

# ***EMERGENCY MANAGEMENT PLAN***



**A Member of the Texas A&M University System**

**September 2016**

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**APPROVAL AND IMPLEMENTATION**

**EMERGENCY MANAGEMENT PLAN**

This Emergency Management Plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

Signature on File \_\_\_\_\_

PRESIDENT/CEO

9/28/2016 \_\_\_\_\_

DATE

Created/Approved: December 1999  
Revised: August 2007  
Revised: February 2010  
Revised: August 2013  
Revised: September 2016

## **PROMULGATION STATEMENT**

Texas A&M University-Texarkana is committed to the safety and security of students, faculty, staff and visitors on our campus. In order to support that commitment, the President/CEO has asked for a thorough review of the emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

The Emergency Management Plan that follows is the official procedure of Texas A&M University-Texarkana. It is the result of a comprehensive review and update of University programs in the context of its location in Texarkana, Texas. We support its recommendations and commit the University's resources to ongoing training, exercises, and maintenance required to keep it current.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the University community. Furthermore, clear communications with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.

**EMERGENCY MANAGEMENT TEAM**

<b>Name</b>	<b>Office Number</b>	<b>Email Address</b>
<b>President/CEO Dr. Emily Cutrer</b>		
<b>Interim Provost &amp; Vice President of Academic Affairs (VPAA) Dr. Gary Stading</b>		
<b>Vice President for Finance &amp; Administration (VPFA) James Scogin</b>		
<b>Associate Vice President for University Advancement Leanne Wright</b>		
<b>Director of Facilities Richard Lynes</b>		
<b>Chief of Police Alex Serrano</b>		
<b>Human Resources Director Ricky Norton</b>		
<b>Director of Communications Carol Langston</b>		
<b>Chief Information Officer Jeff Hinton</b>		
<b>Chief of Staff Vicki Huckabee</b>		
<b>Environmental, Health &amp; Safety (EHS) Officer Joshua Harris</b>		
<b>Director of Residence Life Angela Owens</b>		
<b>Director of Marketing Stacy Glover</b>		

## **DOCUMENT OWNER**

Joshua Harris, EHS Officer, University Center, Room 420G

Document available online at: <http://www.tamut.edu/about/Administration/university-police/emp.pdf>.

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## I. AUTHORITY

### A. Federal

1. Presidential Directive 8 – A standard and comprehensive approach to National planning for emergencies.

### B. State

1. H.B. 1831 – Section 6.13 – Multihazard Emergency Operations Plan

### C. The Texas A&M University System

In accordance with System Policy *34.07, Emergency Management*, each member shall develop an emergency management plan(s) to address emergency situations which might threaten system resources and the physical safety of employees, students, clientele, and the general public. This regulation is designed to provide a consistent approach to emergency management.

## II. PURPOSE

This Basic Plan outlines Texas A&M University-Texarkana's approach to emergency management and operations. It provides general guidance for emergency management activities and an overview of Texas A&M University-Texarkana's methods of mitigation, preparedness, response, and recovery. The plan describes Texas A&M University-Texarkana's emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to empower employees in an emergency and clarify emergency roles and response. This plan applies to all University faculty, staff, and students. The primary audiences for the document include the staff tasked within the document or appendices, emergency management staff, leaders of local volunteer organizations that support emergency operations, and others who may participate in mitigation, preparedness, response, and recovery efforts.

This plan has been developed to protect faculty, staff, and students during an emergency situation. This plan takes an all-hazard approach to emergency management and plans for mitigation/prevention, preparedness, response, and recovery.

### Mission

1. Protect lives and property.
2. Mitigate the effects of a disaster.
3. Respond to emergencies promptly and properly.
4. Aid in recovery from disasters.

### Goals

1. Provide emergency response plans, services, and supplies for all facilities and employees.
2. Coordinate the use of University personnel and facilities.
3. Restore normal services as quickly as possible.
4. Provide detailed and accurate documentation of emergencies to aid in the recovery process.

### III. EXPLANATION OF TERMS

#### A. Acronyms

EOC	Emergency Operations Center
EMO	Emergency Management Office
EMP	Emergency Management Plan
EMT	Emergency Management Team
ERT	Emergency Response Team
Hazmat	Hazardous Material
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
SOPs	Standard Operating Procedures

#### B. Definitions

##### 1. Emergency Public Information

Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

##### 2. Emergency Situation

As used in this plan, this term is intended to describe a range of situations, from an incident to a major disaster. It includes the following:

###### a. Incident

An incident is a situation that is limited in scope and potential effects. Characteristics include:

- 1) Involves a limited area and/or limited population.
- 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
- 3) Warning and public instructions are provided in the immediate area, not community-wide.
- 4) One or two local response agencies or departments acting under an IC normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.

- 5) May require limited external assistance from other local response agencies or contractors.

b. Emergency

An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

- 1) Involves a large area, significant population, or important facilities.
- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- 3) May require community-wide warning and public instructions.
- 4) Requires a sizable multi-agency response operating under an IC.
- 5) May require some external assistance from other contractors, local response agencies, and limited assistance from state or federal agencies.
- 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

c. Disaster

A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the University to handle with its organic resources. Characteristics include:

- 1) Involves a large area, sizable population, and/or important facilities.
- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- 3) Requires community-wide warning and public instructions.
- 4) Requires a response by all local response agencies operating under one or more ICs.
- 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations

### 3. Hazardous Material

A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence. It can be toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Hazmat includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

### 4. Inter-local agreements

Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as a mutual aid agreement.

### 5. Standard Operating Procedures

Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

#### **IV. ACTIVATION**

When it is considered necessary to activate the EMP, Texas A&M University-Texarkana will follow the operational aspect of the National Incident Management System. NIMS is a modular emergency management system designed for all hazards and levels of emergency response (Appendix 5). This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of NIMS as a basis for its organization and response to emergency management at the university facilitates the university's ability to communicate and coordinate response actions with other jurisdictions and external emergency response providers.

##### **NATIONAL INCIDENT MANAGEMENT SYSTEM**

NIMS is organized around five major management activities.

1. **Command**  
Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources, and agency policy. In all incidents there is an identified Incident Commander or a Unified Command Team. These have responsibility for overall management of the incident and must be fully qualified to manage the incident.
2. **Operations**  
Develops the tactical organization and directs all resources to carry out the incident objectives.
3. **Planning**  
Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information and maintains status of assigned resources.
4. **Logistics**  
Provides resources and all other services needed to support the organization.
5. **Finance/Administration**  
Monitors costs related to the incident; provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

In small incidents, the five major activities may be managed by a single individual. Larger incidents may require each of these activities to be established as a separate section within the organization.

Not all sections need to be established within the NIMS organization. The IC will make this decision based on the demands of the incident. Each of the primary ICS sections may be further subdivided as reflected in the organization chart show in Appendix 5.

## **V. SITUATION AND ASSUMPTIONS**

### **A. Situation**

Texas A&M University-Texarkana is exposed to many hazards, all of which have the potential for disrupting the campus community, causing casualties, and damaging or destroying public or private property.

### **B. University Population**

The University's fall 2016 enrollment was 2,040 students. The University employs approximately 200 full-time faculty and staff, as well as adjunct faculty and part-time staff.

