



EMERGENCY ACTION PLAN

2022

LIBRARY (0205)

2802 18TH STREET

SOUTHWEST COLLECTIONS/ SPECIAL COLLECTIONS LIBRARY
(0387)

2805 15TH 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 Library basement. 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 assigned DOSMA areas and report to your BEM or EAC (see map).
- Use fire extinguisher if you can do so safely and are familiar with operation.
- Assist others. 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.



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**.
- 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 the assigned DOSMA areas.
- 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, 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 and how to get to them. Make sure you tell first responders or your EAC what stairwell you are in.
- 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



Texas Tech Libraries:

The Texas Tech Libraries consist of the University Library (2802 18th Street), the Southwest Collection/Special Collections Library (2805 15th Street) and the Architecture Library (9th Floor of the Architecture Building, 1602 Flint). These three building are located near the center of the TTU academic campus. The Architecture Library will follow the EAP for the Architecture Building.

The University Library is classified as an “education and general use” building.

- The building consists of six stories including a mezzanine above ground level and a basement below ground level.
- The building has a fire alarm system.
- There is public address capability in the building.
- There is a generator which only powers the computer labs.
- The building population is made up of faculty, staff, students, and visitors. The building is open 24 hours five days a week with variable hours on weekends, holidays and breaks.

The Southwest Collection/Special Collections Library is classified as a “general use” building.

- The building consists of two stories above ground level.
- The building has a fire alarm system.
- There is public address capability in the building.
- The building population is made up of staff, students, and visitors. The building population is generally highest during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday

The following areas currently occupy the University Library:

- Library Administration/Business Operations
- Outreach and Information Services
- Resource Management and Systems
- Library Technology Management Services (LTMS)
- Libraries Building Services & Inventory
- Communications and Marketing

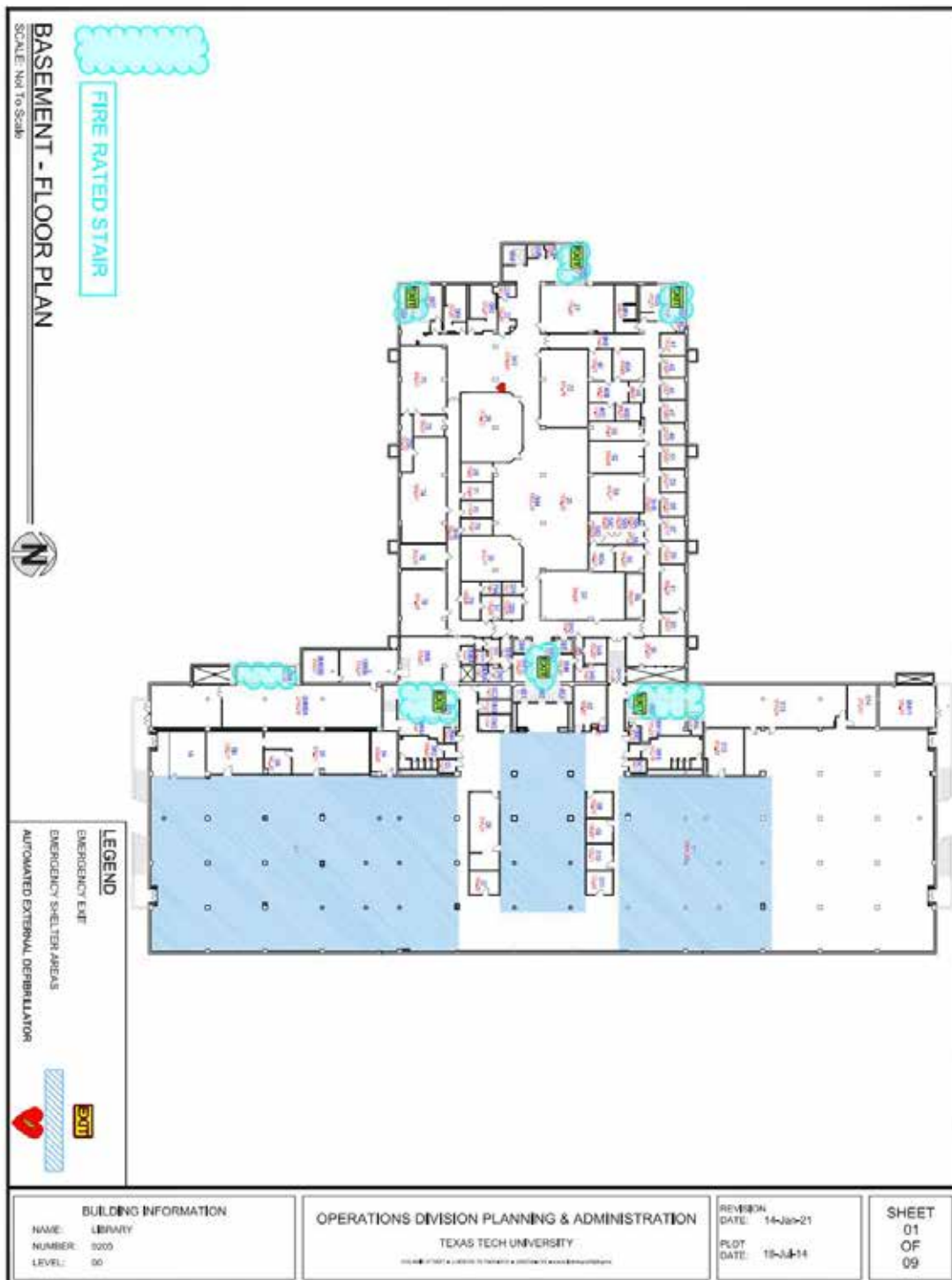
Other departments occupying space in the University Library include:

- Teaching, Learning and Professional Development Center (TLPDC)
- Advanced Technology Learning Center (ATLC)
- TTU Network Services
- Center – Studies in Pragmatism

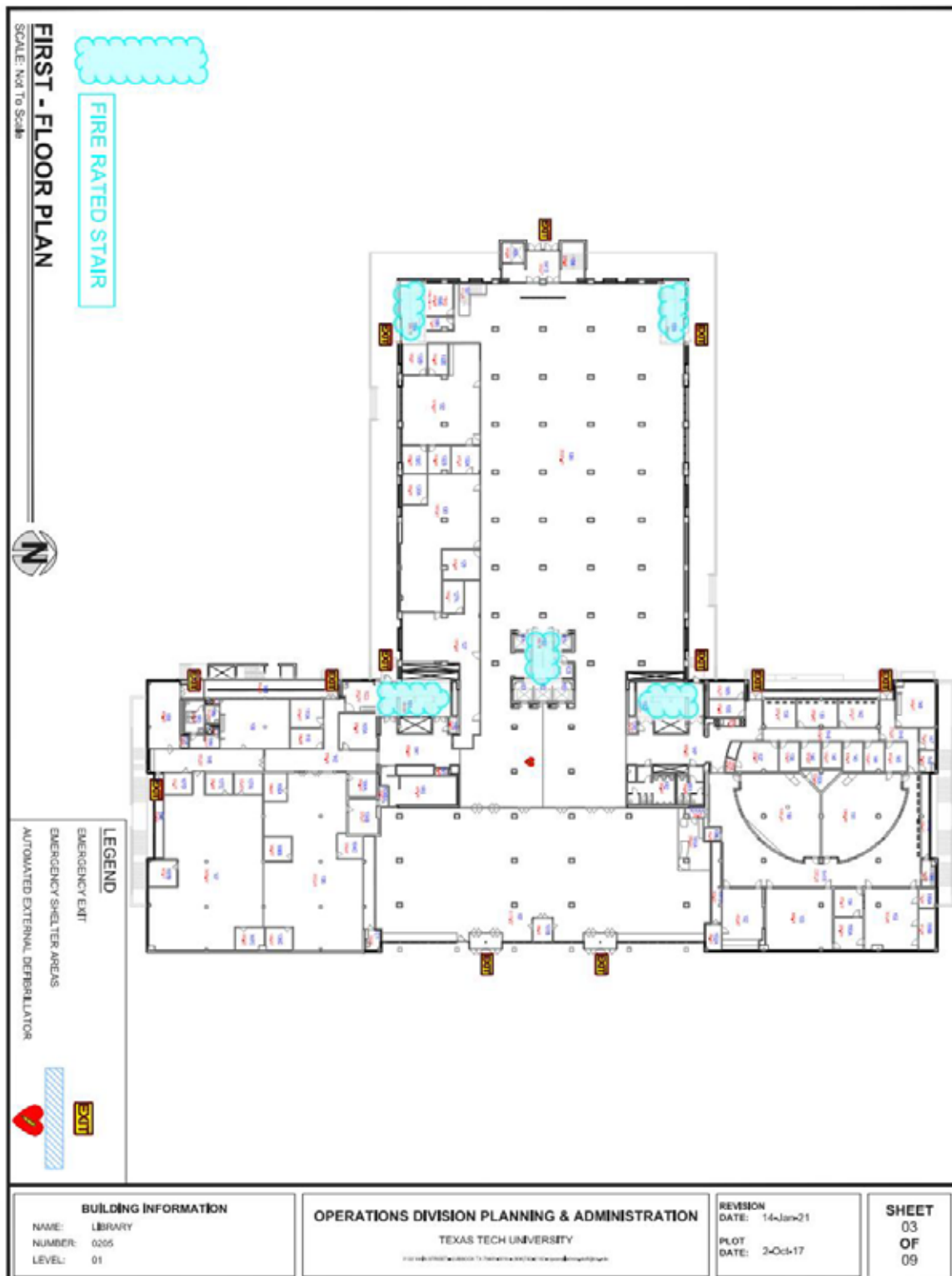
The following areas currently occupy the Southwest Collection:

- Southwest Collections Library
- Vietnam Archive
- Remnant Trust

Evacuation

EXIT

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

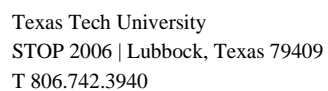


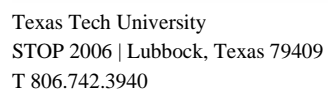
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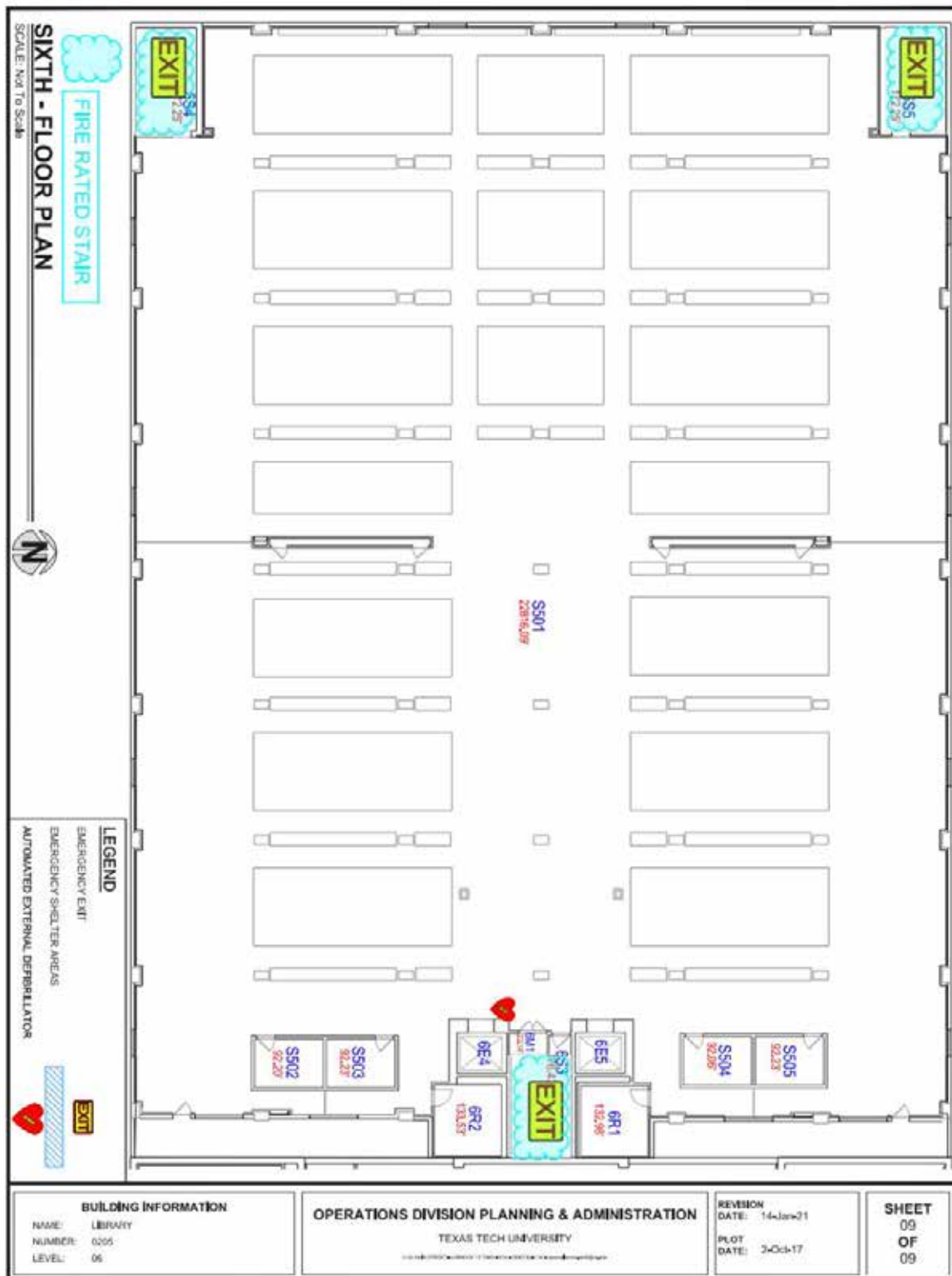




