

DEPARTMENT SAFETY AND EMERGENCY PLAN

**[DEPARTMENT
NAME HERE]**



Department of Environmental Health and Safety
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<http://www.utdallas.edu/ehs>



Record of Changes

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Department Information

Department: _____

Building: _____

Floors Occupied: _____

Point of Contact: _____

Extension: _____

Cell Phone: _____



SAFE Leaders and Floor Monitors

Safe Leaders

The Safety and Fire Evacuation (SAFE) Leader is responsible for management of departmental plans, floor monitor coordination and evacuation assistance. The SAFE Leader acts at liaison between departments and the Office of Emergency Management (OEM). There should be a primary and alternate SAFE Leader for each building and each floor, if possible. Their primary responsibility is to encourage occupants to evacuate or shelter in place, depending on the circumstances.

In the event that the primary SAFE Leader is not available, the alternate will assume responsibility and carry out the actions as described in the Departmental Safety and Emergency Plan.

SAFE Leaders can be identified by their neon yellow safety vests.

Primary / Alternate	Name	Room Number	Floor	Extension	Cell Phone Number	Email

Floor Monitors

Floor Monitors are primarily responsible for a specific floor or wing within the building they work in. There should be two at minimum per floor to ensure coverage during vacation / sick leave and two per wing if

the floor is in a larger building. Their primary responsibility is to encourage occupants to evacuate or shelter in place, depending on the circumstances.

Floor Monitors can be identified by their neon yellow safety vests.

You can find out who the SAFE Leaders and Floor Monitors for your building are by going to <https://www.utdallas.edu/ehs/contact/>.

For more information on SAFE Leaders and Floor Monitors or to sign up please contact: emergencymanagement@utdallas.edu.

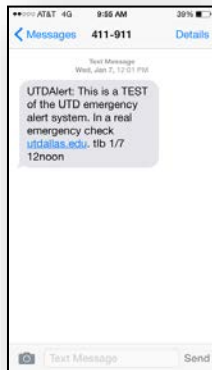
Primary / Alternate	Name	Room Number	Floor	Extension	Cell Phone Number	Email

Emergency Notification

In the event of an emergency or natural disaster the campus community will be notified as prominently as possible through several means of communication. This includes UTDAAlert, Outdoor Warning System, UT Dallas Homepage, fire alarm systems, and **official** UT Dallas Social Media (Twitter/Facebook).

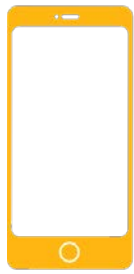
UTDAAlert

UTDAAlert will send a text alert and email in the event of an emergency or disruption to normal University operations. The message will be sent to the number listed in University records.



- Sends a text message, email, and displays digital signage.
- Automatically enrolled when you become employed or a student.
- Students, faculty and staff are encouraged to keep their cellular numbers current in the University’s alert system.
- Change or enter your information at <http://utdallas.edu/textme>.

Family members and visitors may enroll by texting:



Family members may enroll by texting

**UTDALERT
to 888777**

UTD Alert Troubleshooting:

- Go to <https://www.utdallas.edu/textme/> and log in to Galaxy and make sure your cell phone number is in the 'Mobile' field.
- Check with your cell phone provider to ensure they are not blocking short code texting.
- If you are still not receiving alerts, contact utdalert@utdallas.edu or call 972-883-2103.

UTDAlert is tested the first Wednesday of every month at noon, regardless of the weather.

Outdoor Warning System (OWS)

The Outdoor Warning System is used to warn the public of an approaching hazard such as severe thunderstorms or tornadoes. UTD has three sirens located on campus. This system is tied to the City of Richardson's Outdoor Warning System and can be activated by the City of Richardson remotely or manually by UTD.

