

# EMERGENCY ACTION PLAN

**2025**  
**LIBRARY (0205)**  
**2802 18TH STREET**  
**SOUTHWEST COLLECTIONS/  
SPECIAL COLLECTIONS LIBRARY (0387)**  
**2805 15TH STREET**



## EMERGENCY MANAGEMENT

TEXAS TECH  
Administration & Finance  
Safety & Security

# Emergency Situations



## SEVERE 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 Emergency Shelter Areas. 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 North or South lot area and report to your BEM or EAC.
- 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.



## EARTHQUAKE

- If you are inside, do not run outside, avoid doorways, and stay away from windows.
- If you are outside, stay there. Move to an open area away from items such as trees, streetlights, and power lines.
- DROP (or Lock)-drop to hands and knees. COVER -cover your head with your arms, and if close, crawl to a study table or desk. HOLD ON- if under a table or desk, hold on with one hand and be ready to move with it if it moves. If unable to drop to the floor, bend at the waist and cover your head with your arms, holding on to your neck with both hands.
- Once the earthquake is over, assess for damage and evacuate the area if necessary.

**BEM:**  
Building Emergency  
Manager

**EAC:**  
Emergency Action  
Coordinator

# Emergency Situations



## 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.



## 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.

**BEM:**  
Building  
Emergency  
Manager

**EAC:**  
Emergency  
Action  
Coordinator



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.

# Emergency Situations



## 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.



## SHOOTER

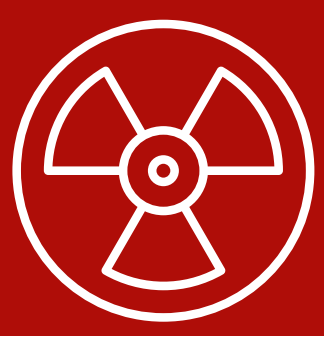
- If you suspect an active shooter, immediately dial 9-1-1.
- If under attack, follow Active Shooter Protocol AVOID-DENY-DEFEND.  
[https://www.depts.ttu.edu/ttpd/Active\\_Shooter.php](https://www.depts.ttu.edu/ttpd/Active_Shooter.php)
- Follow police orders & TechAlerts!



## SUSPICIOUS MAIL

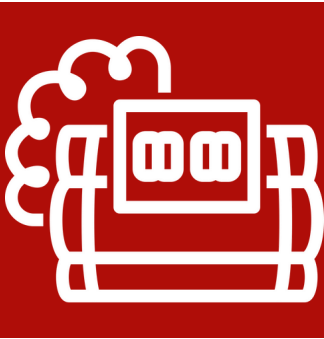
- If you see or receive a suspicious package, leave it where found and dial 9-1-1. Do not disturb or try to conduct any clean up. Keep the immediate area clear of others.
- Instruct people who have touched the package to wash hands with soap and water.
- Follow first responder's instructions.

