

NMSU College of Engineering Emergency Action Plan

Department: Chemical Engineering

Building: Jett Hall

Date: July 2018

Forward:

New Mexico State University, College of Engineering, has developed this emergency action plan to provide coordinated response to emergencies. This plan covers the Jett Hall East Wing and is administered by the Department of Chemical Engineering.

The success of this plan is dependent on the involvement of all department faculty, staff and students. Pre-planning can alleviate some of the fear and panic that is inherent in any emergency. Please familiarize yourself with the locations of emergency exits, fire alarms, fire extinguishers, eye wash/safety showers and first aid kits.

Employees are responsible for the following:

1. Familiarizing themselves with this Emergency Action Plan and any relevant Research or Teaching Lab Emergency Procedures.
2. Providing classes, audience and/or visitors with general information relating to emergency procedures. This information should be provided during the first week of class, beginning of a seminar or start of a meeting.
3. Knowing how to report an emergency from any room being used.
4. Assuring that persons with disabilities have the information they need to respond safely in the case of an emergency. Instructors should be familiar with each disabled student's plan and be able to direct visitors with disabilities.
5. Taking responsible charge of the room and follow emergency procedures for all building alarms and other emergencies.
6. Follow emergency shutdown procedures as described in each applicable Standard Operating Procedure (SOP) and/or Experimental Safety Plan (ESP).
 - a. Close each fume hood sash
 - b. Close all lab doors behind you
 - c. For Room 289, you may exit out of both the North and South ends of the lab

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Emergency Plan Coordinators:

Coordinator	Name	Office	Phone
Primary	Carol Dyer	JH 268	646-1213
Secondary	David Rockstraw	JH 262	646-7705

Emergency Communications:

Fire/Police/Medical/Spill Response: Call 911

Please note that when calling 911 from a cell phone, the call will likely route to the City of Las Cruces Emergency Dispatcher. You will need to explain that you are at NMSU and need to reach NMSU Emergency Services (e.g. Fire Department, Fire, Medical, and Hazardous Spill Response). This will get you to the NMSU Emergency Dispatcher.

Building Evacuation – Jett Hall

- In the event that the building needs to be evacuated due to fire or chemical release, find the nearest fire alarm and pull it. This is the fastest method of communication to evacuate the building. Notify a Person of Authority (EAP Coordinator, Department Head, COE Safety, Faculty/Staff etc.) about the reason for the evacuation. The Person of Authority will Notify 911 the nature of the evacuation and the Person of Authority will disseminate information out to the rest of campus from there.
- Building alarms are located throughout Jett Hall and include an audible bell and (where 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.
- Emergency escape route maps are posted in the hallways at various points throughout the building. Persons with disabilities should discuss with the plan coordinators, or their instructor the best way to be evacuated from the building. The plan coordinators are responsible for documenting these needs. It is important that everyone be evacuated, and evacuated safely. *Make sure all doors are closed behind you.*
- In the event of evacuation of Jett Hall, **staff will gather north of Jett Hall on the Horseshoe (on the grass).**

Evacuation Procedure:

- a) When exiting a room, use the back of your hand to test the door for heat.
- b) If the door is hot do not open it, change direction and find another exit.
- c) When smoke is present stay low and crawl to your exit if needed.
- d) Use stairways to evacuate. Do Not Use the Elevator - During an “alarm”, the elevators will cease to function.
- e) Close all doors behind that last person to exit.

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- e) Emergency Plan Coordinators (or their designee) will make a sweep of the building to ensure that all personnel and visitors have exited.
- f) Plan coordinators will work to account for all employees and visitors during and after the evacuation.
 - i. If individuals need assistance for evacuation, and routes or other means are not easily available due to the emergency event then call 911, notify the emergency responders, and head to the safest evacuation route.

Emergency Notification System

The Person of Authority will be responsible for relaying notifications from the Police Emergency Notification System to the Director or Acting Director who is responsible for notification of all other personnel. Please specify all emergency services required when you call 911 (Medical, Fire, Chemical Hazard, Police)

Other Emergency Situations:

For a variety of emergency situations as shown below, refer to the NMSU Emergency Management & Campus Security webpage for the global NMSU Policies and Procedures at the following links. Be aware of occasions NOT to evacuate such as an active shooter in the area or hazardous weather moving through, or if other shelter-in-place orders are given:

Crime:

<http://emergencyplanning.nmsu.edu/nmsu-emergency-planning-and-preparedness-crime/>

Fire:

<http://emergencyplanning.nmsu.edu/nmsu-emergency-planning-and-preparedness-fire/>

Medical Emergencies:

<http://emergencyplanning.nmsu.edu/nmsu-emergency-planning-and-preparedness-medical-emergencies/>

Hazardous Materials:

<http://emergencyplanning.nmsu.edu/nmsu-emergency-planning-and-preparedness-hazardous-materials/>

Hazardous Weather

<http://emergencyplanning.nmsu.edu/nmsu-emergency-planning-and-preparedness-hazardous-weather/>

Power Outage:

<http://emergencyplanning.nmsu.edu/nmsu-power-outage/>

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