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2.09 FIRE EMERGENCY ACTION AND EVACUATION PROGRAM

This program contains requirements for general and specific fire evacuation plans, which are designed and implemented to protect UNM employees, students, visitors and contractors from the hazards associated with a fire-related emergency, which may occur on University property. This program complies with the requirement of the National Fire Protection Association (NFPA) Standards and the International Fire Codes (IFC).

A. SCOPE

This program is applicable to all University faculty, staff, students, visitors and/or contractors that become aware of a fire-related emergency as defined below. The program will cover general procedures and will refer to specific areas such as public assembly, day care and medical facilities.

B. RESPONSIBILITIES

State Fire Marshal (SFM). The SFM is the authority having jurisdiction on final approval for all fire evacuation plans. The SFM office may be contacted for final approval for a specific evacuation or special events safety plan when necessary.

Department Deans, Directors, Managers, Supervisors. All management personnel in UNM or UH facilities are responsible for supporting the appropriate fire evacuation program under their jurisdiction. Such support includes permitting appropriate time for employees to participate in training, education and fire drills.

UNM Safety and Risk Services (SRS). SRS will be responsible for determining requirements for fire evacuation policies for all UNM facilities according to national and state standards. SHEA will assist UNM departments in developing specific evacuation plans for their building or department. SHEA will also assist department safety representatives and building coordinators in conducting fire evacuation drills.

Safety Representatives and Building Coordinators. Safety representatives (those who’s duties are specifically geared toward safety for specific department(s) and/or facility(ies) will be responsible for ensuring that all occupants within the facility(ies) under their jurisdiction are aware of or educated in the fire evacuation procedures of their facility. The SR or BC will also coordinate and conduct fire evacuation drills. They will also be responsible for documenting the drills and providing the documentation to the appropriate UNM safety office.

University of New Mexico staff, faculty, employees and contractors. All UNM, staff, employees and those contractors with extended contracts in UNM facilities are responsible for being aware of fire evacuation requirements and participating in scheduled fire evacuation drills. Personnel are also required to properly evacuate a facility according to the fire evacuation plan approved for that facility. Contractors will ensure that all staff under their direction area familiar with evacuation procedures for the facility in which they are working.
C. DEFINITIONS

**Area of refuge** - A specified room, area or stairway, which has been designed to withstand the passage of smoke or fire for a required time period. Such a room should have a two-way communication device to call for help.

**Fire evacuation plan** - A written plan, specific to the facility which provides guidelines and requirements for the safe evacuation of all occupants and reporting of an emergency situation.

**Fire-related emergency** - Any unusual situation which may cause an immediate fire or the hazardous products of fire, which in turn will create an unsafe environment. Such examples of a fire emergency are:

- The smell of smoke (regardless of how small an amount)
- The sight of smoke (regardless of how small an amount)
- The smell of gas or other hazardous chemical
- Electrical equipment which is sparking
- A fire, REGARDLESS OF HOW SMALL, EVEN IF IT HAS ALREADY BEEN EXTINGUISHED

**Evacuation diagram** - A pictorial drawing of the building layout, showing the closest evacuation route from any point in the building. (Required only in specific facilities or as determined by the SFM).

**Fire alarm pull station** - A device, normally placed at or near the exits, that when activated will sound a general alarm throughout the building. This alarm signifies that all occupants must leave the building via the most direct and safe route.

**Site Specific Area.** – Site Specific Areas (SSA) are those facilities which by the nature of the occupancy require additional information and procedures not found in any other facility.

D. EMERGENCY ACTION AND EVACUATION REQUIREMENTS

NOTE: When in doubt of your safety or the safety of others evacuate and report the emergency.

1. **Written Plan.** Each facility shall have a written evacuation plan. This plan will be available to all staff, employees, contractors, students etc. The plan shall define the procedures to take in an emergency. SSAs shall provide copies of plans to SRS.

