



Emergency Plan

Logan Hall
Building 034

Quick View Emergency Contact Info

*If you dial 911 from any UNM Phone it will connect you with UNMPD
Or From your cell phone*

Emergency	911	
Fire	911	
Bomb Threat	911	
Medical Emergency	911	
Violence	911	
Shooter	911	
Water Leak	7.1600	After hours: 911
Power Failure	7.1600	After hours: 911
Chemical Spill	7.2753	or 911 (emergency)
Inclement Weather Info	7.SNOW	
Unit Emergency Coordinators:		
Trish Aragon-Mascarenas, psychology general building	7.2230	trishara@unm.edu
Gilbert Borunda, Psychology general building/ARF	7.4632	gborunda@unm.edu
Unit Building Coordinator		
Lori Chavez-Morris, psychology general building	7.4121	psych@unm.edu
UNMPD Contact Phone Numbers:		Emergencies 911
UNM PD dispatch	(505) 277-2241	
Escorts:	(505) 277-2241	
Records:	(505) 277-3150	
Lost and Found:	(505) 277-0081	
UNM Security:	(505) 277-6059	
UNM Hospital Security (North campus):	(505) 272-2160	
Environmental Health & Safety (AKA: SRS)		7.2753
https://ehs.unm.edu/ On-Call EHS Duty Officer is announced on this webpage		

Table of Contents

Acronyms & Definitions	5
Safety Tips	6
Emergency Resources List	7
Notification Procedures	8
UNM Emergency Information	8
The UNM Warning Siren	8
Logan Hall Notification Systems:	9
Evacuation	10
Evacuation Procedures:	10
Evacuation points:	10
Fire	12
FIRE EXTINGUISHER OPERATION:	13
Bomb Threat	14
Medical Emergency	15
Violence on Campus or in the Workplace	16
Active Shooter or Other Hostile Situations	17
Safe Areas.....	17
Water Leaks	18
Power Failure	18
Chemical Spill	19
Inclement Weather	21
Shelter in Place	21
Safe Areas – Logan Hall	21
Appendix A	22
Evacuation Routes	22
Appendix B	27
AED Locations-Main Campus	27
.....	27
Appendix C	28
Bomb Threat Checklist.....	28
Appendix D	30
Department Unit Emergency and Safety Coordinators.....	30
Appendix D	33
Go Kit Supplies	33
Appendix E	35

Phone Tree(s)	35
Appendix F	37
Chemical Incident Reporting Form	37

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.

Safety Tips

The following are [safety tips](#) to help protect yourself from crime:

- Avoid walking alone at night.
- Avoid working alone at night in isolated areas (offices, labs, etc).
- When possible, call a friend or family member to let them know where you are and where you are going.
- Walk purposefully. Look confident. Watch where you are going. Be alert to your surroundings.
- Use well-lighted, well-traveled routes. Avoid short-cuts through isolated areas.
- Lock all doors and close all windows when leaving your office, dorm, or car, whether it is for a few minutes or for several hours.
- Remove anything from your car that may look valuable to a thief.
- Have keys ready when you approach your car. Check the car for intruders before entering and lock your door immediately after getting into your car.
- If you need help, use one of the blue light emergency assistance phones located throughout campus.
- Never leave your property unattended in public places.
- Always lock your bike or motorcycle when leaving it unattended, even if it is only for a few minutes. Use the U-shaped high security lock whenever possible.
- If you witness a crime, call UNM Police immediately at 277-2241 or 911 if an emergency.
- List only first initials and last name in telephone directories.
- Don't keep large sums of money in your office, dorm room, study area or apartment.
- Lock your personal belongings in drawers or lockers. Do not assume that leaving your belongings in a locked room protects them.
- Keep important phone and account numbers in a secure place. These should include phone numbers of credit card companies, banks, your insurance company, and others so that you can report theft as soon as possible. You should also keep serial numbers from any equipment and when possible, engrave your first initial and last name on your personal equipment.
- Never post private or compromising information to social networking sites.
- [Enroll in "LoboAlerts"](#) to receive important safety notifications in the event of a campus emergency.
- If you are a victim of a crime or witness any crimes or suspicious circumstances, call UNM Police (505-277-2241) immediately.

The UNM Police department offers escort services to anyone needing an escort from an on-campus location to another on-campus location 24 hours, 7 days a week. We do not give off campus escorts. Call 277-2241 for more information.

Means of Communication

It is the responsibility of each supervisor/manager/faculty mentor to maintain updated contact information for employees and volunteers within their lab space.

Employees are responsible for notifying their supervisor/manager/faculty mentor and main office staff of changes in demographic information (includes but limited to: home address, phone number or emergency contact) by submitting a [Psychology Department Employee Demographic Form](#).

Code word for office emergencies is:

RED

- If you hear an employee call, text, or send an instant message using the word **Red (red folder, code red, or just RED)**, assess the situation, and proceed to dial 911 when necessary.
- 1st floor office staff: If an advisor sends an IM or calls using the code word or other strange message, someone should walk by their office to check in on them and assess the situation.
 - Assess the situation:
 - Determine whether there is an emergency, call 911
 - Decide if there is need to evacuate or shelter in place, call 911
 - Notify Safety Coordinators
 - Initiate Building Notification System (see below)

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

FM Area 4 Manager, Joseph Lopez, 505-321-5619

Notification Procedures

UNM Emergency Information

[LoboAlerts](#) is the University's emergency text messaging system. LoboAlerts is just one piece of the multi-faceted, campus notification system used to provide safety and weather alerts, and notification of events which have the potential to threaten the University's ability to conduct regular activities. The system also includes a warning siren, email alerts, and web page updates. To learn more about this service and to verify your contact information visit, <http://loboalerts.unm.edu>.

