

EMERGENCY ACTION PLAN

2026

TTU INNOVATION HUB AT RESEARCH PARK (0482)

3911 4TH 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

1. Call for help  Act fast and get help. • If the person is unresponsive, shout for help • <u>Call 911</u> • Ask someone to get an AED • If the person is not breathing normally, start CPR	2. Give compressions and breaths  Start CPR. • Hand position: Two hands centered on the chest • Rate of compressions: 30 chest compressions and 2 breaths, continue until help or an AED arrives • Use an AED as soon as one is available	3. Use the AED  When an AED arrives, use it immediately! • Turn on the AED and follow the prompts
--	--	---

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

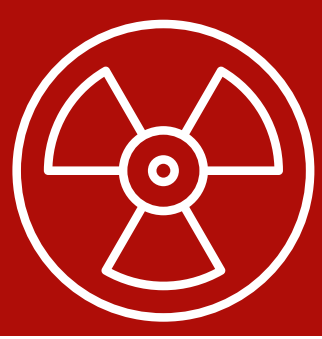
- If you suspect an active shooter, immediately dial 9-1-1.
- If under attack, follow Active Shooter Protocol AVOID-DENY-DEFEND.
https://www.depts.ttu.edu/ttpd/Active_Shooter.php
- Follow police orders & TechAlerts!



SUSPICIOUS MAIL

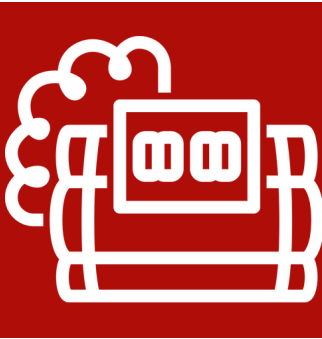
- If you see or receive a suspicious package, leave it where found and dial 9-1-1. Do not disturb or try to conduct any clean up. Keep the immediate area clear of others.
- Instruct people who have touched the package to wash hands with soap and water.
- Follow first responder's instructions.

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](#)