2. **Training.** Each full-time and part-time staff member who works at the facility shall be trained on the plan when they are first hired (within 30 days) and at least annually thereafter. P&A will require training to be conducted monthly during staff meetings on the appropriate subjects as noted below. Training will include evacuation routes, location and proper use of fire extinguishers and fire alarm pull stations, procedures for evacuation of students, patrons, etc., and fire reporting procedures and special operational procedures needed to shut down, secure or make safe, certain critical equipment. SSAs shall maintain such plans on site and at SRS for review and file.
3. **Plan information.** The plan will include a pictorial diagram of the facility (if required, as noted above) to show the routes to be taken from any point in the facility. This should be done by highlighting routes with dotted lines, color coded lines, etc., which terminate at the nearest exit. Two (2) evacuation routes must be shown for any area in the facility.

4. **Staff Responsibility.** The plan will state that employees, instructors and staff are responsible for evacuation of the general public. Instructors are responsible for evacuation of all classroom occupancies. Procedures will specify responsibilities for employees when dealing with evacuation of Persons with Disabilities or other persons with special needs.

5. **Fire Extinguishers.** The plan will include the location of fire extinguishers. Each staff member should know the location of the two (2) nearest extinguishers in relation to their work area.

6. **Reporting Procedures.** The plan will state the procedures for responding to and reporting a fire (see section D below). In all cases, the plan will be specific enough to cover all expected concerns. Where there are special hazards, the plan will include the appropriate procedures specific to each hazard.

7. **Plan Review.** The plan will be reviewed on an annual basis to update or remove any item, which may require modification due to changes in the occupancy, construction, use of the space or other changes which would invalidate the plan.

8. **Site Specific Areas (SSA’s)** SSA’s shall develop emergency response teams as required by NFPA 1, 45, 99, 101 and the International Fire Code (IFC) or other standard as approve by the SFMO. Such facilities include public assembly, dormitories, day care centers and medical facilities. For hospital facilities, see UHP 280 Appendix A. Each such facility shall maintain a copy of the plan on site and at SRS or UHS for review and file.

**E. GENERAL PROCEDURES**

All situations which may cause a fire will be considered an emergency. This includes any fire which has already been extinguished, regardless of the size or nature of the fire. When a fire-related emergency is discovered, the following actions must be taken:

1. **A.C.E.** When noticing a fire-related emergency, be it the sight or smell of smoke, any electrical equipment sparking, or the assumption that there may be a fire-related emergency, the individual noting the emergency must evacuate the immediate area and initiate the following procedure(s). A method of remembering the procedure of responding to a fire is the use of the acronym A. C. E. Use this acronym for general fire response and evacuation procedures. This acronym can be used as a training aid for faculty, staff and students. The RACE poster may also be displayed (see Attachment A) in conspicuous areas of the building as a reminder of safety procedures.

   - **Alert** all people in the immediate area, pull the fire alarm (if available), and dial 911.
   - **Contain.** Close all doors to contain the fire and smoke.
   - **Extinguish** small fires. DO NOT ATTEMPT TO EXTINGUISH LARGE FIRES. If necessary evacuate the building/area.
The following is a detailed look at the acronym A.C.E.

- **Alert** all people in the immediate area, pull the fire alarm (if available), and then dial 911 to report the smoke or fire. NOTE- 911 from any UNM phone will dial into UNM Campus Police. You may also use 277-2241. Calling 911 from a non-UNM phone or pay phone will dial into the City of Albuquerque emergency dispatch. Each such facility shall maintain a copy of the procedures on file and at SRS for review and file.

- The individual noting the emergency or someone designated to do so will activate the nearest fire alarm pull station. (Should the alarm not function, a verbal evacuation procedure must be activated. This is commonly done via a public address system or by calling out “FIRE, FIRE, FIRE!”)

- The individual noting the emergency, or someone designated to do so, will call for emergency responders. **NOTE: The call must be made from a safe location.**

- The person calling must inform the dispatcher of the building number, name and/or street address, if known. Additional information should include:
  - Type of emergency (smoke, fire, electrical arcing, vehicle accident, etc.).
  - Location of the emergency within or near the facility.
  - The extent of the emergency (one room, a vehicle, the first floor, etc).
  - Whether or not the building is being, or has been, evacuated.
  - If there are any known persons who cannot evacuate on their own for whatever reason.
  - If the fire is spreading, contained or if it has been extinguished.
  - If the fire alarms are sounding or if the sprinkler system has activated.

- Any other notable information that would help emergency responders, such as:
  - color of smoke,
  - what started the fire, if known,
  - any known injuries,
  - any suspicious people or objects in the area of the emergency, or
  - any other information which you feel would be helpful.

