Emergency Contact List:

**UNM Police** 277-2241  
**UNMH Emergency Center** 272-2411

**Safety and Risk Services (SRS)** 277-2753 or 277-9790  
**SRS Duty Officer – Emergency** 505-951-0194 (24 hrs)

**Employee Occup. Health** 272-8044 (M-F 8am-4:30pm)  
**CARS** 272-6868

- In case of emergency, call **UNM Police 277-2241** or call 9-911 from any phone.

- In case of an emergency evacuation or fire alarm, **all employees should meet in the parking lot in front of RIB** building in order to account for everyone.

- All employees are encouraged to sign up for LoboAlerts to receive UNM text messages about emergencies: [http://loboalerts.unm.edu](http://loboalerts.unm.edu). In case of an emergency, a text message will be sent out along with an email that includes specific instructions depending on the situation. Please follow instructions provided in the text message/email. An all-clear message will also be sent once the situation is resolved.

- When a situation arises and a text/email alert is sent out, the Department Administrator (Backup: Senior Fiscal Services Tech) will personally notify employees located in MRF. The Administrative Assistant (Backup: Department Administrator) will personally notify employees located in RIB, and the COP Dean’s office will notify employees located in NRPH. All doors should be locked and secured.

- For laboratory safety issues/concerns, please contact **Lab Manager Debra MacKenzie, 272-6535** (dmackenzie@salud.unm.edu).

- A list of emergency contact cell phone numbers is on file with the Department Chair, Department Administrator, and Administrative Assistant III. A basic first aid kit is also maintained in the Dept Administrator’s office.

- UNM Emergency Alert Sirens are sounded in the event of an emergency that makes it dangerous to be outdoors – during an alert, people who are on campus should seek shelter in the nearest building.

- In case of a **chemical spill**, remember **EAR**:
  - **E** - Evacuate the area.
  - **A** - Alert someone for help (Call Safety & Risk Services 277-2753 or 9-911)
  - **R** - Remain in a safe place.

- In case of a **fire**, remember **RACE**:
  - **R** – Rescue people in immediate danger if trained to do so.
  - **A** – Alert people in the area by pulling the fire alarm (Call 9-911)
  - **C** – Contain the fire by closing all doors.
  - **E** – Extinguish small fires and evacuate, if appropriate.

- To **operate a fire extinguisher**, remember **PASS**:
  - **P** – Pull the pin.
  - **A** – Aim the extinguisher nozzle, horn or hose at the base of the flame.
  - **S** – Squeeze or press the handle.
  - **S** – Sweep slowly from side to side at the base of the fire until it goes out.

- In order to prevent violence in the workplace, make sure to report any threats or assaults, use the buddy system any time you think your personal safety is at risk, and contact UNM Police for guidance, information, or escort (277-2241).

- Crisis counseling is available for UNM employees at Counseling, Assistance and Referral Services (CARS), 272-6868 and also for UNM students at Student Health & Counseling, 277-3136.