



# **Campus Emergency Operations Procedures**

200 Seawolf Parkway, Galveston, TX 77553

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- CAMPUS POLICE            409 740-4545 OFFICE  
                                          409 771-5185 AFTER-HOURS
  
- FACILITIES SERVICES    409 740-4547 OFFICE  
                                          409 771-5185 AFTER-HOURS
  
- Galveston City EMC        409-765-3725
  
- GALVESTON POLICE    409 765-3790
  
- AMBULANCE                409 797-3850
  
- FIRE                            409 797-3850
  
- COAST GUARD, AIR RESCUE 713-578-3000 ext. 0 24-HOURS

National Oceanic & Atmospheric Administration	(281) 534-2157
Galveston Public Works	(409) 797-3660
Galveston Office of Emergency Management	(281)-309-5002 24hr 888-384-2000
American Red Cross	(409) 763-5971
Texas General Land Office (spill responses)	1-800-832-8224
TCEQ	512-239-1000
Center Point Energy	(713) 207-2222

## 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 President 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 ICT will assemble in the Emergency Operations Center (EOC), located on the 3rd floor of the OCSB or designated location.

**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 on the 3<sup>rd</sup> floor of the OCSB, or any other locations that may be designated for such usage. These locations shall NOT be publicized to the general public or the news media.

**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. A list shall be kept at TAMUG Police Headquarters and sent to the ICC at the outset of the emergency event.

**Critical Incident 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.

**Parent/Family Information Site:** Upon notification that the President 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 parent information site that will not interfere or compromise emergency operations. The Parent Information site will never be located in the same locale as the Media site; nor will the media be given access to the Parent Information Site without the express permission of the Incident Command Team.

## Mission

It is the mission of Texas A&M University at Galveston to provide policies, education and training to enhance the protection of lives and property. Emergency Management will coordinate and integrate all TAMUG resources to mitigate, prepare for, respond to, and recover from emergencies that affect Texas A&M University at Galveston

Since an emergency is, by definition an incident that may occur suddenly, without warning, at any time, or any place, Texas A&M University at Galveston (TAMUG) has developed this Emergency Operations Plan (EOP) and Public Information Manual. It is designed to provide the basic administrative structure and procedures necessary to cope with emergency situations.

Texas A&M University at Galveston's EOP was created to address emergencies that may happen on campus or at a TAMUG facility. The EOP is designed to assist TAMUG leaders with the ability to coordinate emergency response and minimize the effect on employees, students, visitors, and facilities. TAMUG is committed to providing continuous education and research opportunities to all of its staff and students. This plan recognizes that any interruption of service to staff or students is a potential emergency and that TAMUG will use all resources to quickly and safely mitigate the emergency.

TAMUG and its operations are susceptible to emergencies such as natural disasters, severe weather, and other hazards. Because an almost limitless number of emergencies may be encountered, the EOP was designed to serve as a template for the many possible responses. Procedures have been designed to comply with applicable regulations, including TAMUS policy 34.07 and 34.07.1 Emergency Management Plan for System University Campuses.

The EOP is the foundation for the TAMUG Comprehensive Emergency Management Program. This program consists of plans, procedures, training, drills and exercises, to acquire resources and equip facilities based in the National Incident Management System (NIMS). It has been developed to coordinate with Federal Emergency Management Agency (FEMA); State of Texas DPS Emergency Operations, Galveston County Office of Emergency Management (GCOEM), and City of Galveston Emergency Operations Plans and to maintain emergency response capabilities. It is designed to interface with community response organizations and anticipate potential emergencies which may affect any operation or service.

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

- **To protect life**
- **To protect property**
- **To resume normal operations**

These three goals can only be achieved when TAMUG administrators, faculty, maintenance personnel or staff, support staff, students, government entities, and all other outside resources become involved in the development and implementation of the EOP. This meticulous preparation, through education, and training, and the systematic implementation during an emergency, will allow TAMUG to survive an emergency or disaster so it can resume normal operations.

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

- **Preparedness** – planning for an emergency or disaster event
- **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

These four phases, when used together, will lessen the impact of an emergency and its latent effects that could disrupt TAMUG's operations more than the actual emergency or disaster itself.

## **SECTION 1. Incident Command**

### **General Procedures**

For minor emergencies, TAMUG and local responders will handle the appropriate response. The county may be called upon to provide supplemental assistance and coordination whenever the consequences of an emergency exceed University and local capabilities.

If the disaster, emergency, or terrorism incident exceeds the capabilities of the Galveston County resources, the regional counter-terrorism task forces can provide assistance in the form of specialized response teams. Additionally, the State of Texas will be requested to provide assistance. If needed, the State can mobilize an array of resources including, specialized response teams, support personnel, and specialized equipment to support disaster or emergency affairs.

### **Direction and Control**

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.

1. The ICS organization is built around five major functions:

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

2. The focal point of the ICS is the **Incident Commander**. The ICS organization has the capability to expand or contract to meet the needs of the incident, but all emergency incidents, regardless of size or complexity, will have an Incident Commander. Initially, the Incident Commander will be the senior first responder to arrive at the scene (e.g., the Police Chief). The Incident Commander is responsible for on-scene management until command authority is transferred to another person, who then becomes the Incident Commander. Unified Command allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies.

3. The **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. The ICP should be located:

- Away from the general noise and confusion associated with the incident.
- Outside the area of present and potential hazards.
- Within view of the incident, when possible.

4. Command Staff. The Incident Commander can use three primary aides if needed to help control the emergency:

- Liaison Officer – This is a police officer designated by the Incident Commander. The chief responsibility of the Liaison Officer is to act as the go-between for other emergency responders and agencies and the Incident Commander.

- Safety Officer – The Director of Safety (DS) is the Safety Officer and acts as a resource to provide the Incident Commander with health and safety related information pertaining to the emergency. The Safety Officer makes determinations as to whether it is safe to approach the scene of the emergency, whether emergency responders may be putting themselves at risk by responding to the emergency, and offers recommendations on how to protect the health and safety of emergency responders during the response.

- Public Information Officer (PIO) – The Director of Communications and Media Relations is the PIO and acts as the go-between for the Incident Commander and the media. All information coming from the scene of the emergency goes through the Incident Commander to the PIO before it is disseminated to the public or the media.

5. The EOC has been identified, and may be activated by the University President, Designee, or Senior Administrator, during an emergency.

6. This plan embraces an "all-hazards" principle that most emergency response functions are similar, regardless of the hazard. The University will mobilize functions and personnel as required by the emergency situation.

7. Overall emergency operations will be directed from the EOC. The emergency field operations will be directed from an established ICP.

By approval of the TAMUG president, the Emergency Operations Plan delegates the implementation of the plan to the Chain-of Command listed below:

1. President
3. Vice President for Academic Affairs
4. Vice President for Academic Operations
5. Vice President of Finance

## Campus Incident Command Team

### Incident Command (ICT) Team

This group provides overall leadership and guidance to the University community during an emergency or disaster. They may meet as a separate entity or elect to assemble the Campus Emergency Resource Team to assess the greater effect of the incident on the University. The ICT will meet at the Emergency Operations Center to better assess the emergency and determine response.

During this time of assessment the ICT shall also be in contact with the Director of Safety, the University Police, and the Emergency Response Coordinator. This group will decide any appropriate immediate action deemed necessary to help stabilize the University during the emergency and future operations during the course of the emergency.

The ICT will receive constant and current updated status reports from the EOC, University Police, and the Director of Safety at regular intervals or at the request for any additional information needed.

The TAMUG Incident Command Team consists of the following and respective delegates and admin support staff:

- President
- Advisor to the President
- Vice President of Academic Affairs /CAO/Associate Provost (TAMU)
- Vice President of Academic Operations
- Associate Vice President for Administration
- Vice President for Finance
- Assistant Vice President for Student Affairs
- Deputy Superintendent and Chief of Staff
- Director Information Services
- Executive Director of Marketing & Communications
- Executive Director of Waterfront Operations / Emergency Response Coordinator
- Chief of Police
- Director of Safety
- Director of Facilities Services

Primary Contacts in the event of an emergency:

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

## **Emergency Operations Center**

### **Emergency Operations Center Mission**

The Emergency Operations Center will function as the primary physical location for campus coordination and management of the crisis or emergency situation. The authority and decision to activate the Emergency Operations Plan resulting in the opening of the Emergency Operations Center will follow the Chain of Command beginning with the CEO. If the CEO is unavailable, the administrator in charge will activate the plan:

The Emergency Operations Center will remain operational until the CEO or administrator in charge declares the crisis or emergency incident to no longer be a threat to the campus and the campus is returned to normal operations.

