



EMERGENCY RESPONSE HANDBOOK

UNT | DALLAS™

Department of Public Safety
Risk and Emergency Management

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1. EMERGENCY MANAGEMENT PLAN

The University of North Texas at Dallas's Emergency Management Plan (EMP) can be found here: [Emergency Management Plan \(untDallas.edu\)](https://www.untdallas.edu/emergency-management-plan)

2. CAMPUS EMERGENCY MANAGEMENT AND RECOVERY TEAM (CEMART)

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, 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 Emergency Operations Center (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
- Emergency Manager
- 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.

3. CAMPUS EMERGENCY RESPONSE TEAM (CERT)

The CERT 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. They are also 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.

4. EMERGENCY PREPAREDNESS RESOURCES

In today's dynamic world, being prepared for emergencies is paramount to ensuring the safety and well-being of our campus community. Whether facing natural disasters, technological hazards, or human-made crises, having a comprehensive emergency preparedness plan in place is crucial. This section provides essential resources and guidance to empower individuals and teams in preparing for, responding to, and mitigating the impact of emergencies. By proactively planning and equipping ourselves with the necessary tools and knowledge, we strengthen our resilience and ability to navigate unforeseen challenges effectively.

4.1 Make an Emergency Plan

One of the most important things you can do to be prepared for an emergency is to create an emergency plan for yourself and your loved ones. Planning ensures you will have the knowledge necessary to communicate with friends and family during a disaster. There are countless tools available to help you create one.

4.2 KnoWhat2Do

The [KnoWhat2Do](https://knowwhat2do.com/) program is an educational program that works to educate North Central Texas residents on what to do to prepare their homes and communities for all hazards. This website is full of information and resources to help you be prepared for disaster. One of the tools on this site is the “Make a Plan” resource, which guides you through the process of creating your own emergency plan. At the end of the process, you will be provided with a completed emergency plan that you can either print or have emailed to yourself. Learn more: <https://knowwhat2do.com/>.

4.3 Ready.gov

Ready is a national public service campaign designed to educate and empower the American people to prepare for, respond to, and mitigate emergencies, including natural and man-made disasters. The goal of the campaign is to promote preparedness through public involvement. Ready.gov has a page dedicated to providing resources for you to create your own emergency plan. Find more information here: <https://www.ready.gov/plan>

4.4 Attend Training

UNT Dallas Department of Risk Management Emergency Preparedness Excellence Series – available to UNTD employees and can be found on UNT Bridge.

4.5 Jag Alert

Sign Up for Emergency Notifications. One of the most important ways to be prepared for an emergency is to have multiple means of receiving emergency information. We recommend that all UNTD students, faculty, and staff have at least three (3) means of receiving emergency information.

Jag Alert is UNTD's official, campus-wide emergency notification system for emergency events, inclement winter weather closures, or Tornado Warnings. JAG Alert allows UNTD administrators to quickly contact campus community members by phone, text, and email.

In addition to receiving direct messages by phone and email, the system includes a feature called desktop override that takes control over most UNTD-owned computers in offices, classrooms, and public spaces on campus. During the test or in the event of an emergency, computer screens, presentation screens, and digital signs will display a full-screen alert.

UNTD faculty, staff, and students are automatically enrolled in JAG Alert. Individuals should remember, however, that if their personal contact information changes, they should go to [myUNTD | myLaw | University of North Texas at Dallas](#) (students/faculty) or [Employee Self Service Portal](#) (staff) to update their information.

4.6 Outdoor Warning Sirens

The City of Dallas has numerous outdoor warning sirens. The sirens are used to alert the public of impending emergencies, including severe weather. The sirens are tested on the first Wednesday of each month at noon, with each test lasting approximately three (3) minutes. In the event of inclement weather, siren tests will be postponed until the second Wednesday of the month.

4.7 Social Media and Webpages

Below are just a few social media and webpage resources you can follow to help be prepared for emergencies on and off campus.

[UNT Dallas | Dallas TX | Facebook](#)

[UNT Dallas / Dallas TX / X](#)

[Dallas Police Department | Dallas TX | Facebook](#)

[Dallas Police Dept \(@DallasPD\) / X \(twitter.com\)](#)

[National Weather Service](#)

4.8 Download Other Resources

The Red Cross First Aid App

The American Red Cross has developed a free and easy-to-use first aid reference guide, available for download from the Google Play Store and the App Store. Learn more here: [Mobile Apps & Voice-Enabled Skills | Get American Red Cross Apps](#)

5. ACTIVE THREAT

Though the likelihood of an individual experiencing an active threat situation is low, the UNT Dallas community is not immune to this type of event. Because active threat situations are unpredictable and

evolve rapidly—generally faster than law enforcement can arrive at the scene—individuals must be prepared to respond.

Prepare

The 'Prepare' section of our Emergency Management Plan is dedicated to equipping individuals with the knowledge and tools necessary to effectively prepare for emergency situations. Preparedness is the cornerstone of resilience, enabling us to anticipate potential risks, minimize their impact, and swiftly respond when crises arise. By taking proactive measures and fostering a culture of readiness, we empower ourselves and our community to navigate emergencies with confidence and ensure the safety and well-being of all. This section outlines essential steps and considerations for individuals and teams to take in advance of emergencies, emphasizing the importance of preparedness as the foundation of effective emergency management.

- Complete mandatory active shooter training through Bridge.
- Identify multiple evacuation plans (including at least two different exits).
- Have an idea of where you would hide from an active threat.
- Determine what techniques and items you can use to take out a threat.
- When faced with an active threat, be prepared to Run, Hide, or Fight! Though presented in this order, Run, Hide, Fight is NOT a sequential process and may be used in a different order depending on the characteristics of the situation.

Run

- Attempt to evacuate the premises if there is an accessible escape route.
- Evacuate even if others will NOT follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible when exiting the scene so that first responders know you are not the person creating the active threat.
- Follow all instructions from police officers once they arrive.
- Call 911 when you are safe and describe the shooter, location, and weapons.
- Prevent, as safely able, individuals from entering an area where the active shooter may be.

Hide

If escape is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should be out of the active threat's view, provide protection if shots are fired in your direction, and not trap you or restrict your movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.
- Silence your cell phone (including the vibrate function) and any other sources of noise - remain quiet.
- Hide behind large items (e.g., cabinets, desks, etc.).

Try to communicate with the police silently – on the UNT Dallas campus and in Dallas you can text 911 if you are able.

Fight

Fighting should be a last resort and individuals should prioritize their safety. As a last resort, attempt to disrupt and/or incapacitate the active threat by:

- Acting as aggressively as possible against the threat.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions – in dangerous situations if you must fight, remain assertive and aggressive.

When Law Enforcement Arrives

Keep your hands empty and clearly visible with fingers spread when leaving the area of the active threat. Remain calm and follow the officers' directions. Keep in mind the officers will be fighting through adrenaline and tunnel vision to stay focused, so they may yell and/or direct you to get down on the ground. Avoid any sudden movement that could lead officers to believe you are a threat.



6. ACTS OR THREATS OF VIOLENCE

Act of Violence

In the event of an act of violence, ensuring personal safety is paramount. If you are the victim or witness of an assault or other act of violence, immediately call 911 and request medical assistance if necessary. Remember to prioritize your safety and the safety of others around you. Once law enforcement arrives, follow their instructions promptly and cooperate fully with their investigation. It's crucial to avoid disturbing any potential evidence at the scene to aid in the investigation process. Additionally, seek support and assistance for any physical or emotional injuries resulting from the incident. Our community stands ready to provide resources and support during such challenging times.

