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UNIVERSITY
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Safety Coordinator Orientation

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Agenda

- Introductions
- Emergency Preparedness at UNT
- Program's Background and Mission
- Roles and Responsibilities
- Emergency Procedures
- Future Training and Opportunities
- Q & A
- Course Survey
- Issue Certificates and Materials

Introductions

- Name
- Department
- What you do for your department
- What questions would you like to have answered by the end of this course

Emergency Preparedness

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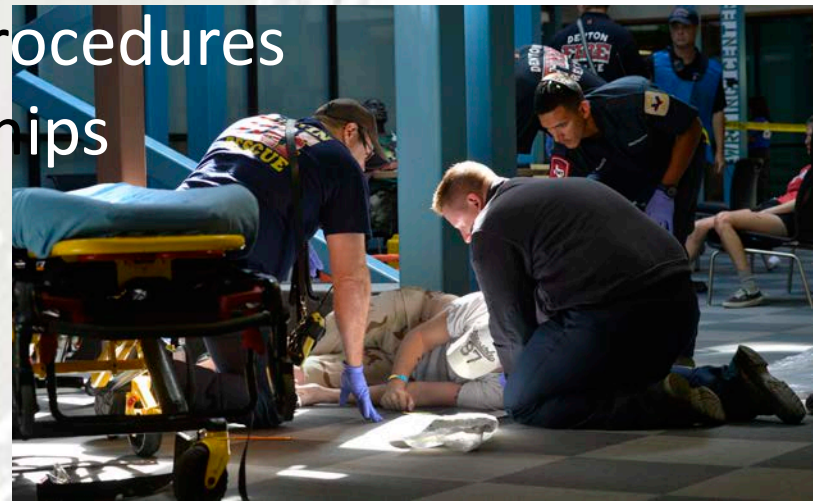
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Preparedness Efforts at UNT

- Developing and updating emergency plans
 - Emergency Management Plan (2012)
 - Severe Weather Plan (2012)
 - Business Continuity Plan / COOP (In Progress)
 - To access Emergency Plans visit:
<http://emergency.unt.edu>
- Training and Education
 - Safety Coordinator Program (Staff and Faculty)
 - Preparedness Fair (Students, Staff, and Faculty)
 - New Student Orientation (Students and Parents)
 - Campus Safety and Security Seminar

Preparedness Efforts at UNT (Cont.)

- Assessing and evaluating emergency plans
 - Exercises
 - Table-top (Working through a scenario)
 - Functional (Simulate specific functions-ie.. Notification)
 - Drills
 - Test emergency procedures (Ex: fire & severe weather)
 - Familiarize occupants of procedures
- Building and sustaining relationships
 - Internally
 - Externally



Safety Coordinator Program

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Mission

To have members of different departments in a building work together in order to provide a safer environment to learn, educate, and work.

Background

- Replaces Safety Evacuation Coordinator (SEC) program
- Framework of preparedness
- Re-launched as Safety Coordinator Program (2011)
- Currently:
 - >300 active and trained Safety Coordinators
 - Representing at least 45 different buildings associated with UNT

Roles and Responsibilities

- Coordinate regularly with your Safety Coordinator Team
 - Meet regularly (Ex: Monthly or Bi-Monthly)
 - Maintain awareness of equipment/training needs
 - Communicate safety concerns and issues
- Knowledgeable of emergency procedures
- Assist people with functional needs
 - During drills and emergencies
 - During both evacuations and shelter-in-place

Roles and Responsibilities (Cont.)

- Familiarize self with safety equipment
 - Location
 - Training
- Route occupants of building to safety
 - Evacuation
 - Shelter-in-place
- Secure hazardous areas and resources
 - Prevent secondary hazards
 - Prevent loss of critical information

Emergency Notification

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Receiving Emergency Notification

- Outlook email
 - Hazardous weather outlooks
 - Watches and advisories
- Eagle Alert
 - System to communicate emergency information
 - Warnings
 - Weather related (See Severe Weather Annex)
 - Limited, and not timely enough to be beneficial
 - Terrorism event (Tentative)
 - “All Clear” messages
 - Uses different modes
 - Phone (Cell and Landline)
 - Text Message (Cell)
 - Social Media (URCM, Twitter, Facebook, UNT Homepage)
 - Update contact information regularly

Receiving Emergency Notification (cont.)



- Code Red – City of Denton
 - Emergency and weather warning system sent out via City of Denton
 - Geographical based system that will send alerts to affected areas only.
 - [Click here to register](#)

Receiving Emergency Notification (Cont.)

