



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

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.

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EMERGENCY LOCATIONS AND SUPPLIES



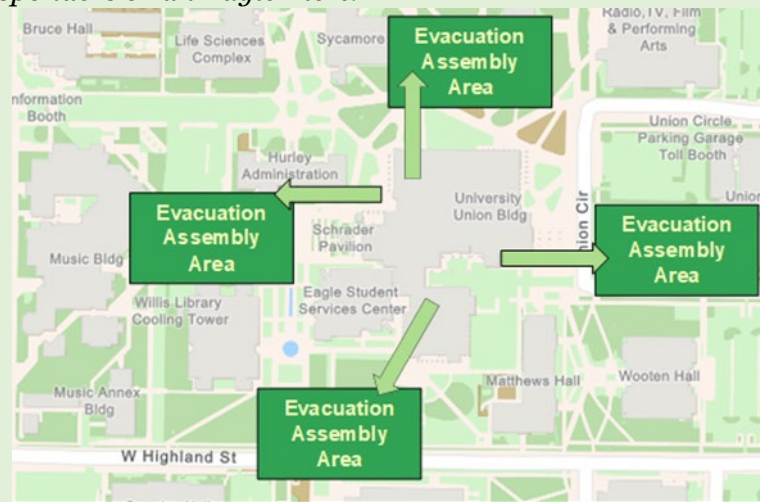
Shelter Areas

- *1st floor:* Eagle Post Office, Restrooms on the 1st floor.
- *2nd 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

Evacuation Assembly Area

- 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:** *2nd floor* - on the pillar outside of the Syndicate, across from the information desk; *3rd 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.

