

# Crisis Management Plan

**Texas A&M University**  
**Crisis Management Plan**

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# CRISIS MANAGEMENT PLAN

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## **SECTION 1: AUTHORITY**

These guidelines apply to Texas A&M University. The organizational and operational concepts set forth in these guidelines are promulgated under the following authorities:

### **A. FEDERAL**

1. Federal Civil Defense Act of 1950, PL 81-920 as amended.
2. The Disaster Relief Act of 1974, PL 93-288 as amended.
3. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707
4. Emergency Management and Assistance, Code of Federal Regulations, Title 44.
5. Superfund Amendments and Reauthorization Act of 1986, PL 99-499 (Title III, "Emergency Planning and Community Right-to-Know Act of 1986").
6. Comprehensive Environment Response Compensation and Liability Act of 1980, PL 96510 (CERCLA or "Superfund").
7. Clean Water Act, (Section 311 of USC 1251).
8. Clean Air Act, (40 CFR Part 51).
9. Resource Conservation and Recovery Act (RCRA).
10. Public Health Security and Bioterrorism Preparedness and Response Act (42 CFR Part 73)
11. Agricultural Bioterrorism Protection Act of 2002; Possession, Use and Transfer of Biological Agents and Toxins (7 CFR Part 331 and 9 CFR Part 121)

### **B. STATE**

1. Vernon's Texas Civil Statutes, Sections 7, 8, and 10, Article 5890e.
2. The Texas Disaster Act of 1975, V.T.C.A. Government Code, Title 4, Chapter 418.
3. Executive Order by the Governor, Executive Order RP-01 or current version.
4. Attorney General Opinion MW-140.
5. Hazard Communication Act, Title 83 Article 51826.
6. Texas Hazardous Substances Spill Prevention and Control Act, Chapter 26, Subchapter G. Texas Water Code.
7. State Solid Waste Disposal Act, Texas Civil Statutes Article 4477-7.
8. State of Texas Emergency Management Plan (Disaster Plan).

### **C. LOCAL**

1. Texas A&M University Rule 34.07.99M2, Crisis Management
2. Brazos County Interjurisdictional Emergency Management Plan.

## SECTION 2: PURPOSE

Texas A&M University is subject to emergencies or disasters resulting from major incidents or natural phenomena. This plan provides guidance and procedures to enable the university to effectively respond to and recover from major incidents, natural disasters or other emergencies on the campus. Response must be timely, vigorous, and directed toward containing the situation, minimizing the loss of life and property, averting undue hardship or suffering, and maintaining the maximum operational capabilities of the University. Only by annual review and regular exercise of this plan will rescue and recovery actions be effective in protecting human life and health and in preserving TAMU property and resources. The President, Texas A&M University, is the responsible authority to direct all training and exercises. This plan will be in support of the Brazos County Interjurisdictional Emergency Management Plan. This plan is written using as its basis the Incident Command System as defined by the Emergency Management Institute.

### **The purpose of these guidelines is to:**

1. Provide guidance for emergency operations and the utilization of all available TAMU and government resources for the protection of lives, property, and the continuance of University operations in the event of a natural or man-made disaster or a national emergency including weapons of mass destruction attacks or threats thereof.
2. Outline the duties and responsibilities of departments and/or individuals during University emergency operations.
3. Establish guidelines for emergency planning and coordination of activities relating to disaster prevention and mitigation, preparedness, response, and recovery as related to local, county, state and federal governments.
4. Assign responsibilities for specific duties and activities related to emergency operations and disaster recovery.
5. Objectives of Emergency Operations are to:
  - a. **Provide emergency services** including medical assistance, rescue, fire protection, and police protection for life and property within the disaster area.
  - b. **Restore utilities** within the stricken area in an orderly and timely manner.
  - c. **Maintain fire, police, and utility services** during emergency operations.
  - d. **Facilitate, provide, and coordinate shelter and mass care** during and after the emergency in cooperation with the Red Cross and other organizations.
  - e. **Keep the public informed** of the current status of emergency operations in a timely manner.
  - f. **Promote the process of recovery** from the effects of disaster situations.

## SECTION 3: DEFINITIONS

1. Area Command. An organization established to a) oversee the management of multiple incidents that are each being handled by an incident command system organization; or b) oversee the management of a very large incident that has multiple incident management teams assigned to it. Area command has the responsibility to set overall strategy and priorities,

allocate assigned resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

2. Centers for Disease Control (CDC). The CDC includes 11 centers, an institute, and offices whose mission is to promote health and quality of life by preventing and controlling disease, injury, and disability. See: <http://www.cdc.gov>.
3. The Chemical Emergency Transportation Center (CHEMTREC). A centralized, toll-free telephone service (800-424-9300) which has been set up to provide immediate advice on the nature of the product and steps to be taken in handling the early stages of transportation emergencies where hazardous chemical are involved. CHEMTREC promptly contacts the shipper of the material involved for more detailed information and appropriate follow-up action including on-scene assistance when feasible. See: <http://www.chemtrec.com>.
4. Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA). The original Superfund Act, primarily aimed at hazardous waste site identification and clean up.
5. CSFD. College Station Fire Department.
6. CSPD. College Station Police Department.
7. Crisis Management Plan. The plan that each jurisdiction has and maintains for responding to appropriate hazards. It establishes the specific procedures and approaches to be used in the management of an emergency situation.
8. Texas Division of Emergency Management (DEM). A division of the Texas Department of Public Safety. See: <http://www.txdps.state.tx.us/dem/>
9. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
10. Disaster District Committee (DDC). The DDC consists of a Chairperson (the local Highway Patrol Captain or Command Lieutenant) and representatives of the state agencies and volunteer groups represented on the State Emergency Management Council with resources in the district. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing and directing state resources within the district to respond to emergencies.
11. Disaster Recovery Center (DRC). The Disaster Recovery Center is established by FEMA in partnership with state and local emergency management offices. Representatives from federal, state, local, and volunteer agencies are there to explain the assistance available and to assist victims in procuring it.
12. Emergency Alert System (EAS). A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other

national emergency – as provided by the emergency broadcast system plan. Supercedes EBS (Emergency Broadcast System).

13. Emergency Management (EM). A framework for organizing and managing emergency protection efforts. There are four phases – mitigation, preparedness, response, and recovery – in the all-hazards approach.
14. Emergency Management Authority (EMA). Emergency management authority is derived from the Texas Disaster Act of 1975 and assigned to the chief elected official of each political jurisdiction within the state. In most cases this authority is delegated to an Emergency Management Coordinator.
15. Emergency Management Coordinator (EMC). Each of the local jurisdictions has assigned this responsibility as indicated:

Brazos County	Emergency Management Coordinator
City of Bryan	Director, Community Services Department
City of College Station	Director, Parks and Recreation Department
City of Wixon Valley	Mayor
Texas A&M University	Assistant Vice President, Office of Safety and Security
16. Emergency Management Director (EMD). The chief executive of each jurisdiction assumes the duties of emergency management director at the emergency operations center during an emergency. At Texas A&M, the EMD is the Vice President for Facilities. This is the senior decision making position in the EOC.
17. EOC Controller. The EOC Controller is responsible for the operations of the EOC when it is activated. EOC Controller is the Emergency Management Coordinator.
18. Emergency Operations Center (EOC). Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
19. Emergency Public Information (EPI). Information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.
20. Emergency Situation. As used in this plan, this term is intended to describe a range of situations, from an incident to a major disaster. It includes the following:
  - Incident. An incident is a situation that is limited in scope and potential effects.
  - Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.
  - Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with available local resources.
21. Federal Emergency Management Agency (FEMA). The federal agency charged with development of an integrated emergency management system and with supporting emergency management and disaster assistance efforts at all levels of government. See: <http://www.fema.gov>.
22. Field Command Post. Facility at a safe distance from an accident site where the incident commander, responders and technical representatives can make response decisions,

deploy manpower and equipment, maintain liaison with the media and handle communications.

23. Hazardous Material (HAZMAT). A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored or transported. The substance, by its nature, containment and reactivity, has the capability for inflicting harm during an accidental occurrence. It may be toxic, corrosive, flammable, reactive, an irritant, a strong sensitizer and poses a threat to health and the environment when improperly managed. Included are toxic substances, certain infectious agents, radiological materials and other related materials such as oil or other petroleum products, and industrial solid waste substances.
24. Incident Commander (IC). The person responsible for the management of all incident operations. The IC is in charge of the incident site.
25. Incident Command System (ICS). The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident and/or event.
26. Immediately Dangerous to Life or Health (IDLH). A measure of toxicity of a substance, the concentration of a toxin that is capable of causing irreparable injury or death.
27. Local Emergency Planning Committee (LEPC). A group of representatives of government and private industry who coordinate response plans for emergency conditions.
28. Liaison Officer. A member of the command staff responsible for interacting with representatives from cooperating and assisting agencies.
29. Logistics Section. The section responsible for providing facilities, services, and materials for the incident.
30. Medical Command Officer. Officer responsible for the coordination of all medical branch officers.
31. Medical Unit. The functional unit within the service branch of the logistics section responsible for the development of the medical emergency plan, and for providing emergency medical treatment of incident personnel.
32. Material Safety Data Sheet (MSDS). Document containing specific information on the safe handling of chemicals in the workplace.
33. Multijurisdiction Incident. An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS, these incidents will be managed under unified command.
34. Mutual-Aid Agreements. Written agreements between organizations, either public or private, for reciprocal aid and assistance in case of disasters too great to be dealt with unassisted.

35. Nuclear Regulatory Commission. The U.S. Nuclear Regulatory Commission (NRC) is an independent agency established by the congress under the Energy Reorganization Act of 1974 to ensure adequate protection of the public health and safety, the common defense and security, and the environment in the use of nuclear materials in the United States. <http://www.nrc.gov>.
36. National Weather Service (NWS). To provide weather and flood warnings, public forecasts and advisories for all of the United States, its territories, adjacent waters and ocean areas, primarily for the protection of life and property. NWS data and products are provided to private meteorologists for the provision of all specialized services. See: <http://www.nws.noaa.gov>.
37. Public Information Officer (PIO). A member of the command staff responsible for interfacing with the media or other appropriate agencies requiring information directly from the incident. There is only one information officer per incident.
38. Radio Amateur Civil Emergency Service (RACES). A radio communication service conducted by volunteer licensed amateur radio operators, for providing emergency radio communications to local, regional, or state emergency management organizations. FCC 97.163(a).
39. Radiological Monitor (RM). A person who can operate radiation detection instruments and report results of radiation levels from peacetime or attack emergency to the Radiological Officer (RO).
40. Radiological Officer (RO). The Texas A&M Radiological Safety Officer serves as the Radiological Officer for the Brazos County Interjurisdictional Emergency Management Plan.
41. Reception Area. A specified area designated for reception and care of evacuees that is unaffected by the disaster or hazard, or in the case of possible nuclear attack, is relatively unlikely to experience direct weapons effects (blast of 2 PSI or more, heat, and initial nuclear radiation).
42. Resources Conservation and Recovery Act of 1976 (RCRA). Provides for the proper handling, use, and disposal of chemicals manufactured and used in the country. Commonly referred to as “cradle to grave” tracking of chemicals.
43. Resources List. A current list of all resources (equipment, personnel, supplies), which can be used by emergency services in response to local disaster/emergencies.
44. Safe Zone. A geographical region beyond the warm zone where there is no suspected product contamination; often referred to as the cold zone or the outermost zone.
45. Salvation Army (SA). The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination. See: [www.salvationarmyusa.org](http://www.salvationarmyusa.org)
46. Self Contained Breathing Apparatus (SCBA). Supplemental oxygen breathing equipment used primarily by firefighters and divers.

