

EVACUATION

An evacuation 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: 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

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** 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 published by **Emergency Management & Safety Services** on the Mean Green Ready app.

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 yourself as you are leaving
- Go to the designated evacuation assembly area – you can look up this location on www.emergency.unt.edu/emergency-floor-plans or on the [UNT Mean Green Ready App](#)
- Wait to re-enter the building until the **UNT Police** or **City of Denton Fire Department** have given the all-clear