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

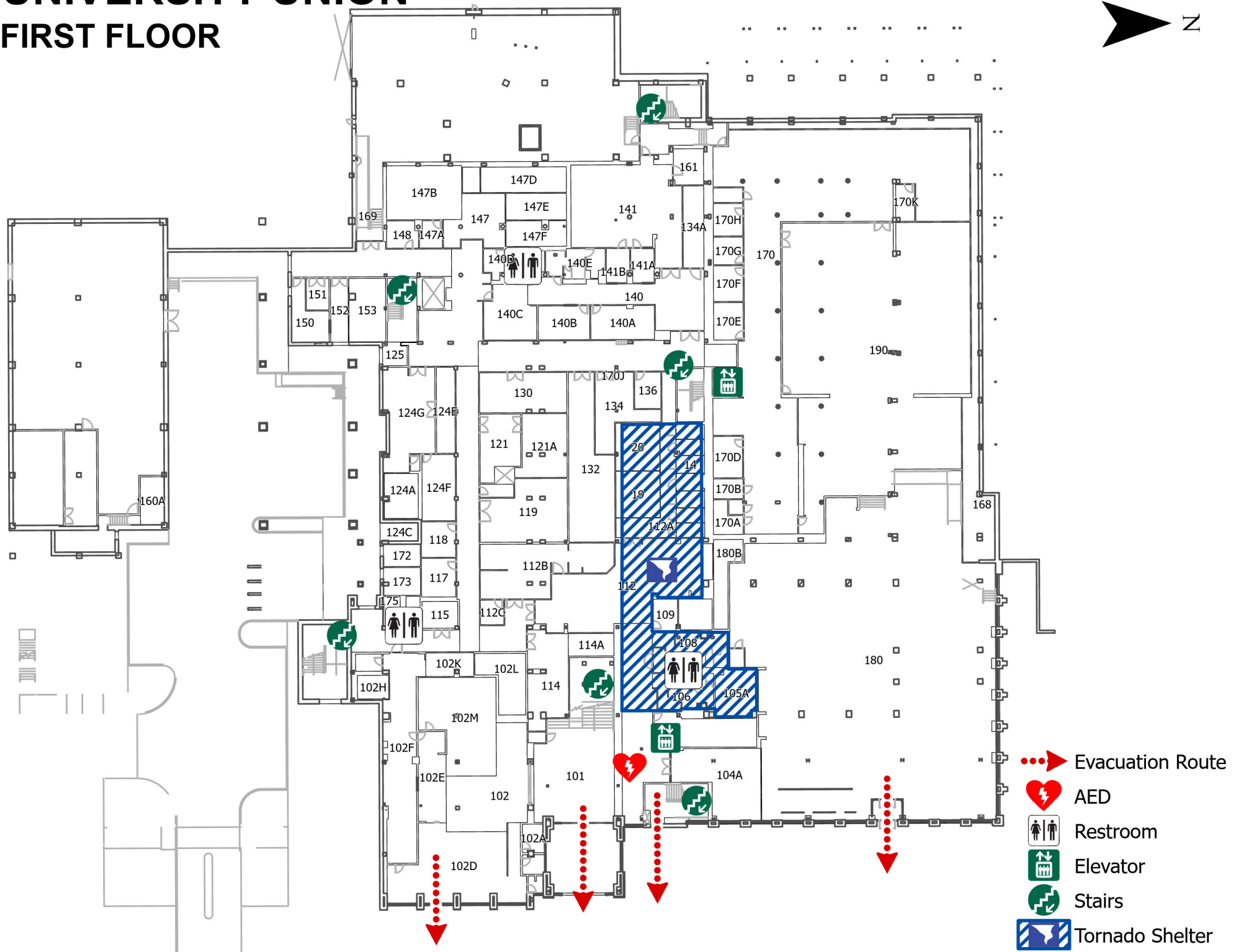


Special Emergency Procedures for University Union:

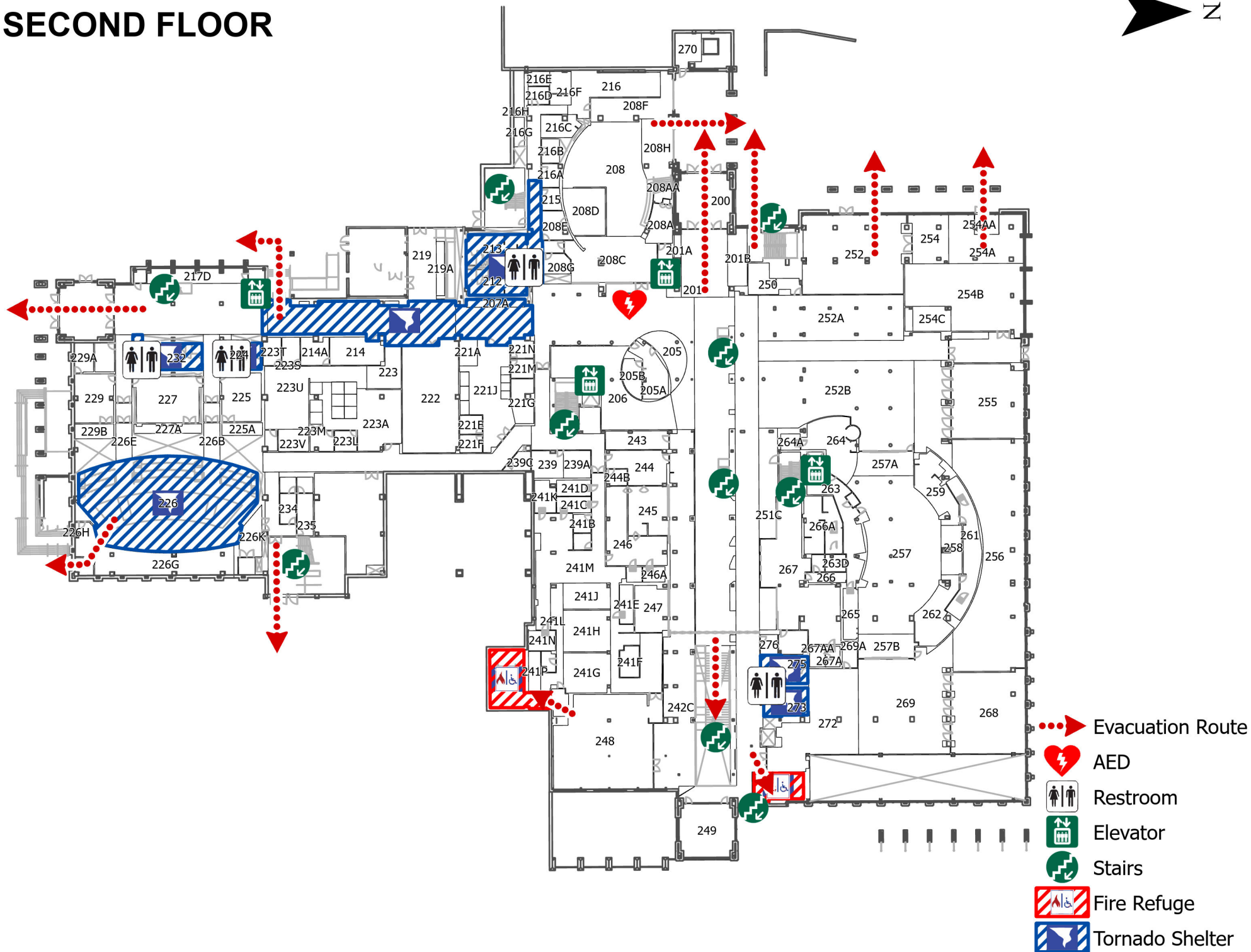
- Evacuation locations depend on where you are in the building when an evacuation is needed. Although you have a certain place to go, please exit to the nearest exit always.