# Emergency Situations



## 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 an 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](#)



## 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

# OTHER IMPORTANT INFORMATION

# EVACUATION

**CONFIDENTIAL**

## BASEMENT - FLOOR PLAN

SCALE: Not To Scale



### LEGEND

EMERGENCY EXIT  
AUTOMATED  
EXTERNAL  
DEFIBRILLATOR



FIRE RATED STAIR  
EMERGENCY SHELTER AREAS



### BUILDING INFORMATION

NAME: LIBRARY  
NUMBER: 0205  
LEVEL: 00

### OPERATIONS DIVISION PLANNING & ADMINISTRATION

TEXAS TECH UNIVERSITY

3122 MAIN STREET - LUBBOCK, TEXAS 79409 - (806) 798-4242

REVISION  
DATE: 12-Jan-23  
PLOT  
DATE: 23-Jul-24

SHEET  
01  
OF  
09

# EVACUATION

**CONFIDENTIAL**

## FIRST - FLOOR PLAN

SCALE: Not To Scale



### LEGEND

EMERGENCY EXIT  
AUTOMATED  
EXTERNAL  
DEFIBRILLATOR



FIRE RATED STAIR

EMERGENCY SHELTER AREAS



### BUILDING INFORMATION

NAME: LIBRARY  
NUMBER: 0205  
LEVEL: 01

### OPERATIONS DIVISION PLANNING & ADMINISTRATION

TEXAS TECH UNIVERSITY

3122 MUNDS STREET - LUBBOCK, TX 79401-0211 (807) 424-2212

REVISION  
DATE: 12-Jan-23  
PLOT  
DATE: 23-Jul-24

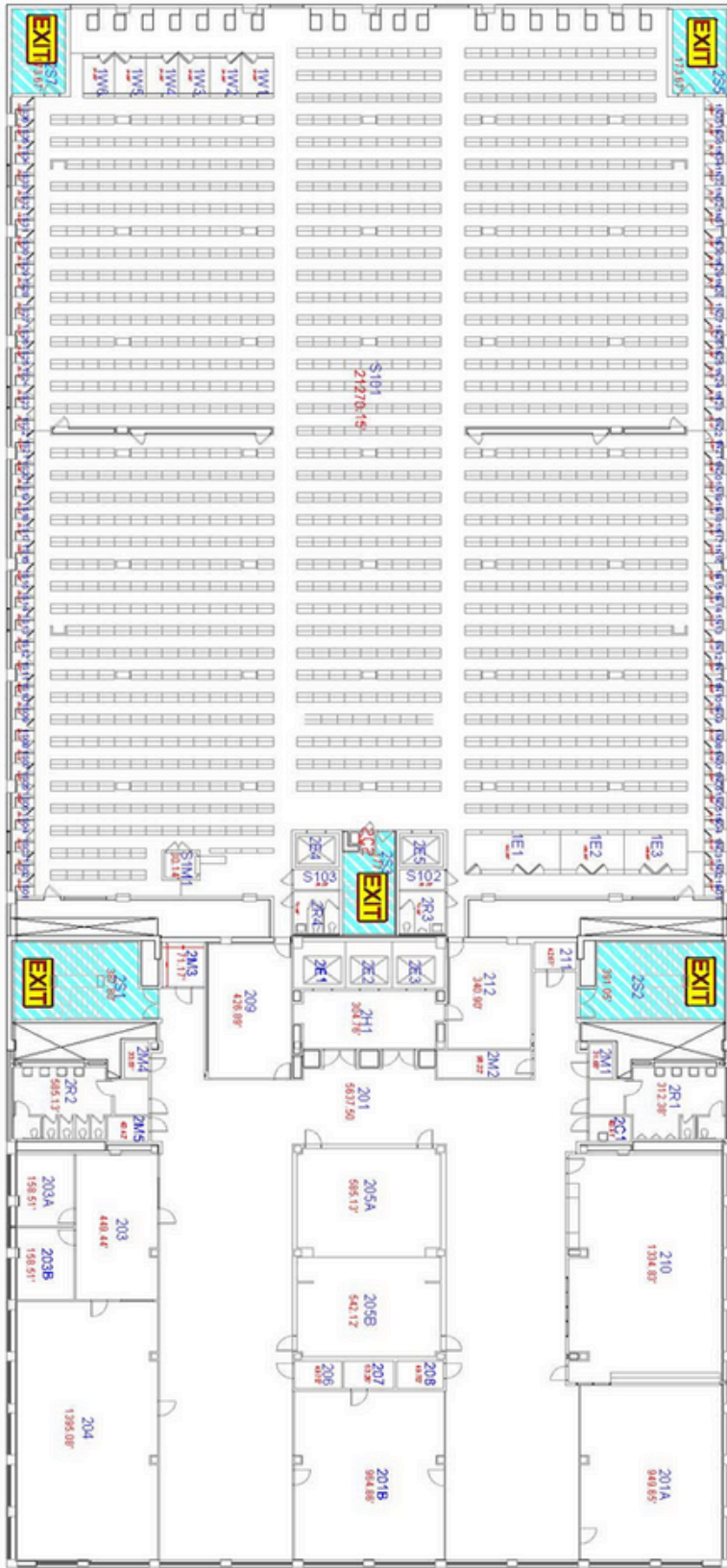
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# EVACUATION

**CONFIDENTIAL**

## SECOND - FLOOR PLAN

SCALE: Not To Scale



### LEGEND

- EMERGENCY EXIT
- AUTOMATED EXTERNAL DEFIBRILLATOR
- FIRE RATED STAR
- EMERGENCY SHELTER AREAS

### BUILDING INFORMATION

NAME: LIBRARY  
 NUMBER: 0205  
 LEVEL: 02

### OPERATIONS DIVISION PLANNING & ADMINISTRATION

TEXAS TECH UNIVERSITY

3122 WINDYBROOK LUBBOCK, TX 79409-1000 TEL: 806.742.3940 FAX: 806.742.3940

### REVISION

DATE: 12-Jan-23  
 PLOT DATE: 23-Jul-24

### SHEET

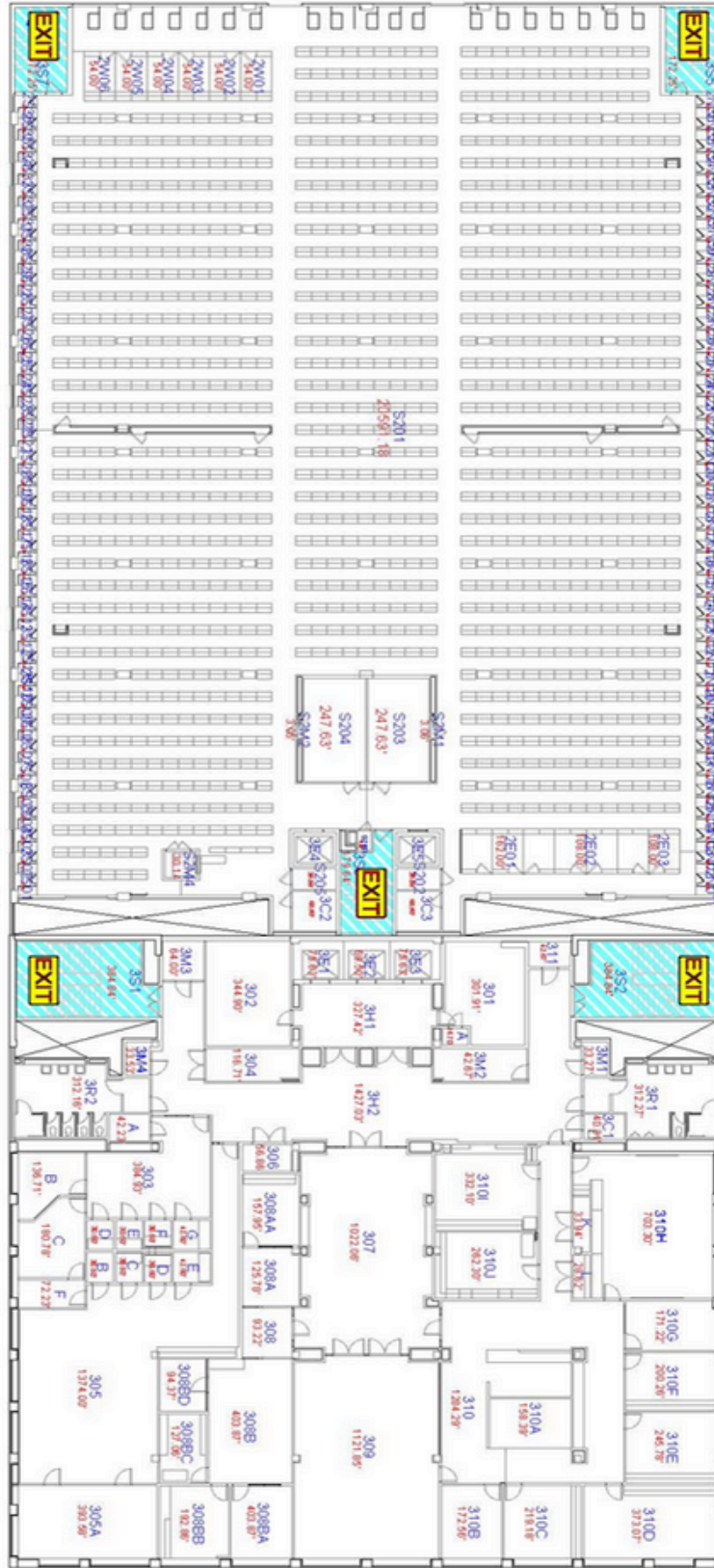
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# EVACUATION

