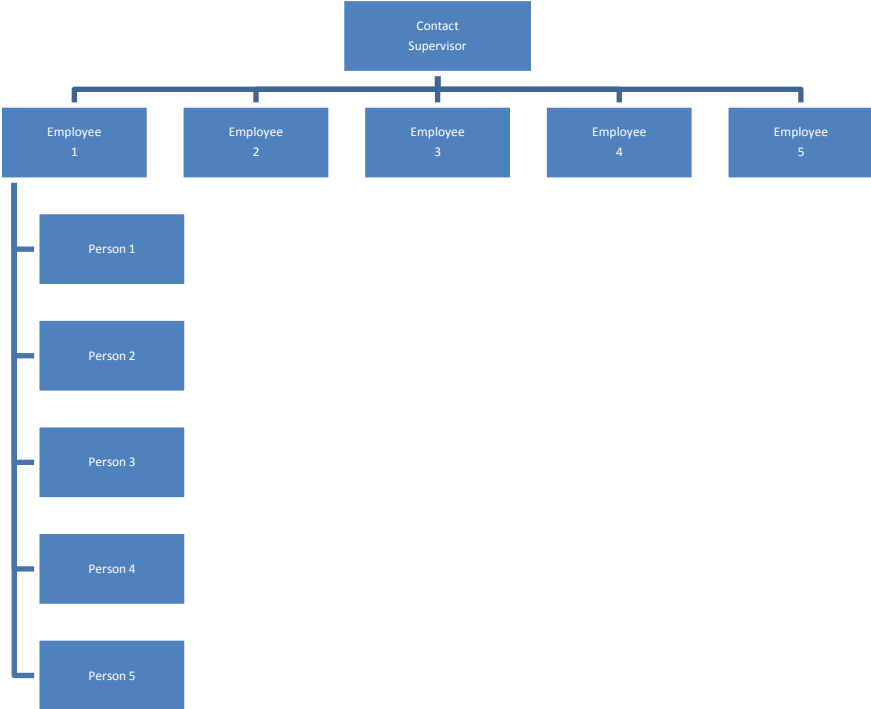
SUSPICIOUS PERSON / BEHAVIOR

Emergency Phone Tree guidelines:

In order to account for all personnel during an emergency situation, every office should keep and update emergency contact information for all employees.

- ✓ **Contact information should be updated with every change in personnel or quarterly at a minimum.**
 - ✓ **Call trees should be structured so that no individual is required to contact more than five (5) persons**
 - ✓ **Upon completing their (5) contacts, each person will report their contact status to the supervisor.**
-

A phone tree can be expanded or contracted as needed



EMERGENCY PHONE TREE / CONTACTS

NEVER attempt to extinguish large fires.

You should attempt to fight a fire ONLY under the following conditions:

1. You have been trained how to use a fire extinguisher
2. The fire is small and contained.
3. You can do so without endangering your own safety.
4. The Fire Department has been called.

Fire Extinguisher Procedures:

- ✓ **Pull** the pin.
 - ✓ **Aim** at the base of the fire.
 - ✓ **Squeeze** the handle.
 - ✓ **Sweep** side to side.
-

In Case of Fire:

- ✓ Alert all people in the immediate area, pull the fire alarm and call **911**
- ✓ Contain - Close all doors to help contain the fire and smoke
- ✓ Extinguish or Evacuate

FIRE

Suspicious object:

Any object of unknown origin including a (an): envelope; package; backpack; briefcase; radio; shopping bag; etc.

Suspicious mail:

An envelope or package that may contain any or all of the following characteristics:

- ***No postal stamp***
 - ***No return address***
 - ***Restrictive markings such as “Personal!” or “Private!”***
 - ***Oily stains or discolorations***
 - ***Addressed to title only – (Operations Manager, Vice-President)***
 - ***Strange odors***
 - ***Excessively taped***
-

If you believe any object or mail to be suspicious, take the following actions:

- ✓ **Protect yourself.**
- ✓ ***Isolate yourself and others from the mail or package***
- ✓ **DO NOT touch, handle, smell, open or taste.**
- ✓ **Notify your supervisor.**
- ✓ **Call *911***
- ✓ ***If you have come into contact with potential contaminants, wash your hands with soap and water.***

Planning for Evacuation

Before an emergency occurs:

