

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

Provided by Office of Emergency Management-817-272-0117 or 817-272-0198

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:

- 1.) Tornado in the immediate area,
- 2.) Severe weather with winds over 70 mph,
- 3.) Large damaging hail,
- 4.) Elected official or President of the University designates siren activation for other emergencies and,
- 5.) Testing on the 1st Wednesday of each month at 12:30, 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. Fire panels, responders, or MavAlert will provide further instructions.

Evacuation

Leave the building by the nearest exit and go to an area that will not impede responder actions. Stand in an area far enough away that 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:

- Go to a room that locks, turn off lights, lock all windows, and 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:

- If the room locks, follow the procedures above.
- If the room cannot be locked, but there is a room nearby that does lock and can safely be reached go there or exit the building if it is safe.

If an active shooter enters your office or class room:

- 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, attempt to negotiate. Only 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. If time permits, select interior room(s) below ground floor, with the fewest windows or vents. If there is no time or space available, then follow instructions below.

- Stop work or class.
- Do not go outside.
- Close and lock all windows, exterior doors, and any openings to the outside.
- Listen to fire panel, radio, television, or MavAlert for further instructions.