



WILLIS LIBRARY

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>Any life-threatening emergency</p> <ul style="list-style-type: none"> 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 style="text-align: center;"><i>Call or text 911 in life-threatening emergencies</i></p> <p style="text-align: center;">911</p> |
| <p>Any non-emergency concerns</p> <ul style="list-style-type: none"> Civil disturbance or demonstration Disruptive person Elevator failure Suspicious person | <p style="text-align: center;"><i>UNT Police</i></p> <p style="text-align: center;">940-565-3000</p> |
| <p>Maintenance-related issues</p> <ul style="list-style-type: none"> Power outage Water leak or flooding Property damage | <p style="text-align: center;"><i>UNT Facilities</i></p> <p style="text-align: center;">940-565-2700</p> |
| <p>Minor hazardous materials release</p> | <p style="text-align: center;"><i>UNT Risk Management</i></p> <p style="text-align: center;">940-565-2109</p> |
| <p>Building Safety Contact:</p> | <p style="text-align: center;">Find Here:</p> <p style="text-align: center;"><u>Building Representative Program</u></p> <p>Full link:</p> <p><u>https://facilities.unt.edu/resources/building-representative-program.html</u></p> |
| <p style="text-align: center;"><i>UNT Library On-Call Cell</i></p> <p style="text-align: center;">940-367-2674</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 Union South Lawn, 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.
- **NARCAN/Naloxone:** Located in AED cabinets
- **Stop the Bleed Kits:** Located in AED cabinets
- **AEDs:** All floors 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.

