



TEXAS TECH UNIVERSITY

Electrical Engineering Building

Emergency Action Plan

May 2008

General:

The purpose of this plan is to assist in moving employees and/or visitors within the Texas Tech University (TTU) Electrical Engineering 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 Electrical Engineering 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

Electrical Engineering Building:

The TTU Electrical Engineering building is located in the Engineering key of the TTU campus. The building is bordered on the North by the Engineering center; on the East by Boston Avenue; on the South by the Discovery Mall and on the West by the R04 parking lot and Canton Avenue.

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 Electrical Engineering 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 Electrical Engineering building:

- Department of Electrical and Computer Engineering
- Engineering Technology Lab
- Program for Semiconductor and Product Engineering (PSPE) and Advanced Electronic Systems Engineering (AESE) Lab.
- Center for Pulsed Power and Power Electronics.
- Computer Vision and Image Analysis Lab.
- Microwave Lab.
- Neuroimaging, Cognition, and Engineering Lab.
- FIRST and GEAR Robotics Lab.
- Computer Vision and Image Processing.

In addition to those “areas” listed above, the following areas may routinely occupy the Electrical Engineering building outside of “normal” business hours:

- TTU Custodial Services
- TTU Building Maintenance, Construction and Utilities
- Various TTU academic departments

Building Emergency Manager:

Miguel Hinojosa (806-742-3533 or miguel.hinojosa@ttu.edu) is to serve as the **Building Emergency Manager (BEM)** for the Electrical Engineering building. The **BEM** is expected to normally be available upon short notice during what are considered to be “normal” work hours for the Electrical Engineering 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 **Brian Nutter (806-742-3533 or brian.nutter@ttu.edu)**

The second backup to the primary **BEM** is **Tom Heisey (8067423533 or tom.heisey@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:

- TTU Custodial Services – The Senior Custodian or Senior Lead Custodian assigned to the Electrical Engineering building
- TTU Building Maintenance, Construction and Utilities – Emergency Maintenance Desk
- Dean’s Office – Dr. Richard Gale – (806)742-3451

In the event that none of the designated **BEM's** are available the **TTPD (9-9-1-1 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.

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 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 Electrical Engineering 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 Boston Avenue to the East; Discovery mall to the South, and Canton Avenue and R-04 parking lot to the West.

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
or
- Request activation of the **TTU Alert** emergency notification system for the "Administration 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 flooding in the building would be from ruptured water pipes or from the clogging of the drainage system in basement area. 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 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 ones to the Electrical Engineering Building are situated atop the Industrial Engineering and Chemistry Buildings.
- 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 **TTU Alert** 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 Electrical Engineering building has basement space underneath the North wing of the building. This area will provide the safest shelter should the building take a direct hit by a tornado.

The designated tornado safe sheltering area is indicated by **GREEN** shading on the building floor plans. The basement can be accessed only via the stairways labeled with **GREEN ARROWS** on "Attachments **C-1 through C-4**".

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**.

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** 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** 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/tpd/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 Electrical Engineering 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**.