### **C. Geographical location**

Texas A&M University-Texarkana moved its operations to the campus at Bringle Lake in Texarkana, Texas, in the summer of 2010. The campus site sits on over 300 acres and is located at 7101 University Ave. The Bringle Lake campus is comprised of a Science and Technology building; a University Center building that houses Administrative Offices, the Library, and classrooms; a Physical Plant/Police Department building; and a 294-bed Residence Hall (Bringle Lake Village).

### **D. Hazards and Vulnerabilities**

A hazard review shows that Texas A&M University-Texarkana is most likely to be affected by one or more of the following incidents (but not limited to the situations below):

1. Death of a student (on or off campus)
2. Attempted suicide
3. Life threatening injury or illness
4. Sexual assault
5. Mental health emergency
6. Drug/alcohol overdose
7. Contacting students in case of family emergency
8. Serious traffic accident with injuries
9. Fire/explosion with injuries or significant damage
10. Bomb threats
11. Violent crimes (on campus or in the campus community)
12. Property crimes
13. Health hazard/emergency
14. Power outages/physical plant failure
15. Facilities structural damage/danger
16. Natural disasters such as tornados and floods
17. Hazmat situation with the release of hazardous materials of some degree
18. Campus disturbance

## **E. Assumptions**

1. Texas A&M University-Texarkana will continue to be exposed to and subject to the impact of those hazards described above, as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. A single site emergency, i.e. fire, gas main breakage, etc., could occur at any time without warning and the employees of the University cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect University property.
4. There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. However, rapid and appropriate response will reduce the number and severity of injury.
5. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for the University to be prepared to carry out the initial emergency response on an independent basis.
6. Proper mitigation actions, such as creating a positive school environment and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning; training of staff, students, and other personnel; and conducting periodic emergency drills and exercises can improve the University's readiness to deal with emergency situations.

## **F. Limitations**

Texas A&M University-Texarkana does not imply or guarantee a perfect response system by this plan. As personnel and resources may be overwhelmed, the University can only make every reasonable effort to respond to the situation with its current limited resources and information available at the time.



## **VI. CONCEPT OF OPERATIONS**

### **A. Objectives**

The objective of the Texas A&M University-Texarkana Emergency Management Plan is to protect lives and provide for the well-being of its students and staff through the prompt and timely response of trained University personnel should an emergency affect the University. To meet these objectives, Texas A&M University-Texarkana shall establish and maintain a comprehensive emergency management plan that includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

### **B. General**

1. It is the responsibility of Texas A&M University-Texarkana officials to protect faculty, staff, and students from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect Texas A&M University-Texarkana.
2. It is the responsibility of Texas A&M University-Texarkana to provide in-service emergency response education for all University personnel.
3. It is the responsibility of Texas A&M University-Texarkana to conduct drills and exercises to prepare University personnel as well as students for an emergency situation.
4. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the University, local emergency responders, and organized volunteer groups) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
5. This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents.
6. The Incident Command System (ICS) will be used to manage all emergencies that occur at Texas A&M University-Texarkana. Use of the ICS is encouraged to perform non-emergency tasks to promote familiarity with the system. All essential University personnel will be trained in the ICS.
7. Personnel tasked in this plan are expected to develop and keep current Standard Operating Procedures (SOPs) that describe how emergency tasks will be performed. Texas A&M University-Texarkana is charged with ensuring the training and equipment necessary for an appropriate response are in place.
8. This plan is based on the concept that the emergency functions that must be performed by Texas A&M University-Texarkana generally parallel some normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel

and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

9. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.

## **C. Response**

### **1. Initial Response**

Texas A&M University-Texarkana personnel are likely to be first on the scene of an emergency situation within the University. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

- a. The University Police Department (UPD) will be responsible for activating the Texas A&M University-Texarkana Emergency Management Plan and the initial response:
  - 1) Evacuation – Requires all faculty, staff, and students to leave the building. Evacuation can be highly effective if it can be completed before the arrival of the hazard.
  - 2) Reverse Evacuation – Requires all faculty, staff, and students to go to safe places in the building from outside the building.
  - 3) Lock down – All exterior doors and classroom doors are locked and everyone stays in their classrooms.
  - 4) Shelter-in-place – Faculty, staff, and students are held in the building, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping everyone safe.
  - 5) Drop, cover and hold – Faculty, staff, and students drop low, take cover under furniture, cover eyes and protect internal organs.

## 2. Notification Procedures

- a. In case of an incident at any Texas A&M University-Texarkana facility, the flow of information shall be from Texas A&M University-Texarkana to the Texas A&M University System, which should include the Chancellor's Office as well as the Office of Risk Management. Information should include the nature of the incident and the impact on the facility, faculty, staff, and students.
- b. In the event Texas A&M University-Texarkana is in receipt of information, such as a weather warning that may affect any Texas A&M University-Texarkana property, the information shall be provided to the appropriate University personnel to allow for adequate preparations. Specific guidelines can be found in the appendix section.

## 3. Training and Exercise

- a. Texas A&M University-Texarkana understands the importance of training, drills, and exercises in the overall emergency management program. To ensure that University personnel and community first responders are aware of their duties and responsibilities under the Texas A&M University-Texarkana plan and the most current procedures, the following training, drill and exercise actions will occur:
  - 1) Training and refresher training sessions shall be conducted for all University personnel. Training shall be held at different times during the school year that will allow for maximum attendance.
  - 2) Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as appendices. Input from all personnel is encouraged.
  - 3) Texas A&M University-Texarkana will plan for drills/exercises during the year. The types of drills and exercises will be determined by the EMT (Emergency Management Team).
  - 4) Texas A&M University-Texarkana will participate in external drills or exercises sponsored by local emergency responders by mutual agreement. Availability of University personnel and the nature of the drill or exercise shall govern the degree to which the University will participate as it relates to improving the University's ability to respond to and deal with emergencies.

## 4. Implementation of the Incident Command System

- a. The designated Incident Commander for Texas A&M University-Texarkana will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an Incident Command Post and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

- b. For disaster situations, a specific incident scene may not exist in the initial response phase and the local Emergency Operations Center may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an ICP may be established at the University, and direction and control of the response transitioned to the IC. This scenario would likely occur during a community wide disaster.

#### 5. Source and Use of Resources

- a. Texas A&M University-Texarkana will use its own limited resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the following options exist:
  - 1) Request assistance from volunteer groups active in disasters.
  - 2) Request assistance from industry or individuals who have resources needed to assist with the emergency situation.

#### **D. Incident Command System**

- 1. Texas A&M University-Texarkana intends to employ the Incident Command System in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
- 2. The Incident Commander is responsible for carrying out the ICS function of command— managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.
- 3. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

#### Incident Command Post

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

- Incident Commander:
  - The Incident Commander determines the location of the ICP, determines the need for EOC activation if not already activated, which streets to be cleared, access routes to and from the site, and any specific transportation issues (such as helicopter landing zones, EMS locations, morgue location, etc. as appropriate). The IC also determines security boundaries, notifies city units of specific needs from other departments, and sets up the ICP.
  - The Incident Commander commands all activities
    1. The Texarkana, Texas fire department initially controls all emergencies except those specifically assigned to the Police Department.
    2. The University Police Department controls all civil disturbances, bomb incidents, and all criminal acts including terrorist activities.
  - The Incident Commander, through the Incident/Unified Command System, coordinates the actions of Fire, Police, Physical Plant, and all other units responding to the scene.
- Physical Plant will:
  - Provide barricades and/or fencing to assist Police and Fire to cordon off the area.
  - Provide resources and logistical support for public safety operations.
  - Assist with evacuations.
  - Support search and rescue operations, and coordinate with other operating units through the Incident Commander.

