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 & 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 indoor warning system or **KEEP TUNED** to media
- **WAIT** for the “all clear” from campus officials

**RUN. HIDE. FIGHT.® >>>**
WHEN THERE IS A VIOLENT INTRUDER
- **ASSESS** the threat, respond appropriately
- **RUN** if it is safe to do so
- **HIDE** if you can’t run
- **FIGHT** if you must

**EMERGENCY CONTACT PHONE NUMBERS**

- **RICHARDSON EMERGENCY SERVICES:** 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

**TO VOLUNTEER FOR CERT OR SAFE LEADER CALL:** 972.883.2831

**CERT OR SAFE LEADER**

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Not receiving alerts? Go to utdallas.edu/textme and log into Galaxy to update your phone number. UT Dallas will send you text alerts in the event of an emergency or disruption to normal University operations.

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