



Emergency Response Plan

**University of North Texas Dallas
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Dallas, TX 75201**

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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 himself/herself what the safest action is under the circumstances.

Do not take any actions that will endanger your safety.

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Introduction to Workplace Emergency Preparedness

Pre-incident Preparedness

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 help ensure you are prepared for the most common emergencies.

- Take time now to review this document and familiarize yourself with its content.
- Know the location of the exit stairwells on your floor, their designations, and where each stairwell exits at street level.
- Identify alternative egress routes
- Identify locations to hide/barricade yourself in an active shooter situation.
 - Look for places that provide visual and ballistic protection (e.g., behind vending machines, filing cabinets, photocopiers), ideally with thick walls, solid doors with locks, few or no windows, first-aid/emergency kits, communication devices.
- Familiarize yourself with the Floor Warden(s) on your floor and their duties
- Attend all offered trainings and drills
- 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>
- Collect and maintain personal emergency supplies. Occupants should be prepared to remain on-site, with no outside help, for up to 72 hours after a major disaster. Inspect and replenish supplies semiannually.
 - Water
 - Food (snack bars)
 - Flashlight and batteries
 - 72-hour supply of medicine (or more for occupants who do not live within walking distance)
 - Change of clothes, comfortable shoes
 - Food for personal dietary restrictions
- Prepare an emergency contact sheet with critical personal phone numbers
- If you would require assistance in an evacuation or relocation, notify your Floor Warden or building staff. Your Floor Warden may assign coworkers to assist you in an emergency. The Fire Safety Director will keep a record at the Fire Control Room to be used by emergency responders only.
- Consider taking relevant earthquake precautions:
 - Latch drawers and cabinets
 - Secure heavy objects or keep them low to the floor

- Arrange to have larger shelves and furniture fastened to the wall or floor

Floor Warden Team

In addition to the actions listed above, Floor Warden team members should:

- Maintain your safety vest.
- Report any egress route obstructions or evacuation route confusion
- Participate in emergency response training
- Assist in predetermining a safe area on your floor to shelter in place
 - Elevator lobbies and interior conference rooms, storage or file rooms, corridors, kitchens, and break rooms can all make good refuge areas. Ideally, you should not be able to see outside the building from your refuge area.
 - Access to bathrooms and water is recommended
 - Ideally, allow at least 10 square feet per person
 - If no safe refuge areas exist on a floor, seek assistance from building staff to designate appropriate spaces on nearby floors
- Ensure team members and others on your floor understand the emergency response procedures for their location

Preparing for emergencies will help create a safer environment for you, your colleagues, and your community.

In an Emergency

Almost any emergency response in this building will employ one of two core response procedures. These are described in detail in the *Core Emergency Responses* section of this guide. In summary:

- **Evacuation:** Used when it is safer outside the building than within, evacuations can be partial (only occupants on certain floors leave) or full (everyone in the building leaves). In an evacuation, occupants will be asked to gather at their pre-designated external assembly area. Only stairwells may be used in evacuations.
- **Shelter in Place:** 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 a variety of events, including earthquake, a civil disturbance outside the building, inclement weather, or a hazardous material release.

Building Emergency Systems and Protocols

The emergency features and response at UNT Law School may be different than those at other buildings you've worked in. Below is a summary of some of the key features related to emergency response at your building:

<p>Fire alarm response: The standard response in a fire alarm is evacuation. If you hear or see an alarm on your floor, immediately evacuate the building and go to the external assembly area.</p>
<p>Alarm signals: Slow whoop tone, strobe lights, and a pre-recorded voice announcement will be initiated throughout the building.</p>
<p>Sprinklers: The building is fully sprinklered.</p>
<p>External assembly areas: Tenant: Far west side of Main Street Garden Park. Staff: SE corner of Main Street Garden Park.</p>

Building Staff Emergency Contacts & Roles

Key Internal and External Contacts

Title or Role	Name	Contact Information	Notes
Fire Safety Director	Cody McCullough, Building Operations Manager	(214) 243-1767 (office) cody.mccullough@untsystem.edu	7 am – 4pm M – F (On-call 24/7)
Facility Management	Wayne McInnis Director, Facilities Management and Planning	972-338-1472 (office) Wayne.mcinnis@untDallas.edu	7:30 am – 6pm M – F
Building Security	Lobby Security Desk	(214) 571-4811	

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

Staff Emergency Team Roles and Duties

The on-site emergency team is composed of building staff and floor wardens on each floor. The building staff roles include:

Fire Safety Director (typically the chief engineer)

The Fire Safety Director leads the initial building response until emergency responders arrive. Responsibilities typically include assigning tasks to other emergency team members and communicating with occupants and first responders. After an event, the Fire Safety Director will issue the “all clear” when the building is set for reoccupation.

Building Engineers

Building engineers will investigate and respond to alarm conditions and/or verbal reports of an emergency. They will also adjust building systems as directed by the Fire Safety Director or first responders.

Base Building Security

Base building security will secure and restrict building access as warranted.

Facilities Management

During an event, the facility management team’s overall concern is for tenant safety, well-being, and needs. The facility management team will communicate with the Fire Safety Director and determine the escalation process as necessary.

Floor Warden Duties

The floor warden teams lead the response on each floor. Tasks or roles performed by floor wardens include:

Lead Floor Warden. Under the direction of the Fire Safety Director, the warden:

- Is familiar with evacuation routes, exit stairwells, and reassembly area(s)
- Knows emergency numbers and response procedures
- Ensures evacuation routes are clearly identified and are not obstructed
- Makes sure floor warden team members receive proper training
- Notifies Fire Safety Director of any change in status for occupants with special needs (name, work location, phone and e-mail, type of disability, mobility needs)
- Updates Fire Safety Director on changes to floor warden team members
- During an emergency:
 - Leads emergency response, including remaining in communication with Fire Safety Director
 - Provides floor status report to Fire Safety Director

Searchers. Upon direction to shelter in place or evacuate the building, searchers on each floor 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.

Elevator Monitor. Upon direction to shelter in place or evacuate the building, the elevator monitor takes up position at the floor's elevator lobby and directs occupants to the shelter in place area or the stairwells.

