

University Union Emergency Procedures

Introduction

These procedures are intended for use in the University of North Texas Student Union. It has been designed for Union staff, students, and visiting guests to provide a quick reference during emergencies. Every employee should become familiar with its contents, and new employees should be trained to follow these procedures and the building evacuation plan for his/her respective department.

While these policies do not cover every conceivable situation, it does supply the basic guidelines necessary to respond and cope with the most common campus emergencies.

In addition to procedures and responsibilities, all employees must know the locations of the emergency exits; fire alarm pulls stations, and (Automated Electronic Defibrillator) *AED* units.

Building Managers will assist in most emergencies listed on this document.

Definition of a Building Manager: Building Manager is any Union Full Time staff member or a designated student job known as a Building Manger who is in charge of specific building operations throughout the day, night and weekends.

Emergency Contacts

Emergency 911
Building Manager on Duty
UNT Police 940-565-3001

Union Building Representatives

Mike Flores, Senior Associate Director, Student Union: 565-3145
Rick Rodriguez, Assistant Director Operations, Student Union: 369-7043
Les St Clair Union Construction /Facility Manger, Student Union: 565-5211

University Union and Student Affairs Administration

Zane Reif, Director, Student Union: 565-3842

Mike Flores, Senior Associate Director, Student Union: 565-3145

Dr. Maureen McGuiness, Dean of Students: 565-2648

Dr. Elizabeth With, Vice President, Student Affairs: 565-4909

Physical Address of the Student Union

UNT University Union

1155 Union Circle #310710

Denton TX, 76203-5017

News and Media Inquiries

TBD

Hazardous Materials

Biological

Chemical

Radiological

Hazardous material spills can result in fire, explosion, release of toxic fumes, and contamination of water, among other effects. In the event of a spill of possibly hazardous materials, dial 911 immediately and leave the area via the pre-planned evacuation route.

University Authorities will determine when it is safe to reoccupy the building.

Active Shooter/Gunfire or Hostage Situation

Active Shooter/Gunfire

Remain still and quiet. If a phone is immediately available in the area you are using for refuge, and if it is safe to do so, call the UNT Police Department at 565-3001 or 911. If it is safe to do so, stay on the phone with the police dispatcher.

While the likelihood of any single individual experiencing an active shooter situation is relatively low, history clearly indicates these types of scenarios can play out in any environment. To better prepare and protect the UNT community, the following information is provided to help UNT prepare for such a situation.

Because active shooter situations are unpredictable and evolve quickly, individuals must be prepared to respond before law enforcement arrives at the scene. This information is provided to help you protect yourself and those around you should you ever be in an active shooter situation.

1. Get out

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

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

2. Hide Out

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

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap your or restrict your options for movement
- To prevent an active shooter from enter your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
 - If the active shooter is nearby
 - Lock the door
 - Silence your cell phone and any other source of noise (i.e., radios, television)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet

3. Take Out

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

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Hostage Situation?

Immediately evacuate the building, using your pre-planned evacuation route. Stay out of sight of the perpetrator at all times. Take no action to intervene with the hostage taker. Call the UNT Police Department at 565-3001 or 911. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher. If possible, contact a Union Administrator via radio.

The UNT Police Department and University Administration will assume control of the situation and provide official responses and commands.

Power Outage

The Building Facility Manager Les St. Clair or the Building Manager on Duty will report the situation and determine if the problem is limited to the Student Union or is campus wide.

The Building Manager on Duty will determine if the building requires evacuation. Staff should remain in place unless instructed otherwise.

Emergency lights are automatically activated in stairwells and in strategic locations on each floor to allow users to move to the exits.

Flashlights are located in each work area.

Do not use the elevators.

If someone is trapped in an elevator call the Building Manager on Duty by phone at **TBD** and be prepared to tell them which location the person is trapped.

Crime / Violence / Harassment

Violence, Physical Threat, Crime, Robbery, Terrorism/Terrorism Threats

Call the UNT Police Department at 565-3001 or 911.

Do not attempt to restrain the individual(s) or in any way jeopardize yourself or any bystanders.

Be prepared to give a good description of the individual(s) and the situation.

Note the direction the individual(s) took when leaving.

After contacting UNT Police Department, contact a Union Building Manager by phone.

Vandalism, Intoxication, Harassment, Physical Threat, or Similar Situation

Contact the Building Manager on Duty by phone. The Manager on Duty will determine if it is necessary to contact the UNT Police Department. Do not attempt to restrain the individual(s) or in any way jeopardize yourself or any bystanders. Be prepared to give a good description of the individual(s) and the situation. Note the direction the individual(s) took when leaving.

Earthquake/Flood/Severe Weather

Earthquake

During the quake

Stay where you are; drop to the ground; take cover by getting under a desk, table, stand in a doorway or the corner of the room.

