

Emergency Procedures Manual

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Building Maintenance

Building Emergencies

Windows, Doors, Roofs & Skylights, etc.

During regular office hours, call library administration, 277-8649, or email the admin staff about the problem. After office hours, call the Circulation Desk, 277-6236. These units will call the Physical Plant, 277-1600, or the Campus Police, non-emergency, 277-2241.

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Elevator

Elevator Will Not Respond

- Determine if anyone is in the elevator. If so, reassure them that help is on the way.
- During regular office hours, notify library administration, 277-8649. After office hours, call the Circulation Desk, 277-6236. These departments will contact Campus Police, non-emergency, 277-2241.

Use of Elevator

The library elevator is ADA compliant for wheelchairs to allow disabled patrons to access the upper and lower floors of the library as well as the basement restrooms. However, the restrooms are not ADA compliant for wheelchairs.

In the event of a fire emergency, the elevator would not be operational. Any disabled patron left on the upper floor would have to be assisted by a library staff member to an area of assisted rescue. (See Disabled Patron procedures)

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Food and Drink Spills

- If you notice a spill anywhere in the library, contact the Administration office, 277-8649, during regular business hours. They will call the custodial crew to come clean up the mess.
- After hours notify the Circulation Desk, 277-6236. They will call the Campus Police, non-emergency, 277-2241. Depending on the situation, they will let the circulation person know if they can notify the on-call evening custodial person to come clean up the spill.
- Fill out an Incident Report form and email to the director, associate director and unit administrator. The form is located on the Z: Drive in the Forms & Templates folder.

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Furniture Damage

Assess the Damage

Floodwater damage to wood furniture can cause changes in structure and appearance. Joints could be loosened and the wood may warp and possibly crack. The finish will get cloudy and staining could occur. Decide which pieces are worth restoring before trying to salvage damaged wood furniture. Base your decisions on:

- Extent of damage
- Cost of the individual furniture
- Cost of restoring the furniture

Solid wood furniture can be restored unless the piece was in the water for several days to a week. Clean and dry the piece before assessing whether or not it can be repaired. Wet wood expands and then shrinks as it dries.

Veneered furniture may not be worth the cost and effort of repair. Veneered furniture usually has a plywood, particleboard, or medium density fiberboard core which can swell when wet. If veneer is loose in only a few places, have a professional do the repairs.

Salvaging the furniture

If some of the wood furniture is salvageable, slow drying and proper repair are important.

Submerged furniture

Take furniture outside to remove panels, drawers and doors, if possible. Do not force parts out. Hose off mud and dirt inside and out. Take furniture to a well-ventilated storage area. Do not dry the furniture in the sun because of warping. Check furniture. Remove pieces as soon as this can be done without forcing. It could take weeks to months before furniture is dry and ready for restoration. Mildew will grow as long as the wood has moisture content above 20%. The use of mineral spirits on mildewed surfaces will help. Solid wood furniture with a cloudy finish, flaking or missing finish, cracks and warped boards can still be salvaged. Compare with the cost of buying new furniture. Veneered furniture that has been submerged will be difficult to salvage. If the veneer is loose in only a few places, it may be salvageable.

Damp Furniture

If white spots or cloudy film developed, to remove the spots.

If most of the surface is affected, rub with damp cloth dipped in turpentine or in solution of one half cup household ammonia and one-half water. Wipe dry at once and if color is restored, polish with wax or furniture polish. If color not restored, dip a piece of #000 steel wool in oil.

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Power Failure

This policy is intended to deal with unexpected power failure, usually of uncertain duration. The main purposes of the policy are to provide:

- Safety of staff and patrons
- Protection of electronic equipment and data
- Security of library materials

When a Power Failure Occurs

1. Check the elevator for patrons. Do not allow patrons and staff to use the elevator in the event of an emergency or power outage.
2. Building occupants should find their way to a lighted area and await further instructions. A staff member should walk through the library to provide assistance to patrons. Flashlights are available at all public service areas (Circulation & Reference Desks).
3. Staff should turn off power switches on all computer equipment in the library.
4. Administration will place the necessary call to Campus Police, non-emergency, 277-2241 during normal working hours and give specific information of problem, location, source and emergency medical needs if any.

Regular Business Hours

- During regular office hours notify: The Library Administration Office, 277-8649
- The Administration Office will notify: The UNM Physical Plant Department, 277-1600

After Office Hours

- After office hours notify: The Library Circulation Desk, 277-6236
- The Circulation Desk personnel will notify: The Campus Police, non-emergency, 277-2241

Note

If the library receives notice from PPD that the power will be off for an indeterminate duration, the Library Director or Associate Director will be notified during business hours or after hours to determine library closure.

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Roof and Skylights

Draft under development

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Sprinkler System

Draft under development

The library currently has a sprinkler system in the Rare Book Room, 3314, the King Archive room, 3225 and Technical Services rooms 1313, 1312, 1311, and 1310.

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Utility Failure & Maintenance

A utility failure refers to electricity, steam, water, sewer, gas, telephone, chilled water, gases or ventilation.

Electrical Power Failure

- If you are in an unlighted area, proceed cautiously to an area that has lighting.
- Provide assistance to patrons, if needed.
- If instructed to evacuate, proceed cautiously to the nearest exit.
- Do not allow patrons to use the elevator.

Elevator Failure

- The elevator is equipped with an emergency button and communication speaker connected directly to Campus Police.
- If you are trapped in an elevator, contact Campus Police using the emergency button, remain calm help will soon arrive.
- If you discover an emergency (trapped occupants) in the elevator, notify the Library Administration office immediately at 277-8649.

Gas Leak Detected

- Evacuate the building
- Do not turn on or off any electrical appliances, lights, etc.
- Assist patrons with disabilities, if needed.

Plumbing Failure/Flooding

- If there are electrical appliances and outlets near the leak, use extreme caution.
- If there is any possible danger, evacuate the area.
- Be prepared to assist in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, by covering, removing or elevating them.
- If possible, put caution tape around flooded area.

Heating, Air Conditioning & Ventilation

- If you detect smoke or odors that may be harmful to patrons or staff, evacuate the area.
- If the heating or cooling system is not functioning properly notify, the proper staff to call PPD.

Contact Information for Utility Failure

Regular Business Hours

- During regular office hours notify: The Library Administration Office at 277-8649

- The Administration Office will notify: The UNM Physical Plant Department (PPD) at 277-1600 or Campus Police, if necessary.

After Office Hours

- After office hours notify: the Library Circulation Desk, 277-6236
- The circulation desk staff will notify: Campus Police, non- emergency, 277-2241

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Water Damage and Flooding

Water damage and flooding can occur from an intense rain storm which could cause a faulty roof to leak or from a number of other sources such as broken pipes, clogged drains that cause flooding and through broken skylights or cracks in windows that could cause rain damage to furniture and books.

