

EVACUATION

EVACUATION OF A BUILDING

A building evacuation is called when there is a need to move students, staff, faculty, or visitors from one location to another. A localized evacuation from a campus building may become necessary during many kinds of situations including, but not limited to: a bomb threat, fire, hazardous materials release, or gas leak.

To prepare for an evacuation:

- Be familiar with your building.
- Know at least two exits for every building you go to.
- Know your building's evacuation assembly area.

RESPONSE

When ordered to evacuate, initiate the following steps:

- Quickly leave the building, taking the closest and safest way out.
- **Do NOT use elevators** – those with access and functional needs should immediately go to the nearest **fire refuge area** and call **911**. Be aware that the integrity of fire refuge areas is only possible when all doors to the area remain closed. Fire refuge areas can be located on the emergency floor plans published by **Emergency Management & Safety Services** on the Mean Green Ready app.

Fire Refuge Area: A temporary haven from the effects of a fire or other emergency that would normally require evacuation. Generally, these locations are in enclosed stairwells with fire-rated doors.

- Begin sweeps towards exits and help others evacuate, if safely possible.
- Take note of any individuals who are trapped, injured, or have access and functional needs who may still be in the building – share this information with first responders.
- As you are evacuating...
 - Stay low if confronted with smoke.
 - Check closed doors for heat with the back of your hand before opening.
 - Close doors behind you as you are leaving.
- Go to the designated evacuation assembly area – you can look up this location on www.emergency.unt.edu/emergency-floor-plans or on the [UNT Mean Green Ready App](#).

- Make sure when exiting, you keep your hands open and visible for responders on scene.
- Wait to re-enter the building until the **UNT Police** or **City of Denton Fire Department** have given the all-clear.

CAMPUS-WIDE EVACUATION

The procedures for a campus-wide evacuation will vary depending on the nature of the incident. In cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the incident. Other areas may then be evacuated, depending on the nature of the incident. This graduated evacuation is preferable to a total, immediate evacuation, as it identifies the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for emergency vehicles access and first responder personnel.

When you receive a campus evacuation order:

- Immediately respond.
- Do **NOT** return to your residence or office to grab personal items.
- Immediately proceed to your vehicle and exit the campus.
- Directions to avoid dangerous areas will be provided when possible.
- If you do not have a vehicle on campus, follow the directions provided by Eagle Alert messaging.
- Once you are safe, immediately notify family and your campus contacts.