

**Emergency Evacuation Procedures**

# **Emergency Evacuation Procedures**

## **Music Building**

Building And Department Representatives  
Tornado/Severe Weather  
Bomb Threat  
Fire  
Building Evacuation Maps

## Emergency Evacuation Procedures

### Procedures for Safety Emergency Coordinators (SEC) and Back-up SECs

Responsibility of the SEC and Back-up SECs is to ensure a quick safe evacuation of the building. Each SEC will have a designated area that they are in charge of evacuating. Should an evacuation be necessary, full and part-time staff would proceed to the designated meeting place outside the building. When the area is clear, the SEC will post a sign at the exits of the departments to show that the area is cleared. The SEC will have a folder with the names of all staff members, full and part time, in their area. When all of the staff members are outside the building at the designated place, the SEC will check the list to make sure that all staff are accounted for. The Police or building representative will notify the SEC, who will in turn notify the staff when it is safe to return to the building.

In case of severe weather, the SECs will make sure all staff members are relocated to a safe area in the building and are accounted for. They will post signs in the area to show the area is clear. The SECs will let the staff know when it is safe to return to their area.

The SECs for each department are responsible for updating full and part time staff lists that are kept in the folders. The location of the folders should be accessible and known to everyone in the area. In the same location of the folders there will be a rechargeable flashlight (provided by the department) to be used in case of a power outage. The flashlight should remain plugged in and charged at all times. If the SEC and Back-up SEC are out of the office at the same time, a back-up for both should be notified in case of evacuation.

**Emergency Evacuation Procedures**

5/9/2000

**SECs and Back-up SECs**

Office / Department

SEC

Backup SEC

Administrative Services Officer	Rebeca Galindo	
		Jon Nelson

Teachers will be responsible for evacuating students during a classroom period.

## Emergency Evacuation Procedures

### Tornado / Severe Weather Procedures

In the event of a tornado or severe weather, the tornado sirens **should** sound and occupants / staff members should proceed to a designated safe area inside the building. If the sirens have not been activated, an announcement will be made to all floors by a member of the Emergency Planning Committee and **SECs / Backup SECs** will alert the occupants / staff members.

#### **First Floor:**

**Room MU148 has been designated as a tornado shelter**

#### **Second Floor:**

**Rooms MU246 and MU291 have been designated as tornado shelters**

The Emergency Planning Committee recommends everyone should be at a safe area within three minutes of an alert. When the threat of severe weather is over, the **SECs / Backup SECs** will notify occupants / staff members to return to their work areas.

## Emergency Evacuation Procedures

### Bomb Threat Procedures

#### General Policy:

“The bomb threat should be taken seriously and cannot be considered a prank or hoax call to be dismissed by a hit-or-miss search of a building. The Incidents of today require that every threat be treated as actual until proven otherwise.”

Phone Ext. \_\_\_\_\_ Time call received: \_\_\_\_\_ Date: \_\_\_\_\_

Exact words of Caller's Threat: \_\_\_\_\_

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Calmly, after caller pauses, ask as many as possible of the following questions. Most bomb threats are so short, that it may not be possible to conduct this entire procedure. Just ask what you can. It is very important that you remember as much about the call as possible. In all cases contact the UNT Police at x-3000.

After the caller hangs up, immediately get a dial tone and dial \*57. By using \*57 the phone company can trace the last call received from your phone. You will hear a recording letting you know that your call has successfully been traced and you will be given a 1-800 number. Write the number down and hang up. Then call the UNT Police from another phone.

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb exactly? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What sets it off? \_\_\_\_\_
5. What does it look like? \_\_\_\_\_
6. What is it supposed to destroy? \_\_\_\_\_
7. Why did you place the bomb? \_\_\_\_\_
8. If you didn't Who did? \_\_\_\_\_

**Emergency Evacuation Procedures**

**Description of Caller's Voice:**

Sex: M \_\_\_ F \_\_\_ Age: \_\_\_\_\_ Accent: \_\_\_\_\_

Tone of Voice: \_\_\_\_\_ Was it rational? \_\_\_\_\_

Caller's Voice Characteristics:

___ Calm	___ Nasal	___ Soft	___ Angry
___ Stutter	___ Loud	___ Excited	___ Lisp
___ Laughter	___ Slow	___ Rasp	___ Crying
___ Rapid	___ Deep	___ Distinct	___ Normal
___ Slurred	___ Whispered	___ Ragged	___ Clearing Throat
___ Crackling	___ Disguised	___ Accent	___ Deep Breathing

Was the voice familiar? (Specify) \_\_\_\_\_

Caller's Language:

___ Well Spoken (Educated)	___ Incoherent	___ Foul
___ Taped	___ Irrational	___ Rehearsed

Background sounds:

___ Street Noises	___ Machinery	___ Voices	___ Crockery
___ Clear	___ P A System	___ Static	___ Animal Noises
___ Music	___ House Noises	___ Local	___ Long Distance
___ Motor	___ Office Noises	___ Booth	___ Other

