Emergency Plan

Biology Department

Castetter Hall, Building 21
&
Marron Hall, Building 9

March 8, 2018
Emergency Contact Info

If you dial 911 from any UNM Phone it will connect you with UNMPD
If uncertain about nature of emergency, call 911

Emergency
Call 911 for:
- Fire
- Bomb Threat
- Medical Emergency
- Violent or threatening individual
- Hazardous or unknown chemical spill

UNMPD Non-Emergency 7-2241
Non-Emergency Chemical Spill (Chem Safety) 7-2753

Physical Plant Emergencies
Call PPD for:
- Water Leak
- Power Failure
- Other non-life-threatening problems

Physical Plant Emergencies 7-1600

Department Personnel
(AFTER calling 911, report situation to any of these individuals)

Department Chair: Will Pockman
Office: 7-2496
Cell: 620-7320

Department Administrator: Donna George
Office: 7-1715
Cell Phone: 934-2416

Safety Coordinator: John Cox (Facility Operations Mgr.)
Office: 7-5060
Cell Phone: 220-1857
# Table of Contents

- **Means of Communication** ........................................................................................................................................... 4
- **Advanced Preparation and Daily Best Practices** ........................................................................................................... 5
- **Fire** .............................................................................................................................................................................. 6
- **Bomb Threat** ............................................................................................................................................................... 7
- **Medical Emergency** ....................................................................................................................................................... 8
- **Violence on Campus or in the Workplace** ..................................................................................................................... 9
- **Active Shooter or Other Hostile Situations** .................................................................................................................. 10
  - **Safe Areas** ................................................................................................................................................................. 10
- **Water Leak** ................................................................................................................................................................... 11
- **Power Failure** ................................................................................................................................................................. 11
- **Chemical Spill** ............................................................................................................................................................... 11
- **Inclement Weather** ........................................................................................................................................................ 11
- **Shelter in Place** .............................................................................................................................................................. 12
  - **Safe Areas** ................................................................................................................................................................. 12
- **Evacuation** .................................................................................................................................................................... 12
- **Appendix A** .................................................................................................................................................................... 13
  - **Evacuation Routes** ......................................................................................................................................................... 13-20
- **Appendix B** .................................................................................................................................................................... 21
  - **Bomb Threat Checklist** .................................................................................................................................................. 21
- **Appendix C** .................................................................................................................................................................... 22
  - **Safety Coordinator** ......................................................................................................................................................... 22
- **Appendix D** .................................................................................................................................................................... 24
  - **Go Kit Supplies** ............................................................................................................................................................. 24
- **Appendix E** .................................................................................................................................................................... 26
  - **Phone Tree** ................................................................................................................................................................. 26
Means of Communication

To communicate to Faculty, Staff and Students during an emergency, the department utilize UNMBIO-L to broadcast information via email. In some cases, we will contact faculty, staff and students who work in specific areas of the department. All department personnel (faculty, staff, graduate students, and undergraduate employees) are expected to supply the department with emergency contact information including their home and personal cell phone, office location(s) and the name of their supervisor. Each individual can specify whether this information can be shared but it should be available to the department for use in emergencies.

UNM Alerts

In the event of an emergency, the UNM alerts system notifies the campus of the developing situation (Biology does not presently have access to it as a way to contact only department personnel). Biology faculty, staff, and students are reminded to sign up for UNM Text alerts on a regular basis.

Departmental notifications by email, and phone/text tree.

- When an emergency is reported that requires notification of the department, the Safety Coordinator, Department Administrator or Department Chair will issue a notification by email (UNMBIO-L) and, if necessary, will initiate a phone/text tree consisting of faculty and staff who serve as supervisors. Supervisors will pass the notification by phone or text message to the individuals they supervise. Supervisors may also be asked to use this contact information to confirm the location of individuals during an emergency (e.g. to determine whether individuals not located are outside of the affected area).
- In preparation, supervisors should confirm that they have ready access to office and cell phone numbers for those that they supervise so they can quickly pass information to those individuals.
Annual Individual Emergency Review

Each individual employed in the Biology Department (faculty, staff, graduate students) is expected to annually review the checklist below to equip themselves for rapid response to the full spectrum of emergencies that might occur. Supervisors should specifically ask their employees to complete this review during either annual safety training or performance review self-assessment.

**For the office(s), lab(s), and classrooms where you work:**

Identify at least two paths to exit the building.

