Emergency Management Plan

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INTRODUCTION

The Executive Vice President for Finance & Administration of Texas A&M University-Corpus Christi has primary responsibility for effectively managing any emergency which might affect Texas A&M University-Corpus Christi.

Emergency Management is normally divided into four phases or parts: mitigation, preparedness, response and recovery. Mitigation might be best described as those measures taken to avoid emergency or perhaps to prevent small emergencies from becoming a large emergency. Examples include designing and constructing buildings in accordance with applicable fire and life safety codes, installing fire alarm and sprinkler systems, designing adequate storm water drainage systems, and designing and maintaining adequate and reliable water supplies. Preparedness is the development of plans and procedures necessary to enable the effective and efficient use of resources in the event of an emergency. Response and recovery is self-explanatory.

This Emergency Management Plan (EMP) will focus on the latter three phases as mitigation efforts are already being implemented campus-wide.

This plan is designed to provide a flexible framework for emergency management rather than step-by-step directions for handling any and every conceivable emergency. University departments and System Members involved in emergency management on this campus are responsible for developing internal procedures and training personnel as necessary to support this plan.

This plan is based upon the concept that the emergency functions that must be performed by many departments generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the response to or recovery from the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
I. AUTHORITY

A. Federal

2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116 (reporting of hazardous and toxic chemicals, forming LEPC’s).

B. State

2. Government Code, Chapter 791 (Inter-local Cooperation Contracts).
5. Executive Order of the Governor Relating to the National Incident Management System (NIMS).
6. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management).

C. System/Texas A&M University-Corpus Christi

1. TAMU System Policy 34.07 Emergency Management (revised 12/5/08).
2. TAMU System Regulation 34.07.01 Emergency Management Plan for System University Campuses (6/2/2009)
Policy Statement

The Texas A&M University System (system) is responsible for ensuring its members have plans in place to properly protect personnel and property in an emergency situation. By requiring that each member has a plan(s) to address various situations and by reviewing this plan(s) on a regular basis, the system can ensure each member is fulfilling its responsibilities to its constituents.

Reason for Policy

The purpose of this policy is to ensure each member has a plan(s) and that the plan(s) is sufficient to protect human life and property under the control of each member.

Procedures and Responsibilities

1. GENERAL

1.1 The chancellor shall establish for the System Offices (SO) and shall approve for each member upon recommendation from the respective chief executive officer (CEO), a plan(s) to deal with various emergencies which might threaten system resources and the physical safety of employees, students, clientele and the general public.

1.2 Such a plan(s) will take a multi-hazard approach to cover natural disasters, fire, industrial accidents, criminal activities, health epidemics, riots and similar situations which require the orderly management of resources and processes to protect life and property.

2. UNDERLYING PRINCIPLES
In the development of an emergency management plan(s), the following underlying principles shall apply:

2.1 The protection of human health and safety is of the utmost importance.

2.2 System property and other resources shall be protected and preserved wherever possible, consistent with the primacy of human health and safety.

2.3 The system shall, when possible, assist federal, state and local governments, emergency management and relief agencies, etc., and may allocate facilities, equipment and personnel to assist in the event of disasters away from system property.

2.4 The system shall cooperate with federal, state and local disaster management and law enforcement agencies with respect to any emergency occurring on system property and/or involving system personnel or students.

2.5 The plan(s) shall provide for the coordination of appropriate member employees and external partners in the areas of facilities, campus security, student affairs, health services, etc., and include a description of their roles and responsibilities during emergency situations.

2.6 Members shall designate in the plan(s) a single individual or committee that is responsible for emergency planning and coordination.

2.7 The Office of General Counsel shall be consulted in cases where the legal responsibilities of the system are unclear.

3. COMMUNICATIONS

3.1 Communications shall be from the chancellor or designee with respect to emergencies affecting the SO or the system as a whole and from the respective CEO or designee with respect to emergencies affecting a specific member.

3.2 The CEO shall inform the chancellor and the executive director, Board of Regents (board), of any emergency that has occurred or that is threatening life, health or system property and give periodic status reports as information is available. The board’s executive director shall, in turn, keep board members properly informed.

3.3 The plan(s) shall provide for an effective means of communication with employees, students, clientele and the general public and include a system of mass notification that meets the requirements set forth in state law.
Related Statutes, Policies, or Requirements


20 U.S.C. § 1092

Texas Governor’s Executive Order RP40


National Incident Management System (NIMS)


FEMA (CPG) 101: Developing and Maintaining Emergency Operations Plans, Version 2

Member Rule Requirements

A rule is not required to supplement this policy.