Friends, family, nearby residents and local businesses are welcome to receive LoboAlerts updates via:

- [LoboAlerts Facebook page](#),
- the [LoboAlerts Twitter page](#),
- or the [UNM Community Text Messaging site](#).

The UNM Warning Siren

The Warning Siren will sound to let people who are outdoors know that it is dangerous to be outdoors, such as during a severe lightening storm, exposure to environmental hazards or other eminent threat.

The Warning Siren System is tested at the beginning each semester to help familiarize the campus community with the sounds. Tests are broadly announced in advance through the UNM Webpage, email messages and local notices.

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

Step One: Seek shelter in the nearest building

Step Two: Seek additional information from:

- [LoboAlerts](#)
- [Email Alerts](#)
- [Local Media](#)
- [UNM Homepage](#)

Logan Hall Notification Systems:

Phone Trees/Text

- Each supervisor/manager/faculty mentor in Logan Hall will develop and maintain a phone tree for all personnel in working or volunteering in their lab space to initiate an emergency phone tree notification when deemed necessary and to communicate with department safety coordinators.

Email

- The LoganHall-L@list.unm.edu email can be used by anyone to notify people in Logan Hall of an emergency in the building or nearby. An mail from LoganHall-l@unm.edu is building specific and should not be discarded or deleted, especially when CODE RED, 911, or other notice that **this is an emergency broadcast** is in the subject line,

Once a notification system has been initiated, personnel should report to their supervisor/mentor/designee as soon as possible with their location and to report whether they are safe.

Evacuation

Evacuation of Logan hall will occur when the building alarms have been activated. NOTE- evacuation will involve the **entire** building. Partial evacuation is not permitted unless specifically called for by UNM Campus Police, SRS, or the Albuquerque Fire Department.

Evacuation Procedures:

When building alarms sound, Initiate evacuation procedures:

- Stop what you are doing and calmly and immediately proceed to the nearest exit. (See evacuation maps in Appendix A.). Make your way to the designated rendezvous location(s).
- Supervisors, Faculty mentors, Instructors, and/or personnel in charge of classes, lab space, meetings and special events, are responsible for:
 - evacuation of students, guests, and patrons within their area or space
 - ensure personnel within their area or space are aware of the evacuation procedures and meeting locations
 - creating, maintaining, and initiating a phone tree.
- **IF no one is behind you, 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 others who may need it.
- Proceed as quickly as possible to the designated evacuation location(s).
- Notify safety coordinator if you were witness to the event.

Safety coordinators or alternate personnel will be posted at all entrances to prevent personnel from entering or re-entering the building until notified by UNM Campus Police, SRS or the Albuquerque Fire Department that it is safe to re-enter the building. When the building has been evacuated, do not allow anyone to re-enter until directed by the responding emergency personnel. The only agencies authorized to allow re-entry is the Senior Fire Officer, Campus Police or an authorized representative of SRS.

Evacuation points:

- Primary Location – Corridor north of Logan Hall
- Secondary Location – Corridor south of Math and Sciences building

Evacuation of Persons with Disabilities.

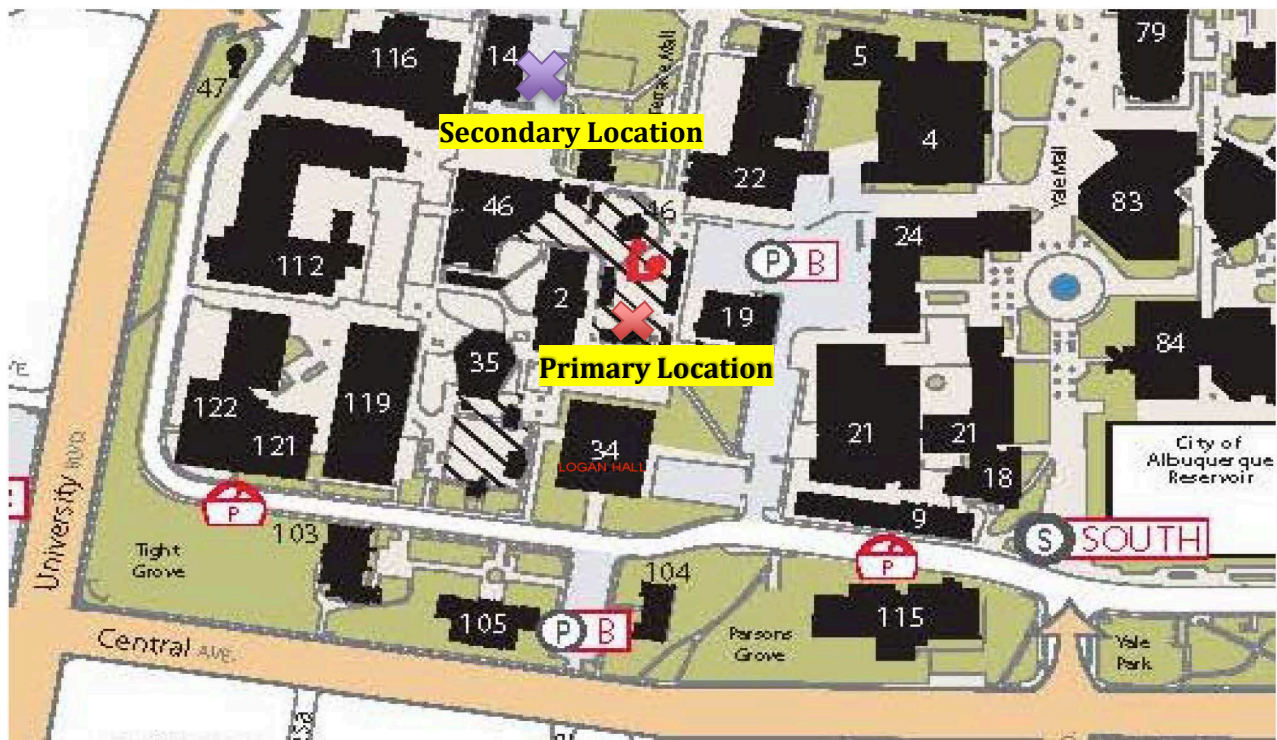
- ADA ramp(s) are located at the East and South exits of Logan Hall.