47. Shelter-In-Place. A procedure that advised people to stay indoors and to attempt to reduce the airflow into a structure. This strategy is used when it has been recognized that people could not be evacuated from an area prior to the arrival of a toxic cloud.
48. Sheriff Office (SO). Brazos County Sheriff's Office.
49. Staging Area (SA). A pre-selected location having large parking areas and cover for equipment, vehicle operators, and other personnel such as a major shopping area, schools, etc. The SA provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception jurisdictions, a rally point for mutual aid, or a debarking area for returning evacuees.
50. State Coordinating Officer (SCO). The person designated by the Governor to serve as the on-scene representative for the Division of Emergency Management and to work in concert with the federal coordinating officer in administering state and federal assistance to disaster victims.
51. State Disaster District 6C. A multi-county region in central Texas so designated by the Texas Division of Emergency Management. A Regional Liaison Officer (RLO) and Disaster District Chairman (DDC) are appointed for each disaster district. A captain in the Bryan district headquarters of the DPS is assigned as the State Disaster District Chairman for Disaster District 6C. See: <http://www.txdps.state.tx.us/dem/>
52. Unified Command. In ICS, Unified Command is a unified team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. The operations section chief is responsible for implementing the incident action plan.

## **SECTION 4: SITUATION AND ASSUMPTIONS**

### **A. GENERAL**

1. Any employee of Texas A&M University may be tasked by this plan.
2. The local police and fire departments will respond, where support agreements or mutual aid agreements exist.
3. TAMU is included in the Brazos County 911 District. Dial 9-911 from campus telephones to access emergency services.
4. Most emergencies on the TAMU campus will involve multiple responding agencies including but not limited to, University Police, Physical Plant, Environmental Health and Safety, University Emergency Medical Services, College Station Fire Department and other appropriate University, city, county and state agencies.
5. All emergency responses will utilize the Incident/Unified Command System as required by the National Incident Management System (NIMS).
6. In most cases, fire department or law enforcement personnel will assume Incident Command, depending on the type of emergency.

7. Beutel Health Center is a freestanding, ambulatory care facility with no emergency room. It is not equipped to receive patients from mass casualty incidents. Casualties will be transported to local area hospitals.
8. Other TAMUS agencies operating on the TAMU campus shall coordinate their emergency actions with this plan.

## **B. SITUATION**

Because of its geographic location, population concentration, high-rise buildings, rail, air and highway traffic, and other risk factors, Texas A&M University is exposed to many hazards, some of which have the potential for disrupting the University community and causing widespread damage and casualties.

Possible natural hazards include, but are not limited to tornadoes, floods, fires, winter storms, and hurricanes. There is also the threat of terrorism related activities associated with biological, nuclear, incendiary, chemical, and explosive weapons. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, civil disorder, disease or other unknown or unpredictable occurrences.

Also, Brazos County, including Texas A&M is a designated reception area to receive evacuees from coastal areas in the event of threatening conditions from hurricanes or other disasters. It is possible that the area could be the recipient of evacuees from any other nearby area in the event of a disaster in that area which overwhelms local resources.

## **C. ASSUMPTIONS**

1. Texas A&M University will continue to be exposed to the hazards and situations noted above, as well as others that may develop in the future.
2. Outside assistance will be available in most emergency situations affecting the University. Although these guidelines define procedures for coordinating such assistance, it is essential for the University to be prepared to carry out disaster response and short-term actions on an independent basis.
3. It is possible for a major disaster to occur any time and any place in or near the University. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many disasters and events can, and will, occur with little or no warning.
4. University officials and representatives must recognize their responsibilities for the safety and well-being of students, employees, and visitors; and assume their responsibilities in the implementation of this emergency plan.
5. Proper implementation of these guidelines will reduce or prevent disaster-related losses.
6. Regardless of the threat or type of emergency, it is possible that the following results may be encountered:
  - a. Death or injury to people and animals.
  - b. Interruption or disruption to transportation.
  - c. Interruption or disruption to normal communications.
  - d. Interruption or disruption to utilities and other essential services.
  - e. Congregation of large numbers of people at the scene, at central locations, at shelters, etc.

- f. Significant numbers of people being displaced, requiring some or all of the following: evacuation, shelter, feeding, welfare, and other assistance.
- g. Structural damage to streets, buildings, utilities, and other property.
- h. Contamination of food, water, personnel, vehicles, property, and other substances.
- i. Shortages of essential items.
- j. Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.
- k. Initial confusion of the affected population, with probable delays in University response due to disaster events.
- l. Extensive need for public information.
- m. Disruption of business activities.
- n. Other matters of minor to serious impact or inconvenience.

## **SECTION 5: CONCEPT OF OPERATIONS**

### **A. GENERAL**

It is the responsibility of the University to protect life and property from the effects of hazardous events within its own jurisdiction. Texas A&M has the primary responsibility for initial emergency management activities. These guidelines are based upon the concept that the emergency functions of various agencies/organizations involved in emergency management will generally parallel normal day-to-day functions or operations. To the maximum extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of any emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the department, division, or agency concerned.

### **B. DECLARATION**

The President may declare a campus state of disaster or emergency. The effect of the declaration is to activate the recovery and rehabilitation aspects of the plan and to authorize furnishing aid and assistance. When the needs for the emergency exceed local capability to respond, outside assistance will be requested from neighboring jurisdictions and/or the state government.

1. Texas A&M University has the responsibility for emergency disaster operations within its jurisdiction. Other local government agencies responding to a request for assistance will normally be under the direction and control of the University.
2. Whenever a large-scale emergency occurs within any of the emergency management cooperating jurisdictions and it is determined necessary that all resources in the county area are required, a joint university/cities/county operation will generally be initiated.
3. The services of the Brazos County Emergency Management Coordinator will normally be available to each political subdivision, whether the disaster is localized or countywide. He/she may serve as advisor to either City Mayor, County Judge, TAMU President, or other local government agency upon request, and will function in an advisory or other role, on staff in the Emergency Operations Center (EOC) operations, if requested.

4. Emergency response activities will employ the Incident/Unified Command System (ICS) to the maximum, practicable extent. A standard Emergency Operations Center organization is discussed later in this manual.
5. The University assumes no liability for injury or death of volunteers in the performance of their duties as volunteers except that which is imposed by State Law. University employees assigned to duty as part of the Guidelines for Emergency Operations shall retain all the rights, privileges, and immunities of University employees.

### C. PHASES OF MANAGEMENT

These guidelines are predicated on an all-hazard approach and acknowledge that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, these guidelines account for activities before and after, as well as during emergency operations; consequently, all phases of emergency management are addressed as discussed below.

1. **Mitigation** – Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities, which lessen the undesirable effects of unavoidable hazards.
2. **Preparedness** – Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.
3. **Response** – Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include warning, fire, evacuation, rescue, and other similar operations.
4. **Recovery** – Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the University and provide for the basic needs of employees, students, and visitors. Long-term recovery focuses on restoring the University to its normal pre-disaster, or an improved, state of affairs. The recovery period is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be provision of temporary housing and food, identification of damaged areas with assessment of needs, restoration of non-vital University services, application for disaster assistance, reconstruction of damaged areas, and similar required actions.

### D. INCREASED READINESS CONDITONS

1. Most emergencies follow some recognizable build-up period during which actions can be taken to achieve an appropriate state of maximum readiness. General departmental actions are detailed in the appropriate sections of these guidelines; however, **it is acknowledged that disasters are unique occurrences, which require specific actions dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.**
2. The following conditions of increasing readiness will be used as a means of delineating the University alert posture.
  - a. **Condition 4:** The term “Condition 4” will be used to *denote a situation that causes a higher degree of readiness than is normally present.* Employees should review emergency plans and check supplies and equipment. “Condition 4” actions will be

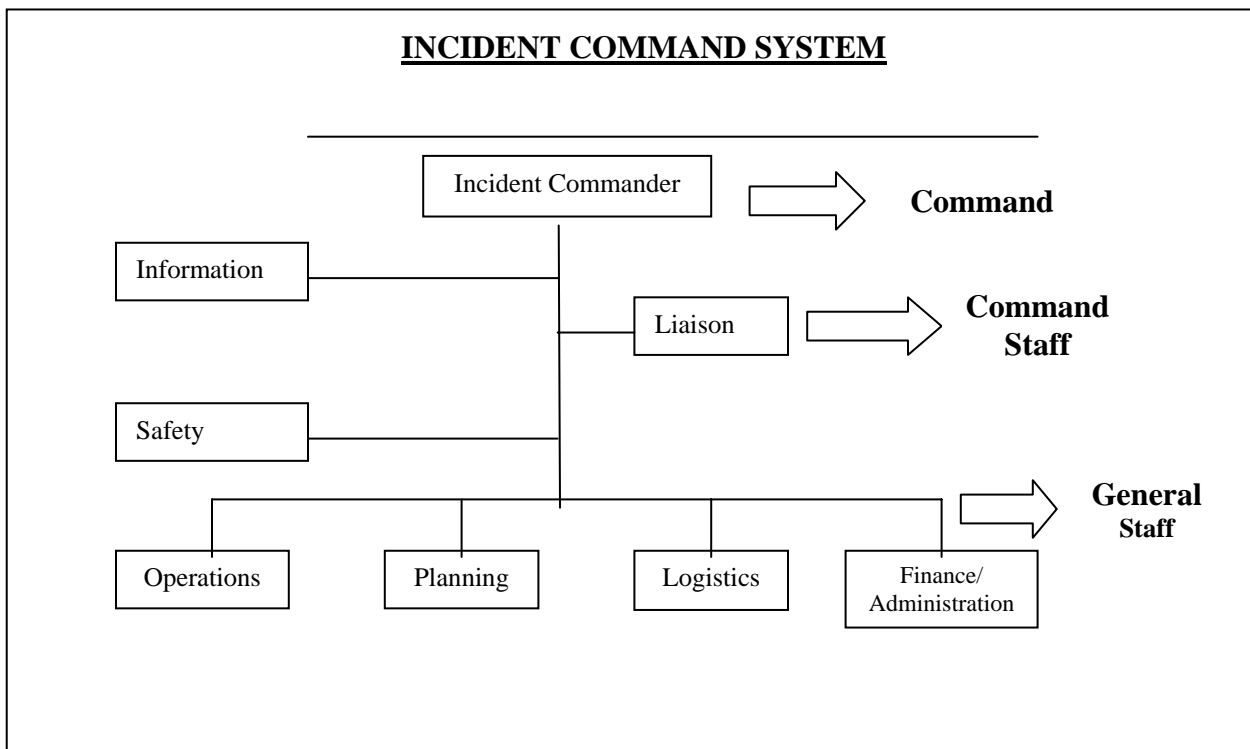
triggered by the onset of particular hazard vulnerability seasons such as tornado season, flash flood season, fire threats due to severe drought conditions, hurricane season, etc., the potential for local civil unrest, or an increase in international tensions.

- b. **Condition 3:** The term “Condition 3” will be used to *refer to a situation which presents a greater potential threat than “Condition 4”, but poses no immediate threat to life and/or property, that is, that threats are possible*. This condition includes situations that could develop into a hazardous condition such as tornado watches, hurricane watch, small-scale civil unrest, or possible enemy attack. Departments should begin preparing contingency plans for possible emergency response. “Condition 3” actions could be generated when the international situation has deteriorated to the point that enemy attack is a possibility. Declaration of “Condition 3” by the Emergency Management Director/Coordinator will require the initiation of the increased readiness activities.
- c. **Condition 2:** The term “Condition 2” will be used to *signify hazardous conditions in which the significant potential and probability of causing loss of life or extensive damage to property are probable*. This condition will require some degree of warning to personnel and will be triggered by severe weather warning information issued by the National Weather Service. A **Tornado Warning** will be issued when a tornado has actually been sighted in the area or is indicated by radar, and may strike in the vicinity. A **Flash Flood Warning** will be issued to alert persons that flash flooding is imminent or occurring on specified streams or designated areas, and that immediate action should be taken. **Civil Disorder** will be issued when there is relatively large-scale, localized violence, and/or when the international situation has deteriorated to the point that enemy attack is probable. This condition may/may not allow sufficient time for an orderly evacuation. Departments should place essential personnel on standby status and the EOC may be activated.
- d. **Condition 1:** The term “Condition 1” will be used to *signify that hazardous conditions are imminent*. This condition denotes a greater sense of danger and urgency than associated with a “Condition 2” event, and includes: a tornado has been sighted close to the University; wide-spread flooding is occurring; civil disorder precipitates large-scale violence; or an enemy attack is imminent based upon the evaluation of intelligence data. This warning (attack warning) will be declared and disseminated by the FEMA National Warning Center over the FEMA National Warning System (NAWAS). Departments will activate emergency personnel and respond to the situation, the EOC will be activated, and non-essential services may be suspended.

