

Evacuation Procedures

General Evacuation Procedures

The following procedures apply to any evacuation situation:

- Become familiar with the building. Know the location of emergency exits.
- In any emergency situation, contact the UNT Police Department (UNT PD) at 911.
- In the event an evacuation is necessary, you will be directed by the UNT PD, the fire department, or building safety coordinators to evacuate.
- Remain calm. Try to keep others calm.
- Exit the building using stairwells. Never use the elevators. Close and secure all doors behind you.
- Proceed to the designated meeting area(s). Keep quiet and listen for directions from UNT PD or the fire department.
- Notify the first responding agency of trapped or injured persons or persons with disabilities and their location(s).
- Never re-enter the building unless directed to do so by UNT PD or the fire department.

Fire Evacuation

For information about evacuation maps or plans, see Building Evacuation Routes/Shelter Areas tab in App for more details.

When the building fire alarm sounds:

- Immediately begin to evacuate the area.
- If accessible, grab important personal items such as keys, purse, wallet, and cellphone.
- If circumstances permit, secure your area by closing and locking doors if you would normally do so when leaving for the day.
- Insure all stairwell doors in your means of egress are also closed.
- As you are evacuating, inform co-workers, students, and visitors that they must evacuate immediately.
- If the corridor is filled with smoke, stay low and crawl out. If there is too much smoke or it is too hot return to your office. Call 911 and inform them you are still in the building, provide them floor and room number.
- Once out of the building meet in the pre-designated area.
- Your pre-designated area should be at least 100' from the building. The area should not block egress from the building or access to the building by emergency personnel or vehicles.
- Attempt to determine if all occupants in your area have evacuated.

DO NOT:

- Do not stop to investigate if the alarm is real or false. Always evacuate.
- Do not use the elevator to evacuate the building.
- Do not wait to shut down your computer; however it is recommended to lock your computer if immediately accessible.
- Do not return to your work area to retrieve personal belongings.
- Do not attempt to extinguish the fire with a portable fire extinguisher unless you have been trained in its use and the fire is small.
- DO NOT RE-ENTER THE BUILDING FOR ANY REASON, until the all clear signal is given.

- Do not open windows or leave doors open to assist with ventilation. Firefighters will ventilate the building if necessary.