Threat of Violence

Threats of violence, whether explicit, perceived, or implied, should always be taken seriously. Even seemingly innocuous statements or behaviors can escalate into dangerous situations if left unaddressed. It's essential to recognize and respond to all types of threats promptly to ensure the safety and well-being of individuals and the community as a whole. Examples of threats may include direct verbal threats, intimidating gestures, aggressive

behaviors, or even suggestive remarks that imply a potential for harm. By staying vigilant and acknowledging the seriousness of all threats, we can proactively address potential risks and prevent violence before it occurs.

A threat of violence may be an implied or perceived threat. Call 911 immediately if a threat seems immediate.

In certain circumstances it may be more appropriate to call the UNTD Police at 972-780-3000, as soon as safely possible. These instances include:

- If the threat is not immediate. Describe the individual and details of the threat to the dispatcher.
- If the threat was made electronically. Be sure to retain the record; do not destroy it.
- If the threat was made by phone, contact the UNTD Police using a different phone line if possible; take note of the caller's voice characteristics and background noises.
- If you are unsure but need police guidance for more information regarding a threat.
- Ask an associate or other individual in the area to call for you if it is not safe for you to contact the police.

When dealing with a threatening individual In addition to ensuring personal safety and seeking immediate assistance, it's crucial to alert the appropriate authorities about the threatening individual's behavior for further assessment and follow-up actions, which may include intervention, counseling, or disciplinary measures:

- Let the individual know (if you are speaking with them) that you are there to help them.
- Appear calm in your motions and voice.
- Distance yourself if it is safely possible – get behind a closed, locked door if able.

7. BOMB THREAT AND SWATTING



Bomb threats can come in many forms. According to the Department of Homeland Security, the most common way such threats are received is by phone, and may also be made verbally, via email, written note, social media, or other means.

Remember that every bomb threat is unique and may need to be handled differently from previous threats, depending on the nature of the threat and the facility/environment in which it occurred. Your role is to notify the UNTD Police Department as soon as possible, along with your supervisor, building staff, or professor. The UNTD Police Department will evaluate the threat and determine the next course of action.

I. In-Person Threats

The first, and possibly the most important step, is to stay calm. Your job at this point is to gather and communicate as much information as possible to share with the UNT Dallas Police.

Immediately after receiving an in-person threat, follow these steps:

- Note which direction the person went and keep an eye on them if safely possible.
- Write down the threat exactly as it was communicated.
- Call 911 and notify your supervisor.
- Note the description of the person who made the threat:
 - o Name (if known)
 - o Gender
 - o Body size (height/weight)
 - o Distinguishing features
 - o Race
 - o Type/color of clothing
 - o Hair and eye color
 - o Voice (loud, deep, accent, etc.)
 - o Follow all instructions from first responders.

Do NOT tell others—besides the police—about the threat. Likewise, do NOT initiate a building evacuation unless specifically directed to do so by first responders.

II. Written Threats

Written bomb threats may be posted via social media, sent via email, or mailed. No matter how it is received, it is important to take any threats seriously and report them right away. If you ever receive a written bomb threat, follow these steps:

1. If the threat is handwritten or printed, handle the document as little as possible, rewrite the threat exactly as it is on another sheet of paper, secure the original threat in a bag/envelope or a safe location.
2. If the threat is on your computer (email or social media), take a screenshot of the threat and print it out.
3. Take note of the following information:
 - Name and/or username of individual who made the threat (if known).
 - Date and time of the threat.
 - Where and when the threat was found.
 - Names of any other personnel who saw the threat.
 - Any other pertinent information about the threat (e.g., subject line).

Notify the UNTD Police Department (972-780-3000) and your supervisor. Follow all instructions from first responders.

III. Threats by Phone

The Department of Homeland Security has created the Bomb Threat by Phone Checklist. This checklist is a valuable tool and can help you as a call-taker to ensure you are collecting the critical information that will assist law enforcement personnel in assessing and addressing the incident.

Download the checklist here. [Bomb Threat Checklist \(fema.gov\)](https://www.fema.gov/bomb-threat-checklist)

If possible, transfer the call to the UNTD Police Department (972-780-3000)

Calls can be transferred via TEAMS.

If possible, record the call in TEAMS and provide the recording to the police.

If you receive a bomb threat by phone, implement the following procedure:

- Take the caller seriously and remain calm.
- Ask a coworker to “Call 911 to report a bomb threat,” if safely possible.
- Try to keep the caller on the phone by asking questions:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?

NOTE: Do NOT interrupt the caller or hang up.

Take note of:

- The caller’s speech patterns, including accent and tone.
- The caller’s emotional state (i.e., is the caller angry, agitated, calm, etc.).
- The background noise, including traffic sounds, people talking, accents, music, and so on.
- The caller’s age and gender.
- Immediately upon termination of the call DO NOT HANG UP.
- Call 911 immediately from a different phone line after the caller has hung up.
- Report all details of the call and comply with police instructions.
- The exact time the call was received, as this can be crucial during the investigation.

IV. Tips for Any Bomb Threat Situation

Secure the area, if possible (ask students, staff, faculty, and visitors to leave the area when the threat was made), allowing entry to emergency responders only.

Wait for guidance from the UNT Dallas Police before initiating a full building evacuation.

If ordered to evacuate...

- Leave doors and windows open— Do NOT turn light switches ON or OFF.
- Use stairs only—Do NOT use elevators.
- Once outside, follow the directions of first responders.
- Wait for emergency response personnel to say it is safe to re-enter the affected area.
- Do not use any electronic device, as it could possibly trigger a bomb.

SWATTING CALLS

A "swatting call" refers to a hoax emergency call made to emergency services with the intention of prompting a large-scale response, typically involving a SWAT team or other law enforcement units. These calls often involve false reports of serious crimes, such as hostage situations, bomb threats, or shootings, at the location provided by the caller. The term "swatting" originated from the practice of falsely reporting incidents in order to elicit an armed police response, often resulting in the deployment of SWAT (Special Weapons and Tactics) teams. Swatting calls and bomb threats typically come in clusters.

Indicators of a Swatting Call:

Is the only incoming call reporting the incident. In a real incident, multiple calls would be received.
Received on the non-emergency line.

The caller's demeanor is inconsistent with the claimed crises or threat.

Background noises include computer mouse clicking and/or typing.

The caller mispronounces names such as city, street or building names.

Swatting calls are commonly conducted by foreign perpetrators with thick accents who are unfamiliar with the local areas they target.

The caller's story changes or escalates when challenged with follow-up questions.

"Call of Duty Speak" – caller uses exotic or specific names of weapons from playing video games.

Gunshots or explosions heard in the background are inconsistent with other noise or sounds fake.

NOTE:

WHILE SWATTING CALLS ARE MALICIOUS HOAXES, THEY SHOULD STILL BE TREATED SERIOUSLY AND REPORTED PROMPTLY.

8. CIVIL DISTURBANCE OR DEMONSTRATION



Civil disturbances include riots, demonstrations, groups of threatening individuals, or assemblies that have become disruptive and could potentially become destructive or violent.

If the disturbance or demonstration poses an immediate threat:

- Call 911.
- Provide the address, location, and incident details to the dispatcher.
- Do not provoke or enter the disturbance or demonstration – keep a safe distance.
- Secure your work area, logging off computers and securing sensitive files (if safely possible) should the disturbance be near your location.
- Provide assistance to individuals with disabilities or special needs during evacuations or lockdowns, ensuring they have access to necessary support and accommodations. This may include guiding individuals to designated evacuation routes, offering assistance with mobility aids, or providing communication assistance for those who are deaf or hard of hearing.