- Outdoor Warning Sirens
 - Not meant to be heard indoors
 - City of Denton activates the sirens
 - Does not mean “Tornado Siren”
 - Trained storm spotter indicate rotation
 - Straight-line winds > 70 mph
 - Hail > or = to 1.00” in diameter
 - Other emergencies
 - Go indoors and collect more information
 - Radio (KNTU 88.1 FM)
 - Local TV station
 - www.weather.gov (Building’s NOAA Weather Radio)

Receiving Emergency Notification (Cont.)

- NOAA Weather Radio
 - Provide official warnings from NWS
 - Sounds an alert when warning is issued
 - Equipped in each building
 - Usually issued to Building Representative (BR)
 - Coordinate with BR for communication procedure
 - Weather Radios are not a reliable and consistent tool on their own. (reception issues within buildings)
- Websites
 - www.weather.gov
 - www.unt.edu (For school closures)

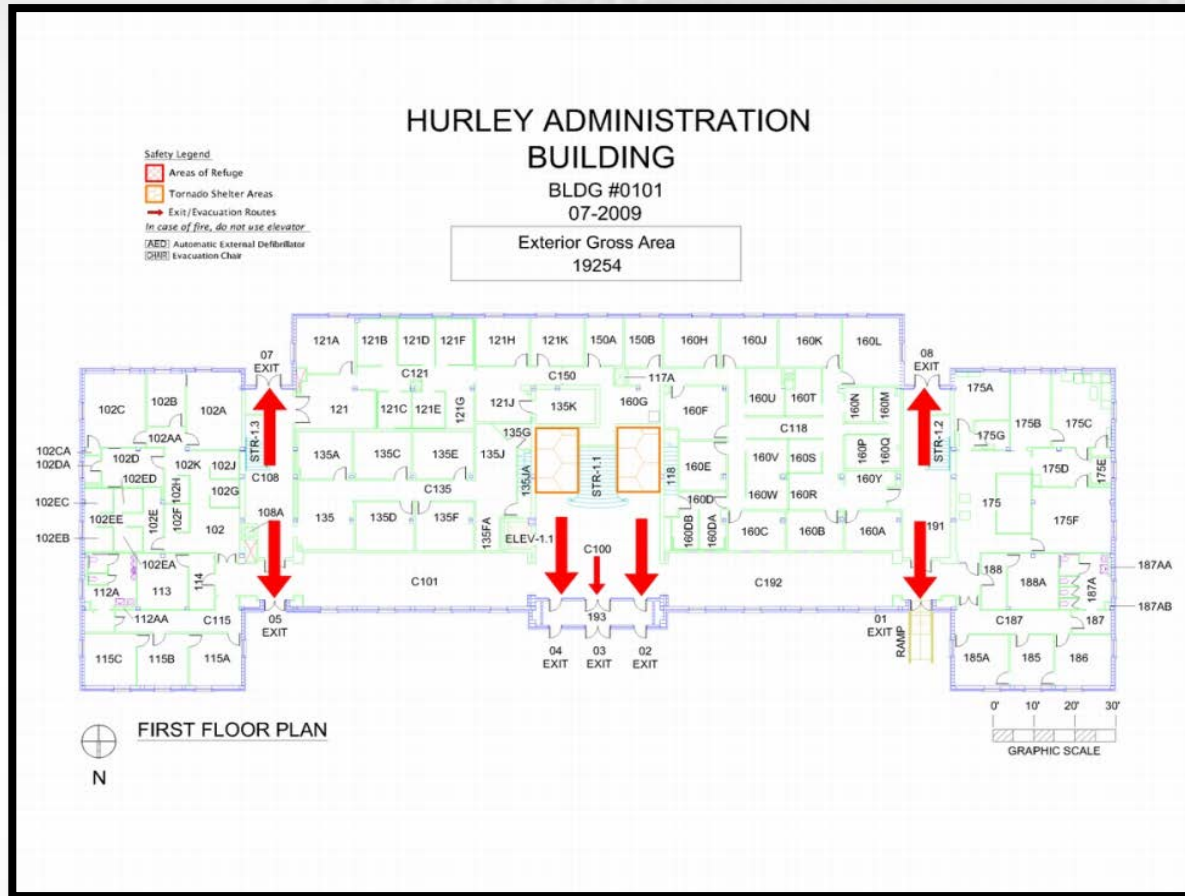
Potential Hazards & Actions to Take

Building Fire

If you get caught in a fire situation:

- Assess and size up the situation
 - Determine severity
 - If trained and small fire, attempt to extinguish
- Call 911
- Activate your building's evacuation procedures
 - Securing hazardous areas and important information (Preparedness)
 - Coordinating with other team members
 - Assisting people with functional needs
 - Directing people to the appropriate exit
 - Guiding people to the designated assembly area
- Go to the designated assembly area
- Assess event and modify procedures (If Needed)

Evacuation Map



Evacuation maps and assembly areas for all campus buildings may be viewed at <http://emergency.unt.edu>.

