



# ***Emergency Action Plan***

Radio, TV, Film, and Performing Arts

**Address:** 1179 Union Circle, Denton, TX 76201

**Building Contact Name:** Randal Smith

**Phone:** (940) 565-4188

**Revised** September 2020



# Introduction

This document is the Radio, TV, Film, and Performing Arts emergency action plan. It has been developed by the **Emergency Management & Safety Services** team in collaboration with Radio, TV, Film, and Performing Arts staff.

As outlined in the University of North Texas (UNT) Emergency Operations Plan (EOP), individual buildings are required to have and maintain detailed building-specific plans. These plans are designed to provide guidance for training and a framework for responding to emergencies within the building.

The design of this document is focused on the **actions** that one may take in any emergency, regardless of type, size, and scope. These actions include the following:

- Evacuate
- Shelter
- Secure-in-Place
- Run, Hide, Fight

In any emergency (aside for medical emergencies and some maintenance emergencies), you will take one (or more) of these actions.

North Texas is a hazardous place and—though we may try—it is simply not possible to plan for every possible emergency scenario. By honing in on actions rather than hazards, we are able to be better prepared. This plan is intended to be a living document; updates will be required when there are changes to staff or procedures, as well as location changes, such as construction or remodeling. After any emergency situation, it is our recommendation that individuals with safety specific roles in the building (such as Safety Leads or Safety Coordinators), as well as those impacted by the situation who wish to contribute, review this document and determine if changes need to be made.

As you review this document, do not hesitate to contact **Emergency Management & Safety Services** for further assistance.

Thank you,

**The Emergency Management & Safety Services Team**  
Emergency.Management@unt.edu  
**940.369.5468**





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For procedures for specific types of events not listed, additional information can be found on the **UNT Mean Green Ready app**. You can download the app to your android or iOS devices by going to <https://guidebook.com/g/untemergency/> or by scanning the QR code with your device.



## Record of Revisions

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All major revisions to this document should be reflected in this record of revisions table:

Date	Name and Title of Individual Making the Revision	Description of the Revision
September 2020	Lacey Spinuzzi, EMSS Intern	Creation of Document
November 2020	Julie Elliott, Emergency Management Coordinator	Reviewed document and made updates based on stakeholder recommendations and new information about the building
December 3, 2020	Marielena Resendiz, Media Arts	Reviewed document and made updates of First Aid locations & Building contacts
December 4, 2020	Julie Elliott, Emergency Management Coordinator	Incorporated changes from stakeholders, updated emergency floorplan graphics, and updated medical emergencies section to match new template. Finalized the document for uploading to Teams.

## Radio, TV, Film, and Performing Arts Building Information

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**Address of Building:** 1179 Union Circle, Denton, TX 76201

**Building Description:** The Department of Media Arts shares the Radio, TV, Film & Performing Arts (RTFP) Building with the Dance and Theater Department. The hours for this building are Monday through Friday from 8am to 5pm. This is a four-story building including the basement.



**THE OPERATING HOURS OF THIS BUILDING HAVE BEEN TEMPORARILY AFFECTED BY COVID-19.**

Media Arts Main office is open Monday – Thursday 8:00 a.m. thru 1:00 pm and Fridays main office is closed. Media Arts may be reached at any time by email, as noted by signage on main door.

## Building Emergency Contacts

The following individuals are listed as Building Emergency Contacts. For after-hours emergency contacts, please refer to the [After-Hours Emergency Contacts](#) table.

Name	Contact Information	Office Location
<b>Marielena Resendiz</b>	(940) 565-2537 (office) (940) 300-9513 (mobile) <a href="mailto:Marielena.Resendiz@unt.edu">Marielena.Resendiz@unt.edu</a>	RTFP 262
<b>Randy Smith</b>	(940) 565-4188 (office) (214) 597-9466 (mobile) <a href="mailto:Randal.Smith@unt.edu">Randal.Smith@unt.edu</a>	RTFP 286
<b>LaDaniel Maxwell</b>	(940) 565-4123 (office) <a href="mailto:LaDaniel.Maxwell@unt.edu">LaDaniel.Maxwell@unt.edu</a>	RTFP 166

## After-Hours Emergency Contacts

The following individuals should be contacted in the event of an after-hours emergency impacting the building.

Name	Email	After Hours Phone Number
Facilities		940-565-2700
Randal Smith	<a href="mailto:Randal.Smith@unt.edu">Randal.Smith@unt.edu</a>	(214) 597-9466
Marielena Resendiz	<a href="mailto:Marielena.Resendiz@unt.edu">Marielena.Resendiz@unt.edu</a>	(940) 300-9513



## Automated External Defibrillator (AED) Location

The AED for this building can be located **on the first floor by the elevator.**

## Fire Department Connection (FDC)

RTFP has a Fire Department Connection (FDC) located at the **northeast corner of the building.**



### Map Legend



Fire Department Connection



Lockbox



## Fire Extinguisher Locations

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Fire extinguishers for RTFP can be found **throughout the building**. You are encouraged to locate two (2) nearest your routine location in the building.

## Fire Panel Location

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The fire panel for RTFP is located at the southwest entrance of the building.

## First Aid Kits

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There are two first aid kits in the RTFP building.

- One kit is located in the Media Arts Main Office (RTFP 262) – *stored by the faculty/staff mailboxes that sit against the wall in RTFP 262c by the large printer. The first aid kit is a gray utility box with a red cross indicator on top*
- One first aid kit is stored in the supply cabinet in the Edit Labs (RTFP 180) – *stored in a beige metal container against the wall near the Mac Lab (180z)*



# Reporting an Emergency

In the event of an emergency, always call or text **9-1-1**. For non-emergencies, call the **UNT Police Department** at **940-565-3000**.

When reporting an emergency over the phone, be prepared to share the following information with the call-taker:

- Your name
- The location of the emergency/incident (including the building and specific room)
- The nature of the incident (fire, chemical spill, etc.)
- Description of injuries (if applicable)
- Any additional hazards in the location which may impact responding emergency personnel
- A phone number near the scene where you can be reached

**NOTE:** When calling **9-1-1**, the phone call will go directly to the **City of Denton Police Department**. The City of Denton will either forward your call or relay the information from the call to the **UNT Police**.

After reporting an emergency – if safely possible – send staff to the main entrances of Radio, TV, Film, and Performing Arts to help direct first responders to the incident location.

When texting to **9-1-1** for emergency services, remember these guidelines:

- Send your location and type of emergency in the first message
- Text in simple words, but avoid abbreviations or slang terms
- Do NOT include any additional phone numbers on the text message

Call the **UNT Police Department** non-emergency number (**940-565-3000**) for non-emergency situations. A non-emergency is any incident that does not necessarily require immediate action. Some examples of non-emergency calls include the following:

- Reporting a crime with no suspect
- Reporting a noise complaint

**If you are ever unsure if a situation is an emergency, call 9-1-1.**

The **UNT Police** also maintain an anonymous tip line: **940-369-8477**.





# Reporting Incidents Involving Youth

Any incidents involving youth programs must be reported to the **UNT Youth Protection Program** as soon as possible. If such event occurs, please use the online web form (<https://youth.unt.edu/protecting-children/incident-report-form>) to submit the report. Once this report is submitted, the **UNT Youth Protection Program** will forward the report over to **Risk Management Services** for their review as well.





