



EMERGENCY RESPONSE PLAN

University of North Texas
1901 Main Street
Dallas, TX 75204



Emergency Response Plan

University of North Texas System
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Dallas, TX 75204

January 2022

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In the event of a fire or other emergency, use this information as a guide and follow the directions of Police and/or Fire Department personnel.

Please note that no emergency plan can account for all of the possible factors and changing conditions. Each individual will have to decide for himself/herself what the safest action under the circumstances is.

Do not take any actions that will endanger your safety.

Preface

This plan complies with the requirements of the Dallas Fire Code and the 2018 International Fire Code.

This emergency response plan has been prepared and approved by:

Date	Work Completed	Name and Title	Signature
January 2022	Initial Plan Acceptance	Cody McCullough Building Operation Manager	

Building Description and Occupancy

1901 Main Street is a 13-story building occupied by college classrooms and offices, along with two floors occupied by a Montessori school. The west portion was built in 1929, the eastern section was added in 1956. Approximately 350 students, faculty, and staff occupy the building during normal business hours.

A pedestrian tunnel on Floor 1 connects 1901 Main to Comerica Tower to the north, and a skybridge on Floor 2 provides access to the Elm Street parking garage to the east. Floor 1 also has pass-through doors providing access to 1900 Elm on the west side of the building. A 2-hour fire rated wall separates 1900 Elm from 1901 Main.

The building is fully sprinkled. The Fire Control Room is located near the lobby entrance on Main Street, Room 103.

Key Emergency Contacts

Title or Role	Name	Contact Information	Notes
Fire Safety Director	Cody McCullough, Building Operations Manager	(214) 243-1767 (office) (972) 742-6655 (mobile) cody.mccullough@untsystem.edu	7 am – 4pm M – F (On-call 24/7)
Engineering	Erik Hansen, Facilities Manager Leslie Ford Lead Facilities Tech	(772) 940-3398 (office) (949) 230-9949 (mobile) Erik.hansen@untsystem.edu	8 am – 5pm M - F (On-call 24/7) 7am - 4pm M – F (On-call 24/7)
Facility Management	Kendra Brown Operations Business Specialist	(214) 752-8574 (office) (225) 326-1358 (mobile) kendra.brown@untsystem.edu	7:30 am –6pm M - F
Security	Lobby Security Desk	(214) 571-9719 (office)	
Regional Emergency Coordinator	Vice Chancellor, Steve Maruszewski	(214) 752-5548 (office) steven.maruszewski@untsystem.edu	
Fuel, Hazards, and Impairment Monitor	Erik Hansen, Facilities Manager	(772) 940-3398 (office) (949) 230-9949 (mobile) Erik.hansen@untsystem.edu	
Montessori School	Tabatha Preston Principal Diana Gonzalez Vice Principal	(972) 749-2513 (office) tapreston@dallasisd.org (972) 749-2538 (office) dgonzalez@dallasisd.org	

External Contacts	Name	Contact Information
Police	Dallas Police Department	911 (214) 671-3001 (non-emergency)
Fire	Dallas Fire-Rescue	911 (214) 670-3111 (non-emergency)
Electrical Utility	ONCOR	(888) 313-4747 (emergency) (888) 313-6862 (non-emergency)
Gas Utility	Atmos	(866) 322-8667 (emergency) (888) 286-6700 (non-emergency)
Water Department	City of Dallas Water Utilities Dept.	311 or (214) 670-5111 (emergency) (214) 651-1441 (non-emergency)
Local Hospitals	Baylor University Medical Center 3500 Gaston Ave	(214) 820-0111
Public Health Department	Dallas County Dept. of Health & Human Services	(214) 819-2000
Poison Control	Texas Poison Center Network	(800) 222-1222

Emergency Team Roles and Duties

The emergency team is comprised of building staff and floor wardens on each tenant floor.

The roles include:

- Fire Safety Director
- Engineering
- Security
- Facility Management
- Tenant Floor Warden Teams

Fire Safety Director

In advance of an emergency, the Fire Safety Director is responsible for:

- Ensuring that building keys, a Building Information Card, diagrams, and an updated list of people requiring assistance are kept at the Fire Control Room and readily available for emergency responders

During an emergency, the Fire Safety Director leads the initial response until first responders arrive. Responsibilities include:

- Verifying or call 911
- Setting up a command post at the Fire Control Room
- Assigning tasks to other emergency team personnel (investigate alarm floor, shut down HVAC, secure all entrances, etc.)
- Communicating with occupants via PA system
- Communicating with floor wardens
- Relaying what is known to emergency responders

Facility Management

Facility Management holds overall responsibility for the building's life safety program.

In advance of an emergency, facility management staff are responsible for:

- Emergency plan development and maintenance
- Staff training
- Recruiting and training floor wardens
- Overseeing regular drills and occupant instruction

During an event, property management staff

- Communicate with tenants
- Assist as necessary

Engineering

Engineers on the emergency team:

- Investigate alarm conditions and/or verbal reports
- Administer first aid
- Adjust building systems as directed by Fire Safety Director

Security

Security officers on the emergency team:

- Investigate alarm conditions and/or verbal reports
- Notify building management and engineering in the event of an emergency or alarm
- Secure and restrict building access as warranted
- Assist with emergency response efforts (evacuation or shelter in place)
- Administer first aid if properly trained
- Complete incident reports whenever emergency plan is implemented

Tenant Floor Warden Teams

The floor warden teams lead the response on each floor. All members of a floor warden team need to know:

- The location of evacuation routes, all exit stairwells, external assembly area(s), and the Fire Control Room
- Emergency phone numbers and response procedures
- The identity of other floor wardens on the team/floor
- How and where to provide a floor or suite status report to the Fire Safety Director

Tasks that floor wardens perform during an emergency include:

Checking Exit Stairwells. Upon activation of an alarm or instruction to evacuate, a floor warden team member checks the exit stairwells for safety. They then instruct occupants to walk single file down the stairs and evacuate the building.

Searching and Clearing Floor/Suite. Upon direction to shelter in place or evacuate the building, floor wardens are responsible for inspecting all work areas, break rooms, bathrooms, hallways, conference rooms, and other areas to ensure everyone has heard the announcement and is responding. Searchers close doors as they proceed.

Checking Elevator Lobbies. Upon direction to shelter in place or evacuate the building, floor wardens check the elevator lobby and direct occupants to the internal refuge area or the exit stairwells.

Ensuring Mobility Impaired Occupants are Being Helped. Two mobility-impaired assistants should be assigned to a person needing help in an evacuation. If possible, these assistants should not be members of the warden team. Responsibilities include helping the person prepare for shelter in place or evacuation. In an evacuation, one assistant helps the person move to the hallway outside the nearest safe exit stairwell and waits there until help arrives. The other assistant notifies the Fire Safety Director or emergency responder of their location.

Providing a Floor or Suite Status Report. When evacuating, one warden from each suite or floor must provide a status report to the Fire Safety Director via emergency intercoms or runner.

Pre-Incident Planning

It is important to think about and prepare for an emergency before it happens. While it is impossible to prepare for every situation, these steps will ensure the building is prepared for the most common.

Entire Response Team

- Become familiar with this Emergency Response Plan and other preparedness materials
- Collect and maintain personal emergency supplies as noted at the end of this section
- Maintain safety vest and radio
 - Participate in all trainings and drills
- Understand the building's procedures for staff accountability after an emergency
- Register with both Dallas Alert and the Downtown Dallas Rave alerting system to receive notifications about emergency situations like police activity, severe storm warnings, transit disruptions, etc.
 - dallascityhall.com/departments/officeemergencymanagement/Pages/Dallas-Alert.aspx
 - <https://www.getrave.com/login/downtowndallas>
- Implement relevant earthquake precautions
 - Latch drawers and cabinets
 - Secure heavy objects or keep them low to the floor
 - Arrange for larger shelves and furniture to be fastened to the wall or floor

Fire Safety Director

- Regularly review this Emergency Response Plan and other preparedness materials and update as needed (annually at minimum)
- Keep building keys, Building Information Card, diagrams, and an updated list of people requiring assistance at the Fire Control Room (FCC)
- Prepare emergency kit (Red Bag, etc.) for first responders. Keep in a secure location. Items to include: master keys, building radios, diagrams, Building Information Card, access badge, etc.
- Regularly review external assembly areas and the safe paths to access them
- Familiarize yourself with emergency announcements for PA system
- Determine alternate means of communication with occupants, in the event that the Fire Control Room is inaccessible or inoperable
- Conduct required drills and trainings
- Post operating instructions for life safety systems in Fire Control Room
- Monthly inspected by Engineering:
 - Egress signage, such as stairway identification
 - Egress lighting
 - Doorways and egress routes; clear any blockages
 - Pull stations
 - Fire extinguishers, AEDs, First Aid kits, other emergency supplies
 - Evacuation gates in stairwells

- Hazardous materials storage
- Stairwell lighting
- Ensure appropriate personnel know how to operate and shut down HVAC systems

Facility Management

- Identify and maintain emergency contact lists for all staff, tenants, and vendors (Appendix C)
- Assist Fire Safety Director in reviewing and updating Emergency Response Plan (at least annually)
- Check emergency supplies regularly (at least annually) and replace or replenish as needed
 - Keep battery-powered or hand-crank radios and flashlights in several easily accessible locations
- Encourage employees and occupants to
 - Maintain individual emergency supplies
 - Provide information regarding any mobility impairments
 - Keep Facility Management advised of any potential violent behavior and any orders of protection
 - Participate in CPR and first aid training
- Cross-train building staff to perform essential tasks (i.e. make PA announcements, read fire panel, recall elevators, shut down HVAC or natural gas systems, etc.)
- Make copies of the bomb threat checklist available
- Conduct staff training on emergency response procedures
- Oversee regular drills and occupant instruction
- Check building security systems to see how they would function during power loss. Verify that exit-door locking mechanisms would unlock during a power failure.
- Identify and maintain contact information for vendor to prevent or clean up mold or other environmental hazards in case of flooding
- Designate alternate locations for business continuity should the building become temporarily inaccessible.
- Maintain a list of websites, emergency radio stations, social media accounts, and other resources to review during emergencies (flooding, weather, local emergency management authorities, etc.)
- Pandemic Preparedness
 - Monitor all information and communications from local public officials, US Centers for Disease Control and Prevention, and healthcare professionals
 - Confirm janitorial vendor:
 - Is using EPA-approved disinfectants known to be effective on the virus in question
 - Is stockpiling an adequate supply should the outbreak escalate to a local epidemic
 - Has sick leave policies and procedures in place to compensate cleaning staff that become ill (so they will not come to work sick and spread the disease more widely)

- Has a plan for how to disinfect a floor/building with a confirmed case
- Determine in advance plan for communicating outbreak information to tenants and staff
- Determine which routine supplies (not just cleaning supplies) should be stockpiled in the earliest stages of an outbreak, should supply chains become disrupted

Engineering

- Ensure appropriate personnel know how to operate and shut down HVAC and utilities
 - Ensure the necessary tools are readily accessible
- Routinely inspect all critical systems
- Routinely inspect and test emergency lighting, including in parking garages, and repair or replace as necessary
- Create list of building operating systems with accompanying instructions, vendor contact information, locations of valves, controls, and panels and diagrams, as appropriate. Keep information near Fire Control Room, engineer's office, and each utility/system. Systems to include:
 - Elevators
 - Electrical
 - HVAC/BMS
 - Maintain list of tenant-controlled HVAC systems including location and shut-down instructions
 - Natural Gas
 - Provide directions on emergency shutdown and relighting of equipment with gas pilot lights, and store a wrench near each shutoff valve
 - Domestic and fire protection water systems
 - Fuel tanks
- Review what hazardous materials are stored on site and keep an SDS (Safety Data Sheet, formerly MSDS) for each at the Engineering Office
 - If staff is not trained to safely clean up a substance stored on site, identify a vendor to call in case of a spill
- Routinely inspect and test the emergency generator
 - Make sure repeaters, radios, and the building management telephone system are on emergency power, as well as at least one building computer
 - Maintain a sufficient supply of fuel and keep supplier(s) phone numbers in a readily accessible location.
- Regularly survey building and roof for leaks, and repair as needed using specialized vendors
- Routinely inspect the condition of the plumbing and pipes, and repair and replace as needed
- Check and clear debris from drains in the building, on the roof, and in nearby surroundings, including parking garages
- Check door and window seals as well to ensure airtight conditions
- Keep snow removal equipment in good working condition and maintain salt or sand supplies

Tenant Floor Wardens

- Familiarize yourself with
 - Evacuation routes
 - Locations and designations of exit stairwells
 - External assembly area(s)
 - Building emergency contact number(s)
 - Emergency response procedures
- Report any egress route obstructions or evacuation route confusion to Facility Management
- Participate in emergency response training and drills
- Ensure team members, and others on your floor, understand the emergency response procedures for their location
- Ensure building management has been informed of any occupants with a permanent or temporary mobility impairment or special need
- Pre-determine a safe area on your floor to shelter-in-place (internal refuge area)
 - Ideally, you should not be able to see outside the building from your refuge area
 - Elevator lobbies, hallways, kitchens, break rooms, and interior conference rooms, often make good refuge areas. (Note, however, that elevator lobbies are not good places to shelter for an airborne contaminant inside the building.)
 - Allocate at least 10 square feet per person
 - If no safe refuge areas exist on a floor, stairwells and bathrooms may provide good shelter. Also consider designating spaces on nearby floors or below grade.

Emergency Supplies

Occupants and building staff should be prepared to remain on-site, with no outside help, for up to 72 hours after a major disaster. The following **recommended** supplies should be stored in easy-to-access locations and inspected semiannually. Replenish food, water, batteries, and any other perishable items as necessary. Make sure supplies are easily accessible and portable. Some items, such as radios and flashlights, should be stored in multiple locations for easy access.