#### **E. Emergency Operations Center (EOC)**

1. The Emergency Operations Center will function as the primary physical location for campus coordination and management of a crisis or emergency situation. The authority and decision to activate the EOC will follow the Chain of Command beginning with the President, the Provost, the Vice President of Finance & Administration, and the University Chief of Police.
2. The primary on-campus EOC will be located in the Physical Plant Building, Room 115. Depending on the type of incident, the President or designee, at his/her discretion, may designate an alternate location as the primary EOC. Suitable secondary locations include, but are not limited to, the University Eagle Express or South Campus room 180.

## **F. ICP — EOC Interface**

1. For community-wide disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The IC is generally responsible for field operations, including:
  - a. Isolating the scene.
  - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - c. Warning the University faculty, staff, and students in the area of the incident and providing emergency instructions to them.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the University faculty, staff, and students in the immediate area of the incident and for emergency responders at the scene.
  - e. Implementing traffic control arrangements in and around the incident scene.
  - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
  - a. Providing resource support for the incident command operations.
  - b. Issuing community-wide warning.
  - c. Issuing instructions and providing information to the general public.
  - d. Organizing and implementing large-scale evacuation.
  - e. Organizing and implementing shelter and mass arrangements for evacuees.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

## **G. Activities by Phases of Emergency Management**

This plan addresses emergency actions that are conducted during all four phases of emergency management.

### **1. Mitigation/Prevention**

Texas A&M University-Texarkana will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although it may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are:

#### **a. Hazard Analysis**

- 1) Identifying, Recording, Analyzing, Mitigating/preventing, and Monitoring hazards.

#### **b. Security Audit**

### **2. Preparedness**

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the emergency operations program are:

#### **a. Provide emergency equipment and facilities.**

#### **b. Emergency planning, including maintaining this plan and appendices.**

#### **c. Involve emergency responders, emergency management personnel, other local officials, and volunteer groups who might assist Texas A&M University-Texarkana during emergencies in training opportunities.**

#### **d. Conduct periodic drills and exercises to test emergency plans and training.**

#### **e. Complete an After Action Review after drills, exercises and actual emergencies**

#### **f. Revise plan as necessary.**

### **3. Response**

Texas A&M University-Texarkana will respond to emergency situations as effectively and efficiently as possible considering our limited in-house resources. The focus of most of this plan and its appendices is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first

aid, light fire suppression, combined law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

#### 4. Recovery

If a disaster occurs, Texas A&M University-Texarkana will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to Texas A&M University-Texarkana and provide for the basic needs of faculty, staff, and students. Long-term recovery focuses on restoring the University to its normal state. The federal government provides the vast majority of large scale disaster recovery assistance. The recovery process includes assistance to all affected groups of the University. Examples of recovery programs include: temporary relocation of classes, restoration of University services, debris removal, restoration of utilities, mental health services, and reconstruction of damaged facilities.

### **H. Emergencies Occurring During University Breaks**

If a University administrator is notified of an emergency during a University break, the response usually will be one of limited involvement. In that case, the following steps should be taken:

Institute the phone tree to disseminate information to EMP Team members and request a meeting of all available members.

Identify those most likely to be affected by the emergency. Keep the list and recheck as the emergency dictates.

Notify faculty & staff to recommend community resources for support.

Notify general faculty & staff by email, School Messenger Alert, and telephone with appropriate information.

Notify all appropriate constituent groups (Chancellor, BOR, legislative delegation) by email or telephone with appropriate information.

Schedule faculty & staff meeting for an update as soon as the emergency has passed.



## VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

#### 1. General

Texas A&M University-Texarkana's organization for emergencies consists of an Emergency Management Team, (EMT). The President or designee shall serve as the EMT Leader.

#### The EMT Leader - Line of Succession

President

Provost and V.P. for Academic Affairs

V.P. for Finance and Administration

Director of University Advancement

Director of Physical Plant

University Chief of Police

#### Other representatives of the EMT include

Chief of Staff

Director of Human Resources

Director of Communications

Chief Information Officer

Environmental Health and Safety Officer

Executive Assistant to the President

Director of Marketing

The EMT provides guidance and direction for emergency management programs and for emergency response and recovery operations.

The EMT will develop emergency operations plans for the University, coordinate with local emergency services to develop functional appendices as well as appendices for specific hazards, and coordinates the University's planning activities.

#### Emergency Response Teams (ERT)

An Emergency Response Team was developed to assist the Incident Commander in managing an emergency and providing care for A&M-Texarkana employees, students and visitors before local emergency services arrive or in the event of normal local emergency

services being unavailable. The Emergency Response Team(s) will include selected faculty, staff, and volunteers.

## **B. Assignment of Responsibilities**

1. For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, University personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from that area that possesses the most appropriate knowledge and skills. Other University personnel may be assigned support responsibilities for specific emergency functions.
2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function.
  - a. Emergency Management Team
    - 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
    - 2) Review construction and renovation projects for safety.
  - b. The President/CEO or his/her designee
    - 1) Appoint an Emergency Management Coordinator to assist in planning and review.
    - 2) Consult with the local Emergency Management Office to analyze needs in regard to emergency preparedness, planning and education and to ensure coordination of the University plan with community emergency plans.
    - 3) Develop and coordinate in-service emergency response education for all Texas A&M University-Texarkana personnel.
    - 4) Initiate, administer, and evaluate emergency operations programs to ensure a coordinated response.
    - 5) Gather information from all aspects of the emergency for use in making decisions about the management of the emergency.
    - 6) Monitor the emergency response during emergency situations and provide direction where appropriate.
    - 7) With the assistance of the Public Information Officer, keep the public informed during emergency situations.

- 8) Stay in contact with the leaders of the emergency service agencies working with the emergency.
- 9) Keep the Texas A&M University System Chancellor informed of emergency status.
- 10) Request assistance from local emergency services when necessary.
- 11) Meet with the families of anyone who is injured and hospitalized during an emergency situation on campus.
- 12) Authorize immediate purchase of outside services and materials needed for the management of emergency situations.

c. Emergency Management Coordinator

- 1) Serve as the staff advisor to the President/CEO or his/her designee on emergency management matters.
- 2) Keep the President/CEO or his/her designee appraised of the preparedness status and emergency management needs.
- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 4) Prepare and maintain a resource inventory.
- 5) Arrange appropriate training for emergency management personnel and emergency responders.
- 6) Coordinate periodic emergency exercises to test emergency plans and training.
- 7) Coordinate with organized volunteer groups and businesses regarding emergency operations.
- 8) Provide copies of the plan to the University personnel and local Emergency Management office.
- 9) Monitor developing situations such as weather conditions or incidents in the community that may impact the University.
- 10) Coordinate use of buildings as public shelters for major emergencies occurring in the city or county.
- 11) Coordinate emergency assistance and recovery.

d. Incident Commander

- 1) Establish an Incident Command Post.