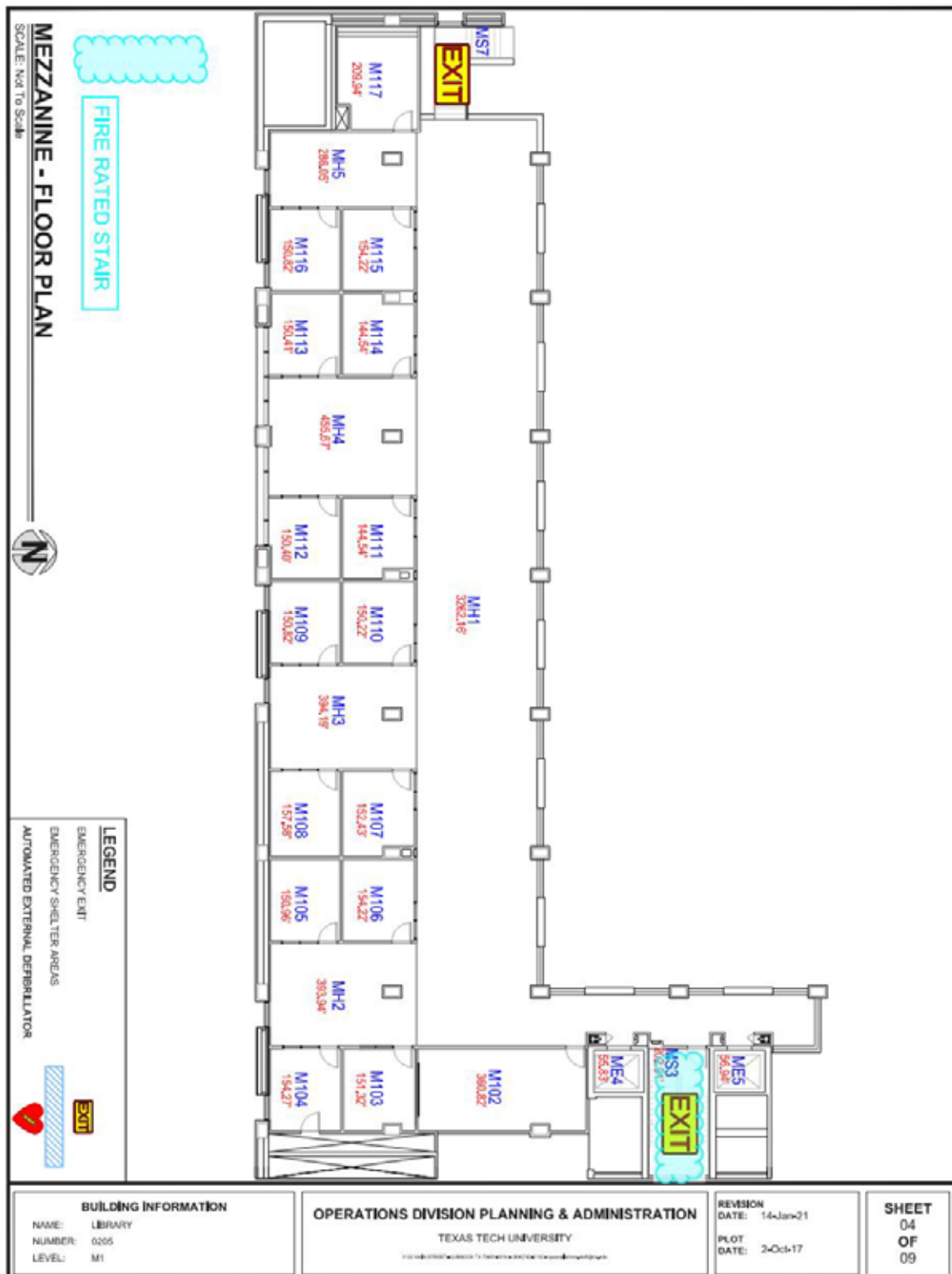
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