



# EMERGENCY ACTION PLAN

2021

MUSIC (0011)

2624 18<sup>TH</sup> STREET



TEXAS TECH UNIVERSITY  
Division of Safety & Security

Emergency Management™

**BEM: Building Emergency Manager**  
**EAC: Emergency Action Coordinator**

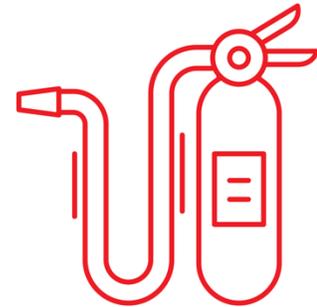
## WEATHER

- 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 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.



## 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.

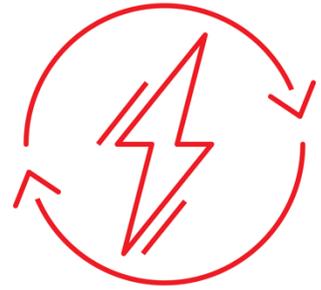


|   |  |   |  |
|---|--|---|--|
| <p><b>Step 1</b></p>  <p>Phone 9-1-1 and get an AED.</p> | <p><b>Step 2</b></p>  <p>Cover your own mouth and nose with a face mask or cloth.</p> | <p><b>Step 3</b></p>  <p>Cover the person's mouth and nose with a face mask or cloth.</p> | <p><b>Step 4</b></p>  <p>Perform Hands-Only CPR. Push hard and fast on the center of the chest at a rate of 100 to 120 compressions per minute.</p> <p>Use an AED as soon as it is available.</p> |
|---|--|---|--|

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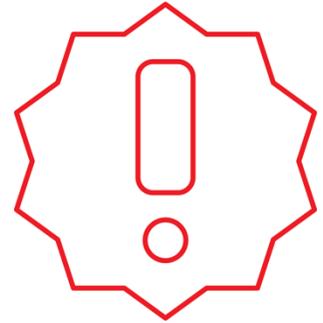
## POWER

- 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.



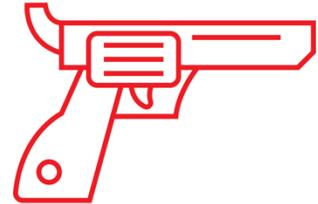
## VIOLENCE

- 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](https://www.depts.ttu.edu/ttpd/active_shooter.php)
- Follow police orders & TechAlerts!



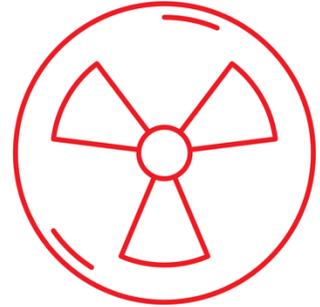
## SUSPICIOUS MAIL

- 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.



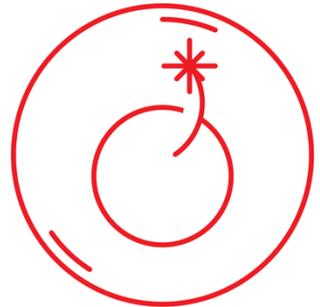
## HAZARDOUS MATERIALS

- 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

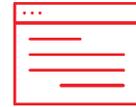
- If you receive a bomb threat, immediately have someone dial 9-1-1 and notify your supervisor. Keep the caller on the line as long as possible.  
**DO NOT HANG UP.**
- Write down or record as much information as possible.
- Follow police directions and notifications issued by TechAlert!
- View the **Bomb 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, 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



## BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

**If a bomb threat is received by handwritten note:**

- Call \_\_\_\_\_
- Handle note as minimally as possible.

**If a bomb threat is received by e-mail:**

- Call \_\_\_\_\_
- Do not delete the message.