- 2) Manage the emergency response from the ICP.
- 3) Assign emergency responsibilities to personnel as required.

e. Emergency Response Team

- 1) Assist the IC during an emergency by providing support and care for Texas A&M University-Texarkana employees, students, and visitors during an emergency before local emergency services arrive or in the event of normal local emergency services being unavailable.
- 2) Provide the following functions when necessary if that function will not put them in harm's way:
  - a. Facility evacuation – The ERT team will be trained to assist in the evacuation of all Texas A&M University-Texarkana facilities and to coordinate the assembly and the accountability of the employees and students once an evacuation has taken place.
  - b. First aid – The ERT will be trained to provide basic first aid to the injured.
  - c. Limited fire suppression – The ERT will be trained to provide light fire suppression and provide utility shut-off if necessary.
  - d. Search and rescue – Provide limited search and rescue when a community-wide disaster prevents local emergency services from immediately responding to the campus. This team will not put themselves in harm's way. They will search for missing/trapped persons on campus and if located, will provide this information to appropriate emergency responders when they arrive on campus.

f. Information & Technology Services

- 1) Coordinate use of technology.
- 2) Assist in establishment and maintenance of emergency communications network.
- 3) Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- 4) Establish and maintain a stand-alone computer with student and staff database for use at the emergency site.

## **VIII. DIRECTION AND CONTROL**

### **A. General**

1. The EMC is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. During disasters, he/she may carry out those responsibilities from the ICP.
2. The EMC will provide overall direction of the response activities of the University. During major emergencies and disaster, he/she will normally carry out those responsibilities from the ICP.
3. The IC, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the ICP.
4. During emergency operations, the Texas A&M University-Texarkana administration retains administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the IC. In large incidents that require a Unified Command, each Department or Agency is responsible for having its own operating procedures that are followed during a response, but interagency procedures, such as common communications protocol, may be adopted to facilitate a coordinated effort.
5. If the University's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, or the State should be requested.

### **B. Emergency Facilities**

#### **1. Incident Command Post**

Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an ICP will be established in the vicinity of the incident site. As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.

#### **2. Emergency Operations Center**

The EOC will serve as:

1. A meeting room for EOC staff planning.
2. Initial communications center until a media briefing room is established.
3. Central location for campus office operations.
4. Site of storage of information related to the crisis or emergency.

The EOC will remain operational until the President or designee declares the crisis or emergency incident no longer a threat to the campus and the campus is returned to normal operations.

**C. Continuity of University Administration during Emergencies**

1. The line of succession for the President/CEO is:

Provost/Vice-President for Academic Affairs

Vice President for Finance & Administration

Vice President for Student Engagement & Success

2. The line of succession for the Emergency Management Coordinator is:

Chief of Police

Director of Physical Plant

## **IX. READINESS LEVELS**

### **A. Readiness Levels**

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A five-tier system is utilized. Readiness Levels will be determined by the President/CEO or his/her designee and the Emergency Management Coordinator.

### **B. Readiness Action Level Descriptions**

The following readiness action levels will be used as a means of increasing the University's alertness posture. (Based on the Department of Homeland Security. Suggested by Department of Education).

#### **1. Green—Low**

- a. Assess and update emergency operations plans and procedures.
- b. Discuss updates to University and local emergency operations plans with emergency responders.
- c. Review duties and responsibilities of emergency response team members.
- d. Provide CPR and first aid training for staff.
- e. Conduct training and drills.

#### **2. Blue—Increased Readiness**

- a. Review and upgrade security measures.
- b. Review emergency communication plan.
- c. Inventory, test, and repair communication equipment.
- d. Inventory and restock emergency supplies.
- e. Conduct emergency operations training and drills.

#### **3. Yellow—Elevated**

- a. Inspect buildings and grounds for suspicious activities.
- b. Assess increased risk with public safety officials.
- c. Review crisis response plans with University personnel.

#### **4. Orange—High**

- a. Assess facility security measures.

- b. Update campus community on preparedness efforts.
  - c. Address student fears concerning possible emergency.
  - d. Place campus emergency response teams on standby alert status.
5. Red—Severe
- a. Follow local and/or federal government instructions (listen to radio/TV).
  - b. Activate emergency operations plan.
  - c. Provide mental health services to anxious students and staff.



## **X. ADMINISTRATION AND SUPPORT**

### **A. Agreements and Contracts**

Should Texas A&M University-Texarkana resources prove to be inadequate during an emergency; requests will be made for assistance from local emergency services, other agencies, and industry in accordance with existing mutual-aid agreements and those agreements and contracts effected during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the University officials authorized to request assistance pursuant to those documents.

### **B. Reports**

#### **1. Initial Emergency Report**

This short report should be prepared and transmitted by the Incident Command Post when an on-going emergency incident appears likely to worsen and assistance from local emergency services may be needed.

#### **2. Situation Report**

A daily situation report should be prepared and distributed by the Incident Command Post during major emergencies or disasters.

#### **3. Other Reports**

Several other reports covering specific functions are described in the appendices to this plan.

### **C. Records**

#### **1. Record Keeping for Emergency Operations**

Texas A&M University-Texarkana is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

##### **a. Activity Logs**

The ICP shall maintain accurate logs recording key response activities, including:

- 1) Activation or deactivation of emergency facilities.
- 2) Emergency notifications to local emergency services
- 3) Significant changes in the emergency situation.

- 4) Major commitments of resources or requests for additional resources from external sources.
- 5) Issuance of protective action recommendations to the campus.
- 6) Evacuations.
- 7) Casualties.
- 8) Containment or termination of the incident.

b. Incident Costs

Texas A&M University-Texarkana shall maintain records summarizing the use of personnel, equipment, and supplies during the response to incidents to obtain an estimate of annual emergency response costs that can be used in preparing future budgets.

c. Emergency or Disaster Costs

For major emergencies or disasters, Texas A&M University-Texarkana shall maintain detailed records of costs for emergency operations to include:

- 1) Personnel costs.
- 2) Equipment operations costs.
- 3) Costs for leased or rented equipment.
- 4) Costs for contract services to support emergency operations.
- 5) Costs of specialized supplies expended for emergency operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. Preservation of Records

- a. In order to continue normal University operations following an emergency situation, vital records must be protected. These include legal documents and student files. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.
- b. If records are damaged during an emergency situation, Texas A&M University-Texarkana will seek professional assistance to preserve and restore them.

#### **D. Post-Incident and Exercise Review**

The EMC is responsible for organizing and conducting a critique following the conclusion of a significant emergency event, incident, or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, University personnel will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

## XI. PLAN DEVELOPMENT AND MAINTENANCE

### A. Plan Development

The EMT is responsible for the overall development and completion of the EMP, including appendices.

### B. Review

The Basic Plan and its appendices shall be reviewed annually by the EMT. The EMT will establish a schedule for annual review of planning documents by those tasked in them.

### C. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or University structure occur.
2. The Basic Plan and its appendices must be revised or updated by a formal change at least **every three years**. Responsibility for revising or updating the Basic Plan is assigned to the EMT.
3. The EMC is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.

## **XII. APPENDICES**

1. Summary of Agreements
2. Incident Command System Summary
3. Emergency Phone Tree
4. Emergency Situations
5. National Incident Management System (NIMS)
6. Emergency Operations Center (EOC)
7. Record of Changes

## **APPENDIX 1 – SUMMARY OF AGREEMENTS**

1. Description: Mutual aid agreement with the Texarkana, Texas Police Department and the City of Texarkana, Texas.

Summary of Provisions: Police and emergency assistance. Officials authorized to implement: Emergency Management Coordinator, President, Provost, VPFA, Chief of Police, or designee.

Costs: None specified.

Copies Held by: Texas A&M University-Texarkana; Texarkana, Texas Police Department; and the City of Texarkana, Texas.