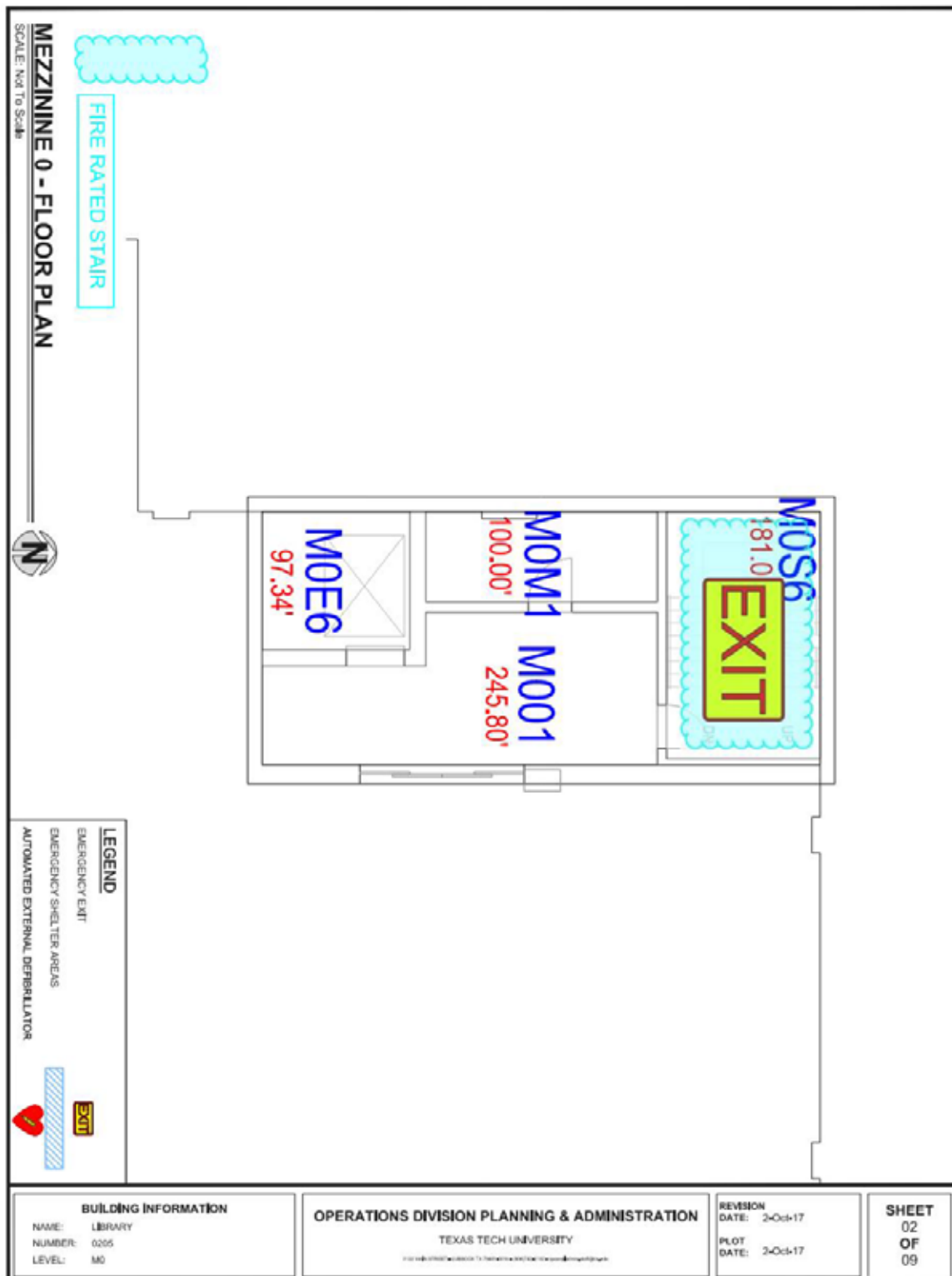




