



EMERGENCY ACTION PLAN

2021

INNOVATION HUB AT RESEARCH PARK

3911 4TH STREET BOX 43005 LUBBOCK TEXAS 79409-3005



TEXAS TECH UNIVERSITY
Division of Safety & Security

Emergency Management™

BEM: Building Emergency Manager
EAC: Emergency Action Coordinator

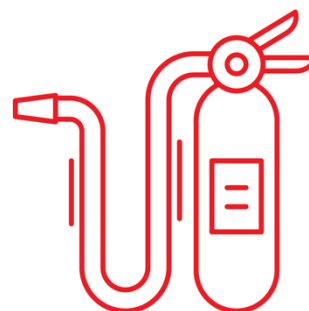
WEATHER

- 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 on the 1st floor in the Men's or Women's Restrooms or the east most hallway near the loading dock double doors (See Attachment A). 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 Designated Outdoor Safe Meet Area (DOSMA). TTRP DOSMA is north of the Building on the side walk near 4th Street or in the vacant field southwest of the building. Once at the DOSMA report to your BEM or EAC. (See Attachment B)
- 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.



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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.



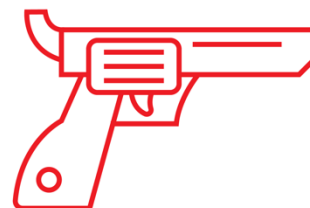
VIOLENCE

- 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**.
- Follow police orders & TechAlerts!



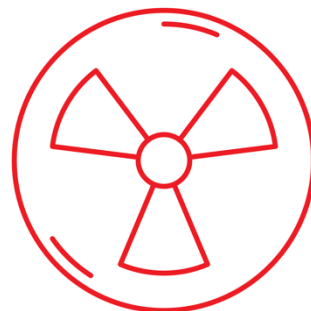
SUSPICIOUS MAIL

- 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.



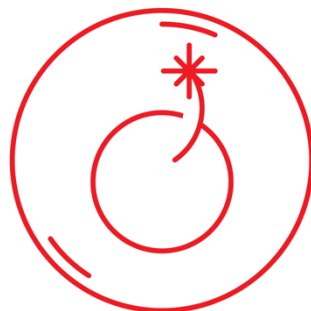
HAZARDOUS MATERIALS

- 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 DOSMA area. (See Attachment B)
- 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