1. Advise the library staff of exact location and severity of the leak or flood. See below for contact information.
2. Tell police dispatch whether any valuables, art collections or books are involved, or are in imminent danger.
3. If it is a minor leak cover the library materials in the area, with provided tarps. Move materials if possible and place buckets under the leak to limit damage. Place caution tape around area.
4. If there are electrical appliances or electrical outlets near the leak or flood, use extreme caution. If there is any possible danger, evacuate the area. Do not enter a major flooded area.
5. If closing the library is necessary, follow Closing the Library procedure.

Regular Business Hours

During regular office hours notify Library Administration at 277-8649 and they will contact the UNM Physical Plant at 277-1600.

After Office Hours

1. After office hours notify the staff person at the Circulation Desk at 277-6236.
2. The Circulation Desk will call the Campus Police, non-emergency, 277-2241. Tell the Police dispatcher if it appears that the leak or flooding will cause damage to property.
3. Notify the Director or Associate Director if it is a major leak or flood. See the Law Library Emergency Phone Contact List for numbers.
4. File an Incident Report. See attached copy under forms.

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Building Safety

Animals

- Animals are not allowed in the library, with the exception of service animals and service animal trainees. See definitions below.
- If an animal wanders into the building unattended, contact Campus police at the non-emergency, 277-2241.
- If birds or other flying insects are seen in the library or mice, roaches and ants are seen crawling along the walls or any place in the library, contact library administration during regular office hours at 277-8649. They will contact the Physical Plant (PPD) to help deal with the birds or flying insects. PPD can spray for the crawling creatures and set humane traps for the mice. For problems with animals after hours, call the Campus Police at 277-2241. (See Insects or Other Pests)

Service Animals

"Service animals are animals that are individually trained to perform tasks for people with disabilities- such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. **Service animals are working animals, not pets.**"

If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

[Source: U.S. Department of Justice, Civil Rights Division, Disability Rights Section, ADA Business Brief: Service Animals, April 2002.]

Many individuals prefer to identify their service animal generically to avoid disclosing the nature of their disability. While most service animals are dogs, other service animals include cats, monkeys, birds and miniature horses.

Companion animals are pets and may be excluded from Library facilities. **Pets are not allowed in the Law Library.**

Guidelines

Under the Americans with Disabilities Act (ADA), organizations that serve the public, like the Law Library, must allow people with disabilities to bring their service animals into all areas of the facility where patrons are normally allowed to go. The ADA provides greater protection for individuals with disabilities and so it takes priority over local and state laws and regulations.

A person with a disability cannot be asked to remove his or her service animal from the premises unless:

- The animal is out of control and the animal's owner does not take effective action to control it (for example, a dog barks repeatedly at a staff member or patron) or
- The animal poses a direct threat to the health or safety of others. Allergies or fear of animals are generally not valid reasons for denying access to Library facilities or refusing Library service to people with service animals. Any service animal that displays vicious behavior towards staff and patrons may be excluded.

Service Animal Etiquette

Library employees may legally ask a person using the Library with an animal the following questions:

- Are you disabled?
- Is this a service animal?

Employees may not ask what kind of disability the person has nor request proof that the animal is certified.

- Are you blind in both eyes?
- Do you have a letter from a doctor to prove you're disabled?

Do not touch the service animal or the person it assists without permission. This applies to both employees and patrons of all ages.

Liability

Violators of the ADA can be required to pay money damages and penalties.

If the Library normally charges patrons for damage they have caused, a patron with a disability may be charged for damage caused by his or her service animal.

A person utilizing a service animal or a service animal trainer may be liable for all injury and damage caused by his or her animal while within Library facilities.

Rationale

- [ADA Business Brief: Service Animals](#)
- [Commonly Asked Questions About Service Animals in Places of Business](#)

Resources

- ADA Information Line: 800-514-0301
- [ADA Business Connection](#)

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Emergency Exits

The library has one emergency exit backdoor on the upper floor and two emergency exit backdoors on the lower floor. The doors have attached alarms that sound when pushed.

Upper Floor – backdoor exit with door alarm opposite the Faculty Services Center, near carrel #35

Lower Floor – backdoor exit with door alarm to far right of back windows, nearest carrel #70 and stack 22/23

Lower Floor – backdoor exit with door alarm by the newspaper shelving to left of the back windows near carrel #71

There are three other library exit doors that can be used to exit the library during a fire or other disaster.

- Technical Services backdoor exit to parking lot nearest the North Golf Course
- Upper floor South exit to the Mountain Wing faculty offices and study rooms
- Library front door entrance/exit

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Hazardous Materials

1. Avoid contact with toxic substances, and keep patrons and guests away from area where there is a reported hazardous chemical spill or hazardous material condition.
2. Employees should promptly report hazardous conditions and work related injuries or exposures due to hazardous material to their supervisors and contact library administration to call Campus Police, 911 and Public Safety, 277-2222 if necessary, to report the details of the situation involving hazardous materials.
3. If immediate danger is present, evacuate the building. See Evacuation Procedure

Employee Information and Training

Every UNM employee will receive a basic orientation to the Hazard Communication Program, which will be provided by a chemical safety officer or a supervisor. It will include the following:

- requirements of the OSHA Hazard Communication Standard;
- explanation of UNM's Hazard Communication Program, including labeling system, MSDSs and how employees can obtain hazard information;
- description of the various methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
- general guidance on the selection of protective measures to reduce chemical exposure;
- information on safety resources; and
- emergency procedures to be used in the event of accidental exposure to hazardous chemicals, including emergency phone numbers.

A toxic substance is a substance or combination of substances that, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment.

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Insects or Other Pests

Sanitation

1. When roaches or other pests are present, notify library administration during regular business hours, 277-8649.
2. Administration will place a call to the Physical Plant for the proper personnel to come spray for bugs.

Medical Emergencies

1. Insect bites, bee stings, etc. need to be reported to library administration, 277-8649. After hours report this to the Circulation Desk, 277-6236.
2. These units will call the Campus Police non-emergency number, 277-2241.
3. Prepare an Incident report to be sent to the directors and administration.

Note: Worker's compensation forms are filed if the victim is a staff member. See Medical Emergencies section for more information.

Collection Damage

1. Any signs of wormholes or other pest/insect infestation need to be reported to library administration 277-8649.
2. Prepare an incident report to be sent to the directors and administration.

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Odors and Toxic Fumes

Toxic fumes can infiltrate into or through a building from various sources – improperly stored chemicals, faulty refrigeration, equipment fires, gasoline engines operated near air intakes, etc.

If The Presence of Unusual Odors Or Toxic Fumes Is Suspected

- Try to identify the source of any unusual odor.
- If there are safety concerns and personnel are experiencing symptoms such as headaches, nausea, burning eyes, or breathing difficulty, evacuate the area and remove the victims to fresh air.
- If the situation is extremely threatening, activate the nearest fire alarm pull station.
- Give specific information on the problem, the location, the source and emergency medical needs if any.

