UNIVERSITY UNION
BUILDING 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 others 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.

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.
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<thead>
<tr>
<th>Any life-threatening emergency</th>
<th>Call or text 911 in life-threatening emergencies</th>
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<td>Active threat</td>
<td>911</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>Hostage situation</td>
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<td>Life-threatening hazardous materials release</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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<th>Any non-emergency concerns</th>
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<td>Disruptive person</td>
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<td>Elevator failure</td>
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<th>UNT Risk Management</th>
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<td>940-565-2109</td>
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*If you are unsure if a situation is or is not an emergency, always call 911.*
UNIVERSITY UNION
EMERGENCY LOCATIONS AND SUPPLIES

**Shelter Areas**
- **1st floor**: Eagle Post Office Room 112, Restrooms on the 1st floor.
- **2nd floor**: interior hallway outside Wells Fargo Bank Room 222 (Do NOT stand under the “Our Values” hanging features), the restrooms, Lyceum Theater Room 226.

**Evacuation Assembly Area**
- Go to the designated evacuation assembly area *unless directed to go elsewhere by first responders or an Eagle Alert.*

**Medical Emergency Related Equipment**
- **First Aid Kits**: A first aid kit is available at the Union Info Desk. Additionally, a second first aid kit is stored in the Union Maintenance Department.
- **AEDs**: 2nd floor - on the pillar outside of the Syndicate, across from the information desk; 3rd floor – beside the elevator on the right alcove wall.

**Fire Refuge Areas**: A temporary haven from the effects of a fire or other emergency that would normally require evacuation.
- **2nd floor** located at the north side of the building, eastern and western staircases and another located near 248.
- **3rd floor** located at seven different locations towards the western, central, eastern, and southern staircases.
- **4th floor** located at four different staircases towards the western and the central of the floor.

**Special Emergency Procedures for University Union:**
- Evacuation locations depend on where you are in the building when an evacuation is needed. Although you have a certain place to go, please exit to the nearest exit always.