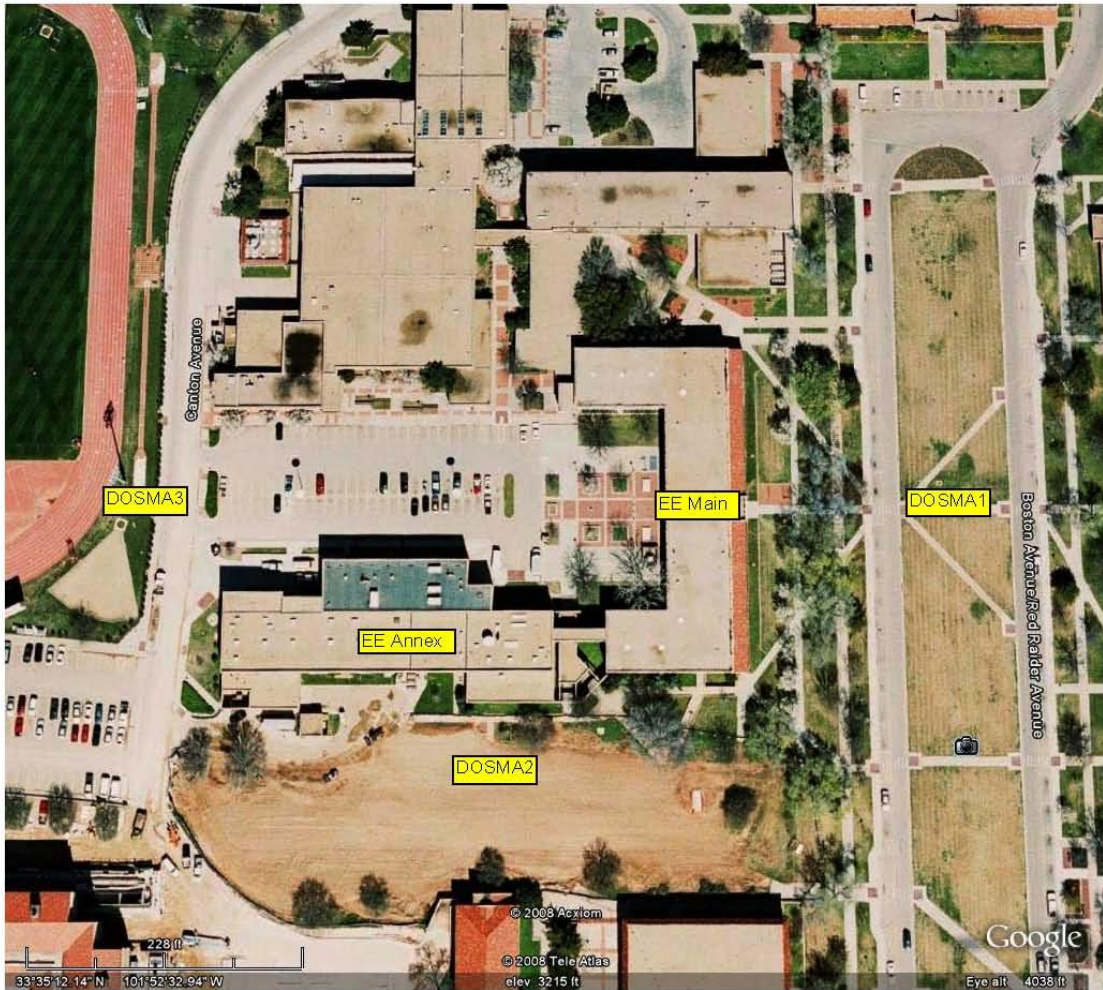
All Emergency Action Coordinators (or in the case of Custodial Services – all Custodial Services Supervisors) should be trained and certified in CPR and AED.

AED’s

Texas Tech has an AED action plan which carries the designation of **HeartFirst**. There are two AED’s available for use in the Electrical Engineering Building. Their locations are designated on the building floor plans (Attachments “**C-1 through C-4**”) with a **RED STAR**. Attachment “**E**” is a list of our building staff members trained in the use of the AED’s.

**Attachment A:
Designated Outdoor Safe Meet Area (DOSMA)**

Aerial View of the Electrical and Computer Engineering 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? _____