Contact Office

System Office of Safety
(979) 458-6330
Regulation Statement

This regulation provides the essential elements that members of The Texas A&M University System (system) shall use in the development of their emergency management plan(s) (EMP). This regulation applies to all members.

Reason for Regulation

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

Procedures and Responsibilities

1. EMERGENCY MANAGEMENT PLAN ESSENTIAL ELEMENTS

Each member EMP shall comply with the following:

1.1 The EMP is to be written using a multi-hazard approach; response activities to specific situations may be included as appendices.

1.2 The EMP shall be written following national and state emergency planning guidelines including the National Incident Management System (NIMS).

1.3 When one member is a tenant on another member’s campus or facility, the tenant shall coordinate its EMP with that of the host member and defer to the host on emergency response activities.

1.4 Terminology shall be standardized to national and state guidelines.

1.5 The person(s) authorized to declare an emergency and/or activate the Emergency Management Team/Emergency Operations Center (EOC) shall be clearly identified.
1.6 Primary and secondary EOCs shall be established and identified in the EMP.

1.7 All facets of emergency management, including prevention/mitigation, preparedness, response and recovery shall be addressed.

1.8 Relationships between federal, state, county and local agencies and member officials, including any mutual aid agreements with outside agencies or other entities, shall be clearly explained.

1.9 Positions and emergency contact information for key personnel shall be addressed by the EMP and alternates shall be identified. Published plans should omit names or phone numbers to protect the privacy of individuals.

2. EMERGENCY MANAGEMENT PLAN ADDITIONAL REQUIREMENTS

In addition to the requirements referenced in Section 1, member EMPs must provide for the following:

2.1 Employee training in responding to an emergency.

2.2 Mandatory drills to prepare students, faculty and employees for responding to an emergency. Requirements for testing are listed in Section 5.

2.3 Measures to ensure coordination with the Department of Health Services, local emergency management agencies, law enforcement, health departments and fire departments.

2.4 The implementation of a safety and security audit as described below:

   (a) At least once every three years, members will conduct a safety and security audit of their facilities and procedures. To the maximum extent possible, members shall follow audit guidelines approved by the Texas Division of Emergency Management (TDEM).

   (b) The results of the safety and security audit will be reported to the chancellor, the Board of Regents and TDEM. This report will be compiled and submitted by the System Office of Risk Management for the members.

3. EMERGENCY MANAGEMENT TEAM ESSENTIAL ELEMENTS

The following are elements specific to each member’s emergency management team and shall also be present in each member’s EMP:

3.1 The emergency management team shall be organized consistent with NIMS principles.
3.2 Primary and alternate members of the emergency management team shall be trained to at least the minimum requirements outlined by NIMS.

3.3 The EMP shall describe the purpose, duties and responsibilities of the emergency management team.

3.4 The order of command succession for the emergency management team shall be clearly identified in the EMP.

3.5 Emergency management team members should represent a cross-section of the member’s functional areas and have a good working knowledge of their areas of responsibility. Members should also consider having representation on the team from key campus contractors.

4. EMERGENCY NOTIFICATION SYSTEMS

4.1 Each EMP shall provide for an effective means of communication with employees, students, clientele and the general public, and include a satisfactory method of emergency notification that meets the requirements set forth in state statutes.

4.2 Such an emergency notification program must have mandatory enrollment for all faculty, staff and students, but must allow an individual the opportunity to opt out of the program if desired.

4.3 The emergency notification system must use email or telephone in addition to any other alert method the member considers appropriate.

4.4 Students must be added to the system when they initially enroll or register for courses; employees are added when they begin employment.

5. EMERGENCY MANAGEMENT PLAN TESTING AND EXERCISES

5.1 The EMP shall be tested and exercised at least annually utilizing a table-top or functional scenario. A full-scale exercise shall be performed at least once every three years.

5.2 Tests of a member’s EMP may be announced or unannounced. They must meet all the follow criteria:

(a) Be scheduled;

(b) Contain drills – an activity that tests a single procedural operation, such as the member’s alert system or a campus/facility lockdown;

(c) Contain exercises – a test involving the coordination of efforts of various functional areas or groups of emergency responders;

(d) Contain follow-through activities; after-action reviews fall in these criteria; and
(e) Be designed for assessment of emergency plans and capabilities. To accomplish these criteria, the test must have measurable goals.