NOTE: Keep a safe distance from the event. Remain inside and away from doors and windows if the event is outside of your building.

If a disturbance or demonstration does NOT pose an immediate threat but you are concerned that the event may escalate, contact the UNT Dallas Police at 972-780-3000.

9. CRIME PREVENTION

Personal Safety Starts with You!



There are many simple things you can do now to help keep yourself safe, whether on or off campus.

When walking anywhere, remember and follow these recommendations:

- Make eye contact with anyone in proximity - this tells strangers that you know they are there.
- Be aware of your surroundings - take time to look around yourself and be conscious of any persons or other safety hazards near you.
- Walk in groups, if possible.
- Wear clothing and shoes that allow you to move freely.
- Be careful what you share on social media.
- Avoid secluded places or places that are not well-lit. File a work order with UNT Dallas Facilities if you find a place on campus where a light has gone out.

Property tips

- Limit the amount of cash and credit cards you carry.
- Carry your UNT Dallas ID but not your Social Security card.
- Avoid using an ATM alone at night.

- Secure valuables out-of-sight.
- Never leave personal property unattended.
- Lock your bike to a rack with a U-lock or chain.
- Always lock your room, apartment, or house when you are leaving.
- Always look through the peephole or ask for an ID when someone comes to your room, apartment, or house.
- Be incredibly cautious as to who you allow into your home or vehicle.
- Lock your vehicle after leaving your vehicle and after getting into your vehicle.
- Do not linger in your vehicle.
- Remember: No property is worth your life!

Phone tips

Always have your cellphone and be sure it is charged. Your phone can be used to call or text 911 in an emergency on the UNT Dallas campus, Law Center, or in the City of Dallas, so it is important to make sure it always has enough battery to do that. Remote charging devices are a good item to keep with you; however, they should be checked regularly to ensure they are holding a charge.

Be aware of your surroundings no matter where you are. Listening to music, talking on the phone, and texting can distract you. Make sure you are looking around continually and staying aware of what is happening in the area.

Never text and drive.

Safety while working on campus.

If you are going to be working late on campus, let someone know where you are and how long you will be there. If you see someone who is acting suspiciously near your workplace, you may want to ask them if they need assistance or notify a supervisor or the police. If you see any strange or alarming behavior, immediately contact the UNT Dallas Police (972-780-3000) or, if you believe you are in danger, call 911. It is recommended, when on campus, that you always carry your student or employee ID card.

Safety in residence halls

If you live on campus, there are a few things important for you to do to stay safe in your residence hall:

- Always lock your door and secure windows.
- Never prop open doors.
- Do NOT loan your room key to anyone.
- Use the door peephole to identify visitors.
- Do NOT let strangers in your room.
- Talk with your roommate or Resident Assistant (RA) about evacuation plans.
- Make sure personal items of value have your personal ID (such as Texas driver's license number) engraved on them.
- Get your bicycle engraved at the UNT-Dallas Police Department.

Safety in parking lots and near vehicles

When walking through parking lots and near vehicles, make sure you walk with purpose and make eye contact with any individuals who may be in the area. When you approach your vehicle, have your keys ready so that you can quickly get into the vehicle. Visually scan the vehicle before getting in to make sure it is safe. Once inside the car, close and lock all doors. Do not linger in your vehicle. If you keep your car on campus, make sure you keep it maintained and do not leave it in one place for too long.

10. DISRUPTIVE OR HOSTILE PERSONS

Disruptive behavior is any behavior that interferes with other students, faculty, or staff and their access to a safe educational or work environment. This includes severe or ongoing and pervasive disruption of academic, administrative, and other campus activities. A disruptive person can be defined as any individual who exhibits the following actions:

- Makes threats of physical harm to you, others, or themselves.
- Behaves in a bizarre manner or exhibits unstable behavior patterns.
- Appears to be intoxicated or under the influence of a controlled substance.
- Refuses to comply with instructions.
- Is verbally abusive to you and or others.

Response

When dealing with a disruptive or hostile individual:

- Call 911 if there is an immediate threat.
- Remain calm – try to have another person with you.
- Be courteous and confident toward that individual.
- Allow the individual time to express feelings and concerns—listen respectfully and objectively.
- Attempt to inform them on available mental health and counseling services such as the CARE Team.

Ask defusing questions, such as:

- How can I help you?
- What are your concerns?
- What would you like to accomplish?
- Notify your supervisor and/or department chair.

DO NOT...

- Corner or crowd the individual.
- Attempt to touch the individual.
- Blame anyone or “blow off” the hostile individual.

11. ELEVATOR FAILURE

In the event of an elevator failure:

- Activate the emergency/telephone button within the elevator (if you are inside the elevator).
- Call the UNTD Police at 972-780-3000 if the button does NOT work or if you are NOT within the elevator.
- Follow instructions from the UNTD Police.

Do NOT attempt to self-evacuate, help others self-evacuate, pry open doors, or climb through the elevator roof escape hatch.

Do NOT Jump in elevators, as this can cause elevator failure.

12. EVACUATION

Evacuation of a Building

A building evacuation is called when there is a need to move students, staff, faculty, or visitors from one location to another. A localized evacuation from a campus building may become necessary during many kinds of situations including, but not limited to a bomb threat, fire, hazardous materials release, or gas leak.

To prepare for an evacuation:

- Be familiar with your building.
- Know at least two exits for every building you go to.
- Know your building's evacuation assembly area.
- Know where the fire extinguishers are located.
- Know where the Automated electronic defibrillators are located.

Response

When ordered to evacuate, initiate the following steps:

- Quickly leave the building, taking the closest and safest way out.

Do NOT use elevators – those with access and functional needs should immediately go to the nearest fire refuge area (in the nearest stairwell) and call 911. Be aware that the integrity of fire refuge areas is only possible when all doors to the area remain closed. Fire refuge areas can be located on the emergency floor plans located here: [Risk Management \(untdallas.edu\)](https://unt.dallas.edu/riskmanagement)

Fire Refuge Area

A temporary haven from the effects of a fire or other emergency that would normally require evacuation. Generally, these locations are in enclosed stairwells with fire-rated doors.

Begin sweeps towards exits and help others evacuate, if safely possible.

Take note of any individuals who are trapped, injured, or have access and functional needs who may still be in the building – share this information with first responders.

As you are evacuating...

- Stay low if confronted with smoke.
- Check closed doors for heat with the back of your hand before opening.
- Close doors behind you as you are leaving.
- Go to the designated evacuation assembly area.
- Make sure when exiting, you keep your hands open and visible for responders on scene.
- Wait to re-enter the building until the UNT Dallas Police or City of Dallas Fire Department have given the all-clear.