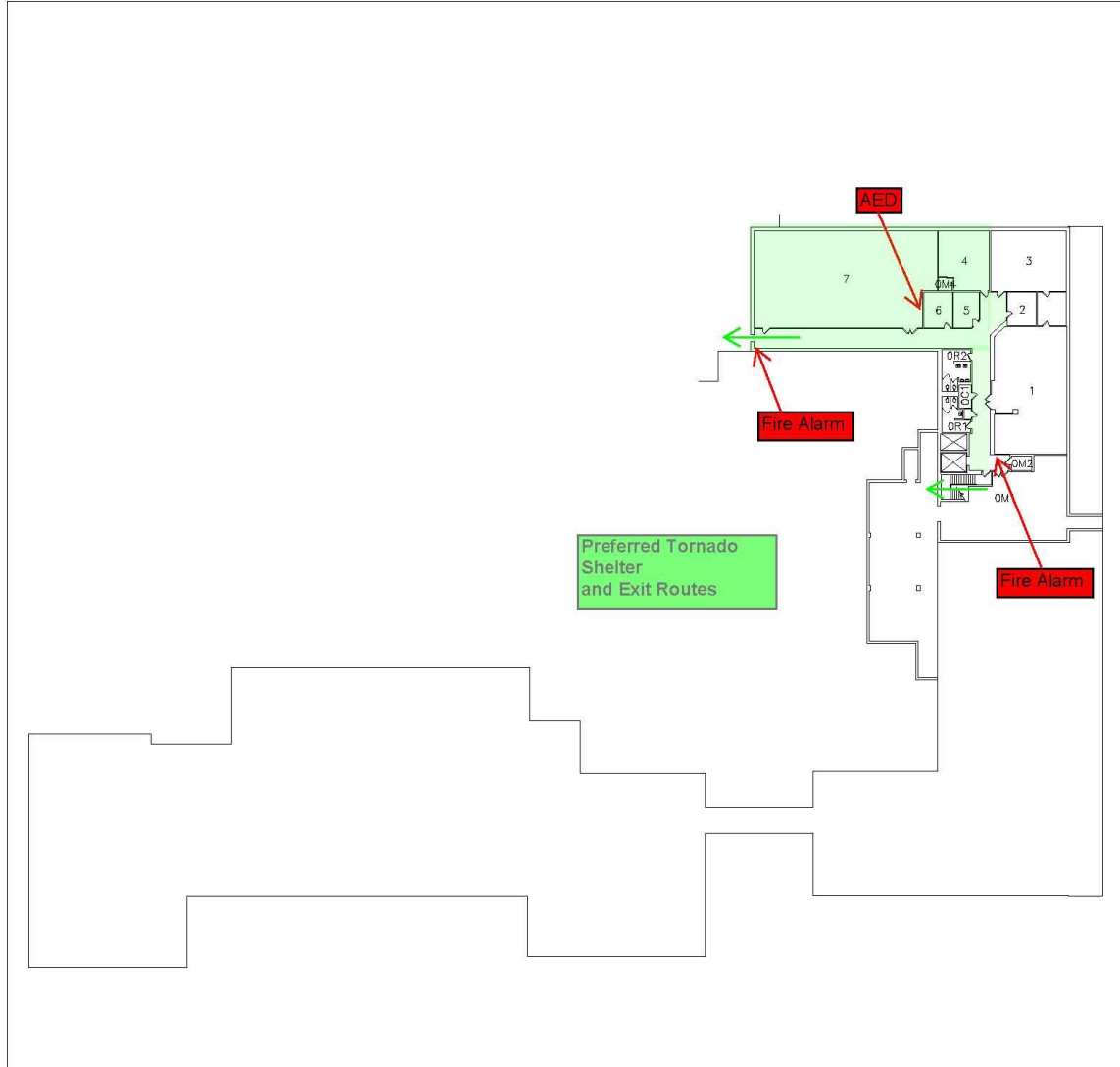
Background noise (*circle*): Music Traffic Bells Whistles Horns
Boats Aircraft Machinery Other (*describe*): _____

Did the caller have knowledge of the facility? _____ Explain: _____

Attachment C:
Electrical Engineering Building Floor Plans.

DATE PRINTED:


DWG LOCATION:



BASEMENT-FLOOR PLAN

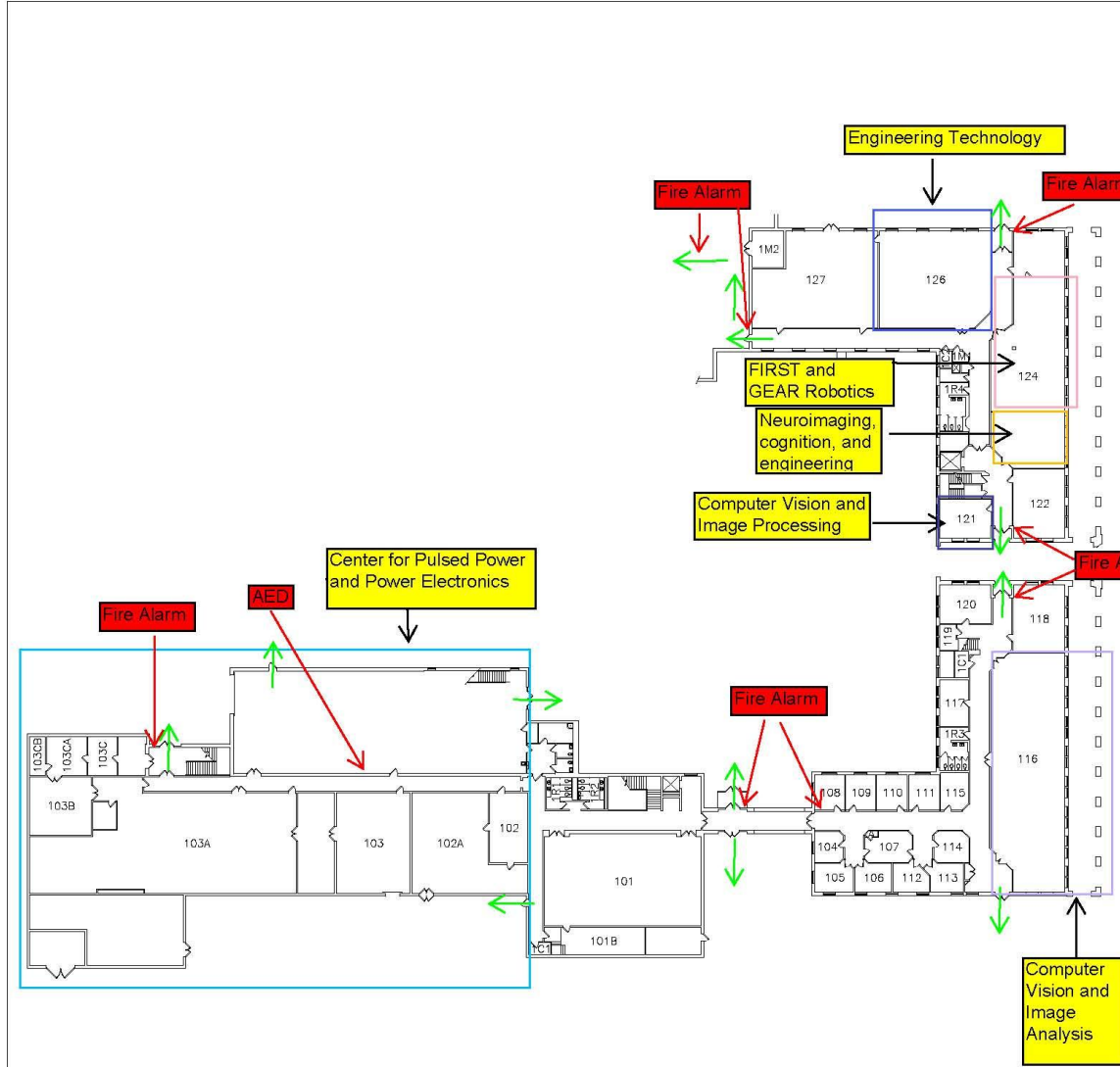
SCALE: 1" = 60'-0"



SHEET A-1 OF 03	TEXAS TECH UNIVERSITY ELECTRICAL ENGINEERING 910 ENGINEERING KEY	PROJECT MANAGER:	
	Physical Plant Engineering Services Physical Plant Building - Suite 3 Texas Tech University (P) (806) 742-2761 (F) (806) 742-0147	Mailing Address: PO BOX 43142 LUBBOCK, TX 79409 on campus: MS3142	
DATE: 08/09/07			
REVISIONS:			

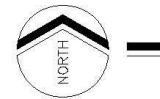
DATE PRINTED:

DWG LOCATION:



FIRST FLOOR—FLOOR PLAN

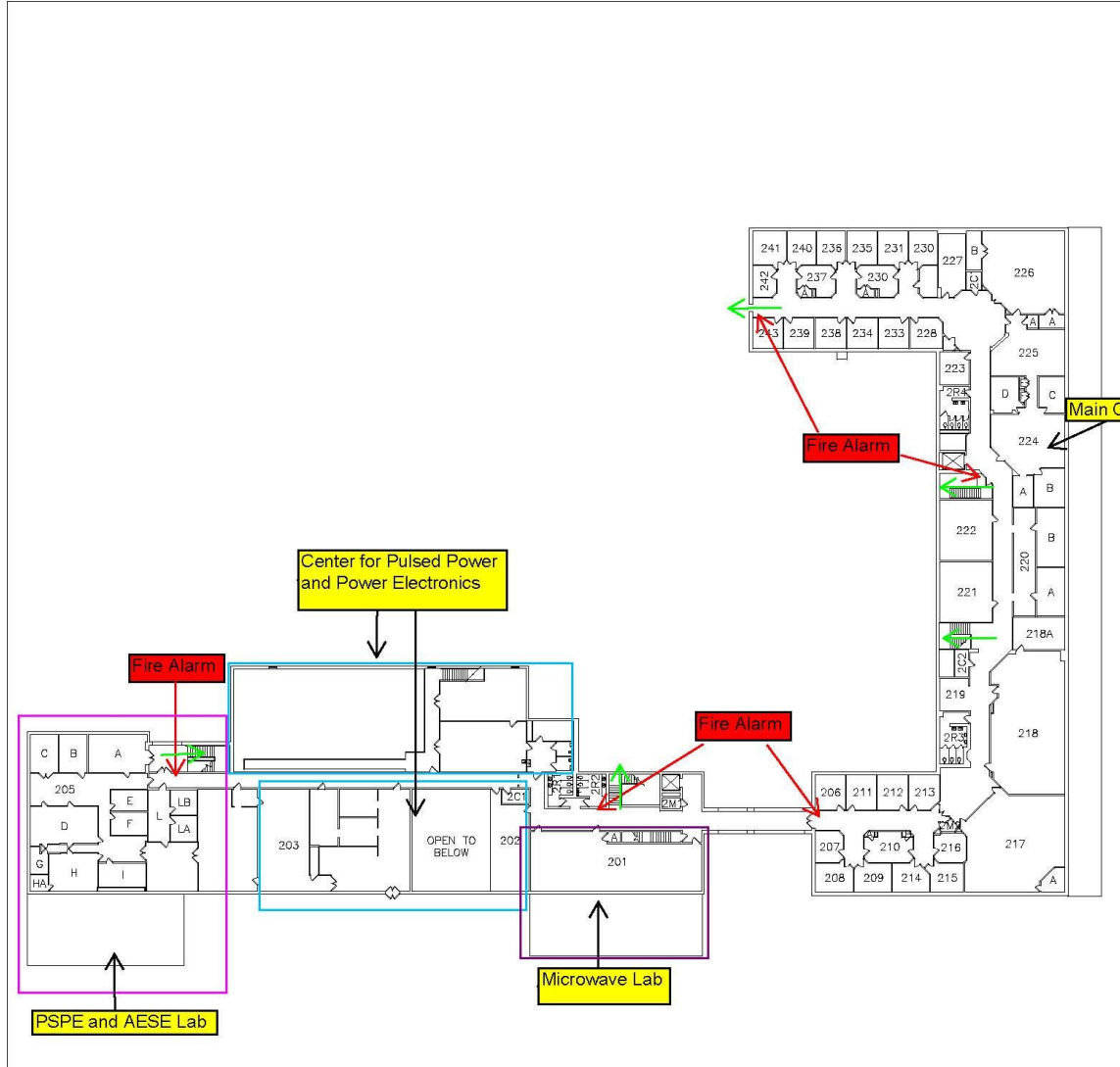
SCALE: 1" = 60'-0"



SHEET A-2 OF 03	TEXAS TECH UNIVERSITY ELECTRICAL ENGINEERING 910 ENGINEERING KEY	PROJECT MANAGER:	
	Physical Plant Engineering Services Physical Plant Building - Suite 3 Texas Tech University (P) (806) 742-2761 (F) (806) 742-0147	Mailing Address: PO BOX 43142 LUBBOCK, TX 79409 on campus: MS3142	
DATE: 08/09/07			
REVISIONS:			

DATE PRINTED:

DWG LOCATION:



SECOND FLOOR—FLOOR PLAN

SCALE: 1" = 60'-0"



SHEET A-3 OF 03	TEXAS TECH UNIVERSITY ELECTRICAL ENGINEERING 910 ENGINEERING KEY	PROJECT MANAGER:	
	Physical Plant Engineering Services Physical Plant Building - Suite 3 Texas Tech University (P) (806) 742-2761 (F) (806) 742-0147	Mailing Address: PO BOX 43142 LUBBOCK, TX 79409 on campus: MS3142	
DATE: 08/09/07			
REVISIONS:			

Attachment D:
Disruptive Individuals on Campus
Response Protocol



Texas Tech University
Texas Tech University Health Sciences Center
Texas Tech Police Department

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

Attachment E:
Emergency Action Coordinators.