Personnel Count.

- When evacuated to evacuation point, supervisors and Faculty mentors (or designated alternate) will attempt to conduct a head count and report missing persons to the safety coordinator. Staff not on site for a headcount should notify their supervisor that they are safe.

- Logan Hall personnel will ensure that all occupants under their control (teaching class, conducting research project, meetings, etc...) have evacuated and are accounted for at the evacuation point(s).
- Logan Hall Safety/unit Coordinators, supervisors (or available personnel) will advise the first arriving emergency responder of any injuries and of any personnel who are not accounted for, have not evacuated, or need assistance.

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



Fire

In case of sight/smell of smoke/fire and the alarms **have not** been activated via fire alarm pull station, smoke detector and/or fire sprinklers.

- Verbally notify occupants in the area to evacuate.
- Locate and Pull fire alarm
- **Notify Campus Police:** From a safe location, call Campus Police via 911 on a UNM line OR 277-2241 from a cell phone (have this phone number on your cell phone). Report what is known about the emergency. DO NOT say there is a fire if you don't see flames.

When building alarms are activated:

- Initiate evacuation procedures.
- Direct guests and co-workers toward the nearest or safest exit. (See Appendix A)
- Supervisors, Faculty mentors, Instructors, and/or personnel in charge of classes, labs, meetings and special events, will be responsible to evacuate students, guests, and patrons and initiating your area phone tree.
- If you are not in the building when evacuation occurs, come to this location or contact your supervisor or the Safety Coordinator to confirm your whereabouts.
- Notify safety coordinator if you were witness to the event.
- Safety coordinators will be posted at all entrances to prevent personnel from entering or re-entering the building until notified by UNM Campus Police, SRS or the Albuquerque Fire Department that it is safe to re-enter the building.

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.

FIRE EXTINGUISHER OPERATION:



- PULL THE SAFETY PIN ON THE EXTINGUISHER
- AIM AT THE BASE OF THE FIRE
- SQUEEZE THE HANDLE TO DISCHARGE AGENT
- SWEEP FROM SIDE TO SIDE

Building Information.

In The case of a fire emergency in Logan Hall, the following needs to be known by all personnel.

- The building has a partial sprinkler system. This means that some or all areas have automatic fire sprinklers (basement and second floor).
- The building has partial smoke detection. This means certain areas have, in addition to the sprinklers, area smoke detectors.
- The building has water, and dry chemical fire extinguishers. This means that those areas determined by fire code have been provided with portable fire extinguishers.
- The building has no smoke-removal” system. This is a system which is designed to extract large volumes of smoke in an emergency. This system is only initiated by certain smoke detectors.
- The building has no voice-evacuation system. This is a verbal announcement to evacuate the building which initiates in conjunction with audible/visual alarms.
- The building has the East subject parking lot Area of Rescue. This is an area where disabled occupants can go to await rescue from emergency responders.
- In conjunction with the main stairway, this building has 2 fully enclosed protected evacuation stairways. These stairways are intended to provide safe egress from upper/lower floors if smoke is obstructing the open stairways.
- The building has full Exit signage. Staff must be able to know locations and directions to all exits and assist patrons in evacuation.

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**
- 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!

Employees hurt on the job:

Report a work accident: <https://ehs.unm.edu/accident-and-incident-reporting.html>
Workers Compensation Policy: <https://policy.unm.edu/university-policies/3000/3630.html>
Workers Compensation Resource Guide: <https://hr.unm.edu/docs/employment/workers-compensation-resource-guide.pdf>

All work-related accidents and/or illnesses must be reported to the employee's immediate supervisor. The immediate supervisor is responsible to submit a [UNM First Report of Accident](#) form within twenty-four (24) hours from the time the employee's supervisor was informed of the accident and should read the [Workers Compensation information](#) on the HR website. An employee who experiences a work-related injury or illness should seek medical care at [EOHS](#), Room 232, Family Practice Center, 2400 Tucker N.E. (north campus at the University Health Sciences Center). Their regular work hours are M-F, 7:30 a.m. and 4:30 p.m. Employee Occupational Health Services (EOHS) assists with on-the-job illness/injury care, job-required immunizations, and medical tests. Contact EOHS at (505) 272-8043.

An employee who experiences a work related injury or illness after 4:30 p.m. and before 7:30 a.m., Monday through Friday, or any hour during a weekend and/or holiday should seek medical care at the University Hospital. The employee is to identify themselves as a University employee with a work related injury and ask for a doctor from the Family Practice Division of the School of Medicine. Any follow-up treatment must be with EOHS and not a regular University Hospital physician.