**CONFIDENTIAL**

## THIRD - FLOOR PLAN

SCALE: Not To Scale



### LEGEND

- EMERGENCY EXIT
- AUTOMATED EXTERNAL DEFIBRILLATOR



- FIRE RATED STAIR
- EMERGENCY SHELTER AREAS



### BUILDING INFORMATION

NAME: LIBRARY  
 NUMBER: 0205  
 LEVEL: 03

### OPERATIONS DIVISION PLANNING & ADMINISTRATION

TEXAS TECH UNIVERSITY

3122 BOWEN STREET - LUBBOCK, TEXAS 79409 - 806.742.3940

REVISION DATE: 12-Jan-23  
 DATE: 23-Jul-24  
 PLOT DATE:

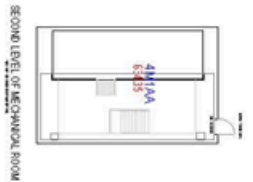
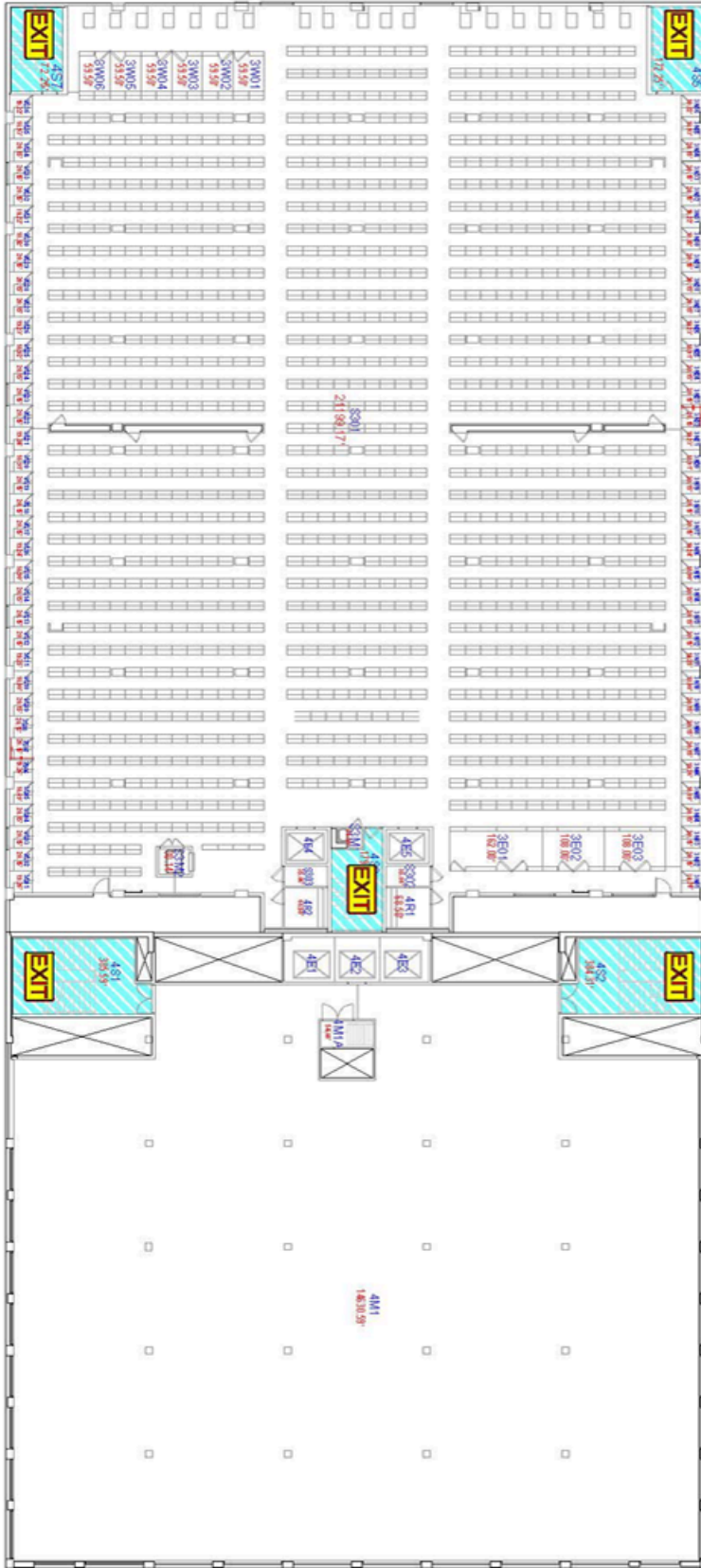
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# EVACUATION

