

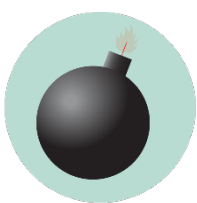
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BUILDING EMERGENCY GUIDELINES

Call or text 911 in life threatening emergencies



FIRE



BOMB THREAT



**GAS
LEAK**



HAZMAT



**SEVERE
WEATHER**



HAZMAT

Evacuation

PROMPTS: Fire alarm, direction from the UNT Police or City of Denton Fire Department, an Eagle Alert, a visibly life-threatening situation

- Gather those around you and quickly leave through the nearest exit.
- Ask those around you with limited mobility if they need help and provide assistance, as able.
- If you take notice of someone unable to evacuate, note their location and tell first responders as soon as possible.
- Those with access and functional needs should immediately go to the nearest fire refuge area and call 911.
- Move at least 200 feet away from the building and stay off fire lanes.
- Comply with directions from first responders.

Shelter

PROMPTS: Eagle Alert, Outdoor Warning Sirens

- Go indoors immediately.
- Seek shelter on the lowest level of the building, away from windows and exterior walls.
- For tornadoes: Encourage clients to shield their head and neck with arms and putting material such as furniture and blankets around themselves.
- If the event is HAZMAT related, completely turn off or seal off all external air sources including windows, doors, and air vents.
- Stay in shelter until an Eagle Alert is sent telling you it's safe to leave.

Medical Emergency

- Call 911 (or have someone call 911 for you).
- Send others to get an AED and to meet first responders at the door.
- Ask the individual if you have their permission to assist them.
 - If **YES**, provide first aid to the extent that you feel able.
 - If **NO**, move away from the individual and wait for first responders.
 - If **unconscious**, you have implied consent to provide assistance, as long as you are not negligent.
- Assist paramedics as needed when they arrive.
- Gather info and report the incident to Risk Management Services.



**MEDICAL
EMERGENCY**



**ACTIVE
THREAT**

Run. Hide. Fight.

PROMPTS: Eagle Alert; successive, loud shot noises; groups of individuals running and screaming

- **RUN** and escape the active threat if possible.
- **HIDE** from the active threat if escape is not possible.
- **FIGHT** the attacker as a last resort and commit to your actions.

CAMPUS EMERGENCY CONTACTS

<p>Any life-threatening emergency Active threat Acts or threats of violence Bomb threat Fire Hostage situation Life-threatening hazardous materials release Medical emergencies Natural gas leak Suicidal person Violent civil disturbance or demonstration Violent/threatening/hostile individual</p>	<p><i>Call or text 911 in life-threatening emergencies</i> 911</p>
<p>Any non-emergency concerns Civil disturbance or demonstration Disruptive person Elevator failure Suspicious person</p>	<p><i>UNT Police</i> 940-565-3000</p>
<p>Maintenance-related issues Power outage Water leak or flooding Property damage</p>	<p><i>UNT Facilities</i> 940-565-2700</p>
<p>Minor hazardous materials release</p>	<p><i>UNT Risk Management</i> 940-565-2109</p>

If you are unsure if a situation is or is not an emergency, always call 911.

WILLIS LIBRARY EMERGENCY LOCATIONS AND SUPPLIES



Shelter Areas

- Lowest level of Willis Library and restrooms on the lowest level.

Evacuation Assembly Area

Evacuation Assembly Area

- The grassy area south of the Eagle Student Services Center, *unless directed to go elsewhere by first responders or an eagle alert.*



Medical Emergency Related Equipment

- **First Aid Kits:** Willis 260 next to the fire extinguisher.
- **AEDs:** 1st floor by the elevator.



Fire Refuge Areas: A temporary haven from the effects of a fire or other emergency that would normally require evacuation.

- Located across from all four restrooms on the second and third floor.