Regular Business Hours

- During regular office hours notify: The Library Administration Office at 277-8649
- The Administration Office will notify: The UNM Physical Plant Department, 277-1600
- The Administration Department will notify: The Campus Police, Non Emergency, 277-2241, if necessary.

After Office Hours

- After office hours notify: The Library Circulation Department, 277-6236
- The Circulation Department will notify: The Campus Police, Non Emergency, 277-2241

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Power Failure

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Problem Patrons

Library personnel approaching rule-breaking patrons should:

- Always inform other staff members whenever you plan to approach rule-breaking patrons.
- Identify yourself (speak in a soft tone).
- Assume the patron is unaware they are violating a rule.
- Point out the rule and explain its reasoning.
- If possible, offer an alternative.
- Try to be friendly, helpful, and non judgmental.
- Never touch patrons.
- Don't stand too close to the patron (stay out of arms reach).
- Never approach rule-breaking patrons by yourself in isolated areas (ask another staff member to go be with you in the general area; after business hours alert Campus Police, 277-2241 about behavior before approaching the patron).
- Be observant and alert to all that is happening before approaching rule-breaking patrons. Sometimes not approaching at all is the best decision. Some situations may require Police assistance immediately call Campus Police, non-emergency at 277-2241 if behavior is non-threatening or call 911 if there is danger to others).

If a patron refuses to stop inappropriate behavior:

- Remain calm and courteous.
- Inform them of the consequences of their actions.
- If the inappropriate behavior continues, take the necessary action; i.e., call Campus Police, 277-2241 or 911 in case of an evident emergency.
- Prepare an [Incident Report form](#).

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Receiving Door Procedures in Technical Services

When an unidentified individual rings the back door bell the following procedures should be followed:

- Ask a fellow staff member to accompany you to the door, if you consider the individual is “suspicious looking.”
- Ask the individual who they want to see. Have the individual wait at the door and then inform that staff member about this individual. Let the staff member decide whether to allow this person to enter.

If the individual at the receiving door becomes belligerent, and the staff member feels threatened, follow these procedures:

1. Call Campus Police non-emergency number (7-2241) and tell the dispatcher what is happening, give them your location. If calling from a land line, call Campus Police (7-2241).
2. Inform staff at the Circulation Desk concerning this person.
3. Prepare an Incident Report to be sent to the director, associate director and office administrator.
4. If a staff member is receiving a friend or family member: inform all staff members who is visiting and at what time.

If a friend or a family member of a staff member arrives unannounced, follow these procedures:

- Inform the individual at the door that the staff member needs to be informed. Do not allow the individual to enter.
- Let the staff member decide whether he or she wishes to see this person.

All staff members need to be aware concerning the security of the backdoor by Tech Services. No public access is allowed there. Delivery by UPS, FedEx, DHL, US Postal Service deliveries and UNM mail deliveries are all identifiable. If unsure, ask for ID before opening the door. This applies to the UNM Police and the Fire Department personnel, as well. All staff members need to be informed of date and time of services requested for the library from such departments as, plant care and maintenance, Business Environments, Physical Plant services. It is recommended that an e-mail be sent making all staff members aware of the arrival and time when that service will be occurring.

The back door should not be propped open for an extended length of time. It should be kept open only as is needed to assist in maneuvering bulky objects, such as furniture and recycling bins.

When a delivery is received, always escort the driver to the office requested.

The back door should always be locked and the buzzer system checked twice a year in January and July.

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Shelving Collapse

In the event of a shelving collapse, it is likely that many books will be dumped out in piles onto the floor, and in some cases, people could be injured or trapped. The essential response is to deal with injuries, cordon off the area to prevent additional injuries, notify administration and staff, and plan for recovery.

Immediate Response (to be carried out by Circulation Desk staff on duty)

1. If anyone is injured in a manner constituting a medical emergency, **CALL CAMPUS POLICE (911)** for medical assistance. Be clear to them that you need medical assistance at the Law Library, Bldg. 218, Bratton Hall, at 1117 Stanford NE. Do not hang up until the Campus Police Dispatcher tells you to. Consult the policy on Medical Emergencies and Injuries for further information, and for policies dealing with non-emergency injuries.
2. Cordon off affected area using "Caution" tape stored in the Circulation Desk area.
3. Verbally notify all members of the Circulation and Reference desk staff on duty.
4. Notify the Director and Associate Director. If they are not in their offices, leave messages and additionally notify one of the staff in Library Administration, rm. 3329.
5. After hours, notify the Director and Associate Director at home using the numbers listed on the Emergency Contact list. Leave messages if not at home.
6. Send an e-mail to [Library Staff](#) detailing the problem.
7. Fill-out an [Incident Report](#) to record what happened for email to the director, associate director and the unit administrator.

Follow-up Response (by Library Administration)

1. Coordinate with Director and Associate Director to assess damaged area and formulate a plan for recovery for the affected space and the repairs needed to any damaged material.
2. Coordinate with Associate Director and Circulation Supervisor to have books removed from affected area and re-shelved when repairs to shelves are complete.

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Suspicious Mail or Packages

Be on the lookout for unusual looking mail when you are sorting envelopes and boxes delivered to the library and don't forget to wear protective plastic gloves when sorting mail if you are concerned about your health or safety.

Letters or packages heavy for their size, excessive postage or tape, no return address to a particular person should be considered suspicious. Note any boxes in size, shape or material use that are not normally used by known vendors. Also notice any chemical residue, oil or powder on the envelope or package.

1. Do not attempt to open, examine or move suspicious envelopes or boxes.
2. Notify library administration about your concerns at 277-8649.
3. Library administration will call Campus Police at 277-2241 during normal business hours.
4. Do not attempt to evacuate the building unless told to do so by UNM Police, or the director of the library. Staff should aid in building evacuation, using fire evacuation plans. See Evacuation Plan.

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Suspicious Persons

1. Any suspicious person(s) should be reported to the circulation supervisor or Associate Director immediately to decide if campus police should be called.
2. If a person is threatening to other patrons or in violation of library policy, call Campus Police, non-emergency, 277-2241.
3. When calling Campus Police, let them know:

Suspect

Gender

Age

Height/Weight

General Appearance of Clothing

Type of behavior

Direction/Location when last seen

Caller

Name

Contact Phone Number

Location to Meet Officers

4. Wait for police to arrive and provide any other details and direct them to the area with the person is located.
5. Fill out an [Incident Report Form](#) to email to the director, associate director and unit administrator.

