



## DEVELOPING A SAFETY PLAN

PREPARING FOR  
CAMPUS EMERGENCIES



*Planning for emergencies is an important part of maintaining a safe campus.*

*We all have a responsibility for our own safety at UNM.*

*This brochure will help you develop and evaluate your building or department's emergency response plan.*

*If you don't know the plan for your office or classroom, ask someone to find it or lead the effort to create one!*

*Each building on campus is unique, in both design and function. No single plan will work for every building. As a person responsible for managing a building on campus, you should evaluate how best to secure your building in the event of an emergency.*

*At a minimum, every emergency plan should include:*

- *Identify every entrance and exit in the building (including fire exits and windows)*
- *Identify areas which need special attention because of unusual hazards or special access (labs, stairwells, restricted areas)*
- *Identify at least two ways to leave every office or classroom you use*
- *Designate people responsible for every area of a building. Use them to keep the plan updated, teach new people about the plan and to lead drills*
- *Develop an internal phone tree for telling each other about emergencies*

### **What types of emergencies should I prepare for?**

- **FIRE**
- **SEVERE WEATHER**
- **FLOOD**
- **UTILITY OUTAGE**
- **SERIOUS CRIMES**
- **HAZARDOUS MATERIALS SPILLS**
- **?????**

### EVACUATION R LOCKDOWN?

**EVACUATIONS** are ordered when a danger exists near people and they need to move away quickly.

- *Identify persons in each floor or office to notify everyone in their designated area*
- *Do not activate a fire alarm to start an evacuation, unless there is an actual fire. Use "word of mouth" to tell people to leave*
- *Designate a safe place to meet away from your building*
- *Account for all of the people in your area and tell first responders if anyone is missing*

**LOCKDOWNS** are ordered when a danger exists in an isolated location and people are safer to remain secured in a safe place.

- *Designate persons in each floor or office to close and lock exterior doors*
- *Physically account for everyone in your area and remain in a safe and secure place until contacted by police*
- *Monitor your email, cell phone and the UNM website for instructions*
- *Do NOT leave for a safer place*

### FOR MORE INFORMATION

Contact the UNM Police Department

1 University of New Mexico  
MSC 02 1540  
2500 Campus Blvd NE  
Albuquerque, NM 87131



Phone: 505-277-2241  
Fax: 505-277-2800  
<http://police.unm.edu>

## DEVELOPING A SAFETY PLAN: PREPARING FOR CAMPUS EMERGENCIES

### Classroom Safety

*Classrooms are unique because they host so many different people and faculty daily.*

**Every class session should review the emergency plan for the building and room at the beginning of each semester.** Consult with building managers for building specific plans.

Some things to consider in a classroom:

- Professors and students should designate people who will post at the entrance doors in an emergency. These people can secure the doors in a lockdown, or lead an evacuation when needed. If you have an emergency in your classroom, get out and tell someone!
- If you had to get out in an emergency, how might you leave if you could not exit through the main doors? What about windows? Fire exits?
- Cell phones can be disruptive to classrooms, but it is important that at least one person have their cell phone on to receive TextMe-UNM messages and emergency information.

### Office Safety

Even if your building has an emergency plan, should your office have one, too?

Most buildings on campus include multiple offices and departments. Each department should have its own emergency plan, which should be in line with the overall building plan.



#### Calling Trees

In an emergency, communicating with each other can be hectic.

Make it easier by developing and regularly updating an inter-office telephone tree. Be sure that everyone is included and don't assume that someone will tell you or your neighbor.

Use your phone tree to tell co-workers about weather closures and delays, office parties and even to make lunch plans. Using it regularly will ensure that it is up to date when you need it for an emergency.

Be sure it includes office numbers, as well as cellular or home numbers.

*How else would you tell your co-worker to avoid your building if it was evacuated or closed?*

### Dorm Safety

*Depending on the design of your dorm, emergency procedures will vary. What should you do?*

- Develop a calling tree that includes everyone in your hall or suite. Include cell phones and room phones.
- If you had to get out in an emergency, how might you leave if you could not exit through the main doors? What about windows? Fire exits?
- Use the buddy-system for emergencies. Check on your neighbor, and have your neighbor check on you. Be sure your neighbor gets out in an evacuation and gets to a safe place in a lockdown.
- Keep the exterior doors to your hall or suite locked. Don't give dangerous people an easy way into your room.
- Confront unfamiliar visitors and ask who they are visiting. Report suspicious people to UNM Police immediately.

*All of our residence halls have emergency plans in place. Do you know yours? When is the last time it was practiced?*