Exit Stairwell Monitor. Upon direction of the floor warden, the exit stairwell monitor reports to stairwell and instructs employees to walk single file down the stairs. The monitor informs occupants to stay to the right and remain calm, and closes the door after use to prevent smoke from entering the stairwell.

Special-Needs Assistant. A special-needs assistant and backup assistant will be assigned to a person needing help in an evacuation or relocation. Responsibilities include helping the person prepare for shelter in place or evacuation.

- In an evacuation or relocation, if an assistant has not been preassigned, other members of the warden team should actively engage the person requiring assistance.
- In an evacuation, the assistant helps the person needing assistance to relocate to the hallway outside the nearest safe emergency exit stairwell. Once the stairwell is clear, move into the stairwell landing and wait there until help arrives. Another

assistant or floor warden should notify the Fire Safety Director or an emergency responder of the person's location.

- If conditions on the floor become unsafe before the stair is clear, the assistant helps the occupant requiring assistance to move into the stairwell landing and shut the door, making as much room as possible for people who are evacuating

Occupants Requiring Assistance

Anyone who has a mobility impairment, whether temporary or permanent, should report it to their floor warden or the Fire Safety Director. The Fire Safety Director will keep a list at the Fire Control Room to help first responders locate occupants requiring assistance in an emergency.

For an occupant requiring assistance in an evacuation:

- If you have not been assigned an assistant, request the assistance of a floor warden.
- If you hear the alarm or are ordered to evacuate, move to the hallway outside the nearest safe emergency exit stairwell.
- Notify the Fire Safety Director of your location by sending a runner.
- Unless otherwise instructed, once the stairwell is clear, move into the stairwell landing and wait there until help arrives.
- If conditions on the floor become unsafe, move into the stairwell landing and shut the door, making as much room as possible for people who are evacuating.

Emergency Communications

Timely, accurate communications are critical during emergencies. This building has installed multiple, redundant communications systems to help ensure everyone can hear important instructions and report relevant information immediately.

It's vital to know the various communications options and understand when each is used. Below is a general description of the systems available.

Public address (PA) system. This building is equipped with a PA system, allowing the Fire Safety Director to relay information to all building occupants at once. PA controls are located in the Fire Control Room.

Elevator communications. All elevator cars have emergency phones or intercoms that allow occupants to reach an emergency operator, typically at a third-party monitoring company. In addition, there is a supplemental intercom in each first-floor elevator lobby to allow communication with each car.

Two-way radios. Security staff carry two-way radios that allow them to communicate with the Fire Safety Director and each other. In addition, the Facility staff also carry radios to communicate amongst themselves.

Core Emergency Response Procedures

The following pages outline the two core responses: evacuation and shelter in place.

Evacuation Procedures

This response involves moving occupants outside of the building to pre-designated external assembly areas. Occupants will be notified of the need to evacuate via the building alarm system or a PA announcement. Only stairwells may be used in evacuations.

Always proceed to the primary assembly area unless otherwise directed by the Fire Safety Director. The designated assembly areas are noted in the table below and are shown on the site plan at the end of this manual.

	Location
Tenants	Far west side of Main Street Garden Park
Staff	SE corner of Main Street Garden Park

Occupants shall not return to the building until an “all clear” has been relayed by the assembly area coordinator or their designee.

Emergency Response Team

In an evacuation, the Fire Safety Director (Fire Safety Director) will set up an incident command post at the fire alarm control panel. From there, the Fire Safety Director and rest of the emergency response team will investigate the situation, adjust building systems (including HVAC, elevators, and utilities) as needed, communicate with occupants via the PA system and work with first responders.

Floor Wardens

- Put on safety vest if in your immediate vicinity.
- Inspect the stairwell for presence of smoke or other hazards.
- Begin moving floor occupants to the assembly area via a safe exit stairwell.
- Search all areas of floor. Close doors, but do not lock them.
- Instruct occupants on where to go: Far west side of Main Street Garden Park.
Assist with crowd control, as needed. 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 outside of the stairwell to make room for firefighters coming up.
 - Descend quickly, but do not run.
 - Hold on to the railing and allow others to merge in an orderly fashion.

- Remain quiet and listen for instructions.
- Continue to the assembly area.
- Do not return until an “all clear” has been issued.
- Remind the occupants to lock their workstations if time and conditions permit.
- Assistants for special needs occupants should help persons needing assistance to relocate to the hallway outside the nearest safe emergency exit stairwell. Once the stairwell clears, move into the stairwell landing and close the door.
 - One assistant awaits help while the other notifies the Fire Safety Director or emergency responders of the person’s location.
 - If their safety is threatened, the assistant should help the person into the stairwell landing and shut the door behind them, making as much room in the stairwell as possible for other people who are evacuating.
- Once clear, report floor status and injuries to the Fire Safety Director.
Remember: You should always evacuate directly to the primary assembly area unless otherwise directed by the Fire Safety Director.

Occupants

- Stay calm and move quickly to a stairwell (or exit). Leave nonessential items behind.
 - If it is safe to do so, lock your workstation.
- Close doors behind you, but do not lock them.
- In the case of fire alarm: Feel doors with the back of your hand before opening. Do not open any doors that are hot.
- Do not use elevators. If you are in an elevator when the alarm sounds, it will automatically return to the main lobby or to an alternate floor if the lobby is in alarm.
- In the stairwell:
 - Keep to the outside to make room for firefighters who may be responding.
 - Remain quiet and listen for instructions. Do not use your cell phone.
- If you have a mobility impairment, seek help from your floor warden. Wait beside or within the stairwell for assistance.
- If you are unable to leave your floor, shut the door and seal the crack at the bottom with a damp cloth. Call 911 and report your exact location.
- Once clear of the building, proceed to your predetermined assembly area and await further instructions. Remember: You should always evacuate directly to the primary assembly area unless otherwise directed by the Fire Safety Director.

Shelter in Place Procedures

Shelter in place means remaining inside the building, either in 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:

- Earthquakes
- Civil disturbance
- Bomb threat (external)
- Hazardous material release
- Tornado, hurricane (if evacuation is not feasible), or high winds
- Chemical, biological, or radiological release
- Police activity
- Winter storm
- Active shooter

Shelter in place can take two forms:

- Occupants remain in their work area.
- Occupants 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 in their work area. Other scenarios, such as the threat of an explosion outside the building, may require occupants to move to an area of relative safety away from windows. Interior conference rooms, storage or file rooms, corridors, kitchens, and break rooms can all make good refuge areas. Access to bathrooms and water is recommended. If no safe refuge areas exist on a floor, designate appropriate spaces on nearby floors.