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Theft

If you observe or have been alerted to a theft in progress, take immediate action

1. Discreetly call the Campus Police, non-emergency, 277-2241) or signal a fellow Circulation Desk worker to do so, and engage the suspect in non-threatening conversation in the hope that the suspect will remain in the room until help arrives.
2. Do not confront a suspect with accusations. Behave with the suspect as you would with any patron, requesting that circulated materials be returned before the suspect leaves. If materials are missing, politely ask for them. The suspect may have made an honest mistake. If the suspect denies that s/he ever had the materials or that they were returned, do not press the issue and do not put yourself at risk of physical harm.
3. If the suspect is about to leave and help has not yet arrived, try to verify his/her registration information (e.g., contact a listed reference or call information to verify a residential address) before s/he leaves.
4. At the first opportunity, fill out an Incident Report describing the suspect's physical appearance and an account of the entire event as witnessed and/or related. This document should be presented to law enforcement authorities when they arrive. Do not in any way alter materials that might be considered evidence.

If you discover a theft after it has occurred, notify

1. Library administration during office hours, 277-8649.
2. They will call Campus Police, non-emergency, 277-2241.
3. Fill out an [Incident Report Form](#) to email to directors and administration.

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Vandalism

If you notice a patron vandalizing library property, politely ask them to stop.

If they do not stop, notify the Circulation Supervisor or Associate Director.

The supervisor or current staff will be responsible for calling the Campus Police non-emergency number, 277-2241.

Fill out an [Incident Report Form](#).

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Work Place Violence

1. If a library employee is a victim of, or witness to, or has knowledge of violent behavior of any type, the employee must report the situation or incident promptly to their supervisor.
2. If their supervisor is involved, the employee should report to their supervisor.
3. Supervisors should follow up on the report and contact Counseling Assistance and Referral Services (CARS). Do not investigate. For info contact CARS, Dispute Resolution, Safety and Risk Management or Campus Police.
 - Counseling Assistance & Referral Services - 272-6868
 - Dispute Resolution Department - 277-2993
 - Safety & Risk Services - 277-9790
 - UNM Police (non-emergency) - 277-2241
4. The Law Library staff should receive training to prevent violence in the workplace. The Emergency Coordinator for the library should contact CARS for an initial staff training session and then schedule training for new staff as part of staff orientation.
5. In the event of a major violent incident make every effort to protect yourself and, if possible, call 911 for Campus Police immediately. Use the Panic Buttons located at the both the Circulation and Reference Desks if necessary. See the Alarms procedures for more information about using the Panic Buttons.

Rationale

(See UNM Policy – Campus Violence - #2200)

Training

Both employee and supervisor training are needed to prevent violence in the workplace. Departments should receive training on the identification and management of violent or potentially violent situations. CARS and the Department of Risk Management provide training.

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Evacuation

Closing the Library in an Emergency

Occasions Warranting Closing the Library

1. Inclement weather
2. A water main break and there is no water
3. Diesel fumes smells which cause patrons and staff to complain of headaches
4. Any other situation that would cause problems to the patrons or staff

If the library must close under such circumstances, the library staff should shut down their operations in a normal matter, including, but not limited to, the following:

- Shutting down copiers and computers;
- Posting notices of early closing and;
- Locking doors.

Evacuation Procedure

The library need only be evacuated 'when occupancy of the area is a threat to the health and safety of the occupants'. In the event of such an evacuation, the library staff should do the following:

1. Two people from the circulation staff should explain to library patrons, on both the upper and lower levels, that the library will be closing at a designated time, at which point they must leave. Should a person with a disability not be able to exit on their own, the circulation staff will immediately let them know that they are sending for help. Once help arrives, inform them of the patrons identity and location and;
2. Proceed to exit the building to the designated golf course area.

If the Law School is closing, they notify the Campus Police

1. Non-emergency, 277-2241
2. The Campus Police are responsible for closing and locking the building

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Emergency Exits

The library has one emergency exit backdoor on the upper floor and two emergency exit backdoors on the lower floor. The doors have attached alarms that sound when pushed.

Upper Floor – backdoor exit with door alarm opposite the Faculty Services Center, near carrel #35

Lower Floor – backdoor exit with door alarm to far right of back windows, nearest carrel #70 and stack 22/23

Lower Floor – backdoor exit with door alarm by the newspaper shelving to left of the back windows near carrel #71

There are three other library exit doors that can be used to exit the library during a fire or other disaster.

- Technical Services backdoor exit to parking lot nearest the North Golf Course
- Upper floor South exit to the Mountain Wing faculty offices and study rooms
- Library front door entrance/exit

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Evacuation Procedures

1. In the event of an actual emergency a staff person at the Circulation Desk will dial “911” for Campus Police and inform them of the type of emergency, the other staff person will sound the alarm or if the evacuation alarm is sounding will clear the library of personnel and patrons.
2. Bring the elevator to the Circulation Department level of the library and engage the EMERGENCY STOP to prevent the possibility of people being trapped in the elevator.
3. Walk through the library. Request everyone evacuating Bratton Hall to wait at the east parking lot until notified to reoccupy the building.
4. Lock the main entrance and Upper Floor entrance (deadbolt) to the library.

Areas of Special Concern

Upper Floor

- Circulation Office (Rm. 3310)
- Classroom (Rm. 3313)
- Rare Book Room (Rm. 3314)
- Study Carrels
- Faculty Services Center (Rm. 3325)
- King Archive and Reading Room (3320)
- Director's Office (Rm. 3329)
- Administrative Area/Offices (Rm. 3329)

Lower Floor

- Technical Services (Rm. 1310, 1311, 1312 and interior areas lounge, sink area, workstation area)
- Library Study Rooms 1316, 1317, 1318, 1319, and the Preservation scanning Rm. 1329, the lab rms. 1326 and 1329
- Study Carrels

Basement

- Women's and Men's Restrooms
- Storage (Rm. BO3)

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Medical Emergencies and Injuries

1. If a medical emergency arises, **CALL CAMPUS POLICE (911)** for medical assistance. Be clear to them that you need medical assistance at the Law Library, Bldg. 218, Bratton Hall 2300, Street location: 1117 Stanford Dr. N.E. Do not hang up until the Campus Police Dispatcher tells you to.
2. Campus Police will notify and route the necessary emergency personnel and vehicles to the Law Library.
3. If you are not working at the Circulation/Reference desk, notify the desk personnel and Library Administration (during office hours). They can call or email the Director and Associate Director (see Important Telephone Numbers, page 3).
4. File an [Incident report Form](#) to be emailed to the Director, Associate Director and the Unit Administrator.

Things to remember in a medical emergency

1. Control bleeding by applying pressure to the wound.
2. Do not move the victim unless further injury may occur if left where they are.
3. Keep the victim warm, calm, and comfortable.
4. Obtain as much information as possible about the circumstances of the emergency from the victim and/or witnesses.

Locations of First-Aid Kits

Minor medical assistance may be given by using one of the three first-aid kits located in the library.

- Administration Office, Rm. 3329
- Circulation Desk, Lobby Area
- Technical Services, Rm. 1313
- Faculty Services Center, Rm. 3325

Special Circumstances

Epileptic Seizures

The victim should be given space and may be gently shifted so as not to suffer injury during the seizure. Generally, the seizure passes and the victim is able to resume normal activities. During the seizure call **Campus Police Non-Emergency Number (7-2241) for an ambulance**. Tell Campus Police what has occurred and whether or not the seizure victim is requesting medical assistance.

