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UNIVERSITY OF NORTH TEXAS AT DALLAS



EMERGENCY MANAGEMENT PLAN

University of North Texas at Dallas Emergency Management Plan

November 1, 2023

Letter of Promulgation

UNT Dallas is committed to fostering a learner-centered environment governed by the shared values of virtue, civility, reasoning and accountability and, like all universities, to protecting the health and well-being of its faculty, staff and students.

This Emergency Management Plan is constructed to mitigate, prepare for, and respond to emergencies, as well as to minimize the impact of natural and human-caused crises, should they occur. The management practices contained herein have the potential to speed recovery, as well.

The Emergency Management Plan contains descriptions of the Campus Emergency Management and Recovery Team (CEMART), hazard and threat summary, responses to various crises, and emergency notification procedures to be used in the event of a crisis. The plan also sets forth requirements for training employees and students and testing the plan regularly.

By working together to understand and implement this plan prior to an emergency, and through periodic testing of our emergency procedures, we will be better prepared to deal with the challenges emergency situations present to universities like ours. Emergency Management is responsible for communicating with employees to ensure their understanding of emergency procedures. Employees should also assume responsibility for seeking answers to questions related to emergency preparedness. The plan requires the designation of a Campus Emergency Response Team (CERT) who will be intimately familiar with the plan.

The timing of emergency situations is unpredictable, but members of the UNT Dallas learning community can better prepare for times of crisis by keeping their JAGUAR (JAG) ALERT contact information current at untdallas.edu. Additionally, faculty, staff and students should develop their own personal or family emergency plans and keep them up to date. Knowing how to respond in a time of crisis is important for both the University and individuals.

Your familiarity with this Emergency Management Plan will strengthen our University. I encourage you to remain informed and engaged.



Bob Mong, President

Approval

The University of North Texas at Dallas Emergency Management Plan is hereby approved. This plan is effective immediately.



President
Date: 11/01/2023



Date: 11/01/2023
EVP Finance and Administration Services/CFO



Date: 11/01/2023
Chief of Police



Date: 11/01/2023
Director of Risk Management

Plan Revisions

Date Revised	Revised by	Description of Change
May 27, 2020		
November 1, 2023	Annette Rogers	Reorganized plan by topic. Added maps, floor plans, COL Emergency Response Plan. Removed Emergencies Affecting Peer Institutions.
November 1, 2023	Ocia Abee	Formatting
November 6, 2023	Ocia Abee	Formatting TOC

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1.0 PURPOSE

1.1 Introduction

Recent events around the country continue to make apparent the need for communities to be ready and able to respond when disaster strikes. The cost of being unprepared is simply too great. Emergencies have the potential to cause death and injury, destroy critical infrastructure, disrupt teaching and research, and damage the mental state of the campus community.

1.2 Purpose and Scope

The University of North at Texas at Dallas (UNT Dallas) is committed to providing a safe environment where learning, research, and community engagement can take place. This Emergency Management Plan (EMP) outlines UNT Dallas' approach to emergency management, broadly defining the policies, procedures, and organizational arrangements that UNT Dallas will use to prepare for, mitigate, respond to, and recover from emergency situations.

1.3 Priorities

During emergency situations, UNT Dallas' priorities will be to

- Protect and save lives.
- Protect property and critical infrastructure.
- Maintain or quickly resume normal operations.

1.4 Coordination

Emergency management is a group effort and requires the coordinated efforts of all campus units, members of the campus community, and external agencies and other organizations. Teamwork with these agencies will enhance the University's ability to respond to emergencies.

As discussed throughout this document, UNT Dallas readies the campus for emergency situations by working closely with the following groups: University of North Texas (Denton), University of North Texas at Dallas College of Law, City of Dallas Police Department, City of Dallas Fire-Rescue, City of Dallas Office of Emergency Management, Dallas County Health & Human Services, Texas Health and Human Services, Texas Division of Emergency Management, and other local, state, federal, and non-governmental agencies and organizations.

1.5 Note

Emergencies present challenges for those in leadership positions as each situation is unique and presents many unknown variables. As such, nothing in this document should be construed as to prevent campus officials from acting prudently in taking immediate action to prevent damage and loss.

1.6 Legal Authorities

The legal authority for the EMP is derived from a variety of sources, including Federal, State, and local laws and regulations. The following list presents the core laws and regulations which guide emergency planning at UNT Dallas.

Federal

Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended 42 U.S.C. 5121)
Emergency Management and Assistance, Chapter 44 of the CFR
Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
Homeland Security Presidential Directive 5 (Management of Domestic Incidents)
Homeland Security Presidential Directive 8 (National Preparedness)
National Response Framework
Higher Education Opportunity Act, 34 CFR 668.46

State

Government Code, Chapter 418 (Emergency Management)
Government Code, Chapter 421 (Homeland Security)
Government Code, Chapter 433 (State of Emergency)
Government Code, Chapter 441 (Preservation and Management of State Records and Other Historical Resources)
Government Code, Chapter 791 (Inter-local Cooperation Contracts)
Government Code, Chapter 79 (Liability of Persons Assisting in Hazardous or Dangerous Situations)
Health and Safety Code, Chapter 778 (Emergency Management Assistance Compact)
Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
Education Code 51 (Provisions Generally Applicable to Higher Education)

1.7 Hazard and Threat Summary

In conjunction with the development of the EMP, an analysis was performed to determine the risk of various hazards and threats to which UNT Dallas may be exposed. Hazards and threats were analyzed and ranked in terms of their likelihood of occurrence and estimated impact on safety, facilities, and the institution. The highest ranked hazards and threats served as the basis for the development of the EMP. Each of these hazards and threats is described below. Examples of each hazard and threat are provided in Appendix A: Emergencies Affecting Peer Institutions.

	SAFETY	FACILITIES	OPERATIONS
HIGHEST IMPACT	Campus Violence Mail or Package Bomb, Public Health Emergency	Building Fire Mail or Package Bomb	Inclement Weather Mail or Package Bomb, Public Health Emergency
MEDIUM IMPACT			
LOWEST IMPACT			

A. Campus Violence

Campus violence encompasses actions taken by an individual or group of individuals with the intent of injuring themselves or others. The prime example of campus violence is an active shooter. Instances of campus violence nationwide appear to be on the rise. Because the intent of a perpetrator of campus violence is to harm others, their actions typically result in a number of casualties. Damage to facilities from campus violence is rare, but institutional impact, including damage to the mental state of the community, is often severe.

B. Inclement Weather

Inclement weather includes all hazardous meteorological conditions that pose a risk to safety and operations. UNT Dallas is located in a region of the country that is particularly vulnerable to many forms of inclement weather, including tornadoes and winter weather. Some types of inclement weather provide ample warning time for protective action to be taken in advance of impact, while others provide less.

A tornado is a destructive wind event, often coinciding with a strong thunderstorm. Tornadoes typically coincide with spring storms, although they can and do occur throughout the year. It is quite possible that the campus could experience casualties, damage to facilities, and prolonged interruption to campus operations.

Winter and other severe storms typically occur between the months of October and March and can 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 sidewalks, downed power lines, and road closures. Operational interruption is the most likely impact of winter weather.

C. Building Fire

Building fires include all fires of any origin occurring in campus facilities. Fires typically occur as a result of unsafe practices, mechanical failure, or external conditions, such as a lightning strike. University campuses have seen a number of destructive fires in recent years resulting in varying degrees of damage to facilities. Casualties as a result of building fires are relatively rare. However, most casualties that do occur are the result of the inhalation of toxic gases.

D. Mail or Package Bomb

Mail bombs are explosive or incendiary devices sent through the mail service intended to cause harm to recipients. Similarly, package bombs are often strategically placed or carried (via a suicide bomber) into buildings or common gathering areas where detonation can cause the most damage. Both mail and package bombs often coincide with a bomb threat, which is a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries. While mail and package bombs have become regular occurrences worldwide, they are relatively rare in the United States and even rarer at universities. Nonetheless, they have the potential to cause great loss of life, destruction to facilities, and institutional impact.

E. Public Health Emergency

A public health emergency involves the rapid spread of an illness or communicable disease resulting from consumption of contaminated food or contact with contaminated people, animals, or surfaces. Examples include whooping cough, hepatitis A, e-coli, and meningitis. Numerous colleges and universities have experienced outbreaks of illness and disease in recent years. The potential for a public health emergency on a university campus is heightened due to the high volume of people living and working in close quarters. In addition to death and injury, public health emergencies have the potential to interrupt normal campus operations.

1.8 Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. When an emergency occurs, assumptions are replaced by facts and form the basis for making decisions. The following assumptions provide the basis for emergency planning at UNT Dallas.

All emergencies are unique occurrences.

Damage may cause injuries, death, and displacement of people.

Major roads, overpasses, bridges, and local streets may be damaged. Conditions may be unsafe to travel off campus, and people may become stranded.

Special populations on campus, including children, those with disabilities, and non-fluent speakers of English, will require specialized attention in the event of an emergency.

Campus units will largely provide the same type of services during an emergency as those that are provided on a daily basis but in a limited capacity.

Campus units may be asked to expand the services they provide and/or perform functions that they do not ordinarily perform.

Due to the unique demands of a given emergency, any employee's presence may be required on campus at any time. As such, employees may be given little notice to report to work.

Emergency conditions that affect the UNT Dallas campus may affect the surrounding community.

Regional and local services, including those provided by the City of Dallas, may be unavailable for some period of time.

Public transportation may be disrupted limiting the ability of some faculty, staff, and/or students to travel to or from campus. Critical lifeline utilities and services may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems. Normal suppliers may not be able to deliver materials or services.

2.0 OPERATIONS

2.1 Actions by Phase of Emergency Management

Emergency management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters. The standard practice is to view emergency management activities in terms of four phases: preparedness, response, recovery, and mitigation. This document addresses the activities undertaken by UNT Dallas during all four phases in coordination with local, state, federal, and non-governmental agencies, and organizations.

2.2 Preparedness

Preparedness activities are the actions taken in advance of an emergency to ensure effective response and recovery. Preparedness activities include:

- Emergency planning, including maintaining this document.
- Conducting or arranging appropriate employee training.
- Identifying and acquiring emergency equipment, supplies, and other resources.
- Conducting periodic drills and exercises to test plans and to prepare the campus community.
- Performing post-incident review of operations following any exercise or emergency.

2.3 Response

Response refers to those actions taken immediately before and during an emergency to save lives and protect property. Response activities may include warning, public information, emergency medical services, firefighting, law enforcement, evacuation, search, and rescue, as well as other associated functions.

2.4 Recovery

Recovery refers to the actions and implementation of programs needed to help individuals and the campus community return to normal after an emergency. Recovery involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the campus and for the basic needs of the community. Long-term recovery focuses on restoring the campus to its normal operating state. Examples of recovery programs include restoration of university services, debris removal, restoration of utilities, mental health services and grief counseling, and reconstruction of damaged roads and buildings.

2.5 Mitigation

Hazard mitigation is sustained action taken to reduce or eliminate the risk to human life and property from hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Mitigation planning involves identifying hazards and risk, assessing the level of risk the community is willing to live with, and determining and implementing protective actions to reduce or eliminate risk the community is not willing

to deal with. An example of a mitigation activity is the development and implementation of a behavioral consultation team to identify, intervene, and respond to students whose mental, emotional, or psychological health condition may directly threaten the safety of the campus community.

2.6 Emergency Organization

This section describes the roles and responsibilities of the groups and individuals involved in managing the response to emergencies affecting UNT Dallas.

2.7 Campus Emergency Management and Recovery Team (CEMART)

The CEMART is the group of campus officials tasked with managing the overall campus response to emergency situations. It is responsible for coordinating with internal and external groups to ensure that the needs of emergency responders and the campus community have been met. While on-scene responders focus on saving lives and protecting critical infrastructure, the CEMART supports those activities by analyzing complex problems as they arise and devising strategies for responding to them. The CEMART conducts operations from within an EOC.

While additional members may be required to participate in response activities depending upon the demands of the situation, the CEMART is composed of the following campus officials:

- President
- Provost & Senior Vice President for Academic Excellence
- Chief Financial Officer & Executive VP for Finance & Administration
- Vice President for University Advancement
- Vice President for Student Access & Success
- Police Chief or Senior Police Supervisor
- Assistant Vice President for Student Access & Success/Student Affairs
- Distinguished Leader in Residence
- Executive Assistant to the President
- Assistant Director of Facilities
- Director of Risk Management
- Director of Facilities

During an emergency, the CEMART's tasks include, but are not limited to:

- Establishing strategic policy and direction for the response.
- Supporting campus units.

- Supporting response operations.
- Determining alterations to campus operations.
- Allocating resources.
- Gathering, evaluating, and disseminating information to the public.
- Coordinating with external agencies and organizations.

2.8 Campus Units

UNT Dallas is composed of a variety of administrative and academic units each of which contains collective knowledge, skills, and resources that may be brought to bear during an emergency to support the overall response effort. Due to the unique demands of a given emergency, various campus units may be required to expand the services they normally provide and/or perform functions that they do not ordinarily perform. As such, any employee may be required to report to work during an emergency.

During an emergency, campus units may be tasked with:

- Continuing to provide services during an emergency.
- Supporting the CEMART and on-scene responders.
- Providing situational updates to the CEMART as requested.
- Maintaining accurate records of the use of all personnel, equipment, and supplies during an emergency.¹

2.9 Incident Command

The first emergency responder to arrive at the scene of an incident will establish Incident Command and will assume the position of Incident Commander. This person is responsible for the management of the on-scene response. As an incident continues and escalates, the position of Incident Commander may be transferred to another person. In situations involving multiple response organizations, such as UNT Dallas Department of Public Safety, Risk and Emergency Services, Dallas PD, and Dallas Fire and Rescue, these organizations may form a Unified Command and manage the situation jointly. Depending on the situation, the Incident Commander may conduct operations from an on-scene Incident Command Post, the UNT Dallas EOC, or other location to be determined.

Incident command is responsible for the following tasks:

- Identifies the nature of the incident, the exact location, and the severity.
- Isolate the scene by establishing a perimeter.

¹ These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

- Develops an Incident Action Plan
- Warns the population in the area of the incident, providing emergency instructions to them.
- Determines and implements protective measures (e.g., evacuation or shelter-in-place) for the population in the immediate area and for emergency responders at the scene.
- Implements traffic control arrangements in and around the scene.
- Documents major activities of response personnel and man-hours spent on the response.
- Briefs in-coming Incident Commander if transfer of command occurs.
- Requests activation of CEMART when necessary

When CEMART is activated:

- Provide the CEMART with an initial situation report.
- Keep the CEMART informed of the current situation.
- Request additional resources from CEMART, as needed.

2.10 Concept of Operations

This section describes the sequence and scope of the planned response and explains the overall approach to the emergency situation.

2.11 Initial Response

The UNT Dallas Department of Public Safety, Risk and Emergency Services, is the primary provider of law enforcement services to the campus of UNT Dallas. In most cases, the highest-ranking police officer on duty will serve as the initial point of contact for reporting most emergency situations. All reports of emergencies affecting the campus of UNT Dallas that are received by the City of Dallas will be relayed to the police officer(s) on duty. In some cases, reports of non-security related emergencies (e.g., outbreaks of contagious diseases, severe weather events, etc.) may initially be received by other campus units.

When the police officer(s) on duty or other campus unit receives an initial report of an event that is imminent or occurring which threatens life, critical infrastructure, and/or normal campus operations on or near the campus of UNT Dallas, the affected campus unit will confirm the report and initiate any necessary response actions.

2.12 Activation of CEMART

If the affected campus unit determines that the event will require additional coordination across multiple campus units or agencies, the campus unit will contact the CFO or designee.

Upon discussing the situation with the affected campus unit, the CFO or designee will consider whether non-routine collaboration is required among campus officials. If so, s/he may initiate any of the following actions:

- Notify the President of the situation.
- Notify the Chancellor of the situation.
- Instruct appropriate members of the CEMART to report to the EOC or log in remotely.
- Notify other campus units of the situation as appropriate.

If the decision is made not to activate the CEMART, affected campus units will continue to monitor the situation for developments which may require activation in the future.

2.13 Requesting Additional Resources

Some emergencies may be of such an extent that UNT Dallas' own resources will be inadequate to meet the demands of response and recovery activities. In such situations, UNT Dallas may request emergency assistance from outside jurisdiction, agencies, and organizations. All external assistance furnished to the University is intended to supplement University resources and not substitute for such resources, which include mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

UNT Dallas Department of Public Safety, Risk and Emergency Services has a mutual aid agreement with local law enforcement for the investigation of alleged criminal offenses and maintains liaison with state and federal law enforcement agencies in support of campus safety and security efforts.

Requests for resources from the Incident Commander may be routed to the UNT Dallas EOC, UNT Dallas Department of Public Safety, Risk and Emergency Services, the City of Dallas, Dallas County, or the Regional Liaison Officer for the State of Texas, depending on the situation. These groups will generally work together to resolve resource requests.

2.14 Deactivation of CEMART

When the CFO or designee determines that a high level of coordination is no longer needed, members of the CEMART may return to their normal status. Note, however, that while the on-scene incident command operation is normally deactivated once the need for response has ended, continued activation of the CEMART may be necessary to coordinate recovery activities. During recovery, the EOC may compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access to damaged areas, and other tasks.

3.0 COORDINATION

3.1 Emergency Operations Center (EOC)

During emergency situations which require a high level of coordination, the CEMART will be activated to manage UNT Dallas' response. The CEMART will work out of an EOC. The purpose of the campus EOC is to support emergency response and business resumption activities. The core functions of the EOC include:

- Coordination- matching the capabilities of campus units and external organizations to the demands of the emergency.

- Policy making- making decisions pertaining to the University-wide response.
- Operations- managing mission assignments to directly meet the demands of the emergency.
- Information gathering- determining the nature and extent of emergency conditions.
- Dispersal of public information- informing the campus community and news media.

3.2 Location

In general, an EOC should include ample space, available and alternate power outlets, functioning telephone system, and Internet access. The following spaces have been identified as possible locations and may be converted into a functional EOC when conditions warrant:

- Dallas 1 (Dal-1), 7300 University Hills Blvd, President's Conference Room
- Founders Hall, 7400 University Hills Blvd, Conference Room 208
- South Central Dallas Police Substation Community Center
- Student Center (4th Floor Community Suite)
- College of Law 106 Harwood (Dean's Suite)

During certain emergency situations, it may not be possible or even necessary for members of the CEMART to conduct emergency operations from a physical EOC. In these situations, emergency operations may be conducted remotely through the Internet with Microsoft Teams, a conference call line, or some combination of the two. This decision will be made by the CFO or designee and will be based on the unique circumstances of the situation.

3.3 Notification

When the decision is made to activate the CEMART, the CFO or designee will facilitate the process of notifying all members of the CEMART. A message will be sent to members via phone, text, or email directing them to report to the EOC at a specified time, dial into an established conference call line, and/or log in to an Internet-based information management system. For this reason, an up-to-date list of contact information for all CEMART members will be maintained by the CFO or designee.

3.4 Set-up

When the decision is made for the CEMART to report to duty, the CFO or designee will facilitate set up of the EOC. A list of pre-identified equipment and supplies will be maintained by the CFO or designee to enable quick set up of the EOC during an emergency.

4.0 COMMUNICATIONS

4.1 Emergency Notification

Independent of any decision to activate the CEMART, a determination will be made about the issuance of emergency notification messages to the campus community.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the life, safety, or security of the campus community occurring on campus, UNT Dallas will, without delay, and taking into account the safety of the community, determine the content of emergency notification messages and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities (including but not limited to : UNTD-PD, Dallas PD, and/or Dallas FR), compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Some examples of significant emergencies and dangerous situations that could necessitate issuance of an emergency notification message include:

- Major building fire or approaching wildfire.
- Public health crisis.
- Approaching severe weather (e.g., tornado).
- Gas leak.
- Terrorist incident.
- Campus violence.
- Bomb threat.
- Civil unrest.
- Explosion.
- Nearby hazardous material spill.

4.2 Confirmation

Confirmation means that UNT Dallas official(s) have verified that a legitimate emergency or dangerous situation exists. However, this does not necessarily mean that all the pertinent details are known or are even available. Depending on the situation, confirmation may be achieved from one or more of the following sources:

- Investigation by police officer(s) on duty
- Investigation by Facilities and security staff
- Investigation by Dallas FR and/or Dallas PD
- Dallas County HHS and/or DSHS
- Media reports originating from the incident scene.

If the police officer(s) on duty or other responding unit determines through their own investigation or through contact with another source that there exists a credible threat to the life, safety, or security of the campus community, s/he will contact an Authorized Official to inform him/her of the situation and may recommend issuing an emergency notification message to the campus community. In circumstances of

public health emergencies, confirmation will be achieved through consultation with Dallas County HHS and/or DSHS in accordance with the procedures described later in this document.

4.3 Authorized Officials

The following UNT Dallas officials are authorized to approve message content and initiate the emergency notification system:

- President
- Provost & Senior Vice President for Academic Excellence
- Chief Financial Officer
- Vice President for Advancement
- Highest Ranking Police Officer on duty

However, if a clear and present danger is realized and Authorized Officials are not present or able to make such a decision, selected members of the Communications and Student Services staff may initiate notification.

4.4 Message Content

The Authorized Official will determine how much information is appropriate to disseminate at different points in time. S/he may consult with the highest-ranking police officer on duty, Communications department, and/or others as appropriate when making this determination.

Subject to the technological restrictions of the mass notification system being used, emergency notification messages should contain at a minimum the following information:

- Date and time of incident or threat.
- Location of the incident or threat.
- Nature of incident or threat.
- Actions that should be taken by affected or potentially affected populations.
- Additional details are necessary to preserve safety and security.
- Sources for additional information regarding the incident or threat.

When new information is received that could further impact the life, safety, and security of the campus community, an Authorized Official may issue a "status update" message using the process noted above. Status update messages should contain at a minimum the following information:

- Date and time of status update.
- Current situation status.
- Continued actions(s) that should be taken by affected or potentially affected populations.

- Sources for additional information regarding the incident or threat.

When the situation has been contained and the life, safety, and security of the campus community is no longer at risk, an Authorized Official will issue an "all clear" message using the process noted above. All clear messages should contain at a minimum the following information:

- Date and time of "all clear" message.
- Actions required to resume normal campus operations.
- Explanation of the resolution/conclusion of the incident or threat.
- Sources for additional information regarding the incident or threat.

Notification content is based on standard communication message templates outlined below. All templates are applicable for both primary and secondary communication methods.

Action/Situation	Message Template
Shelter in Place	This is a Jag Alert! An outdoor threat is affecting the UNT Dallas campus/seek shelter inside a building immediately and close all exterior doors and windows. Shelter away from windows if possible. More info to follow.
Evacuate	This is a Jag Alert! There is a situation requiring a campus evacuation. Calmly exit all buildings and leave the campus. Those unable to evacuate by personal vehicle should move far away from campus and await further directions. Avoid coming to campus at this time. More info to follow.
Hazmat	This is a Jag Alert! There is a situation requiring a campus evacuation. Calmly exit all buildings and leave the campus. Those unable to evacuate by personal vehicle should move far away from campus and await further directions. Avoid coming to campus at this time. More info to follow.
Test	This is a test of the UNT Dallas Jag Alert system. This is only a test. No action is required at this time. Update your contact information at my.unt.edu by clicking on Edge Alert. Thank you.
Active Shooter	This is a Jag Alert! An armed and dangerous person is on the UNT Dallas campus. Assess your options to RUN, HIDE or FIGHT. Please avoid campus and leave if you are able to do so safely. More info. to follow.
Emergency Lockdown	This is a Jag Alert! There is a potential for violence affecting the UNT Dallas campus that requires immediate lockdown. Seek shelter immediately inside a secure location. More info to follow.

EMERGENCY ALERT / NOTIFICATION MATRIX

Incident Advisory Negligent Threat	Advisory to the campus community of an incident that is being responded to by emergency authorities, but not disruptive to the entire campus. Minor Fire Emergency (NO SMOKE), Minor Hazardous Materials Incident, Minor Pedestrian Accident, Minor Bicycle Accident, Minor Auto Accident, Suspicious Odor Investigation, Suspicious Package, Building Systems, ITS Phone Emergency (Minor Outage)/Telecom Emergency (Minor Outage), Minor Data/Network Emergency, Minor Utility Emergency, Evacuation
	Primary Communications: Phone, Email, SMS/Text, University Website
	Secondary Communications: Television, Radio, Voiceover Fire Alarm, Press Release/Press Conference, UNT Dallas Social Media pages
Timely Warning Ongoing Threat	Warning the campus community of certain crimes and incidents which have already occurred and will aid in the prevention of similar crimes or incidents. Incident on campus that is being responded to by emergency authorities and is disruptive to a part of the campus: Minor Hazardous Material Emergency, Minor Fire Emergency, Evacuation of a Building, Utility Emergency, Act of Violence, Aggravated Assault, Sexual Assault, Robbery, Stalking, Burglary, Motor Vehicle Theft, Arson, Hate Crimes, Theft, Simple Assault, Intimidation, Vandalism.
	Primary Communications: Phone, Email, SMS/Text, University Website
	Secondary Communications: Television, Radio, Voiceover Fire Alarm, Press Release/Press Conference, UNT Dallas Social Media pages
Emergency Notification Immediate Threat	Notification to the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus. Incident on campus that is being responded to by emergency authorities and is a major disruption to the campus. CREDIBLE THREAT TO CAMPUS, Weather, Emergency, Ice Condition Emergency, Water/Flood Damage Emergency, Major Fire, Human Injury, Medical Emergency, Food Poisoning, Medical Emergency, Hazardous Material Emergency, Campus Evacuation, Utility Emergency, Bomb threat, Riot/civil Disobedience, Active Shooter Situation, Hostage Situation.
	Primary Communications: Phone, Email, SMS/Text, University Website
	Secondary Communications: Television, Radio, Voiceover Fire Alarm, Press Release/Press Conference, UNT Dallas Social Media pages
Area of Interest Notification	Notification to the campus community of crimes against persons which have occurred in the Area of Interest and will aid in the community's personal safety. These areas include the DART station and Runyon Trail.
	Primary Communications: Phone, Email, SMS/Text, University Website
	Secondary Communications: Television, Radio, Voiceover Fire Alarm, Press Release/Press Conference, UNT Dallas Social Media pages

4.5 Segment of Campus

Depending on the circumstances, UNT Dallas may send emergency notification messages to the entire campus community or only a segment of the population. If a confirmed emergency situation appears likely to affect a limited segment of the campus community, emergency notification messages may be limited to

that group. If the potential exists for a very large segment of the campus community to be affected by a situation or when a situation threatens the operation of the campus as a whole, then the entire campus will be notified. In any case, there will be a continuing assessment of the situation and additional segments of the campus community may be notified if the situation warrants such action.

