

**TEXAS TECH UNIVERSITY CENTER  
AT  
JUNCTION  
EMERGENCY OPERATIONS PROCEDURES**

**General**

1. During normal operating hours of the Junction Center (8:00 a.m. through 5:00 p.m., Monday- Friday), contact the **Director of Operations** or **Foreman** for assistance, or to report an emergency. These personnel may be contacted through the **Front Reception Desk** in the Administrative Building.
2. To report emergencies after hours or on weekends and holidays, you may contact campus authorities by referring to the **emergency telephone listing at 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. Texas Tech students, faculty, staff, their guests and families are welcome to use Junction Center campus facilities by reservation.
2. **Should an emergency occur** during a visit to, or stay at the Junction Center the following procedures apply:
  - a. **Notify the Front Reception Desk** in the Administration Building immediately. If the Front Reception Desk is closed, **notify campus security (when on duty) or the emergency responder on duty.** You will be briefed on how to contact on duty security or emergency responder personnel at time of check-in.
  - b. The **senior staff person/emergency responder on duty** will request emergency assistance, secure the area, provide for emergency first aide and notify other authorities as necessary.
  - c. If no campus security/emergency responder is on duty, **call 911.**
3. All persons using Junction facilities must be checked-in/registered for their stay on the Junction Campus. Please go to the Front Reception Desk or contact the Director of Operations to register your presence/stay at Junction.
4. Various types of emergencies requiring special actions are noted in **Attachment C** to this procedure. Please report any of the events noted in Attachment C to The Junction Chief Operations Officer or Director of Operations as quickly as practicable.

**Attachment A - Emergency Telephone Listing**

**Attachment B - Severe Weather Emergency Shelters**

**Attachment C - Emergency Notifications to Main Campus Authorities/Survivors**