- **Learn the locations of fire alarm pull stations and/or fire extinguishers**
- **Learn evacuation routes from different areas of the building**
- **Develop a plan and specify a location where all occupants can meet away from the building to help ensure everyone is accounted for**
- **Learn where the following areas are located:**

Areas of refuge - (a specified area designed to withstand the passage of smoke or fire for a required time)

Areas of rescue - (a specified area where mobility impaired individuals can await rescue from emergency responders)

If an evacuation is ordered:

- ✓ **Stop** what you are doing and immediately proceed to the nearest exit. Use Stairs to evacuate above and below ground levels.
- ✓ **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, patients or others who may need it.
- ✓ **Proceed** as quickly as possible to the designated evacuation location for your building or department. It recommended this be at least 100-150 feet away from the evacuated building.
- ✓ **Do Not** return or re-enter the building until you are given official authorization to do so.

EVACUATION

Severe Weather:

- Seek shelter indoors and away from windows and glass.
- If you can hear thunder, you are close enough to be struck by lightning.
- Never shelter under a tree or near fences and poles.
- Strong winds can create hazards from flying debris.
- Never attempt to cross arroyos, rivers, creek beds or roads where water is running rapidly.

Cold temperatures:

- Cover your head, face and ears to minimize body heat loss.

Hot temperatures:

- Wear lightweight, light colored and loose fitting clothes.
 - Drink plenty of non-alcoholic fluids (water) to avoid dehydration.
 - The body must sweat to regulate temperature. If you stop sweating, seek immediate medical attention!
-

- ✓ **Be observant to changes occurring in the weather**
- ✓ **Watch and/or listen to weather reports on TV, radio, or internet**
- ✓ **Monitor LoboAlerts**
- ✓ **Recognize the emergency warning siren and take immediate shelter indoors away from windows and glass.**
- ✓ **Acquire necessary items (water, medications, clothes, food, cash, etc.) to sustain yourself from 48-72 hours in case you become stranded or unable to get home for an extended period of time.**

Some buildings may have the necessary staff and training to lock their exterior doors.

ONLY trained staff should secure, lock, and monitor exterior doors as there is additional risk to themselves and potentially others around them.

- **Doors should be locked as quickly and safely as possible.**
 - **An individual must be posted nearby each locked door to monitor access and assure doors remain locked.**
 - **If trained staff is not available then, shelter in place and wait for emergency personnel to come to you.**
 - **Individuals have a personal responsibility for their own safety and should not act to endanger themselves or others.**
-

There are certain circumstances where it is safer to be inside rather than outside. 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 e-mail or the UNM webpage for further information and updates.**
- ✓ **Stay calm and stay put unless there is an immediate need to Leave (i.e. a visible fire or life threatening situation).**
- ✓ **Precisely follow all instructions from Law Enforcement or Emergency Personnel.**

If you receive a bomb threat, gather as much information as you can.

Call **911**, and follow all instructions provided by the emergency operator.

Telephone Threats:

- Note the time and check for caller ID information
- Note which line the call is coming in on
- Note the exact words of the caller, listen for any voice clues such as, male or female voice, 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?***
- As soon as possible, let others nearby know what is going on
- Look for anything unusual and report it to responding personnel

Written or typed threats:

- 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 the police.
-

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: _____

RESOURCES

UNM Police / Emergency Services

Emergency 911

Non-Emergency 505-277-2241

<http://police.unm.edu>

UNM Safety and Risk Services (SRS)

505-277-2753

<http://risk.unm.edu>

Dispute Resolution

505-277-2993

<http://www.unm.edu/~askdrc>

UNM Office of Equal Opportunity (OEO)

505-277-5251

<http://www.unm.edu/~oeounm>

Agora Crisis Center

Helpline 505-277-3013

<http://www.unm.edu/~agora>

UNM Office of Emergency Management (OEM)

505-277-0330

<http://emanage.unm.edu>

Accessibility Resource Center

505-277-3506

<http://as2.unm.edu>

Student Affairs

505-277-0952

<http://www.unm.edu/~ovpsa>

NM Poison & Drug Information Center

1-800-222-1222

<http://www.hsc.unm.edu/pharmacy/poison>

Addiction and Substance Abuse Program (ASAP)

505-925-2400

<http://hospitals.unm.edu/bh/asap>