# Evacuation Plan

## Define

---

**Evacuate** is called when there is a need to move students, staff, faculty, or visitors from one location to another. Evacuation from a campus building may become necessary during many different kinds of situations including, but not limited to, the following:

- Bomb threat
- Fire
- Hazardous materials release
- Gas leak

## Prepare

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To prepare for an evacuation:

- Ensure all Safety Coordinators (or individuals with emergency response roles) understand their area of responsibility in the building
- Ensure evacuation assembly areas are identified and have been communicated to all faculty and staff
- Coordinate with **Emergency Management & Safety Services** to receive evacuation training
- Conduct an evacuation drill once annually (recommended)
- Ensure everyone understands what areas must be cleared and secured before evacuating a building

## Recognize

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You will know to initiate building evacuation if you receive, see, or hear the following:

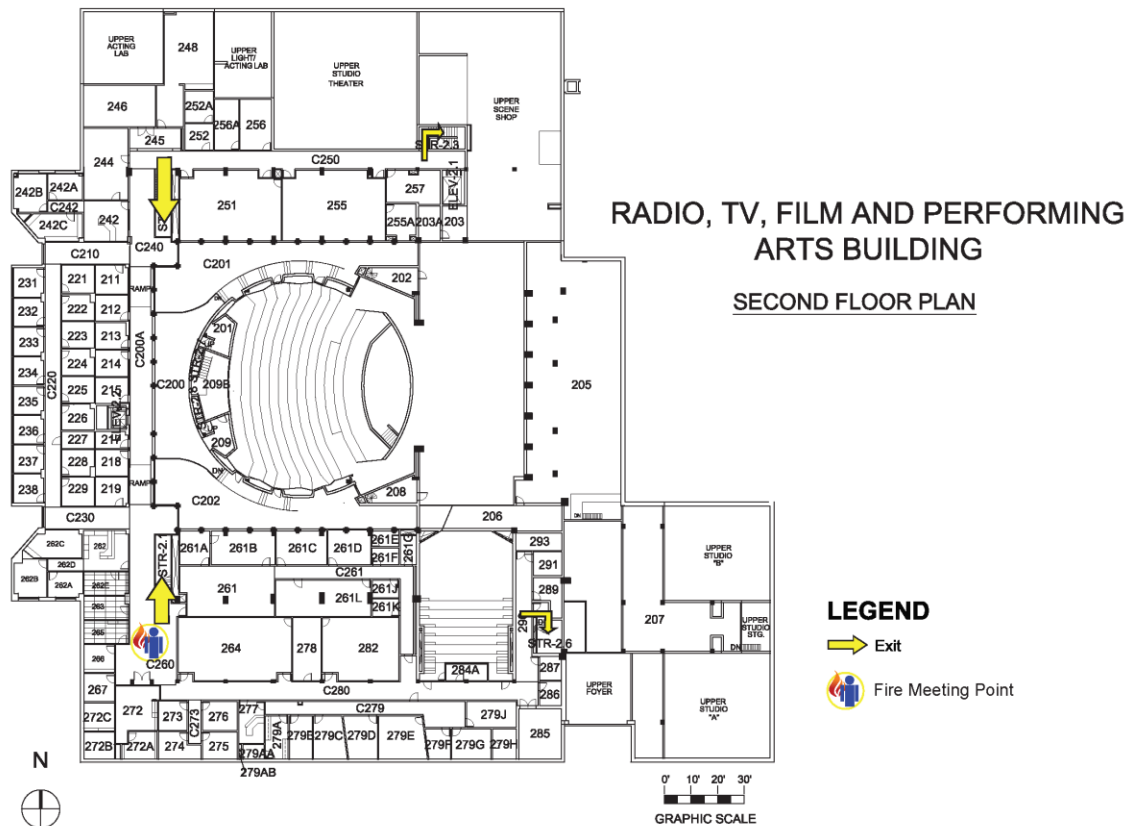
- A fire alarm (most common)
- An order from the **UNT Police Department** or **City of Denton Fire Department**
- An Eagle Alert instructing evacuation
- A visible life-threatening situation in the building, such as a gas leak or fire



## React

When ordered to evacuate, initiate the following steps:

- Direct all individuals to 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 meeting point**: Assemble in Corridor 260 at the top of Stair 2.1 on the second floor to await evacuation by emergency responders if necessary
  - Mobility impaired individuals can safely await at the stairs in this area on the second floor, for emergency responders
  - A person with a mobile phone shall be designated to stand by with those awaiting evacuation

