



Area Emergency Plan

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**UNIVERSITY OF NEW MEXICO
Biology Department
Castetter hall,
Building 21
&
Marron Hall,
Building 9**

9-23-22

Date

Date

Date

Date

Date

Date

Document: **Area Emergency Plan**

Last Updated: [2022] iv

ACRONYMS & DEFINITIONS

Unit Emergency Coordinator (UEC)	<p>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:</p> <ul style="list-style-type: none"> • 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

****NOTE: REVISE THE EXAMPLE TEXT BELOW FOR YOUR UNIT****

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. 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. Verify all local telephone numbers, including the ones in the phone tree, annually.
3. Update floor plans whenever modifications are made.
4. Review procedures after all emergencies and drills and make changes as needed. Check procedures for completeness and accuracy.

5. Update equipment and supply lists on a regular basis, and at least once each year.
6. Purchase additional supplies if necessary and as the budget will allow. For assistance, contact EHS.
7. Identify local support—supplies, expertise, volunteers—for immediate help.
8. Complete the Post-Emergency Critique Form after any emergency response.
9. Complete the Post-Emergency Critique Form following all drills and exercises.
10. 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

3.1. Locations

1. Main office #167A
2. Facility Manager Office #131
3. Biology Website
- 4.

Any other locations

4. EMERGENCY RESOURCES LIST

EMERGENCY: DIAL 911

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

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

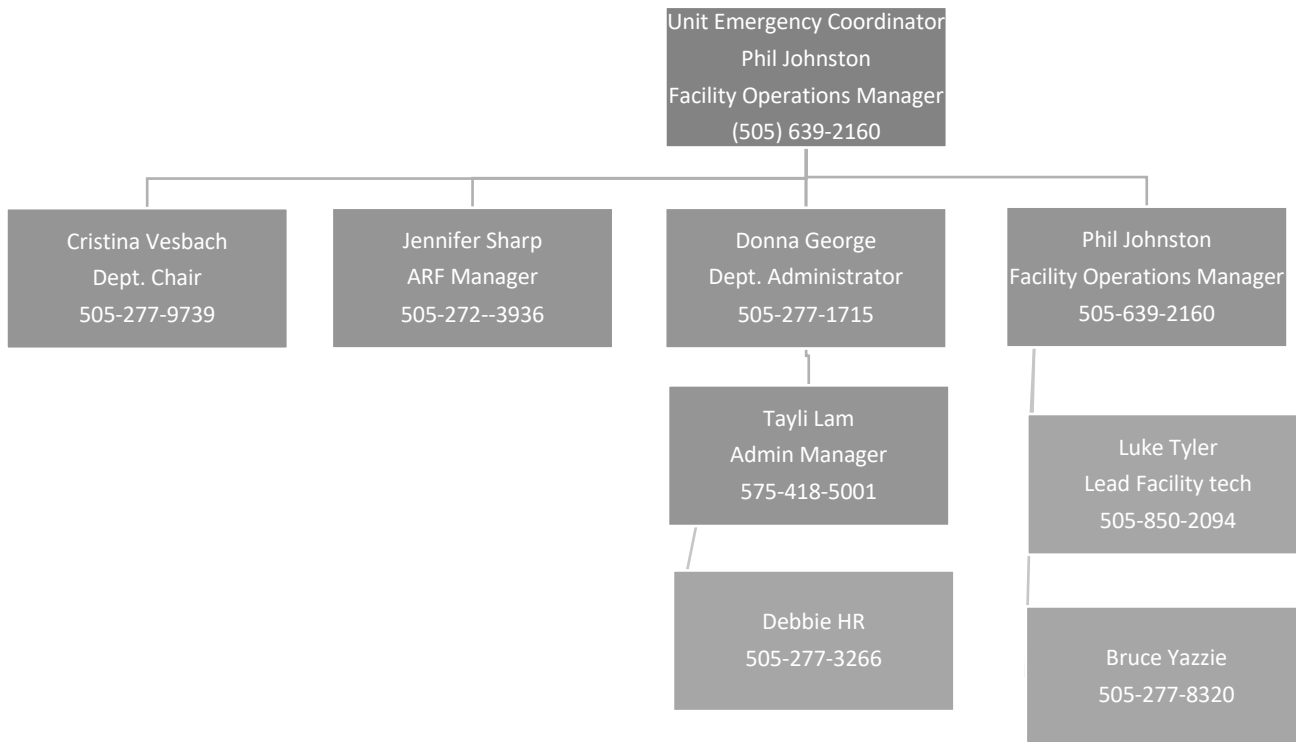
UNM Utilities: (505)-277-1144

UNM Facilities Management: (505)-277-1600

4.1. Emergency Call List and Training Log: Unit Personnel

Name	Position	Work Phone	Cell Phone	
Cristina Vesbach	Dept. Chair	505-277-9739	505-264-9042	
Phil Johnston	Unit Emergency Coordinator	505-277-5060	505-639-2160	
Joe Lopez	FM Area 4 Manager		505-321-5619	
Donna George	Dept. Administrator		505-277-1715	
Tayli Lam	Admin Manager	505-277-1794	575-418-5001	
Debi Garcia	HR REP	505-277-3266	505-604-2970	
Jennifer Sharp	ARF Manager	505-272-3936		