Violence on Campus or in the Workplace

Violence on Campus Policy: <http://policy.unm.edu/university-policies/2000/2210.html>

Violent Conduct

For the purposes of policy UAP 2210, “violent conduct” includes, but is not limited to:

- Engaging in verbal, non-verbal, or physical behavior that causes reasonable apprehension of harm or extreme emotional distress to an identifiable individual (verbal behavior includes the use of any method of communication, such as email, telephone, or any type of electronic or social media)
- Intentionally or recklessly harming another person physically
- Carrying or using a prohibited weapon (see Section 5, UAP 2210) on University premises
- Intentionally damaging or threatening to damage University property or the property of any employee, student, or visitor (other than disposing of property in accordance with University policy and the law)
- Hate crimes and, depending on the circumstances, hate/bias incidents (see Section 6, UAP 2210)
- Sexual misconduct as defined in [UAP 2740 \(“Sexual Harassment Including Sexual Assault”\)](#)

Call 911/Press Panic Button 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 assumptions
- Make sudden or aggressive movements
- Invade personal space
- Criticize

Do:

- Express feelings of understanding
- Be calm, reassuring and offer choices
- Exhibit patience
- Escape from the situation if possible and immediately call 911

Active Shooter or Other Hostile Situations

If there is any hostile situation in Logan Hall or its vicinity:

- **Escape, if it is safe to do so**
- If it is not safe to escape:
 - Turn out the lights
 - Close and Lock all doors that lead to exit the suite
 - Take shelter away from windows and doors
 - Shelter in place

Safe Areas

- **Safe areas on the first floor:**
 - Logan 167- Close and lock suite doors (Alarm activated)
 - AV/Copy room – Close and lock doors
 - Any office with a solid door and no windows – Turn off lights, Close and lock doors
- **Safe areas in the basement:**
 - Classroom B15 – Close and lock individual suite doors (secure access)
 - Any office with a solid door and no windows – Turn off lights, Close and lock doors
- **Safe areas on the second floor:**
 - Any office with a solid door and no windows – Turn off lights, Close and lock doors

Once you are in a sheltered location:

- Silence your cellphones
- Stay quiet, low to the floor, away from doors and, if possible, under a desk or table.
- **Call 911** AFTER you are safe.

Prepare to fight the threat, if necessary

- Discuss plan of attack quietly among yourselves
- Be prepared to execute that plan

Water Leaks

- 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).
 - Report the incident to the main office 277-4121
 - OR – Contact Facilities Management when the main office is closed at 277-1600
 - OR – If after hours or weekends, contact campus police: 911 or 277-2241 from a cell phone

Power Failure

- Do not attempt to continue working as normal.
 - Open external doors to provide natural light to prevent exposure to tripping hazards.
 - Leave office if you do not have enough natural light.
 - Report the incident to the main office 277-4121
 - OR – Contact Facilities Management at 277-1600 if after hours or weekends
 - OR – If after hours or weekends, contact campus police: 911 or 277-2241 from a cell phone

Chemical Spill

General Information

- If Alarms sound:
 - Evacuate the area
 - Meet at evacuation rendezvous location if safe.
 - Initiate Phone tree
- If you notice a spill or hazardous material out of place
 - Assess situation, if you are unsure
 - **Notify Safety Coordinators**
 - Gilbert Borunda, Psychology ARF: 7.4632 (Pager: 951-1615)
 - Sean Bilberry, Psychology ARF: 7.4632 (Cell: 459-5443)
 - If deemed necessary, alert others in the area and **Call 911**
 - Avoid exposure to the chemical and fumes by leaving the area **ONLY** after notifying your supervisor or the Safety Coordinators.
 - Remain in a safe location.
 - If you have doubts or concerns about a hazardous material, contact Safety and Risk Services at 277-2753.

Chemical Spill Response

Spills/Releases That Are Immediately Dangerous to Life or Health (IDLH)

A spill/release that, in the opinion of the area supervisor or individual responsible for the chemical or area, poses an immediate health threat to the individual and/or other occupants in the building. In this case:

1. Sound the fire alarm, if appropriate.
2. Call Campus Police at 277-2241 from a safe location and provide the following information to the dispatcher:
 - a. Nature of the emergency
 - b. Chemical involved
 - c. UNM Building name (nearest) and if appropriate room number
3. Remain on scene to meet response personnel and provide additional information.

An example would be a one-liter spill of benzene or an uncontrolled release of hazardous gas.

Spills/Releases That Can Be Cleaned Up By Area Personnel

Attempt to clean up a spill/release if you and/or your supervisor feel that it is safe to do so. Guidelines include:

1. You are thoroughly familiar with the hazards of the material. (Reference MSDS)
2. You have been trained to deal with spills/releases of the size in question.
3. You have the proper Personal Protective Equipment (PPE) - needed for all hazardous chemicals.
4. The appropriate absorbent/neutralizers are readily available.

It is essential that you collect all spill clean up waste for proper disposal. DO NOT PLACE IN OR AROUND THE REGULAR TRASH. Place the spill clean up waste in a closed container and attach a UNM-SRS Waste Management Label, if available or at a minimum label with contents. Contact Safety & Risk Services at 277-2753 for waste pick up. An example is a mercury thermometer that breaks but the mercury is contained.

Spills/Releases That Are Not IDLH But Require Technical Assistance

If you or your supervisor feels that you do not have the proper training or equipment necessary to clean up a spill/release then call Safety & Risk Services direct at 277-2753 or 277-2241 to page SRS staff through the UNM Campus Police.

Note: All mercury spills are to be cleared by SRS. Close the area and call SRS, after hours report to UNM Campus Police 277-2241. An example would be a thermometer that breaks and scatters mercury across the floor.

