



**TEXAS A&M UNIVERSITY  
GALVESTON CAMPUS.**

# Emergency Response Plan



## Contents

1	Contents.....	2
2	Record of Changes .....	6
3	Development, Maintenance and Publication.....	7
4	Definitions .....	8
5	Authority, Approval and Implementation.....	9
6	Mission.....	11
7	Threat and Vulnerability.....	12
8	Planning Assumptions .....	13
9	RESOURCE DESIGNATION LEVELS.....	14
10	EMERGENCY OPERATIONS PLAN ACTIVATION AUTHORITY.....	14
11	OUTSIDE REQUEST FOR ASSISTANCE.....	16
12	REQUESTS FOR ADDITIONAL RESOURCES AND COORDINATION WITH OTHER JURISDICTIONS/AGENCIES .....	16
13	NON-EMERGENCY EXTERNAL COMMUNICATIONS .....	16
14	Direction and Control.....	18
14.1	General Procedures .....	18
14.2	Incident Command System .....	18
14.3	Campus Incident Command Team organization and responsibilities.....	20
14.5	Emergency Operations Center Mission .....	22
14.6	Emergency Operations Center Location .....	22
14.7	Emergency Operations Center Coordinator .....	22
14.9	Staffing During Emergency Response/Adverse Conditions .....	32
14.10	Remaining at Work/Time Reporting .....	32
15	General Incident Procedures and administration of ERP .....	33
15.1	Readiness Levels .....	33
15.2	Training.....	33
15.3	Drills and Exercises.....	34
15.4	Corrective Action Process .....	35
15.5	Campus Closure Protocols .....	36
16	Access and Functional Needs Persons Emergency Procedures .....	38
16.1	Plan Fundamentals .....	38
16.2	Concept of Operations.....	40

17	Crisis Communication Plan .....	42
17.1	Crisis Communications Procedures .....	42
	AUDIENCES .....	45
	FIRST COMMUNICATION .....	45
	SECOND+ COMMUNICATION .....	45
	Conclusion/Return to Campus .....	46
	Communication Outline & Templates .....	46
	OUTLINE .....	46
	TEMPLATES .....	47
18	Specific Emergency Response Procedures .....	48
18.1	Shelter in Place .....	48
18.2	Shelter-in-place, Hazardous Materials .....	48
18.5	Campus Closure (No Classes – No Evacuation) .....	51
18.6	Building Evacuation .....	53
18.7	Campus Evacuation .....	53
18.8	Fire Emergency .....	57
18.9	Medical Emergency .....	58
18.10	Severe Weather (HURRICANE, TORNADO, FLOOD) .....	59
18.11	Workplace Violence or Criminal Behavior .....	61
18.12	Armed Assault .....	62
18.13	Campus Lockdown Procedures .....	64
18.14	Terrorist Threat / Attack .....	66
18.15	Bomb Threats .....	69
18.16	Hostage Situation .....	75
18.17	Civil Disturbance or Demonstration .....	77
18.18	Chemical/Radiation Spill .....	79
18.19	Chemical Leak at nearby Refinery .....	79
18.20	Hazardous Materials Spill .....	81
18.21	Utility Failure .....	82
18.22	T/S General Rudder Emergency .....	84
18.23	Boating Emergency Procedures .....	85
18.24	Communications .....	86
18.25	Immediate Support Services .....	87
18.26	Student Emergencies and Crisis Procedures .....	87

18.27	Pandemic Influenza Response .....	91
19	Campus Emergency Equipment locations .....	107
19.1	FDC Locations .....	107
19.2	Campus Fire Hydrants.....	108
19.3	Campus Fire Lanes .....	109
19.4	Campus natural gas shutoffs.....	110
19.5	Campus Knox box locations.....	111
20	Disaster Assessment and Initial Recovery Plan .....	112
20.1	Contents .....	113
20.2	DAMAGE ASSESSMENT AND INITIAL RECOVERY PLAN.....	114
20.3	RECOVERY PROCESSES .....	115
20.4	APPENDICES .....	119

## 1 Record of Changes

Revision 03-2015	added Authority, Approval, and Implementation. Property hazard analysis and Development, Maintenance and Publication
Revision 04-2015	Updated position titles to reflect current operations
Revision 06-2016	Updated position titles to reflect current operations, updated communications plan to reflect current operations, updated disaster financial plan, updated business continuity plan, created damage assessment plan
Revision 08-2017	Removed continuity and disaster finance sections to be incorporated into their own document. Updated authority
Revision 03-2018	Total revision
Revision 10-2024	Revised the Memorandum and Mission section to reflect the five mission areas, including updated definitions and agency names. Updated goals to align with the five mission areas. Added a description of Enterprise Risk Management. Reviewed and corrected definitions in the planning assumptions section. Simplified resource designation level by removing unnecessary information. Updated Emergency Operations Plan Activation Authority to reflect title changes. Reformatted structure on pages 19-20 for clarity. Enhanced the Direction and Control structure with additional details to clarify definitions. Revised Section 14.3 (Campus Incident Command Team) to incorporate virtual EOC setups: ICT chart removed, available upon request. Updated Section 14.8.1 to include acknowledgment of the Joint Information System (JIS). Revised Section 14 on Direction and Control. Updated Family Reunification and Assistance Center (FRAAC) section. Updated the Emergency Communications Response Plan. Made grammar and formatting updates throughout the document to conform with new emergency management verbiage.
Revision 06-2025	Updated crisis communications section to include titles only and remove assigned contact information.

## **2 Development, Maintenance and Publication**

The Assistant Vice President Maritime Academy and Emergency Management is responsible for the development of the Emergency Operations Plan. The COO will approve the plan upon revision.

The revision Schedule is at least Bi-annual beginning Sept 2013.

The full plans will be published online at:

<http://www.tamug.edu/emergency/index.html>

### 3 Definitions

**Campus Emergency Declaration:** Any incident that significantly impairs the normal operations of the University and the campus community. The Emergency Event may have an impact requiring immediate action to be taken by the TAMUG COO or in extreme circumstances the TAMUG Police Department officer in charge to ensure that institutional operations are restored and a safe environment exists.

**Incident Command Team:** Upon declaration of a Campus Emergency Event that results in a Campus Declaration of Emergency, members of the Incident Command Team (ICT) will convene in the Emergency Operations Center (EOC), which may also be conducted remotely or virtually if necessary.

**Incident Command Post:** (ICP) is the location at which the primary command functions take place. The Incident Commander is located at the ICP, and there is only one ICP for each incident.

**Emergency Operations Center (EOC):** The primary command center shall be the waterfront Pavilion, or any other locations that may be designated for such usage. The EOC may also be virtual or hybrid virtual or in person. Alternate EOC's are designated ad hoc.

**Campus Shelter in Place (SIP):** This process shall require all university employees, students, and visitors to remain within the current building(s) and may close or deny entry to the campus by anyone other than emergency responders and essential personnel with appropriate credentials. During a SIP all students, faculty, staff and visitors must remain in the classrooms, offices, residential hall rooms, or areas they were at the time of the SIP, unless directed otherwise by the Incident Commander through emergency response personnel. If necessary, persons may be denied permission to enter the university proper or portions thereof.

**Essential Staff:** Pre-determined individuals who are permitted access to campus if an emergency event has precipitated a campus SIP and campus closure/evacuation.

**Media Site:** Once an Emergency Event has resulted in the declaration of a campus emergency, the Director of Communication and Media Relations or her/his designee will determine an appropriate Media Site that will not interfere or potentially compromise the emergency operations, rescue efforts, or resulting investigations.

**Family Reunification and Assistance Center FRAAC:** Upon notification that the COO has declared a campus emergency, the AVP for Student Affairs, or her/his designee, will determine a need for, and an appropriate location of a FRAAC site that will not interfere or compromise emergency operations. The FRAAC site will never be located in the same locale as the Media site; nor will the media be given access to the FRAAC Site without the express permission of the COO.

TAMUG Emergency Management Coordinator – serves as the primary person for the emergency preparedness and response of Texas A&M University Galveston Campus.

## **4 Authority, Approval and Implementation**

### **4.1.1 A. Federal**

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework

### **4.1.2 B. State**

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management (RP32 - 01/28/2004)
7. Executive Order of the Governor Relation to National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. State of Texas Emergency Management Plan
10. Texas Homeland Security Strategic Plan
11. Texas Education Code Section 51.217

### **4.1.3 C. Local**


1. Texas A&M University System Policy for Emergency Management (34.07)
2. Texas A&M University System Regulation for Emergency Management ERP for System Campuses (34.07.01)
3. Texas A&M University Rule for Environmental Health and Safety Programs (24.01.01.M4)



October 1, 2024

**MEMORANDUM**

**To** Texas A&M University at Galveston Faculty, Staff, and Students

**From** Col. (Ret.) Michael E. Fossum '80   
Vice President (TAMU)  
Chief Operating Office (TAMUG)

**Through** Allan F. Post, Assistant Vice President

**Subject** Emergency Operations Procedures

In accordance with Texas Education Code 51.217 Multi-hazard Emergency Operations Plan and System Policy 34.0701 Emergency Management Plan and in conjunction with NIMS Presidential Directive #5, Texas A&M University at Galveston has adopted an all hazards approach to assessment, prevention and mitigation of risks that face our campus. As a result, the campus has adopted and will implement the Texas A&M University at Galveston Campus Emergency Operations Procedures. This document is a fluid work in progress plan, designed to provide guidance to university administration and personnel in the event of an emergency, encouraging all to become familiar with this document and related public information.

A copy of this plan can be found online at  
<http://www.tamug.edu/emergency/index.html>

cc President Mark A. Welsh III  
Dr. Alan Sams, Provost and Executive Vice President

## 5 Mission

The mission of Texas A&M University at Galveston is to ensure the safeguarding of lives and property through the provision of policies, education, and training. Emergency Management, in alignment with this mission, will orchestrate the seamless integration of all TAMUG resources to prevent, mitigate, prepare for, respond to, and recover from emergencies impacting Texas A&M University at Galveston.

Recognizing that emergencies can strike suddenly and without warning, TAMUG has developed this Emergency Response Plan (ERP) and Public Information Manual. This framework is meticulously designed to furnish the requisite administrative structure and protocols for managing emergency situations.

The TAMUG ERP is tailored to address potential emergencies on campus or at TAMUG facilities. It empowers TAMUG leadership to orchestrate emergency response efforts, safeguarding the welfare of employees, students, visitors, and facilities. TAMUG remains steadfast in its commitment to ensuring continuous education and research opportunities for all staff and students. This plan acknowledges that any disruption to services for staff or students constitutes a potential emergency, and TAMUG pledges to leverage all available resources to mitigate such situations swiftly and safely.

Given the susceptibility of TAMUG and its operations to a spectrum of emergencies, including natural disasters, severe weather, and other hazards, the ERP serves as a versatile blueprint for multifaceted responses.

The ERP serves as the cornerstone of the TAMUG Comprehensive Emergency Management Program, encompassing plans, procedures, training, drills, and exercises aligned with the National Incident Management System (NIMS). This program is designed to interface with federal, state, and local emergency management agencies, including the Federal Emergency Management Agency (FEMA), Texas Division of Emergency Management, Galveston County Office of Emergency Management (GCOEM), and City of Galveston Emergency Management. It anticipates and prepares for potential emergencies that may impact any aspect of TAMUG's operations or services.

The key elements of the Emergency Response Plan of Texas A&M University at Galveston have an emphasis on three goals:

- **Protect life safety**

- **Secure the critical infrastructure and facilities.**
- **Resume teaching and research programs**

The attainment of these three objectives hinges upon the active participation of TAMUG administrators, faculty, maintenance personnel, support staff, students, government entities, and external resources in both crafting and executing the Emergency Response Plan (ERP). Thorough groundwork involving education, training, and methodical execution during emergencies is imperative. This concerted effort ensures TAMUG's ability to withstand emergencies or disasters, facilitating the prompt resumption of regular operations.

The three goals of the plan are strengthened by a framework of four fundamental phases:

- **Prevention** – focuses on preventing human hazards, primarily from potential natural disasters or terroristic attacks
- **Preparedness** – planning for an emergency or disaster event, including organizing, equipping and training
- **Response** – the planned response to an emergency or disaster event
- **Recovery** - the process of returning to normal operations
- **Mitigation** – steps taken to prevent the effects of an emergency or disaster

When these five mission areas are effectively combined, they will mitigate the impact of an emergency and its potential aftermath, which could pose a greater threat to TAMUG's operations than the emergency or disaster itself.

## 6 Threat and Vulnerability

Annually TAMUG conducts a Property Hazard Risk assessment and also conducts an Enterprise Risk Management assessment.

The Property Hazard Risk assessment defines physical risk to the campus property that may affect the ability to use all or part of the campus. It also identifies potential mitigation and defines the residual risk.

Enterprise Risk Management (ERM) is a process applied strategically across the University to identify potential events that may adversely affect the entity and to manage risks associated with those events.

Those assessments are kept internal to the university and available on request

## 7 Planning Assumptions

The Texas A&M University at Galveston ERP is based on the following planning assumptions and considerations as presented in this section.

- This ERP may assign tasks to any employee residing on the Texas A&M University Galveston campus.
- Incidents are typically managed at the lowest feasible geographic, organizational, and jurisdictional level.
- External resources may be sought to aid the University if the incident's scale surpasses local capacity.
- Local emergency response resources will be accessible for university-related emergencies.
- Major disasters can occur unpredictably in or around the University. While some warnings and readiness measures may be feasible in certain cases, many disasters may strike suddenly.
- University officials and representatives acknowledge their duty to ensure the safety and well-being of students, faculty, staff, and visitors, and commit to implementing this emergency ERP.
- Proper implementation and understanding of these guidelines through training and exercising will reduce or prevent disaster-related losses.
- Local police and fire departments will respond under existing support or mutual aid agreements.
- University campus emergencies may necessitate the involvement of various departments and agencies, including but not limited to University Police, Environmental Health and Safety, Facilities Services / SSC Service Solutions, Marketing and Communications, Galveston Station Fire Department, and other pertinent University, city, county, state, and federal entities.
- In most instances, either the fire department or law enforcement personnel will assume Incident Command, contingent upon the nature of the emergency.
- Major disasters can lead to hazardous conditions, heightening the risk of injuries and fatalities.
- Casualties will be transported to local area hospitals.
- Other University agencies or system components operating on campus must synchronize their emergency responses with this ERP.

- Irrespective of the nature or magnitude of the emergency, the following outcomes may potentially occur:
  - Loss of life, injuries, or illness among individuals and/or animals
  - Disruption or cessation of public transportation services
  - Interruption or breakdown of regular communication channels
  - Disruption or cessation of utilities and essential services
  - Gathering of large crowds at incident sites, central locations, shelters, etc.
  - Displacement of significant numbers of individuals, necessitating evacuation, shelter, food, welfare, and additional assistance
  - Damage to infrastructure such as roads, buildings, utilities, and other properties
  - Contamination of food, water, personnel, vehicles, property, and other substances
  - Shortages of critical supplies
  - Instances of civil unrest or disorder, including looting, rioting, mob activity, violence, etc.
  - Initial confusion among affected populations, potentially leading to delays in response efforts amid disaster situations
  - Heightened demand for public information dissemination
  - Disruption of business operations
  - Other unforeseen consequences

## **8 RESOURCE DESIGNATION LEVELS**

Most emergencies exhibit identifiable patterns of development, affording opportunities for preparatory actions. While this document outlines the roles and responsibilities of various departments involved in emergency response, it acknowledges the unique and dynamic nature of disasters. Resource needs vary based on the type, scope, and severity of the emergency. Therefore, this document is not exhaustive and does not preclude reasonable or prudent actions.

## **9 EMERGENCY OPERATIONS PLAN ACTIVATION AUTHORITY:**

AVP & Deputy Superintendent serves as the Emergency Management Coordinator (EMC) and is the primary responsible authority for coordinating emergency measures for TAMUG. If the ACP is unavailable, the order of succession is:

1. AVP Administration
2. Director and Chief of Police, University Police Department
3. Director MESSO

#### 4. Assistant Director of EHS

The EMC or designee will provide an overview of the incident and expected operational periods and impacts to the ICT at the inception of activation. In conjunction with the EMC and ICT the VP/COO or successor will take appropriate action to ensure the safety of life and coordination of the response.

## **10 OUTSIDE REQUEST FOR ASSISTANCE**

Requests for emergency support may be received from any number of entities.

- Requests should be communicated to the Emergency Management Coordinator via the designated communication channels. Details of the request will then be transmitted through the chain of command to the Office of the Chief Operating Officer (COO) for approval.
- Allocation of resources, including but not limited to food services, transportation, and security, in response to these requests should only be approved if there is documented evidence of excess capacity, surpassing the University's immediate needs.

## **11 REQUESTS FOR ADDITIONAL RESOURCES AND COORDINATION WITH OTHER JURISDICTIONS/AGENCIES**

If the Galveston County EOC is not activated, requests for additional support may be made to the local emergency services as appropriate., post.

## **12 NON-EMERGENCY EXTERNAL COMMUNICATIONS**

During an incident, the University anticipates a significant influx of inquiries regarding the welfare of students, staff, and faculty from concerned parents, relatives, spouses, friends, and loved ones. This surge in calls to the University's main numbers may quickly overwhelm the system's capacity.

- Additional information about the incident and response and actions to be taken by the campus community will be posted on the Campus Emergency Management webpage and disseminated through social media, email, and text. All inquiries are directed to [info@tamug.edu](mailto:info@tamug.edu)
- Information disseminated will only be released if approved by the VP/COO, EMC and Marketing and Communications.

## 13 Direction and Control

### 13.1 General Procedures

For minor emergencies, TAMUG and local responders will manage the appropriate response. In cases where the emergency surpasses the capabilities of the University and local resources, Galveston County may be called upon to provide supplementary assistance and coordination as able.

In the event that a disaster, emergency, or terrorism incident exceeds the resources available within Galveston County, specialized response teams from regional counter-terrorism task forces can offer assistance. Furthermore, the State of Texas can be requested to provide support, mobilizing specialized response teams, support personnel, and specialized equipment as needed to address disaster or emergency situations.

The Executive Director of Marine Education Support and Safety Operations holds responsibility for providing guidance on the emergency management program and overseeing response and recovery operations.

Additional resources from local, state, and federal entities will be sought through the submission of ICS form 213. This request will be made via local emergency managers, elected officials, and university system personnel.

### 13.2 Incident Command System

In all emergencies, it is essential that there be a planned and predetermined command structure to take control of the scene, maintain control, and direct emergency response operations. The Incident Command System (ICS) will be followed at the scene of the emergency and for emergency operations and organization so as to maintain a common structure, language and operating picture with responding agencies.

1. The Incident Command System (ICS) is structured around five primary functions:

- **Command**
- **Planning**
- **Operations**
- **Logistics**
- **Finance/Administration**

2. At the heart of the Incident Command System (ICS) lies the **Incident Commander**, a role that adapts to the needs of each incident. Regardless of size or complexity, every emergency designates an Incident Commander. Initially, this responsibility falls upon the most senior first responder at the scene, such as the Police Chief. This individual manages on-scene operations until command authority is transitioned to another designated leader. Unified Command fosters collaboration among relevant agencies, whether they possess geographical or



functional responsibilities, in establishing shared incident objectives and strategies.

3. The **Incident Command Post (ICP)** serves as the central location for primary command functions. Situated away from the noise and hazards of the incident, the ICP provides a clear view of the situation whenever possible.
4. Command Staff: The Incident Commander may utilize three primary aides:
  - Liaison Officer: The Assistant Manager of EHS serves as the Liaison Officer, facilitating communication between other emergency responders, agencies, and the Incident Commander.
  - Safety Officer: The Campus Safety Officer (CS) fulfills the role of Safety Officer, providing health and safety-related information to the Incident Commander. This includes determining the safety of approaching the emergency scene and offering recommendations to protect the well-being of emergency responders.
  - Public Information Officer (PIO): The MARCOM group acts as the PIO, managing communication between the Incident Commander and the media. All information from the emergency scene is channeled through the Incident Commander to the PIO for dissemination to the public and media.
5. The Emergency Operations Center (EOC) serves as the primary location where the ICT is convened to manage the incident. The location and format are designated and may be activated by the EMC or delegates during an emergency.
6. This plan adopts an "all-hazards" approach, recognizing that emergency response functions are largely similar regardless of the hazard. The University will deploy resources and personnel as required by the specific emergency.
7. Overall emergency operations are overseen from the EOC, while field operations are managed from the established ICP.

## 13.3 Campus Incident Command Team organization and responsibilities

### 13.3.1 Incident Command (ICT) Team

This group assumes responsibility for providing comprehensive leadership and guidance to the University community during emergencies or disasters.

The Incident Command Team (ICT) will assemble at the Emergency Operations Center or virtually or both to conduct a thorough assessment of the emergency situation and develop an appropriate response plan.

During this assessment period, the ICT will maintain communication with the Environmental Health and Safety (EHS) office, University Police, and the Emergency Management Coordinator. This group will determine any necessary immediate actions to stabilize the University during the emergency and manage ongoing operations throughout the duration of the incident.

The ICT will receive regular status updates from the Incident Command Post (ICP), University Police, and the Emergency Management Coordinator, either at predetermined intervals or upon request for additional information.

Primary Contact in the event of an emergency:

Campus Police	C: 409-771-5185	(after hours)
	O: 409-740-4545	(8-5 daily)

## 14.5 Emergency Operations Center Mission

The Emergency Operations Center functions as the central physical hub for coordinating and overseeing campus response during crisis or emergency situations. The decision to activate the Emergency Operations Plan, thereby initiating the opening of the Emergency Operations Center, follows the established Chain of Command, beginning with the Chief Operating Officer (COO). Should the COO be unavailable, a designated administrator will activate the plan accordingly.

The Emergency Operations Center will remain operational until the COO or designated administrator determines that the crisis or emergency incident no longer poses a threat to the campus, and normal operations can resume.

The establishment and operational support of the center will be managed collaboratively by the Emergency Management Coordinator and the EOC Coordinator.

## 14.6 Emergency Operations Center Location

- Depending on the nature of the emergency, the physical Emergency Operations Center (EOC) will be situated in the Waterfront Pavilion, serving as the central operational hub unless the Emergency Management Coordinator, EOC Coordinator, or an authorized representative designates a virtual EOC.
  - Secondary safe location information is restricted access.
  - The COO or designee will lead the Incident Command Team and is solely responsible for making all decisions and statements concerning an evacuation of campus facilities.
    - In addition, the COO is the only individual authorized to order re-entry on to campus property and the only authority offering media statements.
    - In the absence of the COO, the designated representative shall assume these responsibilities.
  - The Emergency Management Coordinator will be responsible for administering the system and remaining fully informed as to the status of operations

### 14.6.1 Emergency Operations Center Evacuation

Upon order of evacuation, the Continuity of Operations Plan will be used to coordinate the move of the EOC to an alternate facility.

