



Emergency Guide



The University of Texas at Austin
Emergency Management



EVACUATION

If the fire alarm or official announcement directs you to evacuate, you must leave the building:

- Follow the lighted exit signs to leave the building.
- Meet at the assembly point (shown below) and wait for further instructions.
- Do not re-enter the building until you receive the “all clear” message.



If you require evacuation assistance due to mobility or other disability:

- Notify your instructor or floor manager you need assistance.
- Follow the exit signs to the nearest exit stairwell. Wait there for help to arrive
- Instructors or floor managers must notify first responders that someone is sheltering in that location.



SHELTER IN PLACE

An emergency text message, email or outdoor siren may instruct you to shelter in place:

- Stay inside or get inside as quickly as possible.
- Shelter in an interior space away from windows.
- Stay sheltered until you receive an “all clear” message via text or email.



LOCK DOWN

You may get instructions to lock down your area:

- Silence phones, turn off lights, remain quiet, barricade the door, and remain hidden if possible.
- Stay in place until you receive an “all clear” message via text or email.



ACTIVE SHOOTER

If there is an active shooter in your area:

- RUN** Plan an escape route, create as much distance between you and the threat as possible.
- HIDE** Find an interior room, lock the door and remain quiet.
- FIGHT** As a last resort, commit to your actions, throw items and use improvised weapons and survive by any means necessary.

QUESTIONS?

- emergencymanagement@austin.utexas.edu
- emergencymanagement.utexas.edu
- @UTAustinOEM



ALL EMERGENCIES CALL 9-1-1

**YOU ARE AT (ADDRESS)
IN CLASSROOM (NUMBER)**