Inclement Weather

- Call 277-SNOW to learn of campus delays or closures.
- In the unlikely case of a tornado, take shelter in any windowless interior room. (See “Shelter in Place”, page 10)
- In the unlikely case of flooding, remain on second floor.

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.

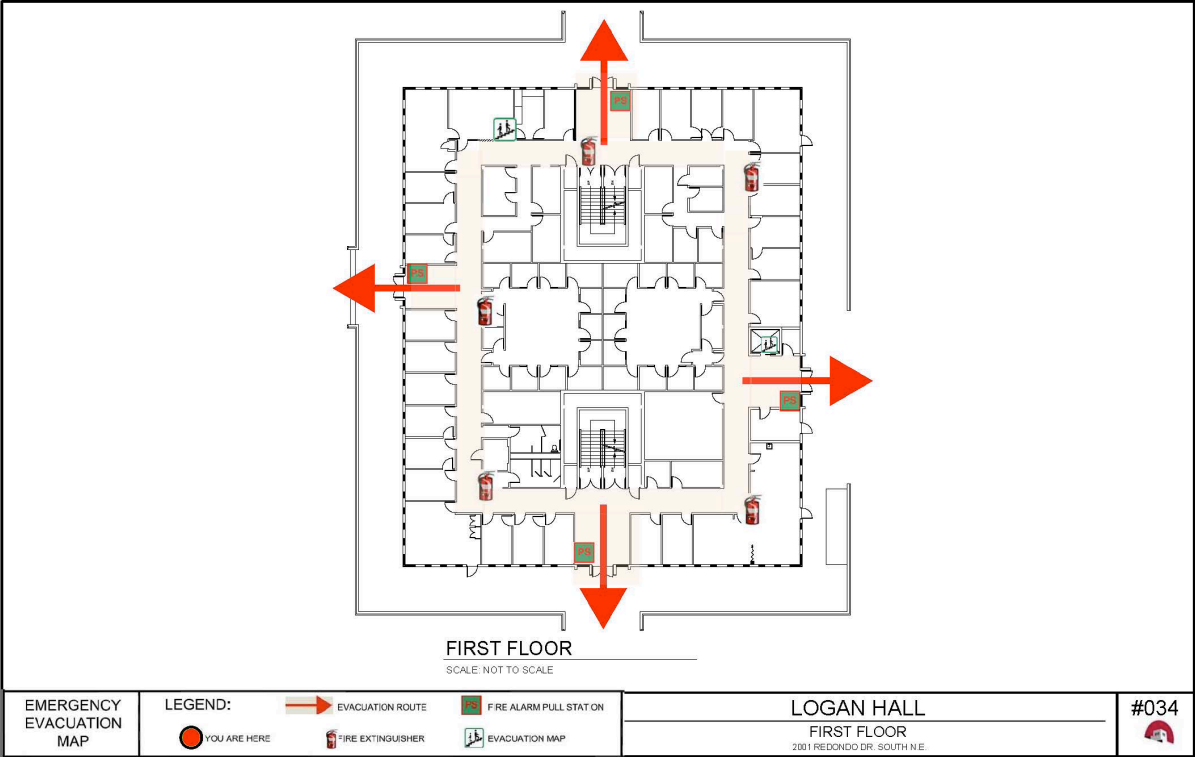
Safe Areas – Logan Hall

- **Safe areas on the first floor:**
 - Logan 167- Close and lock suite doors
 - AV/Copy room – Close and lock doors
 - Any office with a solid door and no windows – Turn off lights, Close and lock doors
- **Safe areas in the basement:**
 - Classroom B15 – Close and lock individual suite doors
 - Any office with a solid door and no windows – Turn off lights, Close and lock doors
- **Safe areas on the second floor:**
 - Any office with a solid door and no windows – Turn off lights, Close and lock doors

Appendix A

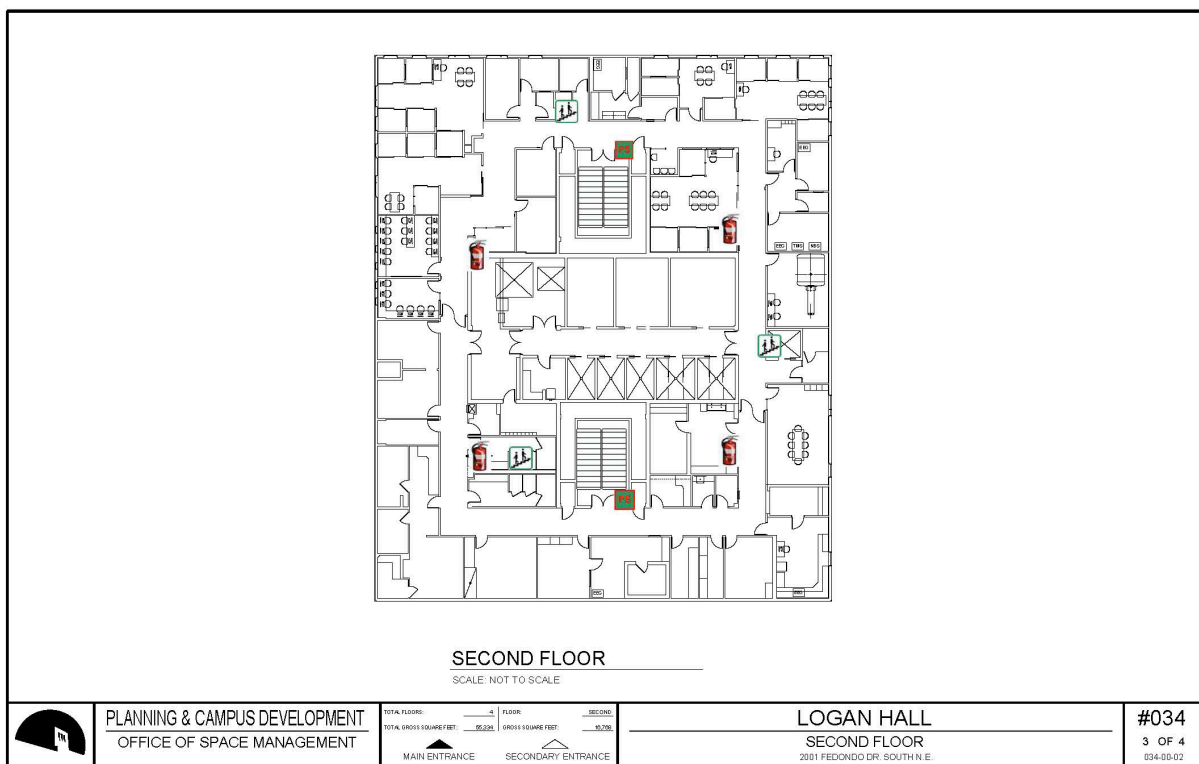
Evacuation Routes For Logan Hall 1st, 2nd, 3rd and Basement Levels

