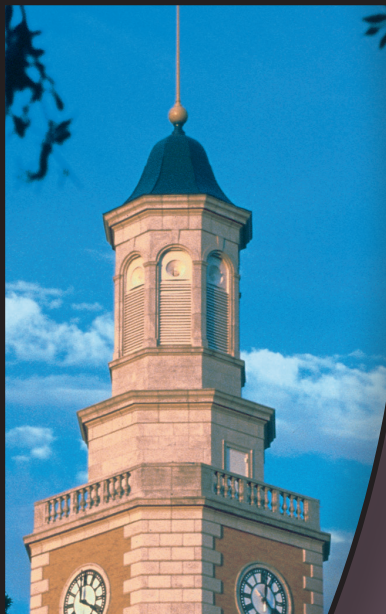


# EMERGENCY PREPAREDNESS GUIDE



**UNT**  
UNIVERSITY OF  
NORTH TEXAS  
Discover the power of ideas.

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# Emergency Preparedness Guide

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*November 2010*

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## What is an Emergency?

### Why should you care about emergencies?

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

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

Tragically, the past decade has seen a number of emergencies occur at college and university campuses across the nation. Some of the more recent events are summarized below in Table 1: Emergencies at Peer Institutions.

**Table 1: Emergencies at Peer Institutions**

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

### What type of emergencies could occur at UNT?

UNT is exposed to many of the same hazards that caused these emergencies. Some examples include:

- Building fires
- Campus violence
- Communicable disease outbreaks
- Flooding
- Tornadoes
- Winter storms

### What is the purpose of this guide?

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

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

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

If you have any questions regarding the material presented here, you may reach UNT Emergency Management staff by emailing [EmergencyManagement@unt.edu](mailto:EmergencyManagement@unt.edu).

## What is UNT Doing to Prepare for Emergencies?

### UNT Police Department

The UNT Police Department (UNT PD) provides the primary law enforcement response to emergencies occurring on the Denton campus. UNT PD officers patrol campus 24 hours a day, 365 days a year. When necessary, UNT PD may call upon any of the following organizations to assist in responding to an emergency:

- City of Denton Fire Department, EMS, and Police
- DFW area hazardous material response teams
- UNT, County, and State emergency management resources
- State and Federal resources (e.g., DPS, FBI, ATF, EPA, etc.)

### Emergency Planning

UNT develops emergency plans, such as the UNT Emergency Management Plan, to describe how UNT administrators, UNT PD, and other response agencies will work together to manage emergencies that occur on the UNT campus. Continuity of operations plans are developed by individual departments to identify the information and resources each department will need to resume operations following an emergency. The Emergency Preparedness Guide gives guidance to students, faculty, and staff on the actions they should take during an emergency that help to protect themselves and those around them.

Additional information about emergency planning at UNT is available at <http://emergency.unt.edu>.

### Drills and exercises

UNT conducts periodic drills and exercises to test the effectiveness of emergency response and evacuation procedures. Campus leadership participate in exercises to prepare them for decision-making during an emergency. Additionally, auxiliary buildings, education and general use buildings, residence halls, and Greek houses on University property undergo periodic fire and severe weather drills during the year.



Figure 1: Members of the City of Denton Fire Department hone their skills in an exercise in May 2010.

### Safety Groups on Campus

UNT utilizes a number of groups, teams, and committees to support campus safety efforts.

### Emergency Management Advisory Committee

The Emergency Management Advisory Committee is charged with reviewing and evaluating emergency planning documents, such as the UNT Emergency Management Plan. The committee helps shape emergency planning efforts by providing feedback on initiatives undertaken by emergency management staff and recommending emergency plans to the President for formal adoption.

*(Safety groups continued on next page)*



### **CARE Team**

The CARE Team was formed to address student mental health issues at UNT. This collaborative and interdisciplinary team provides a means of identifying, intervening, and responding to students whose behavior poses a risk to themselves or others. An additional focus is on educating the campus community to recognize at-risk students and to take appropriate actions in response. For more information, please visit the CARE Team website at <http://studentaffairs.unt.edu/care/index.html>.

### **Safety and Transportation Steering Committee**

The charge of the Safety and Transportation Steering Committee is to review all parking, transportation, risk management, and environmental health and safety issues brought to its attention and suggest remediation actions. The committee also disseminates environmental health and safety reports; injury, illness, and accident data; and recommendations for mitigating related risks.

