

# EMERGENCY TERMS

TO  
KNOW



## OUTDOOR WARNING SYSTEM SIREN

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 and await further instructions through other communication systems. The siren is NOT used to signal all 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.

Should you discover that 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.
4. Follow Step 4 for “HIDE Out” listed below.
5. Follow Step 2 for “CALL Out” listed below.

### *If the threat is inside your building:*

Follow the 5 OUTS

1. **GET Out**  
Get **OUT OF THE FACILITY** if possible.
2. **CALL Out**  
Use mobile devices to call emergency personnel at 911 or 471-4441 and provide relevant information. High mobile phone volume may interfere with emergency communications and should be limited to contact with emergency personnel only.
3. **KEEP Out**  
Do not lock exterior doors. Close, lock, and barricade interior doors, if possible.
4. **HIDE Out**  
Seek shelter in the nearest secured place, i.e. classroom or office. Turn off lights and any devices that may indicate that the room is occupied. If you are on the first floor, close any window blinds or curtains. Stay away from doors and try to keep out of the line of sight. Sit or lie on the floor or crouch behind or under desks. Be as invisible as possible. **BE QUIET. DO NOT** respond to anyone at the door while in lockdown mode. Law enforcement will announce themselves and release anyone in that room when it is safe. Should the fire alarm be activated during a lockdown, wait for direction on the building PA System or from the police before evacuating if there is no immediate danger. If there is smoke or fire present, you may need to evacuate.
5. **TAKE Out**  
Last resort. Use anything to distract or disable the suspect.



## 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 ([www.utexas.edu/emergency](http://www.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 ([www.utexas.edu/emergency](http://www.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 policy 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 the semester through instruction and/or syllabus information. Emergency evacuation route information and emergency procedures can be found at [www.utexas.edu/emergency](http://www.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 fax at 512-232-2759.

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).
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, or the Fire Prevention Services Office.
4. University faculty and teaching staff should be prepared to give appropriate instructions for students to follow in the event of an evacuation.
5. Ensure other occupants of university buildings are aware of emergencies and aid anyone requiring assistance in evacuation so 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.