Other Background Noises: \_\_\_\_\_

Time Caller Hung Up: \_\_\_\_\_

Remarks: \_\_\_\_\_

Name, address, phone number of recipient:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Emergency Evacuation Procedures</b>
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**Bomb Threat  
Evacuation Procedures**

1. **Write down the telephone number of Caller** (visible in your readout window)
2. **Write down what caller says** where is it, when will it go off....?) see checklist previous page.
3. **DO NOT HANG UP!** When caller hangs up, immediately get dial tone and enter \*57 to store the number with GTE. You will be given a 1-800 number. Write the number down and hang up. Then call UNT Police (x-3000) from another phone and give them the 1-800 number.
4. **Report threat to immediate supervisor.** That supervisor will alert appropriate member or members of the steering committee or building representative. A representative from each department will meet in one of the building's conference rooms. The group will collectively evaluate the situation and decide a plan of action.  
  
**(A) SECs will inform people to turn off cell phones**  
**(B) Do not touch light switches, leave them as found**  
**(C) Do not use elevator**

If a decision is made to evacuate, staff members will meet at their designated meeting areas.

**All staff and others will meet at the “Sack ‘n Save” parking lot, which is Southwest of the Music Building.**

SECs will take the emergency folder and post the signs with “ALL CLEAR” in their areas, when the areas have been cleared. Police / Supervisors will make a final check of the areas. When the building has been cleared, outside doors will be locked to keep anyone from returning to the building. SECs will then make sure all employees are present.

If there is a bomb threat in the building, all of the staff will walk to the Sack ‘n Save parking lot. The SECs will again account for the staff members in their areas. When it is safe to return to the building, the Police will come over and let us know. The Police will clear a three-block area, so that is why the Sack ‘n Save parking lot was chosen.

<b>Emergency Evacuation Procedures</b>
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**Evacuation Procedures**  
**Fire**

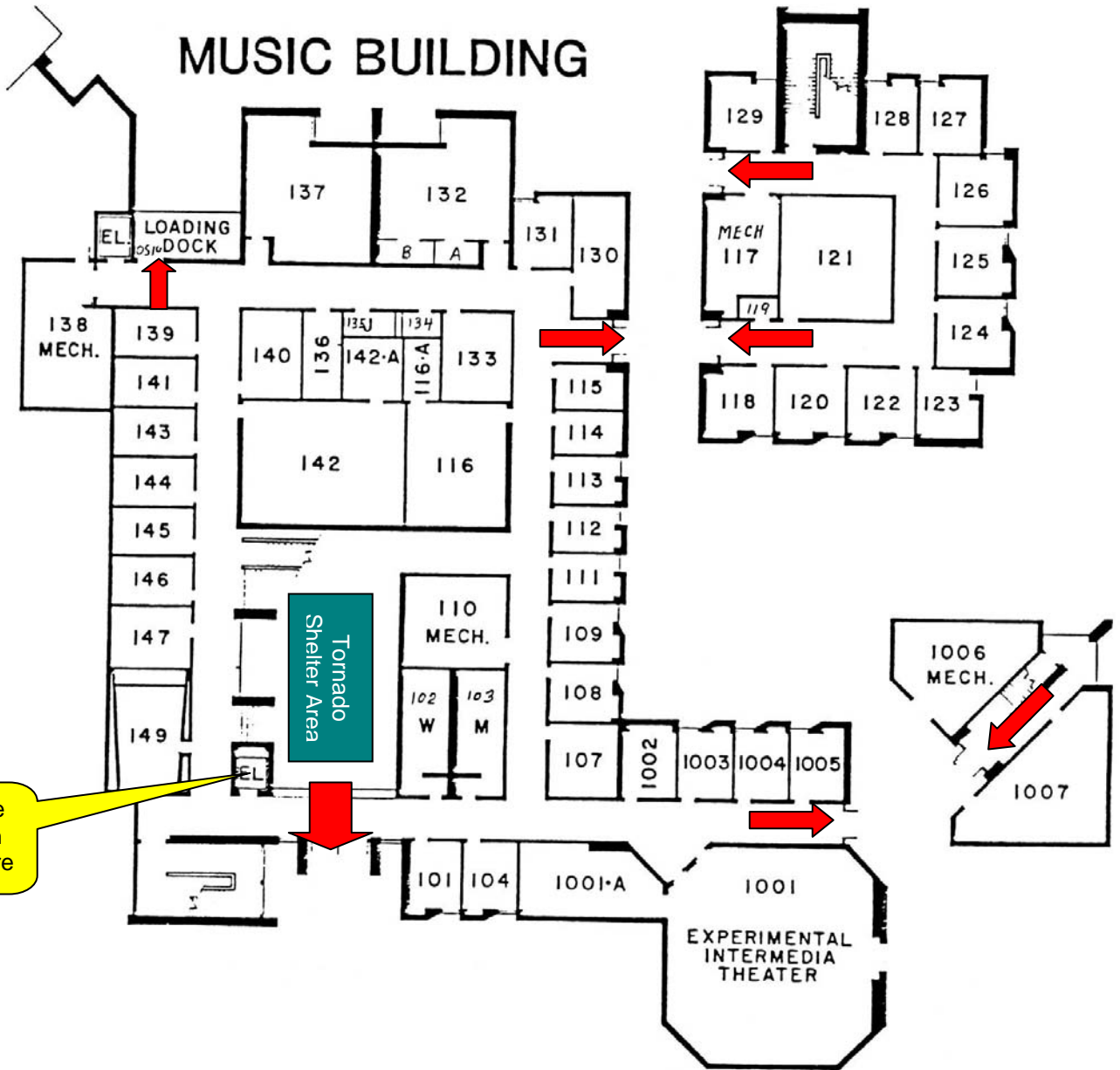
The elevator is not to be used. Persons in wheelchairs should be placed in Fire Safety Stairwells. After placing the person in stairwell you have the option to stay with the person or leave. If you decide to leave, please inform the Police Department that someone is still inside the building. Once you leave the building, do not re-enter for any reason.

