

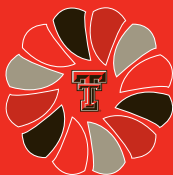


SAFETY FIRST

**WORK AND
STUDY SAFELY**

Emergency Information

Contact and Action Guide



**Community
of
Scholars**



TEXAS TECH UNIVERSITY

Edward E. Whitacre Jr.
College of Engineering™



Quick Reference

In the event of a medical, fire, police emergency, or bomb threat:

1. Dial or have someone call 911.

Report the following:

- a. Type of emergency
(Fire, Smoke, Medical, etc.)
- b. Building Name
- c. Location of emergency (Floor, Room, etc.)
- d. Call back number

2. Do not hang up.

The call can be traced if you do not hang up.

3. If time permits, call or have someone call the Texas Tech Police Department at 806.743.2000.

It is important that you intervene if you observe any laboratory practices you believe to be unsafe. Report concerns to Texas Tech University Environmental Health and Safety at 806.742.3876.



Situation-Specific Instructions

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Medical Emergency

In the event of a medical emergency:

- 1. Immediately notify persons in the area of the medical emergency.**
- 2. Dial or have someone call 911.**

Report the following:

- Nature of emergency
- Building Name
- Location of emergency
(Floor, Room, etc.)
- Call back number

- 3. Do not move the person unless he or she is in imminent danger.**
- 4. Do not hang up.**
The call can be traced if you do not hang up.
- 5. Identify another person to escort emergency personnel to the location of the emergency.**



Fire

In the event of a fire:

1. Close doors to the room with the fire if it is safe to do so.

This may help contain the fire and smoke. Remove anyone from immediate danger.

2. Evacuate the building.

Ensure the fire alarm is sounding and other occupants have heard the alarm. Assemble at a safe location or the Designated Outdoor Safe Meet Area (DOSMA).

3. Dial or have someone call 911.

Report the following:

- a. Nature of fire
- b. Building Name
- c. Location of fire
(Floor, Room, etc.)
- d. Call back number

4. If time permits, call or have someone call the Texas Tech Police Department at 806.743.2000.



Police Emergency

In the event of a police emergency:

1. Dial or have someone call 911.

Report the following:

- a. Type of emergency
- b. Building Name
- c. Location of emergency
(Floor, Room, etc.)
- d. Description information, if applicable:
(Gender, Clothing, Height, Weight, Appearance)
- e. Call back number

2. Do not hang up.

The call can be traced if you do not hang up.

3. If time permits, call or have someone call the Texas Tech Police Department at 806.743.2000.



Bomb Threat

In the event of a bomb threat:

- 1. Do not touch suspicious objects.**
- 2. Move occupants away and open doors in the area of suspicious objects.**
- 3. Dial or have someone call 911.**

Report the following:

- a.** Type of emergency
- b.** Building Name
- c.** Location of emergency
(Floor, Room, etc.)
- d.** Call back number

- 4. Do not hang up.**
The call can be traced if you do not hang up.
- 5. Follow directions of Lubbock Police Department.**
- 6. If time permits, call or have someone call the Texas Tech Police Department at 806.743.2000.**



Tornado

In the event of a tornado or tornado warning:

- 1. Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information.**

In any emergency, always listen to the instructions given by local emergency management officials.

- 2. If you are under a tornado warning, seek shelter immediately.**

- 3. Go to a pre-designated shelter area.**

This could be a safe room, basement, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.

- 4. Do not open windows.**



Tornado Safe Areas

Chemical Engineering Building

Primary: Interior hallway of the basement.
Secondary: Interior hallways on the first floor.

Civil and Environmental Engineering Building

Primary: Interior hallway of the basement.
Secondary: Interior hallways on the first floor.

Electrical Engineering Building

Primary: Interior hallway of the basement.
Secondary: Interior hallways on the first floor.

Engineering Center

Interior hallway of the basement.

Engineering and Technology Lab

(Nano Tech Center and Center for Nanophotonics)
Interior hallway of first floor away from entries.

Industrial Engineering Building

Primary: Restrooms on the first floor.
Secondary: Interior hallways in the rest room area.

Livermore Center

Room 101

Mechanical Engineering Building

Primary: Basement.
Secondary: Interior hallways on the first floor.

Old Petroleum Engineering Building

Primary: Room 121
Secondary: Room 119

Terry Fuller Petroleum Engineering Research Building

Primary: Restrooms on the first floor.
Secondary: Interior hallways on the first floor.



Chemical/Hazardous Material Spill

In the event of a major spill:

- 1. An attempt to secure or prevent further spill should be made if it can be accomplished safely.**
At no time shall employees place themselves in danger by trying to contain a spill.
- 2. Contact Texas Tech University Environmental Health and Safety (EH&S) immediately.**

Daytime Emergencies
(M-F: 8:00 a.m. – 5:00 p.m.)

806.742.3876

Evenings and Weekends
(5:00 pm - 8:00 am Business Days)
(Anytime Weekends/Holidays)

806.742.3328

Report the following:

- a. Type of spill
- b. Location of spill
- c. Quantity of spill
- d. Potential threat



- 3. Using any means possible (dirt, rags, lumber, etc.), minimize the spread of the material, and prevent it from entering drains, sewers, or run-off ditches or gutters.**
- 4. Get additional help, but keep all personnel clear until responsible supervisory personnel are on the scene.**



Contact Information

Emergencies – Lubbock 911 Call Center

Medical Emergency	911
Fire	911
Police	911
Bomb Threat	911

Texas Tech University Police Department

Emergency	806.743.2000
Non-Emergency	806.742.3931

Texas Tech Environmental Health and Safety

Daytime Emergencies (M-F: 8:00 a.m. – 5:00 p.m.)	806.742.3876
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Evenings and Weekends (5:00 p.m. – 8:00 a.m. Business Days) (Anytime Weekends/Holidays)	806.742.3328
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It is important that you intervene if you observe any laboratory practices you believe to be unsafe. Report concerns to Texas Tech University Environmental Health and Safety.

Texas Tech Emergency Maintenance

Any Time	806.742.3328
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Safe Ride for Students

(10:00 p.m. – 4:00 a.m. Nightly) Free transportation home	806.742.RIDE (7433)
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