Coordination of center set up and operational support will be managed by the Emergency Response Coordinator and the Executive Administrative Coordinator. Once established, administrative management of the center will revert to the Executive Administrative Coordinator.

### **Emergency Operations Center Location**

- The primary EOC shall be located in the 340c of the Ocean and Coastal Studies Building, #3029, and shall be the base of operations
  - Secondary safe location information is restricted access.
  - The CEO 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 CEO 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 CEO, his designated representative shall assume these responsibilities.
  - The Emergency response Coordinator will be responsible for administering the system and remaining fully informed as to the status of operations

### **Emergency Operations Center Evacuation**

Once the CEO or delegate decides an evacuation of the TAMUG Campus is required the Emergency Operations Center is relocated to TAMU College Station. The Executive Administrative Coordinator will depart TAMUG campus with Emergency Operations Center gear and set up operations in College Station at the designated location.

Revised 9/2/2013

Incident Command Team Members who will evacuate to College Station first and set up the College Station Emergency Operations Center are.

CEO

Executive Administrative Coordinator

Secretary to the President

Special Advisor to the President

Communications Director

Communications Specialist

VP for Academic Affairs

VP for Academic Operations

Assistant VP for Student Affairs

Director of Information Services

Assistant to the Vice Presidents

Vice President for Finance

Incident Command Team Members who will remain on Campus to coordinate evacuation. The evacuation should be completed in no more than 8hrs from the time the order is given.

Emergency Response Coordinator

Director Facilities Services

Associate VP of Administration

Chief of Police

Safety Coordinator

Senior IS staff member

Waterfront Operations admin

Once the evacuation is complete and the campus is closed the remaining ICT members will evacuate to College Station as needed or appropriate.

### **Emergency Operations Center Coordinator**

To better facilitate the operations of the Emergency Operations Center, the Executive Administrative Coordinator to the CEO will serve as the Emergency Operations Center Coordinator whose duties will include but are not 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 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.

### **Emergency Operations Center Organization**

The Emergency Operations Center operations will be under the leadership and direction of the CEO or the administrator in charge. Access to the center will be controlled by the Campus Police. Access is restricted to members of the Incident Command Team, their designated alternates and campus community members essential to the operations of the center.

This plan has been developed based upon the structure of emergency management within the State of Texas. This plan serves as an emergency management link between TAMUG, the municipalities, and the County; and also coincides with the concepts of the National Response Plan. This plan employs a functional approach that groups the types of assistance that the University is likely to need based upon the twelve federal Emergency Support Functions (ESFs).

The functional areas have been grouped according to the categories of the National Incident Management System (NIMS).

## COMMAND

- Senior Administrators:  
(**CEO, VP Academic Affairs, Vice President Academic Operations, VP for Finance or Designee**)
  1. Declaration of emergency if the situation warrants. Overall Command of the Situation

CEO: The CEO 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.

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

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

### Vice President for Academic Operations:

During the crisis, the Vice President for Academic Operations 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
- University Chief of Police
    1. Coordinates the overall University 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 University Police, Director of Safety and, if necessary, community leaders in order to maintain safety and order.
    5. Notifies and conducts liaison activities with appropriate city, county and state organizations such as fire, police, state, and federal officials, etc.
    6. Obtains the assistance of utility companies as required for emergency operations.
    7. Ensures that appropriate notification is made to off-campus staff when necessary.
    8. Performs other related duties as indicated by the campus emergency.
  - Safety Coordinator
    1. Provide direct assistance to the CEO or the Emergency Response 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.
  - Executive Director of Marketing & Communications
    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.

## Operations

### A. Emergency Operations

#### **(University Chief of Police)**

### B. TAMUG Police

1. Notify the University Administration of emergencies or disasters.
2. Take immediate and appropriate action to protect life, property, and to safeguard records.
3. Coordinate security and law enforcement services
4. Establish security and protection of critical facilities, including the EOC
5. Coordinate traffic and access control in and around affected areas.
6. Assist as appropriate with route alerting and notification of threatened populations.
7. Assist as appropriate with the evacuation of affected students, staff, or faculty, especially those who are immobilized or injured.
8. Conduct training exercises (Table-top, advanced table-top, and controlled drills) for police force in emergency management techniques, policies and procedures.

### C. 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

### D. Communications Services

#### **(Director of Information Services)**

1. Coordinate the University website to post updates regarding the campus emergency or disaster.
2. Coordinate staffing to complement all equipment utilized during the emergency or disaster.
3. Arrange for separate lines of communication (computer, TV, and phone) to be fully operational at all times 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.

### E. Associate Vice President for Research Development:

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.

F. Deputy 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.

## Planning

A. Emergency Response Coordinator (EOC)

1. Establish a University emergency management organization.
2. Provide for continuity of operations.
3. Establish lines of succession for key positions.
4. Prepare and maintain this EOP in collaboration with the local and County Emergency Operations Plans.
5. Establish, an EOC.
6. Identify hazards and vulnerabilities that may affect the University and municipalities in coordination with the municipal emergency management agencies.
7. Identify resources within Galveston and adjoining counties that can be used to respond to a major emergency or disaster situation.
8. Develop and maintain an on-going emergency Procedures for the students, faculty, staff, and administration of TAMUG.

B. Student Life Issues

**(Assistant Vice President for Student Affairs)**

1. Develop and maintain trained managers and staff who shall be available on short notice to assist with emergency 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.

C. Assistant Vice President of Student Affairs

1. Oversees all areas of assessment, planning, and the collection and dissemination of information as it pertains to the students and their families

D. Director of Counseling

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

E. Associate Provost / Vice President Academic Affairs

1. Oversees the effort to collect, assemble, analyze, and disseminate information in regards to available resources and their respective participation in relation to the restoration or continuation of academic functions.

2. Reviews resources available during the emergency or disaster and allocates accordingly to the needs of the University in effectively managing the emergency or disaster.

F. Executive Administrative Coordinator

1. Coordinates the effort to collect, assemble, analyze, and disseminate information about an emergency and the necessary response and recovery operations, particularly to facilitate the provision of disaster assistance.

2. Reviews and ensures that the resource list and contact information is available for the EOC.

3. Tracks all resource participation and all available records incurred during the emergency or disaster.

G. 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.

H. Department Heads

1. Distribute building evacuation information to all employees with follow-up discussions, on-the-job training or explanation as required. Contact Safety Office for assistance.

2. Schedule time that can be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact the Safety Office for assistance.

3. Consider alternative means of communication in the event of a utility failure.

## **Logistics**

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

#### **(Director of Facilities Services)**

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. Housing**

#### **(Assistant Director of Residence Life)**

1. Provide for relocation of students displaced from their living quarters by the emergency or disaster.
2. Provide housing as needed for emergency workers who are required to remain on campus to provide assistance during the emergency or disaster.

### **C. 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.

### **D. Building/s with incident**

#### **(Assistant Director of 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.

## Finance

### A. 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.

## 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.

## Incident Command Team General Procedures

- All members of the Incident Command Team will designate a backup who will be available to respond to a crisis situation at all times. All backup members will remain on standby/alert for the duration of the crisis.
- The Director of Media Relations and Communications will remain in the Emergency Operations Center when not in the media center and will collect and coordinate the information provided by members of the Incident Command Team and others across campus who are engaged in managing or resolving the crisis. The Emergency Operations Center Coordinator will document all information provided along with the time and person reporting. When relocating to College Station the Director of Media Relations

and Communications will work with the TAMU VP of Administration to set up a media center.

- All members of the Incident Command Team will assess staffing and resources needs associated with responding to the crisis and recovery.
- Should the Emergency Operations Center relocate to TAMU, the Emergency Operations Center Coordinator will collaborate with the TAMU Vice President for Administration in activating the TAMU site, if necessary providing information to TAMUG campus community members who are relocating to College Station and securing housing for those relocating. Executive Administrative Coordinator will immediately book hotel rooms in CS for arriving ICT members.
- 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.

### 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 all actions during the emergency
- ✓ No faculty or staff member will be allowed to leave campus until released by his/her supervisor

### Remaining at Work/Time Reporting

- During a declared emergency time will be recorded as:
  - Regular time worked and any applicable overtime
  - Administrative leave will be granted for each hour worked to be taken within 180 days of accrual and approved by the supervisor
- ✓ 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 Leave

### Order to Re-open Campus/Return to Work Notification

- 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 CEO 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 CEO once the campus is reopened may result in disciplinary action to include termination in accordance with campus rules and System regulations

## Campus Closure Protocols

### Authority to Close Campus

Authority and decision to close the TAMUG campus will follow the Chain of Command beginning with the CEO. The CEO or administrator in charge will approve the message and use of Sea Aggie Alert. If the CEO 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.