Stay away from windows, light fixtures, and suspended objects. If possible, extinguish fire, flames, or other sources of ignition.

If you are outside, get into an open area away from buildings, power lines, and trees.

Do not use elevators.

After the quake

When the situation deems safe by authorities and you are instructed to do so, leave the building quickly.

If the building is evacuated, do not return to your workstation until advised by the authorities.

If persons are injured or cannot be accounted for, or if you know someone is still trapped in the building call 911.

Check for injuries, but do not move seriously injured people unless the danger in the area is greater than their injuries. Call 911.

Use telephones only to report emergencies (i.e., gas leaks, fire, and injuries).

ONLY trained individuals should turn off utilities.

Never touch downed utility poles or lines. Avoid damaged building equipment.

Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles. Be prepared for aftershocks. Aftershocks are usually smaller than the main quake, but they may be strong enough to topple already damaged buildings.

Flood

Exit the flooded area as quickly as possible and contact the Building Manager on Duty by radio or call **TBD**

Evacuation procedures may be facilitated or an area of the facility may be closed until the situation can be controlled.

Avoid standing in floodwater due to the threat of electrocution.

Use flashlights in flooded buildings. Only trained individuals should turn off utilities.

Do not use open or closed flames in flooded buildings.

Report any downed wires, broken gas or water mains to 911.

Avoid drinking water until you are certain it has not been contaminated.
Do not return to the area until instructed by authorities.

Severe Weather

During a tornado or severe thunderstorm, the Building Manager on Duty or appropriate authorities will notify all occupants of the facility.

If it is a thunderstorm warning, you should stay indoors and away from windows until the storm passes.

If it is a tornado warning, you should seek shelter immediately.

Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.

After danger has passed, immediately report any injuries to the Building Manager on Duty by radio call or call **TBD** or call 911.

Immediately leave a badly damaged building and do not attempt to return to the building until directed by authorities.

Only trained individuals should turn off or on utilities.

Suspicious Mail or Packages

The following characteristics may identify suspicious parcels

- Unexpected or from someone unfamiliar to you.
- Addressed to someone no longer with your organization or otherwise outdated (e.g., improper title).
- No return address, or one that can't be verified as legitimate.
- Has any powdery substance on the outside.
- Of unusual weight, given its size, or lopsided.
- Marked with restrictive endorsements, such as Personal or Confidential.
- Protruding wires, strange odors or stains.
- Has an unusual amount of tape.
- Has excessive postage applied to the parcel?
- A city or state in the postmark that doesn't match the return address.

If you receive a suspicious parcel in the mail

- Do not shake or open the parcel.
- Isolate the piece of mail.
- Call the Building Manager on Duty by phone at **TBD**.
- Do not handle the parcel. Leave it isolated.
- Deny access to the letter to everyone except emergency responders.
- Move to an area that minimizes exposure to others and to the parcel.
- If possible, wash your hands and face with soap and water.

If you open a parcel that appears to be contaminated

- Do not move the parcel.
- Call the Building Manager on Duty by phone at **TBD**
- Turn off any fans, window air conditions and/or small heaters.
- Isolate the area. Evacuate the adjoining areas.
- Everyone who is evacuated should report to the building's pre-planned assembly area.
- Do not pass the letter/parcel to others. Deny access to the letter to everyone except emergency responders.
- The individual who opened the parcel and anyone else who has come into contact with the parcel should remain isolated, and wait for additional instructions from responding emergency personnel.
- If possible, the individuals who had contact with the parcel should wash their face and hands with soap and water.

Medical Emergency

Non-Life Threatening

Contact the Building Manager on Duty by radio or by phone at **TBD**

Life Threatening

Do not move a seriously injured person unless he or she is in a life-threatening situation.

Render first-aid or CPR only if you have been trained.

Do not leave the injured person except to summon help.

Summon help by calling 911.

When reporting the medical emergency, provide the following information:

Type of emergency

Location of the victim – UNT University Union, 1155 Union Circle, Denton TX 76203

Condition of the victim

Any dangerous conditions

Comfort the victim until medical services arrive.

Have someone stand by outside the building to flag down the ambulance when it reaches the vicinity.

If you are exposed to another person's body fluids, wash the exposed area and contact a healthcare professional.

As soon as practical, contact the Building Manager on Duty by radio or by phone **TBD**

Automated Electronic Defibrillator (AED) unites are located:

TBD

First Aid kits are located:

Info Desk

Building Manager's Office

Fire or Explosion

Fire

Pull the nearest fire alarm and leave via the pre-planned evacuation route.

Dial 911 and give your name and location of the fire (UNT University Student Union Building, 1155 Union Circle Denton TX 76203- give specific location in the building).

If necessary, dial 911 from another building.