Depending on the nature of the emergency, building staff may need to restrict entry and egress from the building. Occupants who leave may not be allowed back in until the event is over.

Emergency Response Team

In a shelter in place response, the Fire Safety Director (Fire Safety Director) will set up an incident command post at the fire alarm control panel (or another location, if the control panel is not safe). From there, the Fire Safety Director and rest of the emergency response team will investigate the situation, adjust building systems (including HVAC, elevators, and utilities) as needed, communicate with occupants via the PA system and work with first responders. Facility Staff will also notify occupants via mass notification if warranted.

Floor Wardens

- Put on safety vest if in your immediate vicinity.

- Depending on the incident, direct floor occupants to remain at their workstations or to move to predetermined shelter in place areas on the floor.
- Listen to instructions from the Fire Safety Director.
- Gather shelter in place supplies. Follow instructions for implementing the emergency preparedness kit program. Instructions are located inside one of the storage totes.
 - Do not consume supplies until needed. Most shelter in place incidents are over quickly; food and water supplies are intended for an extended event.
- Report problems to the Fire Safety Director by phone. If safe to do so, also report problems to the Fire Safety Director via runner.

Occupants

Take refuge until the threat has passed either by remaining at your workstation or by moving to a predetermined refuge area as directed.

- Follow instructions and remain calm. Your floor warden will provide information as it becomes available.
- Movement in and out of the building may be restricted. If you choose to leave, you may not be able to reenter.

Emergency Scenarios

Fire

When a fire alarm is triggered, occupants should begin to evacuate. This building is fully sprinklered. Stairwell doors are unlocked.

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

General Response:

Upon hearing an alarm:

- Floor wardens: Put on safety vest, if in your immediate vicinity.
- Begin evacuation procedures. (See Evacuation section)
- Do not attempt to fight the fire unless it is blocking your only means of egress.

If you discover a fire:

- Confine the fire by closing doors.
- Alert others in the immediate area.
- Pull a fire alarm station, if possible. If not, notify 911 from a safe location, then call the Fire Safety Director.
- Begin evacuation procedures. (See Evacuation section)

If you become trapped by a fire:

- Barricade yourself in an office, preferably one with a window (but do not break windows, except as a last resort).
- Stuff cloth under the doorway to prevent smoke from entering.
- Call 911 and report your exact location.
- Post a sign on the window with a large X or other marking to show your location.

Medical Emergency

Always dial 911 before administering first aid. Only administer first aid if you are properly trained and if there is no risk of injury.

Be particularly careful of contamination by blood-borne pathogens. Use personal protective equipment - whenever possible. Anyone who comes into contact with bodily fluids should wash the exposed area immediately with soap and water, and use water or saline solution to irrigate the eyes. Report any exposure to emergency personnel.

General Response

- Direct someone to call 911 if possible. Contact 911 before beginning first aid if others are unable to call.
- Whenever a 911 call is made, notify security and building management.
- Provide first aid if trained to do so.
- Have someone remain with the affected person at all times. Keep the individual calm and comfortable.
- Have someone wait in the floor's elevator lobby to usher emergency responders to the affected person.
- Provide incident information to building staff if asked for details.

Bomb Threat

While most bomb threats are hoaxes, take all threats seriously. Never touch a suspicious object.

Some indications of a suspicious package are:

- No return address or restrictive markings such as “Personal,” “Confidential,” or “Special Delivery”
- Protruding wires
- Oily stains on wrapping
- Wrong title or misspelling of the addressee’s name
- Strange odors
- Excessive postage
- Package is not expected by addressee
- Rigid or bulky packaging

General Response

If you receive a bomb threat via phone:

- Keep the caller on the line as long as possible.
 - If you can, signal to a coworker to call building security.
- Complete the Bomb Threat Checklist (see checklist at the end of this section).
- Ask specific questions, such as: Where is the bomb? When will it detonate? What is it made of? Why did you plant it?
- Write down all details:
 - Caller’s age, gender and accent
 - Background noises
 - Whether the caller sounded agitated, calm, etc.
- Upon completion of the call, immediately relay information to the Fire Safety Director and wait for further instructions.

Floor Wardens

Because you are more familiar with the surroundings, you may be asked to assist in a search of your floor. If asked to help search for a suspicious object:

- Put on safety vest if in your immediate vicinity.
- Inspect all reception areas, closets, corridors, restrooms, drinking fountains, planters, disturbed ceiling tiles, and garbage cans.
- Report results to the Fire Safety Director.
- If a suspicious object is found:
 - Do not touch it.
 - Clear all occupants out of the immediate area.
 - Update 911, security, and the Fire Safety Director, and await bomb squad or other responders.
- If directed, initiate evacuation.

- Do not use light switches or electronic communication devices.
- Once at your external assembly area, check for other suspicious packages.
- Confirm that occupants requiring assistance have relocated safely.
- Do not reenter the building until instructed to do so by a lawful authority.

Bomb Threat Checklist

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]

Earthquake

Typically, the safest place to be during an earthquake is underneath a protective object, such as a desk. Never try to exit a building during an earthquake.

Building Staff

Immediately following an earthquake, building staff will be conducting a structural assessment to determine if it is safe to remain inside and to check for elevator entrapments. This can take 10 to 30 minutes. All occupants should remain inside the building unless the building is in alarm or their safety is threatened.

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 legs.
 - Protect your head and neck.
 - If you're not able to take cover this way, move to an interior wall located away from windows. Sit with your back to the wall and your arms covering your head and neck. Do not stand in a doorway.
- Wait for at least 10 seconds after the shaking stops, then assess your surroundings before you attempt to move.
- Do not attempt to leave the building during an earthquake.
- Remember: You should only evacuate after an earthquake if there is immediate danger on your floor (e.g., fire, smoke, pooling water) or if directed to do so.
- If instructed to shelter for an extended period of time, gather personal supplies and any additional emergency supplies on your floor, take inventory, and distribute as necessary until you are notified that it is safe to leave the building. Facility Staff will be working to provide updates as necessary until it is safe.