### Notification Process – Chain of Action

The Chain of Action for sending Sea Aggie Alert and SchoolClosings.org is as follows:

Capt. Allan Post  
John Kovacevich, Int. Director, IS  
Sam Martinez, Chief of Police  
Grant Shallenberger, AVPA

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 Action is permitted to send a Sea Aggie Alert and/or SchoolClosings.us message without prior consent should the situation warrant immediate notification.

### Website Update

The website will be updated by the IS Director or designee who will provide updates at least every four hours as the crisis or emergency persists.

## **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 CEO. If the CEO 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 and SchoolClosings.org systems as well as by postings on the campus website.

## **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 at least every four hours or as determined by the CEO 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.

## **SECTION 2. TAMUG Business Continuity Plan**

The TAMUG Long-Term Recovery and Business Continuity Plan is based upon the concept that the TAMUG campus will be closed for at least the remainder of one semester to an indefinite period of time. The focus of the plan is the relocation of students, faculty and staff to the Bryan/College Station area and the resumption of classes and services on the TAMU campus. The Short-Term Recovery plan focuses on the time the campus will be closed but will not require the relocation of students, faculty and staff to College Station.

**Objective** – TAMU College Station will accommodate all currently enrolled students, courses, campus services, and research from the Galveston campus

**Concept of Operations** – If determined necessary and appropriate. TAMUG students, faculty, and available staff will relocate to TAMU for the remainder of the semester and subsequent semesters. TAMUG and TAMU faculty, staff, and services will work in tandem to educate students, provide housing and food, and maintain faculty research. Behind the scenes operations, such as student record management and billing for services, appear seamless to Galveston students.

### **Employee Actions**

The University will designate prior to the start of Hurricane Season June 1<sup>st</sup> employees who are essential to the campus. These employees will be designated Tier I and Tier II. At the declaration of evacuation these persons must check in with their supervisor to enact the evacuation plan and to prepare for the recovery phase as well. All Tier I and Tier II employees must report to the work location, date and time designated by the Incident Command Team and disseminated by respective department heads and supervisors. Failure to check- in and report for work at the designated place, date, and time will be reviewed and may result in disciplinary action.

It is vital that all Tier III non-essential TAMUG employees must monitor the TAMUG website [www.tamug.edu](http://www.tamug.edu), email, and news media while evacuated. When the decision has been made to enact the business continuity plan and re-open TAMUG (either at Pelican Island campus, hosted at TAMU College Station or another designated venue) it will be announced and posted. Return to work instructions and contact information will be made available by department on the website [www.tamug.edu](http://www.tamug.edu). A hotline phone number will be created and disseminated by Sea Aggie Alert for all employees to call and check on their return to work status. At that time all employees must check in with their supervisors to be given return to work instructions.

All employees must report to the work location, date and time designated by the Incident Command Team and disseminated by respective department heads and supervisors. Failure to check- in and report for work at the designated place, date, and time will be reviewed and may result in disciplinary action.

### **Evacuation**

#### **Pre-Storm**

The order to evacuate the campus will be given by the CEO or designee at which time the campus Emergency Operations Plan will be implemented:

Announcements will be communicated through department heads to their personnel and students, campus Aggnews, voice mail, Sea Aggie Alert and the Houston/TAMUG area media. Campus occupants will be ordered to evacuate the campus *at least* 72 hours prior to projected arrival of Tropical Storm Force Winds (if possible).

TAMUG does not have a rental fleet available to transport students to College Station. A TAMU shuttle bus will be dispatched to Galveston to transport TAMUG students that had no transportation to College Station at TAMUG's request. Or TAMUG will have use of some TAMU vehicles if needed.

Students with no transportation and no destination – These students will be evacuated by TAMUG to TAMU, utilizing TAMU transportation services. Note: Historically, this group has never been more than 10-15 students.

The protocols established in the Long-Term Recovery and Business Continuity plan between equivalent TAMUG and TAMU departments regarding continuity of services following a hurricane will be observed in the event of any unforeseen circumstances. All employment actions as the result of a hurricane are governed by TAMUG, TAMU, and System Personnel Policies in addition to State and Federal employment laws.

The activation of the Short-Term Recovery phase of the plan will be determined by the CEO or designee based on the assessed condition of the campus and the projected requirements for reopening within a reasonable period of time.

## **Short-Term Recovery Plan (Campus down time: 7-10 days)**

### **College Station Staff Contingent**

Once the TAMUG campus is evacuated, the following members of the Incident Command Team will relocate to the General Services Building on the TAMU campus to set up the TAMUG Emergency Operations Center and conduct operations pre and post-storm:

CEO

Executive Administrative Coordinator

Secretary to the President

Special Advisor to the President

Communications Director

Communications Specialist

VP for Academic Affairs

VP for Academic Operations

Associate VP for Student Affairs

Director of Information Services

Assistant to the Vice Presidents

## Support Staff Contingent

Supervision and oversight of evacuated students and camp children in College Station will be provided by the Office of Academic Operations. Essential support staff will be asked to relocate to College Station to provide these services. Members of these departments will be in continuous communication with the Command Post.

## TAMUG Staff Contingent

Senior TAMUG Campus Police Officers will remain in TAMUG in a designated safe location throughout the storm, evacuating only if required by city/county government

## Phased Return to TAMUG

Initial Return: Once local authorities determine it is safe for essential personnel to return to Galveston Island and the Galveston Causeway is re-opened, the following protocols will be followed by TAMUG:

In order to be allowed entry across the Galveston Island Causeway all responders must have TAMUG photo ID with a responder designation on it. This ID must match the photo of the ID that checkpoint officers will have of TAMUG first responders.

### Tier I: First Responders

- All TAMUG personnel designated as Tier I: First Responders are required to return to campus when notified.
- All remaining TAMUG Campus Police will return to campus to provide perimeter security. Texas National Guard may be requested to assist if necessary and available.
- The designated members of the Campus Incident Command Team will return to campus to assess conditions and begin the campus restoration process. This team will consist of the following personnel:
  - Allan Post, Waterfront Operations Director, Campus Emergency Response Coordinator
  - Grant Shallenberger, Assistant Vice President for Administration
  - Will Heidel, 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.
- Essential Facilities Services and Waterfront Operations staff will return to begin damage assessment and initial campus clean up.
- 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.

### Tier II: Essential Personnel

Campus Incident Command Team members on campus in collaboration with the CEO will determine when the campus is safe for all faculty and staff to return prior to re-opening campus for classes. In doing so, each department head will be notified that he/she is to contact all department personnel

regarding the designated return date and time. This information will also be communicated via the TAMUG website that is maintained in the Command Post, Sea Aggie Alert and through local media.

- All TAMUG personnel designated as Tier II: Essential Personnel are required to return to campus when notified.
- All employees will be expected to return to their positions by the designated date and time. Failure to do so will result in disciplinary action unless approved by the department head.
- At this time the Command Post in College Station will be reduced to a skeleton crew that will coordinate the closure of the Command Post and conduct after action reviews of the hurricane with TAMU personnel.
- Normal operations will resume at TAMUG prior to the official re-opening of campus.
- Auxiliary services will open to provide services for returning on-campus residents prior to the re-opening of campus.

Re-Opening of Campus: The CEO will announce the date and time in which the campus will re-open for classes. At This announcement will follow the resumption of normal campus operations.

- All TAMUG personnel designated as Tier III: Non-Essential Personnel are required to return to campus when notified.
- Students will be notified to return to campus via the campus website and local media.
- Once the campus is re-opened the Command Post will be closed and all media, parent and other external inquiries will be directed to the Director of Communications at TAMUG.

## **Medium-Term Plan (Campus down time: 11- 45 days)**

### **College Station Staff Contingent**

Command Post operations in College Station will be expanded to include essential personnel in Student Affairs, Academic Services, IT Communications, and Financial Management Services.

Continuation of these services will be determined according to protocols established by TAMUG and TAMU. Supervision for students and camp children evacuated to College Station will be coordinated through the Command Post with Student Affairs and Outreach personnel.

### **Phased Return to TAMUG**

#### **Tier I: First Responders**

Once local authorities determine it is safe for essential personnel to return to Galveston Island, the following protocols will be followed by TAMUG:

- All remaining TAMUG Campus Police will return to campus to provide parameter security. Texas National Guard may be requested to assist if necessary and available.
- The Campus Command Team will return to campus to assess conditions and begin the campus restoration process. This team will function as the on-site administrative body for the campus.
- Essential personnel including Facilities Services and Waterfront Operations staff, IT Communications, Auxiliary Services and key support staff will be asked to return to help identify the resources needed and provide operational support for renovation, repair and clean-up of the campus.
- Should the campus be deemed uninhabitable for an extended period of time, System personnel policies and protocols established in collaboration with TAMU will be followed.

