



Emergency Preparedness Guide



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Emergency Preparedness Guide

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What is an Emergency?

Why should you care about emergencies?

An emergency is an event that threatens the lives, property, and/or operations of people and business. Some emergencies are predictable, while others occur without any warning.

During emergencies, various services may be disrupted for an extended period of time. For example, electricity needed to run elevators may be unavailable; communication systems, such as cell phone towers, may be down; and businesses that supply you with food, water, and other needed supplies may be closed.

Tragically, we have seen a number of emergencies occur at college and university campuses across the nation. Some of them are summarized below in Table 1:

Table 1: Emergencies at Universities

<i>YEAR</i>	<i>INSTITUTION</i>	<i>DETAILS</i>
1999	Texas A&M University	Student-built bonfire collapsed, resulting in the deaths of 12 students and former students
2000	Seton Hall University	Residence hall fire killed 3 students and injured 58 students and firefighters
2007	Virginia Tech	Gunman killed 32 people
2008	Union University	Tornado injured nearly 50 students
2009	University of Louisville	Rain caused major flooding and power outages
2010	University of Alabama --- Huntsville	Faculty member killed 3 of her colleagues during a department meeting

What type of emergencies could occur at the UNT System Building?

The UNT System Building is exposed to many of the same hazards that caused these emergencies. Some examples include: building fire, flooding, student/staff violence, tornadoes, communicable disease outbreaks, winter storms.

What is the purpose of this guide?

The Emergency Preparedness Guide was developed by UNT System staff to prepare you for emergency situations. The guide contains information on:

- Programs and initiatives the UNT System is undertaking to ensure the safety and security of the educational and office facility
- Actions you can take right now to prepare for emergencies
- Actions you should take during an emergency to protect your life and the lives of those around you

As you read, be sure to view the additional resources noted with each topic as they contain a great deal of helpful information.

If you have any questions regarding the material presented here, you may contact UNT System Building Operations (see page 22).

What Can You Do to Prepare for Emergencies?

Make a plan

Some emergencies have a recognizable build-up period in which preparedness actions can be taken, but many do not. Plan for emergencies now by:

- Talking with your friends, family, and co-workers about the actions you will take during an emergency
- Ensuring you know the evacuation routes and severe weather shelter areas for the buildings in which you spend the majority of your day¹
- Identifying where you will go if you need to evacuate the Dallas area suddenly
- Determining how you will contact friends and family if phones are temporarily unavailable
- Knowing the location of and learning to use emergency equipment, such as fire extinguishers, evacuation chairs, and automated external defibrillators (AEDs)²

Prepare an emergency supply kit

During or immediately following an emergency, you may be on your own for hours or days before emergency responders can reach you. Stashing away a few key items in an emergency supply kit can help you survive during this period of time. When putting together your emergency kit, consider the following items:

- Flashlight with extra batteries
- One gallon of water per person, per day
- Cash
- Moist towelettes
- Change of clothes
- Non-perishable food
- Copies of important documents
- Prescription medications
- Toiletries

Be informed

It is important to learn about the hazards you are exposed to by living in North Central Texas and the recommended actions to take during emergencies, such as fires, severe weather, and hazardous material spills.

Receiving training that will be useful for protecting yourself and those around you during emergencies is also important. All members of the UNT System community are encouraged to participate in and receive training.

Table 2: Education and Training on the following page lists classes that are available upon request. You also can serve your community and learn more about how to cope with emergencies by joining a volunteer organization. Dallas has a wide variety of volunteer organizations active in disasters, including the American Red Cross, the Food Bank and the Volunteer Center.

¹ Appendix B: Evacuation/Shelter-in-place maps

² Appendix B: Location of Emergency Equipment

Where can you find additional information?

For additional information about preparing for emergencies and to learn what you can do to ensure your safety and that of those around you, please take the following actions:

- Visit the Ready America emergency preparedness website at www.ready.gov
- Visit the KnowWhat2Do emergency preparedness website, which is geared towards hazards in North Central Texas, at www.knowwhat2do.com



A UNT community member practices performing chest compressions during a CPR class hosted in the Risk Management Center.

Available Training

Schedules coordinated through UNT System Building Operations.

Table 2: Education and Training

Class	Contact	Department
First Aid	Outside Vendor	
Cardiopulmonary Resuscitation (CPR)	Outside Vendor	
Automated External Defibrillator (AED)	Outside Vendor	
Evacuation Chair	Outside Vendor	Risk Management Services
Hazardous Material Awareness	riskmanagement.unt.edu/rm-training	Risk Management Services
Emergency Preparedness	emergency.unt.edu/emergency-guidelines-0	Risk Management Services
Safety Coordinator Orientation	emergency.unt.edu/safety-coordinator-resources	Risk Management Services
Crime Prevention	Chief Chris Shaw	UNT Dallas Police

What Can People with Special Needs do to Prepare for Emergencies?

Who are people with special needs?

Emergencies present unique challenges for people with special needs. People with special needs include any person who may require assistance during an emergency. This population includes not only those individuals with a visible disability, but also people whose conditions are not immediately apparent and people who are temporarily impaired, such as pregnant women or someone with a sprained ankle.

What is a Personal Support Network?

One of the primary actions people with special needs can take to prepare for emergencies is to develop a Personal Support Network.

A Personal Support Network is a group of individuals you will rely on to assist you during emergency situations, for example, by helping you to evacuate a building during a fire. In order to ensure you have adequate coverage, identify a minimum of three individuals in each building in which you spend a significant portion of each day.

So that your Personal Support Network is best able to assist you, you should ensure that you have explained to them in advance the type of assistance you will need. For example, teach your Personal Support Network how to operate any equipment you use, such as the steps required to disengage the gears of a power wheelchair. Practice often with your Personal Support Network so they are comfortable and competent performing the actions needed to assist you. If you are hard of hearing or deaf, practice having co-workers communicate important information to you through gestures. If you are blind, have co-workers practice guiding you. If you use a service animal be sure you include the animal in all drills. If you are mobility-impaired, make sure you and your Personal Support Network have been trained to use an evacuation chair.

It is important to note that even with the added precaution of establishing a Personal Support Network, there may be situations in which there is no one familiar available to assist you. You may even need to be rescued by emergency responders. Remember: you know your abilities and limitations and the best way that someone can assist you or ways in which you can assist them. Make sure you are able to quickly and adequately communicate these instructions to your Personal Support Network, good Samaritans and emergency responders.

Where can you find additional information?

To learn more about how people with special needs can prepare for emergencies, please take the following actions:

- Read *Emergency Evacuation Preparedness Guide: A guide for people with disabilities and other activity limitations*, which is available for download at <http://www.hfcdhp.org/emergency-preparedness/>

How Will You Find Out if an Emergency Has Occurred?