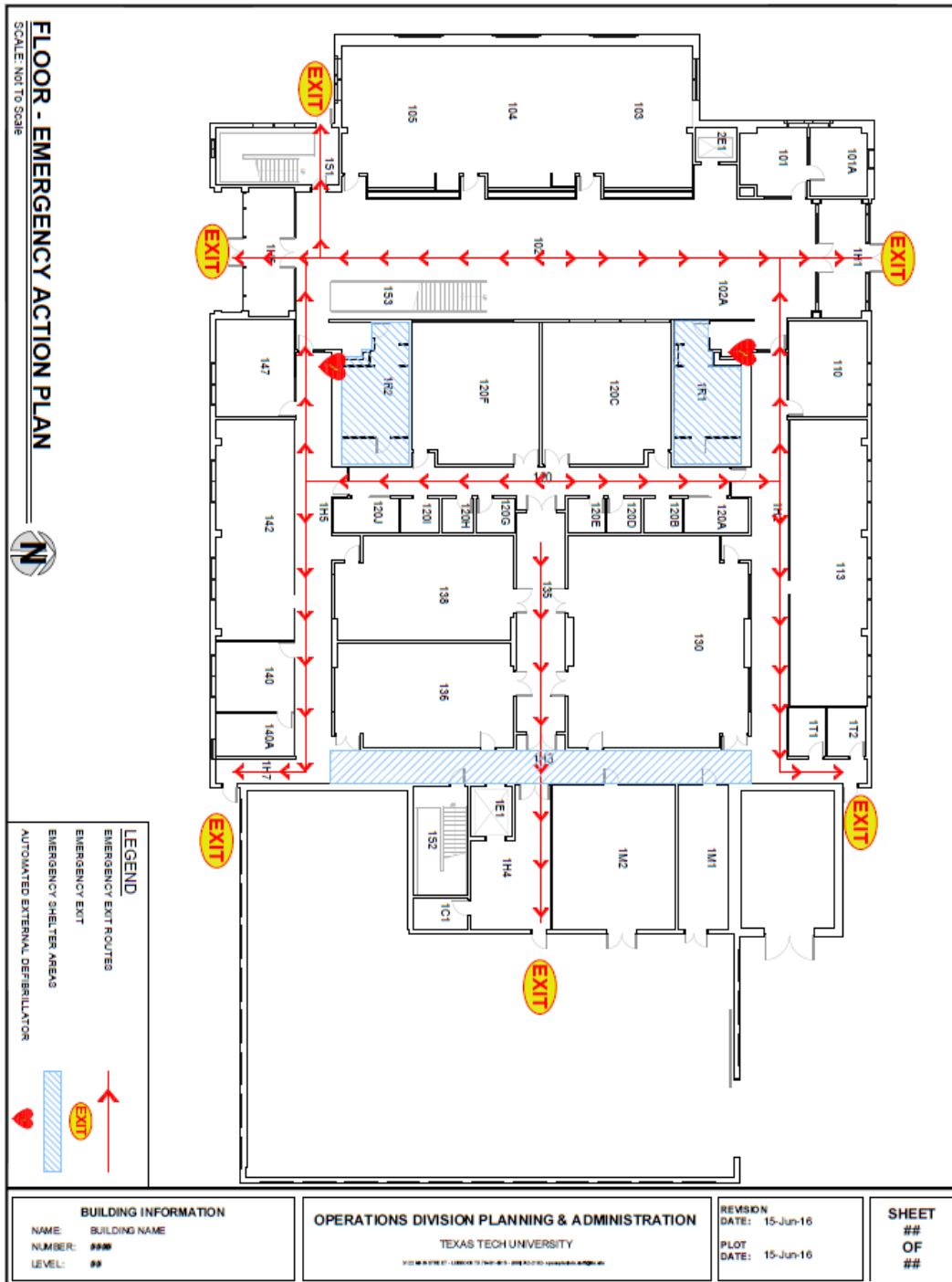


N/A

Evacuation & Safe Shelter 1st Floor

EXIT

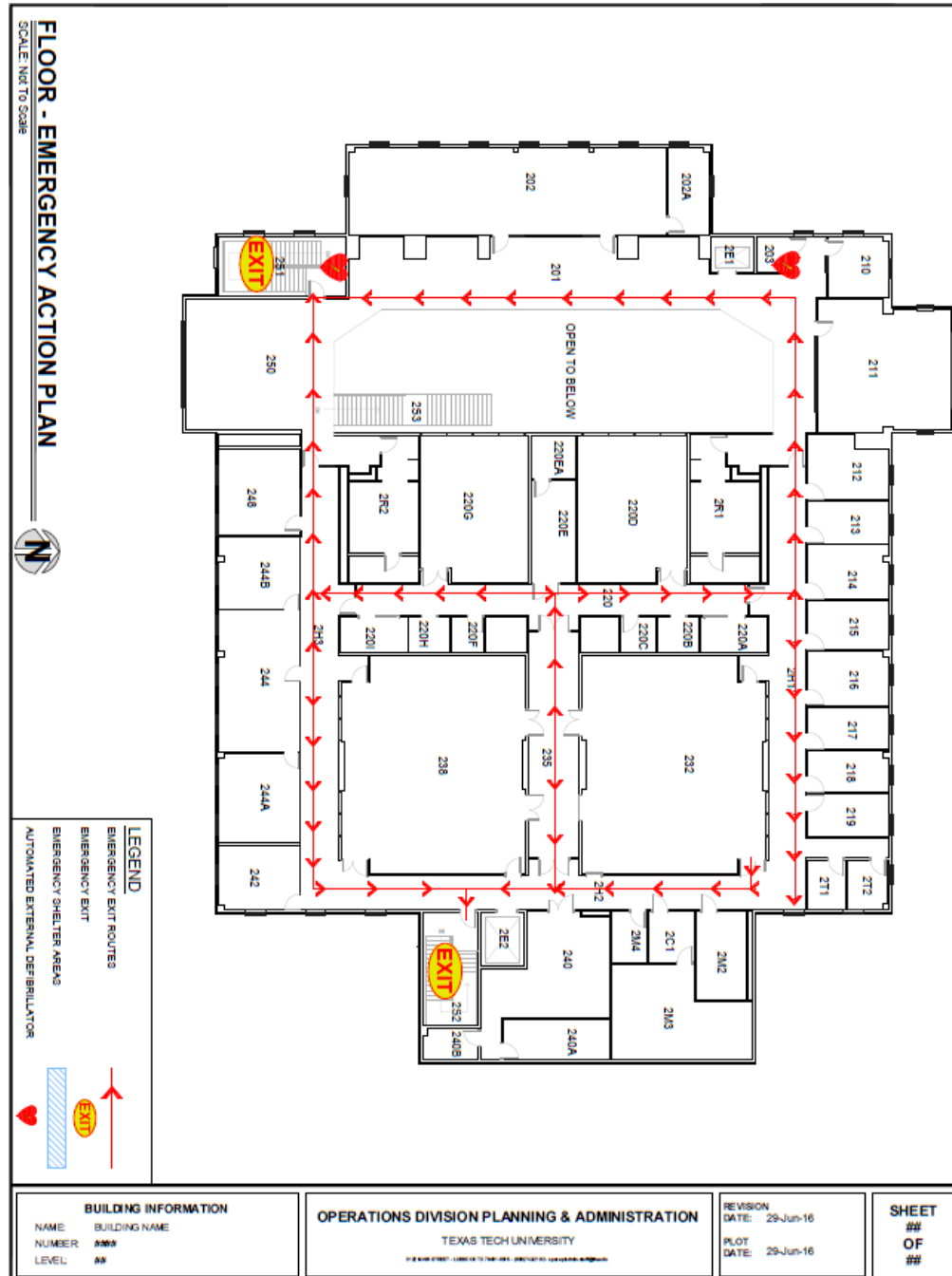
(Attachment A)



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Evacuation 2nd Floor

(Attachment A)



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DESIGNATED OUTDOOR SAFE MEET AREA (DOSMA) (Attachment B)



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CONTACTS

EMERGENCY	911
POLICE (NON-EMERGENCY)	806-742-3931
OPERATIONS	806-742-4677
FIRE MARSHAL	806-742-0145
EMERGENCY MANAGEMENT	806-742-3940
ENVIRONMENTAL HEALTH AND SAFETY	806-742-3876
RISK MANAGEMENT	806-742-0212
INFORMATION TECHNOLOGY	806-742-4357
BUILDING EMERGENCY MANAGER	806-773-8999 NATHAN STYLES
BEM (BACKUP)	806-789-0976 DAVID DORSETT
EMERGENCY ACTION COORDINATOR	806-778-9966 KEVIN FEHR
INNOVATION HUB	806-742-0024

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