Individual Supplies

The following recommended supplies should be collected and maintained by every person:

- Water bottles and food (snack bars)
- Hand sanitation gel
- Flashlight and batteries
- 72-hour supply of medicine (or more for critical medications)
- Change(s) of clothes and comfortable shoes
- Personal contact list including phone numbers

Recommended Team Supplies

The following recommended supplies should be maintained for each team (building staff, warden team, tenant teams, etc.). These supplies are in addition to each person's individual supplies:

- Extra food and water to last several days (1 gallon of water per person per day, can opener if needed)
- Flashlights and batteries, glow sticks
- Radio and batteries
- First aid kit
- AED
- Bleeding control kit
- Sanitary wipes and toilet paper
- Garbage bags
- Work gloves
- Duct tape
- Plastic sheeting
- Dust masks and basic tools (for earthquake search and rescue)

Occupants Requiring Assistance

In any emergency response, it is important to know the location and status of any occupants in the building who may require assistance.

Pre-incident

Facility Management & Fire Safety Director

- Determine safe refuge area for occupants with mobility-impairment
- Encourage occupants to inform building staff or their floor warden if they have limited mobility (permanent or temporary) or another special need
- Instruct occupants with special needs to find two assistants on their floor who will help in an emergency
- Regularly update the roster of people requiring assistance (and their assistants), and keep at the Fire Control Room

Mobility-Impaired Occupants and Assistants

- Notify building staff or your floor warden of any limited mobility (permanent or temporary) or another special need
- Review procedures for response in emergency
- Identify two assistants on your floor who will help in an emergency

Evacuation Procedures

Fire Safety Director

- Receive status reports of mobility-impaired occupants and relay to first responders

Mobility Impaired Occupants and Assistants

Upon activation of an alarm or instructions to evacuate the floor:

- Assistants gather their personal belongings, then proceed to the person needing help
- Move to the hallway just outside a safe exit stairwell door. Do not enter the stairwell unless your safety is jeopardized.
- One assistant remains with the person; the other assistant update the Fire Safety Director or emergency personnel either via emergency intercom or in person at the Fire Control Room
- If you have not been assigned an assistant, request help from a member of the Floor Warden team
- If conditions on the floor become unsafe, move into the stairwell landing and shut the door, making as much room as possible for people evacuating

Core Response Procedures

Evacuation

Used when it is safer outside the building than in, evacuations can be partial (only those on certain floors leave) or full (everyone in the building leaves). Only stairwells may be used in evacuations. Depending on the emergency, the Fire Safety Director may direct all occupants to leave the building in an orderly flow, or a staged evacuation could be ordered with occupants on certain or the most critical floors evacuating first.

The designated assembly areas are noted in the table below and are shown on the site plan in Appendix B. Occupants shall not return to the building until an “all clear” has been issued.

	Tenants	Staff
External Assembly Areas	Far south side of Main Street Garden Park, on sidewalk along Commerce	NW corner of Main Street Garden Park (SE corner of Main and St. Paul)

Entire Response Team

- Put on emergency team identification and take radio from Security Desk
 - Switch to channel 1 (Security channel)
 - Report current location
 - Confine radio use to essential communication

Fire Safety Director

- Report to Fire Control Room
- Verify 911 has been called. Call with updates.
- Notify all building staff
- Dispatch staff to
 - Confirm stairwell exit doors open and failsafe doors have released
 - Confirm elevators have been recalled to the lobby
 - Turn off escalators
 - Greet arriving first responders
- Instruct occupants to begin evacuation via PA/alarm and SafetyNet alert
 - Report what is known, and steps being taken
 - Indicate which stairwells may be used
- Determine if HVAC should be adjusted or shut down
 - Direct engineer to confirm proper shutdown procedures as needed
- Collect floor status reports from wardens on their way out of building
- Confirm location and status of mobility impaired occupants
- Ensure incident information, Building Information Card, building diagrams, master keys, and roster of those with mobility impairments or special needs are provided to emergency responders

- See Appendix J for more details on briefing first responders
- Notify regional emergency contact
- To reset building to normal operations
 - Reset elevators
 - Direct engineering and security to conduct sweep of exit stairwells before resetting fire alarm panel
 - Make PA announcement, email alert, and announcement at external assembly area (if used)
 - Update alarm monitoring service

Engineering

- Assess the situation and report findings to the Fire Safety Director
- Shut down building systems and utilities as warranted

Security

- Assist with elevator recall and shutting down escalators if instructed to do so by Fire Safety Director
- Ensure exit doors are unlocked and unobstructed and fail-safe exit stairwell doors have released
- Keep lobby clear
- Secure loading dock
- Direct arriving emergency personnel to Fire Control Room
- Following evacuation, secure building and restrict access

Facility Management

- Report to Fire Control Room and assist as needed
- Communicate with tenants as instructed by Fire Safety Director
- Collect floor status reports from floor wardens in lobby or immediately outside FCC door
- Document incident conditions, staff response

Tenant Floor Warden Teams

- Put on warden team identification
- Begin moving floor occupants to nearest exit stairwell
- Inspect stairwell for presence of smoke or other hazards
- Search all areas of floor. Close but do not lock doors.
- Instruct occupants on where to go (exit building and head to assembly area). Remind occupants:
 - Close office doors when leaving but do not lock them
 - Do not carry beverages, laptops, purses, or other objects
 - Remove high-heeled shoes before descending the stairs
 - Stay to the right to make room for firefighters to access the stairs
 - Descend quickly but do not run

- Stay off phone until reaching assembly area
- Hold on to the railing and allow others to merge in an orderly fashion
- Remain quiet and listen for instructions
- Continue to assembly area
- Do not return until an “all clear” has been issued
- Mobility impaired assistants help persons needing assistance to move to the hallway just outside an exit stairwell door. Do not enter the stairwell unless your safety is jeopardized. One assistant remains with the person; the other assistant proceed to Fire Control Room to update the Fire Safety Director or emergency personnel.
- Report floor status to Fire Safety Director upon exiting the building and proceed to external assembly area

Shelter in Place Procedures

Shelter in Place means remaining inside the building, either at your work area or moving to an area of relative safety (typically near the building's core). Used when it is safer inside than outside the building, shelter in place may be invoked in response to:

- Earthquake
- Civil disturbance
- Bomb threat (external)
- Hazardous material release
- Tornado, hurricane, or high winds
- Chemical, biological, or radiological release
- Police activity
- Active shooter outside the building

Shelter in place takes two forms: occupants can remain at their work area, or they can move to an internal refuge area on their floor. In some situations, such as a civil disturbance or an outdoor fire, it is sufficient to simply have people remain inside the building. Other scenarios, such as the threat of an explosion outside the building, require occupants to move to an area of relative safety away from windows.

Each tenant should designate internal refuge areas in advance (see guidelines in the Pre-Incident Planning section of this plan).

Entire Response Team

- Put on emergency team identification and take radio from Security Desk
 - Switch to channel 1 (Security channel)
 - Report current location
 - Confine radio use to essential communication

Fire Safety Director

- Report to Fire Control Room
- Direct staff to investigate the situation and secure exterior doors
- Call 911 and notify all building staff
- Dispatch security to recall elevators and stop escalators
- If the incident involves a hazardous airborne contaminant inside or outside the building
 - Instruct occupants to seek refuge outside of elevator lobbies
 - Instruct engineer to shut down HVAC if warranted
 - Close dampers and air intakes for an external airborne threat
- Determine safest egress point for those who insist on leaving, and communicate this to all building staff
- Dispatch staff to key egress points to encourage occupants to remain inside and to direct any who insist on leaving to the designated egress point

- Notify occupants via PA system and SafetyNet alert. Inform them:
 - What is known
 - Steps being taken
 - What they should do – stay at their workstation or move to pre-defined refuge areas on their floor
 - If the incident involves a hazardous airborne contaminant inside the building, instruct occupants to seek refuge outside of elevator lobbies
- If the incident involves a hazardous airborne contaminant inside or outside the building, instruct engineer to shut down HVAC
 - Close dampers and air intakes for an external airborne threat
- For an active shooter event outside the building, initiate a hard lockdown of all doors if safe to do so
- Ensure incident information, Building Information Card, building diagrams, master keys, and roster of those with mobility impairments or special needs are provided to responding emergency personnel
 - See Appendix J for more details on briefing first responders
- Confirm mobility impaired occupants have moved to shelter area on their floor
- Update staff and occupants often (every 5 to 10 minutes)
- When incident is resolved, provide all clear message via PA and Safety alert
- If stairwell doors were released, direct engineering and security to conduct sweep of exit stairwells before resetting

Engineering

- Assess the situation and report findings to the Fire Safety Director
- If incident involves hazardous airborne contaminant inside or outside the building, shut down HVAC
 - Close dampers and air intakes for an external airborne threat
- Monitor building systems and utilities as needed

Security

- Recall elevators to lobby, stop escalators, and confirm fail-safe exit stairwell doors have been released as warranted
- Hard lock one East main entry door, skybridge and all other ingress points
- Position officer at West vestibule main entrance to restrict entry to authorized staff, tenants, and first responders
- Persuade occupants to remain inside. Caution those who leave that they may not be allowed to reenter.
 - Prohibit reentry to building if conditions warrant
- Secure loading dock
- Direct arriving emergency personnel to Fire Control Room

Facility Management

- Proceed to Fire Control Room

- Assist as needed
- Document incident conditions, staff response

Tenant Floor Warden Teams

- Put on warden team identification
- Depending on the incident, direct floor occupants to remain at their workstations or move to their pre-determined shelter in place areas on the floor
 - Listen to instructions from the Fire Safety Director
- Gather emergency supplies
- Report problems to Fire Safety Director, otherwise await instructions

Lockdown Procedures

Lockdowns may be used in conjunction with other core procedures (shelter in place, evacuation) or specific scenarios such as a civil disturbance or active shooter outside the building.

Lockdowns take two forms:

- Soft Lockdown (aka after-hours mode) – access is restricted to authorized tenants and staff only
- Hard Lockdown – no one may enter the building except first responders

Fire Safety Director

- Determine type of lockdown
- Notify all building staff
 - Determine safest possible egress route for occupants who insist on leaving, and inform all building staff
- Notify tenants via PA announcement and SafetyNet alert
- Notify regional emergency contact

Security

- Call 911 if there is a threat to the building or personnel
- Lock lobby revolving door
- Secure loading dock
- In a soft lockdown, post officer at entrance door(s) to check IDs

Engineering

- Prepare to shut down HVAC and/or recall elevators if needed

Facility Management

- Conduct staff roll call
- Communicate with tenants as directed by Fire Safety Director

Emergency Scenarios

Fire

Upon activation of a single fire alarm device, only the activation floor, floor above and the floor below will relocate to a safe floor below. Occupants on these floors in alarm will evacuate the building

For a multiple fire alarm incident, a full-building evacuation will be conducted.

This building is fully sprinklered.

Fire Alarm Automated Responses

Upon activation of an alarm device, the following automated responses should occur:

- External monitoring service will notify building staff and Fire Department
- Alarms will sound, strobes flash, and a pre-recorded voice announcement play on the alarm activation floor, floor above, and floor below
- Elevators will recall only upon activation of a smoke detector in an elevator lobby or a heat detector in an elevator shaft or machine room
- Stairwell doors will unlock on all floors
- HVAC shuts down
- Stairwells 1, 2, and 3 pressurize
- Fire pumps will turn on only if a sprinkler activates or a drop in pressure triggers water flow

Entire Response Team

- Put on emergency team identification and take radio from Security Desk
 - Switch to channel 1 (Security channel)
 - Report current location
 - Confine radio use to essential communication

Fire Safety Director

- Report to Fire Control Room
- Verify 911 has been called and all building staff notified
- Ensure elevators have been recalled and all fail-safe exit stairwell doors have been released
- Initiate partial or full evacuation as warranted (*see Evacuation section*)
- Do not silence alarms or allow building to be reoccupied unless authorized by the Fire Department
- Notify retail and vendors
- For a fire outside the building, set up a safety perimeter, restrict egress, adjust HVAC, and make a PA announcement and SafetyNet alert as necessary

Engineering

- Investigate alarm floor
 - Carry radios
 - Use the stairwells
 - Determine size and location of the fire and how fast it is spreading
 - If the fire is small and it is safe to do so, use an extinguisher to put out the fire
 - Have back to exit when using extinguisher
 - Close doors if fire cannot be extinguished
 - Update Fire Safety Director

Security

- Keep lobby clear
- Secure loading dock
- Greet arriving firefighters
- For an external fire, establish safety perimeter and keep Fire Safety Director updated

Facility Management

- Property Manager report to Fire Control Room
- Property management staff
 - Respond to phone calls if safe to do so
 - If floor is in alarm, evacuate

Tenant Floor Warden Teams

Upon hearing an alarm

- Put on warden identification
- Begin floor evacuation (see Evacuation section)
- Report floor status to building staff

Upon discovering a fire

- Confine the fire by closing doors
- Begin immediate floor evacuation
- From a safe location, call 911, then call Security
- Use fire extinguisher to put out the fire only if the fire is small and it is safe to do so
 - Have back to exit when using extinguisher
 - Close doors if fire cannot be extinguished

If you become trapped by a fire

- Barricade yourself in a room on the perimeter of the floor with a window. Close door and stuff cloth or other materials underneath door.
- Call 911 and report your exact location
- Tape a sign on the window to help signal your location
- If smoke enters the room, breathe through a wet cloth
- Do not break a window, except as a last resort

Medical Emergency

Tenants, floor wardens, and staff should administer first aid only if trained and if there is no risk of injury. Do not administer CPR or use an AED unless specifically trained. Be particularly careful of contamination by blood-borne pathogens. Anyone who comes into contact with bodily fluids should wash the exposed area with soap and water; use water or saline solution to irrigate the eyes. Report any exposure to emergency personnel immediately.