5.3 The agencies and emergency response entities that will interface with member officials during an actual emergency situation shall be invited to participate in the member’s annual exercise.

5.4 Actual emergency situations or false emergency alarms may not be used to meet the requirements for testing and exercising a member’s EMP as described above.

6. ANNUAL PLAN SUBMISSION AND REPORTING

6.1 Each member shall submit a current copy (electronic or written) of its EMP at the time of its safety and security audit, once every three years or upon request. Additionally, a revised plan(s) should be submitted any time significant revisions are made.

6.2 Each member shall provide an executive summary of annual tests or exercises to the chancellor or designee.

6.3 Submissions and reporting as described herein shall be made through the System Office of Risk Management.

Related Statutes, Policies, or Requirements


Tex. Educ. Code, § 51.218

20 USC § 1092

System Policy 34.07, Emergency Management

Texas Governor’s Executive Order RP 40


National Incident Management System (NIMS)

Member Rule Requirements

No rule is required to supplement this regulation.

Contact Office

System Risk Management
(979) 458-6330
34.07.01. C0.01 Emergency Management

Approved: July 17, 2015
Revised: April 11, 2016
Next Scheduled Review: April 11, 2021

Procedure Statement

Texas A&M University-Corpus Christi will have plans in place to properly protect personnel and property in an emergency situation.

Reason for Procedure

The purpose of this procedure is to ensure that Texas A&M University-Corpus Christi has both an Emergency Management Plan and a Hurricane/Tropical Storm Defense Plan that are sufficient to protect human life and property.

Procedures and Responsibilities

1. GENERAL EMERGENCY MANAGEMENT PLAN OBJECTIVES

1.1 Protect and preserve human life and health

1.2 Minimize loss or damage to the University’s facilities and resources

1.3 Ensure appropriate communications and notifications within the University, the community, and beyond

1.4 Elicit a response which is appropriate to the magnitude of the emergency

1.5 Establish a core team of well-trained individuals capable of committing resources

1.6 Maintain an Emergency Operations Center (EOC) and guidance for operating an emergency command post site

1.7 Describe EOC operations to include staffing and responsibilities
1.8 Keep the public informed of the current status of emergency operations in a timely manner

1.9 Emphasize the practice of safety concepts during emergencies

2. The scope of this Emergency Management Plan is limited to:

2.1 Emergencies that may occur on all facilities owned or operated by TAMU-CC.

2.2 Those emergencies that require the assistance of an internal department(s) and/or emergency responders outside TAMU-CC.

2.3 Activities that commence from the first indication of an emergency condition and continue until the end of the incident. The end of the incident is defined as the time when normal operations are resumed.

3. Because of the proximity of its island campus to the Texas Gulf Coast, TAMU-CC will maintain a Hurricane/Tropical Storm Defense Plan to safeguard students, faculty, and staff and to protect campus facilities in the event of a hurricane or tropical storm. The plan will cover responsibilities and courses of action for students, faculty and staff throughout the hurricane season.

4. The University Emergency Management Plan and the Hurricane/Tropical Storm Defense Plan listed in the Appendix will be reviewed and updated annually by the Director of Environmental, Health and Safety Department (EHS) and Executive Vice President for Finance and Administration at Texas A&M University-Corpus Christi.

5. All members of the Incident Command Team will be required to have National Incident Management System (NIMS) Training. EHS will also ensure that on a periodic basis there are drills and table top exercises to ensure familiarity with the University Emergency Management Plan.

Related Statutes, Policies or Rules

Texas A&M University System Policy 34.07

Texas A&M University System Regulation 34.07.01


20 U.S.C. § 1092
Texas Governor’s Executive Order RP40


National Incident Management System (NIMS)


FEMA (CPG) 101: Developing and Maintaining Emergency Operations Plans, Version 2

Appendix

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Emergency Management Plan for Texas A&M University – Corpus Christi

Hurricane/Tropical Storm Defense Plan for Texas A&M University – Corpus Christi

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Contact Office

Contact for Interpretation: Executive Vice President for Finance and Administration
(361) 825-2321
II. PURPOSE

TAMU-CC is subject to emergencies or disasters resulting from major incidents or natural phenomena. This plan provides guidance and procedures to enable the university to effectively respond to and recover from major incidents, natural disasters or other emergencies on the campus. Response must be timely, vigorous, and directed toward containing the situation, minimizing the loss of life and property, averting undue hardship or suffering, and maintaining the maximum operational capabilities of the University. Only by annual review and regular exercise of this plan will rescue and recovery actions be effective in protecting human life and health and in preserving TAMU-CC property and resources. The Incident Commander of TAMU-CC is the responsible authority to direct all training and exercises.