Poisonings

If someone is suspected to have ingested a poisonous or hazardous substance:

1. If the person is unconscious, is not breathing, or is otherwise experiencing a medical emergency, **CALL CAMPUS POLICE (911)**.
2. If the person is not experiencing symptoms constituting a medical emergency, immediately call the **New Mexico Poison Information Center (843-2551)** and give them all pertinent information.

They will give directions on appropriate actions to be taken. Do not induce vomiting unless you are instructed to.

After Any Medical Emergency

File an [Incident Report Form](#) and notify the Director and Associate Director if the situation warrants immediate notification (see Important Telephone Numbers, page 3).

University Employees - Injuries, Medical Emergencies, Etc.

If an accident or injury occurs on the job, fill out Employer's First Report of Injury Form as soon as feasible. Obtain the form from the library Administration office (**7-8649**). The form is completed by the employee and returned to the immediate supervisor. The Administration office will keep a copy, forward the original to the UNM medical facility used by the staff member, and a copy is returned to your immediate supervisor.

Non-emergency injuries suffered on the job during business hours are diagnosed and treated at the Family Practice Building (2400 Tucker NE, **(272-1722)**). After business hours, employees injured on the job and in need of diagnosis and treatment, go to the Urgent Care Center at University Hospital (843-2241), or to the Student Health Center (**7-3136**), located in the Student Services Building (Mesa Vista Hall). A last resort for treatment is the Emergency Room at University Hospital (843-2411). University staff should call ahead to alert the emergency personnel that a university employee is coming. In either event, employees should fill out worker's compensation forms/incident reports.

SEE ATTACHED PAGES FROM PERSONNEL POLICIES AND PROCEDURES MANUAL ON WORKER'S COMPENSATION.

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Fire, Explosions, Bomb Threats

Bomb Threats

Threat Received by Telephone

- Keep the caller on the line.
- Use the Bomb Threat Form to question the caller. Get as much information as you can before the caller hangs up. A copy of the form is located in the Forms section in the back of the manual.
- Notify another staff member to call Campus Police, non-emergency, 277-2241 or 911, if emergency. Supply the Police with the extension number on which the threat is being received.
- If Police request evacuation, evacuate Bratton Hall. Staff should aid in the building evacuation using fire evacuation plans, except that the elevators can be used to evacuate the handicapped. Staff should also provide necessary keys to the Police for rooms and closets to aid in the search.
- Prepare an [Incident Report](#) and email to Director, Associate Director and Unit Administrator. The Incident Report form is in the Z: drive in the Forms & Templates folder.

[Bomb Threat Form](#)

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Disabled Patrons

In the event of a fire or other emergency, the elevator will not function as an exit. Any patron with a disability on the upper floor will have no easy way out of the building. Here is what we do:

1. If a patron with a disability needs to use the elevator, because he or she is in a wheelchair, uses a walker, cane, crutches or other device, we:
 - Inform the patron that in the event of an emergency he or she is to remain upstairs in a safe location, designated by the library, until the firefighters come.
 - The Circulation Desk worker will sign the patron in on the clipboard next to elevator. The sign in sheet has all the information the patron needs to fill-out
 - If and when the patron leaves, sign them out.
 - If there is a shift change and the patron is still in the library, let the person that is coming in know about the patron and where to locate them.
2. In the event of an emergency, immediately notify the Emergency personnel that there is a patron in the library that was taken to the upper floor area of assisted rescue. Try to have a library staff member stay with the patron until rescue personnel arrive.

Remember

We have a responsibility to patrons who would be physically vulnerable in an emergency.

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Emergency Exits

The library has one emergency exit backdoor on the upper floor and two emergency exit backdoors on the lower floor. The doors have attached alarms that sound when pushed.

Upper Floor – backdoor exit with door alarm opposite the Faculty Services Center, near carrel #35

Lower Floor – backdoor exit with door alarm to far right of back windows, nearest carrel #70 and stack 22/23

Lower Floor – backdoor exit with door alarm by the newspaper shelving to left of the back windows near carrel #71

There are three other library exit doors that can be used to exit the library during a fire or other disaster.

- Technical Services backdoor exit to parking lot nearest the North Golf Course
- Upper floor South exit to the Mountain Wing faculty offices and study rooms
- Library front door entrance/exit

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Explosions

1. If there is an explosion in the library and you are able to contact library administration or the desk during regular business hours, call 277-8649 for library administration or 277-6236 for the Circulation/Reference Desk. They can call for help. After hours call Campus Police, non-emergency, 277-2241.
2. If it is determined that the explosion has caused damage in the library, immediately call the Campus Police, emergency - 911 and give them as much information as possible. They will contact the Fire Department and the Public Safety office, 277-2222.
3. If possible, get help from other staff to evacuate the library.
4. Keep everyone away from broken windows. Debris can fly in from outside.
5. Remove the "walking wounded" to a safe location if it is possible to do so. Do not move severely injured persons unless they are in danger of receiving further injury.
6. Persons on the first floor should evacuate if possible through the areas of the building least affected by the explosion. Persons on the second floor should wait for help from Police, the Fire Department and/or Public Safety. Stairwells could have structural damage.

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Fire Drills

1. Emergency Evacuation when the ALARM SOUNDS:
2. When the fire alarm sounds, Circulation Desk staff and available Emergency Team members should start emergency evacuation procedures to evacuate everyone out of the library and go to the designated safe place.
3. Patrons should be told to leave the library immediately. Emergency Team members should stay until all staff and patrons are out of their assigned area.
4. The emergency response team members (Emergency Coordinator and Circ Desk Staff) will direct the response for his/her floor. Staff should proceed to the designated location for the library.

When the fire alarm sounds, evacuate the building immediately. Do not stop to gather personal belongings. If smoke, heat or fire blocks your exit, go to an alternate exit. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling anymore smoke than necessary.