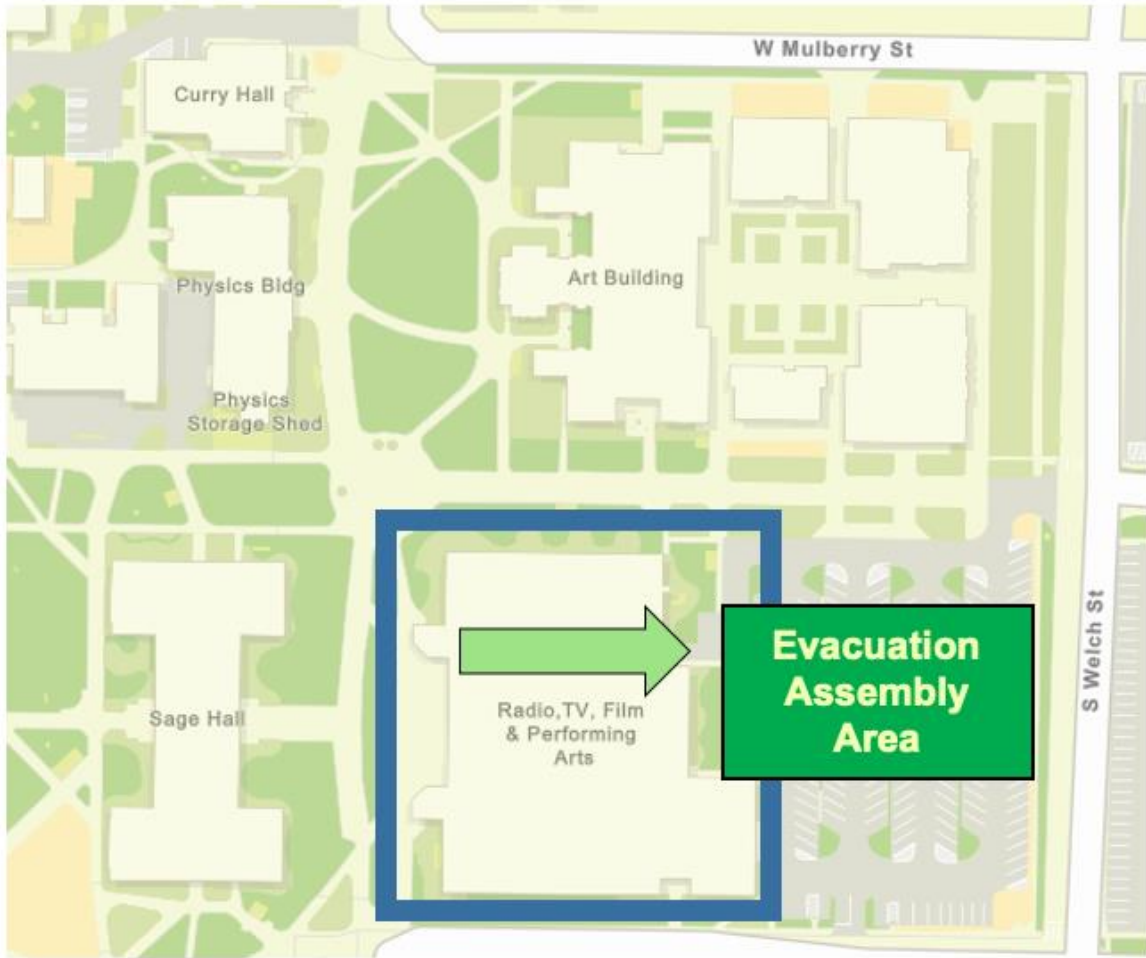


- Begin sweeps towards exits and help others evacuate, if safely possible





- 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 yourself as you are leaving
- Go to the designated evacuation assembly area: **Parking Lot 50, east of the RTFP building**, *unless directed to go elsewhere by first responders or an Eagle Alert*
- Wait to re-enter the building until the **UNT Police** or **City of Denton Fire Department** have given the all-clear



If transportation assistance is needed to get individuals off-site (i.e. the pre-identified evacuation assembly area is unsafe), call **9-1-1** and the UNT Police at **940-565-3000**.

**NOTE:** Never put yourself in danger during an evacuation.



# Shelter Plan

## Define

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Shelter means to find 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 many different kinds of situations, including, but not limited to, the following:

- Severe weather conditions (most common)
- Hazardous materials release

## Prepare

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To prepare for sheltering:

- Ensure all Safety Coordinators understand their area of responsibility in the building
- Identify all facility shelter areas
- Conduct a sheltering drill once annually (recommended)
- Coordinate with **Emergency Management & Safety Services** to receive shelter-in-place training

## Recognize

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Sheltering may be initiated by the following:

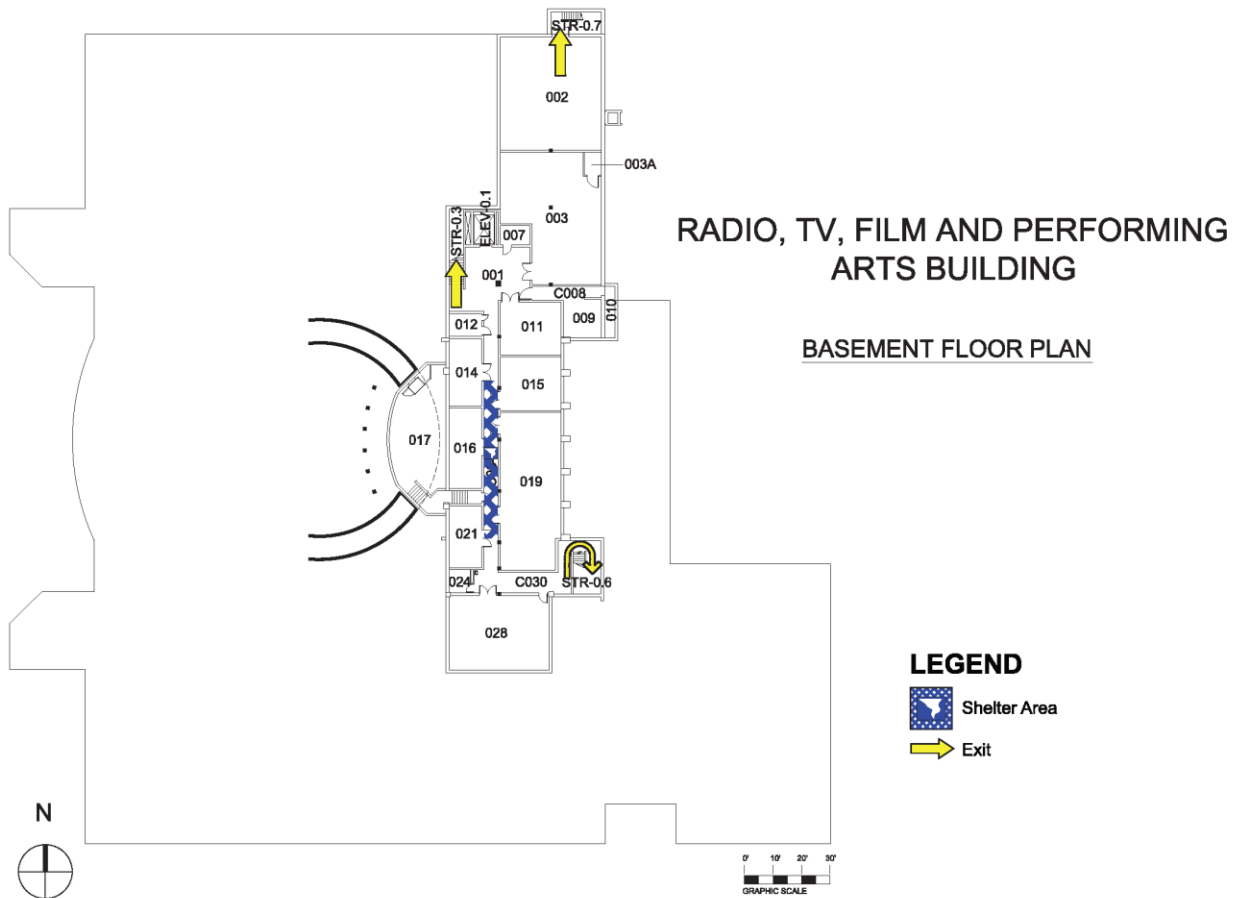
- An order from the **UNT Police Department** or **City of Denton Fire Department**
- An Eagle Alert instructing sheltering-in-place
- The City of Denton outdoor warning sirens