4.2. Unit Call Tree

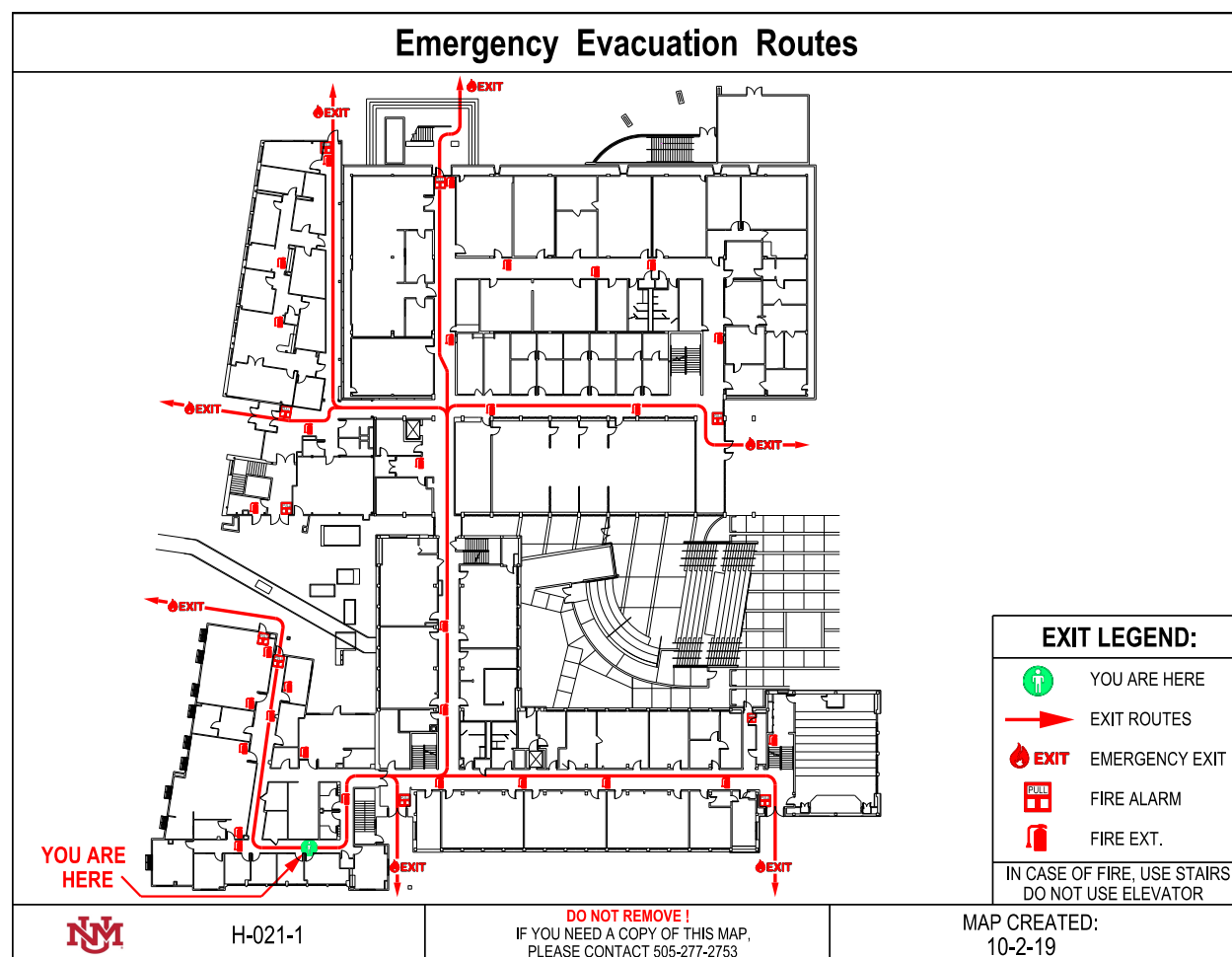


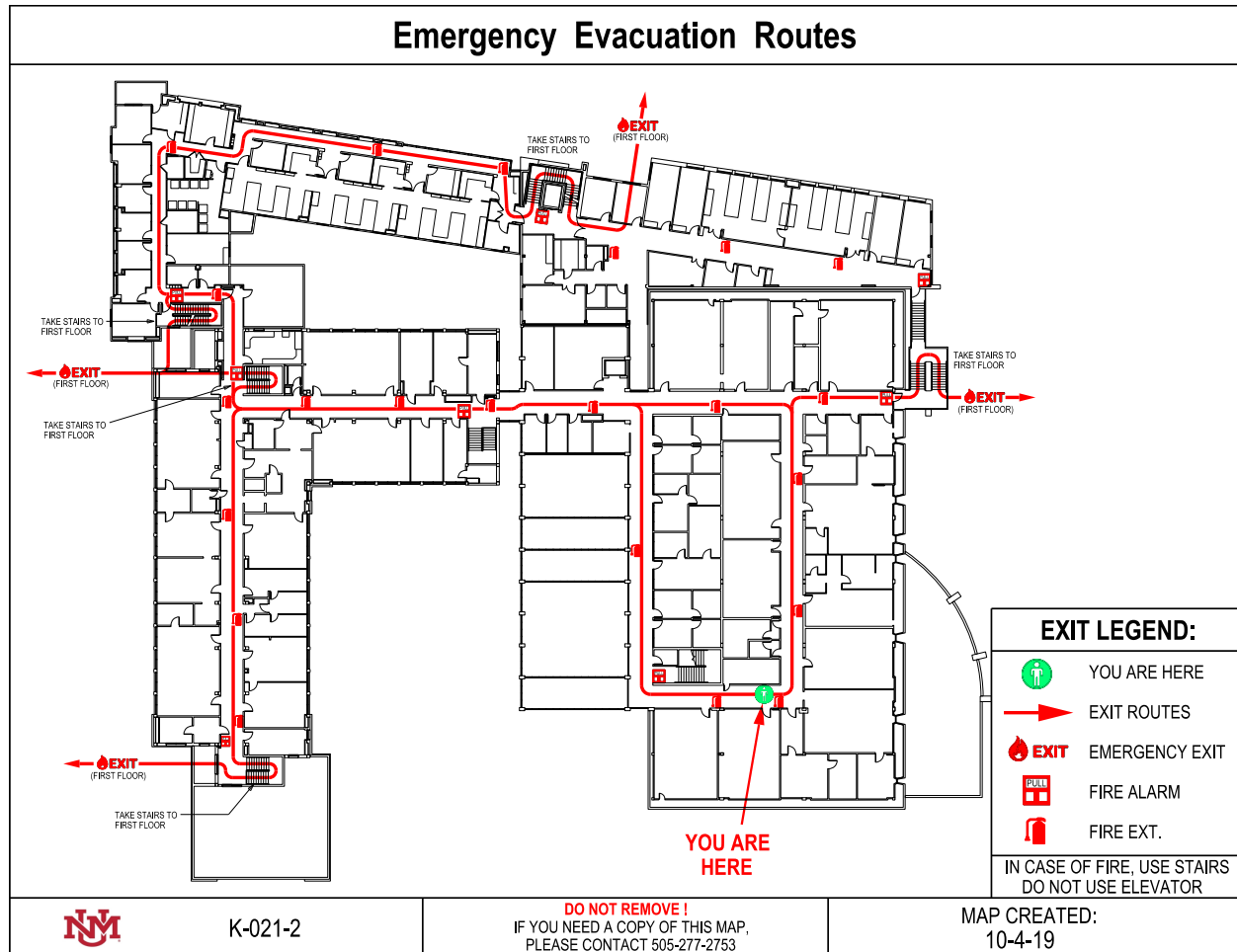