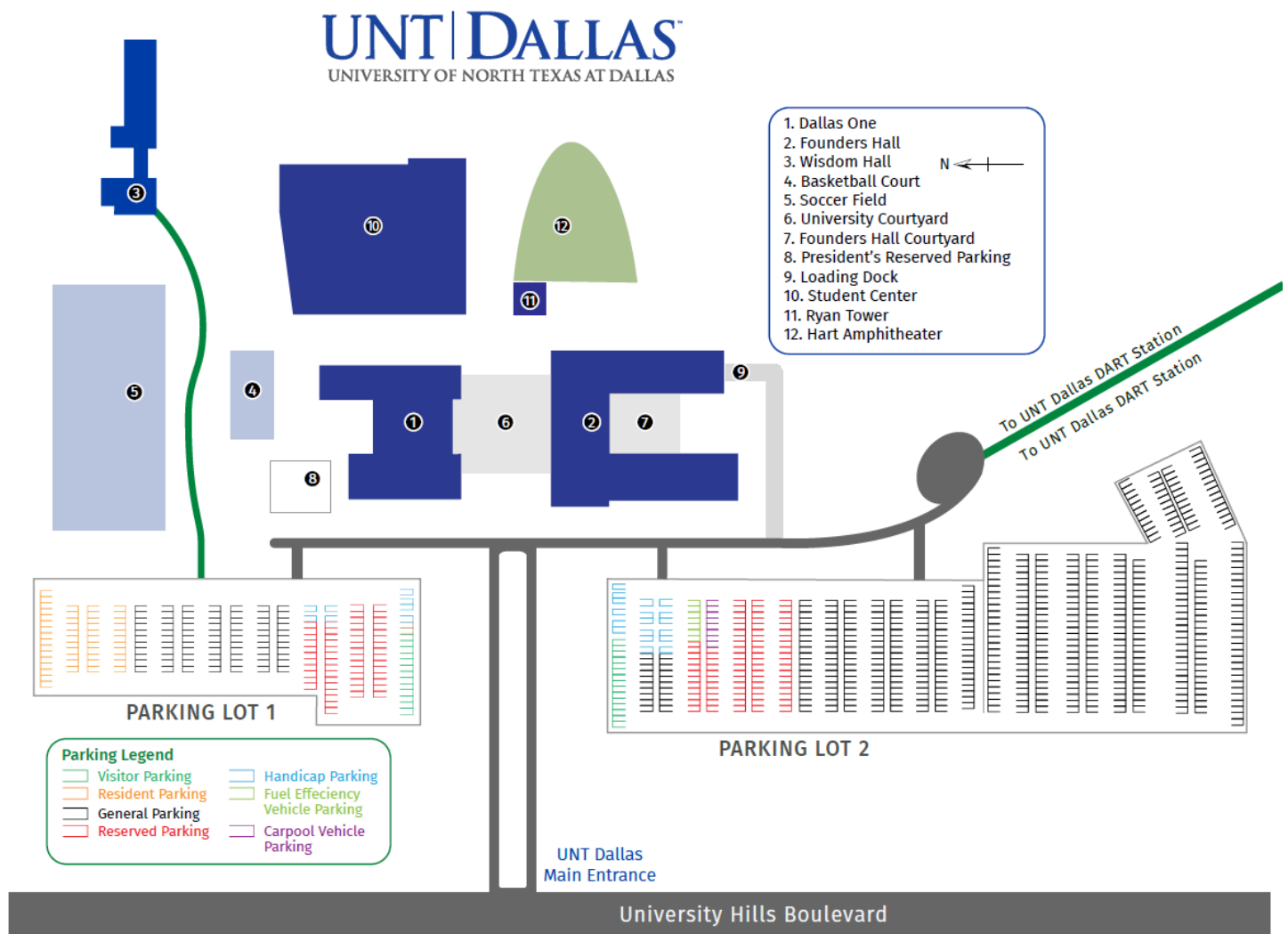
13. CAMPUS-WIDE EVACUATION

The procedures for a campus-wide evacuation will vary depending on the nature of the incident. In cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the incident. Other areas may then be evacuated, depending on the nature of the incident. This graduated evacuation is preferable to a total, immediate evacuation, as it identifies the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for emergency vehicles access and first responder personnel.

When you receive a campus evacuation order:

- Immediately respond.
- Do NOT return to your residence or office to grab personal items.
- Immediately proceed to your vehicle and exit the campus.

- Directions to avoid dangerous areas will be provided when possible.
- If you do not have a vehicle on campus, follow the directions provided by JAG Alert messaging.
- Once you are safe, immediately notify your family and your campus contacts.



14. EXTREME TEMPERATURES

Extreme temperatures (specifically extreme heat events) are common in North Central Texas. While our campus has significant experience with hot temperatures, this does not mean the UNT Dallas community is immune from the impacts of these events. Likewise, while UNT Dallas is not frequently exposed to severe cold, these incidents are historically possible.

Extreme Heat

Excessive Heat Watch	The conditions are right to create an excessive heat event in the next 24 to 72 hours.
Excessive Heat Advisory	Extremely dangerous heat conditions expected within the next 12 hours - temperatures are expected to be 100° or higher for at least 2 days, and nighttime air temperatures will not drop below 75°.

Excessive Heat Warning	There will be extremely dangerous heat conditions within the next 12 hours - temperatures are expected to be 105° or higher for at least 2 days and nighttime air temperatures will not drop below 75°.
Heat Index	What the temperature feels like to the human body – it is a measurement that combines air temperature and relative humidity.

Preparing for extreme heat

1. Do not rely on a fan as your only cooling device - fans can create a false sense of comfort and do not lower body temperatures.
2. Cover your windows with curtains or drapes.
3. Learn to recognize the symptoms of heat illness.
4. Check social media, and local media for updates regarding heat and weather-related news.

During extreme heat

- Find air conditioning.
- Stay indoors.
- Wear loose, lightweight, light-colored clothing.
- Avoid strenuous activity – especially outside.
- If you are outside, find shaded areas.
- Wear sunscreen, hats, sunglasses, and other protective gear.
- Hydrate by drinking lots of water - avoid caffeine and alcohol.
- Never leave people or pets inside a closed car.
- Check on yourself, family members, neighbors, and pets for signs of heat- related illness.

Heat- related illness

Heat Cramps	Heat Exhaustion	Heatstroke
<ul style="list-style-type: none">• Heavy sweating during exercise. Muscle pain, or spasms• Stop activity and move to a cool place.	<ul style="list-style-type: none">• Heavy sweating, Fast and weak pulse. Paleness of the skin. Tiredness, weakness, nausea, vomiting, muscle cramps, headache, fainting.• Find air conditioning and rest, loosen or remove clothing, put cool wet clothes on body or take a cool shower/bath and hydrate. Call a doctor if symptoms get worst or do not go away in 1 hour.	<ul style="list-style-type: none">• Body temperature over 103F, hot red, dry, or damp skin. Fast, strong pulse. Headache, dizziness, confusion. Losing consciousness.• Call 911 or get the person to a hospital immediately. Heatstroke is a medical emergency. Move the person to a cooler place and help them cool down until help arrives.

Extreme heat during a power outage

During times of extreme heat, we may experience power outages due to high demand in electricity usage. If this happens, it is extremely important that you take action to protect yourself. You can use the tips mentioned above as well as these tips listed below.

- Contact your local health department or locate an air-conditioned shelter in your area.
- Drink lots of water and try to stay cool.
- Keep your pets hydrated.
- Take cold showers or baths.
- Move to the lowest level of your home or building as cool air falls.
- Block the sun from windows by using curtains, drapes, blinds, or lining with aluminum foil.
- Keep your fridge or freezer closed – food can stay good for up to 4 hours during a power outage.
- Keep windows and doors closed – try not to let cool air out and warm air in.
- Watch for symptoms of heat-related illness in yourself and those around you.

Extreme Cold

Extreme cold may be considered any temperature below freezing (32 degrees F). During an extreme cold event, your body must work extra hard to regulate a normal body temperature. Though extreme cold is relatively rare in North Texas, it is not impossible; below normal body temperatures can be fatal, so extreme cold must be taken seriously each time it occurs. Cold temperatures can become especially dangerous when the air temperature is extremely cold, and the wind is blowing at high speeds. Wind can cause heat to leave your body more rapidly, making it difficult for you to remain insulated. The following information will describe what you can do during extreme cold to be prepared and prevent cold-related illnesses.