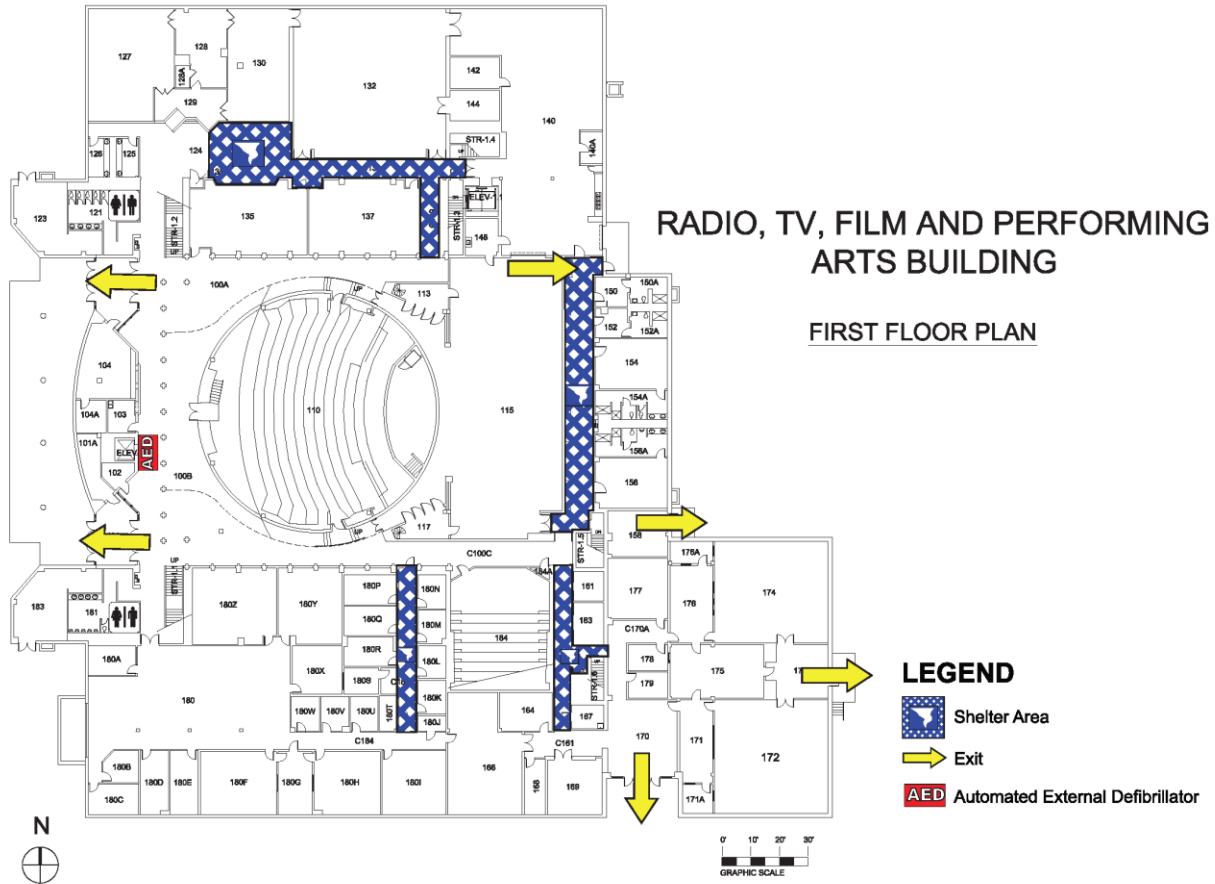


## React

When ordered to shelter, initiate the following steps:

- Direct all individuals in assigned area to go to the nearest shelter areas which are the **interior hallways in the basement and on the 1<sup>st</sup> floor.**





- If the event is related to a ***hazardous materials release***
  - Contact **UNT Facilities** at **940-565-2700** for guidance on shutting off HVAC systems
  - 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 EAS, NOAA Weather Radio, or local alerting systems 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 an Eagle Alert is sent informing you that it is safe to leave your shelter

**Where to find additional information during a Shelter situation:**

- The National Weather Service Fort Worth forecast office: [www.weather.gov/fwd](http://www.weather.gov/fwd)
- The National Weather Service Twitter Page: [www.twitter.com/NWSFortWorth](https://www.twitter.com/NWSFortWorth)
- UNT Emergency Management Twitter Page: [www.twitter.com/meangreenready](https://www.twitter.com/meangreenready)
- UNT Eagle Alert Twitter Page: [www.twitter.com/UNTEagleAlert](https://www.twitter.com/UNTEagleAlert)



# Secure-In-Place (Lockdown) Plan

## Define

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

## Prepare

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- Ensure all staff with emergency response roles understand their area of responsibility in the building
- Identify spaces that can be locked—including doorways, windows, loading docks, and fire escape ladders—is critical (each room should have a “safe zone” that cannot be seen from outside of the room).
- Create a secure-in-place checklist for faculty, staff and/or Safety Coordinators to follow in the event of a secure-in-place order
- Perform annual secure-in-place drills (recommended)

## Recognize

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A secure-in-place or lockdown may be initiated for your building by the following:

- An order from the **UNT Police Department** or **City of Denton Fire Department**
- An Eagle Alert instructing you to secure-in-place
- The building representative or their designee

A secure-in-place/lockdown may be a **soft** lockdown or a **hard** lock-down. Follow all instructions provided to you by law enforcement personnel.



## React

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### Soft Lockdown

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In the event of a soft lockdown, no building-wide announcement or notification is needed. Instead, implement the following actions:

- Notify safety and security (need-to-know) team members within the building
- Bring all staff and clients inside the building
- Lock and secure all external doors, if able – if unable to lock doors locally, contact the UNT Police at **940-565-3000**
- It is recommended to not permit any visitors to enter the building, however, personal safety is important and must be considered with this recommendation
- Discourage all individuals from exiting the building

### Hard Lockdown

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When ordered to go into a hard lockdown, initiate the following steps:

- Conduct a quick visual check outside of your area and usher anyone you see inside
- Warn others if safe to do so
- Lock and/or barricade external doors
- Bring all staff, faculty, and students to an internal room with no windows
- Turn off lights, silence phones (including the vibrate function), draw blinds, and do not talk
- Move away from windows and doors





- Barricade rooms with furniture to provide added protection for the space
- Do not respond to knocks on the door
- Do NOT leave until an all-clear message is received
- Keep hands visible to law enforcement, should you encounter a building search

**If unable to shelter during a hard lockdown, initiate the following steps:**

- If unable to get into an area with a door, hide in a restroom or bathroom stall, locking the door if possible and keeping yourself hidden
- If you are able, quickly evacuate the building and leave campus
- If you are outside and unable to shelter in a building, leave campus
- Follow any instructions from law enforcement or Eagle Alert

**Where to find additional information during a lockdown/secure-in-place situation:**

**University of North Texas:** [www.unt.edu](http://www.unt.edu)

**UNT Police Department Twitter:** [www.twitter.com/UNTPolice](https://www.twitter.com/UNTPolice)

**UNT Emergency Management Twitter:** [www.twitter.com/meangreenready](https://www.twitter.com/meangreenready)

**UNT Eagle Alert Twitter:** [www.twitter.com/UNTEagleAlert](https://www.twitter.com/UNTEagleAlert)





# Run. Hide. Fight.

## Define

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Run, hide, fight are the three actions that can be taken to protect oneself from an active threat (or active shooter). An active threat is “an individual actively engaged in killing or attempting to kill people” with or without a gun “in a populated area.”

## Prepare

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Though the likelihood of an individual experiencing an active threat situation is low, the UNT 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 to the scene—individuals must be prepared to respond.

To prepare for an active threat event:

- Sign up for an active shooter training with the **UNT Police Department**
- If you see something suspicious, say something to the campus authorities right away
- Identify multiple evacuation plans (including at least two different exits) – Do not wait until an incident to decide how to get out
- Have an idea of where you would hide from an active threat – Identify spaces where it would be safest to take clients and staff to hide from an active threat
- Determine what techniques and items you can use to take out a threat; these may include throwing chairs or other furniture, among a multitude of other possible actions

## Recognize

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You will know to run, hide, or fight if you received, see, or hear any of the following:

- An Eagle Alert alerting you to run, hide, fight
- Successive, loud shot noises
- Groups of individuals running and screaming



## React

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**If you are alerted to an active threat near the building,** initiate secure-in-place measures for a full lockdown of the building.

**If an active threat is near or inside of your building,** follow these steps.

### RUN

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Attempt to evacuate the premises if there is an accessible escape route.