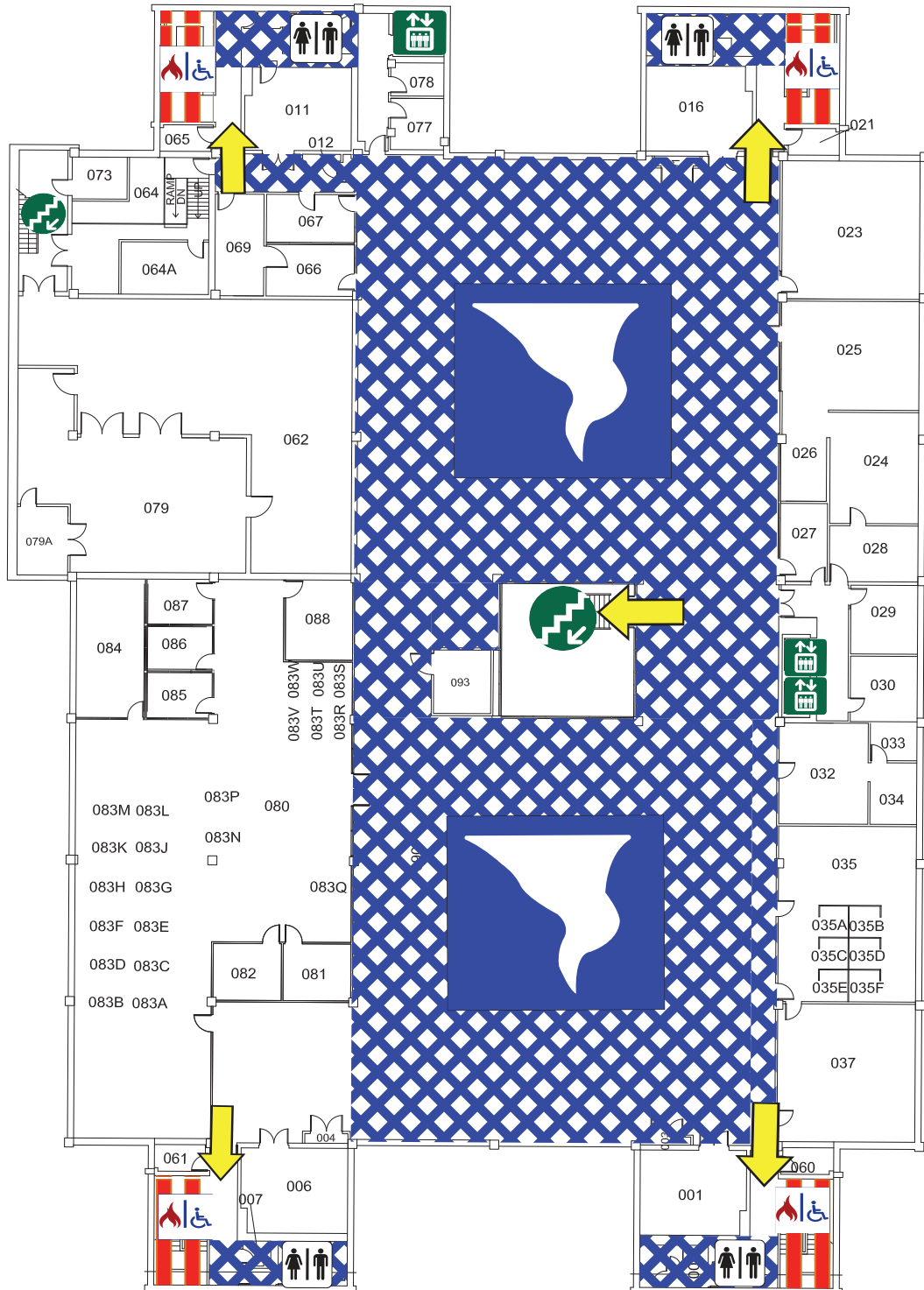


Special Emergency Procedures for Willis Library:







- User controls and microphone are in **Room 126, Circulation area.**
- Master Controls are in the **mechanical closet of Room 216.**

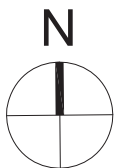
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LOWER LEVEL



