

# ***EMERGENCY MANAGEMENT PLAN***



**June 2021**

**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* \_\_\_\_\_

Emily Cutrer  
President

June 23, 2021

Date

Detailed record of changes available in Appendix 10

## **PROMULGATION STATEMENT**

A&M-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 A&M-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.

## **DOCUMENT DISTRIBUTION**

Hard copies of this plan are located in the Environmental, Health & Safety Office and in the Emergency Operations Center/Incident Command in Central Plant Annex.

Electronic copies sent to all members of the Emergency Management Team via email and are maintained in the Emergency Management Teams Files.

A copy of this plan is also available online at [www.tamut.edu](http://www.tamut.edu).

**EMERGENCY MANAGEMENT TEAM**

|   |                       |  |
|---|-----------------------|--|
| <b>President &amp; CEO</b>  | Emily Cutrer          | <i>Contact information on file for EMT members</i> |
| <b>Provost &amp; Vice President for Academic Affairs</b>                | Melinda Arnold        |  |
| <b>Vice President for Finance &amp; Administration</b>                  | Jeff Hinton           |  |
| <b>Vice President for Student Enrollment, Engagement, &amp; Success</b> | Kathy Williams        |  |
| <b>Associate Vice President for University Advancement</b>              | LeAnne Wright         |  |
| <b>Chief Information Officer</b>  |                       |  |
| <b>Assistant Vice President of Student Affairs</b>                      | Carl Greig            |  |
| <b>Chief of Staff to the President</b>                                  | Vicki Melde           |  |
| <b>Chief of Police</b>  | Alex Serrano          |  |
| <b>Environmental, Health &amp; Safety Officer</b>                       |                       |  |
| <b>Director of Human Resources</b>                                      | Charlotte Banks       |  |
| <b>Marketing Manager</b>  |                       |  |
| <b>Director of Purchasing</b>   | Cynthia Henderson     |  |
| <b>Communications Manager</b>   | John Bunch            |  |
| <b>Director of Risk Management</b>                                      | Jill Whittington      |  |
| <b>Residence Life Coordinator</b>                                       | Cali Di-Orio-Saye     |  |
| <b>Director of Facilities</b>   | Charles (Tony) Brandt |  |

## OTHER MEMBERS ON PHONE TREE

|   |                 |  |
|---|-----------------|--|
| <b>Multimedia Production Specialist</b> | Burns Barr      |  |
| <b>Coordinator of Distance Ed</b>       | Nikki Thomson   |  |
| <b>Web Design Specialist</b>            | Jayson Ferguson |  |
| <b>System Administrator</b>             | Trevor Smith    |  |
| <b>Dean, CASE</b>                       | Del Doughty     |  |
| <b>Dean, CBET</b>                       | Gary Stading    |  |

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## I. AUTHORITY

### A. Federal

1. Homeland Security Presidential Directive 8 (HSPD 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 situations that might threaten system resources and the physical safety of employees, students, clientele, and the general public. Further, System Regulation 34.07.01, *Emergency Management Plans* outlines the essential elements of each member's Emergency Management Plan and the other components required as part of the members' emergency preparedness. This regulation is designed to provide a consistent approach to emergency management.

## II. PURPOSE

This Basic Plan outlines Texas A&M University-Texarkana's (A&M-Texarkana) approach to emergency management and operations. It provides general guidance for emergency management activities and an overview of A&M-Texarkana's methods of mitigation, preparedness, response, and recovery. The plan describes A&M-Texarkana's emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to empower employees in a situation and clarify 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. This plan takes an all-hazard approach to emergency management and plans for prevention, mitigation, 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.

### Goals

1. Provide 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 to aid in the recovery process.

### III. EXPLANATION OF TERMS

#### A. Acronyms

|        |                                     |
|--------|-------------------------------------|
| EMC    | Emergency Management Coordinator    |
| EMP    | Emergency Management Plan           |
| EMT    | Emergency Management Team           |
| EOC    | Emergency Operations Center         |
| 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. Glossary

**Agency** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Chain of Command** A series of command, control, executive, or management positions in hierarchical order of authority.

**Emergency Management Coordinator (EMC)** The EMC is a member of the Emergency Management Team and is responsible for the preplanning coordination of the Emergency Management Plan and its annexes. The EMC consults directly with the University Incident Commander during an actual emergency.

**Emergency Operations Center (EOC)** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or by some combination thereof.

**Emergency Management Team (EMT)** The Emergency Management Team (EMT) will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The EMT is also responsible for the review and approval of the Emergency Management Plan. The EMTs role is that of policy and major decisions.

**Emergency Public Information** Information disseminated to the public via the news media before, during, and/or after an emergency or disaster.

**Emergency Response Team (ERT)** The Emergency Response Team (ERT) is activated, based on the type and nature of the incident, to manage the operational aspects of the university's response to an emergency event. The university Incident Commander heads the Emergency Operations Team.

**Evacuation** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**First Responder** Local and non-governmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment. First responders may include personnel from federal, state, local, tribal, or non-governmental organizations.

**Hazardous Material (Hazmat)** A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence. It 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.

**Incident Action Plan** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP)** The field location at which the primary tactical-level, on-scene incident command functions are performed.

**Incident Command System (ICS)** A standardized on-scene emergency management construction, specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

**Incident Commander (IC)** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Liaison Officer** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Mitigation Activities** designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident.

**Mutual Aid agreements** Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during 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.

**National Incident Management System (NIMS)** A system that provides a consistent, nationwide approach for federal, state, local, and tribal governments. NIMS is a modular emergency management system designed for all hazards and levels of emergency response.

