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 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