### **Health Crisis Team**

The Health Crisis Team meets in response to reports of a health crisis or disease which has the potential to affect the UNT campus community. Efforts are focused on gathering information on the situation, managing the dissemination of information to the public, and determining the appropriate preventative actions to take.

## What Can You Do to Prepare for Emergencies?

### Make a plan

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

- Talking with your friends, family, and co-workers about the actions you will take during an emergency
- Ensuring you know the evacuation routes and severe weather shelter areas for the buildings in which you spend the majority of your day<sup>1</sup>
- Identifying where you will go if you need to evacuate the Denton area suddenly
- Determining how you will contact friends and family if phones are temporarily unavailable
- Knowing the location of and learning to use emergency equipment, such as fire extinguishers, evacuation chairs, and automated external defibrillators (AEDs)<sup>2</sup>

### Prepare an emergency supply kit

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

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

### Be informed

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

Receiving training that will be useful for protecting yourself and those around you during emergencies is also important. All members of the University community are encouraged to participate in and receive training. Table 2: Education and Training on the following page lists classes that are available upon request.

You also can serve your community and learn more about how to cope with emergencies by joining a volunteer organization. Denton has a wide variety of volunteer organizations active in disasters, including the American Red Cross, Medical Reserve Corps, and the Community Emergency Response Team.



Figure 2: Students help prepare the Coliseum for the arrival of evacuees of Hurricane Gustav

<sup>1</sup> Evacuation and shelter-in-place maps are available for viewing at <http://emergency.unt.edu>.

<sup>2</sup> You can find the location of AEDs by visiting <http://rms.unt.edu>. Please note the location of this equipment in Appendix C: Location of Emergency Equipment of this guide. There you will also find the location of all evacuation chairs on campus

**Where can you find additional information?**

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

- Visit the Ready America emergency preparedness website at [www.ready.gov](http://www.ready.gov)
- Visit the KnowWhat2Do emergency preparedness website, which is geared towards hazards in North Central Texas, at [www.knowwhat2do.com](http://www.knowwhat2do.com)



**Figure 3: A UNT community member practices performing chest compressions during a CPR class hosted in the Risk Management Center.**

**Table 2: Education and Training**

<i><b>Class</b></i>	<i><b>Contact</b></i>	<i><b>Department</b></i>
First Aid	Tommy Jones	Risk Management Services
Cardiopulmonary Resuscitation (CPR)	Tommy Jones	Risk Management Services
Automated External Defibrillator (AED)	Tommy Jones	Risk Management Services
Evacuation chair	Tommy Jones	Risk Management Services
Hazardous Material Awareness	Charlie Fox	Risk Management Services
Emergency Preparedness	Luis Tapia	Risk Management Services
Safety Coordinator Orientation	Ryan Abbott	Risk Management Services
Crime Prevention	Jeffrey Arrington	UNT Police Department

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

### Who are people with special needs?

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

### What is a Personal Support Network?

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

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

So that your Personal Support Network is best able to assist you, you should ensure that you have explained to them in advance the type of assistance you will need. For example, teach your Personal Support Network how to operate any equipment you use, such as the steps required to disengage the gears of a power wheelchair.

Practice often with your Personal Support Network so they are comfortable and competent performing the actions needed to assist you. If you are hard of hearing or deaf, practice having co-workers communicate important information to you through gestures. If you are blind, have co-workers practice guiding you. If you use a service animal be sure you include the animal in all drills. If you are mobility-impaired, make sure you and your Personal Support Network have been trained to use an evacuation chair.

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

### Where can you find additional information?

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

- Read *Emergency Evacuation Preparedness Guide: A guide for people with disabilities and other activity limitations*, which is available for download at <http://www.cdihp.org/evacuation/toc.html>
- Visit the UNT Office of Disability Accommodation in the University Union or its website at <http://www.unt.edu/oda>

## How Will You Find Out if an Emergency Has Occurred?

### Emergency Notification Systems

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

#### Eagle Alert

Eagle Alert is a mass notification system utilized by UNT to quickly send information about emergency situations to the University community. Eagle Alert is used for critical situations, such as campus closings due to inclement weather or health and public safety emergencies.