## 14.7 Emergency Operations Center Coordinator

To enhance the efficiency of Emergency Operations Center operations, the Assistant Director of MESSO will assume the role of Emergency Operations Center Coordinator in the event of a physical EOC setup. Responsibilities will encompass, but not be limited to:

- Assisting with the administrative needs of the available Incident Command Team members located in the center.
- Answering Emergency Operations Center phones, screening calls and directing the staff as needed.
- Daily situation reports.
- Copying and creating a filing system; filing.
- Ordering food and beverages.
- Recording minutes of daily meetings.
- Coordinating communications with TAMU, TAMU System and any outside agencies such as Galveston EOC as required.
- Staffing of the Emergency Operations Center as needed.
- Maintaining an incident log as necessary of all activities.
- Securing additional resources as required maintaining center operations.
- Securing office supplies including batteries.

The Emergency Operations Center Coordinator or delegate will also coordinate the acquisition and delivery of center equipment needs which includes but is not limited to:

- Voice IP Phones and a satellite phone (to be provided by the Waterfront Operations).
- Computers.
- Walkie-Talkie radios (to be provided by the Waterfront Operations).
- Copy and fax machine.
- Basic office supplies.
- Police 800 series radios (to be provided by Campus Police if available).
- A generator to power radios (to be provided by Facilities Services).
- Vehicles including trucks, cars, electric carts, gas-powered carts, boats and trailers.

#### **14.8 Incident Command Team & Emergency Operations Center Organization**

The responsibility for managing and overseeing operations at the Emergency Operations Center

will be assigned to either the Chief Operating Officer (COO) or a designated administrator. Should a physical Emergency Operations Center be established, access to the facility will be regulated by Campus Police. Access, whether virtual or physical, will be restricted to members of the Incident Command Team, their designated alternates, and essential members of the campus community involved in center operations.

This plan has been developed in accordance with the emergency management structure of the State of Texas. It serves as a crucial link between TAMUG, local municipalities, and the County, aligning with the principles of the National Response Plan. The plan adopts a functional approach, grouping types of assistance likely needed by the University based on the federal Emergency Support Functions (ESFs). These functional areas are organized according to the categories outlined in the National Incident Management System (NIMS).

#### 14.8.1 COMMAND

- Command Section:  
(COO, Executive AVP Academic Affairs, or successors, EMC)
  1. Declaration of emergency if the situation warrants. Overall Command of the Situation

Chief Operating Officer and Vice President (TAMU): The COO or administrator in charge will take the lead in conveying the administration's response to the crisis, showing that the campus has control of the situation, calming public concern and providing leadership for the entire campus.

Executive Associate Vice President for Academic Affairs & CAO:

During the crisis, the AVP for Academic Affairs will provide guidance and leadership in the areas of academic operations as the situation dictates. He/she will be responsible for coordinating the restoration of all academic programs and activities following the crisis or emergency situation

1. Coordinate class schedules and/or location changes.
2. Coordinate the relocation of academic programs and activities away from areas affected by the crisis.
3. Coordinate the relocation of academic courses and services to TAMU if necessary.
4. Notifying and coordinating with external agencies regarding the disruption in academic activities.
5. Coordinate the reallocation of financial aid and enrollment services as necessary

Emergency Management Coordinator (EMC): Will be responsible for the tactical operations of the crisis response and recovery. These responsibilities include but are not limited to:

- Strategic and tactical planning and coordination of the response activities.
- Coordinating campus security efforts by the Campus Police and Facilities Services staff members to ensure the campus perimeter and all campus facilities are secured.
- Directing Incident Command Team members who are on-site of the crisis or at the emergency location.
- Coordinating recovery efforts and restoration of campus operations after crisis has passed.
- Assessing resource needs for response with Emergency Operations Center
- Manages the overall University administrative response, manages NIMS compliance and support.
- Works with the Administration and others in assessing the emergency and preparing the University's specific response.
- Provides CERT Communication and Coordination.
- Establishes the EOC.

#### Advisors to the Command Section

- University Chief of Police, or Sargent
  1. Coordinates the initial emergency response.
  2. Determines the type and magnitude of the emergency and implements the appropriate emergency response.
  3. Initiates immediate contact with the EOC and University administration and begins assessment of the University's condition.
  4. Notifies and conducts liaison activities with appropriate city, county, and state organizations such as fire, police, state, and federal officials, etc.
  5. Conduct training exercises (Table-top, advanced table-top, and controlled drills) for police force in emergency management techniques, policies and procedures.
- Safety Coordinator
  1. Provide direct assistance to the COO or the Emergency Management Coordinator and the Chief of Police in the areas of damage assessment, communicating with needed resource providers, coordinating recovery and restoration strategies in affected areas.
  2. Identify spin-off hazards and vulnerabilities that may affect the University and its ability to effectively address the emergency or disaster.
  3. Coordinate with all responders to ensure that all personnel are equipped with the appropriate Personnel Protective Equipment (PPE) necessary and are following safe working procedures in accordance to all State and Federal guidelines.
- Marketing & Communications (MARCOM)
  1. Advises the President of all news reports concerning the emergency.
  2. Establishes liaison with the news media for dissemination of information as requested by the President.
  3. Establishes liaison with local radio and TV services for public information.

4. Prepares news releases for approval and release to the media concerning the emergency.
5. Establishes press conferences and news release information on a regularly scheduled basis during the emergency.
6. Establishes a press center and briefing room for all media.
7. Updates the status of the campus emergency on the TAMUG website under the emergency update section.
8. Arranges for photographic and audio-visual services.
- 9. Coordinate public information with on-scene Public Information Officer (s).

## 14.8.2 Operations

### A. Immediate Operations (AVP Student Affairs)

Take immediate and appropriate action to protect life, property, and to safeguard records.

1. Coordinate security and law enforcement services
2. Establish security and protection of critical facilities, including the EOC
3. Coordinate traffic and access control in and around affected areas.
4. Assist as appropriate with route alerting and notification of threatened populations.
5. Assist as appropriate with the evacuation of affected students, staff, or faculty, especially those who are immobilized or injured.

### B. Immediate Health Services (Galveston EMS and Campus Emergency Response Team (CERT))

1. Respond to the EOC or the field, as needed.
2. Coordinate medical activities within campus, including triage.
3. Coordinate medical services as needed to support shelter operations.
4. Coordinate with Counseling Center as needed for support

### C. Disaster Information Resource Team

#### (Communications Coordinator)

1. Coordinate the University website to post updates regarding campus emergency or disaster.
3. Coordinate flow of information in social media
2. Coordinate staffing to complement all equipment utilized during emergency or disaster.
3. Arrange for separate lines of communication (computer, TV, and phone) to be always fully operational at the EOC. These lines of communication shall not be connected to, or in conjunction with, existing forms of communication on campus.
4. Arrange for any additional communication equipment needed at the EOC.
5. Coordinate TAMUG computer technicians in their effort to re-establish computer service on campus, if lost.

### D. Research Activities (Associate Vice President for Research & Graduate Studies)

1. Coordinating the relocation of research activities away from areas affected by the crisis.
2. Coordinating the relocation of graduate study academic courses and services to TAMU if necessary.
3. Notifying and coordinating with external agencies regarding the disruption in research activities.



4. Coordinating needs of researchers who must relocate animal research specimens and collections.
5. Notifying the Institutional Animal Care and Use Committee (IACUC) that deviations in animal oversight and control are being undertaken as a result of the crisis or emergency situation.
6. Coordinating the removal of hazardous or radioactive materials with the TAMUG Safety Officer.

E. Maritime Academy Operations

**(Superintendent Texas Maritime Academy)**

1. Coordinating the relocation of the T/S General Rudder if necessary.
2. Coordinating use of the T/S General Rudder as a command and control or support platform during the crisis and recovery thereafter if needed.
3. Notifying and coordinating with external agencies regarding the disruption in cadet teaching and training activities.
4. Assessing impact of crisis to training and credentialing aspects of the maritime program.
5. Coordinating all services needed to ensure efficient ship operations during the crisis or emergency situation.
6. Identifying funds for recovery and restoration of the maritime program and if the T/S General Rudder is used.
7. Organizing cadets as a support force when a decision is made to use them as volunteers during a crisis.

F. Student Support

**(Director of Residence Life)**

1. Develop and maintain trained managers and staff who shall be available on short notice to assist with emergencies and work in emergency or disaster or disaster.
2. Develop and maintain a team of student staff to be available for tasks such as posting information, running errands, driving shuttles, taking head counts in evacuations, and other duties as the emergency or disaster dictates.
3. Ensure that managers are available to coordinate residence hall evacuations if necessary.
4. Develop and maintain a housing staff designated to locate off-campus or on-campus housing for affected students.
5. Ensure that Residence Life Staff and others are available to assist with staffing phones and speaking with concerned parents.
6. Provide for relocation of students displaced from their living quarters by the emergency or disaster.
7. Provide housing as needed for emergency workers who are required to remain on campus to provide assistance during the emergency or disaster.

### 14.8.3 Planning

#### A. IAP Creation and Continuity of Operations

##### **AVP for Academic Operations et. Al**

1. Establish IAP for next operations period
2. Provide for continuity of operations.
3. Establish lines of succession for key positions.
4. Identify hazards and vulnerabilities that may affect the University and municipalities in coordination with the ICT
5. Identify resources within TAMU/G/S and City of Galveston and adjoining counties that can be used to respond to a major emergency or disaster situation.
6. Oversees all areas of assessment, planning, and the collection and dissemination of information as it pertains to the students and their families

### 14.8.4 Logistics

#### A. Damage, Repair, and Control

##### **(AVP Administration)**

1. Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
2. Provide vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicles as required.
3. Furnish emergency power and lighting systems as required.
4. Survey habitable space and relocates essential services and functions.
5. Provide facilities for emergency generator fuel.
6. Provide storage of vital records at an alternate site.
7. Coordinate with building managers for liaison and necessary support.
8. Work in conjunction with others in writing a report assessing the emergency and final outcome.

#### B. Food and Water

##### **(Director of Dining Services)**

1. Maintain an emergency inventory for a minimum of three days of food and water for TAMUG resident students.
2. Maintain a listing of food assets within the University and its suppliers.
3. Coordinate the dissemination of information and supplies to the food community within the surrounding communities.
4. Coordinate the distribution of food to emergency workers and emergency/disaster victims.
5. Develop and maintain written agreements on emergency food and water delivery by the University's suppliers. These agreements will call for a minimum of one (1) truckload each of individual bottles of drinking water, gallon size bottled water, and non-perishable foods. These are to be delivered to the University upon request by the University during an emergency or disaster.

C. Building/s with incident

**(Director of SSC Facilities Services)**

1. Provide assessment of all structural and non-structural damage to the building(s).
2. Coordinate emergency repairs to mitigate damage to the facility.
3. Safely salvage all capital assets (files and equipment) and relocate to a safe location.
4. Shut off all utilities to the facility.
5. Assist with the furnishing of emergency power and utility service to facility as practical.
6. Secure the facility as best as the emergency or disaster will allow.

E. Mental Health (Rehab)

**Director of Counseling**

1. Ensures Psychological First Aid is available to students, staff, faculty and Volunteers

F. Human Resources

**(Executive Director of Human Resources)**

1. Compile information on all employees affected by the emergency or disaster incident.
2. Develop and maintain a support mechanism for all affected employees.
3. Coordinate the labor force, overtime costs, and obtain any temporary labor force, etc.
4. Provide any necessary counseling services.

G. Logistics Team

1. Coordinate purchasing of all equipment and supplies needed to respond to disaster.

**14.8.5 Finance**

A. Disaster Finance Operations

**Associate Vice President for Finance**

1. Assess any and all financial damage, if any, immediately affecting the University. This is especially important in a cyber-attack on the campus.
2. Facilitate, allocate, and release funding for the emergency procurement of materials and supplies as needed.
3. Develop and maintain a list of all state contracts that may be needed in the event of an emergency or disaster.
4. Apply for federal post-disaster funds, as available.
5. Insuring the continuation of payroll services and accounts payable during and after the crisis.
6. Assessing fund balances in relation to clean up and recovery costs following the crisis.
7. Coordinating business continuity activities with the TAMU Vice President for Finance and Comptroller's Office or designee.

#### **14.8.6 Incident Command Team Initial Activities**

Once convened, the available Incident Command Team members will:

- Immediately consider which other individuals may need to be added to the team to manage the crisis at hand.
- Review details of the crisis.
- Determine further/ongoing crisis management and response activities.
- Identify target audiences and determine communications strategy.
- Specify communication procedures to internal and external constituencies.
- Prepare communications brief for TAMU and TAMU System.

#### **14.8.7 Incident Command Team General Procedures**

- Each member of the Incident Command Team will appoint an additional backup individual, distinct from those already assigned to other functions within the ICT, who will be accessible and ready to respond to a crisis at any given time. These backup members will remain on standby or alert status throughout the duration of the crisis.
- MARCOM will be stationed in the Emergency Operations Center when not in the media center, responsible for gathering and orchestrating information provided by members of the Incident Command Team and other individuals across campus involved in crisis management or resolution. The Emergency Operations Center Coordinator will systematically document all incoming information, recording the time and the individual reporting it.
- In the event of the Emergency Operations Center moving to TAMU, the Emergency Operations Center Coordinator will liaise with the TAMU Vice President for Operation to facilitate the activation of the TAMU site. This may involve disseminating relevant information to TAMUG campus community members relocating to College Station and arranging accommodations for them. Additionally, the Executive Administrative Coordinator will promptly reserve hotel rooms in College Station for arriving members of the Incident Command Team.
- If external agencies (i.e. local police, fire and EMS) are integrated into the Emergency Operations Center operations, space within or adjacent to the Emergency Operations Center will be provided to such agencies for required logistical and communication support.

#### 14.9 Staffing During Emergency Response/Adverse Conditions

During an emergency, it may become necessary to suspend routine campus operations and move to emergency response status. Under such circumstances, all essential employees are expected to report to and/or remain at work to sustain services and protect campus assets. In doing so, the following procedures will be followed:

- ✓ The Incident Command Team will direct university activities in support of the ICP and other activities beyond the on-scene tactical response .
- ✓ No faculty or staff member will be allowed to leave campus until released by his/her supervisor.

#### 14.10 Remaining at Work/Time Reporting

- During a declared emergency time will be recorded as:
  - Regular time worked and any applicable overtime.
  - Administrative time will be granted for each hour worked.
- ✓ Employees released from work should not expect to use TAMUG facilities as a shelter for themselves or their dependents during an emergency.
- ✓ Non-benefit eligible employees will not be eligible for administrative time.

## **15 General Incident Procedures and administration of ERP**

### **15.1 Readiness Levels**

Readiness levels will be determined and communicated to internal and external stakeholders by the Emergency Management Coordinator

Green - Readiness Level IV – Normal Conditions

Yellow - Readiness Level III – Increased Readiness

1. Monitor the situation and consider situation briefings for senior staff.
2. Alert key personnel, determine personnel availability, and update staff call lists.
3. Check readiness of all equipment and repair or replace as needed.
4. Check status of supply items and restock as needed.
6. Review plans and procedures and update them, if necessary.

Orange - Readiness Level II – High Readiness

1. Alert personnel of possible emergency duty.
2. Place selected personnel and equipment on standby, as needed.
3. Identify personnel to staff the EOC in the event the facility is activated.
4. Prepare to implement interlocal agreements.

Red - Readiness Level I– Maximum Readiness

1. Mobilize selected departments and personnel.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch ICT representative(s) to the EOC when activated.

### **15.2 Training**

The plan alone does not guarantee an effective response effort, nor does it ensure comprehensive understanding of assigned tasks and responsibilities among individuals. Therefore, continuous and repetitive training is imperative for both comprehension and the successful implementation of the Plan.

The Executive Director of MESSO will oversee training sessions at least once annually. All individuals designated to serve in Campus Incident Command Team roles will undergo training covering Incident Command System (ICS), the Plan's role, Emergency Operations Center (EOC) operations, support team functions, and their primary duties. Additionally, an overview of other emergency program roles will be provided.

Various exercises and drills will be utilized to facilitate training, including:

- Team-based workshops: These workshops will aid Function Support Teams in enhancing

their planning abilities or familiarizing themselves with their respective plans, roles, and responsibilities. Customizable materials will be made available to cater to the needs of different support teams or to assist the EOC Management Team in refreshing current participants or orienting new members.

- **Computer-based workshops:** Several computer-based classes and workshops will be accessible to members of the Incident Management Team and other teams outlined in this Plan.

### 15.3 Drills and Exercises

The Executive Director of MESSO will organize training exercises at least once a year to comply with all system policy regulations. A variety of exercises and drills will be utilized to facilitate training, including:

- 1 **Tabletop exercises:** Participants will review and discuss the activation of the plan and the implementation of response efforts. These exercises can involve portions or the entirety of the Incident Management Team, Function Support Teams, or multiple teams, and should be facilitated by an external party.
- 2 **Simulated exercises/drills:** Facilitators will create an environment resembling a major campus emergency. Participants will assume their Campus Incident Response Team positions and enact their roles and responsibilities. Various scenarios of different levels and complexities may unfold during the exercise. Full-scale exercises provide opportunities to refine the Plan and enhance the functionality of response teams.
- 3 **Equipment Testing:** The individual responsible for response equipment within the organization will periodically test the equipment as specified and documented. Testing frequency may be quarterly, semi-annually, or annually, depending on the equipment, maintenance schedule, and support. Equipment will include satellite telephones, Sea Aggie Alert, and any broadcast systems intended for use in emergency communication.

*Office of the Executive Director  
Marine Education Support and Safety Operations  
Capt. Allan F. Post*



*FY 2018*

To: Incident Command Team

RE: Campus Drill and Training Schedule

For your planning and information purposes the following drill and training schedule will be enacted annually.

Ongoing: New persons serving on the ICT must complete ICS 100, 200 and 700

January – In service training for ICT personnel tailored to accomplish after action review findings

May – In conjunction with start of hurricane season and county/region wide storm ready drill we will conduct our annual hurricane drill for entire ICT

August – Drill selected from High Likelihood or High Impact risk assessments

## 15.4 Corrective Action Process

Over time, aspects of this Plan will undergo testing through the University's experiences in exercises, emergencies, and near-miss incidents. Additionally, there exists an opportunity to glean insights from the experiences of other institutions. The formal process aimed at identifying issues within existing plans and procedures, deliberating on changes to enhance the Plan's comprehensiveness or accuracy, is termed the Corrective Action Process.

This process commences with an examination of the process or concept in an After-Action Report (AAR). This report delineates weaknesses in the Plan brought to light by an exercise, an actual event at the University, or at another institution. The AAR may take the form of a succinct memo to the ICT Command Staff or a more elaborate document crafted following a major exercise or emergency activation. In either scenario, the individual submitting the recommendation will have the opportunity to present their case to the members of the Incident Command Team and explore various approaches to addressing the identified weaknesses in the Plan. Upon approval, the relevant Plans will be adjusted accordingly, and measures to implement the changes and train team members will be undertaken. The formal modification to the document will be incorporated into the bi-annual update of the Emergency Plans.



## 15.5 Campus Closure Protocols

### 15.5.1 Authority to Close Campus

Authority and decision to close the TAMUG campus will follow the Chain of Command beginning with the COO. The COO or administrator in charge will approve the message and use of Sea Aggie Alert. If the COO is unavailable, the administrator in charge will initiate the campus closure and notification protocols.

However, if time is of the essence, any administrator in the Chain of Action is permitted to send a Sea Aggie Alert without prior consent should the situation warrant immediate notification.

### 15.5.2 Notification Process – Chain of Command

See Sea Aggie Alert Protocols for further instruction.

Campus closures will be based on the following:

- Severe Weather (Hurricanes/Tornado/Flood)
- Chemical Release at Refinery
- Chemical/Radiation Spill
- Impending Danger

It is incumbent upon all TAMUG campus members to register for Sea Aggie Alert through the TAMUG website at <http://www.tamug.edu/emergency/Sea%20Aggie%20Alert.html>

In the event of a crisis or emergency situation, campus members will be notified immediately via the Sea Aggie Alert and SchoolClosings.us systems by the Emergency Response Coordinator. If the ERC is not available, the next administrator in the Chain of Action will initiate the message. Any administrator in the Chain of Command is permitted to send a Sea Aggie Alert and/or SchoolClosings.us message without prior consent should the situation warrant immediate notification.

### 15.5.3 Authority to Re-Open Campus

The authority and decision to re-open the TAMUG campus will follow the campus Emergency Response Plan Chain of Command protocols as initiated by the COO. If the COO is unavailable, the administrator in charge will initiate the campus re-opening notification procedures.

All campus members will be notified to return to campus via the Sea Aggie Alert as well as by postings on the campus website.

- Once employees are released from work by his/her supervisor, campus employees should monitor local news media and the campus website [www.tamug.edu](http://www.tamug.edu) for information on when the campus will re-open and when employees should return to work
- The Office of the COO will determine when to re-open the campus
- The media will be asked to announce that the campus has been re-opened and normal operations resumed or an evacuation is ordered
- Sea Aggie Alert, voice mail and the campus website will also provide this information:
  - (409) 740-4545
  - [www.tamug.edu](http://www.tamug.edu)
  - Radio/Television Station
    - KHOU -TV Channel 11
    - KTRK -TV Channel 13
    - KTRH – Radio 740 AM
- Failure of an employee to return to work as instructed by his/her supervisor or the COO once the campus is reopened may result in disciplinary action to include termination in accordance with campus rules and System regulations

### 15.5.4 Additional Information

- All campus employees will be advised to contact their supervisors for specific information about reporting to work.
- Information updates to the Campus Website will be provided as determined by the COO or administrator in charge.
- All external local government agencies (City Mayor, County Judge, etc.) will be notified of any developments with the crisis or emergency situation as soon as possible.

## **16 Access and Functional Needs Persons Emergency Procedures**

### **16.1 Plan Fundamentals**

#### **16.1.1 Purpose**

A) The purpose of this document is to establish a framework for Texas A&M University at Galveston's emergency response personnel when assisting members of the TAMUG community who may require additional support during emergency situations. This plan underscores the University's commitment to collaborating with individuals with physical or mental impairments or conditions necessitating assistance for relocation or evacuation within university premises during emergencies. Additionally, considerations are provided for TAMUG community members with limited English proficiency. The document outlines steps and resources to prepare those within the TAMUG community who may require assistance during emergency scenarios. Our mission is to ensure accessibility to emergency preparedness, response, and recovery services for vulnerable and hard-to-reach campus populations.

B) The plan is designed to aid individuals with access and functional needs in their emergency preparedness planning, response, and recovery efforts. It furnishes pertinent planning information and guidelines to consider well in advance of campus emergencies.

C) In the event of any facility gaps, it may be necessary to rely on local resources for supplementation.

D) At TAMUG University, proactive emergency planning is an integral component of regular business operations and campus culture. All members of the campus community share a collective responsibility for preparedness.

#### **16.1.2 Scope**

E) In the context of this plan, "Access & Functional Needs populations" encompass individuals who may require support during a building or campus emergency. The University acknowledges that individuals with physical or mental impairments or conditions, whether temporary or permanent, may necessitate extra assistance with emergency notification, evacuation, sheltering, and transportation. It is the University's obligation to ensure that individuals with physical or mental impairments or conditions receive the same level of safety as all other individuals.