2. Description: Mutual aid agreement with Texarkana College Police Department.

Summary of Provisions: Law enforcement response. Officials authorized to implement: Emergency Management Coordinator, Chief of Police, or designee.

Costs: None specified.

Copies Held by: Texas A&M University-Texarkana and Texarkana College.

3. Description: Preferred Client Program with Cotton Company Disaster Restoration (Cotton).

Summary of Provisions: Cotton can provide services on an immediate basis, without the [A&M] System or the individual institutions having to spend time and resources requesting an RFP or going through the competitive bidding process. Officials authorized to implement: Emergency Management Coordinator, President, Provost, VPFA, Chief of Police, or designee.

Costs: Enumerated in agreement.

Copies Held by: Texas A&M University System, Texas A&M University-Texarkana, Cotton Company.

## **APPENDIX 2 – INCIDENT COMMAND SYSTEM SUMMARY**

### **A. Background**

ICS is a management system that can be used to manage emergency incidents or nonemergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

### **B. Features of ICS**

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

1. Standard Management Functions.
  - a. Command: Sets objectives and priorities and has overall responsibility at the incident or event.
  - b. Operations: Conducts tactical operations, develops the tactical objectives, and organizes and directs all resources.
  - c. Planning: Develops the action plan to accomplish the objectives, collects and evaluates information, and maintains the resource status.
  - d. Logistics: Provides support to meet incident needs, provides resources and all other services needed.
  - e. Finance/Administration: Monitors costs, provides accounting, procurement, time recording, and cost analysis.
2. The individual designated as the IC has responsibility for all functions. In a limited incident, the IC and one or two individuals may perform all functions. In a larger emergency situation, each function may be assigned to a separate individual.
3. Management by Objectives. At each incident, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the incident, and provide operational guidance—select tactics appropriate to the strategy and direct available resources.
4. Unity and Chain of Command. Unity of command means that even though an incident command operation is a temporary organization, every individual should be assigned a designated supervisor. Chain of command means that there is an orderly line of authority within the organization.
5. Organizational Flexibility. Within the basic ICS structure, the organization should at any given time include only what is required to meet planned objectives. The size of the organization is

determined through the incident action planning process. Each element of the organization should have someone in charge; in some cases, a single individual may be in charge of more than one unit. Resources are activated as needed and resources that are no longer needed are demobilized.

6. Common Terminology. In ICS, common terminology is used for organizational elements, position titles, resources, and facilities. This facilitates communication among personnel from different emergency services, agencies, and jurisdictions.
7. Limited Span of Control. Span of control is the number of individuals one supervisor can realistically manage. Maintaining an effective span of control is particularly important where safety is paramount. If a supervisor is supervising fewer than 3 subordinates or more than 7, the existing organization structure should be reviewed.
8. Personnel Accountability. Continuous personnel accountability is achieved by using a resource unit to track personnel and equipment, keeping an activity log, ensuring each person has a single supervisor, check in/out procedures, and preparing assignment lists.
9. Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. An Incident Briefing Form may be used on smaller incidents. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
10. Integrated Communications. Integrated communications include interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
11. Resource Management. Resources may be managed as single resources or organized in task forces or strike teams. The status of resources is tracked in three categories: assigned, available, and out of service.

### **C. Unified Command**

1. Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements to respond to certain types of incidents.
2. ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a



coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

## **APPENDIX 3 – EMERGENCY MANAGEMENT PHONE TREE**

### **Chief of Police Office will notify the following:**

911 (depending on type of emergency)  
President/CEO (or designated authority)  
Environmental, Health & Safety Officer

### **President/CEO Office will notify the following:**

#### **President (or designated authority) notifies:**

Chief of Staff  
Provost/VP for Academic Affairs – Interim  
Chancellor/BOR

#### **Chief of Staff notifies:**

VP for Finance and Administration  
VP for Student Enrollment, Engagement & Success  
AVP for Information Technology  
AVP for University Advancement

### **VP for Finance and Administration office will notify the following:**

#### **Administrative Assistant (Tammy) will notify:**

Director of Physical Plant  
HR Director

### **VP for Student Enrollment, Engagement & Success will notify:**

Residence Life Coordinator  
Asst. VP for Student Life

### **AVP for University Advancement will notify:**

Director of Communications  
Director of Marketing

### **AVP for Information Technology will notify:**

Coordinator of Distance Ed  
Web Design Specialist

Other notifications will occur as the situation warrants and is dependent on time of day and day of week as other resources may be more efficient to notify groups.

## **APPENDIX 4 – EMERGENCY SITUATIONS**

### **1.0 WEATHER EMERGENCY**

Severe weather closings or cancellation of classes can only be authorized by the University President or designee. Once a closing or cancellation of classes is authorized, the University Police Department (UPD) is responsible for implementing sheltering or evacuation orders. The IT Department will send out an Emergency Alert utilizing the School Messenger Emergency Alert System. In the event the city tornado sirens are activated, occupants of all buildings shall seek shelter in:

- Science, Technology, Engineering, and Math building: the interior stairwell on the first floor; first floor restrooms or the west hallway where there is no glass.
- University Center – The University Center has designated severe weather shelter areas on the first floor. This would include: the restrooms; hallways on the southeast and southwest ends of the building; the kitchen area; and the men and women's locker areas in the fitness center.
- Bringle Lake Village dorm – All occupants above the first floor are directed to go to interior rooms on the first floor of the dorm. Shelter rooms will be assigned at the beginning of each semester by the Director of Residence Life.
- Physical Plant – Men's or Women's restroom.

### **2.0 TOXIC CHEMICAL SPILL OR RELEASE**

Should any toxic solids, liquids or vapors be released on Texas A&M University-Texarkana property, the University's first priority is to protect students, employees, visitors and members of response units responding to the release site.

#### **Limited-scope Chemical Release**

Each department or unit that works with chemicals will employ its own containment and spill abatement procedures in the event of a small unintentional release. At the onset of any release, the involved employee will notify the Physical Plant department and UPD of the chemical and quantity released. Building evacuation may be ordered depending on the type of chemical and amount spilled.

#### **Major Chemical Release**

In the event of a major chemical release or a release on University property by an outside agency, the UPD will call 911 for local fire department response and begin an immediate evacuation of the building. Employees and other building occupants will be evacuated as needed to prevent exposure. The Physical Plant will be responsible for coordinating remediation efforts along with local Fire Department and the city Emergency Management Director.

### **3.0 FIRE/SMOKE**

- 3.1** All of the buildings at the Bringle Lake campus are equipped with sprinkler systems throughout the buildings. The fire alarm system is monitored at all times by a private monitoring company. In the event of smoke or fire in any building, the fire alarm should immediately go off and the monitoring company will notify the local fire department. Should any building occupant see smoke or fire in a building and the fire alarm has yet to be activated, that person should find and pull one of the fire alarm Pull Stations that are located throughout the building. Once the alarm is sounded all building occupants should evacuate and go to the far southeastern corner of the main parking lot, out of the way of responding fire units.
- 3.2** Emergency Response Team (ERT) with team members serve as floor monitors during building evacuations. ERT members will ensure that all building occupants have evacuated and will also assist handicapped persons to the inside of stairwells in the building in which they are located. The stairwells are protected by the sprinkler system and have fire rated doors. ERT members are equipped with radios and can call UPD and advise where they are and how many persons are with them. The ERT member will wait with the person(s) until emergency responders arrive and assist them in exiting the building.