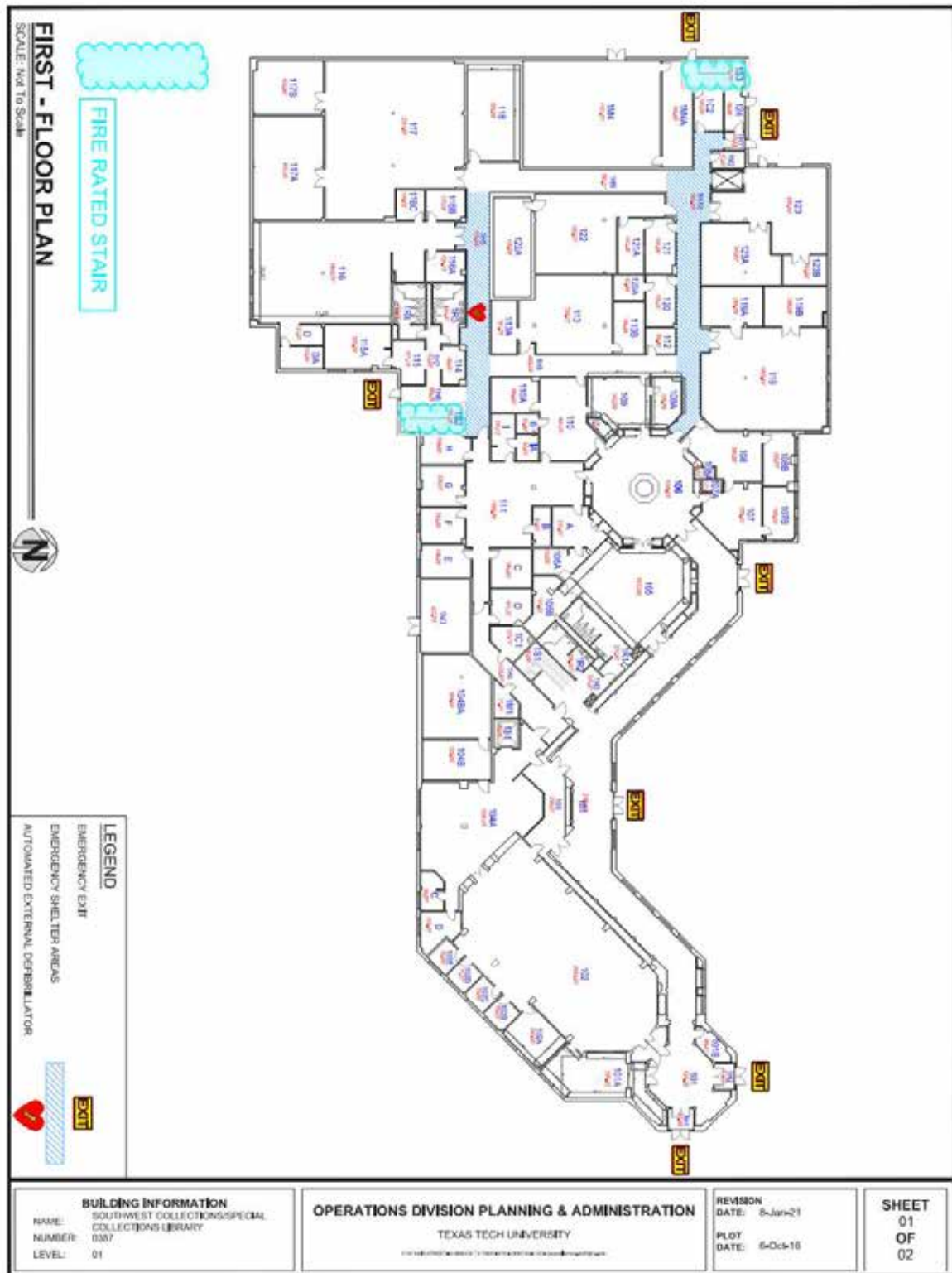
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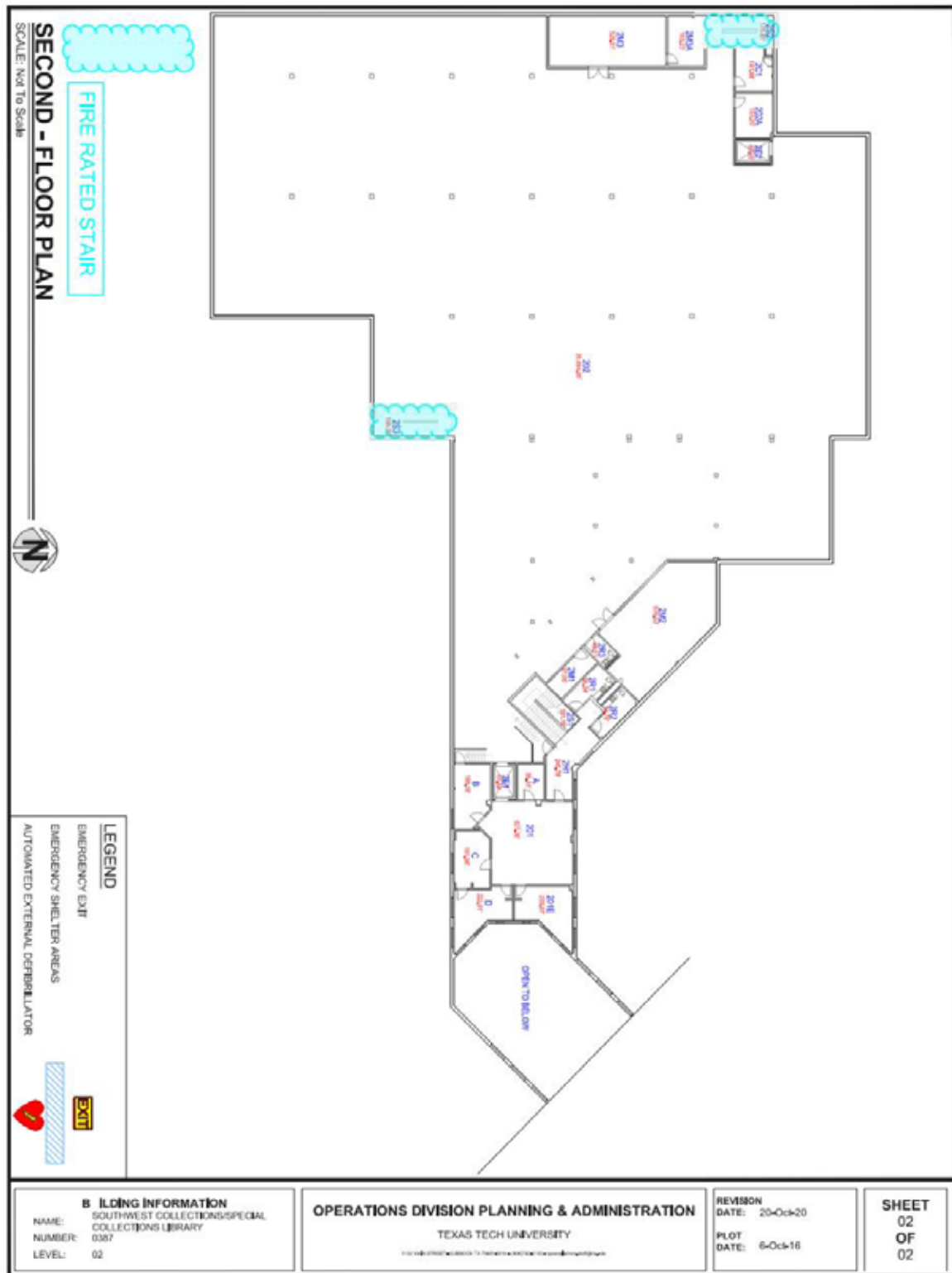
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EMERGENCY ASSEMBLY POINT



Library



Southwest Collections



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