Emergency Notification Systems

There are a number of notification systems used by UNT System and the City of Dallas to help you to find out if an emergency has occurred or may occur in the near future. If a situation presents an immediate threat to lives, safety, or security of the building, emergency notification will be sent to the staff and tenants through a variety of methods.

City of Dallas Emergency Management/Dallas Warning Sirens ³

Monthly Testing

The City's outdoor weather warning system has 94 sirens that alert people who are outdoors to seek immediate shelter in the event of a tornado. The system is tested on the first Wednesday of every month at 12:00 noon weather permitting. This test is not done if the weather is bad or threatening. This helps to ensure that there will be no confusion as to whether it is a test or a real alert. Since many outdoor sounds, including the weather sirens, cannot penetrate many buildings, the sirens are not intended to be heard while indoors.

During an Emergency

In the event of a Tornado Warning residents will hear a 3- to 5-minute steady signal of the sirens. When you hear the sirens during bad weather, go indoors and seek shelter in the most interior room in your home or office. (See attached UNTS Building floor plans) You should avoid the outside walls and windows. An interior bathroom, closet, or other room is generally the safest location. Cover yourself with pillows or get under heavy furniture for protection. If you have access to a radio or television, turn it on to a local channel to listen for essential emergency information. All local channels will interrupt programming to issue Tornado Warnings and advise you where the tornado is located. Please do not call local fire or police agencies to ask why the sirens are sounding unless immediate assistance is needed.

If you are outdoors when the sirens go off

If you are outdoors when the outdoor warning sirens are activated seek shelter immediately. If shelter is not available and severe weather is in the area lie in a ditch, ravine, culvert, or other low-lying area. Make sure that the low-lying area that you choose is not prone to flooding. Use your arms or a piece of clothing to protect your head and neck.

If you are in a mobile home or a vehicle

Mobile homes and vehicles are extremely vulnerable to the effects of tornadoes and severe thunderstorms. One third of tornado deaths nationwide occur in mobile homes. Residents of mobile home parks should have a designated shelter in the community or a plan for residents to evacuate to an off-site shelter location. Find out about the tornado shelter plan in your community. If there is no time to get to shelter, abandon the mobile home or vehicle and lie flat in the nearest ditch or depression with your hands covering your head. NEVER try to outrun a tornado.

³ <http://dallascityhall.com/departments/officeemergencymanagement/Pages/default.aspx> (Warnings > Outdoor Warning Sirens)

Building Alarms

The UNT System will use the emergency PA and email notices to alert and instruct students, faculty and staff of an impending emergency in the UNT System Building. If instructions to re-locate to a safe place within the building or to evacuate the building are needed, the emergency PA and email will be used. Floor plans with areas of refuge located within the UNT System Building and pathways to the emergency exits are attachments to this document. ⁴

NOAA or American Red Cross Weather App

Consider placing a NOAA or American Red Cross weather warning application on your phone. These apps receive official warnings and other hazard information from the National Weather Service 24 hours a day, 7 days a week. When severe weather is expected the app will sound an alert, warning listeners that a severe weather watch or warning is in effect for the area.

Facilities Management receives weather warning alerts from NOAA, American Red Cross and the Downtown Emergency Response Team and will use the building speaker system to alert the UNT System Building tenants of severe weather and the need to take emergency action.

Additional Information Sources

Information about emergencies may also be disseminated to the staff via the UNTS website, Official Notices sent via email to the UNTS community, and local television, radio, and newspapers. UNT System staff, faculty and students can also check television stations. All Stations covered: NBC 5-DFW, FOX 4-DFW, THE 33-CW, CBS 11-DFW with partnerships involving TXA 21 TV, along with News Radio 1080 KRLD, 98.7 KLUV, 103.7 Lite FM, 105.3 The Fan, 100.3 Jack FM, and Mega 107.5.

You can also check TV station websites:

FOX 4: <http://www.fox4news.com>

NBC5: <http://www.nbcdfw.com>

THE 33-CW: <http://www.cw33.com>

CBS 11-DFW: <http://dfw.cbslocal.com>

⁴ Appendix B: Evacuation/Shelter-in-place maps

What Are Your Responsibilities During an Emergency?

Building Representatives

UNT System Building Operations (see page 22) has been designated to work with Dallas PD, Dallas Fire Rescue, Facilities, Risk Management Services, Dallas Alert and other emergency personnel to identify and help resolve facilities and other safety-related issues. These representatives also serve as a point of contact during drills or actual emergencies and relay information between Safety Coordinators and emergency personnel.

Safety Coordinators⁵

Safety Coordinators are full-time faculty or staff members who have received training to assist their fellow building occupants during emergencies. In order to qualify, you must spend the majority of the day working in the building and preferably on the floor on which you wish to serve as a Safety Coordinator.

Each floor should have at least two safety coordinators, each one responsible for a designated area. Collectively, the Safety Coordinators in a given building will work together to accomplish the responsibilities listed below.

UNT System building operations representatives will ask for volunteers to be the Safety Coordinator on each floor.

Responsibilities

- Attend safety coordinator orientation
- Coordinate regularly with other Safety Coordinators in your building
- Become familiar with emergency procedures as specified in this guide
- Become familiar with the location and use of safety equipment in the building, such as fire extinguishers and automated external defibrillators (AED)
- Ensure that all occupants of the building have, depending on the situation, exited the building or gathered at the designated shelter area during drills and actual emergencies⁶
- Assist individuals with special needs as necessary during drills and actual emergencies

All Other Building Occupants

Building occupants include anyone who spends any portion of the day in the UNT System Building.

Responsibilities

- Staff who have guests should assist their guests to a safe location
- Follow emergency guidance provided by first responders and safety coordinators

⁵ Professors are responsible for evacuating all students during a class period.

⁶ Appendix B: Evacuation/Shelter-in-place maps

What Should You Do If You Witness Concerning Behavior?

What is concerning behavior?

Concerning behavior is conduct that would suggest that a person is at risk of harming themselves or others. While all individuals feel upset or distressed at times, the following behaviors may suggest that the problems are more than the “normal” ones:

- Acting withdrawn from friends and/or family
- Highly disturbed behavior
- Outbursts of anger
- Inability to communicate clearly
- Irrational conversation or speech
- Loss of contact with reality
- Suspiciousness or irrational feelings of persecution
- Statements related to death, dying, or feelings of hopelessness
- Threats of harming self or harming others

What should you do?

If you witness anyone exhibiting concerning behavior, you should contact Building Security 214.571.9719. Be prepared to provide the name of the person and a brief narrative of his/her behavior. For staff and faculty who witness another member of the staff or faculty exhibiting concerning behavior, notify the appropriate supervisor.

Quick Note

Immediately call 911 if at any time you feel a person poses an imminent threat of harm to him/herself or others.

What should you expect?

Security should arrive at the scene immediately and defuse the situation or escort the person to a neutral location within the building. A security report will be filed for review the following morning to determine if further action is required.