- An individual who is knowledgeable of the situation should be designated to stand outside and advise the first emergency responder of the location and current situation regarding the emergency.

- **Contain** Close all doors to contain the fire and smoke. NOTE- Contain may also mean shutting off gas valves or electrical equipment to contain or slow the fire spread if it is safe to do so.

- When evacuating, it is best to close all doors on your way out. **Do not lock them except under security-required conditions.** The fire department may have to forcibly open the door to check for fire spread. Closing doors will aid in containing the fire to a smaller area.
- Turn off any gas, oxygen or other valve which may control a hazardous substance.
Secure all fire doors leading to rooms with high value items.
Remove or shut down any experiment which may be affected by smoke or fire.

**Extinguish** small fires. **DO NOT ATTEMPT TO EXTINGUISH LARGE FIRES.** If necessary evacuate the building/area. NOTE- The phrase “if necessary”, relates to the safety of the person who is attempting extinguishment of a fire. It is assumed that at this point the building occupants have been alerted and are evacuating. If the fire becomes too large to continue extinguishment or it becomes too dangerous to stay in the area, evacuate the building with the rest of the occupants.

If it is safe to do so without personal injury and the fire is small enough, attempt to extinguish the fire with the nearest appropriate type of fire extinguisher. It is HIGHLY recommended that a “buddy system” be used when fighting fires. If any of the following conditions exist, **DO NOT ATTEMPT TO FIGHT THE FIRE:**

- If the fire is too large for an extinguisher to handle (this is a judgment call).
- If the heat of the fire is such that you cannot get close enough to use the extinguisher safely without inhaling dangerous levels of smoke.
- If there is not an emergency escape route available. Do not allow the fire to get between you and your escape route.

2. **P.A.S.S.** A method of remembering fire extinguishing procedures is the use of the acronym P.A.S.S. Use this acronym for the use of fire extinguishers.

- **P**ull the pin.
- **A**im at the base of the fire.
- **S**queeze the discharge handle.
- **S**weep the agent across the fire.

The following is a detailed look at the acronym P.A.S.S.

- **P**ull the pin from the extinguisher handle. Twist the pin to break the plastic seal and pull the pin out. NOTE- The extinguisher will not operate with the pin in the handle. The pin is used to keep the extinguisher from being accidentally discharged.
- **A**im at the base of the fire. NOTE- Point the nozzle towards the base of the fire. Discharging agent at the flames in the air seldom extinguishes the material on fire. When you are not sure where this is, aim at the most intense part of the flames.
- **S**queeze the discharge handle to release the agent. NOTE- Short bursts of agent can be used to extinguish small fires. Short bursts, rather than discharging the entire extinguisher for a small fire can prevent the clean up of excess agent afterwards.
- **S**weep from side to side. NOTE- It is important to sweep the agent across the base of the fire to insure proper agent distribution until the fire is out. Discharging agent without sweeping it across the fire can in some cases actually spread the fire.
- Everyone should be trained in the use of extinguishers at least annually.
- Always remember to stand at least 5-8 feet back from the fire before discharging an extinguisher.
- Fight the fire only as long as it is safe to do so.
3. **Additional procedures** to follow in an emergency are:

- 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.

- Plans should be developed and modified as necessary to include the shut down or securing of any critical equipment, experiments, cash drawers, high value items, etc. The plan shall state that this may be done ONLY in cases where time and safety permits. Such procedures include, but are not limited to:

  - Securing all cash drawers, either by locking them or taking the drawer with you and having at least one other individual with you during the evacuation for security is recommended. Notify the first Campus Police Officer to arrive on the scene that you have high value items. This does not include personal items such as purses, jewelry, etc.

**DO NOT:**

- Spend time collecting papers or personal items or wait for others who are doing so.
- Go back into the building once you have evacuated because you forgot something.
- Try to evacuate through smoke or fire. Use a second exit or an area of refuge until assistance can arrive.

- Develop a location for all occupants to meet outside. This area should be away from the building, not in the path of emergency vehicles and not blocking access to emergency equipment. When possible, take a count of all persons known to be in the building. Report any people missing to the first arriving emergency responder.
F. PROCEDURES FOR SITE SPECIFIC AREA (SSA)  
(P&A)

All procedures listed in Section C and D above apply, plus the following.

