

University of North Texas (Denton), Chemistry Building Emergency Situation Plan

This plan describes guidelines for ordering an evacuation, and what to do in the event an evacuation is ordered.

Guidelines for ordering an evacuation:

- **Chemical spill:** In the case of hazardous chemical spills, it should be reported immediately to the department chair. The department chair will decide whether or not an evacuation should be ordered. If the chair is not available, any faculty member on site may make the decision to evacuate.
- **Fire:** In the event the fire alarm is activated, there is no decision necessary; the building must be immediately evacuated (shut lab/office doors on the way out of the building).

What to do if the fire is discovered at your workplace?

- *Shout FIRE! to alert anyone in the immediate vicinity, then activate the nearest fire alarm.*
- *Stay calm and think logically about what you need to do next.*
- *Only if it is safe to do so and only if you are clear about your exit, use an **appropriate** fire extinguisher to fight the fire. If a whole fire extinguisher is used up and the flames are still not out, you must leave the building immediately by the nearest exit (always use **stairs**).*
- *If safe to do so, shut down any equipment that could cause major safety issues if left running during a fire. If not safe to do so, you can leave it running, but you should notify the fire service immediately on their arrival.*
- *Shut doors behind you on your way out if possible.*
- *Always use stairs*
- *Once out of the building, report the location of the fire (room number, etc.) immediately to the Fire Marshal (or any first responder) at your Assembly Point.*
- **Power outage:** In the event of a power outage, all sources of heat such as hot plates, Bunsen burners, etc., should be unplugged/disconnected. Sashes for fume hoods should be pulled down fully. Major instruments should also be unplugged to prevent them from possible damage at the time the power is restored. Students/faculty should leave lab rooms and close the door behind them. The chair (or faculty if the chair is not available) will decide if a building evacuation is necessary.
- **Severe Weather:** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place areas in the building. If unable to safely move to the designated shelter-in-place areas, seek shelter in a windowless interior room or hallway on the lowest floor of the building. **All building occupants should take shelter in the interior, windowless hallway on the north and east side of the 1st floor** (See emergency floorplan attached for more information on shelter in place location).
- **Bomb Threat:** In the event of a bomb threat in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated

assembly area, contact on or more members of your department or unit to let them know you are safe and inform them of your whereabouts.

Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders.

Threats can come in many different forms such as letters, memos, writing on a wall, e-mail, etc. The most common threats come over the telephone. Remember, ***Bomb Threat Cannot Be Discredited without an Investigation.***

For the person who receives/detects the threat, it is strongly recommended to follow these procedures:

For threats received from email, letter, memos, writing on the wall:

- Remain calm.
- Call police (911) immediately, then notify Professor/Department Chair.

For threats made through phone:

- **DO NOT HANG UP.** Try to keep the caller on line as long as possible.
- If possible, pass a note to other people nearby to listen to the phone, and to help notify authorities.
- Write down as much information as possible such as Caller ID number, type of voice or behavior, exact wording of threat, etc. – that will aid investigators.
- Record the call if possible

Be available for interviews with law enforcement. Follow authorities' instructions.

➤ **Mass Gun Shooting**

First of all, be prepared mentally that mass gun shooting can happen.

In case of active shooter situation, do the following:

1. Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide out

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

CALL 911 WHEN IT IS SAFE TO DO SO

3. Take action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

How you should react when law enforcement arrives

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling

- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information you should provide to law enforcement or 911 operator:

- Location of the active shooter
- Number and type of weapons held
- Number of shooters, if more than one
- Physical description of shooter/s by the shooter/s
- Number of potential victims at the location

- **Unforeseen situation:** In the event of an unforeseen situation, the decision to evacuate may be made by any faculty member.

Ordering the evacuation:

In the event of a fire, activating the fire alarm will automatically inform the UNT Fire Department.

If an evacuation is required for any other reason (*e.g. bomb threat, chemical spills*), do NOT pull the fire alarm. The chair or faculty member must contact the UNT Police Department, who will come to the Chemistry Building and make the evacuation announcement.

Evacuating the building:

Once an evacuation order has been given or the fire alarm has been activated, ALL personnel in the building including students, faculty, visitors, and staff must promptly leave the building, following the guidelines below:

1. Quickly and safely stop any experiments or other hazardous operations. Unplug any heat sources such as hot plates, water baths, etc. Pull down all fume hood sashes.
2. If the evacuation is NOT due to a fire alarm, and only if it is safe to do so, quickly check any side rooms or isolated work areas for personnel who are unaware of the evacuation order. Faculty who are already inside the building at the time the evacuation is ordered, he/she should sweep their immediate areas before leaving.
3. If you are teaching a class or lab, you should calmly instruct your students to stop any active experiments, immediately make their way to the rally site via the nearest emergency exit.
4. Upon exiting the building, do NOT run. Do not use any elevators. Do not open any doors that are hot to touch. The last person should close, but not lock, the door to the lab or office.
5. Once outside of the building, go directly to the rally site via the nearest emergency exit. The assembly site is the parking lot 9, south of the Chemistry Building. If this area is not accessible, the backup rally site is the parking lot 10

north of the building (or parking lot 7, south west of the Chemistry Building, across the ENV building). (see attached map for locations).

6. Do not go back to the building until the first responders and/or Facilities personnel, or the department Chair or his/her designate provides further instructions.
7. While the evacuation is underway, the Department Chair/faculty will arrange 1-2 people to go to each building entrance to ensure no one enters the building until it is safe to do so (as determined by the chair/FD/PD).