All students, faculty, and staff are automatically enrolled in Eagle Alert. Log in at <http://my.unt.edu> to ensure your contact information is correct and get in the habit of updating the information as soon as it changes.

#### Outdoor Warning Sirens

To warn residents of approaching severe weather, the City of Denton has positioned 16 sirens around the city, including 3 on the UNT campus. The purpose of these sirens is to direct residents to go indoors (residents may not hear the sirens if they are already indoors). When you hear the sirens, go inside and listen to KNTU 88.1 FM for more information. The outdoor warning sirens are tested at noon on the first Wednesday of every month.

#### Quick Note

Remember: If the sky is overcast and you hear the outdoor warning sirens, seek shelter indoors immediately.

#### Code Red

The City of Denton also utilizes a mass notification system called Code Red to notify residents of the presence of emergency conditions. This service is provided free of charge to all residents living within the City of Denton. However, unlike Eagle Alert, you must sign up for this service. To register, visit the City of Denton's Emergency Management webpage at <http://www.cityofdenton.com/index.aspx?page=516>.

#### NOAA Weather Radio

Consider purchasing an All-Hazards NOAA Weather Radio at a local electronics store, such as Radio Shack. These radios receive official warnings and other hazard information from the National Weather Service 24 hours a day, 7 days a week. When severe weather is expected the radio will sound an alert, warning listeners that a severe weather watch or warning is in effect for the area.

#### Additional Information Sources

Information about emergencies may also be disseminated to the campus community via the UNT website, Official Notices sent via email to the UNT community, and local television, radio, and newspapers.

## What Are Your Responsibilities During an Emergency?

### Building Representatives

University facility building representatives have been designated to work with UNT PD, Facilities, Risk Management Services, and other emergency personnel to identify and help resolve facilities and other safety-related issues. These representatives also serve as a point of contact in their respective buildings during drills or actual emergencies and relay information between Safety Coordinators and emergency personnel.

### Safety Coordinators<sup>3</sup>

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

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

To learn more about the Safety Coordinator Program, including how to sign up, visit <http://emergency.unt.edu> and click on *Safety Coordinator Program*.

### Responsibilities

- Attend safety coordinator orientation
- Coordinate regularly with other Safety Coordinators in your building
- Become familiar with emergency procedures as specified in this guide
- Become familiar with the location and use of safety equipment in the building, such as fire extinguishers and automated external defibrillators (AED)
- Ensure that all occupants of the building have, depending on the situation, exited the building or gathered at the designated shelter area during drills and actual emergencies<sup>4</sup>
- Assist individuals with special needs as necessary during drills and actual emergencies

### All Other Building Occupants

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

### Responsibilities

- Become familiar with the procedures for specific emergencies as outlined in this guide
- Follow emergency guidance provided by first responders and safety coordinators

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<sup>3</sup> Residence halls and Greek housing are not required to designate Safety Coordinators and may utilize pre-existing organizational structures to accomplish the listed responsibilities.

<sup>4</sup> Professors are responsible for evacuating all students during a class period.

## What Should You Do If You Witness Concerning Behavior?

### What is concerning behavior?

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

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

### What should you do?

If you witness a student exhibiting concerning behavior, you should contact the CARE Team. Be prepared to provide the name of the student and a brief narrative of his/her behavior. You may reach the CARE Team by email at [careteam@unt.edu](mailto:careteam@unt.edu) or by phone at (940) 565-4373. For staff and faculty who witness another member of the staff or faculty exhibiting concerning behavior, notify the appropriate supervisor.

#### Quick Note

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

### What should you expect?

When the CARE Team receives a referral, members research the situation and then meet to discuss the incident or concern that was reported. The CARE Team then creates a plan for the student and designates a contact person that will handle the situation.