Logan Hall, 1st Floor



Rev. 9/2014
Edited by
I.Allison

Logan Hall, 2nd Floor

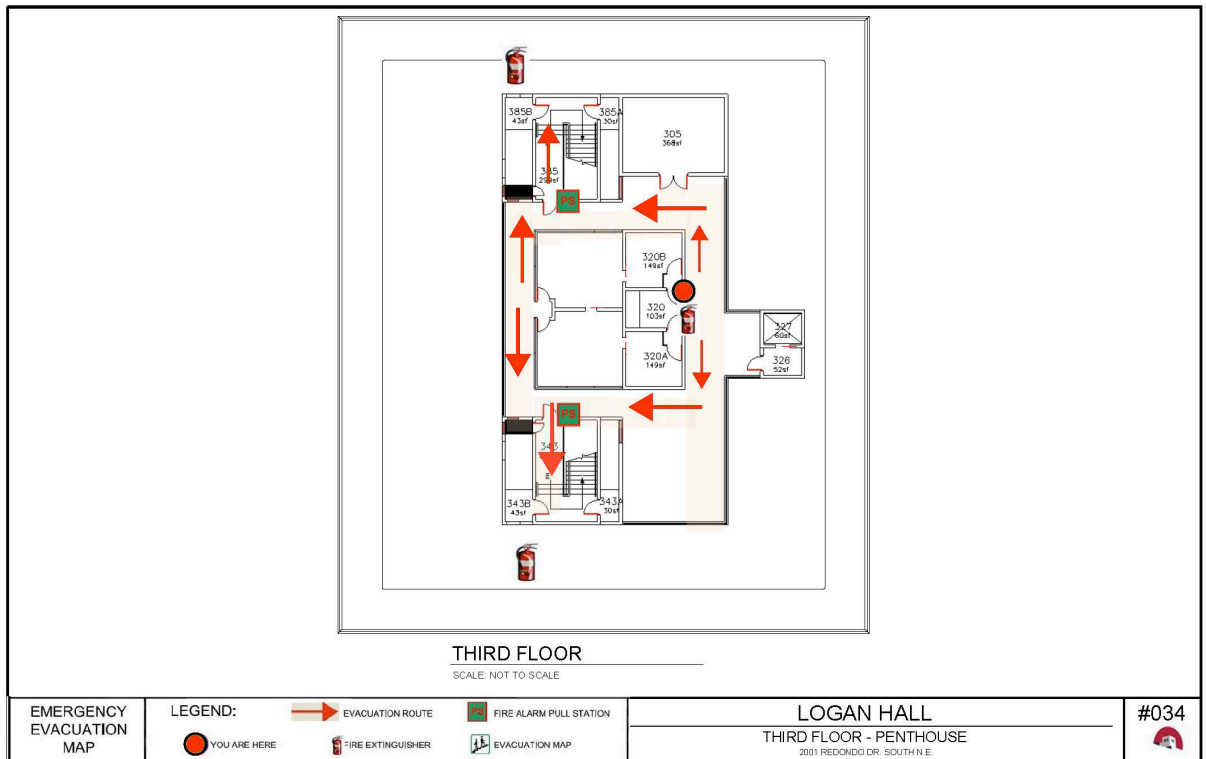


Logan Hall, Basement



Rev. 9/2014
 Edited by
 I.Allison

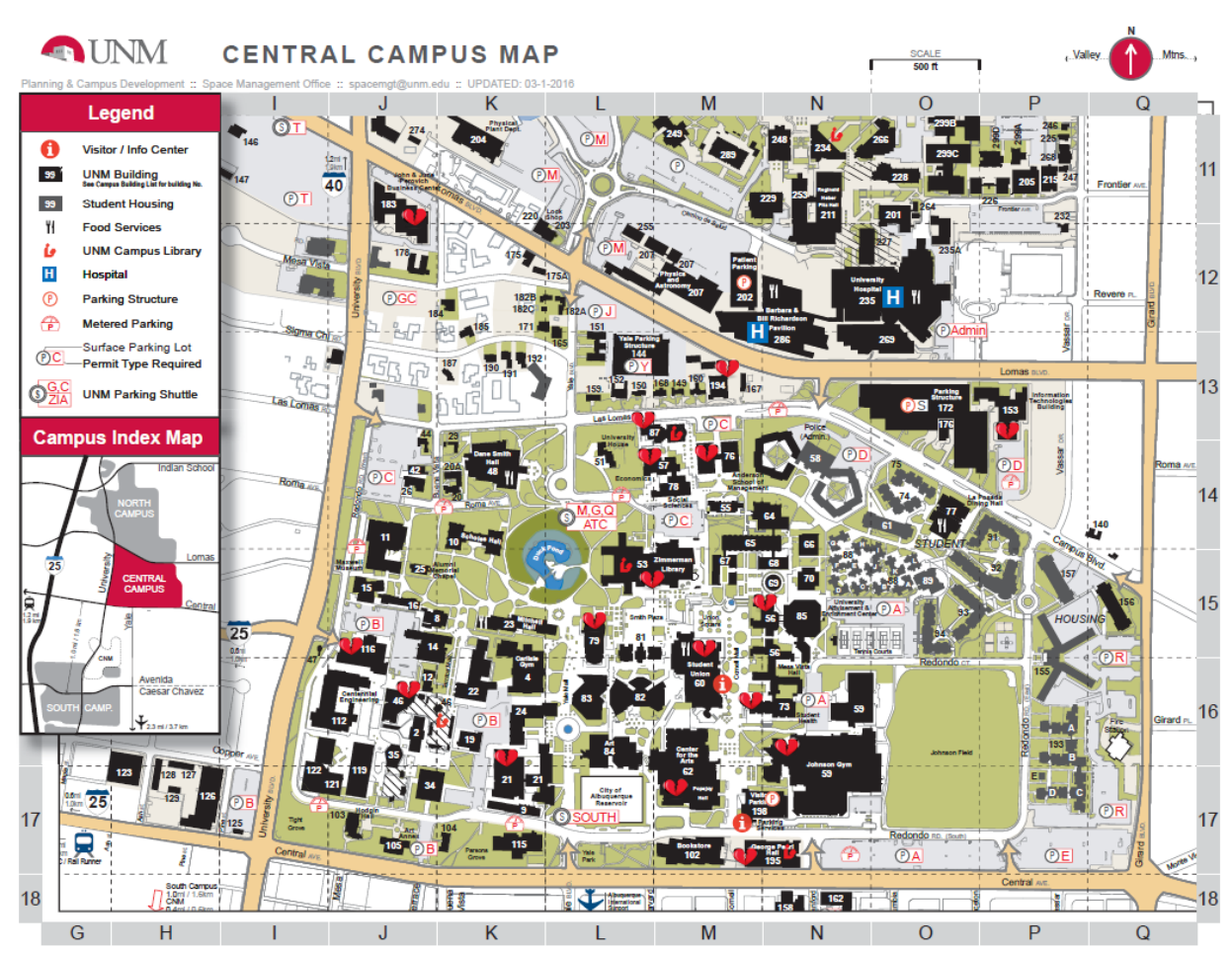
Logan Hall, Roof



Rev. 9/2014
Edited by
I.Allison

Appendix B

AED Locations-Main Campus



Appendix C

Bomb Threat Checklist

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: _____ Telephone Number: _____ Position: _____

Date Report Completed: _____

BOMB THREAT / Procedures and Checklist

Appendix D

Department Unit Emergency and Safety Coordinators

Psychology Department Office Safety Coordinators

Unit Emergency Coordinators

- Trish Aragon-Mascarenas 7.2230, trishara@unm.edu
- Gilbert Borunda, Psychology ARF 7.4632 (Cell: 505-544-1195)

Safety Coordinators:

- Lori Chavez-Morris, psychology general building 7.4121,
lchavezmorris@unm.edu
- Sean Bilberry, Psychology ARF 7.4632 (Cell: 505-459-5443)

The Unit Emergency Coordinators are responsible for:

- Providing a copy of the Psychology Department Emergency Plan to all employees with offices in Logan Hall.
- Updating the Emergency Plan and distributing updates to all Psychology Department employees.

The Unit Emergency Coordinators and Safety Coordinators are responsible for:

- Ensuring the notice to evacuate is communicated to all staff, students, administrators and visitors present within Logan Hall when evacuation is necessary for any reason.
 - Note: If individuals refuse to leave, it is not the responsibility of the Safety Coordinators to force them to leave and no attempt will be made to do so.
- Establishing a point of rendezvous for Psychology Department employees to be used in case of evacuation, and ensuring those employees know its location.
- IF SAFE: Stand in front of exits to ensure people do not re-enter until notice has been issued.
- Knowledge of CPR.
- Ensuring phone trees are established and maintained with current information.
- Ensuring department EDF's are in file with emergency contact information.

- Ensuring evacuation drills, shelter in place drills, and use of phone tree are rehearsed.
- Planning and executing annual safety/emergency preparedness meetings for Psychology Department employees.

