

School of Social Work Emergency Preparedness Safety Guide

An emergency consists of any situation that poses immediate and extreme danger to people, property, or processes. Because most emergencies are sudden, severe, and unexpected, it is extremely important to prepare ahead of time for a possible emergency. Proper preparation helps ensure safety and survival.

This guide provides general safety standards for emergency preparedness that members of the School of Social Work community might face.

Emergency Phone Numbers

UT Arlington Police, Emergency	817-272-3003
UT Arlington Police, Non-Emergency	817-272-3381
City of Arlington Emergency Dispatch	9-911
Campus Operator	817-272-2011
Emergency Information & National Weather Service	866-258-4913 www.weather.gov
Environmental Health & Safety Office	817-272-2185
Facilities Management Service Call Center (Custodial Services)	817-272-2000
Health Services	817-272-2771

Active Shooter

Active Threat: “Individual(s) actively engaged in killing or attempting to kill people in a confined and populated area.” This causes death or extremely serious injury to persons; occurs in a target rich environment; activity is not contained.

If the threat is near you or in your building:

Run

If you determine that you can reach an escape path to a safer area, then get out.

1. Be aware of your surroundings. Have an exit plan.
2. Move away from the threat as quickly as possible.
3. Create as much distance between you and the threat as possible.

Hide

If you can't evacuate, find a secure place to hide out.

1. Create distance between you and the threat.
2. Find/create barriers to prevent or slow down the shooter from getting to you.

3. Turn off the lights and **silence** your phones.
4. Remain out of sight by hiding behind large objects.
5. Be quiet.

FIGHT

As a last resort, if you can't hide out and if you have absolutely no other option, confront the active shooter.

1. Be aggressive, yell, and commit to your actions.
2. Do not fight fairly—throw items and use improvised weapons.
3. Survive by any means necessary.

Use the red push lock buttons in the classrooms. If you cannot flee a classroom, turn tables over and hide behind them to block the view and turn lights off. On campus officers respond in seconds.



The red push lock buttons simply serve as a mechanism to lock the doors. While they should not be used as part of the day-to-day operation with unlocking\locking rooms (other procedures are in place for that) there should also be no concern or fear about pushing the button in a situation which might ultimately be a false alarm.

The buttons are setup, so they'll lock all doors going into the suite\room in which they are located. If there are three (3) card reader entrances into a suite, and three (3) buttons throughout the suite, pressing any one of those three buttons will result in the same action of locking all three doors.

To reset the button, you simply turn the red plunger clockwise until it pops out. This will NOT unlock any locked doors, that will need to be done manually with a card reader. Or the UTA PD will need to be called to open the door.

You will also see these buttons in places where the doors might already be *locked 24\7*, in these areas their presence is for the scenario that a door might be unlocked for an event or other unique situation. Otherwise, these buttons will have no action on a locked door.

Use the white panic buttons. These will alert the UTA Campus Police your location.



The panic buttons are located at the following locations:

- Research Office Suite 108 (Reception Desk – underneath)
- Faculty Academics & Advising Office/Communications Suite 203 (Reception Desk – underneath)
- Faculty Suite 401 (next to copier)
- Dean’s Suite 416 (Reception area, 416A)

Call 911 ONLY when it is safe to do so!

Lockdown

Lockdown is used when there’s an immediate threat outside your building or area. When you receive the instruction to lockdown, go inside immediately.

Push buttons are setup, so they will lock all doors going into the suite/room in which they are located.

If 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 the threat is OUTSIDE your building:

- Lock the exterior doors if they are not electronic and it is safe to reach them.
- If safe, leave a person at the door to let others (non-threatening) into the building.
- Close interior doors. Lock doors, if possible. Barricade the doors, if possible.
- **DO NOT LEAVE YOUR SAFE AREA** until law enforcement has opened the door, or you receive the all-clear notice via text message.

Evacuation

Everyone must evacuate a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

Have an **EXIT** strategy.

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/supervisor in writing during the first week of class.

For evacuation in your classroom or building:

- Follow the instructions of faculty and teaching staff or floor managers.
- Exit in an orderly fashion and assemble outside in the designated area(s).
- Follow instructions of emergency personnel. Report any individuals left in the building to them.
- Do not re-enter the building until an “All Clear” announcement is given by emergency personnel.

Shelter in Place

During Severe Weather:

- Go to the lowest level of the building quickly and calmly if possible. The first-floor hallway by the coffee shop is our designated shelter location for the School of Social Work.
- Stay away from the windows.
- Go to interior hallways and rooms.
- Use arms to protect head and neck in a “drop and tuck” position.
- Monitor emergency communications for specific instructions at uta.edu.

Outdoor Warning 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, 12:30 p.m. on the first Wednesday of each month, you should immediately seek cover in the closest building or facility. The City of Arlington also tests outdoor warning sirens the first Wednesday of every month at 1:00 p.m.

In a real emergency, wait for further instructions through other communication systems. The siren is NOT used to signal that all is clear.

General Tips

- **Call 911 if you need help right away!**
- Always carry your University ID card.
- Keep your emergency contact information up to date in your phone/wallet/purse.
- Know the locations of:
 - Nearest exits
 - First-aid kits (each reception area has one)
 - Automated External Defibrillator (AED is located on the first-floor hallway wall between cafe and snack machine)
 - Fire Extinguishers

- Emergency Blue Call Boxes (Two on West St sidewalk at F10 parking lot: one at the corner of Mitchell and West and one at the corner of West and Nedderman. One at the campus side of the pedestrian bridge on Mitchell St)
- If you see something, say something – report suspicious activity or items by calling UTA PD at 817-272-3003.

Be aware of your surroundings.