If you notified UNT System’s supervisor or the manager of an employee exhibiting concerning behavior, he/she will contact the department’s Human Resources consulting team. The consulting team will assess the situation with the supervisor and refer the employee to the Employee Assistance Program if necessary.

All situations involving an immediate threat to self or others will be handled by Dallas PD, which will seek to neutralize the threat.

Where can you find additional information?

For additional information about campus violence and to learn what you can do to ensure your safety and that of those around you, please take the following actions:

- View safety videos available at UNT’s emergency management website at <http://emergency.unt.edu>

What Should You Do in the Event of Violence?

What is violence?

Violence is defined here as encompassing any action(s) threatened or taken by an individual(s) with the intent of killing or inflicting serious bodily harm to others. An example is a person wielding a weapon. The perpetrator may be any individual from inside or outside the university/business community. The target of the violence may be a specific individual or group or may be randomly selected.

What should you do?

If you witness an act of violence, take the following actions:

- **Call Building Security 214.571.9719** Report the situation. If you are unable to speak, leave the line open so the officer can hear what is going on. The officer will determine whether to call 911 or to handle the situation.
- **Find a safe place.** Attempt to remove yourself from the situation and exit the building. If you cannot safely exit the building, seek shelter in a secure area that can be locked or barricaded. If possible, turn off lights and cell phone ringers without drawing attention to yourself.
- **Go to the designated assembly area.**⁷ Go to and remain at the designated assembly area outside the building until instructed by emergency responders to move to another location. Attempt to account for all building occupants once at the assembly point.
- **Do not touch items left by the attacker.** An attacker may intentionally leave explosives at the scene. Additionally, police will need to conduct an investigation after the emergency has concluded, so it is important not to tamper with potential evidence.

Quick Note

Remember to always obey the instructions of emergency response personnel.

What should you expect?

Emergency response personnel will arrive on scene. The first responders to arrive on scene will seek to end the threat by stopping the attacker(s) and securing the area. Their next priority will be to provide medical care to any injured persons.

Where can you find additional information?

For additional information about violence and to learn what you can do to ensure your safety and that of those around you, please take the following actions:

- View safety videos available at UNT's emergency management website at <http://emergency.unt.edu>
- Visit the Clery Center website at <http://www.clerycenter.org> or the US Department of Education Campus Safety website at <http://ope.ed.gov/campusafety>.
- Ask about crime prevention training (see Table 2 in the section entitled *What Can You Do to Prepare for Emergencies?*)

⁷ Appendix B: Evacuation/Shelter-in-Place maps

What Should You Do If You Receive a Bomb Threat?

What is a bomb threat?

A bomb threat is a warning, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries. Bomb threats can be received by phone, note, or email; however, phone threats are most common. All bomb threats are to be taken seriously. It is best to let emergency response personnel determine the validity of any threat by conducting a thorough investigation.

What should you do?

If you receive a bomb threat, take the following actions:

- **Take notes.** If the threat is received by phone, keep the caller on the phone for as long as possible, taking note of any details the caller provides about the bomb, characteristics of the caller's voice and speech, and identifying background sounds. Please use Bomb Threat Checklist⁸.
- **Do not hang up on the caller.** When the caller hangs up, you may then hang up. Save the caller ID.
- **Call Building Security 214.571.9719** Building Security will go to the caller's location.
- **Call 911.** Report the threat to law enforcement authorities. Provide the police dispatcher with all of the information you took note of when interacting with the caller.
- **Exit the building.** If instructed by emergency response personnel, evacuate the building immediately. Be sure to take with you any personal items.
- **Go to the designated assembly area⁹.** Go to and remain at the designated assembly area until instructed by emergency responders to move to another location. Attempt to account for all building occupants once at the assembly point. Obey the instructions of emergency response personnel at all times.

At no time should you:

- Delete any emails that contain a bomb threat
- Use a two-way radio or cell phone as radio signals emitted by these devices can detonate a bomb
- Activate any fire or burglary alarm system

What should you expect?

Emergency response personnel will arrive on scene. The first responders to arrive on scene will evaluate the situation to determine the validity of the threat. If the threat is found to be real, response personnel will neutralize it. Emergency personnel will determine if the building is to be evacuated and when it is safe to return.

Where can you find additional information?

For additional information about bomb threats and to learn what you can do to ensure your safety and that of those around you, please take the following actions:

- View safety videos available at UNT's emergency management website at <http://emergency.unt.edu>

⁸ Appendix C: Bomb Threat Checklist

⁹ Appendix B: Evacuation/Shelter-in-place maps

What should you do in the case of an Active Shooter?

What is an active shooter?

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrived on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

What should you do?

Quickly determine the most reasonable way to protect your own life. Remember that visitors and students are likely to follow the lead of employees and managers during an active shooter situation. Call 911 as soon as it is safe to do so.

- 1) Evacuate
If there is an accessible escape path, attempt to evacuate the premises.
- 2) Hide Out
If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- 3) Take action against the active shooter
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

What should you expect?

The first officers arriving on the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.¹⁰

Where can you get additional information?

See Appendix E for details to numbers 1 through 3.

http://www.youtube.com/watch?v=5VcSwejU2D0&feature=player_embedded

¹⁰ Appendix D: Active Shooter – How To Respond

What Should You Do if You Receive a Suspicious Letter or Package?

What is a suspicious letter or package?

A suspicious letter or package is a piece of mail which *may contain* a written threat of violence or a harmful substance such as an explosive, radiological, biological, or chemical substance. Suspicious letters and packages are often identifiable by any of the following traits:

- No return address
- Excessive postage
- Strange stains, odors, or sounds
- Marked with restrictions
- Handwritten or poorly typed addresses
- Misspelled words
- Foreign postage
- Addressed to no specific person
- Powdery substance felt through envelope

Suspicious letters and packages *may pose* a threat to the health and safety of the recipient as well as people in the vicinity and should therefore be handled with caution.

What should you do?

If you receive a suspicious letter or package, take the following actions:

- **Call Building Security 214.571.9719** Report the threat to the officers. Be prepared to provide a description of the suspicious letter or package. Building Security may call 911.
- **Handle with care.** Do not open, smell, or taste the item. Avoid shaking or bumping the letter or package. Isolate the item away from yourself and others.
- **Wash hands.** If the package is already open and you have identified the substance as being radiological, biological, or chemical, you should wash your hands with soap and water immediately.
- **Exit the building.** If instructed by emergency response personnel, evacuate the building immediately. Be sure to secure or take with you any personal items.
- **Go to the designated assembly area.**¹¹ Go to and remain at the designated assembly area until instructed by emergency responders to move to another location. Attempt to account for all building occupants once at the assembly point. Obey the instructions of emergency response personnel at all times.

What should you expect?

Building Security will arrive on scene. The first responders to arrive on scene will evaluate the letter or package to determine the validity of the threat. If the threat is found to be real, Building Security will call 911 and response personnel will neutralize it.