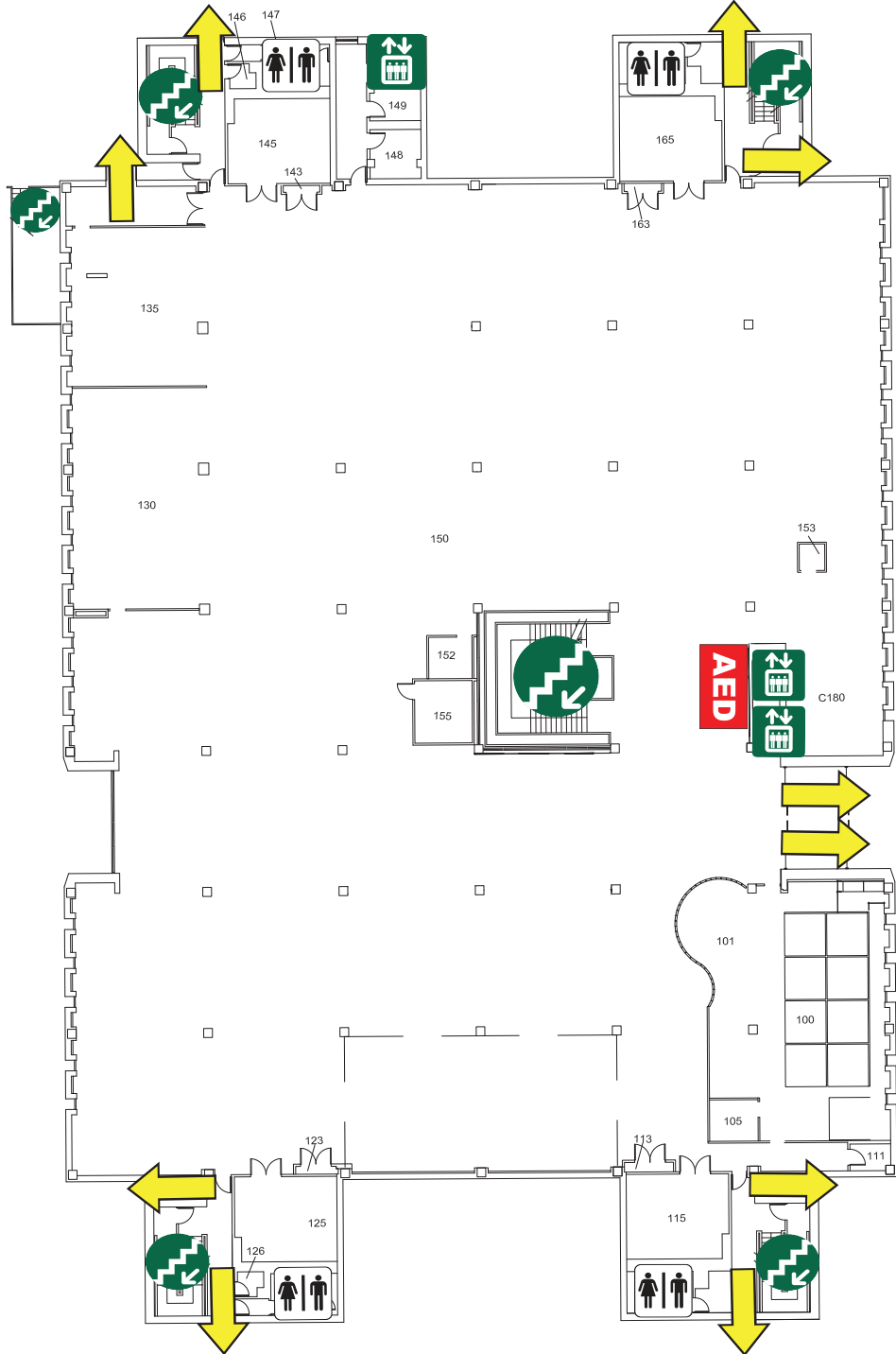
LEGEND

-  Exit
-  Stairs
-  Elevator
Do NOT use in case of fire
-  Fire Refuge Area
-  Restrooms
-  Shelter Area



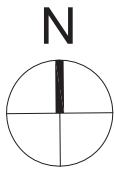
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FIRST FLOOR