**CONFIDENTIAL**

## FOURTH - FLOOR PLAN

SCALE: Not To Scale



### LEGEND

EMERGENCY EXIT  
 AUTOMATED EXTERNAL DEFIBRILLATOR



FIRE RATED STAIR  
 EMERGENCY SHELTER AREAS



### BUILDING INFORMATION

NAME: LIBRARY  
 NUMBER: 0205  
 LEVEL: 04

### OPERATIONS DIVISION PLANNING & ADMINISTRATION

TEXAS TECH UNIVERSITY

3122 BROWN STREET - LUBBOCK, TX 79409-6015 - (807) 421-1212 - FAX: 807-421-1213

REVISION DATE: 13-Jan-23  
 PLOT DATE: 23-Jul-24

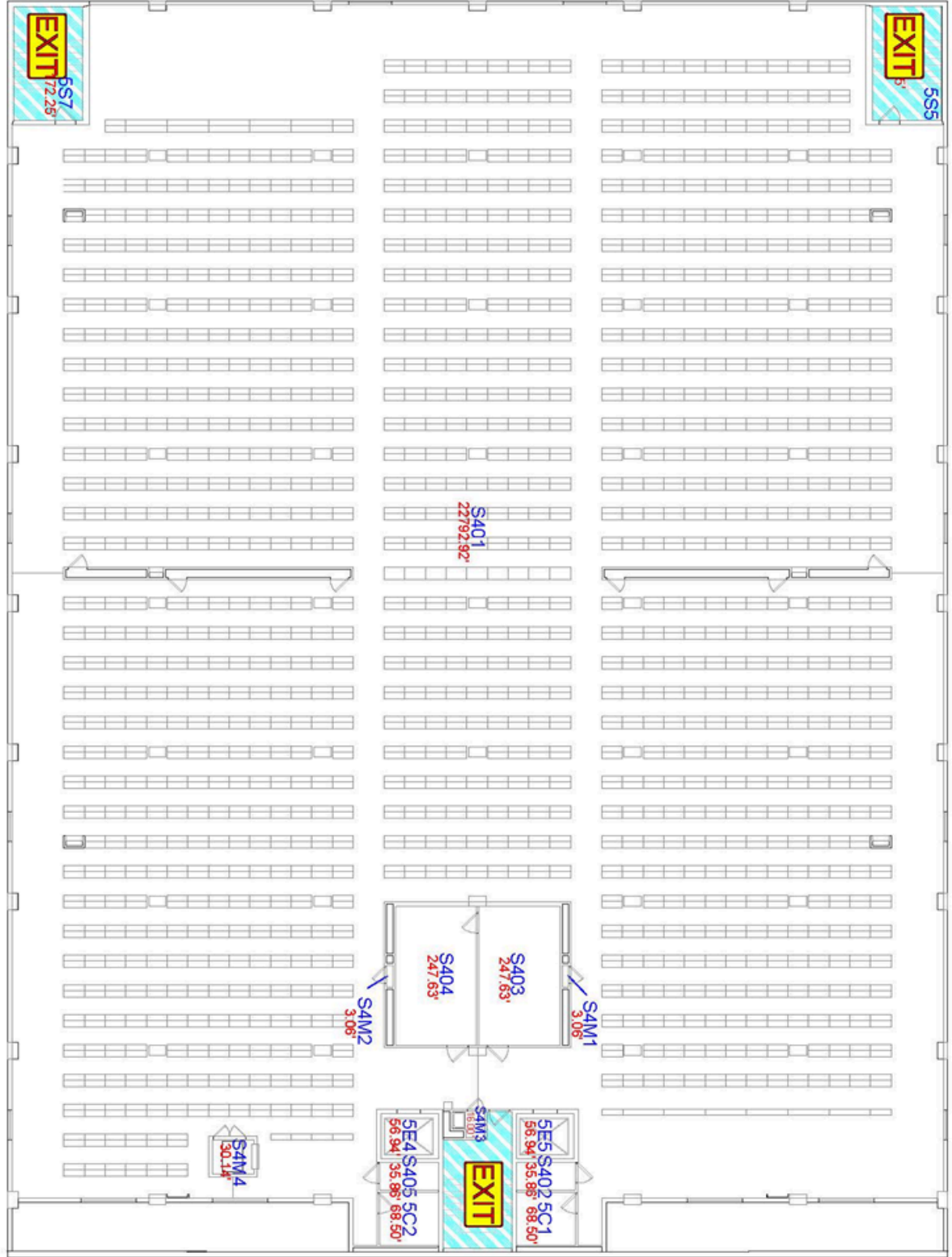
SHEET 05 OF 09

# EVACUATION

**CONFIDENTIAL**

## FIFTH - FLOOR PLAN

SCALE: Not To Scale



### LEGEND

EMERGENCY EXIT  
 AUTOMATED EXTERNAL DEFIBRILLATOR



FIRE RATED STAIR  
 EMERGENCY SHELTER AREAS



### BUILDING INFORMATION

NAME: LIBRARY  
 NUMBER: 0205  
 LEVEL: 05

### OPERATIONS DIVISION PLANNING & ADMINISTRATION

TEXAS TECH UNIVERSITY