All Building Staff

If notified of a medical emergency

- Verify 911 has been called
- Collect incident information
 - Victim's name
 - Nature of the medical emergency
 - Floor, office number, side of floor
- Relay information to Fire Safety Director

Fire Safety Director

- Confirm 911 call has been made
- Confirm Security has recalled elevator
- Provide assistance as needed
- Inquire as to which hospital will be used
- After incident
 - Instruct janitorial staff to clean area and follow blood-borne pathogen protocols if applicable
 - Talk to witnesses
 - Take photos of affected area if applicable

Security

- Recall elevator for responding medical units
 - Hold elevator at lobby level in independent service for use by emergency responders
- Post staff member at front door to meet emergency responders
- Secure area if any hazards or threats are present (broken glass, hazardous materials, blood, etc.)
- Hold elevator on incident floor to transport emergency responders and victim(s) to lobby

Tenant Floor Warden Teams

- Call 911, then notify building staff
- Provide first aid if trained to do so
- Have a floor warden remain with the person. Keep the individual calm and comfortable.
- Have a floor warden wait in the floor's elevator lobby to usher emergency responders to the affected person
- Ensure employee's supervisor has been notified

Bomb Threat

While most bomb threats are hoaxes, take all threats seriously. Never touch a suspicious object. Avoid use of radios, cell phones, and other mobile devices or transmitters in the vicinity of a suspicious package.

If you receive a bomb threat via a phone call

- Keep the caller on the line as long as possible
 - If you can, signal to a co-worker to call building security
- Ask specific questions – where is the bomb, when will it detonate, what’s it made of, why did you plant it, etc.
- Write down all details (use the bomb threat checklist)
 - Caller’s age, gender, accent
 - Background noises
 - Whether the caller is agitated, calm, etc.
- Upon completion of the call, immediately relay information to the Fire Safety Director and complete a bomb threat checklist

Fire Safety Director

Upon learning of a bomb threat

- Call 911 and DISD police department and provide
 - Building name and street address
 - Type of threat
 - Details from call or visual description
- Notify all building staff
 - Notify Montessori school principal
- Ensure person receiving call/threat completes a bomb threat checklist
- Restrict building access (soft lockdown)
- Instruct and dispatch search teams
- If a bomb threat is received AND a suspicious object is found
 - Update 911 and all building staff
 - Dispatch staff to greet arriving police
 - Initiate immediate evacuation of that floor, floor above, and floor below
 - Instruct evacuating occupants to use stairwells/exit routes furthest from the object
 - Prepare for a broader evacuation if so directed by police

Security

- Restrict building access. Soft lockdown.
- Assist in searching common areas. Report findings via landline to Fire Safety Director.
- Direct arriving emergency personnel to Fire Control Room

Search Team

- Turn off two-way radios
- Inspect all common areas, mechanical rooms, restrooms, exterior and building perimeter, loading dock, parking levels
 - Floor wardens can assist with search inside tenant spaces and common areas on occupied floors
- Report results to Fire Safety Director
- If suspicious item is found
 - Immediately evacuate that floor, the floor above, and the floor below. Evacuate the full building if warranted.
 - Do not use electronic communication devices in vicinity of object (including cell phones)
 - Update 911 and Fire Safety Director and await bomb squad or other responders
 - If object is outside the building, instruct occupants to move away from windows and initiate shelter in place or restrict egress to the other side of the building
 - If object is near a window or door, make sure egress route and assembly area are not within the possible blast zone

Tenant Floor Warden Teams

- Conduct search as directed and notify Fire Safety Director on stairwell intercom or landline phone of any results
- **If a suspicious package or item is found, do not touch it.** Clear the immediate area and notify 911 and the Fire Safety Director via landline phone, stairwell emergency intercom, or runner
 - Turn off and do not use cell phones, radios, pagers, or other personal electronic devices
 - Once at your external assembly area, check for other suspicious packages
 - Confirm occupants with mobility impairments have relocated safely
 - Do not reenter the building until instructed to do so by a lawful authority

Bomb Threat Checklist

Follow these guidelines if you receive a telephone bomb threat:

- Keep the caller on the line as long as possible
- Ask him/her to repeat the message
- If possible, record every word spoken by the caller
- Inform the caller that the building is occupied
- Pay particular attention to background noises

Ask the caller the following questions, if possible:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

Record the exact wording of the threat: _____

Gender of caller: _____ Local or foreign accent: _____ Approximate age: _____

Threat Language

- Well-spoken Incoherent Educated Taped
 Foul Irrational Scripted Message

Voice of Caller:

- Calm Nasal Angry Stutter Excited
 Lisp Rapid Raspy Soft Deep
 Loud Ragged Laughter Clearing Throat Crying
 Normal Distinct Cracking Voice Disguised Slurred
 Whispered Deep Breathing
 Familiar; if voice is familiar, whom did it sound like? _____

Background Sounds:

- Street Noises Motor Factory Noises Office Noises House Noises
 PA System Static Music Voices Animal Noises
 Other, describe: _____

Date and time of threat:	
Name and position of person who took the threat:	
Number at which threat was received:	

[Please make photocopies of this template as needed. Provided by AK Preparedness: www.akpreparedness.com]

Suspicious Package

Most suspicious packages are inadvertently left behind items, but approach all suspicious packages cautiously. Never touch a suspicious object. Avoid use of radios, cell phones, and other mobile devices or transmitters in the vicinity of the object.

Characteristics of suspicious packages sent via mail:

- No return address
- Postmark city does not match return address
- Excessive postage
- Handwritten address
- Misspelled words
- Addressee listed by title, not by name
- Oil stains, discoloration
- Odor
- Excessive weight, lopsided
- Marked “personal” or “confidential”

Fire Safety Director

Upon discovery or report of a suspicious package or object

- Call 911 and provide
 - Building name and street address
 - Details from verbal report of visual inspection
- Notify all building staff
 - Instruct all staff to turn off cell phones and radios when in proximity of the object
- Clear the immediate area and establish safety perimeter around the object
 - If object is outside the building, relocate occupants on the lower floors of that side of the building
- Determine whether to restrict building access
- Instruct security to review camera footage
- Notify tenants
- Dispatch staff to greet arriving police
- Notify vendors, and adjacent buildings as appropriate
- If a suspicious object is found AND a bomb threat is received
 - Update 911 and all building staff
 - Dispatch staff to greet arriving police
 - Initiate immediate evacuation of that floor, floor above, and floor below
 - Instruct occupants to use stairwells/exit routes furthest from the object
 - Prepare for a broader evacuation if so directed by police

Security

- Restrict building access
- Close loading dock
- Direct arriving emergency personnel to Fire Control Room
- Assist with crowd control and keeping occupants and guests away from the object
- Review security footage and report any suspicious activity to Fire Safety Director and emergency personnel

Tenant Floor Warden Teams

- Clear the immediate area and notify 911 and the building staff via landline phone, stairwell emergency intercom, or runner
- Turn off and do not use cell phones, radios, pagers, or other personal electronic devices in the vicinity of the object
- Be prepared to evacuate

Earthquake

The safest place to be during an earthquake is underneath a protective object near the building's core. **Never try to exit a building during an earthquake.** In a significant earthquake, emergency responders may not be available for many hours. Having emergency supplies (including basic search and rescue tools) on hand can also make a critical difference.

General Response

- Duck, Cover, and Hold
 - Immediately get under a desk, table, or other sturdy object away from windows
 - Hold on to a table or desk leg to prevent being shaken into the open
 - Protect your head and neck
- Remain in place until all tremors cease. Do not attempt to leave the building during an earthquake. Areas immediately around tall buildings are among the most dangerous places to be during and immediately after an earthquake.
- When shaking stops
 - Report current location via radio. Confine radio use to essential communication.
 - Help those with injuries
 - Put on emergency vest and gather personal emergency supplies
 - Open doors carefully and proceed cautiously while moving about building
 - Be aware of other dangers from falling debris, down power lines, holes in the floor, etc.

Fire Safety Director

- Report to Fire Control Room. If unable to get there, dispatch nearest available staff to check fire alarm panel.
- If fire or gas leak conditions exist, initiate evacuation (*see Evacuation section*)
- Call 911 only to report fire, gas leak, major structural collapse, or serious injuries
- Initiate a movement shelter in place – relocate people to the core, away from glass
- Collect staff roll call
 - If staff are unaccounted for, dispatch search and rescue
- Dispatch security staff to check that exit stairwell doors open at grade, elevators have been recalled, and stairwell failsafe doors have unlocked
- Direct engineers and security to begin immediate inspection of building systems (see systems checklist below)
- Anticipate aftershocks and secondary effects (fires, landslides, flooding, hazardous materials releases)
- If building damage jeopardizes occupant safety, initiate partial or full evacuation
 - As a precaution for aftershocks when outside, stay in open areas, away from buildings, street lights, and utility wires
- Confirm mobility-impaired occupants have relocated to safe area
- Collect floor status reports from warden teams
- Tune in to local news media for up-to-date information
- Update occupants as information becomes available

Engineering

- Visually inspect building for structural integrity and assess building systems using the checklist at the end of this section
 - Put on personal protective equipment before proceeding to check systems
 - Report findings to Fire Safety Director
- Shut down building systems and utilities as warranted

Security

- Check elevators for possible entrapment
- Inspect stairwells to see if they are safe to use and stairwell doors open at grade. If power has failed, verify that emergency egress lighting is on.
- Check access control systems (stairwell door locks, turnstiles, etc.)
- Use security cameras to assist with building safety assessment
- Report findings to Fire Safety Director
- Secure building if possible when evacuation is ordered

Facility Management

- Assist with staff roll call
- Communicate with tenants
- Assist as needed
- Document incident conditions, staff response

Tenant Floor Warden Teams

- In a major earthquake, when shaking stops, relocate occupants to the building core
- Conduct search and check for injuries; report damage and injuries to Fire Safety Director
- Administer first aid as needed
- Prepare to shelter in place, relocate to a different floor, or evacuate as directed
 - Gather emergency supplies
 - Be prepared for aftershocks
 - Open doors carefully and proceed cautiously
 - Be aware of other dangers from falling debris, down power lines, holes in the floor, etc.
 - Confirm mobility-impaired occupants have relocated safely
 - Check stairwell conditions in case an evacuation is ordered

Post-Earthquake Systems and Structure Checklist

- Check for gas leaks. Inspect piping and determine whether seismic safety shutoffs have tripped.
- Check to ensure sufficient water pressure in the sprinklers
- Check for leaks in generator tanks and pipes, or any other source of flammable liquids
- Check for elevator entrapments. Secure elevators until rail inspections can be performed.

- Check stairwell exit doors at grade to ensure they are not jammed shut
- If power has failed
 - Ensure emergency egress lighting in stairwells is functioning
 - Disconnect the main power feed until circuits can be inspected
 - Direct engineer to monitor life safety generator. Notify Fire Safety Director of fuel level. Update Fire Safety Director every 30 minutes.
- Inspect the perimeter, looking for cracked or falling glass panels or other building materials (masonry, signage, etc.)
- Check for internal flooding from cracked water pipes
- Check domestic and sprinkler water backflow preventers at point of entry for leaks and pressure
- Check access control systems (stairwell door locks, turnstiles, etc.)
- Ensure water treatment chemicals and all other hazardous materials are still safely contained
- Inspect the lobby and common areas
- Inspect mechanical rooms
- Check fan operations in cooling towers (seismic switch)

Flooding

Regional flooding typically arrives with advance warning, allowing occupants to evacuate safely before floodwaters arrive. Some floods, however, can occur without warning.

During a flood watch:

- Review evacuation routes
- Check that all emergency equipment is operating properly
- Make sure all emergency supplies are on hand and available, including fuel for emergency generators
- Check operations of sewage and sump pumps
- Inspect the outside of the building, including the garage and roof levels and any cooling tower areas, for loose materials, cables, containers, etc.

Fire Safety Director

- Report to Fire Control Room
- Notify 911, if warranted
- Determine the cause and extent of flooding, whether building systems or occupant safety is at risk, whether flooding could worsen
- Update occupants as information becomes available
- Recall elevators as warranted. Park them on alternate recall floors if needed.
- For an internal flood
 - Identify source of leak
 - Initiate evacuation or shelter in place as conditions warrant (*see Evacuation or Shelter in Place section*)
 - Restrict access to affected area
 - Move critical documents and equipment to a safe location
 - Locate and secure emergency supplies
 - Shut down all nonessential computers and electrical equipment
 - Secure private offices and/or equipment rooms
 - Perform water remediation. Contact specialized emergency vendor if warranted
- For an external flood
 - Monitor media, city and county officials, and other sources of information to determine recommended evacuation routes
 - Inform occupants that evacuation may be necessary. Encourage occupants to work from home when flood risk increases.
 - Initiate evacuation and/or building shutdown when ordered to do so by city officials or when conditions warrant
 - Inform those staying behind that elevators will be out of service
 - If evacuation is impossible, initiate shelter in place as conditions warrant

Engineering

- If threat of electrocution exists, shut off power
- For an internal flood
 - Identify source of leak, assess building systems, and report findings to Fire Safety Director
 - Shut off water control valves as necessary
- For an external flood
 - Remove outside furniture and potential hazards, such as fuel
 - Place sandbags where needed
 - Check roof, floor, and other drains to ensure they are clear

Security

- Secure elevators as warranted. To minimize water damage to the cars, consider securing above ground.
- Restrict access to affected areas

Facility Management

- Move documents and critical equipment to safe location
- Communicate with tenants

Tenant Floor Warden Teams

- Put on emergency identification
- Be prepared to initiate evacuation or shelter in place as conditions warrant
 - For evacuation, instruct occupants to shut down all nonessential computers and electrical equipment, and secure private offices and/or equipment rooms when time permits
 - Confirm mobility-impaired occupants have relocated safely

Tornado or High Winds

Tornados can strike with little warning and cause catastrophic damage. Take tornado watches and warnings seriously.