**Preparedness** The range of deliberate, critical tasks, and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents.

**Prevention** Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property.

**Public Information Officer (PIO)** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

**Recovery** The development, coordination, and execution of service and site-restoration plans for impacted communities and the reconstitution of operations and services through individual, private- sector, non-governmental, and public assistance.

**Situation** As used in this plan, this term describes the range from an incident to a major disaster. It includes the following:

- Incident

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

- Involvement of a limited area and/or limited population.
- Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
- Warning and public instructions are provided in the immediate area, not community-wide.

- One or two local emergency response agencies or departments acting under an IC normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
- May require limited external assistance from other local emergency response agencies or contractors.
- **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:
  - Involves a large area, significant population, or important facilities.
  - May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - May require community-wide warning and public instructions.
  - Requires a sizable multi-agency response operating under an IC.
  - May require some external assistance from other contractors, local emergency response agencies, and limited assistance from state or federal agencies.
  - The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support.
- **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:
  - Involves a large area, sizable population, and/or important facilities.
  - May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - Requires community-wide warning and public instructions.
  - Requires a response by all local emergency response agencies operating under one or more ICs.
  - Requires significant external assistance from other local emergency response agencies, contractors, and extensive state or federal assistance.
  - 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.

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

**Unified Command** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

#### **IV. ACTIVATION**

When activation of the EMP is necessary, A&M-Texarkana will follow the operational aspect of the National Incident Management System (NIMS). NIMS is a modular emergency management system designed for all hazards and levels of 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 IC 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 shown in Appendix 5.

## **V. SITUATION AND ASSUMPTIONS**

### **A. Situation**

A&M-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 2017 enrollment was 2,071 students. The University employs approximately 200 full-time faculty and staff, as well as adjunct faculty and part-time staff.

### **C. Geographical location**

A&M-Texarkana sits on over 300 acres and is located at 7101 University Ave. in Texarkana, Texas. 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 Central Plant/Police Department building, and a 294-bed Residence Hall (Bringle Lake Village). A Student Recreation Center and the Building for Academic and Student Services were completed in 2018.

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

A hazard review shows that A&M-Texarkana is most likely to be affected by one or more of the following situations that may involve activation of part or all of this plan.

#### **Incidents:**

An incident is defined as a situation impacting only a small part of the university community or physical property but does not affect the overall functionality of A&M-Texarkana. Incidents are generally more likely to occur but have less widespread impact. Examples include, but are not limited to:

- Localized physical or mental health emergency
- Serious traffic accident with injuries
- Small, localized fire or hazardous material spill
- Localized power outages

Though an incident may be considered small or insignificant, it is by no means taken lightly. Immediate attention must be given to mitigate the situation as soon as possible. The first priority is the safety of individuals involved – both directly and within the proximity.

An incident may not require the activation of the Emergency Management Team as a whole; however, select members may be involved as necessary. The Incident Commander may make the decision to activate the EOC or not.

Recovery activities are typically short-term such as temporary relocation, repair of damages, and restoration of services.

#### **Emergency:**

An emergency is defined as a serious event which completely disrupts one or more operation at A&M-Texarkana. Emergencies are more likely to occur than Disasters. Examples include, but are not limited to:

- Major fire or explosion
- Widespread utility outage or central plant failure
- Campus disturbance
- Bomb threat

Outside emergency services, as well as major efforts from various A&M-Texarkana departments, will be required. Major policy and procedural considerations and decisions will usually be required. The EOC will be activated.

Recovery activities may be short-term such as temporary relations, repairs of damages and restoration of services. However, recovery activities could be more long-term and require larger efforts or include reconstitution plans for activities to return to normal.

**Disaster:**

A disaster is defined as a university or city-wide, or larger, emergency which seriously impairs or halts operations at A&M-Texarkana. Disasters are less likely to occur, but their impact is more significant and require significant planning and preparation. Examples include:

- Massive flooding
- Damaging tornado
- Large-scale chemical leak
- Long-term pandemic flu response

Outside emergency services are likely to be essential, but may not always be available. Major policy considerations and decisions will usually be required and the EOC will be activated.

Recovery activities are likely to be long-term in nature and require expanded recovery efforts. Most recovery activity activities will require reconstitution plans for return to normal.

## **E. Assumptions**

1. A&M-Texarkana will continue to be exposed 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, most emergencies occur with little or no warning.
3. A single site situation, 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 emergency 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 situations. Since it takes time to summon external assistance, it is essential for the University to be prepared to carry out the initial 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 planning; training of staff, students, and other personnel; and conducting periodic drills and exercises can improve the University's readiness to deal with situations.

## **F. Limitations**

A&M-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 A&M-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 a situation affect the University. To meet these objectives, A&M-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 A&M-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 emergencies that affect A&M-Texarkana.
2. It is the responsibility of A&M-Texarkana to provide in-service response education for all University personnel.
3. It is the responsibility of A&M-Texarkana to conduct drills and exercises to prepare University personnel as well as students for a situation.
4. To achieve the necessary objectives, a program has been organized that is both integrated (employs the resources of the University, local 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 situation and is not a collection of plans for specific types.
6. A&M-Texarkana uses the ICS to manage all situations that occur on campus. 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 tasks will be performed. A&M-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 response functions that must be performed by A&M-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 response. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the response may be suspended for the duration of a situation. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish response tasks.
9. Local government is responsible for organizing, training, and equipping local responders and emergency management personnel, providing appropriate 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**

A&M-Texarkana personnel are likely to be first on the scene of a 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 A&M-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 situations 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 a situation at any A&M-Texarkana facility, the flow of information shall be from A&M-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 situation and the impact on the facility, faculty, staff, and students.
- b. In the event A&M-Texarkana is in receipt of information, such as a weather warning that may affect any A&M-Texarkana property, appropriate University personnel shall begin preparations. Specific guidelines can be found in the appendix section.

