

# Emergency Procedures and Notifications

Emergencies can develop quickly and with little to no warning. It is important for faculty and staff to prepare for emergencies so we can better protect ourselves and those around us when life and safety are at risk.

## Notifications and Communications

**It is important to notify the proper authorities in cases where there is imminent risk to life. Please call or text 911 in cases of life-threatening emergencies.** Another possibility is to use the Report-A-Problem app, which is installed on the desktop of every classroom computer. This is linked to the Emergency Operations Center.

Faculty and staff should be prepared for university closures, which are rare but can occur for reasons of weather or other events. Faculty should:

- Include on their syllabi a statement, as required by UNT Policy 06.049, such as:

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials. If Canvas is not accessible during the emergency, contact me via email or phone for more information. *[faculty should have their contact information somewhere on the syllabus]*

- be sure their own Eagle Alert contact information is correct via the myUNT portal.
- encourage students to confirm that their Eagle Alert contact information is correct via the myUNT portal.
- be prepared to upload course materials into Canvas for continuity of instruction during emergency closures.
- have a means of contacting students about the course. Canvas is a convenient means to accomplish this; faculty can email students through EIS/PeopleSoft as well. Conceivably, Canvas and EIS could be down. Therefore, it may be prudent for faculty to have access to a contact list of their students that is not housed or maintained on Canvas or other systems connected to the UNT server systems.

Report non-emergencies to the UNT Police at 940-565-3000. Maintenance concerns may be reported to UNT Facilities at 940-565-2700. Alternatively, both of these can be accomplished via the Report-A-Problem app, which is installed on every classroom computer.

## Evacuation

An evacuation may be called for several possible emergencies such as a fire, gas leak, or bomb threat. The most common reason we may need to evacuate is in response to a fire alarm. If we hear the building alarm or are told to evacuate, we will take the following steps:

1. Quickly leave the classroom or other building space
2. Take the closest and safest exit
3. Move to the evacuation assembly area for our building: *[faculty and staff may look up their building(s) evacuation assembly area via [www.emergency.unt.edu/emergency-floor-plans](http://www.emergency.unt.edu/emergency-floor-plans)]*
4. Wait for directions from first responders.

## Shelter

While on campus, we may be directed to take shelter. The most common reason we may need to shelter is for a Tornado Warning. If a Tornado Warning is issued, the university will send an Eagle Alert message. When directed to shelter, we will take the following steps:

1. Move to the nearest shelter location: *[faculty and staff may look up their building(s) shelter areas via [www.emergency.unt.edu/emergency-floor-plans](http://www.emergency.unt.edu/emergency-floor-plans)]*
2. Remain in the sheltered area until the warning has expired AND an all-clear Eagle Alert is sent

## Additional Information

Additional information about emergency preparedness may be found at [www.emergency.unt.edu](http://www.emergency.unt.edu).