Appendix D

Go Kit Supplies

Go Kit

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

- Flashlight
- Emergency Plan
- Emergency Phone Trees

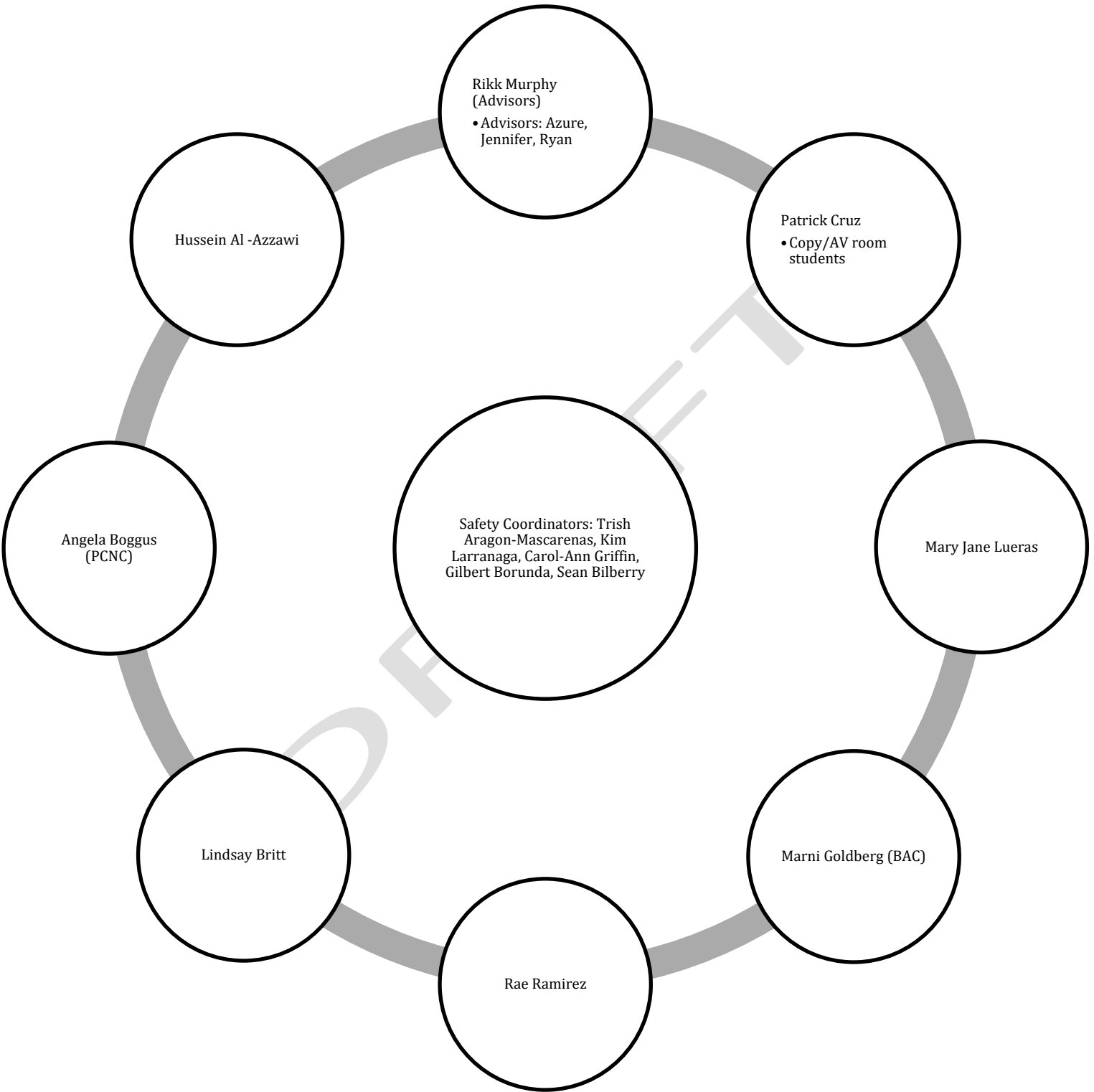
Safety Coordinator is responsible for:

- Maintaining the contents of the Go Kit
- Bringing this pack to the rendezvous location whenever an evacuation order is given, or to the area where most personnel are located during a shelter in place order.

Appendix E

Phone Tree(s)

Main office Staff-Phone Tree



Appendix F

Chemical Incident Reporting Form

Incident Reporting – This Page Completed by Group where Incident Occurred

All incidents must be reported immediately to your supervisor, your Dept. Head, and SRS. Incidents including, but not limited to work related injuries, illnesses, property damage; spills or releases of hazardous substances, hazardous wastes, wastewater, and untreated stormwater releases to the environment or sewer. **Priority must always be the safety and health, and appropriate medical treatment to those impacted by an incident.**

Others Present During Incident/Contact Information:

Name (Print): _____ Phone No.: _____ Name (Print) _____ Phone No.: _____

Location (city, address/area, building, room, (be specific): _____

Severity of Incident (check all that apply): Fatality: ☐ Imminent Danger: ☐ Serious: ☐

Non-Serious: ☐ Other: ☐

Type of Incident (check all that apply): Injury: ☐ Illness ☐ Property Damage: ☐ Other: ☐

Spill/Release: ☐ Untreated Stormwater: ☐ Hazardous waste: ☐ Haz Substance ☐ Wastewater: ☐

Date of Incident: _____ Time of Incident: _____ Organization: _____

Description of incident (add page(s) as needed. What happened, how much, etc.):

Immediate action taken (attach pages as needed):

Contact Information:

UNM Safety and Risk Service Office/24-7 Duty Officer Page

Phone: 505-277-2753/505-951-0194

UNM Dept. Head (Name): _____

Phone: _____

Your Supervisor: _____

Phone: _____

UNM Occupational Medicine Clinic: _____

Phone: 505-272-8043 _____

Signature of Reporting Person/CSO

Name (Print)

Date

INCIDENT REPORTING – THIS PAGE COMPLETED BY SRS

SRS Investigative Results and Conclusions for reducing future risk: _____

Program Change Recommendations: _____

For spills: SRS cleared area for normal occupancy? Yes: ☐ **No:** ☐

Method used to clear area for normal occupancy (if relevant):

Date Cleared: _____ **Time Cleared:** _____

Cleared by (Print Name): _____ **Phone No:** _____

SRS Evaluator

Date

Copy to: CSO ☐ Dept. Head ☐ SRS Director ☐ EOHS ☐