

# What to do in an EMERGENCY

University of Texas at Dallas

## **FIRE**

If you see fire or smoke, activate the nearest fire alarm (red pull box). Call 9-1-1 from a safe place.

Evacuate the building immediately through the nearest safe exit. Do not use elevators. Shut doors behind you and take your personal effects **ONLY IF POSSIBLE** (keys, purse, wallet) upon exiting. Your safety is first priority.

Meet at pre-designated evacuation assembly area as instructed for accountability and safety.

Notify any on scene police or fire personnel if you suspect someone is trapped inside. Do not return to the building unless instructed by responders, SAFE Leaders or Floor Monitor.



## **Tornado Warning- Warnings will come through email, website, text message and sirens.**

Immediately take cover. The city's tornado siren will sound for at least 3 minutes.

Go to the lowest floor possible and into the designated severe weather shelter or interior rooms/bathrooms or hallways.

Put as many walls as possible between you and the outside & cover your head. (Shelter in place)

There is no "all clear" siren for tornadoes or severe winds.

## **BUILDING EVACUATION**

Evacuate the building as instructed, and/or when you hear a fire alarm/siren.

Use stairways- Do not use elevators. Know your evacuation route(s) and closest exit.

Close doors behind you.

Assist persons with disabilities if necessary and possible.

Meet at pre-designated evacuation assembly area or as instructed for accountability and safety.

## **Suspicious Person**

Call the Police department x2331 with as much information as possible

Do not interfere with this person. Do not try to get their attention. Leave the area promptly.

## **Suspicious Letter or Package**

**DO NOT TOUCH**-don't shake or bump. Leave the area immediately and warn others if possible - Do not open, taste, touch or smell. |Call UTD Police Department at x 2311 or 972-883-2311



If a parcel is open and/or the threat identified as a bomb, radiological, biological or chemical in nature, **evacuate immediately**. Call police from a safe area.

## **Chemical Spill/Hazardous Materials Spills**

Clean up spill **ONLY** if you, as a student or professor/staff created the spill and/or are trained to clean it up and it is not dangerous to do so. Otherwise alert others and leave the room/hallway/area; close the door if possible.

Inform Environmental Health and Safety at x4111 or 972-883-4111



Leave clean-up to EHS (large and/or potentially dangerous or unknown spills)

Campus Police 972-883-2331, Office of Emergency Mgmt x2420, Environmental Health and Safety x4111

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