

Emergency Notification Procedures

1. **In the case of a serious injury or death occurring at TTU Highland Lakes immediately notify the appropriate emergency responder or call 911. When time permits:**

- a. **Notify the TTU Highland Lakes at Marble Falls Director**

Office----- 830-798-9548
Cell phone #-----830-798-4233
Home phone #-----830-596-6712

- b. **Alternate to the Director, the Academic Program Director**

Office-----830-798-9548
Cell phone #----- 830-613-9193
Home phone #----- 830-693-3989

2. **In the case of a student serious injury or death:**

- a. **The Director or his designee will notify the Director, Center for Campus Life, the Associate Vice Provost, and the Assistant Vice President of Student Affairs.**

TTU Highland Lakes Director (office)-----830-798-9548
(Cell phone)- --830-798-4233
(Home phone)-830-596-6712
Director, Center for Campus Life-----806-742-5433
Associate Vice Provost (office)-----806-742-7200 EXT 292
(home phone)-----806-798-2432
(Cell phone)-----806-470-3667
Vice President of Student Affairs-----806-742-4360

- b. Texas Tech University, the Center for Campus Life, has a rotating staff member on-call manning the Assessment and Response Team (ART) to handle emergency notifications.

During normal business hours, call -----806-742-5433
After hours, call the Texas Tech Police Dept --806-742-3931

- c. **The Center for Campus Life is responsible for notifying immediate family and the greater campus community of a student injury or death.**

3. **Other crises requiring official notification include:**

Auto or other transportation accident

Alcohol/drug overdose
Attempted suicide
Campus disturbance/riot
Contacting students in case of a family emergency
Death of a student (on or off campus)
Fire, facility failure, explosion, etc. resulting in damage and injury
Life threatening injury or illness
Mental health crisis
Natural disaster disrupting campus life/activities
Sexual assault
Emergency hospitalization

3. Special Requirements of the Clery Act (see OP 76.02; Crime Awareness and Campus Security Act of 1990)

a. For definition purposes:

1) Highland Lakes is defined as a recognized higher education teaching site.

b. Each new student/faculty member/staff must be given information on Campus Crime & Security Information. This information can be found at www.studentaffairs.ttu.edu/CampusCrime.

1) These statistics are compiled by reports from Student Affairs and the Texas Tech Police Dept.

c. Reporting of Information Required by the Clery Act

1) Any event that requires a police response:

- ✓ Notify police immediately (Marble Falls and TTU Campus Police)
- ✓ Within the next 24-36 hours, the Director or other designated will notify TTU Off Campus Student Affairs (Judy Hickerson; 830-990-2717) with name of student and a brief description of incident.
- ✓ Off Campus Student Affairs will notify Judicial Affairs of the incident.
- ✓ If needed, Judicial Affairs will notify Campus Police who will handle the inquiry with the local Police Dept.
- ✓ Off Campus Student Affairs will maintain a record of incidents just for reporting procedures.

2) Any event not requiring police notification (violations of the TTU Student Code of Conduct but not a violation of an ordinance or law):

- ✓ Notify Off Campus Student Services (Judy Hickerson; 830-990-2717) within 24-36 hours with name and offense
- ✓ Off Campus Student Services will notify Judicial Affairs
- ✓ Judicial Affairs or Legal Affairs will handle any hearings that might be required.
- ✓ The incidents will be part of the annual report to Judicial Affairs
- ✓ A copy of all correspondence/documentation should be forwarded to Off Campus Student Services to be kept in a locked file.