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

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

### Where can you find additional information?

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

- Visit the Care Team website at <http://studentaffairs.unt.edu/care/index.html>
- Visit the Employee Assistance Program webpage on the Human Resources website at <http://www.hr.unt.edu/main/ViewPage.php?cid=89>
- View safety videos available at UNT’s emergency management website at <http://emergency.unt.edu>

## What Should You Do in the Event of Campus Violence?

### What is campus violence?

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

### What should you do?

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

- **Call 911.** Report the situation to law enforcement authorities. If you are unable to speak, leave the line open so the dispatcher can hear what is going on.
- **Find a safe place.** Attempt to remove yourself from the situation and exit the building, even if that means climbing through a lower-level window. If you cannot safely exit the building, seek shelter in a secure area that can be locked or barricaded. If possible, turn off lights and cell phone ringers without drawing attention to yourself.
- **Go to the designated assembly area.** Go to and remain at the designated assembly area outside the building until instructed by emergency responders to move to another location. Attempt to account for all building occupants once at the assembly point.
- **Avoid touching items left by the attacker.** An attacker may intentionally leave explosives at the scene. Additionally, police will need to conduct an investigation after the emergency has concluded, so it is important not to tamper with potential evidence.

#### Quick Note

Remember to always obey the instructions of emergency response personnel.

### What should you expect?

Emergency response personnel will arrive on scene and may include non-UNT personnel in addition to UNT PD officers. The first responders to arrive on scene will seek to end the threat by stopping the attacker(s) and securing the area. Their next priority will be to provide medical care to the injured.

### Where can you find additional information?

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

- View safety videos available at UNT's emergency management website at <http://emergency.unt.edu>
- View the Active Shooter booklet developed by the Department of Homeland Security available at [http://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)
- Visit the Security on Campus website at [www.securityoncampus.org](http://www.securityoncampus.org)
- Schedule a crime prevention training session offered by UNT PD (see the section entitled *What Can You Do to Prepare for Emergencies?*)



## What Should You Do If You Receive a Bomb Threat?

### What is a bomb threat?

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

### What should you do?

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

- **Take notes.** If the threat is received by phone, keep the caller on the phone for as long as possible, taking note of any details the caller provides about the bomb, characteristics of the caller's voice and speech, and identifying background sounds. Please see Appendix D: Bomb Threat Checklist.
- **Dial \*57 to trace call.** Do not hang up on the caller. When the caller hangs up, you may then hang up and immediately dial \*57 (do not dial '9' as you would normally do to call outside the campus). Listen to the recording, and write down the 1-800 number. You may then hang up.
- **Call 911.** Report the threat to law enforcement authorities, and give them the 1-800 number you received in the previous step as well as the specific time that you dialed \*57. Provide the police dispatcher with all of the information you took note of when interacting with the caller.
- **Secure sensitive areas.** If you work in a sensitive area, such as a research lab, kitchen, or cash register, secure these areas before leaving to help prevent theft.
- **Exit the building.** If instructed by emergency response personnel, evacuate the building immediately. Be sure to secure or take with you any personal items.
- **Go to the designated assembly area.** Go to and remain at the designated assembly area until instructed by emergency responders to move to another location. Attempt to account for all building occupants once at the assembly point. Obey the instructions of emergency response personnel at all times.

### *At no time should you:*

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

### What should you expect?

Emergency response personnel will arrive on scene and may include non-UNT personnel in addition to UNT PD officers. The first responders to arrive on scene will evaluate the situation to determine the validity of the threat. If the threat is found to be real, response personnel will neutralize it.

### Where can you find additional information?

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

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

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

### What is a suspicious letter or package?

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

- No return address
- Excessive postage
- Strange stains, odors, or sounds
- Marked with restrictions, such as “Personal,” “Confidential,” or “Do not x-ray”
- Handwritten or poorly typed addresses
- Misspelled words
- Foreign postage
- Addressed to no specific person
- Powdery substance felt through envelope

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

### What should you do?

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

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

### What should you expect?

Emergency response personnel will arrive on scene and may include non-UNT personnel in addition to UNT PD officers. The first responders to arrive on scene will evaluate the letter or package to determine the validity of the threat. If the threat is found to be real, response personnel will neutralize it.

### Where can you find additional information?

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

- View, print, and post in your office the US Postal Service’s advisory poster for suspicious letters or packages available at [http://www.usps.com/news/2001/press/pr01\\_1010tips.htm](http://www.usps.com/news/2001/press/pr01_1010tips.htm)

## What Should You Do in the Event of a Tornado?

### What is a tornado?

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

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

### Tornado Watch vs. Warning

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

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

### What should you do?

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

- **Secure sensitive areas.** If you work in a sensitive area, such as a research lab, kitchen, or cash register, secure these areas before leaving if possible to help prevent theft.
- **Go to the tornado shelter area.** If outdoors, go indoors. If possible, take shelter in an interior room away from glass or windows on the lowest floor of the building. Before going to the shelter area, note the time that the warning is set to expire. Remain at the shelter area until the warning expires.
- **Bring a radio.** Bring a NOAA Weather Radio or other radio to the shelter area with you so you can monitor weather conditions.

