

Union Emergency Procedures

April 28

2011

This information is taken from the UNT Emergency Management website and edited to fit the needs of the Union.

April 2011

Introduction

This folder has been put together to assist you in the event of an emergency. It is a resource of safety related information and is to serve as a reference guide for safety related policies and procedures, evacuation plans and severe weather safe zones in the University Union.

You will find a red EVACUATION sign to hang on your door in the event of an evacuation. You should also keep in this folder an updated list of all your employees to be used for a headcount when your office meets in your pre-determined evacuation meeting zone.

Please familiarize yourself and your staff with all of the information contained herein. In the event of any emergency, it is everyone's responsibility to ensure the safety of themselves, our staff, students, and guests. If you have concerns related to the safety of our building please contact me at the number listed below or Rick Rodriguez at 940-565-3841.

Zane Reif
Director, University Union
940-565-3811

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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. 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 Emergencies at Peer Institutions.

Emergencies at Peer Institutions

Year	Institution	Details
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
- Flooding
- Campus violence
- Tornadoes
- Communicable disease outbreaks
- Winter storms

What is the purpose of this guide?

The Emergency Preparedness Guide was developed by UNT Emergency Management staff to prepare you for emergencies. 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.

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 participates 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.

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.

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

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. When putting together your emergency kit, consider the following items:

Flashlight with extra batteries
Moist towelettes
Non-perishable food
Change of clothes
Prescription medications

Copies of important documents
Toiletries
Cash
One gallon of water per person, per day

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.

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.

Where can you find additional information?

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

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

Class	Contact	Department
First Aid	Tommy Jones	Risk Management Services
Cardio pulmonary 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 People with Special Needs Can 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 emergencies, 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 communicate 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 send information quickly about emergencies 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.

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 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.

Residence halls and Greek housing are not required to designate Safety Coordinators and may utilize pre-existing organizational structures to accomplish the listed responsibilities. Professors are responsible for evacuating all students during a class period.

Safety Coordinators

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
- 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

Where to go in the Union. . .

In the event of severe weather

- Bookstore occupants should go to the lower level Bookstore (text sales).
- Lyceum occupants should move to the hallways on either side of the stage. If this area is full, proceed to hallways in Student Service area & stairwells.
- First Floor and Food Court – move to 1st Floor hall by the elevator and hall to loading dock or 1st Floor Bookstore (text sales), if open.
- Second Floor – move to halls and restrooms by elevator / Memorial Wall.
- Third Floor – move to stairwells and restrooms by elevator or restrooms and stairwell by Golden Eagle Suite.
- Fourth Floor – move to hall and restrooms by elevator.

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

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 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.

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 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.

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 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
- Visit the Security on Campus website at 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 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	Handwritten or poorly typed addresses
Excessive postage	Misspelled words
Strange stains, odors, or sounds	Foreign postage
Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"	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 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, packages, and 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

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 a 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.

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 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
- 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 systems to remove water from streets and highways. Auxiliary buildings should contact their own maintenance staff.

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.

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.
- **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 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>

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

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 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
- 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.

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 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, 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, wide varieties of hazardous materials are transported through Denton via truck and rail traffic.

Some hazardous material 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. Auxiliary buildings should contact their own maintenance staff

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 material spills and 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>

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.

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 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

Appendix A: Contact Information

Emergency Contacts

Department	Phone Number	When to Call
UNT Police Department	940.565.3000 Or 911	For emergency assistance To report a crime other emergency
Facilities Work Control	940.565.2700	To report a facilities outage For assistance with fire alarm panels
Risk Management Services	940.565.2109	To report an environmental hazard For information about emergency preparedness at UNT

University Union Emergency Notification List

Primary Building Representatives

Name	Title	Work #	Home #	Mobile
Zane Reif	Union Director	940-565-3811		719-557-0666
Mike Flores	Assoc. Director	940-565-3145		940-206-5024
Les St.Clair	Union Facility Manager	940-597-3805		940-536-4685
Keith Brewer (after hrs standby)*	Maintenance Tech 'Til 8am	940-597-3805		940-595-5744

Area Managers During Regular Hours of Operation

Les St.Clair	Union Facility Manager	940-597-3805		940-536-4685
Keith Brewer	Facility Tech	940-565-3846	940-231-5936	940-231-5936
Mike Flores	Assoc. Director	940-565-3145		940-206-5024
Zane Reif	Union Director	940-565-3811		719-557-0666
Rick Rodriguez	Asst. Director II	940-369-7043	972-317-4793	214-551-2622
Taylor Guillory	Technical Manager	940-565-4295		940-206-9252