#### **16.1.3 Laws and Authorities:**

F) Consequently, federal and state laws, along with policies, play a crucial role in shaping and mandating the planning and response to emergencies outlined in this document. The laws and authorities influencing TAMUG's planning, and response include:

1. Rehabilitation Act of 1973, as amended.
2. Americans with Disabilities Act of 1990, as amended.
3. Fair Housing Act of 1968, as amended.
4. Architectural Barriers Act of 1968
5. Communications Act of 1934
6. Individuals with Disabilities Education Act (IDEA) of 1975
7. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988
8. Executive Order 13347

#### **16.1.4 Situation and Assumptions**

##### **G) Situation**

1. TAMUG encompasses over 20 academic and service buildings, 7 residence halls, and athletic facilities, the majority of which are accessible.
2. The TAMUG community comprises employees, students, and members of the public who self-identify as requiring additional assistance in emergencies due to functional needs. While this plan addresses emergency planning, supplementary resources are available at:
3. Emergency responders and rescue personnel may encounter communication challenges when assisting certain members of the TAMUG community.
4. Various impairments and conditions, such as cognitive/intellectual, mental illnesses, physical, hearing, or visual impairments, may impact communication and must be considered. These conditions can be permanent or temporary, visible or not readily identifiable, chronic, episodic, physical, or mental. Individuals with limited English proficiency should be included in vulnerable populations and associated planning.
5. Critical needs of at-risk campus populations may encompass assistance with various activities related to emergency or disaster response and recovery, including preparation, notification, evacuation and transportation, sheltering, first aid and medical services, temporary lodging and housing, reintegration into the community, cleanup, and other emergency- and disaster-related programs, services, and activities.
6. While some individuals with at-risk considerations will express the need for assistance during emergency situations, others may not.
7. Certain individuals may rely on service animals, which are trained to perform tasks or work for the benefit of individuals with disabilities.

##### **H) Assumptions**

1. The ADA Coordinator for the TAMUG campus holds the position of Executive Director of Human Resources and Associate Vice President of Student Affairs, and is recognized as the TAMUG Authority having Jurisdiction as defined by NFPA 1. TAMUG relies on the ADA Coordinators to offer guidance and interpretation on all aspects of the ADA.
2. Emergency response personnel may require assistance from the community when interacting with individuals who have hearing impairments or conditions, cognitive/intellectual impairments or conditions, physical impairments or conditions, and those with limited English

- proficiency who need special assistance.
3. Certain members of the TAMUG community may need to be evacuated without or may become separated from essential durable medical supplies and specialized equipment (e.g., wheelchairs, walkers, telephones, etc.). Emergency managers and shelter providers should exert every reasonable effort to ensure that these durable medical supplies are provided or reunited with the community members.
  4. Many physical or mental impairments or conditions may not be visibly apparent to community members and first responders.

## **16.2 Concept of Operations**

### **16.2.1 Self-identification**

A) Voluntary Registry Program: The TAMUG University's "Voluntary Registry for Persons Requesting Additional Assistance" aims to gather emergency response-related information for individuals with access and functional needs. This registry enables students, staff, and faculty to communicate their additional assistance requirements during various emergency situations on campus. By doing so, campus emergency response agencies can enhance their planning to better serve the registrants during disasters or other emergencies. The "Voluntary Registry for Persons Requesting Additional Assistance" Form is accessible on the EHS website.

B) The University is mandated by law to uphold the confidentiality of all medical information. However, in the event that an individual with a physical or mental impairment or condition self-identifies and may require assistance with alerting, evacuating, or sheltering during an emergency, emergency and safety personnel, along with other University representatives, may be notified. Any information shared with such personnel will be limited to what is necessary to assist in alerting, evacuating, or sheltering the individual during an emergency.

### **16.2.2 Building Emergency Plans and Individual Emergency Plans**

A) Acknowledging that certain members of our university community may require special assistance during emergencies, the University encourages all individuals to familiarize themselves with the Building Emergency Plan for the buildings they regularly occupy. Additionally, it is recommended that individuals, in addition to completing a Voluntary Registry Form, create an Individual Emergency Plan. This proactive planning allows individuals, building support staff, and responders to prepare effectively for evacuation or shelter-in-place scenarios. Individual Emergency Plans should encompass:

- Evacuation Procedure: Individuals requiring assistance, in collaboration with their personal support persons, should devise a path of travel leading to an exit point or a designated shelter-in-place area, which may or may not be indicated on pre-existing University building maps.
- Shelter-in-Place: It may be prudent for individuals needing additional assistance to

relocate to a secure area or remain in place until responders can facilitate proper evacuation. Building staff and first responders may be aware of suitable safety areas on each floor above ground level. For further guidance, individuals can contact EHS Fire and Life Safety.

- Designated Means of Communication: Individuals requiring assistance, along with their personal support persons, should establish protocols for emergency notification and devise methods for the individual to alert emergency response personnel in the event of an emergency.

Note: It is recommended that individuals collaborate with EHS to develop optimal evacuation routes or shelter-in-place locations.

### **16.2.3 Notification**

- A) TAMUG University uses “SEA AGGIE ALERT,” a multi-layered approach in emergency warning systems.
- B) TAMUG Police and Residence Life staff may be tasked to conduct loudspeaker announcements, vehicular siren notifications, and door-to-door alerts.

### **16.2.4 Emergency Evacuation for Persons with Physical or Mental Impairments or Conditions**

C) To enhance preparedness for emergencies necessitating evacuation, it is advisable for individuals to acquaint themselves with building maps, evacuation plans, and manual fire alarm pull stations. The majority of TAMUG's buildings offer accessible exits at the ground level floor, which can be utilized during emergencies. Typically, individuals will need to utilize stairways to access building exits in TAMUG buildings. Elevators should be avoided, as they may pose safety risks during emergencies and are usually automatically disabled in the event of a fire emergency.

D) Individuals using wheelchairs or similar mobility aids should either remain in place or relocate to a safe area during emergencies requiring building evacuation. If an individual requiring additional assistance is alone, they should contact emergency services at 911 before leaving their location to inform them of the safe area they intend to utilize. Additionally, all members of the TAMUG community are urged to promptly inform first responders and emergency personnel of the location of any individual shelter in place.

### **16.2.5 Sheltering**

E) Depending on the magnitude and severity of an emergency or disaster, TAMUG may offer students, staff, faculty, and visitors safe refuge in on-campus or off-campus shelters during or following the emergency.

## 17 Crisis Communication Plan

### “Aggies Taking Care of Aggies”

The Crisis Communications Plan for Texas A&M University at Galveston provides the framework and process for crisis communications management to aid in effective crisis and reputation management. We employ the Federal Emergency Management Association framework for crisis communications management complemented by opportunistic PR strategies to enhance the institution's reputation.

The framework and process contained within this plan should not be deviated from without express approval from the Chief Operating Officer or the Public Information Officer. This plan is regularly updated to comply with best practices and debriefing lessons.

### 17.1 Crisis Communications Procedures

#### 17.1.1 Roles and Responsibilities

##### **Public Information Officer (PIO)**

Executive Director, Branch and Remote Campuses, Division of Marketing & Communications, Texas A&M University.

##### **Local Oversight, Management and Support**

Director, Division of Marketing and Communications, Galveston Campus

##### **Digital Information Response Team Coordinator**

Manager, Division of Marketing and Communications, Galveston Campus

##### **Digital Response Team**

Multimedia Coordinator, Division of Marketing & Communications, Galveston Campus

Content Specialist, Division of Marketing & Communications, Galveston Campus

Coordinator for Digital Initiatives, Division of Marketing & Communications, Galveston Campus

### 17.1.2 Reporting & Approvals

#### **College Station Campus Reporting**

The Vice President/COO or delegate reports situational awareness to Executive Leadership at the Texas A&M campus in College Station. If the situation allows, the PIO should confirm that this process has been completed before issuing communications.

The PIO immediately informs executive leadership of the College Station Division of Marketing & Communications throughout the incident.

Main Campus Stakeholders:  
Rebecca Watts, Executive Director

#### **Galveston Campus Communication Approval Process**

The PIO compiles information from reports delivered by section chiefs during each ICT meeting and presents communication and public affairs recommendations. Once complete, the recommended communication is distributed to the following individuals for fact-checking and approval. The COO retains the authority to approve on behalf of any stakeholder. If stakeholders are delegating authority or additional stakeholders are added, these individuals should be identified at the first meeting of ICT Command or immediately following a situational change.

#### **Stakeholder Approval List:**

- Vice President/ Chief Operating Officer: Primary Accountability
- Chief Academic Officer, Associate Provost/Executive Associate Vice President for Academic Affairs: Faculty, Research, Academic Affairs
- Associate Vice President, Student Affairs: All Student Activities, Affairs, On-Campus Residents, Corps of Cadets
- Associate Vice President of Facilities: Facilities Impacts, Needs, Accommodations
- Executive Director, Marine Operations and Safety: Emergency Management



### 17.1.3 Communication Guidelines

Each situation is unique; therefore, the recommended communications will be unique, especially at the onset of a crisis. However, the crisis management framework does not deviate – it is the same regardless of the topic or nature of the emergency.

The crisis communications cycle spans from notification through, at minimum, the resumption of normal business operations. It may also trigger ongoing communication needs beyond the operational periods defined by ICT.

Communication should be short, simple and tailored to both the audience and platform. The communications plan should prioritize high-interest stakeholders, such as students, faculty, staff, and families directly impacted by the event.

We believe it is our duty to communicate with our university community before external stakeholders. The processes outlined in this plan are listed in order.

#### Information Release Schedule

Imminent danger communications should be distributed via RAVE (Sea Aggie Alerts) and followed up with the same communications process outlines below once details become available.

The information release schedule is based on meetings schedules with the federal/state authorities, ICT and news media cycles. It is the policy of Texas A&M University at Galveston to communicate all decisions **at least 24 hours** (or sooner) prior to expected action where possible. This schedule is essential for planning and the personal safety of students, faculty and staff. However, in all instances, information should be distributed as demanded by the nature of the crisis and at least daily at or before the established information release for consistency, trust, reassurance and planning.

When multiple scenarios are possible, and decisions are pending, known decision points and instructions for each scenario should be communicated in advance. Communication should be distributed no later than the day of the second ICT meeting. If possible, a “pending crisis” communication should be distributed no later than 24 hours following the first meeting of the Incident Command Team.

General crisis alerts and ongoing updates are distributed from the institution, not an individual, unless circumstances warrant a different recommendation by the PIO. To simplify messaging to critical impacts, the unit or department head should distribute unit/department-specific information that does not apply to a mass audience and/or is complex and detailed. To further provide clarification, the institution message may be forwarded by the unit/department head with unit/department-specific information to increase awareness, but this is not required. Media outreach is critical in aiding in distributing and managing misinformation. The PIO or their

delegate should proactively distribute communications and personally contact the media to help efforts.

#### **17.1.4 Communication Process**

The process is agile, flexible and scalable. While communications platforms constantly evolve for broader impact, communications management does not change. The following information contains the basic process in order of distribution for crisis communications and follows our duty to communicate to high-interest stakeholders with priority.

Additionally, it follows appropriate, established, dependable routes developed in coordination with Galveston Campus units/departments, Texas A&M University and The Texas A&M University System.

### **AUDIENCES**

- Students
- Faculty
- Staff
- Families
- Media
- Board of Visitors
- Former Students & Donors

### **FIRST COMMUNICATION**

- Comms draft & approval
- Website Update
  - Only stages 1 - 3 activate use of the lite page
- Link/update anchor provided to DIRT
- Urgent Sea Aggie Alert: [action] for [event]. Check university email, social media and mobile app for details and updates.
- Mobile App notification
- Social media notification
- Press release, if applicable

### **SECOND+ COMMUNICATION**

- Comms draft & approval
- Website update
- Update anchor provided to DIRT

- Sea Aggie Alert
  - Email
  - NO text message unless imminent danger, substantial change in situation, end of situation.
- Mobile App notification
- Social media notification
- Press release, if applicable

## **Conclusion/Return to Campus**

- Comms draft & approval
- Website update
- Update anchor provided to DIRT
- Urgent Sea Aggie Alert: Return to Campus update. Monitor university email, social media, and mobile app for continued updates.
  - Email and Text.
- Mobile App Notification
- Social Media Notification
- Press release, if applicable.

## **Sustained Crisis**

In the event of a sustained crisis, campus outage or evacuation, the PIO will provide recommendations depending on the nature and length of the crisis. These recommendations may change as conditions warrant.

- Comms draft & approval
- Prop Lite Page/Update Lite Page (tx.ags redirect)
- Update anchor provided to DIRT
- Sea Aggie Alert
  - Email
  - NO text message unless imminent danger, substantial change in situation, end of situation.
- Mobile App notification
- Social media notification
- Press release, if applicable

## **Communication Outline & Templates**

### **OUTLINE**

Communications should be organized as follows:

- Date/Time
- SHORT crisis summary
- Urgent information itemized by audience
  - Students
  - Faculty
  - Staff
- Crisis-specific safety information
- Expected campus impacts
- Information release schedule
- Communication resources

If a crisis develops while the Texas A&M Maritime Academy is underway for Summer Sea Term (SST), a bullet should be added specific to the impacts on their itinerary, route, etc. along with a link to the SST real-time tracker.

## **TEMPLATES**

Available in university Google Drive>Marketing and Communications>Emergency Comms> Templates

Note: must use NetID credentials to access

## 18 Specific Emergency Response Procedures

### 18.1 Shelter in Place

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

The order to shelter in place will be given by the Office of the CEO at which time the following procedures will be implemented.

The term Shelter-In-Place (SIP), means to seek immediate shelter and remain there during the emergency. Some emergencies require evacuation, but often, during tornadoes, exterior hazardous material releases, hostile intruder, and similar emergencies, it is safer to remain where you are, and await instructions. The most important aspect of a Shelter-In-Place (SIP) directive is to TAKE ACTION QUICKLY.

The basic concept behind Sheltering-In-Place (SIP) is to put barriers between yourself and the danger, while maintaining awareness, communications, and safety.

At TAMUG, an emergency Shelter-In-Place directive will be initiated through all possible communication methods, however, the most immediate and effective method of notification will be through the Sea Aggie Alert Text Messaging System.

The Sea Aggie Alert Text Messaging System will specify the type of Shelter-In-Place (SIP) emergency that is occurring. This includes, for example, tornado warning, exterior hazardous material release, violent person in a specific location, or building, etc. Therefore, the Sea Aggie Alert Text Messaging System can prepare you to react accordingly to the specific type of emergency occurring.

Below please read examples of the types of emergencies that could occur that could cause a Shelter-In-Place to be initiated. Each example provides procedures for you to understand, therefore, you would know how to react.

### 18.2 Shelter-in-place, Hazardous Materials

should an interior hazardous material release occur, the instruction would be to evacuate the building and area.

In the event of an exterior hazardous material release (including chemical, biological or radiological), either accidentally, or intentionally, a Shelter-In-Place may be initiated. Should an exterior hazardous material Shelter-In-Place (SIP) be initiated the following procedures are recommended:

1. Move indoors and remain there.
2. Once indoors, remain in office, classroom, residence hall room, or other indoor space. The

best rooms to enter are interior rooms with no windows.

3. Encourage everyone to immediately go into rooms and out of large public areas.
4. Close and lock windows, doors, and seal the room as much as possible.
5. Shut off heating, ventilation, air conditioning (HVAC) units if possible.
6. Pull down blinds; turn off lights and any other electronic equipment.
7. Monitor your Sea Aggie Alert Text Messages, but remain off the cell phone unless a life and death emergency is occurring.
8. Help others when possible, especially those who are physically disabled.
9. Remain as calm as possible and know that the emergency situation is the central focus of emergency response personnel.
10. If in a vehicle driving on campus, leave campus immediately – obeying traffic and speed regulations.
11. Remain in Shelter-In-Place (SIP) until informed via Sea Aggie Alert Text Message or by University officials that it is safe to leave.

### **18.3 Shelter-in-place, Violent Persons**

In the event that a person, or persons, poses a serious threat to campus a Shelter-In-Place (SIP) may be initiated. This would usually involve some form of violence, or a firearm, and necessitate immediate action. Should this SIP be initiated the following procedures are recommended:

1. Move indoors to a safe location.
2. If unable to get indoors, lie flat, get behind an obstruction, put distance between you and the danger and await police.
3. Get into a room, office, residence hall room, meeting room, etc. and lock all doors and windows.
4. Blockade the door if possible with large/heavy furniture, or other heavy objects.
5. Pull down blinds, block windows to door in an effort to obstruct vision from hallway, turn off lights.
6. Remain quiet, silence cell phones, and any other noise producing objects.
7. Stay low to the ground, on floor, near solid interior walls, staying away from windows and doors.
8. Take cover under furniture, or other large objects placing as many items as possible between you and the threat.
9. Do not peek out windows, or doors, to see what may be occurring.
10. Monitor your Sea Aggie Alert Text Messaging System.
11. Do not evacuate if fire alarm is activated unless you are positive a fire is occurring.
12. If possible, and safe to do so, report the location of the violent person if known. Do not remain on cell phone unless a life and death emergency is occurring in your immediate vicinity.
13. Help others when possible, especially the physically disabled.
14. If you are in a vehicle during a Shelter-In-Place (SIP) for violent person, leave campus immediately. Obey traffic and speed regulations.
15. Remain in the Shelter-In-Place (SIP) until informed by police, Sea Aggie Alert Text Message, or by University officials that it is safe to leave.
16. When Police arrive do not run at them, or make sudden movements. Do not hold anything in

your hand that could be mistaken for a weapon.

#### **18.4 Shelter-in-place Hazardous Weather**

Severe weather could suddenly develop which would initiate a Shelter-In-Place (SIP). The most likely scenario would be a tornado warning, or citing, close to campus. Should this occur, the following procedures are recommended.

1. If outside seek shelter in the closest large building, go to the east or north walls.
2. Do Not seek shelter in any large, free span room such as a gym, auditorium.
3. Move to the lowest floor in the building, the basement is the best option if available.
4. The best room choice is an interior room with no windows, or a small windowless first floor interior room like a closet, or bathroom.
5. If windows are in the room, close and lock windows and doors, pull down blinds.
6. Center yourself under large furniture, or other objects, and protect yourself from flying glass, or debris.
7. Remain as close to the floor as possible, stay out of corners and away from outside walls.
8. Turn off lights if possible
9. Remain in Shelter-In-Place (SIP) until informed via Sea Aggie Alert Text Message, or by University officials that it is safe to leave.
10. Remain off the cell phone, especially after a tornado strike.
11. If anyone is seriously injured, contact University Police at 409-740-4545 or dial 9-911 from campus phone and request assistance.

#### **Central Shelter in Place Location**

- Should an incident occur that requires all campus occupants to shelter in place in a central location, the Incident Command will notify each Department Head to have all students, faculty and staff under their area of responsibility or in the building in which they are located to report to the P.E. Facility immediately.
- Once all campus occupants have reported to and have been accounted for in the P.E. Facility, further instructions will be provided by the Incident Command Team

## **18.5 Campus Closure (No Classes – No Evacuation)**

Under extreme weather conditions or general emergency, the COO may decide to close the campus early or not to open campus offices and departments, provided that "**essential services**" will be maintained.

### **Decision Not To Open or To Close Campus**

#### **Who makes the decision?**

The decision to close or not to open the campus will be made by the COO or delegate. The COO may consult with various individuals on campus and ask for recommendations, but the COO will make the final decision.

Conditions that may require a decision to close or not to open the campus should be communicated through Emergency Response Coordinator to the COO at the earliest possible time. Public safety is the primary consideration in closure decisions. In this regard, the Emergency Response Coordinator (or designee) will be responsible for advising the COO for Administration on safety-related conditions. This advisory and/or recommendation will be made after consultation with other appropriate agencies, such as Galveston County of Emergency Management, the National Weather Service, and/or applicable agencies. The Emergency Response Coordinator will then advise or recommend to the COO an appropriate course of action.

#### **When is the decision made not to open the campus?**

Such a decision will normally be made by 5:30 a.m. of the effected day.

#### **What is the notification procedure?**

The Emergency Response Coordinator (or designee) will initiate an advisory call to the COO. Once the COO has made the decision, the Emergency Response Coordinator will communicate that decision to the following, since these units receive many inquiries regarding decisions on closing and/or have follow-up responsibilities:

- Communication and Media Relations
- Facilities Services
- Student Affairs
- Administration

A Sea Aggie alert will be sent to all to advise all on the closure

#### **When is the decision made to close early?**

In the case of early closing, the decision may be made when the COO (or designee) deems conditions warrant closing the campus. Some units may require immediate notification of the potential to close early because they become obligated to perform certain services in such situations. The AVP Administration will be provided a list of such units.



Departments will be notified through their respective Vice President

Personnel who are not required to work during an early release or sequential/staggered release may be released early under the guidance of the department head/supervisor.

**When is a decision made to re-open the campus?**

In the event of a campus closure, the decision to re-open the campus will be made by the COO (or designee) and announced to the campus community and general public via Sea Aggie Alert.

**Who are essential services personnel?**

"Essential services" are those functions and personnel required to maintain or protect the health, safety, or physical well-being of campus personnel (students, staff, and faculty), academic mission, and facilities (including research projects), given the conditions of the emergency at hand.

Determining Essential Services for Emergency Closures: The Vice President Academic Affairs, Associate Vice President for Administration, Facilities Services Director and Chief of Police will determine which operations under their respective supervision should be designated as essential services (as defined above) and under what conditions specific individuals will be required to work during a general closing. The determination of essential services and personnel may vary depending on conditions of the emergency at hand. Examples of emergency conditions include, but are not limited to: snow, ice, flood, power failure, explosion, or extreme heat or cold. Lists of designated essential services and personnel should be disseminated to the appropriate unit supervisor; individuals included on such lists should be notified by their supervisors. Employees should contact their supervisors if they have questions about whether or not they are considered "essential services" personnel.

## 18.6 Building Evacuation

There are two (2) reasons that can require the evacuation of a building on the TAMUG campus or one of its off-campus facilities.

1. An emergency situation that presents a serious threat of injury, or life to the students, staff, or visitors of TAMUG.
2. A planned operation, or drill for training, or for administrative purposes. In these cases, the TAMUG COO, or designate, will be the authority to determine the time, date, and conditions for such an event.

### Building Evacuation

A. Building evacuations will occur when a fire alarm sounds and/or upon notification by TAMUG Police.

B. When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same.

C. **ASSIST THE DISABLED IN EXITING THE BUILDING!** Remember that elevators are reserved for disabled persons. In residence halls the elevators lock off when the alarm is activated.

**Note: Do NOT use the elevators in cases of Fire or Bomb Threat.**

E. Once outside, proceed to a pre-determined mustering point (clear area) that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for responding personnel

## 18.7 Campus Evacuation

Campus occupants may be ordered to evacuate the campus in the event of a hurricane/adverse weather conditions, fire, refinery explosion, release of toxic or odorous gas, terrorist threat or attack, bomb threat or any other event that is deemed by the campus leadership to be a clear and present danger to the students, faculty and staff of TAMUG.

The order to evacuate the campus will be given by the Office of the COO at which time the following procedures will be implemented.