- Tornado Watch: Conditions are right for tornado formation
- Tornado Warning: A tornado has been spotted or detected on radar

When safe to do so before a storm arrives, secure outside items and bring small items inside, including from roof areas.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk
 - Switch to channel 1 (Security channel)
 - Report current location
 - Confine radio use to essential communication
- Seek shelter when conditions warrant

Fire Safety Director

- Monitor media reports
- Notify staff, tenant contacts, and retail of current conditions (tornado watch or warning)
- Direct staff to secure window washing rigs, scaffolding, and any unsecured items on roof or outside building
- Initiate movement shelter in place when conditions warrant (*see Shelter in Place section*)
 - Relocate occupants to basement once tornado warning is issued
- Anticipate power and utility failure
- After storm or tornado
 - Check for casualties
 - Inspect building for damage, including all internal systems, broken glass, downed power lines, hazardous materials releases, etc.
 - Update regional leadership
 - Determine whether to resume normal operations

Engineering

- Be prepared for power and utility failure
- After storm or tornado
 - Inspect building for damage, including all internal systems, broken glass, downed power lines, hazardous materials releases, etc.
 - Update Fire Safety Director

Security

- Secure front swing doors
- Monitor elevators for entrapments
- Secure elevators when warranted

Tenant Floor Warden Teams

- Put on emergency team identification
- Be prepared to move occupants to shelter in place areas or relocate to a different floor as directed
 - Draw blinds and shut windows, if safe to do so, before relocating
- Should a tornado strike, remain inside, move away from windows, and stay as low as possible

Severe Winter Storm

Severe winter storm definitions include the following:

- Winter Storm Watch: Heavy snow and/or ice may occur within 12 to 36 hours
- Winter Storm Warning: Hazardous winter weather is occurring, imminent, or likely
- Blizzard: Heavy snowstorm, strong winds of at least 35 mph, and poor visibility (1/4 mile or less) for 3 hours or more.

General Staff Response

- Tune in to local news media for up-to-date information. Determine:
 - What is the storm's direction and how quickly is it moving?
 - Has the building already been damaged from the storm?
 - What, if anything, are authorities instructing people to do?
- Clear walkways and driveways (building parking entrances and exits, exterior plaza stairs, 6-foot perimeter around building)
 - Clear secondary areas as time allows – roof
- Keep areas around fire hydrants, sprinkler valves, and standpipe connections clear
- Check and clear roof of snow loads if appropriate and safe to do so
- Check and clear down spouts and street drains, including drains on patio, roofs, and garage
- Place rugs in lobby areas to absorb tracked-in snow and lessen the risk of slips.
- Deploy “Caution: Wet Floor” signs to entrances, high traffic areas
- Monitor entrances for accumulation of moisture and slip hazards
- Monitor temperature and water pipes in unoccupied areas
- Follow the instructions from public officials and emergency personnel
- Take necessary precautions, including early evacuation if directed
- Shut down utilities and close building as directed
- Develop a list of anyone remaining inside the building, their location, and contact info

Facility Management

- If inclement weather is anticipated
 - Send communication to tenants by end of business day that proactive measures will be put in place
 - Inform engineering, security, janitorial and parking teams
 - By 5:30 the following morning, send tenants an update
- If inclement weather was not anticipated
 - Overnight staff inform Facility Management by 5 am
 - Property Manager notify tenants by 5:30 am

Janitorial

- Deploy walk off mats to interior lobbies
- Place wet floor signs at building entrances and decks
- Assist with deploying ice melt to decks
 - Avoid planter beds when applying ice melt
- Monitor and inform duty engineer of any changes in weather/temperature or hazards

Parking

- Proactively apply ice melt to parking garage entrances and ramps
 - Avoid planter beds when applying ice melt
- Monitor and inform on-duty engineer of any changes in weather/temperature or hazards
- Inform parkers to remove snow from vehicles when entering the garage

Security

- Assist with deploying ice melt
 - Avoid planter beds when applying ice melt
- Monitor and inform duty engineer of any changes in weather/temperature or hazards

Gas Leak

A confirmed or suspected natural gas leak requires an immediate response. All staff should avoid creating any sort of spark. Do not turn appliances or light switches on and off, including flashlights. Do not use cell phones, telephones, radios, or electronic devices in affected areas. Use radios only when it is deemed safe.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk
 - Switch to channel 1 (Security channel)
 - Report current location
 - Confine radio use to essential communication
 - Do not use radios in vicinity of leak until deemed safe

Fire Safety Director

- Report to Fire Control Room
- Direct engineers to determine source of leak (location, whether it is a building or tenant system or outside the building)
- Verify 911 has been called
- Notify all building staff
 - Notify retail and any vendors that may be affected
- Contact gas company if appropriate
- If leak is outside the building
 - Initiate shelter in place if threat of explosion exists (*see Shelter in Place section*). Move occupants away from windows.
 - Ensure HVAC and all air intakes are shut off
 - Prepare for gas shutoff
 - If smell of gas enters building, initiate evacuation if warranted and safe
- If leak is inside the building
 - Evacuate affected and adjacent floors (*See Evacuation section*)
 - Shut off natural gas supply to building as needed
 - Inform all staff and occupants to not use light switches, matches or lighters, flashlights, cell phones, radios, or electronic devices in affected areas

Engineering

- Determine source of leak (location, whether it is a building or tenant system or outside the building)
- Update Fire Safety Director
- If leak inside the building is confirmed
 - Shut off gas supply line
 - Notify utility. Call 911 if warranted.
 - Secure elevators as warranted
- If leak is outside the building
 - Shut down HVAC and all air intakes if warranted
 - Prepare for gas shutoff

Security

- Secure elevators as warranted
- Ensure exit doors are unlocked and unobstructed for partial or full evacuation
- Direct arriving emergency response personnel to Fire Control Room

Tenant Floor Warden Teams

- Initiate shelter in place or evacuation as directed
- If smell of gas is present, do not use anything that could create a spark, including appliances, light switches, matches or lighters, flashlights, cell phones, radios, or electronic devices, in affected areas

Explosion

Explosions can be caused by gas or fuel leaks, over-pressurized containers, or bombs. The airborne contaminants generated by an explosion can be as harmful as the initial blast and require significant remediation and cleanup. An explosion may disrupt key egress routes and building systems. Do not use radios, cell phones, or other transmitters in the vicinity.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk
 - Switch to channel 1 (Security channel)
 - Report current location
 - Confine radio use to essential communication
 - Use radios only when it is deemed safe
- Be alert to possible second explosion
- Open doors carefully and watch for falling debris

Fire Safety Director

- Report to Fire Control Room
- Determine
 - Was the explosion inside or outside the building?
 - Are there any casualties?
 - What was the source?
 - Are there airborne hazards?
 - Is there a threat of a second explosion?
 - Were any building systems damaged (electrical, water, elevators, gas, fire pumps)?
- Notify 911 and all building staff
- If warranted, make initial announcement to occupants. Convey:
 - What is known and steps being taken
 - What they should do
- If explosion was outside the building
 - Instruct Security to implement soft lockdown
 - Determine whether to shut down HVAC system
 - If to be shut down, notify tenants to shut down independent air handling units
 - Implement shelter in place if conditions warrant
 - If threat of second explosion exists, implement movement shelter in place (*see Shelter in Place section*)
- If explosion was inside the building
 - Recall elevators
 - Shut down HVAC on affected floor(s). If contaminants are confirmed inside building, adjust air flow to purge internal air if possible.
 - Initiate partial or full evacuation (*see Evacuation section*)
 - Instruct occupants to open doors carefully and watch for falling debris
 - Close natural gas supply line if warranted
- Report injuries to 911. Inquire which hospital(s) will be used.

Engineering

- Investigate the situation and keep Fire Safety Director informed
- If explosion was outside the building
 - If directed to shut down HVAC system by Fire Safety Director
 - Close all dampers and air intakes
- If explosion was inside the building
 - Shut down HVAC. If contaminants are confirmed inside building, adjust air flow to purge internal air.
 - Close natural gas supply line as directed

Security

- Secure loading dock if safe to do so
- If explosion was outside the building, implement soft lockdown (after-hours mode)
- If explosion was inside the building
 - Recall elevators
 - Ensure exit doors are unlocked and unobstructed in preparation of evacuation
- Direct arriving emergency response personnel to Fire Control Room

Facility Management

- Prepare for media inquiries
- Communicate with tenants
- Document conditions and staff response
- Assist as needed

Tenant Floor Warden Teams

If an explosion occurs on your floor

- Call 911 and building security. Report any injuries.
- Immediately evacuate the floor. Don't wait for instructions.
 - Instruct occupants to open doors carefully and watch for falling debris
 - Be alert to possible second explosion
- Administer first aid if necessary and properly trained

Hazardous Materials Spill

Hazardous materials include many common items, such as paint thinners, solvents, hydraulic fluid, etc. **Do not attempt to clean up a hazardous material spill unless specifically trained to do so.**

For a hazmat spill outside the building, the best response is usually to remain inside. The Fire Safety Director will inform all occupants to remain indoors. Close all doors and windows to the facility and shut down HVAC.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk
 - Switch to channel 1 (Security channel)
 - Report current location
 - Confine radio use to essential communication

Fire Safety Director

- Proceed to Fire Control Room
- Dispatch staff to investigate
- Determine
 - Location of spill
 - Quantity and type of material
 - Is material spreading
 - Risk of airborne transmission
 - Any injuries or symptoms
 - Has area been evacuated
 - Is further evacuation warranted
 - Should cleanup be handled by staff, specialized vendor, or HAZMAT team
- Notify building staff and vendors
- Notify tenants on affected floor(s)
- If appropriate
 - Instruct Security to help assess conditions, establish safety perimeter
 - Direct Engineering to recall elevators and adjust HVAC as warranted
- If an injuries or symptoms have occurred, or if warranted
 - Call 911
 - Evacuate affected floor(s)
 - Recall elevators
 - Shut down HVAC
- Initiate full or partial evacuation if necessary (*see Evacuation section*)

Engineering

- If the spill is inside, investigate and halt spread of material if safe to do so
 - Use safety gear as appropriate– glasses, gloves, suit, face mask
 - Initiate buddy system
 - Proceed with cleanup if staff is trained for that substance. If not, call specialized vendor or 911.
- If there is a risk of airborne transmission, recall elevators and shut down HVAC
- Shut down electrical equipment or other building systems if spill threatens an explosion, fire, or equipment contamination
- If there are injuries or symptoms, shut down HVAC. Purge air on affected floors.

Security

- Help assess conditions and establish safety perimeter
- Greet arriving first responders and/or vendors
- If there are injuries, recall elevator for responding medical units
 - Hold elevator at lobby level for use by emergency responders
 - If there is a risk of airborne transmission, recall all elevators
 - Hold elevator on incident floor to transport emergency responders and victim(s) to lobby

Facility Management

- Collect incident information, take photos of affected areas
- Communicate with tenants
- Assist as needed
- Contact vendors for restoration and recertification

Tenant Floor Warden Teams

- Alert building staff
- Put on emergency team identification
- If someone is overcome by fumes or has injuries, call 911. Apply first aid only if the nature of the threat is known and there is no risk of personal injury. Otherwise, wait for emergency responders to provide aid.
 - If safe to do so, a designated member waits at elevator lobby to usher emergency responders to injured person(s)
- Evacuate part or all of floor as necessary, closing doors. Prevent people from approaching the substance.
 - Ensure mobility-impaired occupants relocate safely
- If safe to do so, determine the quantity of released material and whether the spill is contained or spreading

CBRN Release

Chemical, biological, radiological, and nuclear releases can be intentional, though they are far more likely to be accidental, such as a tanker truck spill or release from a medical research facility.

Biological releases typically take several days to generate symptoms, while chemical spills tend to create visible symptoms immediately – eye or skin irritation, trouble breathing, nausea, etc. In many chemical spills, simply removing contaminated clothes and rinsing with water can remove 90 percent of the harmful agent.

Radiation diminishes quickly with distance, so the best response is to leave the affected area. Contaminated individuals should remove clothes and rinse with water.

For releases outside the building, the best response is usually to remain inside.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk
 - Switch to channel 1 (Security channel)
 - Report current location
 - Confine radio use to essential communication

Fire Safety Director

- Report to Fire Control Room
- Call 911
- Determine
 - Was the release inside or outside the building?
 - What was the source or substance?
 - Are there any casualties?
 - Are there airborne hazards?
 - Wind direction?
 - Is it safer inside or outside the building?
- Direct engineering to
 - Recall elevators
 - Shut down HVAC
- For a release outside the building, implement shelter in place (*see Shelter in Place section*)
 - Instruct Security to implement soft lockdown (after hours mode)

- For a release inside the building, initiate evacuation or shelter in place as appropriate (*see Evacuation or Shelter in Place section*)
- For a white powder release
 - Do not enter the space in order to isolate the substance
 - Quarantine exposed individuals in an uncontaminated room near the release. Do not allow exposed individuals to leave the area.
 - Remove contaminated clothing
 - Initiate evacuation as appropriate (*see Evacuation section*)

Engineering

- Recall elevators
- Shut down HVAC
 - Close all air intakes and dampers
- For a release inside the building
 - Assess conditions and report findings to Fire Safety Director. Go in pairs and do not enter areas that appear unsafe.
 - For a white powder release
 - Do not enter the space in order to isolate the substance
 - Quarantine exposed individuals in an uncontaminated room near the release.
 - Do not allow exposed individuals to leave the area.
 - Remove contaminated clothing
 - If conditions permit, have potentially contaminated individuals wash their hands, face, and other exposed skin with soap and water

Security

- If release is outside, secure exterior doors and restrict access as appropriate
- If release is inside
 - Direct occupants away from incident
 - Direct emergency responders to Fire Control Room

Facility Management

- Notify corporate office and ownership
- Collect incident information, take photos of affected areas
- Communicate with tenants
- Assist as needed
- Contact vendors for restoration and recertification

Tenant Floor Warden Teams

- Put on emergency team identification
- Call 911 to report any injuries
- Notify building staff. Relay details on any injuries.
- Clear occupants from the immediate area, but do not allow exposed individuals to leave the floor/suite. Do not allow non-emergency responders back into the area.
- For a white powder release
 - Do not enter the space in order to isolate the substance
 - Quarantine exposed individuals in an uncontaminated room near the release. Do not allow exposed individuals to leave the area.
 - Remove contaminated clothing
 - If conditions permit, have potentially contaminated individuals wash their hands, face, and other exposed skin with soap and water

Elevator Entrapment

In the event of an elevator entrapment, the primary concern is for passenger safety. Establish and maintain communications with trapped passengers to monitor the urgency of the situation. Try to find out how many people are trapped and whether anyone has a health condition (asthma, diabetes, heart ailment, etc.) or has been injured. Call 911 immediately when someone's health appears at risk or if there is any indication of danger, including occupant panic.