## E. TASKS

1. See specific annexes for tasks/actions. Tasked departments/agencies will complete actions required by this plan. These departments will provide personnel for the following response teams as required. When this plan is implemented and response teams are activated, team members will be relieved of other duties and their response duty will become their primary duty.
  - a) Incident Command (IC) is established at the Field Command Post (FCP) and is most often directed and staffed mainly by College Station Fire Department

personnel. However, TAMU must be prepared and trained to execute this plan with or without the assistance or direction of outside agencies. TAMU personnel shall serve in Incident Command if directed to do so by the Incident Commander, regardless whether TAMU personnel or others run the IC. Incident Command is typically configured as shown below though the Incident Commander need not staff all positions shown if it is not deemed to be warranted for a specific incident.



Ref: Emergency Management Institute

- b) An Incident/Unified Command System shall be utilized for all multi-agency emergency responses.

2. In support of Incident Command, the following departments shall designate Primary and Secondary Response Teams as follows and shall train and equip them to respond to the incident scene when requested:

- a) Primary Response Team members shall report directly to the Entry Control Point and assist the Incident Commander with action at the site. The Primary Response Team shall consist of:

- University Police Representative
- Physical Plant Representative
- Environmental Health and Safety Representative
- Marketing and Communications Representative
- Transportation Services Representative

College Station Fire Department  
Emergency Medical Services  
Utilities Representative

- b) Secondary Response Team consists of other University personnel that may be requested by the Incident Commander to assist in activities at the Incident Site. The Secondary Response Team shall consist of but is not limited to the following:

Critical Incident Response team (CIRT)  
Employee Assistance Program Representative (Human Resources)  
Legal Representative  
Contracting Representative  
Dining Services Representative  
Photographer  
Airport Representative  
Human Resources Representative  
TAMUS Risk Management Representative  
Representative(s) of affected TAMUS Agency(s)

## **F. ALERT PROCEDURES**

### 1. General

- a. A terminal for the National Warning System is located in Austin, at the Texas Department of Public Safety (DPS), District 6B. A national emergency declaration and warning of nuclear attack or enemy action will come from this source through the University's or County's emergency management organizations.
  - b. Notification of severe weather, tornado, and flood watches and warnings emanate from NOAA, through the Texas Department of Public Safety office (DPS) in Bryan, as well as from the National Weather Service (NWS) in Galveston.
2. Alert Notification: Critical personnel notification will be in accordance with the following procedures:
- a. Weather emergency notification will be in accordance with procedures contained in Annex A, Weather Emergency.
  - b. Other emergency notifications will be in accordance with procedures contained in Appendix A, Crisis Communications.
  - c. Department and/or section heads, managers, and supervisors shall relay threat information, warnings, and readiness preparedness condition information to ensure all employees are notified. Departments shall initiate departmental notification plans and react according to their Guidelines for Emergency Operations.

## **SECTION 6: ORGANIZATION**

### **A. GENERAL**

**The President, as Chief Executive Officer, and the Vice President for Facilities, as University Emergency Management Director, are responsible for emergency**

**management planning and operations for the University.** Any department within the University may have emergency functions in addition to their normal duties; however, the particular role is situation dependent. Key departments are responsible for developing and maintaining their own Guidelines for Emergency Operations. General emergency management responsibilities are outlined in individual sections of this document.

## **B. CONCEPT**

1. **The Vice President for Facilities is responsible for directing all emergency measures** with the University, as well as coordinating with College Station, Brazos County, and Bryan for mutual support.
2. **Crisis Management Plan (CMP) -**
  - a. The CMP shall be reviewed annually and modified as necessary. Results of the reviews and any changes to the CMP shall be reported to the President for approval before being submitted to the Chancellor of the A&M System.
  - b. Biannual exercises shall be held to train response personnel and evaluate the adequacy of the CMP. Reports of exercises shall be prepared and submitted to the President or designee.
  - c. Each unit or department identified as having a role in this CMP is responsible for communicating the content of the CMP to its staff.
  - d. The Assistant Vice President for Safety and Security shall serve as the TAMU Emergency Management Coordinator (EMC), shall ensure that the University's Crisis Management Plan is consistent and compatible with the County's Emergency Management Plan, and shall coordinate the CMP with the Brazos County Emergency Management Planning Office. The TAMU EMC shall also be responsible for ensuring the annual review of the CMP, documenting approved changes to the plan and planning and coordinating biannual emergency exercises.
3. **Crisis Management Planning Committee -**
  - a. Acts under the authority of and reports directly to the Vice President for Facilities.
  - b. Assists with the annual review of the CMP.
  - c. Assists with the planning and execution of biannual emergency drills.
3. Existing departments or agencies of local government (police, fire, etc.) will be primarily responsible for performing their normal functions during emergency operations. They will also perform additional duties as stated in these procedures and as the situation dictates.
4. The basic function of University officials is to coordinate all response activities through the EOC and request additional resources from College Station, Brazos County, Bryan, the disaster district, the State, and other organizations and agencies as required.
5. Departments will maintain the integrity of normal work crews whenever possible.
6. Initial reaction to a major disaster may require extended operations with work crews operating in shifts. Department heads should plan accordingly, from the disaster onset, to provide adequate time for personnel and crew rest while maintaining continuous relief efforts.
7. Hazardous conditions will likely follow any major disaster thereby increasing the risk of injuries and death.

8. Supervisors at all levels must constantly emphasize safety of students, employees, visitors, and the public.
9. A project number will be issued by Financial Management Services for the incident response effort, and will be disseminated to, and used by, all departments participating. This project number will be utilized in conjunction with the applicable accounting code to document all response and recovery costs associated with any disaster or emergency that requires a substantial response effort.

### **C. EMERGENCY OPERATIONS CENTER (EOC)**

The EOC is the centralized communication and coordination facility for emergency response. It is the central meeting and gathering location for critical management and support personnel, and serves as an incident support operations and resource center. It will typically be organized in a manner that mirrors the Incident/Unified Command System (ICS), as much as the situation permits. Under the ICS, specific functions, responsibilities, and lines of communication and coordination are established.

**THE EOC IS LOCATED IN ROOM 212 OF 1111 RESEARCH PARKWAY BUILDING IN THE RESEARCH PARK ON THE WEST CAMPUS.**

**THE ALTERNATE EOC IS ROOM 124 IN THE PHYSICAL PLANT BUILDING (#1156) ON AGRONOMY ROAD ON THE WEST CAMPUS.**

When the Emergency Operations Center is activated, department heads (and other cognizant managers, as assigned) will direct the efforts of their departments or organizations from the EOC according to their respective Guidelines for Emergency Operations or Standard Operating Procedures for Emergency Management. Laptop computers and essential daily operating supplies will be brought to the EOC by each department at the time of activation, or as soon thereafter as possible. See Appendix D, EOC Operations Procedures.

#### **EOC FUNCTIONS:**

1. Coordinates all activities through the Field Command Post (FCP) for operating units.
2. Provides support, assistance, and supply for operating units.
3. Provides a communications base.
4. Obtains local, state, and federal assistance as needed.
5. Provides public information services and coordinates activities with the on-scene PIO.
6. Provides a centralized coordination and communications point, and an administrative and operational decision center for the University's response effort.

#### **EOC STAFFING/RESPONSIBILITIES:**

The Vice President for Facilities is responsible for directing all emergency measures with the University, as well as coordinating with College Station, Brazos County and Bryan for mutual support.

The Assistant Vice President for Safety and Security (TAMU Emergency Management Coordinator) is responsible for coordinating EOC operations to effect orderly evacuation, rescue, cleanup, or other operations as required.

1. Director of Security and University Police – has the responsibility of furnishing and directing staffing and equipment to cordon and maintain security in the affected area; conduct search and rescue operations; maintain crowd control; and direct large-scale evacuations.
2. Vice President for Facilities – has the responsibility for serving as liaison with the President’s Office and for authorizing mutual support needs.
3. Designee of Vice President for Student Affairs – has the responsibility of serving as the liaison with student officers; evacuation and relocation of students; and establishment of an emergency telephone information center to handle calls from parents.
4. Designee of Provost and Executive Vice President for Academic Affairs – has the responsibility of informing and assigning responsibility to the faculty.
5. Designee of Vice President for Finance and Controller – has the responsibility for coordinating financial resources for response and recovery operations.
6. Assistant Vice President for Safety and Security, TAMU Emergency Management Coordinator (EMC) – serves as Coordinator of EOC and serves as liaison to the Bryan, College Station, and/or Brazos County Emergency Management Organization and will coordinate needed outside resources.
7. Assistant Vice President of Physical Plant – has the responsibility of furnishing and directing manpower and equipment for restoring buildings to functional use; performing damage assessment and determining if buildings are structurally sound before being occupied. The Assistant VP will also have the responsibility of furnishing and directing manpower and equipment in setting up cleanup operations.
8. Executive Director of Marketing and Communications or Designee – has the responsibility for coordinating the needs of the outside media and for providing news releases to the Public and for coordination with the on-scene PIO. See Appendix A, Crisis Communications.
9. Director of Transportation Services – has the responsibility of furnishing equipment and directing manpower in setting up barricades and in supporting evacuation efforts. The Director will also be responsible for establishing traffic flow routes and assisting with traffic control.
10. Brazos County Emergency Management Coordinator (as requested) – will be responsible for assisting the TAMU EOC in acquiring local resources and resources which may be required from state and federal agencies. The Coordinator may be headquartered at the Brazos County Emergency Operations Center.
11. College Station/Bryan Fire Chief – serves as liaison for emergency operations and coordinates activities with UPD and TAMU Emergency Management Coordinator.
12. Administrative staff – provides support during EOC operations.

**EOC Activation:**

Upon notification of EOC activation, the members will report to the EOC located in room 212, 1111 Research Parkway in the University Police Department. The Secondary location will be in the Physical Plant Building (#1156) on Agronomy Road, Room 124.

The EOC shall activate when:

- a. The President, Vice President for Facilities, or their representative elect to activate the entire EOC or only those elements deemed necessary for response and recovery.
- b. The TAMU Emergency Management Coordinator or Director of Security and Police requests activation.
- c. The College Station EOC is activated in response to an on-campus incident.

- d. The Incident Commander requires its activation.

The EOC will:

Have as its primary responsibility to provide support to the Incident Commander and maintain constant contact with the Field Command Post and Unit Control Centers.

**The priority of work in activating the EOC is as follows:**

1. Establish radio communications with University departments in accordance with *Appendix E, EOC Activation Checklist*.
2. Establish communications with the Field Command Post and provide resources as requested.
3. Establish radio and/or telephone communications with Brazos County Emergency Management (phone: 361-4140/4141) and the City of College Station (phone: 764-6201/6216/6225). Notify R.A.C.E.S. and request assistance with communications support (phone: 845-6385/696-9494).
4. Establish internal telephone communications.
5. Notify DPS Bryan (776-3101/3103) of current status and submit an *Initial Disaster Report* to the DPS in Bryan (FAX: 776-3169) and the Division of Emergency Management (DEM) in Austin (Fax: 512-424-2444/7160). See *Appendix F, TAMU Initial Disaster Report* for report format.
6. Establish computer network links.
7. Set up maps, charts, and aerial photos as required.
8. Alert the Director of Marketing and Communications to establish the media center/press room, and notify news media through official news releases as necessary.
9. Perform other duties as required by the situation.

**D. UNIT CONTROL CENTERS (UCC):**

Unit Control Centers support operations, provide a focal point within an organization to monitor unit resources and response capability and coordinate their activities during disasters. UCC will assemble and dispatch resources to support this plan. Unit Control Centers will maintain detailed logs of their activities.

