



# UNIVERSITY UNION

## BUILDING EMERGENCY GUIDELINES

**Call or text 911 in life threatening emergencies**



**FIRE**



**BOMB THREAT**



**GAS  
LEAK**



**HAZMAT**



**SEVERE  
WEATHER**



**HAZMAT**



**MEDICAL  
EMERGENCY**



**ACTIVE THREAT**

### 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 others 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.

### 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><b>Any life-threatening emergency</b></p> <ul style="list-style-type: none"> <li>Active threat</li> <li>Acts or threats of violence</li> <li>Bomb threat</li> <li>Fire</li> <li>Hostage situation</li> <li>Life-threatening hazardous materials release</li> <li>Medical emergencies</li> <li>Natural gas leak</li> <li>Suicidal person</li> <li>Violent civil disturbance or demonstration</li> <li>Violent/threatening/hostile individual</li> </ul>	<p style="text-align: center;"><b>911</b></p> <p style="text-align: center;"><b><i>Call or text 911 in life-threatening emergencies</i></b></p>
<p><b>Any non-emergency concerns</b></p> <ul style="list-style-type: none"> <li>Civil disturbance or demonstration</li> <li>Disruptive person</li> <li>Elevator failure</li> <li>Suspicious person</li> </ul>	<p style="text-align: center;"><b>UNT Police</b></p> <p style="text-align: center;"><b>940-565-3000</b></p>
<p><b>Maintenance-related issues</b></p> <ul style="list-style-type: none"> <li>Power outage</li> <li>Water leak or flooding</li> <li>Property damage</li> </ul>	<p style="text-align: center;"><b>UNT Facilities</b></p> <p style="text-align: center;"><b>940-565-2700</b></p>
<p>Minor hazardous materials release</p>	<p style="text-align: center;"><b>UNT Risk Management</b></p> <p style="text-align: center;"><b>940-565-2109</b></p>
<p>Building Safety Contact:</p>	<p style="text-align: center;"><b>Find Here:</b></p> <p style="text-align: center;"><a href="#"><u>Building Representative Program</u></a></p> <p><b>Full link:</b></p> <p><a href="https://facilities.unt.edu/resources/building-representative-program.html"><u>https://facilities.unt.edu/resources/building-representative-program.html</u></a></p>

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

# UNIVERSITY UNION

## EMERGENCY LOCATIONS AND SUPPLIES



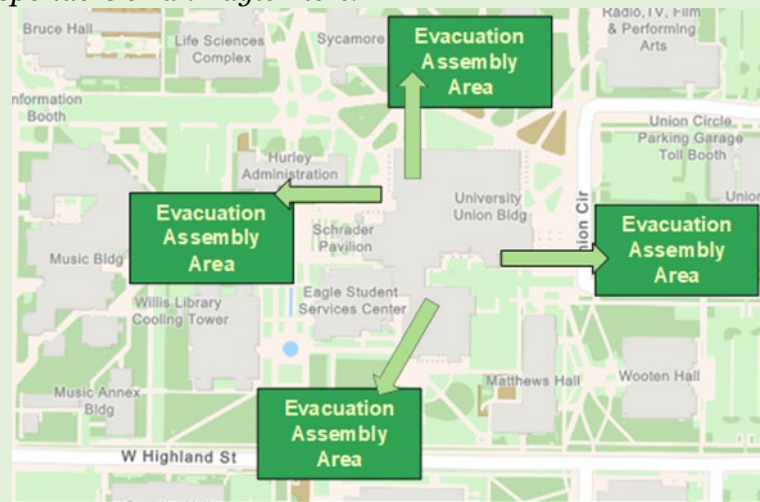
### **Shelter Areas**

- *1<sup>st</sup> floor:* Eagle Post Office, Restrooms on the 1<sup>st</sup> floor.
- *2<sup>nd</sup> floor:* Interior hallway outside Wells Fargo Bank Room 222 (Do **NOT** stand under the “Our Values” hanging features), the restrooms, Lyceum Theater Room 226.

