



BUSINESS LEADERSHIP 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

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	911 <i>Call or text 911 in life-threatening emergencies</i>
Any non-emergency concerns - Civil disturbance or demonstration - Disruptive person - Elevator failure - Suspicious person	UNT Police 940-565-3000
Maintenance-related issues - Power outage - Water leak or flooding - Property damage	UNT Facilities 940-565-2700
Minor hazardous materials release	UNT Risk Management 940-565-2109
Building Safety Contact:	Find Here: <u>Building Representative Program</u> Full link: <u>https://facilities.unt.edu/resources/building-representative-program.html</u>

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

BUSINESS LEADERSHIP BUILDING EMERGENCY LOCATIONS AND SUPPLIES



Shelter Areas

- *Basement level:* restrooms and rooms 055, 070, 090.
- *1st floor:* restrooms and rooms 155 and 170.

Evacuation Assembly Area

Evacuation Assembly Area

- Individuals in basement: To the north of the building, on the Union South Lawn *unless directed to go elsewhere by first responders or an Eagle Alert.*
- All other occupants: To the west of the building, in the grassy area south of Crumley Hall, west of Parking Lot 24 *unless directed to go elsewhere by first responders or an Eagle Alert.*



Medical Emergency Related Equipment

- **First Aid Kits:** Located in *Room 150L* (Kitchen, the first cabinet on the right, third shelf on the left); *Room 110E* (Workroom, lower cabinet); *Room 210* (Workroom/Kitchen, in the upper cabinet just to the right of the refrigerator); *Room 290L* (Kitchen, in the bottom shelf to the right of the refrigerator).
- **Stop the Bleed Kits:** Located inside AED cabinets
- **AEDs:** Located on the 1st floor, next to 190B and basement level next to 075.



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

- Located on the northwestern staircases on the 2nd and 3rd floor.