Keep the following in mind:

- Evacuate even if others will NOT follow
- Getting away from the shooter or shooters, or those posing a threat, is the top priority
- Leave your belongings behind
- Help clients and others escape, if possible
- Keep your hands visible when exiting the scene
- Follow all instructions from police officers
- Do NOT attempt to move wounded people
- Call **9-1-1** when you are safe and describe the shooter, location, and weapons
- Prevent individuals from entering an area where the active shooter may be

### HIDE

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If escape is not possible, find a place to hide where the active threat, 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
- Not trap you or restrict your movement

To prevent an active threat 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 (e.g. radios, televisions, etc.)
- Hide behind large items (e.g. cabinets, desks, etc.)
- Remain quiet
- Try to communicate with the police silently – text **9-1-1** if able



## FIGHT

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As a last resort, attempt to disrupt and/or incapacitate the active threat by:

- Acting as aggressively as possible against the shooter or threat
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

## After an Active Threat Event

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After an active threat event, remember the following:

- Keep hands visible and empty as law enforcement is arriving to the scene
- Know that law enforcement's first task is to end the incident and they may have to pass injured along the way
- Officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation
- Officers will shout commands and may push individuals to the ground for their safety
- Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive
- If the injured are in immediate danger, help get them to safety
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so
- Turn wounded people onto their sides if they are unconscious and keep them warm
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma

### Where to find additional information:

- University of North Texas: [www.unt.edu](http://www.unt.edu)
- UNT Police Department Twitter: [www.twitter.com/UNTPolice](https://www.twitter.com/UNTPolice)
- UNT Emergency Management Twitter: [www.twitter.com/meangreenready](https://www.twitter.com/meangreenready)
- UNT Eagle Alert Twitter: [www.twitter.com/UNTEagleAlert](https://www.twitter.com/UNTEagleAlert)





# Medical Emergencies

Medical emergencies are one of the most common emergencies that occurs on the UNT 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
- Feeling of severe depression, anger, or anxiety
- Head or spine injury
- 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.

## Cleanup

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Following the OSHA Bloodborne Standard, UNT has established specific protocols for blood, other bodily fluids, and other potentially infectious materials (OPIM) cleanup. The protocols begin with ensuring that any worker who will be involved in the cleanup of blood, bodily fluids, or OPIM have proper (and up to date-annually) remediation training (Bloodborne Pathogen and Exposure Control Training-BBB/ECP).

If you have not been trained on biohazardous cleanup, are not current on your training (BBP/ECP), or do not have the proper PPE, DO NOT attempt clean-up and removal. Please contact RMS for assistance.

Workers without current BBP/ECP training must not participate in biohazardous waste cleanup. If you have received proper training and are equipped to perform biohazardous waste cleanup, please refer to [this guidance \(https://bit.ly/UNT-BioWaste-Guidelines\)](https://bit.ly/UNT-BioWaste-Guidelines).



## Response

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**In any medical emergency, follow these steps:**

1. Call **9-1-1** (or have someone call **9-1-1** for you)
2. Check to make sure that assistance does not endanger self
3. Send someone to get the Automated External Defibrillator for the building
4. Ask if you can assist the individual (if conscious)
  - a. 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)
  - b. If they say no, move away from the individual and wait for first responders
  - c. If they are unconscious, you have implied consent to provide assistance, as long as you are not negligent or performing medical tasks beyond your scope of training or understanding
5. Send someone to meet first responders at the door
6. Assist paramedics as needed
7. Gather as much information about the injury or illness as able
8. Report the incident to **Risk Management Services** after the incident has ended

If an individual experiences a minor injury or illness, 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 Services**.





# Maintenance Emergencies

In the event of any maintenance emergencies, contact **UNT Facilities at 940-565-2700** immediately. A maintenance emergency is one that is a hazard to life, health, university property, or stops the mission of the institution. Some examples of maintenance emergencies include, but are not limited to, the following:

- Utility outages or breaks
- Elevator malfunctions
- Emergency systems in state of alarm
- Major water leaks or breaks
- Critical lab equipment malfunctions
- Food service issues with sanitation impacts
- Accessibility device malfunctions

In the event of any water leak or flooding in the building, take the following measures:

- Stop what you are doing
- Do NOT turn on lights or any electrical equipment – Electrical arcing can occur through water leading to electrocution
- Call **UNT Facilities at 940-565-2700** to report the leak or flooding
- Cover or move objects that could be damaged by water, if it is safe to do so
- Evacuate the area – Refer to the [Evacuate](#) sections for more details on this step





# Considerations for Those with Disabilities

It is important that all members of the UNT community have equal access to emergency resources. Each building should take the time to consider how emergency procedures will need to be modified for individuals with disabilities.

As stated in the National Fire Protection Association Emergency Evacuation Planning Guide for People with Disabilities, “Disabilities manifest themselves in varying degrees, and the functional implications of the variations are important for emergency evacuation” (p.9); this is true for other emergency procedures as well. There are five general categories of disabilities that should be considered when reviewing emergency plans:

- Mobility
- Blind or low vision
- Deaf or hard of hearing
- Speech
- Cognitive

## Notification Systems

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Those who are deaf or hard of hearing will not be able to hear the alarm or intercom system. Those who are deaf or hard of hearing should be informed of other means for them to be aware of alarms; this may include visual notification. If visual notification is NOT available in a particular area of the building, however, those who are deaf or hard of hearing should be provided an alternative method of notification. Those who are blind will not be able to see visual notifications, so it is important to ensure sound is still utilized.

Keep in mind that those with cognitive disabilities may not be able to recognize and/or understand alarms. Each building should anticipate the need to explain alarms and the action that the alarms are directing to individuals in the building who may not be able to understand the alarm.



## Assistance Needs

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All building staff should be aware that individuals with disabilities may need additional assistance during an emergency situation. Staff should wait for those with disabilities to ask for assistance or proactively ask individuals with disabilities if they need assistance *before* providing assistance. Providing assistance could involve providing verbal directions and guidance, offering physical assistance, waiting with the individual(s) until first responders arrive, or other actions as necessitated by the event.

## Way Finding

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Those with mobility disabilities should be able to easily identify exits and areas of refuge. This may involve providing written direction, a brochure, a map for building occupants, or increasing signage in the building. All individuals who work within the building should be able to direct individuals to the nearest and most accessible exit, shelter area, and/or area of refuge.

Those who are blind or have low vision should be informed of accessible evacuation routes in the building. If possible, tactile signage should be provided throughout the building, notating the locations of areas of refuge, shelters, and exits.

Building safety coordinators should routinely check fire refuge areas and fire escapes for clutter or other objects that could impede individuals' exit from the building.

## Use of the Way

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Those with mobility impairment may not be easily able to move through a building during an emergency, especially if moving through a building involves going to different floors. Depending on the situation, those with mobility impairment may need to utilize the elevator to change floors or may need to be assisted to another floor through use of an evacuation chair. In the event of an evacuation, those with mobility disabilities who are unable to safely exit the building should move to the designated meeting area in RTFP (**Corridor 260 at the top of Stair 2.1 on the second floor**) and await assistance from first responders. During a sheltering event, use the elevators to move to a floor with a shelter area and remain there until the sheltering event has ended.

Some individuals who are blind or have low vision will be able to navigate to safe areas unassisted, while others – depending on what part of the building they are in – will require assistance. Each UNT building should have at least two individuals identified who have been trained and understand their responsibilities in the building, to assist those who may have visual impairments.