3122 MAIN STREET - LUBBOCK, TX 79409-7000 | 806.742.3940

REVISION DATE: 13-Jan-23  
 PLOT DATE: 23-Jul-24

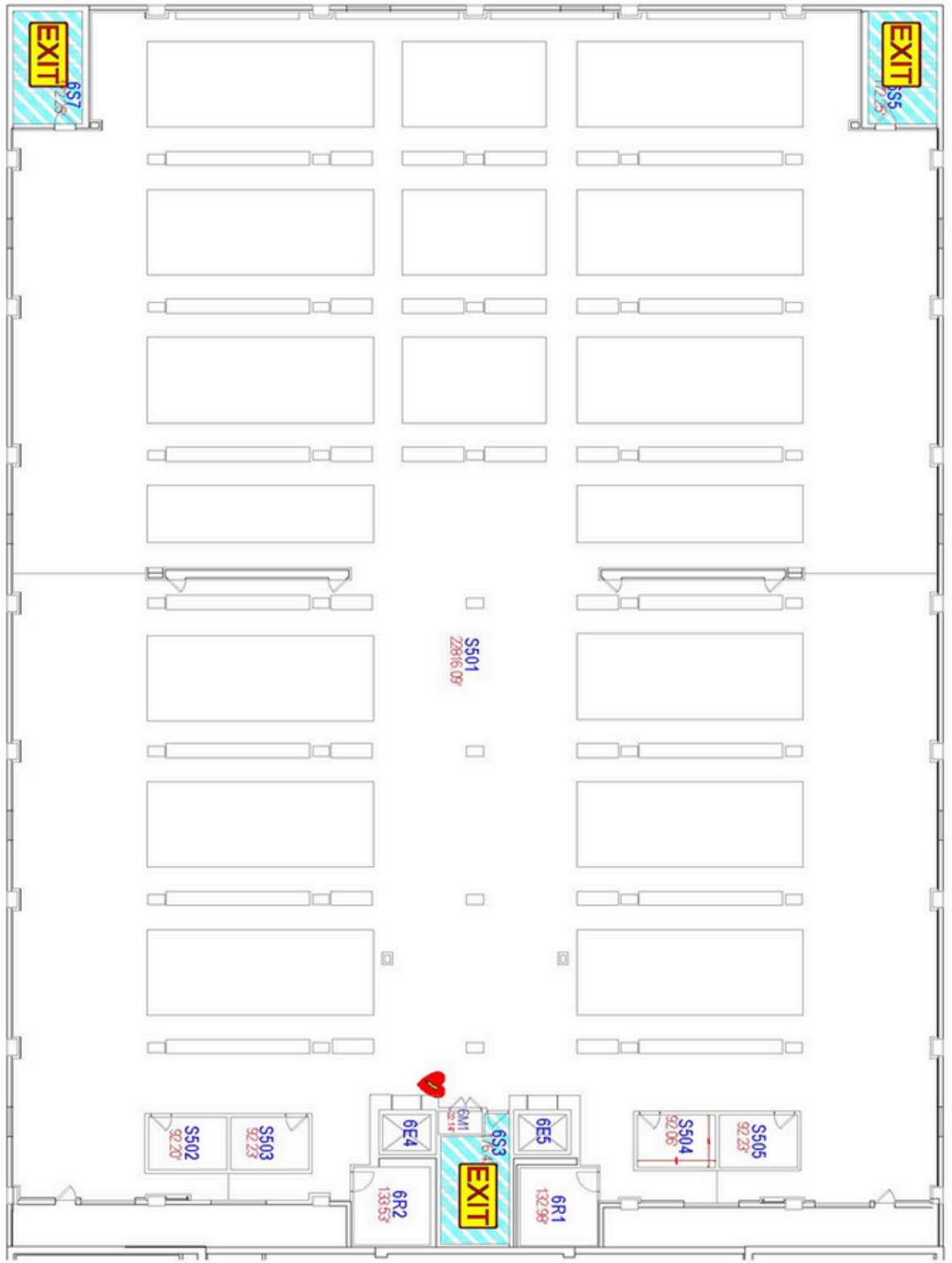
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# EVACUATION

**CONFIDENTIAL**

## SIXTH - FLOOR PLAN

SCALE: Not To Scale



- EMERGENCY EXIT
- AUTOMATED EXTERNAL DEFIBRILLATOR
- FIRE RATED STAIR
- EMERGENCY SHELTER AREAS



FIRE RATED STAIR



### BUILDING INFORMATION

NAME: LIBRARY  
 NUMBER: 0205  
 LEVEL: 06

### OPERATIONS DIVISION PLANNING & ADMINISTRATION

TEXAS TECH UNIVERSITY

2022 MAIN STREET - LUBBOCK, TX 79409-1001 - (806) 421-1000 - (806) 421-1000

### REVISION

DATE: 23-Jul-24  
 PLOT DATE: 23-Jul-24

### SHEET

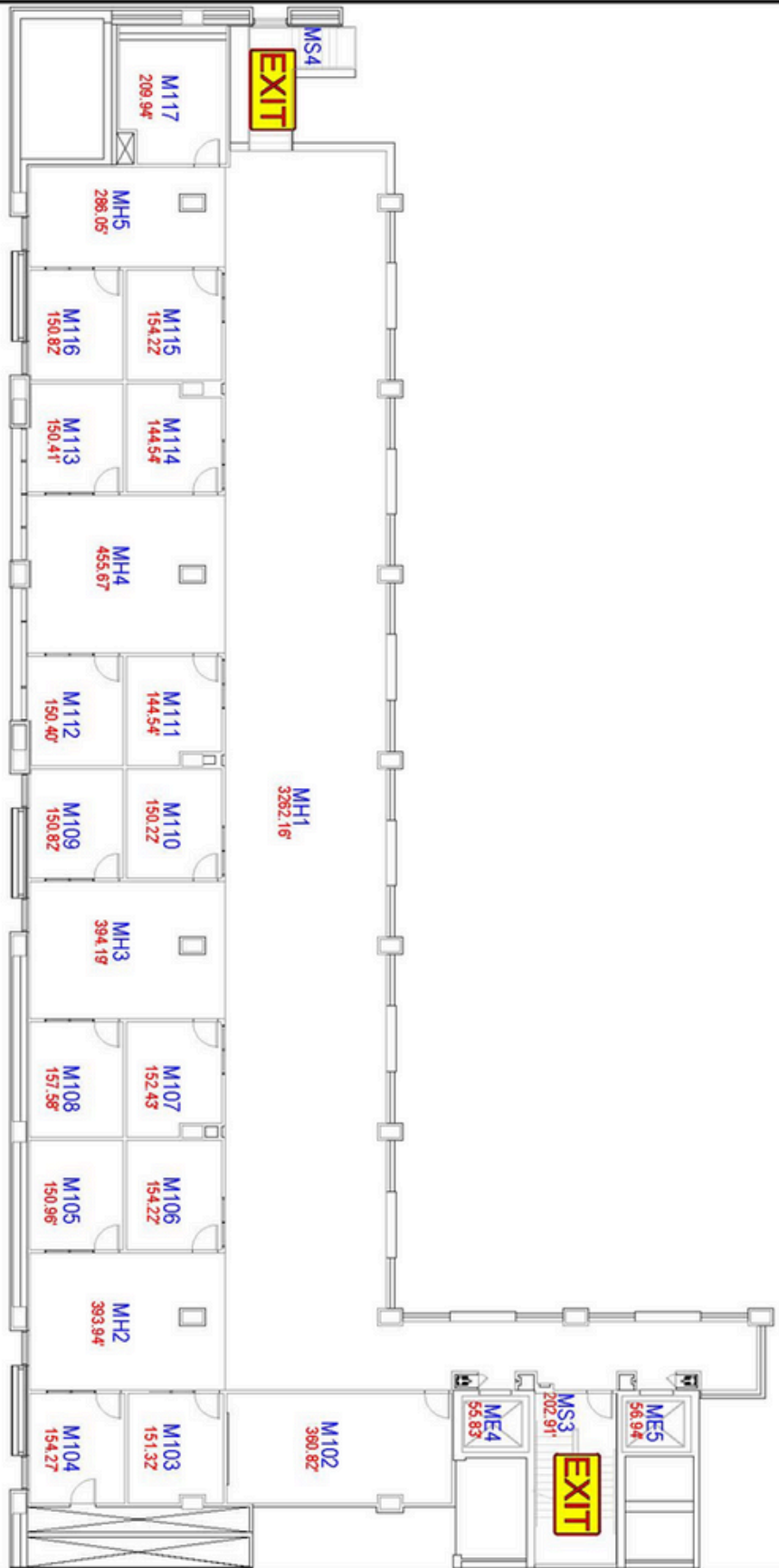
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# EVACUATION