Additionally, unit supervisors are responsible for facilitating the communication of emergency notification messages within their units. The Director of Facilities will notify any third parties providing services at UNT Dallas of closures, delayed openings, or early dismissals or of other emergency situations as necessary and appropriate.

4.6 Initiating the System

UNT Dallas has at its disposal a number of tools that may be used to disseminate emergency notification messages to the campus community. An appropriate tool(s) will be chosen for message dissemination depending on the specifics of the incident. Available tools include:

- Jaguar (JAG) Alert
- Official email
- University Web site
- Trailblazer Information Network (JIN) monitors
- Television
- Radio
- Voiceover Fire alarm
- Press Release/Press Conference
- Social Media

The Authorized Official will choose an appropriate communication tool(s) and initiate the notification system or direct a trained user of the tool(s) to issue the message. S/he may consult with personnel from the communications department, information technology, and/or others as appropriate when making this determination. Following the initial emergency notification message, status update and/or all-clear messages will be issued when more specific information is available to provide additional details to the campus community.

Information will also be disseminated to individuals and/or organizations outside of the campus community. The procedures for issuing information to the larger community will mirror those used to issue emergency notification messages to the campus community. At the direction of an Authorized Official, the Communications department will develop the information to be disclosed and disseminate it as appropriate to the local media and others as appropriate.

4.7 Timely Warning

In accordance with UNT Dallas Policy 12.001 Timely Warning, [Policy 12.001 Timely Warning v.1 \(policytech.com\)](#) UNT Dallas provides timely warning to the campus community of crimes that may represent a serious or continuing threat to the campus community in a manner that is timely and will aid in the prevention of similar crimes. Based on the situation, warnings will be issued using a combination of methods that allow for the prompt notification of the campus community. Methods may include, but are not limited to: sending campus e-mail, posting a message on the UNT Dallas website and on campus bulletin boards, sending a Jag Alert message, or informing the news media.

If an emergency notification message is issued using the above-noted emergency notification procedures, UNT Dallas is not required to issue a timely warning based on the same circumstances. However, UNT Dallas must provide adequate follow-up information to the campus community as needed.

5.0 ADMINISTRATION

5.1 Plan Development and Review

The EMP is to be considered a living document subject to review and updates based on lessons learned from planned tests and incidents that affect UNT Dallas. An annual review of the EMP will be coordinated by the Chief of Police or designee.

5.2 Distribution

The CFO is responsible for distributing the EMP. The document will be provided to the individuals, units, departments, agencies, and organizations tasked in this document. Additionally, the EMP will be available for download on the UNT Dallas PDs website.

5.3 Training & Education

All members of the campus community have a role to play in emergency response, and training helps ensure that everyone understands their responsibilities. As such, regular training activities are undertaken to educate members of the campus community on the actions they should take during emergency situations.

Various types of outreach programs intended to reach all members of the campus community are provided throughout the year. Though the specific focus of these programs varies, the goal is to increase awareness of basic emergency procedures.

All University staff with a role in emergency response operations are required to participate in training annually to prepare them for their responsibilities during an emergency. These include:

- Members of the CEMART as designated in this document.
- Authorized Officials as designated in this document.
- Anyone who may serve as an Incident Commander.
- CERT Members.

Additionally, emergency response and evacuation procedures will be publicized to the campus community on an annual basis in conjunction with at least one test per calendar year.

5.4 Tests

Tests provide an opportunity for campus officials and members of the campus community to practice their roles and responsibilities during an emergency in a consequence free environment. They also allow emergency planners to test the efficacy of current plans, policies, and procedures. UNT Dallas will conduct tests that address emergency response and evacuation, shelter-in-place, and lockdown procedures on a campus-wide scale at least once annually.

Tests may be announced or unannounced in advance to the campus community. Each test will be documented, including at a minimum a description of the test, the date and time, and whether it was announced or unannounced. Test documentation will be maintained in accordance with the University's records retention schedule.

UNT Dallas will publicize emergency response and evacuation, shelter-in-place, and lockdown procedures in conjunction with at least one annual test.

5.5 Post Incident Review

Emergencies, tests, and case studies of relevant events at peer institutions provide learning opportunities for those tasked with managing the emergency response. An after-action review conducted post incident allows campus officials to identify strengths and weaknesses in the response and to assess the sufficiency of plans, policies, and procedures currently in place. Following the conclusion of any emergency or test in which the CEMART was activated, a post incident review will be conducted. The review will be facilitated by the CFO or designee and will include both written and verbal input from all participants involved in the event. An improvement plan will be developed based on the deficiencies identified, and an individual(s) or campus unit(s) will be assigned responsibility for correcting the deficiency by the determined due date.

5.6 Emergency Funding

Emergency situations may require the purchase of equipment, personnel, services, or supplies to supplement the response effort. Provision is made in the Facilities budget for emergency expenditures.

5.7 Mutual Aid Agreements and Emergency Contracts

If University resources prove to be inadequate during an emergency, requests may be made for assistance from neighboring jurisdictions, agencies, and private industry in accordance with existing mutual-aid agreements, contracts, and those agreements and contracts entered into during the emergency. Such assistance may include equipment, personnel, services, or supplies.

When developing agreements and contracts, the following guidelines will be adhered to:

All agreements should be in writing and must be approved and signed as required by officials with delegated authority to bind the institution as determined by Regents Rule and University policy.

Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents. Advice offered by Office of General Council will be an integral component of any mutual aid agreements.

5.8 Triennial Safety and Security Audit

At least once every three years, UNT Dallas will conduct a safety and security audit of the University as required by state legislation. To the extent possible, UNT Dallas will follow audit procedures developed by TDEM. The results of the safety and security audit will be reported to the UNT Board of Regents and TDEM.

5.9 Record Keeping

Each campus unit is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with established University policies and standard cost accounting procedures. Documents will be maintained in accordance with the University's records retention schedule.

5.10 Activity Logs

The Incident Commander and the CEMART will maintain accurate logs recording key response activities, including:

- Activation or deactivation of emergency facilities
- Emergency notifications to other local governments and to state and federal agencies
- Significant changes in the emergency situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to the public
- Number of injuries and/or casualties
- Containment or termination of the incident

5.11 Emergency Costs

All units or departments will maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.

For emergencies, all units or departments participating in the emergency response shall maintain detailed records of costs for emergency operations to include:

- Personnel (especially overtime costs)
- Equipment operations
- Leased or rented equipment.

- Contract services to support emergency operations.
- Specialized supplies expended for emergency operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

5.12 Preservation of Records

In order to continue normal University operations during and following an emergency, vital records must be protected. Each campus unit is responsible for complying with University policy and State law regarding records management.

APPENDIX:

Explanation of Terms

Campus	Any building or property owned or controlled by an institution within the same reasonably contiguous area and used by the institution in direct support of, or in a manner related to, the institution's education purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified above that is owned by the institutions but controlled by another person, is frequently used by students, and supports institutional purposes (34 CFR 668.46).
Campus Community	The students and employees of the University, which includes both faculty and staff.
Emergency	Any situation which requires highly coordinated responsive actions to protect and save lives, protect critical infrastructure, and enable normal operations to be maintained or resumed as quickly as possible.
Incident Action Plan	A verbal plan, written plan, or combination of both, that is updated throughout the incident and reflects the overall incident strategy, tactics, risk management, and member safety that are developed by the incident commander.
Incident Commander	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of all resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident Command Post	The location from which on-scene incident operations are conducted.

Jaguar (JAG) Alert	A mass notification system used by UNT Dallas with the capability to send voice messages, text messages, and email. All students and employees are automatically enrolled in the system using the telephone numbers provided during the registration or hiring process.
Regional Liaison Officer	A member of the state of Texas emergency management organization who works closely with the State to facilitate the fulfillment of emergency resource requests from local governments and agencies, including universities.
Test	<p>Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities (34 CFR 668.46).</p> <p>Each test must:</p> <ul style="list-style-type: none"> •Be scheduled. This means actual emergency situations or false emergency alarms do not serve as a test of the institution's procedures. •Contain drills. A drill is an activity that tests a single procedural operation (e.g., a test of initiating the emergency notification system or evacuating a building). •Contain exercises. An exercise is a test involving coordination efforts (e.g., a test of the coordination of campus leadership and/or emergency responders). •Contain follow-through activities. A follow-through activity is an activity designed to review the test (e.g., a survey or interview to obtain feedback from participants). •Be designed for assessment of emergency plans and capabilities. This means tests should have measurable goals (e.g., each participant will understand his or her roles and responsibilities) •Be designed for evaluation of emergency plans and capabilities. Tests should be designed in such a way so that using the assessments, it can be judged whether or not the test met its goals (e.g., the evacuation process accounted for/did not account for the diverse needs of all members of the campus community).
Unified Command	Used when more than one agency has incident jurisdiction or when an incident crosses political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior persons from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single plan of action.
Unit	Any subdivision of the University, whether academic, administrative, or other subdivision which includes but is not limited to: centers; colleges; committees; departments; divisions; groups; institutes; programs; projects; offices; units; and, schools.

Acronyms

CEMART	Campus Emergency Management and Recovery Team
CERT	Campus Emergency Response Team
CFO	Chief Financial Officer
Dallas FR	City of Dallas Fire-Rescue
Dallas PD	City of Dallas Police Department
Dallas County HHS	Dallas County Health and Human Services
EMG	Emergency Management Group
EOC	Emergency Operations Center
HCT	Health Crisis Team
TDEM	Texas Division of Emergency Management
DSHS	Texas Division of State Health Services
DPS	Texas Rangers (Department of Public Safety)
DPSRES	UNT Dallas Department of Public Safety, Risk and Emergency Services

Evacuation Procedures

Coordination

During some emergency situations, it may be necessary for members of the campus community to evacuate campus facilities. When evacuation is necessary, campus officials will direct members of the campus community to take immediate protection action through the issuance of emergency notification messages. Emergency notification messages will be issued in accordance with the process outlined previously in this document.

UNT Dallas has designated University personnel in each building to assist in evacuating the facility during fires, bomb threats, and other emergency situations. A list of these individuals is maintained by the UNT Dallas PD. These individuals are referred to as and perform the following actions:

- Campus Emergency Response Team (CERT) are responsible for quickly checking each room and stairwell to ensure all building occupants have moved to the shelter-in-place location and will provide assistance as necessary to persons with special needs, such as those with mobility impairments. Each floor of each building has a sufficient number of persons assigned to perform these duties.
- CERT Members will direct, assist, aid, and report to on-scene emergency responders any pertinent information, such as persons who are still inside the building requiring assistance.

Building Occupants

When the fire alarm sounds or when a directive, is issued to evacuate, members of the campus community should take the following actions:

1. Secure sensitive areas. If you work in a sensitive area, such as a research lab, kitchen, or work with cash, secure these areas before leaving if possible, to help prevent fire damage and/or theft.
2. 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.
3. Call for help. If emergency response personnel are not already on scene, dial 3000 on any campus phone or (972) 780-3000 from a non-campus phone once you have exited the building. Give the officer the following information:
 - Your name
 - Address of the building (e.g., 7300 University Hills Blvd), Building 1
 - Address of the building (e.g., 7400 University Hills Blvd), Founders Hall, Bldg. 2
 - Specifics on the situation
4. Go to the designated assembly area. Walk away from the building to the far side of the parking lot. Do not re-enter the building until instructed by UNTD-PD. Obey the instructions of emergency response personnel at all times.

Lockdown Procedures

Coordination

During some emergency situations, it may be necessary for members of the campus community to go into lockdown, which is a procedure used to protect people inside a facility from a dangerous event, such as an active shooter. When lockdown is necessary, campus officials will direct members of the campus community to take immediate protection action through the issuance of emergency notification messages. Emergency notification messages will be issued in accordance with the process outlined previously in this document.

Building Occupants

When a directive is issued to go into lockdown, members of the campus community should take the following actions:

1. 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.
2. Go to the designated assembly area. If able to exit the building, immediately go to and remain at the far side of the parking lot until instructed by emergency responders to move to another location. Attempt to account for all building occupants once at the assembly point.

3. Call for help. Dial 3000 on any campus phone or (972) 780-3000 from a non-campus phone to 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.
4. 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.

Shelter-in-Place Procedures

Coordination

During some emergency situations, it may be necessary for members of the campus community to shelter-in-place. When shelter-in-place is necessary, campus officials will direct members of the campus community to take immediate protection action through the issuance of emergency notification messages. Emergency notification messages will be issued in accordance with the process outlined previously in this document.

UNT Dallas has designated University personnel in each building to assist in directing building occupants to shelter-in-place locations during severe weather, hazardous material spills occurring outdoors, and other emergency situations. A list of these individuals is maintained by the UNT Dallas PD. These individuals are referred to as and perform the following actions:

- Campus Emergency Response Team (CERT) are responsible for quickly checking each room and stairwell to ensure all building occupants have moved to the shelter-in-place location and will provide assistance as necessary to persons with special needs, such as those with mobility impairments. Each floor of every building has a sufficient number of persons assigned to perform these duties.
- CERT Members will direct, assist, aid, and report to on-scene emergency responders any pertinent information, such as persons who are still inside the building requiring assistance.

Building Occupants

When a directive is issued to shelter-in-place, members of the campus community should take the following actions:

1. Secure sensitive areas. If you work in a sensitive area, such as a research lab, kitchen, or work with cash, secure these areas before leaving, if possible, to help prevent fire damage and/or theft.
2. Go to the shelter area. If outdoors, go indoors. Go to the designated shelter area and remain there until instructed by UNTD-PD. The designated shelter areas are as follows:
 - Building 1 (7300 University Hills Blvd)- interior hallways on the east and west sides of the first floor of the building and restrooms on the first floor.
 - Founders Hall (7400 University Hills Blvd)- interior hallway on the east side of the first floor of the building and restrooms on the first floor.

If unable to safely reach the designated shelter areas, take shelter in an interior room away from glass or windows on the lowest floor of the building.

3. Bring a radio. Bring a NOAA Weather Radio or other radio to the shelter area with you so you can monitor weather conditions.

Inclement Weather Procedures

General

The purpose of this section is to serve as a guide for campus officials who are tasked with responding to inclement weather conditions that threaten the campus of UNT Dallas.

Concept of Operations

Monitoring

The highest-ranking police officer on duty is responsible for monitoring weather for conditions that may present a threat to the safety of the campus community. This is accomplished through:

- Contact with UNT Dallas PD Dispatch
- Contact with regional meteorological and emergency management organizations.
- Utilization of internet-based resources or monitoring the local news and weather

When inclement weather is predicted or occurring, the highest-ranking police officer on duty will confer with the CFO or designee to develop appropriate weather-related responses. Campus officials will consider the following when determining the appropriate response actions:

- Is there an immediate or future threat to the safety of the campus community?
- Are there immediate or future transportation concerns on campus or locally?
- Is there a potential for power loss on campus?
- Is there the potential for damage to campus facilities?

Closure

In the event of a campus closure, delayed opening, or early dismissal of the campus is deemed necessary, the CFO may confer with the Provost in making a recommendation. The CFO will make a recommendation to the President, who will make the decision. In the President's absence, the Provost may make the decision. Decisions regarding closure will be announced to the campus community in accordance with the emergency notification process outlined previously in this document.

Shelter-in-place

In the event that immediate protective action is deemed necessary, members of the campus community will be directed to shelter-in-place in accordance with shelter-in-place procedures outlined in this document.

Fire Procedures

General

The purpose of this section is to serve as a guide for campus officials who are tasked with responding to fire situations that occur on the campus of UNT Dallas.

Concept of Operations

Initial Response

1. Dallas FR responds to fires on the campus of UNT Dallas.
2. Response activities begin when someone activates the fire alarm or calls 911. The highest-ranking police officer on duty will immediately respond and will initially assume the role of Incident Commander.
3. The highest-ranking police officer on duty will notify:
 - Dallas FR
 - UNTD-PD (3'd party) Southwest Regional Communications Center Dispatch (located in DeSoto, TX)
 - UNTD Chief of Police
 - CFO or designee
 - Dallas Area Rapid Transit (DART) PD
4. When Dallas FR arrives on-scene, the highest-ranking police officer on duty and a senior member of the fire department may form Unified Command.
5. Once notified of the situation, the CFO may notify members of the CEMART to report to the EOC.

Evacuation

During a building fire, building occupants will be directed to evacuate the affected building in accordance with evacuation procedures outlined in this document. Additionally, if the highest-ranking police officer on duty and/or Dallas FR determines that a fire in one building poses a threat to occupants of another building, s/he may direct occupants of the other buildings to evacuate as well.

Campus Violence Procedures

General

The purpose of this section is to serve as a guide for campus officials who are tasked with responding to violent crime on the campus of UNT Dallas.

Concept of Operations

Initial Response

1. The highest-ranking police officer on duty responds to all reports of crime on the campus of UNT Dallas. Dallas PD and/or DART also patrol campus property and provide additional response capabilities in the event of an emergency.
2. Upon receiving a report of violence on campus, the highest-ranking police officer on duty will immediately respond and investigate the situation. S/he will initially assume the role of Incident Commander.
3. If through the response and subsequent investigation the highest-ranking police officer on duty determines that additional response assets or a high level of coordination will be required, he/she will notify:
 - Dallas FR
 - UNTD-PD (3'd party) Southwest Regional Communications Center Dispatch (located in DeSoto, TX)
 - UNTD Chief of Police
 - CFO or designee
 - Dallas Area Rapid Transit (DART) PD
4. When additional emergency response personnel arrive on-scene, the highest-ranking police officer on duty and a senior member of that agency may form Unified Command.
5. Once notified of the situation, the CFO may notify members of the CEMART to report to the EOC.

Lockdown

If the situation poses an immediate or on-going threat to the life, safety, or security of the campus community, members of the campus community will be directed to take immediate protective action, which may include lockdown, in accordance with lockdown procedures outlined in this document.

Bomb Threat Procedures

General

The purpose of this section is to serve as a guide for campus officials who are tasked with responding to bomb threats on the campus of UNT Dallas.

Concept of Operations

Initial Response

1. The Dallas FR bomb squad responds to bomb threats made against UNT Dallas.
2. Response activities begin when someone calls 911 or notifies the UNT Dallas Dispatch (SWRCC). The highest-ranking police officer on duty will immediately respond and will initially assume the role of Incident Commander.
3. The police officer on duty will notify:
 - Dallas FR

- UNTD-PD (3rd party) Southwest Regional Communications Center Dispatch (located in DeSoto, TX)
 - UNTD Chief of Police
 - CFO or designee
 - Dallas Area Rapid Transit (DART) PD
4. When the Dallas FR arrives on-scene, the highest-ranking police officer on duty and a senior member of that agency may form Unified Command.
 5. Once notified of the situation, the CFO may notify members of the CEMART to report to the EOC.

Evacuation

Occupants of all applicable buildings on the UNT Dallas campus will be directed to evacuate in response to a bomb threat made against any building in accordance with evacuation procedures outlined in this document.

Public Health Emergency Procedures

General

The purpose of this section is to serve as a guide for campus officials who are tasked with responding to public health emergencies that threaten UNT Dallas.

Concept of Operations Health Crisis

Team

The Health Crisis Team (HCT) is a group of campus officials that are responsible for managing UNT Dallas' response to reports of a public health emergency that has affected or has the potential to affect the campus community. The HCT is composed of the following:

- Chief Financial Officer
- Senior Communications Officer
- Vice President for Advancement
- Provost & Senior Vice President for Academic Excellence
- UNTD System Office of General Counsel
- UNTD Risk Management (as applicable)
- Chief of Police

Initial Response

1. A representative of DPSRES or other individual designated by the CFO will log an initial report of the incident with date, time, source, and other pertinent information.
2. The HCT will meet to discuss the initial report. The purpose of this meeting is to inform campus officials of the situation and determine next steps. Dallas County HHS will be informed and may attend the briefing. If the incident appears likely to be on-going, further

direction will be given at this time to RMS or the designated individual to investigate and collect facts. If necessary, the next meeting should be scheduled at this time.

3. DPSRES or the designated individual will investigate the incident, collect facts, research background information, and identify possible courses of action. Consultation will be sought as appropriate from Dallas County HHS and the Texas Department of State Health Services (DSHS).
4. The HCT will meet to discuss known facts, examine implications, and analyze available options. Dallas County HHS will be informed and may attend the briefing. A response plan should be developed at this time, including a communications strategy and prophylactic measures if necessary.

Communications

At the direction of the HCT, the Senior Communications Officer and staff will develop and implement a communications plan, including notification to the campus community and release of information to the media. Information provided to the campus community will include guidance on appropriate actions to take.

Prophylaxis

The Health Crisis Team, in coordination with officials from Dallas County HHS and DSHS, will determine and implement preventative actions to prevent further spread of the illness.

