TEXAS TECH UNIVERSITY
The Institute of Environmental & Human Health
Emergency Action Plan

Ryan Bounds  

2015

General:
The purpose of this plan is to assist in moving employees and/or visitors within The Institute of Environmental & Human Health (TIEHH) 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 that may arise in or around the Administration building. Some examples of serious hazards that might create an emergency include, but are not limited to:

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

Building 555:
The TIEHH building 555 is located at Reese Technology Center. The building’s physical address is 1207 Gilbert Drive.

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

The building consists of one story above ground level. There is no basement below ground level.

The Lubbock County Sheriffs Office (LSO) 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.

The building has a security system.

There is public address capability in the building.
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 South Plains Electric Cooperative (SPEC). 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.

**Areas:**
Each area within the Administration 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 TIEHH building:
- TIEHH
- TTU Information Technology (High Performance Computing)
- TTU Custodial Services

In addition to those “areas” listed above, the following area may routinely access the TIEHH building outside of “normal” business hours:
- TTU Building Maintenance, Construction and Utilities

**Building Emergency Manager:**
Ryan Bounds (806-470-7116 or Ryan.Bounds@ttu.edu) is to serve as the Building Emergency Manager (BEM) for the TIEHH building. The BEM is expected to normally be available upon short notice during what are considered to be “normal” work hours for the Administration 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 Jerry Cowen (806-773-8541)

The second backup to the primary BEM is Stephanie Presley (806-834-8828 or Stephanie.Presley@ttu.edu)

During an after-hours event, or if none of the designated BEM’s are available the TTPD (9-9-1 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 that 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 nearest exit. 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 that might not be able to evacuate quickly, plans must be made in advance.

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.

**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. 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 exit. 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.

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 assumes 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 TIEHH Building. These streets include Gilbert Drive to the North; 11th Drive to the East; Davis Drive to the West, and Hoover Drive on the South.

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.

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

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
or
- Request activation of the TTUAlert emergency notification system for the “TIEHH Building” or
- 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.

**Sheltering**

**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 center rooms of the building.

**Warnings:**

The need to shelter in the event of a tornadic storm threatening TIEHH/Reese Center may be received via one or more of the following means:

- The **TTU Alert** emergency notification system
- NOAA weather radio (The **Specific Area Message Encoder (SAME)**) for Lubbock County is 049303
- Emergency Alert System (EAS) Radio
- Local media outlets (TV, Radio)
- Co-occupants of the building

**Safe Sheltering:**

The TIEHH building has multiple rooms in the center of the building (including break room, restrooms, conference rooms, student library, mail/copy room). 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 BLACK dots on the building floor plans.

**Active Shooter/Armed Subject:**

If you witness any armed individual at TIEHH at any time or if an individual is acting in a hostile or belligerent manner, immediately contact Police at **9-9-1-1** or **9-1-1**.

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 Police at **9-9-1-1** or **9-1-1** 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 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 Police at **9-9-1-1** or **9-1-1** 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 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”.

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 TIEHH 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.

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

**AED's**
Texas Tech has an AED action plan which carries the designation of *HeartFirst*. There is one AED available for use in the TIEHH Building. It is located by the front restrooms.
Each color-coded section of the building is assigned to a different EAC for evacuation procedures.