



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
3/27/97

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H3-105.0

SUBJECT
SECURITY AND SAFETY

SUB-TOPIC

EMERGENCY PREPAREDNESS

- A. General: It is the responsibility of the University administrators, department heads, supervisors and faculty to read and to follow the emergency procedures established in the University Policies and Procedures Manual. It is also their responsibility to ensure that all employees and students under their direction know of, and are instructed to comply with, these procedures. In order to minimize injuries and property damage, it is the intention of the University that these published emergency procedures be followed in all critical situations. A set of these procedures may be found in the current copy of the faculty, staff and student directory.
- B. Procedures for Emergency Situations: The PRIMARY system for handling on-campus emergencies is the "911" emergency call. Police Officers are available 24 hours each day, seven days a week, and are prepared to respond to on-campus emergencies. To obtain help during less serious situations, call 2331.
1. When calling, remain calm. Carefully explain the problem and the location to Police Communications.
 2. Quickly notify your supervisor of the emergency and begin to take the appropriate action warranted.

REMEMBER!

Keep Calm - Keep Others Calm

- C. Emergency Callboxes: Emergency callboxes (orange in color with a blue light above, which illuminates at dusk) are strategically located on the UTD Campus and are designed for emergency situations. These callboxes are connected directly to the Police Communication Center and have a button to push for service. After the Dispatcher answers the call, the button must be pushed and held in while talking. If at any time a callbox button is pushed and you are unable to answer, an officer will be dispatched to that location immediately.



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EMERGENCY PREPAREDNESS, Continued

C. Emergency Callboxes, Continued

Callboxes locations include:

- Drive A at Southwest Legal Drive
- Entrance to Conference Center Parking Lot
- Drive A at Rutford Avenue
- Southwest Legal Parking Lot
- Drive A at Physical Instruction Building Crosswalk
- McDermott East Sidewalk
- GR-3 Parking Lot
- GR-2 Parking Lot
- GR-2 Parking Lot- far east sidewalk
- GR-1 and GR-2 sidewalk by bridge
- North Office Parking Lot
- Mall Area between Jonsson and Green Buildings
- Gate Entry into Center Parking Lot

D. Safety Office: To assure that other safety incidents are handled in a timely manner by trained safety personnel, call the Safety Office at extension 2141 during normal business hours or contact Campus Police after hours, weekends or holidays.



SUB-TOPIC

EMERGENCY PREPAREDNESS, Continued

- E. Building Evacuation: If an emergency necessitates building evacuation, follow the steps outlined below:
1. Be aware of **marked exits** from your area and building.
 2. The evacuation alarm is a **loud** continuous bell, horn or whistle. Campus Police **may** order your evacuation by a hand-held **megaphone**.
 3. To activate the building alarm system, pull the handle in one of the **red** fire boxes (fire alarm pull stations) in the hallway.
 4. When the building evacuation alarm is sounded or when you are **ordered** to leave by the Campus Police, walk quickly to the nearest exit and ask others to do the same.
 5. Assist the handicapped in exiting the building or to a safe refuge area and remember that **elevators** are reserved for use by **emergency** personnel.
 6. Notify campus police of the fact that someone is at a safe refuge area.
 7. Upon leaving the building, proceed to a clear area that is at least 150 feet from the affected building. Keep walkways clear for emergency vehicles and personnel assigned to the emergency.
 8. To the best of your ability and **without** reentering the building, be available to assist in determining that everyone has been evacuated safely. Special attention should be given to making certain all known handicapped personnel are present and accounted for.
 9. Should it become necessary for the Police to establish a Command Post, keep clear of the post unless you have important information to report.
 10. **DO NOT** return to the building until you are instructed to do so by Campus Police or the Safety Office.