

**EMERGENCY PROCEDURES OVERVIEW –  
UT SYSTEM (UTS) ADMINISTRATION BUILDING**

<p><b>EMERGENCY NOTIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• All calls to 911 originating from a UT System Administration desk phone are routed to City of Austin Police Dispatch</li> <li>• All emergency communications will come from UT Austin Police Dispatch via text message</li> </ul>
<p>If you discover <b>SMOKE</b> or <b>FIRE</b></p>	<ul style="list-style-type: none"> <li>• Proceed immediately to the nearest exit</li> <li>• If the fire is small, contained, and you are trained, you may use a fire extinguisher to put the fire out</li> </ul>
<p>If the building’s <b>FIRE ALARM</b> system activates, UT Austin Police Dispatch is automatically notified</p> <p><b>MOBILITY IMPAIRED INDIVIDUALS</b> should shelter in place in the following areas:</p> <p><b>Area of Refuge –</b> Stair 1 or Stair 2</p>	<ul style="list-style-type: none"> <li>• Immediately proceed to the nearest safe exit</li> <li>• Employees should shut doors as they are evacuating</li> <li>• <b>DO NOT</b> use elevators</li> <li>• Walk to the building’s designated assembly area and assemble with your DSL for a headcount. <u>DSL should notify responders of the location of any mobility impaired employees</u></li> <li>• Inform your DSL if you leave the assembly area</li> <li>• Wait for the “all-clear” signal before re-entering the building</li> </ul> <p><b><u>All employees, tenants, and guests:</u></b> Assemble on the grounds of the US Historic Courthouse at 200 West 8<sup>th</sup> Street between Lavaca and Colorado Streets</p>
<p><b>APPROACHING TORNADO OR WEATHER WARNING DURING BUSINESS HOURS</b> UT Austin Police Dispatch monitors weather conditions 24/7 and will issue warnings via text message</p>	<p><b><u>All employees, tenants, and guests:</u></b> Proceed immediately to the UTS Basement parking garage (Level B)</p>

<p><b>MEDICAL EMERGENCY</b></p>	<ul style="list-style-type: none"> <li>• Call 911</li> <li>• If needed, send someone to obtain the first aid kit and/or AED from reception areas on each floor or 1<sup>st</sup> floor guard station</li> <li>• Notify ORM at 4661</li> </ul> <p><i>For minor medical emergencies, first aid assistance is available from the guards and from ORM.</i></p>
<p>If you receive a <b>BOMB THREAT</b> or <b>BIOTERRORISM THREAT</b></p>	<ul style="list-style-type: none"> <li>• If possible, keep the caller on the line and get as much information as possible</li> <li>• Call 911</li> <li>• Notify ORM at 4661</li> </ul>
<p>If you encounter a <b>SUSPICIOUS PACKAGE</b></p>	<ul style="list-style-type: none"> <li>• Do not touch the package</li> <li>• Call 911</li> <li>• Notify ORM at 4661</li> </ul>
<p>If you encounter a <b>SUSPICIOUS PERSON</b> or <b>ACTIVE SHOOTER</b></p>	<ul style="list-style-type: none"> <li>• Call 911</li> <li>• Notify ORM at 4661</li> </ul>
<p><b>POWER OUTAGE</b></p>	<ul style="list-style-type: none"> <li>• In the event of a power outage, the emergency generators will provide power for the life safety systems, emergency lighting/phones, and elevators.</li> <li>• Wait for Facilities Management to evaluate the situation and determine appropriate actions. There is no need to evacuate.</li> </ul>
<p><b>INCLEMENT WEATHER CLOSURE</b> (e.g. flooding, ice days, or snow days)</p>	<p>In the absence of an announcement, please report to work at the usual time. In the event decisions are made resulting in closure or late start times due to inclement weather, announcements will be sent by <b><u>6:30 AM</u></b> through the following channel:</p> <ul style="list-style-type: none"> <li>• UT System Notification System (notification will be sent to your cell phone and/or email)</li> </ul> <p>Official notification impacting System Administration offices will be sent <u>only</u> through these channels. Announcements impacting UT Austin do not necessarily apply to UT System Administration. Please check the above sources for announcements related to System Administration.</p>