5. FLOOR PLANS

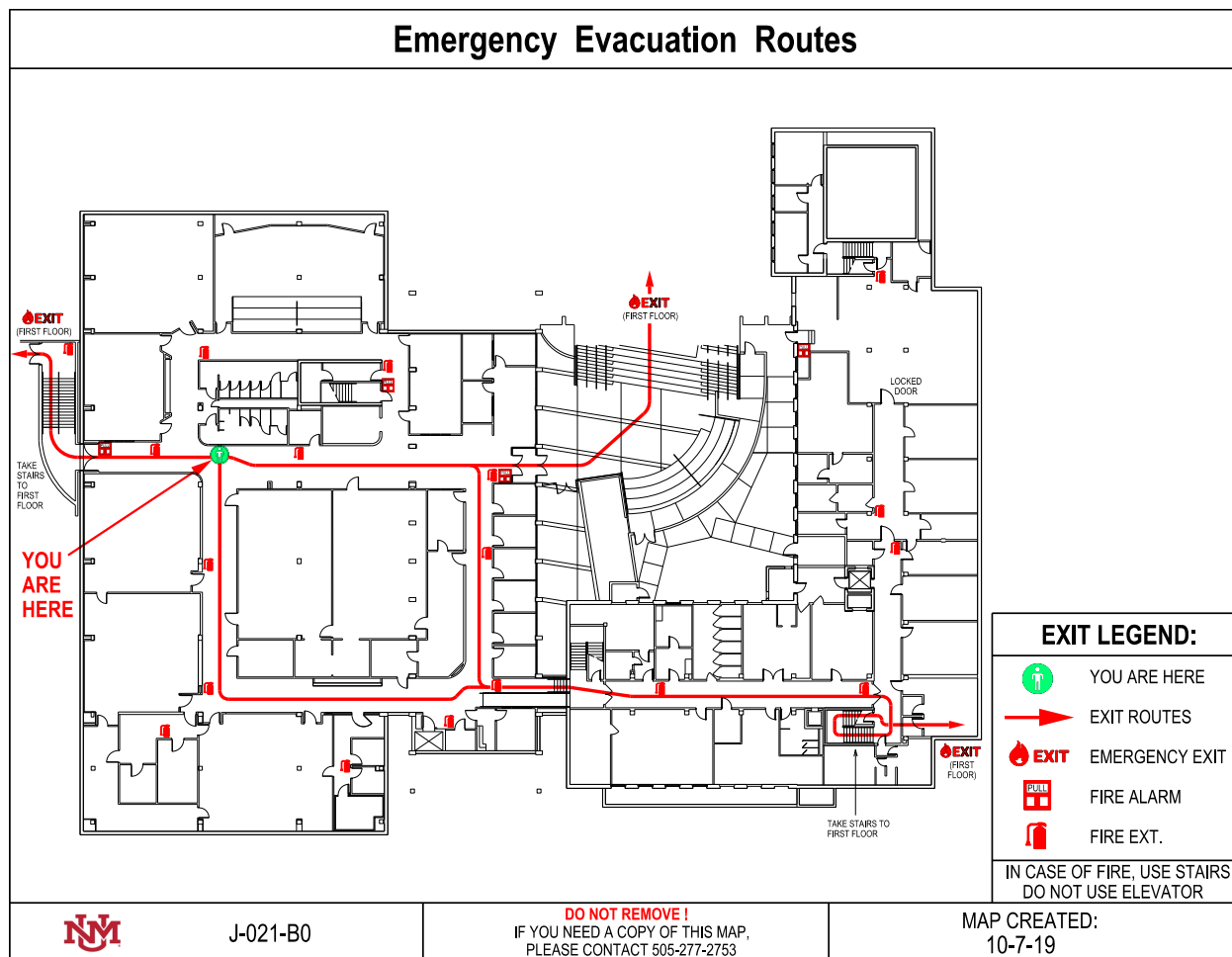
This section consists of building floor plans that illustrate:

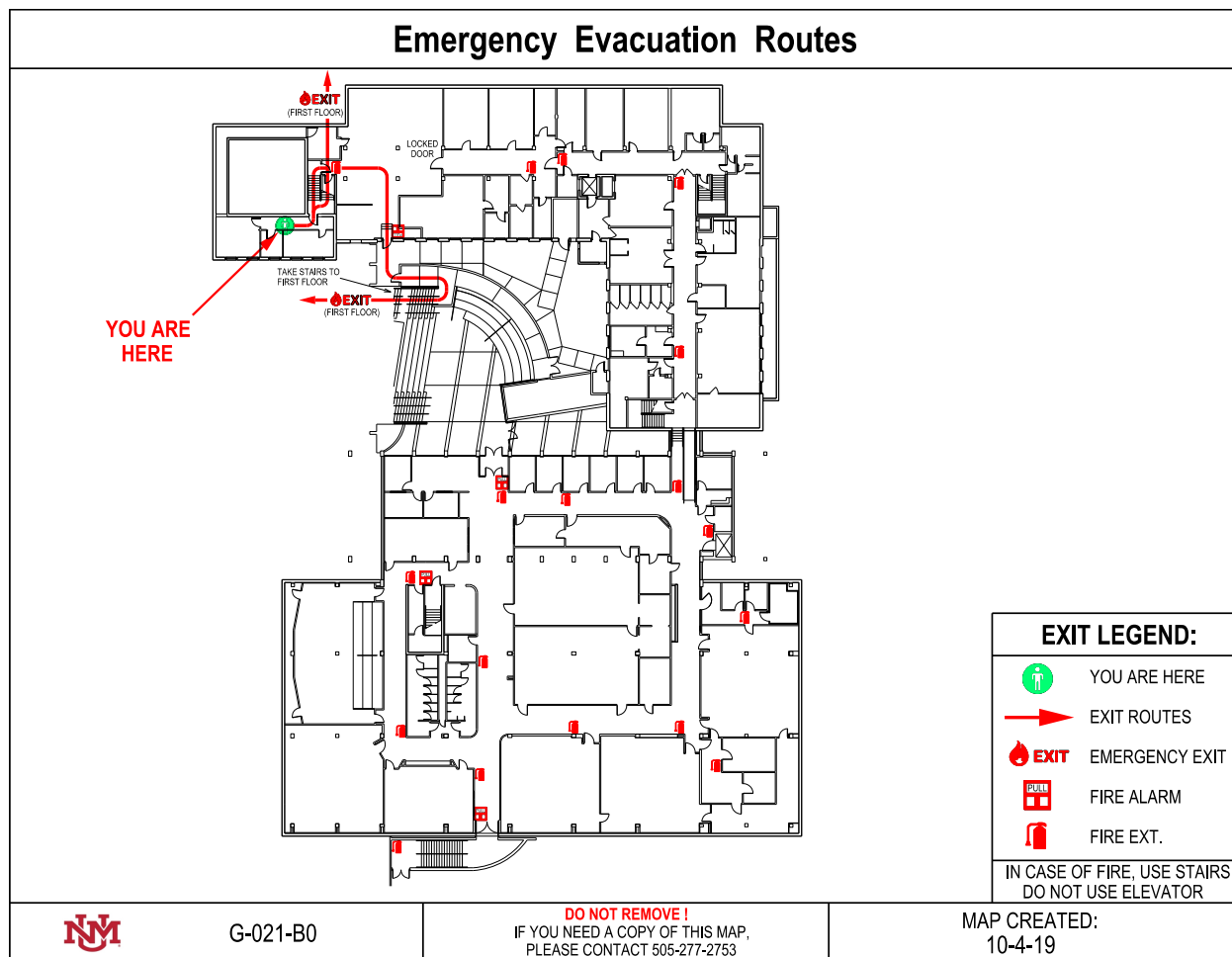
1. Emergency evacuation routes
2. Location of fire extinguishers and fire alarm pull stations
3. Location of first aid kits, medical supplies/equipment, AEDs, etc.

