Emergency Procedures and Responsibilities
Evacuation
Fire
Flood
Medical Emergencies
Tornado or Other Weather Threat Alarms
Violence on Campus
Emergency Numbers
FLOOD

Guidance to the individual
1. Do not enter any flooded area, i.e., basement, first floor, vaulted area, etc.
2. Minor Flooding: Call the Dean's office (742-3385, ext. 221) or after hours call the Physical Plant (742-3314) and report the location and nature of the leak.

Guidance to faculty
1. Prevent students from entering flooded areas. Drowning hazards may not seem to be a heavy threat, but even small amounts of water may cause one to fall or to be electrocuted.
2. Notify the dean's office of any leaks or flooded areas discovered in the building. 742-3385, ext. 221 or ext. 222

Guidance to the individual
1. Do not enter any flooded area, i.e., basement, first floor, vaulted area, etc.
2. Minor Flooding: Call the Dean's office (742-3385, ext. 221) or after hours call the Physical Plant (742-3314) and report the location and nature of the leak.

MEDICAL EMERGENCIES

Guidance to the individual
1. Dial 9-911 and report the nature of the illness or injury and the location of the emergency.
2. If there is no immediate danger to you, stay with the victim until help arrives.

Guidance to faculty
1. If you witness a medical emergency, ensure that someone calls 9-911 and reports the incident immediately.
2. While rendering immediate aid within the limit of your personal training and experience, ensure that your department chairperson and the dean's office are notified of the situation (742-3385, ext. 222).
3. Do not move the victim or administer any medication to the victim. Ensure that air passages are clear and attempt to slow down any apparent bleeding by direct pressure, but do not disrobe the victim to examine or treat injuries.
4. Stay with the victim and protect them from well-meaning but untrained treatment from other onlookers.
5. Upon arrival of emergency personnel, i.e., police, fire fighters, emergency medical personnel, inform them of all observed symptoms and then stand by to offer assistance as requested. Keep onlookers moving to prevent interference with emergency personnel.

TORNADO OR OTHER WEATHER THREATS

Guidance to the individual
1. Take cover at the lowest level of the building or basement. If an underground shelter is not available, move to an interior room or hallway in the basement and get under a sturdy piece of furniture. Avoid places with wide-span roofs, such as auditoriums, cafeterias or large hallways.
2. Do not stay in a classroom.
3. Do not use the elevator; use the stairways.
4. Stay away from windows.
5. If outdoors, take cover and, if possible, inside a building. If shelter is not available or there is no time to get indoors, locate a ditch or low-lying area to lie in, or crouch near a strong building.
6. After the tornado passes, remain alert for signs of additional tornadoes and/or flash flooding.

Guidance to Faculty
1. Calmly but firmly direct students to move to the basement of the building. Do not let them remain in the classroom.
2. Do not allow students to use elevators. Calmly and firmly direct them to use stairways to the basement.
3. Report the situation to emergency personnel as they arrive and inform them of any students whom you have moved to the basement. Inform them of any injured persons or emergency situations in the building of which you are aware.
4. Continue to assist calmly in moving students to the basement as you walk there yourself. Attempt to prevent any students from leaving the basement and returning to the classroom until emergency personnel, the Dean's Office or your department chair have advised you it is safe.
VIOLENCE ON CAMPUS

Guidance to the individual
1. Report any suspicious behavior or threats of any sort to your supervisor or instructor as soon as possible.
2. Do not attempt to resolve violent outbursts or outrageous acts of behavior yourself. Report such incidents to your supervisor or instructor as soon as possible. If violent activities are occurring, immediately call 9-911 and report them to emergency personnel.
3. At the scene of any violent incident, attempt to move to a secure area as soon as possible and follow the instructions of the emergency personnel who respond to the incident.

Guidance to faculty
1. Report any suspicious behavior or threatening activities to your department chairperson and/or the dean's office as soon as possible.
2. Do not attempt to confront violent or out-of-control individuals personally unless they enter your classroom. If a person acting in a violent, disruptive, or suspicious manner does enter your classroom, you may
   a. ask the person to stop what he or she is doing.
   b. ask the person to leave the classroom.
   c. end your class early and allow your students to leave the classroom.
   d. call 9-911, or ask one of your students to do so, to ask for assistance.
3. If you perceive or receive notification of a violent occurrence on campus or within this building you may
   a. lock and barricade the classroom door immediately.
   b. block any doors or windows.
   c. turn off the lights in the classroom.
   d. secure your students and yourself in a corner of the room away from the door.
   e. notify the dean's office, department chair, or emergency authorities of your location and the number of students under your supervision. You may use available cellular phones or use the classroom computer to send a text message.
   f. wait for further instruction from emergency personnel.

Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lubbock Police</td>
<td>9-911</td>
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<tr>
<td>Emergency</td>
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<tr>
<td>Non-Emergency</td>
<td>775-2865</td>
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<tr>
<td>Texas Tech Police</td>
<td>9-911</td>
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<td>Emergency</td>
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<tr>
<td>Non-Emergency</td>
<td>742-3931</td>
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<tr>
<td>Ambulance</td>
<td>9-911</td>
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<td>Dean’s Office</td>
<td>742-3385, ext. 221</td>
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<tr>
<td>Lubbock Fire Department</td>
<td>9-911</td>
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