The Outdoor Warning System will be activated when:

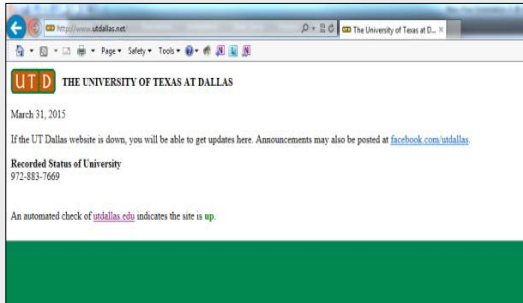
- ✓ The National Weather Service issues a Richardson area Tornado Warning or Severe Thunderstorm Warning with destructive winds at or above 70 mph.
- ✓ Trained storm spotters have reported a tornado with the potential to affect the City of Richardson.
- ✓ Hail of 1.75 inches in diameter is imminent.
- ✓ Deemed necessary by UTD or City of Richardson officials.
 - In the event of an emergency, the OWS signals listeners to seek shelter in a safe place in a building

The **Outdoor Warning System** is tested the first Wednesday of each month at noon.

University Webpage

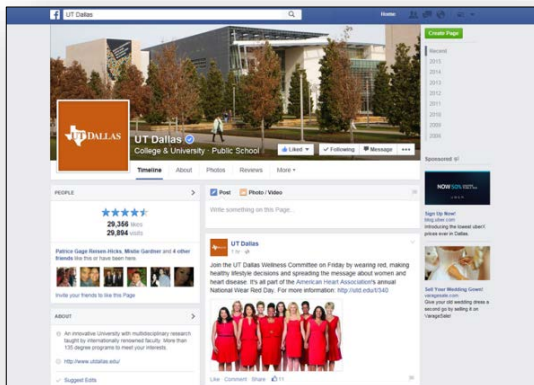
- The UT Dallas homepage (<http://www.utdallas.edu/>) is the best place to find the most authoritative and detailed information. Updates in any emergency situation will be posted there as soon as possible.

- If the University's server system is ever incapacitated and the homepage is inaccessible, updates will be available via our backup homepage (<http://www.utdallas.net/>).



Social Media

- Emergency messages are also posted on the University's official [Facebook page](#), which can be viewed by everyone, including those who do not have a Facebook account. In some situations, Facebook may be the quickest place to find updated information. Messages are also sent through the University's official Twitter account [@UTDallas](#).
- *Checking both the website and social media in case of an emergency or campus closure is recommended.*



Media

- Media outlets that may supply information and updates on campus emergencies include the following:

Television	Radio
KDFW (Channel 4)	KLIF-AM (570)
KXAS (Channel 5)	WBAP-AM (820)
WFAA (Channel 8)	KRLD-AM (1080)
KTVT (Channel 11)	KTCK (1310 AM, 96.7 FM)
	KERA-FM (90.1)
	KVIL-FM (103.7)
	KPLX-FM (99.5)
	KLUV-FM (98.7)
	Jack FM (100.3)
	KLIF-FM (93.3)
	The Fan (105.3)
	La Grande (107.5)

City of Richardson / Dallas Community Emergency Notification System

The Community Emergency Notification System allows the City to rapidly notify residents and businesses of emergency situations and provide vital life safety instructions in a timely manner. To enroll by visit the City of Richardson (<http://bit.ly/1Dcpb9y>) or Dallas Office of Emergency Management (<http://bit.ly/1CU9WPR>) webpage.

NOAA Wireless Emergency Alert System (WEA)



Wireless Emergency Alerts (WEA) are automatically sent to your mobile device when you may be in harm's way, without need to download an app or subscribe to a service. Alerts are sent for:

- Extreme weather warnings
- Local emergencies requiring evacuation or immediate action
- AMBER Alerts
- Presidential Alerts during a national emergency

For more information about UT Dallas' emergency notification systems, please visit <http://www.utdallas.edu/ehs/programs/emergency/#notification>.



Hazards

UT Dallas has the potential to be impacted by many types of hazards, mostly natural, due to being located in North Texas. Make sure you are aware of the hazards that could impact your area and know what to do if faced with an emergency situation.



