



<http://emanage.unm.edu>  
<http://loborede.unm.edu>

The University of New Mexico, Office of Emergency Management would like to offer the following general guidance for preparedness. We would be happy to explore these concepts in greater detail or provide additional training on these items or any other in the field of emergency management and preparedness.

1. **Emergency Preparedness** - Emergency preparedness begins at the lowest level – what should one do to prepare themselves? First one must assess their surroundings – what hazards do I face? Next they should outline a plan as to how to proceed in an emergency. Finally they should acquire those necessary items to sustain themselves (food, water, medications, identification, money, telephone, etc.). One should follow the same steps anytime they enter a new environment. If this environment happens to be campus for the next semester, then apply the previous steps.
  - a. **Personal Preparedness**
    - i. Know your surroundings
    - ii. Have a plan
    - iii. Have a kit
  - b. **Campus Preparedness**
    - i. Know your location
    - ii. Know evacuation plans
    - iii. Know how to contact UNM Police Department (505) 277-2241 or 911 from a campus phone
    - iv. Know where the nearest Blue Light phone is located
    - v. Know where the nearest fire alarm is located
    - vi. Know how to tell if the Campus is closed and what to do  
UNM Delays and Closures Hotline - (505) 277-SNOW
2. **In Case of Emergency** - If one encounters an emergency situation, they must first take care of themselves or they can be of no further benefit to anyone else. The UNM Police Department is available 24/7 and provides more than just emergency response. In addition to the items listed, they also house “lost and found”, bicycle registration and fingerprinting, and can provide copies of Police Reports.
  - a. **If you come across an emergency situation you should:**
    - i. **Step One:** Make yourself safe
    - ii. **Step Two:** Warn others of the situation
    - iii. **Step Three:** Call for assistance
  - b. **UNM Police Department**
    - i. (505) 277-2241, or 911 from a campus phone
    - ii. Available for emergencies, assistance or escort service.
3. **UNM Communications Systems** - The primary ways that UNM can provide emergency updates to students, faculty and staff are via these methods. Contact preferences and updates

can be made at: <http://loboalerts.unm.edu>. If the Campus Warning System Siren sounds, one should follow the two simple steps listed below.

If one is in a building and doesn't hear the siren, that is not a problem – the main reason for use is to get people inside buildings. If you receive a text message or email, you should share the information with anyone nearby who does not have the information.

a. **LoboAlerts**

Update preferences at: <http://loboalerts.unm.edu>

- b. **Warning Siren System** – This system is tested at the beginning of each semester to help familiarize the campus community with the sounds. Tests are broadly announced in advance through the UNM Webpage, email messages and local notices. If you hear the siren and there has been no advance notification, assume it to be a real alert and take these two actions:

- i. **Step One:** Seek shelter in the nearest building
- ii. **Step Two:** Seek additional information from:
  1. LoboAlerts
  2. UNM Web Page
  3. Local Media

4. **Shelter In Place** - In some instances, it is safer to shelter in place and wait for further instructions. Shelter in place orders are usually given to protect people from moving into an area where they could encounter danger. If you are instructed to Shelter in Place, then:

- a. Remain calm
- b. Move away from windows and glass.
- c. If available, take a radio or television with you to monitor the news.
- d. Lock the door and wait for further instructions.
- e. If possible, check for LoboAlerts or email alerts, or the UNM web page for updates and further instructions.
- f. Keep the telephone lines free for emergency information. Do not call 911 or the UNM Police Department for information. *However, if you are trapped or need assistance, please call 911 for assistance!*
- g. Don't leave your room until instructed by a Police Officer or authority figure.

5. **Additional Safety Precautions**

- a. Develop a phone call-tree for your department or residence hall.
- b. Practice your evacuation plans with friends and coworkers until everyone knows them well.
- c. Review and revise plans regularly to include new people and room changes.
- d. Share emergency alert information received from the TextMe or email alert systems with those who may not have received it.
- e. Update your emergency contact information through LoboWeb.

For further information please contact the UNM Office of Emergency Management:

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