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly hand written
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*\* Refer to your local bomb threat emergency response plan for evacuation criteria*

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

**WHO TO CONTACT (Select One)**

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



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## BOMB THREAT CHECKLIST

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TIME CALLER HUNG UP: \_\_\_\_\_ PHONE NUMBER WHERE CALL RECEIVED: \_\_\_\_\_

### Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

### Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

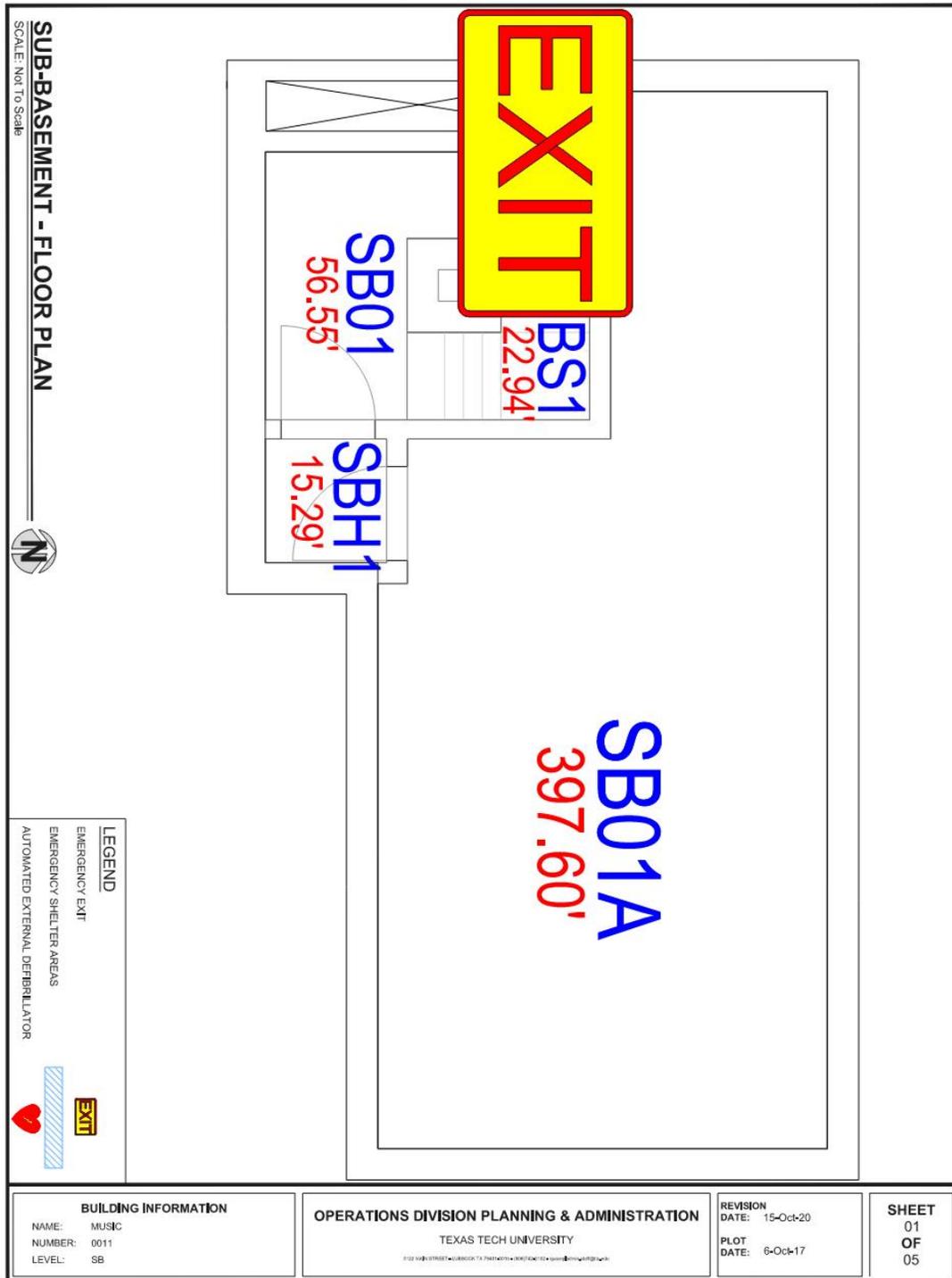
### Information About Caller:

- Where is the caller located? (background/level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