### 18.7.1 General Evacuation Procedures and Guidelines (Campus):

- ✓ Evacuation of the campus will be conducted in a calm and coordinated manner which will be overseen by the Incident Command Team
- ✓ Announcements will be communicated through department heads to their personnel and students, campus Aggnews, and voicemail.
- ✓ The Incident Command Team will notify all subordinates of the decision to evacuate campus.
  - Door-to-door announcements will be made in the Residents Halls by Residential Services Staff members.

- Fliers announcing the evacuation will be left on any door unanswered during the door-to-door walk through.
- ✓ All employees are essential in the Campus Evacuation process and are required to remain at their duty stations until allowed to vacate the campus by their supervisor.

#### **18.7.2 General Evacuation procedures and guidelines:**

- Incident Command Team members shall insure that all students, faculty and staff have evacuated the campus
- Personnel responsible for ships and boats shall see that all are secured or relocated and report the completion of this task to the Incident Command
- Employees and students shall report to the Incident Command any special requests for utilities to remain on during the evacuation.
- Building monitors shall report through the chain of command to the Emergency Operations Center after buildings have been cleared of all personnel
- Campus Police shall inspect all accessible areas to insure that all personnel have evacuated. All personnel that have not left the buildings will be escorted out by the Police Officers
- Police Officers shall report to the Police Chief following an inspection of each building. The Police Chief will then notify Emergency Operations Center
- The Mechanical Maintenance Crew in the Facilities Services staff shall turn off all non-essential utilities within each building after evacuations are complete.
  - Exterior lighting around the swimming pool and field areas will be turned off after evacuation is complete.
  - Exterior mechanical room doors shall be secured
  - The Mechanical Maintenance Supervisor shall report to the Facilities Services Director upon completion of these duties
- The Grounds Maintenance Crew in the Facilities Services staff shall make a final check of the grounds and remove and secure all non-stationary items requiring security
  - The Grounds Maintenance Supervisor shall report to Facilities Services Director upon completion of these duties
- The Transportation Department staff shall insure that all emergency vehicles are fueled and given a service check and make sure preparations are made to evacuate students to College Station if needed
- Before departing campus, all employees must complete an Evacuation and Emergency Information Sheet and return to their respective Department Heads or Building monitors. No employee will be permitted to leave campus without completing and returning this form
- Employees should notify family members that the campus is being evacuated before departing
- Office preparations prior to evacuation are as follows:
  - Unplug all electrical appliances
  - Remove and dispose of all perishable items from refrigerator

- Items should be thrown in campus dumpsters and not trash cans
- Employees with vehicles are asked to share a ride with those who have no vehicles
- Once transportation plans have been finalized, an Evacuation and Emergency Information Sheet has been completed and turned in and approval has been granted by the immediate supervisor, the employee is free to leave campus
- **Evacuation from campus should be along posted evacuation routes:**
  - North on Harborside Drive to Interstate 45 North
  - If Interstate 45 is closed or inaccessible, evacuation should be along South along Harborside Drive to 25<sup>th</sup> Street. Take a right on 25<sup>th</sup> and proceed to Seawall Blvd.
  - At Seawall, take a right and proceed west to exit the Island at San Luis Pass.
  - The ferry should not be used as an evacuation route

### 18.7.3 Student Evacuation Procedures:

- Students may be asked to evacuate the campus at which time the order to evacuate will be disseminated by the Student Affairs Office
- Before departing campus, all students must complete an Evacuation and Emergency Information Sheet and return to Residential Services. No student will be permitted to leave campus without having completed and turned in this form
- Off-Campus students are encouraged to complete an Evacuation and Emergency Information Sheet and leave it in the Student Services Office
- Students should notify family members that the campus is being evacuated before departing
- Residence Hall room preparations prior to evacuation are as follows:
  - Unplug all electrical appliances
  - Clear all balconies and outsider areas of personal belongings
  - Remove and dispose of all perishable items in dorm refrigerator
    - Items should be thrown in campus dumpsters and not hall trash cans
- Students with vehicles are asked to share a ride with those who have no vehicles. If a student can ride with fellow students, please notify Student Affairs of the destination of all vehicle occupants.
- If a student cannot arrange for transportation, TAMUG will provide transportation to the main campus in College Station or other selected evacuation destination
  - Students needing transportation should notify Student Affairs immediately so that arrangements can be made
  - Food and shelter will be provided in College Station for the duration of the evacuation period
  - Transportation will be by campus van or vehicle and will be driven by a campus employee

- Once transportation plans have been finalized, an Evacuation and Emergency Information Sheet has been completed and turned in and parents have been notified, the student is free to leave campus.
- **Evacuation from campus should be along posted evacuation routes:**
  - North on Harborside Drive to Interstate 45 North
  - If Interstate 45 is closed or inaccessible, evacuation should be south along Harborside Drive to 25<sup>th</sup> Street. Take a right on 25<sup>th</sup> and proceed to Seawall Blvd.
  - At Seawall, take a right and proceed west to exit the Island at San Luis Pass.
  - The ferry should not be used as an evacuation route

#### **18.7.4 Return to Campus Information for Students, Faculty and Staff**

- The media will be asked to announce both the cancellation and resumption of classes.
- Sea Aggie Alert, TAMUG Website and voice mail numbers in College Station and Galveston will be available to provide up-to-date information regarding the re-opening of campus. The campus website will also provide this information:
  - (409) 740-4545
  - [www.tamug.edu](http://www.tamug.edu)
  - Radio/Television Station
    - KHOU -TV Channel 11
    - KTRK -TV Channel 13
    - KTRH – Radio 740 AM

## 18.8 Fire Emergency

**IN ALL CASES OF FIRE, THE TAMUG POLICE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!**

**Contact the TAMUG Police at:**

**Campus phone: ext. 4545**

**Public phone: 409-740-4545**

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area.
2. If a minor fire appears controllable, IMMEDIATELY contact the TAMUG Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame. Never let the fire get between you and an escape route.
3. If an emergency exists, activate the building alarm. CAUTION: IF THE ALARM FAILS TO GO OFF you must report the fire by phone.
4. On large fires that do not appear controllable, IMMEDIATELY notify University Police. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen – DO NOT LOCK DOORS!
5. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
6. **ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE THE ELEVATORS DURING A FIRE.** Smoke and toxic fumes are the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. Once outside, move to a clear area at least 500 feet away from the affected building as rapidly as possible. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. An Emergency Site Coordination Post may be set up near the emergency site. Keep clear of the Coordination Post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING UNTIL TOLD TO DO SO BY A UNIVERSITY POLICE OFFICER.**

**Note:**

**If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!**

## 18.9 Medical Emergency

In the event of a medical emergency on campus or at a University facility, Emergency personnel should be notified immediately.

- Emergency personnel should be notified immediately.
- **For ON CAMPUS EMERGENCIES, DIAL 911**
- **Off Campus Emergencies, Dial 9-911**
- Provide Dispatcher with:
  - Location of emergency
  - Type of injury, if known
  - Brief description of injured person (gender, age, etc.)
  - Render First Aid, if trained
  - Make injured as comfortable as possible
- The accident scene will be secured by responding emergency personnel
- If the accident requires immediate response by TAMUG personnel, the Administration will be notified and the appropriate action taken

### **18.10 Severe Weather (HURRICANE, TORNADO, FLOOD)**

Campus occupants may be ordered to evacuate the campus or shelter in place in the event of a hurricane/adverse weather conditions that are deemed by the campus leadership to be a clear and present danger to the students, faculty and staff of TAMUG.

The order to evacuate the campus or shelter in place will be given by the Office of the COO, please follow the campus evacuation procedures or the shelter in place procedures



	Summer Session I (Very Low Threat)	Summer Session II	Before or first few days of Fall term	After first week through mid Fall semester	Late fall semester. Approx. last three weeks of classes.
Minor storm damage -less than two weeks	Deliver to extent possible via web tools. May need to cancel and refund some classes. Determine if start of summer II is feasible. Summer II can shift by approximately one week.	Deliver to extent possible via web tools. Adjust calendar if possible. Determine a secondary location for testing and classes as feasible to complete summer term. Adjust start of fall term as needed. If this scenario is very early in session, may need to cancel and refund some classes.	Adjust beginning of term and possibly end of term. Adjust calendar to extent feasible. Pay special attention to last new student conference.	Deliver to extent possible via web tools. Adjust calendar if possible. Determine a secondary location for testing and classes as feasible.	Deliver to extent possible via web tools. Adjust calendar if possible. Determine a secondary location for testing and classes as feasible. Every effort should be made to complete Fall term and complete grading cycle. Use incompletes as necessary to carry to spring term.
Significant damage -more than two weeks until beginning of next long semester	Complete all classes possible (cruise, filed trips, offsite, etc.). May need to cancel and refund some classes. Determine if summer II can be held and/or if fall term needs to be adjusted.	Complete all classes possible (cruise, filed trips, offsite, etc.). May need to cancel and refund some classes. Determine if fall semester has to be adjusted or possibly relocated.	Implement relocation. Build schedule with TAMU framework. Student will register in new schedule.	Implement relocation. Every effort will be made to establish a continuation of existing courses and maintain relationship between student and faculty member. Can be accomplished through block scheduling and/or rebuilding similar pattern to current schedule.	Deliver to extent possible via web tools. Adjust calendar if possible. Determine a secondary location for testing and classes as feasible. Determine need for relocation for spring term.
Catastrophic damage -more than one full semester	Complete all classes possible (cruise, filed trips, offsite, etc.). May need to cancel and refund some classes. Cancel Summer II. Implement relocation for fall. Student will register in new schedule. Determine location (s). Determine if students will register in TAMU schedule (with addition of Galveston specialty courses) or maintain two separate terms (Katrina model).	Complete all classes possible (cruise, filed trips, offsite, etc.). May need to cancel and refund some classes. Pay special attention to last summer conference. Implement relocation for fall. Student will register in new schedule. Determine location (s). Determine if students will register in TAMU schedule (with addition of Galveston specialty courses) or maintain two separate terms (Katrina model).	Implement relocation. Determine location(s). Build schedule with TAMU framework. Student will register in new schedule. Determine if students will register in TAMU schedule (with addition of Galveston specialty courses) or maintain two separate terms (Katrina model).	Implement relocation. Every effort will be made to establish a continuation of existing courses and maintain relationship between student and faculty member. Can be accomplished through block scheduling and/or rebuilding similar schedule. For following semester, determine if students will register in TAMU schedule (with addition of Galveston specialty courses) or maintain two separate terms (Katrina model).	Deliver to extent possible via web tools. Adjust calendar if possible. Determine a secondary location for testing and classes as feasible to complete fall term. Determine need and location for relocation for spring term.

\*\*\* DO WE INTRODUCE POSSIBILITY OF NOT USING TAMU AS RELOCATION SITE?\*\*\*\*

## 18.11 Workplace Violence or Criminal Behavior

- **IN AN EMERGENCY DIAL EXT. 9-911**
- Campus Police are located in the Facilities Services Building and provides 24-hour help and protection. This service is provided seven days a week on a year-round basis.
- Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and reporting them promptly.
- ✓ Promptly notify Campus Police at 740-4545 or 771-5185 as soon as possible and report the incident, including the following information:
  - Nature of the incident
  - Location of the incident
  - Description of person(s) involved
  - Description of property involved
- ✓ If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify Campus Police and report the incident
- ✓ Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate
- ✓ Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.
- ✓ What to do if taken hostage:
  - Be patient. Time is on your side. Avoid drastic action.
  - The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Do not make mistakes, which could hazard your well-being.
  - Do not speak unless spoken to; and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
  - Try to rest. Avoid speculations. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
  - Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
  - Be prepared to answer the police on the phone. Be patient. Wait. Attempt to establish rapport with the captor. If medication, first aid, or restroom privileges are needed by anyone - say so. The captor, in all probability, does not want to harm persons held by him or her. Such direct action further implicates the captor in additional offenses.

## 18.12 Armed Assault

In the event that one or more gunman comes on campus with intent to harm university member (s) for any reason;

**A Single gunman** looking for a particular target is usually very agitated and unstable. They will harm others that get in their way and may be suicidal. Any witnesses should call 911 as soon as they are aware of the threat and should only attempt to keep the actor in view so that they can report his/her position. If the witness knows how to call ahead of the gunman, they should call in a warning to the building that they are heading towards first, if not, the police department can help with that as they talk with the witness.

- If a building gets a warning call, they should leave the building if they can, if not, they should simply lock the doors and remain out of sight. Someone will come and give the all clear when the situation is over
- Witnesses should remain calm and take notice of the actors dress and appearance, the kind of weapon that they are carrying, etc. This is information that can help save lives if the police can get it quickly enough. The responding officer must be able to quickly acquire the actor's location and accurately identify him in order to protect the rest of the campus
- Officers should attempt to protect the intended target, but they must remember that there are many potential targets in the area that also depend on him for safety. He must not engage in risky behavior, which might eliminate him from protecting everyone else, especially in the early goings before backup can arrive
- Managing the target and other potential targets is just as important as confronting the gunman at times. Extending your opportunity to engage the gunman is the key to successfully getting everyone out of the situation alive. Time is your ally. The more extended the incident, the more time those responders will have to successfully end the situation peacefully and safely.

**Multiple gunmen** on campus usually indicate an assault on non-specified targets. It may mean Administrators or anyone that may be in charge. It may mean corps members or any student. Or as in Columbine, it could be a wide range of "specific targets". (Jocks, cool kids, certain members of certain groups, etc., that have offended the gunmen in the past

- Officers should once again, approach this situation quietly and unseen if possible. Warning should go out and, the campus should be secured by locking all the doors and trying to evacuate the effected building. The entrance and exits should be secured if possible, to shut off easy access by the intruders

- Officers should try to get as much info on the group as possible and Galveston Swat should be notified of the situation. While the Swat team is assembling, other officers will be arriving on the scene. The initial officer needs to direct their approach so that they are not fired upon and so that the gunmen are not alerted to their arrival
- Any of these threats may be armed with other types of weapons, including but limited to pipe bombs, firebombs, various sharp weapons, etc. Additional weapons might be detected as bags, cases or packages carried by the gunmen. Each incident should be analyzed carefully to determine just what we might be facing, so that we can pass on the information to our backup units and other concerned parties. The best way to get this information to a central command is to call everything into dispatch or designated command post
- Police Supervisory personnel will establish a command post as soon as possible in order to direct the situation and collect as much intelligence as possible on the gunmen. Once Galveston Swat arrives, they will take over the situation. TAMUG supervisors will act as advisory consultants to the Swat team with significant ability to influence actions on campus. (Hopefully the ability to make things easier and cause less damage to the campus)
- Officers will contain and isolate hostage situations, while evacuating all nearby University members. Galveston Swat will be called and they will address the problem. TAUMUG police supervisors will be advisors.

### **18.12.1 Command Procedures for Threat to Campus**

1. Threat card filled out during a call
2. Person receiving threat calls 9-911
3. Person receiving threat calls campus police X4545
4. Person receiving threat finds and informs their supervisor and stands by for instructions from the COO
5. TAMUG Police calls COO or delegate in charge, then begins coordination with city emergency responders
6. COO sends campus wide preliminary message (or asks delegate to call for him- Emergency Response Coordinator most likely)
7. COO decides on location for incident command (most likely OCSB or Waterfront Operations bldg. 3003)
8. COO contacts (or asks delegate to call for him- Emergency Response Coordinator or Executive Administrative Coordinator most likely) incident command members to mobilize (notified via Sea Aggie Alert, Email List, Phone Call)
9. Group convenes and decides course of action depending on situation and threat
  - Will campus immediate evacuate?
  - Will campus lock-down?
  - select message to distribute to campus (Sea Aggie Alert, Website, CIS distribution)
  - contact appropriate city officials if needed (Police, City and County EOC )
  - Will full Emergency Operations Center activate/set up (chose location for this- OCSB, CLB, Ship, Waterfront, or alternate safe location)
  - Call President TAMU with situation report.

### **18.13 Campus Lockdown Procedures**

When a crisis or emergency situation on campus warrants immediate lockdown of the campus, the safest method to protect campus occupants will be to take shelter inside a campus building and await further instructions.

The order to lockdown the campus or campuses will be given by the Office of the COO. In the event there is an emergency in progress, the Campus Police may take immediate action to safeguard the campus community by calling for the lockdown of campus (es) through Sea Aggie Alert and established police procedures while taking steps to notify the administration of the crisis or emergency situation. If the order to lock down the campus is given the following procedures will be implemented:

- A Sea Aggie Alert message will be issued immediately by the Emergency Response Coordinator or the next administrator in the Sea Aggie Alert Chain of Action providing specific instructions regarding the crisis and how campus community members are to respond (additional notification systems such as use of office phones and mounted speakers are in the process of being implemented).
- The Campus Police will respond to the crisis scene and provide a threat assessment to the COO or administrator in charge. Should the situation warrant immediate additional assistance, the Campus Police will call in Galveston police and fire by radio and follow established emergency procedures.
- The campus building proctors will also be notified via Sea Aggie Alert to alert their building occupants of the crisis or emergency situation and what should be done to remain safe.
- Appropriate action will be taken by the Campus Police and TAMUG administration based on the threat assessment provided by the Campus Police and any Incident Command Team member responding on-site to the crisis.
  - The COO will activate the Emergency Communication Plan and Emergency Operations Center
  - All campus community members will move to the nearest room, take cover and stay low.
  - Doors and windows will be locked and opened only to students and staff seeking safety or to the police.
  - Campus community members will remain quiet and shut off all audio-visual equipment.
  - Faculty will be responsible for providing leadership and maintaining calmness in the classrooms.
  - The campus will remain in the lockdown mode until an all-clear signal is given by the Campus Police or TAMUG administration.
  - Once the all-clear signal has been communicated via Sea Aggie Alert, verbally and by other means across campus, the Office of Student Affairs will commence notifying students' parents as appropriate. The Director of Media Relations and Communications will provide a scripted message approved by the CEO or next highest ranking Executive Team member that will be communicated to the parents and family of the students.
  - All campus resources necessary will be made available to the Campus Police, TAMUG administrators and responding emergency personnel to resolve the crisis.



## **18.14 Terrorist Threat / Attack**

### **18.14.1 Immediate Securing of Campus**

In the event of a terrorist attack or threat to the immediate area and conditions do not warrant or allow evacuation from campus, the campus will be secured to prevent any entrance or exist to the campus until the incident has been resolved.

### **18.14.2 Command Procedures for Threat to Campus**

1. Threat card filled out during a call
2. Person receiving threat calls 9-911
3. Person receiving threat calls campus police X4545
4. Person receiving threat finds and informs their supervisor and stands by for instructions from the COO
5. TAMUG Police calls COO or delegate in charge, then begins coordination with city emergency responders
6. COO sends campus wide preliminary message (or asks delegate to call for him- Emergency Response Coordinator most likely)
7. COO decides on location for incident command (most likely OCSB or Waterfront Operations bldg. 3003)
8. COO contacts (or asks delegate to call for him- Emergency Response Coordinator or Executive Administrative Coordinator most likely) incident command members to mobilize (notified via Sea Aggie Alert, Email List, Phone Call)
9. Group convenes and decides course of action depending on situation and threat
  - Will campus immediate evacuate?
  - Will campus lock-down?
  - select message to distribute to campus (Sea Aggie Alert, Website, CIS distribution)
  - contact appropriate city officials if needed (Police, City and County EOC )
  - Will the full Emergency Operations Center activate/set up (chose location for this)
  - Call President TAMU with situation report.

The order to secure the campus will be given by the Office of the COO at which time the following procedures will be implemented.

### 18.14.3      **Securing Campus**

- No student, faculty or staff member will be allowed to leave campus until released by the COO or designee
- The Incident Command Team will report to the Emergency Operations Center to coordinate campus operations
  - Each Building Monitor will be contacted by an Incident Command Team member with instructions to secure his/her building by following Shelter in Place procedures
  - Additional information will be provided as it becomes available
  - College Station will be notified of the incident and the campus' actions
  - All Campus Police Officers will be called to duty immediately
- Campus Police will be dispatched to the main entrance of campus and to the intersection of Seawolf Parkway and Clipper Road
  - Campus Police will remain in radio contact with the Police Chief and Emergency Operations Center
- Campus vehicles will be used as barriers to block the entrance and exit to the campus at both locations
  - Additional campus vehicles will be provided by the Facilities Services if necessary to provide a more secure parameter
  - Gate access to resident hall parking lots will be locked
- Campus Police will coordinate communications with the Galveston Office of Emergency Management to ensure traffic is restricted on to Pelican Island from Harborside Drive
- Remaining Campus Police Officers will continuously patrol interior of campus
- Waterfront Operations Manager will secure all boats in Small Boat Basin and monitor the Boat Basin perimeter
- T/S General Rudder personnel and duty watch will provide watch and report to the Emergency Operations Center
- T/S General Rudder Shelter in Place procedures will be implemented
- The Mechanical Maintenance in the Facilities Services staff shall turn off all non-essential utilities within each building as directed by the Emergency Operations Center through the Facilities Services Director
  - Exterior mechanical room doors shall be secured
  - The Mechanical Maintenance Supervisor shall report to the Facilities Services Director upon completion of these duties
- The Grounds Maintenance in the Facilities Services staff shall make a check of the grounds and remove and secure all non-stationary items found
  - The Grounds Maintenance Supervisor shall report to Facilities Services Director upon completion of these duties
- The Transportation Department staff shall insure that all vehicles are fueled and prepared for immediate evacuation assistance if necessary

### 18.14.4      **Securing of the Waterfront Operations and T/S General Rudder**

- In the event of a terrorist threat/attack from the Master of the T/S General Rudder will be responsible for invoking the Facilities Security Plan regarding the protection of the T/S General Rudder as outlined in the FSP on file with the U.S. Coast Guard.
- Campus Police will coordinate communications with the Galveston Office of Emergency Management to ensure traffic is restricted on to Pelican Island from Harborside Drive



- Waterfront Operations Manager will secure all boats in Small Boat Basin and monitor the Boat Basin perimeter
- T/S General Rudder personnel and duty watch will provide watch and report to the Emergency Operations Center

#### **18.14.5      Shelter in Place**

- The Office of the COO will issue the directive to shelter in place in the event of a terrorist attack or threat to the immediate area. Campus occupants will take shelter inside a campus facility

#### **18.14.6      Employees:**

- 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 inlets from the outside
  - 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 breath through it in as normal a fashion as possible

### **18.15 Bomb Threats**

This hazard is not limited to major universities, or those located in major metropolitan areas, all Universities are subject to this type of hazard. The stress and frustration that can mount on an individual(s) in a college atmosphere are fertile grounds for the development of this type of hazard and should not be dismissed. The effect of this type of hazard has far more reaching effects on a smaller college or university than a larger one, simply for the closeness of the pERPlE in the community itself.

It is imperative that all faculty, staff, and students of TAMUG know how to respond to a bomb threat or hostage situation in the event one or both should occur. These procedures are designed to educate and train all faculty, staff, and students to respond calmly, quickly, and appropriately to the hazard.

The individual receiving the bomb threat is responsible for carefully recording the information and then immediately notifying their supervisor and the TAMUG Police Department.