- a. Physical Plant
- b. EMS/Beutel Health Center
- c. University Police
- d. Transportation Services
- e. Telecommunications
- f. Human Resources
- g. Easterwood Airport
- h. Environmental Health and Safety
- i. Finance and Contracting
- j. Dining Service
- k. Student Affairs
- l. Marketing and Communications

## **E. FIELD COMMAND POST (FCP)**

The Field Command Post (FCP) conducts all operations using the Incident/Unified Command System (ICS). Command is usually established prior to activation of the EOC. The Field Command Post provides the initial securing of the perimeter of the area, coordinates the actions of the operating units, and remains operational during the field actions (rescue, response, recovery, etc.) phases, as required.

1. Incident Commander:
  - a. The Incident Commander determines the location of the FCP, determines the need for EOC activation if not already activated, which streets are to be cleared, access routes to and from the site, and any specific transportation issues (such as helicopter landing zones, EMS locations, morgue location, etc., as appropriate). The Incident Commander also determines security boundaries, notifies Public Safety Dispatch of needs, including personnel recall from other departments as required, and sets up the FCP.
  - b. The Incident Commander commands all activities.
    - 1) The Fire Department initially controls all emergencies except those specifically assigned to Police Department.
    - 2) The Police Department controls all civil disturbances, bomb incidents, and terrorist activity operations.
  - c. The Incident Commander, through the Incident/Unified Command System, coordinates the actions of Fire, Police, Physical Plant, and all other units responding to the scene.
  - d. The Incident Commander performs other duties as required by the situation.
2. Transportation Services will:
  - a. Provide barricades and/or fencing to assist Police and Fire with area cordon.
  - b. Provide resource and logistical support for public safety operations.
  - c. Assist with evacuation efforts.
  - d. Support search and rescue operations, and coordinate with other operating units through the Police, Fire, and Incident Field Commanders.
  - e. Perform other duties as required by the situation.

# APPENDIX A

## CRISIS COMMUNICATIONS

At the onset of a crisis, news is likely to spread quickly. Nevertheless, a formal plan must be in place and supporting protocols must be followed to ensure that all necessary notifications are reliably made.

The two key TAMU communications hubs are the UPD dispatcher and the Physical Plant Communications Center. Only the UPD dispatcher is a communication link with the Brazos County 911 District. UPD and the Communications Center shall ensure that any notification of a crisis is shared.

The Communications Center shall be responsible for contacting EHSD and Physical Plant Administration per internal procedures.

The Vice President for Facilities or designee shall be responsible for contacting the President, the Executive Vice President and Provost, the Vice President for Student Affairs, and others, as appropriate.

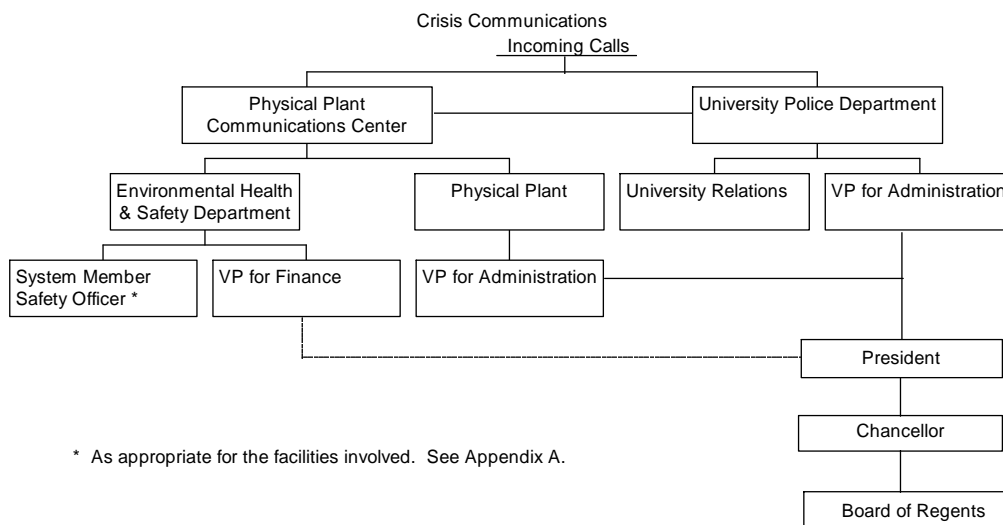
### Communications Equipment -

Telephone - primary means of communications for contacting key crisis responders or departments.

800 MHz Radios - used by UPD, Physical Plant, EHSD, and College Station Fire Department. 800 MHz radios are also available to key members of University Administration including the Vice President for Facilities and the Vice President for Finance.

Pagers - used by UPD, Physical Plant, and EHSD. The Communications Center maintains lists of emergency responders and their pager numbers and is available to assist in reaching responders upon request.

### Lines of Communication -



\* As appropriate for the facilities involved. See Appendix A.

## **University/Media Crisis Communications**

In the event that a crisis occurs on University property, the Executive Director of Marketing and Communications (or his/her designee) will be notified as soon as possible to report to the Incident Command location. In his/her role as chief spokesperson for the University, the Executive Director of Marketing and Communications will ultimately be responsible for the communications efforts relative to the crisis. As such, the Executive Director will coordinate communications efforts as appropriate with both the University's EOC and/or other governmental agencies or EOCs that may be involved in the crisis event. Another Marketing and Communications staff member will report to the EOC to act as a liaison between the EOC and the Office of Marketing and Communications whose responsibility it is to provide communications support services to the Executive Director and to the EOC. The staff of the Office of Marketing and Communications will, therefore, disseminate press releases, respond to media inquiries, produce radio and television announcements, maintain the web site, provide logistics and support for press conferences, and serve in supporting other forms of communications as may be requested.

## APPENDIX B EMERGENCY RESOURCE GROUP

### University Risk and Compliance

Charley Clark 845-0977 work  
[cbc@tamu.edu](mailto:cbc@tamu.edu) email

### Office of Safety and Security

Chris Meyer 862-8115 work  
[c-m-meyer@tamu.edu](mailto:c-m-meyer@tamu.edu) email

Leslie Lutz 845-6096 work  
[LeslieLutz@tamu.edu](mailto:LeslieLutz@tamu.edu) email

### Environmental Health and Safety Department

Office 845-2132  
 845-1348 fax  
[ehsd@tamu.edu](mailto:ehsd@tamu.edu) email

John Salsman 862-8116 work  
 Director [jmsalsman@tamu.edu](mailto:jmsalsman@tamu.edu) email

James Rainer 862-4039 work  
 Fire/Life Safety [jbrainer@tamu.edu](mailto:jbrainer@tamu.edu) email

Jeff Truss 845-4092 work  
 Chemical Spill Response Team [jctruss@tamu.edu](mailto:jctruss@tamu.edu) email

Radiation Spill 862-1111  
 Gas Leak 777-7753

### University Police Department

Dispatcher 845-2345  
 847-2345 fax

Elmer Schneider 845-5054 work  
 Chief of Police [eschneider@tamu.edu](mailto:eschneider@tamu.edu) email

### Physical Plan Department

Emergency Operator 845-4311  
 Office 845-1232  
 845-0051 fax

Richard Williams 845-1232 work  
[r-williams@tamu.edu](mailto:r-williams@tamu.edu) email

Les Swick 845-1646 work  
[lswick@tamu.edu](mailto:lswick@tamu.edu) email

### Transportation Services

Dispatcher 845-0057  
 Office 845-9700  
 847-8685 fax  
 Rodney Weis 845-9700 work

[rweis@tamu.edu](mailto:rweis@tamu.edu) email  
 Doug Williams 845-9700 work  
[dg-williams@tamu.edu](mailto:dg-williams@tamu.edu) email

**Vice President for Research**

Richard Ewing	845-8585	work
	<a href="mailto:rewing@vprmail.tamu.edu">rewing@vprmail.tamu.edu</a>	email
Angelia Raines	847-9362	work
	<a href="mailto:araines@vprmail.tamu.edu">araines@vprmail.tamu.edu</a>	email

**University Relations**

Office	845-4641	
	845-9909	fax
Sherolyn Carroll	862-2369	work
	<a href="mailto:s-carroll@tamu.edu">s-carroll@tamu.edu</a>	email
Lane Stephenson	845-4641	work
	<a href="mailto:l-stephenson@tamu.edu">l-stephenson@tamu.edu</a>	email

**Human Resources Department**

Office	845-4141	
	845-6894	fax
Anna Satterfield (EAP Manager)	845-3711	work
	<a href="mailto:annas@tamu.edu">annas@tamu.edu</a>	email
Janelle Ramirez	862-1723	work
	<a href="mailto:Janelle@tamu.edu">Janelle@tamu.edu</a>	email

**Beutel Health Center (Student Health Center)**

Office	845-1551	
	845-8913	fax
Dr. Linda Lekawski	845-1518	work
Director	<a href="mailto:llekawski@shs.tamu.edu">llekawski@shs.tamu.edu</a>	email

**Department of Residence Life and Housing**

Office	862-3158	
	862-2434	fax
Ron Sasse	862-3158	work
	<a href="mailto:rsasse@tamu.edu">rsasse@tamu.edu</a>	email
Dan Mizer	845-8020	work
	<a href="mailto:danm@tamu.edu">danm@tamu.edu</a>	email

**Critical Incident Response Team (CIRT) – Student Life**

Office of Student Life	845-3111	
	845-6138	fax
David Parrott	845-3111	work
	<a href="mailto:davep@studentlife.tamu.edu">davep@studentlife.tamu.edu</a>	email
Ann Goodman-Coombes	845-3111	work
	<a href="mailto:ann-goodman@tamu.edu">ann-goodman@tamu.edu</a>	email

**Vice President for Facilities**

Office	845-1911	
	845-5406	fax
Charles Sippial	845-1911	work
	<a href="mailto:c-sippial@tamu.edu">c-sippial@tamu.edu</a>	email
Richard Williams	845-9700	work
	<a href="mailto:dg-williams@tamu.edu">dg-williams@tamu.edu</a>	email

**Senior Vice President and Chief Financial Officer**

Office	862-7777	
	862-7778	fax
Sue Redman	862-7777	work

Robert Bisor	<a href="mailto:sueredman@tamu.edu">sueredman@tamu.edu</a> email 862-7777 work <a href="mailto:r-bisor@tamu.edu">r-bisor@tamu.edu</a> email
<b>Executive Vice President for Academic Affairs and Provost</b>	
Office	845-4016 845-6994 fax 845-4016 work
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William Perry	<a href="mailto:bperry@tamu.edu">bperry@tamu.edu</a> email 845-4016 work
Dan Parker	845-4016 work <a href="mailto:dan-parker@tamu.edu">dan-parker@tamu.edu</a> email
<b>Vice President for Student Affairs</b>	
Office	845-4728 845-3320 fax
Dean Bresciani	845-4728 work <a href="mailto:dean.bresciani@tamu.edu">dean.bresciani@tamu.edu</a> email
Office of the Commandant Guard Room	845-2811 work 845-6789
<b>Office of General Counsel</b>	
Office	458-6120 458-6150 fax 458-6123 work
Trudy Bennett	<a href="mailto:tbennett@tamu.edu">tbennett@tamu.edu</a> email
Attorneys	458-6120
<b>Dining Services Department</b>	
Office	845-3005 845-2157 fax
Nadeem Siddiqui	845-3005 work <a href="mailto:nes@tamu.edu">nes@tamu.edu</a> email
Andy Cronk	458-1826 work <a href="mailto:a-cronk@tamu.edu">a-cronk@tamu.edu</a> email
<b>Purchasing Services Department</b>	
Office	845-4570 845-3800 fax
Rex Janne	845-4570 (ext. 142) work <a href="mailto:r-janne@tamu.edu">r-janne@tamu.edu</a> email
Paul Barzak	845-4570 (ext. 141) work <a href="mailto:pbarzak@tamu.edu">pbarzak@tamu.edu</a> email
<b>Easterwood Airport</b>	
Airport Line Service Office	845-4811 845-5103 845-5168 fax 845-5104 work
John Happ	<a href="mailto:jhapp@tamu.edu">jhapp@tamu.edu</a> email
Gary Teston	845-5104 work <a href="mailto:gteston@tamu.edu">gteston@tamu.edu</a> email
<b>International Programs</b>	
Office	845-3086

