**EMERGENCY PROCEDURES**

- Register with the Texas Tech University Emergency Alert System • [www.ttu.edu/emergencyalert](http://www.ttu.edu/emergencyalert)
- Learn about Texas Tech University’s safety guidelines, security procedures, and mental health resources
- Remain alert and aware of your surroundings

**FIRE**

**EVACUATE**
- Activate nearest fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities/special needs
- Meet at designated assembly areas
- Stay away from building entrance(s)
- Account for individuals
- Re-enter area only when directed by authorities

**ACTIVE SHOOTER**

**GET OUT, HIDE OUT, TAKE OUT**
- **GET OUT**: If you know location of assailant, move quickly away by a safe route; or
- **HIDE OUT**: Secure area by locking or barricading doors and turning out lights and remaining quiet; or
- **TAKE OUT**: As a last resort, try to overcome and incapacitate the shooter

**MEDICAL EMERGENCY**

**STAY CLEAR**
- If trained, administer first aid/CPR/automated external defibrillator (AED) as appropriate
- If not trained, stay clear of area where emergency has occurred
- Direct first responders to incident location
- Re-enter area only when directed by authorities

**SUSPICIOUS PACKAGE**

**STAY CLEAR**
- Always report unusual or suspicious activity to the University Police Department
- Open locked doors for authorized persons only
- Do not touch or disturb unknown/suspicious objects
- Secure belongings, assets, and research
- Re-enter area only when directed by authorities

**STAY CALM**

**IN CASE OF EMERGENCY**

**BE PREPARED**

**SEEK SHELTER**
- Close all doors, including main corridors
- Move to lowest interior space of building (hallway, basement, restroom) away from windows and glass
- Crouch near floor or under heavy, well supported objects and cover back of your head
- If outdoors and there is no time to move into an interior space, lie flat in nearest depression (ditch, ravine) and cover back of your head
- Monitor for all clear

**POWER OUTAGE**

**EVALUATE**
- Secure all experiments, unplug electrical equipment, and shut off research gases
- Fully close fume hoods
- If people are trapped in an elevator, do not pry open elevator doors
- Isolate hazardous areas to prevent harm and/or evacuate building as appropriate
- Re-enter area only when directed by authorities

**STAY CLEAR**
- Leave area at once and go to an exterior location where you no longer smell gas
- Do not operate any electrical devices, phones (including cellular), appliances, light switches, or equipment with open flames
- Call 742-4OPS to notify maintenance
- Do not try to locate source of gas leak
- Meet at designated assembly areas
- Re-enter area only when directed by authorities

**HAZARDOUS MATERIALS RELEASE**

**STAY CLEAR**
- Alert people in immediate area of spill to evacuate
- Avoid breathing vapors from spill
- Unless properly trained, do not attempt to clean up spill, Contact Environmental Health & Safety at: 742-3876
- If personally contaminated, seek eye wash and/or emergency shower
- Do not operate any electrical devices, phones (including cellular), appliances, light switches, or equipment with open flames, within spill area
- Re-enter area only when directed by authorities

**NATURAL GAS LEAK**

**STAY CLEAR**
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- Learn about Texas Tech University’s safety guidelines, security procedures, and mental health resources
- Remain alert and aware of your surroundings

**IN CASE OF EMERGENCY**

**BE PREPARED**

**SEEK SHELTER**
- Close all doors, including main corridors
- Move to lowest interior space of building (hallway, basement, restroom) away from windows and glass
- Crouch near floor or under heavy, well supported objects and cover back of your head
- If outdoors and there is no time to move into an interior space, lie flat in nearest depression (ditch, ravine) and cover back of your head
- Monitor for all clear

**CALL 911**

9/22/2016