#### **RECEIVING THE THREAT**

1.) In the event of a call, obtain all the information possible from the caller. Be firm, calm, speak quietly and request the following information:

#### **If a Bomb Threat is received by Phone, Take the Following Actions**

- Record any information regarding the bomb threat and have it available for the police when they arrive.
- If your phone has a display, copy the number or letters on the window display.
- - 1.) Record as much information as possible.
  - 2.) Request the name of the building where the threat is located.
  - 3.) Request the exact location of the device.
    - A.) What floor?
    - B.) What part of the building; north, south, etc.
    - C.) Type of device.
    - D.) Detonation time.
    - E.) Description of the package.

#### **Important note:**

It is crucial that you note the following information. These small details could very well be the ones that will save a life and bring a safe and successful conclusion to the hazard.

- 1.) Gender of caller.
- 2.) Accents.
- 3.) Background noise.
- 4.) Speech pattern.
- 5.) Time of call
- 6.) Age of caller

- 4.) Advise the caller that the building is occupied by pERPlE and the detonation of a bomb could result in the death or serious injury to many pERPlE.
- 5.) Call the TAMUG University Police at:

**Campus phone: ext. 4545**  
**Public phone: 409-740-4545**

- Give the phone number and location of the phone that received the bomb threat.
- When safe to do so, call Campus Police at 4545 or 409-740-4545 for further assistance.

**IF A BOMB THREAT IS RECEIVED BY NOTE, TAKE THE FOLLOWING ACTIONS**

- Do not handle the note.
- Call 911 immediately.
- When safe to do so, call Campus Police at 4545 or 409-740-4545 for further assistance.

**If a Suspicious Object or Package is Found, Take the Following Actions:**

- Do not touch or move suspicious object, or package.
- Call 911 immediately.
- When safe to do so, call Campus Police at 4545 or 409-740-4545 for further assistance.
- Campus Police and/or other emergency personnel will evacuate the immediate area and stop anyone from entering the area where the object or package is located.

**If a Suspicious Package Arrives in the Mail, Take the Following Actions**

- Do not handle suspicious package.
- Call 911 immediately.
- When safe to do so, call Campus Police at 4545 or 409-740-4545 for further assistance.
- Campus Police and/or other emergency personnel will evacuate the immediate area and stop anyone from entering the area where the object or package is located.

**Signs of a Suspicious Package**

- No return address.
- Excessive postage.
- Stains.

- Strange odor.
- Strange sounds.
- Unexpected delivery.
- Physical appearance.

#### **18.15.1 Command Procedures for Threat to Campus**

1. Threat card filled out during a call
2. Person receiving threat calls 9-911
3. Person receiving threat calls campus police X4545
4. Person receiving threat finds and informs their supervisor and stands by for instructions from the COO
5. TAMUG Police calls COO or delegate in charge, then begins coordination with city emergency responders
6. TAMUG COO sends campus wide preliminary message (or asks delegate to call for him- Emergency Response Coordinator most likely)
7. TAMUG COO decides on location for incident command (most likely OCSB or Waterfront Operations bldg. 3003)
8. TAMUG COO contacts (or asks delegate to call for him- Emergency Response Coordinator or Executive Administrative Coordinator most likely) incident command members to mobilize (notified via Sea Aggie Alert, Email List, Phone Call)
9. Group convenes and decides course of action depending on situation and threat
  - Will campus immediate evacuate?
  - Will campus lock-down?
  - select message to distribute to campus (Sea Aggie Alert, Website, IS distribution)
  - contact appropriate city officials if needed (Police, City and County EOC )
  - Will full Emergency Operations Center activate/set up (chose location for this- OCSB, CLB, Ship, Waterfront, or alternate safe location)
  - Call President TAMU with situation report.

### 18.15.2 Police Department Bomb Threat Procedures

1. Police Department receives call
  - a. Email
  - b. Phone
  - c. Written on a wall
  - d. Texted
  - e. Etc.
2. Dispatch officer to the scene immediately, if known; if unknown-prepare to secure the police station and prepare to get mobile, pending the location of the threat
3. If the scene is known-Officers will respond to the location-evacuate the area-isolate and preserve the evidence. Do not touch it or disturb it. Locate and Keep your witnesses or send them to a secure place (GPD offices?)
4. At the same time dispatch must;
  - a. Call Galveston dispatch-409-765-3702 or 911 -Declare an emergency if you actually have a device. Or declare a threat if all you have is a call. GPD will mobilize-
    - i. PD
    - ii. Fire Department And EMS
  - b. Call Administration-4403 (Admiral's Ofc.) 4419 (Donna Lang's Ofc.)
    - i. They will decide whether or not to convene the Incident Command Team
    - ii. They will decide where the ICT will meet
    - iii. And they will decide how they want to handle the situation (with your input). Options include-
      1. Do Nothing
      2. Search only
      3. Search and do a partial evacuation
      4. Search and do a full evacuation
  - c. Send Sea Aggie Alert depending on the system in place [EMERGENCY NOTIFICATION] We have 45 minutes or less to do this depending on the circumstances
    - i. Emergency Response Coordinator or delegate to send
    - ii. Determine what to say, in 123 characters or less (Example-Campus received bomb threat-10am. COO ordered immediate evacuation of entire campus.) 83bytes.
    - iii. Follow-up messages as needed by Police or Admin (Admin preferred) (Example-All Clear. Campus rERPened at 5pm today. Classes resume on 1/11/11)
  - d. Call Texas City PD-409-643-5720, ask for
    - i. Regional bomb unit
    - ii. Bomb dog
  - e. The Fusion Center-tel-713-884-4717/fax-713-8844726
    - i. This is an intel group-they can tell you if there has been similar calls and the results of those calls, or if they have suspects, etc.
    - ii. This group will be invaluable to the admin group. Helping them decide what to do based on hard intel and your specific situation of the moment.

- f. Notify others
  - i. Bridge
  - ii. Valero
  - iii. PIO members
- g. If you need to control traffic- think in terms of off campus, off pelican island and dispersed onto Galveston island or further
- h. Traffic control points with assistance of outside agencies like GPD, Port Police, GSO, Tike Island, etc. (May use some or all)
  - i. Campus entrances
  - ii. Sea Wolf Parkway
  - iii. Bridge
  - iv. Via Duct and points east and west
  - v. Broadway
  - vi. Causeway
- 5. AT the end of the threat-have an ALL CLEAR MESSAGE sent out by E2CAMPUS
- 6. Make a report and get supplements from all participating units.
- 7. Follow-up investigation will begin immediately

### 18.15.3 Evacuation Procedures

- All persons shall move towards the nearest marked exit in a safe orderly fashion, if the exit is blocked move to the next nearest marked exit.
- **Wheelchair occupants or persons with mobility impairments have first priority for building elevators if elevators are operable and safe for use.**
- **If it is safe to do so and time permits**, take briefcases, purses, and jackets with you.
- **If it is safe to do so and time permits**, close classroom doors, lock file cabinets and office doors as you calmly move to the nearest exit.
- **If it is safe to do so and time permits**, secure all hazardous materials or equipment, close all hoods and drafts.
- While evacuating, take care not to push, shove, or accidentally knock others down.
- If you see or know of someone having trouble evacuating and it is unsafe for you to help, **please notify emergency personnel on site or call 911; you may also call the TAMUG Police at 4545 or 409-740-4545. Make sure to give the exact location of the person(s) and the reason(s) why they are having trouble evacuating.**

Should the threat be determined credible and outside the resource capability of the University, the TAMUG Police Department will notify the Galveston PD through the 911 call center and radio. The 911 call center will ensure that the appropriate support agencies will be dispatched to assist the University with the hazard.

The affected building or the entire University will be evacuated as determined by the ICT and by the authority of the COO or delegate. Follow the procedures located in the Evacuation of Campus section of this document.

## 18.16 Hostage Situation

In the event of a hostage situation it is important that the TAMUG Police are quickly notified. Upon the receipt of notification, the following team will be assembled.

- **TAMUG Police Chief**

The Police Chief or a designated member of their staff will be responsible for serving as a liaison to the assisting Police Departments.

- **Director of Facilities Services**

The Director of Facilities Services shall ensure that the Police Department(s) has access to accurate building plans or drawings.

- **Director of Human Resources**

The Director of Human Resources shall be responsible for arranging counseling for the hostage(s) and affected faculty, staff, students, or rescue personnel.

The faculty, staff, or student who recognizes or is notified of a hostage situation will call the University Police at:

**Campus phone: ext. 4545**  
**Public phone: 409-740-4545**

Caller will need to provide the following information:

- The caller's name, location, and telephone number.
- Number of persons being held hostage.
- Location of the hostages.
- Condition of the hostages.
- Demands of the hostage takers.
- Physical description of the hostage takers (sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing color and type), if possible.
- Description of the hostage taker's vehicle, if applicable.

1.) The Police dispatcher will initiate the Emergency notification procedure and make any additional calls as necessary.

2.) Faculty, staff, and/or students directly affected by the hostage situation should take their cue from the hostage takers. If the opportunity arises whereby escape can be accomplished without creating greater harm to themselves or others, then they should use their own discretion.

**TAMUG University does not recommend, endorse, or imply that any hostage take matters onto their own that could endanger themselves or others.**

3.) Faculty, staff, and/or students who have escaped or are not affected should remain away from the location and out of sight of the hostage takers.

4.) The TAMUG Police will establish an Emergency Site Command Post (ESCP). The Directors of Facilities Services and Human Resources will report to the ESCP to provide immediate information about



the facility or persons involved.

5.) The TAMUG Police Chief may request the assistance of the Galveston Police (Sheriff) and or State DPS and its Hostage Crisis Team. Upon their arrival, the Police will in conjunction with the TAMUG Police Department resolve the situation. The TAMUG Police will then act in a supporting role to the responding police departments.

6.) The Director of Facilities Services will ensure the Police have accurate drawings or blueprints of the affected building(s).

7.) The Director of Communication and Media Relations will provide the public notice as directed by the ICT.

8.) In coordination with the Commanding Police Department the University/designee/ or supervisor of the area affected will consider the following:

- Evacuating the entire facility to assembly areas or an offsite location.
- Conducting a media briefing offsite if the Commanding Police Department's spokesperson cannot conduct one.
- Providing a location for the families of the hostages to congregate for counseling.

9.) The Director of Human Resources will provide or arrange counseling for faculty, staff, students, and their families if needed.

#### **18.16.1 Command Procedures for Threat to Campus**

1. Threat card filled out during a call
2. Person receiving threat calls 9-911
3. Person receiving threat calls campus police X4545
4. Person receiving threat finds and informs their supervisor and stands by for instructions from the COO
5. TAMUG Police calls COO or delegate in charge, then begins coordination with city emergency responders
6. COO sends campus wide preliminary message (or asks delegate to call for him- Emergency Response Coordinator most likely)
7. COO decides on location for incident command (most likely OCSB or Waterfront Operations bldg. 3003)
8. COO contacts (or asks delegate to call for him- Emergency Response Coordinator or Executive Administrative Coordinator most likely) incident command members to mobilize (notified via Sea Aggie Alert, Email List, Phone Call)
9. Group convenes and decides course of action depending on situation and threat
  - Will campus immediate evacuate?
  - Will campus lock-down?

- select message to distribute to campus (Sea Aggie Alert, Website, CIS distribution)
- contact appropriate city officials if needed (Police, City and County EOC )
- Will full Emergency Operations Center activate/set up (chose location for this- OCSB, CLB, Ship, Waterfront, or alternate safe location)
- Call President TAMU with situation report.

## 18.17 Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Facilities utilized for campus demonstrations must be reserved in accordance with applicable university policies and procedures. If any of the conditions stated below exist, TAMUG Police should be notified and will be responsible for contacting and informing the COO.

The following conduct will not be permitted:

1. **INTERFERENCE** with the normal operations of the University.
2. **PREVENTION** of access to, or egress from, offices, buildings or other University facilities including the use of facilities which have been reserved according to the University's normal room or space scheduling system.
3. **THREAT** of physical harm to persons or damage to University facilities.

Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

### 18.17.1 PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

A. Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct university business as normally as possible.

B. If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- 1) Arrangements will be made by the TAMUG Chief of Police to monitor the situation during non-business hours, or
- 2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Next Section, Non-Violent Disruptive Demonstrations)

### 18.17.2 NON-VIOLENT DISRUPTIVE DEMONSTRATIONS

A. In the event that a demonstration blocks access to university facilities or interferes with the operation of the University:

- 1) Consideration will be given to videotaping the demonstration. Demonstrators may be asked by the President or his/her designee to terminate the disruptive activity.

- 2) The TAMUG Police will be informed that the demonstrators were directed to terminate the disruptive activity.
- 3) If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specified action within a specified length of time may result in disciplinary action or arrest including suspension, expulsion or possible intervention by civil authorities.
- 4) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including videotape and photographs if deemed advisable.
- 5) After consultation with the President or designee, the Chief of TAMUG Police, will take appropriate action.
- 6) If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the Police Department, the remaining demonstrators will be warned of the intention of arrest.

### **18.17.3 VIOLENT, DISRUPTIVE DEMONSTRATIONS**

A. In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and Assistant Vice President of Student Affairs will be notified immediately.

#### **During Business Hours**

- 1) TAMUG University Police will contact the President and Vice President of Student Affairs or designee.
- 2) The Vice President for Student Affairs or designee will advise other appropriate officials.

If appropriate, a university photographer(s) will be contacted and/or videotaping equipment obtained and used and/or surveillance

#### **After Business Hours**

- 1) TAMUG Police should be notified immediately of the disturbance.
- 2) TAMUG Police will investigate the disruption and notify the Chief of TAMUG Police.

## **18.18 Chemical/Radiation Spill**

- Any spillage of a hazardous chemical or radioactive material is to be reported to Campus Police or the Facilities Services at 740-4545 or 740-4547
- When reporting the incident, be specific about the nature of the involved material and the exact location. Campus Police will contact the Facilities Services who will then notify and dispatch appropriate Hazardous Materials (HAZMAT) team personnel
- The key person on-site should evacuate the affected area AT ONCE and seal it off to prevent further contamination of other areas until the arrival of the Campus Police and/or official personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. Remain in the vicinity and give names to Campus Police. Required first aid and clean up by specialized authorities should be started at once.
- If an emergency exists, ACTIVATE the building alarm. PRECAUTION: ALSO report the emergency by telephone.
- When the building evacuation alarm is sounded or an emergency exists: walk quickly to the nearest marked exit and ask others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING!  
Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. Do not panic. Remain calm.
- Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear from emergency vehicles and crews. Know your area assembly points.
- If requested, assist emergency crews as necessary.
- An Emergency Operations Center may be set up near the disaster site. Keep clear of the Command Center unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

## **18.19 Chemical Leak at nearby Refinery**

### **18.19.1 Campus Evacuation during a chemical leak**

In the event of a chemical leak at a nearby refinery, campus occupants may be ordered to evacuate the campus

The order to evacuate the campus will be given by the Office of the COO please follow the campus evacuation procedures

### **18.19.2 Shelter in place during a chemical leak**

If conditions created by a chemical leak at a nearby refinery do not allow for the evacuation of campus, the safest method to protect campus occupants may be to take shelter inside a campus building and await further instructions

The order to shelter in place will be given by the Office of the COO at which time the following procedures will be implemented.

Employees:

- ✓ 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 inlets from the outside
  - 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 breath through it in as normal a fashion as possible

Students:

- ✓ Return to resident hall room - 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
- ✓ Wait for Resident Advisor or campus authority to provide further instructions
- ✓ If hazardous materials are involved,
  - Turn off all ventilation systems and close all inlets from the outside
  - 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 breath through it in as normal a fashion as possible

Central Shelter in Place Location

- ✓ Should an incident occur that requires all campus occupants to shelter in place in a central location, the Incident Command will notify each Department Head to have all students, faculty and staff under their area of responsibility or in the building in which they are located to report to the P.E. Facility immediately.
- ✓ Once all campus occupants have reported to and have been accounted for in the P.E. Facility, further instructions will be provided by the Incident Command Leader

### **18.19.3 Return to Campus Information for Students, Faculty and Staff**

- The media will be asked to announce both the cancellation and resumption of classes.
- Sea Aggie Alert, TAMUG Website and voice mail numbers in College Station and Galveston will be available to provide up-to-date information regarding the re-opening of campus. The campus website will also provide this information:
  - (409) 740-4545
  - [www.tamug.edu](http://www.tamug.edu)
  - Radio/Television Station
    - KHOU -TV Channel 11
    - KTRK -TV Channel 13
    - KTRH – Radio 740 AM

## **18.20 Hazardous Materials Spill**

In the event hazardous materials are involved:

- The Facilities Services will be instructed to turn off all ventilation systems and close all inlets from the outside.
- All campus community members will be instructed to stay inside and away from windows and doors until further notice.
- The Campus Police will notify the Galveston Fire Department and Hazmat response team of the spill.
- The campus will remain in the shelter-in-place until an all-clear signal is given by the Campus Police or Campus Administrator.
- All required follow-up reports will be prepared and submitted under the direction of the Campus Safety Coordinator.

## 18.21 Utility Failure

In the event of an electrical power outage, the Incident Command Team (ECT) shall be assembled. All or portions of the Campus Emergency Response Team (CERT) may be activated, depending on the duration, size, and scope of the outage.

In the event of partial power loss to a portion of the TAMUG campus, it may become necessary to shut down power to the entire TAMUG campus in order to restore power. It is important that all personnel that will be affected be notified of this procedure, should the need arise. The use of portable generators may need to be utilized for the protection of lab animals, freezers, or research projects that may be jeopardized by the loss of electrical power.

### Procedures

In response to any electrical outage, regardless of the duration:

- 1) Facilities and Residence Hall staff will check all impacted buildings to ensure that there is no one trapped in any elevators.
- 2) Residence Life personnel will identify the possible location of all persons with known disabilities and/or other impairments in their respective building.
- 3) Residence Hall staff will check on all faculty, staff, and students who require the use of any electrical device for basic needs and mobility campus-wide.
- 4) During the outage Facilities personnel must provide timely updates and reports to the EOC as requested. These reports shall enable any affected faculty and researchers to adjust or cancel classes and protect any vulnerable research.
- 5) Upon the restoration of electrical power, Facilities personnel will conduct building inspections to verify that all systems are restored and functioning properly. They will also clear the building for re-entry by all persons.

### Power Outage Notification

- 1) In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 4:00 p.m., Monday through Friday), immediately notify the TAMUG Police along with Facilities and Planning at:

#### TAMUG Police

**Campus phone: ext. 4545**  
**Public phone: 409-740-4545**

#### Facilities Services

**Campus phone: ext. 4752**  
**Public phone: 409-740-4752**

If there is potential danger to building occupants, or if the utility failure occurs **after hours, weekends or holidays**, notify the TAMUG Police at:

**Campus phone: ext. 4545**  
**Public phone: 409-771-5185**

- 2) In the event of an electrical power outage, be aware that PMEC, CLB, and OCSB have emergency power and lighting and therefore can be used as a staging area for affected individuals.
  - 3) If a vapor, fume, or gas leak is apparent, leave the area immediately. Post a DO NOT ENTER sign on all doors. Be sure police are aware of the situation.
  - 4) If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by telephone.
  - 5) All building(s) evacuations will occur when the alarm sounds continuously and/or when an emergency exists.
- ASSIST THE DISABLED IN EXITING THE BUILDING!** Remember that elevators are reserved for the handicapped person's use. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
- 6) If requested, assist the emergency crews as necessary.
  - 7) An Incident Command Post (ICP) may be set up near the emergency site. Keep clear of the Coordination Post unless you have official business.
  - 8) **DO NOT RETURN TO AN EVACUATED BUILDING** until told to do so by a TAMUG Police Officer.
  - 9) If possible check elevators to be sure no one is trapped. If pERPlE are trapped, notify the TAMUG Police.



## **18.22 T/S General Rudder Emergency**

### **18.22.1 T/S General Rudder Emergency – At Sea**

In the event of an emergency or accident involving the students and crew aboard the TS General Rudder while at sea or in port, the campus will immediately enact the following procedures:

### **18.22.2 Securing Campus**

- If the situation warrants, the order to secure the campus will be given by the Office of the COO
  - This order will be given only if there is a perceived threat to the campus associated with the emergency or accident on the T/S General Rudder (i.e. terrorist attack/threat).
- No student, faculty or staff member will be allowed to leave campus until released by the COO or designee
- The Incident Command Team will report to the Emergency Operations Center to coordinate campus operations and campus response
  - College Station will be notified of the incident and the campus' actions
  - All Campus Police Officers will be called to duty immediately
- Campus Police will be dispatched to the main entrance of campus and to the intersection of Seawolf Parkway and Clipper Road
  - Campus Police will remain in radio contact with the Police Chief and Emergency Operations Center

### **18.22.3 Communications**

#### **18.22.3.1 Coast Guard and Galveston Emergency Management**

- The campus response to the emergency will be coordinated by the Incident Command Team with the U.S. Coast Guard and local law enforcement officials

#### **18.22.3.2 Parent Notification of On-Campus Students**

- Parents of students on campus will be notified following a report from Campus Police that the campus is secured and all occupants are accounted for
- Notification will be conducted by the Office of Student Affairs
- Parents will be instructed to contact their child in their residence hall rooms or through the main Emergency Operations Center number
- If necessary, evacuation of the campus will commence according to campus shelter in place and evacuation procedures following an assessment of the situation by the Incident Command Team at which time the order to evacuate will be given by the Office of the COO

#### **18.22.3.3 Initial Notification of Family Members of Students aboard T/S/ General Rudder**

- Family members of students aboard the T/S General Rudder will be notified by the Office of Student Affairs as soon as information is available

- A list of students and personnel on board will be obtained from the Maritime Program Office or Campus Police
- In the event of a death or hospitalization, notification will be made to the family/families affected, by the COO or designee
- Family members will be kept informed by the Incident Command Team as much as possible
- If the family/families of the individuals involved in the emergency reside out of town, notification is appropriate by law enforcement agency with jurisdiction. Simultaneous telephone contact by the Incident Command Team should coincide with the notification

#### 18.22.3.4 Family Notification of Employees aboard T/S General Rudder

- Family members of employees aboard the T/S General Rudder will be notified by the Office of Human Resources as soon as information is available
  - A list of personnel on board will be obtained from the Maritime Program Office or Campus Police
- Campus employees will be allowed to contact their families following a report from Campus Police that the campus is secured and all occupants are accounted for
- Information concerning the emergency will be posted on the TAMUG website and local media sources as information becomes available:
  - [www.tamug.edu](http://www.tamug.edu)
  - Radio/Television Station Contacts:
    - KHOU -TV Channel 11
    - KTRK -TV Channel 13
    - KTRH – Radio 740 AM

### 18.23 Boating Emergency Procedures

In the event of an emergency or accident involving the use of a campus boat(s) the campus will enact the following procedures:

- Emergency personnel should be notified immediately.
- **For ON CAMPUS EMERGENCIES, DIAL 911**
- **Off Campus Emergencies, Dial 9-911**
- Provide Dispatcher with:
  - Location of emergency
  - Type of injury, if known
  - Brief description of injured person (gender, age, etc.)