Make no attempt to force open the elevator doors and rescue passengers, as injuries may occur. Only emergency personnel or the elevator contractor should try to free the trapped passengers. If an elevator is cleared before the contractor arrives, allow the vendor to assess the cause of the trap and make repairs. If the trap is a false alarm, notify the appropriate personnel and vendor without delay.

Fire Safety Director

- Determine the following:
 - Where car is stuck
 - How long it has been stuck
 - How many people are inside the car
 - Whether there are any injuries or medical conditions
- Call 911 or medical unit if there is any indication of medical emergency or occupant panic
- Confirm appropriate contractor has been called and request estimated time of arrival
- Ensure someone is maintaining communication with those trapped
 - Explain what is being done and encourage calm
- Power surge cab if warranted
- Call specialized vendor if needed

Security

- Report to floor nearest elevator car to establish and maintain communication with those who are trapped
 - Explain what is being done and encourage calm
 - Reassure passengers that the cab is equipped with safety restraints to prevent it from falling
 - Ask for names and tenant affiliations of those inside the cab
 - If elevator technician has provided an ETA, explain that this means when the tech will arrive, not when the entrapment will be cleared
 - If doors open between floors, instruct occupants to remain in cab
- Do not attempt to pry doors open
- Call 911 or medical unit if there is any indication of medical emergency or occupant panic
- Usher contractor or emergency personnel to trapped elevator floor

Power Failure

In a power failure, all core life safety systems as well as building security systems should continue functioning on generator power (see Appendix A for a list of systems connected to the generator).

Fire Safety Director

- Determine:
 - Does outage affect one floor? Entire building? Neighboring buildings?
 - Is occupant safety jeopardized?
- Notify appropriate utility
- Make initial announcement to tenants. Explain what is known, what is being done, and what they should do.
- In power outage, ensure backup generator is in service and fuel supply is adequately stocked
- Initiate evacuation, or shelter in place if warranted (*see Evacuation or Shelter in Place section*)

Engineering

- Assess the situation
 - Does outage affect one floor? Entire building? Neighboring buildings?
 - Is occupant safety jeopardized?
- Contact utility company for information on when power might be restored
- Confirm generator is operating during power outage. Start manually if necessary.
 - Monitor generator's fuel supply. If outage lasts several hours, arrange for fuel delivery as needed.
- For internal power loss, check electrical panels
- Ensure fire alarm system is operable
- Turn off systems that could be affected by power surge when service resumes
- Monitor water pressure

Security

- Check building security systems during power outage
 - Verify that exit-door locking mechanisms have unlocked
 - Confirm no one is trapped in elevator

Tenant Floor Warden Teams

- Prepare to evacuate, relocate to another floor, or shelter in place as directed

Civil Disturbance

Office buildings are occasionally the location for civil demonstrations, rallies, and protests. Security should maintain communications with neighboring buildings regarding the location, direction, and behavior of protesters. In some cases, Security may need to restrict access to the building and/or ask occupants to remain inside.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk
 - Switch to channel 1 (Security channel)
 - Report current location
 - Confine radio use to essential communication
- Do not argue with demonstrators. Maintain a neutral position and remove yourself from the area.
- Do not speak with the media. Refer all inquiries to Marketing and Communication (see *Appendix E – Media Guidelines* for contact information)

Fire Safety Director

- Monitor and assess events via visual inspection, media reports, and police
 - What is the nature of the event? Is it organized?
 - Are the protesters peaceful or disruptive?
 - Are streets blocked?
 - How large is the crowd?
 - Is anyone attempting to enter the building?
- Report any injuries to 911
- Notify building staff, tenants, retail, vendors, and adjacent properties as warranted
- If time allows, direct staff and retail to remove objects from building perimeter
- Initiate shelter in place (remain at workstations) or soft lockdown as necessary
- If threat of explosion or broken glass exists, move occupants to pre-defined shelter in place areas (*see Shelter in Place section*)
 - Instruct occupants to draw blinds, if safe to do so, before moving to interior locations
 - Advise them not to return to their workstations until an “all clear” has been issued
- If protesters enter building
 - Instruct Security to recall elevators
 - Make PA announcement to occupants, inform them to shelter in place (remain in place)
 - Update 911

Engineering

- Be prepared to shut down HVAC if necessary

Security

- Arrange for additional staffing
- Maintain communications with neighboring buildings regarding the location, direction, and behavior of protesters
- If time allows, consider removing objects that can be thrown from building perimeter (tables and chairs, garbage cans, small planters, etc.)
- Monitor events via visual inspection, media reports, and police
- Report any injuries to 911
- When conditions warrant, restrict access to the building, including operation of elevators and access to stairwells and lobby. Occupants that insist on leaving should be diverted to the safest exit, away from the crowd
 - Secure loading dock
 - Roll down garage gate as warranted
 - Prepare for lockdown, and restrict or recall elevators

Parking

- Assist with surveillance of incoming cars
- Secure parking entrances
- Notify exiting drivers they may need to wait while protesters pass by
- If directed by Fire Safety Director, prohibit cars from leaving garage. Inform drivers they may leave on foot via approved pedestrian egress point(s).

Tenant Floor Warden Teams

- Put on emergency team identification as warranted
- Prepare to initiate shelter in place if instructed to do so
 - Close blinds if safe to do so prior to moving to interior locations
- If demonstrators appear on your floor, alert security
 - Maintain a neutral position and move away from the area

Workplace Violence/Threatening Situation

Be alert to early warning signs of violence, such as angry outbursts, combativeness, and overreaction to seemingly minor issues. Indications of drug or alcohol abuse and displays of intolerance or social withdrawal are also early warning signs. Encourage employees to keep Facility Management and HR advised of any potential violent behavior and any orders of protection. Should you feel threatened by an angry or suspicious person, remove yourself from the situation and call security.

Indicators of when to call 911:

- Verbal or written threats that would cause harm to a person or property
- Physical threats or acts of violence to a person or property
- Threat or evidence of a weapon (*see Active Shooter section*)
- Rage or severe mood swings
- Drug- or alcohol-induced state

General Response

- Quickly and quietly remove yourself from a situation where someone becomes excessively angry and you are concerned for your safety. Then, if appropriate, call 911, then notify the Fire Safety Director.
- If you cannot remove yourself from the situation, listen quietly and do not argue. Remain observant but do not stare.
- In a hostage situation
 - Remain calm and nonthreatening
 - Move slowly
 - Comply with demands
 - Engage in conversation so long as it does not provoke the hostage taker; do not engage in political or ideological discussions
 - Stay low if possible
 - Do not attempt to escape unless there is an extremely safe opportunity that is highly likely to succeed.
 - Should shooting erupt, immediately lie flat on the floor in a prone position
- When police arrive, keep your hands visible, avoid sudden movements, and follow instructions. Answer questions and do not argue or resist.

Fire Safety Director

- Confirm 911 has been called. Call with updates.
- Notify all building staff
- Report to Fire Control Room is safe to do so
- Try to determine:
 - Number of perpetrators
 - Is it a visitor or building occupant?
 - Has anyone been injured?
 - Are weapons present?
 - Are there hostages or demands?

- Recall elevators if warranted
- Be prepared to initiate evacuation, shelter in place, or lockdown as appropriate (*see Evacuation or Shelter in Place sections*)

Security

- Assist with assessment
- Alert Fire Safety Director if suspects are seen
- Prevent occupants from attempting to approach the area
- If situation warrants, restrict building access
- Greet arriving law enforcement
- Isolate witnesses and preserve crime scene
- Review security camera footage
- Document and photograph damage or other conditions
- Prepare incident report

Tenant Floor Warden Teams

- If a threatening encounter occurs on your floor, call 911 and immediately alert the Fire Safety Director
- Move employees to positions of safety away from the event
- See General Response above

Active Shooter

Planning in advance for how to respond to an active shooter incident is extremely difficult. Building staff will need to quickly make the best decisions they can based on the information at hand.

Active shooter situations are unpredictable and can escalate quickly, often ending within minutes, most often before emergency responders arrive. Because these situations are extremely dangerous and unpredictable, it is impossible to implement a coordinated building-wide response in most cases.

Acting quickly is critical, and individuals need to make their own decisions as to how to react and protect themselves. Circumstances may change and emergency responses may need to be altered quickly as new information becomes available. If staff and employees find themselves in an active shooter situation, below are response options that each individual has. Remember that as conditions change, so might each individual's response.

General Response

- **RUN:** If you have a safe egress path away from the gunman, immediately take it. Do not collect personal belongings. Run until you are certain you are safe.
 - Call 911 from a safe location. Report:
 - The name (if known), description, and location of the gunman
 - The number of perpetrators
 - The type of weapons
 - Whether any shots were fired
- **HIDE:** If you cannot evacuate, hide
 - If possible, avoid places where you might get trapped or that would restrict movement
 - Lock or barricade the door using heavy furniture
 - Silence mobile devices and alarms
 - Turn out lights and turn off any radios or TVs
 - Stay low to the ground and away from windows
 - Remain quiet
 - If you are with others, do not huddle together
 - Look for improvised weapons: something you could throw at, hit, or stab the assailant with (staplers, scissors, laptops, fire extinguishers, etc.)
- **FIGHT:** If the gunman enters your hiding area and escape is impossible, fight back. Act with physical aggression and do not stop until the gunman is incapacitated or you can escape.
- When police arrive, keep your hands visible, avoid sudden movements, and follow instructions. Answer questions and do not argue or resist.

Fire Safety Director

- For a gunman outside the building, call 911 and initiate lockdown (if safe to do so)
- Upon reports of shots fired or a gunman inside the building, call 911. Then, if safe to do so
 - Make PA announcement and send SafetyNet alert. Report what is known. Do not instruct occupants to evacuate or shelter in place. Provide what information is known (report of shots fired on 5th floor, gunman last seen in lobby, etc.), and instruct occupants to take personal protective measures.
 - Await arrival of police
 - Be prepared to provide master access keys, building diagrams, radios, Building Information Card, and other requested items
 - Be prepared to recall elevators if instructed by police
- Use security cameras to help locate gunman
- See General Response above

After area is secure

- Conduct staff roll call
- Follow instructions of police
- Dispatch Security staff to facilitate evacuation
- Isolate witnesses if possible
- Prepare areas for arriving friends and family and arriving media (police should establish these, but be prepared to suggest suitable areas nearby but not next to each other)
- Remain near police incident command area to relay information
- Update PM staff, which will be responsible for communications with tenant, corporate leadership
- Do not make any fatality notifications. Police will do this.
- Begin documentation. Establish a timeline.
- Arrange for cleanup and repairs. Contact specialized bio-hazard cleanup vendor if needed

Security

If safe to do so

- Use security cameras to help locate gunman
- Greet arriving police officers, provide incident information
- Assist with evacuation
 - Ensure stairwell exit doors open at grade

After area is secure

- Conduct staff roll call and report status to Fire Safety Director
- Follow instructions of police
- Review and secure camera footage
- Help isolate witnesses
- Begin documentation, including timeline, photographs.

Facility Management

- Follow general procedures above
- After area is secure
 - Conduct staff roll call and report status to Fire Safety Director
 - Follow instructions of police
 - Update stakeholders frequently
 - Develop timeline of staff responses

Pandemic Flu or Infectious Disease Outbreak

Influenza outbreaks occur regularly, and antibiotic-resistant staph infections are an increasingly common public health concern.

Flu pandemics usually occur in two to three waves about 3 to 9 months apart, depending on the strain and time of year. (Flu tends to subside during warmer summer months.) With new flu strains, no one has immunity, and until a vaccine is developed (usually 18 months), the only prevention tools are non-pharmacological interventions such as social distancing and increased hygiene, plus anti-viral drugs in some cases.

Untreated staph infections can lead to lifelong impairment or death.

General Response During an Infectious Disease Outbreak

- Wash hands often; dry with disposable towels.
- Use a hand sanitizer with at least 62 percent alcohol
- Avoid touching nose, eyes, or mouth
- When coughing, cover mouth with your elbow, not your hand
- If you are ill, stay home
- Avoid crowded areas whenever possible
- If you have a staph infection, keep it covered. Seek treatment immediately.