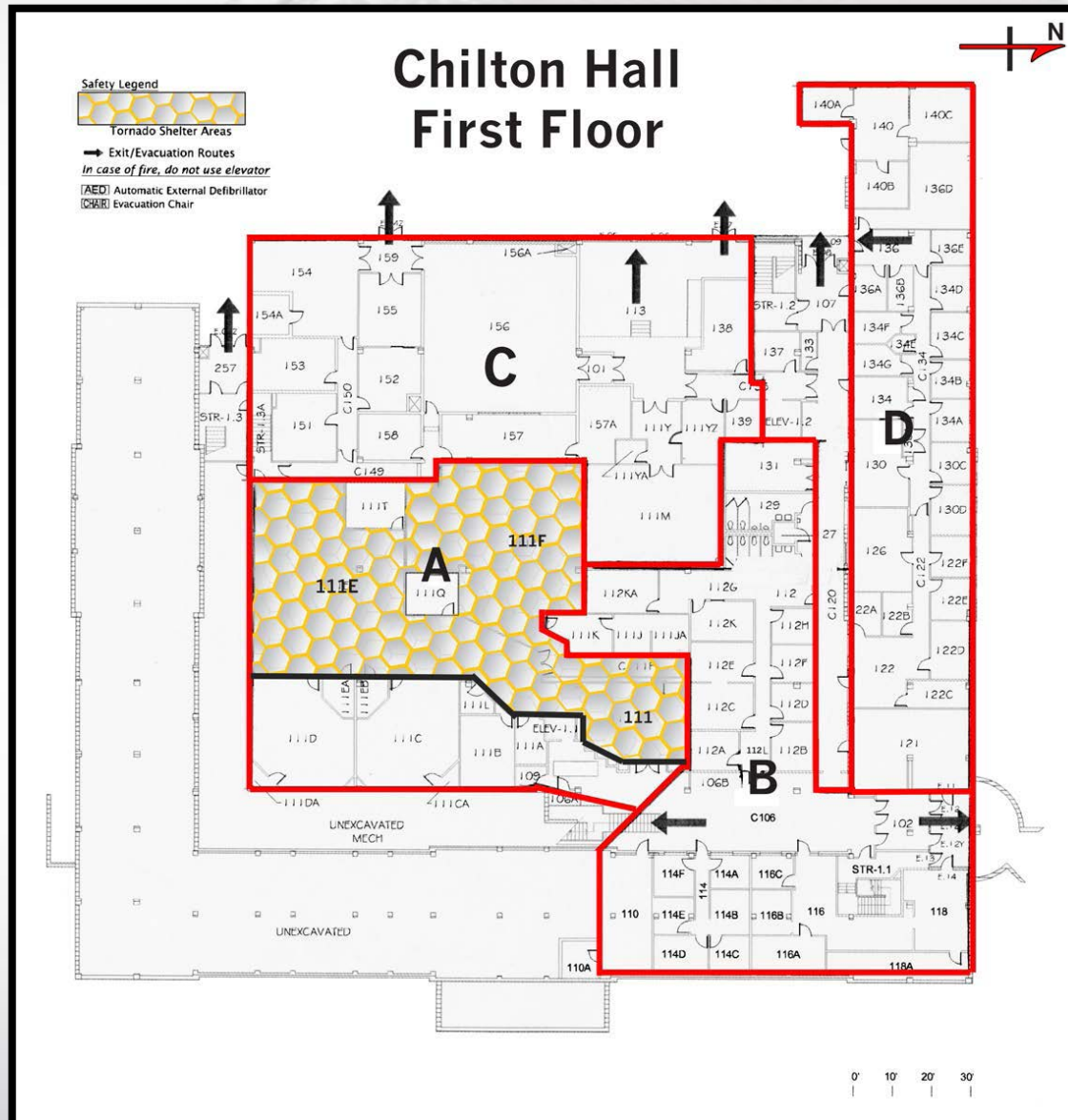
*To update evacuation maps contact Emergency Management.