#### **Tier II: Essential Personnel**

The Campus Incident Command Team will coordinate the secondary return of Tier II: Essential Personnel through the Command Post at TAMU on an as-needed basis. Tier II: Essential Personnel may be called upon to assist with a phased re-opening of the campus once infrastructure repairs are completed and various campus operations are resumed. Personnel not participating in the clean-up and repair process or those who have not been requested to return by their immediate supervisors, will not be allowed to return to campus until further notice.

Partial and Official Re-Opening of Campus: The CEO will announce the date and time in which the campus will re-open for classes. This announcement will follow the resumption of partial campus operations. At this time all Tier III: Non-Essential Personnel will return to campus.

## Long-Term Recovery and Business Continuity Plan (Campus down time: Beyond 45 days)

### College Station Staff Contingent

In the event the campus is unable to reopen within 45 days of the hurricane or is immediately determined to be closed for an indefinite period of time by the assessment team, the Command Post operations in College Station will transition back into the TAMUG Executive Team and will activate the Long-Term Recovery and Business Continuity Plan in accordance with the post-hurricane protocols established through the mutual agreement between TAMU and TAMUG.

### Relocation – Students

#### Responsible Parties

TAMU Lead Position: Associate Provost and Dean of Undergraduate Programs or Designate  
TAMUG Lead Position: Associate Vice President of Student Affairs

#### Assembly

TAMU Lead Position: Associate Provost and Dean of Undergraduate Programs or Designate  
TAMUG Lead Position: Associate Vice President for Student Affairs or Delegate

- 1) Students will be directed to a central location upon arrival to TAMU for information and instructions.
- 2) One location will be designated and set-up for registration and student service information/enrollment, billing, financial aid, and new or adjusted ID card.
- 3) One welcome program, or similar event, will be scheduled for students and family members. The program will feature TAMUG and TAMU leadership, “familiar faces,” and information
- 4) Program should be offered once, at a time when the majority of students have arrived at TAMU

#### Student ID Services – Responsible Parties

TAMU Lead Position: Aggie Card Office Manager  
TAMUG Lead Position: Executive Director of Enrollment Services

All TAMUG students relocating to TAMU and living in the residence halls and dining on campus will have IDs (provide description of the student ID service at TAMUG)

- 1) TAMU ID Services will issue TAMUG students with Guest Student Identification Cards.
  - a) TAMUG students will be instructed where to get new ID Card
  - b) TAMU ID Card Services will coordinate access needs with appropriate TAMU services

#### Housing – Responsible Parties

TAMU Lead Position: On Campus Housing – Director of Residence Life or designate  
Off Campus Housing – Director of Student Life or designate  
Corps of Cadets - Commandant or designate  
TAMUG Lead Position: Associate Vice President for Student Affairs or Delegate

Given TAMU will not have on-campus housing to accommodate all of the students that are displaced by the disaster, TAMU will provide accommodations in the TAMU residence halls for as many TAMUG

students as possible including limited linens, at a minimal fee. Additional housing needs will be assessed and accommodated as the need arises.

All Galveston students relocated to the TAMU residence halls will be issued a student I.D for residence hall room access.

#### Food Services – Responsible Parties

TAMU Lead Position: Director of Food Services  
TAMUG Lead Position: Director of Food Services

All Galveston students will have a student ID card that is bar-coded for food service facility access.

- 1) Short-term Solution – TAMU Food Services can provide Conference meal cards as a short-term solution or an immediate interim solution. Internally numbered cards would be issued to correspond with the student's name and UIN. The amount of meals placed on cards can be determined by the projected possible length of time for stay. Additional meals could be added as needed. Information can then be provided on how many meals total as well as time(s) and location(s) a student dined on the College Station campus.
- 2) Any special dining arrangements can be made for students on a case-by-case basis.
- 3) TAMUG students with existing meal plan – TAMUG Food Services and TAMU Campus Dining Office will utilize names, UINs, and individual student meal history to transfer unused meals from TAMUG plans to TAMU Food Services.
- 4) New Meal Plans – The sale of entirely new TAMU Food Services' meal plans will be handled just as those for current students and function as is currently published.
- 5) Additional Information – Locations for dining will be based on hours of availability and areas designated for stay, if appropriate. Location of housing does not necessarily need to be a priority in arranging meals and providing on campus services for meal use through Conference Cards or meal plans. However, some decisions for determining dining locations may be needed due to circumstances directly related to the emergency situation or other possible criteria, such as meal requirements for TAMUG members of the Corps of Cadets. Meals can be designated as limited to certain areas or locations, such as using the “all-you-care-to eat” facilities Duncan and Sbisà, or be permitted to work as current student meal plans with eat on campus “anywhere any time” choices.

#### International Students – Responsible Parties

TAMU Lead Position: International Programs Office – International Student Services (ISS)  
(979) 845-1824 or 1825  
TAMUG Lead Position: Assistant Director for Diversity (409) 740-4582

- 1) Overall Issues:
  - a) U.S. and foreign documents
    - i) If at all possible, international students, faculty, and scholars should take with them all original U.S. and foreign documents (e.g. passport, I-94 card, etc.) for themselves and accompanying dependents.
    - ii) If these are lost or irretrievable, TAMU International Student Services (ISS) can assist in obtaining replacement documents.

- b) Undocumented alien students should check in with ISS to receive advising about potential options (e.g. HB 1403).
- 2) Immigration Issues for Students
- a) All enrolled international students at TAMUG are issued documents by and/or monitored by ISS already, so there should be no major immigration issues, as long as students continue to follow all regulations governing their visa type (e.g. enroll full time, maintaining accurate addresses in SEVIS, etc.).
  - b) TAMUG officials will maintain a headcount and contact with TAMUG international students so their location and addresses can be updated immediately in SEVIS as per federal regulations if they must leave Galveston. Students leaving the U.S. must contact ISS prior to their departure.
- 3) Other Issues for International Students
- a) Assistance in evacuating TAMUG international students to College Station will be provided for those students who may be without cars.
  - b) ISS will provide nationality contacts in College Station to assist with housing relocation of TAMUG international students, if necessary.
  - c) TAMUG international students should carry ISS emergency contact cards in case they need access to an ISS advisor in emergency circumstances.
  - d) ISS and TAMUG will have emergency contact information for all international students
  - e) TAMUG staff will contact an ISS staff member to assist with an international student's death or other emergency medical situation. The ISS emergency phone number is 979-255-6005 and is manned by an ISS advisor 24/7/365. Galveston staff should feel comfortable calling that number in any emergency situation.

#### Parking and Transportation – Responsible Parties

TAMU Lead Position: Associate Director, Transportation Services  
TAMUG Lead Position: Assistant Vice President Administration

TAMUG students taking a vehicle to campus are required to purchase a hang tag and display the tag from the rear view mirror.

- 1) Identify temporary and permanent (length of stay) parking areas for students living both on campus and off campus
- 2) Transfer student parking data from TAMUG to TAMU
- 3) If possible, utilize the TAMUG hang tag as the student's permit in College Station. Determine cost, if any, to students needing parking at TAMU who did not have parking at TAMUG
- 4) Because TAMUG does not have a shuttle bus system, students will need an orientation to both the off campus and on campus bus systems.
- 5) Because TAMUG students will not have paid the Transportation Fee at TAMU, a determination will be made by TAMU and TAMUG officials as to the applicability of any costs for TAMUG students to access shuttle bus services at TAMU.

#### Orientation – Responsible Parties

TAMU Lead Position: Director of Student Life or designate  
TAMUG Lead Position: Assistant Vice President for Student Affairs or Delegate

- 1) Students will be provided with an orientation session and campus tours prior to beginning classes at TAMU if possible.

## **Relocation – Faculty and Staff**

### Assembly

TAMU Lead Position: Dean of Faculty (for faculty)  
Employee Services (for staff)  
TAMUG Lead Position: Associate Vice President for Academic Affairs or Delegate

- 1) Faculty and staff will be directed to a central location upon arrival to TAMU for information and instructions on office location, research labs, teaching assignments, job responsibilities.
- 2) One welcome program, or similar event, will be scheduled for faculty and staff. The program will feature TAMUG and TAMU leadership, “familiar faces,” and information
- 3) Faculty and staff will be encouraged to attend the welcome program scheduled for students.

### Housing – Responsible Parties

TAMU Lead Position: Employee Services  
TAMUG Lead Position: Director of Human Resources or Delegate

Faculty will follow evacuation procedures and will be provided with TAMUG contact information for updates on status of facilities and semester courses. It will be each faculty member’s responsibility to access the TAMUG update information and adhere to the timeframe for arrival at the TAMU campus. Communication will follow the TAMU Emergency Communication procedures (Add LINK).