### **4.0 LOSS OF BUILDING UTILITIES**

The disruption or loss of electricity, telephone, potable water, natural gas or other building utility may severely limit or curtail classroom or staff activity.

#### **Physical Plant**

Upon notification, Physical Plant personnel will respond to the loss of the utility. Physical Plant personnel will assess the situation and notify the University President. Physical Plant personnel will either restore the utility service or the appropriate utility company will be notified of the outage. An estimated time for restoration of service will be obtained from the utility company and forwarded to Texas A&M University-Texarkana President or designee for a decision on continuation of University activities.

### **5.0 FIREARM SUSPECT**

Any University employee, student or campus visitor shall immediately notify the UPD at extension 6611 or 903-334-6611 if anyone other than a police officer is observed with a firearm on University property. UPD police and security officers shall take appropriate action. University employees or students should not confront a firearm suspect unless circumstances dictate no other means of escape is available. If no shots have been fired, the UPD will discreetly initiate building evacuation, beginning with occupants nearest the reported firearm suspect.

In the event shots have been fired, all University occupants shall evacuate to a location which provides protection from the suspect. If you don't have a way out, try and find a room where you can lock the door behind you and call UPD *and/or* Texarkana, Texas Police at 911 from any University phone. If outside police/fire units respond to the University, the UPD will establish a command post where all responding agencies can coordinate an action plan to resolve the situation.

## **6.0 BOMB THREAT OR EXPLOSIVE DEVICE**

Because of the seriousness of the situation and the possibility of severe physical injury to the parties concerned, initial precaution must be taken in the case of a bomb threat or presence of explosive devices. If an employee or student suspects an object to be an explosive, he/she shall **IN NO WAY HANDLE, TOUCH OR MOVE THE OBJECT**.

The building or grounds where the bomb threat is expected, or where a suspicious object is found, will be evacuated immediately.

All bomb threats and suspected explosive devices will be reported to the UPD.

The UPD will notify the City 911 Dispatcher, providing all available information, including a description of the object, an exact location, and the name of the person reporting the suspected explosive device.

Radio and cellular telephone communication **shall not** be used in the vicinity of any suspected explosive device.

The UPD will ensure the suspected bomb location is secured and then use the building intercom to initiate building evacuation.

The UPD will establish a command post where all responding city, county, state, or federal units can meet and decide the appropriate course of action.

All employees, when notified to evacuate, will make an observation of their work area as they exit the building and notify UPD personnel of any unusual or suspicious items (e.g., bags, pipes, unfamiliar packages).

All building occupants will assemble in the parking lot as far away from the building as possible.

## **7.0 CHEMICAL AND/OR BIOLOGICAL THREATS**

- 7.1** While the risk of chemical and/or biological threats to this campus may be minimal, University employees must still be aware of these types of threats and how to respond to them. Most of these types of threats can be controlled somewhat by the careful screening of materials that come into the University.
- 7.2** Mail and packages delivered to each department should be screened and not opened if they are suspicious in nature. Listed below are some potential elements of suspicion although the presence of one or more of these elements does not always mean the package is suspicious. In the final analysis, this evaluation depends upon the judgment of the individual screening the mail.
- 7.2.1** Fictitious, unfamiliar or no return address.
  - 7.2.2** Hand written or poorly typed address.
  - 7.2.3** Addressed to a title only or incorrect title.
  - 7.2.4** Mailed from a foreign country.
  - 7.2.5** Excessive postage.
  - 7.2.6** Excessive string or tape on package.
  - 7.2.7** Misspelling of common words.
  - 7.2.8** Excessive weight and/or feel of a powdery substance.
  - 7.2.9** Discoloration or stains.
  - 7.2.10** Shows a city or state in the postmark that does not match the return address.
- 7.3** Employees should not handle or open suspicious letters or packages. If it is deemed suspicious, leave it alone, secure the room and call the UPD at extension 6611 or 903-334-6611.
- 7.4** If someone opens a package that has suspicious contents, close the package back up and secure the room that the package is in. Immediately wash your hands with soap and water and remove any clothing that has come in contact with the substance. Put the clothing in a plastic bag and then call UPD. Do not allow anyone into the room where the package is located. Keep in mind that this is a potential crime scene. Try and remain calm and wait for emergency personnel to arrive.

**7.5** Everyone who may have been exposed to the substance should also wash their hands with soap and water and remain outside of the closed off area until emergency personnel arrive and evaluate the situation.

**7.6** Emergency personnel will evaluate the risk and take further measures as is necessary.

## **8.0 BUILDING EVACUATIONS**

A situation may occur on the University campus where there may be a need to evacuate the occupants of a particular building or even all of the buildings on the campus. Such things as flooding, hazardous material leaks, bomb threats and active shooters could warrant building evacuations. The need to evacuate to a safer area or to shelter-in-place may become necessary in these situations. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and another protective action for a different area of campus. When such actions are warranted, the campus community will be advised by UPD officers, the School Messenger Emergency Alert System, public address systems in each building, as well as local radio and television stations depending on the severity of the situation.

### **8.1 Area Evacuation**

**8.1.1** An evacuation is an organized withdrawal from a building or area to reach a safe area of protection. Once an evacuation order is given you should quickly:

- Take only essentials with you (glasses, medicines, identification, and cash/checkbook/credit cards) - do not pack belongings.
- Turn off lights, computers and close doors as you go.
- Familiarize yourself with Evacuation Route maps that are in all of the offices/classrooms of all buildings including the BLV Dorm.
- Dress appropriately for the weather.
- Do not use elevators, take the stairwells.
- If the whole campus needs to be evacuated and you're evacuating in your vehicle, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off until well out of the danger area.

**8.1.2** Emergency Response Team (ERT) members shall check their designated floors to see if anyone needs assistance evacuating the building. If so, they should assist the person to the northeast stairwell of the floor they're on and then call UPD Officers on their ERT radio, advising UPD of their location and how many people are with them in need of assistance.

**8.1.3** Bringle Lake Village Dorm Resident Advisors (RAs) will also serve as ERT members in the dorm and will locate and help anyone who needs assistance evacuating the building. If so, they should assist the person to the northeast

stairwell of the floor they're on and call UPD officers on their radio – or use their cell phone to call 903-334-6611 – advising UPD of their location and how many people are with them in need of assistance.

**8.1.4** IF A BUILDING(S) OR THE WHOLE CAMPUS IS BEING EVACUATED DUE TO A BOMB THREAT, ***DO NOT USE YOUR PORTABLE RADIOS OR CELLULAR PHONE INSIDE THE BUILDING.*** WAIT UNTIL YOU'RE OUTSIDE, AT LEAST 50 YARDS AWAY FROM ANY BUILDING.

**8.1.5** If you are advised to evacuate the building you're in, you should go to the following Building Evacuation Assembly Areas:

- University Center and Science & Technology occupants will assemble at the far south end of the main parking lot, farthest away from the buildings.
- BLV dorm occupants will assemble in the field on the west side of the dorm parking lot.
- Physical Plant occupants will assemble in the Plant parking lot, farthest away from the buildings.

