

# Emergency Procedures:

## Evacuation

Evacuate when prompted by continually sounding fire alarms or by an official announcement.

Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).

**Do Not use the elevator!**

Leave the building in an orderly manner without rushing or crowding. Take personal belongings (keys, purses, wallets, jackets, etc.) only if time and safety permit without delay.

Secure any hazardous materials or equipment before leaving. Close classroom or office doors as you leave.

Follow directions given by evacuation personnel.

Go to Evacuation Assembly Point indicated on building emergency evacuation signs.

Primary site:

Alternate site:

Assist persons with disabilities or special needs.

When an alarm sounds, evacuate. Never second-guess or assume the alarm is false.

## Medical Emergencies

Look for a Medic Alert bracelet or necklace. Have someone call 9-1-1. If you are alone, yell for help. If you are unable to summon help, call 9-1-1, then return and assist the person.

Give the 9-1-1 operator as much information as possible: type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic Alert bracelet or necklace, and victim information.

Don't hang up until you are told to by the 9-1-1 operator. Don't move the victim. Give first aid until emergency personnel arrive.

## Suspicious Objects

Do not touch or disturb object. Call 9-1-1. Notify your supervisor and

Be prepared to evacuate.

## Severe Weather

### Tornado

If a tornado is sighted near the university: Dial 9-1-1 from a campus phone or 471-4441 to report tornado sighting to the UTPD dispatcher. Seek shelter immediately.

*If a tornado is imminent near you:*

### If you're inside a building...

- Go to the lowest level of the building, if possible.
- Avoid all windows and other glassed areas.
- Close all doors to rooms with exterior windows.
- Go to an interior hallway.
- Avoid the most dangerous locations of a building, usually along south and west sides and at corners.
- Protect yourself by going into a "drop and tuck" position.

### If there is no time to get inside...

- Lie in a ditch or low-lying area or crouch near a strong building.
- Be aware of potential flooding in a ditch.
- Use jacket, cap, backpack, or any similar items to protect face and eyes.
- Protect yourself by going into a "drop and tuck" position.

## Shelter In Place

Sheltering-in-place is the use of any classroom, office, or building for the purpose of providing temporary shelter.

Shelter-in-place procedures may be in effect for any of the reasons: a chemical truck overturning, tornado, chemical train derailment, chemical facility accident, pipeline rupture, terrorist attack, release of biological agents, release of chemical agents, drilling accident, hazardous material release, or radiological release.

## Suspicious Person

Ask if you can help with directions.

Do not confront the person.

Do not let anyone into a locked building/office.

Do not block the person's access to an exit.

Call 9-1-1. Provide as much information as possible about the person and their direction of travel.

Notify

## Fire

Activate the nearest fire alarm pull station *immediately* if you see fire or smoke. When a fire alarm is activated, the Fire Department is automatically notified. Building personnel will respond to assist as needed.

Evacuate the building immediately, following the guidelines for the Emergency Evacuation Plan.

Call 9-1-1 from a safe location.

Do not enter building until the "All Clear" announced by emergency personnel.

Notify

## Hazardous Materials

### Do Not attempt to clean up spills.

Cleanup procedures will be determined by emergency personnel.

If anyone is injured, call 9-1-1 immediately!

Move away from the site of the hazard to a safe location. Follow the instructions of emergency personnel.

Alert others to stay clear of the area.

Notify emergency personnel if you have been exposed or have information about the release.

Notify

## Important Numbers

University Police: 9-1-1 or 471-4441 (from any campus phone)

Austin Police: 9-1-1 (from a cell phone)

Environmental Emergency 24-Hour Hotline: 471-3511

Fire Emergency: 9-1-1

Emergency Information: 232-9999

UHS 24-Hour Nurse Advice Line: 475-6877

Facilities Services Emergency: 471-2020

In the event of a fire, serious injury, or other life-threatening situation, call City of Austin Emergency Services first, then call UT Police to escort and assist City services.

Remember to have your name, number, location, and any other pertinent information available when calling.