General:

The purpose of this plan is to assist in moving employees and/or visitors within the Texas Tech University (TTU) Mathematics Building to a safe location in the case of an emergency. This plan also serves to provide information for employees, students, visitors and first responder personnel to facilitate a rapid and efficient response to various types of emergency situations which may arise in or around the Mathematics Building. Some examples of serious hazards which might create an emergency include, but are not limited to:

- Fire
- Bomb Threat
- Flood
- Tornado
- Active Shooter/Armed Subject

Mathematics Building:

The TTU Mathematics Building is located near the center of the TTU academic campus. The building is bordered on the East by Memorial Circle; on the Northeast by the Communications Building; on the Northwest by the Experimental Sciences Building; on the Southwest by the Science Building; and on the South by the R-8 Parking Lot.

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

The building consists of three stories above ground level and a basement below ground level.

The Texas Tech Police Department (TTPD) has primary responsibility for response to public safety issues in and around the building.

Fire, hazardous material response, and emergency search and rescue services are provided by the City of Lubbock Fire Department.

The building has a fire alarm system.

There is public address capability in the building, accessible via the voice-mail telephone system (Feature-6-0).

Utilities for the building are managed and maintained through Texas Tech University Building Maintenance and Utilities, a division of the Texas Tech University Physical Plant.

Power for the building is provided by Lubbock Power and Light. The majority of the building is dependent on commercial power only.

The building population is made up of faculty, 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.
Aerial View of the Mathematics Building
Including Surrounding Sites

Areas:
Each area within the Mathematics Building shall ensure their employees have been fully informed of this plan, participate in drills, post any required documentation and assign Emergency Action Coordinators (EAC)s.

The following areas currently occupy the Mathematics building:

- Administrative offices on the second floor
- Faculty offices on the second and first floor
- Graduate student and instructor offices in the basement, first, second and third floor
- Classrooms in the basement and first floor
- Computer labs and research labs in the basement and on the first floor
- Space for tutorial activities on the first floor
- TexPREP offices in the basement
- Vietnam Center and Archive in the basement
Building Emergency Manager:

Kent Pearce (w: 806-742-2566/m: 806-438-1526 or kent.pearce@ttu.edu) to serve as the Building Emergency Manager (BEM) for the Mathematics Building. The BEM is expected to normally be available upon short notice during what are considered to be “normal” work hours for the Mathematics Building (typically, 8:00 a.m. to 5:00 p.m. Monday through Friday with the exception of holidays). If the BEM anticipates that he/she will be unavailable during these hours, he/she should notify the backup BEM.

The first backup to the primary BEM is Robert Byerly (806-742-2566 or robert.byerly@ttu.edu).

The second backup to the primary BEM is Deanna McKinin (806-742-2566 or deanna.mckinin@ttu.edu).

Outside of what are considered “normal” business hours the people identified below will assume the role of BEM and EAC for their respective areas:

- TTUCustodial Services – The Senior Custodian or Senior Lead Custodian assigned to the Mathematics Building
- TTU Building Maintenance, Construction and Utilities – Emergency Maintenance Desk
- TTU Office of the Provost – Dr. Robert Smith- 806-742-2184

In the event that none of the designated BEM’s are available the TTPD (9-9-1-1 or 9-1-1 or 806-742-3931) will coordinate the emergency action response.

Building Emergency Manager (BEM) Responsibilities:

- Develop an Emergency Action Plan for his/her building
- Assign personnel to perform various evacuation/sheltering functions
- Maintain an up to date copy of the Emergency Action Plan
- Train building occupants on the Emergency Action Plan
- Conduct periodic evacuation/sheltering drills
- Revise the Emergency Action Plan as necessary
- Coordinate the assignment and training of Emergency Action Coordinators
- Monitor a NOAA and Emergency Alert System radio

Emergency Action Coordinator (EAC) Responsibilities:

- Complete ICS 700 training – National Incident Management System (NIMS), an Introduction
- Complete CPR and AED training and maintain a current certificate. Recruiting an individual from your area to fulfill this responsibility is an option.
- If provided by your department, monitor a NOAA and Emergency Alert System radio.
  - For Custodial Services the monitoring will be done by the Custodial Services Radio Dispatcher (806-742-9777)
  - For Building Maintenance, Construction and Utilities (806-742-3328)
- Maintain a roster of individuals in your area which includes contact information to be used in the event of an emergency or crisis.
  - For Custodial Services the roster will be maintained by the Custodial Services Radio Dispatcher (806-742-9777)
  - For Building Maintenance, Construction and Utilities (806-742-3328)
- During an emergency or crisis account for all individuals in your area. Report the status to the Building Emergency Manager.
- Make certain you know the location of the nearest fire alarm pull station(s). If you see smoke, do not hesitate to pull the alarm.
- When the fire alarm sounds, quickly instruct persons in your area that this could be a dangerous situation and insist that they all calmly exit the building using the stairwells. Make certain that you are familiar with the emergency egress paths.
- Upon activation of the building alarm, designated staff members are responsible for ensuring that occupants with special evacuation needs are aware of the alarm condition and respond to their designated area of rescue. As the EAC you are responsible for assigning personnel to perform this function. If you have any employees, visitors or students in your area who might not be able to evacuate quickly, plans must be made in advance. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to an area of rescue on the same floor, in close proximity to an evacuation stairwell. Transporting of non-ambulatory or disabled individuals up or down stairwells should be avoided until the fire department (or other appropriately equipped first responder) has arrived. You need to notify the firemen (or other first responders) immediately of the person's location.
- Before you evacuate the building, if it does not put you in jeopardy, quickly walk through your area to check to see that everyone has left.

Attachment “E” contains the BEM & EAC assignments.

**Faculty Responsibilities:**

- Faculty members who teach evening classes or have other activities outside of what are considered to be “normal” working hours for the building will have to serve as their own EAC and should have this plan readily available.
- Faculty members are responsible for:
  - Notifying their EAC of students who require evacuation assistance.
  - Ensuring that students who require evacuation assistance report to their designated area of rescue.
  - Pointing out their building evacuation routes and emergency procedures to students at the beginning of each semester.

**EVACUATION**

In the event of an emergency that requires evacuation of the building (such as a fire, significant toxic gas release, explosion, etc.), first:

**Rescue:** Try to rescue any personnel in immediate danger if it does not put you in imminent danger.

**Alarm:** Activate the building fire alarm (by pulling a fire alarm pull station) and/or call 9-9-1-1 or 9-1-1 or 806-742-3931. All of the fire alarm pull stations are labeled. If you talk with a 911 operator, state your name, address, and nature of the problem. Speak slowly and clearly. Wait for the dispatcher to hang up before you hang up.

**Confine:** Close all doors, windows, and other openings that would aid in the spread of fire or toxic fumes.

**Evacuate:** Evacuate the building.

When evacuating the building, leave by the nearest staircase. **DO NOT** use the elevators unless under police or fire department supervision. Floor plans are posted at various areas around the building for route of quickest egress.
Assemble at your Designated Outdoor Safe Meet Area (DOSMA) for a head count conducted by your EAC. The DOSMA areas are indicated on Attachment “A”. The EAC should quickly identify any individuals whom they suspect might still be in the building and immediately alert the BEM who will notify the Incident Commander. The BEM should also make sure that the TTPD and the Texas Tech Fire Safety personnel present at the command post are made aware of this information.

**Persons With Disabilities** - If an occupant with a disability is unable to exit the building unassisted, the EAC must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to an area of rescue on the same floor, in close proximity to an evacuation stairwell.

**FIRE:**
In the event that a fire is detected or suspected, all occupants of the building should immediately evacuate. Even if one strongly believes the alarm might be false, Texas Tech and the fire department assume that every event is real. If the fire alarm has not sounded, the nearest fire alarm pull station should be activated.

**Lubbock Fire Department (LFD) Response:**
The LFD will normally stage the responding fire apparatus on the streets bordering the Mathematics Building.

The BEM and EACs shall ensure that all of their personnel are safely outside the parameters of the emergency response operational areas. In most cases this will be your DOSMA.

These streets include Memorial Circle to the East; and the R-8 Parking Lot on the South.

The LFD response will include an “Incident Commander” and an “Incident Command Vehicle” (usually an SUV type vehicle). The vehicle can be identified by the markings of “Command” on the sides of the vehicle and by a small green light atop the vehicle. The Incident Commander can normally be located in or near the Incident Command Vehicle.

**The Incident Commander is in charge of all aspects of the incident response.** The designated BEM will work in close coordination with the Incident Commander and should be readily available to assist the Incident Commander at all times, if needed.