Floor	Type	Area	Coordinator Name	Coordinator Phone	Alternate Phone
BASEMENT	BEM	BASEMENT, FIRST AND SECOND FLOORS	MIGUEL HINOJOSA	806-742-3533	806-535-3638
SECOND FLOOR	BEM	BASEMENT, FIRST AND SECOND FLOORS	BRIAN NUTTER	806-742-3533	
SECOND FLOOR	BEM	BASEMENT, FIRST AND SECOND FLOORS	THOMAS HEISEY	806-742-3533	
SECOND FLOOR	EAC	BASEMENT, FIRST AND SECOND FLOORS	JACKIE CHARLEBOIS	806-742-3533	

Attachment F:
Departmental Roster

Attachment G:
Acronyms

**ACRONYMS USED IN THE
TEXAS TECH UNIVERSITY ELECTRICAL ENGINEERING BUILDING
EMERGENCY ACTION PLAN**

AED(s)	Automated External Defibrillator(s) Additional information can be found at: http://www.texastech.edu/System/riskmang/heartfirst.html http://www.texastech.edu/System/riskmang/PolicyProcedures.pdf
BEM	Building Emergency Manager
BTQ	Bomb Threat Questionnaire Form available at: http://www.dhs.state.or.us/admin/hr/safety/docs/questionnaire.pdf
CPR	Cardiopulmonary resuscitation Additional information can be found at: http://www.redcross.org/services/hss/courses/quiz.html
DDC	Disaster District Committee (State of Texas) Additional Information can be found at: http://www.txdps.state.tx.us/dem/documents/statelocalhsemorgsV4.doc ftp://ftp.txdps.state.tx.us/dem/texas_disaster_districts_010908.pdf
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/
Red Alert	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/
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/
TTUEMP	Texas Tech University Emergency Management Plan
TTUEOC	Texas Tech University Emergency Operations Center
TTUS	Texas Tech University System
	http://www.texastech.edu/chancellor/
TTUSEDOPSEM	Texas Tech University System Executive Director of Public Safety and Emergency Management

**Attachment H:
Additional Resources**

TEXAS TECH UNIVERSITY

EMERGENCY ACTION PLAN

ADDITIONAL RESOURCES

- ✦ **Texas Tech University Emergency Management Plan**
- ✦ **Suspending Classes and Closing Offices in Severe Weather or Energy Curtailment Emergency Situations - Texas Tech University Operating Policy and Procedure**
<http://www.depts.ttu.edu/opmanual/OP10.03.pdf>
- ✦ **Fire Safety Program - Texas Tech University Operating Policy and Procedure**
<http://www.depts.ttu.edu/opmanual/OP60.12.pdf>
- ✦ **Bloodborne Pathogen Protection Program - Texas Tech University Operating Policy and Procedure:**
<http://www.depts.ttu.edu/opmanual/OP60.24.pdf>
- ✦ **Interior Signs on Buildings and Facilities - Texas Tech University Operating Policy and Procedure**
<http://www.depts.ttu.edu/opmanual/OP61.20.pdf>
- ✦ **Campus Mail Services - Texas Tech University Operating Policy and Procedure**
<http://www.depts.ttu.edu/opmanual/OP67.01.pdf>
- ✦ **Leaves of Absence - Texas Tech University Operating Policy and Procedure:**
<http://www.depts.ttu.edu/opmanual/OP70.01.pdf>
- ✦ **Communicable and Transmittable Disease Control in the Employee Workforce - Texas Tech University Operating Policy and Procedure**
<http://www.depts.ttu.edu/opmanual/OP70.24.html>
- ✦ **Bomb Threat Procedures - Texas Tech University Operating Policy and Procedure**
<http://www.depts.ttu.edu/opmanual/OP76.06.pdf>
- ✦ **Employee Training and Procedures for Handling Armed Robbery Incidents - Texas Tech University Operating Policy and Procedure**
<http://www.depts.ttu.edu/opmanual/OP76.08.pdf>
- ✦ **Violence and Workplace Threats - Texas Tech University Operating Policy and Procedure**
<http://www.depts.ttu.edu/opmanual/OP76.10.pdf>
- ✦ **Severe Weather Warning and Alert Systems - Texas Tech University Operating Policy and Procedure:**
<http://www.depts.ttu.edu/opmanual/OP76.12.pdf>