Evening (5:00pm – 2:30am) and Weekends

Rick Rodriguez	Asst. Director II	940-565-3841		214-551-2622
Allie Bogir	Building Manager	940-565-3841		214-532-0097
Cyle Rudolph	Building Manager	940-565-3841		210-464-7734

Bookstore

Rodney Davison	Store Director	940-565-2086	940-394-5858	469-831-2743
Shawn Bourdo	General Mgr.	940-565-2320	972-668-5836	517-410-4513

UNT Dining Services

Kim Schroeder	Assoc. Director Dining Svcs.	940-369-7319		214-850-9231
Shoreh Sparks	Assoc. Director Dining Svcs.	940-565-2540		682-564-5563
Bill McNeace	Executive Director Dining Svcs	940-565-2530	972-410-1448	469-831-0550

Wells Fargo

Alicia Johnson	Manager	940-384-6500		214-208-6700
Phillip Tidwell	Asst. Manager	940-384-6500		940-368-2813

Pitney Bowes

Phil Hoferkamp	Team Lead	940-369-8567		214-578-0852
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Appendix B: Evacuation/Shelter-in-Place Maps


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

UNIVERSITY UNION

BUILDING #0155

09-2006

Safety Legend

 Areas of Refuge

TomalD!H;:11Aru;

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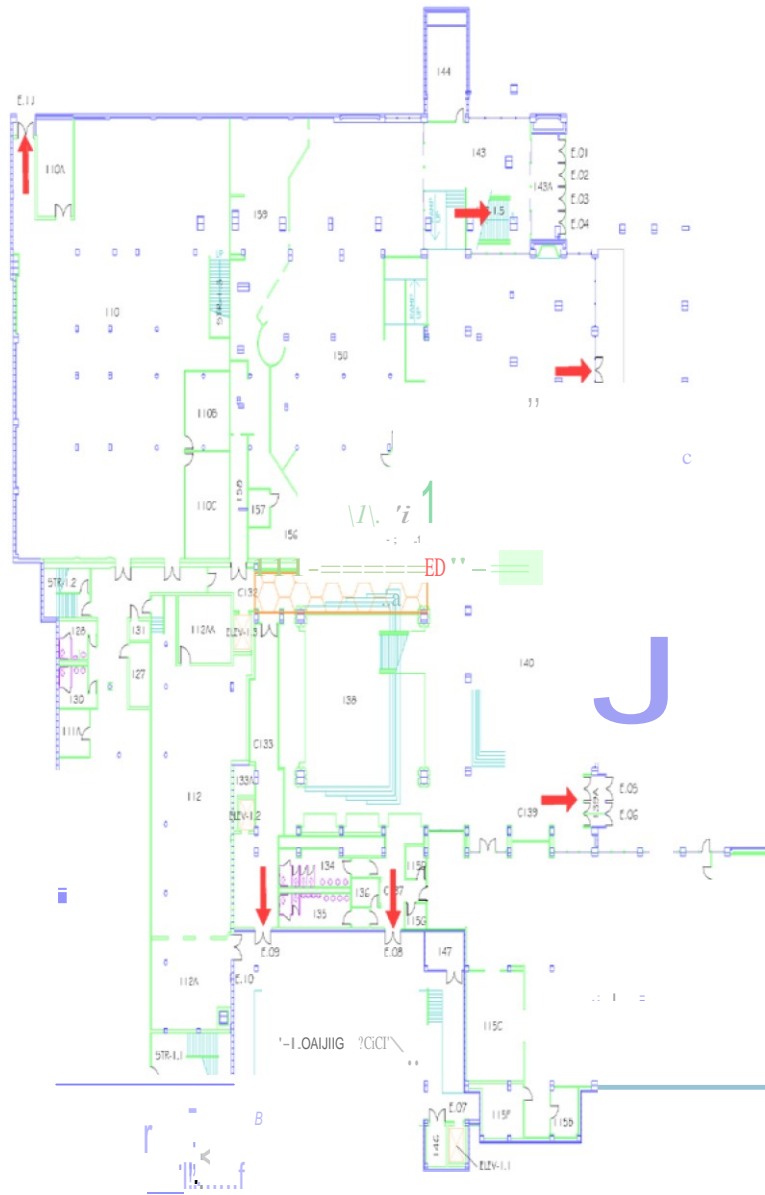
""sH!lit!,dc.,uudt""""

Im.....Eoliiii Otrt....