## 3. Training and Exercise

- a. A&M-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 A&M-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) A&M-Texarkana will plan for drills/exercises during the year. The EMT will determine the types of drills and exercises.
  - 4) A&M-Texarkana will participate in external drills or exercises sponsored by local 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 situations.

## 4. Implementation of the ICS

- a. The designated IC for A&M-Texarkana will implement the ICS and serve until relieved by a more senior or more qualified individual. The IC will establish an ICP 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 EOC 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(s) 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. A&M-Texarkana will use its own limited resources to respond to situations until 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 situation.
  - 3) Request assistance from State and/or Federal authorities.
- b. Any request for resources beyond local first responder authorities (police, fire, ambulatory, etc) should be routed through the EMT prior to request, if possible.

#### **D. Incident Command System (ICS)**

1. A&M-Texarkana intends to employ the ICS in managing situations. The 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 organization at a situation site that can expand and contract with the magnitude of the situation and resources on hand.
2. The IC is responsible for carrying out the ICS function of command — managing the situation. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale situations, the IC and one or two individuals may perform all of these functions. For larger situations, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.
3. In 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 situation.

#### Incident Command Post

The IC conducts all operations using the ICS. Command is established prior to activation of the EOC. From the ICP, the IC provides the initial securing of the perimeter of the situation area and coordinates the actions of the operating units. The ICP remains operational during the field action (rescue, response, recovery, etc.) phases, as required.

- Incident Commander:
  - The IC 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 IC 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 threats, and criminal acts.
- The IC, through the ICS, coordinates the actions of firefighters, police, Central Plant, and all other units responding to the scene.
- Central Plant/Facilities Contractor will:
  - Provide barricades and/or fencing to assist police and firefighters to cordon off the area.
  - Provide resources and logistical support for public safety operations.
- Emergency Response Team
  - Assist with evacuations.
  - Support search and rescue operations, and coordinate with other operating units through the IC.

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

1. The EOC will function as the primary physical location for campus coordination and management of a 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.

#### **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 response 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 situation and managing the resources committed there.
  - c. Warning the University faculty, staff, and students in the area of the situation and providing 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 situation and for responders at the scene.
  - e. Implementing traffic control arrangements in and around the situation 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, response operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one ICP 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 actions that are conducted during all four phases of emergency management.

### **1. Prevention and Mitigation**

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

- a. Hazard Analysis
  - 1) Identifying, Recording, Analyzing, Preventing, Mitigating, and Monitoring hazards.
- b. Security Audit

## 2. Preparedness

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

- a. Provide adequate equipment and facilities.
- b. Emergency planning, including maintaining this plan and appendices.
- c. Involve responders, emergency management personnel, other local officials, and volunteer groups who might assist A&M-Texarkana during situations 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 situations.
- f. Revise plan as necessary.

## 3. Response

A&M-Texarkana will respond to 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 situations. Response operations are intended to resolve a 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 situation occurs, A&M-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 A&M-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, mental health services, debris removal, restoration of utilities, and reconstruction of damaged facilities.

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

If a University administrator is notified of a situation 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 EMT and request a meeting of all available members.

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

Notify faculty & staff to recommend community resources for support.

Notify general faculty & staff by email, Rave, 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 situation has passed.

## VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

#### 1. General

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

#### The EMT Leader - Line of Succession

1. President
2. Provost and Vice President for Academic Affairs
3. Vice President for Finance and Administration
4. Vice President for Student Enrollment, Engagement, & Success
5. Chief of Staff
6. Associate Vice President for University Advancement

#### Other representatives of the EMT include

- Chief Information Officer
- Director of Risk Management
- Director of Human Resources
- Marketing Manager
- Communications Manager
- Director of Purchasing
- Dean of Students
- Dean of College of Arts, Science and Education
- Dean of College of Business, Engineering and Technology
- Residence Life Coordinator
- Environmental, Health & Safety Officer \*
- University Chief of Police \*

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

\*Note that the University Chief of Police and Environmental, Health & Safety Officers are part of the EMT but function in the ICP.

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

## Emergency Response Team (ERT)

The ERT assists the IC in managing a situation and providing care for A&M-Texarkana employees, students, and visitors before local emergency response services arrive or in the event of normal local emergency response services being unavailable. The ERT will include selected faculty, staff, and volunteers.

### **B. Assignment of Responsibilities**

1. For most response 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 functions. Generally, primary responsibility for a function will be assigned to an individual from the area that possesses the most appropriate knowledge and skills. Other University personnel may be assigned support responsibilities for specific functions.
2. The individual having primary responsibility for a function is normally responsible for coordinating preparation of and maintaining the portion of this 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. President/CEO
    - 1) Appoint an Emergency Management Coordinator (EMC) to assist in planning and review.
    - 2) Consult with the local Emergency Management Office to analyze needs concerning preparedness, planning, and education and to ensure coordination of the University plan with community plans.
    - 3) Develop and coordinate in-service response education for all A&M-Texarkana personnel
    - 4) Initiate, administer, and evaluate emergency operations programs to ensure a coordinated response
    - 5) Gather information from all aspects of a situation for use in making decisions about the management of the situation
    - 6) Monitor the response during situations and provide direction where appropriate
    - 7) With the assistance of the Public Information Officer, keep the public informed during situations