Prepare

The best time to prepare for extreme cold is before it occurs. Take some or all the following actions to be ready for extreme cold:

- Pay attention to weather reports, freezing weather, and winter storm warnings.
- Prepare and plan for what you would do in the event of a power outage.
- Purchase warm clothes that would be appropriate for layering.
- Gather supplies in case you need to stay home for several days without power.

During extreme cold

During an extreme cold event, take some or all the following actions to prevent cold-related illnesses emergencies:

- Limit your time outside.
- Wear many layers of clothing if you must go outside.
- Monitor for emergency information and alerts.
- Close blinds or curtains to keep heat in the home.
- Close off rooms you are not using to avoid wasting heat.
- Stuff towels or rags in cracks under doors.
- Check on your neighbors and other individuals who may be more susceptible to the cold (older adults and young children).
- Stay off roads if there is also winter precipitation such as snow, freezing rain, or ice – If you must drive, practice extreme caution.
- Be alert for signs of hypothermia or frostbite.

Cold-related illnesses

It is important to know the signs of cold-related illnesses and how to respond to those illnesses. Elderly individuals, children, and those with underlying health conditions are especially at risk; however, anyone can be impacted. The best method to prevent cold-related illness is to stay warm, stay indoors, and—if you must go out—BUNDLE UP. The following information will discuss two cold-related illnesses that you should be aware of. The key in any cold-related illness is quick response.

Frostbite

Frostbite is caused by freezing of the skin and tissue. Frostbite causes a loss of feeling and color around the face, fingers, and toes. Other symptoms of frostbite include numbness, white or grayish-yellow skin, and firm or waxy skin.

If an individual experiences frostbite, they should take the following actions:

- Go to a warm room.
- Soak skin in warm water.
- Use body heat to warm – DO NOT massage the skin or use a heating pad.
- Seek medical attention if symptoms do not improve.

Hypothermia

Hypothermia is when the human body reaches an unusually low body temperature (any temperature below 95 degrees F). The symptoms of hypothermia include shivering, exhaustion, confusion, fumbling hands, memory loss, slurred speech, or drowsiness.

If an individual experiences hypothermia, they should take the following actions:

- Go to a warm room.
- Warm the center of the body first—chest, neck, head, and groin.
- Keep dry and wrapped up in warm blankets, including the head and neck.
- Seek medical attention if conditions do not improve.

15. FIRE PREVENTION, PREPAREDNESS AND RESPONSE



To prevent fires, ensure your workplace is free of the following fire hazards and combustible materials:

Scrap paper
Cardboard
Trash
Dust
Flammable liquids
Exposed heating elements (toaster ovens and other heat-producing appliances)

Make sure that stairways are never blocked, and fire doors are kept closed (unless they are held open by an approved device that releases to close the doors when the fire alarm is activated). If you notice burned out EXIT lights, contact Facilities.

Ensure exit doors will always open with the flow of evacuation without keys or special knowledge.

Contact UNTD Police 972-780-3000 & Risk Management 972-338-1829 immediately if you discover missing or broken fire safety equipment.

Be mindful of overloaded electrical circuits and outlets, damaged wiring, defective switches, and damaged plugs; these can cause electrical fires. Take note of any mechanical equipment in your workspace; if the equipment is inadequately lubricated or inadequately cleaned, it could cause a fire. Contact UNTD Facilities at facilities@untdallas.edu if you discover any of these issues.

Be familiar with the fire extinguishers in your workplace; be sure to know basic extinguisher operation, as well as the types, sizes, and maintenance requirements of your workplace's extinguishers.

Space Heaters on Campus

Faculty or staff who would like to place a space heater in their office should submit a work order to Facilities facilities@untDallas.edu prior to purchasing the space heater. Facilities will check to see if the area can be made more comfortable by adjusting the HVAC system. Additionally, Facilities will ensure the electrical system has been evaluated and is able to support space heater use.

All space heaters must be inspected and approved by Risk Management prior to operation. Any questions regarding space heaters should be directed to Risk Management.

Gas Leak

Natural gas leaks are generally identified by smell and sound. If you smell an odor that resembles the smell of rotten eggs or hear an unusual hissing noise, it may be caused by a natural gas leak. When natural gas reaches certain levels, it can become flammable (or even explosive) in confined areas and pose a great danger to those nearby. If you find a possible natural gas leak, complete the following actions:

Faint Smell of Natural Gas

Evacuate the area as quickly as possible.

DO NOT utilize any potential sources of ignition (light switches, electrical equipment, cell phones, etc. – anything that has the potential to create a spark).

Warn others in the area around the possible leak.

Contact UNT Facilities at 972-338-1454 from 8 am to 5 pm Monday through Friday– provide them with your name and the location of the odor.

NOTE: After-hours, contact the UNTD Police at 972-780-3000

Follow instructions from first responders.

Overwhelming Smell of Natural Gas or Signs of a Major Leak or Pipeline Break

Evacuate the area as quickly as possible.

DO NOT utilize any potential sources of ignition (light switches, electrical equipment, cell phones, etc. – anything that has the potential to create a spark).

Warn others in the area of the possible leak.

Call 911 to report a gas leak (do NOT make the phone call before evacuating the area—cell phones can ignite natural gas).

Follow instructions from first responders.

Fire Response

If you see a fire in the building:

- Pull the fire alarm as soon as possible.
- Call 9-1-1.
- Put out the fire with a fire extinguisher if you are trained and able to do so.
- If you are unable to put out the fire with an extinguisher, evacuate the building – alert others in your area to evacuate.
- Stay low and out of the smoke.
- Head to your building's designated meeting area:
- DO NOT re-enter the building until an all-clear from the Fire Department is given.

If you hear a fire alarm in the building:

- Assume all alarms are real.
- Evacuate the building – alert others in your area to evacuate.
- Head to your building's designated meeting area.
- DO NOT re-enter the building until an all-clear from the Fire Department is given.

If you are unable to leave the building, create an area of refuge:

- Call 911.
- Stay below the smoke—cover your nose and mouth with a wet cloth, if possible, and only breathe through your nose.
- Signal for help.
- Seal up all the room's vents and cracks using a wet cloth or other materials.
- Only open or break windows if there is NO chance of fire coming in the room.

16. HAZARDOUS MATERIALS HANDLING AND SPILL RESPONSE

If you ever have questions or concerns about hazardous materials that may be present in your workplace, call UNTD Risk Management at 972-338-1829. Any container containing a substance that is not labeled should be considered hazardous.

Chemical Storage

All chemicals must be handled carefully and stored properly. Every chemical in a workplace or laboratory must have a Safety Data Sheet (SDS) that contains information about individual chemicals. In addition to having an SDS, all chemicals must be labeled with—at a minimum—the following information:

- The name of the chemical.
- Hazards of the chemical.
- Personal protection needed for chemical exposure.
- First aid information in the event of a release.
- Personal Protective Equipment (PPE) must be used when working with hazardous materials.
- Do a search on MSDS Online at www.msdsdsonline.com for the SDSs to provide to first responders. You can do this on a mobile device or computer.

Spill Response

If there is a hazardous materials spill:

- Isolate the spill if possible and evacuate the area.
- Call 911.
- Contact UNTD Risk Management at 972-338-1829 between 8 am and 5 pm Monday through Friday.
- Contact the UNTD Police at 972-780-3000 if the spill occurs after normal working hours.
- Follow instructions from UNTD Police, UNTD Risk Management, or other first responders.