!l [E...-O..F

Exterior Gross Area

53580



N

FIRST FLOOR PLAN



UNIVERSITY UNION

BUILDING #0155

12-2008

Safety Legend

D Areas of Refuge

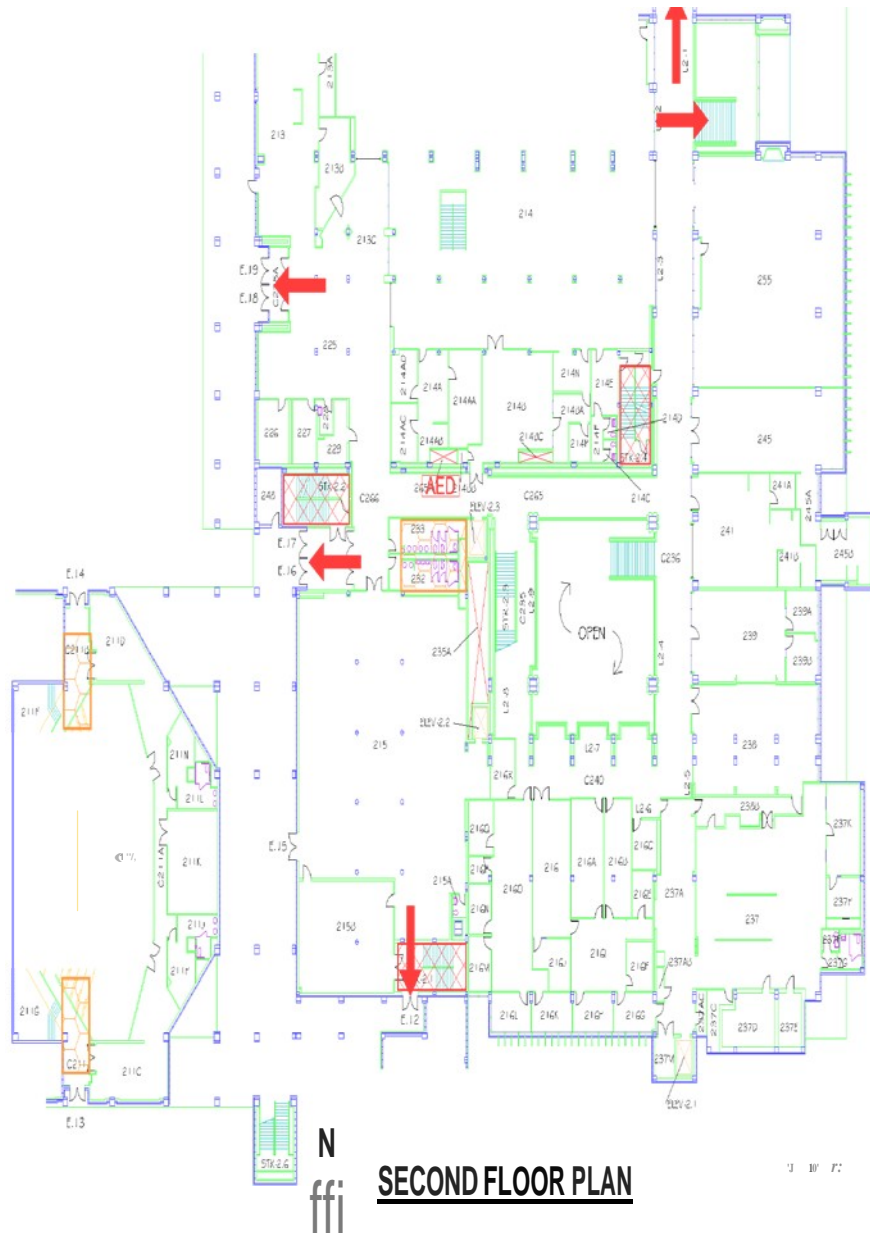
D Tornado Shelter Areas

— Exit/Evacuation Routes

In case of fire, do not use elevator

/mD Automatic External Defibrillator
Evacuation Chair

Exterior Gross Area
56594



UNIVERSITY UNION

BUILDING #0155

12-2008

Exterior Gross Area

65036

Safety Legend

D Arm of Refuge

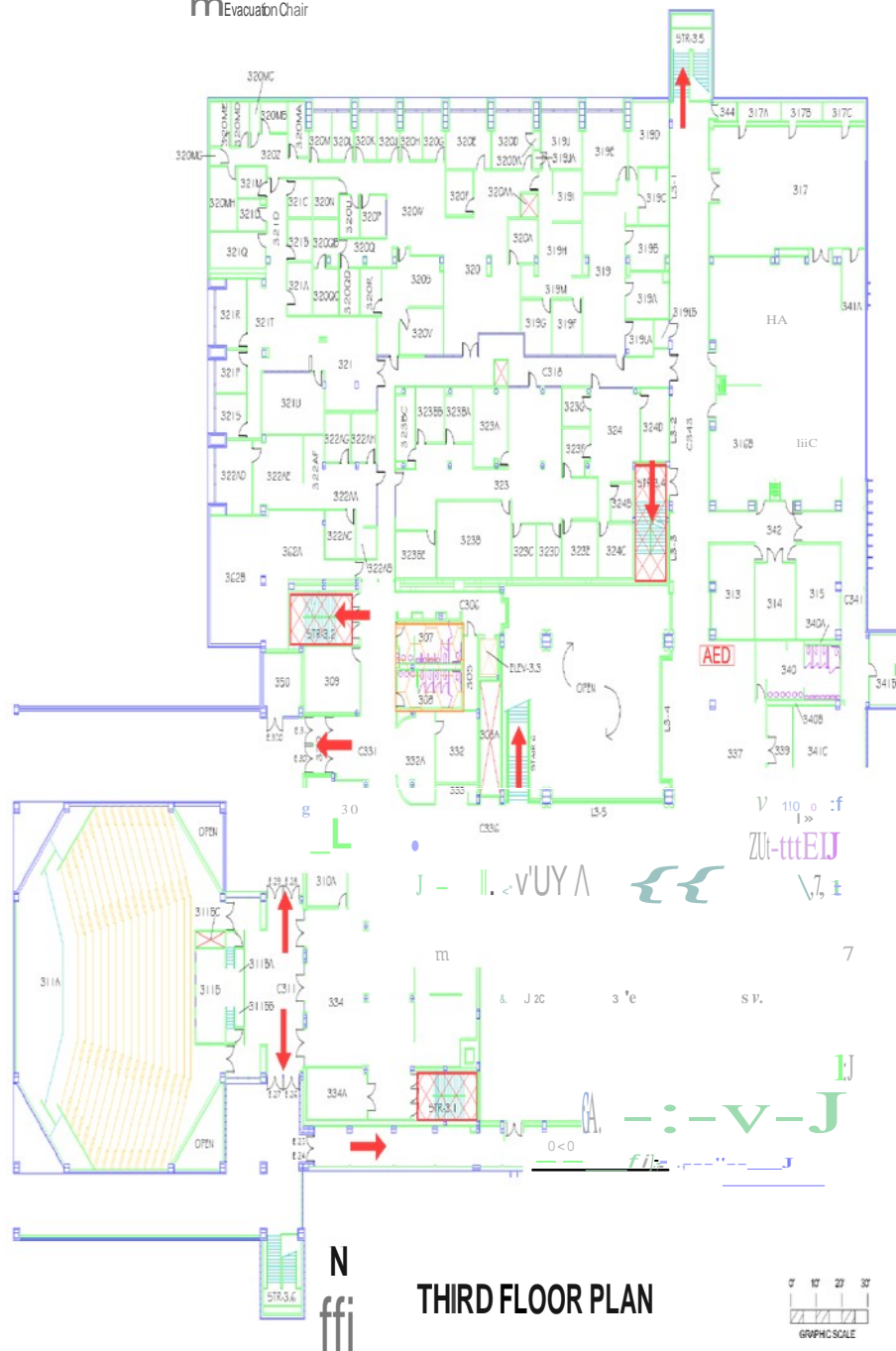
D Tornado Shelter Areas

+ Exit/Evacuation Routes

In case of fire, do not use elevator

AED Automatic External Defibrillator

m Evacuation Chair



THIRD FLOOR PLAN

