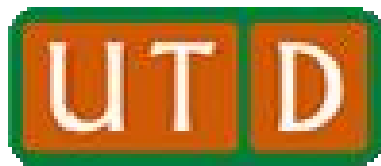


# The University of Texas at Dallas Emergency Preparedness Safety Manual



# EMERGENCY PREPAREDNESS

## I. GENERAL

The PRIMARY system for handling campus emergencies is to telephone University Police, 911.

University Police Officers are available 24 hours each day, seven days a week, and are prepared to respond to on-campus emergencies. To obtain help for less serious situations, call 2331.

- A. When calling, remain calm and carefully explain the problem and location to Police Communications.
- B. Quickly notify your supervisor of the emergency and begin to take appropriate action.
- C. NOTE: Using the 911 service from a coin operated telephone on campus reaches the Richardson Police Department rather than the University Police.

## II. CALL BOXES

Blue metal boxes with blue strobe lights mounted on poles throughout the campus malls and parking lots are for emergency purposes. These boxes have a direct communication line to the University Police Department. To operate emergency call boxes:

- 1. Push the button to request service and release button
- 2. Once the police dispatcher has acknowledged the request, press/hold the button to speak and release to listen.

## III. BUILDING EVACUATION

- A. Be aware of the MARKED EXITS from your area and building.
- B. The evacuation alarm is a LOUD continuous bell or horn. University Police may order your evacuation by a hand held MEGAPHONE.
- C. To activate the building alarm system, pull the handle in one of the RED boxes in the hallway.
- D. When the building evacuation alarm is sounded or when you are ORDERED to leave by the University Police, walk quickly to the nearest exit and ask others to do the same.
- E. Assist the handicapped in exiting the building and remember that ELEVATORS are reserved for use by EMERGENCY personnel.
- F. Upon leaving the building, proceed to a clear area that is at least 150 feet from the affected building. Keep walkways clear for emergency vehicles and personnel assigned to the emergency.
- G. To the best of your ability and without re-entering the building, be available

to assist in determining that everyone has been evacuated safely. Special attention should be given to making certain all known handicapped personnel are present and accounted for.

- H. Should it become necessary for Police to establish a Command Post, keep clear of the post unless you have important information to report.
- I. DO NOT return to the building until you are instructed to do so by University Police.