- 8) Stay in contact with the leaders of the agencies working with the University
- 9) Keep the Texas A&M University System Chancellor informed of situation status
- 10) Request assistance from local emergency response services and State/Federal resources when necessary
- 11) Meet with the families of anyone who is injured and hospitalized during a situation on campus
- 12) Authorize immediate purchase of outside services and materials needed for the management of 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 designee apprised of the preparedness status and emergency management needs of the campus
- 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 and response personnel
- 6) Coordinate periodic 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 assistance and recovery

d. Incident Commander

- 1) Establish an ICP
- 2) Manage the emergency response from the ICP

3) Assign responsibilities to personnel as required

e. Emergency Response Team

- 1) Assist the IC by providing support and care for A&M-Texarkana employees, students, and visitors before local emergency response services arrive or in the event of normal local emergency response 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 will be trained to assist in the evacuation of all A&M-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 response 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 responders when they arrive on campus

f. Information & Technology Services

- 1) Coordinate use of technology
- 2) Assist in establishment and maintenance of 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 ICP or EOC

## 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 EOC.
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 EOC.
3. The IC, assisted by a staff sufficient for the tasks to be performed, will manage the response from the ICP.
4. During response operations, the A&M-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 a situation, assistance from local emergency response services, organized volunteer groups, or State or Federal Resources should be requested. Requests for assistance beyond local emergency response services should have the approval of the President and EMT.

### B. Emergency Facilities

1. Incident Command Post

Except when an emergency 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 near the site. As noted previously, the IC will be responsible for directing the response and managing the resources at the 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 situation

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

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

The line of succession for the President/CEO is:

1. Provost & Vice President for Academic Affairs
2. Vice President for Finance & Administration
3. Vice President for Student Enrollment, Engagement, & Success
4. Chief of Staff
5. Associate Vice President for University Advancement

The line of succession for the Incident Commander is:

1. UPD Chief of Police
2. UPD Police Sergeant
3. UPD Officer on duty

## **IX. READINESS LEVELS**

### **A. Readiness Levels**

Many situations 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. The President/CEO or designee and the EMC will determine readiness Levels.

### **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 ERT
- 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 emergency 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 A&M-Texarkana resources prove to be inadequate during a situation; requests will be made for assistance from local emergency response services, other agencies, and industry in accordance with existing mutual-aid agreements and those agreements and contracts effected during the situation. 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**

All necessary report forms are saved in shared folder established for Emergency Response Documents.

#### **1. Incident Briefing**

This short report should be prepared and transmitted by the ICP when an on-going situation appears likely to worsen and assistance from local emergency response services may be needed. (ICS Form # 201)

#### **2. Incident Status Summary**

A daily situation report should be prepared and distributed by the ICP during major emergencies or disasters. (ICS Form # 209)

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

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

### **C. Records**

#### **1. Record Keeping**

A&M-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 response operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

##### **a. Activity Logs (ICS Form # 214)**

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

- 1) Activation or deactivation of emergency facilities
- 2) Notifications to local emergency response services
- 3) Significant changes in the 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 situation

b. Costs

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

c. Emergency or Disaster Costs

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

- 1) Personnel costs
- 2) Equipment operations costs
- 3) Costs for leased or rented equipment
- 4) Costs for contract services to support response operations
- 5) Costs of specialized supplies expended for response 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 a situation, vital records, including legal documents and student files, must be protected. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.
- b. If records are damaged during a situation, A&M-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 situation 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 situations and exercises; and when changes in threat hazards, resources, 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. ICS Summary
3. Emergency Phone Tree
4. Individual Building Emergency Action Plans
5. Situations
6. National Incident Management System (NIMS)
7. EOC (EOC)
8. Campus Maps
9. ICS Forms
10. 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:** Chief of Police or designee  
**Cost:** None specified  
**Copies Held by:** A&M – Texarkana, Texarkana Texas Police Department, and City of Texarkana Texas
  
2. **Description:** Mutual aid agreement with Bowie County Sheriff's Office.  
**Summary of Provisions:** Law enforcement response  
**Officials authorized to implement:** Chief of Police or designee  
**Cost:** None specified  
**Copies Held by:** A&M – Texarkana and Bowie County Sheriff
  
3. **Description:** Mutual aid agreement with Texarkana Independent School District Police Department.  
**Summary of Provisions:** Law enforcement response  
**Officials authorized to implement:** Chief of Police or designee  
**Cost:** None specified  
**Copies Held by:** A&M – Texarkana and Texarkana Independent School District Police
  
4. **Description:** Mutual aid agreement with Texarkana College Police Department.  
**Summary of Provisions:** Law enforcement response  
**Officials authorized to implement:** Chief of Police or designee  
**Cost:** None specified  
**Copies Held by:** A&M – Texarkana and Texarkana College Police
  
5. **Description:** Preferred Client Program with Cotton Company Disaster Restoration (Cotton).  
**Summary of Provisions:** Restoration services  
**Officials authorized to implement:** Emergency Management Coordinator, President, Provost, VPFA, Chief of Police, or designee  
**Cost:** Enumerated in agreement  
**Copies Held by:** Texas A&M University System, A&M-Texarkana, Cotton Company
  
6. **Description:** Memorandum of Agreement with First Baptist Church Moores Lane.  
**Summary of Provisions:** Evacuation point and Alternate Emergency Operations Center  
**Officials authorized to implement:** Emergency Management Coordinator, President, Provost, VPFA, Chief of Police, or designee  
**Cost:** Actual costs TBD  
**Copies Held by:** A&M – Texarkana and First Baptist Church Moores Lane

## APPENDIX 2 – ICS SUMMARY

### A. Background

ICS is a management system that can be used to manage emergencies or nonemergency events such as celebrations. The system works equally well for small situations and large-scale emergencies. 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 situation 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 situation 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 situation, the IC and one or two individuals may perform all functions. In a larger emergency, each function may be assigned to a separate individual.