## **8.2 Whole Campus Evacuation**

**8.2.1** If it is determined that the entire campus needs to be evacuated, all campus occupants shall leave the building they're in; go to their vehicle and drive to the First Baptist Church on Moore's Lane. (Please use the buddy system and give other employees/students a ride if they didn't drive to campus). All campus occupants shall remain at First Baptist Church until a determination is made as to when it will be safe to return to the campus. The University President designee shall decide whether to cancel classes and/or a portion of the workday.

## **8.3 Shelter-In-Place**

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

**8.3.1** Move indoors or remain there – avoid windows and areas with glass. Lock the door of your office/classroom.

**8.3.2** If available, take a radio or television to the room to track emergency status.

**8.3.3** Keep telephone lines free for emergency responders. **DO NOT CALL 911 FOR INFORMATION.**

**8.3.4** The School Messenger Emergency alert system will provide emergency updates.



- 8.3.5** Please note that if this is an active shooter situation you would need to lock your door; turn off the lights; turn off radios/televisions and remain as quiet as possible. If you have a cell phone, quietly call 911, telling them your location and any other information you have about the incident. Remain in your location until help arrives.
- 8.3.6** If hazardous materials are involved outside the building and evacuation is impossible, follow the below guidelines until it is safe to leave the building.
- Select a room(s) which is easy to seal and, if possible, has a water supply and access to restrooms.
  - If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible. Find towels, paper towels or any item that can be used to put under the door to seal the room.
  - Physical Plant personnel will be notified to turn off all ventilation systems and close all inlets from the outside. This can be done remotely.
  - Remain in this location until advised it is safe to exit. This will be accomplished by UPD officers, the School Messenger Emergency Alert system, local radio and television.

## **9.0 EMPLOYEE TRAINING AND DRILLS**

- 9.1** Texas A&M University-Texarkana employees will receive annual training throughout the year on such issues as: fire and building evacuations, response to violent situations involving firearms, explosives or violent crimes and weather emergencies
- 9.2** The UPD will maintain documentation of employee attendance and training class minutes.
- 9.3** All employees will participate in regularly scheduled drills on selected sections of the Emergency Management Plan. The Emergency Management Team will conduct After Action Reviews after drills or exercises and recommend changes to correct identified deficiencies.
- 9.4** UPD personnel shall address fire and building evacuation response at new student orientation sessions held at the beginning of fall and spring semesters. All students shall be made aware of proper evacuation procedures for weather or other emergency procedures.

## **APPENDIX 5 – NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communications operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of the NIMS at the university facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. As a management system, NIMS helps to mitigate the incident risks by providing accurate information, strict accountability, planning, cost-effective operations, and logistical support for any incident. NIMS can be used on any kind or size of incident. It can also be used for planned non-emergency events. Some of the kinds of incidents and events that have been managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest)
- Search and rescue missions
- Significant transportation accidents
- Major planned events (celebrations, parades, concerts)

### **KEY PRINCIPLES OF NIMS**

- Modular response model based on activating only those organizational elements required to meet current objectives.
- Common terminology applied to organization elements, position titles, facility designations, and resources.
- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- Comprehensive resource management for coordinating and inventorying resources for field responses.
- Integrated communication so that information systems operate smoothly among all response agencies involved.
- Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
- Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

### **ORGANIZATION**

NIMS is organized around five major management activities.

#### **1. Command**

Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources, and agency policy. In all incidents there is an identified Incident Commander or a Unified Command Team. These have responsibility for overall management of the incident and must be fully qualified to manage the incident.

2. **Operations**

Develops the tactical organization and directs all resources to carry out the incident objectives.

3. **Planning**

Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information and maintains status of assigned resources.

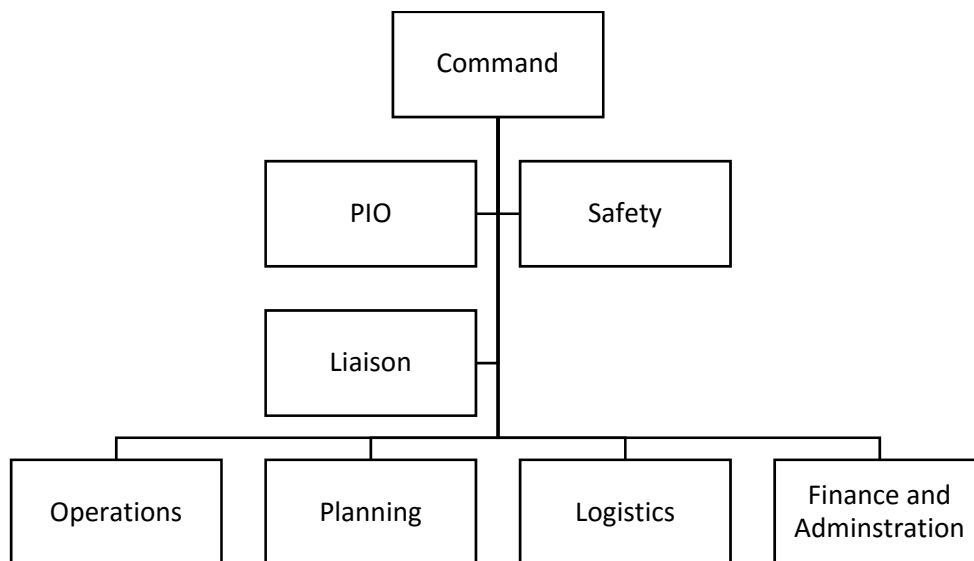
4. **Logistics**

Provides resources and all other services needed to support the organization.

5. **Finance/Administration**

Monitors costs related to the incident; provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

- In small incidents, the five major activities may be managed by a single individual. Larger incidents may require each of these activities to be established as a separate section within the organization.
- Not all sections need to be established within the NIMS organization. The IC will make this decision based on the demands of the incident.
- Each of the primary ICS sections may be further subdivided as reflected in the organization chart.



## **APPENDIX 6 – EMERGENCY OPERATIONS CENTER (EOC)**

The Emergency Operations Center (EOC) will function as the primary physical location for campus coordination and management of a crisis or emergency situation. The authority and decision to activate the EOC will follow the Chain of Command beginning with the President, the Provost, the Vice President of Finance and Administration, and the University Chief of Police.

The primary on-campus EOC will be located in the Physical Plant Building, Room 115. Depending on the type of incident, the President or designee, at his/her discretion may designate an alternate location as the primary EOC. Suitable secondary locations include, but are not limited, to the University Eagle Express or South Campus room 180.

The EOC will serve as:

- A meeting room for EOC staff for planning
- Initial communications center until a media briefing room is initiated
- Central location for campus office operations
- Site of storage of information related to crisis or emergency

The EOC will remain operational until the President or designee declares the crisis or emergency incident is no longer a threat to the campus and the campus is returned to normal operations.

### **Activation of EOC**

The EOC is activated by order of the University President, Provost, Vice President of Finance & Administration, or Chief of Police.

### **Staffing after Activation**

- Emergency Management Coordinator (EMC)
- Emergency Management Team (EMT)

### **EOC Operations**

EOC operations will be under the leadership of the President or designee in his/her absence. Access to the EOC will be controlled by the University Police Department (UPD) officers. Access will be limited to EMT members, their designated alternates, and local community responders who are critical to the operations of the EOC.

Once convened, the available EMT members will:

- Coordinate all activities through the on-scene Incident Command Post
- Provide support, assistance, and supplies for operating units
- Provide a communication base
- Obtain local, state, and federal assistance as needed
- Provide public information services and coordinate activities with the on-scene University Communications Manager
- Provide a centralized coordination effort and an administrative and operational decision center for the University's response effort

## **Emergency Management Team Members Roles and Responsibilities**

After assessing the nature and scope of the situation, the available EMT members will function under the following roles:

**President:** The President or his/her designee will take the lead 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.