**CONFIDENTIAL**

## MEZZANINE - FLOOR PLAN

SCALE: Not To Scale



### LEGEND

EMERGENCY EXIT

EMERGENCY SHELTER AREAS

AUTOMATED EXTERNAL DEFIBRILLATOR



### BUILDING INFORMATION

NAME: LIBRARY  
 NUMBER: 0205  
 LEVEL: M1

### OPERATIONS DIVISION PLANNING & ADMINISTRATION

TEXAS TECH UNIVERSITY

3102 MAIN STREET - LUBBOCK, TX 79409-6099

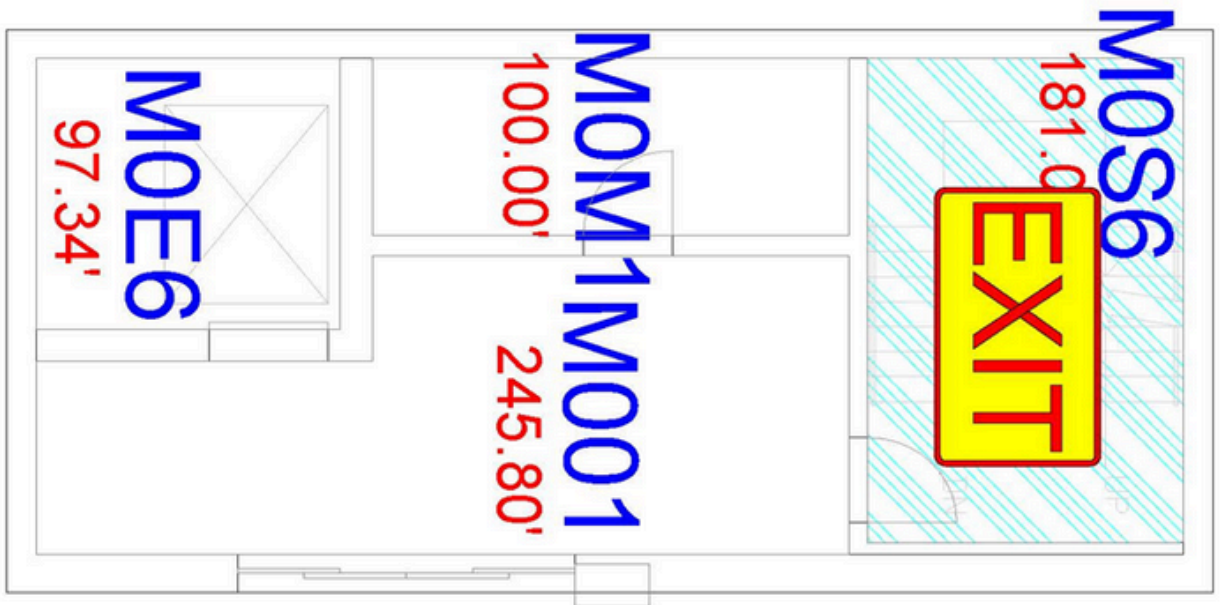
REVISION DATE: 28-Mar-23  
 PLOT DATE: 2-Oct-17