		845-4824	fax
Emily Ashworth		845-3086	work
		<a href="mailto:eashworth@tamu.edu">eashworth@tamu.edu</a>	email
Suzanne Droleskey (Intl. Programs for Students)		845-1860	work
		<a href="mailto:sdroleskey@tamu.edu">sdroleskey@tamu.edu</a>	email
Violetta Cook (Sponsored Student Programs)		845-2550	work
		<a href="mailto:vcook@tamu.edu">vcook@tamu.edu</a>	email
Margit Garay (Intl. Student Services)		845-1825 or 1824	work
		<a href="mailto:mgaray@tamu.edu">mgaray@tamu.edu</a>	email
Mario Del Busto (Intl. Services, Faculty/Staff)		862-1719	work
		<a href="mailto:mrbusto@tamu.edu">mrbusto@tamu.edu</a>	email

#### **Athletic Department**

Office		845-5129	
		845-6825	fax
Bill Byrne		845-5129	work
		<a href="mailto:b-byrne@rtamu.edu">b-byrne@rtamu.edu</a>	email
Billy Pickard		845-3121	work
		<a href="mailto:b-pickard@tamu.edu">b-pickard@tamu.edu</a>	email
Penny King		845-1063	work
		<a href="mailto:pking@tamu.edu">pking@tamu.edu</a>	email

#### **Campus Veterinarian (Comparative Medicine)**

Office		845-7433	
		845-6706	fax
Melanie Ihrig		845-7433	work
Betsy Browder		845-7433	work
		<a href="mailto:b-browder@cvm1.tamu.edu">b-browder@cvm1.tamu.edu</a>	email

#### **TAMUS Office of Risk Management and Safety**

Office		458-6330	
		458-6247	fax
Kevin McGinnis		458-6249	work
		<a href="mailto:kmcginnis@tamu.edu">kmcginnis@tamu.edu</a>	email
Kathy Miller		458-6330	work
		<a href="mailto:kathy-miller@tamu.edu">kathy-miller@tamu.edu</a>	email

#### **A&M System Member Safety Officers**

##### **Texas Agricultural Experiment Station**

Brad Urbanczyk		862-4038	work
		845-1348	fax
		<a href="mailto:burbanczyk@tamu.edu">burbanczyk@tamu.edu</a>	email

##### **Texas Cooperative Extension**

Brad Urbanczyk		862-4038	work
		845-1348	fax
		<a href="mailto:burbanczyk@tamu.edu">burbanczyk@tamu.edu</a>	email

##### **Texas Engineering Experiment Station**

David Breeding		845-9247	work
		845-6443	fax
		<a href="mailto:bree@tamu.edu">bree@tamu.edu</a>	email

##### **Texas Engineering Extension Service**

Charlie Todd		458-6815	work
		458-6925	fax
		<a href="mailto:Charley.Todd@TEEXmail.tamu.edu">Charley.Todd@TEEXmail.tamu.edu</a>	email

**Texas Transportation Institute**  
Holly Crenshaw

845-6741 work  
862-1398 fax  
[h-crenshaw@tamu.edu](mailto:h-crenshaw@tamu.edu) email

**Texas Forest Service**  
Tom Owen

458-6690 work  
845-5764 fax  
[towen@tfs.tamu.edu](mailto:towen@tfs.tamu.edu) email

**Texas Veterinary Medical Diagnostic Lab**  
Terry Dobrovolsky

845-9014 work  
845-1794 fax

**Brazos County Emergency Management**

Office 9-821-3407 fax  
Chuck Frazier 9-361-4140 work  
Michele Meade 9-361-4141 work

**Department of Public Safety**

Office 9-776-3101, 3102, 3100  
Mark Spillers

**Union Pacific/Missouri Pacific Transportation**

Control Center 9-800-726-1099, 1098

**CHEMTREC**

Emergency Center 9-800-424-9300

**On-Campus Emergency**

**Dial From  
On-Campus Telephones**

Emergency Assistance	9-911
Ambulance, University	9-911
Fire	9-911
Police Emergency, University	9-911
Police Dispatcher	5-2345
Chemical Spill Response Team	5-2132 (5-4311 after 5 pm)
Beutel Health Center	5-1511
Environmental Health & Safety Department	5-2132
Radiological Emergency	5-2132 (2-1111 after 5 pm)
Gas Leak	

**Off-Campus Emergency**

Dial 911 -from off-campus telephones  
-from non-campus telephone exchanges

**NON-EMERGENCY COMMUNICATIONS**

**Fire**

College Station Fire Department	9-764-3700
Bryan Fire Department	9-361-3888
Brazos County Volunteer Fire Departments	9-361-3888

**Police**

College Station Police Department	9-764-3600
Bryan Police Department	9-361-3888
Brazos County Sheriff	9-361-4100
Department of Public Safety (State Troopers)	9-766-3101
FBI	9-822-6916

**Ambulance**

College Station Fire Department	9-764-3700
Bryan Fire Department	9-361-3888

**Hospital**

College Station Medical Center	9-764-5100
St. Joseph Hospital	9-776-3777
Scott & White Clinic (Urgent Care)	9-691-3648
Physician's Center	9-731-3100

# APPENDIX C

## TAMU-EMERGENCY RESPONSE COVERAGE

Updated February 2003

### Off Campus Locations

T = TAMU EMS, UPD  
 C = College Station EMS, FD, PD  
 B = Bryan EMS, FD, PD  
 P = Precinct 4,FD

Description	Street Location	City Location	EMS	Police	Fire
University Services Building	3380 University Drive East	College Station	C	T	C
John B. Connally Building	301 Tarrow Street	College Station	C	T	C
Riverside Campus		County	P/B	T	P/B
Business Management Services Building	1501 Texas Avenue	College Station	C	T	C
Hilton Hotel (Rooms 254/256)	801 University Drive East	College Station	C	C	C
Geochemical & Environmental Research Group (GERG)	833 Graham Road	College Station	C	T	C
USDA Complex	F&B Road	College Station	C	T	C
Bush Library	1000 George Bush Drive West	College Station	T	T	C
Animal Science Teaching & Research Center (ASTREC)	7707 Raymond Stotzer Parkway	County	B	T	P

# TAMU – Emergency Response Coverage

## Updated February 2003

### On Campus Locations

T = TAMU EMS, UPD  
 C = College Station EMS, FD, PD  
 B = Bryan EMS, FD, PD  
 P = Precinct 4,FD

Description	Street Location	City Location	EMS	Police	Fire
Main Campus		TAMU	T	T	C
Emergency Phones	Campus Locations	TAMU	T	T	C
Fire Training School	1595 Nuclear Science Road	TAMU	C	T	C
Nuclear Reactor	2522 Nuclear Science Road	TAMU	C	T	C
Easterwood Airport - McKenzie Terminal	1 McKenzie Terminal Blvd.	TAMU	C	T	C
Easterwood Airport - General Aviation/Tower	1770 George Bush Drive West	TAMU	C	T	C
Hazardous Waste Storage Facility	2655 Dairy Science Road	TAMU	C	T	C
Construction Contractors (846 exchange on campus)		TAMU	T	T	C
<b>On Campus Events</b>					
Football Games (3 units on site - paramedic on each unit)	Kyle Field	TAMU	T	T	C
Hazardous Materials Emergency		TAMU	C	T	C

## APPENDIX D

# EOC OPERATIONS PROCEDURES

1. All personnel reporting shall come equipped for the long term, to the maximum predictable and practical extent, bringing with them all essential support personnel, equipment, and materials as may be required for the conduct of their duties. Cell phones and chargers are particularly useful in most situations.
2. **Each person staffing a position in the EOC shall utilize some reasonable method for continuously recording incoming and outgoing messages, requests for assistance, responses to requests, anticipated requirements, and the entire spectrum of information and communication flow that typically takes place in an emergency situation. Documentation is essential!** Message forms are available in the EOC and must be utilized regularly and without exception. Paper tablets, such as steno pads, are a good method of keeping track of events. **All entries should have a time of occurrence entry**, with attention given to date changes if the event runs long term. Event tracking and documentation software programs, if available and operational, will be the primary method of recording actions or events which take place, with message forms and notes utilized as backup and secondary means.
3. The “EOC log” record keeper must be kept informed of all information and communications so that the official log will accurately reflect the disaster sequence of events. Proper utilization of the message forms, and other information dissemination forms, will greatly aid in the preparation of this log. Information flow to this position is essential.
4. EOC personnel will normally staff their assigned positions, with the associated phone number assigned to that position at their disposal. The use of these lines for “incoming” calls, and the use of a cell phone for “outgoing” calls is recommended if practical.
5. All positions in the EOC are essential, and must remain staffed at the levels specifically indicated in this document throughout the emergency, unless the person in charge of the operation expressly stands down the position. Any such deactivation should be an EOC log entry, to document the matter.
6. As it is likely that an emergency situation will require turnover in EOC personnel, each position should maintain a record of information as to what has taken place to date, what is in progress, and what is anticipated. This information shall be used in briefing any newly arriving person regarding the specifics of the situation, and will create a smooth transition from one person to another. The EOC log entries, any individualized record keeping method, message duplicates, and so on, may serve to satisfy this purpose. In no case should a person vacate or turn over responsibility for their position, until they are certain that the new arrival has been briefed on the requirements of the position.
7. The person in charge of the EOC should routinely conduct situational updates. These briefings need not be lengthy, regularly scheduled, or overly complex. The intent is to keep everyone involved informed as to the current and projected situations, and to ensure that each person is aware of what the others are doing.
8. A status sheet or similar format, such as a listing on one of the marks-a-lot boards, shall be maintained informing EOC personnel of the current senior elected and appointed officials present in the facility.

9. Message handling methods and procedures must be promulgated and rigidly adhered to by every participant. Except when otherwise stipulated, message forms will be thoroughly completed by any participant, and properly routed. The multi-sheet, carbonless forms require routing as follows: white copy to recipient, yellow to the EOC log entry person (via the EOC person in charge) thence to the status board writer or other interested person, with the pink copy retained by the writer. Each person involved with messages, either as writer or recipient, should ensure that any completed messages are “filed” in a chronological sequence. Any necessary responses will be accomplished by an additional completed message form, properly routed, and filed as stated

**APPENDIX E**  
***Emergency Operations Center***  
***Activation Checklist***

	<b>YES</b>	<b>NO</b>
1. Has 911 Dispatch been notified?	_____	_____
2. Has Physical Plant Communications Center been notified?	_____	_____
3. Have all key staff members been notified?	_____	_____
4. Has the President and VP for Facilities been notified?	_____	_____
5. Have the Bryan, College Station, and Brazos County EMCs been notified? (Phone: Bryan 209-5102; CS 764-6210; Brazos Co. 361-4140 or 4141)	_____	_____
6. Has the Department of Public Safety in Bryan been notified? (Phone: 776-3100 or 3101; FAX 776-3169)	_____	_____
7. Has the Regional Liaison Officer (RLO) been notified? (Phone: 254/759-7165/31; FAX 254/799-9443; Pager 800/299-4009 #6518)	_____	_____
8. Has the Initial Disaster Report been submitted via FAX? (DPS Bryan 776-3169; RLO Waco 254/799-9443; DEM 512/424-2444 or 7160)	_____	_____
9. Are radios operational?	_____	_____
10. Are the phones operational?	_____	_____
11. Has a project number been assigned and announced?	_____	_____
12. Has a planning team been appointed and begun operations?	_____	_____
13. Has an EOC duty log been started and organizational chart displayed?	_____	_____
14. Has the electronic record-keeping system been activated and do all EOC participants have access.	_____	_____
15. Does an emergency declaration need to be made?	_____	_____
16. Is an evacuation required and has an order been issued?	_____	_____
17. Has the Red Cross been notified? The Salvation Army?	_____	_____
18. Do any shelters need to be opened? Status of shelters.	_____	_____