#### Quick Note

An ideal shelter area is an enclosed area on the lowest floor of a building away from any glass, such as windows or doors.



Figure 4: Doppler radar image of severe weather near the Dallas-Ft. Worth area

### What should you expect?

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

### Where can you find additional information?

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

- View severe weather shelter maps at the UNT emergency management website at [http://emergency.unt.edu/site/emergency\\_planning/evacuation\\_maps](http://emergency.unt.edu/site/emergency_planning/evacuation_maps)
- Visit the National Weather Service's severe weather website at <http://www.weather.gov/om/severeweather/index.shtml>

## What Should You Do in the Event of Flooding?

### What is a flooding?

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

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



Figure 5: A spring storm caused flash flooding at Fouts Field in 2007

### Flash Flood Watch vs. Warning

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

### What should you do?

If you encounter flooding in a campus facility, take the following actions:

- **Report incidents.** Report all instances of flooding in campus facilities to Facilities Work Control<sup>5</sup>.
- **Protect equipment and documents.** If flooding appears likely to affect your work area, take steps to ensure that equipment and important documents are not damaged.
- **Avoid areas of standing water.** Flooding can cause damage to electrical systems, potentially resulting in dangerous currents of electricity moving through the water.

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

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

### What should you expect?

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

### Where can you find additional information?

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

- Visit the National Weather Service's severe weather website at <http://www.weather.gov/om/severeweather/index.shtml>

<sup>5</sup> Auxiliary buildings should contact their own maintenance staff.

## What Should You Do in the Event of Winter Storms?

### What are winter storms?

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

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



Figure 6: A winter storm in February 2010 covered the UNT campus in snow.

### What should you do?

Take the following actions to prepare for winter storms:

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

### What should you expect?

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

### Where can you find additional information?

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

- Visit the National Weather Service's winter weather safety and awareness website at <http://www.weather.gov/om/winter/index.shtml>
- Read the winter weather guide developed by the National Oceanic and Atmospheric Administration at [http://www.weather.gov/om/winter/resources/Winter\\_Storms2008.pdf](http://www.weather.gov/om/winter/resources/Winter_Storms2008.pdf)
- Visit the Centers for Disease Control and Prevention winter weather webpage at <http://www.bt.cdc.gov/disasters/winter/guide.asp>

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

### What is a building fire?

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

### What should you do?

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

- **Secure sensitive areas.** If you work in a sensitive area, such as a research lab, kitchen, or cash register, secure these areas before leaving *if possible* to help prevent fire damage and/or theft.
- **Exit the building immediately.** Be sure to secure or take personal items with you. Do not use elevators. If the fire alarm has not already been activated, pull the alarm on your way out. Leave the building through the nearest exit. If the door handle is hot, don't open the door. Instead, go to a window and call for help.
- **Call 911.** Once you have exited the building, call 911.
- **Go to the designated assembly area.** Go to and remain at the designated assembly area until instructed by emergency responders to move to another location. Attempt to account for all building occupants once at the assembly point. Obey the instructions of emergency response personnel at all times.

#### Quick Note

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

### What should you expect?

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

### Where can you find additional information?

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

- View evacuation maps available at the UNT emergency management website at <http://emergency.unt.edu>
- Visit the U.S. Fire Administration website at <http://www.usfa.dhs.gov/>

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

### What is a hazardous material spill?

A hazardous material is any item or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. Hazardous materials are used daily on campus and are an integral part of many important university functions.

Additionally, a wide variety of hazardous materials are transported through Denton via truck and rail traffic.

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

### What should you do?

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

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

- **Secure the spill area.** If you can safely do so, attempt to isolate the spill by barricading the spill area to prevent other employees from entering the area.
- **Evacuate the building.** If instructed by emergency response personnel, evacuate the building immediately. Be sure to secure or take with you any personal items.
- **Call 911.** Once you have exited the building, call 911.
- **Go to the designated assembly area.** Go to and remain at the designated assembly area until instructed by emergency responders to move to another location. Attempt to account for all building occupants. If the spill involves a gas leak, avoid smoking, creating sparks, or using electrical equipment.