**BOMB THREAT:**
All bomb threats should be taken seriously and staff members should be familiar with the recommended procedures for handling and processing a bomb threat that is called into their office:

- Remain calm
- Keep caller on the phone
- Write down the time of the call
- Obtain as much information as possible
- Complete a Bomb Threat Checklist (See Attachment “B”)
- Do your best to obtain at least:
  - Device Location
  - Type of Device
  - Detonation Time
- Notify Authorities Immediately
Attachment “B” contains the **Bomb Threat Questionnaire (BTQ)**. Copies of the **BTQ** should be readily available at all primary telephone answering points.

In the event that a bomb threat has been received **and** the Texas Tech Police or other public safety official has contacted the BEM and notified them that evacuation of the building is necessary, the BEM will either:

- Direct that the fire alarm be activated
- Request activation of the **TTUAlert** emergency notification system for the “Mathematics Building”
- Otherwise notify the EACs to initiate an evacuation of the building.

Once an evacuation order has been issued, all occupants of the building must evacuate immediately. Unless directed otherwise you should evacuate and report to your DOSMA. At their discretion, public safety emergency responders may request that you move further away from the building.

**FLOOD:**
The most likely cause of accidental flooding in the building would be from ruptured water pipes. In the event that flooding is detected, complete or partial evacuation of the building should be accomplished by following the evacuation instructions of the BEM and the EAC’s.

**TORNADO:**
If a tornado warning is officially issued for Lubbock County the BEM will immediately advise building occupants to take shelter. The preferred location is the basement.

**Warnings:**
The need to shelter in the event of a tornadic storm threatening TTU may be received via one or more of the following means:

- Texas Tech outdoor tornado warning sirens. The closest one to the Mathematics Building is situated atop the Chemistry Building.
- If practical, the TTPD will augment the outdoor tornado sirens through the use of the “HI-LO” siren tone and the public address systems on TTPD vehicles.
- The **TTUAlert** emergency notification system
- NOAA weather radio (The **Specific Area Message Encoder (SAME)** for Lubbock County is 048303
- Emergency Alert System (EAS) Radio
- Local media outlets (TV, Radio)
- Co-occupants of the building

**Safe Sheltering:**
The Mathematics Building has basement space. These areas will provide the safest shelter should the building take a direct hit by a tornado.

The designated tornado safe sheltering areas are indicated by **GREEN** shading on the building floor plans, **Appendix C-0**. The basement can be accessed via the stairways labeled with **GREEN ARROWS** on **Appendix C-0**.
ACTIVE SHOOTER/ARMED SUBJECT:
If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact Texas Tech Police at 9-9-1-1 or 9-1-1 or 806-742-3931.

If the armed subject is outside the building:
- Turn off all the lights and close and lock all windows and doors.
- If you can do so safely, get all occupants on the floor and out of the line of fire.
- Move to a core area of the building if safe to do so and remain there until an “all clear” instruction is given by an authorized voice.
- If you do not trust the voice that is giving the instruction, you should not change your status.
- Unknown or unfamiliar voices that cannot be verified as being that of a trusted official may be misleading and designed to give false assurances.

If the armed subject is inside the building:
- If it is possible to flee the area safely and avoid danger, do so.
- Contact Texas Tech Police at 9-9-1-1 or 9-1-1 or 806-742-3931 with your location if possible.
- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- If you have students or visitors in your office/area get them on the floor and out of the line of fire.
- Wait for the “all clear” instruction from the Texas Tech Police.

If the armed subject comes into your office or classroom:
- There is no one procedure that we can recommend in this situation.
- Attempt to get the word out to other staff if possible and call the Texas Tech Police at 9-9-1-1 or 9-1-1 or 806-742-3931 if that seems practical.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual(s).
- Attempting to overpower the armed subject with force is a last resort that should only be initiated in the most extreme circumstances and only when you feel you have no other option.
- Remember, there may be more than one active armed subject.
- Wait for the “all clear” instruction from the Texas Tech Police.
- Be careful not to make any changes in the scene of the incident since law enforcement authorities will be conducting an investigation of the area later.
- In case you must flee, do not go to your DOSMA. Get as far away from the shooting scene as practical and contact authorities.

Additional strategies that may prove to be helpful in negotiations with an active shooter/armed subject are contained in Attachment “D“Safety Protocol: Disruptive Individuals” and at http://www.depts.ttu.edu/ttpd/cp_tips.php#ActiveShooter

SHELTERING IN PLACE
"Shelter-in-place" means selecting an interior room or rooms within the building, or ones with no or few windows, and taking refuge there until given formal instruction that it is safe to leave.