Floor Wardens

- Once shaking has stopped, put on safety vest if in your immediate vicinity.
- Conduct search and check for injuries:
 - Report damage and injuries to the Fire Safety Director.
 - Administer first aid as needed.
 - Call 911 only to report serious injuries, fire, or gas leak.
- Initiate shelter in place:
 - Gather shelter in place supplies (see Shelter in Place section).
 - Be prepared for aftershocks.
 - Open doors carefully and proceed cautiously.
 - Be aware of other dangers, such as falling debris, downed power lines, and holes in the floor.
 - Confirm that occupants requiring assistance have relocated safely.

- Report names and last known locations of missing employees to Fire Safety Director.
- Check stairwell conditions in case of a necessary evacuation.

Occupants

- When the shaking stops:
 - Check for injuries and help those around you. Report injuries to your floor warden. Only call 911 for serious injuries.
 - Shelter in place where you are and await instructions. Be prepared to evacuate the building should you hear an alarm or receive notification.
 - Anticipate aftershocks.

Elevator Entrapment

In the event of an elevator entrapment, the primary concern is for passenger safety. Building staff will establish and maintain communications with trapped passengers to monitor the urgency of the situation. Call 911 immediately when someone's health appears at risk or if there is any indication of danger, including occupant panic.

What not to do: 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 You Become Trapped in an Elevator

- The building's elevator phones are monitored 24/7. Building staff will be notified upon receipt of an entrapment call and will dispatch the elevator contractor.
- Press the hands-free phone button or lift the elevator car's emergency phone to initiate a call to the monitoring service.
- Stay calm and notify responding staff of any medical issues or concerns that would require calling 911.
- Make no attempt to force open elevator doors or move passengers from a car trapped between floors, as injuries may result.

Active Shooter/Armed Aggressor

Active shooter and armed aggressor situations are unpredictable and can escalate quickly, often ending within 5 to 15 minutes, sometimes before first responders arrive.

Acting quickly is critical, and individuals need to make their own decisions about how to react and protect themselves. You will need to make a personal decision quickly about whether to run, hide, or fight back.

RUN

- Immediately move away from the perpetrator when their location is known. Do not collect personal belongings. Evacuate the premises quickly and silently, and move far away from the building.
- Call 911 from a safe location. Report:
 - The name (if known), description, and location of the armed individual
 - 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 become 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.

FIGHT

- If the armed perpetrator enters your hiding area and escape is impossible, look for improvised weapons to throw (staplers, phones, lamps, scissors, etc.).

When police arrive:

- Keep your hands visible.
- Avoid sudden movements.
- Follow police instructions; answer questions and do not argue or resist.

Building Information

Incident Command Posts

(Where the Fire Safety Director and emergency responders will operate from in an emergency)

	Primary	Secondary
Incident Command Posts	Lobby security desk	Sidewalk in front of building

External Assembly Areas

	Primary	Secondary
External Assembly Areas	Far west side of Main Street Garden Park	SE corner of Main Street Garden Park

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 & Fire Protection System

Feature	Location/Notes
Control Panel	B1
Fire Alarm 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
Sprinklered	Fully

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	

Emergency Communications

Feature	Location	Notes
PA System	Fire Control Room on B1	Fully addressable
Firefighter Phones	None	
Emergency (Red) Phones/Intercoms	None	
Elevator Car Phones/Intercom	In all cabs	Connects to EMR Elevator Emergency Dispatch
Elevator Intercom	Elevator lobby on B1	Provides 2-way voice to all three cabs
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>	