Hazards That Could Impact UT Dallas	
Communicable Diseases	Drought
Earthquake	Extreme Heat
Fire	Floods
Hail	Hazardous Materials Incidents
Power Outage	Straight Line Winds
Thunderstorms	Lightning
Tornadoes	Winter Storms & Extreme Cold

[UT Dallas' Emergency Management website](#) describes each hazard more in depth and explains what to do before and during each hazard.



Evacuation

If time and conditions permit, secure your workplace and take important personal items that are easily accessible with you — such as car keys, purse, medication, and glasses. Read and understand the following steps:

- Remember, all fire alarms are mandatory evacuations.
- Do not use elevators unless authorized to do so by emergency personnel.
- Check doors for heat before opening. If the door is hot, do not open it.
- Walk, do not run, push, or crowd. Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist those with accessibility issues.
- Inform emergency personnel of the location of those that are still in the building.
- Remain at least 75 feet away from the building to provide easy access for emergency personnel.
- If you have relocated away from the building, do not return until notified that it is safe by emergency personnel.
- If a person with an accessibility issue cannot safely leave the building, a “buddy” can accompany the individual to an **Area of Rescue** without blocking the evacuation path. The individual with a mobility issue should call x2222 or 911 to provide his or her location while the buddy notifies on site emergency personnel of the situation.

In the event of an evacuation, look for the Safe Leaders and Floor Monitors for further direction.

Primary Evacuation Route	
Secondary Evacuation Route	



Accessibility

Ask building occupants to self-identify, in confidence, if they will require special assistance during an emergency. Communicate the type of emergency to the individual. Depending on the type of accessibility issue:

- **Auditory:** communicate with the hearing impaired by writing a note, hand gestures, or by using another method to convey the message.
- **Visual:** describe the nature of the situation and offer to act as a “sighted guide” by offering your elbow and escorting him or her to a safe location. Determining a “buddy” before an emergency occurs can be a good start.
- **Mobility:** if a person cannot safely leave the building, a “buddy” can accompany the individual to an **Area of Rescue** without blocking the evacuation path. The individual with a mobility issue should call x2222 or 911 to provide his or her location while the buddy notifies on site emergency personnel of the situation.
- If the other evacuation options are not available or are unsafe (and danger is not immediate), the individual with a mobility issue can remain in a room with an exterior window and a telephone/ cell phone. Notify 911 and onsite emergency personnel.
- You should attempt a rescue evacuation of an individual with a disability as a last resort and only if you have had rescue training.
- Remember, this may also include short term accessibility issues such as an employee with broken leg/hip.
- An Area of Rescue is a designated area for individuals with accessibility issues to assemble and wait for rescue. This area will usually be a stairwell out of the way of harm or hazard.

Floor	Area of Rescue Location
1	(ex. Northwest stairwell)
2	
3	
4	

If you have questions about special assistance, contact the Office of Student AccessAbility (972-883-2098), for students. For faculty and staff, contact Human Resources’ Office of Institutional Equity and Compliance (972-883-4412).

In the event of an emergency, look for the Safe Leaders and Floor Monitors for further direction.



Shelter-in-Place

Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. Do not lock doors behind you as others may also need to shelter-in-place.

- Remain calm.
- Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see a tornado or severe weather event to react.
- Resist the temptation to go outside and check the weather conditions yourself.
- Once inside, stay away from windows, glass, and unsecured objects that may fall.
- Seek shelter in interior rooms and corridors.
- Avoid, if possible, large free standing expanses such as auditoriums and arenas.
- Do not use elevators.
- Await further instruction from UTDAAlert and emergency personnel.
- Do not leave until an “All Clear” is received.

In the event of a shelter-in-place situation, look for the Safe Leaders and Floor Monitors for further direction.