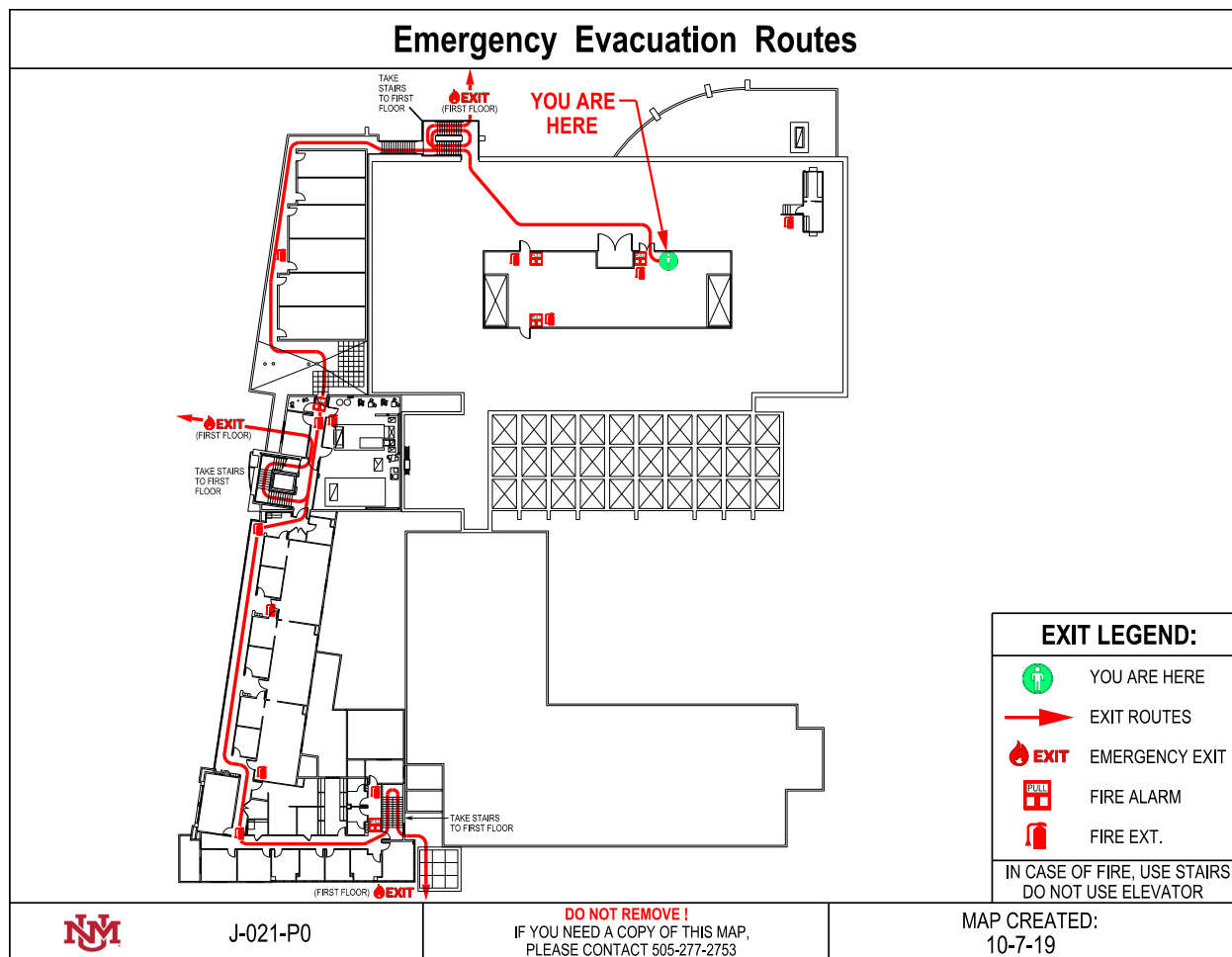
CASTETTER HALL FLOOR PLANS



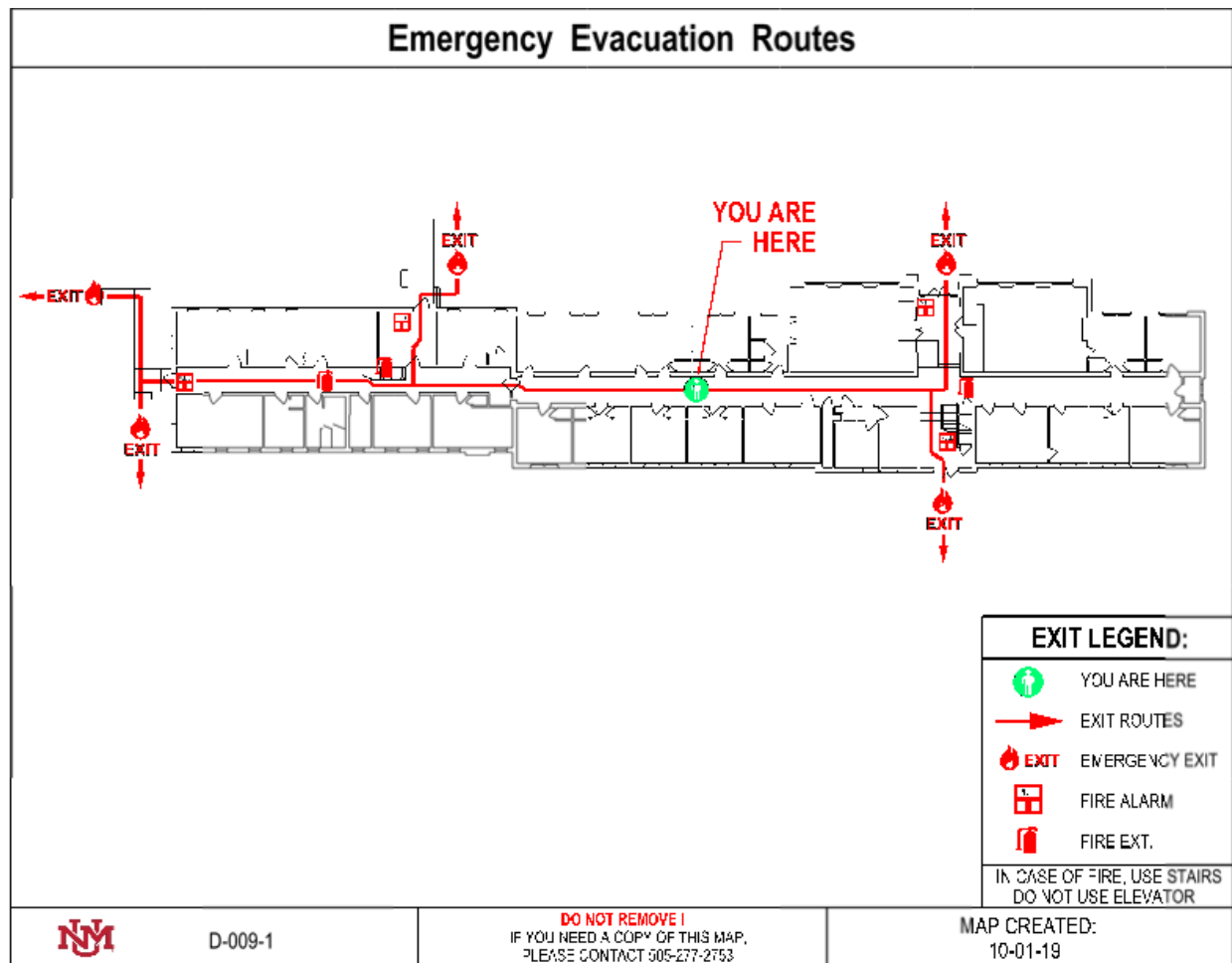


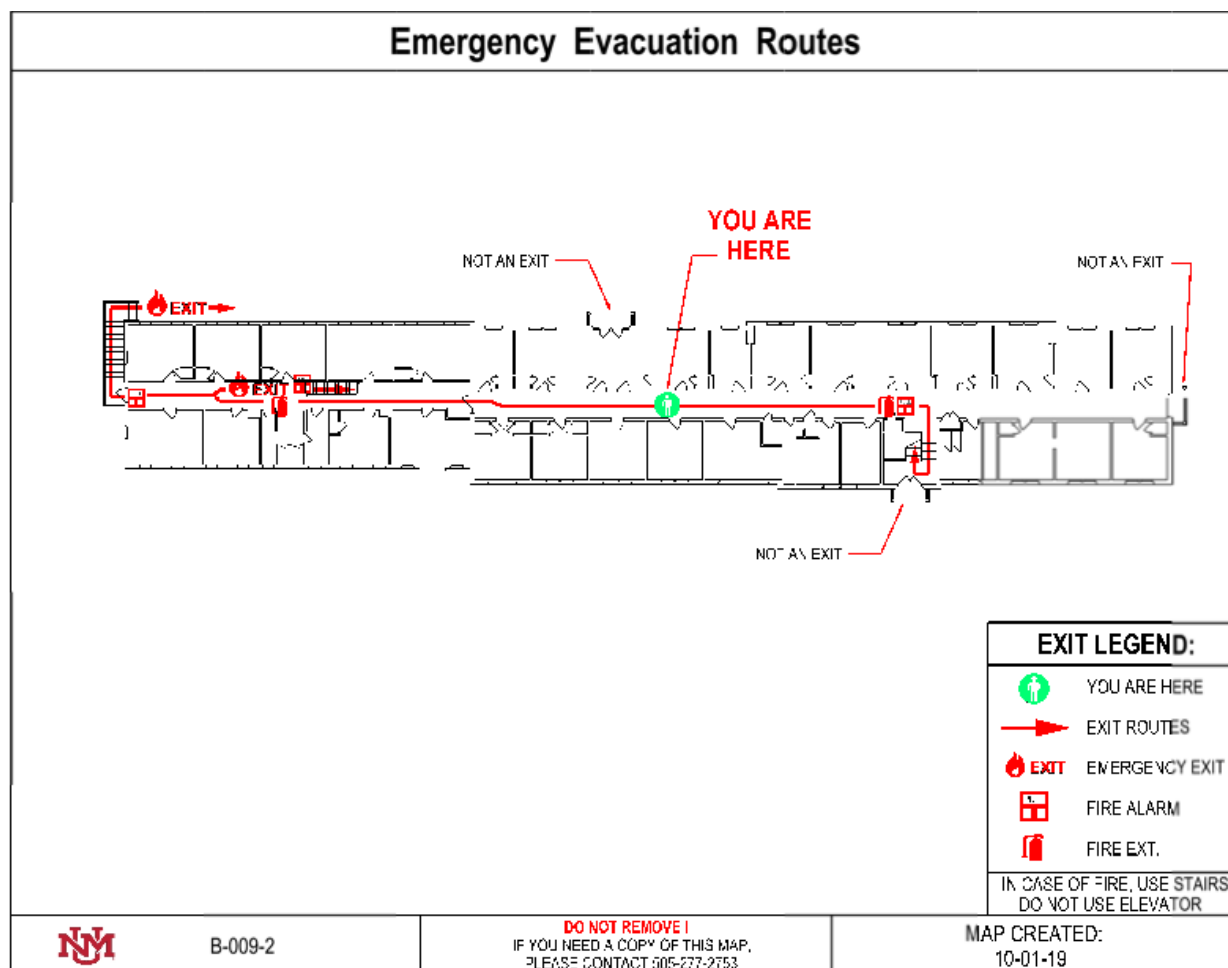






MARRON HALL FLOOR PLANS

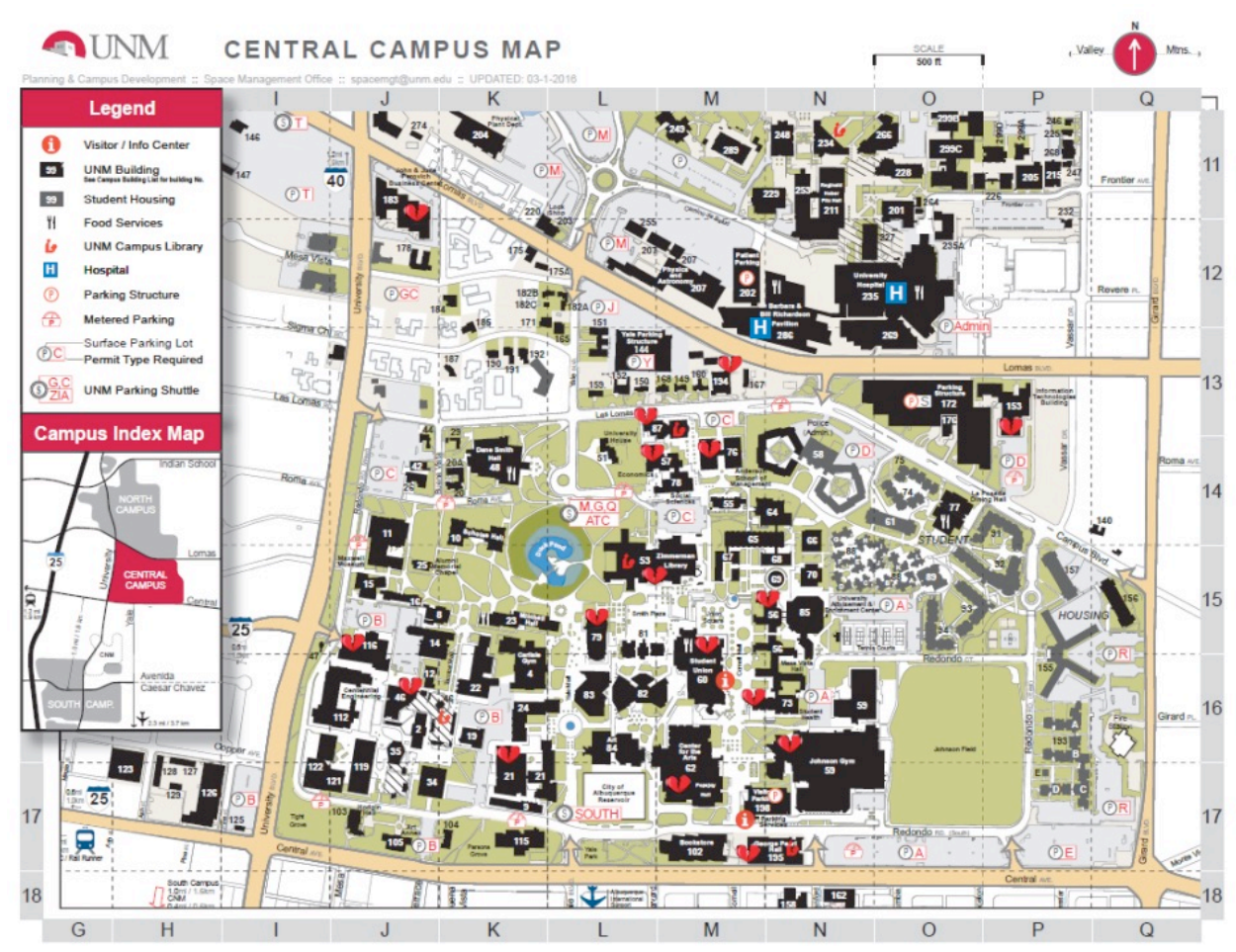


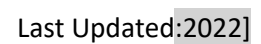


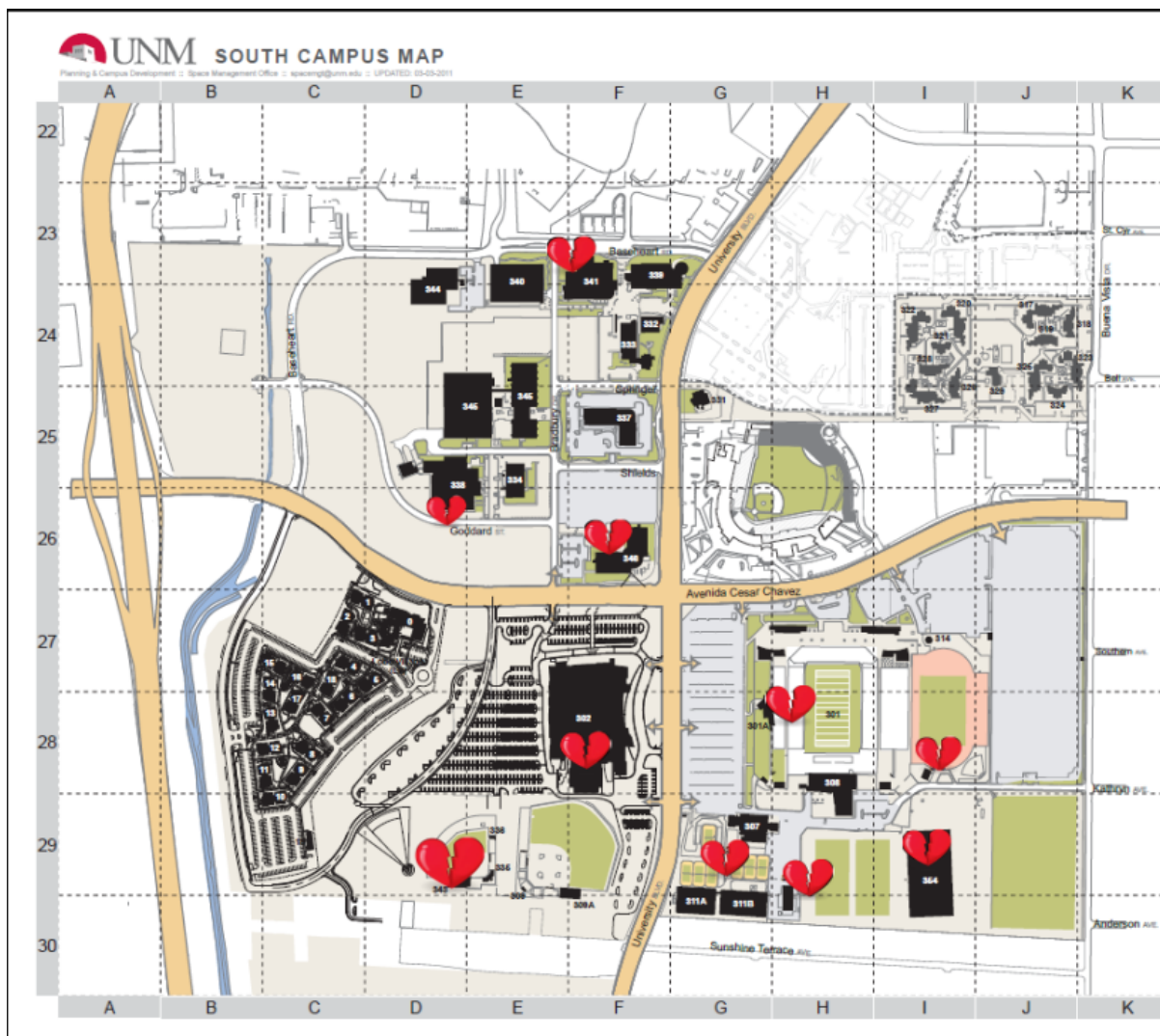
5.1. Evacuation Routes, Fire Alarm Pull Locations, and Fire Extinguishers

Insert from files emailed when you submitted form. Contact EHS (505) 277-2753 for support.

5.2. AED Locations







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 to the front door or sidewalk 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 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**:

We utilize 3 muster points - 1) Along the wall on Yale Mall (East side)

2) The grassy area across the parking lot (West side)

3) By the fountain (North)

Use the call tree to account for individuals that are not present.