In any emergency, our local authorities may or may not immediately be able to provide information on what is happening and what you should do. In these instances you must use available information to assess the situation. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to "shelter-in-place."

Chemical, biological, or radiological contaminants may be released into the environment in such quantity and/or proximity to the Mathematics Building that may dictate that it is safer to remain in the building rather than to evacuate. Such releases may be either accidental or intentional.
If you should need to shelter in place, write down the names of everyone in the room, call your BEM and report who is in the room with you, and their affiliation with TTU (faculty, staff, student, or visitor.). Unless there is an imminent threat, ask employees and visitors in your room to call their emergency contact (e.g. designated family member) to let them know where they are and that they are safe.

You should watch TV, listen to the radio, or check the Internet often for information or official instructions as it becomes available. If you are specifically told to evacuate or seek medical treatment, do so immediately.

Continue to listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate.

**Social Distancing, Self Shielding and “Snow Days”:**
Should the threat of a pandemic and/or other infectious disease threaten TTU, we may institute emergency actions procedures for “social distancing”, “self shielding”, or implementation of “snow days”. The need for social distancing will normally be known well in advance and will allow some time to prepare. Your area administrators and your EAC’s will provide you with specific instructions during times when social distancing is required.

Simple definitions of these terms are:

- **Social Distancing:** Refers to measures such as enforcement of the three (3) foot personal space rule or the postponement of special events or classes to decrease the frequency of contact among people in order to mitigate the spread of communicable diseases.

- **Self Shielding:** Self-imposed exclusion from infected persons or those perceived to be infected.

- **Snow Days:** A form of temporary closure where everyone is asked to stay at home.

**MEDICAL EMERGENCIES**
Emergency Medical Services as a general rule are provided by University Medical Center Emergency Medical Services (EMS). EMS should be summoned by dialing **9-9-1-1 or 9-1-1 or 806-742-3931**.

All Emergency Action Coordinators (or in the case of Custodial Services – all Custodial Services Supervisors) should be trained and certified in CPR and AED.
Appendix A

DOSMAs

Aerial View of the Mathematics Building
Attachment B

Telephone Bomb Threat Questionnaire

Telephone Bomb Threat Questionnaire

Line call received on: ___________________________ Date call received: ___________________________

Time received: ___________________________ Time terminated: ___________________________

Exact words of caller: ___________________________

Ask the caller the following questions:

What time is the bomb set to explode? ___________________________

Where is it located? ___________________________

What kind of bomb is it? ___________________________

What does the bomb look like? ___________________________

What will cause it to explode? ___________________________

Did you personally place the bomb? ______________ Why did you place it? ___________________________

What is your name? ___________________________

What is your address? ___________________________

Description of voice (circle all that apply): Male/Female Calm/Nervous

Young/Old High/Low Raspy Accent (describe)

Unique speech characteristics, e.g. impediments (stammer, etc.), repetition, fast or drawn out:

Unusual words or phrases:

Did you recognize the voice? ______________ Who do you think it was? ___________________________

Background noise (circle): Music Traffic Bells Whistles Horns

Boats Aircraft Machinery Other (describe): ___________________________

Did the caller have knowledge of the facility? ______________ Explain: ___________________________
Attachment C-0

Mathematics Building Floor Plans - Basement
Attachment C-1

Mathematics Building Floor Plans – First Floor
Appendix D

Disruptive Individuals on Campus Response Protocol

Disruptive Individuals on Campus Response Protocol

1. Who is a disruptive individual?
   - An individual who makes threats of physical harm to you, others, or themselves.
   - An individual who has a weapon. Refer to active shooting/armed subject protocol.
   - An individual who behaves in a bizarre manner or exhibits unstable behavior patterns.
   - The individual who appears to be intoxicated or under the influence of a controlled substance.

2. What action should I take?
   - Contact TTPD at 743-2000 or 9-911
   - Give your name and campus location with a brief explanation of the situation.
   - Take note of the individual’s age, personal appearance, clothing, vehicle or any other information that would help identify the individual.