Hazardous Materials Disposal

NEVER throw away hazardous materials in a trashcan or down a drain. Hazardous materials include hazardous substances and any items or equipment used to handle/clean equipment. To properly dispose of hazardous materials, contact Facilities at 972-338-1454.

Examples of Hazardous Materials

1. Chemicals:

- Corrosive substances: Examples include sulfuric acid, hydrochloric acid, and sodium hydroxide.
- Flammable liquids: Such as ethanol, acetone, and methanol.
- Toxic gases: Including hydrogen sulfide, chlorine gas, and ammonia.
- Reactive chemicals: Examples include potassium permanganate, sodium metal, and hydrogen peroxide.

2. Biological Hazards:

- Infectious agents: Such as bacteria (E. coli, Salmonella), viruses (influenza, hepatitis), and fungi (Aspergillus).
- Biological toxins: Including botulinum toxin, ricin, and aflatoxin.
- Biological waste: Blood samples, cultures, and other biological materials.

3. Radioactive Materials:

- Radioisotopes: Examples include carbon-14, iodine-131, and technetium-99m used in research and medical imaging.

4. Hazardous Waste:

- Chemical waste: Including expired or unused laboratory chemicals, solvent waste, and contaminated materials.
- Biological waste: Such as used culture media, contaminated gloves, and disposable lab equipment.

5. Asbestos:

- Found in building materials such as insulation, floor tiles, and ceiling tiles.

6. Lead:

- Lead-based paints: Found in older buildings for walls, doors, and windows.
- Lead-containing materials: Such as lead-acid batteries and solder.

7. Mercury:

- Mercury-containing devices: Including thermometers, barometers, and fluorescent light bulbs.
- Mercury compounds: Such as mercuric chloride and methylmercury.

8. Pesticides and Herbicides:

- Chemicals used for pest control and weed management in agricultural experiments and landscaping.

9. Oil and Petroleum Products:

- Petroleum-based fuels: Including gasoline, diesel fuel, and kerosene.
- Lubricants: Such as motor oil, hydraulic fluid, and grease.

10. Explosives:

- Chemicals used in chemistry experiments, including small-scale demonstrations or research involving energetic materials.

NOTE: This is not an all-inclusive list.

For Minor Injuries

Provide first aid (as appropriate) and encourage the individual to go to the Student Health and Wellness Center (students) or urgent care (faculty/staff) for evaluation. Report the incident to Risk Management.

Student Health and Wellness Center

972-338-1793

<https://www.untDallas.edu/sa/student-health-clinic>

Lower level of the Student Center, Mon-Thurs 8 am to 5:00 pm, Fri 9:15 am to 5:00 pm

Summer Hours: Mon-Thurs 8 am to 11 am and 1 pm to 4 pm, Fri 7 am to 11 am

Risk Management

972-338-1829

General questions: AskRiskManagement@untDallas.edu

17. HOSTAGE SITUATION

If someone on campus is taken hostage:

- Call 911.
- Evacuate the area if the hostage situation is happening onsite – isolate the hostage area. Communicate all known facts and provide all requested information about the area and the event to the police.
- Follow instructions from first responders – DO NOT attempt to communicate with the hostage or suspect or intervene in the situation unless given direct orders from law enforcement personnel.
- Remain calm.
- Follow instructions from your captor(s).
- Be polite.
- Avoid political or ideological conversation with your captor(s).
- Try to establish rapport and a good relationship with your captor(s).

- Memorize characteristics and details about your captor(s) and their demands.
- If forced to deliver messages to authorities, communicate that the demands are from your captor and NOT from you.
- Cooperate with law enforcement personnel. Keep your hands visible—avoid sudden movements or hostility toward rescuers. Since the situation may be tense and confusing to the rescuers, you may be handcuffed or searched. Comply with all instructions.

18. MEDICAL EMERGENCIES

Medical emergencies are one of the most common emergencies that occur on the UNT Dallas campus. Any of the following signs could indicate a medical emergency:

- Bleeding that will not stop.
- Breathing problems (difficulty breathing, shortness of breath).
- Change in mental status (such as unusual behavior or confusion).
- Chest pain.
- Choking.
- Coughing up or vomiting blood.
- Fainting or loss of consciousness.
- Feelings of severe depression, anger, or anxiety.
- Head or spine injury.
- Inhaling or being splashed with chemicals.
- Severe or persistent vomiting.
- Sudden injury due to a motor vehicle accident, burns or smoke inhalation, near drowning, deep or large wound, or other injuries.
- Sudden, severe pain anywhere in the body.
- Sudden dizziness, weakness, or change in vision.
- Swallowing a poisonous substance.
- Severe abdominal pain or pressure.

NOTE: This is not necessarily a comprehensive list.

- Call 911 (or have someone call 911 for you).
- Check to make sure that aiding does not endanger self or others.
- Send someone to get the Automated External Defibrillator (AED) located in each building by the elevators. AEDs are used to treat cardiac arrest.

Ask the individual injured if you can aid:

- If they say yes, provide first aid assistance to the extent that you feel able (our office recommends referring to the American Red Cross First Aid App for quick-reference first aid information see the link below).
- https://play.google.com/store/apps/details?id=com.cube.arc.fa&pcampaignid=web_share
- <https://apps.apple.com/us/app/first-aid-american-red-cross/id529160691>
- If they say no, move away from the individual and wait for first responders.
- If they are unconscious, you have implied consent to aid so long as you are not negligent or performing medical tasks beyond your scope of training or understanding.
- Send someone to meet first responders at the door.
- Gather as much information about the injury or illness as able.
- Report the incident to Risk Management after the incident has ended.

19. POWER OUTAGE

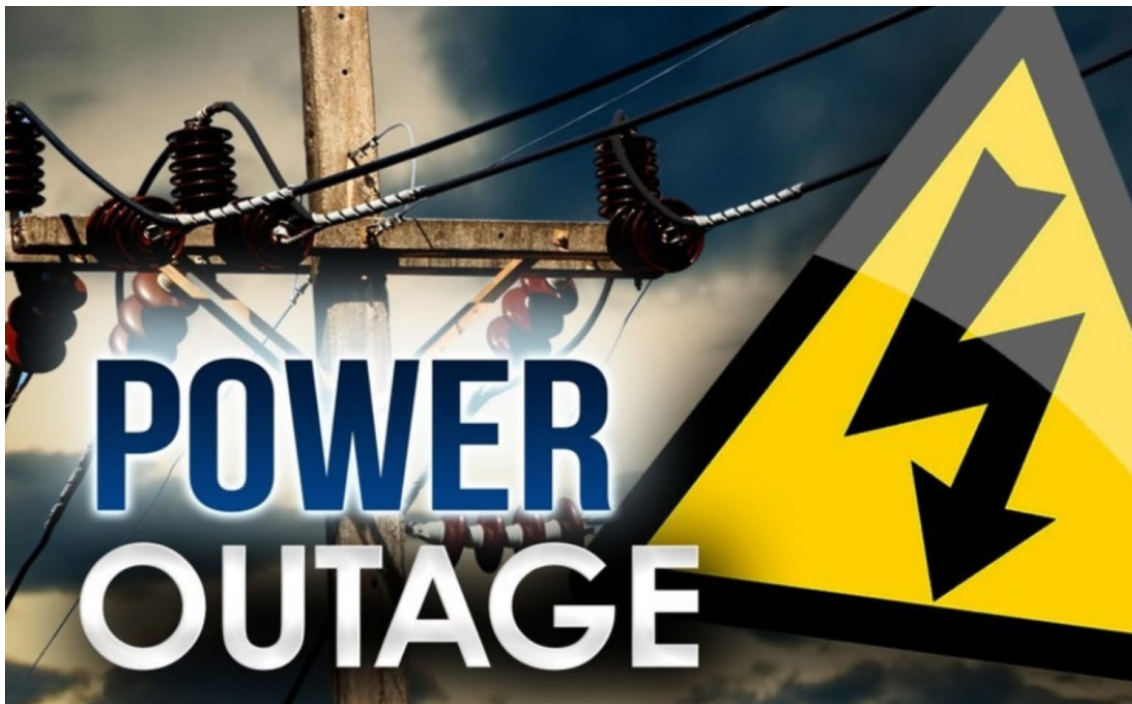
In the event of a power outage:

