Fire Evacuation Plan and Procedures

The following procedures will be used in emergency evacuation of a NMT building due to a fire or smoke, and a notice of these procedures will be kept in a prominent place in each administrative unit and work area.

Familiarize yourself with an escape plan.
- Familiarize yourself with emergency equipment: fire extinguisher, alarm, ladders, etc. All faculty, students, and staff should know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

Building Evacuation
- The building will be evacuated when an alarm sounds. When the alarm is activated and/or notification by the appropriate individuals, campus police will immediately notify administration.
- Unless you are the person reporting the fire, do not call Campus Police or the Facilities Management. The telephone lines may be needed for the emergency.
- When an alarm sounds, you MUST LEAVE the building. It is a violation of New Mexico State Law to fail to leave a building when the fire alarm is sounding, pursuant to NMSA § 30-7-22.
- Always assume it is a real emergency and leave the building.
- Evacuate all rooms, closing all doors to confine the fire and reduce oxygen.
- Assist the handicapped in exiting the building.
- DO NOT USE THE ELEVATORS.

Where to go:
- Once outside, proceed to the nearest available parking area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- DO NOT RETURN TO THE BUILDING UNLESS TOLD TO DO SO BY THE FIRE DEPARTMENT OR CAMPUS POLICE.