3. **Management by Objectives.** At each situation or event, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the situation, and provide operational guidance—select tactics appropriate to the strategy and direct available resources.

4. **Unity and Chain of Command.** Unity of command ensures unity of effort under one responsible person (or commander) for completing a task. 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 emergency response personnel, or there has been significant turnover in 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 the ICS used when there is more than one agency or jurisdiction responding to an incident. This might occur when an incident site crosses jurisdictional boundaries or when an emergency involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements to respond.
2. 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 an 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 (or officer on duty) will notify the following:**

Communications Manager

911 (depending on type of emergency – Chief will notify via radio)

President/CEO (or designated authority)

If the UPD Chief is away from campus, after the Communications Manager and 911 are notified, the officer on duty will notify the Chief.

- **In life-threatening situations of immediate danger** (active shooter, armed robbery, assault on campus, bomb threat, fire, chemical spill, etc.) – no call will be made to the President prior to the warning going out to the campus by the Communications Manager.
- **In emergency situations that are not law enforcement related and do not pose immediate danger** (weather watch/warning, major facilities/building malfunction, plane crash on or near campus, etc.), Chief will call the President, Communications Manager, and Environmental, Health & Safety Officer. Other key personnel will be notified as follows:

### **President/CEO notifies:**

Chief of Staff

Provost/VP for Academic Affairs

Chancellor/BOR

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

VP for Finance and Administration

VP for Student Enrollment, Engagement and Success

AVP for University Advancement

### **Provost/VP for Academic Affairs notifies:**

Academic Deans

### **VP for Finance and Administration notifies:**

Environmental, Health & Safety Officer

Director of Facilities

Director of HR

Director of Risk Management

Director of Purchasing

CIO

### **VP for Student Enrollment, Engagement and Success**

Residence Life Coordinator

Asst. VP for Student Life

### **AVP for University Advancement notifies:**

Marketing Manager

Multimedia Production Specialist

### **CIO notifies:**

Coordinator of Distance Ed

Web Design Specialist

## System Administration

Each executive shall notify their assistants / administrative support persons.

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.

VPFA's Administrative Assistant will notify any contractors (SSC, Chartwells, etc.)

## APPENDIX 4 – INDIVIDUAL BUILDING EMERGENCY ACTION PLANS

General emergency action plans for each building on campus are as follows. For detailed response to specific situations, please see Appendix 5 – Situations in this plan. Each building has Evacuation Maps posted in relevant areas and attached in this document, see Appendix 8.

If it is determined that the entire campus needs to be evacuated, all campus occupants shall leave the building they are in and assemble at First Baptist Church on Moores Lane. If another location is utilized, that information will be shared via the mass communication tools available. Employees should use the buddy system and give other employees/students a ride if they did not drive to campus. All campus occupants should remain at the designated off-campus location until a determination is made as to when it will be safe to return to campus. The University President or designee shall decide whether to cancel classes and/or a portion of the workday.

### BUILDING EVACUATION

When advised to evacuate a building, individuals should go to the Building Evacuation Assembly Areas. These areas are discussed during orientation. Please contact the EHS Office or UPD if you need more information. **Individuals should also contact the EHS Office or UPD if they anticipate needing assistance during an evacuation.**

- Science and Technology: Occupants will assemble at the far south end of the main parking lot
- University Center: Occupants will assemble at the far south end of the main parking lot or the far north end of the parking lot next to the University Center.
- Bringle Lake Village: Occupants will assemble in the field on the west side of the BLV west parking lot.
- Central Plant: Occupants will assemble at the far south end of the Plant parking lot
- Patterson Student Center: Occupants will assemble in the field on the east side of the BLV east parking lot
- Building for Academic & Student Success: Occupants will assemble at the far south end of the main parking lot.

Certain buildings/locations/facilities warrant additional actions prior to evacuation, when possible.

- Science and Technology: those occupying or responsible for a lab space should ensure that all lab activities are discontinued and secured prior to evacuation, if possible. Turn off equipment and natural and compressed gas sources, close fume hoods, secure reactive chemicals in-use if possible. Close all lab fire doors upon exit.
- Building for Academic & Student Success: those occupying or responsible for lab space should ensure that all lab activities are discontinued and secured prior to evacuation, if possible. Turn off all equipment and natural and compressed gas sources, close fume hoods, secure reactive chemicals in-use if possible. Close all lab fire doors upon exit.
- University Center: Kitchen staff should ensure that all cooking equipment is turned off prior to evacuation, if possible.

## SHELTER-IN-PLACE

When conditions do not warrant or allow for evacuation, the safest method to protect individuals may be to shelter-in-place inside a campus building and await further instructions. Shelter locations for each building are listed below:

- Science and Technology: the interior stairwell on the first floor; the 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 floor including the restrooms; hallways on the southeast and southwest ends of the building, the kitchen area, and the conference rooms on the north and west sides of the building.
- Bringle Lake Village: All occupants above the first floor are directed to go to interior rooms on the first floor of the building. Shelter rooms will be assigned at the beginning of each semester by the Director of Residence Life.
- Central Plant: Men's or Women's restrooms or Breakroom 168 in the Annex
- Patterson Student Center: Men's or Women's restrooms or lockerrooms
- Building for Academic & Student Services: All building occupants above the first floor are directed to go to designated areas on the first floor including the restrooms and Classroom 115 or the hallways within the secured Business Services area.