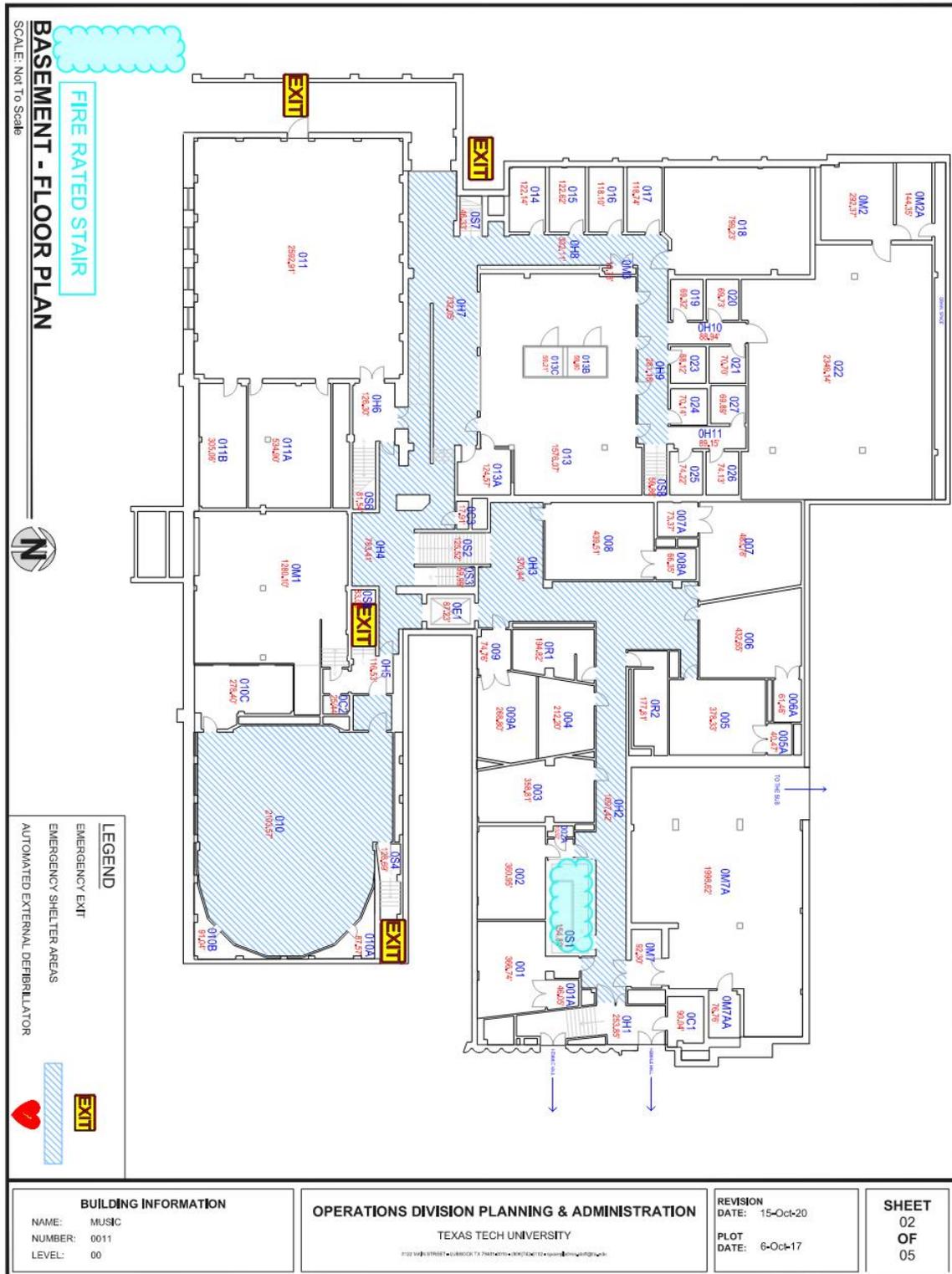
| Caller's Voice                           | Background Sounds                          | Threat Language                        |
|--|--|--|
| <input type="checkbox"/> Female          | <input type="checkbox"/> Animal noises     | <input type="checkbox"/> Incoherent    |
| <input type="checkbox"/> Male            | <input type="checkbox"/> House noises      | <input type="checkbox"/> Message read  |
| <input type="checkbox"/> Accent          | <input type="checkbox"/> Kitchen noises    | <input type="checkbox"/> Taped message |
| <input type="checkbox"/> Angry           | <input type="checkbox"/> Street noises     | <input type="checkbox"/> Irrational    |
| <input type="checkbox"/> Calm            | <input type="checkbox"/> Booth             | <input type="checkbox"/> Profane       |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> PA system         | <input type="checkbox"/> Well-spoken   |
| <input type="checkbox"/> Coughing        | <input type="checkbox"/> Conversation      |  |
| <input type="checkbox"/> Cracking voice  | <input type="checkbox"/> Music             |  |
| <input type="checkbox"/> Crying          | <input type="checkbox"/> Motor             |  |
| <input type="checkbox"/> Deep            | <input type="checkbox"/> Clear             |  |
| <input type="checkbox"/> Deep breathing  | <input type="checkbox"/> Static            |  |
| <input type="checkbox"/> Disguised       | <input type="checkbox"/> Office machinery  |  |
| <input type="checkbox"/> Distinct        | <input type="checkbox"/> Factory machinery |  |
| <input type="checkbox"/> Excited         | <input type="checkbox"/> Local             |  |
| <input type="checkbox"/> Laughter        | <input type="checkbox"/> Long Distance     |  |
| <input type="checkbox"/> Lisp            |  |  |
| <input type="checkbox"/> Loud            | <b>Other Information:</b>                  |  |
| <input type="checkbox"/> Nasal           | _____                                      |  |
| <input type="checkbox"/> Normal          | _____                                      |  |
| <input type="checkbox"/> Ragged          | _____                                      |  |
| <input type="checkbox"/> Rapid           | _____                                      |  |
| <input type="checkbox"/> Raspy           | _____                                      |  |
| <input type="checkbox"/> Slow            | _____                                      |  |
| <input type="checkbox"/> Slurred         | _____                                      |  |
| <input type="checkbox"/> Soft            | _____                                      |  |
| <input type="checkbox"/> Stutter         | _____                                      |  |