- Call UNTD Facilities at 972-338-1454
- Avoid all electrical equipment and machinery, as they may turn back on suddenly and lead to injury.
- Check to see if any students, faculty, staff, or visitors are trapped in elevators or other potentially hazardous areas.
- Call 911 if there are any individuals trapped, in need of emergency assistance, or assumed to be needed.
- Evacuate the building if emergency lighting fails.
- Follow directions from first responders and UNTD Facilities.

NOTE: Always use flashlights when walking in unlit areas of the building.

Precautions for Lab Users

- Put vital equipment on emergency power circuits if available.
- Make a list of equipment that must be reset or restarted.
- Keep fume hood sashes CLOSED and all containers capped.
- Check cold storage items. Use dry ice if necessary.
- Notify appropriate department and Facilities personnel if critical areas have been impacted by the outage, such as research involving animals, electricity- dependent research or processes, freezers containing research materials or chemicals, or time-course research.



20. SECURE-IN-PLACE

Secure-in-Place means placing a locked door or other barricade between yourself and the exterior of the building where a threat exists. A secure-in-place may be called for a potential threat on or near campus, hostage situation, or other violent situation on or near campus. A secure-in-place may be initiated by:

- An order from first responders.
- A Jag Alert instructing you to secure-in-place.
- An announcement through the building's intercom system.

What To Do

When ordered to go into a secure-in-place, do the following:

- Stop what you are doing – if you have time, save, and secure any sensitive information, files, or programs.
- Get into an office, residence hall room, meeting room, or other space with little to no windows and lock all doors.
- If you cannot lock the door, blockade the door with large, heavy furniture and other bulky objects.
- Close blinds and turn off lights.
- If unable to get indoors, lie flat on the ground and get behind an obstruction.
- Remain completely quiet.
- Silence cell phones and any other noise producing objects to include turning off vibration mode on cell phones.
- Stay low to the ground, on the floor, stay away from windows and doors.
- Take cover under furniture or other large objects, placing as many items as possible between you and the threat.
- DO NOT peek out windows or doors to see what may be occurring.
- DO NOT answer knocks on the door.
- DO NOT evacuate if a fire alarm is activated unless you are positive a fire is occurring.
- Call or text 911 if a life-threatening emergency is occurring in your immediate vicinity.
- Help others if it is safe for you to do so.
- Remain in your safe location until informed by police or circumstances warrant an immediate evacuation.

When police arrive:

- Obey ALL commands given by police officers.
- DO NOT run at them or make sudden movements.
- DO NOT hold anything in your hand that could be mistaken for a weapon.

21. SEVERE WEATHER

The weather in North Texas can be brutal and is among one of the biggest risks we face at UNTD. With this in mind, we want to make sure you fully understand the weather risks we face. Severe weather hazards most common in North Central Texas include the following:

- Tornadoes
- Severe Thunderstorms
- High Winds
- Flooding
- Lightning



Tornadoes

A tornado is a rapidly rotating column of air that is connected to a cloud and contacting the ground. Tornadoes can be incredibly destructive, with wind speeds of more than 200 mph possible. Tornadoes are generally associated with the spring months, but tornadoes can also happen any time of year in North Central Texas.

Tornado Watch

- Conditions are favorable for tornados to form. If the National Weather Service issues a Tornado Watch, remain alert and monitor the weather in the event of announcements.

Tornado Warning

- A tornado has been sighted or radar indicates rotation in the clouds.

If the National Weather Service issues a Tornado Warning for Dallas County, take the following actions:

- Proceed to your designated shelter area (which should be an interior room without windows on the lowest level of the building) informing all individuals along your route to take shelter in a designated shelter location.
- Move away from windows, doors, and exterior walls.
- Get under a piece of furniture, if safely possible.
- Monitor the National Weather Service website and social media to determine when the warning has ended.
- Do not leave your shelter until you receive an Eagle Alert, or an alternative alert explaining that the warning has ended.
- If you are in a car or outdoors during a Tornado Warning and cannot get to a building, cover your head, and neck with your arms and cover your body with a coat or blanket, if possible. Do NOT try to outrun a tornado in a vehicle.

After a Tornado Warning, check those around you and your area of the building for injured persons. Call 911 if there are injuries or significant damage. If you smell natural gas, open the windows, and exit the building; call 911 once you are safely away from the building. Refer to the Gas Leak guideline found in section 15.

Evacuate damaged buildings and do not re-enter unless the building has been officially declared safe. Comply with instructions from first responders.

Severe Thunderstorm

Severe thunderstorms - producing high winds, flash flooding, and hail - can be just as dangerous and deadly as tornadoes. All thunderstorms have the potential to produce strong winds, excessive lightning, and hail of various sizes.



Severe Thunderstorm Watch

- Issues when environmental conditions are right to produce severe thunderstorms in and around the watch area.
 - This does not guarantee that severe thunderstorms will occur, but if you are in the watch area, be prepared.

Severe Thunderstorm Warning

- A severe thunderstorm has been sighted or indicated by radar.
- A thunderstorm is defined as "severe" if it contains winds of 58 mph or faster and/or it contains hail that is 1-inch in diameter or larger.

When the National Weather Service issues a Severe Thunderstorm Warning:

- Get indoors and away from windows.
- Do NOT go outside to move your vehicle or perform any other outdoor activity as the storm is likely to produce excessive lightning and damaging hail. (All thunderstorms produce lightning).
- Monitor the weather closely, as the storm could escalate and produce a tornado or other weather hazard(s).

If your building has sheltering locations that are normally locked, make sure they are unlocked. (Contact facilities to get sheltering locations unlocked).

Listen to NOAA Weather Radio, local news stations, radio stations, or weather- related social media pages for updates on weather conditions.

High Wind

High winds are common in North Texas. High Wind Warnings are issued by the National Weather Service if winds are sustained at 40 mph or are gusting up to 58 mph. Wind advisories are issued during strong winds that may not have reached the threshold required to issue a High Wind Warning. High winds can reach tornado force, causing severe damage to homes and property. Though windy conditions may be common in North Texas, watches, advisories, and warnings should be taken seriously.

High Wind Watch

If a High Wind Watch has been issued, move or secure your vehicle, bicycle, or loose outdoor items, if safely possible before the wind (DO NOT try to move these objects during a high wind event).

Wind Advisory or High Wind Warning

If a Wind Advisory or High Wind Warning has been issued for UNTD, alert those in your area of the Advisory/Warning. Take shelter indoors, away from windows in an interior room or basement if the winds reach damaging levels.

If you are caught outside or driving during severe wind, shelter in your car. Drive your car to a sturdy building, if safely possible. Try to park your car somewhere where it is less likely that it will be hit by falling trees or power lines.

While driving in high winds:

- Hold the steering wheel with both hands – high winds can cause your vehicle to drift.
- Keep a distance from large vehicles such as trucks, buses, or vehicles pulling trailers – high winds can blow these vehicles over.