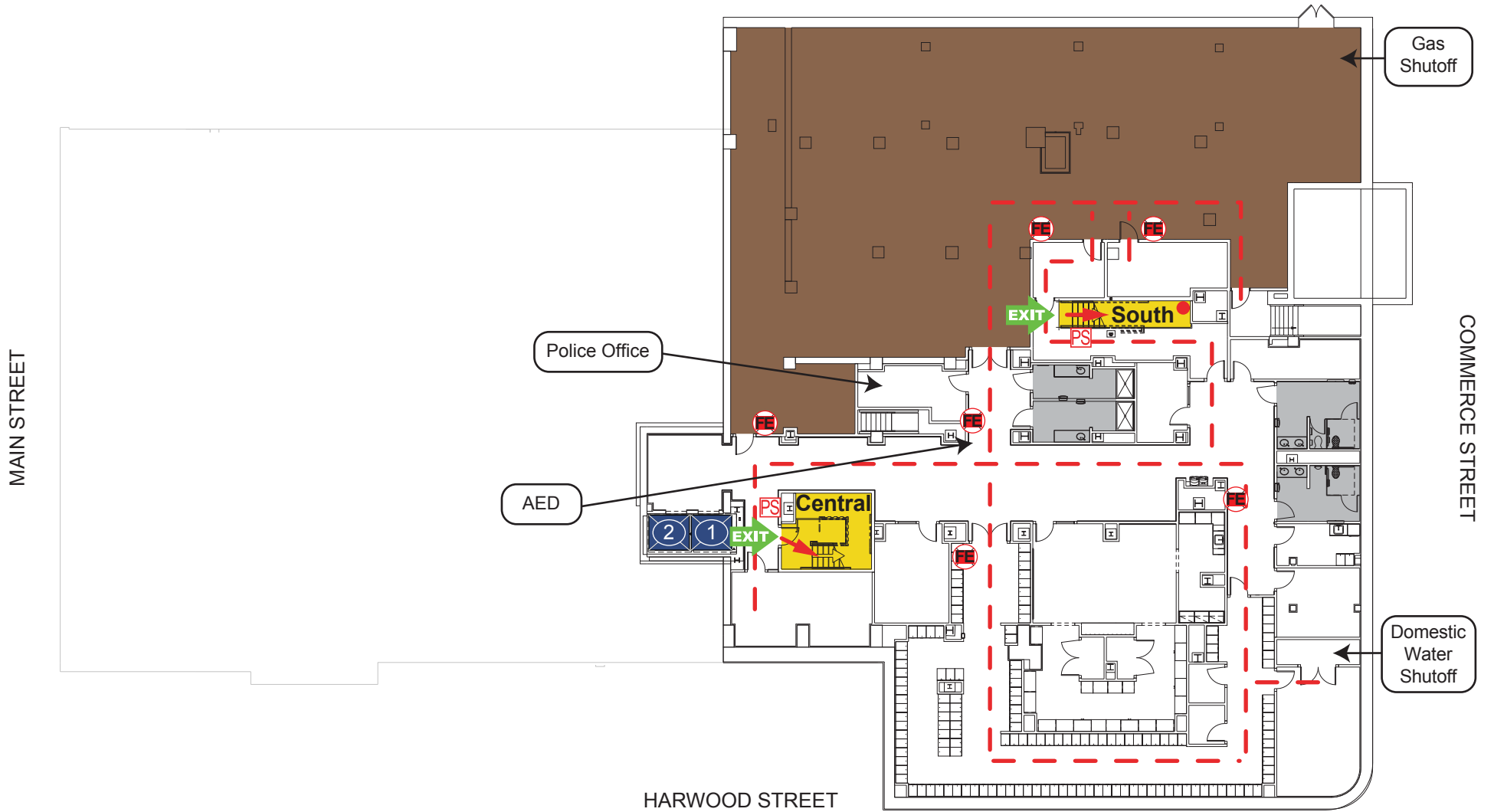
Diagrams



-  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

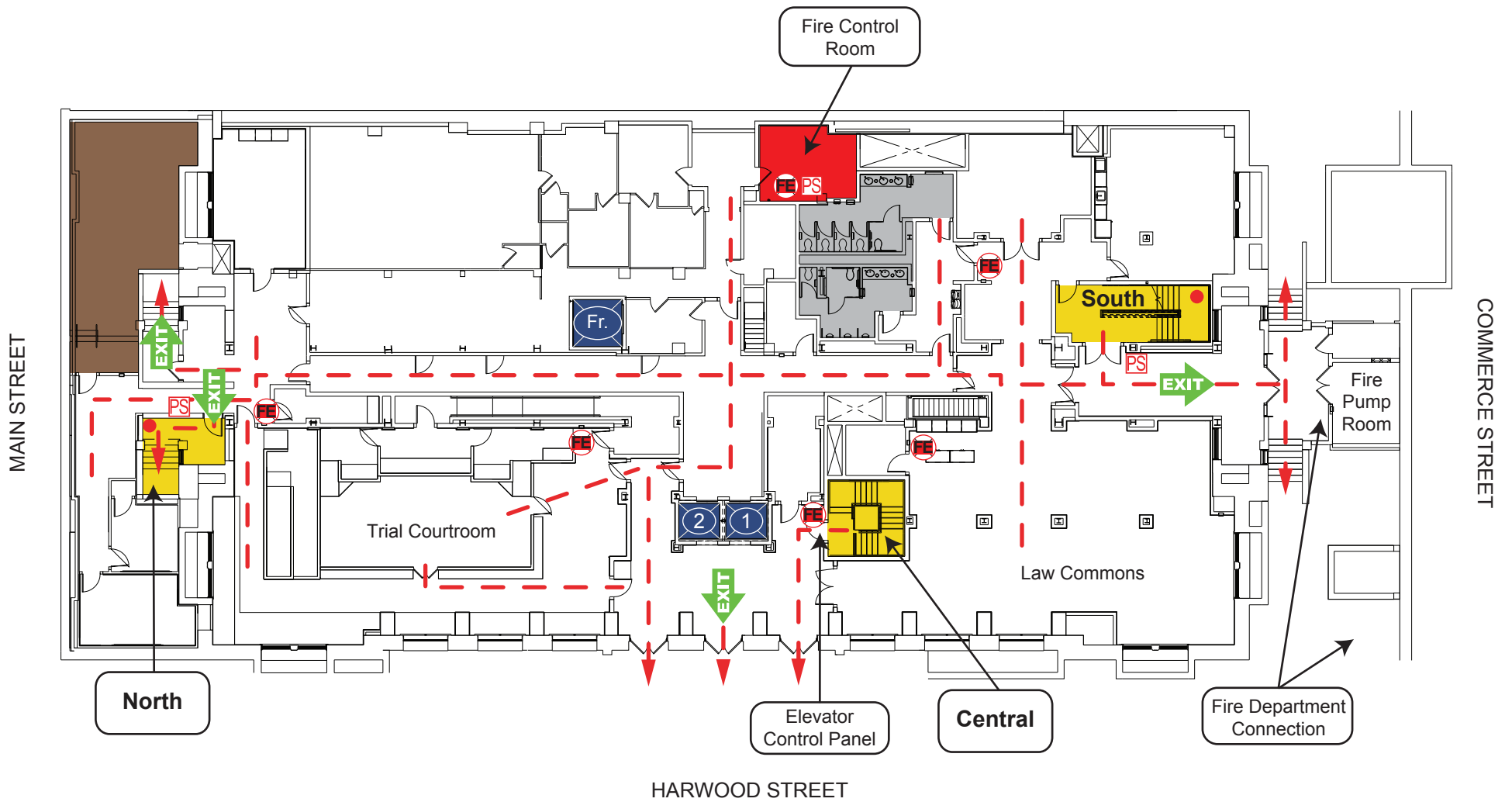


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route				Restroom

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Floor B2

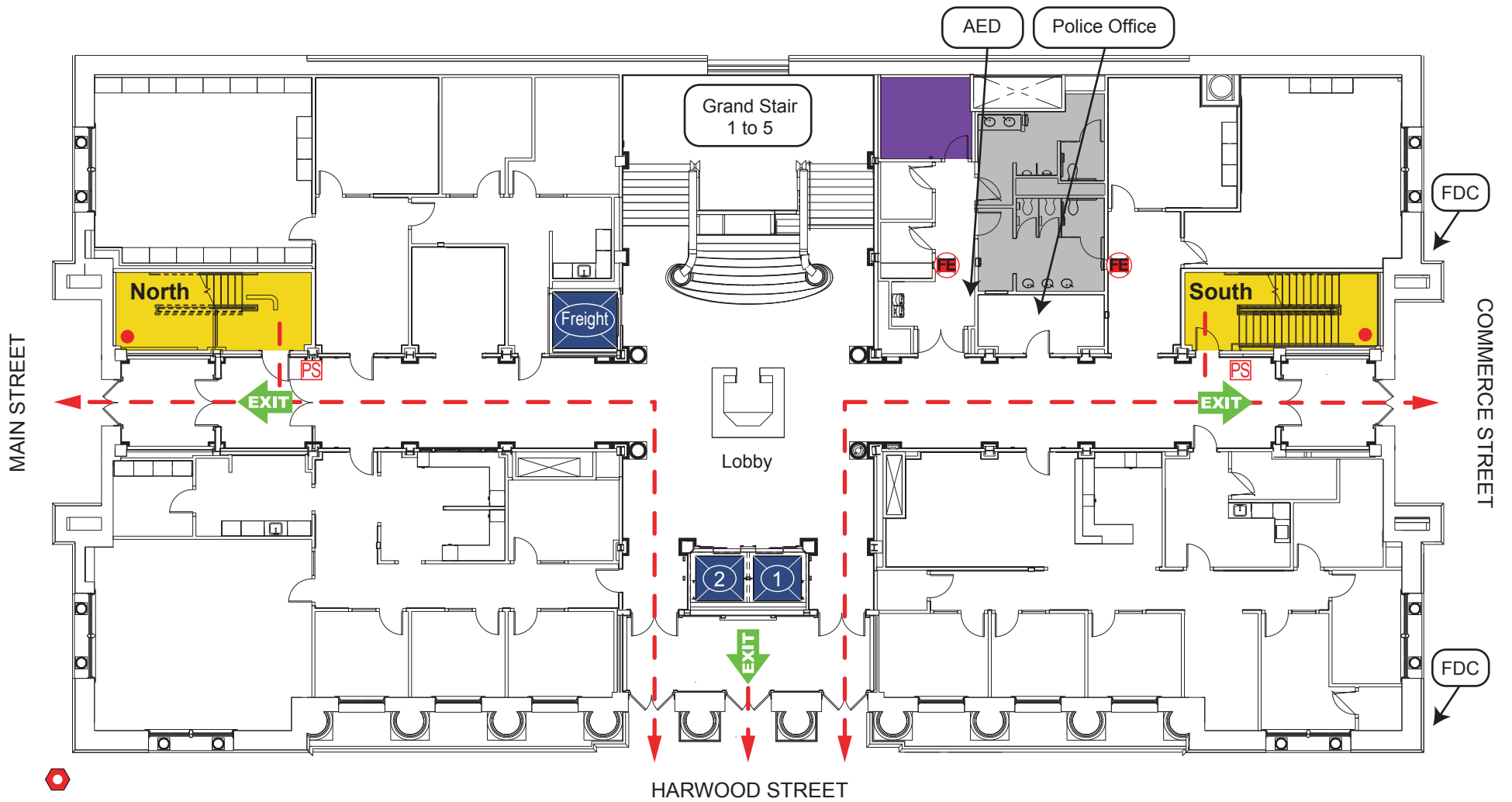