SHEET 04 OF 09

# EVACUATION

**CONFIDENTIAL**

MEZZININE 0 - FLOOR PLAN  
SCALE: Not To Scale



**LEGEND**

EMERGENCY EXIT  
 AUTOMATED EXTERNAL DEFIBRILLATOR



FIRE RATED STAIR  
 EMERGENCY SHELTER AREAS



**BUILDING INFORMATION**

NAME: LIBRARY  
 NUMBER: 0205  
 LEVEL: M0

**OPERATIONS DIVISION PLANNING & ADMINISTRATION**

TEXAS TECH UNIVERSITY  
 3022 BRINK STREET - LUBBOCK, TX 79409-0205 - (806) 742-4100 - (806) 742-3940

REVISION DATE: 13-Jan-23  
 PLOT DATE: 23-Jul-24

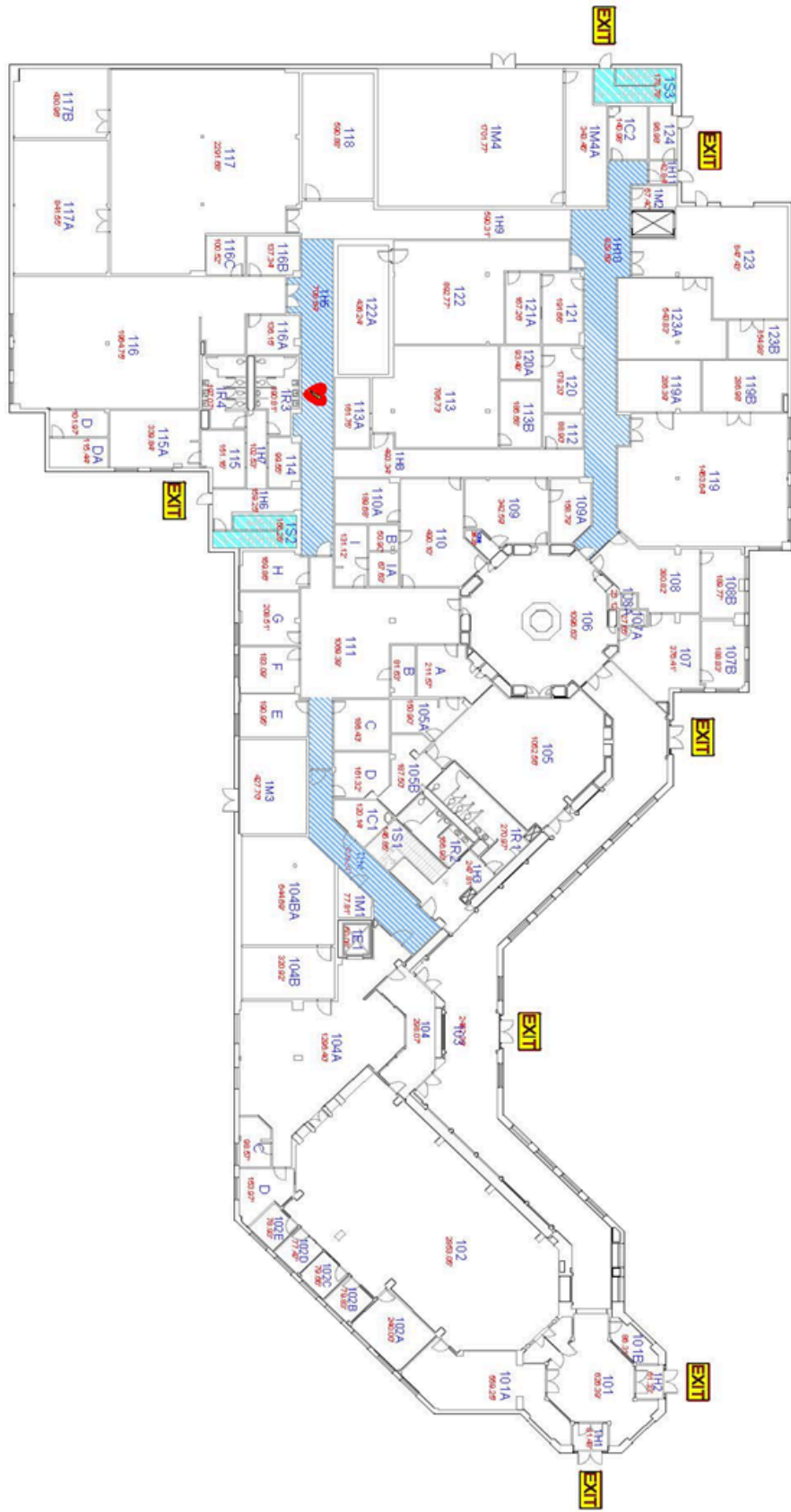
**SHEET**  
 08  
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# EVACUATION