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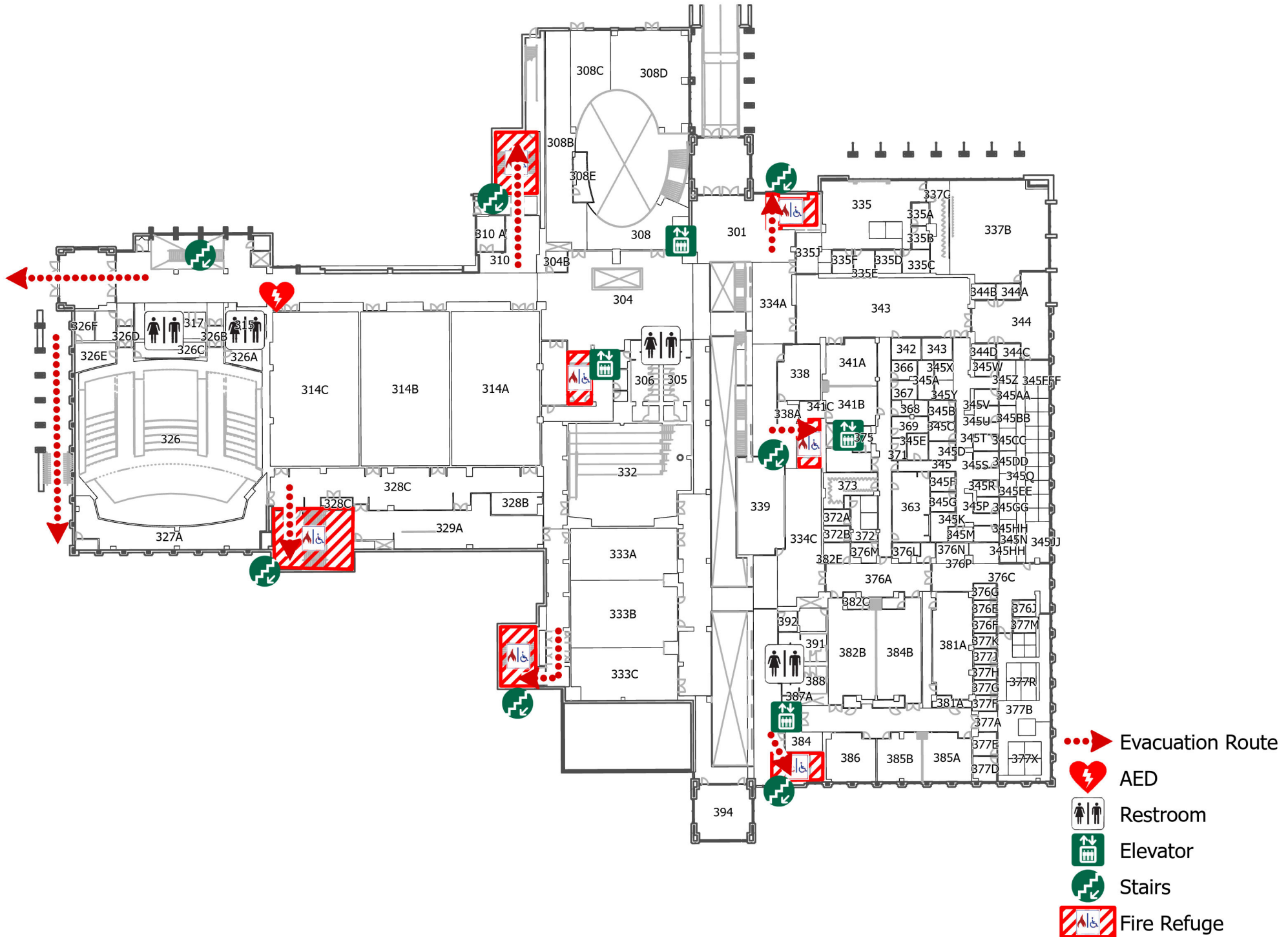
FIRST FLOOR



