EMERGENCY RESPONSE PROCEDURE

Actions you should take in emergency situations

**EVACUATE**
- **WHEN BUILDING ALARMS SOUND**
  - **LEAVE** the building immediately
  - **DO NOT** use elevators
  - **TAKE** valuables and cell phone with you
  - **ASSIST** the disabled

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

**STAY**
- **in your room or building**
  - **STAY AWAY** from windows
  - **LOCK** or barricade doors, close blinds, turn off light, seek secure location
  - **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

**LOCKDOWN**
- **WHEN GIVEN THE ORDER TO LOCKDOWN**

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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.