**CONFIDENTIAL**

## FIRST - FLOOR PLAN

SCALE: Not To Scale



### LEGEND

EMERGENCY EXIT  
 AUTOMATED EXTERNAL DEFIBRILLATOR



FIRE RATED STAIR  
 EMERGENCY SHELTER AREAS



### BUILDING INFORMATION

NAME: SOUTHWEST COLLECTIONS/SPECIAL COLLECTIONS LIBRARY  
 NUMBER: 0387  
 LEVEL: 01

### OPERATIONS DIVISION PLANNING & ADMINISTRATION

TEXAS TECH UNIVERSITY

3122 BROWN STREET - LUBBOCK, TEXAS 79409-1001 - (806) 421-1000 - [www.texas-tech.edu](http://www.texas-tech.edu)

REVISION DATE: 31-Jan-23  
 PLOT DATE: 23-Jul-24

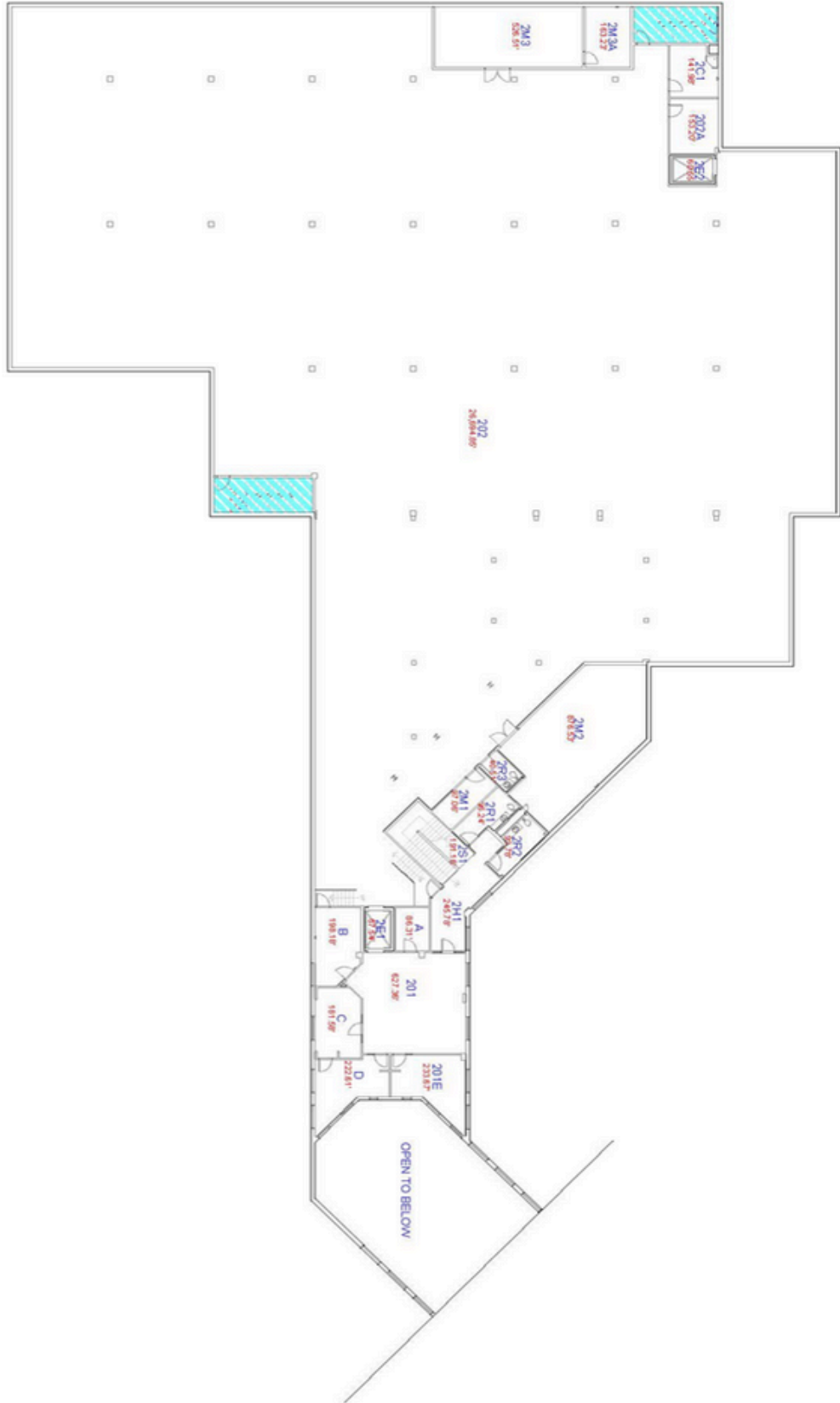
SHEET 01 OF 02

# EVACUATION

**CONFIDENTIAL**

## SECOND - FLOOR PLAN

SCALE: Not To Scale



### LEGEND

EMERGENCY EXIT  
 AUTOMATED EXTERNAL DEFIBRILLATOR



FIRE RATED STAIR  
 EMERGENCY SHELTER AREAS



### BUILDING INFORMATION

NAME: SOUTHWEST COLLECTIONS/SPECIAL COLLECTIONS LIBRARY  
 NUMBER: 0387  
 LEVEL: 02

### OPERATIONS DIVISION PLANNING & ADMINISTRATION

TEXAS TECH UNIVERSITY

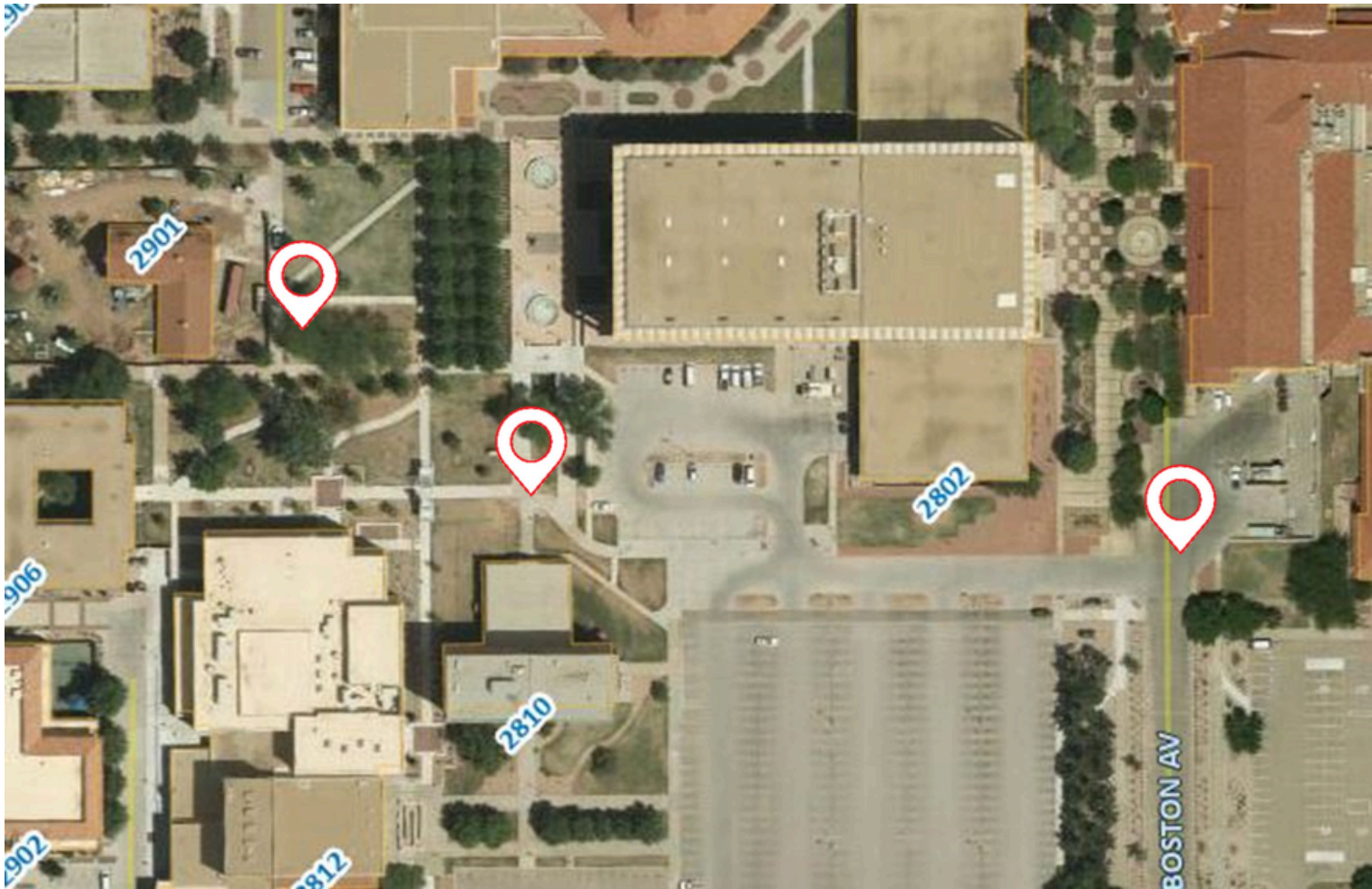
3022 BRAWLEY STREET - LUBBOCK, TEXAS 79409-1001 - 806.742.3940

REVISION DATE: 31-Jan-23  
 PLOT DATE: 16-Jul-24

SHEET  
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 OF  
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# EMERGENCY ASSEMBLY POINT - Library

CONFIDENTIAL



# EMERGENCY ASSEMBLY POINT - Southwest Collections

CONFIDENTIAL





# EMERGENCY MANAGEMENT

—  
TEXAS TECH  
**Administration & Finance**  
**Safety & Security**

**EMERGENCYMGMT@TTU.EDU**

**806-834-4963**