Fire Extinguishers - Locations	
Extinguisher	Location
Box in far NE wall	
Box in East wall	Upper floor - Carrel area between water cooler and custodial closet
Box on South wall	Below Fire Alarm and Red Decos Painting Elevator wall
Alarm Pulls	Location
In concrete wall	
In wall	
Emergency Exits	Upper floor - Carrel area, northeast side of Faculty Services Center Lower Floor - opposite newspaper stacks Lower Floor – Carrel area, south of compact shelving

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Fire Extinguishers

Location	Extinguishers
Front Desk	
Circulation Area	Extinguisher cabinet (surface mounted) to right of copier
Upper Floor Locations	
Far NE wall	Extinguisher cabinet (fully recessed) near carrel area between water cooler and custodial closet
NE wall	Extinguisher cabinet (fully recessed) across from empty stack 12, near two framed geological maps of NM
SE wall	Extinguisher cabinet (semi-recessed) below Fire Alarm and "Red Decos" painting on Elevator wall
Lower Floor Locations	
SE wall	Extinguisher cabinet (surface mounted) near study room 1317
NE wall	Extinguisher cabinet (fully recessed) on other side of wall, small sign -1330, near newspaper shelving area
Far NE wall	Extinguisher cabinet (fully recessed) near lower floor water fountain
Tech Services Locations	
Rm. 1310	Extinguisher (surface mounted on brackets) on left as you enter 1310)
Exit Door	Extinguisher (surface mounted on brackets) to right as you exit Tech Services
Basement Location	
Hallway	Extinguisher cabinet (surface mounted) on concrete wall between two restrooms
Storage Room	Extinguisher (surface mounted on brackets) near alarmed backdoor exit from room B03

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Fire Procedures

When a fire occurs:

1. Activate Fire Alarm if it is not sounding
2. Evacuate Library (see Evacuation Procedure below)
3. Do not use elevators
4. All staff meet at the east parking lot

In the unlikely situation that the alarm has to be manually triggered, (e.g., in the case of visible flames, visible smoke or strange and unusual odors) the following procedures should be followed:

The employee should immediately:

- Activate the nearest fire alarm pull box. The fire alarm automatically notifies Campus Police.
- Call Campus Police at 911 and supply the following information:
 - Type of emergency (flames, smoke, odor)
 - Location in building of the emergency
 - Employee name
 - Library address (Bldg. 218, Bratton Hall 2300)
 - During business hours from 8:00a.m. to 5:00p.m., notify library administration

Evacuation Procedures

When a Fire Alarm is sounded library employees working at the Circulation Desk should notify all patrons and other staff in their unit that all occupants must evacuate the building.

General Procedures

- Library employees are not to remain in the building, except for those individuals with specific assignments relating to alarm procedures.
- Doors to all library units should be locked. The Fire Department has keys to all doors. Fire and rescue workers must have access to all areas of the building.
- The lights should be left on to provide additional visibility for the Fire Department.
- Evacuation requires that all employees and patrons go outside the building regardless of weather conditions or perceived lack of danger.
- During the fire alarm or emergency, library employees waiting outside the building can help by informing approaching people not to enter the building.
- Individuals should stay clear of entrances once they have evacuated the building to provide access for Fire Department personnel.

Employees and Patrons with Disabilities

Within each area one library staff member should take responsibility for all employee(s) and patron(s) with disabilities, particularly those in wheelchairs.

The staff person should help the person(s) with disabilities to the safest area (i.e., area with the least amount of smoke) on the floor. The person(s) with disabilities should wait there for firefighters to help him/her from the building, if necessary. (It is not advisable for staff to attempt to move individuals in wheelchairs in or out of their wheelchair or down stairways, except as a last resort.)

If a person with a disability is alone in a room with a phone and is not in any immediate danger, that individual should call 911 and relay the situation. If the person is in an area without a phone, he/she should proceed to a safe, smoke-free stairwell landing.

Prominently display specific instructions for patrons with disabilities throughout the Library so that patrons are aware of evacuation procedures.

Circulation/Reference Desk Staff

- Desk staff will serve as contacts as well as being responsible to inform people not to enter the building until the all clear is given. The designated desk staff will be wearing orange vests to identify themselves. It would also be helpful to post a "fire emergency sign" at each entrance to prevent people from entering.
- If the fire alarm or emergency continues after closing time, the Library evening Circulation Desk supervisor will notify the directors of the situation and lock up.
- The Fire Department will announce when it is safe to re-enter the building.
- The evening supervisor will email an Incident Report to the directors and the unit administrator recording the event.

Training

The library emergency coordinator is responsible for advising all employees of fire safety and emergency procedures. Information concerning location of fire extinguishers, evacuation routes, emergency notification procedures, etc. should be provided to all employees on a regular basis. It is important to repeat policies and procedures, even for veteran employees.

Annual fire safety training will be arranged with the Fire Marshall's Office to instruct employees in fire safety measures.

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Fire Pulls

Upper Floor

Red fire pull station on the concrete wall near the alarmed backdoor exit, near carrel #35, opposite the Faculty Services Center.

Lower Floor

There are NO red fire pull stations on the lower floor.

Technical Services

(Rms. 1310, 1311, 1312 and 1313) - Red fire pull station is to the left of the 1313 entrance to Tech Services (nearest binding workstation).

Red fire pull station

Near the backdoor exit to the right of the recycle room door as you exit Tech Services.

Basement

(Restrooms and B03 Storage) – NO fire pull station

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First Aid Kit

Text.

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Natural Disasters

Earthquakes

Inside a Building

1. Stay inside.
2. Take cover underneath a desk or table or against an inside wall, protecting your head and neck.
3. Stay away from windows where glass can shatter and from objects that could fall on you.
4. Do not use elevators.

Outdoors

1. Stay in an open area away from trees, buildings, walls, and power lines. Do not enter building.
2. Drop to your knees and get into a fetal position. Close your eyes and cross your arms over the back of your neck for protection.
3. Stay in fetal position until shaking stops.

In a Moving Vehicle

1. Stop; stay in the vehicle.
2. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that may have been damaged by the quake

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Electrical Storm Safety

Electrical storms are not the most dangerous disaster, but may still present a danger. In order to remain safe during an electrical storm, it is important to prepare before a storm, know what to do during a storm, and take proper action after a storm.

Before an electrical storm

- Look for dark, towering clouds
- Distant lightning or thunder
- Have the following supplies on hand:
 - Flashlight
 - Radio
 - Extra batteries
 - First aid kit
 - Emergency rations and water
 - Essential medications
 - Money and credit card
- Check for things that may be hazardous
 - Dead trees can fall during the storm
 - Check for fire hazards
- Be prepared for a severe thunderstorm watch/warning to be announced
 - A severe thunderstorm watch is announced by the National Weather Service when thunderstorm conditions are likely to develop.
 - Locate a safe place to watch the skies and television, or listen to the radio for additional information.
- A severe thunderstorm warning is announced when a significant risk is present.
 - The danger is serious and imminent so locate a safe place and turn on a battery powered radio or television for more information and for an "all clear" signal.
- Create an emergency communications plan
 - Develop a plan for your family members when you are separated during a thunderstorm.
 - Make arrangements for getting back together and for having a contact outside of your area to call in case of a thunderstorm.