- |  |       |       |
|--|-------|-------|
| 19. Has an assessment of problems, resources, shortfalls, and options been conducted?  | _____ | _____ |
|  | _____ | _____ |
| 20. Are the status charts up-to-date?  | _____ | _____ |
|  | _____ | _____ |
| 21. Has a Disaster Situation Outline/Situation Report form been faxed to DEM in the State EOC, as well as to the RLO and the DPS in Bryan? | _____ | _____ |
|  | _____ | _____ |
| 22. Has a media center, pressroom, or JIC been established?  | _____ | _____ |
|  | _____ | _____ |
| 23. Has an initial press release been initiated?   | _____ | _____ |
|  | _____ | _____ |
| 24. Have any requests for outside assistance been made?  | _____ | _____ |
|  | _____ | _____ |
| 25. Have any provisions been made for 24-hour operation of the EOC?  | _____ | _____ |
|  | _____ | _____ |

**APPENDIX F**

**TEXAS A&M UNIVERSITY**  
***Initial Disaster Report***

1. Date and time of report (24-Hour Clock): \_\_\_\_\_
2. What happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. When: \_\_\_\_\_
4. Where: \_\_\_\_\_  
\_\_\_\_\_
5. Extent of damage or loss, best information available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Best estimate of injured, homeless, and fatalities: \_\_\_\_\_  
\_\_\_\_\_
7. Type and extent of assistance required, if known: \_\_\_\_\_  
\_\_\_\_\_
8. Additional pertinent remarks: \_\_\_\_\_  
\_\_\_\_\_
9. Name of official making report: \_\_\_\_\_  
Title: \_\_\_\_\_ Location: \_\_\_\_\_  
Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_  
Pager: \_\_\_\_\_ Email (if available): \_\_\_\_\_
10. Point of contact's name (if different): \_\_\_\_\_  
Title: \_\_\_\_\_ Location: \_\_\_\_\_  
Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_  
Pager: \_\_\_\_\_ Email (if available): \_\_\_\_\_

Fax to DPS Bryan at 979-776-3169; and RLO Waco at 254-799-0443 (if required)

# **ANNEX A**

## **WEATHER EMERGENCY**

### **TAMU President or designee**

Issues sheltering recommendations, evacuation orders, and authorization to vary routine campus work schedules.

### **Vice President for Facilities**

Advises TAMU President based upon best available information submitted by University Police Department, Physical Plant, Environmental Health and Safety, Department of Public Safety, and/or local or national weather services.

Approves content of official news releases, announcements and taped phone messages.

Announces condition to all internal units including all Vice Presidents.

Announces actions of TAMU President to all Vice Presidents for dissemination to respective departments/offices.

In the absence of VP for Facilities, the VP for Finance is designated to serve this function.

### **TAMU Marketing and Communications**

Provides news releases from VP for Facilities.

Interfaces with news media.

### **TAMU University Police Department**

Implements sheltering or evacuation orders.

Summons support resources necessary to accomplish those tasks.

# **ANNEX B**

## **TOXIC CHEMICAL SPILL OR RELEASE**

Whenever toxic solids, liquids or vapors are unintentionally released on TAMU property every effort shall be made to protect students, employees, visitors, and members of participating response units and agencies assisting at the incident site.

### **Limited Chemical Release**

Each department or unit that works with chemicals will employ its own containment/spill procedures in the event of a small unintentional release of less than 1 liter and not extremely toxic.

At the onset of release, the department will notify Environmental Health and Safety (EHSD) of chemical type and approximate quantity.

Environmental Health and Safety may dispatch the EHSD Hazardous Material Emergency Response Team to provide additional support in containment and cleanup if assistance is required.

If release cannot be abated with on-site containment procedures, laboratory personnel will notify Environmental Health and Safety of chemical type, approximate quantity and need for additional assistance.

Environmental Health and Safety will dispatch the EHSD Hazardous Material Emergency Response Team to implement containment and cleanup procedures.

The EHSD representative will determine whether to evacuate and/or request off-campus emergency response, as necessary.

### **Major Chemical Release**

If chemical release is extremely toxic or in an amount larger than can be contained locally, the 911 District Dispatcher/University Police/EHSD will notify the College Station Fire Department by direct line telephone and will supply the following information:

- Nature of emergency and exact location
- Name and unit/department of person supplying information
- Name of Laboratory Emergency Contact Person
- Identity and quantity of chemical released, if known

Building occupants will be evacuated from the building and kept at a safe distance, upwind, until:

- Chemical release containment and cleanup have been resolved
- Persons who have been exposed or injured have been removed
- The College Station Fire Department declares the building safe to reenter

Environmental Health and Safety will dispatch the EHSD Hazardous Material Emergency Response Team to assist with containment and cleanup procedures.

A report of the incident will be supplied to TAMU administration, copy to University Relations, as necessary.

**Hazardous Waste Storage Building (Bldg. 1165)**

Chemical spills, fires and other emergencies that may occur at the Hazardous Waste Storage Building require responses that differ from the above. The prescribed procedures for emergency response are found in the TAMU Emergency Response Contingency Plan for Hazardous Waste Operations. This Contingency Plan is distributed to the responding agencies and conforms to the federal and state regulatory requirements contained in 40 CFR Part 264 Subpart D and 30 TAC Part I Chapter 334 Subchapter K.

## **ANNEX C FIRE OR SMOKE**

All fire/smoke conditions will be reported through the 911 District Dispatcher (9-911) to the College Station Fire Department (CSFD) or the Bryan Fire Department (BFD). CSFD (or BFD) will notify the University Police and Environmental Health and Safety.

- Nature of fire/smoke and exact location
- Name and unit of person supplying information to the 911 District Dispatcher.

TAMU personnel will evacuate the building and remain at a sufficient distance to ensure:

- Personal safety
- Safe performance of firefighting and rescue operations
- Treatment and removal of the injured.

### **University Police Department**

Upon notification from the 911 District Dispatcher, assigned University Police Department personnel will respond to the scene.

Secure the fire area and provide crowd control.

Assist the fire department in establishing a command post, as necessary.

### **Environmental Health and Safety**

Upon being notified of the incident, EHSD will immediately dispatch a representative to the scene.

The EHSD representative will gather information to assess the following:

- Probable cause of incident
- Extent of property damage
- Number and extent of casualties

A report of the incident will be supplied to TAMU Administration and Marketing and Communications, as necessary.

### **Physical Plant**

Upon notification, Physical Plant will dispatch personnel to the On-site Command Post.

Physical Plant personnel will assist emergency responders with building information, building access, building utilities control, and availability of other resources.

Physical Plant personnel shall coordinate facility recovery efforts after the facility is cleared for reentry.

Physical Plant will conduct damage assessment.

## **ANNEX D**

### **LOSS OF BUILDING UTILITIES**

The disruption or loss of electricity, telephone, potable water, natural gas, steam, sanitary disposal or other building utility may severely affect student residents, classroom activities, and research or staff activity.

#### **Physical Plant**

Upon notification, Physical Plant responds to loss of utility(s).

Upon arrival at the scene, a determination is made whether to notify the University Police if crowd, traffic control or other assistance is required.

Will restore utility(s).

#### **University Police Department**

Receives direct notification of building utility loss.

Will notify Physical Plant Emergency Operator, who will notify appropriate personnel.

Will respond to scene upon request of Physical Plant.

Upon arrival at the scene, may establish an on-site command post if necessary.

Physical Plant shall provide a report of the incident to TAMU administration with copy to Marketing and Communications, as necessary.

## **ANNEX E**

### **BOMB THREAT**

- E.1 Because of the seriousness of the situation and the possibility of physical injury to the parties concerned, initial precaution must be taken in the case of a bomb threat or presence of explosive devices. If a TAMU employee or student suspects an object to be a bomb or explosive, she/he will **IN NO WAY HANDLE OR TOUCH THE OBJECT.**
- E.2 The building or area where the object is found will be evacuated immediately according to evacuation procedure (see Annex F) or other existing evacuation procedures.
- E.3 All bomb threats and suspected explosive devices will be reported through the 911 District Dispatcher (9-911) to the University Police. Information will include:
  - Description of object and exact location.
  - Name and unit/department of person supplying information.
- E.4 Radio communication **WILL NOT** be used in the vicinity of suspected bombs or explosive devices. It is essential that the object **NOT BE TOUCHED OR MOVED** by TAMU staff or students. It is critical that deans and directors make their staffs aware of bomb and explosive device procedures.
- E.5 **University Police Department**
  - E.5.1 Upon notification from the 911 District Dispatcher, UPD will dispatch a sufficient number of officers and supervisors to the scene in accordance with University Police procedures.
  - E.5.2 Upon arrival at the scene, a command post may be established depending on the seriousness of the circumstance.
  - E.5.3 Staff and students will not handle any object suspected of being a bomb or explosive device.
  - E.5.4 Will request off-campus emergency response depending on the seriousness of the circumstance.
  - E.5.5 Will act in accordance with University Police bomb/explosive procedures.
  - E.5.6 A report of the incident will be supplied to TAMU administration with copy to Marketing and Communications, as necessary.

## **ANNEX F BUILDING EVACUATION**

The University Police Department, upon receipt of information concerning a possible major interruption of University operations, will immediately notify pertinent building managers (building proctor, dormitory resident director or area hall director), deans, department heads, and/or directors.

University Police, after analyzing the situation, may establish an on-site command post.

Formal order to evacuate will be given by one of the following:

- University Police
- Environmental Health & Safety
- Building Proctor, Dean or Director
- Physical Plant
- College Station Fire Department\*

Building manager, dean, department head, or director will begin immediate evacuation **IF DANGER IS IMMINENT**.

Nothing within this instruction shall be construed to interfere with individual building or unit evacuation procedures.

A report of the incident will be supplied to TAMU administration with a copy to Marketing and Communications, as necessary.

A pre-planning guide for developing a building evacuation/closure plan is available from Environmental Health and Safety Department. All TAMU campus buildings are required to have a written Emergency Evacuation Plan.

\*Upon arrival on the scene, College Station Fire Department becomes the **authority having jurisdiction**.

## **ANNEX G**

### **DEMONSTRATION/CIVIL DISTURBANCE**

In the event that riots, looting, political violence and/or similar civil disturbance should occur, TAMU has capabilities which, if used promptly and properly, can minimize loss and damage to its resources resulting from such disturbances.

In the event of civil disturbance, University Police will dispatch a sufficient number of officers and supervisors to the scene, implementing civil disturbance control in accordance with University Police procedures.

Upon arrival at the scene, an on-site command post may be established depending on the seriousness of the circumstance.

University Police will make determination to request off-campus emergency response based on the seriousness of the circumstance.

A report of the incident will be supplied to TAMU administration with copy to Marketing and Communications, as necessary.

## **ANNEX H**

### **AIRBORNE OR FOODBORNE ILLNESS**

Upon receipt of information concerning a possible airborne or foodborne illness, the building proctor, dean or director of the affected facility will notify Environmental Health and Safety.

EHSD will begin immediate investigation to determine nature of illness and simultaneously contact appropriate medical personnel for assistance. EHSD will notify Student Health Center medical personnel and will coordinate actions and activities as necessary.

Medical staff will authorize treatment on-site or transport of affected personnel to available medical facilities for treatment.

In the event of a suspected airborne or foodborne illness, Student Health Center personnel will immediately contact EHSD and will coordinate activities as necessary.

A report of the incident will be supplied to TAMU administration with copy to Marketing and Communications, as necessary.

# **ANNEX I**

## **INJURY/DEATH OF STUDENT OR EMPLOYEE**

Upon the serious injury or death of a student the primary responding unit will notify the Student Affairs Critical Incident Response Team (CIRT). CIRT procedures for handling such student crises are documented in the Critical Incident Response Team Manual available from the Director of Student Life or from the Office of the Vice President for Student Affairs.

Upon the serious injury or death of an employee, the primary responding unit will notify the UPD. UPD will notify the Vice President for Facilities. The Vice President for Facilities or designee shall notify the Director, TAMU Human Resources Department. Procedures for handling such employee crises will be determined by the VP for Facilities and the Human Resources Department.