1. **Building Information.** In the case of a fire emergency in (P&A), the following needs to be known by all personnel.
   - The building has a **(PARTIAL – IN BASEMENT ONLY) sprinkler system.** This means that some or all areas have automatic fire sprinklers.
   - The building has **(PARTIAL – MECHANICAL AREA ONLY) smoke detection.** This means certain areas have, in addition to the sprinklers, area smoke detectors.
   - The building has **(VARIED - WATER, DRY CHEMICAL, HALON) fire extinguishers.** This means that those areas determined by fire code have been provided with portable fire extinguishers.
   - The building has a “**(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 a “**(NO) voice-evacuation system.** This is a verbal announcement to evacuate the building which initiates in conjunction with **audible/visual alarms.**
   - The building has “**(NO) 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 (0) 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- INTERNALLY LIT) Exit signage.** Staff must be able to know locations and directions to all exits and assist patrons in evacuation.

2. **Notification Procedures.** Standard procedures for emergency response and evacuation from (P&A). NOTE- In all cases of emergencies, 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.

   - In case of sight/smell of smoke/fire and the **alarms have not activated** via fire alarm pull station, smoke detector and/or fire sprinklers.
     1. Verbally notify all occupants in the area to evacuate.
     2. Initiate a “domino” evacuation by sending available staff to all floors/areas to verbally evacuate occupants.
     3. Instructors, researchers, staff and personnel in charge of special events will be responsible to evacuate all students, guests and patrons.
     4. Contact Campus Police via phone from a safe location and report the location and nature of the emergency.
     5. As is possible, with available staff, post staff members at all entrances to prevent personnel from entering or re-entering the building.
b. In case of sight/smell of smoke/fire and the **alarms have activated** via fire alarm pull station, smoke detector and/or fire sprinklers.
   i. Ensure all personnel in your area evacuate immediately.
   ii. Instructors, researchers, staff and personnel in charge of special events will be responsible to evacuate all students, guests and patrons.
   iii. Contact Campus Police via phone from a safe location and report the location and nature of the emergency.
   iv. As is possible, with available staff, post staff members at all entrances to prevent personnel from entering or re-entering the building.

c. **Notify Campus Police.** From a safe location, call Campus Police via 911 on a UNM line or 277-2241 from a cell phone. Report what is known about the emergency. DO NOT say there is a fire if you don’t see flames.

3. **Critical Functions.** (P&A) has (NO) **critical functions** which require staff to remain at their desks, areas or equipment. All personnel will evacuate. Such critical functions will include:
   i. There are no critical functions noted or submitted for review in P&A.

4. **Evacuation points.** Evacuate at least 100-150 ft. from the building.
   a. **Evacuation Direction/Location.** (P&A) staff will ensure that all staff are briefed/trained on the following evacuation direction(s), Location(s) and Evacuation point(s).
   b. Utilizing the (EXITS ENTERING THE CENTER PARKING LOT.), evacuate (WEST, THEN NORTH THROUGH THE PARKING LOT) to (THE NORTH PARKING LOTS ARE DESIGNATED AS PRIMARY EVACUATION ASSEMBLY POINTS OR “PEAP”).
      i. Utilizing the North exits from each section of the building, evacuate North to the designated PEAP.
      ii. Utilizing the South exits, proceed West along the Lomas Blvd. Sidewalk, then North through the parking lot to the designated PEAP
c. During inclement weather, evacuate occupants as possible to the Secondary Evacuation Assembly Points (SEAP) to the (UNMH Parking Structure to the East of P&A and possibly into UNMH if needed).
      i. Proceed North from the PEAP to the SEAP at Novitski Hall across Camino De Salud. Use caution as this is an entry point for emergency vehicles and there is vehicle traffic. Post safety guards as needed when crossing.