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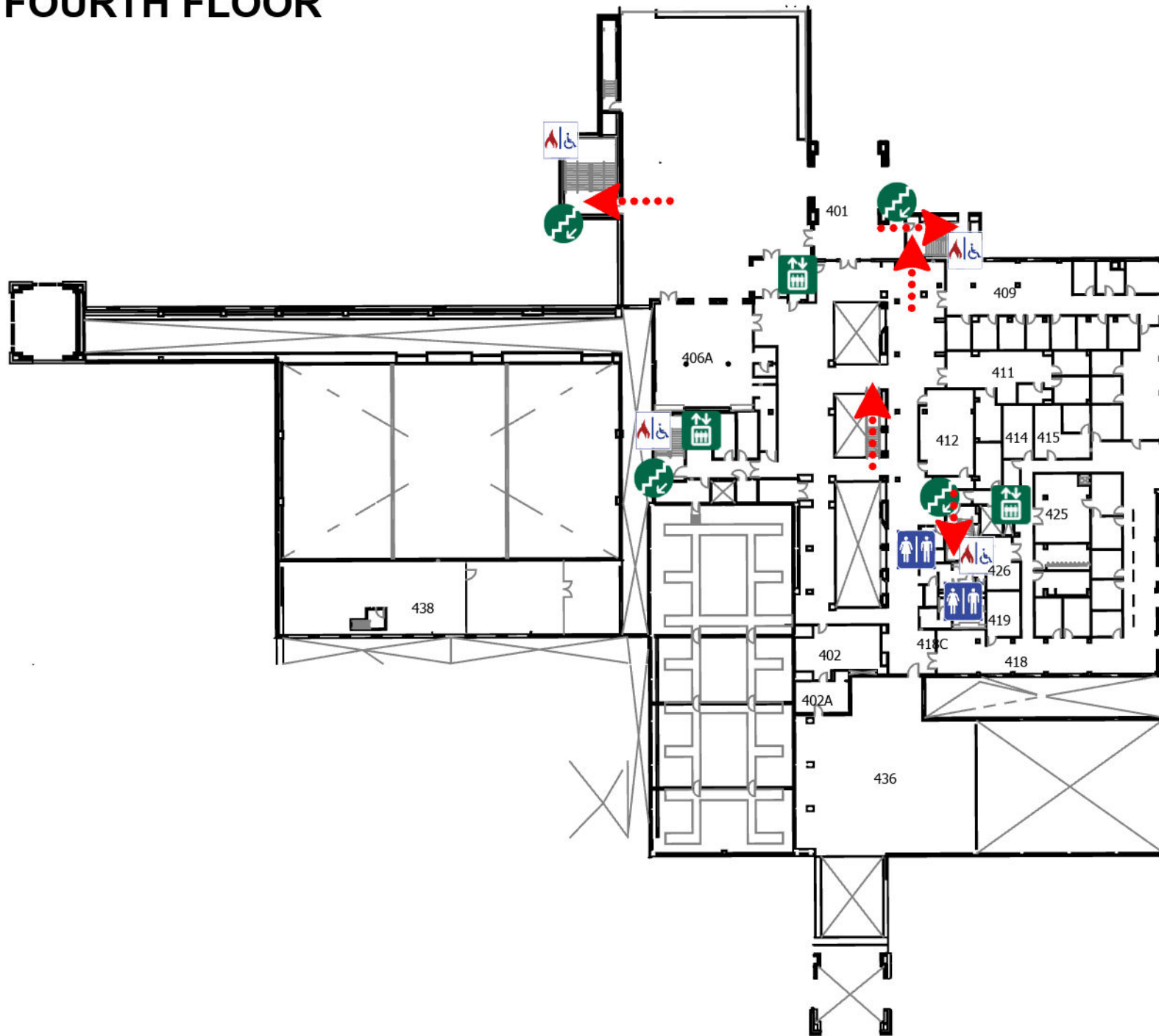


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FOURTH FLOOR



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