ATTACHMENTS:

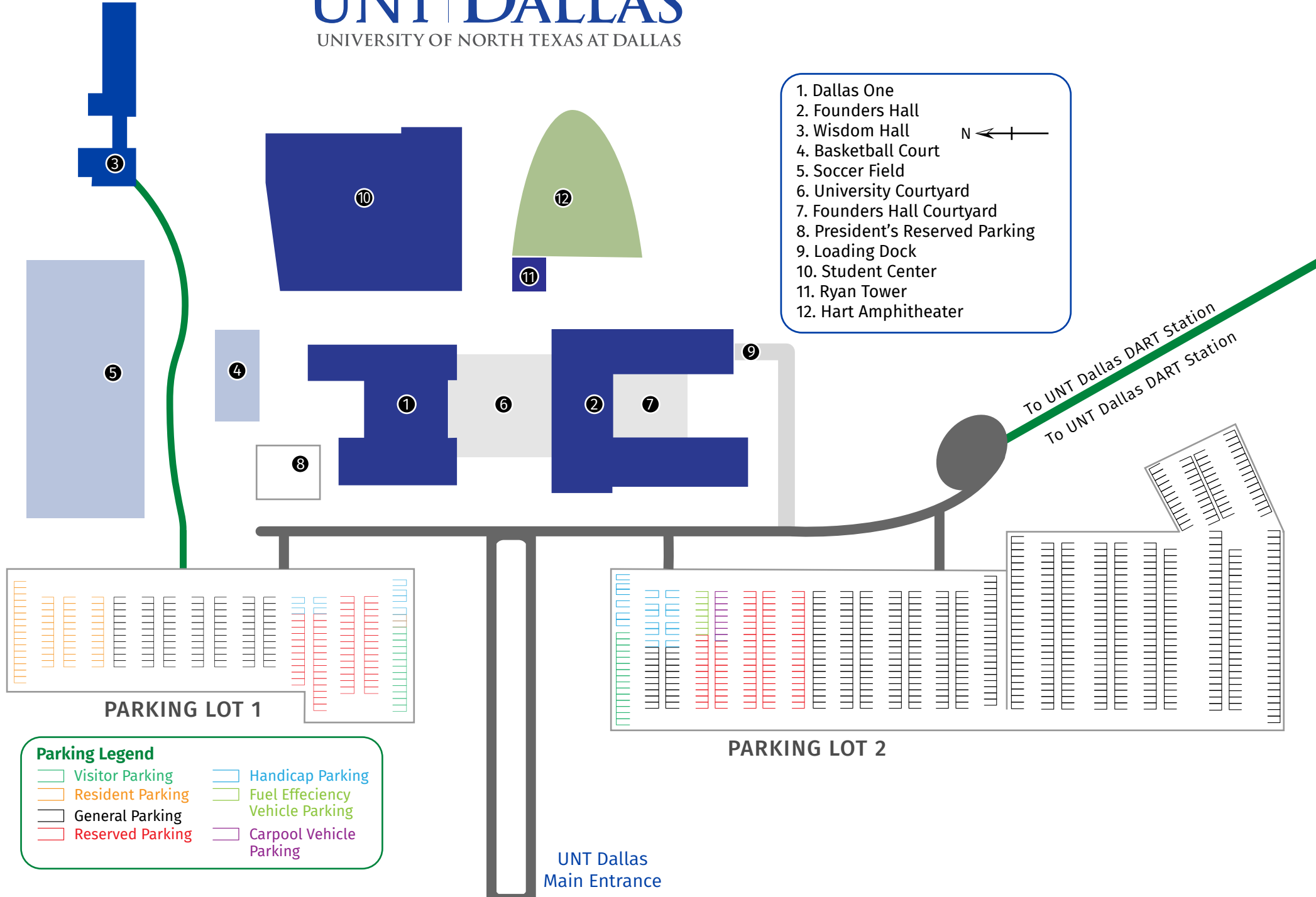
Campus Map

Floor Plans

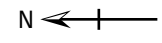
College of Law Emergency Response Plan

UNT DALLAS

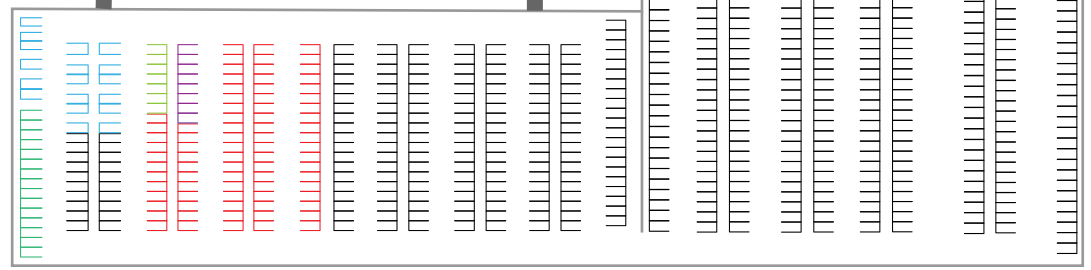
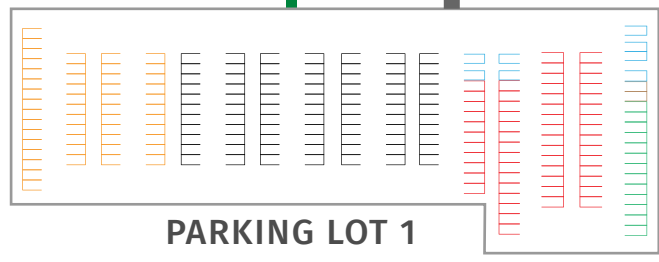
UNIVERSITY OF NORTH TEXAS AT DALLAS



1. Dallas One
2. Founders Hall
3. Wisdom Hall
4. Basketball Court
5. Soccer Field
6. University Courtyard
7. Founders Hall Courtyard
8. President's Reserved Parking
9. Loading Dock
10. Student Center
11. Ryan Tower
12. Hart Amphitheater



To UNT Dallas DART Station
To UNT Dallas DART Station

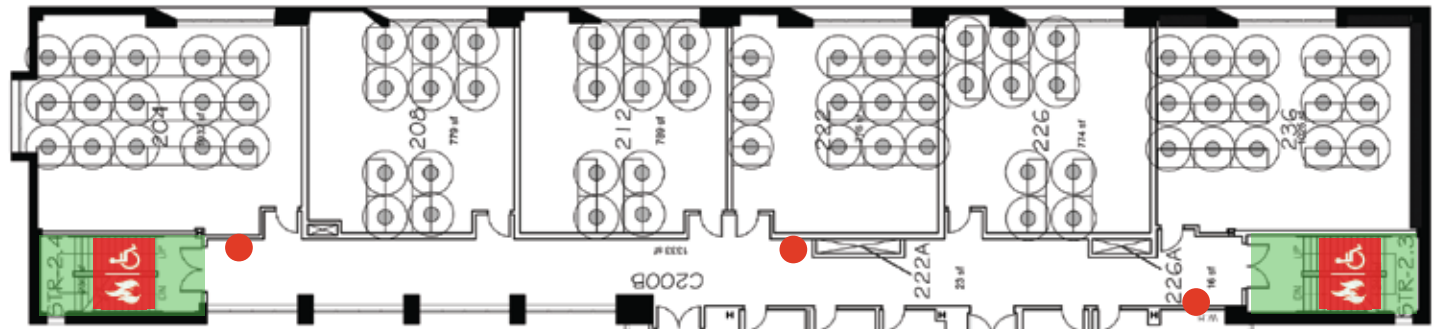


Parking Legend

	Visitor Parking		Handicap Parking
	Resident Parking		Fuel Efficiency Vehicle Parking
	General Parking		Carpool Vehicle Parking
	Reserved Parking		

UNT Dallas
Main Entrance

University Hills Boulevard

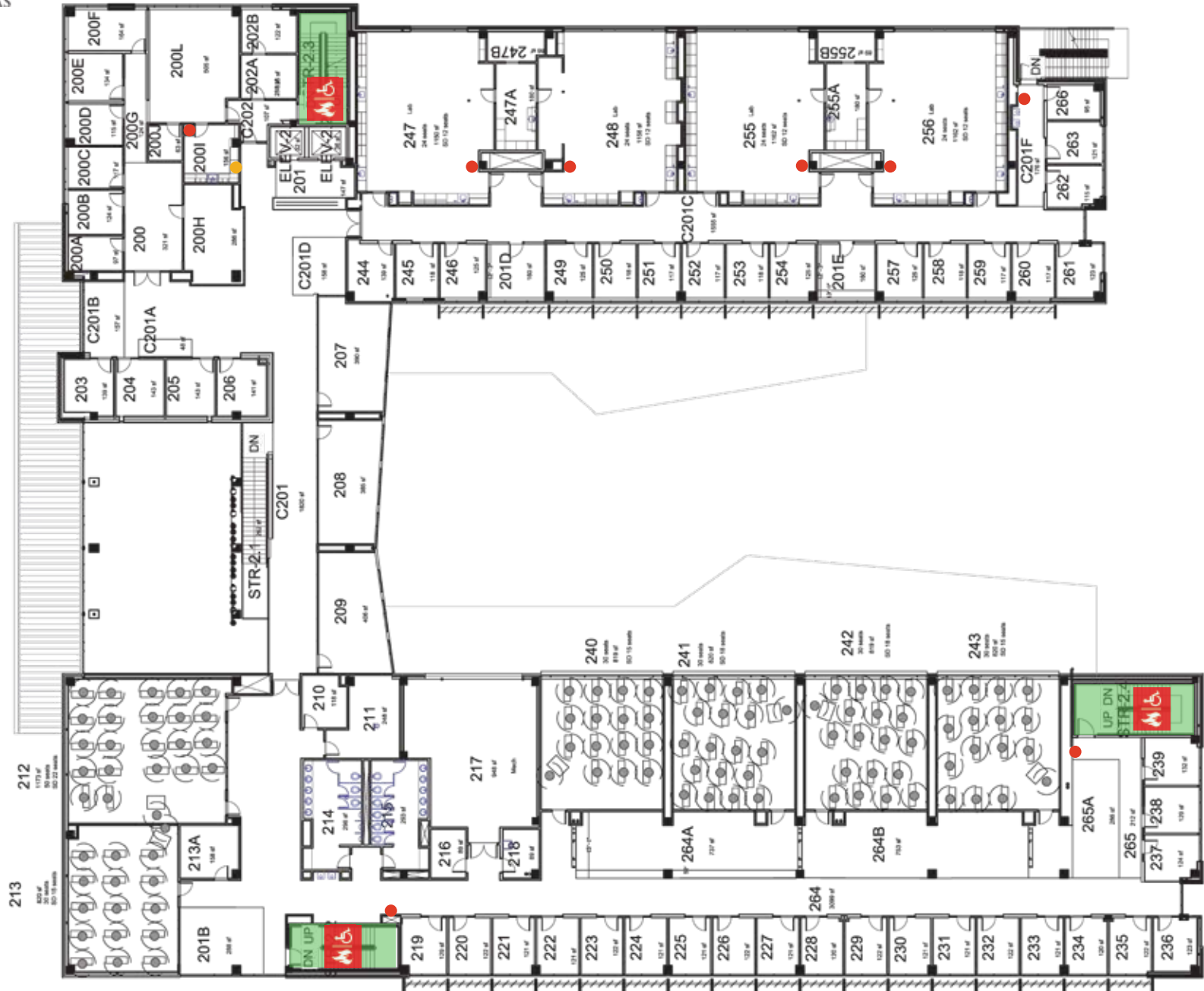


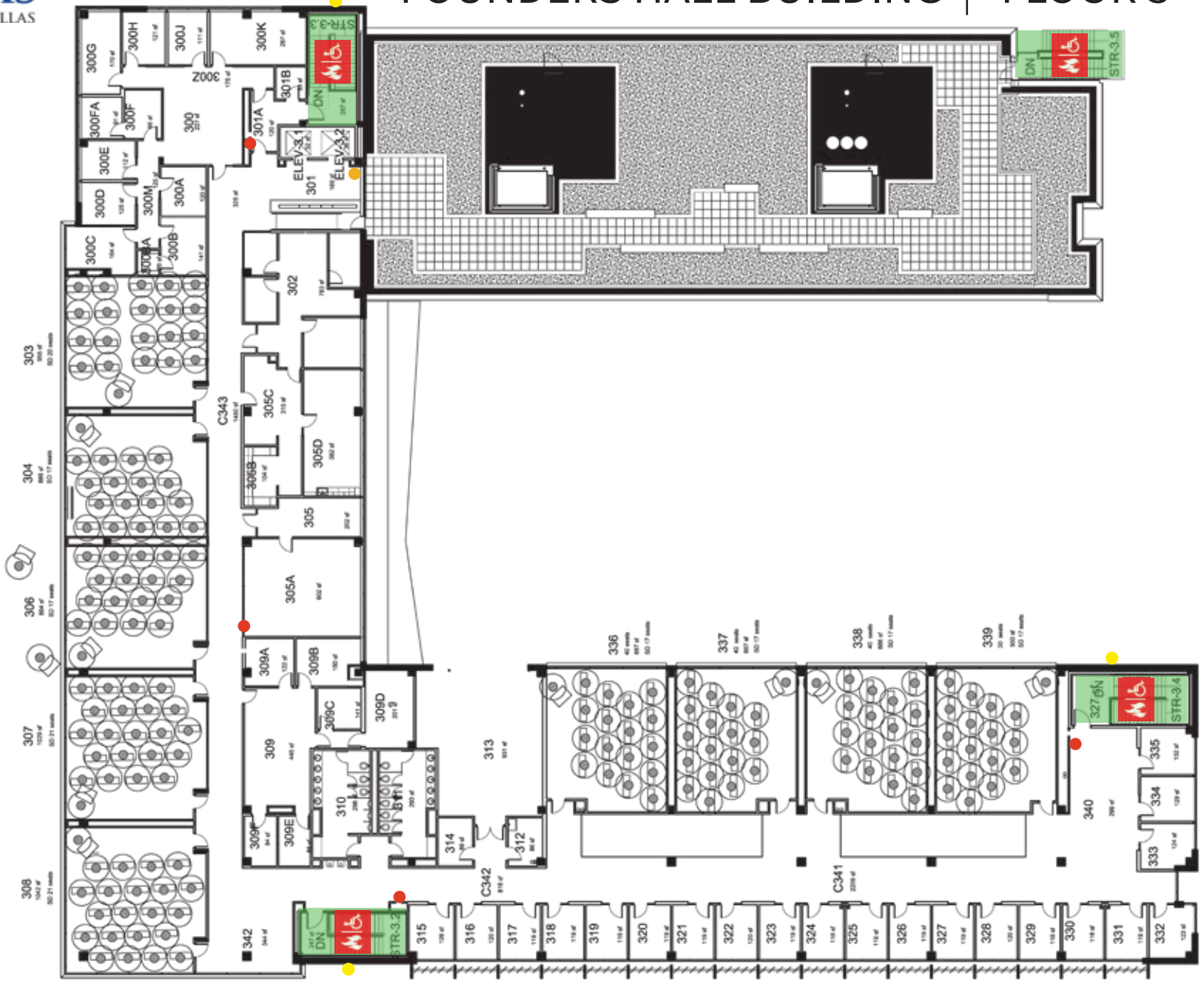


- LEGEND**
- Weather Safe Area
 - Automated External Defibrillator
 - Fire Extinguisher
 - Fire Refuge Area
 - EV Chair

LEGEND

- Weather Safe Area
- Automated External Defibrillator
- Fire Extinguisher
- Fire Refuge Area
- EV Chair





- LEGEND**
- Weather Safe Area
 - Automated External Defibrillator
 - Fire Extinguisher
 - Fire Refuge Area
 - EV Chair

STUDENT CENTER BUILDING LEVEL 1



- LEGEND**
- Weather Safe Area
 - Automated External Defibrillator
 - Fire Extinguisher
 - Fire Refuge Area
 - EV Chair



STUDENT CENTER BUILDING LEVEL 2

LEGEND

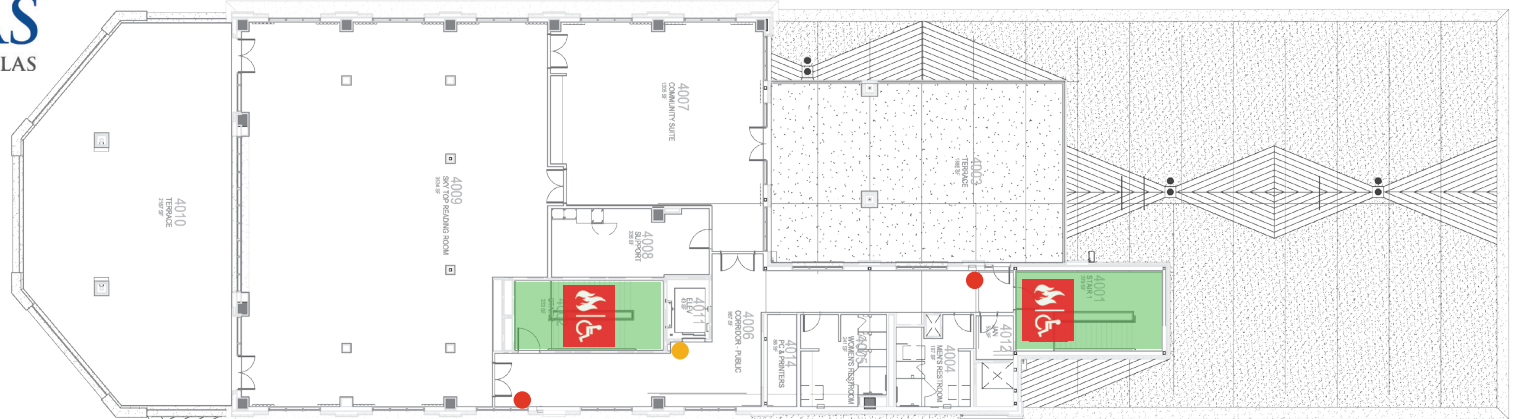
- Weather Safe Area
- Automated External Defibrillator
- Fire Extinguisher
- Fire Refuge Area
- EV Chair

**STUDENT CENTER BUILDING
LEVEL 3**

LEGEND

- Weather Safe Area
- Automated External Defibrillator
- Fire Extinguisher
- FE Fire Refuge Area
- EV Chair



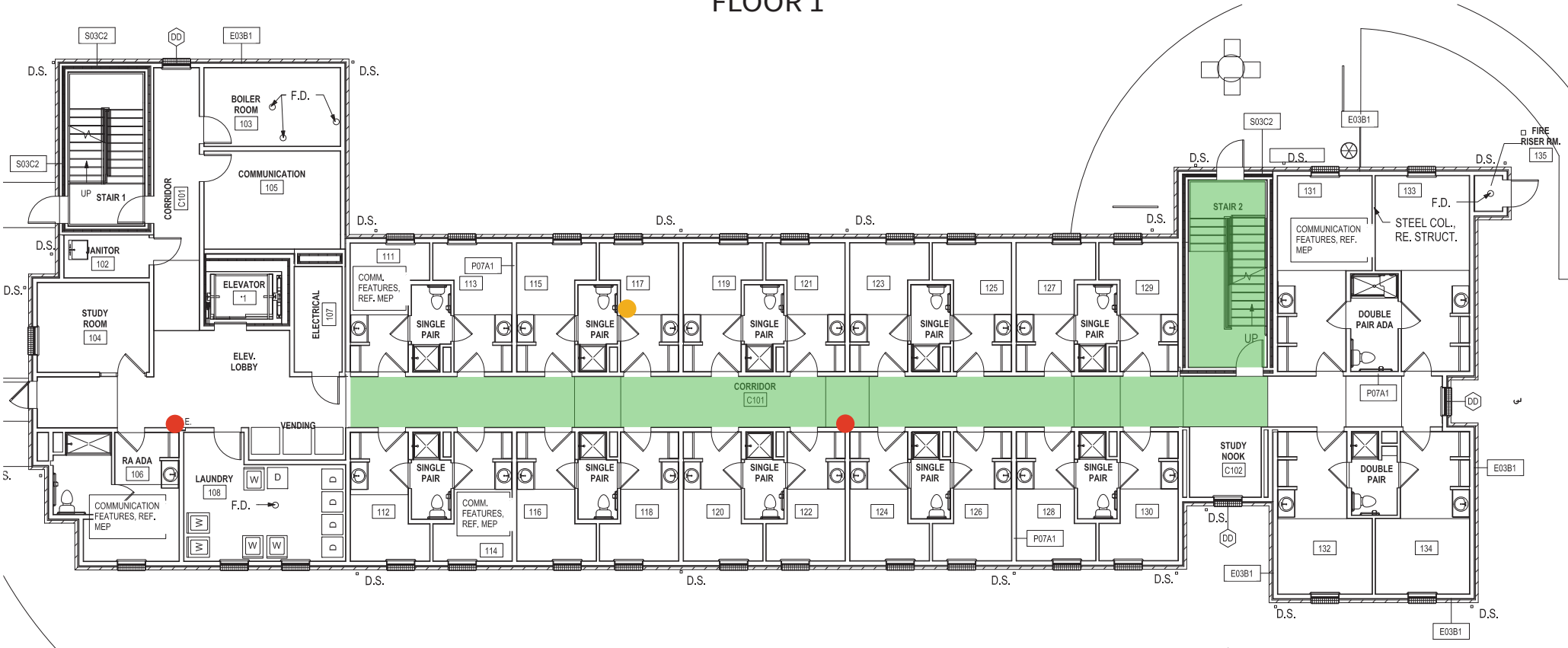


STUDENT CENTER BUILDING
LEVEL 4

LEGEND

- Weather Safe Area
- Automated External Defibrillator
- Fire Extinguisher
- FR Fire Refuge Area
- EV Chair

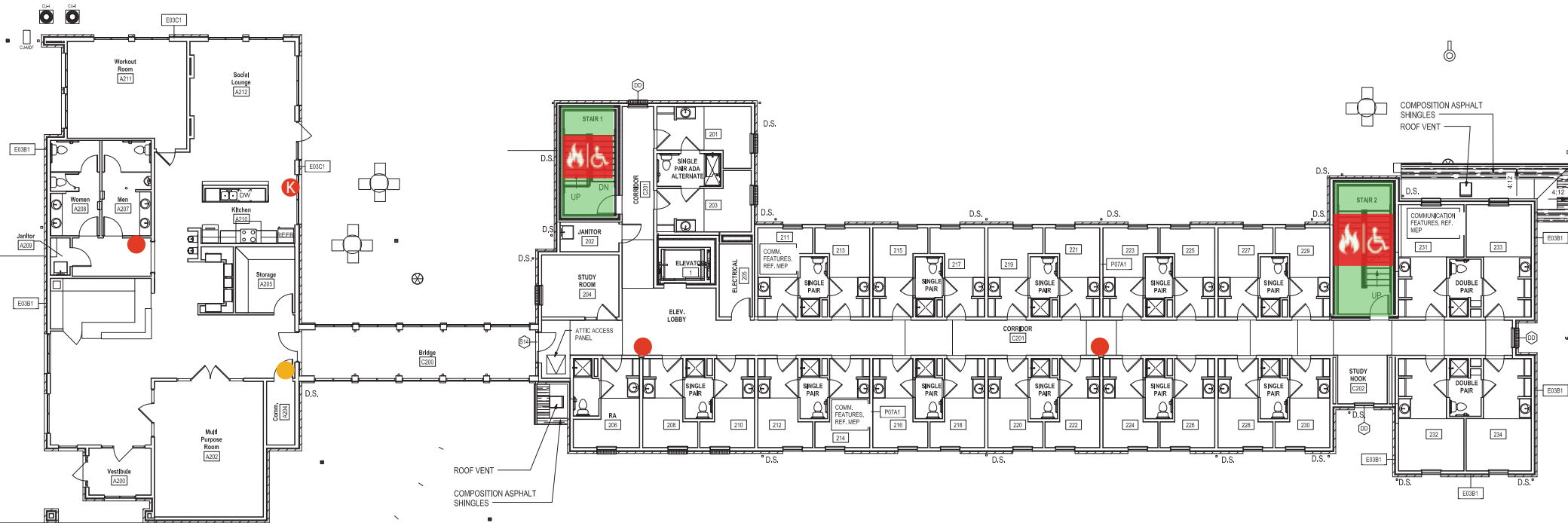
WISDOM HALL RESIDENCE BUILDING FLOOR 1



LEGEND

- Weather Safe Area
- Automated External Defibrillator
- Fire Extinguisher
- Fire Refuge Area
- EV Chair

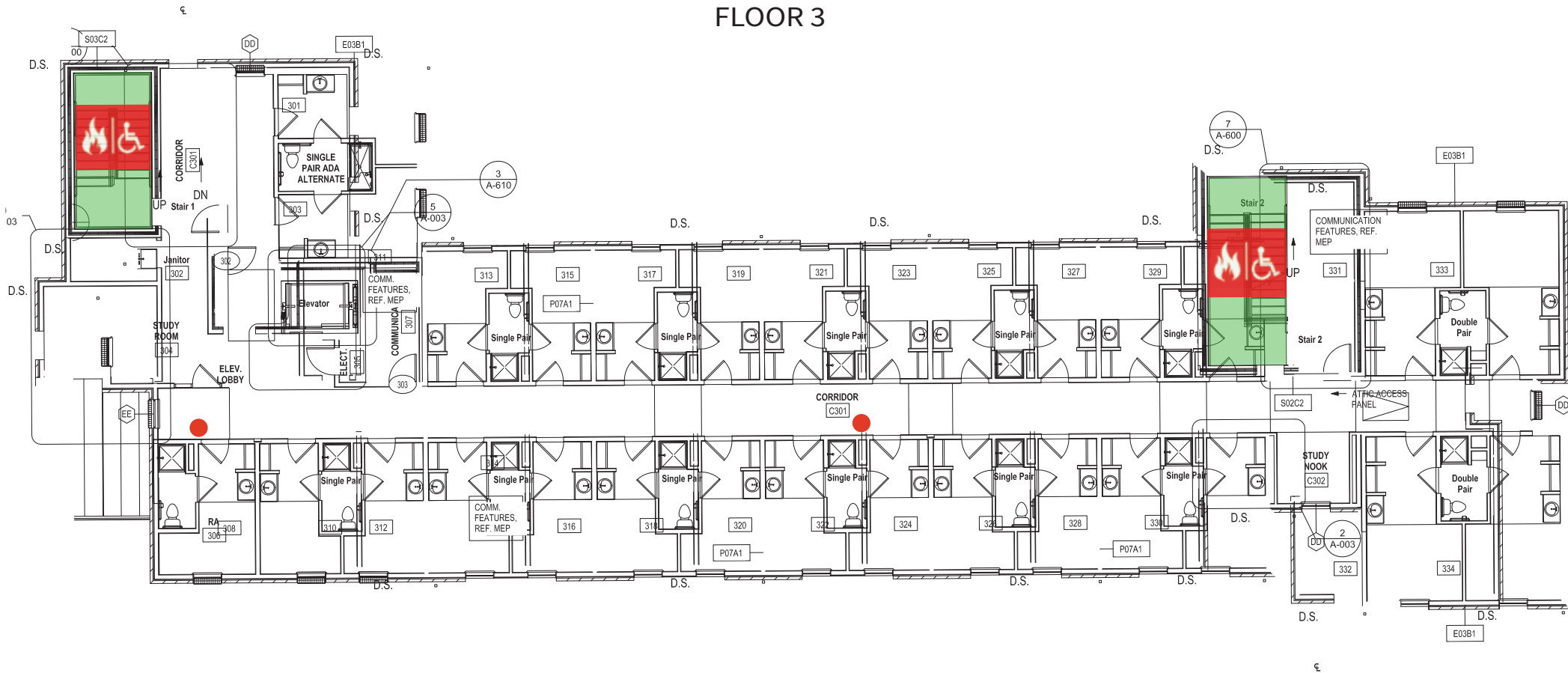
WISDOM HALL RESIDENCE BUILDING FLOOR 2



LEGEND

- Weather Safe Area
- Automated External Defibrillator
- Fire Extinguisher
- Fire Refuge Area
- EV Chair

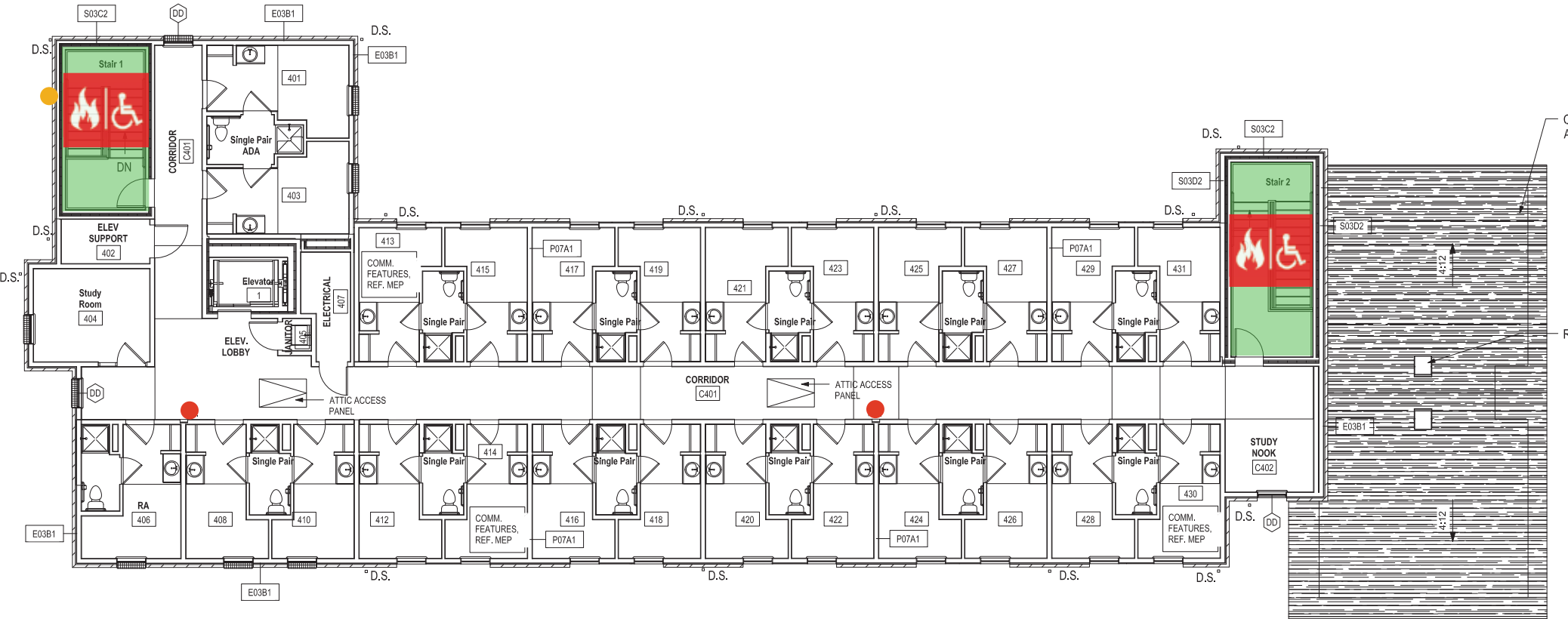
**WISDOM HALL RESIDENCE BUILDING
FLOOR 3**



LEGEND

- Weather Safe Area
- Automated External Defibrillator
- Fire Extinguisher
- Fire Refuge Area
- EV Chair

**WISDOM HALL RESIDENCE BUILDING
FLOOR 4**



LEGEND

- Weather Safe Area
- Automated External Defibrillator
- Fire Extinguisher
- 🔥♿ Fire Refuge Area
- EV Chair



Emergency Response Plan

**University of North Texas Dallas
106 S Harwood
Dallas, TX 75201**

November 2023

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In the event of a fire or other emergency, use this information as a guide and follow the directions of Police and/or Fire Department personnel.