**Vice President of Finance and Administration (VPFA):** The VPFA or his/her designee will be responsible for the logistical operations of the crisis response and recovery. These responsibilities include, but are not limited to:

- Assessing resource needs for response with the on-scene Incident Commander
- Coordinating recovery efforts and restoration of campus operations after the incident is over.

**Provost and Vice President for Academic Affairs (VPAA):** During the incident, the VPAA or his/her designee will provide guidance and leadership in the areas of academic affairs and graduate studies as the situation dictates. The VPAA is responsible for:

- Coordinating the restoration of all academic programs and activities after the incident is over.
- Coordinating class schedules and/or location changes.
- Coordinating the relocation of academic programs away from areas affected by the incident which could include relocation off campus.
- Notifying and coordinating with external agencies regarding the disruption in academic activities.

**Vice President for Student Engagement and Success (VPSES):** During the incident the VPSES or his/her designee is responsible for guidance and leadership in all areas of student life. The VPSES is responsible for:

- Coordinating with the Director of Student housing as to the extent of any damage to university housing units.
- Evacuation and/or relocation of students as the situation dictates.
- Providing counseling services to students that have been affected by the incident.
- Establishing an emergency telephone information center to handle calls from parents and/or coordination with the University Communication Manager to post up to date information on the University website.
- Coordinating with the University food service provider as to the extent of services to be continued and provided.

**University Chief of Police:** The University Police Chief or his/her designee is responsible for providing a safe campus for anyone who arrives on campus. During a crisis his responsibilities shall also include:

- Act as Incident Commander
- Respond to the incident scene and set up an Incident Command Post
- Provide the EMT with an initial assessment of the emergency situation

- Establish communication with Texarkana, Texas Police Department
- Deploy UPD officers and direct responding city police and fire units as needed
- Request mutual aid from Texarkana Police Department to set up a perimeter around the campus
- Direct initial search and rescue efforts as needed before outside agency help arrives

**Environmental, Health & Safety Officer:** The Environmental, Health & Safety Officer or his/her designee is responsible for the tactical operations of the crisis response. These responsibilities include, but are not limited to:

- Act as Emergency Management Coordinator
- Strategic and tactical planning and coordination of response activities with the Chief of Police and/or officers on-site.
- Coordinating campus security efforts by University Police and Physical Plant staff members to ensure the campus perimeter and all campus facilities are secured.
- Directing EMT members who are on-site as to the location and extent of the crisis.

**Director of Physical Plant:** During the incident the Director of the Physical Plant or his/her designee is responsible for:

- Leading a Damage Assessment Team to all areas of the campus to ascertain any damage and stability of any building on campus before allowing them to be occupied. This would include leading outside agency responders to evaluate each buildings stability as to continued use or shutdown
- Furnishing emergency power and lighting systems as needed to the extent possible
- Providing technical knowledge about university facilities (i.e. blue print information, maps, HVAC information, wiring information)
- In the event of major damage to the university, coordinate with a National Emergency Response Company (Cotton Company 14345 Northwest Freeway, Houston, TX 77040 – Phone numbers (512) 801-3533 [Britney Lyne], (281) 979-6054, (713) 849-9300 [main] or toll-free (877) 511-2962) as to emergency resources needed to get the campus back to operational status
- Ensure that all routes to affected areas of the campus are open and clear of debris to enable outside responders to get into the affected areas
- Transport needed resources to Incident Command Post

**Director of Communications:** The Director of Communications or his/her designee is responsible for all communication. During a crisis his/her responsibilities shall also include:

- Directing communications to all internal and external parties
- Establishing a Media Briefing Room away from the EOC location
- Work with Chief Information Officer (CIO) to establish Website communication and email/text notification system.

**Executive Secretary to the President:** To better facilitate the operations of the EOC the Executive Secretary to the President or his/her designee will serve as the **EOC Coordinator** whose duties will include:

- Assisting with the administrative needs of the Emergency Management Team (EMT)
- Answering phones, screening calls, and directing the staff as needed.
- Faxing daily situation reports
- Copying and creating a filing system
- Recording minutes of daily meetings
- Coordinating communications with The Texas A&M University System (TAMUS) and any outside agencies as needed
- Staffing of the EOC as needed
- Maintaining an incident log of all activities, including photographs
- Securing additional resources to maintain the EOC such as office supplies, batteries, etc.

The EOC Coordinator will also coordinate the acquisition and delivery of equipment:

- Computers, printers, fax machine and copiers
- Walkie-talkie radios (to be provided by UPD)
- Basic office supplies
- Portable generators if necessary
- Vehicles including trucks, cars, electric golf carts, boats, and trailers

## **EOC Organization**

The EOC is established in the following functional areas:

- I. Meeting Room
- II. Media Briefing Room
- III. Workspace for individual team representatives

- I. Meeting Room

Large enough to comfortably seat the maximum number of participants expected in a meeting. That number may include the Crisis Management Team, Recovery Team Leaders, and representatives from outside agencies. The meeting room is equipped with status boards, wall mounted presentation pads and white boards (only use easels as a backup if possible) for tracking the recovery process. It should include a phone bank of **no less than 4 dedicated phone lines** and a TV to monitor local news. Radio communications monitoring police and other response agency radio traffic is conducted in the meeting room.

- II. The Media Briefing Room

Located outside of the security perimeter of the rest of the EOC. The briefing room is a controlled access room to ensure that only authorized members of the press have access. The room is configured to support briefings to the media. Facilities will designate parking lot spaces for satellite up-link trucks.

### III. EOC Supplies and Equipment

#### Communications:

- Telephones
- Fax and back up fax
- Dedicated telephone line
- Radios. (Walkie-talkie) as required.
- Television, AM/FM radio, Police Department radio scanner, weather radio
- Camera
- Video Camera

#### Office Supplies:

- Message slips
- Lined pads
- Pencils

### **Post-Incident and Exercise Review**

The Emergency Management Team (EMT) is responsible for organizing and conducting an after-action report following the conclusion of any significant emergency event/incident or exercise. The After Action-Report will entail both written and verbal input from all appropriate participants. If needed, an Improvement Plan will be developed based on the deficiencies identified. A team will be assigned responsibility for correcting the deficiency with an assigned review date. The After Action report will be sent to the TAMUS Office of Safety.



## **APPENDIX 7 – RECORD OF CHANGES**

Created/Approved: December 1999  
Revised: August 2007  
Revised: February 2010  
Revised: August 2013  
Revised: September 2016

- Moved Approval and Implementation from last to first page of document
- Added Names, Phone #s, and E-mail addresses for members of the Emergency Management Team. Moved from Appendix to front of document after Approval and Implementation.
- Added a section to list Document Holders.
- Added Section IV. Activation
- Updated Section V (formerly Section IV), Subsection B to reflect approximate 2016 fall enrollment
- Added Section VI, Subsection E. Emergency Operations Center
- Changed Appendix 5 – Emergency Situations to Appendix 4. Removed duplicate paragraphs in Section 2.0 – 3.0
- Removed Emergency Response Drill Log (formerly Appendix 6)
- Added Appendix 6 – Emergency Operations Center
- Added Appendix 7 – Record of Changes