Where are the nearest phones?

Do you know how to contact the UNM Police from a campus phone?

Have you entered phone numbers for UNM Police and the Biology Main Office in your cell phone?

Have you supplied the department with your emergency contact information, including your cell phone number?

Where are the nearest fire alarm stations?

Where are the nearest fire extinguishers?

If you need to shelter-in-place, do you know where you could go?
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 will be responsible for ensuring that all personnel, visitors, and student employees in Castetter and Marron 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. There are two such locations for Biology: **1)** the central fountain on the Yale Mall (see map below – fountain is circle at the top of the map, right of center) and **2)** the lawn in front of the Biology Annex (Building 19).

*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:

- Note the time and check the caller ID for information
- Write down the number the call is coming from
- 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:

- 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**
  - On-campus phones will connect you with UNM Police
  - Cell phones will connect you with Albuquerque Police – immediately notify them that you are calling from the UNM campus.
- 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!
- The Department Automated Defibrillator (AED) is located on the west wall of the copy room (Room 165), outside door keys will open the room. The AED will give directions on the use of this machine. If you need it during the day, notify the front office staff to contact 911 and be sure and leave your location so that they can get to you faster. In the evening, call 911 and give location.
- Biology Faculty, Staff and Students are encouraged to receive CPR and AED training offered periodically in the department or on campus.
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 contact with the individual unless you are already involved in the situation
  • Make assumptions
  • Make sudden or aggressive movements
  • Invade personal space
  • Criticize

Do:
  • Express feelings of understanding
  • Be calm, reassuring, and offer choices or offer to call for help if you judge it would be well received.
  • Exhibit patience
  • Remove yourself from the situation if possible and immediately call 911 to request help.
Active Shooter or Other Hostile Situations

In the unlikely event of a hostile situation in Castetter or Marron Hall, each individual must determine their best response using the following guidelines:

1. **Escape, if it is safe to do so**
   a. If you can remove yourself from the area, leave immediately
   b. Call 911 as soon as you judge you are a safe distance from the area.

2. **Shelter in place if you cannot safely leave the building**:
   a. Turn out the lights
   b. Close and lock all doors that lead to exit the suite
   c. Take shelter away from windows and doors
   d. Shelter in place (see below).

3. **Prepare to fight the threat, if necessary**
   a. Discuss plan of attack quietly among yourselves
   b. Be prepared to execute that plan
   c. Remember that you can use anything to fight including notebooks, shoes, or any heavy objects you can throw at the attacker to distract him or her

Safe Areas

- **Appropriate safe areas will depend on the situation**
- **Safe areas are generally any office or classroom with a locking door and no windows.**

- **In Castetter Hall, examples of potential safe areas include:**
  - Areas behind the reception desk in the main office,
  - The Chair’s office and conference room,
  - Core labs and prep area in basement
  - Classroom and meeting rooms, especially those with locking doors

- **Faculty, staff and graduate students are encouraged to identify safe areas in advance:**
  - Consider the places that would be safe for shelter before an incident occurs.
  - Teaching personnel should also consider how they might guide students if an emergency occurs during class.

- **Once you are in a sheltered location:**
  - Silence your cellphone
  - Stay quiet, low to the floor, away from doors and, if possible, under or behind an upturned desk or table.
  - **Call 911** AFTER you are secure.
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.

Power Failure
- Do not attempt to continue working as normal.
  - Open external doors to provide natural light to prevent exposure to tripping hazards.
  - Contact Physical Plant to report the outage at 277-1600.

Chemical Spill
- Call 911 and alert others in the area to evacuate
- Avoid exposure to the chemical and fumes by leaving the area immediately
- Meet at evacuation rendezvous location if safe
- Once you have evacuated notify your supervisor or the Safety Coordinator, let them know you called 911
- Remain in a safe location away from the spill
- If you have doubts or concerns about a hazardous material, contact Safety and Risk Services at 277-2753
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.
- We recommend that if you have a designated shelter in place area equipped with a flashlight, bottled water, and non-perishable snacks in case the order to shelter in place lasts more than a couple of hours.