Where can you find additional information?

For additional information about suspicious letters and packages and to learn what you can do to ensure your safety and that of those around you, please take the following actions:

- View, print, and post in your office the US Postal Service's advisory poster for suspicious letters or packages available at <http://about.usps.com/posters/welcome.htm>

¹¹ Appendix B: Evacuation/Shelter-in-place maps

What Should You Do in the Event of a Tornado?

What is a tornado?

A tornado is a destructive wind event, often coinciding with a strong thunderstorm. Tornadoes are described in terms of their wind speed with the most powerful storms achieving 3 second gusts of over 200 miles per hour.

In advance of approaching storms, the National Weather Service issues severe weather watches and warnings so citizens are able to make sound judgments about the appropriate actions to take.

Tornado Watch vs. Warning

- A *tornado watch* indicates conditions are favorable for the development of tornadoes in the watch area.
- A *tornado warning* indicates that tornadic activity is imminent or already occurring in the warning area.

All severe weather watches and warnings are broadcast to NOAA Weather Radios as well as made available on the National Weather Service's website.

What should you do?

If you receive notification that a *tornado warning* has been issued for Dallas County, take the following actions:

- **Go to the tornado shelter area.** If outdoors, go indoors. If possible, take shelter in an interior room away from glass or windows on the lowest floor of the building. See attached floor plans of the designated shelter areas.¹² Before going to the shelter area, note the time that the warning is set to expire. Remain at the shelter area until the warning expires.
- **Bring a radio or phone.** Bring a NOAA Weather Radio, other radio or phone to the shelter area with you so you can monitor weather conditions.

What should you expect?

Building officials will monitor changing weather conditions in coordination with the National Weather Service office in Fort Worth and will provide updates to the UNT System building community as needed.

Where can you find additional information?

For additional information about severe weather and to learn what you can do to ensure your safety and that of those around you, please take the following actions: Visit the National Weather Service's severe weather website at <https://www.noaa.gov/education/resource-collections/weather-atmosphere-education-resources/tornadoes>



Doppler radar images of severe weather surrounding the Dallas-Ft. Worth area



Quick Note

A designated shelter area in the UNT System is on your floor on the Elm Street (north) side of the building. Stay away from any glass such as windows and doors.

¹² Appendix B: Evacuation/Shelter-in-place maps

What Should You Do in the Event of Flooding?

What is a flooding?

A flood is an accumulation of water on land as a result of heavy rainfall or utility failure. Flooding that occurs as a result of a utility failure has the potential to affect operations in the building due to damage to facilities or workspaces. Heavy rainfall can also cause flooding by inundating rivers and streams as well as overwhelming the capability of storm water sewage systems to remove water from streets and highways.

In advance of approaching storms, the National Weather Service issues flash flood watches and warnings so citizens are able to make sound judgments about the appropriate actions to take.



A spring storm caused flash flooding near Downtown Dallas.

Flash Flood Watch vs. Warning

- A *flash flood watch* indicates conditions are favorable for flash flooding to occur in the area.
- A *flash flood warning* indicates flash flooding is imminent or already occurring in the area.

What should you do?

If you encounter flooding in the building, take the following actions:

- **Report incidents.** Report all instances of flooding in the building to UNT System Building Operations (see page 22).
- **Protect equipment and documents.** If flooding appears likely to affect your work area, take steps to ensure that equipment and important documents are not damaged.
- **Avoid areas of standing water.** Flooding can cause damage to electrical systems, potentially resulting in dangerous currents of electricity moving through the water.

If you encounter flooding on roadways, take the following actions:

- **Slow down.** Hydroplaning is a loss of steering or braking control due to a layer of water that prevents direct contact between vehicle tires and the road surface. Slow down on wet roads to prevent your vehicle from hydroplaning.
- **Turn around, don't drown.** Do not overestimate your vehicle's ability to drive through floodwater. One foot of water will float most cars, and two feet of moving water will sweep away most vehicles.

What should you expect?

Building officials will monitor changing weather conditions in coordination with the National Weather Service office in Fort Worth and will provide updates to the UNT System building community as needed.

Where can you find additional information?

For additional information about severe weather and to learn what you can do to ensure your safety and that of those around you, please take the following actions:

Visit the National Weather Service's severe weather website at: <https://www.weather.gov/safety/flood>

What Should You Do in the Event of Winter Storms?

What are winter storms?

Winter storms typically occur between the months of October and March and bring extremely cold temperatures and precipitation to the region. This combination of cold weather and wet conditions often causes snow and ice accumulations and can result in

- Slick roads and slick sidewalks
- Downed power lines
- Road closures



A winter storm in February 2011 covered the Main Street Garden Park in Downtown Dallas.

What should you do?

Take the following actions to prepare for winter storms:

- **Dress appropriately.** Wear several layers of loose-fitting, lightweight, warm clothing rather than one layer of heavy clothing. Remember to provide adequate protection for your head, neck, hands, and feet as these are the areas where heat most easily escapes your body.
- **Winterize your home.** When temperatures drop below 32 degrees, the water inside plumbing fixtures may freeze. Water expands as it freezes, which causes pipes to burst. You can help prevent this from occurring by leaving the water running at a slow trickle and insulating all external or exposed water piping when pipes are cold enough to freeze
- **Winterize your car.** Check windshield wiper blades and replace them promptly when worn out. Ensure fluid levels are at the appropriate levels. Make sure all lights are working. Have your brakes checked. Check that your tires are appropriate for winter conditions and inflated to the appropriate level.
- **Drive only when necessary.** Remember: most North Texans do not have experience driving in icy conditions. If you must drive, travel during daylight hours if possible, and stay on heavily traveled roads where the constant flow of traffic will help keep ice and snow from accumulating.

What should you expect?

Building operations officials will monitor changing weather conditions in coordination with the National Weather Service office in Fort Worth and the Chancellor. Updates will be provided to the staff and building community as needed by phone, email, UNT System website, and by posting late openings or closings on television stations NBC-DFW, FOX-4 DFW, The 33-CW, CBS 11-DFW, TXA 21 TV, and News Radio 820 WBAP, 1080 KRLD, 98.7 KLUV, 103.7 Lite FM, 105.3 The Fan, 100.3 Jack FM and 107.5 Mega by 6:00am. No announcement means the building will open as scheduled.

Where can you find additional information?

For additional information about winter storms and to learn what you can do to ensure your safety and that of those around you, please take the following actions:

- Visit the National Weather Service's winter weather safety and awareness website at <http://www.nws.noaa.gov/om/winter/index.shtml>
- Visit the Centers for Disease Control and Prevention winter weather webpage at <http://www.cdc.gov/disasters/winter/index.html>

What Should You Do in the Event of a Building Fire?

What is a building fire?