Faculty and staff members may need temporary or permanent (for length of stay) housing in the College Station area in order to maintain their responsibilities with TAMUG. Coordination of available housing will be provided through Student Affairs off Campus Housing to identify community resources for impacted faculty and staff.

- 1) A central location for information and referrals for housing will be established at TAMU
- 2) The TAMUG point of contact will include information on housing options in the College Station area
- 3) TAMU and TAMUG will work together to coordinate short-term and temporary housing with flexibility in length of lease.

### International Faculty – Responsible Party

TAMU Lead Position: International Programs Office (IPO) – International Faculty and Scholar Services (IFSS) (979) 862-1719  
TAMUG Lead Position: Human Resources Department (979) 740- 4532

- 1) Overall Issues
  - a. U.S. and foreign documents
    - i. International faculty and scholars will bring with them all original U.S. and foreign documents (e.g. passport, I-94 card, etc.) for themselves and accompanying dependents.
    - ii. If these are lost or irretrievable, IFSS can assist in obtaining replacement documents.

- b. International faculty and scholars will report to IFSS for advice on how to proceed with their continued employment
- 2) Immigration Issues for Faculty
    - a. International faculty and scholars will be required to update their addresses and contact information on TAMU H.R. Connect. In addition they will provide IFSS with notice of change of address and file Form AR-11 with the United States Citizenship & Immigration Service (USCIS) once they have an address that can be used for more than 30 days. If the international faculty and/or scholar have a pending case with USCIS they will need to call the USCIS customer service at 1-800-375-5283 to update their addresses.
    - b. Each International Faculty or scholar will be responsible for contacting IFSS for assistance to prevent jeopardizing their immigration status. Determinations will be made on a case-by-case basis depending on the length and seriousness of the evacuation.
    - c. J-1 scholars may need a new DS-2019 indicating a location change. SEVIS records will need to be updated with change of personal address and work location information
    - d. H visa holders may need wage adjustments to comply with labor laws and the refilling of an LCA and a new H-1B petition
  - 3) Other Issues for International Faculty
    - a. IFSS can provide nationality contacts in College Station to assist in housing relocation of TAMUG international faculty and scholars if necessary.
    - b. TAMUG-HR will facilitate reporting of its own emergency contact information, in accordance with TAMUG evacuation plans, to their international faculty, scholars and employing department heads in case of death or emergency medical situation of an international faculty or scholar. IFSS, however, will provide assistance to TAMUG-HR by means of facilitating the following support telephone number 979-862-1920 for the above stated emergency contact.

#### Parking and Transportation Services – Responsible Parties

TAMU Lead Position: Associate Director, Transportation Services  
TAMUG Lead Position: Assistant Vice President for Administration

- 1) Provide information on temporary parking for TAMUG faculty relocating to TAMU campus
- 2) Identify permanent parking location for TAMUG faculty on the campus of TAMU
- 3) Develop method for communicating parking information to relocated TAMUG faculty, either through central location or through Zone Administrators and/or department contacts.
- 4) Orient TAMUG relocated faculty to the TAMU shuttle bus systems

#### Faculty and Staff ID Cards – Responsible Parties

TAMU Lead Position: Aggie Card Office Manager  
TAMUG Lead Position: Director of Human Resources or Delegate  
All TAMUG Faculty and staff relocating to TAMU and living in the residence halls and/or dining on campus will have IDs (provide description of the student ID service at TAMUG)

- 1) TAMU ID Services will issue TAMUG Faculty and staff Guest Identification Cards
  - a) TAMUG Faculty and staff will be instructed where to get new ID Card
  - b) TAMU ID Card Services will coordinate access needs with appropriate TAMU services

Faculty and Staff Office Space – Responsible Parties

TAMU Lead Position: Deans or designee  
TAMUG Lead Position: Vice President for Academic Operations

Faculty Research – Responsible Parties

TAMU Lead Position: Vice President of Research  
TAMUG Lead Position: Associate Vice President for Research Development

Employee Assistance Services- Responsible Parties

TAMU Lead Position: Employee Services - Faculty and Staff Counseling Services (979) 845-3711  
TAMUG Lead Position: Director of Human Resources or Delegate

- 1) TAMU will act as liaison to TAMUG Employee Assistance Services
- 2) TAMU will provide TAMUG faculty and staff access to TAMU services
- 3) TAMU will coordinate and respond to request for counseling including crisis intervention and referrals for specialized care and follow-up. Faculty and Staff Counseling Services psychologists may service in declared shelters and other locations to provide services to evacuees and shelter support personnel

**Student Services**

Student Medical Services – Responsible Parties

TAMU Lead Position: Director of Student Health Service or designate  
TAMUG Lead Position: Assistant Vice President for Student Affairs

- 1) TAMUG students will be given access to A.P. Beutel Health Center and its services, including the pharmacy.
- 2) TAMUG students will receive information on the services at the Health Center and how they can access those services

Student Counseling Services – Responsible Parties

TAMU Lead Position: Director of Student Counseling Services or designate  
TAMUG Lead Position: Director of Counseling or Delegate

The Galveston Offices of Counseling and Career Planning & Placement are responsible for a number of student services provided by three professional staff. All three are either licensed professional counselors (LPC) or LPC interns. Primary areas of responsibility include personal counseling, educational counseling, services to students with disabilities, career planning and placement services, and providing related student programs. Secondary responsibilities include assisting TAMUG international students, acting as liaison to our contracted medical service provider and overseeing our health and wellness initiatives.

If classes resume in College Station, it is essential that TAMUG students have ready and immediate access to TAMUG counselors early during the relocation period – especially those that were receiving

services prior to the relocation. Ideally, this access would be available in the main assembly area. In addition, a secure location will be needed to maintain confidential student files. In doing so, TAMU will:

- 1) Provide immediate and public access to information on counseling services to TAMUG students
- 2) If possible, have TAMUG counseling staff visible and available to students as they arrive on campus and proceed with relocation process.
- 3) Provide TAMUG students access to TAMU services.
- 4) Provide TAMUG counseling staff with appropriate and secure office space on TAMU campus.
- 5) Locate secure storage for confidential student counseling files that is accessible to counseling staff
- 6) Utilize TAMU Counseling Service if counseling services are beyond the capacity of the TAMUG staff

#### Services for Students with Disabilities – Responsible Parties

TAMU Lead Position: Director of Disability Services or designate

TAMUG Lead Position: Director of Counseling or Delegate

The TAMUG Counseling Office handles the responsibility of providing services to students with disabilities.

- 1) TAMU will honor the accommodations determined by TAMUG's Counseling Office staff and provide all accommodations supported by the student's documentation
- 2) TAMU will generate the accommodation letters for any students who were receiving accommodations and services through TAMUG's disability services at the time of the evacuation.

#### Career Services – Responsible Parties

TAMU Lead Position: Executive Director, Career Center

TAMUG Lead Position: Director of Career Planning & Placement or Delegate

An office identity for TAMUG students seeking career services will be maintained. Due to the unique nature of TAMUG's academic programs and the maritime academy, TAMUG staff must be on hand and have available space to conduct employer meetings and interviews. In doing so, TAMU will:

- 1) Provide TAMUG students access to TAMU Career Services
- 2) Allow Galveston students to pay a career services fee to register for TAMU career services

#### Student Financial Aid – Responsible Parties

TAMU Lead Position: Assistant Provost for Student Financial Aid

TAMUG Lead Position: Executive Director of Enrollment Services

Because TAMUG is a branch campus of TAMU, all federal financial aid applications (FAFSAs) are sent to the main campus, and program funding is part of the allocation to the main campus. All state financial aid programs are allocated independently and directly to each campus, but TAMU has access to TAMUG's state financial aid programs in COMPASS and FAMIS.

In the event of a hurricane that temporarily disrupts processing at the Galveston campus, the Department of Student Financial Aid at TAMU is prepared to provide office space for TAMUG financial aid staff and/or take over processing of TAMUG financial aid. Therefore, under emergency conditions, TAMU's

Department of Student Financial Aid will become the responsible office should TAMUG operations be disrupted.