Staff Response

- Continue to monitor all information and communications from local public officials, US Centers for Disease Control and Prevention, and healthcare professionals
- Early stage (before or immediately upon local outbreak)
 - Escalate cleaning protocols. Assemble a stockpile of disinfectants and cleansers in advance.
 - Set up hygiene stations in the lobby, entrances to cafeterias, and other gathering places
 - Conduct education campaigns for occupants and building staff
 - Property Manager communicate with tenants regarding steps building is taking
 - Confer with key vendors to ensure they can continue service
 - Consider staggered shifts to help minimize transmission between building staff
 - Determine which staff can work from home
 - Discourage business travel and gatherings (conferences, trade shows, etc.)
 - Review plans to communicate with tenants during a local outbreak
 - Determine whether current sick leave policies are appropriate

- As the outbreak escalates
 - Confer with janitorial vendor about shifting focus from remote to high-touch areas
 - Consider moving some night staff to daytime to hit high-touch areas throughout the day
 - Discourage public meetings
 - Consider closing amenity spaces, fitness centers
 - Stockpile additional supplies for any items needed in the months ahead (not just cleaning supplies)
 - Crosstrain staff to perform key functions
 - Reconfigure staff office seating plans if possible
 - Consider conducting staff health check upon arrival each morning
 - Adjust building systems on floors where tenants have closed offices (HVAC, elevator access)
 - Determine when to restrict building access to tenants and authorized guests only
 - Consider alternate arrangements for deliveries
 - Review leases and insurance
- In a severe epidemic, prepare for mass staff and occupant absenteeism in every category – security, engineering, property management, accounting, etc.
 - Determine threshold for building closure

Appendices

Appendix A – Building Systems Information

Key Building Data

Year Completed	West side of building – 1929 East side of building – 1954
Number of Floors	11 floors above grade 2 floors below grade
Height	Approximately 111 feet
Square Footage	163,000 square feet
Occupancy Type	Classrooms, office
Occupancy Load	350 to 400 weekdays
Construction Type/Class	Steel & concrete Construction Class: 1A
Owner	University of North Texas System

Occupancy Type by Floor

Floor	Occupancies & Uses	Systems/Notes
B2	Mechanical, parking	Chiller, sump pump, fire pump, main electrical switchgear
B1	Parking	Main electrical switchgear for loft area
1	Lobby, college classrooms, offices, Mechanical Room-DRC	Tunnel access to pedestrian tunnel and skybridge.
2	Mezzanine level with offices	
3, 4	Kindergarten, Mechanical Room on 4 AHU	Montessori Program Pre-K-3rd
5	Office, Mechanical Room on 5 AHU	5 th floor offices and classrooms
6	Library, Mechanical Room on 6 AHU	
7	Office, Mechanical Room on 7 AHU	
8	Storage	
9	Mechanical - partial floor	Access to roof of 8, HVAC and Generator located on 9
10	Mechanical - partial floor	
11	Mechanical popup	Elevator machine rooms

Incident Command Posts

	Primary	Secondary
Incident Command Post Location	Fire Control Room (Room 103 near Main Street entrance)	TBD by Fire Safety Director

Stairwells

Stairwell	Floors Served	Pressurized	Standpipe	Exits to	Roof access
1	1 – Roof (9)	Yes	Yes	Lobby	Yes
2	1 - 8	Yes	Yes	Sidewalk on Main	No
3	B1 – Roof (9)	Yes	Yes	Sidewalk on Main	Yes
4	1 - 4	No	Yes	Sidewalk on Main	No
5	1 - 4	No	Yes	Sidewalk on Main	No

- Two sprinkler/standpipe risers are located in the center of the north and south ends of the building, not in the stairwells. These risers supply water to standpipe hose outlets inside stairwells 1, 2, and 3. Isolation valves for each floor are located in the plenum at each riser.
- The doors to stairwells 2, 3, 4, and 5 auto-unlock in alarm. The doors to stairwell 1 are always unlocked.
- Stairwell door locks may be released from the Fire Control Room
- Emergency egress lighting is powered by the life safety generator. In addition, stairwells 1, 2, and 3 have photoluminescent tape
- Escalators serve floors 1 through 7, but each floor is isolated from smoke via glass walls
- Emergency intercoms located on the stairwell landings on Floor 5 in stairwells 1, 2, and 3, and on floor 9 in stairwell 3. Connect to the lobby Security Desk

Elevators

Bank	Cab Number	Floors Served	Notes
Passenger	1	B2, 1 - 8	<ul style="list-style-type: none"> • Primary recall Floor 1 • Alternate recall 2 • Elevator machine room on 11
Freight	2	B2, 1 – 10	<ul style="list-style-type: none"> • Primary recall Floor 1 • Alternate recall 2 • Elevator machine room on 11
Hydraulic Lift	3	1 - 3	<ul style="list-style-type: none"> • Primary recall Floor 1 • No alternate recall floor • Elevator machine room on B1
<ul style="list-style-type: none"> • Elevators will recall only upon activation of a smoke detector in an elevator lobby or a heat detector in an elevator shaft or machine room • Elevator shafts are not pressurized • Cabs cannot be recalled from Fire Control Room • Emergency phones in cabs connect to an elevator monitoring service 			

Alarm System

Feature	Notes
System	Honeywell Notifier
Control Panel	<p>Fire Control Room, (Rm 103), near entrance on Main Street Repeat annunciator panel at lobby Security Desk</p> <p>Note: alarms at 1900 Elm will also put 1901 into alarm, but each fire alarm system is controlled separately. Each building can acknowledge alarms and reset the panel only in that building.</p>
Activation	Smoke, duct, flow detectors, plus manual pull stations
Pull Stations	Near stairwell doors
Alarm Floors	Activation floor, floor above, and floor below
Alarm Signals	Slow whoop tone, strobe lights, and pre-recorded voice announcement
Fire Dept. Notification	Via external monitoring service (American Automated Sprinkler)
Automated Responses	<p>Upon activation of an alarm device:</p> <ul style="list-style-type: none"> • External monitoring service will notify building staff and Fire Department • Alarms will sound, strobes flash, and a pre-recorded voice announcement play on the alarm activation floor, floor above, and floor below • Elevators will recall only upon activation of a smoke detector in an elevator lobby or a heat detector in an elevator shaft or machine room • Stairwell doors will unlock on all floors • HVAC shuts down • Stairwells 1, 2, and 3 pressurize • Fire pumps will turn on only if a sprinkler activates or a drop in pressure triggers water flow

Fire Protection Systems

Feature	Location	Notes
Standpipe Locations	Risers located in the center of the north and south sides of the building feed standpipes with hose outlets in all stairwells as well as the sprinkler system	
Standpipe Isolation Valves	Located on each floor in plenum.	Floor IVs not easily accessible – main riser shutoff will be quicker
Areas Served by Dry Pipe System	Standpipes in stairwells 4 and 5	
Fire Department Connections	On Main Street	
Sprinklered	Fully	
PRV Valves	None	
Fire Pump Locations	B2	1000 GPM automatic
Chemical Suppression Systems	None	
Smoke Detectors	Throughout	
Extinguishers	Throughout	
Water Supply	City water	
Hoses	None	

Emergency Equipment & Systems

Feature	Location	Notes
Generator	Natural gas generator on roof of floor 8 (Floor 9)	Powers: <ul style="list-style-type: none"> • Fire alarm control panel • Fire Control Room • Security Desk • Fire pump • Stairwell pressurization fans • All elevator cabs • Emergency egress lighting • Security cameras • Sump pump • Smoke dampers
Egress Lighting	In all stairwells and main corridors	Generator powered
Emergency Supply Kits	None	
First Aid Kits	Security Desk, Floors 5 and 7	
AEDs	Security Desk, Floors 5 and 7	
Evacuation Chairs	Floor 7, stairwell 3	Staff instructed not to use them
Eyewash Station	Squeeze bottles in chiller plant	
Knox Box	Outside southwest entrance	

Utilities

Feature	Location	Notes
Natural Gas	Enters on B2, northwest corner.	Serves restaurant on 1 and generator on roof Main shutoff inside building at entry point.
Fuel Oil	None	
Water	Enters on west side of B1	Primary domestic water shutoff located in garage on B1 Primary sprinkler shutoff located in fire pump room on B2
Electric	Main switchgear room in northwest corner of B2	
Communications	D-Marc room located on north side of B1	

Communications

Feature	Location	Notes
PA System	Fire Control Room	Fully addressable. PA speakers do not serve elevator cabs, parking areas, or roof
Firefighters' Phones	None	
Emergency Phones	Emergency intercom devices located inside <ul style="list-style-type: none"> • Stairwells 1 and 2 on floor 5 • Stairwell 3 on floors 5 and 9 	Connects to Security Desk
Area of Refuge Intercom	None	
Intercom (parking, elevator, etc.)	None	
Elevator Car Phones	In all cabs	Connects to elevator monitoring service
Two-way Radios	Facility staff have access to walkie talkies for use in emergencies	
DAS	None	
Emergency Alert Software	Everbridge (UNT) and SafetyNet Alert (1901 and Law School buildings)	

HVAC

Feature	Location	Notes
HVAC System	BMS located in Room 105 Chiller on B2 level	Cooling via a 2-pipe chilled water system feeding fan coils and VAVs. Heating via electrical strip heat.
HVAC Zones	Each floor a zone In alarm, HVAC on floors in alarm shuts down	BMS
Smoke Management or Purge Capability	None	
Tenant HVAC Systems	None	
Mechanical Rooms	Floors B2, 1- DRC, 4, 5, 6, 7, 9, 10	
Openable Windows	None	
Air Intakes	Roof	

Hazards

MSDS sheets are stored in the custodial office on the 5th Floor, Room 561.

Source	Location	Quantity & Notes
Diesel fuel	None	
UPS	Normal office/tenant units throughout	
City Electrical Vault	None	
Cell Towers	None	
Satellite Dish	None	

Appendix B – Assembly Areas and Site Plan

	Tenants	Staff
External Assembly Areas	Far south side of Main Street Garden Park, on sidewalk along Commerce	NW corner of Main Street Garden Park (SE corner of Main and St. Paul)

See site plan on next page.



-  Fire Department Apparatus Access
-  Building Occupant Assembly Area
-  Fire Hydrant
-  Fire Department Connection

1901 Main Street footprint is marked in yellow.

Assembly area:
Tenants: Far south side of Main Street Garden Park,
on sidewalk along Commerce Street

Appendix C – Rosters

Fill out the tables on the following pages with staffing and contact information, or insert your own tables.

Warden Team Roster

Floor	Name	Tenant	Role	Contact	Hours

Mobility-Impaired Occupant Roster

Floor	Name	Tenant	Contact	Hours	Assigned Monitor

Tenant Contact List

Floor	Tenant	Contact	Hours

Tenant Critical Operations Staff

Floor	Name	Tenant	Role	Contact	Role

Vendor Contact List

Contractor	Service	Name	Phone	Address

Appendix D – Announcements and Notifications

In an emergency, people need to hear from building staff quickly. When alarms are going off, if occupants do not hear from you, they will begin making their own decisions as to how to respond, and invariably they will start doing things that will complicate the situation.

A few principles concerning communications in an emergency:

- Make an announcement as quickly as possible, even when you do not have all the facts
- Do not speculate. If you do not know the cause or other critical details, relay what you do know, and tell people you will make more announcements as information becomes available.
- Focus primarily on what you want the occupants to do, not on the cause of the situation
- Model calm. Panic is infectious. A calm, clear, authoritative announcement goes a long way toward maintaining a calm response throughout the building.
- Update tenants often. You cannot over-communicate in an emergency.

Active Shooter – Outside the Building

May I have your attention, please. May I have your attention, please. This is your Fire Safety Director. We have reports of gunfire outside the building. Please move immediately to your internal refuge areas, away from exterior windows.

Active Shooter – Inside the Building

Attention: We have reports of gunfire _____ <provide location if known>. Take immediate personal protective measures. Police have been notified and are responding. This is not a drill. I repeat, we have reports of gunfire _____ <provide location if known>. Take immediate personal protective measures. Police have been notified and are responding. This is not a drill.

All Clear

May I have your attention, please. May I have your attention, please. This is your Fire Safety Director. The situation reported earlier has been resolved. [*Briefly explain resolution here – it was a false alarm, the demonstrators have left, etc.*] You may now return to your office. [*Note if elevators are back in service, there are areas of the building to avoid, etc.*] Thank you.

Earthquake

May I have your attention, please. May I have your attention, please. This is your Fire Safety Director. The building has experienced an earthquake. Building staff are conducting a safety inspection. Please:

- Move to the core of the building away from windows and glass.
- Do not attempt to leave the building unless there is a fire or smoke conditions in your area
- Watch for falling objects
- Do not use elevators
- Help anyone who is injured. Do not move injured persons unless they are in danger.

- Do not use lighters or matches or turn electrical equipment on or off
- Do not call 911 to report the earthquake or minor injuries. Report conditions to your floor warden or building staff
- Do not flush toilets or use sinks

Evacuation – Full Building

May I have your attention please. May I have your attention, please. This is your Fire Safety Director. We are experiencing a situation that requires a full building evacuation. [Briefly describe situation.] Please proceed to your nearest exit stairwell and follow the instructions of your floor warden team. Please remain calm, move quickly, and remain quiet in the stairwells in order to hear future announcements. Thank you.

Evacuation - Partial

May I have your attention please. May I have your attention, please. This is your Fire Safety Director. We are experiencing a situation that requires an evacuation of floor(s) _____. [Briefly describe situation.] Please proceed to your nearest exit stairwell and follow the instructions of your floor warden team. Please remain calm, move quickly, and remain quiet in the stairwells in order to hear future announcements. Thank you.

Fire

(Note: The building’s fire alarm system plays a pre-recorded voice announcement. Building staff do not need to make a PA announcement unless needed to provide supplemental information.)

May I have your attention please. May I have your attention, please. This is your Fire Safety Director. We have a fire alarm situation on Floor _____. [Briefly describe situation.] Occupants on Floors _____, please proceed to your nearest exit stairwell and follow the instructions of your floor warden team. Please remain calm, move quickly, and remain quiet in the stairwells in order to hear future announcements. Thank you.

Shelter in Place - Remain in Place

May I have your attention please. May I have your attention, please. This is your Fire Safety Director. We are experiencing a situation that requires tenants remain at your workplace. [Briefly describe situation.] For your safety, please do not exit the building at this time. Thank you.

Shelter in Place - Move to Interior Refuge Area

May I have your attention please. May I have your attention, please. This is your Fire Safety Director. We are experiencing a situation that requires tenants relocate to the shelter in place area on each floor. [Briefly describe situation.] Please proceed to your shelter in place area and follow the instructions of your floor warden team. Thank you.

Appendix E – Media Guidelines and Procedures

Whenever possible, direct press inquiries to the University of North Texas Systems' Communications Department. Follow the procedures below when Corporate Communications cannot be notified prior to contact with the media. For questions, contact:

- The University of North Texas Systems' Communications Department
- (214) 752-5985
- communications@untsystem.edu

Appendix F – Fire Drill Log and Evaluation Form

Schedule

Fire drills must be conducted annually on all occupied floors

Fire Drill Log

Date	Floors	Drill Instructor	Notes

Fire Drill Evaluation Form

This form is to be completed for each fire drill. Save this page to make photocopies as needed.

Date and Time of Drill	
Floors Participating	
Person Conducting Drill	
Participating Staff	
Notification Method	
Special Conditions Simulated	
Problems Encountered	
Number of Occupants Evacuated	
Time Required for Complete Evacuation	
Weather Conditions	

Appendix H – After-Hours Procedures

Responding to an emergency after hours can pose significant challenges due to lower staffing levels. The following emergency response protocol can be used in the event that an emergency occurs after regular business hours.