Please note that no emergency plan can account for all of the possible factors and changing conditions. Each individual will have to decide for themselves what the safest action under the circumstances is.

Do not take any actions that will endanger your safety.

Preface

This plan complies with the requirements of the Dallas Fire Code and the 2018 International Fire Code.

This emergency response plan has been prepared and approved by:

Date	Work Completed	Name and Title	Signature
May 2022	Initial Plan Acceptance	Cody McCullough Building Operations Manager for 1901 Main Street	
November 2023	Contact Updates	Annette Rogers Director, Risk Management	

Building Description and Occupancy

106 S Harwood is a 106,753 square foot building with five levels above grade and two levels below grade. Built in 1914, the building is occupied by law school faculty offices, classrooms, a museum, and a city courthouse. Approximately 150 people occupy the building during normal business hours.

The UNT Dallas Police Department is onsite during normal business hours and has an office on Floor 1.

The building is fully sprinklered. The Fire Control Room is located on the B1 level.

Key Emergency Contacts

Title or Role	Name	Contact Information	Notes
Fire Safety Director	Cody McCullough Building Operations Manager	(214) 243-1767 (office) (972) 742-6655 (mobile) cody.mccullough@untsystem.edu	7 am – 4 pm M – F (On-call 24/7)
Engineering	Erik Hansen Facilities Manager	(772) 940-3398 (office) (949) 230-9949 (mobile) erik.hansen@untdallas.edu	8 am – 5 pm M – F (On-call 24/7)
	Cody McCullough Building Operations Manager	(214) 243-1767 (office) (972) 742-6655 (mobile) cody.mccullough@untsystem.edu	7 am – 4 pm M – F (On-call 24/7)
	Leslie Ford Facilities Lead	(772) 940-3398	7am – 4 pm M – F (On-call 24/7)
Facility Management	Juan Yanez Director, Facilities Management and Planning	(972) 338-1472 (office) (469) 552-1574 (mobile) juan.yanez@untdallas.edu	7:30 am – 6 pm M – F
UNT Dallas Police (on site)	UNT Dallas College of Law Police Officer on Duty	(940) 703-2466	
UNT Dallas College of Law Security Front Desk	UNTD College of Law Front Desk Security	(214) 571-4811	
UNT Dallas Law School Dean's Office	Felecia Epps Dean and Professor of Law	(214) 752-3233 Felecia.Epps@untdallas.edu	
UNT Dallas Risk Management	Annette Rogers Director, Risk Management	(972) 338-1829 (office) annette.rogers@untdallas.edu	
Fuel, Hazards, and Impairment Monitor	Erik Hansen Facilities Manager	(772) 940-3398 (office) (949) 230-9949 (mobile) Erik.hansen@untsystem.edu	

External Contacts	Name	Contact Information
Police	Dallas Police Department	911 (214) 671-3001 (non-emergency)
Fire	Dallas Fire-Rescue	911 (214) 670-3111 (non-emergency)
Electrical Utility	ONCOR	(888) 313-4747 (emergency) (888) 313-6862 (non-emergency)
Gas Utility	Atmos	(866) 322-8667 (emergency) (888) 286-6700 (non-emergency)
Water Department	City of Dallas Water Utilities Dept.	311 or (214) 670-5111 (emergency) (214) 651-1441 (non-emergency)
Local Hospitals	Baylor University Medical Center 3500 Gaston Ave	(214) 820-0111
Public Health Department	Dallas County Dept. of Health & Human Services	(214) 819-2000
Poison Control	Texas Poison Center Network	(800) 222-1222

Emergency Team Roles and Duties

The emergency team is comprised of building staff and Floor Wardens on each occupant floor. The roles include:

- Fire Safety Director
- Facility Management
- Engineering
- Security
- Floor Warden Teams

Fire Safety Director

In advance of an emergency, the Fire Safety Director is responsible for:

- Ensuring that building keys, a Building Information Card, diagrams, and an updated list of people requiring assistance are kept at the Fire Control Room and readily available for emergency responders

During an emergency, the Fire Safety Director leads the initial response until first responders arrive. Responsibilities include:

- Verifying or calling 911
- Setting up a command post at the Fire Control Room
- Assigning tasks to other emergency team personnel (investigate alarm floor, shut down HVAC, secure all entrances, etc.)
- Communicating with occupants via PA system
- Communicating with Floor Wardens
- Relaying what is known to emergency responders

NOTE: Because this facility has UNT Dallas Police officers on site during normal business hours, police will assume the role of Fire Safety Director and lead the initial response for any Security-related event, such as workplace violence, civil disturbance, etc.

Facility Management

Facility Management holds overall responsibility for the building's life safety program.

In advance of an emergency, Facility Management staff are responsible for:

- Emergency plan development and maintenance
- Staff training
- Recruiting and training Floor Wardens
- Overseeing regular drills and occupant instruction

During an event, Facility Management staff,

- Communicate with occupants
- Assist as necessary

Engineering

Engineers on the emergency team:

- Investigate alarm conditions and/or verbal reports
- Administer first aid if properly trained
- Adjust building systems as directed by Fire Safety Director

Security

Security officers on the emergency team:

- Investigate alarm conditions and/or verbal reports
- Notify building management and Engineering the event of an emergency or alarm
- Secure and restrict building access as warranted
- Search and clear all floors in an evacuation
- Assist with emergency response efforts (evacuation or shelter in place)
- Administer first aid if properly trained
- Complete incident reports whenever emergency plan is implemented

Floor Warden Teams

The Floor Warden teams lead the response on each floor. All members of a Floor Warden team need to know:

- The location of evacuation routes, all exit stairwells, external assembly area(s), and the Fire Control Room
- Emergency phone numbers and response procedures
- The identity of other Floor Wardens on the team/floor
- How and where to provide a floor or suite status report to the Fire Safety Director

Tasks that Floor Wardens perform during an emergency include:

Checking Exit Stairwells. Upon activation of an alarm or instruction to evacuate, a Floor Warden team member checks the exit stairwells for safety. They then instruct occupants to walk single file down the stairs and evacuate the building.

Searching and Clearing Floor/Suite. Upon direction to shelter in place or evacuate the building, Floor Wardens are responsible for inspecting all work areas, break rooms, bathrooms, hallways, conference rooms, and other areas to ensure everyone has heard the announcement and is responding. Searchers close doors as they proceed.

Checking Elevator Lobbies. Upon direction to shelter in place or evacuate the building, Floor Wardens check the elevator lobby and direct occupants to the internal refuge area or the exit stairwells.

Pre-Incident Planning

It is important to think about and prepare for an emergency before it happens. While it is impossible to prepare for every situation, these steps will ensure the building is prepared for the most common.

Entire Response Team

- Become familiar with this Emergency Response Plan and other preparedness materials
- Collect and maintain personal emergency supplies as noted at the end of this section
- Maintain safety vest and radio
- Participate in all trainings and drills
- Understand the building's procedures for staff accountability after an emergency
- Register with both Dallas Alert and the Downtown Dallas Rave alerting system to receive notifications about emergency situations like police activity, severe storm warnings, transit disruptions, etc.
 - dallascityhall.com/departments/officeemergencymanagement/Pages/Dallas-Alert.aspx
 - <https://www.getrave.com/login/downtowndallas>
- Implement relevant earthquake precautions:
 - Latch drawers and cabinets
 - Secure heavy objects or keep them low to the floor
 - Arrange for larger shelves and furniture to be fastened to the wall or floor

Fire Safety Director

- Regularly review this Emergency Response Plan and other preparedness materials and update as needed (annually at minimum)
- Keep building keys, Building Information Card, diagrams, and an updated list of people requiring assistance at the Fire Control Room (FCR)
- Prepare emergency kit (Red Bag, etc.) for first responders. Keep in a secure location. Items to include: master keys, building radios, diagrams, Building Information Card, access badge, etc.
- Regularly review external assembly areas and the safe paths to access them
- Familiarize yourself with emergency announcements for PA system
- Determine alternate means of communication with occupants, in the event that the Fire Control Room is inaccessible or inoperable
- Conduct required drills and trainings
- Post operating instructions for life safety systems in Fire Control Room
- Cross-train UNT Dallas Police on building communication systems
- Ensure monthly inspection of the following by Engineering:
 - Egress signage, such as stairway identification
 - Egress lighting

- Doorways and egress routes; clear any blockages
- Pull stations
- Fire extinguishers, AEDs, First Aid kits, other emergency supplies
- Evacuation gates in stairwells
- Hazardous materials storage
- Stairwell lighting
- Ensure appropriate personnel know how to operate and shut down HVAC systems

Facility Management

- Identify and maintain emergency contact lists for all staff, occupants, and vendors (Appendix C)
- Assist Fire Safety Director in reviewing and updating Emergency Response Plan (at least annually)
- Check emergency supplies regularly (at least semiannually) and replace or replenish as needed
 - Keep battery-powered or hand-crank radios and flashlights in several easily accessible locations
- Encourage employees and occupants to:
 - Maintain individual emergency supplies
 - Provide information regarding any mobility impairments
 - Keep Facility Management advised of any potential violent behavior and any orders of protection
 - Participate in CPR and first aid training
- Cross-train building staff to perform essential tasks (i.e. make PA announcements, read fire panel, recall elevators, shut down HVAC or natural gas systems, etc.)
- Make copies of the bomb threat checklist available
- Conduct staff training on emergency response procedures
- Oversee regular drills and occupant instruction
- Check Building Security systems to see how they would function during power loss
- Identify and maintain contact information for vendor to prevent or clean up mold or other environmental hazards in case of flooding
- Designate alternate locations for business continuity should the building become temporarily inaccessible
- Maintain a list of websites, emergency radio stations, social media accounts, and other resources to review during emergencies (flooding, weather, local emergency management authorities, etc.)
- Pandemic preparedness:
 - Monitor all information and communications from state and local public officials, US Centers for Disease Control and Prevention, and healthcare professionals
 - Confirm Janitorial vendor:

- Is using EPA-approved disinfectants known to be effective on the virus in question
- Is stockpiling an adequate supply should the outbreak escalate to a local epidemic
- Has sick leave policies and procedures in place to compensate cleaning staff that become ill (so they will not come to work sick and spread the disease more widely)
- Has a plan for how to disinfect a floor/building with a confirmed case
- Determine in advance plan for communicating outbreak information to occupants and staff
- Determine which routine supplies (not just cleaning supplies) should be stockpiled in the earliest stages of an outbreak, should supply chains become disrupted

Engineering

- Ensure appropriate personnel know how to operate and shut down HVAC and utilities
 - Ensure the necessary tools are readily accessible
- Routinely inspect all critical systems
- Routinely inspect and test emergency lighting, and repair or replace as necessary
- Create list of building operating systems with accompanying instructions, vendor contact information, locations of valves, controls, and panels and diagrams, as appropriate. Keep information near Fire Control Room, Engineer's office, and each utility/system. Systems to include:
 - Elevators
 - Electrical
 - HVAC/BMS
 - Maintain list of occupant-controlled HVAC systems including location and shut-down instructions
 - Natural Gas
 - Provide directions on emergency shutdown and relighting of equipment with gas pilot lights, and store a wrench near each shutoff valve
 - Domestic and fire protection water systems
- Review what hazardous materials are stored on site and keep an SDS (Safety Data Sheet, formerly MSDS) for each at the Engineering Office
 - If staff is not trained to safely clean up a substance stored on site, identify a vendor to call in case of a spill
- Routinely inspect and test the emergency generator
 - Make sure repeaters, radios, and the building management telephone system are on emergency power, as well as at least one building computer

- Regularly survey building and roof for leaks, and repair as needed using specialized vendors
- Routinely inspect the condition of the plumbing and pipes, and repair and replace as needed
- Check and clear debris from drains in the building, on the roof, and in nearby surroundings,
- Check door and window seals as well to ensure airtight conditions

Occupant Floor Wardens

- Familiarize yourself with:
 - Evacuation routes
 - Locations and designations of exit stairwells
 - External assembly area(s)
 - Building emergency contact number(s)
 - Emergency response procedures
- Report any egress route obstructions or evacuation route confusion to Facility Management
- Participate in emergency response training and drills
- Ensure team members and others on your floor, understand the emergency response procedures for their location
- Ensure building management has been informed of any occupants with a permanent or temporary mobility impairment or special need
- Pre-determine a safe area on your floor to shelter in place (internal refuge area):
 - Ideally, you should not be able to see outside the building from your refuge area
 - Elevator lobbies, hallways, kitchens, break rooms, and interior conference rooms often make good refuge areas. (Note, however, that elevator lobbies are not good places to shelter for an airborne contaminant **inside the building.**)
 - Allocate at least 10 square feet per person
 - If no safe refuge areas exist on a floor, stairwells and bathrooms may provide good shelter. Also consider designating spaces on nearby floors or below grade.

Emergency Supplies

Occupants and building staff should be prepared to remain on-site, with no outside help, for up to 72 hours after a major disaster. The following **recommended** supplies should be stored in easy-to-access locations and inspected semiannually. Replenish food, water, batteries, and any other perishable items as necessary. Make sure supplies are easily accessible and portable. Some items, such as radios and flashlights, should be stored in multiple locations for easy access.

Individual Supplies

The following recommended supplies should be collected and maintained by every person:

- Water bottles and food (snack bars)
- Hand sanitization gel
- Flashlight and batteries
- 72-hour supply of medicine (or more for critical medications)
- Change(s) of clothes and comfortable shoes
- Personal contact list including phone numbers

Recommended Team Supplies

The following recommended supplies should be maintained for each team (building staff, warden team, occupant teams, etc.). These supplies are in addition to each person's individual supplies:

- Extra food and water to last several days (1 gallon of water per person per day, can opener if needed)
- Flashlights and batteries, glow sticks
- Radio and batteries
- First aid kit
- AED
- Bleeding control kit
- Sanitary wipes and toilet paper
- Garbage bags
- Work gloves
- Duct tape
- Plastic sheeting
- Dust masks and basic tools (for earthquake search and rescue)

Occupants Requiring Assistance

In any emergency response, it is important to know the location and status of any occupants in the building who may require assistance.

Pre-Incident

Facility Management and Fire Safety Director

- Determine safe refuge area for occupants with mobility impairment
- Encourage occupants to inform building staff or their Floor Warden if they have limited mobility (permanent or temporary) or another special need
- Instruct occupants with special needs to find two assistants on their floor who will help in an emergency
- Regularly update the roster of people requiring assistance (and their assistants), and keep at the Fire Control Room

Mobility-Impaired Occupants and Assistants

- Notify building staff or your Floor Warden of any limited mobility (permanent or temporary) or another special need
- Review procedures for response in emergency
- Identify two assistants on your floor who will help in an emergency

Evacuation Procedures

Fire Safety Director

- Receive status reports of mobility-impaired occupants and relay to first responders

Mobility-Impaired Occupants and Assistants

Upon activation of an alarm or instructions to evacuate the floor:

- Assistants gather their personal belongings, then proceed to the person needing help
- Move to the hallway just outside a safe exit stairwell door. Do not enter the stairwell unless your safety is jeopardized.
- One assistant remains with the person; the other assistant updates the Fire Safety Director or emergency personnel either via emergency intercom or in person at the Fire Control Room
- If you have not been assigned an assistant, request help from a member of the Floor Warden team or Building Security staff
- If conditions on the floor become unsafe, move into the stairwell landing and shut the door, making as much room as possible for people evacuating

Core Response Procedures

Evacuation

Used when it is safer outside the building than in, evacuations can be partial (only those on certain floors leave) or full (everyone in the building leaves). Only stairwells may be used in evacuations. Depending on the emergency, the Fire Safety Director may direct all occupants to leave the building in an orderly flow, or a staged evacuation could be ordered with occupants on certain or the most critical floors evacuating first.

The designated assembly areas are noted in the table below and are shown on the site plan in Appendix B. Occupants shall not return to the building until an “all clear” has been issued.

	Occupants	Staff
External Assembly Areas	Far west side of Main Street Garden Park	SE corner of Main Street Garden Park

Entire Response Team

- Put on emergency team identification and take radio from Security Desk:
 - Switch to channel 1 (security channel)
 - Report current location
 - Confine radio use to essential communication

Fire Safety Director

- Report to Fire Control Room
- Verify 911 has been called. Call with updates.
- Notify all building staff
- Dispatch staff to:
 - Confirm stairwell exit doors open
 - Confirm elevators have been recalled to the lobby
 - Greet arriving first responders
- Instruct occupants to begin evacuation via PA/alarm and SafetyNet alert:
 - Report what is known and steps being taken
 - Indicate which stairwells may be used
- Determine if HVAC should be adjusted or shut down
 - Direct EEngineer to confirm proper shutdown procedures as needed
- Collect floor status reports
- Confirm location and status of mobility-impaired occupants
- Ensure incident information, Building Information Card, building diagrams, master keys, and roster of those with mobility impairments or special needs are provided to emergency responders

- See Appendix J for more details on briefing first responders
- Notify Regional emergency contact
- To reset building to normal operations:
 - Reset elevators
 - Direct Engineering and Security to conduct sweep of exit stairwells before resetting fire alarm panel
 - Make PA announcement, email alert, and announcement at external assembly area (if used)
 - Update alarm monitoring service

Engineering

- Assess the situation and report findings to the Fire Safety Director
- Shut down building systems and utilities as warranted

Building Security

- Assist with elevator recall if instructed to do so by Fire Safety Director
- Ensure exit doors are unobstructed
- Search and clear all floors, report status to Fire Safety Director
- Keep lobby clear
- Direct arriving emergency personnel to Fire Control Room
- Following evacuation, secure building and restrict access

Facility Management

- Report to Fire Control Room and assist as needed
- Communicate with occupants as instructed by Fire Safety Director
- Collect floor status reports from Floor Wardens in lobby or immediately outside FCR door
- Document incident conditions, staff response

Floor Warden Teams

- Put on Floor Warden team identification
- Begin moving floor occupants to nearest exit stairwell
- Inspect stairwell for presence of smoke or other hazards
- Search all areas of floor. Close but do not lock doors.
- Instruct occupants on where to go (exit building and head to assembly area).
 - Remind occupants:
 - Close office doors when leaving but do not lock them
 - Do not carry beverages, laptops, purses, or other objects
 - Remove high-heeled shoes before descending the stairs
 - Stay to the right to make room for firefighters to access the stairs
 - Descend quickly but do not run
 - Stay off phone until reaching assembly area
 - Hold on to the railing and allow others to merge in an orderly fashion
 - Remain quiet and listen for instructions

- Continue to assembly area
- Do not return until an “all clear” has been issued
- Assistants help mobility-impaired occupants to move to the hallway just outside an exit stairwell door. Do not enter the stairwell unless your safety is jeopardized. One assistant remain with the person; the other assistant proceed to Fire Control Room to update the Fire Safety Director or emergency personnel.
- Report floor status to Fire Safety Director upon exiting the building and proceed to external assembly area

Shelter in Place Procedures

Shelter in place means remaining inside the building, either at your work area or moving to an area of relative safety (typically near the building's core). Used when it is safer inside than outside the building, shelter in place may be invoked in response to:

- Earthquake
- Civil disturbance
- Bomb threat (external)
- Hazardous material release
- Tornado, hurricane, or high winds
- Chemical, biological, or radiological release
- Police activity
- Active shooter outside the building

Shelter in place takes two forms: occupants can remain at their work area or they can move to an internal refuge area on their floor. In some situations, such as a civil disturbance or an outdoor fire, it is sufficient to simply have people remain inside the building. Other scenarios, such as the threat of an explosion outside the building, require occupants to move to an area of relative safety away from windows.

The Floor Warden for each floor should designate internal refuge areas in advance (see guidelines in the Pre-Incident Planning section of this plan).

Entire Response Team

- Put on emergency team identification and take radio from Security Desk:
 - Switch to channel 1 (security channel)
 - Report current location
 - Confine radio use to essential communication

Fire Safety Director

- Report to Fire Control Room
- Direct staff to investigate the situation and secure exterior doors
- Call 911 and notify all building staff
- Dispatch Security to recall elevators
- If the incident involves a hazardous airborne contaminant **inside or outside** the building
 - Instruct occupants to seek refuge outside of elevator lobbies
 - Instruct Engineer to shut down HVAC if warranted
 - Close dampers and air intakes for an external airborne threat
- Determine safest egress point for those who insist on leaving, and communicate this to all building staff
- Dispatch staff to key egress points to encourage occupants to remain inside and to direct any who insist on leaving to the designated egress point

- Notify occupants via PA system and SafetyNet alert. Inform them:
 - What is known
 - Steps being taken
 - What they should do – stay at their workstation or move to pre-defined refuge areas on their floor
 - If the incident involves a hazardous airborne contaminant **inside the building**, instruct occupants to seek refuge outside of elevator lobbies
- If the incident involves a hazardous airborne contaminant **inside or outside** the building, instruct Engineer to shut down HVAC
 - Close dampers and air intakes for an external airborne threat
- For an active shooter event **outside the building**, initiate a hard lockdown of all doors if safe to do so
- Ensure incident information, Building Information Card, building diagrams, master keys, and roster of those with mobility impairments or special needs are provided to responding emergency personnel
 - See Appendix J for more details on briefing first responders
- Confirm mobility impaired occupants have moved to shelter area on their floor
- Update staff and occupants often (every 5 to 10 minutes)
- When incident is resolved, provide all clear message via PA and SafetyNet alert
- If stairwell doors were released, direct Engineer and Security to conduct sweep of exit stairwells before resetting

Engineering

- Assess the situation and report findings to the Fire Safety Director
- If incident involves hazardous airborne contaminant **inside or outside** the building, shut down HVAC
 - Close dampers and air intakes for an external airborne threat
- Monitor building systems and utilities as needed

Building Security

- Recall elevators to lobby
- Hard lock all ingress points
- Position officer at main entrance to restrict entry to authorized staff, occupants, and first responders
- Persuade occupants to remain inside. Caution those who leave that they may not be allowed to reenter.
 - Prohibit reentry to building if conditions warrant
- Direct arriving emergency personnel to Fire Control Room

Facility Management

- Proceed to Fire Control Room
- Assist as needed
- Document incident conditions, staff response

Floor Warden Teams

- Put on Floor Warden team identification
- Depending on the incident, direct floor occupants to remain at their workstations or move to their pre-determined shelter in place areas on the floor
 - Listen to instructions from the Fire Safety Director
- Gather emergency supplies
- Report problems to Fire Safety Director; otherwise, await instructions

Lockdown Procedures

Lockdowns may be used in conjunction with other core procedures (shelter in place, evacuation) or specific scenarios such as a civil disturbance or active shooter **outside the building.**

Lockdowns take two forms:

- Soft lockdown (aka after-hours mode) – access is restricted to authorized occupants and staff only
- Hard lockdown – no one may enter the building except first responders

Fire Safety Director

- Determine type of lockdown
- Notify all building staff
 - Determine safest possible egress route for occupants who insist on leaving, and inform all building staff
- Notify occupants via PA announcement and SafetyNet alert
- Notify regional emergency contact

Building Security

- Call 911 if there is a threat to the building or personnel
- Lock lobby main doors
- In a soft lockdown, post officer at entrance door(s) to check IDs

Engineering

- Prepare to shut down HVAC and/or recall elevators if needed

Facility Management

- Conduct staff roll call
- Communicate with occupants as directed by Fire Safety Director

Emergency Scenarios

Fire

Upon activation of any alarm device, all floors will go into alarm, strobes will flash, and all occupants will evacuate the building.

