

**TEXAS TECH UNIVERSITY
AT FREDERICKSBURG
EMERGENCY OPERATIONS PROCEDURES**

General

1. During normal operating hours of the Fredericksburg (FBG) Administration (Admin) office (8:00 a.m. - 5:00 p.m., Monday-Friday), contact the **Director** for assistance, or to report an emergency. The Director may be contacted through the **Front Reception Desk** in the Administrative Building (830.990.2717). During normal operating hours of the Fredericksburg (FBG) Classrooms (8:00 a.m. - 9:00 p.m., Monday-Thursday, 8:00 a.m. – 6:00 p.m., Friday-Saturday), contact the IT staff member on duty at 830.997.3625.
2. To report emergencies after hours or on weekends and holidays, you may contact site staff by referring to the **emergency telephone listing (Attachment A)**.
3. At any time, emergency first responders can be reached by **dialing 911** on any campus telephone or your cell phone.

Procedures

1. **Should an emergency occur** at the FBG Admin offices or the FBG classrooms the following procedures apply:
 - a. **Notify the Front Reception Desk (830.990.2717)** in the Administration Building immediately. You will be briefed on how to contact emergency responder personnel at the time of check-in.
 - b. The **senior staff person** will request emergency assistance, secure the area, provide for emergency first aid and notify other authorities as necessary.
 - c. If no campus security/emergency responder is on duty, or if necessary to prevent undue delay, **call 911**.
2. Various types of emergencies requiring special actions are noted in **Attachment B** to this procedure. Please report any of the events noted in Attachment C to the TTU at FBG Director as quickly as practicable.

Attachment A - Emergency Telephone Listing

Attachment B - Emergency Notification Procedures