5. **Evacuation of Persons with Disabilities.** This facility is (partially) sprinkled in the basement only. Procedures for evacuation of the disabled will include the following.
   i. Individuals with Disabilities. Provisions for Individuals with Disabilities must be observed and provided for by (P&A) staff on a daily basis and during special functions. Equally important, the evacuation of individuals with Disabilities must not interfere with the normal flow of evacuation traffic. In all cases, all patrons must have access to the exits.
   ii. Persons with Disabilities on the ground floor level may evacuate unassisted via the level exits or ADA ramp(s) at the (Main West, South Lomas, or ADA ramps from Building 207 B, C.) exits.
   iii. Individuals with Disabilities may be evacuated from the upper/lower levels to (NA there is no ADA access to the basement or small 2nd floor penthouse).
   iv. There are no ADA exit ramps on the North side of the building. Should a person needing assistance exit to one of the North loading docks, a second individual
should be designated to notify the first arriving emergency responder of the location of persons needing rescue.

6. **Personnel Count.** Once evacuated to specified locations staff will attempt to make an accounting for all personnel evacuated.
   
   i. (P&A) staff, class/lecture instructors etc. will ensure that all occupants under their control have evacuated and are as best as possible and accounted for at the evacuation point(s).
   
   ii. (P&A) staff will advise the first arriving emergency responder that all occupants are accounted for or if known, any personnel who have not evacuated nor need assistance.

7. **Special Medical/Rescue personnel.** (P&A) has (NO) established response staff for this purpose. For medical response the following procedures will apply.
   
   a. Ascertain as best as possible, the nature of the medical emergency.
   
   b. Make the individual as comfortable as possible. DO NOT render medical attention beyond ones ability/training.
   
   c. Notify Campus Police. Inform dispatch of the location of the individual requiring medical attention and the nature of the injury.
   
   d. Have a second staff member meet the first arriving emergency responder outside and direct them to the location as needed.

8. **Building Contacts.** (P&A) staff should appoint and make available when possible, staff that are able to provide specific information to emergency responders on building contents, personnel, special hazard etc. Personnel and information includes:
   
   a. Names and phone numbers on file with proper authorities.

9. **Procedures for classes/events in session.** For operations involving research, lab work, metalworking, etc. the following shall apply.
   
   a. **Computer programs** will not be saved (beyond hitting a save button once), nor will computers be turned off before evacuation. Leave all computer stations “as-is” and evacuate.
   
   b. **Metal shop.** Should alarms be activated from another location (fire is not in metal shop) and it is safe to do so, turn off all equipment. Assure that shut off switches are clearly marked and accessible.
   
   c. **Lectures.** Events in the lecture hall will be immediately suspended and the occupants evacuated.
   
   d. **Events.** In the case of special events involving public attendance, dining events or other events designated under “special events” by SRS, the event coordinator will immediately stop any activity such as a speech, lecture or presentation, food service etc. and initiate evacuation. Should the event involve catering (where sterno warming trays are used), the caterer (who must be in attendance) will if time/safety permit, extinguish all open flames. The caterer will not attempt to retrieve any equipment prior to evacuation.
   
   e. **Lab work, Research.** Should alarms be activated from another location (fire is not in the lab) and it is safe to do so, turn off all equipment, experiments, lasers and other devices which might be hazardous if left unattended. Assure that shut off switches are clearly marked and accessible.
10. Public Assembly Areas/Buildings (pertinent if lobby or classrooms are used for such events)

This section applies to those areas of (P&A) which may be used for a public or private function of 50 people or more. Additionally, the following special considerations are required. Event Coordinators will develop a specific plan to deal with each type of event Plans will be submitted to SRS for review and approval at least two weeks prior to the event.

a. Special procedures must be developed to evacuate patrons of public events quickly with minimum panic. An Event Coordinator will be present for all such activities. This individual will be a UNM Staff member. SRS will provide any special safety requirements and/or evacuation procedures as needed.

b. The procedures must include staff personnel who are trained in evacuation of large crowds. The Life Safety Code requires a provision of one (1) crowd manager for every 250 patrons (all events up to 250 will have at least one UNM P&A staff member present who is responsible for emergency actions. The procedures must be approved by SRS and all staff, including volunteers, must be trained on these procedures.

c. Provisions for the mobility impaired must be included in the special events plan. The evacuation of able bodied persons must not interfere with mobility impaired patrons. Equally important, the evacuation of mobility impaired patrons must not interfere with the normal flow of traffic. All patrons must have access to exits.

