EMERGENCY GUIDELINES

Call or text 911 in life threatening emergencies

**Evacuation**

**PROMPTS:** Fire alarm, direction from the UNT Police or City of Denton Fire Department, an Eagle Alert, a visibly life-threatening situation

- Gather those around you and quickly leave through the nearest exit.
- Ask those around you with limited mobility if they need help and provide assistance, as able.
- If you take notice of someone unable to evacuate, note their location and tell first responders as soon as possible.
- Those with access and functional needs should immediately go to the nearest fire refuge area and call 911.
- Move at least 200 feet away from the building and stay off fire lanes.
- Comply with directions from first responders.

**Shelter**

**PROMPTS:** Eagle Alert, Outdoor Warning Sirens

- Go indoors immediately.
- Seek shelter on the lowest level of the building, away from windows and exterior walls.
- For tornadoes: Encourage clients to shield their head and neck with arms and putting material such as furniture and blankets around themselves.
- If the event is HAZMAT related, completely turn off or seal off all external air sources including windows, doors, and air vents.
- Stay in shelter until an Eagle Alert is sent telling you it’s safe to leave.

**Medical Emergency**

- Call 911 (or have someone call 911 for you).
- Send others to get an AED and to meet first responders at the door.
- Ask the individual if you have their permission to assist them.
  - If YES, provide first aid to the extent that you feel able.
  - If NO, move away from the individual and wait for first responders.
  - If unconscious, you have implied consent to provide assistance, as long as you are not negligent.
- Assist paramedics as needed when they arrive.
- Gather info and report the incident to Risk Management Services.

**Run. Hide. Fight.**

**PROMPTS:** Eagle Alert; successive, loud shot noises; groups of individuals running and screaming

- RUN and escape the active threat if possible.
- HIDE from the active threat if escape is not possible.
- FIGHT the attacker as a last resort and commit to your actions.
<table>
<thead>
<tr>
<th><strong>CAMPUS EMERGENCY CONTACTS</strong></th>
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<tr>
<td><strong>Any life-threatening emergency</strong></td>
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<tr>
<td>- Active threat</td>
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<td>- Acts or threats of violence</td>
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<td>- Bomb threat</td>
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<td>- Fire</td>
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<td>- Hostage situation</td>
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<td>- Life-threatening hazardous materials release</td>
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<td>- Medical emergencies</td>
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<td>- Natural gas leak</td>
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<td>- Suicidal person</td>
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<td>- Violent civil disturbance or demonstration</td>
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<td>- Violent/threatening/hostile individual</td>
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**Call or text 911 in life-threatening emergencies**
911

<table>
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<tr>
<th><strong>Any non-emergency concerns</strong></th>
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<td>- Civil disturbance or demonstration</td>
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<td>- Disruptive person</td>
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<td>- Elevator failure</td>
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<td>- Suspicious person</td>
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**UNT Police**
940-565-3000

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<th><strong>Maintenance-related issues</strong></th>
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<td>- Power outage</td>
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<td>- Water leak or flooding</td>
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<td>- Property damage</td>
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**UNT Facilities**
940-565-2700

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<th>Minor hazardous materials release</th>
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**UNT Risk Management**
940-565-2109

*If you are unsure if a situation is or is not an emergency, always call 911.*
**Shelter Areas**
- The restrooms and interior hallways on the 1st floor.

**Evacuation Assembly Area**
- The west end of Parking Lot 26, west of Music Practice North, *unless directed to go elsewhere by first responders or an Eagle Alert.*

**Medical Emergency Related Equipment**
- **First Aid Kits:** The nearest first aid kits are in the Music Building. They can be located in Room 247 and Room 291.
- **AEDs:** the east entrance on the first floor next to Room 148.
- **Fire Extinguishers:** 1st floor by rooms 114 and 130; 2nd floor by rooms 247 and 230; 3rd floor by rooms 347 and 330.
**Shelter Areas**
- The restrooms and interior hallways on the 1st floor.

**Evacuation Assembly Area**
- The west end of Parking Lot 26, west of the Music Practice South, unless directed to go elsewhere by first responders or an Eagle Alert.

**Medical Emergency Related Equipment**
- **First Aid Kits:** in the Music Building in room 247 and 291.
- **AEDs:** The east entrance on the first floor next to Room 109.
- **Fire Extinguishers:** 1st floor by rooms 147 and 130; 2nd floor by rooms 247 and 230; 3rd floor by rooms 347, 330, and outside the boiler room.

**Fire Refuge Areas:** A temporary haven from the effects of a fire or other emergency that would normally require evacuation.
- Located on the eastern and western side of the building in the stairwells on the 2nd and 3rd floors.
**Shelter Areas**
- The restrooms and interior hallways on the 1st floor.

**Evacuation Assembly Area**
- The west end of Parking Lot 26, north of Bain Hall, *unless directed to go elsewhere by first responders or an Eagle Alert.*

**Medical Emergency Related Equipment**
- **First Aid Kits:** *Please Update.*
- **AEDs:** the first floor next to rooms 109 and 110
- **Fire Extinguishers:** *Please Update.*