- Render First Aid, if trained
- Make injured as comfortable as possible
- The accident scene will be secured by responding emergency personnel
- If the accident requires immediate response by TAMUG personnel, the Administration will be notified and the appropriate action taken

#### **18.23.1 Boating Responsibility**

- It is the responsibility of all vessel Master / Operators to abide by the Waterfront Operations Department Operations and Safety Procedures located online at;

[http://www.tamug.edu/VesselOperationsOffice/Procedures\\_and\\_Training.html](http://www.tamug.edu/VesselOperationsOffice/Procedures_and_Training.html)

#### **18.24 Communications**

- **Coast Guard and Local Law Enforcement**
  - The campus response to a boating emergency will be coordinated by the Incident Command Team with the U.S. Coast Guard and local law enforcement officials
- **Parent Notification of On-Campus Students**
  - Parents of students on campus will be notified immediately following a report from Campus Police that the emergency has been addressed and all parties involved are accounted for
  - Students with cell phones will be asked to refrain from contacting family members until the full nature of the emergency has been assessed and the security of the campus ensured
  - Notification will be conducted by the Office of Student Affairs
- **Initial Notification Of Family Members**
  - Family members of students involved in the emergency will be notified by the Office of Student Affairs as soon as information is available
    - A list of students and personnel on board will be obtained from the Float Plan by Campus Police

- In the event of a death or hospitalization, notification will be made to the family/families affected, by the COO or designee
- Family members will be kept informed by the Incident Command Team as much as possible
- If the family/families of the individuals involved in the emergency reside out of town, notification is appropriate by law enforcement agency with jurisdiction. Simultaneous telephone contact by the Incident Command Team should coincide with the notification
- Information concerning the emergency will be posted on the TAMUG website and local media sources as information becomes available:
  - [www.tamug.edu](http://www.tamug.edu)
  - Radio/Television Station Contacts:
    - KHOU -TV Channel 11
    - KTRK -TV Channel 13
    - KTRH – Radio 740 AM

### **18.25 Immediate Support Services**

The Siebel Building will be used for a private area for families to gather following initial notification and upon arrival to campus. Access to the second floor will be maintained by Campus Police

### **18.26 Student Emergencies and Crisis Procedures**

#### **18.26.1 Emergencies during Office Hours**

A same day emergency appointment will be provided for those students who indicate an urgent need to see a counselor (students who indicate they are having an emergency) and students who are very distressed on the phone or in the waiting room. The front desk worker (student worker or secretary) informs the clinician that the student indicated an emergent situation to allow the clinician to assess the situation. Front desk workers should refrain from making that determination, instead allowing the clinician to do so. A same day appointment will be made available for a student if a faculty or staff calls and indicates the student's needs are urgent.

The student will be seen by any counselor available at the time if the student is a walk in. If no one is available, an attempt will be made to calm the student and have him/her wait for the next available counselor. If that is not possible, a counselor will be chosen in the following manner;

any counselor in a meeting will be interrupted first, a counselor in a therapy session with an ongoing client second, and lastly a counselor conducting an intake.

### **18.26.2      Emergencies after Hours**

Clinicians may be called in by Residence Life or University Police staff. Each clinician will be on call, using their personal, university supported cellular phone. These clinicians will receive a monthly phone stipend for this use. It is anticipated that the clinician will use her/his best judgment in addressing after hour concerns and if in doubt will consult with the director of Counseling & Career Services or Vice President of Student Affairs if the director is unavailable.

Generally the on-call clinician will be contacted by the TAMUG PD; however there may be a situation where the Vice President for Student Affairs calls. In the event that the TAMUG PD has not been notified at the time the on-call clinician has been contacted, TAMUG PD should be contacted immediately.

When called for an emergency, the clinician responding may adequately address the situation by providing consultation on the phone, while at other times, coming to campus to provide support or an evaluation may be necessary. This decision is made on a case by case basis and should always be in the best interests of the student in crisis.

An event is considered an emergency when a student indicates either verbally or through his or her own behavior that he or she may be unable to ensure his or her own safety. Such emergency situations would include suicidal gestures or attempts, serious self-mutilation, psychosis, aggressive behavior or severe stress due to trauma, i.e., rape, sexual assault, assault.

Upon responding to the emergency, the on-call clinician assesses the nature of the situation, affected parties and possible intervention measures, including the need for transporting the student to the hospital. Based on assessment, the TAMUG PD or Galveston County Mental Health Deputies may be called to intervene.

During the working day following the emergency, the on-call clinician who handled the situation needs to

1. inform and debrief necessary staff regarding the incident
2. contact the VP of Student Affairs and inform them how the incident was addressed and what follow-up is planned
3. document the incident in detail, i.e. time called, by whom, assessment, action, follow up intended, etc.

After the crisis has been resolved, the student may be referred for counseling for further support and/or treatment. If possible, the appointment is to be made with the on-call clinician who handled the situation.

### **18.26.3 GUIDELINES FOR IMPLEMENTATION OF THE SUICIDE CRISIS INTERVENTION PLAN**

It is recognized that special circumstances may arise which require deviation from these guidelines, and that administrative discretion must be exercised in those circumstances.

- Upon learning that a student is threatening suicide or is attempting suicide,
- And a weapon is present, call Galveston PD at 911 and contact the TAMUG Campus Police duty officer immediately.
- Campus Police will coordinate with Galveston PD and Counseling Services.
- Campus Police will transport to the hospital, if warranted; or Galveston County Mental Health Deputies (MHD) will transport to the hospital and Campus Police will follow-up.
- And a weapon is not present but there are life-threatening circumstances, call Galveston PD at 911, and TAMUG at x4545 immediately.
- Counseling Services will coordinate with EMS and MHDs and Campus Police.
- EMS or MHDs will transport to the hospital, if warranted, and Counseling Services will follow-up.
- And there are no life-threatening circumstances, contact appropriate campus personnel depending on the time of day and the seriousness of the threat or attempt.
- Following an attempted suicide, or in cases of a threatened suicide with a weapon present, the Campus Police will report the details of the incident to the Vice President for Student Life, Dean of Students and the Counseling and Career Services Director, if they are not already involved.
- The Counseling and Career Services Director will report all relevant information regarding the attempted suicide, including any contacts with significant others, to the Vice President for Student Life and the Dean of Students.
- The Vice President for Student Life and the Dean of Students will make a decision in consultation with the Counseling and Career Services Director in conjunction with appropriate personnel as to whether the student should be allowed to continue at the University for that semester.
- The Vice President for Student Life or Dean of Students will administratively withdraw the student from the University, when a student is excluded from the University under these circumstances.
- The Vice President for Student Life and the Dean of Students will determine when, and if, parents will be notified.

To all persons who respond to a suicide idea, gesture or attempt you must follow the following important guidelines as well as your specific responder guidelines:

- Do not at any time leave the student alone or unattended
- Escort student to all appropriate services
- Do not make any independent decisions without consulting with appropriate professionals
- Use a team approach; do not try to handle the situation alone

#### 18.26.4 Definitions

Weapon- Any instrument used to inflict bodily harm: Examples include a gun, knife, hanging rope, ingested pills, etc

Suicidal idea- The student is talking about not wanting to live anymore or wanting to end his/her life. Ideation is/are thoughts the student has, which may not be verbalized clearly or shaped into intent.

Suicidal gesture- Clearly stating potential suicidal behavior such as “I’m going to take a bottle of pills.” Student may discuss how they would take their life (have a plan) or verbalize intent to harm themselves.

Suicidal attempt- A physical action or behavior of suicide. Examples may be cutting of wrists, taking pills, affixation, etc.

Effective intervention and treatment of suicidal pERPlE begins with a thorough assessment and subsequent intervention based on that assessment. Suicidal crises may range from a telephone call from a student who has just ingested a potentially lethal overdose, to one from a student suffering from a personality disorder in an unstable, intense, and dramatically shifting mood state, to that of a student in conversation or counseling session stating vague suicidal ideation and hopelessness.

- ☐ Assess lethality and safety need
- ☐ Establish rapport and communication
- ☐ Identify the major problems
- ☐ Deal with feelings and provide support
- ☐ Explore possible alternatives to suicide
- ☐ Formulate an action plan
- ☐ Provide follow up

## 18.27 Pandemic Influenza Response

### 18.27.1 Background

Pandemic Influenza emergencies are not new to the world. During the last century alone, three pandemics and several “pandemic threats” occurred. The pandemic flu of 1918, known as the Spanish Flu, has been cited as the most devastating epidemic in recorded world history and is suspected of killing more than 20 million people-- more than the total number killed during World War I. It is believed that 20-40% of the world’s population was infected with this virus.

A pandemic flu emergency can be described as an outbreak of influenza occurring over a wide geographic area and affecting an exceptionally high proportion of the population, in multiple continents. This type of flu is easily transmitted from one human to another. It will most likely be transmitted through touch and the aerosolization of lung and nasal fluids, i.e. coughing and sneezing. However, it also can spread through contact with contaminated surfaces. The factors that separate a pandemic flu from ordinary flu are the level of virulence and the number of persons infected. During a pandemic flu, approximately 40% of the population may become infected. The number of deaths will be a function of the spread of the disease and how serious the disease is in humans.

### 18.27.2 Major Planning Assumptions

- A pandemic influenza outbreak will result in the rapid spread or infection throughout the world.
- The pandemic influenza virus will affect the population in multiple waves.
- The pandemic influenza attack rate may affect 40% of the University student population. Illness rates may be higher with school-aged children and middle aged adults (25-40).
- Populations most at-risk for severe illness from the current H1N1 are: pregnant women, all people between 6 months and 24 years old, health care providers and emergency medical services personnel, people between 25 and 64 years old with health conditions associated with higher risk of medical complications from influenza, and people who live with or provide care for infants younger than 6 months.
- The number of ill requiring medical care may overwhelm the local health care system.
- The demand for home care and social services will increase dramatically.
- Vaccines for Pandemic Influenza strains will not be immediately available and may require an additional 4-6 months. It is important to note that Seasonal Influenza vaccine is not protective against the current pandemic influenza strain (H1N1). Therefore, protection from Pandemic Influenza can only be obtained through a separate pandemic influenza immunization.
- Absenteeism may be up to 40% (or higher in certain professions). With respect to public schools, the state may set arbitrary rates of absenteeism as triggers for the need to close a local educational facility.
- There may be a significant disruption of public and privately owned critical infrastructure including transportation, businesses, utilities, public safety, and communications.
- External resources may be exhausted, increasing the reliance on internal resources to solve local problems.



- The implementation of quarantine measures within populations will be a decision of federal, state and local officials.

### 18.27.3 Selected Definitions Related to Pandemic Influenza

- 1) Community Disease Control Measures – Practices in public health that aim to reduce disease exposure within the population (e.g., social distancing)
- 2) Contact – A person who has been exposed to an influenza case in some way during the infectious Period, but who has not become ill.
- 3) Emergency Operations Center – A command and control location where pERPlE gather to perform sustained emergency management operations for an organization.
- 4) Epidemic – An excessive occurrence of a disease in a population.
- 5) Executive Management Team – The senior management /leadership of the local Texas A&M system member.
- 6) Incubation Period – The time from exposure to an infectious disease to symptom onset. The Incubation period for influenza is usually 2 days but can vary from 1 to 5 days.
- 7) Infection Control Measures – Actions taken to decrease the risk for transmission of infectious agents in health care settings (e.g., stay at home).
- 8) Influenza-like-illness – an individual with the following symptoms: Fever 100° degrees Fahrenheit or higher, AND cough, AND/OR sore throat (CDC case definition, accessed 10/28/2009)
- 9) Isolation – The separation and restriction of movement of pERPlE with a specific communicable disease to contain the spread of that illness to susceptible pERPlE.
- 10) Pandemic – An epidemic on a world-wide scale.
- 11) Pandemic Influenza - A flu pandemic occurs when a new influenza virus emerges for which pERPlE have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time (WHO – accessed 10/29/09). Currently the strain has been identified as H1N1.
- 12) Personal Protective Equipment (PPE) – Barrier (e.g., masks, gloves, gowns) protection to be used by an individual to prevent disease transmission.
- 13) Prophylactic Drugs – Drugs used to prevent disease, such as antivirals.
- 14) Quarantine – Measures to separate and restrict movement of well pERPlE who may have been exposed to an infectious agent, but who are not ill at this time.
- 15) Seasonal Influenza – Contagious respiratory illness caused by influenza viruses, affecting 5-20% of the US population annually and causing 200,000 hospitalizations and 36,000 deaths (CDC website).

- 16) Surge Capacity – The accommodation to transient sudden rises in demand for services following an incident. It is the ability of a health system to expand beyond normal operations to meet a sudden increased demand for service.

#### **18.27.4 The Texas A&M University System Pandemic Influenza Planning Emergency Response Levels**

Currently, epidemic phase and alert status recommendations of the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) do not address specific actions needed at the local level for of the Texas A&M System, nor do they effectively deal with issues related to the severity of the disease. For example, widespread dissemination of mild disease may not require stringent control measures such as closing facilities or quarantine. The current course of H1N1 Pandemic Influenza disease in the population remains mild-moderate, except in some populations (e.g., children, pregnant women).

To deal with the current and future Pandemic Influenza, the Texas A&M System has developed four discrete emergency response levels of increasing severity that relate to specific risks on campus and subsequent emergency response actions:

**The Texas A&M University System Pandemic Influenza Emergency Response Level I:**

This is the expected level when there is no pandemic in progress. Activities during these times focus on monitoring of world-wide influenza activity, and emergency response planning.

**The Texas A&M University System Pandemic Influenza Emergency Response Level II:**

At this level a new pandemic influenza virus is beginning to circle the globe (but not in the United States). This requires increased national monitoring for illness. Texas A&M System members are urged to update their emergency plans and make contact with their local health departments.

**The Texas A&M University System Pandemic Influenza Emergency Response Level III:**

Pandemic influenza virus has been identified within the boundaries of the United States, but not in Texas. Campus emergency response plans should be reviewed, and essential personnel identified. Measures to slow the spread of virus (e.g., hygiene and immunization) should be promoted or implemented.

**The Texas A&M University System Pandemic Influenza Emergency Response Level IV:**

At this level, pandemic influenza has been identified in Texas. It is time to start identifying cases on campus, maintaining essential operations while focusing on additional measures to protect the health of students, faculty and staff.



## Emergency Response Level Planning Measures

Each emergency response level has specific actions that are recommended to address the pandemic influenza. Constant communication and consultation with appropriate local and state health officials are essential for effective emergency operations. Actions taken during all levels of a pandemic influenza response must ensure informational and support services to students, faculty and staff. Usually, emergency response recommendations are additive as the severity of illness (or emergency response level) increases. However, some emergency measures from higher emergency response levels may be appropriate at earlier stages in the epidemic. Planners must exercise some flexibility in developing their member plans.

### 18.27.5 Level I: No pandemic influenza virus activity is occurring

1. Monitor the transmission of influenza via local, state and CDC information resources.
2. Review, evaluate, drill, and adapt current member Pandemic Influenza response plans.
3. Encourage influenza immunization, if available.

### 18.27.6 Level II: Pandemic influenza virus activity identified, but none in the United States

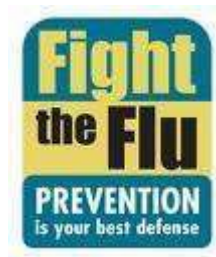
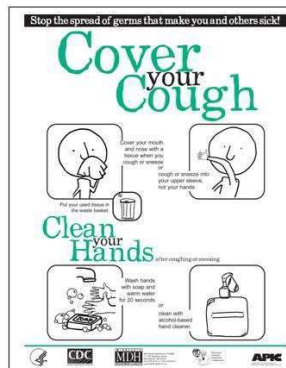
1. Monitor the transmission of influenza activity via local, state and CDC information resources.
2. Communicate with Texas A&M System and local and state health department and other relevant health and civic organizations and resources, including the American College Health Association.
3. Information regarding visits to student health services for influenza-like illness, and class absenteeism should be systematically collected, collated, analyzed and shared with appropriate campus personnel for baseline and monitoring purposes. Information should be shared with

Texas A&M System and with your local health department.

4. Issue communications to the campus community regarding status of disease spread, self-protection and member response.
5. Encourage hand hygiene and cough etiquette for well and ill students, faculty, and staff. For more information, see: [www.cdc.gov/cleanhands](http://www.cdc.gov/cleanhands).
6. Assure that travelers have the latest travel health information for affected areas (international and domestic), based upon recommendations from local, state, and federal health agencies. See: <http://www.cdc.gov/travel>.
7. Planning measures should include consideration for handling persons who return from abroad from affected areas, who become ill with influenza-like-illness (e.g., confirmation, isolation, standing recommendations).
8. Inform employees of campus policies regarding working from home, travel, using sick leave, and other human resources policies as applicable.
9. Plan for influenza monitoring. Information regarding student health services and class absenteeism should be systematically collected, collated, analyzed and shared with appropriate Texas A&M System personnel for baseline and monitoring purposes.

#### **18.27.7 Level III: Pandemic influenza virus activity identified in the United States, but none documented in Texas**

1. Provide information regarding community control measures such as social distancing, and “stay at home if ill” recommendations.
2. Implement influenza-like monitoring and refine reporting measures.
3. Review infection control procedures. a) If personal protective equipment (PPE) is part of your planning, determine who needs what level of protection, when they should use it and under what conditions. Assure that appropriate personnel have adequate supplies of PPE as set out in your plan or as recommended by your local health department. For more information, see: <http://www.cdc.gov/h1n1flu/masks.htm>. b) Determine how students who reside on campus who become ill will be handled.
4. Distribute appropriate disinfectants (e.g. hand sanitizers) and encourage widespread use.
5. Adjust procedures for cleaning public areas to reduce viral spread.
6. Provide necessary communications.
7. Designate or activate Emergency Operation Center (EOC) activities, particularly with respect to communications.



#### 18.27.8 Level IV: Pandemic Influenza Activity Identified throughout Texas (includes cases on any Texas A&M campus)

##### Key Planning Assumptions

- If the severity of illness increases (higher mortality or increasing hospitalizations), more stringent disease control measures may be required to protect the health and well-being of students, faculty and staff.
- Consequently, Level IV has been divided into two levels of Pandemic Influenza for organizing the emergency response: mild-moderate Pandemic Influenza (IV.A) and severe Pandemic Influenza (IV.B), for organizing the emergency response.
  - Mild-Moderate Emergency Response – Level IV.A (Current State)
  - Severe Emergency Response – IV.B

- This division of the emergency response was developed to separate situations that impinge on essential services (Severe Pandemic Influenza) from those situations where most normal activities would likely continue (e.g. Mild to Moderate Pandemic Influenza).
- The determination of what constitutes mild-moderate illness vs. more severe illness should be made by System Member leadership in consultation with public health officials at the local and state level.



## Planning For Mild-Moderate Pandemic Influenza

### Emergency Response Level IV.A

#### 18.27.9 Level IV.A: For mild to moderate influenza illness (similar to seasonal influenza)

1. Fully support the operations of student health services including deployment of additional resources as needed and available. Tracking the impact in our student populations and workers will be paramount to our ability to maintain essential operations. **The primary goal at this point is to slow the spread of disease. This level of severity is not expected to impinge on essential services.**
2. Information regarding visits to student health services for influenza-like illness, and class absenteeism should be systematically collected, collated, analyzed and shared with appropriate System Member personnel for baseline and monitoring purposes. Information should be shared with Texas A&M System leadership and with your local health department. During the height of the epidemic, there may be a daily reporting cycle.

3. Review and disseminate student absenteeism and staff/faculty sick leave policies. Assure that such policies support staying at home when ill or caring for an ill family member. Do not require physician note to confirm illness.
4. Facilitate self-isolation of residential students with influenza-like illness within their dorm rooms or campus apartments. Non-residential students, faculty and staff should self-isolate at home for at least 24 hours after they no longer have a fever.
5. Discourage attendance at campus events by ill persons.
6. Maintain communication capacity to coordinate official Member communiqués with system and other responders.
7. All continuity of operations plans are activated to ensure essential services are provided.
8. Establish regular cleaning procedures and schedules for high-touch surfaces (bathrooms, doorknobs, keyboards). Provide disposable wipes for use by students on high-touch surfaces.
9. Prepare to activate the point(s) of distribution for medications or vaccines as recommended by local public health department and as set out in points of dispensing plans. Determine thresholds for activation.
10. If a new vaccine is available, make every effort to ensure as many campus students, faculty, and staff are vaccinated.
11. Provide necessary communications regarding the status of the Member.
12. Continue to encourage hand hygiene and cough etiquette for all.
13. Distribute personal protective equipment (PPE) to essential personnel as set out in your response plan, if PPE is part of your response plan.
14. Actively communicate with your local health department to optimize the best response measures during the outbreak. It is important that you receive information and that university members provide information to their local health departments during all phases of the outbreak.

### **Planning For Severe Pandemic Influenza**

#### **Emergency Response Level IV.B**

#### **18.27.10 Level IV.B: For Severe Influenza Illness (epidemic begins to impinge on essential services)**

1. Continue all previous emergency response level actions. Consider the spread and severity of illness and seek guidance from state and local health departments and member consultants regarding deciding on a course of action. **The primary goal at this point is to slow the spread of the disease and maintain essential member services.**
2. Consider suspending university special events and what trigger and procedures will result in the suspension of classes. If classes/events are suspended, have a process in place for resumption of classes and events.



3. Continue voluntary isolation of close contacts. Extend the self-isolation period to 7 days after the onset of their symptoms.
4. Reinforce stay-at-home policies for ill persons.
5. Expand communication capacity, as necessary, to coordinate official Member communiqués with system and other responders.
6. Ensure essential university operations are performed, even if some member functions must be curtailed.
7. Consider closing research facilities as set out in your response plan, except those that are deemed critical (e.g., animal care).
8. Maintain critical infrastructure and services.
9. Fully enact policies regarding non-essential personnel.
10. Fully utilize health/medical assistance, housing, food, telecommuting, and other assistance to reduce infection and support those who are ill, self-isolated or are unable to go home, while maintaining essential university operational duties.
11. Enhance the medical support to accommodate increased isolation, if appropriate, for your campus.
12. Initiate planning for recovery as set out in your plan.
- 13.

## **Summary**

# **The Texas A&M System Pandemic Influenza Emergency Response Levels**

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**Level I** CDC reports no cases related to Pandemic Influenza worldwide

**Level II** CDC reports Pandemic Influenza cases outside of the United States

**Level III** CDC reports Pandemic Influenza cases within the continental United States

**Level IV      Texas DSHS reports Pandemic Influenza cases  
within Texas**

**IV.A. Mild-moderate influenza illness reported  
nationally**

**IV.B. More severe influenza illness reported  
nationally**

## **18.27.11 Planning Considerations Related to Pandemic Influenza Emergency Responses**

### **18.27.12 A. General**

The basis of the Texas A&M System Pandemic Influenza emergency response is the **preservation of health, safety, and the well-being of the campus community**. It is paramount that each member of the system tends to the campus community to foster a healthy environment during an influenza pandemic.

The basic order of operational priorities is:

- 1) Maintaining the health, safety and well-being of the campus community.
- 2) Maintaining continuity of operations and essential services to minimize negative economic disruptions.
- 3) Maintaining critical infrastructure and/or facilities to support remaining campus residents and other essential duties and personnel.
- 4) Resume normal system member operations.

### **18.27.13 B. Direction and Control**

The Chief Executive Officer retains authority for making decisions affecting the Member. These decisions may include issuing travel advisories, suspending mass gatherings (including classes), suspending research, suspending normal university operations and resumption of operations. Every effort should be made to coordinate decisions made by the local COO with local or regional public health and with the system.