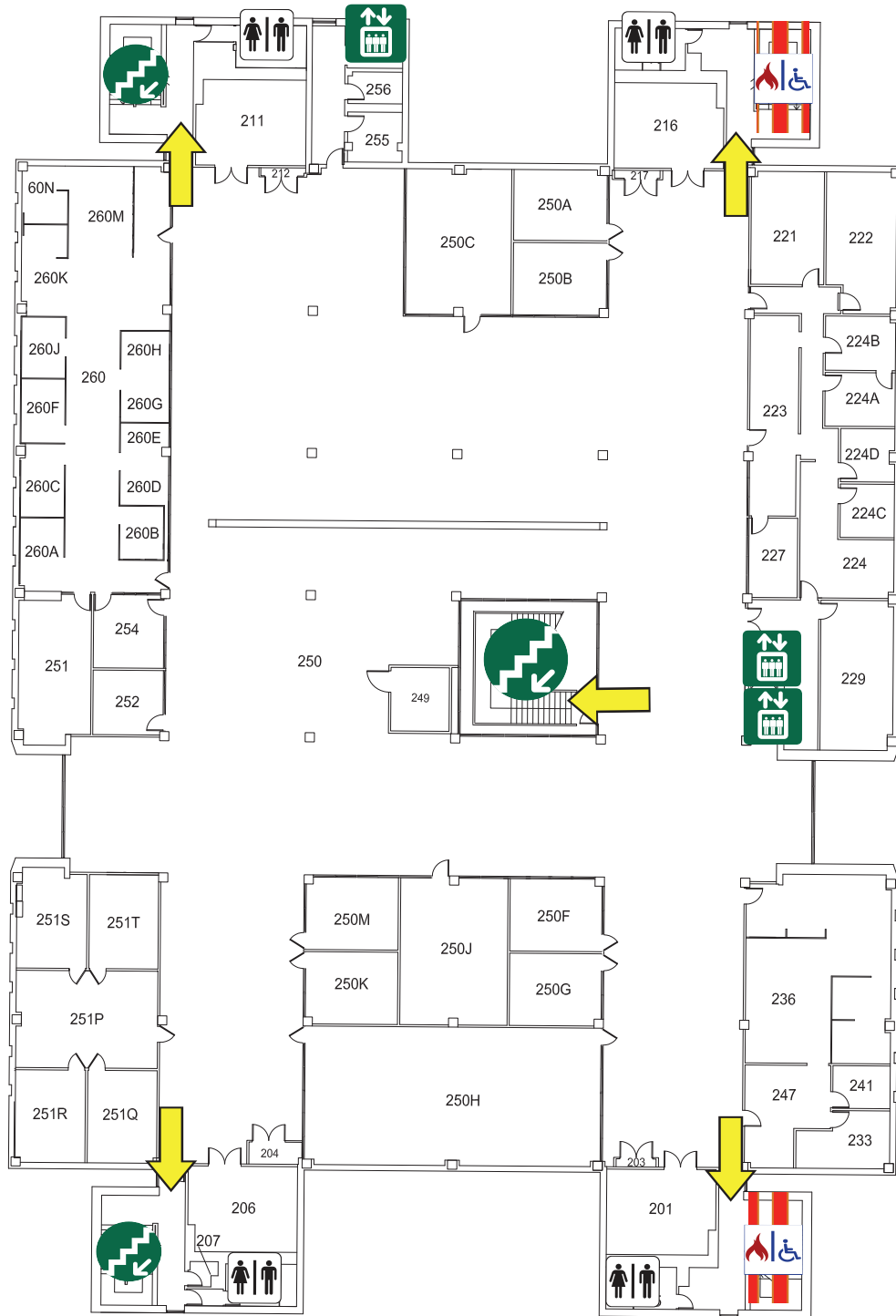
LEGEND

-  Automated External Defibrillator
-  Exit
-  Elevator
Do NOT use in case of fire
-  Stairs
-  Restrooms