The purpose of these guidelines is to:

1. Provide guidance for emergency operations and the utilization of all available university, government and contracted resources for the protection of lives, property, and the continuance of university operations in the event of a natural or man-made disaster or a national emergency including weapons of mass destruction attacks or threats thereof.
2. Outline the duties and responsibilities of departments and/or individuals during university emergency operations.
3. Establish guidelines for emergency planning and coordination of activities relating to disaster prevention and mitigation, preparedness, response, and recovery as related to local, county, state and federal governments.
4. Assign responsibilities for specific duties and activities related to emergency operations and disaster recovery.

Objectives

1. Protect and preserve human life and health.
2. Minimize loss or damage to the University’s facilities and resources.
3. Ensure appropriate communications and notifications within the University, the community, and beyond.
4. Elicit a response which is appropriate to the magnitude of the emergency.
5. Establish a core team of well-trained individuals capable of committing resources as necessary and appropriate to ensure that Objectives 1 and 2 are achieved.
6. Establish an Emergency Operations Center (EOC) and guidance for operating an emergency command post site.
7. Describe EOC operations to include staffing and responsibilities.
8. Keep the public informed of the current status of emergency operations in a timely manner.
Scope

The scope of this plan is limited to:

Emergencies that may occur on any part of the TAMU-CC campus to include operations not located on the Island or Momentum Campus.

Those emergencies that require the assistance of an internal department(s) and/or emergency responders outside TAMU-CC.

Activities that commence from the first indication of an emergency condition and continue until the end of the incident. The end of the incident is defined as the time when operations are resumed.
III. EXPLANATION OF TERMS AND DEFINITIONS

A. ACRONYMS

AAR After Action Report
ARC American Red Cross
CCFD Corpus Christi Fire Department
CCPD Corpus Christi Police Department
CDC Centers for Disease Control
CERCLA Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CERT Citizens Emergency Response Team
CFR Code of Federal Regulations
CHEMTREC The Chemical Emergency Transportation Center
DCC Disaster District Committee
DEM Texas Division of Emergency Management
DHS Department of Homeland Security
DPS Department of Public Safety
DRC Disaster Recovery Center
EAS Emergency Alert System
EBS Emergency Broadcast System
EM Emergency Management
EMA Emergency Management Authority
EMC Emergency Management Coordinator
EMP Emergency Management Plan
EMRT Emergency Management Response Team
EOC Emergency Operations or Operating Center
EPI Emergency Public Information
ERC Emergency Response Contractors
FBI Federal Bureau of Investigation
FCP Field Command Post
GDEM Governor's Division of Emergency Management
Hazmat Hazardous Material
IC Incident Commander
ICS Incident Command System
IDLH Immediately Dangerous to Life or Health
IIR Initial Incident Report
IP Improvement Plan
JFO Joint Field Office
JIC Joint Information Center
LEPC Local Emergency Planning Committee
MSDS Material Safety Data Sheet
NIMS National Incident Management System
NRC Nuclear Regulatory Commission
NRP National Response Plan
NWS National Weather Service
B. DEFINITIONS

1. **After Action Report**: The After Action Report documents the performance of exercise or incident or incident related tasks and makes recommendations for improvements.

2. **Area Command (Unified Area Command)**. An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.


5. **Centers for Disease Control (CDC).** The CDC includes 11 centers, an institute, and offices whose mission is to promote health and quality of life by preventing and controlling disease, injury, and disability. See: [http://www.cdc.gov](http://www.cdc.gov).

6. **CERT** – Citizens Emergency Response Team.

7. **The Chemical Emergency Transportation Center (CHEMTREC).** A centralized, toll-free telephone service (800-424-9300) which has been set up to provide immediate advice on the nature of the product and steps to be taken in handling the early stages of transportation emergencies where hazardous chemical are involved. CHEMTREC promptly contacts the shipper of the material involved for more detailed information and appropriate follow-up action including on-scene assistance when feasible. See: [http://www.chemtrec.com](http://www.chemtrec.com).

