

Emergency and Safety Procedures

1 Emergency Contacts

- Campus Police

Emergency Number: Extension 5555 or 911 (on campus phones) and 575-835-5555 (off campus or cell)

Nonemergency: 575-835-5011 (Off Campus or by Cell) or Extension 5434 (on campus)

E-Mail: dispatcher@nmt.edu

Location: Student Activity Center Building; Located at the Southwest corner of the athletic field, west of Steve Torres Hall.

- Supervisor

Emergency Number: 505.366.9875 (cell)

Non emergency: 575.835.5047 (office)

E-Mail: carlos.lopezcarrillo@nmt.edu

Location: Workman-center 111

2 Pre-Accident Plans

- Fire Alarm

- The Designated meeting point outside the building is the Fire and Ice coffee shop inside Fidel Center.
- Evacuate the lab and close the doors. Lead your students to the designated meeting point.
- Verify that all your students arrive at the designated meeting point. Report any missing students to your supervisor.
- Determine if there are injuries and report them to the emergency contacts.

- Life threatening situation

- call 911
- report incident to supervisor –note Date, time and persons involved;

3 Lab Safety Rules

- No food is allowed in the lab. Beverages are OK as long as they are in a spill-proof container.
- Before starting the lab, ensure all equipment is in working order. If unsure, do not allow students to use the equipment and notify the supervisor as soon as possible.
- At the beginning of every lab, do a roll call.
- Check the first aid kit.
- Before you exit the lab:
 - If equipment breaks down during your session, leave a note for the next TA and notify the supervisor.
 - Ensure that both doors to the lab are locked, unless the next TA is already present.

4 Standard Operation Procedures -SOPs

Special Safety precautions for each lab are incorporated in the Lab Manuals.