# ANNEX J

## EVACUATION OF PERSONS WITH DISABILITIES

The responsibilities listed below are important to follow:

<b>RESPONSIBLE PARTY</b>	<b>EMERGENCY SITUATION</b>	<b>NON-EMERGENCY SITUATION</b>
<b>Supervisor/s</b> (i.e., Deans/Directors, Instructors, President, Vice Presidents)	<b>Administrative Procedures-</b> <ul style="list-style-type: none"> <li>. Supervisors must confer with physically impaired employee(s) under their authority.</li> <li>. Develop with physically impaired person(s) best method(s) for evacuation.</li> </ul>	<b>Administrative Procedures-</b> <ul style="list-style-type: none"> <li>. Confer with physically impaired person(s) under their authority</li> <li>. Develop with physically impaired person(s) best method(s) for evacuation.</li> </ul>
	<b>Instructional Procedure-</b> <ul style="list-style-type: none"> <li>Be prepared to explain how and where person(s) should provide support</li> <li>Practice instructions beforehand</li> <li>. Call 9-911</li> <li>. Supply 911 District Dispatcher with appropriate information               <ul style="list-style-type: none"> <li>. Name and title of caller</li> <li>. Building location and address</li> <li>. Explain emergency situation</li> </ul> </li> </ul>	<b>Instructional Procedures-</b> <ul style="list-style-type: none"> <li>Be prepared to explain how and where person(s) should provide support</li> <li>Practice instructions beforehand</li> <li>. Call               <ul style="list-style-type: none"> <li>. College Station Fire Department (CSFD) at 764-3700 and request evacuation assistance</li> </ul> </li> <li>. Supply CSFD appropriate information               <ul style="list-style-type: none"> <li>. Name and title of caller</li> <li>. Building location and address</li> <li>. Explain non-emergency situation</li> </ul> </li> </ul>
<b>Physically impaired Person(s)</b>	<ul style="list-style-type: none"> <li>. Seek out persons who would be able to assist in an emergency.</li> <li>. Carry a loud whistle, horn, or similar device. It may be used to alert people of location if trapped.</li> </ul>	<ul style="list-style-type: none"> <li>. Convey to supervisor or instructor the need for evacuation assistance.</li> <li>. College Station Fire Department can be contacted by person(s) with whom a prearrangement has been reached and the following information conveyed:               <ul style="list-style-type: none"> <li>. Name and title of caller</li> <li>. Building location and address</li> <li>. Explain non-emergency situation</li> </ul> </li> </ul>

# ANNEX K

## Emergency Protocols

The following protocols in this Annex are intended to guide faculty, staff, students and visitors who are **not** trained emergency responders. In the event of an emergency that affects campus, individuals should use these protocols to protect themselves.

### **Area Evacuation/Shelter in Place**

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In some emergency situations, such as flooding or release of hazardous materials, emergency responders may order protective actions for persons who live or work on campus. Typically, these protective actions are to evacuate to a safer area or to shelter in place. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, you will be appropriately advised by police, fire, safety or university officials via radio and television stations and the Emergency Alert System (EAS), public address systems, loudspeakers, door-to-door notifications, or other appropriate means.

#### **Area Evacuation**

An area evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, quickly:

- Dress appropriately for the weather
- Take only essentials with you (e.g., eyeglasses, medications, identification and cash/checkbook/credit cards) - do not pack belongings
- Turn off unnecessary equipment, computers and appliances
- Close the door as you exit your room or office
- Follow the directions provided for safe routes of evacuation
- Listen to radio, if available, to monitor emergency status
- Do not use your personal vehicle for evacuation unless specifically ordered to do so...if cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off
- If you need special assistance, contact your Resident Advisor, Building Proctor, or other appropriate emergency contact. If these persons are not available, call University Police Dispatch, **845-2345** for assistance

#### **Shelter in Place**

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

- Move indoors or remain there - avoid windows and areas with glass
- If available, take a radio or television to the room to track emergency status

- Keep telephone lines free for emergency responders, do not call 911 for information
- If hazardous materials are involved,
  - Turn off all ventilation systems and close all outside air inlets
  - Select a room(s), which is easy to seal, and, if possible, has a water supply and access to restrooms
  - If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible

## **Fire Emergency**

---

### **Inside a Building**

- Activate a fire alarm or pull station
- Call **9-911** (give caller name, building name, address, floor, location, etc.)
- Evacuate the building using Building Evacuation instructions

### **Outside a Building**

- Call **9-911** (give caller name and address, location of fire, etc.)
- Do NOT activate the building fire alarm system

### **Portable Fire Extinguisher use allowed if:**

- Properly trained (hands-on training)
- Small, contained fire (e.g. wastebasket)
- Can extinguish within 15 seconds (evacuate if it takes longer)

## **Building Evacuation**

---

### **When the building fire alarms sound:**

- Immediately evacuate using building emergency plan procedures
  - Walk to nearest exit/stairwell (close doors behind you)
  - Do not use the elevators
- Proceed to the designated gathering area outside the building
  - Report to your Floor Proctor (for a headcount)
- Do not re-enter building until cleared by authorized personnel
- Assist with the evacuation of individuals with special needs (See <http://finance.tamu.edu/ehsd> and click on Fire and Life Safety)

## **Chemical Emergency**

---

### **Spill Inside Building**

- Isolate and secure the spill area
- Warn others in the immediate area

- Based upon the hazard, attempt clean-up if trained and if you have appropriate personal protective equipment
- If assistance is needed, call **9-911** (give location, type material)
- Evacuate the building, if required (use of public address system preferred or use of building fire alarm system)
- Meet with and assist emergency response personnel

\***Non-Emergencies**, call Environmental Health & Safety Department, **845-2132** or Physical Plant, **845-4311** (after hours) for assistance

### **Spill Outside Building**

- Isolate and secure the spill area
- Warn others in the immediate area
- Call **9-911** for assistance (give location, type material)
- Do not wash spilled material into storm drain

\***Non-Emergencies**, call Environmental Health & Safety Department, **845-2132** or Physical Plant, **845-4311** (after hours) for assistance

### **Personnel Injury Involving Chemical Contamination**

- Assist with emergency eyewash/shower use, as appropriate
- Render first aid immediately for serious injuries, as trained
- Call **9-911**
- Notify the Environmental Health & Safety Department, **845-2132**
- As possible, without doing harm to the victim, decontaminate the individual and remove and bag contaminated clothing
- Obtain a Material Safety Data Sheet (MSDS) for the material involved

### **Emergency Telephone Numbers**

Brazos County 911 District	9-911 (from campus telephone)
University Police Dispatch	845-2345 (24-hours)
Physical Plant Communications Center	845-4311 (24-hours)
Environmental Health & Safety	845-2132 (8 a.m. - 5 p.m.)
Radiological Emergencies	862-1111 (24-hours)

**<http://ehsd.tamu.edu>**

## **Bomb Threat**

---

### **Telephone Call -**

- Immediately after call is terminated, hang-up, obtain dial tone, dial **#91**, then hang-up (trace/trap procedure)
- Call **9-911** (Dispatcher will notify the University Police)
- Document the conversation using the Bomb Threat Checklist
- Notify the department head/building proctor
- Meet with and assist University Police personnel
- As directed by University Police, help locate/identify suspicious items
- Evacuate building, as directed (use of public address system preferred or use building fire alarm system)
- Do not re-enter building until cleared by authorized personnel

Refer to TAMU SAP 34.07.99.M1.01, Bomb Threat Procedures

## **Suspicious Letter/Package/Substance**

---

### **What to Do Upon Letter/Package Receipt -**

- Handle with care
- Don't shake or bump
- Isolate and look for indicators
- Don't open, smell, or taste
- Treat it as suspect!!
- Call **9-911**

### **If Parcel is Open and/or Threat is Identified -**

#### **For a Bomb -**

- Evacuate immediately
- Call **9-911**

#### **For Radiological -**

- Limit exposure - don't handle
- Evacuate area
- Shield yourself from the object
- Call **9-911**

#### **For Biological or Chemical -**

- Isolate - don't handle
- Call **9-911**
- Wash your hands with soap and water

### **Suspicious Substance in Campus Building -**

- Clear and isolate the contaminated area. Do not touch or disturb anything
- Call University Police, **845-2345**
- Wash your hands with soap and water
- Identify individuals who may have been exposed to the material
- Do not leave premises until dismissed by authorities

### **Injury Reporting Procedures**

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#### **When Injured or Witness to an Injury**

- Complete the *TAMU First Report of Injury Form* (form available on Human Resources homepage: [www.hr.tamu.edu](http://www.hr.tamu.edu))
  - If injured is an **employee**, fax the completed form to the TAMU Human Resources Department, **847-8546**
  - If injured is a **student or visitor**, fax the completed form to the Environmental Health & Safety Department, **845-1348**

\*TAMUS personnel should send a completed First Report of Injury or Illness Form to their respective Human Resources Department.

### **Lightning Prediction Warning**

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A Thor Guard Lightning Prediction System has been installed on campus and will sound a warning when lightning is likely to strike on or near the campus.

Horns will sound for approximately 15 seconds and the system lights will continue to flash until the danger is past. When the danger is past, the horns will sound 3 blasts for 5 seconds each and the lights will turn off.

#### **When the warning is sounded -**

- Cease outdoor activities
- Seek shelter inside a building or automobile

#### **Avoid -**

- Open areas; places near water, trees, metal fences, overhead wires or power lines; or elevated ground or open vehicles
- Use of radios or cellular phones

### **Medical Emergency**

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#### **If Ambulance is Needed -**

- Call **9-911**
- Provide Dispatcher with:

- Location of emergency
- Type of injury, if known
- Brief description of injured person (gender, age, etc.)
- Render first aid, as trained
- Make injured as comfortable as possible
- If work related, complete and send a **First Report of Injury Form** to the Human Resources Department (form available on Human Resources homepage: [www.hr.tamu.edu](http://www.hr.tamu.edu))

#### **If Ambulance is Not Needed-**

- Render first aid, as trained
- Assist with transportation of an employee to their personal physician or a student to the Beutel Health Center, if appropriate
- If work related, complete and send an **First Report of Injury Form** to the Human Resources Department (form available on Human Resources homepage: [www.hr.tamu.edu](http://www.hr.tamu.edu))

### **Radiation Emergency**

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#### **Personnel Injury Involving Radioactive Material Contamination**

- Render first aid immediately for serious injuries, as trained
- Call **9-911**
- Notify the Environmental Health & Safety Department, **862-1111** or Physical Plant, **845-4311** to report the injury
- As possible, without doing harm to the victim, monitor the injured and remove contaminated clothing and gross personal contamination

#### **Radioactive Contamination of Personnel -**

- Remove and bag all contaminated clothing
- Call the Environmental Health & Safety Department, **862-1111** or Physical Plant, **845-4311** to report the incident
- Skin contamination should be cleaned using mild soap and tepid water. Use portable survey meter to monitor for remaining contamination. If not free of contamination, re-wash and re-survey
- Survey for contamination elsewhere on the body as well as on clothes, shoes, floor, door handles, telephones, etc.
- Document the entire incident

#### **Radiation Spill or Release -**

- Stop work and confine the spill immediately using an absorbent, enclosure, etc.
- Call the Environmental Health & Safety Department, **862-1111** or Physical Plant, **845-4311** to report the incident
- Warn others of the hazard and isolate the area

- Monitor personnel during and after cleanup for contamination
- Collect all used cleanup materials as radioactive waste. Remove and bag all contaminated clothing or cleaning items for removal by EHSD
- Commence wipe surveys and decontamination. Perform surveys of surrounding areas to ensure that all contaminated areas are identified.
- Document the entire incident

## **Severe Weather**

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### **General -**

- Follow instructions as provided by your Department/University
- Listen to radio and television for weather updates
- Check with media for return to work status

### **Tornado -**

- Go to basement or lowest floor of building
- Stay away from exterior walls, doors, and windows
- Move to interior hallways and small interior rooms (e.g., bathroom, closet, etc.)
- Get under a piece of furniture if possible (e.g., sturdy table, desk)
- Call **9-911** if emergency help is needed

## **Gas Leaks**

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### **Gas Odor**

- Call Physical Plant, **845-4311** (give caller name, location of odor, etc.)
- Warn others in the immediate area
- Vacate and secure area
- Notify department head/building proctor
- Meet with and assist emergency response personnel

### **Major Leak (e.g., pipeline break)**

- Call **9-911** (give caller name, location of leak, etc.)
- Initiate evacuation of the building or if outside, isolate the area
- Warn others in the immediate area
- Prevent sources of ignition (cigarettes, electrical equipment, etc.)
- Meet with and assist emergency response personnel
- Do not re-enter building or outside area until cleared by authorized personnel

# **ANNEX L**

## **EMERGENCY OPERATIONS PLAN**

### **EASTERWOOD AIRPORT**

#### **General:**

The prescribed procedures of the Easterwood Airport Emergency Operations Plan are explained in a manual that is maintained by the Director of Aviation. The full text of the manual may be available upon request by calling the Director at (979) 845-5103.