- 1) Emergency Funding for Short Term Needs
  - a) Short Term Loans – The first, and easiest to accommodate, is the short term loan programs. Through a manual process, TAMUG students could apply for and receive funds same day. These funds would need to be repaid, but would provide immediate relief. This option also would not impact aid packages that may have already been provided.
  - b) Emergency Scholarship Funds – The second is to allocate emergency scholarship funds, either from existing program funds or from TAMU reserves to support these students. The need for this emergency funding will be largely dependent upon the severity of the disruption and the timing of the disruption.
- 2) Financial Aid Documents and Awards
  - a) All financial aid applications and awards are stored in COMPASS. There is no impact on awards. All historical financial aid documentation is stored in the TAMU imaging system.
- 3) Access to Financial Aid System
  - a) TAMUG staff and students will still be able to access financial aid information through COMPASS, FAMIS, and HOWDY.
  - b) At least one staff member at TAMU will have access to TAMUG financial aid systems with the THECB and with TG. TAMUG processing will be continued in College Station by TAMUG staff or TAMU staff.
- 4) Work Study and Student Employment
  - a) TAMUG students can be added to the Jobs for Aggies database and given access to apply for TAMU student worker jobs in the event of a long term closure of the TAMUG campus. Since TAMUG work study jobs are primarily in financial aid, TAMU's Department of Student Financial Aid will employ those on work study funding at Galveston or find other employment for them in College Station.
  - b) For a short period of time (evacuation and 1-2 weeks clean-up), the need for providing this service is minimal.
- 5) Processing Checklist – In the event of an evacuation or other disruption at Galveston, TAMU and TAMUG will take steps to ensure the following occur:
  - a) Contact will be made by the Financial Aid Campus Director at TAMUG with the Assistant Provost for Student Financial Aid at TAMU to start temporarily disabling processes or start transferring operations.
  - b) TAMUG staff will be provided office space and computers in College Station.
  - c) COMPASS staff will be notified of changes in TAMUG operations.
  - d) TAMU's Financial Aid website will be updated with information on Galveston's financial aid.
  - e) NEO email will be distributed to Galveston students to notify them of the availability of TAMUG financial aid staff and the availability of resources for assistance.
  - f) Galveston loan processes will be immediately handled by TAMU loan staff to maintain compliance and continue to transfer funds.
  - g) Notification of TG and THECB of changes in processes for loan disbursements.

## Providing TAMUG Students Classes in College Station

### Class Schedules and Room Assignments – Responsible Parties

TAMU Lead Position: Registrar  
TAMUG Lead Position: Vice President of Academic Operations or delegate

The TAMU Registrars' office and the TAMUG Office of Admissions and Records (ADRC) have a long history of good relationships. Class Schedules and Room Assignments will be highly inter-related to Teaching Assignments. Many decisions will be impacted by the timing of the storm as well as the level of damage. If it is determined to establish academic operations in College Station, the following process shall serve as a basic guideline:

- 1) Call in essential staff to TAMU including Director of Admissions and Records, and at least three (3) designated ADRC staff.
- 2) Implement phone bank to contact TAMUG faculty. Determine availability of faculty to relocate.
- 3) Explore feasibility of relocating ship to other Texas port, and establishing maritime curricula aboard vessel. If not feasible, explore relocating maritime students to other State Maritime Academy (possibly California or Maine).
- 4) Define areas of specialization and course offerings with available faculty.
- 5) Define areas that overlap with TAMU courses, and TAMUG faculty are not available
- 6) Define areas of shortage where faculty is not available and TAMU cannot offer expertise
- 7) Identify available classroom facilities for TAMUG faculty
- 8) Allow flexibility for night and weekend scheduling of TAMUG courses/labs
- 9) Define registration (either independent TAMUG or merged with TAMU)
- 10) Determine feasibility of distance education methodologies to deliver courses to students not able to relocate and/or to deliver courses to TAMU by faculty not able to relocate (possibly using IBT or other Houston site).
- 11) Implement a student hotline to check in and declare intent to continue enrollment prior to arrival at TAMU.
- 12) Post arrival date, times, and place to website including instructions to call hotline number if possible.
- 13) Begin to "re"-register students with new schedules based on their intention to enroll. (Every effort should be made to enroll the student in a similar schedule to their "pre-storm" enrollment. Enrollment in the numeric term should minimize difficulties with financial aid, billing auditing, and reporting).
- 14) Establish a centralized service center at TAMU including a process for those that have indicated intent and those that have not.
- 15) Establish a method for students not intending to continue enrollment to withdraw without visiting campus.
- 16) Develop an audit process and determine process for those students not able to continue enrollment (most likely to no record drop students).
- 17) Negotiate reporting process with Texas Higher Education Coordinating Board.

(This process will require discussion and consideration that financial transactions will be handled at the institutional level and not by student level accounts.)

### Teaching Assignments - Responsible Parties

TAMU Lead Position: AOC/GOC Deans  
TAMUG Lead Position: Vice President for Academic Affairs

Assigning Students to Classes- Responsible Parties

TAMU Lead Position: AOC/GOC Deans  
TAMUG Lead Position: Vice President for Academic Operations

Grades and Transcripts – Responsible Parties

TAMU Lead Position: Registrar  
TAMUG Lead Position: Executive Director of Enrollment Services

TAMUG registration, grades, transcript, and student academic records are all a part of the TAMU COMPASS system and are differentiated by a campus code. This campus code may be utilized in the event TAMUG students moved to the main campus during the period of recovery to allow tracking of the TAMUG students while enrolled on the main campus and provide them with all necessary record/registration services.

This process will be invisible to students.

Textbooks – Responsible Parties

TAMU Lead Position: Executive Director of Financial Management Operations  
General Manager, MSC Bookstore  
TAMUG Lead Position: Assistant Vice President for Administration

The effect of a major hurricane on students' access to textbooks depends primarily on what time of year the storm hits. In the event that a major storm is forecasted for landfall in Galveston, the campus will make every attempt to relocate textbooks and critical supplies to College Station so that when classes resume, students will be able to have immediate access to their academic needs.

- 1) If TAMUG is able to relocate textbooks and critical supplies, TAMUG would like to be able to sell them through a retail outlet established on the TAMU campus.
- 2) TAMUG would need to establish a retail outlet on the TAMU campus, including supplying or borrowing from TAMU necessary retail supplies, such as cash registers, establishing cash management procedures, and locating secure storage. The Director of Bookstore Operations will serve as the TAMU lead on this operation.
- 3) If TAMUG is unable to relocate textbooks and critical supplies, the MSC Bookstore, operated by Barnes and Nobles, will work with TAMUG to order the books and supplies needed for TAMUG students and sell them through their own (MSC Bookstore) inventory. The General Manager of the MSC Bookstore will work with the TAMUG representative to accommodate this need.
- 4) If the storm hits far enough in advance of, or well after, the start of classes, most students will be required to have their materials and the campus will simply require all students to take their materials with them when they evacuate the campus. Minor supplies may be relocated to College Station.

## Billing and Fees at TAMU College Station

### Student Tuition and Fees – Responsible Parties

TAMU Lead Position: Executive Director of Student Business Services  
TAMUG Lead Position: Bursar

An important issue will be the payment for services. In most situations, fees will have been collected from TAMUG students and will be in Galveston budget accounts. An important point to note is that Galveston and College Station fees are not necessarily the same in many of these areas. Payment, once fair amounts have been determined, should simply be a transfer from one account to another. TAMU services not routinely provided on the Galveston campus, but deemed necessary for TAMUG students in College Station, will either be paid from other Galveston funds, or be collected from TAMUG students in College Station. In some cases services and fees will change requiring adjustments, i.e., a commuting student in Galveston moves into TAMU housing or vice versa.

### Accounts and Billing Services – Responsible Parties

TAMU Lead Position: Executive Director of Student Business Services  
TAMUG Lead Position: Bursar

The TAMU Student Accounts and Billing Services Office at TAMU College Station currently has some processing responsibilities for TAMUG students for which limited access to TAMUG student accounts has been granted.

- 1) In an extended emergency situation involving closure of the TAMUG campus, TAMU Student Accounts and Billing Services will be approved for full access and assume all processing responsibilities for TAMUG students until TAMUG Student Financial Services Staff can be housed and brought back on-line to resume their duties.
- 2) Student Debt Management - TAMU Student Debt Management will offer assistance to TAMUG students with extended payments if it becomes necessary

## Financial Operations

TAMU Lead Position: Accounting Issues – Associate Vice President for Finance and Controller and Executive Director of Financial Management Services  
Payroll Concerns – Director of Payroll Services  
Expense Tracking and Reimbursement Efforts – Associate Vice Presidents for Finance  
TAMUG Lead Position: Vice President for Finance

### Reporting to the Texas Higher Education Coordinating Board

- 1) TAMUG staff will have access to financial and payroll systems through TAMU systems, as noted below.
- 2) TAMUG will continue submitting required reports as long as feasible for TAMUG staff to handle.

- 3) Should TAMUG staff need assistance, TAMU staff will be available to coordinate data and reporting needs.

#### FAMIS Access

- 1) TAMU Financial Management Operations (FMO) will provide TAMUG staff workstations to access FAMIS as necessary. Locations for the workstations will include space in the FMO office and/or in the FMO training room located in the Teague building. These locations will be made available to TAMUG staff as a base of operations until TAMUG is available.
- 2) If necessary, FAMIS operations will redirect check printing from TAMUG to TAMU. TAMUG will provide check stock if available. If not available, TAMU will process TAMUG payments on TAMU check stock through a restricted account. TAMU would then bill TAMUG for expenditures paid on their behalf by TAMU.