G. SPECIAL FUNCTIONS

Any special function not covered above will be evaluated separately, and a specific Fire Evacuation and Safety Plan will be prepared for that function. The plan for special functions will be approved for that function only. It will be re-evaluated as necessary should the function occur on another occasion. The person(s) responsible for the event must contact SRS in writing at least two (2) weeks prior to the function/event. SRS will assist in developing a specific fire evacuation plan for that event. Documentation must include:

1. Function/event location,
2. Date(s), time(s) of event,
3. Nature of the event,
4. Expected number of attendance,
5. Seating arrangements (requestor must submit a detailed diagram),
6. Special operations such as open flames, catering, cooking, pyrotechnics, decorations, props etc.
7. Number of staff available (staff which will be “Crowd Control Managers or CCMs” who will be trained in safety and evacuation procedures for that event. SRS will determine final number needed based on information received.
UNM FIRE PLAN SUMMARY

Fire prevention and fire safety are the responsibility of all employees. The importance of all employees taking an active role in fire prevention cannot be over emphasized. Correct action by an employee in the early stages of fire can make the difference in the outcome of the incident. This plan is a guide to assist you with the actions necessary in the event of a fire or an alarm within your facility. Take a moment to review and learn your role within the plan and be prepared to put the plan into action should the need arise.

FIRE PLAN ACTION STEPS

WHEN YOU DISCOVER SMOKE OR A FIRE:

A LERT.
Alert people in the immediate area, pull the fire alarm (if available), and then dial 911 to report the smoke or fire from a safe area.

C ONTAIN
Close all the doors to contain the fire.

E XTINGUISH
& EVACUATE
Extinguish small fires. Do not attempt to extinguish large fires. Evacuate the building/area.

WHEN TO FIGHT A FIRE — Fight the fire only if all of the following are true:
- You have had training in the use of the extinguisher.
- The fire is small and confined to the immediate area where it started.
- You can do so without endangering your own safety, i.e., you can fight the fire with your back to a safe escape route.
- The Fire Department is being called.

FIRE EXTINGUISHER OPERATION:

P ULL THE SAFETY PIN ON THE EXTINGUISHER

A IM AT THE BASE OF THE FIRE

S QUEEZE THE HANDLE TO DISCHARGE AGENT

S WEEP FROM SIDE TO SIDE
FIRE EVACUATION PROCEDURES
(A quick look at your safety)

We never know when a fire emergency will occur in any facility. With this in mind, it is important that we are prepared for the need to evacuate the building at a moments notice.

There are different reasons the alarms may activate.
- Of course the primary reason is that there is fire, smoke or a hazardous situation which activated the alarms.
- The alarms may be part of a scheduled and required test or fire drill.
- There are times when an unintentional or accidental activation does occur.

In any case, it is with your safety in mind that all occupants react quickly and properly to any alarm activation. In cases of scheduled tests, notifications will be sent out permitting occupants to disregard the alarm. If you are not notified that it is a test (not to include fire drills) please respond as if it is an emergency.

Please follow these basic guidelines for emergency evacuation. When the alarm activates:

- **DO** stop what you are doing and proceed to the nearest exit.
- **DO** ensure all staff, students and researchers are evacuated.
- **DO** ensure that you direct any visitors to evacuate.
- **DO** attempt to fight the fire with a portable fire extinguisher **IF** it is small, **IF** you know how to use an extinguisher **AND IF** the building has been evacuated.
- **DO** close doors behind you to help contain or slow the progress of fire/smoke.
- **DO** move at least 100-150 feet from the building.
- **DO** proceed to a designated Evacuation Assembly Point for your building or department.
- **DO** have an alternate Evacuation Assembly Point for inclement weather (i.e. the next building or covered area at least 100 feet from your building).
- **DO** Call Campus Police at 911 (on a UNM phone) or 277-2241(on a cell phone)
- **DO** make the call from a safe location and report ONLY what you know.
- **DO** approach the first emergency responder if you know the cause/location of the alarm.
- **DO NOT** finish any work, research, experiment or phone conversation.
- **DO NOT** close your door and continue working.
- **DO NOT** turn off your computer.
- **DO NOT** return to the building because you forgot something.
- **DO NOT** re-enter the building if you hear the alarms being shut off until directed to do so by authorized persons (i.e. Campus Safety, Campus Police, Fire Department).
- **DO NOT** attempt to fight the fire if it is too large, or you don’t know how to use the extinguisher, or you are responsible for customer/patient evacuation.