Building fires can occur as a result of unsafe practices, mechanical failure, or external conditions, such as lightning striking a building. All building fires have the potential to injure or kill anyone in the vicinity and can cause extensive property damage. The dangers from fire are not only the result of visible flames, but are also due to extremely hot temperatures, smoke, and toxic gases.

What should you do?

If you get caught in a fire situation, take the following actions:

There is a voice and light communication system throughout the UNT System building that is automatically activated in the event of a fire.

- **Exit the building immediately**¹³. Do not use elevators. Leave the building through the nearest exit. If the door handle is hot, don't open the door. Instead, call for help.
- **Go to the designated assembly area**.¹⁴ Go to and remain at the designated assembly area until instructed by emergency responders to move to another location. Attempt to account for all building occupants once at the assembly point. Obey the instructions of emergency response personnel at all times.

Quick Note

During a fire, immediately exit the building through the nearest exit – not necessarily the door you used to enter the building.

What should you expect?

Once notified of the situation, emergency response personnel will begin arriving on scene. The Dallas PD will assess the situation and set up a perimeter around the facility. The City of Dallas Fire Department, which provides fire service to the UNT System Building, will extinguish the fire and search the building for persons in need of assistance.

Where can you find additional information?

For additional information about building fires and to learn what you can do to ensure your safety and that of those around you, please take the following actions:

- Visit the U.S. Fire Administration website at <http://usfa.fema.gov>

¹³ Appendix B: Evacuation/Shelter-in-place maps

¹⁴ Appendix B: Evacuation/Shelter-in-place maps

What Should You Do in the Event of a Hazardous Material Spill?

What is a hazardous material spill?

A hazardous material is any item or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. Hazardous materials are used daily in the UNT System Building and are an integral part of many important building functions. Additionally, a wide variety of hazardous materials are transported through Dallas via truck and rail traffic.

Some hazardous materials spills may occur on a small scale and require few responsive actions. However, other spills may be large, involve more toxic substances, and require extensive actions by emergency response personnel. It is these situations that pose the greatest risk to your life and the lives of others.

Reasonable precautions have already been taken to prevent and contain spills. All chemicals stored in quantities of one gallon or more are stored in a dual containment drum or on a dual containment pallet large enough to contain the volume of liquid stored. There are universal spill kits on the loading dock and in the chiller room. There is also a container of oil absorbent on the loading dock.



Dual containment drums in the UNT System Building basement.

What should you do?

Depending on the type and location of a spill, emergency response personnel may direct you to evacuate or shelter-in-place.

If a hazardous materials spill occurs inside your building, take the following actions:

- **Contain the spill area.** If you can safely do so, attempt to isolate the spill by barricading the spill area to prevent other employees from entering the area.
- **Call Building Security 214.571.9719.**
- **Evacuate the building.** If instructed by emergency response personnel, evacuate the building immediately. Be sure to secure or take with you any personal items.
- **Go to the designated assembly area.**¹⁵ Go to and remain at the designated assembly area until instructed by emergency responders to move to another location. Attempt to account for all building occupants. If the spill involves a gas leak, avoid smoking, creating sparks, or using electrical equipment.

If a hazardous materials spill has occurred somewhere outside your building, take the following actions:

- **Go indoors.** If instructed by emergency response personnel go to or remain inside the nearest building to avoid inhaling toxic fumes.
- **Stay in an enclosed area.** Avoid windows and areas with glass. Building Facilities will turn off the Heat or A/C to avoid drawing in outside air.

¹⁵ Appendix B: Evacuation/Shelter-in-place maps

What should you expect?

Once notified of the situation, emergency response personnel will begin arriving on scene. For large spills, Dallas PD will assess the situation and set up a perimeter around the facility if necessary. The City of Dallas Fire Department will coordinate clean-up of the spill.

Where can you find additional information?

For additional information about hazardous materials spills and to learn what you can do to ensure your safety and that of those around you, please take the following actions:

A Safety Data Sheet (SDS)/Right to Know station is located in Suite 203 near the copy machine. An SDS binder of the HVAC chemicals is stored beside the chemical drums in the basement.

Hazardous Materials section on the FEMA website
<http://www.ready.gov/hazardous-materials-incidents>

What Should You Do in the Event of a Food-borne Illness or Communicable Disease Outbreak?

What is a food-borne illness or communicable disease outbreak?

Communicable diseases are diseases transmitted through contact with contaminated people, animals, or surfaces that have the potential to spread quickly through the community. Examples include H1N1 and Tuberculosis. Similarly, food-borne illnesses can spread quickly through a population but result from the consumption of contaminated foods. Examples of food-borne illness include Salmonella and Hepatitis A. Exposure to both food-borne illnesses and communicable diseases can cause a variety of symptoms and can even result in death.

What should you do?

In the event that a communicable disease or food-borne illness is circulating throughout the community, please take the following preventative actions:

- **Get the facts.** Learn the signs, symptoms, and preventative actions for the disease or illness outbreak.
- **Practice good hygiene.** Wash your hands often. Cover your mouth when you cough. Use hand sanitizer. Clean and sanitize surfaces regularly.
- **Stay home when you are sick.** Do not go to work when you are sick; you run the risk of infection those around you. Additionally, staying home will enable you to get needed rest so you can more quickly return to good health.
- **Seek medical attention.** If you begin to experience the signs and symptoms associated with an identified outbreak contagion, visit your physician in order to receive the prescribed care for the health condition.

Quick Note

Stop the spread of contagious diseases by practicing the 3 C's: Clean, Cover, and Contain.

What should you expect?

The UNT System will make every effort to respond to reports of a health crisis or disease that has the potential to affect the staff or campus community. Its efforts are focused on gathering information on the situation, managing the dissemination of information to the community, and determining the appropriate prophylactic actions to take.

Where can you find additional information?

For additional information about communicable diseases and food-borne illnesses and to learn what you can do to ensure your safety and that of those around you, please take the following actions:

- Visit the Centers for Disease Control and Prevention website at <http://www.cdc.gov>
- Visit the Texas Department of State Health Services website at <http://www.dshs.state.tx.us>

Appendix A: Contact Information (continued)

Media

Information about emergencies may also be disseminated to the staff and the campus community via the UNTS website, Official Notices sent via email to the UNTS community, and local television, radio, and newspapers. UNT System staff, faculty and students can also check television stations. All Stations covered: NBC 5-DFW, FOX 4-DFW, THE 33-CW, CBS 11-DFW with partnerships involving TXA 21 TV, along with News Radio 820 WBAP, 1080 KRLD, 98.7 KLUV, 103.7 Lite FM, 105.3 The Fan, 100.3 Jack FM, and Mega 107.5.