3. Express your authority with non-verbal cues:
   - Sit or stand erect
   - Square your shoulders
   - Smile and make eye contact
   - Speak clearly and distinctly
   - Maintain a constant voice volume— not too loud

4. Cues to avoid:
   - Do not touch your face
   - Observe the individual’s personal space— do not stand too close
   - Do not touch the person
   - Do not slouch, glare or sigh at the individual

5. Anger management tactics:
   - Get their attention: Use their name, ask them to sit down
   - Acknowledge their feelings: Paraphrase what they say so they will know you are listening
   - Get them moving: Offer a chair, move them to a private area if possible
   - Offer assistance: Use the word “we” to include them in the solution process
   - Tell them exactly what you can do for them and when
   - Offer an alternative if appropriate
   - Advise co-workers of the potential problem if possible
   - Call for aid immediately if you sense the situation is getting out of hand
### Apendix E

#### EAC & BEM Assignments

<table>
<thead>
<tr>
<th>Floor</th>
<th>Type</th>
<th>Area</th>
<th>Coordinator Name</th>
<th>Phone</th>
<th>Alternate Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASEMENT</td>
<td>EAC</td>
<td>BASEMENT--VIETNAM CENTER &amp; ARCHIVE</td>
<td>KATRINA JACKSON</td>
<td>806-742-3742</td>
<td></td>
</tr>
<tr>
<td>BASEMENT</td>
<td>EAC</td>
<td>FIRST FLOOR EAST &amp; BASEMENT EAST</td>
<td>COLLIN SMITH</td>
<td>806-742-2566</td>
<td>806-438-5140</td>
</tr>
<tr>
<td>FIRST FLOOR</td>
<td>EAC</td>
<td>FIRST FLOOR WEST &amp; BASEMENT WEST</td>
<td>MICHAEL KACAL</td>
<td>806-742-2566</td>
<td>806-281-8041</td>
</tr>
<tr>
<td>SECOND FLOOR</td>
<td>BEM</td>
<td>SECOND FLOOR SOUTH</td>
<td>DEANNA McKININ</td>
<td>806-742-2566</td>
<td>806-674-1693</td>
</tr>
<tr>
<td>SECOND FLOOR</td>
<td>BEM</td>
<td>SECOND FLOOR NORTH</td>
<td>ROBERT BYERLY</td>
<td>806-742-2566</td>
<td>806-786-7561</td>
</tr>
<tr>
<td>THIRD FLOOR</td>
<td>BEM</td>
<td>SECOND FLOOR EAST &amp; THIRD FLOOR</td>
<td>KENT PEARCE</td>
<td>806-742-2566</td>
<td>806-438-1526</td>
</tr>
</tbody>
</table>
ACRONYMS USED IN THE  
TEXAS TECH UNIVERSITY MATHEMATICS BUILDING  
EMERGENCY ACTION PLAN

AED(s)  Automated External Defibrillator(s)  
Additional information can be found at:  
http://www.texastech.edu/System/riskmang/PolicyProcedures.pdf  
http://www.texastech.edu/riskmang/heartfirst_placements_ttu.aspx

BEM  Building Emergency Manager

BTQ  Bomb Threat Questionnaire  
Form available at:

CPR  Cardiopulmonary resuscitation  
Additional information can be found at:

DDC  Disaster District Committee (State of Texas)  
Additional Information can be found at:  

DOSMA(s)  Designated Outdoor Safe Meeting Area(s)

EAC  Emergency Action Coordinator

EAP  Emergency Action Plan

EAS  Emergency Alert System  
Additional information can be found at:  
http://www.fcc.gov/cgb/consumerfacts/eas.html

EMS  Emergency Medical Services

IS–700  Independent Study Course # 700 – National Incident Management System, An  
Introduction  
Additional information can be found at:  
http://training.fema.gov/emiweb/is/is700.asp

LFD  Lubbock Fire Department

NOAA  National Oceanic and Atmospheric Administration  
Additional information can be found at:  
http://www.noaa.gov/

SAME  Specific Area Message Encoder  
Additional Information can be found at:  
http://www.weather.gov/nwr/CntyCov/nwrTX.htm

TTPD  Texas Tech Police Department  
http://www.depts.ttu.edu/ttpd/

TTU  Texas Tech University  
http://www.ttu.edu/

TTUAlert  Texas Tech Emergency Mass Messaging System  
Additional information can be found at:  
http://www.depts.ttu.edu/communications/emergency/  
https://appserv.itts.ttu.edu/EmergencyAlert/

TTUEMP  Texas Tech University Emergency Management Plan

TTUEOC  Texas Tech University Emergency Operations Center

TTUS  Texas Tech University System  
http://www.texastech.edu/chancellor/