Additional procedures may apply for special situations. Please contact the Safety and Risk Services (SRS) University Fire Marshal at 277-4076 for assistance in developing special procedures.
**FIRE EMERGENCY**

- **Review basic evacuation procedures on first day of work and annually thereafter.**
  - Devices that must be turned off or special actions in an emergency (turn off heating devices, secure critical equipment, etc. If safe to do so. (Evacuation takes priority over turning off equipment if not safe to do so).
  - Exit routes – Note at least two routes of egress from the room/building.
  - Designated evacuation location point(s) from the building to include for inclement weather.
  - Supervisor is responsible for ensuring their staff is fully evacuated by taking a head count.
  - DO NOT pick up belongings, save computer work; pack up a laptop etc. before evacuating.
  - Emergency (fire) do not hesitate to evacuate in an emergency.

- If the fire alarm activates: immediately evacuate your office/room via the closest safe exit.
- Activate the nearest fire alarm pull station to evacuate the entire building (pull stations are located at/near exits).
- Close all doors as safety permits while evacuating.
- Ensure staff is assembled at least 100 feet from the building; take role to ensure full evacuation.
- If you notice a fire situation and the alarms are not activated, immediately evacuate your office/room.
- Activate the nearest fire alarm pull station and evacuate as noted above.
- Call Campus Police at 911 from a UNM phone or 277-2241 from cell phones - *from a safe location.*
- Report what is known about the emergency to dispatch.
- If you know the situation, report to the first emergency responder to arrive and provide pertinent information.

**MEDICAL EMERGENCY**

- Isolate or protect the injured person as best as possible and call 911 (or 277-2241).
- Report the need for medical assistance, the building number and/or location of the injured and as much as is known of the medical emergency to Campus Police Dispatch.
- DO NOT move the person if injuries are such that they are life threatening or would cause additional injury.
- Render ONLY the level of medical assistance as you are qualified to provide.
- DO NOT attempt to render medical assistance if you are not trained to do so.
- Standby the individual. Send another person to direct medical personnel to the location of the inured person.
- Complete an incident report/First Report of Accident form and return to Human Resources within 24 hours.

**SUSPICIOUS PERSON, PACKAGE OR BOMB THREAT EMERGENCY.** Follow instructions on the yellow bomb threat card (attached) and/or Campus Police as the situation calls for.

- **DO NOT** use the fire alarms for evacuation. Evacuation will be done verbally or by Campus Police.
- **DO NOT** touch, open or handle any suspicious device.
- If you notice a suspicious package or are notified of a device in the building, call Campus Police from a safe location outside the area of the device or if needed, outside the building. (911 from UNM line, 277-2241 from a cell phone)
- Attempt to identify visual aspects of a package or person reporting a bomb or making a threat if safe to do so.
- Attempt to identify verbal aspect of a call such as accent, voice tone, wording, background noise, mannerism, etc.
- Report as much information as possible to Campus Police.
- Campus Police will direct you to standby or evacuate the building. Follow their directions.
- If notified to evacuate, do so verbally. Send others to verbally evacuate other floors/areas.
- If safe to do so, cordon off the area. Keep others from approaching the device or location of a suspicious device.
- Do not turn anything on or off. Leave the building. Move at least 100 feet from the building.
- Nobody should leave the premises or re-enter the building until they have been given permission to do so.

**SHELTER IN PLACE/ VIOLENT BEHAVIOR**

- If an individual displays violent behavior (verbal, written, physical or nonverbal threats that cause fear), direct someone to call 911 from a UNM phone or 277-2241 from a cell phone to reach Campus Police.
- Work with Campus Police to give any information needed.
- For Campus Wide Crises, you may also be notified by the following media:
  - TextMe or Email Alerts (Sign up at [http://textme.unm.edu](http://textme.unm.edu))
  - Warning Siren System – **If the UNM warning sirens are activated, take the following actions immediately.**
    - **Step One:** Take immediate cover, lock your door and stay away from windows.
    - **Step Two:** Seek additional information from: TextMe Alerts - Email Alerts - UNM Web Page - Local Media.