UNIVERSITY UNION

BUILDING #0155

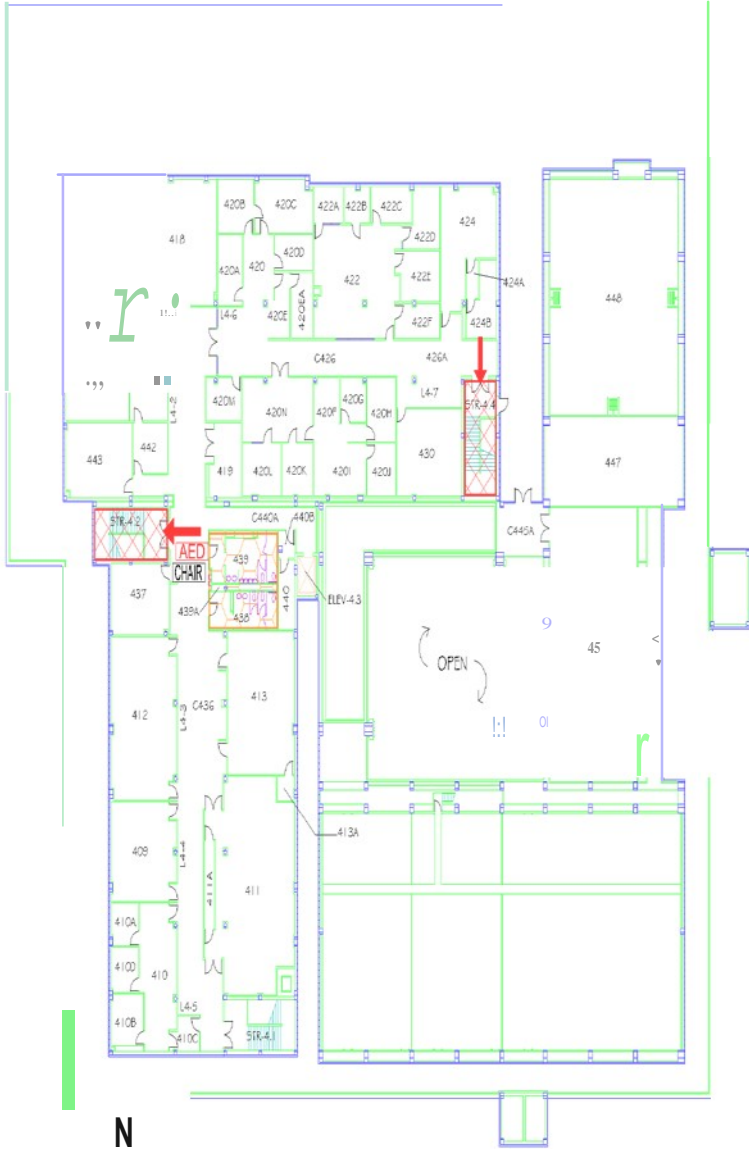
12-2008

Safety Legend

-  Areas of Interest
-  Tomco Shelter Area

- Exit/vacuation Route
- Automatic Extinction/Alarm
- Fire Alarm

Exterior Gross Area
27,228



N

FOURTH FLOOR PLAN

0 10 20 30
meters

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>.

- 1st floor food court
- 2nd floor food court
- 3rd floor lounge
- 4th floor hallway by elevator

Fire Extinguishers

Floor	Location	Type
1	Canoe Canal	chemical
1	Kitchen - behind Taco Bell	chemical
1	Kitchen - behind Chick-Fil-a	chemical
1	Kitchen - behind burger place	water
1	Kitchen - near soda syrup dispensers	chemical
1	Inside Chick-Fil-A	water
1	Inside Taco Bell	chemical
1	Inside Pizza Mia	chemical
1	Inside Burger Place	water
1	Syndicate reception area	chemical
1	Einstein's - near office	chemical
1	Mechanical room northeast side	chemical
1	Mechanical room dock - Entrance	chemical
1	Mechanical room dock - stairwell	chemical
1	Bookstore shipping & receiving - stairwell	chemical
1	Bookstore- main stairwell beside help desk	chemical
1	Bookstore-back west wall near help desk	chemical
1	Bookstore receiving- dock	Chemical
2	Bookstore west entrance	chemical
2	Bookstore east entrance	chemical
2	Bookstore - schedule office	chemical
2	Bookstore- art supply corner	chemical

