# Emergency Procedures and Notifications

Emergencies can develop quickly and with little to no warning. It is important for each of us to prepare for emergencies so we can better protect ourselves and those around us when life and safety are at risk. **Remember to always call or text 911 in a life-threatening emergency.**

## 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
2. Take the closest and safest exit
3. Move to the evacuation assembly area for our building: *[faculty 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

During our time in class, 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 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

## Notifications

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). Students should confirm that their contact information is correct via the myUNT portal.

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]*

In any life-threatening emergency, call 911. Report non-emergencies to the UNT Police at 940-565-3000. Maintenance concerns may be reported to UNT Facilities at 940-565-2700.

## Additional Information

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