



EMERGENCY PROCEDURES

- Register with the Texas Tech University Emergency Alert System • 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

IN CASE OF EMERGENCY

BE PREPARED REMAIN CALM

**CALL
911**



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



HAZARDOUS MATERIALS RELEASE

EVACUATE

- 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.



TORNADO

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



NATURAL GAS LEAK

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