During a severe thunderstorm or tornado warning, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

Watch vs. Warning



- **Watch:** Conditions are **favorable** for the severe weather event in or near the watch area. When a watch is announced, stay alert and be ready to take action. Watches include Tornado, Severe Thunderstorm, Winter Weather and Flash Flood.
- **Warning:** Severe weather event is **imminent or occurring** in the warned area. Take action based on the emergency at hand. Warnings include Tornado, Severe Thunderstorm, Winter Weather and Flash Flood.

Severe Weather Shelter Areas

- Severe Weather Shelter Areas (SWSA) have been identified across campus and are depicted by a SWSA sign. Most of these locations are on the first floor of the



building, in interior rooms/hallways and restrooms. Other locations include enclosed staircases or buildings with basements.

- If you would like to find the Severe Weather Shelter Areas in your building, go to the campus map here: <https://www.utdallas.edu/maps/>, select the building, click 'find' in the drop down menu and select 'Storm Shelters'.

Primary Shelter Location	
Secondary Shelter Location	

Run, Hide Fight

During a violent intruder event:

- Assess the threat and respond appropriately
- Run if it is safe to do so
- Hide if you cant run:
 - LOCK or barricade doors, close blinds, turn out light
 - SILENCE cell phones
 - STAY AWAY from windows
 - FOLLOW instructions (UTDAlert / UTD Police)
- Call 972-883-2222 or 911, only to provide critical or emergency information.
- WAIT for an "All Clear" from campus officials.
- Fight if you must
- After the event contact family and friends to let them know you are safe.
Remember, if you are witness to violent acts or behavior, immediately move away from the incident, and then dial x2222 on a campus phone or 911 on a cell phone to summon the UTD Police Department. If you hear about an incident on campus, please stay away from that area.

If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others. **USE GOOD JUDGMENT.**

If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:

- Can you see the area outside the door to determine that the individual is not under duress? Is it a trap?

- If a physical description of the subject was given in the lockdown alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.



Reporting an Emergency

Dial 911 from your cell phone or x2222 from a campus phone when you need police, fire, or emergency medical services. Remain calm – your actions influence others.

- Tell the dispatcher your location and give the exact address or building name.
- Your full name and the telephone number from which you are calling, in case you are disconnected.
- The nature of the emergency (describe clearly and accurately).
- Remain calm and do not hang up as additional information may be needed. If possible, have someone else meet emergency personnel outside of the building.

Department	Phone Number
UTD Police	972-883-2222 or 911
Environmental Health and Safety	972-883-4111
Office of Emergency Management	972-883-2420 or x2831
Facilities Management	972-883-2141



Additional Resources

Use these outlets to stay up-to-date on what to do before, during, and after an emergency:

UT Dallas

<http://www.utdallas.edu/>

UT Dallas (Back Up)

<http://www.utdallas.net/>

UT Dallas Facebook

<https://www.facebook.com/utdallas>

UT Dallas Twitter

https://twitter.com/UT_Dallas



UT Dallas Environmental Health and Safety

<http://www.utdallas.edu/ehs/>

UT Dallas Office of Emergency Management

<http://www.utdallas.edu/ehs/programs/emergency/>

Follow UT Dallas OEM on Twitter @UTD_OEM

UT Dallas Police Department

<http://www.utdallas.edu/police/>

UTDAlert

<http://www.utdallas.edu/textme/>

City of Richardson Office of Emergency Management

<http://www.cor.net/index.aspx?page=294>

Follow Richardson OEM on Twitter @RichardsonOEM

City of Dallas Office of Emergency Management

<http://dallasemergencymanagement.org/>

Follow Dallas OEM on Twitter @DallasOEM

City of McKinney Office of Emergency Management

<http://www.mckinneytexas.org/index.aspx?NID=163>

Ready.gov

www.ready.gov

National Weather Service

www.weather.gov

Follow NWS on Twitter @usNWSgov



Attachment 1-Department Contact List

Name	Room Number	Floor	Extension	Cell Phone Number	Email



Attachment 2-Building Evacuation Maps