6.4.2. ADA Evacuation Procedure

1. Prior to an emergency, it is important to identify evacuation procedures for mobility impaired individuals, especially if the building is multistory.
2. If the building is multistory, find or designate an area of refuge.
 - a. For Castetter Hall, the area(s) of refuge is:
Second floor - "West side" staircase near lab 243, or NE corner by room 100
Third Floor - Stairwell on south side at the elevator, or SE stairwell
Roof – West side Stairwell
 - b. For Marron Hall, the area(s) of refuge are:
Second floor - South stairwell at end of building
- North stairwell, centrally located on the north end of the building
3. Identify procedure to transport mobility impaired person out of the building via first responders or other method.
 - a. Utilize red emergency phones, located in muster zones, to contact police directly or Call UNM PD 505-277-2742. Let UNM PD know your location in the building for evacuation.

6.5. Power Failure/Power Outage

1. Remain calm, power failures (while rare) could be because of a non-life-threatening event.
2. Aid students, faculty, staff, and visitors in your immediate area.
3. Check restrooms for individuals requiring assistance with evacuation.
4. In the event of severe weather, remain safely indoors.
5. Turn off all electrical equipment such as lights, coffee machines, computers, etc.
6. Secure any sensitive areas.

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. Use the Bomb Checklist (next page) to record what you hear during the call.
 - 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. 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.

6.8. 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.

6.9. HAZMAT/Chemical Spill or Release

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

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

6.10. 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 Facilities Management shut down window fans and ventilation fans.
3. Site evacuation will be initiated by the Unit Manager or UNM Emergency Manager, if necessary.

6.11. 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.

6.12. 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 devices 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)].

6.13. 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.

6.14. 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. Activate Phone Tree
 - 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

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. Green folder (to wave when all personnel are accounted for)
8. Red folder (to wave if some personnel are not accounted for)

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

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.

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

[illegible]