### **Evacuation Assembly Area**

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- Go to the designated evacuation assembly area *unless directed to go elsewhere by first responders or an Eagle Alert.*



### **Medical Emergency Related Equipment**

- **First Aid Kits:** A first aid kit is available at the *Union Info Desk*. Additionally, a second first aid kit is stored in the *Union Maintenance Department*.
- **Stop the Bleed Kits:** Located inside AED Cabinets
- **AEDs:** *2<sup>nd</sup> floor* - on the pillar outside of the Syndicate, across from the information desk; *3<sup>rd</sup> floor* – beside the elevator on the right alcove wall.



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

- *2<sup>nd</sup> floor* located at the north side of the building, eastern and western staircases and another located near 248.
- *3<sup>rd</sup> floor* located at seven different locations towards the western, central, eastern, and southern staircases.
- *4<sup>th</sup> floor* located at four different staircases towards the western and the central of the floor.

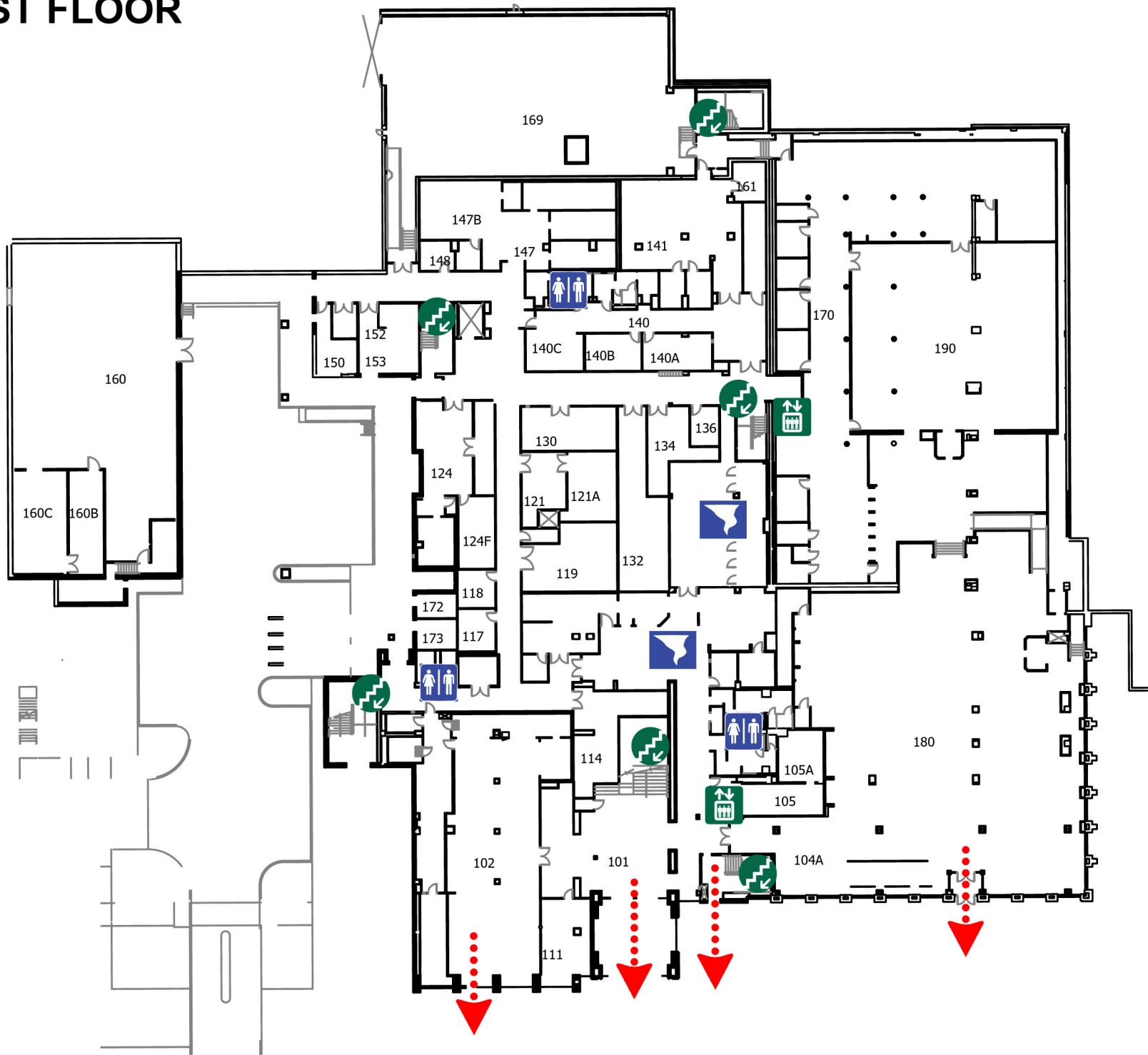


### **Special Emergency Procedures for University Union:**

- Evacuation locations depend on where you are in the building when an evacuation is needed. Although you have a certain place to go, please exit to the nearest exit always.