During an electrical storm

- If Indoors:
 - Remove or secure objects outside that may become airborne or cause injuries.
 - Shutter windows securely and brace outside doors.
 - Listen or watch only battery powered radios or televisions
 - DO NOT use electrical appliances, phones, etc.
 - Avoid sources of water with metal pipes because lightning can flow through the pipes.
- If Outdoors:

- Take shelter in a building or car
- If no structure is available reach an open, low area and squat down. Do not stand near tall, lone trees or stand up in a flat open area.
- Avoid tall structures like power lines, towers, tall trees, etc.
- Stay away from natural lightning rods (e.g. metal equipment)
- Stay away from bodies of water
- If you are on an isolated, level area and feel your hair stand on end and/or a tingling feeling, bend forward and put your hands on your knees. Do not lay flat on the ground. When you feel this, it means lightning is about to strike.
- If in a Car:
 - Pull on the shoulder away from objects that may fall of your car
 - Stay in your car and turn emergency lights on until the heavy rain and lightning subsides.
 - Avoid flooded roadways.
- Hail
 - During a thunderstorm, there is a possibility of hail. Hail can range from pea sized to softball sized pieces of ice. Hail can be very destructive to structures, cars, and crops. Take cover immediately and bring all animals to a safe shelter.

After an electrical storm

- A person who has been struck by lightning may have a charge that can shock other people. If the victim is burned, provide first aid treatment and call the emergency service. Provide CPR if the person has stopped breathing or if their heart has stopped.
- Report and avoid downed utility lines.
- Drive only if necessary because debris and flooded roads can be hazardous.

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Inclement Weather

During Business Hours: Monday thru Friday, 8:00 a.m. to 5:00 p.m.

1. The Law Library will adhere to [University Business Policy 3435 for Inclement Weather](#).
2. The President will determine whether the University will close. Employees will be advised of early release, late report, or no report conditions through TV and radio announcements and through the UNM's "Snow Hotline," 277-SNOW (277-7669). The announcements will specify if the University is open, delayed, or closed.
3. If the President determines that the University will be on a delayed schedule, the Library will open at the time classes are scheduled to begin. If UNM is on a 2-hour delay, employees who normally start work before 10:00 a.m. and will receive administrative leave until 10:00 a.m. If employees arrive at work before the 2-hour delay is announced, they can continue to work or take personal time until 10:00. They will not receive administrative leave to be used at the end of their work shift. All morning employees are expected to report to work at the time classes are scheduled to begin.
4. If the President decides to close the University early, the Law Library will close at the time designated by the President. Normal closing procedures will be used. If the University closes during the normal business day, administrative leave will be given for all hours an employee would normally work from the time of closure.
5. The Dean's Office will notify the Law Library of early closings during normal business hours.

After Business Hours From 5:00 PM On: During the week or during the weekend

1. If the President has not made an official announcement, call the Director to inform him/her of the situation and to get instructions. If this person is not available, call individuals on the Emergency Contact List until you reach someone who can make a determination to close the Library. If (and only if) none of these individuals is available, contact Zimmerman Library. If Zimmerman is closing, you may close the Law Library.
2. Once it is determined that the Library will close, take the following steps:
 - a. Tell all patrons the Library will be closing in 15 minutes.
 - b. Call Campus Police (277-2241) and ask that they come lock the Building doors immediately.
 - c. Place signs at entry doors of the Library, indicating that the Library is closed due to inclement weather conditions.
 - d. Send an e-mail to Faculty, Staff, and Students indicating what time the Law Library will be closing.

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Tornadoes

Be familiar with the weather terms Tornado Watch and Tornado Warning, as defined below:

Tornado Watch- Conditions are favorable for tornadoes to develop.

Tornado Warning-A tornado has actually been sighted.

The National Weather Service (NWS) issues watches and warnings and requests Emergency Alert System (EAS) activation to local television channels and radio stations.

Tornado Watch

1. All areas of the building will be notified that this condition exists.
2. Continue normal activities.
3. If outside, go inside.

Tornado Warning

1. Stay away from the perimeter of the building, exterior doors and windows, skylights, and shelving units. Do not leave the building. Do not go to your parked car. Do not use elevators. Do not use the telephone (landline).
2. If responsible for the public: Quickly and calmly, direct all library patrons to a safe area --an enclosed, windowless area in the center of the building and then, to crouch down and cover their heads. If there is no time for patrons to get to a safe area, direct them to get under some kind of sturdy protection (a desk or heavy table).
3. If not responsible for the public, go directly to an enclosed, windowless area in the center of the building. Then, crouch down and cover your head. If there is no time to get to a safe area, get under some kind of sturdy protection (a desk or heavy table).
4. For those outside with insufficient time to move inside for protection, find shelter in a ditch or low spot below grade level if possible. If on flat ground and in the path of a tornado, move at right angles to its path; as the tornado nears, lie flat and cover your head.

After the Tornado

1. Search for injured persons.
2. Carefully render aid to those who injured.
3. Stay away from power lines and puddles with wires in them; they may still be carrying electricity.
4. Watch your step to avoid broken glass, nails, and other sharp objects.
5. Stay out of any heavily damaged areas of the building; they could collapse.
6. Do not use matches or lighters, in case of leaking gas pipes.
7. Try to remain calm and alert, and listen for information and instructions from emergency crews or university officials.
8. If there is a loss of power, follow the Power Failure Guidelines. See Table of Contents for exact page(s).
9. If an evacuation is called for, see Closing the Library under C.

10. If an evacuation is not called for, search for structural damage (see Shelving/Structural Collapse, look for title on Table of Contents page).

Resources

- [The National Oceanic & Atmospheric Administration \(NOAA\)](#)
- [The NOAA's facts about Tornadoes](#)
- [The online Tornado Safety FAQ by Roger Edwards of the NOAA's Storm Prediction Center](#)
- [The NOAA's National Weather Service](#)

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Emergency Notification

Alarm System

Door Alarms

The Library has one emergency exit backdoor on the upper floor, two emergency exit backdoors on the lower floor and one emergency exit door in the Basement Storage room, B03. These doors sound an alarm when they are pushed because each door has an attached alarm that is not connected to the building fire alarm system.

Fire Pull Stations

A fire alarm pull station is an active fire protection device, usually wall-mounted, that, when activated, initiates an alarm on a fire alarm system. In its simplest form, the user activates the alarm by pulling the handle down, which completes a circuit and locks the handle in the activated position, sending an alarm to the fire alarm control panel. Fire alarm pull stations are often reset using a key, which allows the handle to go back up to its normal position, however, this will not reset the fire alarm.

Many modern fire alarm pull stations are single action and only require the user to pull down the handle. Other fire alarm pull stations are dual-action, and as such require the user to perform a second task before pulling down, such as lifting up or pushing in a panel on the station, or shattering a glass panel. Perhaps the most recognizable pull station is the T-bar style pull. The style is so named because the handle is shaped like the letter "T". This style was first manufactured by Simplex, and is now manufactured by many other companies.

Resetting a fire alarm pull station after it has been operated normally requires building personnel or emergency responders to open the station using a key, which often is either a hex key or a more traditional key. Opening the station normally causes the handle to go back to its original position, allowing the alarm to be reset from the fire alarm control panel after the station has been closed. (See Fire Pulls for locations in library)

Panic Buttons

These alarms are always given a higher priority of response than general alarm signals because they should only be used if there is an imminent physical threat.