#### **Purpose/Responsibilities:**

The emergency operations plan document outlines prescribed procedures, to the extent practical, to be used in the event of an aircraft accident, emergency, or potential emergency at Easterwood Airport. This plan also fulfills the requirements of 14 CFR Part 139.325, Airport Emergency Plan.

The plan establishes the operational organization and assignment of responsibilities for aircraft accidents/incidents and other airport emergencies. All emergency conditions cannot be anticipated. If an emergency arises that is not covered by this plan, the Director of Aviation has the authority to modify the plan, as required.

The plan is available to all Brazos County Interjurisdictional Agencies, and revisions will be made as required. Aircraft accidents occurring off Airport property will be the responsibility of the agency(s) having jurisdiction.

# **ANNEX M**

## **ATHLETIC EVENTS EMERGENCY PROTOCOLS**

### **General:**

Emergency protocols have been established for responding to emergencies that could endanger lives of patrons or personnel at athletic events on the Texas A&M University campus. The full text for each athletic facility's emergency protocols are available upon request by calling the Senior Associate Athletic Director for Business at (979) 845-1063.

### **Purpose/Responsibilities:**

During normal operations, personnel from University Police Department; Athletic Department; Bryan/College Station Fire and Police Departments; TAMU Emergency Medical Services; TAMU Environmental Health and Safety Department; Physical Plant Department; and Transportation Services will respond as necessary to a given emergency at a facility holding an athletic event. Staffing at each event may change as required to enable an effective emergency response.

Decisions concerning crowd control and emergency management of critical situations during athletic events are the ultimate responsibility of the TAMU Police Department, but will be made in consultation with the TAMU Athletic Department. The Game Manager and the Director of Security and University Police, or their designees, will maintain a constant communication capability and fully discuss situations that are occurring. The Director of Athletics and TAMU President will be notified of a critical incident. Emergency situations related to crowd management, communications, evacuations and sheltering, traffic management, staging and triage areas are addressed in the emergency protocols. Response to specific critical incidents; such as bomb threat, working fire, and weather emergency; are also addressed.

### **Athletic Facility's With Emergency Protocols:**

- Kyle Field Stadium
- Reed Arena
- G. Rollie White Coliseum
- C. E. "Pat" Olsen Field
- Aggie Softball Field
- Anderson Track and Field Complex
- Varsity Tennis Center
- Aggie Soccer Stadium

# ANNEX N

## TRAIN/TRUCK SPILL OF HAZARDOUS MATERIAL

### **General:**

This annex provides for a coordinated response by TAMU personnel, College Station/Bryan fire and police departments, and industry representatives to minimize the adverse effects on the University campus, the local communities, and the environment that may result from unintentional releases of hazardous substances. These releases may occur from train derailments or truck transportation accidents.

Hazardous materials are transported through and/or adjacent to the Texas A&M University campus which can pose a potential threat to campus facilities, employees, students, and visitors. Fires, explosions, and/or release of toxic vapors that can harm personnel and property are possible from transportation accidents.

The College Station Fire Department, Bryan Fire Department, and TAMU Environmental Health and Safety Department (EHSD) have personnel trained and limited equipment available for hazardous materials response. EHSD also has a highly trained radiological response team. Transportation companies (i.e., Union Pacific Railroad) can also be asked to assist with major spills response, cleanup, and recovery needs.

### **Purpose/Responsibilities:**

The first fire official or police officer arriving at an incident involving the release of hazardous materials is the Incident Commander (IC) and will immediately notify his/her dispatcher or communications center and provide incident information. This first responder, as IC, must take initial steps to protect himself/herself and the public, isolate the incident, begin product identification and call for resources as the situation dictates. Incident Command will be transferred to the most appropriate person as incident response progresses. A Field Command Post (FCP) may be established near the incident to coordinate response requirements. The IC or authorized TAMU official may request the activation of the University's Emergency Operations Center (EOC).

The Incident Commander, alone or in concert with the TAMU EOC, shall assess the need for evacuation, plan the evacuation, and coordinate support for the evacuation effort. The decision to recommend evacuation of the populace in around the area of the incident site rests with the IC. Evacuation or shelter-in-place procedures shall be followed. See ANNEX K, Emergency Protocols Checklist, Area Evacuation/Shelter-In-Place for University procedures.

The College Station Fire Department will often be the first responder. When they are not, they usually assume responsibility for the incident from the first responder and initiate response procedures under the incident command system.

Under the direction of the IC, the University Police Department shall have responsibility for traffic and crowd control, scene security, evacuation, and coordination with other appropriate governmental agencies.

The Physical Plant and Transportation Services Departments shall be responsible to assist with rescue or recovery operations, provide barricades, provide heavy equipment, restore utilities, and assist with removal of hazardous substances as required while operating within the guidelines of current statutes and laws.

The Environmental Health and Safety Department shall be responsible with assisting in evacuation, spill cleanup and disposal, recovery operations, and coordinating regulatory compliance with appropriate state agencies.

# ANNEX O

## TERRORISM

### **General:**

This annex provides for a coordinated response by TAMU personnel, College Station/Bryan fire and police departments, and Brazos County to minimize the adverse effects on University students, faculty and staff, the local communities, and the environment that may result from an act of terrorism.

An act of terrorism is, by its very nature, a violent or dangerous act, in violation of criminal law, with the intent to inflict physical and psychological injuries and distress. These acts can take the form of fires, explosions, release of hazardous/toxic/biological agents, and weapons of mass destruction (WMD). The presence of chemical, biological, or radiological agents may not be suspected or confirmed until some time after the initiating event. The affected area could simultaneously be a crime scene, a hazmat scene, and a disaster area with multiple casualties. In the case of a biological agent, the initial dissemination event may take place outside the local area, but still produce victims in the local area.

This Annex does not replace or supercede Annex V of the Brazos County Interjurisdictional Emergency Management Plan; rather it is intended to complement the County Plan.

### **Purpose/Responsibilities:**

Once it has been determined that the initiating event involves a terrorist threat or incident, the EOC will be activated (if it is not already), and response efforts will consist of both crisis management and consequence management. UPD and law enforcement will have the lead in crisis management; specifically all facets related to any criminal activity.

Consequence management activities deal with the effects (on people and property) of a terrorist incident and will be handled by the EOC Director in the same manner as the response and recovery operations for other emergencies and disasters, including close coordination with city, county, and state officials

### **Crisis Management**

UPD is responsible for establishing a crime scene boundary with access control, as necessary. UPD will notify and coordinate incident response activities (incident resolution, investigation, and apprehension of suspects) with the local police departments, DPS, and the FBI. As requested by the EOC Director, UPD will provide resources to assist with a lockdown and/or quarantine of various areas of the University campus.

## **Consequence Management**

All response actions initiated by the EOC Director are dependent upon the specifics of the actual event. Terrorist incidents that involve certain agents or events will require involvement by specific groups and agencies, as listed below.

Biological Agents → County and State public health officials

Chemical/Hazardous Agents → County and State public health officials, TAMU-EHSD

Nuclear/Radiological Events → TAMU-EHSD, TDH-Bureau of Radiation Control

Incendiary/Explosives → TAMU-EHSD, CSPD bomb squad

The following response actions should be considered, based upon the specific incident events:

- Evacuation and/or Shelter-in-Place recommendations
- Request for mobilization of TEEX Texas TF-1 and/or USAR team
- Contact with local hospitals, Brazos County and State health officials and preparation for dealing with mass illness and casualties.
- Preparation for handling large numbers of students at the Beutel Health Center
- Preparation for activation of re-location centers to handle displaced students
- Preparation for activation of campus decontamination facilities
- Preparation to provide increased meal service for students and re-location centers
- Verification and protection of the integrity of campus water, utility, and food supplies
- Lockdown of some area(s) of the campus
- Quarantine of some area(s) of the campus
- Curtailment/re-routing of transportation assets, using permanent staff
- Identification of laboratories that may have special equipment or analysis capabilities for incident response
- Cancellation of classes
- Cessation of laboratory research activities
- Release of faculty and non-essential staff

It is of critical importance that information be developed and made available in a timely manner to: explain the situation; provide specific response actions to students, faculty, and staff; and, address the public fear caused by a terrorism incident. See Appendix A, Crisis Communication.

## **References**

See Crisis Management Plan Appendices and Annexes for other specific response actions.

## **ANNEX P**

### **RELEASES INVOLVING SELECT AGENTS**

Upon release or suspected release of select agents as defined by the Centers for Disease Control (CDC) and/or the United States Department of Agriculture (USDA) the building proctor, dean or director of the affected facility will notify Environmental Health and Safety.

EHSD will begin immediate investigation to determine the nature and extent of release and implement containment procedures. Where appropriate, EHSD will implement isolation and decontamination procedures. If it is determined that a release of a communicable disease has occurred, EHSD will notify the Brazos County Health Department. EHSD will also notify the CDC and/or USDA as appropriate.

Medical staff will determine if decontamination of affected personnel is appropriate and transport as appropriate. EHSD will provide information on the select agent to appropriate medical personnel.

After a suspected release of select agents, EHSD will provide a critique of response actions taken. Where appropriate, EHSD will follow-up with recommendations on improving response and prevention of future releases.

A report of the incident will be supplied to TAMU administration with copy to Marketing and Communications, as necessary.

# **Annex Q**

## **AFTER-ACTION REVIEW OF EMERGENCY RESPONSE**

After-action reviews of emergency responses can yield valuable feedback to the emergency planning process and enable Texas A&M University (TAMU) to improve future emergency responses. The scope of after-action reviews may range from small to large depending upon the complexity of the response and the number of TAMU departments and outside entities involved.

Criteria for Conducting an After-Action Review:

- activation of the TAMU Emergency Operations Center (EOC); or
- death of TAMUS personnel, student or visitor; or
- significant release of a hazardous substance, e.g., natural gas release in occupied space, laboratory fire or explosion, and environmental release of hazardous materials; or
- at the discretion of the Environmental Health and Safety Department, the University Police Department, TAMU Emergency Medical Services, Physical Plant, the Emergency Management Coordinator, the Emergency Director or University Administration.

After-action reviews as defined in this Annex are intended to be examinations of the emergency response effort and/or the ensuing recovery efforts. Investigations into the root cause of an incident are not the focus of this section. Input for the after-action report may come from after-action debriefings or follow-up meetings or from written comments provided by any person involved in or observing the emergency response action.

The after-action report should be written and, at a minimum, provide the information indicated on the attached After-Action Review Report Form. A copy of the report should be provided to involved responders, the administrator(s) of the responding departments, and the Emergency Management (EM) Coordinator. The EM Coordinator shall retain a copy of the report, including any recommendations for corrections or improvements, for a minimum of two years.

## Texas A&M Emergency Response After-Action Review

Emergency Date: \_\_\_\_\_ Time: \_\_\_\_\_

Emergency Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Involved Emergency Response Entities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Operations Center Activated? [Yes/No] EOC Location: \_\_\_\_\_

Number and Type of Injuries: \_\_\_\_\_  
\_\_\_\_\_

Number of Fatalities (add detail as available): \_\_\_\_\_  
\_\_\_\_\_

Hazardous Materials Involved/Released: \_\_\_\_\_  
\_\_\_\_\_

Aspects of Response to be Sustained (Continue): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Aspects of Response Needing Improvement (Start, Stop): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach Roster of Attendees at After-Action Review Meeting.*

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Director/EM Coordinator