#### BPP Access

- 1) BPP can be accessed from any computer hooked up to the Ethernet on the TAMU campus.
- 2) Workstations provided above for FAMIS access could also be used to access BPP.

#### Payroll Processing

- 1) TAMU Payroll Services will provide support with payroll processing as needed. The BPP system will be able to process payroll in College Station for all affected TAMUG employees.
- 2) TAMU Payroll Services will assist in retrieving payroll related data and answering payroll related questions as necessary, including: relaying management's decisions on salary continuation if employees are unable to return to work; distribution of paychecks; availability of cash advances; changes in deposit information; posting of updates and communications on the Employee Services Web site, etc.
- 3) BPP can be accessed from any computer hooked up to the Ethernet on the TAMU campus
- 4) Workstations provided above for FAMIS access could also be used to access BPP; however, current TAMU Payroll Services staff are able to handle all the data entry, review and processing of TAMUG employees.

#### Tracking and Documenting Costs for Reimbursement

- 1) TAMU/TAMUG will establish a fiscal account(s) to track hurricane related costs paid by each institution. Departments will be reminded to use the established account to record all hurricane-related expenditures and to maintain appropriate supportable detail in terms of invoices, time sheets, etc. depending on the nature of the expenditure incurred.
- 2) TAMU Division of Finance will establish contact with FEMA representatives should expenditures be of a nature that may be eligible for reimbursement. TAMU Finance staff will prepare materials to submit invoices for reimbursement and track the status of expenditures versus reimbursements until no further action is warranted.
  - a. Employee Services will provide guidance on the development of detailed job descriptions and personnel records for those employees responding to emergency conditions to permit maximum reimbursement through insurances, FEMA, and comply with State and Federal employment laws.

## SECTION 3. Emergency Communication Response Plan

### “Aggies Taking Care of Aggies”

The Texas A&M University at Galveston Campus Emergency Response Plan has been developed to provide guidance during emergency and crises events that call for actions and operations beyond the daily operations of the institution. The plan is composed of four parts providing guidance for campus communications, command center operations, media relations, and campus lock down and security protocols during critical incidents. This plan does not replace other emergency plans and protocols in place for severe weather, campus evacuation, post emergency campus recovery, fire and other safety response plans. This plan should be used to complement other plans and procedures. Activation of this plan will insure that effective communication in the event of a crisis saves lives, prevents property loss and disseminates information to all campus members in a clear, concise and organized manner so that we are truly “Aggies Taking Care of Aggies.”

No amount of planning can replace the solid leadership and sound judgment that must be exercised at all levels during a crisis or emergency situation. This plan will always be an evolving document and is for guidance only. In addition, all campus community members should become familiar with the Sea Aggie Alert system by registering all personal communication devices at:

<http://www.tamug.edu/emergency/Sea%20Aggie%20Alert.html>

### Campus Communications Procedures

**Assessment** -- The individual who encounters the potential crisis or emergency should gather accurate information from the appropriate sources as quickly as possible. After fact gathering, the individual should contact the Campus Police immediately.

Authority and decision to activate the Emergency Operations Plan as a result of the emergency will follow the Chain of Command beginning with the CEO. If the CEO is unavailable, the administrator in charge will activate the plan.

In the event there is an emergency in progress, the Campus Police may take immediate action to safeguard the campus community through established police procedures while taking steps to notify the administration of the crisis or emergency situation.

### Response

After assessing the nature and scope of the situation, the Executive Team member in charge will call together all available members of the Executive Team to execute the following plan:

- Designate a spokesperson: In cases of a significant crisis, the CEO 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.
- Draft a fact sheet: The fact sheet will contain a summary statement of the situation including all known details to be released to the media. This information will be made available to (and

approved by) the CEO in addition to copies provided to the CEO, President and Provost. This fact sheet should be scrutinized with respect to the public's right to know and concerns for privacy and security in consultation with the Office of General Counsel if necessary.

- Notify key constituencies: Determine key constituencies that should be informed of the crisis. It is important to keep administration, faculty, staff, students and parents informed as appropriate of appropriate details and actions taken by the university during an emergency. The CEO or administrator in charge will notify the CEO, President and Provost in College Station of the crisis as appropriate.
- Alert the media: Determine whether a news conference and or news release is an appropriate means of conveying information beyond the protocols used to notify faculty, staff, students, the news media and the public. The CEO or administrator in charge in consultation with the Director of Media Relations and Communications will determine logistics of the news conference including when, where and how the media will be contacted, which media will be contacted, who will supervise the news conference, who will appear, etc.
- Other spokespersons: Identify any other individuals besides those on the Executive Team who may serve as spokespersons or who might be made available to the news media; assign a public information staff person to provide counsel to those individuals.

### **Ongoing Procedures during Crisis**

During the crisis or emergency, the Executive Team in consultation with the Director of Media Relations and Communications will monitor all news media for reports or updates related to the crisis.

- Open communications: Over the duration of the crisis, open communications between the Executive Team and those responding to the crisis or emergency will be maintained. Redundant communication systems including the police 800 series radios, campus satellite phones and personal cell phones will be utilized in maintaining effective communication links.
- Outside resources: In the event the campus resources and responders are overwhelmed by the crisis or emergency or additional resources are needed, the CEO or administrator in charge will contact the local Office of Emergency Management or local law enforcement to request assistance.

### **Aftermath Component**

Following any crisis, appropriate action must take place to ensure that members of the campus community, and others as necessary, receive needed information and assistance to help bring closure to the crisis as well as relief from the effects of the event. Attention also should be placed on identifying and implementing measures to improve the Emergency Operations Plan used during the crisis.

- Communications: If needed, a public forum should be scheduled and coordinated by the Director of Media Relations and Communications to communicate details of the incident and events to all interested members of the campus. The timeliness of this meeting is critical and every effort should be made to see that it occurs within three work days from the close of the crisis. Representatives from the Executive Team, Campus Police, Student Affairs, Human Resources, Employee Assistance Program, as well as the Counseling Office should attend and be prepared to answer questions and share pertinent information. Specific departments and/or individuals also may be requested to attend and participate depending upon the nature of the crisis.

- Immediately following a crisis: It is imperative that the campus be sensitive to the needs of faculty, staff and students who may have been personally affected by the crisis. There may be a need to assist a victim or victims with obtaining information and/or a referral to available resources. Human Resources will be the contact for employee assistance and Student Affairs for student assistance.
  - Rumor control: It is not unreasonable to expect that rumors would follow a crisis, further creating an atmosphere of anxiety. As a preventative measure, the campus Website will continuously be updated following the crisis to address rumors and provide additional information as it becomes available. All inquiries to the crisis will be directed to the Director of Media Relations and Communications.
  - Ten day follow up: The Executive Team shall meet within 10 days following a crisis and review all actions taken as a result of the crisis to determine effectiveness and efficiency of operations and make any needed changes to the Emergency Operations Plan and Emergency Communications Plan and Protocols.
- Emergencies can occur at any time and without warning. Careful application of the Campus Emergency Communication Plan and Protocols will assist the Texas A&M University at Galveston campus community in responding appropriately to crises and emergencies and effectively manage the media. Continued evaluation and refinement of this plan is necessary and should be initiated on an annual basis.

## Media Relations Management

In the event of a serious emergency or accident involving TAMUG students, faculty and/or staff, the campus will immediately enact the following procedures for managing the media:

### Responsibilities

- Office of the CEO
  - The CEO will notify the Provost and President of TAMU of the crisis or emergency situation.
  - The Executive Director of Marketing & Communications will be responsible for interfacing with the TAMU Office of University Relations to inform the College Station campus of the emergency and coordinate additional support and secure their assistance, if needed for media relations.
- Information Services
  - IS will establish a media center in Sea Aggie Center 601 or PE Building 107 to accommodate the electronic and data outlet needs of the responding media.
  - If the incident occurs at the Fort Crockett or Teichman Road campuses, media will be re-directed to Mitchell Campus on Pelican Island.
  - Campus Police will secure the crisis area and the media center.
  - Non-campus and non-emergency personnel will not be permitted in the area of the emergency.
- The CEO or administrator in charge will serve as the chief spokesperson for the campus.
- If employees or students are called by outsiders or members of the media, they should refrain from comment and refer the individual to the Emergency Operations Center.
- As soon as reasonably possible, the Director of Marketing & Communications will provide the media with a statement. The statement will be constructed based on the best available information.
- The media will be notified of the next update. Updates will be given by either the CEO or administrator in charge.
- Employees should be mindful of potential video cameras and cell phone photography and their coverage of the incident at the scene.
- If/when a media representative arrives on the campus, anyone encountering the media should contact the Executive Director of Marketing & Communications. If the Executive Director of Marketing & Communications is unavailable, then contact campus administration. An authorized administrator in charge will then act as necessary.