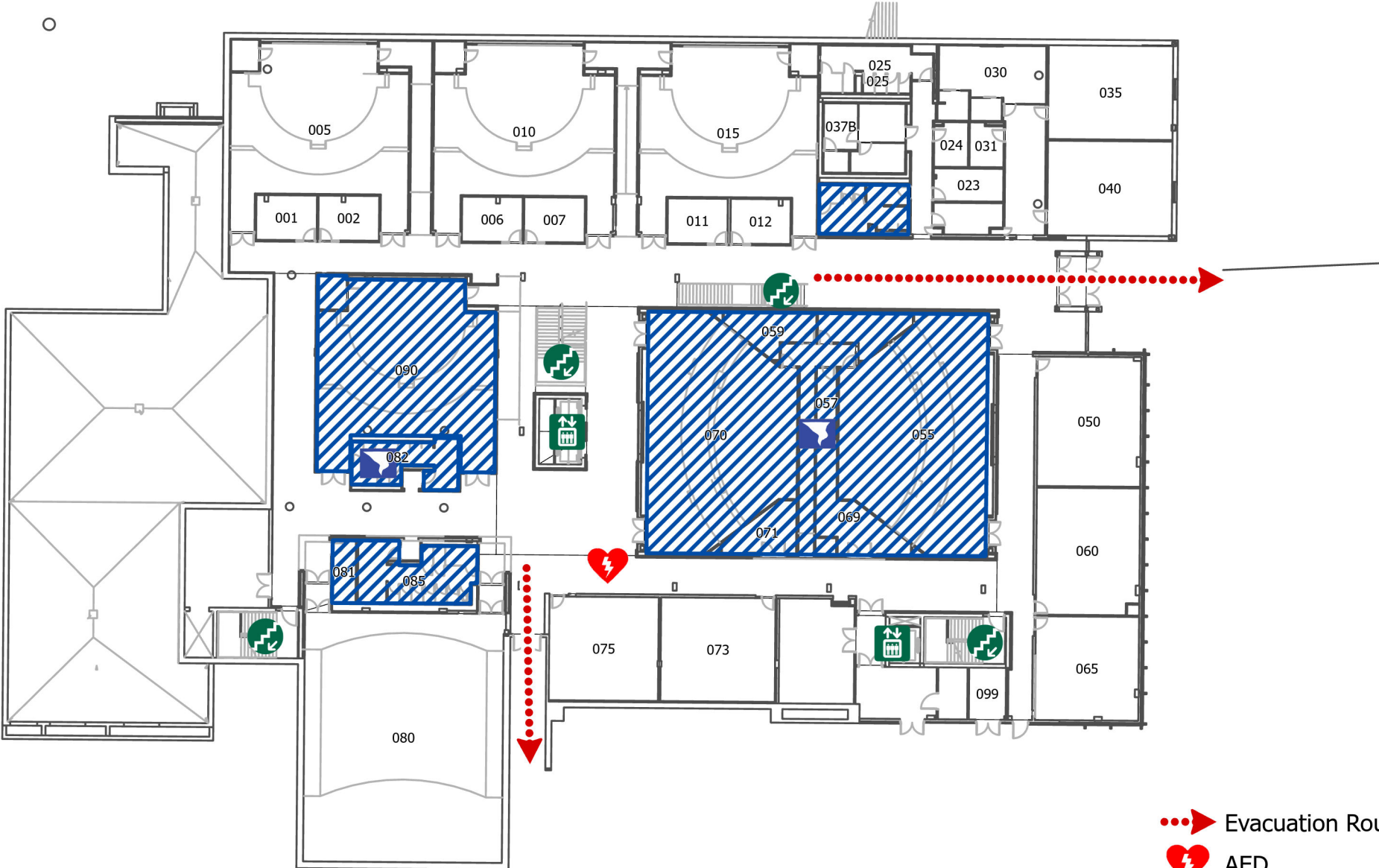


Special Emergency Procedures for Business Leadership Building:

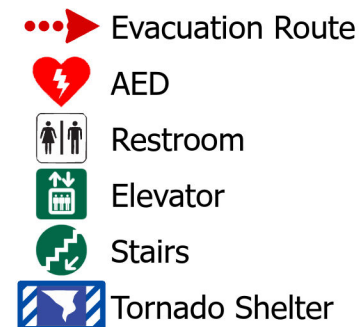
- The BLB has a manual pull Tornado Alarm with two control pulls located inside on the west end of the building.
- The overhead message, when the manual pull is activated, is currently as follows:
 - May I have your attention please (x 2)
 - A tornado warning has been issued for this area (x 2)
 - Please take all appropriate safety actions at this time (x 2)