When a fire alarm sounds, occupants should:

Proceed immediately to an exit according to the preplanned evacuation route and move a safe distance away from the building. If the primary exit is blocked, choose the best alternate route. If time permits, close doors and windows behind you.

Do not use an elevator.

If the alarm fails to function:

Dial 911 to report that the fire alarm has been pulled but has failed to function.

Call the Building Manager on Duty by radio or phone **TBD** to inform them that the alarm has failed to function.

Follow evacuation instructions.

If there is smoke in the area:

Before passing through any door, feel the metal doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against it slightly; if heat or heavy smoke are present, close the door and stay in the room.

Remain close to the floor.

If you cannot leave the room:

Open the windows.

Seal the cracks around doors with clothing or other material, soaking it with water if possible.

Shout for help.

If possible, call 911 and report that you are trapped.

If all exits are found to be blocked, go to a room as far as possible from the fire, close the door, and follow the above procedures.

Explosion

immediately evacuate the building, using your preplanned evacuation route.

Call the UNT Police Department at 565-3001 or 911. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the police dispatcher.

Call the Building Manager on Duty by radio or by phone **TBD**

Building Evacuation

The Building Manager on Duty, Building Facility Supervisor, or the University Union Director will take the lead during an evacuation. All University Union staff are responsible for evacuating the building.

Evacuation Coordinators are identified staff members that take on additional responsibilities during an evacuation. They wear brightly colored vests and handle the subsequent crowd control of students and guests during an evacuation. Follow their instructions and assist if necessary.

When the alarm sounds, immediately begin to evacuate your assigned area. While moving towards your pre-planned evacuation route, ensure that you check all meeting rooms, restrooms, retail areas, office spaces, and public areas in your assigned area.

Do not use the elevators.

The last person to leave any room should close doors to prevent the spread of smoke and fire. Do not lock the doors.

After exiting the building, wait at your assigned area until the "all clear" which is the silencing of building fire alarm system.

Staff should discourage anyone from entering the building during the evacuation.

If a person refuses to leave the building, do not try to attempt to remove this person yourself. Report to the Building Manager on Duty or the UNT Police that someone is still in the building and the person's location.

If the alarm fails to function, the Building Manager on Duty will instruct the staff via 2-way radio or Public Address System to evacuate the building.

Evacuation Assistance

If an individual with mobility impairment is on the fourth floor of a building, he or she may need assistance to leave the building during an emergency or during an elevator failure.

Ambulatory Individuals

Ambulatory individuals are those people with disabilities that require special assistance during an evacuation. Examples of these individuals include people who are blind or deaf or whose mobility is restricted by the use of walkers or crutches. You should help these individuals by:

Consult with the individual regarding how best to assist him/her.

Explain where the person needs to go to get to a safe evacuation route.

Guide them to the nearest Evacuation Assembly area of the building.

Assist them in walking down the stairwell and outside to the pre-planned assembly area.

Non-Ambulatory Individuals

Non-ambulatory individuals are those people with disabilities that require the use of wheelchairs. You should assist these individuals by:

Consult with the individual regarding how best to assist him/her.

Explain where the person needs to go to get to a safe evacuation route.

Call the Building Manager on Duty by radio or by phone at **TBD** or call 911.

Move the impaired individual near the stairwell and if possible, wait for assistance.

If the hazard becomes life-threatening, (i.e., the fire is getting close or the smoke becomes choking):

A. Use Evacuation Chair on fourth floor to get guest down to third floor.

B. or move the individual into a stairwell and notify UNT Police of location.

C. Vacate the building immediately

Union Evacuation Assembly Areas (TBD)

Third Floor/East:

Third Floor/West:

Third Floor/South:

Second Floor/East:

Second Floor/West:

Second Floor/South:

Loading Dock:

Bomb Threat

Bomb threats may be received by telephone, e-mail or letter. If you receive a bomb threat, follow the following procedures:

If you receive a bomb threat by telephone, attempt to notify supervisor/co-worker while the caller is on the line - wave, write a note, etc.

Obtain as much information as possible:

Where is it located? Building _____ Area

When will it go off? Hour/Day _____ Time Remaining

What kind of bomb is it?

Where are you now?

How do you know so much about the bomb?

Immediately call the UNT Police Department at 565-3001 or 911 from a campus phone. Provide them any information that you have received, specifically the location and the time the bomb is supposed to explode.

If the threat was made in writing, do not handle the letter or note any more than necessary.

Do not touch or move any unfamiliar objects, and wait for police to arrive on the scene.

Do not evaluate the building and do not sound the alarm until instructed to do so by the UNT Police Department. UNT Police Department official will determine if an evacuation is warranted. If the building is evacuated, account of all the building occupants at the designated meeting area.

As soon as practical, contact the Building Manager on Duty via phone at **TBD**