Six Panic Alarm buttons have been installed in the Law Library. Four are located at the desk – Reference Desk, right-side; Circulation Desk, left-side and two at the small island desk. There are also two in the Administration office, rm. 3329.

To operate the panic button alarm

1. Hold the two buttons down for two seconds to insure transmittal. This will alert the Campus Police that there is a high priority situation at the Law Library. The alarm will reset automatically.
2. Campus Police will immediately come to the Law Library with guns drawn.

3. It is not likely that these types of alarms can be accidentally hit or bumped to cause a false alarm situation. If a false alarm does occur, please call the Campus Police, non-emergency number, 277-2241, immediately and indicate it is a "False Alarm". This will prevent the dispatch of Campus Police arriving with guns drawn.

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Computer Crash

In the event that the library computers shut down due to a power failure, electrical storm or other natural disaster, call library administration during regular office hours, 277-8649. They will leave a message with the IT HELP desk, 277-8656. The HELP desk can email the Library Systems Group (LSG) with the details of what occurred after power has been restored.

After office hours, leave a detailed message on the IT HELP desk line and possibly have a staff member send a text message to the IT Dean and the library director, on their business cell phones, about the shut down to let them know what has happened.

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Emergency Notification for King Room

Department

UNM Law Library

Alarmed Room

Bruce King Archives & Reading Room

Daytime Office Contacts

Ramona Garcia 277-8649

JoAnn Lucero 277-0089

After Hours Contacts

Carol Parker- (home) 298-4560, (cell) 363-3493

Michelle Rigual (cell) 480-5442

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Emergency Notification System

In the event of an emergency during regular business hours the administration office staff should be called at 277-8649 with the details so they can contact the Campus Police, non-emergency, 277-2241 or 911 if the emergency is serious. After regular business hours, Circulation Desk staff should be called at 277-6236. (See attached Law Library Emergency Phone List to be used to notify staff in the event of an emergency that occurs before or after regular business hours.)

UNM's Emergency Notification System Now Available

The University of New Mexico's new Emergency Notification System is now available for emergency messages to the Albuquerque campus. [TextMe UNM](#) is an opt-in text messaging system that provides UNM students, faculty and staff with fast, convenient, real-time message alerts. For direct access to the signup page visit: [TextMe UNM](#).

You can receive important campus information by:

- Mobile Phone (via text messaging)
- Web Page
- E-mail
- Text Pager
- Google, AOL or My Yahoo Page

[TextMe UNM](#) registration is for a default period of one year. You will receive a reminder to re-enroll to continue receiving alerts 30 days prior to your account expiration.

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Emergency Response Coordinator

JoAnn Lucero will serve as the Law Library Emergency Coordinator.

Duties

- Implement procedures for safe and orderly evacuations of premises. These procedures are contained in this manual.
- Establish and implement annual training sessions on the Emergency Response Plan for all staff members in the UNM School of Law Library.
- Prepare ongoing training sessions for New Employees (see below).
- Learn first aid techniques and be prepared to assume responsibility for first aid care under emergency conditions. A list of qualified persons who have had first aid and CPR training will be maintained by the Emergency Coordinator.
- Instruct all library personnel to use the UNM Police, non-emergency number, 277-2241, for all identified non-emergencies. For actual emergencies dial 911.
- Assign duties to specific staff members for dealing with emergencies.
- Hold annual fire drills at regular, pre-arranged times to insure that the building can be evacuated quickly and efficiently. Everyone in the building, including other staff members and library users must obey instructions when the alarm is sounded.
- Take note of primary and alternate means of emergency escape, become familiar with fire fighting instructions on fire extinguishers and be certain all members of the team know how to operate them.
- Be aware of locations of all fire pulls and fire extinguisher placement in the library.
- Monitor UNM Emergency Notification System and disseminate information concerning same to all law library employees.

Staff Training

The Emergency Response Team will train all staff members to:

- Respond to a fire drill and evacuate the library within 4 minutes, including how to assist handicapped library patrons.
- Know how to call for emergency help and know where the emergency phone numbers are listed.
- Be familiar with procedures for dealing with hazardous materials, wind and other types of severe weather, flood, utility failure, bomb threats, medical or any other type of emergency, including provisions for assisting handicapped library patrons. Locate emergency and first aid equipment in the building and use such equipment, including fire extinguishers.
- Ensure library staff is familiar with the location of fire alarm pull stations, stairways and emergency exits.
- Use safety features of the building.

New Employee Orientation

All new hires and-transfers to the UNM School of Law Library will receive Emergency Response Orientation within two weeks of their start date, performed by an Emergency Response Team member from the Law Library. At this orientation, the Emergency Response Team member will:

- Distribute an Emergency Team Training information packet with orientation materials to the new employee.
- Introduce Emergency Response Team coordinator and assistant coordinators.
- Point out building exit routes, and the designated re-assembly place for their area.
- Explain what to do in the event of each type of emergency.
- Identify location of fire extinguishers/fire pulls.
- Answer questions.

Staff Member Duties

All Law Library staff members will:

- Keep informed about the Emergency Response Plan of the Library, and attend annual training in emergency response provided by the Emergency Response Team (see above).
- Send newly-hired subordinates to appropriate Emergency Team member for orientation (see above).
- Know the part they are expected to play in an emergency, and accept their responsibilities under the plan.
- Keep emergency information readily available. Be ready to phone 911 in the event of an actual emergency or 277-2241 for any non-emergency. Clear telephone lines for use in emergency.
- Report library structural defects to the library building coordinator.

Emergency Supplies

Emergency kits will be located in several areas of the library including the Circulation/Reference Desk, Tech Services area, Faculty Services Center, and the Director's Office Suite. The Emergency Coordinator, with the help of the supply requisitioner, will ensure that the kits have a:

- Copy of the Emergency Response Plan
- Flashlight, batteries
- Small first aid kit
- Paper, pen
- Pair of scissors
- Masking tape
- Red Cross Emergency Booklet
- List of Red Cross certified employees who can administer first aid
- tarps
- plastic sheeting
- yellow "caution" tape

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Emergency Telephone Contacts

Burt, Vickie	888.3523
Byrd, Adam	888-7678
Cohen, Eileen	837-9178
Flinkman, Robert	266.2666
Garcia, Ramona	440.1841
Harnett, Marquita	440.5005
Hemmens, Ann	
Longo, Ernesto	232.0966
Lujan, Andrea	690.4145
Moya, Moses	620.7584
Parker, Carol	363.3493
	298.4560
Strike, Theresa	556.1036
Thomas, Sherri	255.2544
Winters, Rea	559.0488

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Forms

Link to each word form and to individual PDF forms.

- [Incident Report Form](#) (Word)
- [Incident Report Form](#) (PDF)
- [Bomb Threat Form](#) (Word)
- [Bomb Threat Form](#) (PDF)

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