If available, take a radio to the shelter area to track situation status.

Keep telephone lines free for responders. **DO NOT CALL 911 SEEKING INFORMATION!**

## ACTIVE SHOOTER

In the event of an active shooter situation, all individuals should seek an enclosed space. Place yourself in a way that is not visible to the threat through windows or other openings, under or behind furniture. Lock the door to the room, if possible, turn off the lights, turn off radios and televisions, and remain as quiet as possible. If you have a cell phone, quietly call 911 and advise them of your location and any other information you have about the situation. Texarkana area 911 can also receive text message if necessary, to remain silent. Turn off all ringers. Remain in your location until help arrives.

## **APPENDIX 5 –SITUATIONS**

### **1.0 SIGNIFICANT WEATHER**

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 alert utilizing the Rave system. In the event the city tornado sirens are activated, occupants of all buildings shall seek shelter in:

- Science & Technology 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 conference rooms on the north and northeast side of the building.
- 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.
- Central Plant – Men's or Women's restrooms and Annex breakroom
- Patterson Student Center – the restrooms and locker rooms.
- Building for Academic and Student Services – the restrooms on the first floor, the eastern stairwells, and the hallways to the east side of the building where there is no glass..

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

Should any toxic solids, liquids, or vapors be released on A&M-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 Central Plant, EHS Officer, 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 Central Plant and EHS Officer will be responsible for coordinating remediation efforts along with the local Fire Department and the city Emergency Management Coordinator.

### **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) members serve as floor monitors during building evacuations. ERT members will ensure that all building occupants have evacuated and will 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 assistance arrives and assists 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.

#### **Central Plant**

Upon notification, Central Plant personnel will respond to the loss of a utility. Central Plant personnel will assess the situation and notify the University President. Central 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 A&M-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 licensed peace 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 do not 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. The careful screening of materials that come into the University can mitigate most of these types of threats.
  
- 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** 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 a letter or package 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. Do not allow anyone into the room where the package is located. Keep in mind that this is a potential crime scene. Remain calm and wait for response personnel to arrive.
  
- 7.5** Everyone who may have been exposed to the substance should wash their hands with soap and water and remain outside of the closed off area until response personnel arrive and evaluate the situation.

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

## **8.0 BUILDING EVACUATIONS**

A situation may occur on the University campus where there is 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 situations 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, UPD officers will advise the campus community through the Rave system and/or the public address systems in each building. Local radio and television stations will also be notified 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 and 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 stairs.
- If the whole campus needs to be evacuated and you are 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, the team member should assist the person to the northeast stairwell of any building and then call UPD Officers on their ERT radio to communicate the location and the number of people in need of assistance.

**8.1.3** Bringle Lake Village Dorm Resident Advisors (RAs) will 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 and call UPD officers on their radio – or use their cell phone to call 903-334-6611 – to communicate the location and the number of people in need of assistance.

**8.1.4** If a building 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 are outside, at least 50 yards away from any building.

**8.1.5** If you are advised to evacuate the building you are in, you should go to the Building Evacuation Assembly Areas. These areas are discussed during orientation. Please contact the EHS Office or UPD if you need more information.

## **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. All campus occupants shall remain at the designated off-campus location until a determination is made as to when it will be safe to return to the campus. The University President or designee shall decide whether to cancel classes and/or a portion of the workday.

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

When conditions do not warrant or allow for 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 situation status

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

**8.3.4** The Rave system will provide updates

**8.3.5** Please note that if this is an active shooter situation you need to lock your door, turn off the lights, turn off radios/televisions, and remain as quiet as possible. Turn off cell phone ringers and vibration, if possible. If you have a cell phone, quietly call 911, advise them of 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 or any item that can be put under the door to seal the room

- Central 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. UPD officers, the Rave system, local radio, and/or television will accomplish this

## **9.0 EMPLOYEE TRAINING AND DRILLS**

- 9.1** A&M-Texarkana employees will receive annual training throughout the year on issues such as: evacuations, fire, situations involving firearms, explosives, violent crimes, and weather emergencies.
- 9.2** The UPD will maintain documentation of employee attendance and training class minutes for any live training.
- 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 6 – 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 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 in which individuals are trained for each response role and follow prepared action checklists
- Consolidated action plans that contain strategy to meet objectives at both the field response and EOC levels

### **ORGANIZATION**

NIMS is organized around five major management activities:

#### **1. Command**

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

2. **Operations**

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

3. **Planning**

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

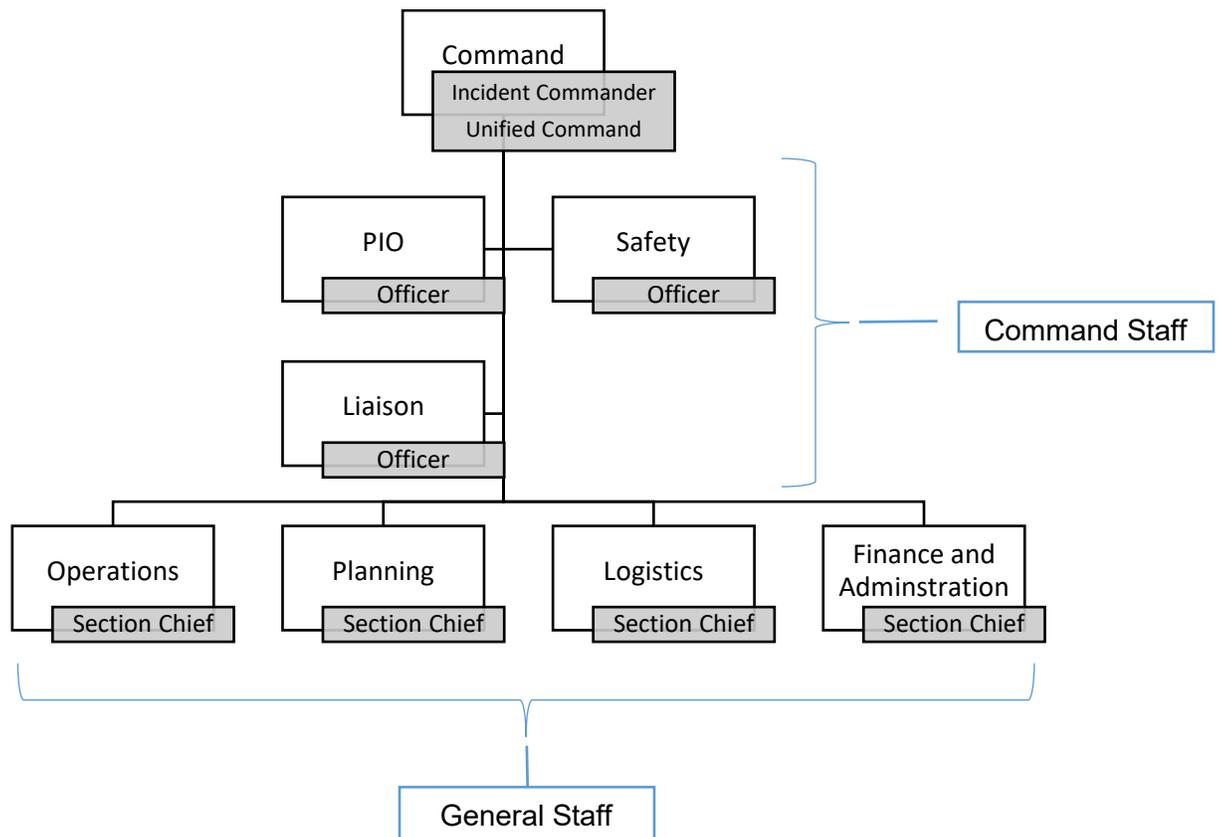
4. **Logistics**

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

5. **Finance/Administration**

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

- In small situations, a single individual may manage the five major activities. Larger situations 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 situation
- Each of the primary ICS sections may be further subdivided as reflected in the organization chart



## **APPENDIX 7 – EOC (EOC)**

The Emergency Operations Center (EOC) functions as the primary physical location for campus coordination and management of a 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 EOC will serve as:

- A meeting room for EOC staff for planning
- Initial communications center until a media briefing location is set up
- Central location for campus office operations
- Site of storage of information related to the situation

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

### **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 ICP
- 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

## **Roles and Responsibilities**

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

**President & CEO:** The President or designee will take the lead conveying the administration's response, showing that the campus has control of the situation, calming public concern, and providing leadership for the entire campus.

**Provost & Vice President for Academic Affairs (Provost):** The Provost or designee will provide guidance and leadership in the areas of academic affairs and graduate studies as the situation dictates. Responsibilities include:

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

**Vice President of Finance and Administration (VPFA):** The VPFA or designee will be responsible for the logistical operations of the response and recovery. Responsibilities include:

- Assessing resource needs for response with the on-scene IC
- Coordinating recovery efforts and restoration of campus operations after the situation is over
- Tracking response and recovery costs

**Vice President for Student Enrollment, Engagement, and Success (VPSEES) Assistant Vice President of Student Affairs, Residence Life Coordinator:** The VPSEES or designee is responsible for guidance and leadership in all areas of student life. Responsibilities include:

- 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 affected students
- Establishing an emergency telephone information center to handle calls from parents
- Coordinating with the University Communication Manager to post up-to-date information on the University Web site
- Coordinating with the University food service provider as to the extent of services to be continued and provided

**Associate Vice President for University Advancement (AVPUA), Chief Information Officer (CIO), Communications Manager, and Marketing Manager:** The AVPUA, CIO, or designee is responsible for all communication. Responsibilities include:

- Directing communications to all internal and external parties
- Notify First Baptist Church of Texarkana and Texarkana Golf Ranch of emergency and incoming crowds
- Establishing a Media Briefing Room away from the EOC location
- Work with the Multimedia Production Specialist to establish Web site communication and email/text notification system

**Chief of Staff to the President:** For major situations, the Chief of Staff or designee will serve as the hospital liaison for the University to identify casualties and relay information back to the EOC as appropriate. For situations not involving hospital intervention, the Chief of Staff or designee will serve as the EOC Coordinator as described below.