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route		Restroom		

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Floor B1

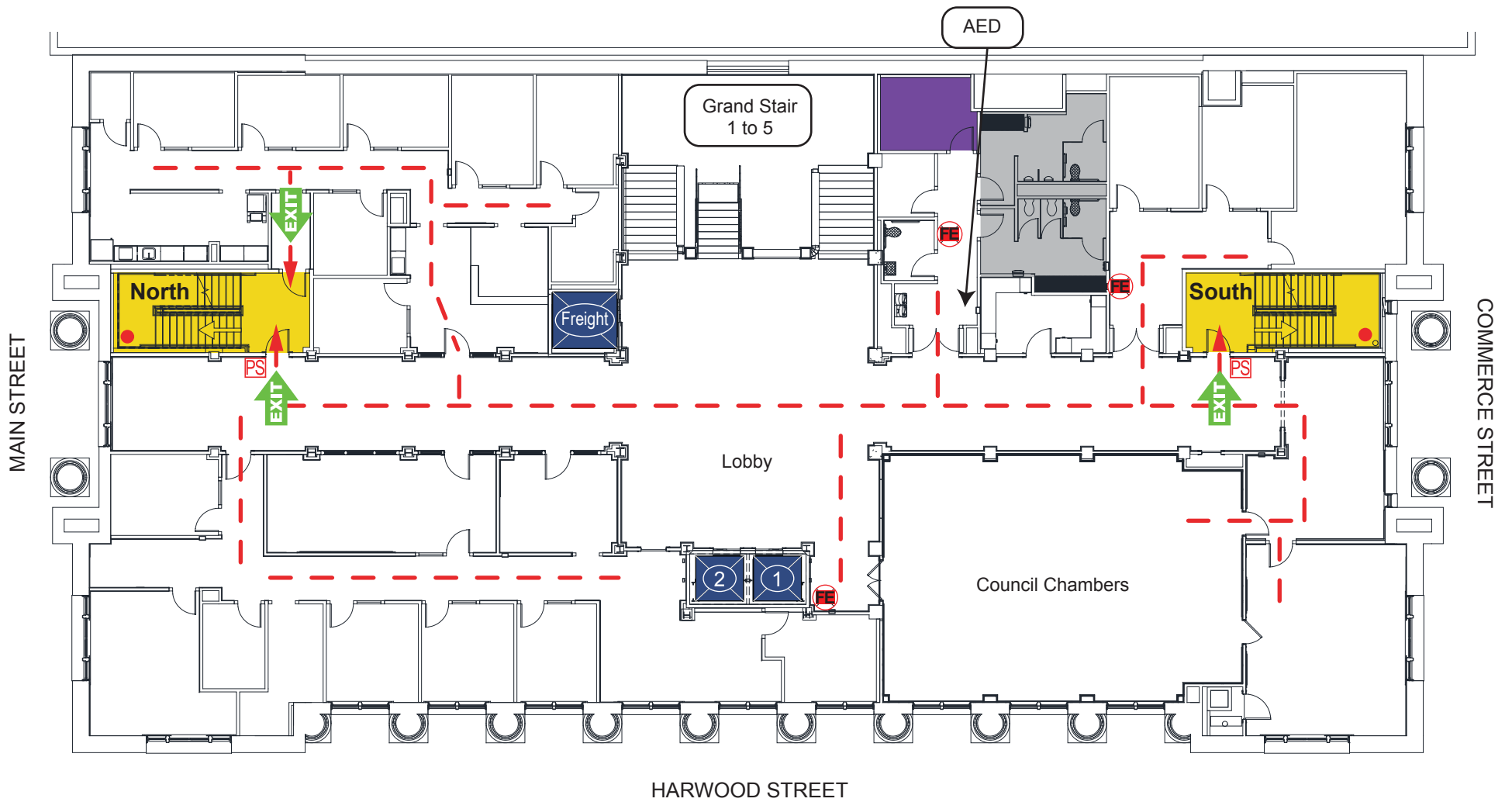


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Hydrant		Electrical Closet
	Exit Route		Fire Extinguisher		Restroom