Planning should include thresholds or a decision-making process for the following:

- a. Issuance of Travel Advisories/Information
- b. Cancellation of Special Events(Note: limited to level not affecting graduation/accreditation)
- c. Cancellation of Classes (Note: limited to level not affecting graduation/accreditation)
- d. Initiation of Telecommuting
- e. Suspension of Research
- f. Cancellation of Member Operations (Note: System must participate in these decisions)
- g. Resumption of Normal Operations (Note: System must participate in these decisions)

### **18.27.14 C. Continuity of Operations and Essential Services**

1. Continuity of Operations and Essential Services planning is critical before an influenza pandemic. Maintaining continuity of operations will mitigate disruptions to critical services

and infrastructure caused by pandemic influenza. As well as mitigating these disruptions, Continuity of Operations Planning enhances the recovery efforts caused by pandemic influenza.

2. Services critical to member operations are financial services, human resources, risk management and safety, university police department, student health services, dining services, residential life, study abroad, and academic and student affairs. Critical infrastructure support will also be critical from facilities management and information technology. Selected essential services relevant to the System are listed below:
  1. Security
  2. Campus Health and Safety, including worker safety
  3. IT Support
  4. Human Resources, including policies and procedures for absenteeism and leave
  5. Financial Operations
  6. Campus Housing
  7. Food Services
  8. Maintaining Critical Infrastructure
  9. Educational Services
  10. Research
3. Planning should also identify essential personnel and duties.
4. Continuity of operation and essential service plans should be routinely updated and a copy forwarded to the System, c/o Kevin McGinnis at: [mcginnis@tamu.edu](mailto:mcginnis@tamu.edu).
5. For more information on planning for continuity of operations, please refer to [www.fema.gov](http://www.fema.gov).

#### **18.27.15 D. Communications**

1. General
  - a. Pandemic influenza imposes exceptional communications requirements. Effective communication is comprised of redundant communication systems, effective internal communication and effective external communication (communication with external agencies and the general public). This information is usually found in the Communications Section of your system member “all hazards” emergency response plan.
  - b. In an emergency, one or more communication strategies/systems can become disabled or ineffective. Therefore, it is critical that planning takes into consideration the need for backup communication modes, diversity of communication modes and redundancy.
  - c. Each system member is requested to identify a Point of Contact for critical communications between system and system members related to Pandemic Influenza.
2. Communication with member(s) of the system community traveling in affected regions must Consider:
  - a. Affiliates of the Member that are traveling to affected regions as part of a member-sanctioned event will provide contact information before departure to the

leading/sponsoring department and/or the Study Abroad Office per existing university policies.

### 3. Communicating Member Closures

- a. Any announcements regarding closures or cessation of events will be communicated via the member home web page, email, television/radio announcements, or any other available means. All announcements to be posted on the home web page or made for television/radio will be routed through normal approval procedures.

### 4. Internal Communications

- a. General information regarding pandemic influenza will be distributed in the form of public service announcements (PSAs) through any and all available modes of communication (i.e., internet, email, telephone, radio, television, etc.) as appropriate. Reference your crisis management plan for more information.
- b. During a Pandemic Influenza emergency response internal communication may need to include information related to the following areas:
  - Updates from local, state, and federal agencies
  - University response activities
  - Health guidelines
  - Media information
  - Emergency bulletins

### 5. External Communications

All public information made available through A&M system members will be directed through their Public Information Officer or other designated official. During a Pandemic Influenza response, there may need to be coordination with external communications by system and other members.

## **18.27.16 E. Major Health Service Considerations during a Pandemic**

### 1. Medical Support

- a. System members will have the initial responsibility for the health care services needed by students during a pandemic. In general, Student Health Services (or similar responsible party) should be enlisted to facilitate this planning.
- b. The local Health Department (or the DSHS Regional Health Department) will serve as the public health authority and as a resource related to management of the pandemic (e.g., screening, vaccine delivery, local case counts, tracking the course of the epidemic).

### 2. Isolation

- a. During the early stages of a pandemic, pERPlE who are known to be ill with pandemic influenza will be advised to voluntarily isolate themselves from others, typically in their own homes. For ill students housed on campus and unable to be isolated at home, a

pre-designated location and support may need to be included in your planning. However, at some point in the emergency response, it may be impractical to isolate

all victims who are ill because of the overwhelming numbers of those affected.

### 3. Quarantine

- a. Quarantine measures are usually within the purview of public safety and public health authorities in Texas. Direct discussions with the appropriate officials are critical to determine if quarantine has any role in the management of Pandemic Influenza on campus.

## 18.27.17 F. Management of Vaccines and Prophylaxis

- a. Currently, Pandemic Influenza vaccines are being provided through the appropriate local Health Department and distributed in accordance with the local government's emergency response plan. In the future, it is important to note that vaccines may be distributed through other sites, such as Student Health Services. If mass vaccination is part of your planning for Pandemic Influenza, delineate how this will be accomplished and who is responsible for implementing these programs.
- b. Currently The Texas A&M University System has no plan to recommend or provide mass prophylaxis of antivirals to students, faculty or staff.

## 18.27.18 G. Mass Fatalities Management

The management of mass fatalities will be under the direction and authority of the local or regional Health Department in accordance with appropriate local government's Interjurisdictional Emergency Management Plan.

## 18.27.19 H. Employee Well-being and Support

The response to an influenza pandemic will pose substantial physical, personal, social, and emotional challenges to employees. Therefore, it is imperative that we provide support that enhances employee well-being. Each system member should provide support to enhance employee well-being. Therefore, procedures to monitor the health, emotional status and other types of support should be included in Pandemic Influenza emergency response plans.

## 18.27.20 Additional Pandemic Influenza Information Sources

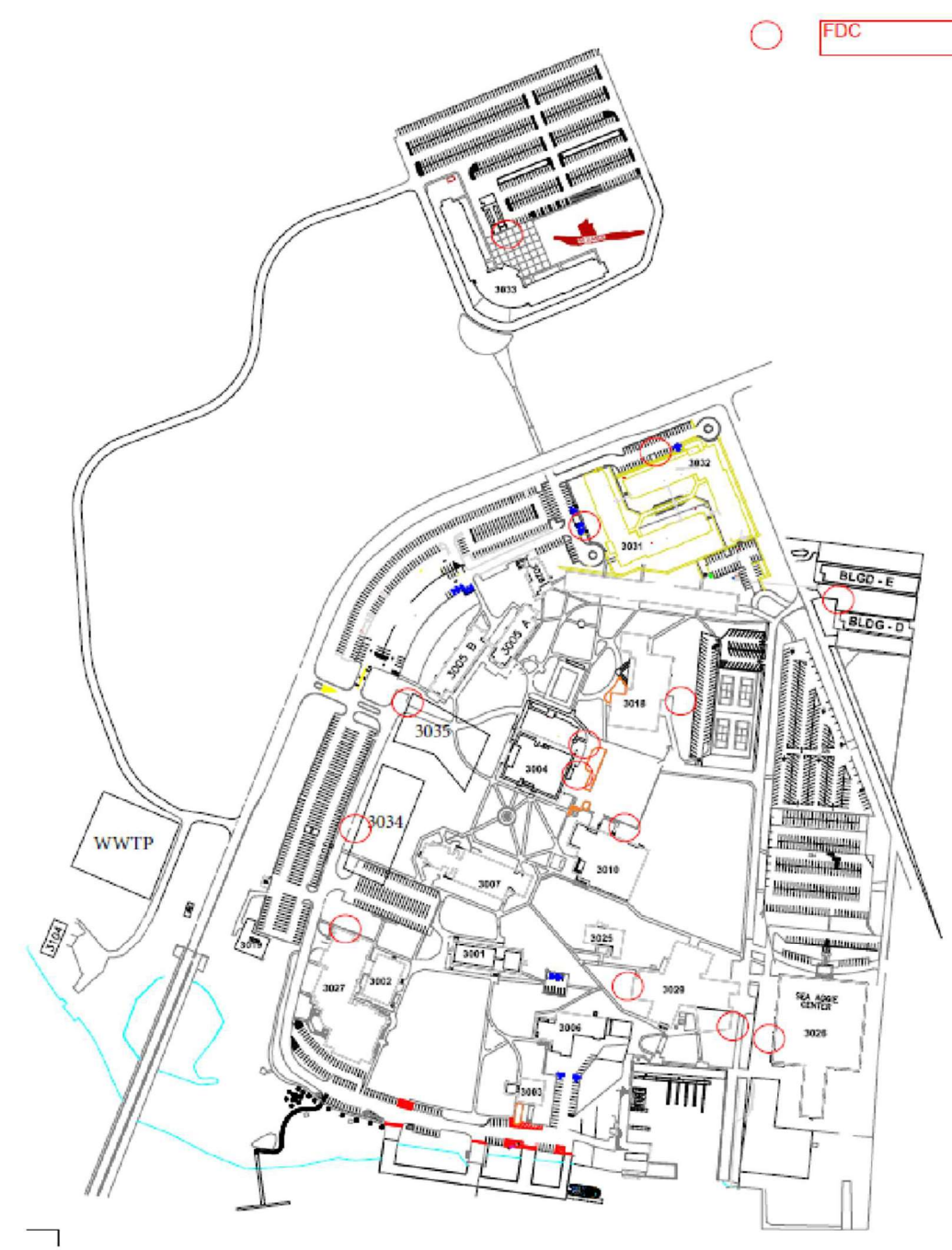
Understanding that the amount of information that will be available during a Pandemic Influenza situation will be vast, the following web sites may serve as useful information sources:

- Texas Department of State Health Services  
<http://www.dshs.state.tx.us>

- Pandemic Flu (comprehensive pandemic flu information)  
<http://www.flu.gov>
- Of special interest:  
<http://www.pandemicflu.org/professional/school/higheredguidance.html>
- U.S. Department of Health and Human Services  
<http://www.hhs.gov>
- Centers for Disease Control and Prevention  
<http://www.cdc.gov>
- World Health Organization  
<http://www.who.int/en/>

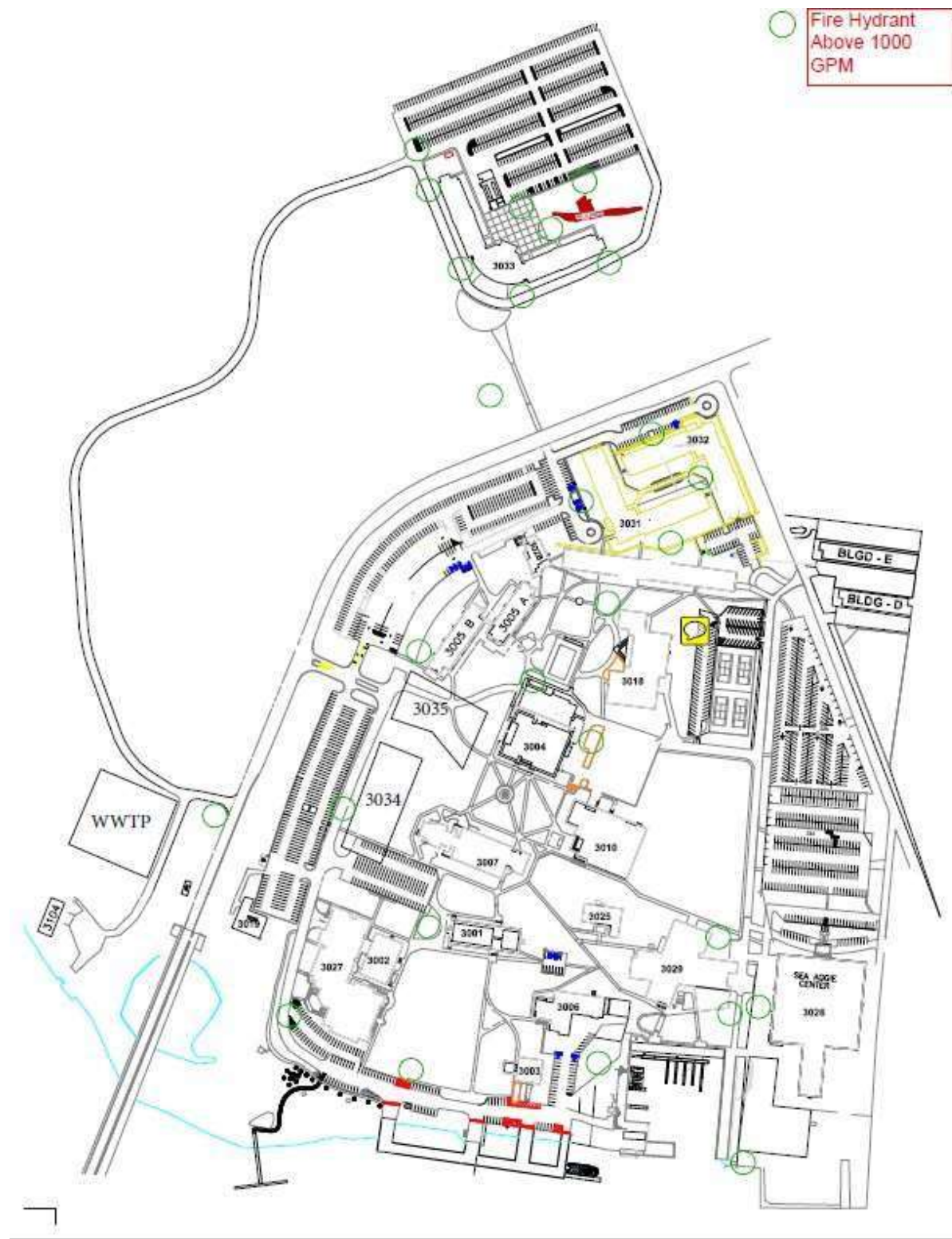
## 19 Campus Emergency Equipment locations

### 19.1 FDC Locations

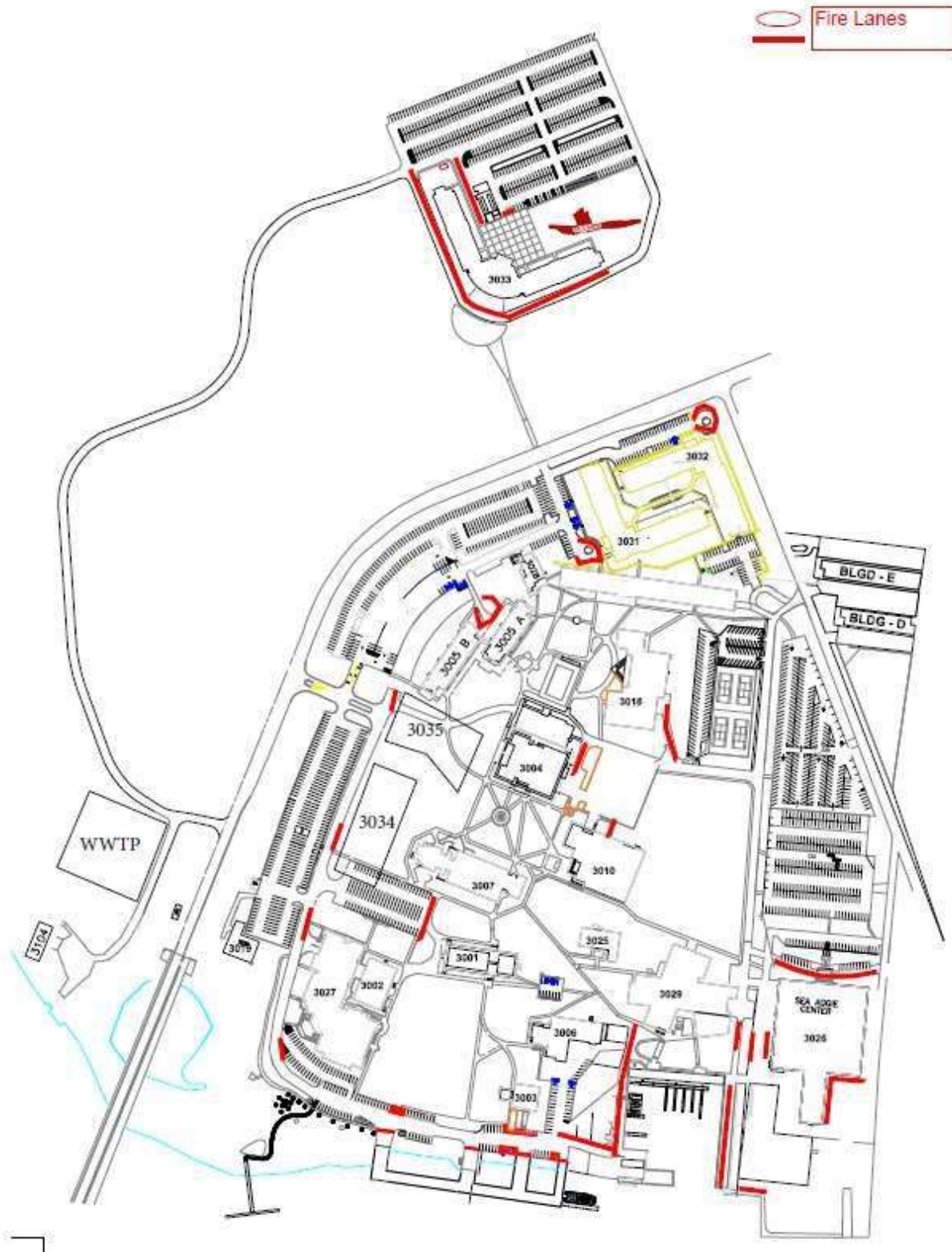




## 19.2 Campus Fire Hydrants

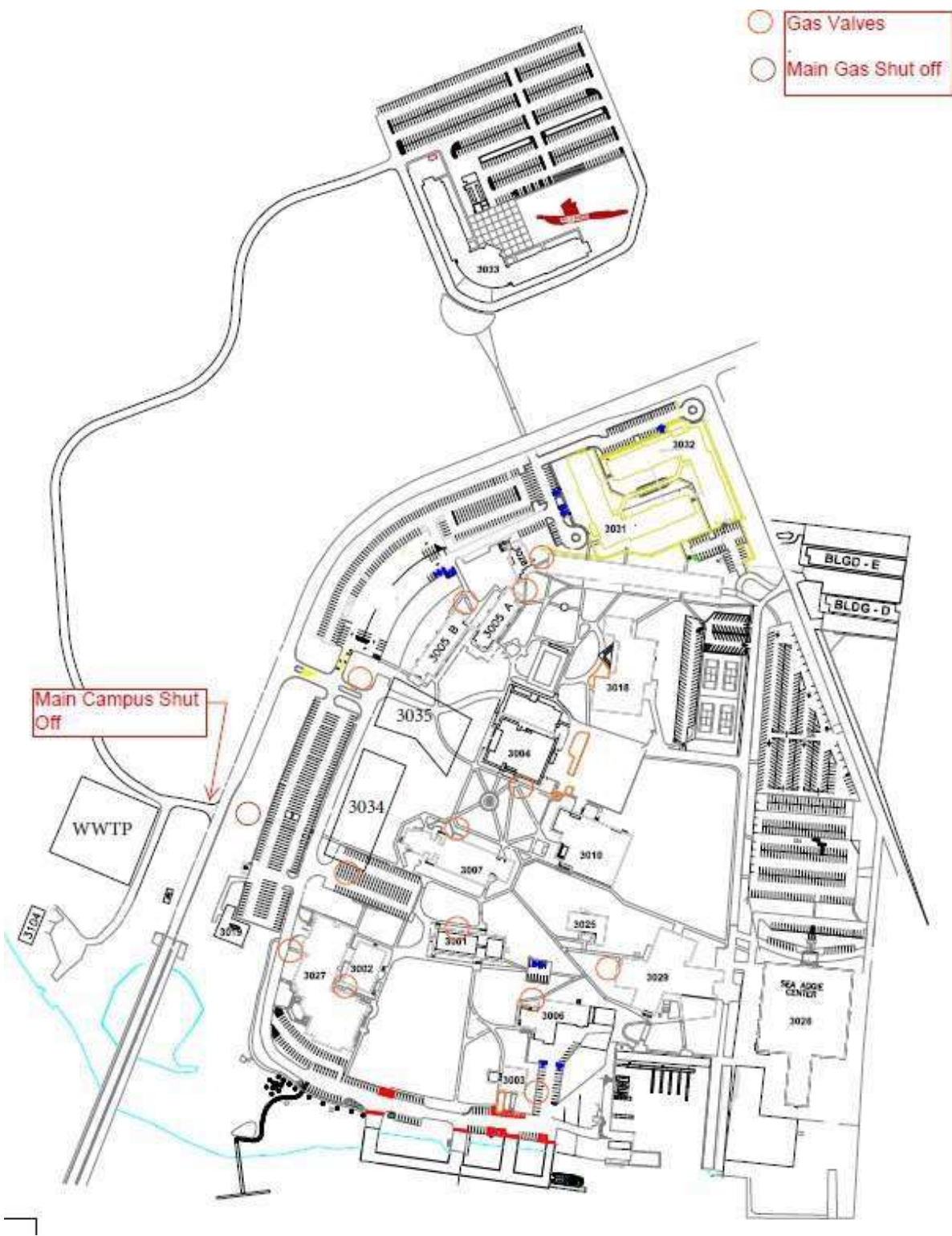


## 19.3 Campus Fire Lanes

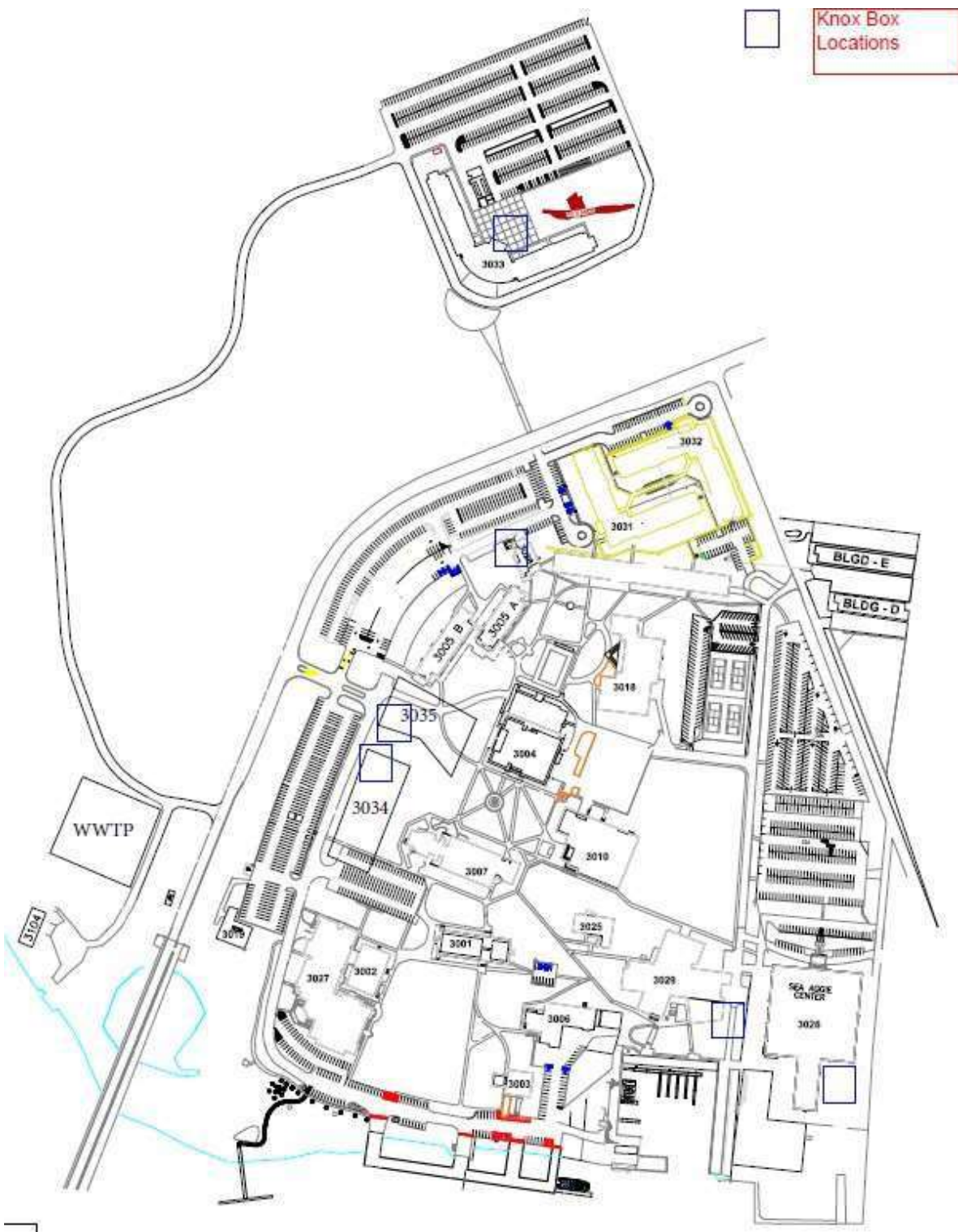




## 19.4 Campus natural gas shutoffs



## 19.5 Campus Knox box locations



# Damage Assessment & Initial Recovery



## 20.1 Contents

DAMAGE ASSESSMENT AND INITIAL RECOVERY PLAN.....	120
PURPOSE .....	120
CONCEPT OF OPERATIONS .....	120
A.    General Phases .....	120
B.    Damage Assessment/Recovery Plan Phase .....	120
C.    Restoration Phase .....	120
D.    Re-Entry Phase.....	120
E.    Long-Term Recovery Phase .....	120
RECOVERY PROCESSES.....	121
1.    Tier I Responders Activation .....	121
2.    Initial Damage Assessments .....	122
3.    Requesting Assistance .....	122
4.    Post-Disaster Recovery Programs.....	122
5.    Presidential Disaster Declaration .....	122
6.    Administration and Support.....	123
APPENDICES.....	125
Appendix 1 – Disaster Summary Outline .....	125
Appendix 2 – Site Assessment and Business Loss .....	126
Appendix 3 - Rapid Building Damage Assessment Form .....	128

## **20.2 DAMAGE ASSESSMENT AND INITIAL RECOVERY PLAN**

### **20.2.1 PURPOSE**

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for Texas A&M University at Galveston to conduct initial Damage assessment and recovery.