8. **Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA).** The original Superfund Act primarily aimed at hazardous waste site identification and clean up.

9. **Disaster District.** Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.

10. **Disaster District Committee (DDC).** The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

11. **Disaster Recovery Center (DRC).** The Disaster Recovery Center is established by FEMA in partnership with state and local emergency management offices. Representatives from federal, state, local, and volunteer agencies are there to explain the assistance available and to assist victims in procuring it.

12. **Emergency.** An incident posing risk to human life or health, to property and efficacy of resources of TAMU-CC or any part, requiring an immediate action by TAMU-CC and/or outside responders.

13. **Emergency Alert System (EAS).** A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency – as provided by the emergency broadcast system plan. Supersedes EBS (Emergency Broadcast System).

15. Emergency Management Authority (EMA). Emergency management authority is derived from the Texas Disaster Act of 1975 and assigned to the chief elected official of each political jurisdiction within the state. In most cases this authority is delegated to an Emergency Management Coordinator.

16. Emergency Management Plan (EMP). The plan that each jurisdiction has and maintains for responding to appropriate hazards. It establishes the specific procedures and approaches to be used in the management of an emergency situation.

17. Emergency Management Planning Committee. Personnel designated by the Executive Vice President for Finance & Administration to assist the Administration in developing and reviewing an Emergency Management Plan for TAMU-CC.

18. Emergency Management Response Team (EMRT). A team of individuals appointed by the Incident Commander to respond in a critical incident and/or emergency situation.

19. Emergency Management, Texas Division of (DEM). Governor’s Division of Emergency Management. GDEM is charged with carrying out a comprehensive all-hazard emergency management program for the State and for assisting cities, counties, and state agencies in planning and implementing their emergency management programs. [http://www.txdps.state.tx.us/dem/](http://www.txdps.state.tx.us/dem/)

20. Emergency Operations Center (EOC). Specially equipped facilities from which university officials exercise direction and control and coordinate necessary resources in an emergency situation.

21. Emergency Operations Center Staff. Designated personnel, or their representative, that will man the EOC during a major emergency to make emergency management decisions, utilizing available resources, to minimize injuries/fatalities, property damage, and loss of University operations.

22. Emergency Public Information (EPI). Information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.


24. Emergency Situation. As used in this plan this term is intended to describe a range of situations, from an incident to a major disaster. It includes the following:
   a. Incident. An incident is a situation that is limited in scope and potential effects.
b. **Emergency.** An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.

c. **Disaster.** A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with available local resources.

25. **Environmental, Health & Safety (E, HS).** Promotes health, safety and environmental stewardship.

26. **EOC Controller.** The EOC Controller is responsible for the operations of the EOC when it is activated. EOC Controller is the Emergency Management Coordinator.

27. **EOC Log.** The EOC Log is a log kept during an emergency situation that describes the steps taken during the emergency.

28. **Federal Emergency Management Agency (FEMA).** The federal agency charged with development of an integrated emergency management system and with supporting emergency management and disaster assistance efforts at all levels of government. See: [http://www.fema.gov](http://www.fema.gov).

29. **Field Command Post.** A satellite to the Incident Command Post located at a safe distance from an accident site where the Incident Commander and/or members of the Incident Command System can make response decisions, deploy manpower and equipment, maintain liaison with the media and handle communications.

30. **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 may be toxic, corrosive, flammable, reactive, an irritant, a strong sensitizer and poses a threat to health and the environment when improperly managed. Included are toxic substances, certain infectious agents, radiological materials and other related materials such as oil or other petroleum products, and industrial solid waste substances.

31. **Immediately Dangerous to Life or Health (IDLH).** A measure of toxicity of a substance, the concentration of a toxin that is capable of causing irreparable injury or death.

32. **Incident Assessment Group (IAG).** A support team made up of representatives of key departments which may be called upon to provide emergency support in times of limited or major crises.
33. **Incident Command Post.** The Emergency Operations Center is located in Room 307, Dugan Wellness Center where the Incident commander and members of the Incident Command System can make response decisions, deploy manpower and equipment, maintain liaison with the media and handle communications.

34. **Incident Command System (ICS).** The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident and/or event.

35. **Incident Commander (IC).** The person responsible for the management of all incident operations. The IC is in charge of the incident site.

36. **Liaison Officer.** A member of the command staff responsible for interacting with representatives from cooperating and assisting agencies.

