

Classroom/Office Emergency Actions for Faculty, Staff, & Students

Provided by Office of Emergency Management-817-272-0119

Siren (sounds like an air-raid siren)

If you are outside and hear a warning siren, go inside and turn on a weather alert radio, radio or a T.V. for information on actions to take. Sirens can be activated for 5 reasons:

- Tornado in the immediate area,
- Severe weather with winds over 70 mph,
- Large damaging hail (siren sounds different from air-raid sound-faster frequency),
- Elected official or President of the University designates siren activation for other emergencies and,
- Testing on the 1st Wednesday of each month at 12:30 p.m., if the weather is clear.

Lightning Siren (sounds like a train horn)

Siren identifies that there is a potential for lightning to strike in the area. Go inside as quickly as possible.

Utility Failure

If the lights go out, then call the Facilities Management Service Call Center-817-272-2000. Give your name, phone #, building name, floor or area affected, and room #. Remain in your location until an all clear is given through the fire panels, responders, or MavAlert.

Evacuation

Leave the building by the nearest exit and go to an area that will not impede responder actions and you are not affected by the event. Department Safety Liaisons may assist you in your exiting.

Fire Evacuation

As you leave the building, activate the building fire alarm, if it is not already sounding. Leave the building by the nearest exit and go to an area that will not impede responder actions. Call 817-272-3003 from a campus phone or cell phone; use the code blue emergency phones; or Dial 9-1-1. You may be assisted by Department Safety Liaisons.

Active Shooter

If an active shooter is outside your building

- Get out of the building if you can safely do so. If you can't get away, go to a room that locks, turn off lights, lock windows & lock and barricade all doors, stay out of sight. Silence your phone.
- Call UTA Police at 817-272-3003 or Dial 9-1-1. If it is safe, stay on the line to provide information.
- Do not leave until given instructions to do so by police or MavAlert.

If an active shooter is in the same building as you

Get away if you can safely do so. If not, lock the door and follow the procedures above.

If an active shooter enters your office or classroom

- Call UTA Police at 817-272-3003 or Dial 9-1-1 and give your location. If you cannot speak, leave the line open.
- If you cannot escape, lock and barricade the door. As a last resort should you attempt to overpower the shooter.
- If the shooter leaves the area, immediately go to a safer place. Call UTA Police at 817-272-3003 or Dial 9-1-1.

Shelter in Place

Shelter-in-place means to take refuge inside a building. You shelter in place for tornados, active shooter, hazardous materials, and severe weather (hail, lightning, etc.).

- For a tornado, go to an interior room without windows / below ground floor if possible and assume the tornado position.
- For active shooter, see above.
- For hazardous materials, do not go outside unless told to evacuate. Otherwise stop work or class; close and lock all windows, exterior doors, and any openings to the outside. Listen to fire panel, radio, television, or MavAlert for further instructions.
- For severe weather (hail or lightning), take refuge inside a building. Stay away from glass doors and windows. Wait for the all clear via fire panel, first responder, or MavAlert.