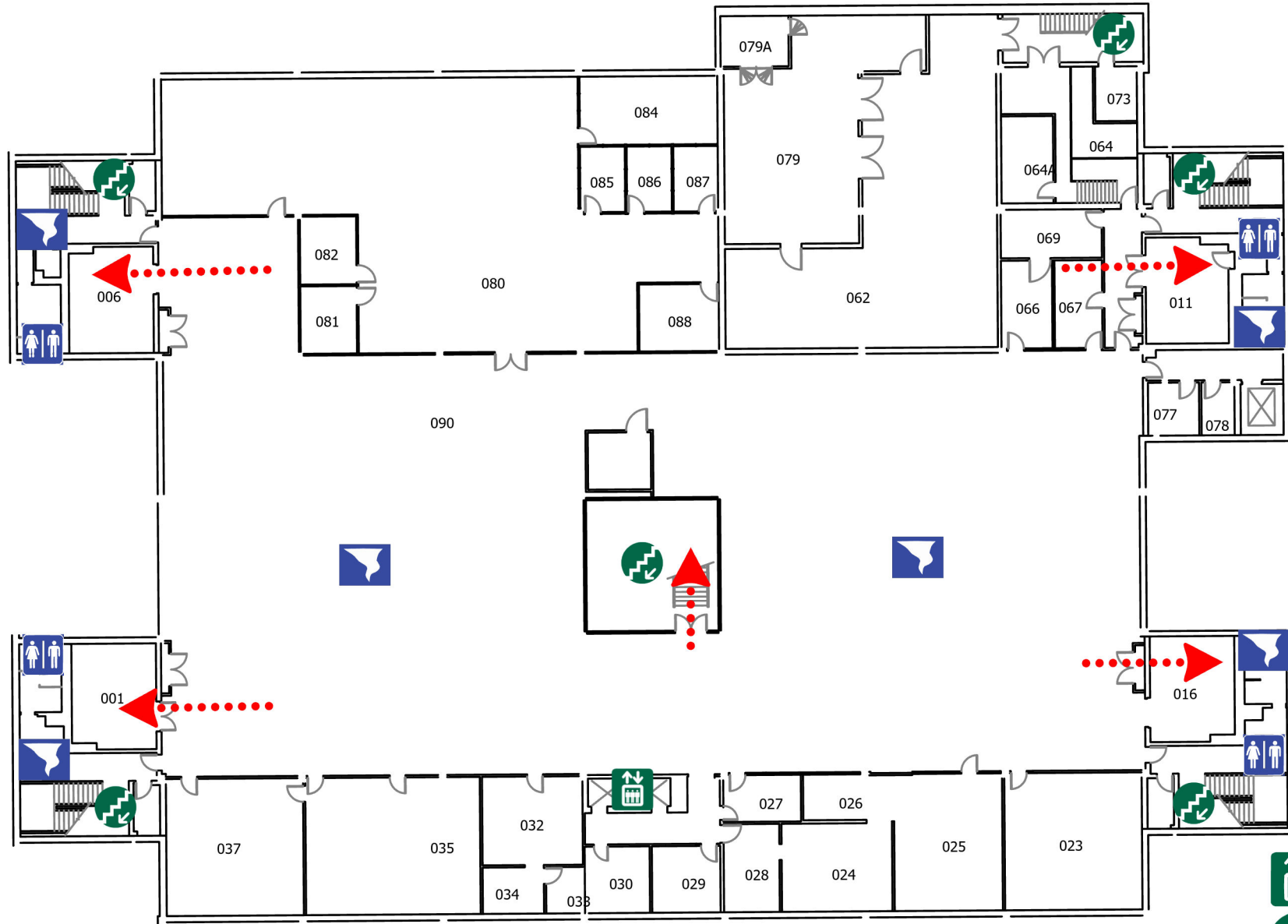




Special Emergency Procedures for Willis Library:

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

WILLIS LIBRARY

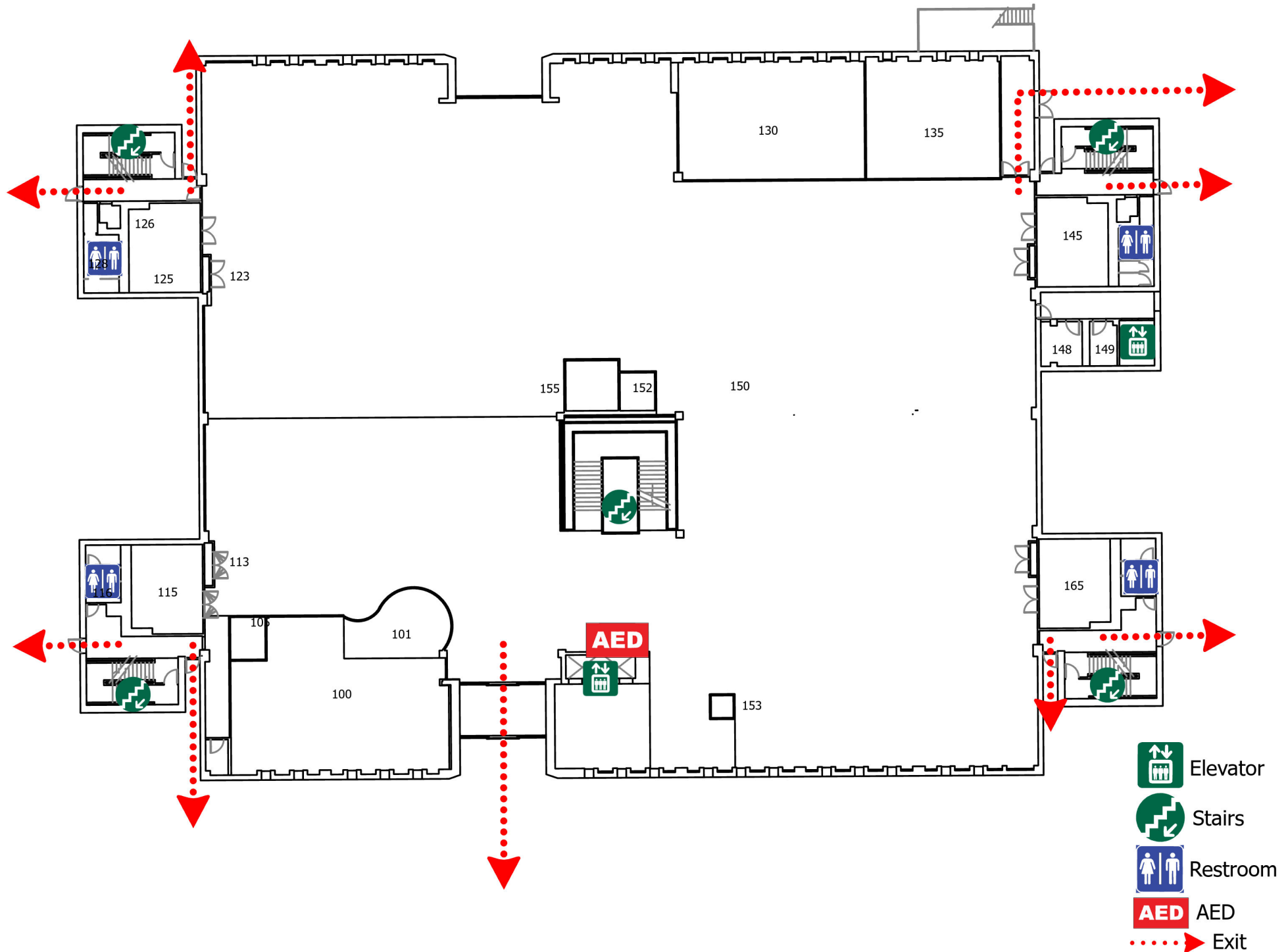
LOWER LEVEL



-  Elevator
-  Stairs
-  Shelter Area
-  Restroom
-  Exit

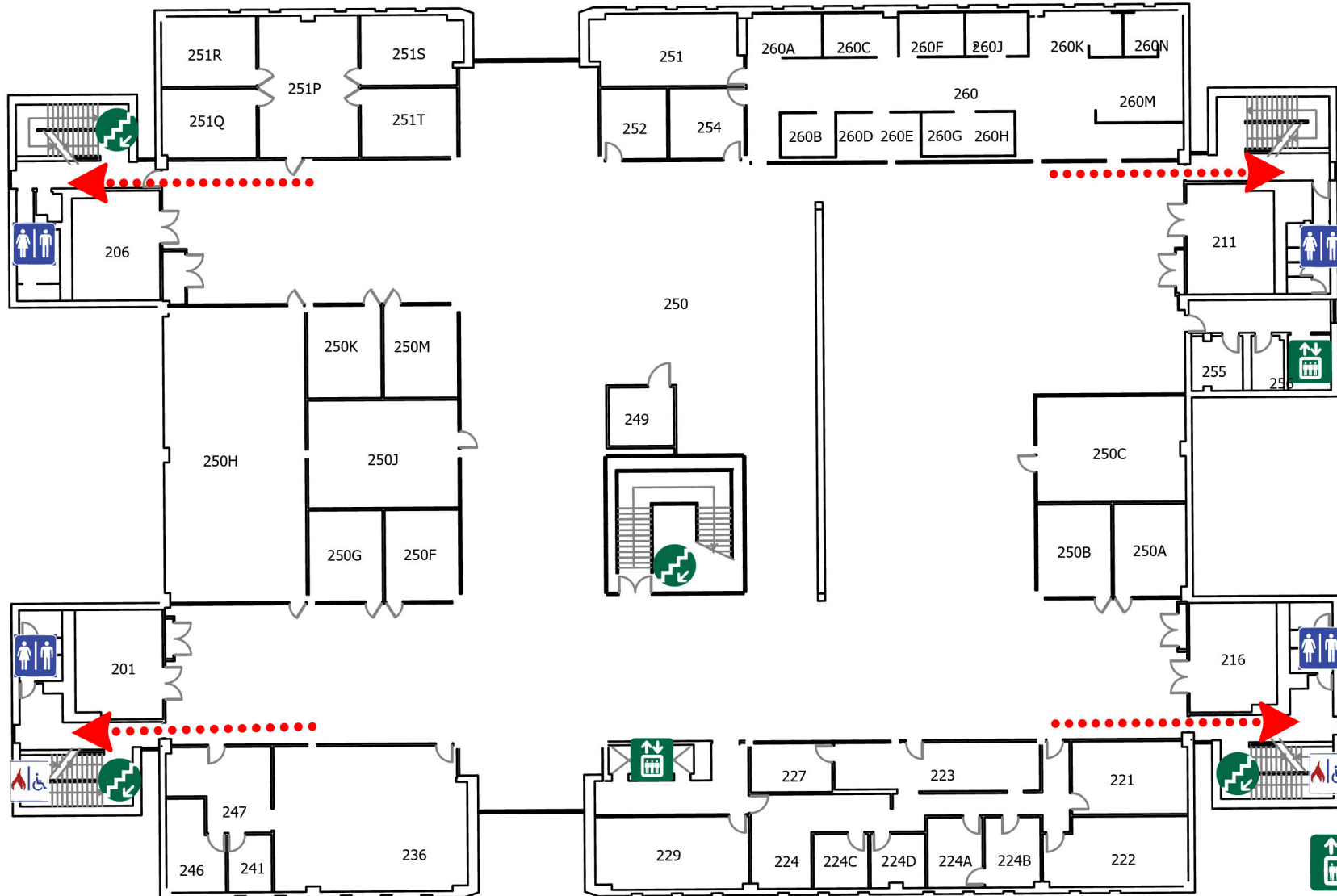
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FIRST FLOOR