Safe Areas

- **Appropriate safe areas will depend on the situation.**
- **Safe areas are generally any office or classroom with a locking door and no windows.**

- **In Castetter Hall, examples of potential safe areas include:**
  - Areas behind the reception desk in the main office,
  - The Chair’s office and conference room,
  - Core labs, teaching labs, prep area and classrooms in the basement
  - Class- and meeting rooms, especially those with locking doors
  - Offices with doors that lock on the inside and without outside windows.
  - If the walls are cinderblock you can shelter along the walls, if they are not shelter at the furthermost part of the room away from the door. If necessary turn over tables or desks to create a barricade between you and the door.

- **Faculty, staff and graduate students are encouraged to identify safe areas in advance:**
  - Before an incident occurs, consider the places that would be safe for shelter.
  - Teaching personnel should also consider how they might guide students if an emergency occurs during class.

Evacuation

- Stop what you are doing and immediately proceed to the nearest exit. Use any of the exit doors, be sure not to go toward the problem to 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 faculty, staff, students or others who may need it.
- Proceed as quickly as possible to the designated evacuation rendezvous location for your building. For Biology, Castetter and Marron Hall, we will meet at the central circular fountain on Yale Mall.

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

Evacuation Routes
For Castetter and Marron Hall
1st, 2nd, 3rd and Basement Levels
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

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

Reported By: Name: ___________________________ Position: ___________________________
Telephone Number: ___________________________ Date Report Completed: ___________________________
Appendix C

Safety Coordinator
Biology’s Safety Coordinator

The Safety Coordinator John Cox is responsible for:

- Providing a copy of the Biology Department Emergency Plan to all Biology faculty, staff and students with offices in Castetter and Marron Halls by posting this document on the Biology web page.

- Updating the Emergency Plan and distributing updates to all Biology faculty, staff and students.

- Working with other department administrators to ensure the notice to evacuate is communicated to all faculty, staff, students, administrators and visitors present within Castetter and Marron Halls when evacuation is necessary for any reason.
  
  - Note: If individuals refuse to leave, it is not the responsibility of the Safety Coordinator or any other Biology faculty or staff to force them to leave and no attempt will be made to do so.
  
  - Information about such individuals should be reported to the police or emergency responders as quickly as possible.

- Establishing a point of rendezvous for Biology faculty, staff, and students to be used in case of evacuation, and ensuring those employees know its location.
  
  - Primary Location – Circular fountain between Northrup, Castetter and Ceria buildings on the Yale Mall.
  
  - Secondary Location – Grassy area across the west parking lot between Logan Hall and the old Annex Building.

- Knowledge of CPR.

- 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 Biology employees.
Appendix D

Go Kit Supplies
Go Kit

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

- Flashlight
- Emergency Plan
- Department directory and emergency contact information

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.
Appendix E

Phone Tree
Emergency Phone Tree

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-5060 or 505-220-1857</td>
<td>John Cox, Facility Operation Mgr.</td>
</tr>
<tr>
<td>7-9739/505-620-7320</td>
<td>William Pockman, Chair</td>
</tr>
<tr>
<td>7-1715/505-934-2416</td>
<td>Donna George, DA</td>
</tr>
<tr>
<td>7-2496/978-314-4987</td>
<td>Catherine St. Clair, Pub Info Rep</td>
</tr>
<tr>
<td>7-3822 x 228</td>
<td>Esteban Muldavin, Nat. Heritage Dir.</td>
</tr>
<tr>
<td>7-3822 x 221</td>
<td>Rebecca Keeshan, Marron Hall</td>
</tr>
<tr>
<td>7-1794</td>
<td>Nate Holscher, Mgr. Res</td>
</tr>
<tr>
<td>7-3645</td>
<td>Moses Michelsohn, UG Labs</td>
</tr>
<tr>
<td>505-273-1334</td>
<td>Jeremy Roth, BARF</td>
</tr>
<tr>
<td>505-459-4643</td>
<td>Wesley Noe, Greenhouse</td>
</tr>
<tr>
<td>7-4278</td>
<td>George Rosenberg, MolBio Fac</td>
</tr>
<tr>
<td>7-3524</td>
<td>Howard Snell, Assoc Chair</td>
</tr>
<tr>
<td>7-4408</td>
<td>Kenneth Whitney, Assoc Chair</td>
</tr>
<tr>
<td>7-8168</td>
<td>Kelly Miller, Assoc Chair</td>
</tr>
<tr>
<td>7-8169</td>
<td>Chris Witt, MSB Director</td>
</tr>
<tr>
<td>7-8168</td>
<td>Kelly Miller, Assoc Dir. MSB</td>
</tr>
</tbody>
</table>