# UNIVERSITY UNION

## FIRST FLOOR



Elevator



Stairs



Shelter Area



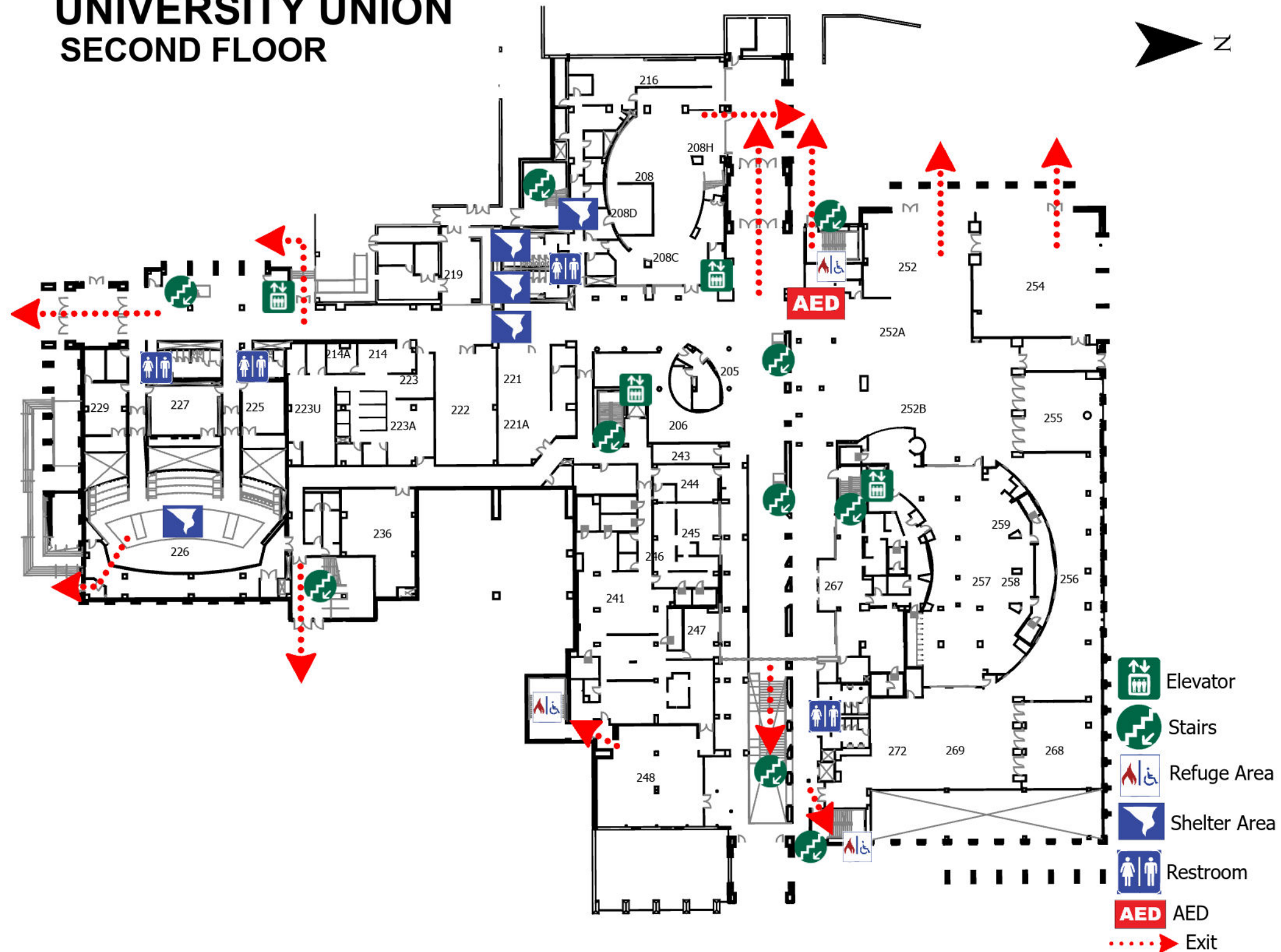
Restroom