All exits are clearly marked, all staff and others shall immediately evacuate the building and proceed to the designated meeting place which is the Sack 'n Save parking lot.

When the SECs leave their area they are to take the emergency folder. SECs will post a sign in their area when the area is cleared. Police / Supervisors will make the final check of the offices. SECs will check their full and part time staff off the list enclosed in the emergency folder. It is imperative for staff to go to the designated meeting area. If we get an accurate head count then it will save the Police and Fire Department from having to look for people who might still be in the building.



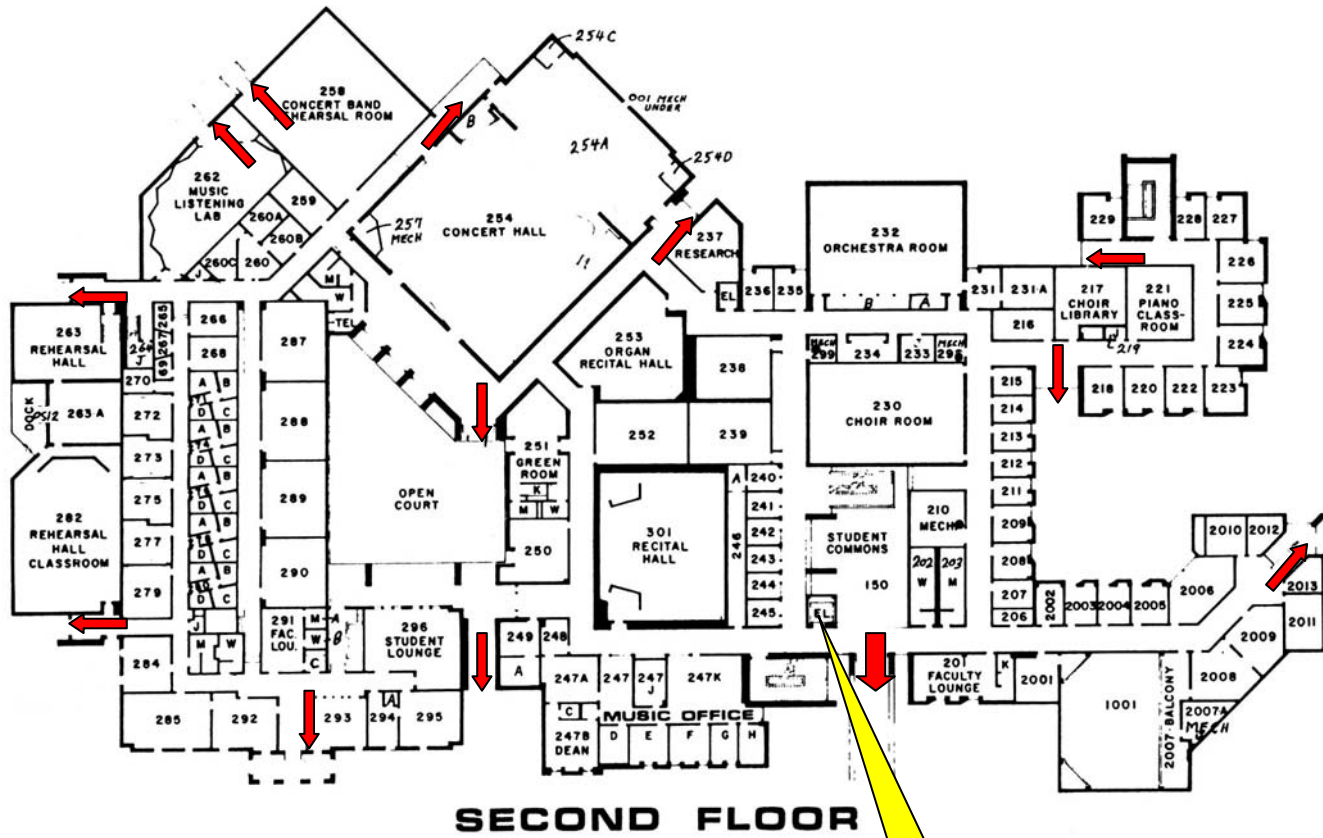
# MUSIC BUILDING



Do not use Elevator in case of Fire

# FIRST FLOOR

# MUSIC BUILDING



Do not use Elevator in case of Fire

# MUSIC BUILDING

