



EMERGENCY ACTION PLAN

2021

KINESIOLOGY & SPORT MANAGEMENT (0223)

3204 MAIN STREET



TEXAS TECH UNIVERSITY
Division of Safety & Security

Emergency Management™

BEM: Building Emergency Manager
EAC: Emergency Action Coordinator

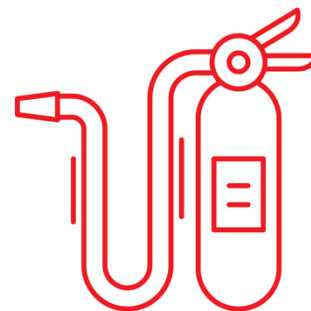
WEATHER

- Severe weather watches and warnings will be issued by the National Weather Service.
- TTU Tornado Sirens will be sounded during a Tornado Warning.
- Warnings will also be delivered on enabled mobile devices from the National Weather Service and TechAlert!.
- Seek shelter in the Emergency Sheltering Area. Close all doors behind you. Stay away from doors, windows, and outside walls. Follow your EAC's or BEM's instructions. Wait for the "All Clear."



FIRE

- If you see smoke or fire, pull fire alarm and dial 9-1-1.
- When horns and strobes are sounded, all occupants must evacuate, **EACH AND EVERY TIME**.
- Leave Building using exits or stairs. **DO NOT USE THE ELEVATORS.**
- Evacuate to the South park area and report to your BEM or EAC.
- Use fire extinguisher if you can do so safely and are familiar with its operation.
- Assist others. If stairs are part of the building, those that cannot use the stairs will wait in Fire Protected Stairways. Then notify your EAC or BEM and First Responders to your location.



MEDICAL

- Dial 9-1-1 for any medical emergency. Provide Building Name, Address, Room Number and Call Back number. Follow Dispatchers' Instructions.
- If someone suddenly falls to the ground, is unresponsive, and not breathing, perform Hands-Only-CPR. Instruct someone to dial 9-1-1 and to grab the nearest AED.
- Continue CPR and/or AED until paramedics arrive.



Phone 9-1-1
and get an AED.



Cover your own
mouth and nose
with a face mask
or cloth.



Cover the
person's mouth
and nose with
a face mask or
cloth.



Perform
Hands-Only CPR.
Push hard and fast on
the center of the chest
at a rate of 100 to 120
compressions
per minute.



Use an AED as
soon as it is
available.

Texas Tech University
STOP 2006 | Lubbock, Texas 79409
T 806.742.3940

POWER

- A power outage may occur due to mechanical malfunction or severe weather.
- Emergency lighting may be available.
- Utilize flashlights and follow instructions.
- There may be a need to evacuate and close the building. Temporary relocation may apply, follow supervisor instruction.



VIOLENCE

- When a violent event occurs, but is not directed at you, do not interfere and immediately dial 9-1-1.
- If directed at you, move away from the threat if possible. Defend yourself by any means possible. **AVOID-DENY-DEFEND**. When safe, dial 9-1-1. Follow instructions from first responders.



SHOOTER

- If you suspect an active shooter, immediately dial 9-1-1.
- If under attack, follow Active Shooter Protocol **AVOID-DENY-DEFEND**. https://www.depts.ttu.edu/ttpd/active_shooter.php
- Follow police orders & TechAlerts!



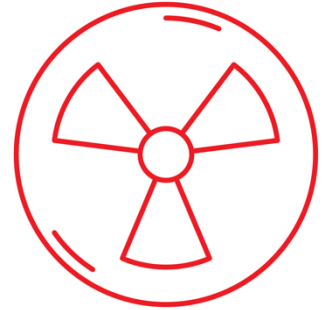
SUSPICIOUS MAIL

- If you see or receive a suspicious package, leave it where found and dial 9-1-1. Do not disturb or try to conduct any clean up. Keep the immediate area clear of others.
- Instruct people who have touched the package to wash hands with soap and water.
- Follow first responder's instructions.



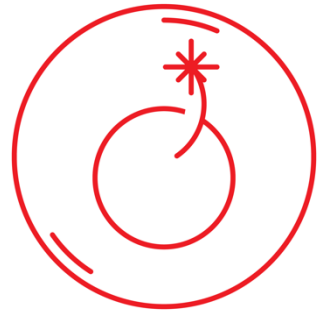
HAZARDOUS MATERIALS

- When a hazardous materials spill occurs or is suspected, avoid any contact with the substance and avoid breathing in vapors.
- Dial 9-1-1. Alert people in the area to evacuate to a safe area.
- Turn off ignition sources if you can safely do so.
- Follow directions from first responders and alerts from TechAlert!