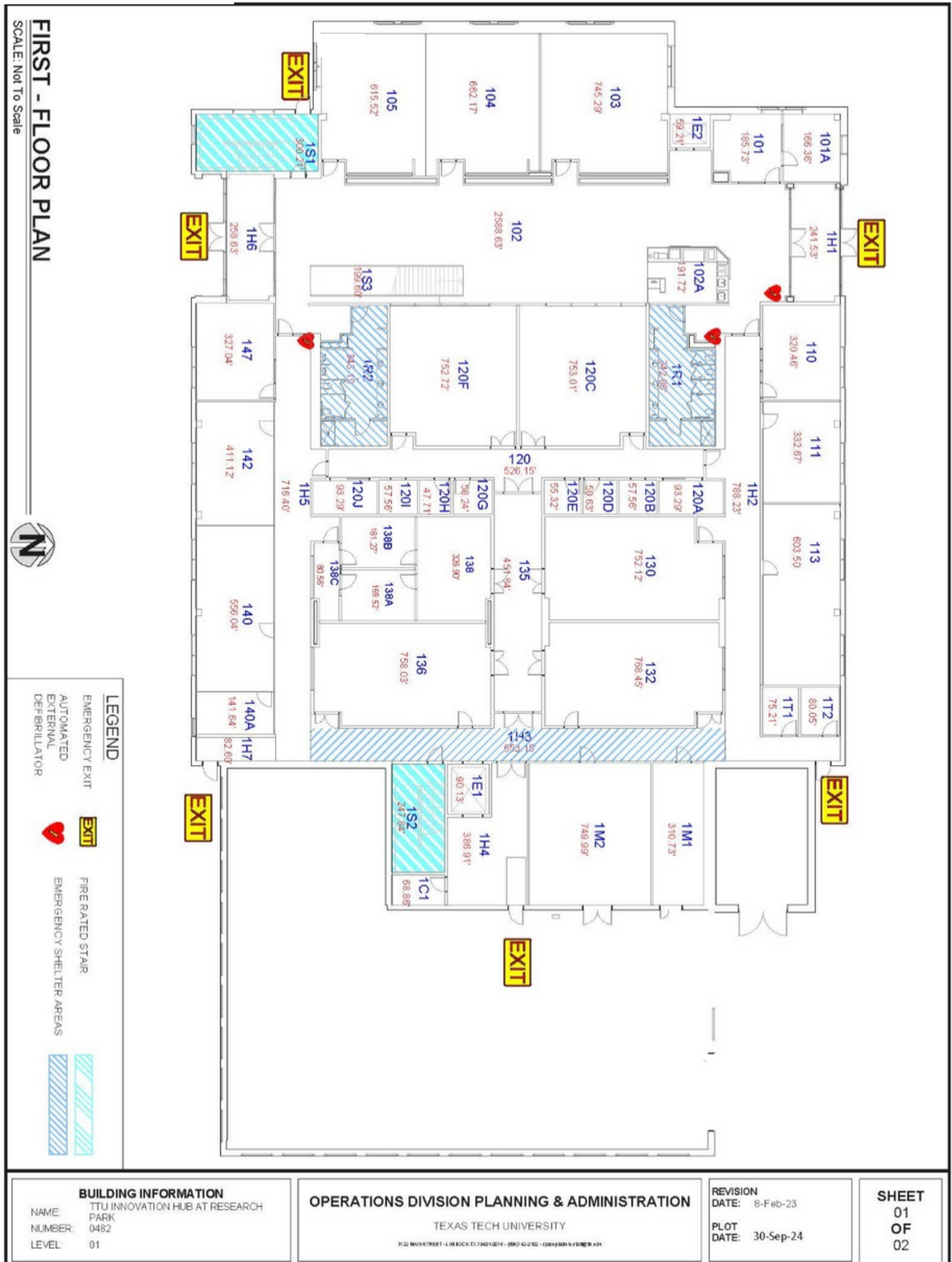


INFORMATION FOR PEOPLE WITH DISABILITIES

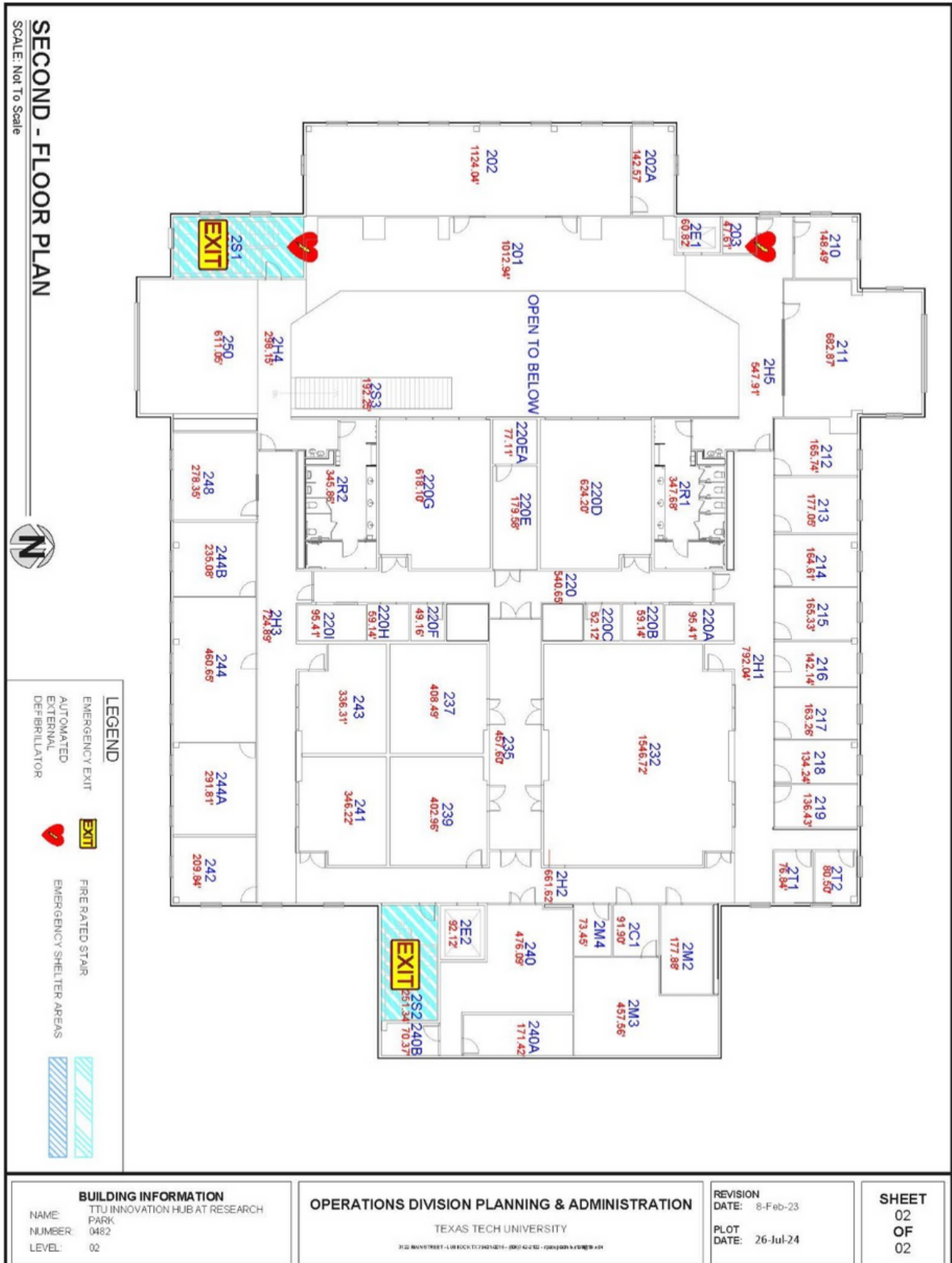
- If you cannot evacuate the building, go to the nearest Fire Rated Stairwell (see maps). Emergency responders will evacuate you from these areas (see maps).
- Make sure you know where the building's Fire Rated Stairwells are located and how to get to them. Make sure you tell first responders or your 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