Floor	Location	Type
2	Apple/computer bookstore entrance	chemical
2	Lower Lyceum north	chemical
2	Lower Lyceum south	chemical
2	Lyceum north stage	chemical
2	Lyceum canal	chemical
2	Mechanical room - Lyceum	chemical
2	Storage area near Post Office	chemical
2	229 - Near public microwave	chemical
2	Corner Store - Boar's Head	chemical
2	Corner Store - Green Mountain	chemical
2	Near stairwell leading to 3rd, in front of Design Works	chemical
2	Kitchen dish room - near time clock	chemical
2	Kitchen - near Avesta entrance	chemical
2	Kitchen office	chemical
2	Kitchen sink near elevator	Water
2	Eagle Images front counter	chemical
2	Eagle Images rear wall	chemical
2	Design Works - rear part of office (2)	chemical
2	Multicultural Center - break room	chemical
2	Eagle Images rear wall	chemical
3	Office 310A - behind office door	Chemical
3	Lyceum entrance north - glass case	Chemical
3	Lyceum entrance south - glass case	Chemical
3	Outside Technical office	Chemical
3	Stairwell near tech office	Chemical
3	east wall inside Info Center	Chemical
3	Wells Fargo office	Chemical
3	Fire Control - southeast wall	Chemical
3	Stairwell near Wells Fargo lounge	Chemical
3	Storage near stairwell/cage	Chemical
3	Student Rights and Responsibilities – 322AB (lunch room)	Chemical
3	ODA 321Q	Chemical
3	Learning Center - break room	Chemical
3	Student Legal Services – 324A	Chemical
3	Dean of Students/Transfer Center - 319C	Chemical
3	Stairwell near Golden/Denton suites	Chemical
3	Corridor across from Denton suites	Chemical
3	Behind Golden Eagle Suite - under drink area	Chemical

Floor	Location	Type
3	Food Service north	Chemical
3	Canal near Silver Eagle	Chemical
4	Outside corridor to elevator	Chemical
4	Stairwell near restrooms	Chemical
4	Mechanical Room - south wall	Chemical
4	Business Offices - Outside break room	Chemical
4	Greek Life Office - south wall	Chemical
4	Stairwell near roof entrance	Chemical

Evacuation chairs

Evacuation Chair Locations

- 4th floor by west stairway

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 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 will cause the bomb to explode? _____

Did you place the bomb? If so, why: _____

What is your name? _____

What is your address? _____

From where are you calling? _____

What is your phone number? _____

Characteristics of caller

Gender: _____ Impression of race: _____ Estimated age: _____

Check all that apply:

Voice

Loud Soft
 High pitch Deep
 Raspy Pleasant

Speech

Fast Slow
 Distinct Distorted
 Stutter Nasal

Language

Well Spoken Good
 Foul

Accent

Local Not local
 Foreign

Manner

Calm Angry
 Rational Irrational
 Coherent Incoherent
 Deliberate Emotional
 Righteous Laughing

Background noises

Chaos Music
 Animals Voices
 Street Traffic

Employee Headcount List

Name	Dept
Brown, Stephany	Admin
Fischer, Mary Kathryn	Admin
Flores, Mike Gilbert	Admin
Garcia, Lisa C	Admin
Horn, Sarah	Admin
Jackson, Addie Marie	Admin
Mason, Penni L	Admin
McMullen, Joseph K	Admin
Myer, Brittany	Admin
Newland, Heather	Admin
Packer, Mark E	Admin
Reif, Zane S	Admin
Ritz, Stephanie	Admin
Sebra, Jonathan	Admin
Vaughn, Phyllis	Admin
Rodriguez, Rick	Building Mgr
Robinson, Michael	Building Mgr/Warehouse
Arredondo, Joel	Building Mgr
Bogir, Allie	Building Mgr
Cortez, Emilio	Building Mgr
Haw, Sarah	Building Mgr
Lawless, Alexandra	Building Mgr
Rudolph, Cyle	Building Mgr
Nicks, Rebekah	Business Office
Armstrong, Oscar "Chip"	Design Works
Lopez, Tony	Design Works
Lorthridge, Joshua	Design Works
Minjarez, Analise	Design Works
Mokry, Gabrielle	Design Works
Noe, Megan	Design Works
Ross, Stephanie	Design Works
Stringer, Brandon	Design Works
Wilkinson, Carol Lynn	Design Works
Wright, Lawson	Design Works
Bamgboye, Damilola	Facilities
Bandringa, James	Facilities
Boateng, James O.	Facilities

SAMPLE