BOMB THREAT

- If you receive a bomb threat, immediately have someone dial 9-1-1 and notify your supervisor. Keep the caller on the line as long as possible.
DO NOT HANG UP.
- Write down or record as much information as possible.
- Follow police directions and notifications issued by TechAlert!
- View the **Bomb Threat Checklist** at:
<https://www.cisa.gov/sites/default/files/publications/dhs-bomb-threat-checklist-2014-508.pdf>



INFORMATION FOR PEOPLE WITH DISABILITIES

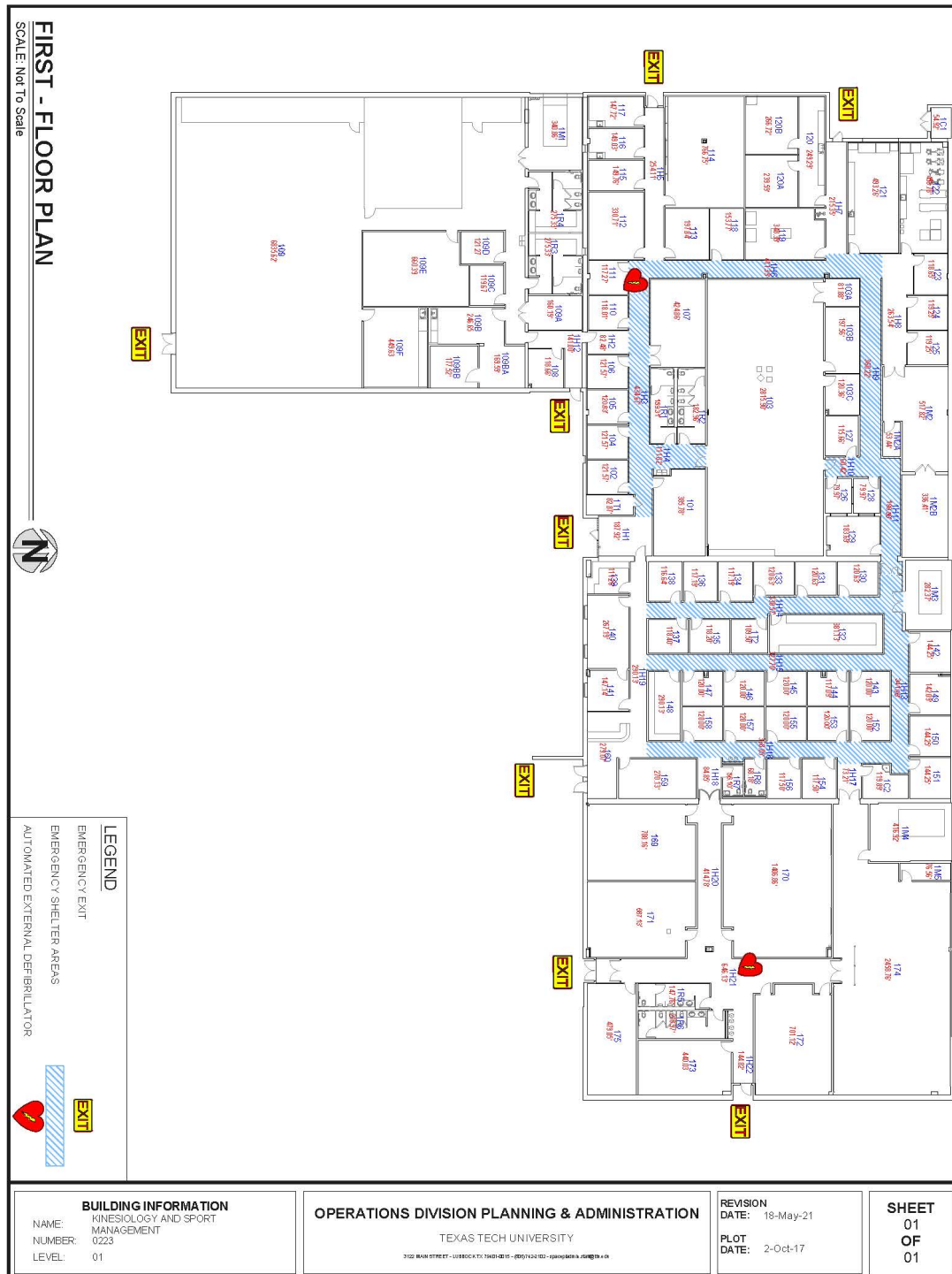
- If you cannot evacuate the building and the building has stairs, go to the nearest Fire Rated Stairwell (see maps). Emergency responders will evacuate you from these areas (see maps).
- Make sure you know where the building's Fire Rated Stairwells are located if the building has stairs and how to get to them. Make sure you tell first responders or your EAC what stairwell you are in if the building has stairs.
- Ask others to help you evacuate if needed.
- Connect with your EAC and make sure they are aware of your evacuation needs.