- The Executive Director of Marketing & Communications will report to the established media center and activate assistance from one or all of the following groups: Financial Management Services, Human Resources, Admissions and Records, Naval Science or the Maritime Academy Corps of Cadets. That group of media assistants may be assigned to either the main entrance of the Mitchell Campus or the North entrance of the Mitchell Campus or other locations to intercept and guide representatives to the media center.
- The role of the media assistant will be to escort arriving media representatives to the media center. Staff members will not answer media questions about any crisis situation without the express consent and instruction of either the Executive Director of Marketing & Communication or administrator in charge.
- Campus community members affected should be discouraged from agreeing to provide media with an interview. If they do, assistance will be provided by the Executive Director of Marketing & Communications. A designated member of the Executive Team should be present during interviews to insure that ground rules are followed and inappropriate questions are not addressed.
- The Executive Director of Marketing & Communications will notify the following people in College Station and request assistance as appropriate:

Steve B. Moore

Chief Marketing Officer and Vice President for Communications

TAMU Department of Marketing & Communications

Office: (979) 845-2217

Sherylon Carroll

Associate V.P. for Communications

TAMU Department of Marketing & Communications

Office: (979) 862-2369

**Steven B. Moore**

Vice Chancellor of Marketing and Communications

Revised 9/2/2013

**Phone: (979) 458-6023**

**Email: [syscomm@tamus.edu](mailto:syscomm@tamus.edu)**

Information concerning the emergency will be communicated as appropriate via Sea Aggie Alert, the TAMUG website and local media sources as information becomes available:

- [www.tamug.edu](http://www.tamug.edu)
- KHOU - TV Channel 11 News Desk (713-521-4384)  
Preferred method: [assignments@khou.com](mailto:assignments@khou.com)
- KTRK - TV Channel 13 News Desk (713-663-4600)  
Preferred method: [ktrk.newsalerts@abc.com](mailto:ktrk.newsalerts@abc.com)
- KTRH - Radio 740 AM News Desk (713-212-8740)  
Preferred method: [ktrhnews@clearchannel.com](mailto:ktrhnews@clearchannel.com)
- KYST – Radio 920 AM News Desk (713-779-9292)
- KPRC – TV Channel 2 News Desk (713-778-4910)  
Preferred method: [desk@kprc.com](mailto:desk@kprc.com)
- KRIV – Fox 26 News Desk (713-479-2701)  
Preferred method: [assignmentsdesk@fox26.com](mailto:assignmentsdesk@fox26.com)

Media updates will be provided at least every four hours or as deemed necessary by the CEO 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.

## Sea Aggie Alert Protocols

### Authority to issue an Sea Aggie Alert Message

Authority and decision to issue a Sea Aggie Alert message will follow the Chain of Command beginning with the CEO. The CEO or administrator in charge will approve the message and use of Sea Aggie Alert. If the CEO is unavailable, the administrator in charge will initiate the campus closure and notification protocols by contacting the Emergency Response Coordinator or the next administrator in the Chain of Action.

The Chain of Action for sending Sea Aggie Alert message is as follows:

Capt. Allan Post, Emergency Response Coordinator (or delegate)

Sam Martinez, Chief of Police (or delegate)

Grant Shallenberger, Assistant VP for Administration (or delegate)

John Kovacevich, Director, IS (or delegate)

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

Discretion should be exercised when issuing Sea Aggie Alert messages. Certain dangerous or extreme situations may warrant the issuing of a message immediately:

- Tornado or funnel cloud near campus
- Imminent severe weather (preceded by a National Weather Service alert)
- Campus violence/criminal behavior on campus (shooter, hostage situation, bomb threat, violent actor, abduction on campus, violent assault, etc.)
- Utility emergency (ruptured gas line, downed electrical line)
- Chemical Release at Refinery
- Chemical/Radiation Spill on campus
- Fire in a campus facility.

Sea Aggie Alert messages will not be issued based on the following:

- Events/situations that do not pose an immediate threat to the campus or campus members (i.e. events off campus, events that do not impact Pelican Island, etc.)
- Events/situations that may create an even greater danger to the campus community or members if a message is sent.

## **APPENDIX: Specific Emergency Response Procedures**

### **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.

### **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.

### **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.

### **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

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

Under extreme weather conditions or general emergency, the CEO 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 CEO or delegate. The CEO may consult with various individuals on campus and ask for recommendations, but the CEO 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 CEO 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 CEO 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 CEO 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 CEO. Once the CEO 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 CEO (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 CEO (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.

## 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 CEO, 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. Take all personal belongings with you upon evacuation.

D. **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

## 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 CEO at which time the following procedures will be implemented.

### 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.

#### **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

### 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

#### **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

## 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!**

## 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

## 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 CEO, please follow the campus evacuation procedures or the shelter in place procedures

## 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.

## 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.

## 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 CEO
5. TAMUG Police calls CEO or delegate in charge, then begins coordination with city emergency responders
6. President sends campus wide preliminary message (or asks delegate to call for him- Emergency Response Coordinator most likely)
7. President decides on location for incident command (most likely OCSB or Waterfront Operations bldg. 3003)
8. President 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.

## 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 CEO. 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 CEO 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 CEO 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.

## **Terrorist Threat / Attack**

### **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.

### **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 CEO
5. TAMUG Police calls CEO or delegate in charge, then begins coordination with city emergency responders
6. President sends campus wide preliminary message (or asks delegate to call for him- Emergency Response Coordinator most likely)
7. President decides on location for incident command (most likely OCSB or Waterfront Operations bldg. 3003)
8. President 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 CEO at which time the following procedures will be implemented.

## Securing Campus

- No student, faculty or staff member will be allowed to leave campus until released by the CEO 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

## 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

Shelter in Place

- The Office of the CEO 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

**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

## **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 people 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 people and the detonation of a bomb could result in the death or serious injury to many people.
- 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.

### 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 CEO
5. TAMUG Police calls CEO or delegate in charge, then begins coordination with city emergency responders
6. President sends campus wide preliminary message (or asks delegate to call for him- Emergency Response Coordinator most likely)
7. President decides on location for incident command (most likely OCSB or Waterfront Operations bldg. 3003)
8. President 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.

## 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. CEO ordered immediate evacuation of entire campus.) 83bytes.
    - iii. Follow-up messages as needed by Police or Admin (Admin preferred) (Example-All Clear. Campus reopened 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

## 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 CEO or delegate. Follow the procedures located in the Evacuation of Campus section of this document.

## 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.

### **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 CEO
5. TAMUG Police calls CEO or delegate in charge, then begins coordination with city emergency responders
6. President sends campus wide preliminary message (or asks delegate to call for him- Emergency Response Coordinator most likely)
7. President decides on location for incident command (most likely OCSB or Waterfront Operations bldg. 3003)
8. President 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 )

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- 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.

## **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 CEO.

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:

### **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)

### **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.

### **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.

## 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.

## Chemical Leak at nearby Refinery

### 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 CEO please follow the campus evacuation procedures

### 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 CEO 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

**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

## **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.

## 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 people are trapped, notify the TAMUG Police.

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

### **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:

#### **Securing Campus**

- If the situation warrants, the order to secure the campus will be given by the Office of the CEO
  - 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 CEO 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

#### **Communications**

#### **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

#### **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 CEO

#### **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 CEO 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

### **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

### **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

### **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;

<https://www.tamug.edu/VesselOperationsOffice/Documents/OperationsandSafetyProceduresDEC2016.pdf>

### **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 CEO 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

### **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

## Pandemic Influenza Response

### 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.

### 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.

## **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 people 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 people with a specific communicable disease to contain the spread of that illness to susceptible people.
- 10) Pandemic – An epidemic on a world-wide scale.
- 11) Pandemic Influenza - A flu pandemic occurs when a new influenza virus emerges for which people 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 people 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.

## 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.

### **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.

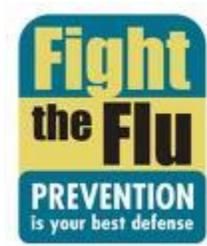
### **Level II: Pandemic influenza virus activity identified, but none in the United States**

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.

### 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.





#### **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

#### 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**

#### **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

## Planning Considerations Related to Pandemic Influenza Emergency Responses

### 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.

### 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 CEO 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)

### 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).



*Emergency Operations Center dealing with the SARS epidemic in 2003*

## 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.

## **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, people 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.

## **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.

## **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.

## 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.

### 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/>