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SECOND FLOOR



LEGEND



Exit



Stairs



Elevator

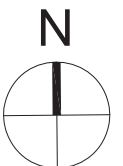
Do NOT use in case of fire



Fire Refuge Area

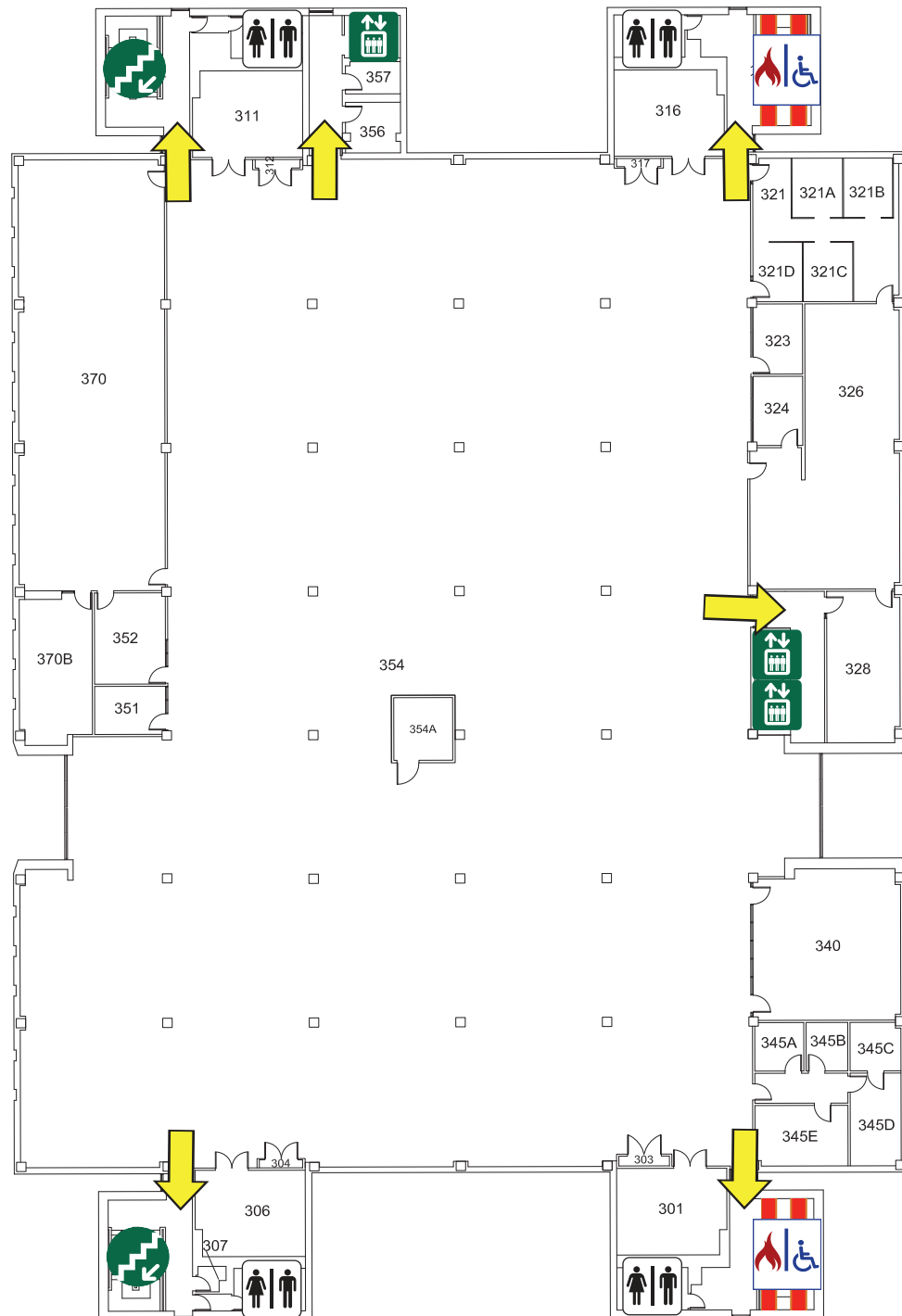


Restrooms



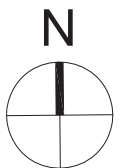
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THIRD FLOOR