# Preparedness Checklist

Pre-event preparedness is critical to ensure emergency response actions can be completed quickly and safely. In order to increase building preparedness, all individuals in the building who may have a role in emergency response (i.e. staff and others as appropriate) should be knowledgeable about the items listed in the following checklist:

- The locations of all areas of refuge
- The locations of all shelter areas
- The location of the building's evacuation assembly area
- The locations of all exits
- How to assist those with access or functional needs during emergency response
- How to utilize a first aid kit
- Locations of AEDs
- Have the Mean Green Ready app downloaded
- Have at least three means of receiving emergency information
- Know the difference between a watch and a warning
- Know the locations of alarm pull stations
- Know the locations of distress alarms
- How to access the shelter areas
- How to respond in an active shooter incident
- Who to contact during emergencies
- The phone numbers of the UNT Police Department (940-565-3000), Risk Management Services (940-565-2109), and Facilities (940-565-2700)





# Resources

## Mental Health

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The University of North Texas (UNT) has a behavioral assessment team known as the CARE (Campus Assessment, Response, and Evaluation) Team. Under the purview of the Dean of Students, the CARE Team's charge is to identify and address demonstrated distress and disruptive or dangerous student behavior. This type of behavior can be a predictor of future harm to self, others, and the larger UNT community. The team is composed of a network of professionals from across campus. The CARE Team is not an emergency response group and meets as needed depending on the reported circumstances. Once an individual is referred to the CARE Team, a UNT staff member will reach out to the student and connect them with appropriate support services and resources.

**Email CARE Team:** [careteam@unt.edu](mailto:careteam@unt.edu)

**Phone:** 940-565-4373

**Online Reporting:** [www.deanofstudents.unt.edu/report](http://www.deanofstudents.unt.edu/report)

A similar service, overseen by Human Resources, exists for staff who are demonstrating distress and disruptive/dangerous behavior.

**Email CARE Team:** [careteam@unt.edu](mailto:careteam@unt.edu)

**Phone:** 940-565-4373



## Weather Monitoring

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The best, free resource for any UNT building to use to monitor the weather is the **National Weather Service Fort Worth-Dallas** website: [www.weather.gov/fwd](http://www.weather.gov/fwd). This webpage contains the most up-to-date and accurate weather information for the North Texas area.

**Emergency Management & Safety Services** monitors the weather **24/7/365**. When there is potential for severe weather to impact the campus, the team posts an update to the UNT Emergency Management (@MeanGreenReady) social media page on Twitter. Additionally, the staff will send out an email to the weather update distribution list; if you would like to be added to that distribution list, please email [Emergency.Management@unt.edu](mailto:Emergency.Management@unt.edu).

## Emergency Notification Sources

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It is critical for all individuals who play a role in building emergency planning and response to stay informed about hazards and risks that may impact their location. **All faculty, staff, and students should sign up for and/or be aware of the following emergency information sources:**

- Eagle Alert
- CodeRED/Oncall
- City of Denton Outdoor Warning Sirens
- NOAA All Hazards Radio Network – *Emergency Management & Safety Services advocates that every building purchase and use a weather radio to stay informed about weather related events*
- The National Weather Service Fort Worth Twitter (@NWSFortWorth): [www.twitter.com/nwsfortworth](http://www.twitter.com/nwsfortworth)
- The UNT Office of Emergency Management & Safety Services Twitter (@meangreenready): [www.twitter.com/meangreenready](http://www.twitter.com/meangreenready)
- The UNT Office of Emergency Management & Safety Services Facebook (@meangreenready): [www.facebook.com/meangreenready](http://www.facebook.com/meangreenready)

## UNT Police Department

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Contact the **UNT Police Department** at **940-565-3000** for questions and concerns related to public safety. If it is a life-threatening emergency, call **9-1-1**.





**Address:** Sullivant Public Safety Center, 1700 Wilshire St., Denton, TX, 76201

**Contact:**

- **24-HOUR EMERGENCY (voice and TDD): 9-1-1.** Emergency fire and medical services are provided to the campus by the Denton Fire Department
- **24-hour UNT Police *Non-Emergency* Line: 940-565-3000**

**Website:** [www.police.unt.edu](http://www.police.unt.edu)

**Report a Crime (Non-Emergency Reporting) Online:** [www.police.unt.edu/reportcrime](http://www.police.unt.edu/reportcrime)

## UNT Facilities

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Contact **UNT Facilities** in the event of a utility issue, maintenance concern, or other facilities related question.

**Address:** 2204 W. Prairie St, Denton, TX 76203

**Contact:**

- **940-565-2700 (24/7)**
- [Work.Control@unt.edu](mailto:Work.Control@unt.edu)

**Submit a Work Order:** [www.facilities.unt.edu](http://www.facilities.unt.edu)

## Risk Management Services

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Contact **Risk Management Services** in the event of questions relating to insurance, risk, chemical safety, public health, food safety, or other concerns.

**Address:** Risk Management Center, 700 North Texas Blvd, Denton, TX 76201

**Contact (NOT monitored 24/7):**

- **940-565-2109**
- [AskRMS@unt.edu](mailto:AskRMS@unt.edu)

**Website:** [www.riskmanagement.unt.edu](http://www.riskmanagement.unt.edu)

**Report an Incident or Concern:** [www.riskmanagement.unt.edu/report-incident-or-concern](http://www.riskmanagement.unt.edu/report-incident-or-concern)



## Television Stations

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Tune into these television stations during a weather event or other emergency to get updates:

- [KDFW/Fox 4](#)
- [KXAS/NBC 5](#)
- [WFAA/ABC 8](#)
- [KTVT/CBS 11](#)
- [KXII/Sherman channel 12](#)
- [KTXA/TXA 21](#)
- [KUVN/Univision 23](#)
- [KDAF/CW33](#)
- [WBC/Telemundo 52](#)

## Radio Stations

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Tune into these radio stations during a weather event or other emergency to get updates:

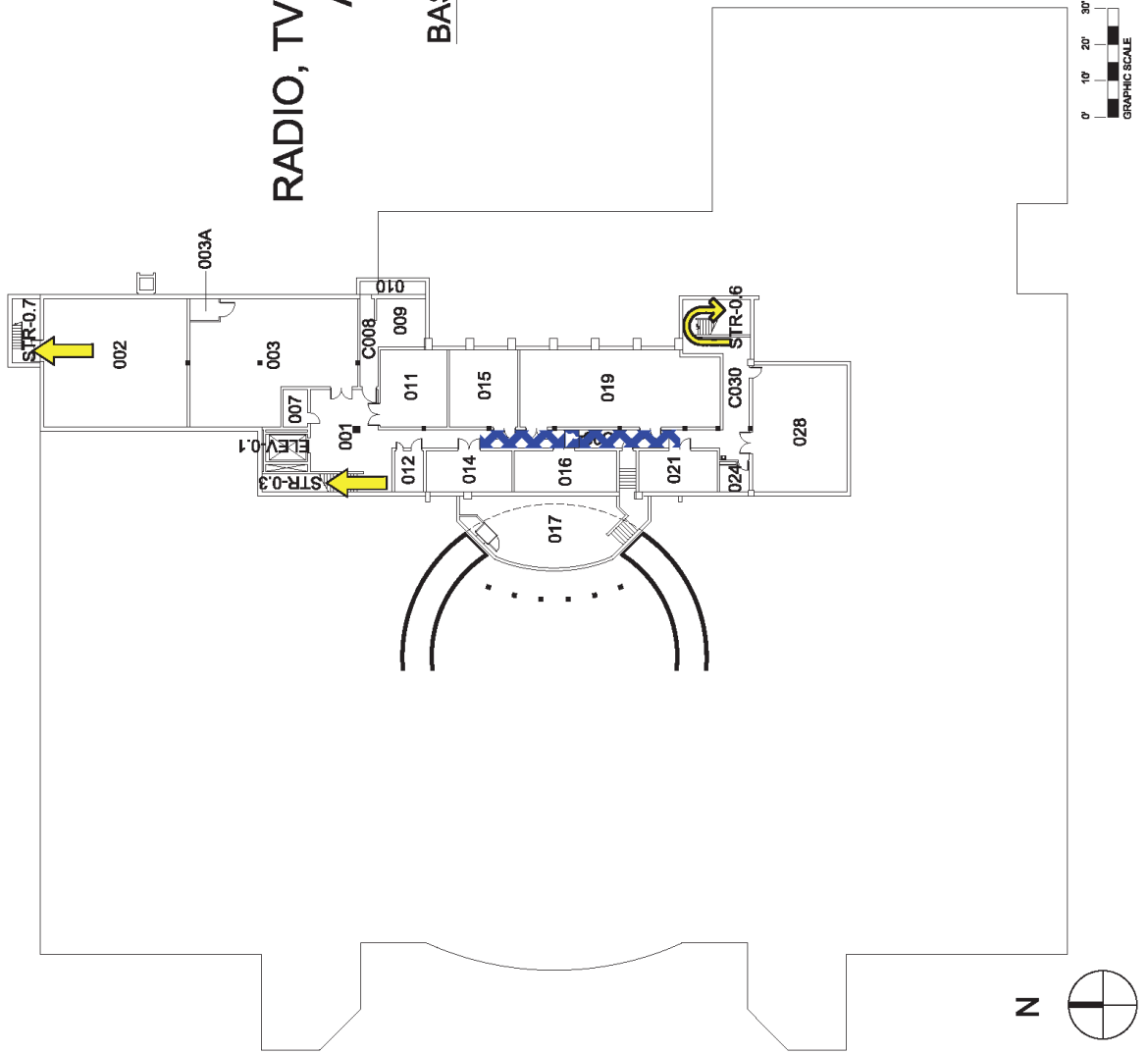
- [KNTU-FM 88.1](#) (*tune into 88.1 whenever you hear the outdoor warning sirens*)
- [KERA-FM 90.1](#)
- [KLTY-FM 94.9](#)
- [KLUV-FM 98.7](#)
- [ALT-FM 103.7](#)
- [K104-FM 104.5](#)
- [WBAP-AM 820](#)
- [KRLD-AM 1080](#)