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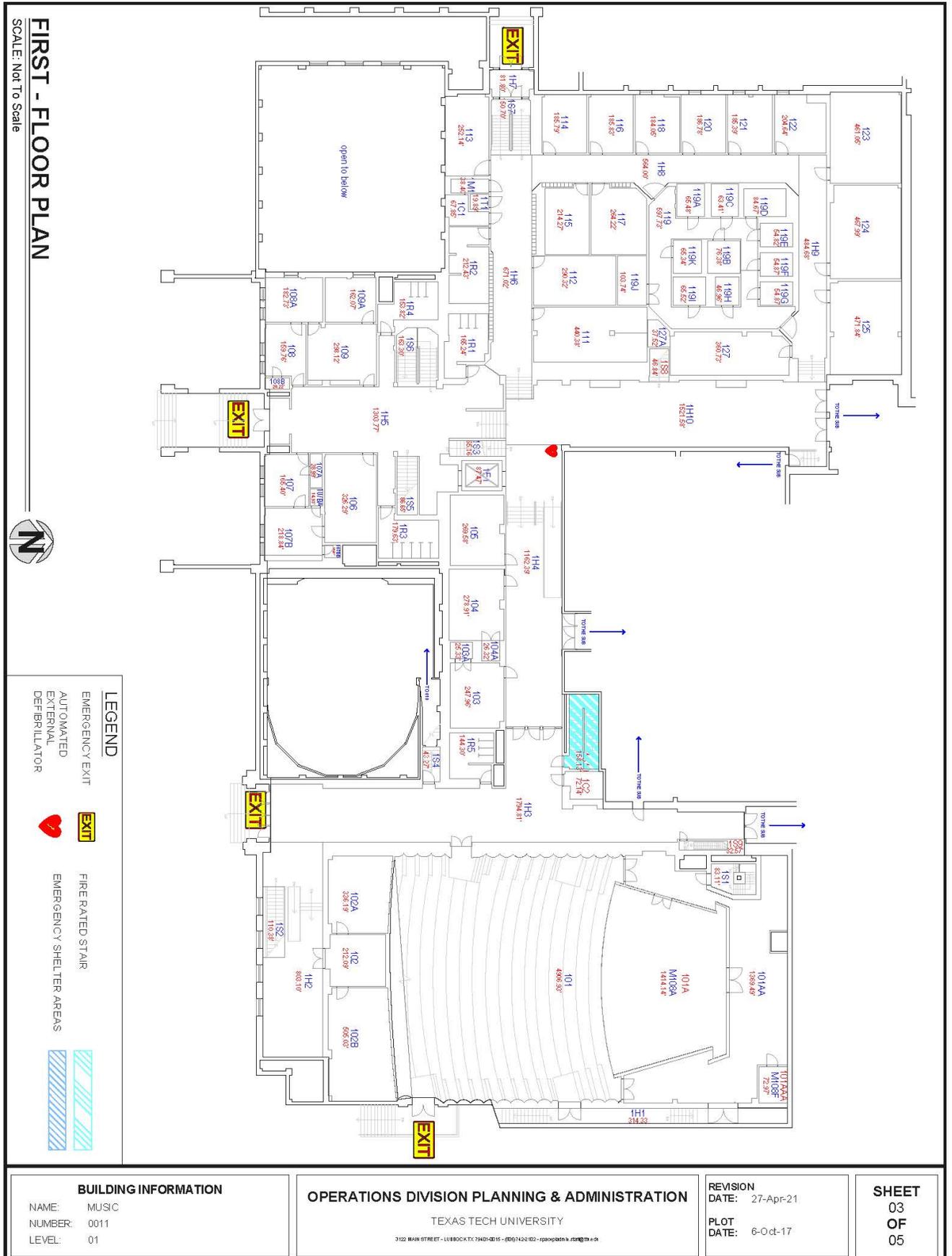
# Evacuation