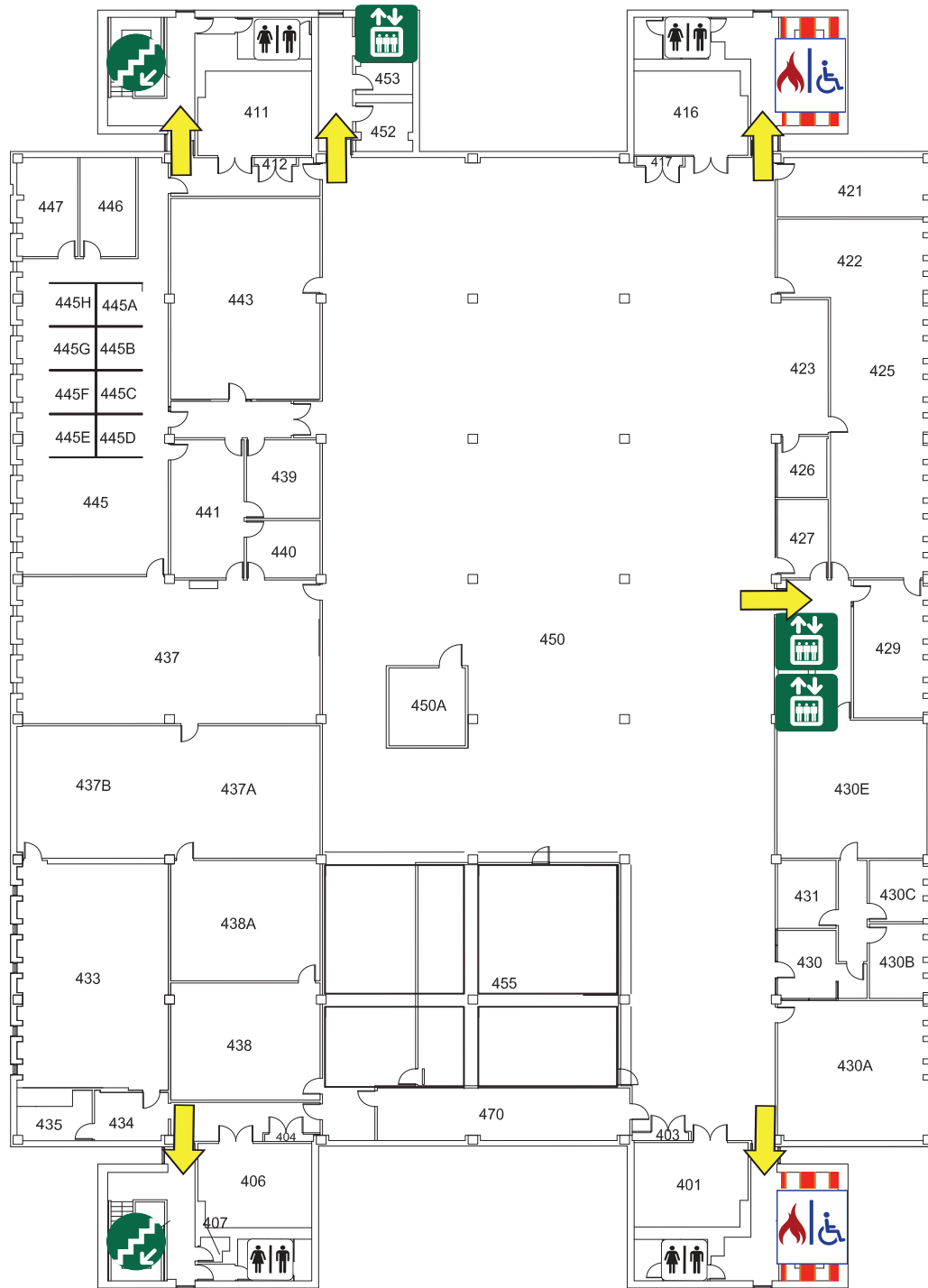
LEGEND

-  Exit
-  Elevator
Do NOT use in case of fire
-  Stairs
-  Fire Refuge Area
-  Restrooms



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FOURTH FLOOR



LEGEND



Exit



Stairs



Elevator

Do NOT use in case of fire



Fire Refuge Area



Restrooms