Security

- Report to Fire Control Room
- Verify or call 911 as warranted. Provide new or additional information and report any injuries.
- Notify Fire Safety Director, who will determine whether someone should report to the site
- If in alarm, confirm elevators have recalled
- Depending on incident, if directed to do so by on-call engineer or a lawful authority, make PA announcement to initiate evacuation or shelter in place (*see Evacuation or Shelter in Place section*)
- Await arrival of emergency responders
- Provide incident information, building diagrams, and master key
- Assist as needed
- After the incident, prepare an incident report for property management, including actions taken and any special problems or incidents encountered
- Isolate witness(es) as appropriate and review security camera footage if available
- Document all events carefully and take photos where appropriate

Appendix I – Procedures for Full-Building Shutdown

In certain situations, such as a regional flood, major earthquake, or other large-scale disaster, it may be necessary to close and leave the property for several days, even weeks. The following full-building shutdown checklist can serve as a guide to preparing for an extended closure.

Shutdown

- Notify
 - Tenants (provide a contact number for building reopening information)
 - [Facility Management] Regional
 - Security vendor
 - Utility suppliers (gas, electric)
- Assist occupants with evacuation as needed, especially mobility-impaired
 - Monitor radio, online, and television for information on safe evacuation routes
 - Confirm from wardens that all occupants have evacuated safely
- Secure exterior systems and property if time allows and it is safe to do so
 - Exterior furniture and fixtures
 - Water pumps for fountains or decorative displays
 - Decorative lighting
- Shut down all building systems
 - HVAC
 - Shut down power to all penthouse fans and heat pump package units located on Floor 11
 - Shut down all chillers at local disconnect located Floor B2 Chiller Plant Room
 - Leave cooling tower in operation
 - Close all main chiller valves located on Floor B2 Chiller Plant
 - Close all main condenser water valves located on Floor B2 Chiller Plant
 - Shut down boilers. Close all main boiler valves
 - Shut down outside air dampers, including minimum OAD and exhaust air dampers
 - Electrical -- Trip all main switchgear to off position, except: Floor B2
 - Gas -- Shut down main gas, café main, and boiler main
 - Water
 - Close irrigation water main only
 - Leave fire protection and main domestic water live
 - Other -- Park all elevators on appropriate floor, given the situation
- Close and secure loading dock
- Leave contact information at lobby desk so that authorities can reach critical staff
- Gather personal belongings, emergency contact lists
- Lock all doors and depart

Appendix J – Briefing First Responders

When first responders arrive, provide them with:

- B** – Building Information Card (BIC), floor diagrams, keys, etc.
- E** – Elevator status
- A** – Actions taken so far
- C** – Communications made so far
- H** – HVAC status
- S** – Stairwell status
- E** – Evacuation status
- L** – Life safety (any injuries, status of mobility-impaired occupants, etc.)
- F** – Floors affected

Appendix K – Incident Command System

Emergency responders at the state and federal level employ the Incident Command System (ICS), a framework that allows state, local, and federal emergency responders to speak the same language and coordinate their activities.

Most emergencies in office buildings are handled by staff or local police and fire responders, and the ICS will not come into play. However, in major emergencies involving multiple responders, the ICS will be employed. Key building emergency staff should be familiar with ICS structure and concepts to understand their role in the larger response framework. Several ICS training resources are available online.

The following overview of ICS was prepared by FEMA:

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

ICS is used by all levels of government – Federal, State, tribal, and local – as well as by many nongovernmental organizations. ICS is also applicable across disciplines. It is typically structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration. All of the functional areas may or may not be used based on the incident needs. Intelligence/Investigations is an optional sixth functional area that is activated on a case-by-case basis.

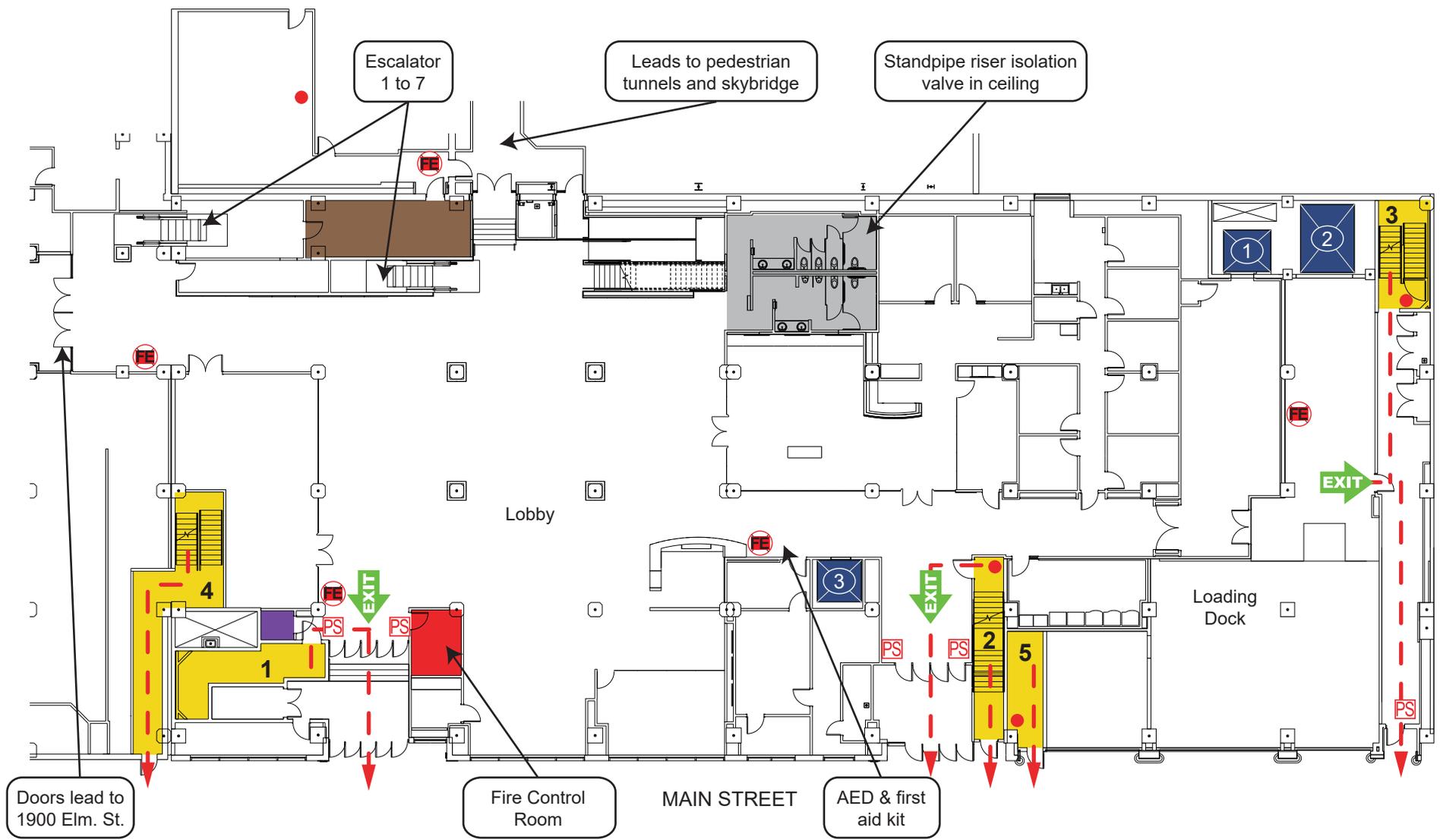
More information on ICS can be found at:

<https://training.fema.gov/emiweb/is/icsresource/index.htm>

Appendix L – Diagrams & Building Information Card

Floor Plan Diagrams

Building Information Card

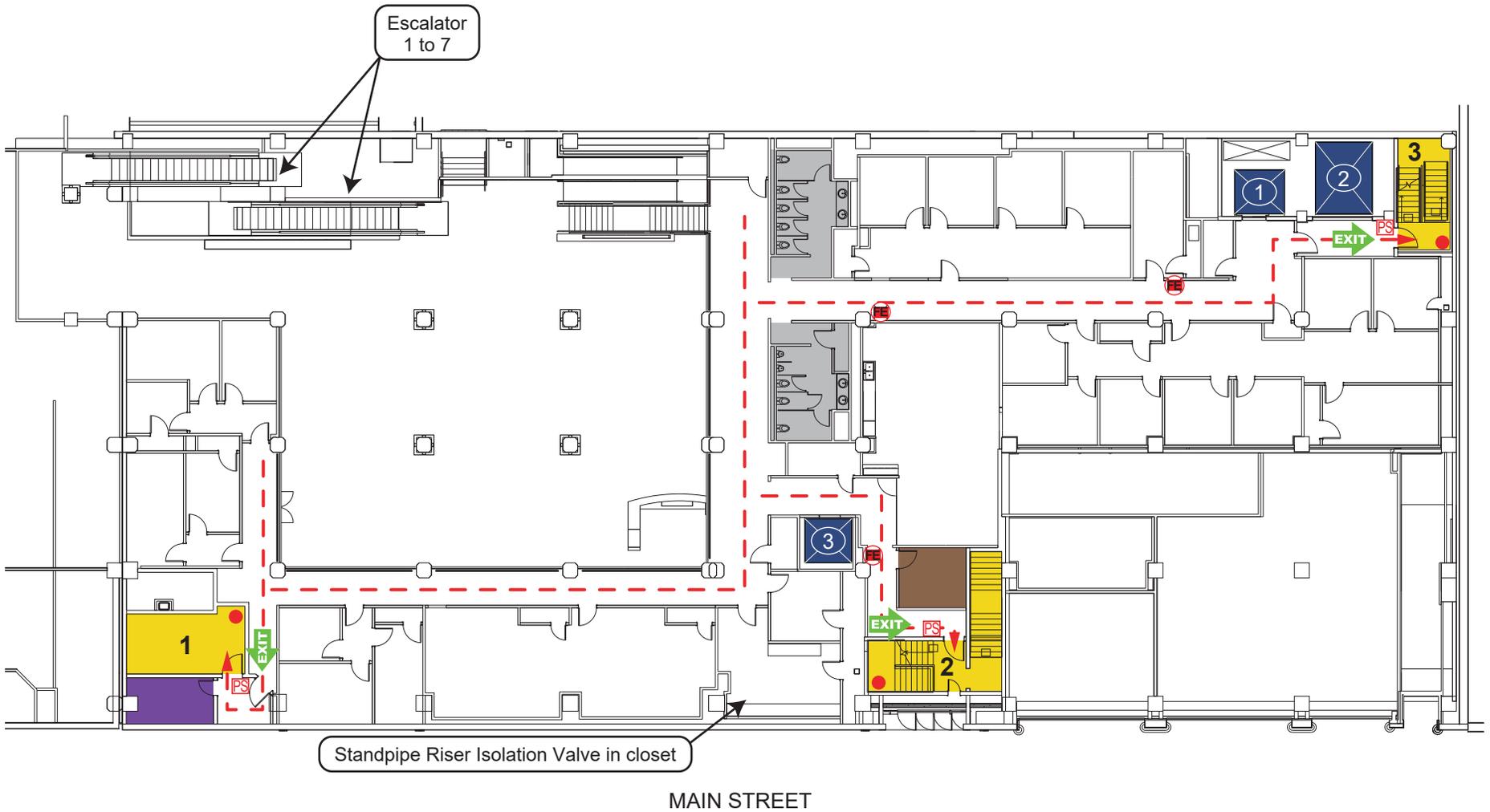


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route		Restroom		

University of North Texas System
 1901 Main Street, Dallas, TX 75201



Floor 1

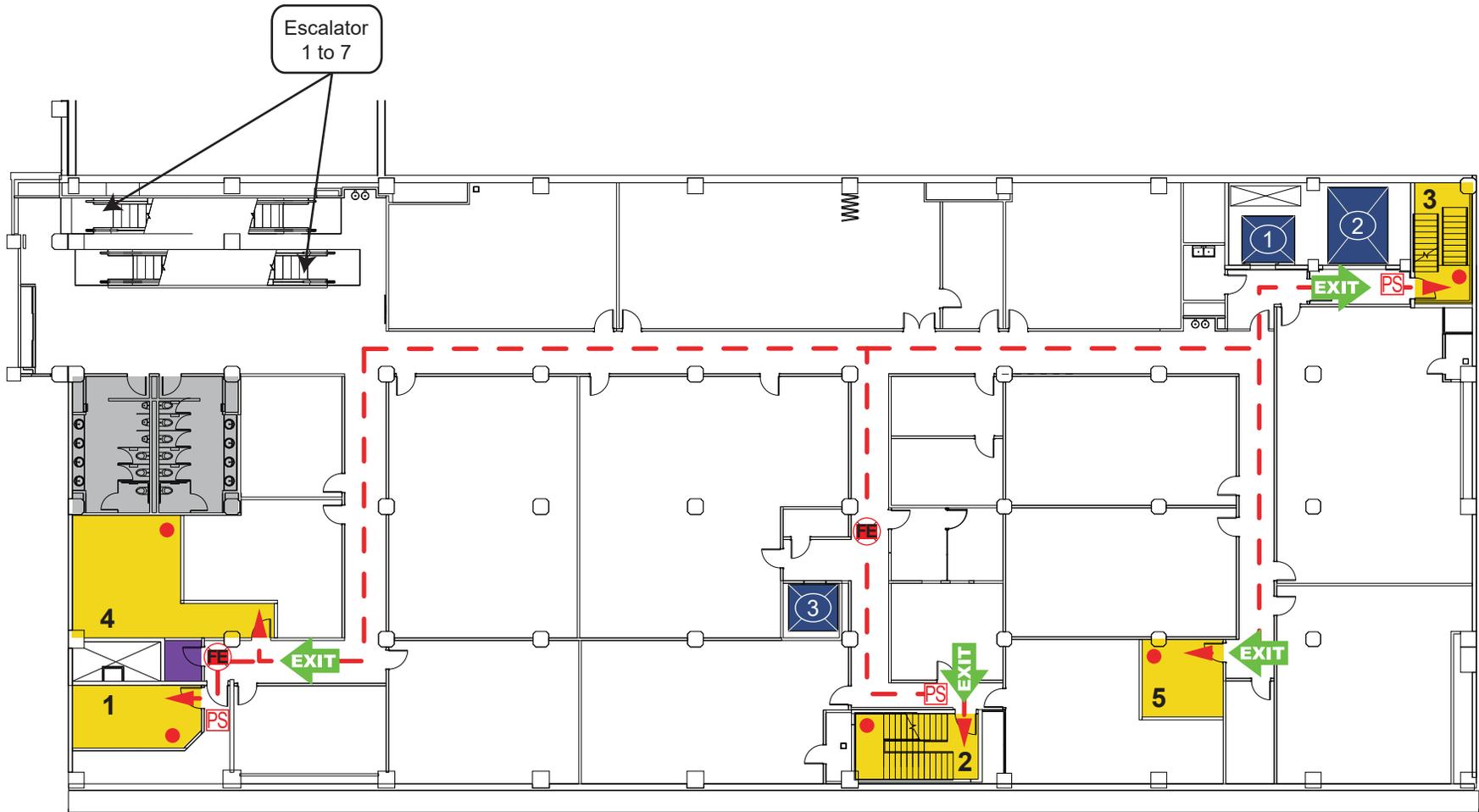


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route		Restroom		

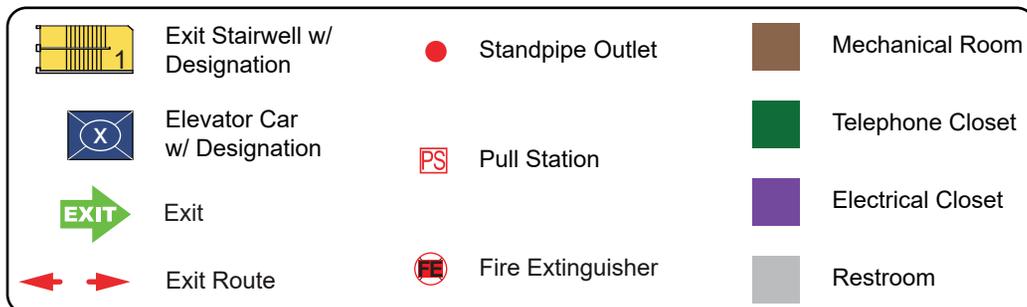
University of North Texas System
 1901 Main Street, Dallas, TX 75201