Tornado

If you receive notification that a tornado warning has been issued:

- Activate your building's shelter-in-place procedures
 - Securing hazardous areas and important information
 - Coordinating with other team members
 - Assisting people with functional needs
 - Directing people to tornado shelter areas
- Bring your building's weather radio
- Wait for the "All Clear" message
 - Receive through Eagle Alert to mobile phone
 - By text or voice
 - May not be utilized to send an All-Clear message.
- Assess and modify procedures (As Needed)

Tornado Shelter Area





An EF4 tornado struck the campus of Union University in Jackson, Tennessee in 2008 injuring 51 and causing \$40 million in damage.

Flooding

If you encounter flooding in a campus facility:

- Size up the situation
 - Determine severity of flooding
 - Identify areas of higher elevation
- Report the incident
 - Contact Facilities Work Control
- Secure hazardous materials and important info
- Coordinate with your team
 - Move people away from standing water
 - Elevated area
 - Another floor in the building
 - Monitor the situation for changes in conditions

Ex: Flooding at UNT



A spring storm in 2007 flooded areas of Denton, including Fouts Field.

Winter Storms

Take the following actions to prepare for winter storms:

- Dress appropriately
- Winterize your home
- Winterize your car
- Avoid driving if possible



A winter storm in February 2010 covered the campus in snow.

Concerning Behavior

- Examples of concerning behavior
 - Withdrawal
 - Outbursts of anger
 - Irrational conversation or speech
 - Statements related to death or hopelessness
- If you witness a student with concerning behavior
 - Contact the CARE Team
 - Provide name of student
 - Brief narrative of the behavior
 - Contact at (940) 565-4373 or careteam@unt.edu
 - Visit CARE Team's website @ <http://studentaffairs.unt.edu/care>
- If you witness a UNT employee with concerning behavior
 - Notify their supervisor
 - Supervisor will contact HR's consulting team
- Call 911 for anyone threatening direct harm to self or others

Campus Violence

If you witness or are alerted to Violence on Campus:

- Call 911
- Receive and listen to police instruction
- Communicate instructions
- Find a safe place
 - Preferably room that can be locked
 - Alternative is a room with items to barricade
- Don't stand near doors or windows
- Turn lights off in the "safe place"
- Avoid touching items left behind by the attacker

Suspicious Letter or Package

Traits of a Suspicious letter or package:

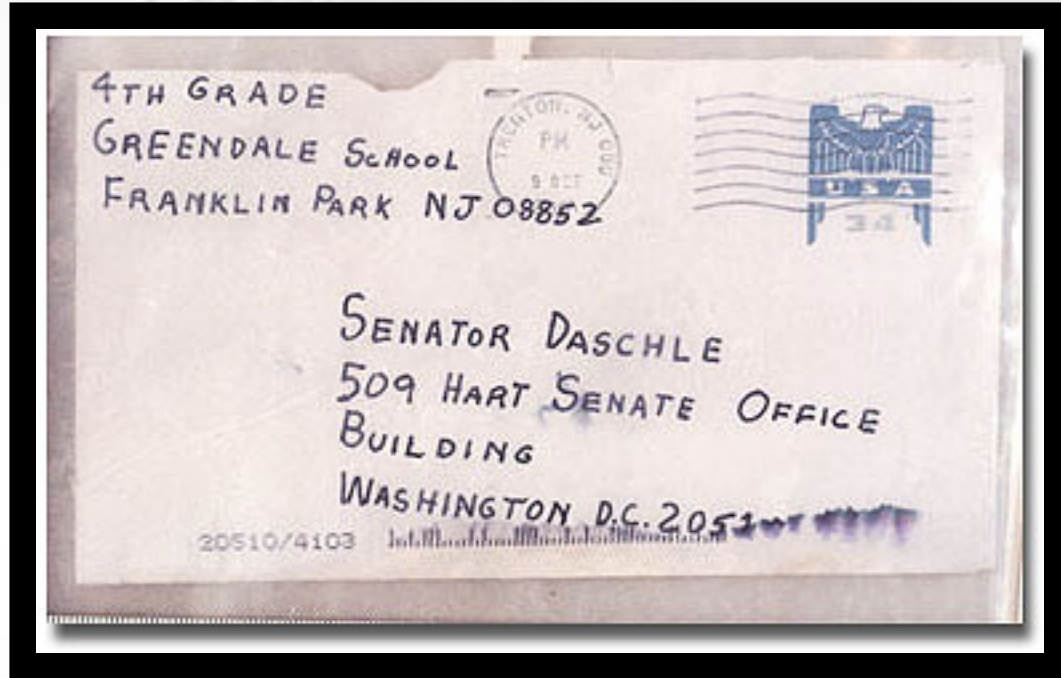
- No return address
- Addressed to no specific person
- Strange stains, odors, or sounds
- Marked with restrictions
 - Personal
 - Confidential
 - Do not x-ray
- Poorly typed or handwritten addresses