This building is fully sprinklered.

Fire Alarm Automated Responses

Upon activation of an alarm device:

- External monitoring service will notify building staff and Fire Department
- Alarms will sound, strobes flash, and a pre-recorded voice announcement will play on all floors
- Elevators will recall only upon activation of a smoke detector in an elevator lobby or a heat detector in an elevator shaft or machine room
- HVAC will shut down
- Fire pumps will turn on only if a sprinkler activates or a drop in pressure triggers water flow

Entire Response Team

- Put on emergency team identification and take radio from Security Desk:
 - Switch to channel 1 (security channel)
 - Report current location
 - Confine radio use to essential communication

Fire Safety Director

- Report to Fire Control Room
- Verify 911 has been called and all building staff notified
- Ensure elevators have been recalled
- Initiate partial or full evacuation as warranted (see Evacuation section)
- Do not silence alarms or allow building to be reoccupied unless authorized by the Fire Department
- For a fire **outside the building**, set up a safety perimeter, restrict egress, adjust HVAC, and make a PA announcement and SafetyNet alert as necessary

Engineering

- Investigate alarm floor:
 - Carry radios
 - Use the stairwells
 - Determine size and location of the fire and how fast it is spreading
 - If the fire is small and it is safe to do so, use an extinguisher to put out the fire
 - Have back to exit when using extinguisher
 - Close doors if fire cannot be extinguished

- Update Fire Safety Director

Building Security

- Keep lobby clear
- Greet arriving firefighters
- For an external fire, establish safety perimeter and keep Fire Safety Director updated

Floor Warden Teams

Upon hearing an alarm;

- Put on Floor Warden identification Put on Floor Warden identification
- Begin floor evacuation (see Evacuation section)
- Report floor status to building staff

Upon discovering a fire;

- Confine the fire by closing doors
- Begin immediate floor evacuation
- From a safe location, call 911, then call Security
- Use fire extinguisher to put out the fire only if the fire is small and it is safe to do so
 - Have back to exit when using extinguisher
 - Close doors if fire cannot be extinguished

If you become trapped by a fire;

- Barricade yourself in a room on the perimeter of the floor with a window. Close door and stuff cloth or other materials underneath door.
- Call 911 and report your exact location
- Tape a sign on the window to help signal your location
- If smoke enters the room, breathe through a wet cloth
- Do not break a window, except as a last resort

Medical Emergency

Occupants, Floor Wardens, and staff should administer first aid only if trained and if there is no risk of injury. Do not administer CPR or use an AED unless specifically trained. Be particularly careful of contamination by blood-borne pathogens. Anyone who comes into contact with bodily fluids should wash the exposed area with soap and water; use water or saline solution to irrigate the eyes. Report any exposure to emergency personnel immediately.

All Building Staff

If notified of a medical emergency;

- Verify 911 has been called
- Collect incident information:
 - Victim's name
 - Nature of the medical emergency
 - Floor, office number, side of floor
- Relay information to Fire Safety Director

Fire Safety Director

- Confirm 911 call has been made
- Confirm Security has recalled elevator
- Provide assistance as needed
- Inquire as to which hospital will be used
- After incident:
 - Instruct Janitorial staff to clean area and follow blood-borne pathogen protocols if applicable
 - Talk to witnesses
 - Take photos of affected area if applicable

Building Security

- Recall elevator for responding medical units
 - Hold elevator at lobby level in independent service for use by emergency responders
- Post staff member at front door to meet emergency responders
- Secure area if any hazards or threats are present (broken glass, hazardous materials, blood, etc.)
- Hold elevator on incident floor to transport emergency responders and victim(s) to lobby

Floor Warden Teams

- Call 911, then notify building staff
- Provide first aid if trained to do so
- Have a Floor Warden remain with the person. Keep the individual calm and comfortable.
- Have a Floor Warden wait in the floor's elevator lobby to usher emergency responders to the affected person
- Ensure employee's supervisor has been notified

Bomb Threat

While most bomb threats are hoaxes, take all threats seriously. Never touch a suspicious object. Avoid use of radios, cell phones, and other mobile devices or transmitters in the vicinity of a suspicious package.

If you receive a bomb threat via a phone call

- Keep the caller on the line as long as possible
 - If you can, signal to a co-worker to call Building Security
- Ask specific questions – where is the bomb, when will it detonate, what's it made of, why did you plant it, etc.
- Write down all details (use the bomb threat checklist):
 - Caller's age, gender, accent
 - Background noises
 - Whether the caller is agitated, calm, etc.
- Upon completion of the call, immediately relay information to the Fire Safety Director and complete a bomb threat checklist

Fire Safety Director

Upon learning of a bomb threat

- Call 911 and UNT Dallas police department and provide:
 - Building name and street address
 - Type of threat
 - Details from call or visual description
- Notify all building staff and UNT Dallas Police
- Ensure person receiving call/threat completes a bomb threat checklist
- Restrict building access (soft lockdown)
- Instruct and dispatch search teams
- If a bomb threat is received and a suspicious object is found:
 - Update 911 and all building staff
 - Dispatch staff to greet arriving police
 - Initiate immediate evacuation of that floor, floor above, and floor below
 - Instruct evacuating occupants to use stairwells/exit routes furthest from the object
 - Prepare for a broader evacuation if so directed by police

Building Security

- Restrict building access. Soft lockdown.
- Assist in searching common areas. Report findings via landline to Fire Safety Director.
- Direct arriving emergency personnel to Fire Control Room

Search Team

- Turn off two-way radios
- Inspect all common areas, mechanical rooms, restrooms, exterior and building perimeter
 - Floor wardens can assist with search inside common areas on occupied floors
- Report results to Fire Safety Director
- If suspicious item is found:
 - Immediately evacuate that floor, the floor above, and the floor below. Evacuate the full building if warranted.
 - Do not use electronic communication devices in vicinity of object (including cell phones)
 - Update 911 and Fire Safety Director and await bomb squad or other responders
 - If object is **outside the building**, instruct occupants to move away from windows and initiate shelter in place or restrict egress to the other side of the building
 - If object is near a window or door, make sure egress route and assembly area are not within the possible blast zone

Floor Warden Teams

- Conduct search as directed and notify Fire Safety Director on stairwell intercom or landline phone of any results
- **If a suspicious package or item is found, do not touch it.** Clear the immediate area and notify 911 and the Fire Safety Director via landline phone, stairwell emergency intercom, or runner
 - Turn off and do not use cell phones, radios, pagers, or other personal electronic devices
 - Once at your external assembly area, check for other suspicious packages
 - Confirm occupants with mobility impairments have relocated safely
 - Do not reenter the building until instructed to do so by a lawful authority

Bomb Threat Checklist

Follow these guidelines if you receive a telephone bomb threat:

- Keep the caller on the line as long as possible
- Ask him/her to repeat the message
- If possible, record every word spoken by the caller
- Inform the caller that the building is occupied
- Pay particular attention to background noises

Ask the caller the following questions, if possible:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

Record the exact wording of the threat: _____

Gender of caller: _____ Local or foreign accent: _____ Approximate age: _____

Threat Language

- Well-spoken Incoherent Educated Taped
- Foul Irrational Scripted Message

Voice of Caller:

- Calm Nasal Angry Stutter Excited
- Lisp Rapid Raspy Soft Deep
- Loud Ragged Laughter Clearing Throat Crying
- Normal Distinct Cracking Voice Disguised Slurred
- Whispered Deep Breathing
- Familiar; if voice is familiar, whom did it sound like? _____

Background Sounds:

- Street Noises Motor Factory Noises Office Noises House Noises
- PA System Static Music Voices Animal Noises
- Other, describe: _____

Date and time of threat:	
Name and position of person who took the threat:	
Number at which threat was received:	

[Please make photocopies of this template as needed. Provided by AK Preparedness: www.akpreparedness.com]

Suspicious Package

Most suspicious packages are items inadvertently left behind items, but approach all suspicious packages cautiously. Never touch a suspicious object. Avoid use of radios, cell phones, and other mobile devices or transmitters in the vicinity of the object.

Characteristics of suspicious packages sent via mail:

- No return address
- Postmark city does not match return address
- Excessive postage
- Handwritten address
- Misspelled words
- Addressee listed by title, not by name
- Oil stains, discoloration
- Odor
- Excessive weight, lopsided
- Marked “personal” or “confidential”

Fire Safety Director

Upon discovery or report of a suspicious package or object

- Call 911 and provide;
 - Building name and street address
 - Details from verbal report of visual inspection
- Notify all building staff and UNT Dallas Police;
 - Instruct all staff to turn off cell phones and radios when in proximity of the object
- Clear the immediate area and establish safety perimeter around the object
 - If object is **outside the building**, relocate occupants on the lower floors of that side of the building
- Determine whether to restrict building access
- Instruct Security to review camera footage
- Notify occupants
- Dispatch staff to greet arriving police
- Notify vendors and adjacent buildings as appropriate
- If a suspicious object is found and a bomb threat is received
 - Update 911 and all building staff
 - Dispatch staff to greet arriving police
 - Initiate immediate evacuation of that floor, floor above, and floor below
 - Instruct occupants to use stairwells/exit routes furthest from the object
 - Prepare for a broader evacuation if so directed by police

Building Security

- Restrict building access
- Direct arriving emergency personnel to Fire Control Room
- Assist with crowd control and keeping occupants and guests away from the object
- Review Security footage and report any suspicious activity to Fire Safety Director and emergency personnel

Floor Warden Teams

- Clear the immediate area and notify 911 and the building staff via landline phone, stairwell emergency intercom, or runner
- Turn off and do not use cell phones, radios, pagers, or other personal electronic devices in the vicinity of the object
- Be prepared to evacuate

Earthquake

The safest place to be during an earthquake is underneath a protective object near the building's core. **Never try to exit a building during an earthquake.** In a significant earthquake, emergency responders may not be available for many hours. Having emergency supplies (including basic search and rescue tools) on hand can also make a critical difference.

General Response

- Duck, Cover, and Hold:
 - Immediately get under a desk, table, or other sturdy object away from windows
 - Hold on to a table or desk leg to prevent being shaken into the open
 - Protect your head and neck
- Remain in place until all tremors cease. Do not attempt to leave the building during an earthquake. Areas immediately around tall buildings are among the most dangerous places to be during and immediately after an earthquake.
- When shaking stops:
 - Report current location via radio. Confine radio use to essential communication.
 - Help those with injuries
 - Put on emergency vest and gather personal emergency supplies
 - Open doors carefully and proceed cautiously while moving about building
 - Be aware of other dangers from falling debris, down power lines, holes in the floor, etc.

Fire Safety Director

- Report to Fire Control Room. If unable to get there, dispatch nearest available staff to check fire alarm panel.
- If fire or gas leak conditions exist, initiate evacuation (*see Evacuation section*)
- Call 911 only to report fire, gas leak, major structural collapse, or serious injuries
- Initiate a movement shelter in place – relocate people to the core, away from glass
- Collect staff roll call
 - If staff are unaccounted for, dispatch search and rescue
- Dispatch Security staff to check that exit stairwell doors open at grade, elevators have been recalled, and stairwell failsafe doors have unlocked
- Direct Engineers and Security to begin immediate inspection of building systems (see systems checklist below)
- Anticipate aftershocks and secondary effects (fires, landslides, flooding, hazardous materials releases)
- If building damage jeopardizes occupant safety, initiate partial or full evacuation

- As a precaution for aftershocks when outside, stay in open areas, away from buildings, street lights, and utility wires
- Confirm mobility-impaired occupants have relocated to safe area
- Collect floor status reports from warden teams and Building Security
- Tune in to local news media for up-to-date information
- Update occupants as information becomes available

Engineering

- Visually inspect building for structural integrity and assess building systems using the checklist at the end of this section:
 - Put on personal protective equipment before proceeding to check systems
 - Report findings to Fire Safety Director
- Shut down building systems and utilities as warranted

Building Security

- Check elevators for possible entrapment
- Inspect stairwells to see if they are safe to use and stairwell doors open at grade. If power has failed, verify that emergency egress lighting is on.
- Check access control systems (stairwell door locks, turnstiles, etc.)
- Use Security cameras to assist with building safety assessment
- Report findings to Fire Safety Director
- Secure building if possible when evacuation is ordered

Facility Management

- Assist with staff roll call
- Communicate with occupants
- Assist as needed
- Document incident conditions, staff response

Floor Warden Teams

- In a major earthquake, when shaking stops, relocate occupants to the building core
- Conduct search and check for injuries; report damage and injuries to Fire Safety Director
- Administer first aid as needed and properly trained
- Prepare to shelter in place, relocate to a different floor, or evacuate as directed:
 - Gather emergency supplies
 - Be prepared for aftershocks
 - Open doors carefully and proceed cautiously
 - Be aware of other dangers from falling debris, down power lines, holes in the floor, etc.
 - Confirm mobility-impaired occupants have relocated safely

- Check stairwell conditions in case an evacuation is ordered

Post-Earthquake Systems and Structure Checklist

- Check for gas leaks. Inspect piping and determine whether seismic safety shutoffs have tripped.
- Check to ensure sufficient water pressure in the sprinklers
- Check for leaks in generator pipes
- Check for elevator entrapments. Secure elevators until rail inspections can be performed.
- Check stairwell exit doors at grade to ensure they are not jammed shut
- If power has failed:
 - Ensure emergency egress lighting in stairwells is functioning
 - Disconnect the main power feed until circuits can be inspected
 - Direct Engineer to monitor life safety generator.
- Inspect the perimeter, looking for cracked or falling glass panels or other building materials (masonry, signage, etc.)
- Check for internal flooding from cracked water pipes
- Check domestic and sprinkler water backflow preventers at point of entry for leaks and pressure
- Check access control systems (stairwell door locks, turnstiles, etc.)
- Ensure water treatment chemicals and all other hazardous materials are still safely contained
- Inspect the lobby and common areas
- Inspect mechanical rooms
- Check fan operations in cooling towers (seismic switch)

Flooding

Regional flooding typically arrives with advance warning, allowing occupants to evacuate safely before floodwaters arrive. Some floods, however, can occur without warning.

During a flood watch:

- Review evacuation routes
- Check that all emergency equipment is operating properly
- Make sure all emergency supplies are on hand and available, including fuel for emergency generators
- Check operations of sewage and sump pumps
- Inspect the outside of the building, including roof and any cooling tower areas, for loose materials, cables, containers, etc.

Fire Safety Director

- Report to Fire Control Room
- Notify 911, if warranted
- Determine the cause and extent of flooding, whether building systems or occupant safety is at risk, and whether flooding could worsen
- Update occupants as information becomes available
- Recall elevators as warranted. Park them on alternate recall floors if needed.
- For an internal flood:
 - Identify source of leak
 - Initiate evacuation or shelter in place as conditions warrant (*see Evacuation or Shelter in Place section*)
 - Restrict access to affected area
 - Move critical documents and equipment to a safe location
 - Locate and secure emergency supplies
 - Shut down all nonessential computers and electrical equipment
 - Secure private offices and/or equipment rooms
 - Perform water remediation. Contact specialized emergency vendor if warranted
- For an external flood:
 - Monitor media, city and county officials, and other sources of information to determine recommended evacuation routes
 - Inform occupants that evacuation may be necessary. Encourage occupants to work from home when flood risk increases.
 - Initiate evacuation and/or building shutdown when ordered to do so by city officials or when conditions warrant
 - Inform those staying behind that elevators will be out of service
 - If evacuation is impossible, initiate shelter in place as conditions warrant

Engineering

- If threat of electrocution exists, shut off power
- For an **internal** flood:
 - Identify source of leak, assess building systems, and report findings to Fire Safety Director
 - Shut off water control valves as necessary
- For an **external** flood:
 - Remove outside furniture and potential hazards, such as fuel
 - Place sandbags where needed
 - Check roof, floor, and other drains to ensure they are clear

Building Security

- Secure elevators as warranted. To minimize water damage to the cars, consider securing above ground.
- Restrict access to affected areas

Facility Management

- Move documents and critical equipment to safe location
- Communicate with occupants

Floor Warden Teams

- Put on emergency identification
- Be prepared to initiate evacuation or shelter in place as conditions warrant:
 - For evacuation, instruct occupants to shut down all nonessential computers and electrical equipment, and secure private offices and/or equipment rooms when time permits
 - Confirm mobility-impaired occupants have relocated safely

Tornado or High Winds

Tornados can strike with little warning and cause catastrophic damage. Take tornado watches and warnings seriously.

- Tornado Watch: Conditions are right for tornado formation
- Tornado Warning: A tornado has been spotted or detected on radar

When safe to do so before a storm arrives, secure outside items and bring small items inside, including from roof areas.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk:
 - Switch to channel 1 (security channel)
 - Report current location
 - Confine radio use to essential communication
- Seek shelter when conditions warrant

Fire Safety Director

- Monitor media reports
- Notify staff, occupant contacts of current conditions (tornado watch or warning)
- Direct staff to secure window washing rigs, scaffolding, and any unsecured items on roof or outside building
- Initiate movement shelter in place when conditions warrant (*see Shelter in Place section*)
 - Relocate occupants to basement once tornado warning is issued
- Anticipate power and utility failure
- After storm or tornado:
 - Check for casualties
 - Inspect building for damage, including all internal systems, broken glass, downed power lines, hazardous materials releases, etc.
 - Update regional leadership
 - Determine whether to resume normal operations

Engineering

- Be prepared for power and utility failure
- After storm or tornado:
 - Inspect building for damage, including all internal systems, broken glass, downed power lines, hazardous materials releases, etc.
 - Update Fire Safety Director

Building Security

- Secure front swing doors
- Monitor elevators for entrapments

- Secure elevators when warranted

Floor Warden Teams

- Put on emergency team identification
- Be prepared to move occupants to shelter in place areas or relocate to a different floor as directed
 - Draw blinds and shut windows, if safe to do so, before relocating
- Should a tornado strike, remain inside, move away from windows, and stay as low as possible

Severe Winter Storm

Severe winter storm definitions include the following:

- Winter Storm Watch: Heavy snow and/or ice may occur within 12 to 36 hours
- Winter Storm Warning: Hazardous winter weather is occurring, imminent, or likely
- Blizzard: Heavy snowstorm, strong winds of at least 35 mph, and poor visibility (1/4 mile or less) for 3 hours or more.

General Staff Response

- Tune in to local news media for up-to-date information. Determine:
 - What is the storm's direction and how quickly is it moving?
 - Has the building already been damaged from the storm?
 - What, if anything, are authorities instructing people to do?
- Clear walkways and driveways
exterior plaza stairs, 6-foot perimeter around building)
 - Clear secondary areas as time allows – roof
- Keep areas around fire hydrants, sprinkler valves, and standpipe connections clear
- Check and clear roof of snow loads if appropriate and safe to do so
- Check and clear down spouts and street drains, including drains on patio, and roof
- Place rugs in lobby areas to absorb tracked-in snow and lessen the risk of slips.
- Deploy "Caution: Wet Floor" signs to entrances, high traffic areas
- Monitor entrances for accumulation of moisture and slip hazards
- Monitor temperature and water pipes in unoccupied areas
- Follow instructions from public officials and emergency personnel
- Take necessary precautions, including early evacuation if directed
- Shut down utilities and close building as directed
- Develop a list of anyone remaining inside the building, their location, and contact info

Facility Management

- If inclement weather is anticipated:
 - Send communication to occupants by end of business day that proactive measures will be put in place
 - Inform Engineer Engineering, Security, and Janitorial
 - By 5:30 the following morning, send occupants an update
- If inclement weather was not anticipated:
 - Overnight staff inform Facility Management by 5 am
 - Facility Management notify occupants by 5:30 am

Janitorial

- Deploy walk off mats to interior lobbies
- Place wet floor signs at building entrances
- Assist with deploying ice melt to decks
 - Avoid planter beds when applying ice melt
- Monitor and inform duty Engineer of any changes in weather/temperature or hazards

Building Security

- Assist with deploying ice melt
 - Avoid planter beds when applying ice melt
- Monitor and inform duty Engineer of any changes in weather/temperature or hazards

Gas Leak

A confirmed or suspected natural gas leak requires an immediate response. All staff should avoid creating any sort of spark. Do not turn appliances or light switches on and off, including flashlights. Do not use cell phones, telephones, radios, or electronic devices in affected areas. Use radios only when it is deemed safe.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk:
 - Switch to channel 1 (security channel)
 - Report current location
 - Confine radio use to essential communication
 - Do not use radios in vicinity of leak until deemed safe

Fire Safety Director

- Report to Fire Control Room
- Direct Engineers to determine source of leak (location, whether it is a building or outside the building)
- Verify 911 has been called
- Notify all building staff
- Contact gas company if appropriate
- If leak is **outside the building**:
 - Initiate shelter in place if threat of explosion exists (*see Shelter in Place section*). Move occupants away from windows.
 - Ensure HVAC and all air intakes are shut off
 - Prepare for gas shutoff
 - If smell of gas enters building, initiate evacuation if warranted and safe
- If leak is **inside the building**:
 - Evacuate affected and adjacent floors (*See Evacuation section*)
 - Shut off natural gas supply to building as needed
 - Inform all staff and occupants to not use light switches, matches or lighters, flashlights, cell phones, radios, or electronic devices in affected areas

Engineering

- Determine source of leak (location, whether it is a building or **outside the building**)
- Update Fire Safety Director
- If leak **inside the building** is confirmed:
 - Shut off gas supply line
 - Notify utility. Call 911 if warranted.
 - Secure elevators as warranted
- If leak is **outside the building**:
 - Shut down HVAC and all air intakes if warranted
 - Prepare for gas shutoff

Building Security

- Secure elevators as warranted
- Ensure exit doors are unlocked and unobstructed for partial or full evacuation
- Direct arriving emergency response personnel to Fire Control Room

Floor Warden Teams

- Initiate shelter in place or evacuation as directed
- If smell of gas is present, do not use anything that could create a spark, including appliances, light switches, matches or lighters, flashlights, cell phones, radios, or electronic devices, in affected areas

Explosion

Explosions can be caused by gas or fuel leaks, over-pressurized containers, or bombs. The airborne contaminants generated by an explosion can be as harmful as the initial blast and require significant remediation and cleanup. An explosion may disrupt key egress routes and building systems. Do not use radios, cell phones, or other transmitters in the vicinity.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk:
 - Switch to channel 1 (security channel)
 - Report current location
 - Confine radio use to essential communication
 - Use radios only when it is deemed safe
- Be alert to possible second explosion
- Open doors carefully and watch for falling debris

Fire Safety Director

- Report to Fire Control Room
- Determine:
 - Was the explosion **inside or outside** the building?
 - Are there any casualties?
 - What was the source?
 - Are there airborne hazards?
 - Is there a threat of a second explosion?
 - Were any building systems damaged (electrical, water, elevators, gas, fire pumps)?
- Notify 911 and all building staff
- If warranted, make initial announcement to occupants. Convey:
 - What is known and steps being taken
 - What they should do
- If explosion was **outside the building**:
 - Instruct Security to implement soft lockdown
 - Determine whether to shut down HVAC system
 - If to be shut down, notify occupants to shut down independent air handling units
 - Implement shelter in place if conditions warrant
 - If threat of second explosion exists, implement movement shelter in place (*see Shelter in Place section*)
- If explosion was **inside the building**:
 - Recall elevators
 - Shut down HVAC on affected floor(s). If contaminants are confirmed inside building, adjust air flow to purge internal air if possible.
 - Initiate partial or full evacuation (*see Evacuation section*)
 - Instruct occupants to open doors carefully and watch for falling debris

- Close natural gas supply line if warranted
- Report injuries to 911. Inquire which hospital(s) will be used.