OTHER IMPORTANT INFORMATION



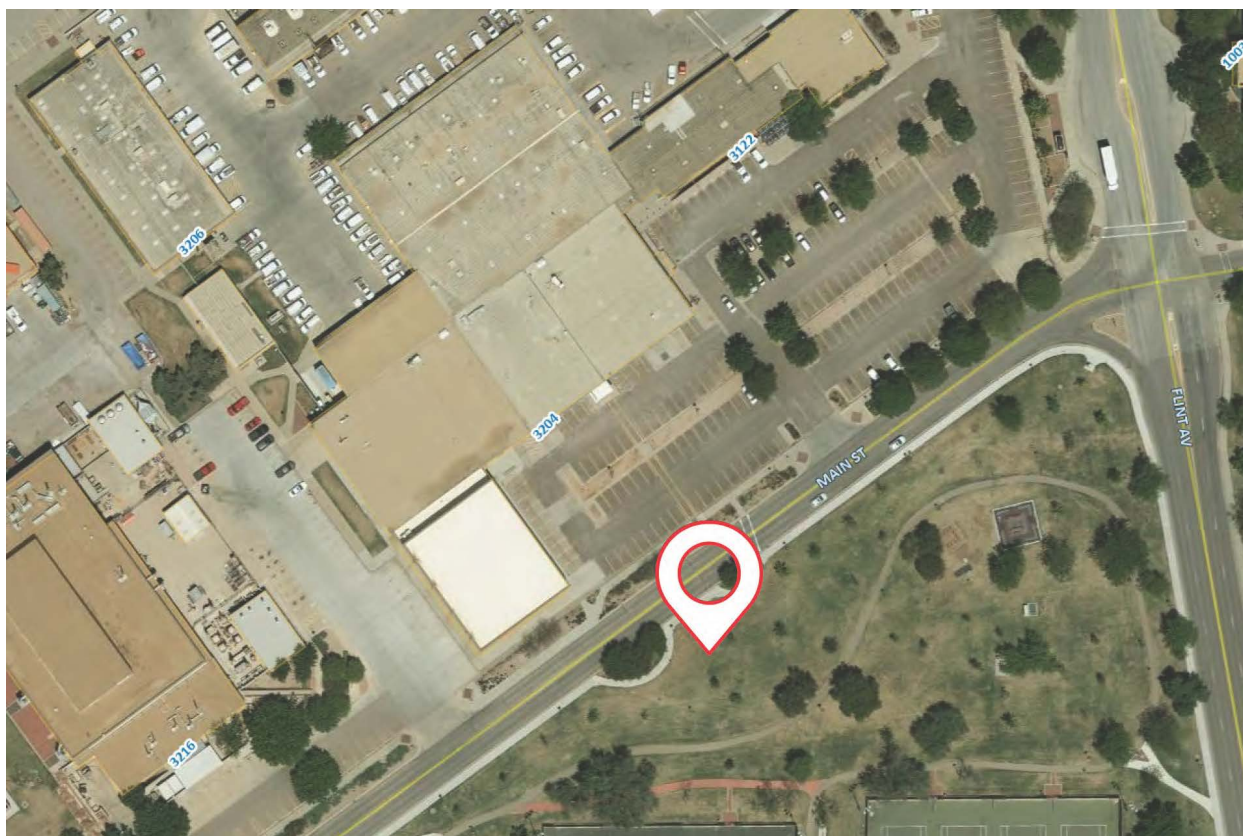
Evacuation

EXIT



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EMERGENCY ASSEMBLY POINT



***PLEASE EVACUATE TO THE SOUTH PARK AREA AS INDICATED ON MAP.**

CONTACTS

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Emergency Management™

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