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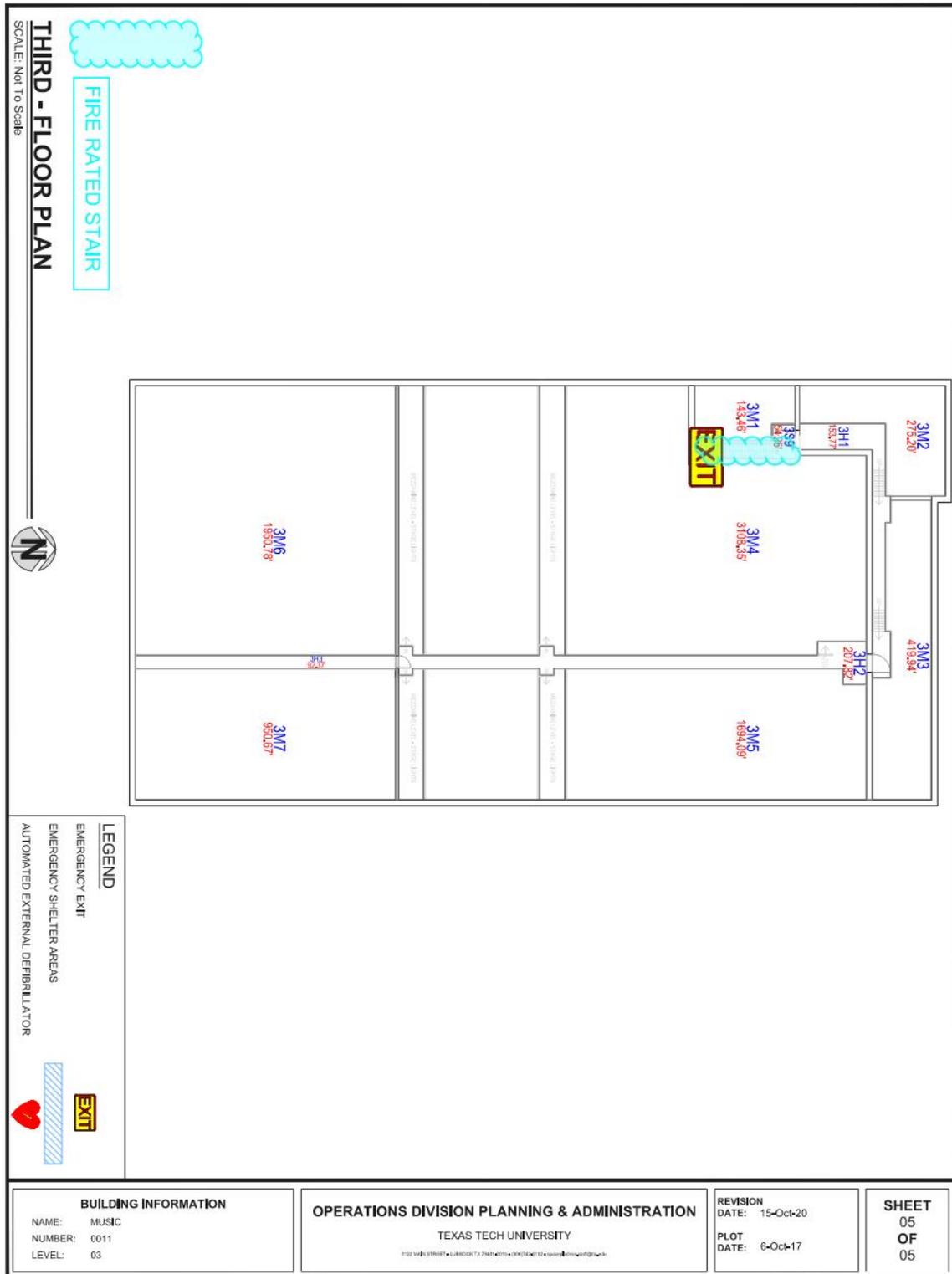