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Floor 1

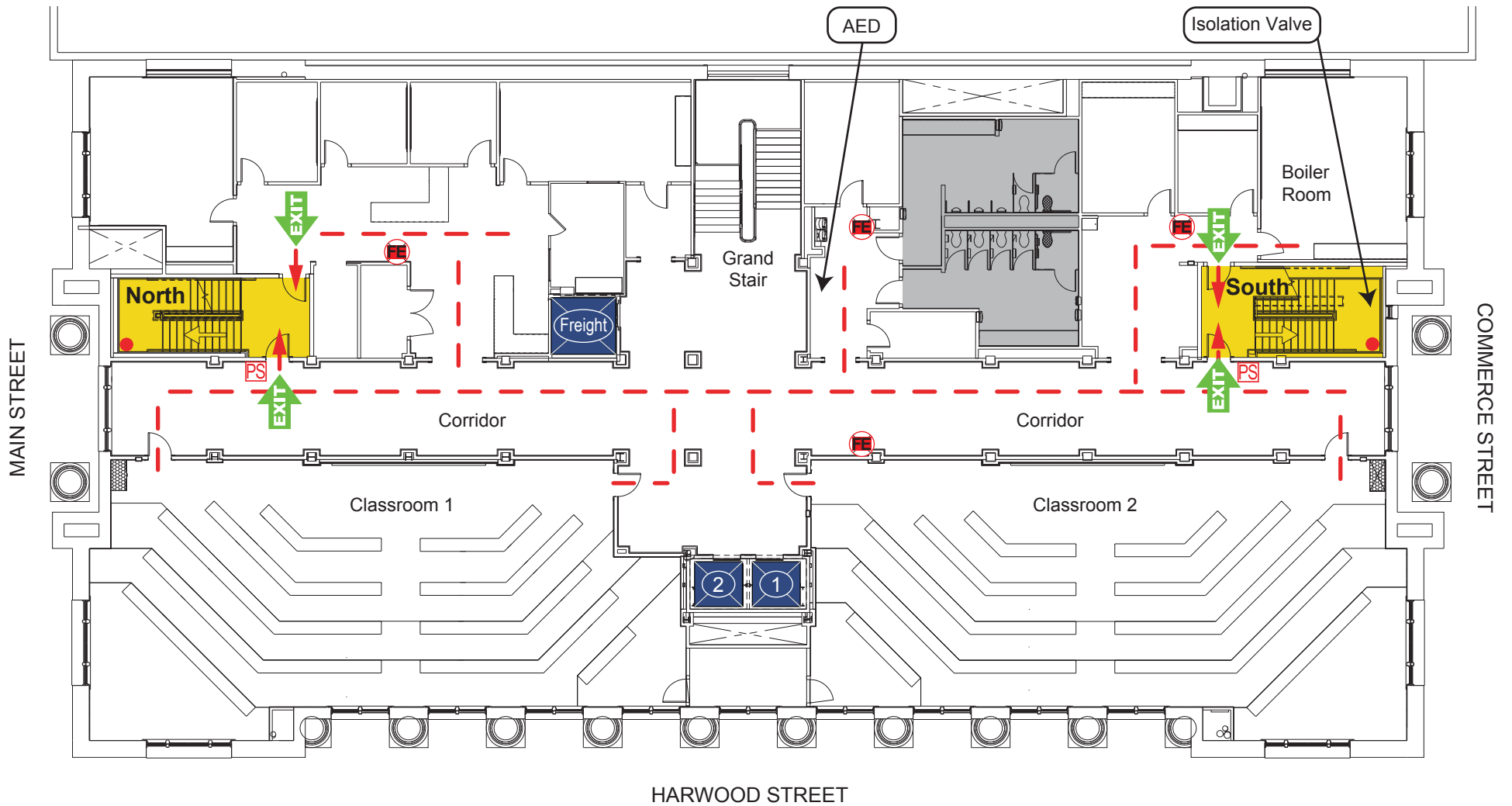


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route		Restroom		

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Floor 2

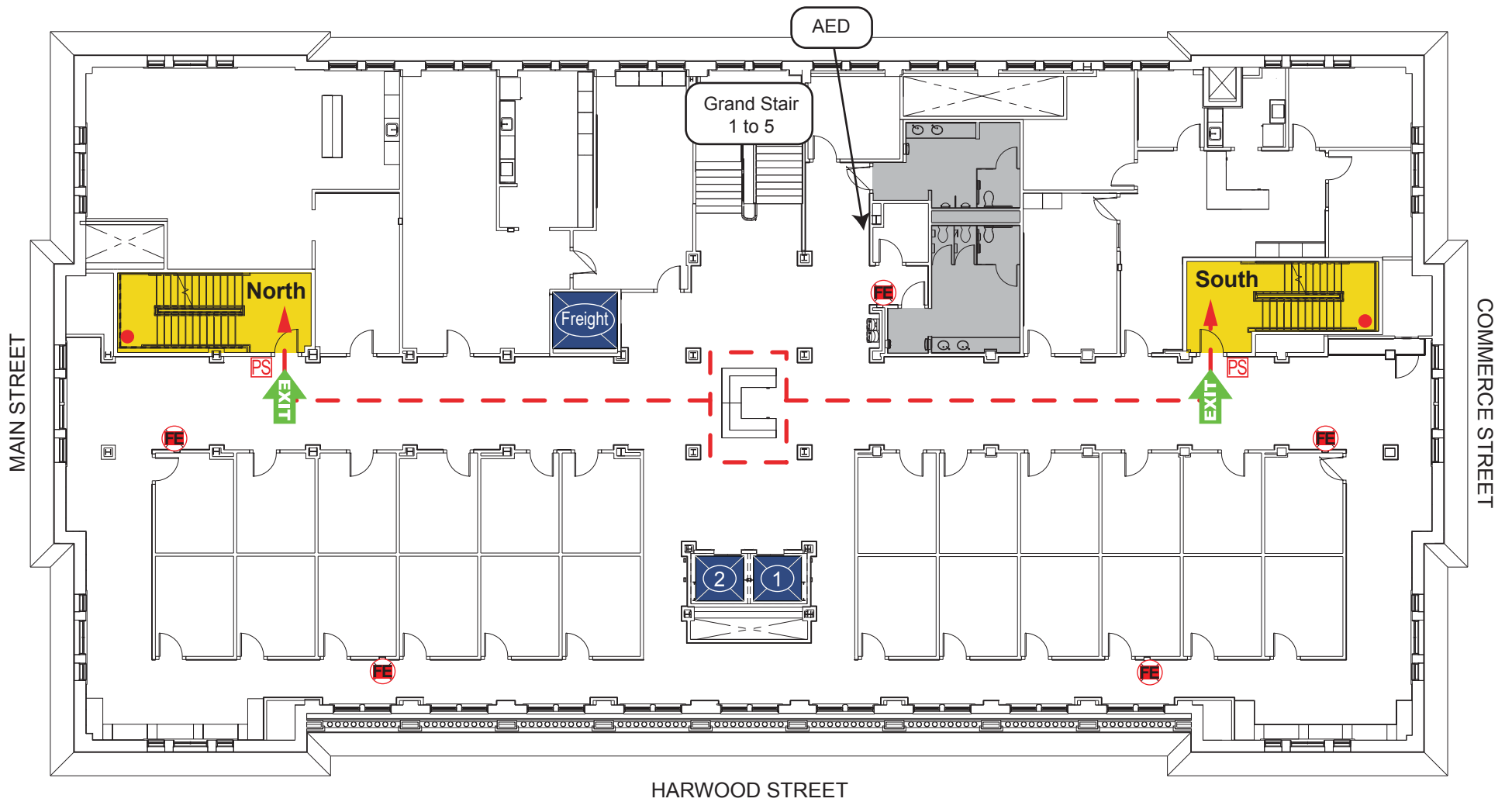


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route				Restroom

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Floor 3

