

## **IX. EMERGENCY MANAGEMENT**

### **1.0 Purpose**

1.1 Texas A&M University at Galveston is subject to emergencies or disasters resulting from human-induced incidents or natural phenomena. As such, Texas A&M University at Galveston employs an “all hazards” approach as the standard for emergency management.

1.2 For more information, see <http://www.tamug.edu/emergency/index.html>

### **2.0 Phases of Emergency Management**

#### **2.1 Mitigation**

2.1.1 Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities, which lessen the undesirable effects of unavoidable hazards.

#### **2.2 Preparedness**

2.2.1 Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.

#### **2.3 Response**

2.3.1 Response is the actual provision of emergency services during a crisis. These activities help reduce casualties and damage, and speed recovery. Response activities include warning, fire, evacuation, rescue, and other similar operations.

#### **2.4 Recovery/Business Continuity**

2.4.1 Recovery/Business Continuity is both a short-term and long-term process. Short-term operations seek to restore, or maintain vital services to the University and provide the basic needs of employees, students, and visitors. Long-term recovery focuses on restoring the University to its normal pre-disaster, or an improved, state of affairs. The recovery/business continuity phase is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency.

### **3.0 Roles and Responsibilities**

### **3.1 Individual**

3.1.1 Given that emergencies cannot always be avoided, our common first line of defense is our own initial actions (i.e., those things that we do before emergency responders arrive). These actions are:

#### 3.1.1.1 Maintain situational awareness

3.1.1.1.1 At its core, situational awareness involves being aware of where you are and what is happening around you to understand how information, events, and your own actions will impact your safety and your ability to protect yourself, both now and in the near future.

#### 3.1.1.2 Take actions to protect yourself

3.1.1.2.1 Based upon your assessment of the situation, use your best judgment to protect yourself and, if possible, others (e.g., evacuate or shelter-in-place).

#### 3.1.1.3 Summon assistance

3.1.1.3.1 Call for help.

3.1.1.3.2 See Section 4, Summoning Emergency Services, below.

#### 3.1.1.4 Warn others

3.1.1.4.1 Once you are safely away from the danger, warn others of the hazard.

3.1.2 Detailed procedures can be found at:

3.1.2.1 <http://www.tamug.edu/emergency/Emergency%20Procedures/Emergency%20Procedures.html>

3.1.2.2 Emergency Protocol Quick Reference Guide  
<http://www.tamug.edu/emergency/noshow/TAMUGEmergencyPlayBook.pdf>

### **3.2 Colleges, Divisions, and Departments**

- 3.2.1 Every college, division, and department has a responsibility to ensure a safe environment for its employees and to maintain operations.
  - 3.2.1.1 Every major building on campus is required to have an emergency evacuation plan.
  - 3.2.1.2 Each college, division and/or department is encouraged to have a business continuity plan.
- 3.2.2 To ensure that colleges, divisions, and departments are prepared for emergencies, the above plans should be practiced and tested.
- 3.2.3 Contact the Office of Environmental Health and Safety for assistance in developing these plans.

### **3.3 University**

- 3.3.1 Texas A&M University at Galveston, through the Office of Environmental Health & Safety , is responsible for maintaining the emergency management program ranging from:
  - 3.3.1.1 Maintaining the broad-based Texas A&M University at Galveston Emergency Management Plan, and associated plans;
  - 3.3.1.2 Working with departments to write and exercise building emergency plans;
  - 3.3.1.3 Maintaining the emergency exercise and training program;
  - 3.3.1.4 Maintaining public awareness on emergencies; and
  - 3.3.1.5 Coordinating University efforts with local and regional partners.

### **4.0 Summoning Emergency Services**

- 4.1 To summon emergency services, call 911.

Remember to remain calm, notify others, and respond to the emergency as appropriate. Do not attempt to handle any emergency situation in which you do not have training (e.g., firefighting, first aid, spill response, etc.).
- 4.1.1 Relay the following information to the emergency dispatcher:
  - 4.1.1.1 Your location – building name and area

- 4.1.1.2 Nature of emergency
- 4.1.1.3 If there are any injuries
- 4.1.1.4 Your name and the phone number you are calling from

4.1.2 Remember to always:

- 4.1.2.1 Answer the emergency dispatcher's questions
- 4.1.2.2 Follow all directions given
- 4.1.2.3 Do not hang up until told

4.1.3 Campus Emergency Telephones

- 4.1.3.1 Texas A&M at Galveston maintains 10 "blue light" emergency telephones on campus. Use these for local calls and/or for calling 911 to summon emergency services.

4.1.4 Other Emergency Telephone Numbers

- 4.1.4.1 University Police– (409)740-4545
- 4.1.4.2 Facilities Services – (409)-740-4547
- 4.1.4.3 Environmental Health & Safety – (409)-741-4055

## 5.0 Training Resources

- 5.1 As part of an educational institution, it is important to provide training and educational opportunities for all those interested in learning more about emergency preparedness. For additional information about specific trainings that can be provided to students, faculty, and staff, please contact the Campus Emergency Response Coordinator at (409)740-4477

## 6.0 Warning Systems

- 6.1 Texas A&M University at Galveston has many warning systems on campus. Each warning system is just one "tool" in the campus "warning toolbox". Any one warning system can be used, as well as any system can be used in conjunction with others. In combination, Texas A&M University at Galveston is able to provide timely warnings to the campus community for imminent threats to safety and security.

- 6.1.1 **Sea Aggie Alert** – Sea Aggie Alert is Texas A&M University's at Galveston's emergency warning system comprised of a collection of technologies involving, but not limited to, SMS (text message), email, Facebook, and Twitter.

- 6.1.2 The following are brief descriptions of the types of warning systems utilized by the University:

- 6.1.2.1 **Building Fire Alarm Systems** – These warning systems are ideal to provide immediate warnings to individuals within a given building.
- 6.1.2.2 **Bull Horns (Megaphones)** – Megaphones are often utilized by fire departments and law enforcement to project a warning message quickly to people within a defined area.
- 6.1.2.3 **Weather Radios** – Weather radios provide timely warnings to a broad populous for weather (or potential) emergencies activated by the National Weather Service.
- 6.1.2.4 **Email / Text Messaging** – Members of the Texas A&M at Galveston campus community may receive email and/or text message warnings through voluntary participation in this system.
- 6.1.2.5 **TAMUG Website** – Emergency messages will be posted on the TAMUG website containing more detailed emergency information that otherwise can not be distributed by other warning systems.
- 6.1.2.6 **Word of Mouth** – The most effective warning system is by word of mouth, whether it is from university officials or people passing on the emergency warning to others.

**END OF SECTION**