You can also check TV station websites:

FOX 4: <http://www.fox4news.com>

NBC5: <http://www.nbcdfw.com>

THE 33-CW: <http://www.cw33.com>

CBS 11-DFW: <http://dfw.cbslocal.com>

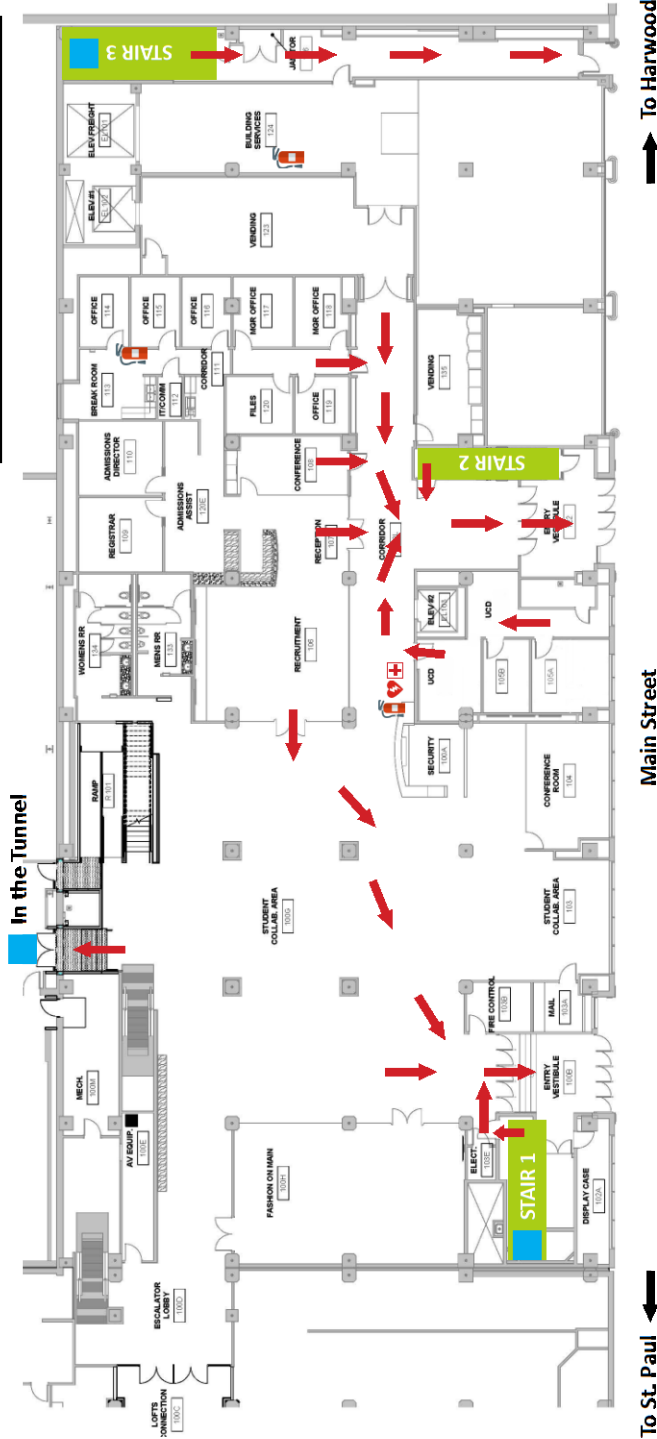
Appendix B: Evacuation/Shelter-in-Place Maps

UNT System Building Emergency Procedures:

1st Floor

- Fire Extinguisher
- AED Locations
- Evacuation Routes
- First Aid Kits
- Stairwell
- Area of Refuge¹

In case of emergencies, DO NOT use elevators or escalators.



In case of SEVERE WEATHER-RELATED SHELTER IN PLACE situations when instructed by Campus Authority:

- DO NOT EXIT the building
- Relocate to an Area of Refuge¹
- Alternate Locations: in terror area with no glass windows

¹Areas of Refuge may differ depending on the situation and which floor you are on. Please become familiar with your floor and your quickest exits.

In case of FIRE or BUILDING EVACUATION

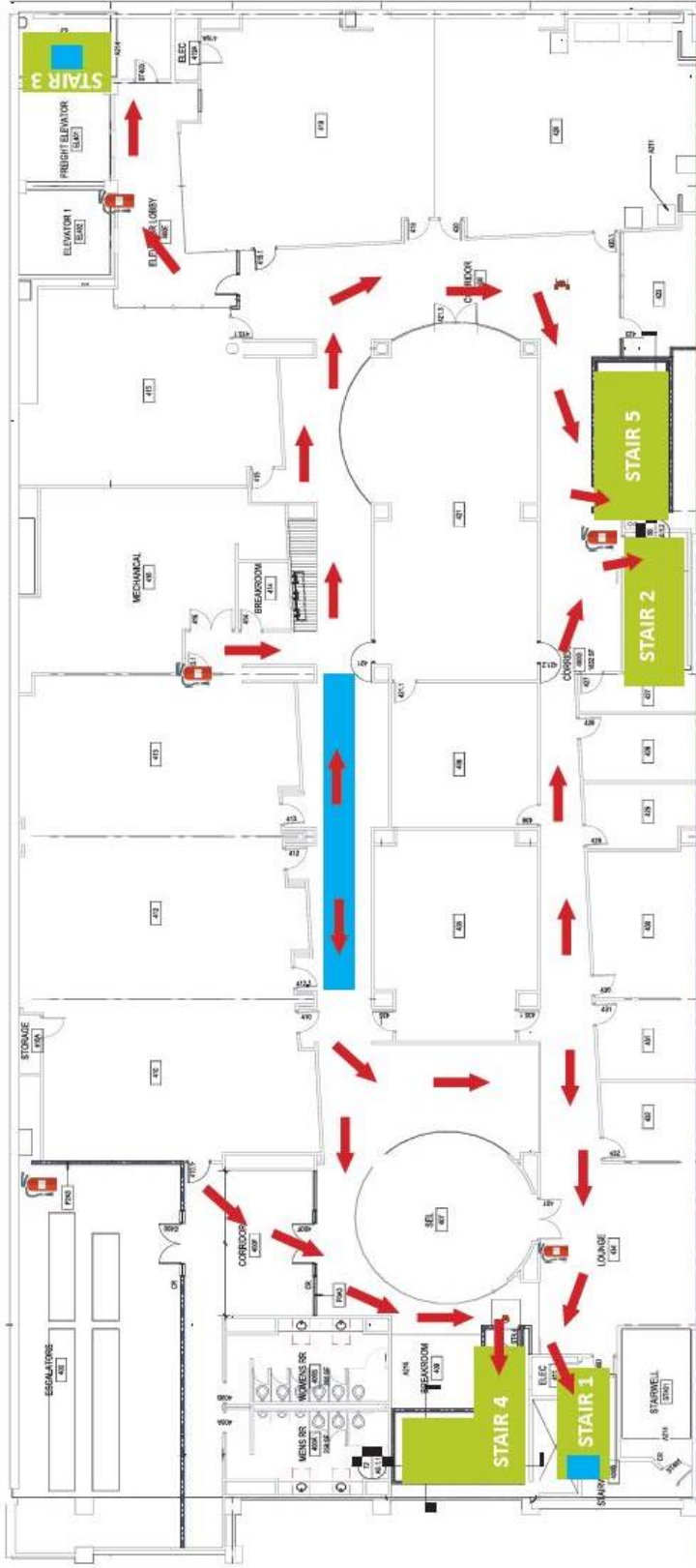
- EVACUATE the building using the quickest route
- ASSEMBLE at predetermined Assembly Areas (corner of Main & Harwood or Main and St. Paul)
- DO NOT block access of emergency personnel ... Go to an Assembly Area
- Persons with DISABILITIES, remain in the Area of Refuge until assisted by Dallas Fire Rescue

UNT System Building Emergency Procedures:

4th Floor

-  Fire Extinguisher
-  AED Locations
-  Evacuation Routes
-  First Aid Kits
-  Stairwell
-  Area of Refuge¹

In case of emergencies, DO NOT use elevators or escalators.