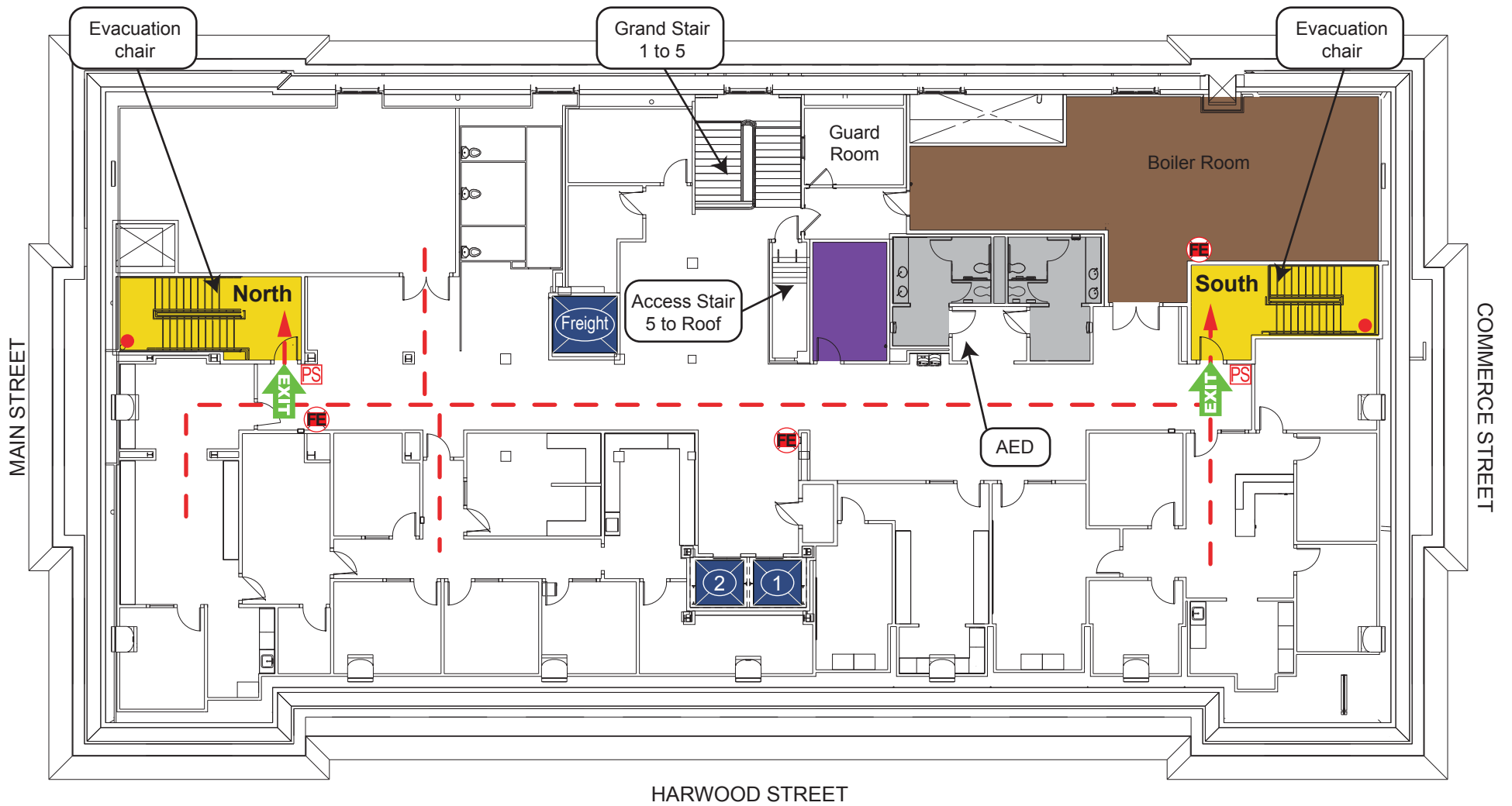


	Exit Stairwell w/ Designation		Standpipe Outlet		Mechanical Room
	Elevator Car w/ Designation		Pull Station		Telephone Closet
	Exit		Fire Extinguisher		Electrical Closet
	Exit Route				Restroom

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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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Floor 5