Floor 2



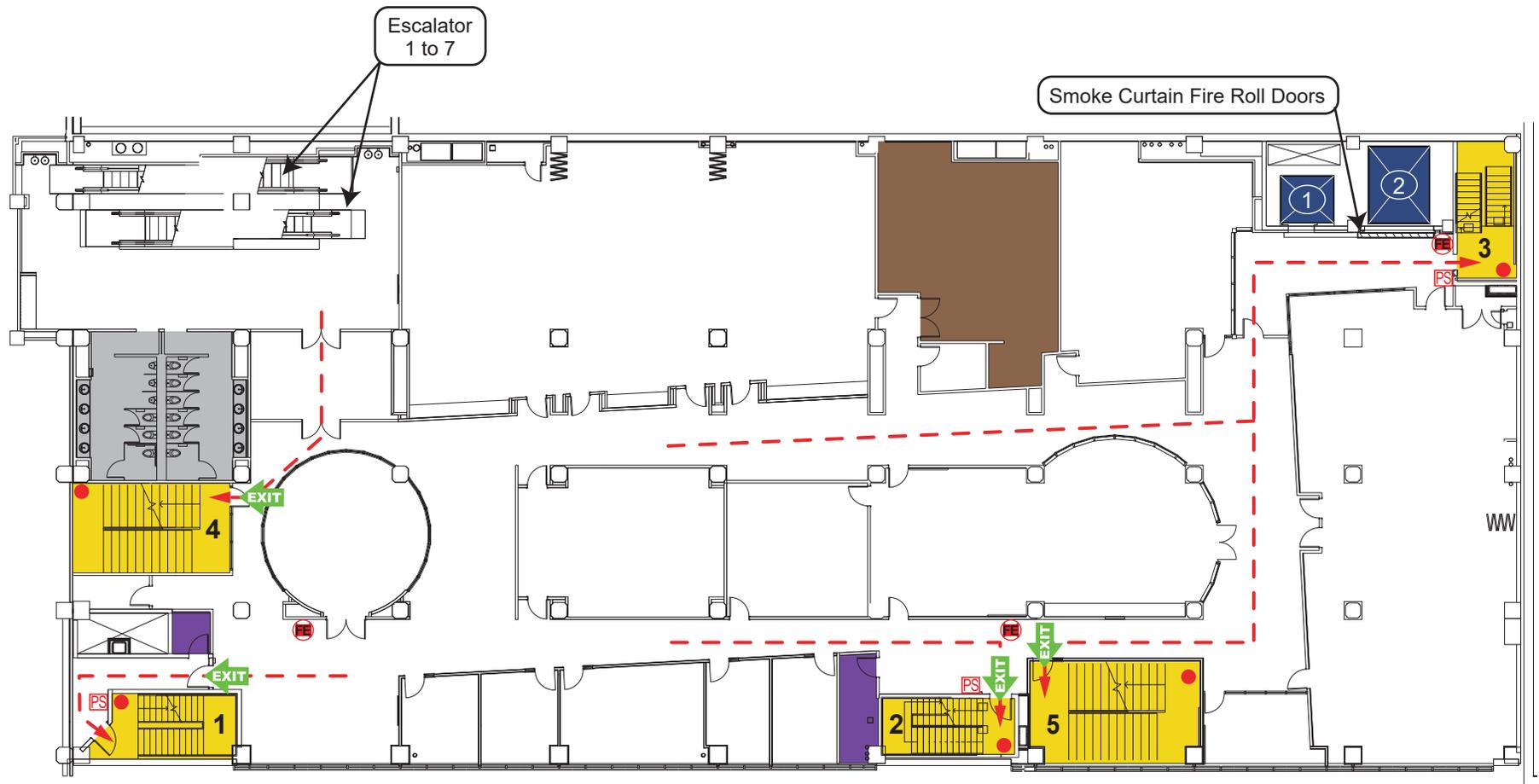
MAIN STREET



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Floor 3



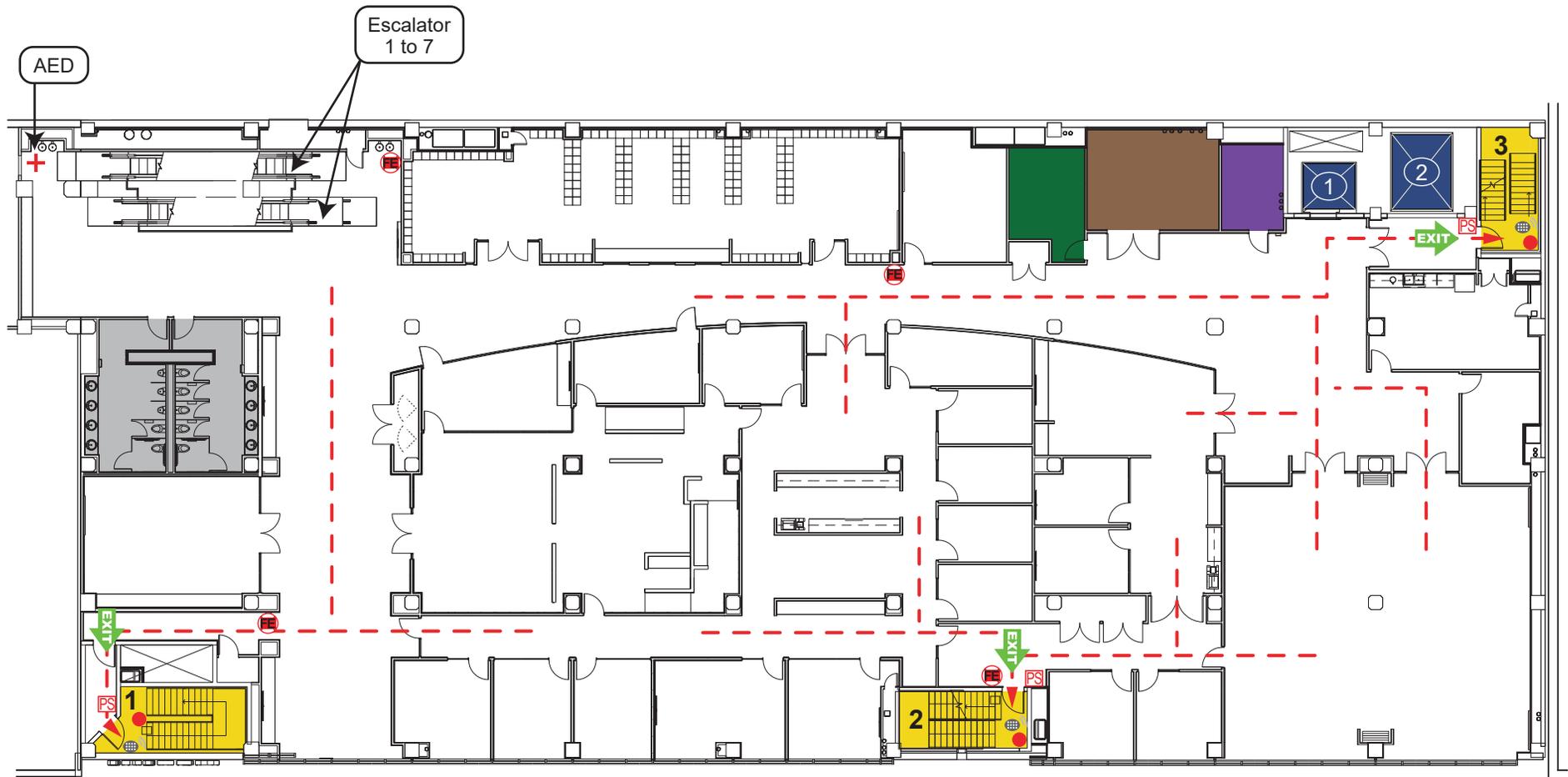
MAIN STREET

	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Electrical Closet		Restroom
	Exit Route		Fire Extinguisher		

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Floor 4



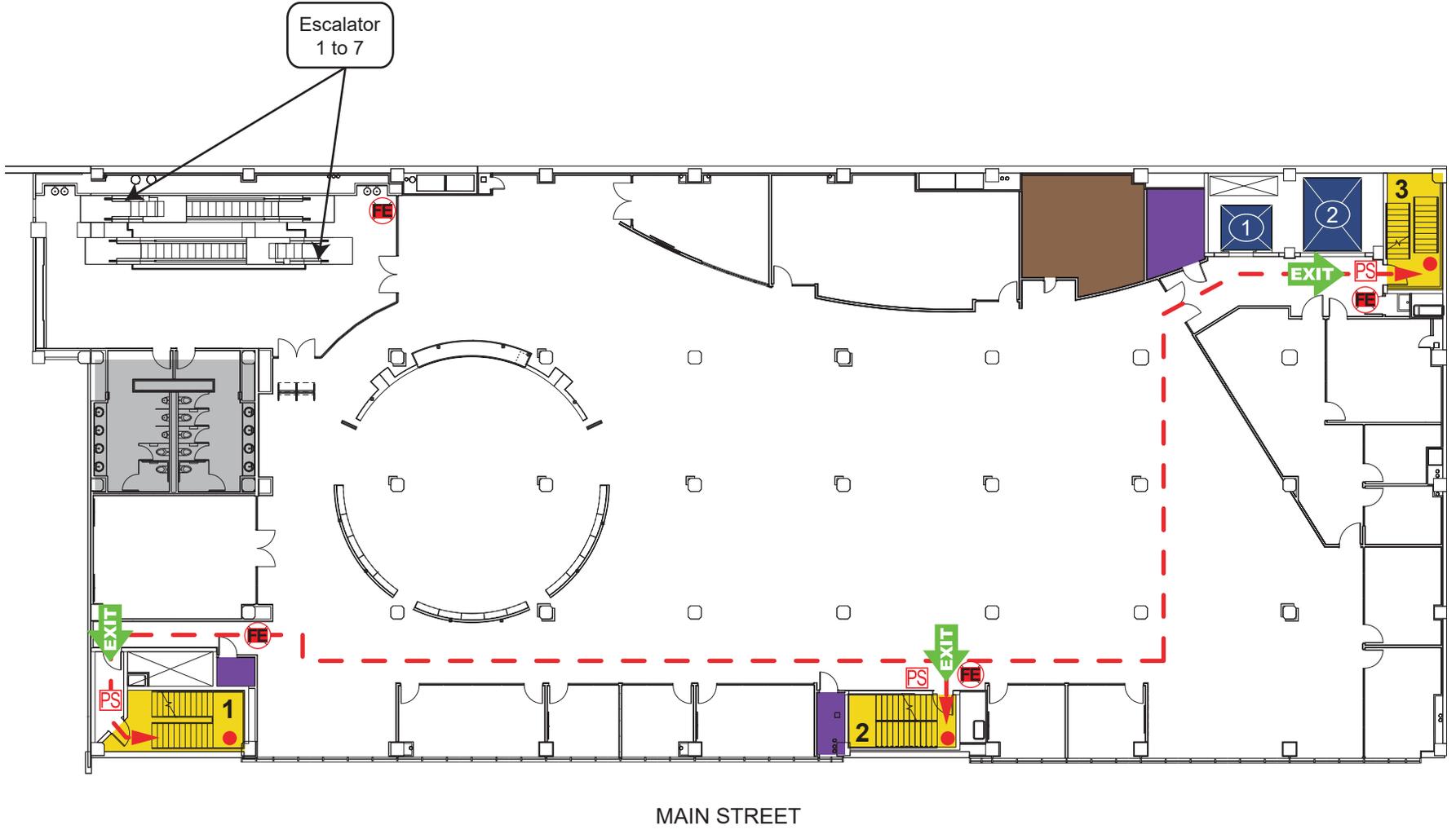
MAIN STREET

	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Emergency Intercom		Telephone Closet
	Exit		Pull Station		Electrical Closet
	Exit Route		First Aid Kit		Restroom
			Fire Extinguisher		

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Floor 5



	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route		Restroom		

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Floor 6
 Library floor



MAIN STREET

	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		First Aid Kit		Electrical Closet
	Exit Route		Fire Extinguisher		Restroom

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Floor 7