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

- **Go indoors.** If instructed by emergency response personnel go to or remain inside the nearest building to avoid inhaling toxic fumes.
- **Stay in an enclosed area.** Avoid windows and areas with glass. Call Facilities Work Control and request that the Heat or A/C be turned off to avoid drawing in outside air. You may find a phone number for Facilities Work Control in Appendix A: Contact Information<sup>6</sup>.

### What should you expect?

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

### Where can you find additional information?

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

- Visit the Hazardous Materials section on the FEMA website at <http://www.fema.gov/hazard/hazmat/index.shtm>

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<sup>6</sup> Auxiliary buildings should contact their own maintenance staff

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

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

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

### What should you do?

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

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

#### Quick Note

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

### What should you expect?

The UNT Health Crisis Team meets in response to reports of a health crisis or disease that has the potential to affect the campus community. Their efforts are focused on gathering information on the situation, managing the dissemination of information to the community, and determining the appropriate prophylactic actions to take. The UNT Health Crisis Team coordinates closely with the Denton County Health Department on public health matters.

### Where can you find additional information?

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

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



# Appendices

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## **Appendix B: Evacuation/Shelter-in-Place Maps**

Insert maps here. Visit <http://emergency.unt.edu> to download the maps for your building.

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## Appendix C: Location of Emergency Equipment

### Automated External Defibrillators

In the space below, note the location of all Automated External Defibrillators (AED) located in your building. You can find this information at the UNT Risk Management Services website at <http://rms.unt.edu>.

*Example: 1<sup>st</sup> floor by restrooms*

### Fire Extinguishers

In the space below, note the location and type of all fire extinguishers located in your work area.

*Example: 1<sup>st</sup> floor by restrooms*

### Evacuation chairs

The location of all evacuation chairs on campus is noted below in Table 3: Evacuation Chair Locations.

**Table 3: Evacuation Chair Locations**

<b><i>Building</i></b>	<b><i>Location</i></b>
General Academic Building	5th floor North-East stairway
Language Building	4th floor stairway
Wooten Hall	3rd floor North-East stairway
Chilton Hall	3rd floor North-West stairway
Matthews Hall	3rd floor hallway by Elevator
Auditorium Building	3rd floor South-West stairway
Pohl Recreation Center	2nd floor North-East stairway
Pohl Recreation Center	2nd floor North-West stairway
Sullivant Public Safety Center	Unit kept in a police car or easily deployed from police station
Chestnut Hall	3rd floor South-West stairway
Business Administration Building	3rd floor North stairway
University Union	4th floor by West stairway

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## Appendix D: Bomb Threat Checklist

Use this form to take notes if you receive a bomb threat. Listen carefully and keep the caller talking and on the line as long as possible. In order to facilitate information gathering, you may pretend difficulty with hearing. Later, provide the 911 dispatcher with information on the threat as noted on the form.

Information on the recipient of threat		
Date and time:	Length of call:	
Name of recipient:	Recipient's phone number:	
Exact wording of threat		
Questions to ask		
Where is the bomb?		
When is the bomb going to explode?		
What kind of bomb is it?		
What will cause the bomb to explode?		
Did you place the bomb? If so, why?		
What is your name?		
What is your address?		
Where are you calling from?		
What is your phone number?		
Characteristics of caller		
Gender:	Impression of race:	Estimated age:
Check all that apply:		
<i>Voice</i> <input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant	<i>Speech</i> <input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal	<i>Language</i> <input type="checkbox"/> Well spoken <input type="checkbox"/> Good <input type="checkbox"/> Foul
<i>Accent</i> <input type="checkbox"/> Local <input type="checkbox"/> Not local <input type="checkbox"/> Foreign	<i>Manner</i> <input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Righteous <input type="checkbox"/> Laughing	<i>Background noises</i> <input type="checkbox"/> Chaos <input type="checkbox"/> Music <input type="checkbox"/> Animals <input type="checkbox"/> Voices <input type="checkbox"/> Street traffic
Additional information		