# Building Emergency Floorplans

# RADIO, TV, FILM AND PERFORMING ARTS BUILDING

## BASEMENT FLOOR PLAN

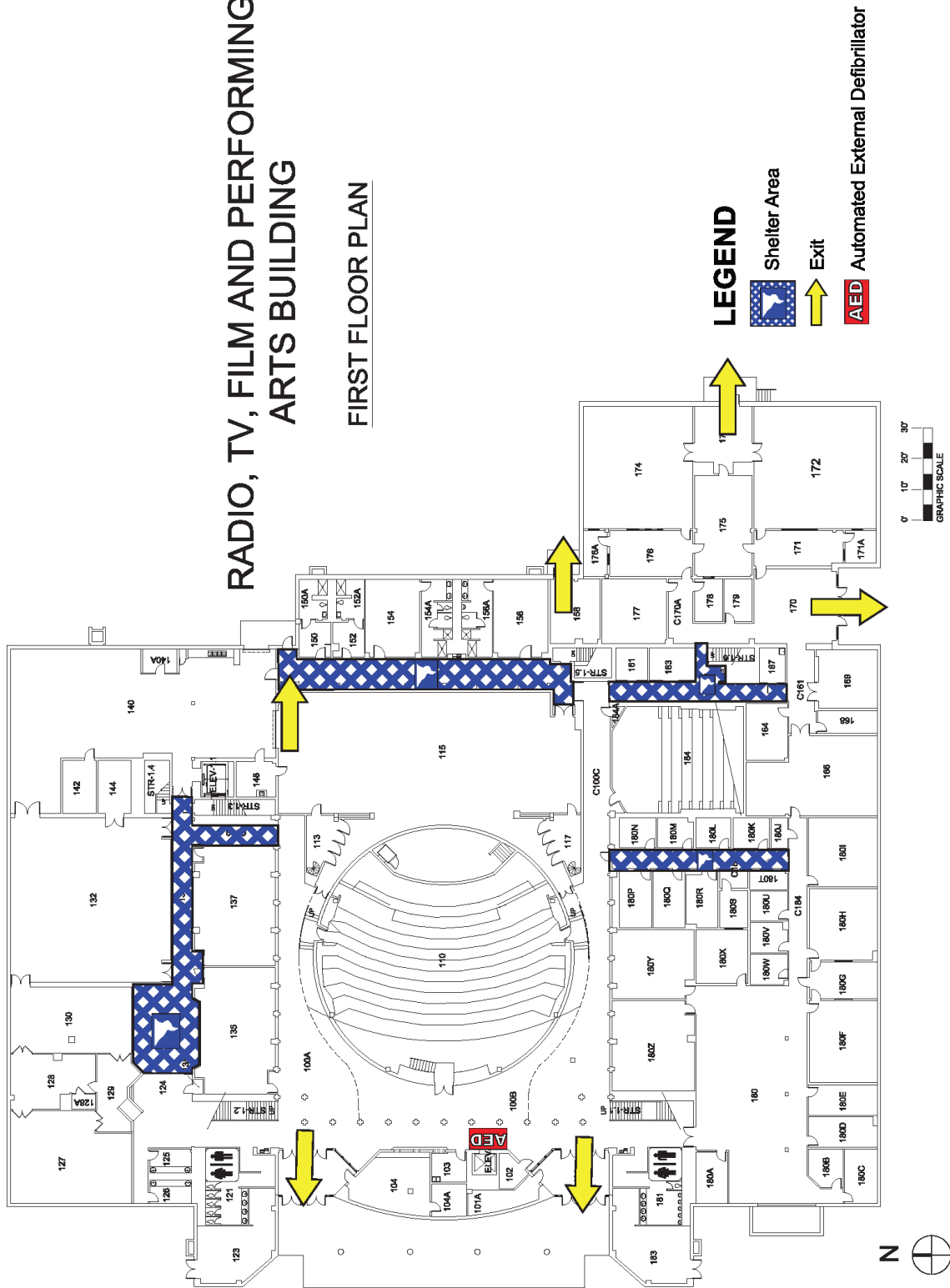


**LEGEND**

-  Shelter Area
-  Exit

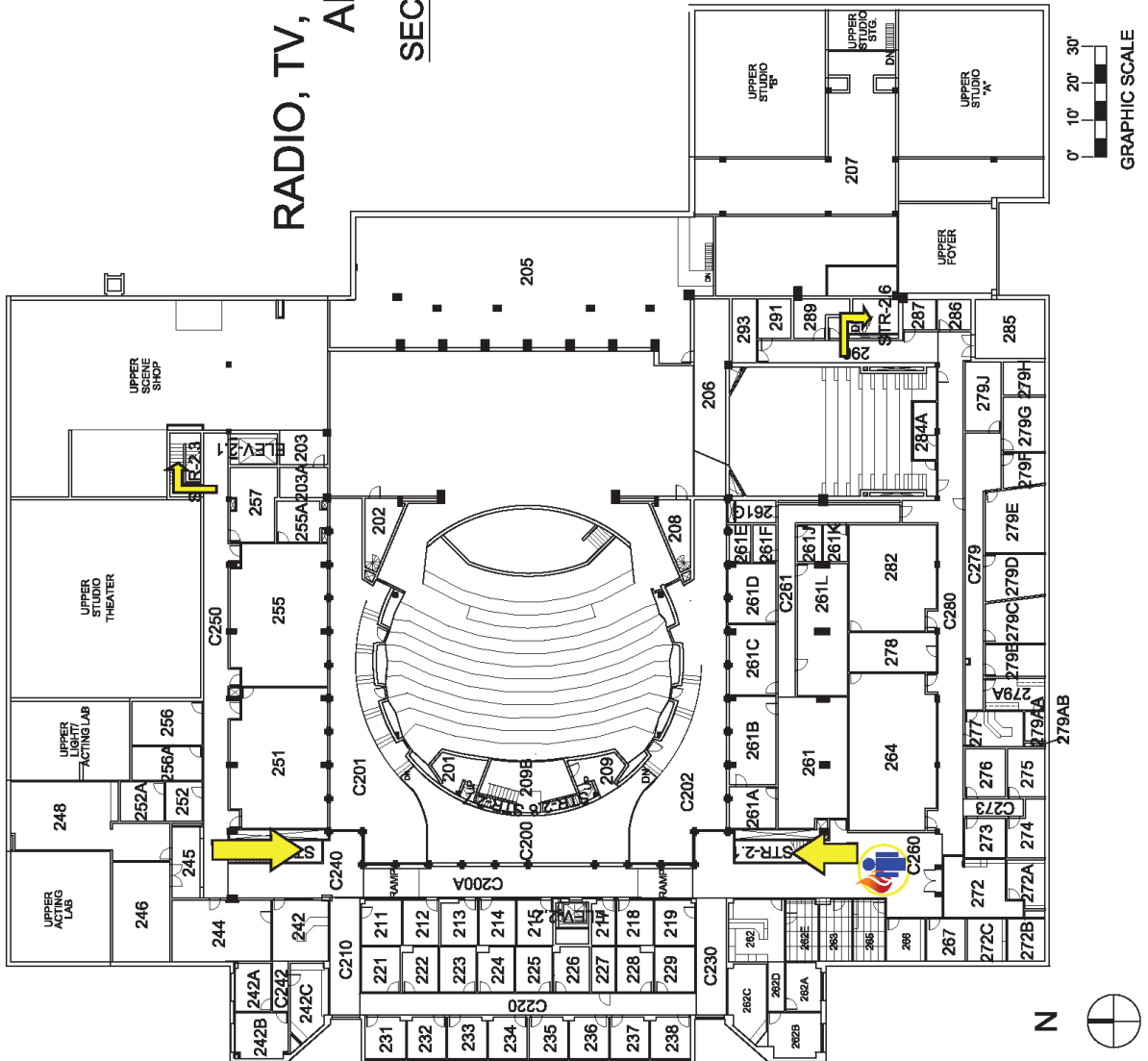
# RADIO, TV, FILM AND PERFORMING ARTS BUILDING

## FIRST FLOOR PLAN



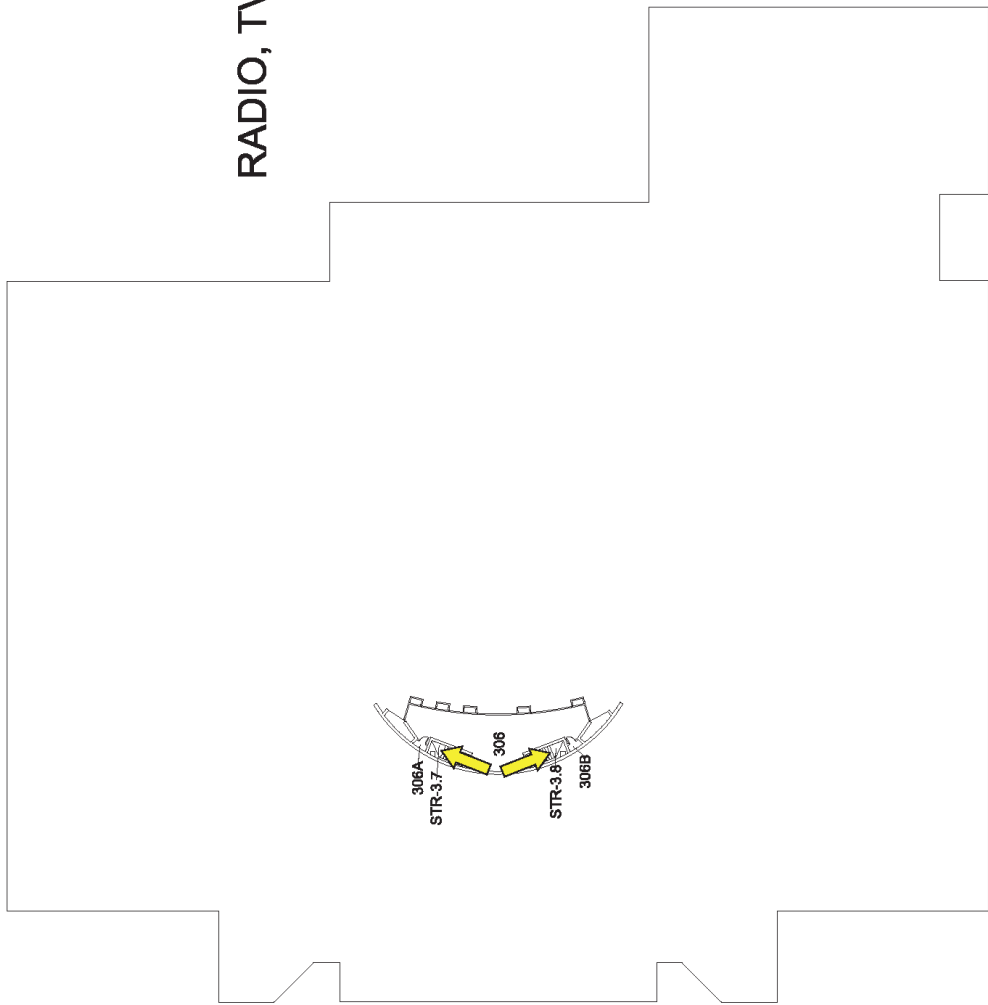
# RADIO, TV, FILM AND PERFORMING ARTS BUILDING

## SECOND FLOOR PLAN



# RADIO, TV, FILM AND PERFORMING ARTS BUILDING

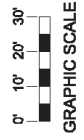
## THIRD FLOOR PLAN



### LEGEND



Exit



GRAPHIC SCALE