BUSINESS LEADERSHIP BUILDING

BASEMENT

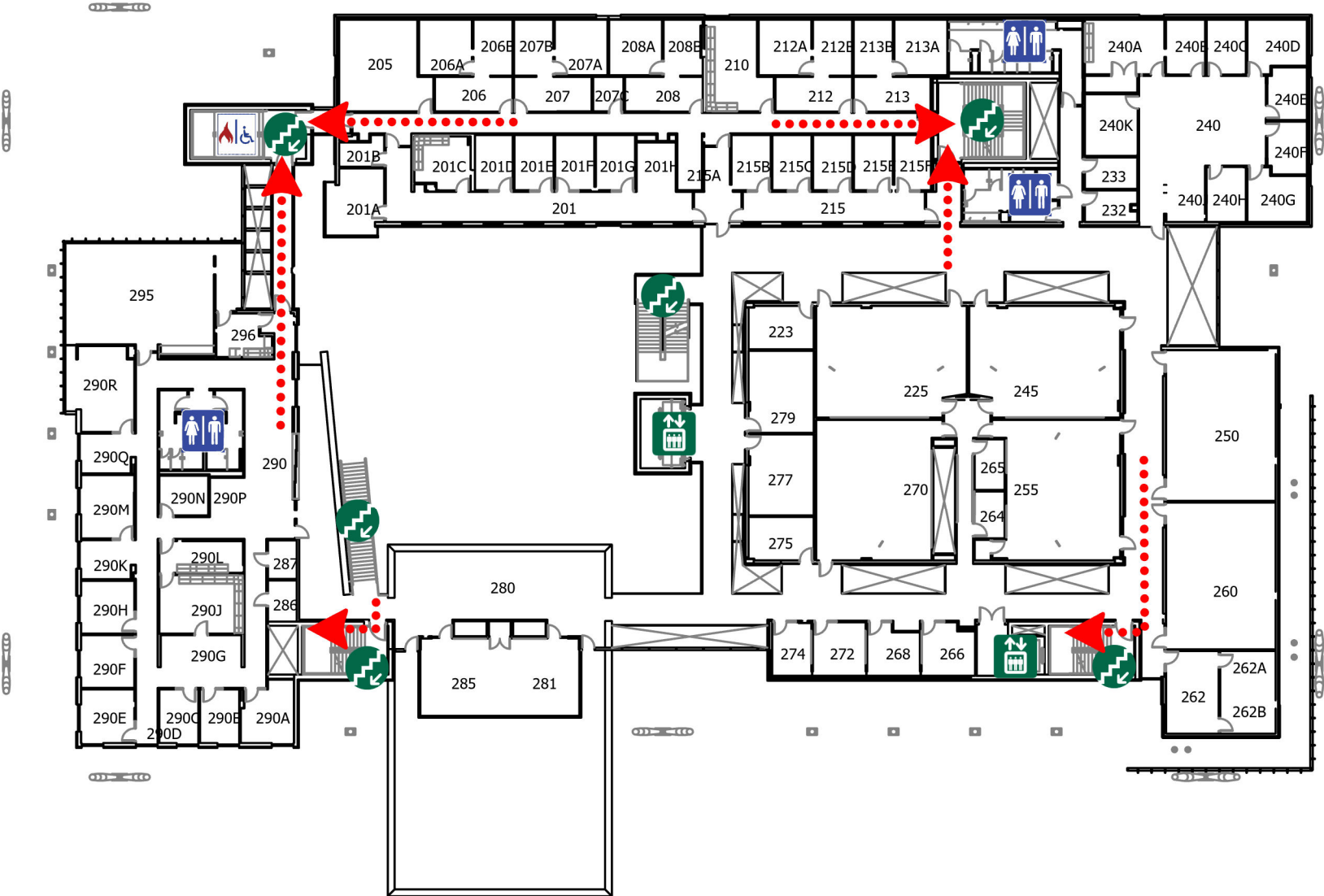


- Evacuation Route
- AED
- Elevator
- Stairs
- Tornado Shelter



BUSINESS LEADERSHIP BUILDING

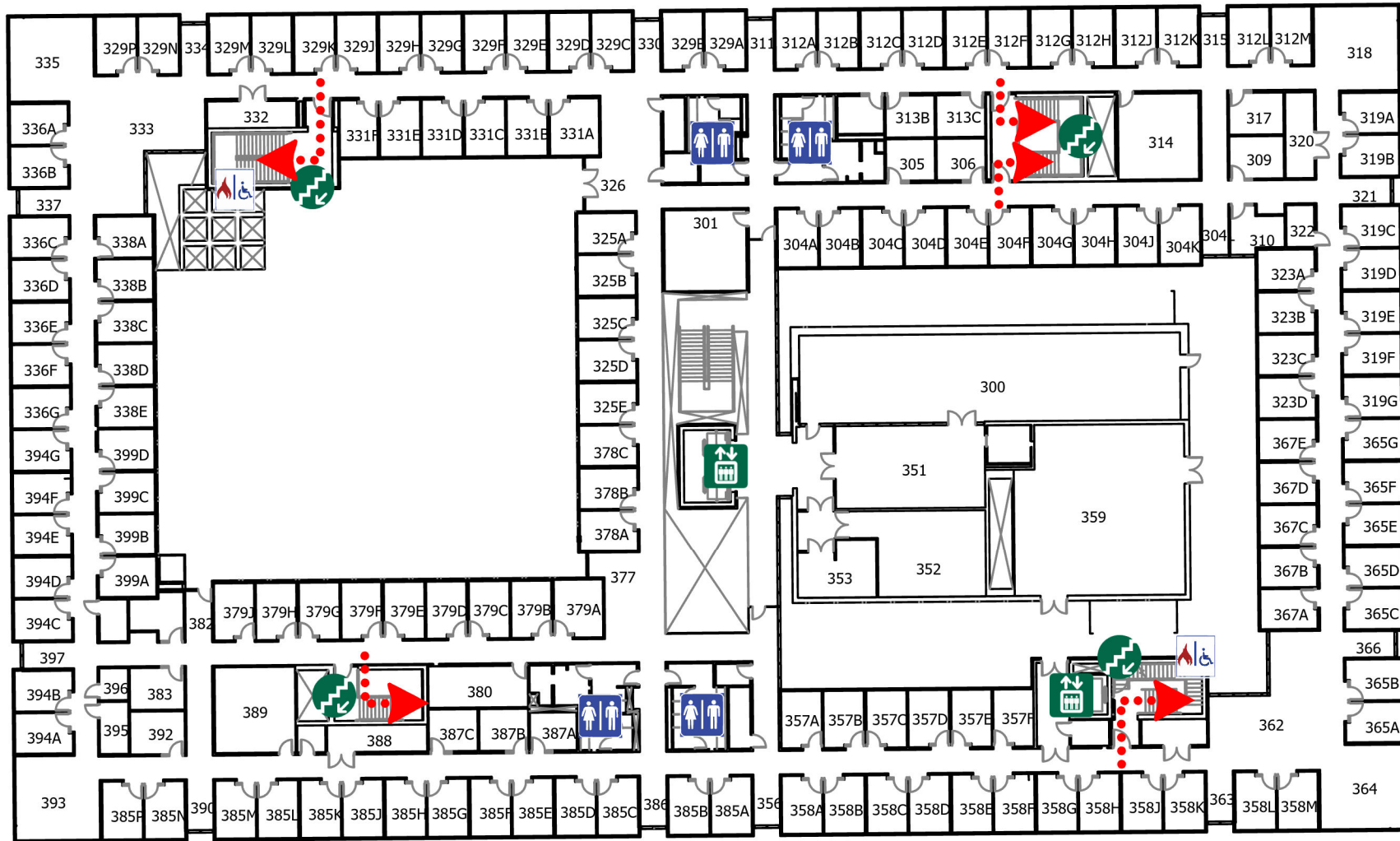
SECOND FLOOR



-  Elevator
-  Stairs
-  Restroom
-  Refuge Area
-  Exit

BUSINESS LEADERSHIP BUILDING

THIRD FLOOR



Elevator



Stairs



Restroom



Refuge Area



Exit