Exit

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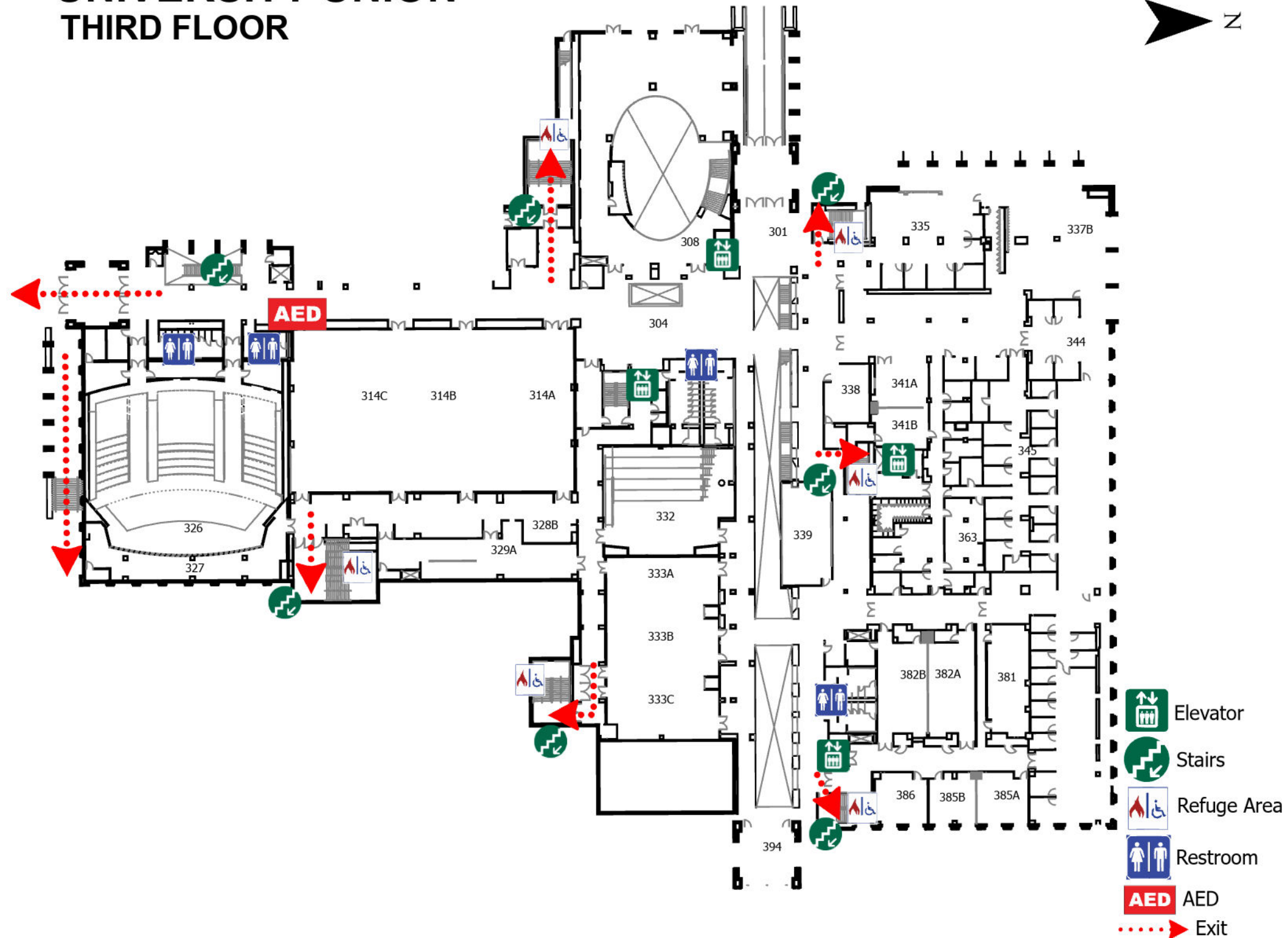
## SECOND FLOOR