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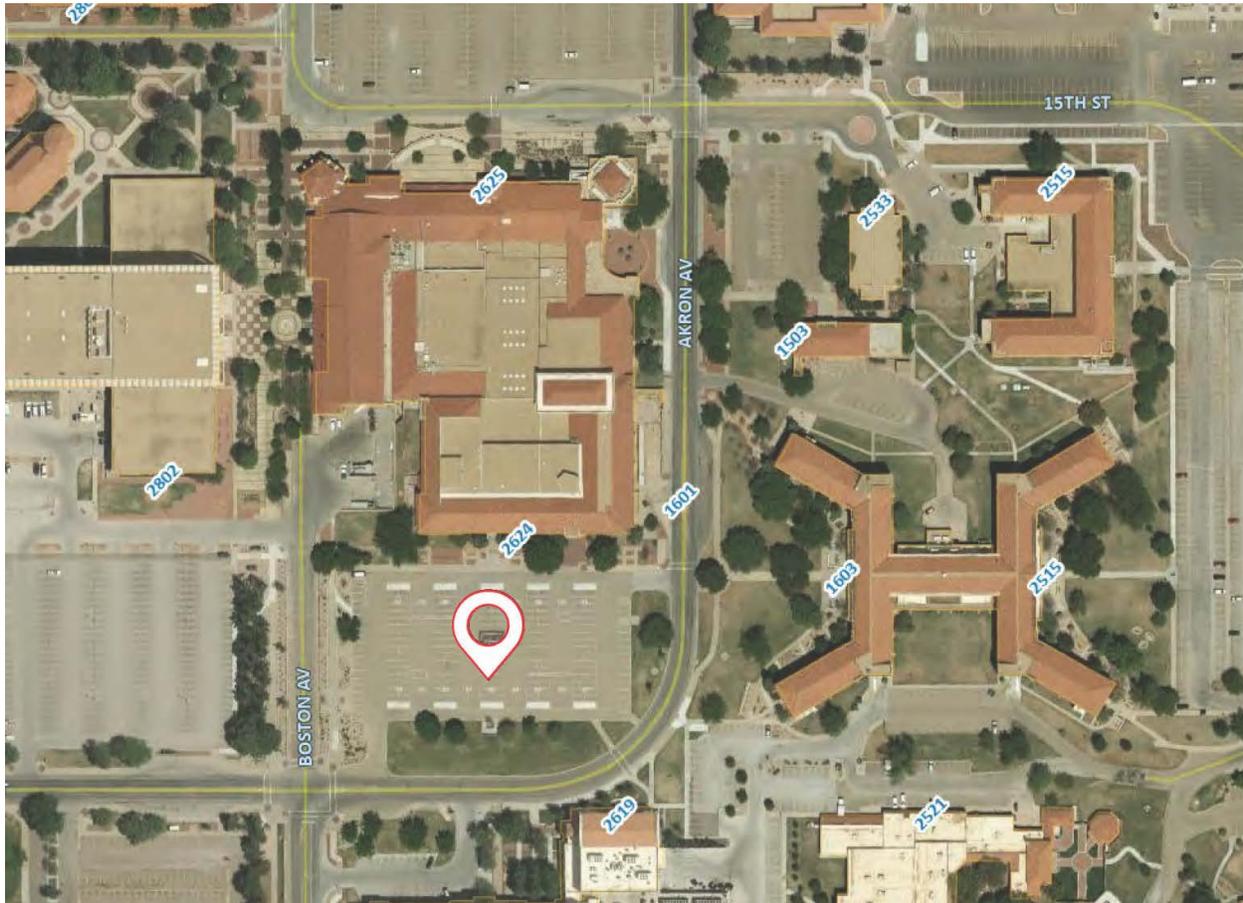


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# EMERGENCY ASSEMBLY POINT



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