In case of SEVERE WEATHER-RELATED SHELTER IN PLACE situations or when instructed by Campus Authority:

- DO NOT EXIT the building
- Relocate to an Area of Refuge¹
- Alternate Locations: an interior area with no glass windows

¹Areas of Refuge may differ depending on the situation and which floor you are on. Please become familiar with your floor and your quickest exits.

In case of FIRE or BUILDING EVACUATION

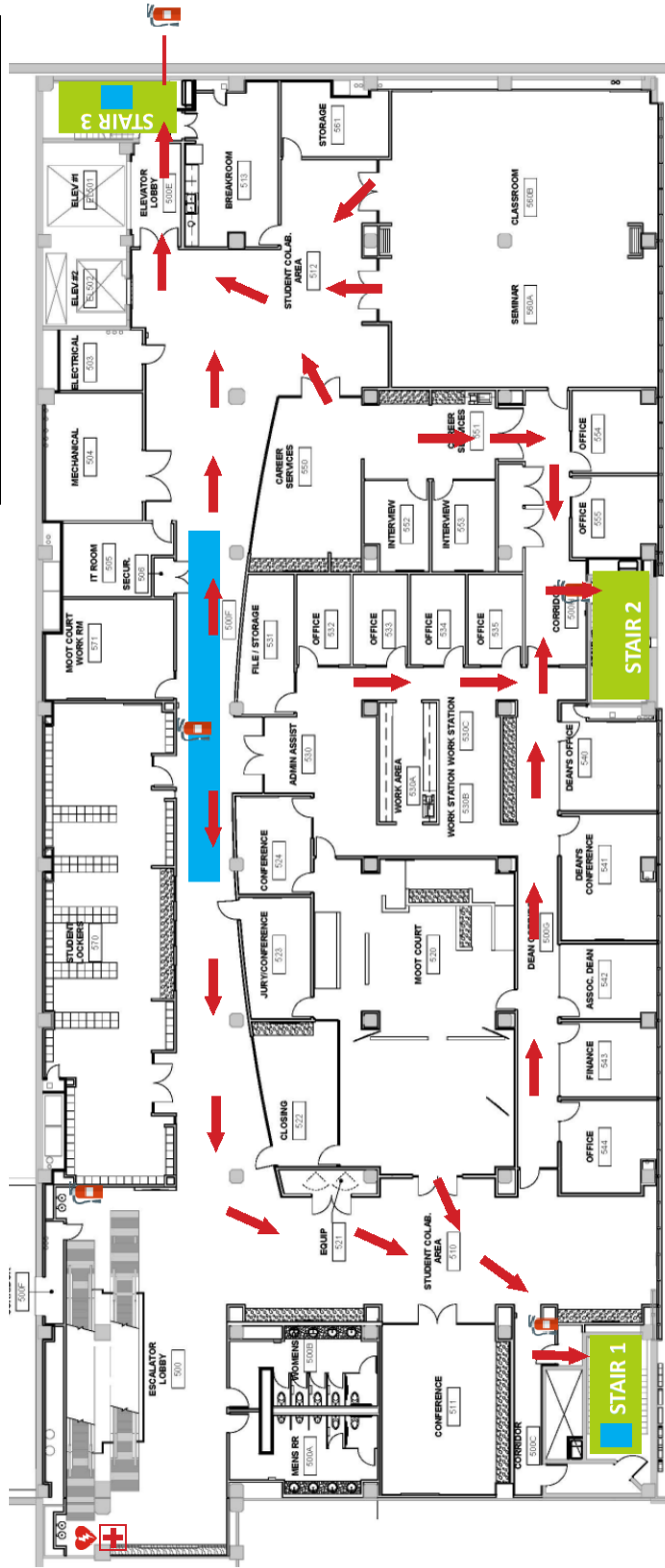
- EVACUATE the building using the quickest route
- ASSEMBLE at predetermined Assembly Areas (corner of Main & Harwood or Main and St. Paul)
- DO NOT block access of emergency personnel ... Go to an Assembly Area
- Persons with DISABILITIES, remain in the Area of Refuge until assisted by Dallas Fire Rescue

UNT System Building Emergency Procedures:

-  Fire Extinguishers
-  AED Locations
-  Evacuation Routes
-  First Aid Kits
-  Stairwell
-  Area of Refuge¹

5th Floor

In case of emergencies, DO NOT use elevators or escalators.



In case of SEVERE WEATHER-RELATED SHELTER IN PLACE situations σ when instructed by Campus Authority:

- DO NOT EXIT the building
- Relocate to an Area of Refuge¹
- Alternate Locations: in interior area with no glass windows

¹Areas of Refuge may differ depending on the situation and which floor you are on. Please become familiar with your floor and your quickest exits.

