



Department _____

Emergency Action Plan for _____

Date _____

Emergency situations require the participation of all staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available, posted/kept at (location) _____ and reviewed annually by department personnel.

Plan Coordinators (name and phone or office number)

1. Primary - (name, phone or office number) _____
2. Secondary - (name, phone or office number) _____

Building Evacuation – Building: (building name) _____

1. Emergency escape route maps are enclosed and posted in the hallways at the following locations: (location, nearest door) _____.
2. In the event of evacuation of (building) _____, staff will gather at _____.
3. The plan coordinator _____ will account for all employees after the emergency evacuation has been completed.
4. The building alarms are located _____ and include _____ and (if appropriate) flashing lights. These alarms will be activated in the event that the entire building requires evacuation. If you have been trained to use a fire extinguisher or how to handle incidental releases and can do so safely, take reasonable steps to do so.
5. If individuals visiting the areas need assistance for evacuation, which is not easily provided because they are compromised due to some type of disabling event, the following action will be taken, _____.
6. If operations are being conducted in the laboratory areas in _____, emergency shutdown procedures must be established in advance.

NMSU Emergency Alert System & information distribution

The _____ will be responsible for relaying notifications from the NMSU Emergency Alert System to the Director or Acting Director *(or give alternates)* who will be responsible for notification of all other personnel. The emergency information will be distributed to department employees (and other affected persons) in the building by phone and other means of communication (see attached information).

Violence in the Workplace

If individuals become threatening or violent, call 911.

Please refer to the NMSU EH&S website (<http://www.nmsu.edu/~safety>) for procedures specific to Bomb Threats, Suspicious People, Building Safety, Laboratory Security, Suspect Mail. Also see information on setting up a phone tree on the phone voice mail system.

APPENDICES:

Appendix 1. Bomb and similar phone threats - [Guide](#)

Appendix 2: Bomb & phone record ([short](#)) ([detailed](#))

Appendix 3 Suspicious & violent person description [Sheet](#)

Building evacuation route maps (blank building diagrams for NMSU buildings may be obtained

- from the [OFS Architect Office](#) (may require a work order to Facilities and Services) or
- from the [Office of Space Management](#).)

Other reference material to be attached (as appropriate).

1. [phone tree & other instructions for distributing emergency information](#)
2. [building safety & security precautions.](#)
3. [laboratory security procedures](#)
4. [suspect mail instruction](#)