**Director of Human Resources:** To better facilitate the operations of the EOC the Director of Human Resources (or Chief of Staff as appropriate) or designee will serve as the EOC Coordinator. Responsibilities include:

- Recording the initial assessment of the situation from the University Chief of Police using ICS Form 201
- Forwarding daily situation reports to the Texas A&M University System (TAMUS) using ICS Form 209
- Maintaining a log of all activities, including photographs, using ICS Form 214
- Assisting with the administrative needs of the Emergency Management Team (EMT)
- Answering phones, screening calls, and directing the staff as needed
- Copying and creating a filing system
- Recording minutes of daily meetings
- Coordinating communications with TAMUS and any outside agencies as needed
- Staffing of the EOC as needed
- 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
- Basic office supplies
- Portable generators, if necessary
- Vehicles including trucks, cars, electric golf carts, boats, and trailers

**University Chief of Police:** The University Police Chief or designee is responsible for the safety of anyone who arrives on campus. Responsibilities include:

- Respond to the situation and set up an Incident Command Post
- Act as Incident Commander until relieved
- Provide the EMT with an initial assessment of the situation
- Provide the incoming Incident Commander with a VERBAL briefing of the situation and any ongoing or planned operations. ICS Form 201 can be used to supplement this briefing
- Establish a perimeter around the scene
- Direct initial search and rescue efforts as needed before outside agency help arrives
- Deploy UPD officers and direct responding police and fire units as needed
- Establish communication with responding agencies
- Represent A&M-Texarkana as part of a Unified Command with other agencies

**Environmental, Health & Safety Officer:** The Environmental, Health & Safety Officer or designee is responsible for the tactical operations of the crisis response. Responsibilities include:

- Strategic and tactical planning and coordination of response activities with the Chief of Police and/or officers on-site
- Coordinating campus security efforts by police and Central 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 situation

**Director of Facilities:** The Director of the Facilities or 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 building's 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 Global Disaster Solutions 877-900-0493) 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 the Incident Command Post

## 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 Emergency 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, wifi access with enough bandwidth to support the number of devices needed for EMT and VOIP*** 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
- Wifi
- 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 situation 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 8 – CAMPUS MAPS**

Campus maps and Evacuation plans are on file.

## **APPENDIX 9 – ICS FORMS**

This table lists all of the ICS Forms mentioned in this publication.

| <b>ICS Form #</b> | <b>Form Title:</b>             | <b>Prepared by:</b>                                    |
|-------------------|--------------------------------|--|
| <b>ICS 201</b>    | <b>Incident Briefing</b>       | <b>Initial Incident Commander/<br/>EOC Coordinator</b> |
| <b>ICS 209</b>    | <b>Incident Status Summary</b> | <b>Situation Unit Leader/<br/>EOC Coordinator</b>      |
| <b>ICS 214</b>    | <b>Activity Log</b>            | <b>All Sections and Units/<br/>EOC Coordinator</b>     |

A complete set of ICS Forms and instructions for each are located in the IC and Emergency Management Team Microsoft Teams folder.

**APPENDIX 10 – OUTSIDE AGENCY CONTACTS**

|  |                                      |
|--|--------------------------------------|
| All Emergencies                          | 911                                  |
| Texarkana, Texas Fire Department         | (903) 798-3994                       |
| Texarkana, Texas Police Department       | (903) 798-3116                       |
| Texarkana College Police Department      | 903-823-3330                         |
| Texarkana Independent School District PD | 903-793-1965 or 903-792-4658 x 33301 |
| Wadley Regional Medical Center           | (903) 798-8000                       |
| Christus St. Michael Health System       | (903) 614-1000                       |
| LifeNet                                  | (903) 832-8531                       |
| American Red Cross                       | (903) 793-5602                       |
| FBI, Texarkana Field Office              | (870) 774-7682                       |
| ArkTex Council of Governments            | 903-832-8636                         |
| Texas Department of Emergency Management | (512) 424-2208 or (512) 424-7858     |
| Texarkana Golf Ranch                     | (903) 334-7401                       |
| First Baptist Church of Texarkana        | (903) 831-6000                       |
| Cotton Global Disaster Solutions         | 877-900-0493                         |

## **APPENDIX 11 – RECORD OF CHANGES**

Created/Approved: December 1999

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 Distribution
- Added Section IV. Activation
- Updated Section V (formerly Section IV), Subsection B to reflect approximate fall 2016 enrollment
- Added Section VI, Subsection E. EOC
- 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 – EOC
- Added Appendix 7 – Record of Changes

November 2017

- Replaced logo on title page with University Seal
- Amended contact list for Emergency Management Team members
- Moved section for Document Distribution to just after Promulgation Statement
- Updated Section V, Subsection B to reflect approximate fall 2017 enrollment
- Various grammatical changes throughout
- Changed all references to Physical Plant to Central Plant
- Updated line of succession for Emergency Management Coordinator
- Updated line of succession for University President
- Added responsibilities of hospital liaison; assigned to Chief of Staff to the President
- Added responsibilities for notification to First Baptist Church of Texarkana and Texarkana Golf Ranch
- Updated Appendix 1 – Summary of Agreements to reflect agreements with Texarkana Independent School District and First Baptist Church Moores Lane
- Updated Appendix 3 – Emergency Management Phone Tree
- Added Appendix 7 – Campus Maps
- Added Appendix 8 – ICS Forms
- Added Appendix 9 – Outside Agency Contacts
- Renamed section to Appendix 10 – Record of Changes (formerly Appendix 7)

June 2021

- Updated locations of files to include Microsoft Teams.
- Updated Titles throughout.
- Expanded Phone tree to include other EMT support
- Made use of Acronyms consistent through document, expanded glossary.
- Expanded Hazards and Vulnerabilities to match risks reviewed in BCP and to rank by likelihood / impact to close gap identified FY21 EMP Review Audit

- Added information about requesting state and/or federal assistance and who has authority to do so to close gap identified in FY21 EMP Review Audit
- Changed SchoolMessenger to Rave throughout
- Included CIO and Director of Risk Management in EMT
- Updated Phone Tree to reflect current structure
- Updated shelter locations to reflect renovations and new PSC and BASS
- Added EHS Officer to Chemical Spill plans
- Clarified EHS Officer is in ICP, not EOC during most incidents
- Updated Resource contact information
- Updated building maps to reflect renovations
- Created building specific Emergency Action Plans