Engineering

- Investigate the situation and keep Fire Safety Director informed
- If explosion was **outside the building**:
 - If directed to shut down HVAC system by Fire Safety Director
 - Close all dampers and air intakes
- If explosion was **inside the building**:
 - Shut down HVAC. If contaminants are confirmed inside building, adjust air flow to purge internal air.
 - Close natural gas supply line as directed

Building Security

- If explosion was **outside the building**, implement soft lockdown (after-hours mode)
- If explosion was **inside the building**:
 - Recall elevators
 - Ensure exit doors are unlocked and unobstructed in preparation of evacuation
- Direct arriving emergency response personnel to Fire Control Room

Facility Management

- Prepare for media inquiries
- Communicate with occupants
- Document conditions and staff response
- Assist as needed

Floor Warden Teams

If an explosion occurs on your floor

- Call 911 and Building Security. Report any injuries.
- Immediately evacuate the floor. Don't wait for instructions.
 - Instruct occupants to open doors carefully and watch for falling debris
 - Be alert to possible second explosion
- Administer first aid if necessary and properly trained

Hazardous Materials Spill

Hazardous materials include many common items, such as paint thinners, solvents, hydraulic fluid, etc. **Do not attempt to clean up a hazardous material spill unless specifically trained to do so.**

For a hazmat spill **outside the building**, the best response is usually to remain inside. The Fire Safety Director will inform all occupants to remain indoors. Close all doors and windows to the facility and shut down HVAC.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk;
 - Switch to channel 1 (security channel)
 - Report current location
 - Confine radio use to essential communication

Fire Safety Director

- Proceed to Fire Control Room
- Dispatch staff to investigate
- Determine:
 - Location of spill
 - Quantity and type of material
 - Is material spreading
 - Risk of airborne transmission
 - Any injuries or symptoms
 - Has area been evacuated
 - Is further evacuation warranted
 - Should cleanup be handled by staff, specialized vendor, or HAZMAT team
- Notify building staff and vendors
- Notify occupants on affected floor(s)
- If appropriate:
 - Instruct Security to help assess conditions, establish safety perimeter
 - Direct Engineering to recall elevators and adjust HVAC as warranted
- If an injuries or symptoms have occurred, or if warranted:
 - Call 911
 - Evacuate affected floor(s)
 - Recall elevators
 - Shut down HVAC
- Initiate full or partial evacuation if necessary (*see Evacuation section*)

Engineering

- If the spill is inside, investigate and halt spread of material if safe to do so:
 - Use safety gear as appropriate– glasses, gloves, suit, face mask
 - Initiate buddy system – work in pairs
 - Proceed with cleanup if staff is trained for that substance. If not, call specialized vendor or 911.
- If there is a risk of airborne transmission, recall elevators and shut down HVAC
- Shut down electrical equipment or other building systems if spill threatens an explosion, fire, or equipment contamination
- If there are injuries or symptoms, shut down HVAC. Purge air on affected floors.

Building Security

- Help assess conditions and establish safety perimeter
- Greet arriving first responders and/or vendors
- If there are injuries, recall elevator for responding medical units:
 - Hold elevator at lobby level for use by emergency responders
 - If there is a risk of airborne transmission, recall all elevators
 - Hold elevator on incident floor to transport emergency responders and victim(s) to lobby

Facility Management

- Collect incident information, take photos of affected areas
- Communicate with occupants
- Assist as needed
- Contact vendors for restoration and recertification

Floor Warden Teams

- Alert building staff
- Put on emergency team identification
- If someone is overcome by fumes or has injuries, call 911. Administer first aid only if the nature of the threat is known and there is no risk of personal injury. Otherwise, wait for emergency responders to provide aid.
 - If safe to do so, a designated member waits at elevator lobby to usher emergency responders to injured person(s)
- Evacuate part or all of floor as necessary, closing doors. Prevent people from approaching the substance.
 - Ensure mobility-impaired occupants relocate safely
- If safe to do so, determine the quantity of released material and whether the spill is contained or spreading

CBRN Release

Chemical, biological, radiological, and nuclear releases can be intentional, though they are far more likely to be accidental, such as a tanker truck spill or release from a medical research facility.

Biological releases typically take several days to generate symptoms, while chemical spills tend to create visible symptoms immediately – eye or skin irritation, trouble breathing, nausea, etc. In many chemical spills, simply removing contaminated clothes and rinsing with water can remove 90 percent of the harmful agent.

Radiation diminishes quickly with distance, so the best response is to leave the affected area. Contaminated individuals should remove clothes and rinse with water.

For releases **outside the building**, the best response is usually to remain inside.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk:
 - Switch to channel 1 (security channel)
 - Report current location
 - Confine radio use to essential communication

Fire Safety Director

- Report to Fire Control Room
- Call 911
- Determine:
 - Was the release **inside or outside** the building?
 - What was the source or substance?
 - Are there any casualties?
 - Are there airborne hazards?
 - Wind direction?
 - Is it safer **inside or outside** the building?
- Direct Engineering to:
 - Recall elevators
 - Shut down HVAC
- For a release **outside the building**, implement shelter in place (*see Shelter in Place section*)
 - Instruct Security to implement soft lockdown (after hours mode)
- For a release **inside the building**, initiate evacuation or shelter in place as appropriate (*see Evacuation or Shelter in Place section*)
- For a white powder release:
 - Do not enter the space in order to isolate the substance
 - Quarantine exposed individuals in an uncontaminated room near the release. Do not allow exposed individuals to leave the area.
 - Remove contaminated clothing

- Initiate evacuation as appropriate (*see Evacuation section*)

Engineering

- Recall elevators
- Shut down HVAC
 - Close all air intakes and dampers
- For a release **inside the building**:
 - Assess conditions and report findings to Fire Safety Director. Go in pairs and do not enter areas that appear unsafe.
 - For a white powder release
 - Do not enter the space in order to isolate the substance
 - Quarantine exposed individuals in an uncontaminated room near the release. Do not allow exposed individuals to leave the area.
 - Remove contaminated clothing
 - If conditions permit, have potentially contaminated individuals wash their hands, face, and other exposed skin with soap and water

Building Security

- If release is **outside**, secure exterior doors and restrict access as appropriate
- If release is **inside**:
 - Direct occupants away from incident
 - Direct emergency responders to Fire Control Room

Facility Management

- Notify regional emergency contact
- Collect incident information, take photos of affected areas
- Communicate with occupants
- Assist as needed
- Contact vendors for restoration and recertification

Floor Warden Teams

- Put on emergency team identification
- Call 911 to report any injuries
- Notify building staff. Relay details on any injuries.
- Clear occupants from the immediate area, but do not allow exposed individuals to leave the floor/suite. Do not allow non-emergency responders back into the area.
- For a white powder release:
 - Do not enter the space in order to isolate the substance
 - Quarantine exposed individuals in an uncontaminated room near the release. Do not allow exposed individuals to leave the area.
 - Remove contaminated clothing
 - If conditions permit, have potentially contaminated individuals wash their hands, face, and other exposed skin with soap and water

Elevator Entrapment

In the event of an elevator entrapment, the primary concern is for passenger safety. Establish and maintain communications with trapped passengers to monitor the urgency of the situation. Try to find out how many people are trapped and whether anyone has a health condition (asthma, diabetes, heart ailment, etc.) or has been injured. Call 911 immediately when someone's health appears at risk or if there is any indication of danger, including occupant panic.

Make no attempt to force open the elevator doors and rescue passengers, as injuries may occur. Only emergency personnel or the elevator contractor should try to free the trapped passengers. If an elevator is cleared before the contractor arrives, allow the vendor to assess the cause of the trap and make repairs. If the trap is a false alarm, notify the appropriate personnel and vendor without delay.

Fire Safety Director

- Determine the following:
 - Where car is stuck
 - How long it has been stuck
 - How many people are inside the car
 - Whether there are any injuries or medical conditions
- Call 911 or medical unit if there is any indication of medical emergency or occupant panic
- Confirm appropriate contractor has been called and request estimated time of arrival
- Ensure someone is maintaining communication with those trapped
 - Explain what is being done and encourage calm
- Power surge cab if warranted
- Call specialized vendor if needed

Building Security

- Report to floor nearest elevator car to establish and maintain communication with those who are trapped:
 - Explain what is being done and encourage calm
 - Reassure passengers that the cab is equipped with safety restraints to prevent it from falling
 - Ask for names and occupant affiliations of those inside the cab
 - If elevator technician has provided an ETA, explain that this means when the tech will arrive, not when the entrapment will be cleared
 - If doors open between floors, instruct occupants to remain in cab
- Do not attempt to pry doors open
- Call 911 or medical unit if there is any indication of medical emergency or occupant panic
- Usher contractor or emergency personnel to trapped elevator floor

Power Failure

In a power failure, all core life safety systems as well as Building Security systems should continue functioning on generator power (see Appendix A for a list of systems connected to the generator).

Fire Safety Director

- Determine:
 - Does outage affect one floor? Entire building? Neighboring buildings?
 - Is occupant safety jeopardized?
- Notify appropriate utility
- Make initial announcement to occupants. Explain what is known, what is being done, and what they should do.
- In power outage, ensure backup generator is in service and fuel supply is adequately stocked
- Initiate evacuation, or shelter in place if warranted (see Evacuation or Shelter in Place section)

Engineering

- Assess the situation:
 - Does outage affect one floor? Entire building? Neighboring buildings?
 - Is occupant safety jeopardized?
- Contact utility company for information on when power might be restored
- Confirm generator is operating during power outage. Start manually if necessary.
- For internal power loss, check electrical panels
- Ensure fire alarm system is operable
- Turn off systems that could be affected by power surge when service resumes
- Monitor water pressure

Building Security

- Check Building Security systems during power outage
- Confirm no one is trapped in elevator

Floor Warden Teams

- Prepare to evacuate, relocate to another floor, or shelter in place as directed

Civil Disturbance

Office buildings are occasionally the location for civil demonstrations, rallies, and protests. Security should maintain communications with neighboring buildings regarding the location, direction, and behavior of protesters. In some cases, Security may need to restrict access to the building and/or ask occupants to remain inside.

Entire Response Team

- Put on emergency team identification and take radio from Security Desk:
 - Switch to channel 1 (security channel)
 - Report current location
 - Confine radio use to essential communication
- Do not argue with demonstrators. Maintain a neutral position and remove yourself from the area.
- Do not speak with the media. Refer all inquiries to Marketing and Communication (see *Appendix E – Media Guidelines* for contact information)

Fire Safety Director

- Monitor and assess events via visual inspection, media reports, and police:
 - What is the nature of the event? Is it organized?
 - Are the protesters peaceful or disruptive?
 - Are streets blocked?
 - How large is the crowd?
 - Is anyone attempting to enter the building?
- Report any injuries to 911
- Notify building staff, occupants, vendors, and adjacent properties as warranted
- If time allows, direct staff to remove objects from building perimeter
- Initiate shelter in place (remain at workstations) or soft lockdown as necessary
- If threat of explosion or broken glass exists, move occupants to pre-defined shelter in place areas (see *Shelter in Place section*):
 - Instruct occupants to draw blinds, if safe to do so, before moving to interior locations
 - Advise them not to return to their workstations until an “all clear” has been issued
- If protesters enter building:
 - Instruct Security to recall elevators
 - Make PA announcement to occupants, inform them to shelter in place (remain in place)
 - Update 911

Engineering

- Be prepared to shut down HVAC if necessary

Building Security

- Arrange for additional staffing
- Maintain communications with neighboring buildings regarding the location, direction, and behavior of protesters
- If time allows, consider removing objects that can be thrown from building perimeter (tables and chairs, garbage cans, small planters, etc.)
- Monitor events via visual inspection, media reports, and police
- Report any injuries to 911
- When conditions warrant, restrict access to the building, including operation of elevators and access to stairwells and lobby. Occupants that insist on leaving should be diverted to the safest exit, away from the crowd
 - Prepare for lockdown, and restrict or recall elevators

Floor Warden Teams

- Put on emergency team identification as warranted
- Prepare to initiate shelter in place if instructed to do so
 - Close blinds if safe to do so prior to moving to interior locations
- If demonstrators appear on your floor, alert Security
 - Maintain a neutral position and move away from the area

Workplace Violence/Threatening Situation

Be alert to early warning signs of violence, such as angry outbursts, combativeness, and overreaction to seemingly minor issues. Indications of drug or alcohol abuse and displays of intolerance or social withdrawal are also early warning signs. Encourage employees to keep Facility Management and HR advised of any potential violent behavior and any orders of protection. Should you feel threatened by an angry or suspicious person, remove yourself from the situation and call Security.

Indicators of when to call 911:

- Verbal or written threats that would cause harm to a person or property
- Physical threats or acts of violence to a person or property
- Threat or evidence of a weapon (*see Active Shooter section*)
- Rage or severe mood swings
- Drug- or alcohol-induced state

General Response

- Quickly and quietly remove yourself from a situation where someone becomes excessively angry and you are concerned for your safety. Then, if appropriate, call 911, then notify the Fire Safety Director.
- If you cannot remove yourself from the situation, listen quietly and do not argue. Remain observant but do not stare.
- In a hostage situation:
 - Remain calm and nonthreatening
 - Move slowly
 - Comply with demands
 - Engage in conversation so long as it does not provoke the hostage taker; do not engage in political or ideological discussions
 - Stay low if possible
 - Do not attempt to escape unless there is an extremely safe opportunity that is highly likely to succeed.
 - Should shooting erupt, immediately lie flat on the floor in a prone position
- When police arrive, keep your hands visible, avoid sudden movements, and follow instructions. Answer questions and do not argue or resist.

Fire Safety Director

- Confirm 911 has been called. Call with updates.
- Notify all building staff
- Report to Fire Control Room is safe to do so
- Try to determine:
 - Number of perpetrators
 - Is it a visitor or building occupant?
 - Has anyone been injured?
 - Are weapons present?
 - Are there hostages or demands?
- Recall elevators if warranted
- Be prepared to initiate evacuation, shelter in place, or lockdown as appropriate (see *Evacuation or Shelter in Place sections*)

Building Security

- Assist with assessment
- Alert Fire Safety Director if suspects are seen
- Prevent occupants from attempting to approach the area
- If situation warrants, restrict building access
- Greet arriving law enforcement
- Isolate witnesses and preserve crime scene
- Review Security camera footage
- Document and photograph damage or other conditions
- Prepare incident report

Floor Warden Team

- If a threatening encounter occurs on your floor, call 911 and immediately alert the Fire Safety Director
- Move employees to positions of safety away from the event
- See General Response above

Active Shooter

Planning in advance for how to respond to an active shooter incident is extremely difficult. Building staff will need to quickly make the best decisions they can based on the information at hand.

Active shooter situations are unpredictable and can escalate quickly, often ending within minutes, most often before emergency responders arrive. Because these situations are extremely dangerous and unpredictable, it is impossible to implement a coordinated building-wide response in most cases.

Acting quickly is critical, and individuals need to make their own decisions as to how to react and protect themselves. Circumstances may change and emergency responses may need to be altered quickly as new information becomes available. If staff and employees find themselves in an active shooter situation, below are response options that each individual has. Remember that as conditions change, so might each individual's response.

General Response

- **RUN:** If you have a safe egress path away from the gunman, immediately take it. Do not collect personal belongings. Run until you are certain you are safe.
 - Call 911 from a safe location. Report:
 - The name (if known), description, and location of the gunman
 - The number of perpetrators
 - The type of weapons
 - Whether any shots were fired
- **HIDE:** If you cannot evacuate, hide:
 - If possible, avoid places where you might get trapped or that would restrict movement
 - Lock or barricade the door using heavy furniture
 - Silence mobile devices and alarms
 - Turn out lights and turn off any radios or TVs
 - Stay low to the ground and away from windows
 - Remain quiet
 - If you are with others, do not huddle together
 - Look for improvised weapons: something you could throw at, hit, or stab the assailant with (staplers, scissors, laptops, fire extinguishers, etc.)
- **FIGHT:** If the gunman enters your hiding area and escape is impossible, fight back. Act with physical aggression and do not stop until the gunman is incapacitated or you can escape.
- When police arrive, keep your hands visible, avoid sudden movements, and follow instructions. Answer questions and do not argue or resist.

Fire Safety Director

- For a gunman **outside the building**, call 911 and initiate lockdown (if safe to do so)
- Upon reports of shots fired or a gunman **inside the building**, call 911. Then, if safe to do so
 - Make PA announcement and send SafetyNet alert. Report what is known. Do not instruct occupants to evacuate or shelter in place. Provide what information is known (report of shots fired on 5th floor, gunman last seen in lobby, etc.), and instruct occupants to take personal protective measures.
 - Await arrival of police
 - Be prepared to provide master access keys, building diagrams, radios, Building Information Card, and other requested items
 - Be prepared to recall elevators if instructed by police
- Use Security cameras to help locate gunman
- See General Response above

After area is secure:

- Conduct staff roll call
- Follow instructions of police
- Dispatch Security staff to facilitate evacuation
- Isolate witnesses if possible
- Prepare areas for arriving friends and family and arriving media (police should establish these, but be prepared to suggest suitable areas nearby but not next to each other)
- Remain near police incident command area to relay information
- Update PM staff, which will be responsible for communications with occupant, corporate leadership
- Do not make any fatality notifications. Police will do this.
- Begin documentation. Establish a timeline.
- Arrange for cleanup and repairs. Contact specialized bio-hazard cleanup vendor if needed

Building Security

If safe to do so:

- Use Security cameras to help locate gunman
- Greet arriving police officers, provide incident information
- Assist with evacuation
 - Ensure stairwell exit doors open at grade

After area is secure:

- Conduct staff roll call and report status to Fire Safety Director
- Follow instructions of police
- Review and secure camera footage
- Help isolate witnesses

- Begin documentation, including timeline, photographs

Facility Management

- Follow general procedures above
- After area is secure:
 - Conduct staff roll call and report status to Fire Safety Director
 - Follow instructions of police
 - Update stakeholders frequently
 - Develop timeline of staff responses

Pandemic Flu or Infectious Disease Outbreak

Influenza outbreaks occur regularly, and antibiotic-resistant staph infections are an increasingly common public health concern.

Flu pandemics usually occur in two to three waves about 3 to 9 months apart, depending on the strain and time of year. (Flu tends to subside during warmer summer months.) With new flu strains, no one has immunity, and until a vaccine is developed (usually 18 months), the only prevention tools are non-pharmacological interventions such as social distancing and increased hygiene, plus anti-viral drugs in some cases.

Untreated staph infections can lead to lifelong impairment or death.

General Response During an Infectious Disease Outbreak

- Wash hands often; dry with disposable towels.
- Use a hand sanitizer with at least 62 percent alcohol
- Avoid touching nose, eyes, or mouth
- When coughing, cover mouth with your elbow, not your hand
- If you are ill, stay home
- Avoid crowded areas whenever possible
- If you have a staph infection, keep it covered. Seek treatment immediately.

Staff Response

- Continue to monitor all information and communications from local public officials, US Centers for Disease Control and Prevention, and healthcare professionals
- Early stage (before or immediately upon local outbreak):
 - Escalate cleaning protocols. Assemble a stockpile of disinfectants and cleansers in advance.
 - Set up hygiene stations in the lobby and other gathering places
 - Conduct education campaigns for occupants and building staff
 - Facility Management should communicate with occupants regarding steps building is taking
 - Confer with key vendors to ensure they can continue service
 - Consider staggered shifts to help minimize transmission between building staff
 - Determine which staff can work from home
 - Discourage business travel and gatherings (conferences, trade shows, etc.)
 - Review plans to communicate with occupants during a local outbreak
 - Determine whether current sick leave policies are appropriate
- As the outbreak escalates:
 - Confer with Janitorial vendor about shifting focus from remote to high-touch areas

- Consider moving some night staff to daytime to hit high-touch areas throughout the day
 - Discourage public meetings
 - Consider closing amenity spaces
 - Stockpile additional supplies for any items needed in the months ahead (not just cleaning supplies)
 - Crosstrain staff to perform key functions
 - Reconfigure staff office seating plans if possible
 - Consider conducting staff health check upon arrival each morning
 - Adjust building systems on floors where occupants have closed offices (HVAC, elevator access)
 - Determine when to restrict building access to occupants and authorized guests only
 - Consider alternate arrangements for deliveries
 - Review leases and insurance
- In a severe epidemic, prepare for mass staff and occupant absenteeism in every category – Security, Engineering, property management, accounting, etc.
 - Determine threshold for building closure

Appendices

Appendix A – Building Systems Information

Key Building Data

Year Completed	1914
Number of Floors	5 above grade 2 below grade
Height	72' – 8" 90' by 176' wl
Square Footage	106,753 sq. ft
Occupancy Type	Faculty offices, classrooms, museum, and a courtroom on B1
Occupancy Load	120 to 150 during normal business hours Less than 10 after hours
Construction Type/Class	Masonry exterior
Owner	University of North Texas at Dallas

Occupancy Type by Floor

Floor	Occupancies & Uses	Systems/Notes
B2	Mechanical, offices, locker rooms	<ul style="list-style-type: none"> • Main electrical switchgear • Gas shutoff • HVAC equipment • Sump pumps
B1	Museum, courtroom, student study areas and classrooms	<ul style="list-style-type: none"> • Fire Alarm Control Panel • Fire pump
1	Lobby, offices	UNT Dallas Police office
2	Classrooms, faculty offices	Dean's Office
3	Classrooms, faculty offices	
4	Faculty offices	Faculty Security Office
5	Faculty offices	Engineering Office

Incident Command Posts

	Primary	Secondary
Incident Command Post Location	Lobby Security desk	Sidewalk in front of building

Stairwells

Stairwell	Floors Served	Standpipe	Exits to	Roof access
North	1 to 5	Yes	Lobby corridor on 1	No
Central	1 to 5	No	Lobby corridor on 1	Via jump stairs from Floor 5
South	B2 to 5	Yes	Lobby corridor on 1	No
<ul style="list-style-type: none"> • Stairwells are not pressurized • Stairwell doors are unlocked • Emergency egress lighting is connected to generator power 				

Elevators

Bank	Cars	Floors Served	Notes
Passenger	1, 2	B2 - 5	Primary recall Floor B1 Alternate recall Floor 1 Elevator machine room on roof
Prisoner	3	B1 - 5	Primary recall Floor B1 Alternate recall Floor 1 Elevator machine room on roof
<ul style="list-style-type: none"> • Elevators will recall only upon activation of a smoke detector in an elevator lobby or a heat detector in an elevator shaft or machine room • Elevator shafts are not pressurized • Cabs cannot be recalled from Fire Control Room • Emergency phones in cabs connect to EMR Elevator Emergency Dispatch • Intercom in elevator lobby on B1 allows 2-way communication into all three cabs 			

Alarm System

Feature	Notes
System	Honeywell Notifier
Control Panel	B1
Activation	Smoke, heat, duct, and flow detectors, plus manual pull stations
Pull Stations	Near stairwell doors and major egress doors
Alarm Floors	All
Alarm Signals	Slow whoop tone, strobe lights, and a pre-recorded voice announcement Note: alarms may not sound on roof
Fire Dept. Notification	Via monitoring service (Great Southwest)
Automated Responses	Upon activation of an alarm device: <ul style="list-style-type: none"> • External monitoring service will notify building staff and Fire Department • Alarms will sound, strobes flash, and a pre-recorded voice announcement play on all floors • Elevators will recall only upon activation of a smoke detector in an elevator lobby or a heat detector in an elevator shaft or machine room • HVAC shuts down • Fire pumps will turn on only if a sprinkler activates or a drop in pressure triggers water flow

Fire Protection Systems

Feature	Location	Notes
Standpipe Locations	Stairwells 1 and 2 (north and south)	
Standpipe Isolation Valves	In both stairwells 1 and 2 on all floors	Only need to close valve in one stairwell to turn off sprinkler water on that floor
Areas Served by Dry Pipe System	None	
Fire Department Connections	On Commerce Street, south side of building	
Sprinklered	Fully	
PRV Valves	None	
Fire Pump Locations	B1, far south side of building, across breezeway	1000 GPM
Chemical Suppression Systems	None	
Smoke Detectors	Throughout	
Extinguishers	Throughout	
Water Supply	City water	
Hoses	None	

Emergency Equipment & Systems

Feature	Location	Notes
Generator	Roof	125 kW natural gas Powers: <ul style="list-style-type: none"> • Fire alarm control panel • Fire control room • Fire pump • Emergency egress lighting • All elevator cabs • Lobby Security desk • Security cameras • Sump pump
Egress Lighting	In all stairwells and major corridors	Generator powered
Emergency Supply Kits	None	
First Aid Kits	Lobby Security desk, Dallas Police Dept. office on 1	
AED	Lobby Security desk on 1	
Evacuation Chairs	None	
Eyewash Station	None	
Knox Box	One for each elevator cab on B1 elevator lobby	

Utilities

Feature	Location	Notes
Natural Gas	Enters on B2, southeast corner of building	Main shutoff inside building at entry point
Fuel Oil	None	
Water	Enters on B1, east side of building	<p>Primary shutoff for domestic water on B2 in Domestic Water Pump Room</p> <p>Primary shutoff for standpipe risers in Fire Pump Room on B1</p>
Electric	Main electrical switchgear room on B2, west side of building	No city electrical vault on site
Communications	Level B1 MDF Room	

Communications

Feature	Location	Notes
PA System	Fire Control Room on B1	Fully addressable
Firefighters' Phones	None	
Emergency Phones	None	
Area of Refuge Intercom	None	
Elevator Car Phones	In all cabs	Connects to EMR Elevator Emergency Dispatch
Elevator Intercom	Elevator lobby on B1	Provides 2-way voice to all three cabs
Two-way Radios	<p>Building Security and Facility staff have separate radio systems.</p> <p>UNT Dallas Police and Building Security have walkie-talkies they can use during an event</p>	
DAS	None	
Emergency Alert Software	<p>SafetyNet Alert</p> <p>Everbridge system used by UNT Dallas for system-wide emergency communications</p>	Text and email, one-way communication

HVAC

Feature	Location	Notes
HVAC System	Natural gas boilers on Floor 5	2-pipe chilled water system feeding VAVs
HVAC Zones	Each floor a zone	
Smoke Management or Purge Capability	None	Entire building HVAC system shuts down upon activation of any alarm
Occupant HVAC Systems	None	
Mechanical Rooms	B2, Floor 5	
Openable Windows	None	
Air Intakes	Roof	

Hazards





Source	Location	Quantity & Notes
Diesel fuel	None	
UPS	None	
City Electrical Vault	None	
Cell Towers	None	
Satellite Dishes	None	

Appendix B – Assembly Areas and Site Plan

	Occupants	Staff
External Assembly Areas	Far west side of Main Street Garden Park	SE corner of Main Street Garden Park

See site plan on next page.



