EMERGENCY RESPONSE PROCEDURE
Actions you should take in emergency situations

**EVACUATE**
 WHEN BUILDING ALARMS SOUND

- **LEAVE** the building immediately
- **DO NOT** use elevators
- **ASSIST** the disabled
- **TAKE** valuables and cell phone with you

**SEEK SHELTER**
 WHEN OUTDOOR WARNING SOUNDS

- **ENTER** a safe place in the building
- **SEEK** interior rooms away from doors & windows
- **LISTEN** for instructions from the indoor warning system or KEEP TUNED to media, if possible.
- **WAIT** for the “all clear” from campus officials

**LOCKDOWN**
 WHEN GIVEN THE ORDER TO LOCKDOWN

- **STAY** in your room or building
- **LOCK** or barricade doors, close blinds, turn out light, seek secure location
- **STAY AWAY** from windows
- **LISTEN** for instructions from the indoor warning system or KEEP TUNED to media, if possible.
- **WARN OTHERS** to provide critical or emergency information call 972-883-2222 or 911, if possible

**EMERGENCY CONTACT PHONE NUMBERS**

- Emergency: Police/Fire/Ambulance: 911
- UT Dallas Police Department: 972-883-2222
- Emergency Management: 972-883-2420
- Environmental Health & Safety: 972-883-4111
- Facilities Management: 972-883-2141
- Energy Management Services: 972-883-2147

Go to utdallas.edu/textme
Provide your cell phone number so that UT Dallas can send you text alerts in the event of an emergency or disruption to normal University operations.