Flooding

Flooding and flash flooding are incredibly dangerous. According to FEMA, just six inches of water can sweep a person off their feet; just a foot and a half can cause a vehicle to lose control and stall. Remember to NEVER walk or drive through rushing water. Water moving at 25 mph, has the pressure equivalent of wind blowing at 790 miles per an hour, according to experts from The Weather Channel. In the case of flooding, get to high ground and stay off the roads or other flooded areas. **Avoid the following objects and activities:**

- Downed power lines or electrical wires—water conducts electrical current and can cause electrocution; always assume downed power lines are “live”.
- Floating, boating, swimming, rowing, or other water activities.

Lightning

No area outside is completely safe from lightning. In the event of lightning, take shelter indoors immediately. Remember, if you can hear thunder, lightning is close enough to strike: “When Thunder Roars, Go Indoors.” Stay indoors until 30 minutes after you last heard thunder. Lightning is a hazard with ALL storms.

When indoors during lightning, follow these safety precautions:

- Stay off corded phones, computers, or other electrical equipment.
- Avoid plumbing, including sinks, baths, and faucets.
- Stay away from windows and doors.
- Stay inside and off porches and balconies.
- DO NOT lie or lean against concrete walls or floors.

If you are caught outside during lightning, follow these safety tips:

- Get down from elevated areas (hills, ridges, etc.).
- DO NOT lie flat on the ground.
- DO NOT seek shelter under a tree.
- DO NOT take shelter under a cliff or rocky overhang.
- Get out of bodies of water (ponds, lakes, etc.).
- Get away from bodies of water.
- Avoid objects that conduct electricity (wire fences, power lines, windmills, etc.).

If your office or department has an outdoor event during a storm, move the event indoors or delay the event until 30 minutes after the last heard thunder.

IF YOU ARE UNDER A THUNDERSTORM WARNING, FIND SAFE SHELTER RIGHT AWAY

When thunder roars,
go indoors.



Pay attention to alerts
and warnings.

Move from outdoors
into a building or car.



Unplug appliances.



Do not use landline phones.

22. SHELTER-IN-PLACE

Shelter-in-place means finding personal protection within the building you are in, making minor adjustments to the environment if needed, and staying in that location until it is safe to return outside. Sheltering may be required during different kinds of situations, including, but not limited to, the following:

- Severe weather conditions (most common).
- Hazardous materials release.
- Sheltering may be initiated by the following:
 - An order from the UNTD Police or City of Dallas Fire Department.
 - A shelter alarm (sometimes termed a Tornado Alarm).
 - A JAG Alert instructing sheltering-in-place.
 - The City of Dallas outdoor warning sirens.

Response

When ordered to shelter-in-place, initiate the following steps:

- Direct all individuals in the assigned area to go to the nearest shelter areas located on the lowest floors of the building you are in if the event is related to a hazardous materials release.
- Shut and lock all windows and doors – seal gaps with duct tape or plastic sheeting if possible.
- Turn off all electronic equipment.
- Close all blinds.
- If the event is related to a tornado warning.
- Encourage others to take additional cover by shielding their head and neck with arms and putting materials such as furniture and blankets around themselves.
- Listen to NOAA Weather Radio, the local news/radio, or local alerting systems (such as City of Dallas or JAG Alert) for current emergency information and instructions.

NOTE: If you are in a car or outdoors and cannot get to a building, cover your head, and neck with your arms and cover your body with a coat or blanket, if possible. Do NOT try to outrun a tornado in a vehicle. Stay in the shelter area until a JAG Alert is sent informing you that it is safe to leave your shelter.



SHELTER IN PLACE

- ✓ Close Windows
- ✓ Charge Devices
- ✓ Lock Door
- ✓ Stay Tuned

Ready

23. SUSPICIOUS PACKAGE OR UNATTENDED ITEM

The following descriptions are characteristics of a suspicious package.



In the event you receive or discover a suspicious package:

- Stop handling the package.
- Move away from the package.
- Call 911.
- Clear the area of all persons.
- Wash your hands if you were exposed to a substance on or within the package.
- Shut down all equipment in the immediate area (HVAC) Take note of the:
 - Location of mail piece or substance
 - Description of substance
 - Description of the package (markings, labels, declarations, postage)

- Addressee's name and address
- Mailer's name and address
- Contact your supervisor.
- Follow all instructions from the UNTD Police or other first responders.

Unattended Item

Unattended items, in most cases, are simply lost property and are neither suspicious nor a threat. However, some unattended items may be suspicious and need to be reported. If an unattended item is found, use the following steps to determine if it needs to be reported and, if so, how to appropriately report the items while keeping others safe.

Confirm

Confirm that the item is suspicious. As mentioned, most unattended items are lost property—left by mistake—and present no threat. There are some ways in which you can determine if an unattended item seems out-of-place.

Ask and answer the following questions about the item:

- Does it seem to be hidden?
- Does it appear that an individual is trying to hide the item from others?
- Is it obviously suspicious?
- Are there wires, a smell, unusual stains, or anything else that obviously appears suspicious?
- Is it typical of the bags or items of the setting? For example, large duffle bags are common at the Rec Center, but may seem out-of-place if left in a classroom.
- Ask individuals in the nearby area if the item is theirs or if they know who it belongs to.

Communicate

If the item seems to be suspicious or present a possible threat:

- DO NOT touch the item.
- Ask individuals in the area to move away from the item – try to keep yourself and others out of the line-of-sight of the item.
- Notify the UNT Dallas Police at 972-780-3000.
- Block off the area, if possible.
- Keep eyewitnesses nearby so they can tell the police what they witnessed.

24. WINTER WEATHER



When university officials think weather conditions pose a significant threat to the safety of students, faculty and staff who drive to campus, UNT Dallas will delay its opening time, close early, or close for the day.

University officials make every attempt to decide about the need for delayed-openings or closures as early as possible.

Online classes are not affected by weather delays and closings unless the course instructor informs students otherwise.

When inclement weather conditions exist, check for Jag Alerts or listen for weather details on local media outlets before you begin driving to campus.

Current UNT Dallas students, faculty and staff should receive a Jag Alert message notifying them that the university is closing or if the opening time is delayed. Before severe or winter weather arrives, be sure your contact number is correct.

If the weather conditions could make driving dangerous, please check local media reports or the web site before setting out for campus. Only delayed openings or closures are announced. If an announcement is not made, then the university will be open.

Midday Closures

The university may close and cancel classes in the middle of the day if weather conditions deteriorate.

Consecutive Closures

If weather conditions continue to deteriorate, the University may remain closed for consecutive days until it is safe to re-open. The University will provide information to the campus community by Jag Alert, email and postings on the website.

For UNT Dallas Employees

If you are considered an essential staff member, check with your supervisor about whether you should report to work.

When inclement weather conditions exist, wait for Jag Alerts or listen for announcements on local media outlets before you begin driving to campus.

If your department does not have an updated calling tree to notify staff members about delays and closures, this is a good time to revise your document and distribute it to all your departmental members.

Winter Weather Terms

Freezing rain advisory	means that periods of freezing rain or freezing drizzle will cause travel difficulties
Winter storm watch	means conditions are right for ice and snow to develop
Ice storm warning	means severe winter weather conditions are expected or occurring. Significant amounts of ice accumulations will make travel extremely dangerous or impossible
Winter storm warning	means that an ice storm or snowstorm is entering the area
Winter weather advisory	indicates that winter weather conditions are expected to cause significant inconveniences and hazardous driving.