-  Fire Department Apparatus Access
-  Building Occupant Assembly Area
-  Fire Hydrant
-  Fire Department Connection

106 S. Harwood Street footprint is marked in yellow.

Assembly area:
Tenants: Far north side of north parking lot

Appendix C – Rosters

Fill out the tables on the following pages with staffing and contact information, or insert your own tables.

Mobility-Impaired Occupant Roster

Floor	Name	Occupant	Contact	Hours	Assigned Monitor

Occupant Contact List

Floor	Occupant	Contact	Hours

Occupant Critical Operations Staff

Floor	Name	Occupant	Role	Contact	Role

Vendor Contact List

Contractor	Service	Name	Phone	Address

Appendix D – Announcements and Notifications

In an emergency, people need to hear from building staff quickly. When alarms are going off, if occupants do not hear from you, they will begin making their own decisions as to how to respond, and invariably they will start doing things that will complicate the situation.

A few principles concerning communications in an emergency:

- Make an announcement as quickly as possible, even when you do not have all the facts
- Do not speculate. If you do not know the cause or other critical details, relay what you do know, and tell people you will make more announcements as information becomes available.
- Focus primarily on what you want the occupants to do, not on the cause of the situation
- Model calm. Panic is infectious. A calm, clear, authoritative announcement goes a long way toward maintaining a calm response throughout the building.
- Update occupants often. You cannot over-communicate in an emergency.

Active Shooter – Outside the Building

May I have your attention, please. May I have your attention, please. This is your Fire Safety Director. We have reports of gunfire outside the building. Please move immediately to your internal refuge areas, away from exterior windows.

Active Shooter – Inside the Building

Attention: We have reports of gunfire _____ <provide location if known>. Take immediate personal protective measures. Police have been notified and are responding. This is not a drill. I repeat, we have reports of gunfire _____ <provide location if known>. Take immediate personal protective measures. Police have been notified and are responding. This is not a drill.

All Clear

May I have your attention, please. May I have your attention, please. This is your Fire Safety Director. The situation reported earlier has been resolved. [*Briefly explain resolution here – it was a false alarm, the demonstrators have left, etc.*] You may now return to your office. [*Note if elevators are back in service, there are areas of the building to avoid, etc.*] Thank you.

Earthquake

May I have your attention, please. May I have your attention, please. This is your Fire Safety Director. The building has experienced an earthquake. Building staff are conducting a safety inspection. Please:

- Move to the core of the building away from windows and glass.

- Do not attempt to leave the building unless there is a fire or smoke conditions in your area
- Watch for falling objects
- Do not use elevators
- Help anyone who is injured. Do not move injured persons unless they are in danger.
- Do not use lighters or matches or turn electrical equipment on or off
- Do not call 911 to report the earthquake or minor injuries. Report conditions to your Floor Warden or building staff
- Do not flush toilets or use sinks

Evacuation – Full Building

May I have your attention please. May I have your attention, please. This is your Fire Safety Director. We are experiencing a situation that requires a full building evacuation. [Briefly describe situation.] Please proceed to your nearest exit stairwell and follow the instructions of your Floor Warden team and building staff. Please remain calm, move quickly, and remain quiet in the stairwells in order to hear future announcements. Thank you.

Evacuation - Partial

May I have your attention please. May I have your attention, please. This is your Fire Safety Director. We are experiencing a situation that requires an evacuation of floor(s) _____. [Briefly describe situation.] Please proceed to your nearest exit stairwell and follow the instructions of your Floor Warden team and building staff. Please remain calm, move quickly, and remain quiet in the stairwells in order to hear future announcements. Thank you.

Fire

(Note: The building's fire alarm system plays a pre-recorded voice announcement. Building staff do not need to make a PA announcement unless needed to provide supplemental information.)

May I have your attention please. May I have your attention, please. This is your Fire Safety Director. We have a fire alarm situation on Floor _____. [Briefly describe situation.] Occupants on Floors _____, please proceed to your nearest exit stairwell and follow the instructions of your Floor Warden team and building staff. Please remain calm, move quickly, and remain quiet in the stairwells in order to hear future announcements. Thank you.

Shelter in Place - Remain in Place

May I have your attention please. May I have your attention, please. This is your Fire Safety Director. We are experiencing a situation that requires occupants remain at your workplace. [Briefly describe situation.] For your safety, please do not exit the building at this time. Thank you.

Shelter in Place - Move to Interior Refuge Area

May I have your attention please. May I have your attention, please. This is your Fire Safety Director. We are experiencing a situation that requires occupants relocate to the shelter in place area on each floor. [Briefly describe situation.] Please proceed to your shelter in place area and follow the instructions of your Floor Warden team and building staff. Thank you.

Appendix E – Media Guidelines and Procedures

Whenever possible, direct press inquiries to the University of North Texas at Dallas Communications Department. Follow the procedures below when Corporate Communications cannot be notified prior to contact with the media. For questions, contact:

- (214) 752-5985
- communications@untsystem.edu

Appendix F – Fire Drill Log and Evaluation Form

Schedule

Fire drills must be conducted annually on all occupied floors

Fire Drill Log

Date	Floors	Drill Instructor	Notes

Fire Drill Evaluation Form

This form is to be completed for each fire drill. Save this page to make photocopies as needed.

Date and Time of Drill	
Floors Participating	
Person Conducting Drill	
Participating Staff	
Notification Method	
Special Conditions Simulated	
Problems Encountered	
Number of Occupants Evacuated	
Time Required for Complete Evacuation	
Weather Conditions	

Appendix H – After-Hours Procedures

Responding to an emergency after hours can pose significant challenges due to lower staffing levels. The following emergency response protocol can be used in the event that an emergency occurs after regular business hours.

Security

- Report to Fire Control Room
- Verify or call 911 as warranted. Provide new or additional information and report any injuries.
- Notify Fire Safety Director, who will determine whether someone should report to the site
- If in alarm, confirm elevators have recalled
- Depending on incident, if directed to do so by on-call Engineer or a lawful authority, make PA announcement to initiate evacuation or shelter in place (*see Evacuation or Shelter in Place section*)
- Await arrival of emergency responders
- Provide incident information, building diagrams, and master key
- Assist as needed
- After the incident, prepare an incident report for property management, including actions taken and any special problems or incidents encountered
- Isolate witness(es) as appropriate and review Security camera footage if available
- Document all events carefully and take photos where appropriate

Appendix I – Procedures for Full-Building Shutdown

In certain situations, such as a regional flood, major earthquake, or other large-scale disaster, it may be necessary to close and leave the property for several days, even weeks. The following full-building shutdown checklist can serve as a guide to preparing for an extended closure.

Shutdown

- Notify
 - Occupants (provide a contact number for building reopening information)
 - [Facility Management] Regional
 - Security vendor
 - Utility suppliers (gas, electric)
- Assist occupants with evacuation as needed, especially mobility-impaired
 - Monitor radio, online, and television for information on safe evacuation routes
 - Confirm from wardens or Security that all occupants have evacuated safely
- Secure exterior systems and property if time allows and it is safe to do so
 - Exterior furniture and fixtures
 - Water pumps for fountains or decorative displays
 - Decorative lighting
- Shut down all building systems
 - HVAC
 - Shut down power to all penthouse fans and heat pump package units located on Floor 11
 - Shut down all chillers at local disconnect located Floor B2 Chiller Plant Room
 - Leave cooling tower in operation
 - Close all main chiller valves located on Floor B2 Chiller Plant
 - Close all main condenser water valves located on Floor B2 Chiller Plant
 - Shut down boilers. Close all main boiler valves
 - Shut down outside air dampers, including minimum OAD and exhaust air dampers
 - Electrical - Trip all main switchgear to off position, except: Floor B2
 - Gas - Shut down main gas, café main, and boiler main
 - Water
 - Close irrigation water main only
 - Leave fire protection and main domestic water live
 - Other - Park all elevators on appropriate floor, given the situation
- Leave contact information at lobby desk so that authorities can reach critical staff
- Gather personal belongings, emergency contact lists

- Lock all doors and depart

Appendix J – Briefing First Responders

When first responders arrive, provide them with:

- B** – Building Information Card (BIC), floor diagrams, keys, etc.
- E** – Elevator status
- A** – Actions taken so far
- C** – Communications made so far
- H** – HVAC status
- S** – Stairwell status
- E** – Evacuation status
- L** – Life safety (any injuries, status of mobility-impaired occupants, etc.)
- F** – Floors affected

Appendix K – Incident Command System

Emergency responders at the state and federal level employ the Incident Command System (ICS), a framework that allows state, local, and federal emergency responders to speak the same language and coordinate their activities.

Most emergencies in office buildings are handled by staff or local police and fire responders, and the ICS will not come into play. However, in major emergencies involving multiple responders, the ICS will be employed. Key building emergency staff should be familiar with ICS structure and concepts to understand their role in the larger response framework. Several ICS training resources are available online.

The following overview of ICS was prepared by FEMA:

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

ICS is used by all levels of government – Federal, State, tribal, and local – as well as by many nongovernmental organizations. ICS is also applicable across disciplines. It is typically structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration. All of the functional areas may or may not be used based on the incident needs. Intelligence/Investigations is an optional sixth functional area that is activated on a case-by-case basis.

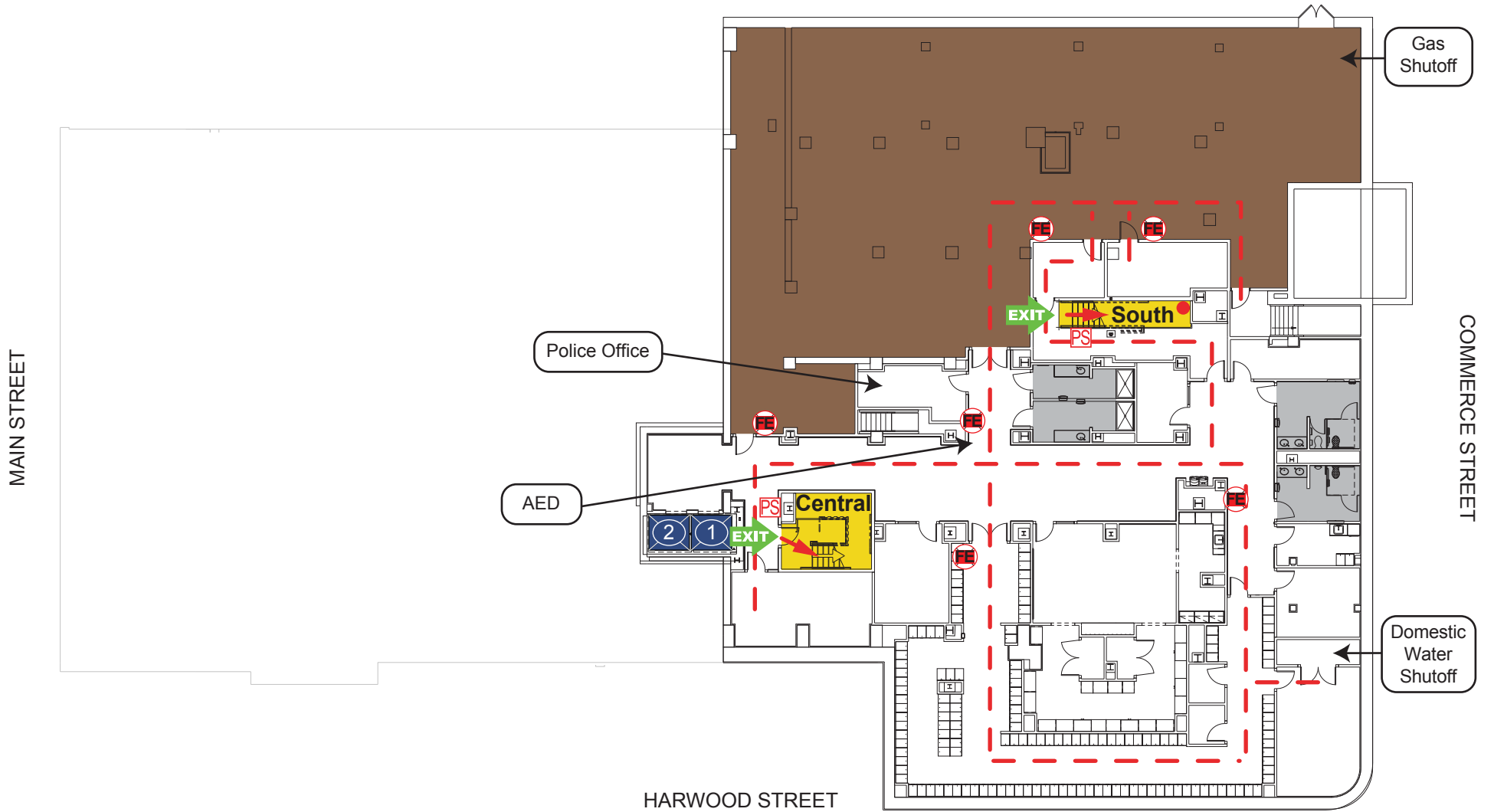
More information on ICS can be found at:

<https://training.fema.gov/emiweb/is/icsresource/index.htm>

Appendix L – Diagrams & Building Information Card

Floor Plan Diagrams

Building Information Card

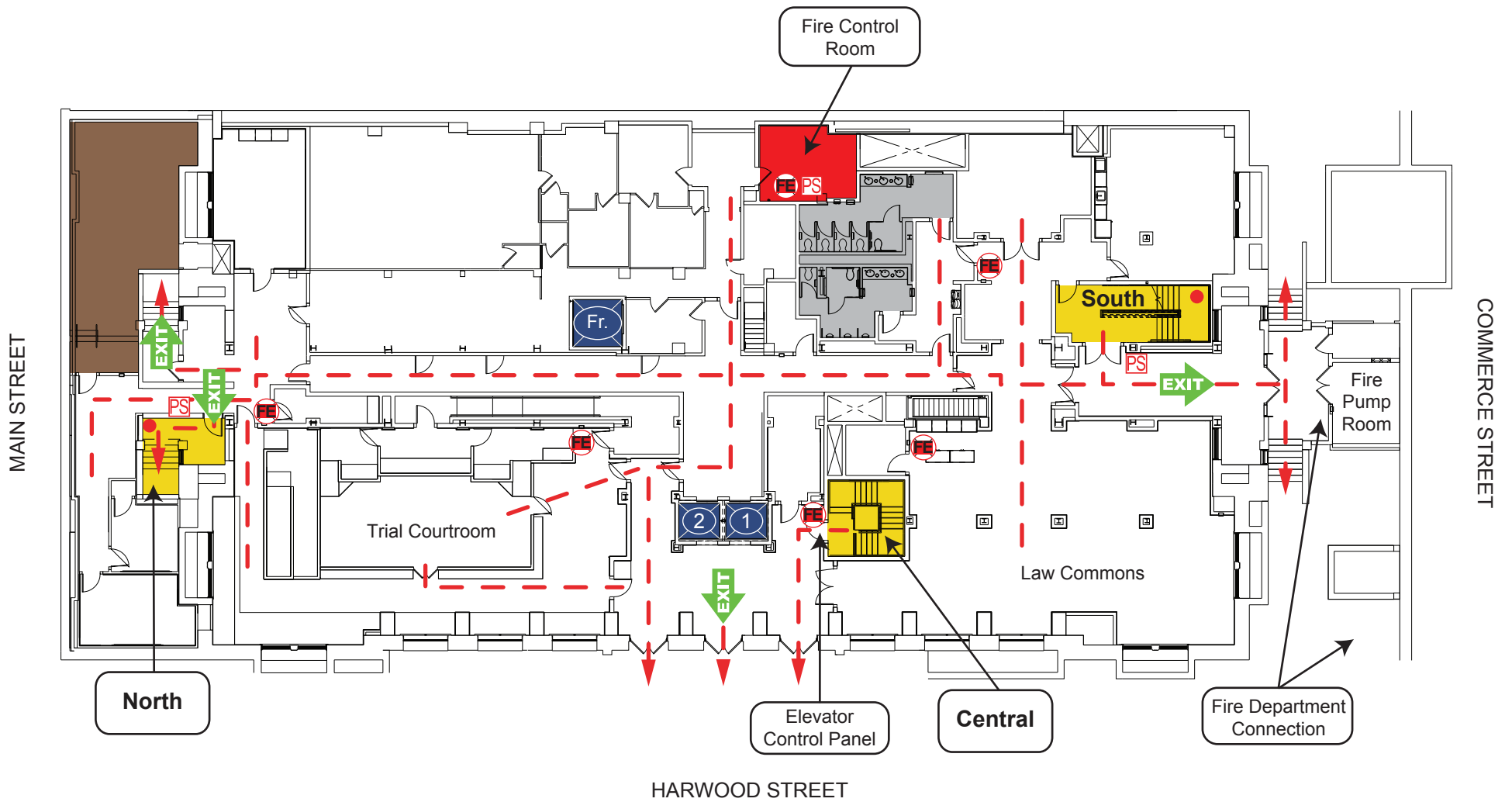


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route				Restroom

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Floor **B2**

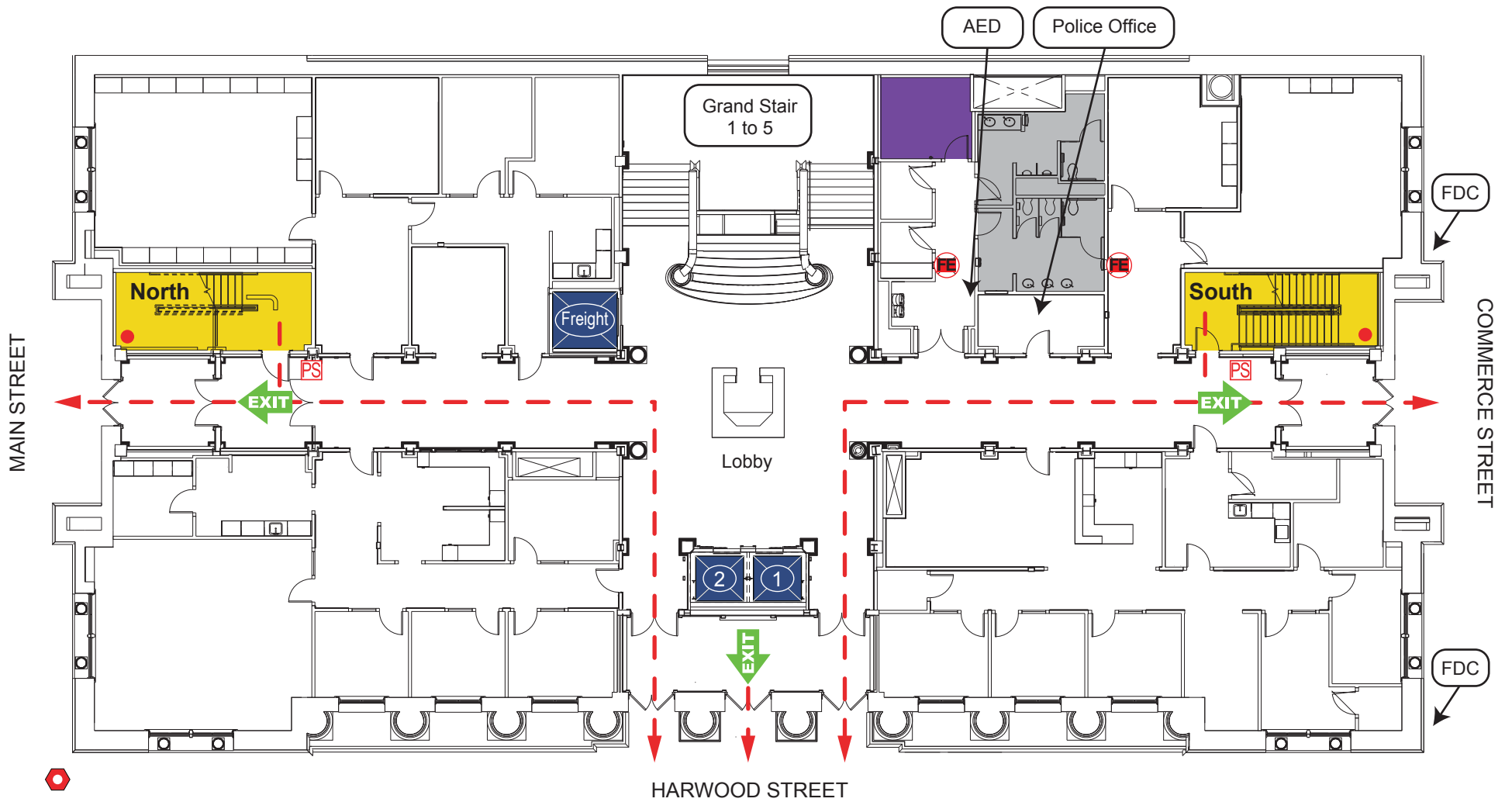


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route		Restroom		

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Floor B1

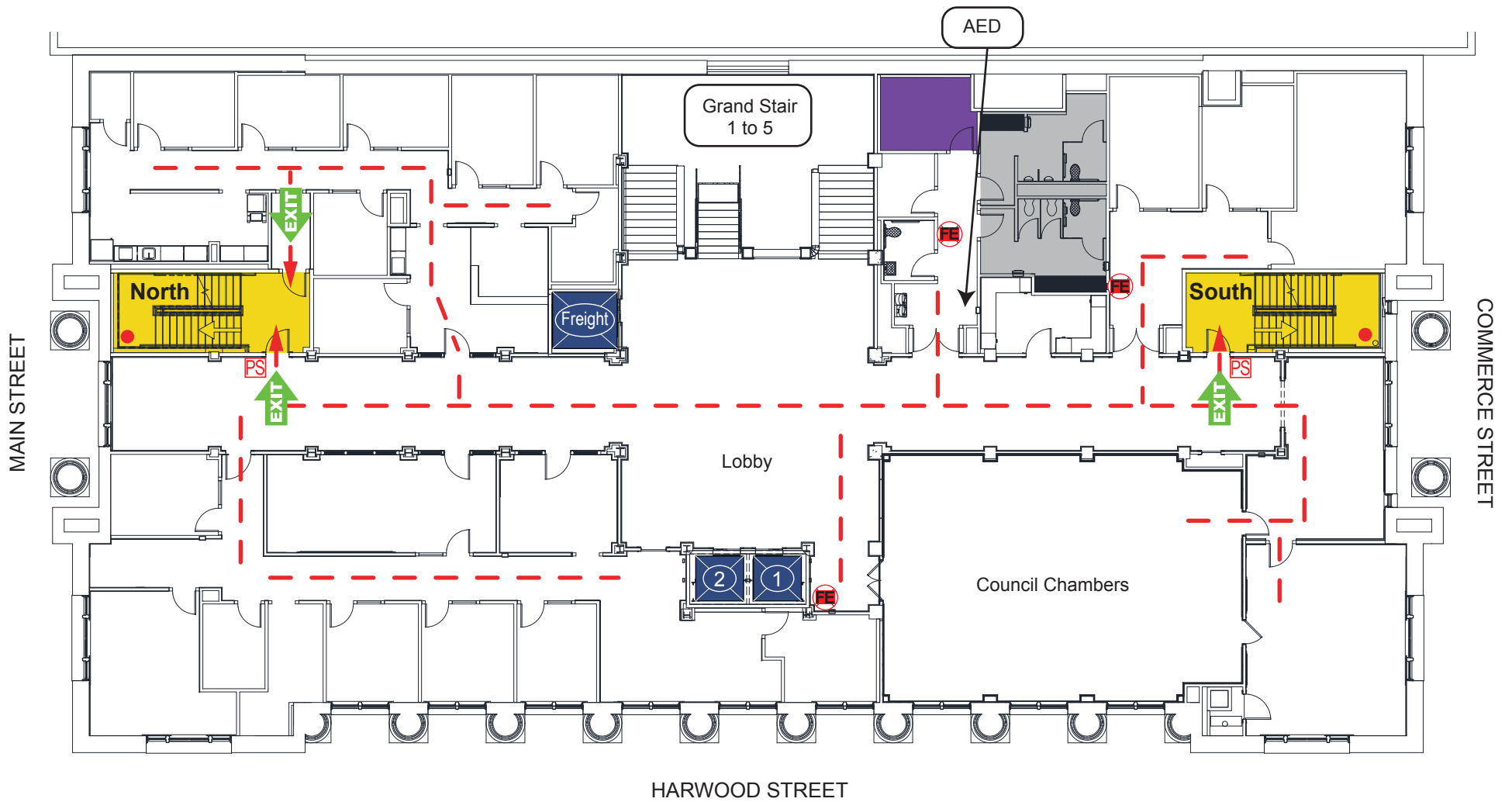


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Hydrant		Electrical Closet
	Exit Route		Fire Extinguisher		Restroom