Suspicious Letter or Package

If you receive a suspicious letter or package:

- Call 911
 - Provide description of the letter/package
 - Follow directions given by authorities
- Isolate letter/package from self and others
 - Do not smell the item
 - Do not open the item
 - Do not bump or shake item
 - Wash hands after handling
- Communicate with other Safety Coordinators
- Exit building if directed by authorities

Ex: Suspicious Letter



Letter containing anthrax that was sent to Senator Tom Daschle in 2001.

Bomb Threat

If you receive a bomb threat:

- Take notes
 - Details about the bomb
 - Speech patterns of caller
 - Voice characteristics of caller
 - Any background sounds audible
- Trace the call
 - Do not hang up; wait for caller to end call
 - Dial *57 immediately after hanging up (Do not dial 9)
 - Listen to recording and write the 1-800 number
- Call 911
 - Report notes
 - Provide the 1-800 number

Bomb Threat (Cont.)

- Communicate with other Safety Coordinators
- Follow directions given from authorities
- Secure hazardous materials and important info
- Exit the building (If directed by authorities)
- See Bomb Threat Annex (2012)

Public Health Crisis

In the event of a public health crisis:

- Get the facts
- Practice good hygiene
- Stay home when you are sick
- Seek medical attention



A flu outbreak swept the nation in spring 2009.

Building a Safety Coordinator Program

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The Safety Committee

- Who
 - Contains Safety Coordinators from your building
 - Engage all departments
 - Try to have representation from each department
 - Engage both Staff and Faculty
 - Involve your Building Representative
- Why
 - Provide structure and organization
 - Address safety issues
 - Develop building specific emergency procedures
 - Discuss resource needs (Ex: radios to communicate)
 - Plan Drills

The Safety Committee (Cont.)

- When
 - Determine if your building has a committee
 - Ask other Safety Coordinators
 - Find out when they meet
 - Form a Safety Committee immediately
- How
 - Receive an email with other SCs in your building
 - Attend the Safety Committee Workshop

Resources and Supplies

- Food
- Water
- Change of clothes
- Flashlight
- Handheld radio
- First aid kit
- Dust mask
- Moist towelettes
- Fire extinguisher
- Maps
- Cell phone
- Prescription medication and eyewear
- Personal hygiene items
- Important documents
- Cash

Training

- Offered through multiple sources
 - Risk Management / Facilities
 - Fire Extinguishers
 - First Aid
 - Evacuation Chair
 - CPR
 - AED
 - Hazardous Material Awareness
 - OSHA
 - National Weather Service
 - SkyWarn
 - <http://skywarn.org/about/>
 - Intro to NWS Products
 - <http://www.nws.noaa.gov/view/validProds.php>
 - Denton County (CERT) - <http://www.dentoncountycert.org/>
 - Triage
 - First Aid

Training (Cont.)

Reasons to attend training

- Develops capabilities and knowledge
- Increases the ability of your team to respond
- Encourage others on your team to attend
- Keep records of the training attended

Future Training and Opportunities

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Future Training Opportunities

- Safety Committee Workshop I
 - Attend within 60 days of the Orientation
 - Building-specific
 - Focus
 - Building a successful program for your building
 - Structuring and organizing your committee
 - Identifying target coverage
 - Outcomes
 - Outline the organization of your committee
 - Framework to draft building specific procedures

Future Training Opportunities (Cont.)

- Safety Committee Workshop II
 - Pre-requisite: Safety Committee Workshop I
 - Exemption
 - Has a defined structure and organization documented, and has building-specific emergency procedures.
 - Focus
 - Table-Top Exercise
 - Testing procedures and structure of the committee
 - Hot Wash (Reflection and evaluation)
 - Outcomes
 - Increased preparedness
 - Identify gaps in procedures and actions
 - Develop actions to improve upon gaps

Future Training Opportunities (Cont.)

- Schedule Risk Management training
 - Notify you by email of dates for offerings
 - Includes:
 - Fire Extinguisher
 - First Aid
 - CPR
- SKYWARN
 - Program to train storm spotters
 - Classes Offered
 - @TWU (MCL Auditorium)
 - After initial SKYWARN tour tentative offering at UNT
- Intro to NWS Products
 - Inform and educate on how to use various tools from NWS
 - Class date is TBD (Will notify you with an email)

Questions?

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