### **20.2.2 CONCEPT OF OPERATIONS**

#### **20.2.3 General Phases**

The TAMUG disaster recovery program will be conducted in four phases:

#### **20.2.4 Damage Assessment/Recovery Plan Phase**

The Damage Assessment / Recovery Planning Phase is an immediate short-term activity that addresses the scope of damages and needs, the mobilization of recovery partners, requesting initial recovery assistance, and the resumption of essential service for initial response and recovery.

#### **20.2.5 Restoration Phase**

The Restoration Phase is an intermediate-recovery activity that involves the repair, rebuilding and reestablishment of physical structures, interim-housing, public facilities, basic services, and business infrastructure and debris removal operations. Restoration activities may include sectors such as energy, water, natural gas, communications, transportation, utilities, sanitation, and other systems that directly support physical infrastructure as well as facilities.

#### **20.2.6 Re-Entry Phase**

Re-Entry is an intermediate-recovery activity that involves the phased return of designated essential personnel, non-essential personnel, academic operations, and student affairs to campus. Successful re-entry of a disaster risk area considers several factors such as the rapid restoration of essential services and the safety of the campus community from disaster hazards. Galveston County and the City of Galveston hold the authority to control and restrict public access to areas within their jurisdictions during a disaster.

#### **20.2.7 Long-Term Recovery Phase**

Long-Term Recovery is a phase of recovery that may continue for months or years and focuses on creating normalization or a return to a steady-state through permanent rebuilding, redevelopment, and hazard mitigation to provide for sustainability and resilience.

## 20.3 RECOVERY PROCESSES

The TAMUG disaster recovery program will conduct the following recovery processes to support recovery.

### 20.3.1 Tier I Responders Activation

In the aftermath of a disaster, TAMUG may activate the Tier I responders, which is under the direction of the EMC in the emergency response plan.

- This team will consist of the following personnel: -
  - Allan Post, Emergency Management Coordinator,
  - Mike Phillips, Deputy EMC, AHJ, and Fire and Life Safety Inspector
  - Vernon Camus, EOC Operations Corrdinator
  - Grant Shallenberger, Associate Vice President for Administration
  - Pat Hebert, Manager of Auxiliary Services
  - Will Heidel, Director, Facilities Services
  - Dave Lang, Asst. Director Facilities Services
  - Sam Martinez, Chief of Police
  - Dave Watson, Campus Safety Coordinator
  - The Campus Safety Coordinator will be responsible for assessing the overall safety of the campus and determining areas of accessibility.
  - Vanessa Salas, Finance Section Cost Accounting
  - John Kovacevich, IT

- Essential Facilities Services and Vessel Operations staff will return to begin damage assessment and initial campus clean up as directed.

- Auxiliary Services staff members will be notified to return to campus to provide assistance in the clean-up of auxiliary operations areas and begin providing initial services such as dining facility operations and residents housing as directed.

All first response team members will meet at the Walmart on 1764 at 45 exit 15. 6410 I-45 LaMarque, TX 77568

TAMUG PD will escort from that location to Pelican Island

- TAMUG ID's with TX DL's needed
- Boots, pants, sunscreen, bug spray, gloves, hard hats, eyewear
- Bring several bottles of water per person and MRE's

Admin

- 4 vehicles, Waterfront Ford, Chevy, and Expedition, with Safety
- Computers, generators, cell phones, sat phones, pens and notepads

Be prepared to work until 1500.

Situation report with TAMUG COO and TAMU PRESIDENT at 1300



### 20.3.2 Initial Damage Assessments

The Tier I team will survey damage to the campus and will report damage in terms of financial loss in the following categories:

- Category A - Debris Removal
- Category B - Emergency Protective Measures
- Category C - Roads
- Category D – Buildings & Equipment
- Category E- Utilities
- Category F- Other facilities

### 20.3.3 Requesting Assistance

State and federal disaster assistance must be requested through Galveston County. This request must be accompanied by a Disaster Summary Outline (DSO) reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration. *(The authority given to a County Judge to make Declarations of Disaster and his/her rights, duties, powers and responsibility are found in §418.108 et seq of the Texas Government Code and Texas Administrative Code 37, Part 1, Chapter 7, Subchapter 7, Rule §7.29).*

Requests for assistance with a completed Disaster Summary Outline (DSO) must be forwarded to Texas Division of Emergency Management (TDEM) within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.

### 20.3.4 Post-Disaster Recovery Programs

Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration or other types of disaster declarations are issued.

### 20.3.5 Presidential Disaster Declaration

When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. A Joint Field Office (JFO) staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more Disaster Recovery Centers (DRC) staffed by state and federal agency personnel may be established to assist disaster survivors in obtaining assistance; mobile Disaster Recovery Centers (DRC) may also be employed.

## **20.3.6 Administration and Support**

### **a. Survey Team Reports**

Each damage assessment team will collect data using the Site Assessment forms (see Appendix 2). Once completed, these forms should be forwarded to the Emergency Management Coordinator and should be utilized to determine priorities for beginning repairs and evaluating the need for requesting assistance.

### **b. Disaster Summary Outline (DSO)**

Totals from the Site Assessment forms and other reports will be compiled and transferred to the Disaster Summary Outline (DSO) by the Emergency Management Coordinator. Once completed the Disaster Summary Outline (DSO) shall be forwarded to the Galveston County Emergency Management Coordinator (EMC). A copy of the Disaster Summary Outline (DSO) is provided in Appendix 1.

### **c. Maintenance and Preservation of Records**

Each TAMUG unit will keep detailed records on disaster related expenses, including:

- Labor
  - Paid (regular and overtime)
  - Volunteer
- Equipment Used
  - Owned
  - Rented /leased
  - Volunteered/Donated
- Materials
  - Purchased
  - Taken from inventory
  - Donated
- Contracts (see below)
  - Services
  - Repairs

### **d. Contracts**

The TAMUG Purchasing Agent and Contracts Liaison should monitor all contracts relating to the recovery process. Contracts that will be paid from federal funds must meet the following criteria:

- Meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the federal and state criteria.
- Be reasonable.
- Contain right to audit and retention of records clauses.

- Contain standards of performance and monitoring provisions.
- Fall within the scope of work of each FEMA project.
- Use line items to identify each FEMA project, for multiple project contracts.

The following contract-related documents must be kept:

- Copy of contract
- Copy of Project Worksheet (PW)
- Copies of requests for bids
- Bid documents
- Bid advertisement
- List of bidders
- Contract let out
- Invoices, cancelled checks, and inspection records

#### **e. Release of Information**

1. Personal information, such as marital status, income, and Social Security numbers gathered during the damage assessment and recovery process is protected by state and federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release.
2. General information, such as the numbers of homes damaged and their general locations, may be provided to private appraisers, insurance adjusters, etc.

#### **f. Procedures**

Those individuals charged with responsibilities for managing various recovery activities are also responsible for developing standard operating procedures for those activities.

## 20.4 APPENDICES

### 20.4.1 Appendix 1 – Disaster Summary Outline

#### Disaster Summary Outline

Date:

Time:

#### I. General

Jurisdiction (*County/City*): \_\_\_\_\_ Population: \_\_\_\_\_

Type of Disaster (*Flood, Hurricane, Tornado, etc.*) \_\_\_\_\_

If this is a flood event, does the City/County participate in the National Flood Insurance Program (*NFIP*)?  
Yes/No

Inclusive dates of the disaster: \_\_\_\_\_

Was a local disaster declaration issued? Yes/ No (*Not applicable for Agriculture assistance only*)

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Fax (     ) \_\_\_\_\_

Pager (     ) \_\_\_\_\_ 24-Hour Duty Officer/Sheriff's Office (     ) \_\_\_\_\_

#### Business Losses/Impacts:

	Number	# Covered by Adequate Insurance	Total Estimated Of Loss
Major Damage(greater than 40%)			\$
Minor Damage (less than 40%)			\$
<b>Totals</b>			\$

How many businesses have ceased operations: \_\_\_\_\_

How many businesses have experienced economic injury: \_\_\_\_\_

Estimated number of persons unemployed because of this disaster \_\_\_\_\_  
(Contact affected businesses and the local Texas Workforce Commission Office)

20.4.2 Appendix 2 – Site Assessment and Business Loss

(1) COUNTY\_\_\_\_\_

(2) CITY\_\_\_\_\_

(3) INCIDENT:\_\_\_\_\_

(4) DAMAGE ASSESSMENT TEAM\_\_\_\_\_

(5) INCIDENT PERIOD:\_\_\_\_\_

(6) DATE OF SURVEY:\_\_\_\_\_

(7) PAGE\_\_ OF \_\_

REF NO.  (8)	NAME OF BUSINESS NAME OF TENANT/OWNER TYPE OF BUSINESS STREET ADDRESS PHONE NO. (9)	ESTIMATED DAYS OUT OF OPERATION (10)	EMPLOYEES		FAIR REPLACEMENT VALUE (13)	ESTIMATED DOLLAR LOSS (14)	AMT OF ANTICIPATED INSURANCE (15)	% UNINSURED LOSS (16)	IF COL 16 IS:	
			NO. (11)	UI (12)					< 40% MIN (17)	> 40%  MAJ  (18)
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____			

### Instructions for Site Assessment – Business Losses

- (1) County where the business is located
- (2) City, if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Reference number (for local use)
- (9) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.
- (10) Estimated days business will be out of operation
- (11) Total number of employees
- (12) Number of employees in which unemployment insurance is carried
- (13) Fair replacement value, for this purpose, is the cost to replace equivalent real/personal property or the fair market value of the pre-disaster property whichever is less, for each potential applicant.
- (14) Estimated dollar loss
- (15) The amount of anticipated insurance. Anticipated insurance is normally calculated by subtracting any deductible, depreciated or un-coverable loss from the estimated repair cost.
- (16) Percentage of uninsured loss. Uninsured loss for this purpose, is the dollar amount of damage less any insurance received to repair that damage.

$$\frac{\text{Dollar value of uninsured loss}}{\text{Fair replacement value}} = \text{Percent of uninsured loss}$$

- (17) If column 16 is less than 40%, it is considered minor damage
- (18) If column 16 is greater than 40%, it is considered major damage

## 20.4.3 Appendix 3 - Rapid Building Damage Assessment Form

Rapid Building and Site Condition Assessment																																							
<b>Inspection</b> Inspector _____ Affiliation _____		Inspection date time _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Area inspected <input type="checkbox"/> Exterior Only <input type="checkbox"/> Exterior and Interior																																					
<b>Property Description</b> Building name _____ Address _____ Historic district name _____ Number of stories above ground _____ below ground _____ Approx footprint area (square feet) _____ Number of residential units _____		<b>Type of Construction</b> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Brick <input type="checkbox"/> Boat <input type="checkbox"/> Steel Frame <input type="checkbox"/> Stone <input type="checkbox"/> Other <input type="checkbox"/> Concrete <input type="checkbox"/> Manufactured  <b>Primary Occupancy</b> <input type="checkbox"/> Dwelling <input type="checkbox"/> Government <input type="checkbox"/> Other Residential <input type="checkbox"/> Museum <input type="checkbox"/> Public Assembly <input type="checkbox"/> School <input type="checkbox"/> Emergency Services <input type="checkbox"/> Religious <input type="checkbox"/> Commercial <input type="checkbox"/> Cemetery <input type="checkbox"/> Offices <input type="checkbox"/> Other <input type="checkbox"/> Industrial																																					
<b>Characteristics</b> Building age <input type="checkbox"/> 0- 25 yr <input type="checkbox"/> 25 - 50 yr <input type="checkbox"/> 50 - 100 yr <input type="checkbox"/> 100+ yr <input type="checkbox"/> Verified <input type="checkbox"/> Reported <input type="checkbox"/> Estimated Foundation <input type="checkbox"/> Pier <input type="checkbox"/> Slab <input type="checkbox"/> Chain Wall <input type="checkbox"/> Basement <input type="checkbox"/> Other _____ Roof type <input type="checkbox"/> Hipped <input type="checkbox"/> Gable <input type="checkbox"/> Mansard <input type="checkbox"/> Pyramid <input type="checkbox"/> Flat <input type="checkbox"/> Other _____ Roof covering <input type="checkbox"/> Slate <input type="checkbox"/> Metal <input type="checkbox"/> Tile <input type="checkbox"/> Asphalt <input type="checkbox"/> Asbestos <input type="checkbox"/> Other _____ Wall finish <input type="checkbox"/> Stucco <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Masonry <input type="checkbox"/> Asbestos <input type="checkbox"/> Other _____ Landscape features <input type="checkbox"/> Walkway <input type="checkbox"/> Driveway <input type="checkbox"/> Fences <input type="checkbox"/> Sculpture/Fountains <input type="checkbox"/> Structures <input type="checkbox"/> Other _____ Archaeological site <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> On SHPO List <input type="checkbox"/> Unknown <input type="checkbox"/> Other _____ Visible artifacts <input type="checkbox"/> Bone <input type="checkbox"/> Pottery <input type="checkbox"/> Metal <input type="checkbox"/> Stone <input type="checkbox"/> Glass <input type="checkbox"/> Unknown <input type="checkbox"/> Other _____ Interior condition <input type="checkbox"/> Structural Damage <input type="checkbox"/> Mold/Mildew <input type="checkbox"/> Falling Plaster <input type="checkbox"/> Other _____ Interior contents <input type="checkbox"/> Antiques <input type="checkbox"/> Archives <input type="checkbox"/> Art Work <input type="checkbox"/> Other _____ Appears historic? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know Is there a sign or plaque? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Historic designation <input type="checkbox"/> Nat'l Hist. Landmark <input type="checkbox"/> Nat'l Reg/District <input type="checkbox"/> State/Local <input type="checkbox"/> Eligible <input type="checkbox"/> Other _____		<b>Page 1 of</b> _____ <b>Attachments</b> Sketches <input type="checkbox"/> Documents <input type="checkbox"/> Photographs <input type="checkbox"/> Other <input type="checkbox"/>  <b>Occupied?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Repairs begun?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Owner/Contact Info</b> _____ _____ _____																																					
<b>Flood Data</b> Nature of water <input type="checkbox"/> Standing <input type="checkbox"/> Flowing <input type="checkbox"/> Seepage <input type="checkbox"/> Water Marks <input type="checkbox"/> Other _____ Space where water entered <input type="checkbox"/> Basement/Crawl <input type="checkbox"/> First Floor <input type="checkbox"/> Second Floor Depth of water measured from main floor (+/-) _____ Sediment deposited <input type="checkbox"/> On Site <input type="checkbox"/> In Structure Site erosion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know		<b>Evaluation</b> <i>Investigate the building for the conditions and check the appropriate column.</i> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Collapsed or off foundation</td> <td><input type="checkbox"/> Minor/None</td> <td><input type="checkbox"/> Moderate</td> <td><input type="checkbox"/> Severe</td> </tr> <tr> <td>Leaning, other structural damage</td> <td><input type="checkbox"/> Minor/None</td> <td><input type="checkbox"/> Moderate</td> <td><input type="checkbox"/> Severe</td> </tr> <tr> <td>Damage to windows, doors</td> <td><input type="checkbox"/> Minor/None</td> <td><input type="checkbox"/> Moderate</td> <td><input type="checkbox"/> Severe</td> </tr> <tr> <td>Chimney, parapet, or other falling hazard</td> <td><input type="checkbox"/> Minor/None</td> <td><input type="checkbox"/> Moderate</td> <td><input type="checkbox"/> Severe</td> </tr> <tr> <td>Roof damage</td> <td><input type="checkbox"/> Minor/None</td> <td><input type="checkbox"/> Moderate</td> <td><input type="checkbox"/> Severe</td> </tr> <tr> <td>Foundation damage</td> <td><input type="checkbox"/> Minor/None</td> <td><input type="checkbox"/> Moderate</td> <td><input type="checkbox"/> Severe</td> </tr> <tr> <td>Siding damage</td> <td><input type="checkbox"/> Minor/None</td> <td><input type="checkbox"/> Moderate</td> <td><input type="checkbox"/> Severe</td> </tr> <tr> <td>Damage to electrical, mechanical, AC systems</td> <td><input type="checkbox"/> Minor/None</td> <td><input type="checkbox"/> Moderate</td> <td><input type="checkbox"/> Severe</td> </tr> <tr> <td>Landscape damage</td> <td><input type="checkbox"/> Minor/None</td> <td><input type="checkbox"/> Moderate</td> <td><input type="checkbox"/> Severe</td> </tr> </table> Potential Hazards <input type="checkbox"/> Electrical <input type="checkbox"/> Lead <input type="checkbox"/> Asbestos <input type="checkbox"/> Mold <input type="checkbox"/> Other _____		Collapsed or off foundation	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe	Leaning, other structural damage	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe	Damage to windows, doors	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe	Chimney, parapet, or other falling hazard	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe	Roof damage	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe	Foundation damage	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe	Siding damage	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe	Damage to electrical, mechanical, AC systems	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe	Landscape damage	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Collapsed or off foundation	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe																																				
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Damage to windows, doors	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe																																				
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Foundation damage	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe																																				
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Damage to electrical, mechanical, AC systems	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe																																				
Landscape damage	<input type="checkbox"/> Minor/None	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe																																				
<b>Further Actions</b> Recommendations <input type="checkbox"/> Add Temporary Roof Covering <input type="checkbox"/> Board <input type="checkbox"/> Shore <input type="checkbox"/> Other _____ Detailed evaluation recommended <input type="checkbox"/> Structural <input type="checkbox"/> Environmental <input type="checkbox"/> Archaeological <input type="checkbox"/> Historic Significance <input type="checkbox"/> Collections Other recommendations _____ Barricades needed in the following areas _____		<b>Estimated Building Damage</b> <input type="checkbox"/> None <input type="checkbox"/> 1-10% <input type="checkbox"/> 10-30% <input type="checkbox"/> 30-60% <input type="checkbox"/> 60-90% <input type="checkbox"/> 90-100%																																					
<b>Posting</b> <input type="checkbox"/> Inspected <input type="checkbox"/> Restricted Use <input type="checkbox"/> Unsafe <input type="checkbox"/> Historic Designation <input type="checkbox"/> Detailed Evaluation Needed																																							

Developed for FEMA by the NPS National Center for Preservation Technology and Training in collaboration with the Heritage Emergency National Task Force. 9/2005.

## 20.4.4 Appendix 4. Preliminary Damage Assessment Summary FEMA 90-80

PAGE 1 OF \_\_\_\_ PAGES

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>PRELIMINARY DAMAGE ASSESSMENT SUMMARY</b>				DATE	
<b>PART I - APPLICANT INFORMATION</b>					
COUNTY		NAME OF APPLICANT		NAME OF LOCAL CONTACT	
POPULATION		TOTAL BUDGET Approved \$ _____ Balance \$ _____		MAINTENANCE BUDGET Approved \$ _____ Balance \$ _____	
				PHONE NO.	
				DATE FY BEGINS	
<b>PART II - COST ESTIMATE - SUMMARY (COMPLETE SITE ESTIMATE BEFORE SUMMARIZING BELOW)</b>					
CATE- GORY	NO. OF SITES	TYPES OF DAMAGE	COST ESTIMATE	POTENTIAL LOCAL FUNDS FOR RECOVERY FUND/ACCOUNT	AVAILABLE ACCOUNT
			TOTAL		TOTAL
<b>PART III - DISASTER IMPACTS (USE SEPARATE SHEETS IF NECESSARY)</b>					
<b>A. GENERAL IMPACT</b>  1. Identify and describe damages which constitute a health and/or safety hazard to the general public.  2. Population adversely affected directly or indirectly by the loss of public facilities or damages.  3. What economic activities are adversely affected by the loss of public facilities or damages?					
<b>B. RESPONSE CAPABILITY:</b> Can the applicant respond and recover from the damages quickly and without degradation of public services? Describe.					
<b>C. IMPACT ON PUBLIC SERVICES IF DECLARATION IS NOT MADE:</b> e. g., Deferral of permanent repairs, impact on ongoing services and capital improvements, etc. Describe.					
NAME OF INSPECTOR			AGENCY		PHONE NO.

FEMA Form 90-80, MAR 05