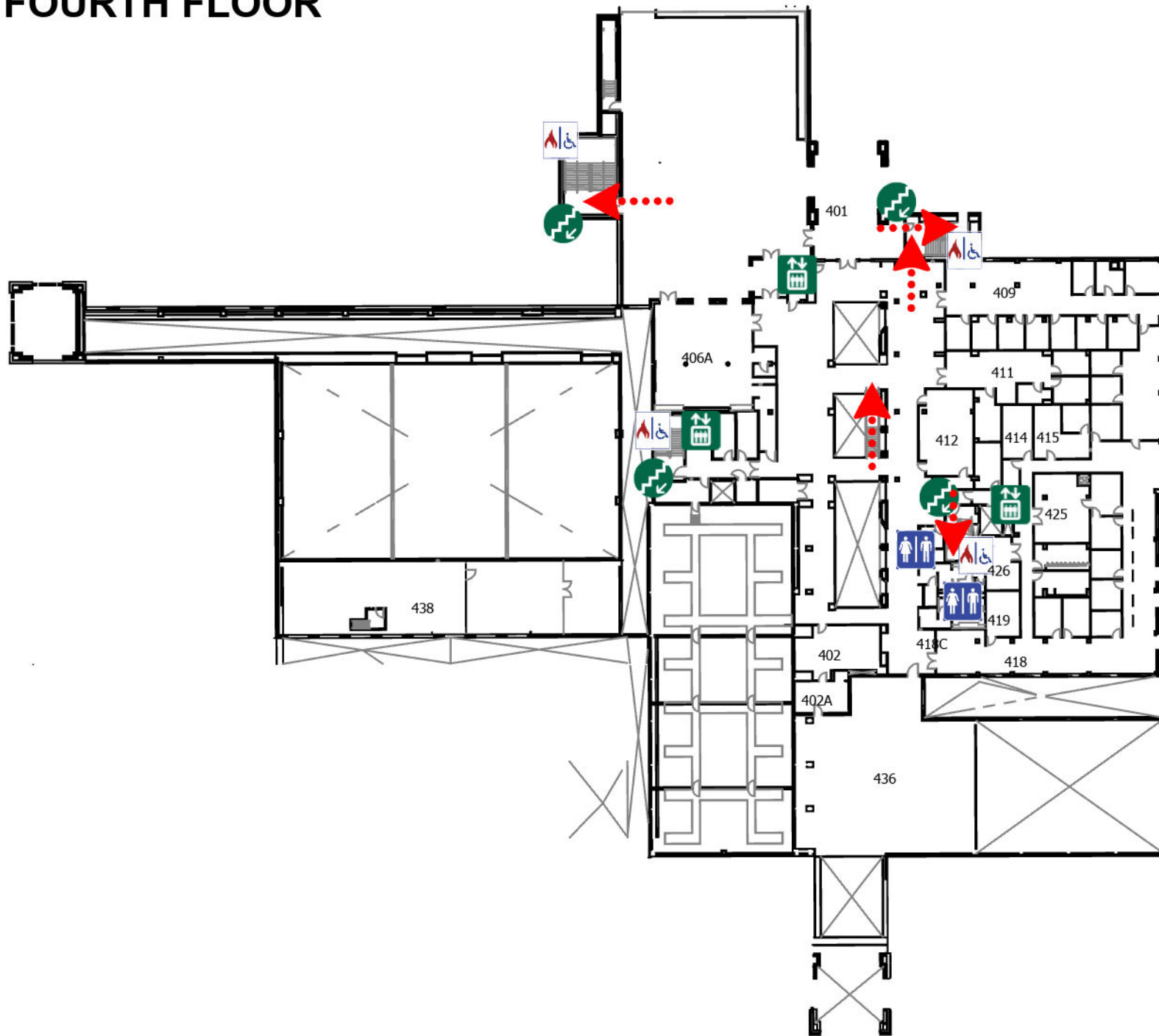
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## THIRD FLOOR



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## FOURTH FLOOR



-  Elevator
-  Stairs
-  Refuge Area
-  Restroom
-  AED
-  Exit