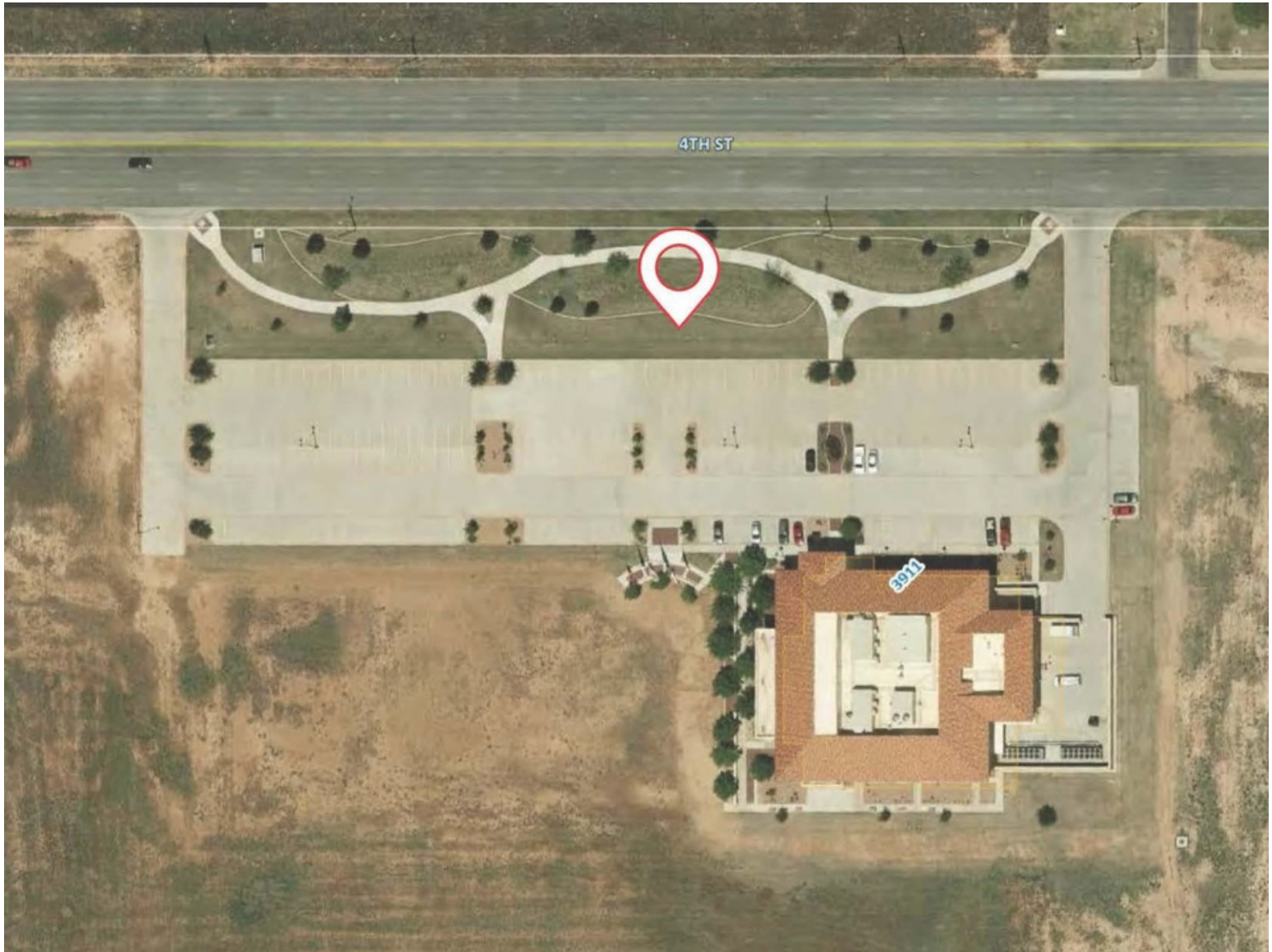
EVACUATION



EVACUATION



EMERGENCY ASSEMBLY POINT



EMERGENCY CONTACTS



EMERGENCY MANAGEMENT

—
TEXAS TECH
Administration & Finance
Safety & Security

EMERGENCYMGMT@TTU.EDU

806-742-3940