In case of FIRE or BUILDING EVACUATION

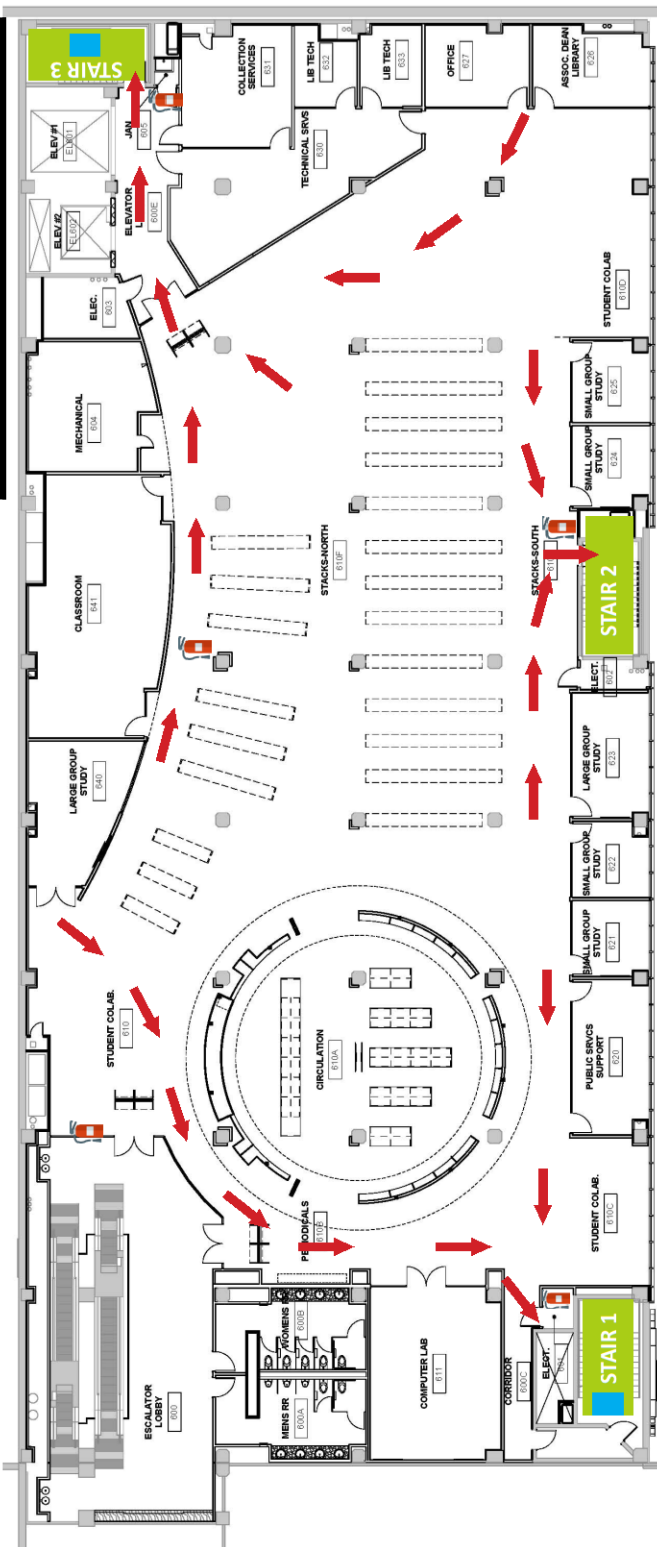
- EVACUATE the building using the quickest route
- ASSEMBLE at predetermined Assembly Areas (corner of Main & Harwood or Main and St. Paul)
- DO NOT block access of emergency personnel ... Go to an Assembly Area
- Persons with DISABILITIES, remain in the Area of Refuge until assisted by Dallas Fire Rescue

UNT System Building Emergency Procedures:

-  Fire Extinguisher
-  AED Locations
-  Evacuation Routes
-  First Aid Kits
-  Stairwell
-  Area of Refuge¹

6th Floor

In case of emergencies, DO NOT use elevators or escalators.



In case of SEVERE WEATHER-RELATED SHELTER IN PLACE situations when instructed by Campus Authority:

- DO NOT EXIT the building
- Relocate to an Area of Refuge¹
- Alternate Locations : an interior area with no glass windows

¹Areas of Refuge may differ, depending on the situation and which floor you are on. Please become familiar with your floor and your quickest exits.

In case of FIRE or BUILDING EVACUATION

- EVACUATE the building using the quickest route
- ASSEMBLE at predetermined Assembly Areas (corner of Main & Harwood or Main and St. Paul)
- DO NOT block access of emergency personnel ... Go to an Assembly Area
- Persons with DISABILITIES, remain in the Area of Refuge until assisted by Dallas Fire Rescue

UNT System Building Emergency Procedures:

-  Fire Extinguisher
-  AED Locations
-  Evacuation Routes
-  First Aid Kits
-  Stairwell
-  Area of Refuge¹

7th Floor

In case of emergencies, DO NOT use elevators or escalators.



In case of SEVERE WEATHER-RELATED SHELTER IN PLACE situations when instructed by Campus Authority:

- DO NOT EXIT the building
- Relocate to an Area of Refuge¹
- Alternate Locations: an interior area with no glass windows

¹ Areas of Refuge may differ depending on the situation and which floor you are on. Please become familiar with your floor and your quickest exits.

In case of FIRE or BUILDING EVACUATION

- EVACUATE the building using the quickest route
- ASSEMBLE at predetermined Assembly Areas (*corner of Main & Harwood or Main and St. Paul*)
- DO NOT block access of emergency personnel ... Go to an Assembly Area
- Persons with DISABILITIES, remain in the Area of Refuge until assisted by Dallas Fire Rescue

Appendix C: Bomb Threat Checklist

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible

If a bomb threat is received by email:

- Call _____
- Do not delete the message

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
-----------------------	---------------------------	-------------------------

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Angry | <input type="checkbox"/> House Noises | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Kitchen Noises | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Street Noises | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Booth | <input type="checkbox"/> Profane |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> PA system | <input type="checkbox"/> Well-spoken |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Conversation | |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Motor | |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Clear | |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Static | |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Office machinery | _____ |
| <input type="checkbox"/> Female | <input type="checkbox"/> Factory machinery | _____ |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Local | _____ |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Long distance | |
| <input type="checkbox"/> Loud | | |
| <input type="checkbox"/> Male | | |
| <input type="checkbox"/> Nasal | | |
| <input type="checkbox"/> Normal | | |
| <input type="checkbox"/> Ragged | | |
| <input type="checkbox"/> Rapid | | |
| <input type="checkbox"/> Raspy | | |
| <input type="checkbox"/> Slow | | |
| <input type="checkbox"/> Slurred | | |
| <input type="checkbox"/> Soft | | |
| <input type="checkbox"/> Stutter | | |

Other Information:



Homeland Security

Appendix D: Active Shooter - How to Respond

**U.S. DEPARTMENT OF
HOMELAND SECURITY**

ACTIVE SHOOTER HOW TO RESPOND

**NATIONAL
TACTICAL OFFICERS ASSOCIATION**

**POLICE
FAIRFAX COUNTY
VIRGINIA**

National Retail Federation®
The Voice of Retail Worldwide

RILA
RETAIL INDUSTRY LEADERS ASSOCIATION
Retail's Future...Educate, Innovate, Advocate

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take down the active shooter. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911
WHEN IT IS SAFE TO DO SO!**

• PROFILE OF AN ACTIVE SHOOTER
• GOOD PRACTICES FOR COPING WITH AN ACTIVE SHOOTER

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)

If evacuation and hiding are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating. Just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Emergency Numbers

Emergency Services: 9-1-1

Local Emergency Information Line: _____

Local Police Department: _____

Local Fire Department: _____

Local Hospital: _____

Local FBI Field Office: _____

Facility Security: (desk) 214-571-9719 (cell) 214-914-3515

Facility Address: 1901 Main St, Dallas, TX 75201

Floor: _____ Suite/Room _____

Office# _____ Ext _____