



UNIVERSITY OF NEW MEXICO

SCHOOL OF MEDICINE

Department of Family & Community Medicine

FCM Building Lockdown Procedures

- 1) If anyone becomes threatening, abusive or makes you feel uncomfortable in any way, do not address them. Excuse yourself by saying - "Excuse me for a moment" or "Let me get a supervisor to help you" and walk away. Do not run as that will only draw attention to you and could perk their interest.
- 2) Proceed to the nearest open office, close the door and lock it. Immediately contact your Manager, Safety Committee team member or Tammy Dean at 225-9130 and they will address the situation. If none of them are available, contact Campus Police at 277-2241 and stay put until you are advised that the situation is under control.
- 3) Management will determine if a lockdown is necessary. If a lockdown is determined, the Safety Committee team members on your floor will direct you to the nearest office and advise you to lock the door. They will then proceed to lock the common area doors and secure themselves in a safe area.
- 4) Once the situation is handled, the Safety Committee team will be notified. They in turn will notify all behind locked doors that it is safe to come out.

Do not at any time take it upon yourself to leave campus. By leaving you not only put yourself at risk, but you put the police and others around you at risk as this will force the police to direct their efforts towards those out in the open rather than to handling the situation at hand as they should be.

If you have any questions, please contact Tammy Dean, Facilities Services Manager at 225-9130 or via email at tammydean@salud.unm.edu