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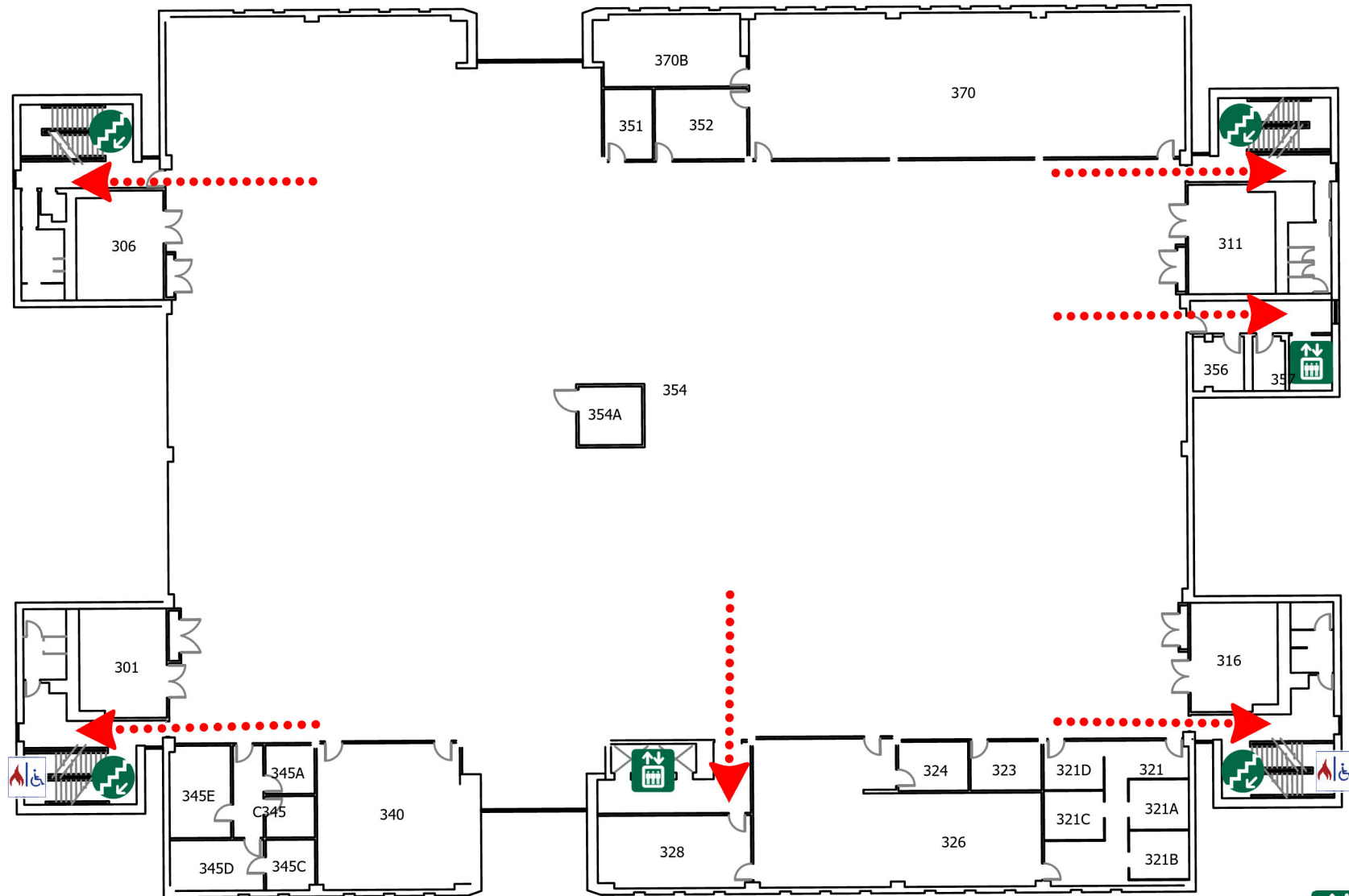
SECOND FLOOR



-  Elevator
-  Stairs
-  Restroom
-  Refuge Area
-  Exit

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THIRD FLOOR



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FOURTH FLOOR

