



## **SIREN** **OUTDOOR WARNING SYSTEM**

One of the ways campus will be notified of an emergency is the Outdoor Warning System (siren). If you hear the siren at a time other than the scheduled monthly test (11:50 a.m. on the first Wednesday of each month), you should immediately seek cover in the closest building or facility. Wait for further instructions through other communication systems. The siren is NOT used to signal that all is clear.

## **LOCKDOWN**

The directive "Lockdown" is used to protect occupants in proximity of an immediate threat by limiting access to buildings and rooms. If no specific locations are given, all buildings should initiate lockdown procedures.

If you discover there is a violent or potentially violent person in your building or area, **DO NOT CONFRONT THE PERSON UNLESS THERE IS NO OTHER OPTION TO SAVE YOUR LIFE.**

### **If YOU ARE OUTSIDE a building in lockdown:**

1. DO NOT ENTER THE BUILDING. Move as far away as possible from the building under lockdown.
2. Await further instructions from law enforcement.
3. Check the university's website and university social media sites for updates and further information as it becomes available.
4. DO NOT CALL THE LOCATION THAT IS IN LOCKDOWN. Phone calls to anyone inside the building that is in lockdown may endanger them.
5. DO NOT LEAVE YOUR SAFE AREA until law enforcement has opened the door.

### **If the THREAT IS OUTSIDE your building:**

1. If the exterior doors are not electronic and it is safe to reach them, lock them.
2. If safe, leave a person at the door to let others (non-threatening) coming from outside into the building.
3. Close interior doors. Lock doors, if possible. Barricade the doors.

### **If the THREAT IS INSIDE your building:**

**RUN:** If you determine that you can reach an escape path to a safer area, then get out.

1. Be aware of your surroundings
2. Have an exit plan
3. Move away from the threat as quickly as possible
4. Create as much distance between you and the threat as possible

**HIDE:** If you can't evacuate, find a secure place to hide out.

1. Create distance between you and the threat
2. Find barriers to prevent or slow down the shooter from getting to you
3. Turn off the lights and silence your phones
4. Remain out of sight by hiding behind large objects
5. Be quiet

**FIGHT:** As a last resort, if you can't hide out and if you have absolutely no other option, confront the threat.

1. Be aggressive, yell, and commit to your actions
2. Do not fight fairly – throw items and use improvised weapons
3. Survive by any means necessary

## **SHELTER IN PLACE**

### **For weather:**

1. Go to the lowest level of the building if possible.
2. Stay away from the windows.
3. Go to interior hallways and rooms.
4. Use arms to protect head and neck in a "drop and tuck" position.
5. Monitor emergency communications for specific instructions at [utexas.edu/emergency](http://utexas.edu/emergency).

### **For environmental incidents (chemical, biological, or radiological releases):**

1. Go inside the nearest building.
2. Close all doors, windows, and other inlets from the outside.
3. Shut down the fresh air intake or HVAC system if possible.
4. Monitor emergency communications for specific instructions at [utexas.edu/emergency](http://utexas.edu/emergency).

## **EVACUATION**

All occupants of university buildings are required to evacuate a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

### **Classroom Evacuation for STUDENTS**

All occupants of university buildings are required to evacuate a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.

If you require assistance in evacuation, inform your instructor in writing during the first week of class.

#### **For evacuation in your classroom or building:**

1. Follow the instructions of faculty and teaching staff
2. Exit in an orderly fashion and assemble outside
3. Do not re-enter a building unless given instructions by emergency personnel

### **Classroom Evacuation for FACULTY AND TEACHING STAFF**

University faculty and teaching staff are responsible for implementing university emergency policies and procedures, and for informing students of their classrooms' building emergency evacuation routes, exit doors, and emergency procedures at the beginning of each semester.

Each university faculty and teaching staff member should provide the information listed in "Classroom Evacuation for Students" to students at the beginning of each semester through instruction and/or syllabus information. Emergency evacuation route information and emergency procedures may be found at [utexas.edu/emergency](http://utexas.edu/emergency).

Students requiring assistance in evacuation should inform their instructors in writing during the first week of class. Instructors must provide this information to the Fire Prevention Services Office by email: [admin.fireprevention@austin.utexas.edu](mailto:admin.fireprevention@austin.utexas.edu).

#### **For evacuation in your classroom or building:**

1. In the event of a fire or other emergency, it may be necessary to evacuate a building rapidly. Upon the activation of a fire alarm or the announcement of an emergency in a university building, all occupants must evacuate and assemble outside.
2. If a "Lockdown" is announced, implement lockdown procedures as listed (see reverse side for more info).
3. Once evacuated, no one may re-enter the building without instruction to do so from the Austin Fire Department, University of Texas at Austin Police Department (UTPD) or the Fire Prevention Services Office.
4. Ensure other occupants of university buildings are aware of emergencies and help anyone requiring assistance in evacuation as long as it is safe to do so.

### **Building Evacuation**

Evacuate the facility upon hearing the alarm or official announcement.

1. Close office doors and turn off lights and computers.
2. Use designated corridors and fire exit stairs that lead to ground level. Leave the building in an orderly manner. Do not use elevators.
3. Assemble in designated areas per the Building Emergency Plan. Upon reaching the ground level, stay at least 300 feet (1 block) from the building.
4. Follow instructions of emergency personnel. Report any individuals left in the building to them.
5. Do not re-enter the building until an "All Clear" announcement is given by emergency personnel.