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Floor 1

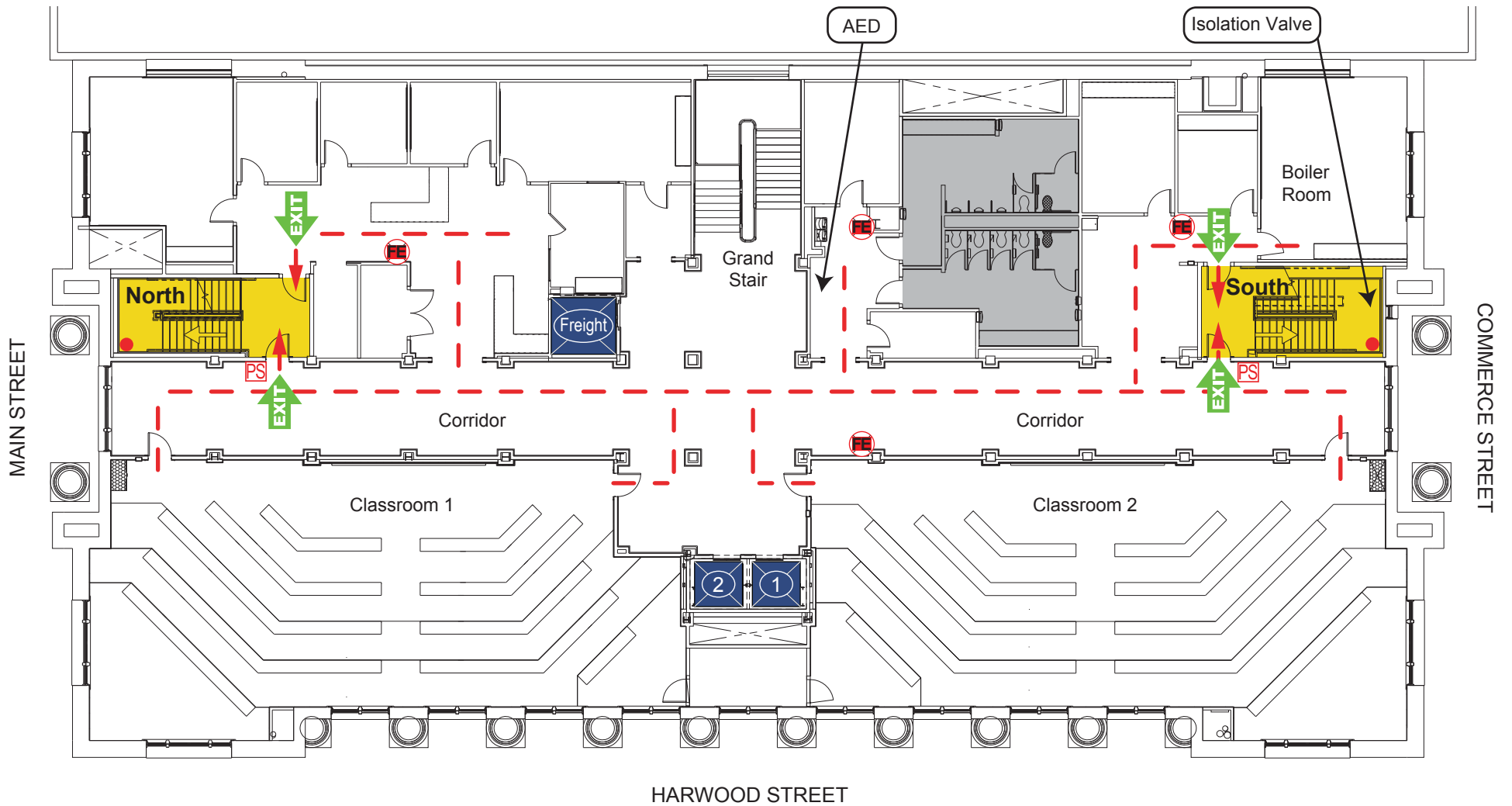


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route		Restroom		

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Floor 2

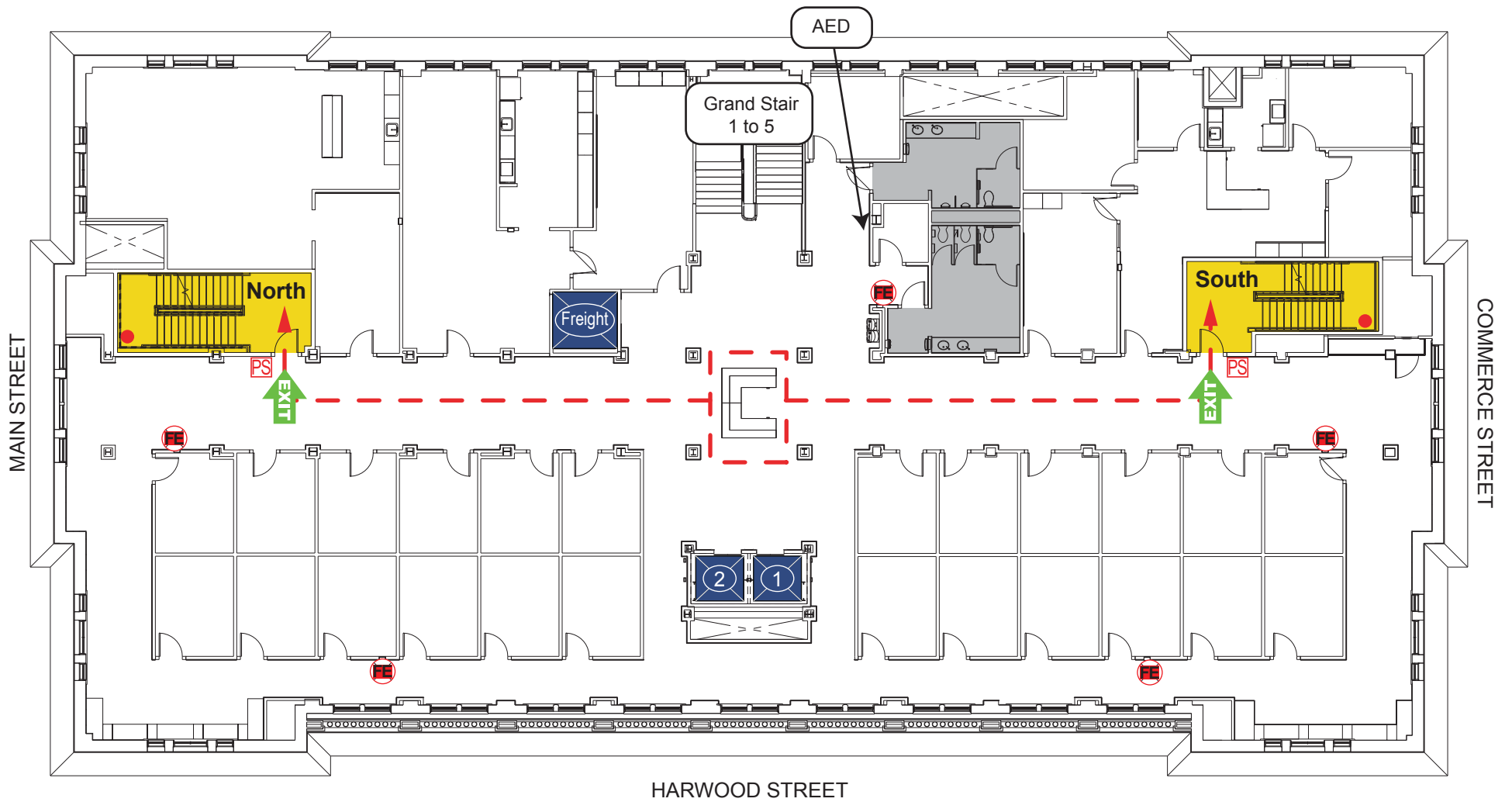


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route		Restroom		

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Floor 3

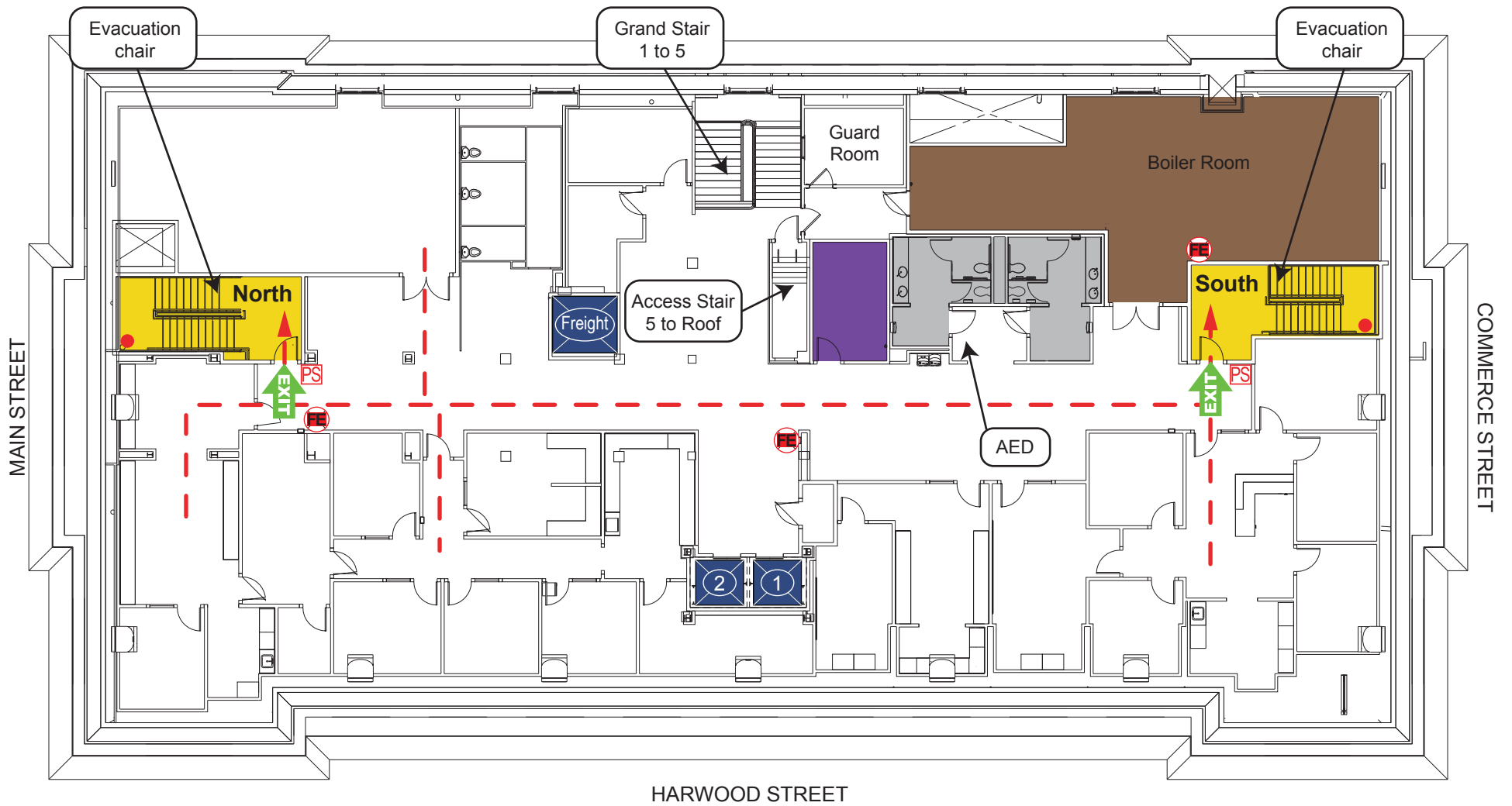


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route				Restroom

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Floor 4



	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route				Restroom

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106 S. Harwood Street, Dallas, TX 75201



Floor 5

BUILDING INFORMATION CARD

University of North Texas Dallas College of Law 106 S. Harwood Street

BUILDING INFORMATION:
Building Name/Address: University of North Texas
 Dallas College of Law
 106 S. Harwood Street
 Dallas, TX 75201
Year Built: 1914
Stories: 5 **Below-grade Levels:** 2 (SB, B)
Height: 72'x90'x176' **Square Footage:** 106,753
Office Floors: 1 to 5 **Mechanical Floors:** SB, B
Other occupancies: Museum on floor B
Type of Construction: Steel and concrete
Roof Setback Levels: None
Building Population: 120 - 150 daytime

FIRE PROTECTION SYSTEMS:
Standpipe Locations: North & South Stairs
Floor Isolation Valve Locations: North & South Stairs
Fire Department Connection Locations: (1) on Main St., (1) on Commerce St., (1) next to Fire Pump Room on B
Sprinklered: Fully
Pressure Reducing Valve Locations: None
Fire Pump Locations: B (exterior access off of Commerce St., located below stairs), 1,000 GPM, automatic
Chemical Suppression Systems: None
Alarm activation: All floors
Location of Fire Control Room: Floor B, in museum area

STAIRWAYS:

Designation	Floors Served	Pressurized/Standpipe	Exits To
North	1 to 5	No/Yes	Lobby
South	SB to 5	No/Yes	Lobby
Central	SB to B	No/No	Corridor on B1

Re-entry floors: All stairwell doors above grade are unlocked at all times
Access/convenience stair located between floors: Grand Stair: 1 to 5 (protected by smoke curtain); access stair to roof on floor 5
Roof access provided by stairways: None

HAZARDOUS MATERIALS & LOCATIONS:

Name of product	Quantity	Location
None		

SDS Location: Engineer's Office on floor 5

EMERGENCY COMMUNICATIONS:
PA System: Located in Fire Control Room, fully addressable; does not serve elevator cabs, parking areas or roof
Elevator Intercom: Located on B1 near Central Stair and allows two-way communication with all 3 cabs
Two-way Radios: Used by facility staff in emergencies

ELEVATORS:

Bank Designation	Car Numbers	Floors Served	EMR
Passenger	1, 2	SB to 5	Roof
Prisoner	3	B to 5	Roof

Sky Lobby Locations: None
Emergency Recall: Floor B (Primary); Floor 1 (Alternate)

BUILDING EMERGENCY CONTACTS:
Fire Safety Director: Cody McCullough, *Chief Engineer*
Work/Emergency Phones: 214-243-1767 / 972-742-6655

Facility Management: Juan Yanez, *Director of Facility Management and Planning*
Work/Emergency Phones: 927-338-1472 / 469-552-1574

Building Operations Manager: Cody McCullough **Work/Emergency Phones:** 214-243-1767 / 972-742-6655

Local Hospital: Baylor University Medical Center
 214-820-0111

VENTILATION:
HVAC System: Cooling via 2-pipe chilled water system feeding fan coils and VAVs, heating via electrical strip heat
HVAC Zones: Each floor is a zone
Bldg. Management System (BMS): Engineer's Office on 5
Smoke Management System/Purge Capability: None -- HVAC shuts down upon alarm
Tenant Controlled HVAC Systems: None
Location of Mechanical Rooms: SB, B
Operable Windows: None

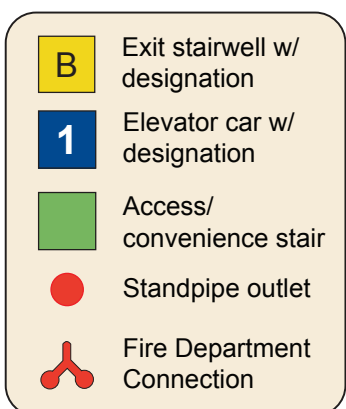
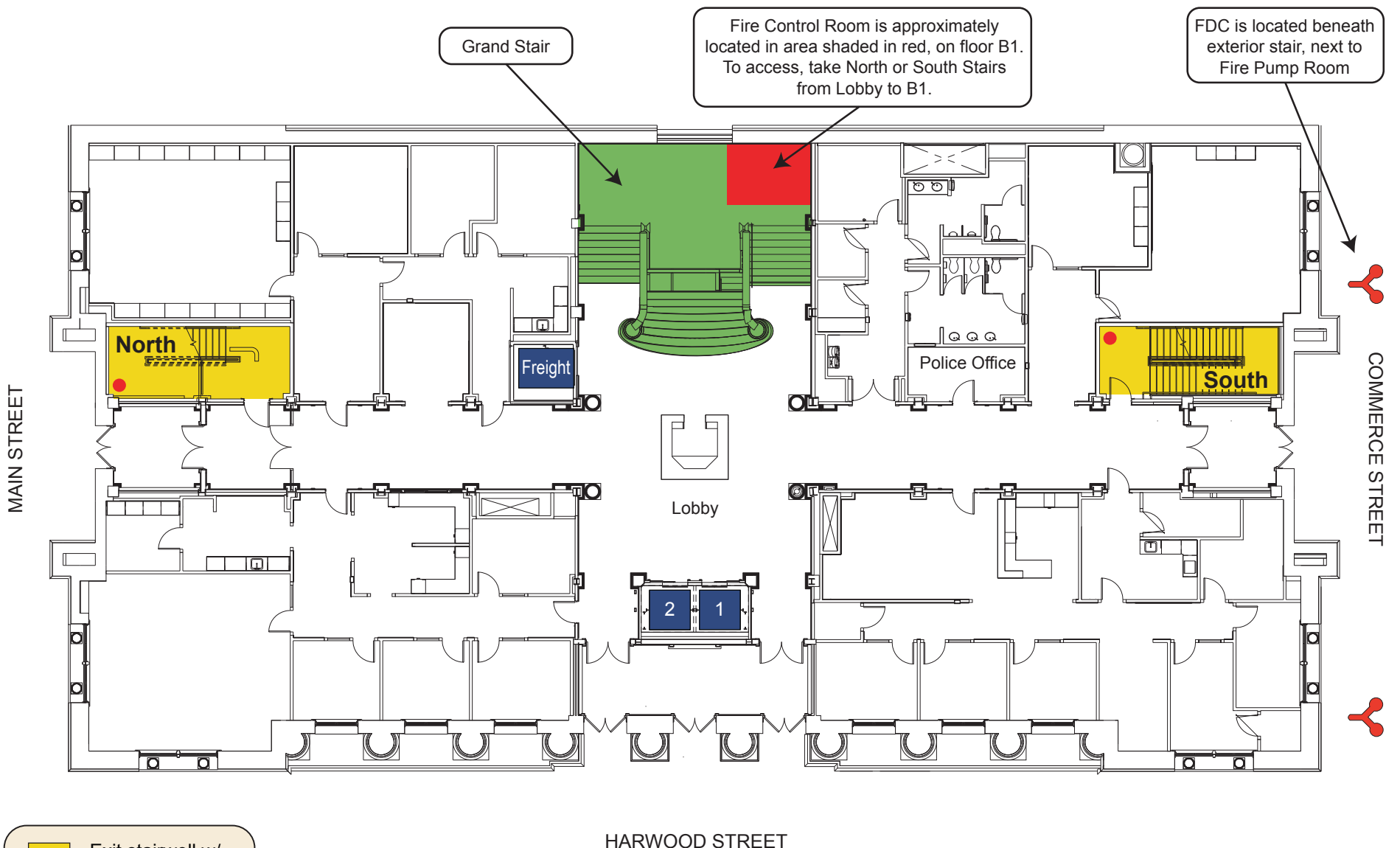
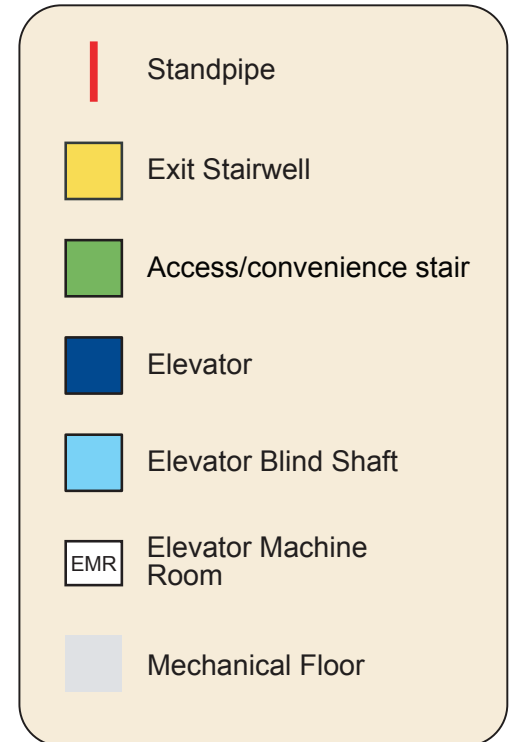
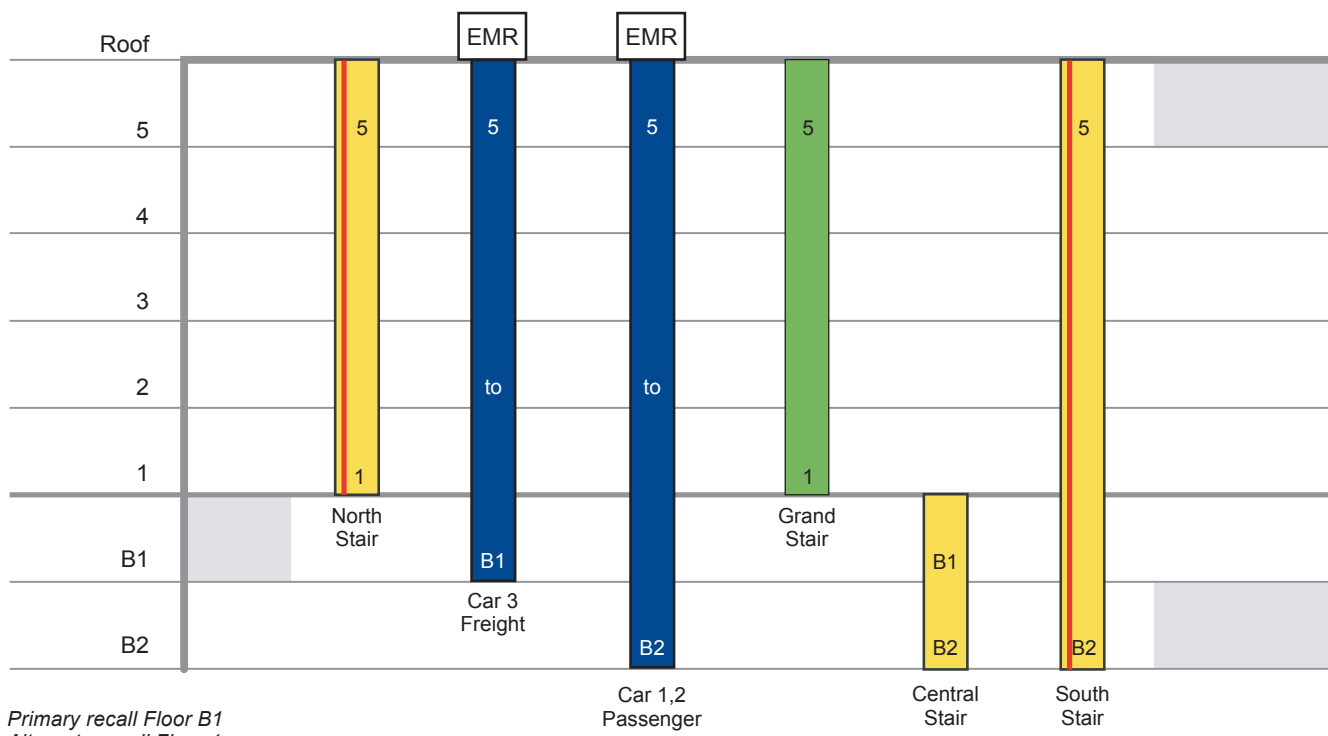
EXTERNAL ASSEMBLY AREAS:
Tenants: Far south side of Main Street Garden Park, on sidewalk along Commerce St.
Building Staff: NW corner of Main Street Garden Park, southeast corner of Main St. & St. Paul St.

UTILITIES:
All fuel oil tank locations (capacity): None
Natural Gas Service: Entry and shutoff on SB, west side
Electric Service: Main Switchgear Room on SB, west side
Water Location: Entry on east side of B; domestic shutoff in Pump Room on SB and sprinkler shutoff in Fire Pump Room on B
Communications: Level B1 MDF Room
Emergency Generator Location: Roof (natural gas)
Systems Powered by Generator: Fire alarm control panel, Fire Control Room, Security Desk, fire pump, all elevators, egress lighting, security cameras, sump pumps
Roof storage: N/A



BUILDING INFORMATION CARD

University of North Texas Dallas College of Law 106 S. Harwood Street



Floor 1 Plan