37. **Local Emergency Planning Committee (LEPC).** There exists in Nueces County a Local Emergency Planning Committee (LEPC). Responsibility for managing and organizing this body rests with the Nueces County Emergency Management Coordinator.

38. **Logistics Section.** The section responsible for providing facilities, services, and materials for the incident.

39. **Material Safety Data Sheet (MSDS).** Document containing specific information on the safe handling of chemicals in the workplace.

40. **Medical Unit.** The functional unit within the service branch of the logistics section responsible for the development of the medical emergency plan, and for providing emergency medical treatment of incident personnel.

41. **Mutual-Aid Agreements.** Written agreements between organizations, either public or private, for reciprocal aid and assistance in case of disasters too great to be dealt with unassisted.

42. **National Incident Management System (NIMS).** A system, mandated by HSPD-5, that provides a consistent nationwide approach for Federal, State, Tribal, and local governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, Tribal, and local capabilities, NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources);
qualified and certification; and the collection, tracking, and reporting of incident information and incident resources.

43. **National Response Plan (NRP)**. Establishes a comprehensive all hazards approach to enhance the ability of the United States to manage domestic incidents.

44. **National Weather Service (NWS)**. To provide weather and flood warnings, public forecasts and advisories for all of the United States, its territories, adjacent waters and ocean areas, primarily for the protection of life and property. NWS data and products are provided to private meteorologists for the provision of all specialized services. See: [http://www.nws.noaa.gov](http://www.nws.noaa.gov).

45. **Nuclear Regulatory Commission (NRC)**. The U.S. Nuclear Regulatory Commission is an independent agency established by the congress under the Energy Reorganization Act of 1974 to ensure adequate protection of the public health and safety, the common defense and security, and the environment in the use of nuclear materials in the United States. [http://www.nrc.gov](http://www.nrc.gov).

46. **Public Information Officer (PIO)**. A member of the command staff responsible for interfacing with the media or other appropriate agencies requiring information directly from the incident. There is only one information officer per incident.

47. **Radiation Safety Officer (RSO)**. Is qualified by training and experience in radiation protection and who is available for advice and assistance on radiological safety matters.

48. **Radio Amateur Civil Emergency Service (RACES)**. A radio communication service conducted by volunteer licensed amateur radio operators, for providing emergency radio communications to local, regional, or state emergency management organizations. FCC 97.163(a).

49. **Radiological Monitor (RM)**. A person who can operate radiation detection instruments and report results of radiation levels from peacetime or attack emergency to the Radiological Officer (RSO).

50. **Regional Liaison Officer**. A DEM employee responsible for regions in Texas known as disaster districts.

51. **Resources Conservation and Recovery Act of 1976 (RCRA)**. Provides for the proper handling, use, and disposal of chemicals manufactured and used in the country. Commonly referred to as “cradle to grave” tracking of chemicals.

52. **Resources List**. A current list of all resources (equipment, personnel, supplies), which can be used by emergency services in response to local disaster/emergencies.
53. **Safe Zone.** A geographical region beyond the warm zone where there is no suspected product contamination; often referred to as the cold zone or the outermost zone.

54. **Self-Contained Breathing Apparatus (SCBA).** Supplemental oxygen breathing equipment used primarily by firefighters and divers.

55. **Shelter-In-Place.** A procedure that advises people to stay indoors and to attempt to reduce the airflow into a structure. This strategy is used when it has been recognized that people could not be evacuated from an area prior to the arrival of a toxic cloud.

56. **Sheriff Office (SO).** Nueces County Sheriff's Office.

57. **Staging Area (SA).** A pre-selected location having large parking areas and cover for equipment, vehicle operators, and other personnel such as a major shopping area, schools, etc. The SA provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception jurisdictions, a rally point for mutual aid, or a debarking area for returning evacuees.

58. **State Coordinating Officer (SCO).** The person designated by the Governor to serve as the on-scene representative for the Division of Emergency Management and to work in concert with the federal coordinating officer in administering state and federal assistance to disaster victims.

59. **State Disaster District 20.** A multi-county region in south Texas so designated by the Texas Division of Emergency Management. A Regional Liaison Officer (RLO) and Disaster District Chairman (DDC) are appointed for each disaster district. A captain in the Corpus Christi district headquarters of the DPS is assigned as the State Disaster District Chairman for Disaster District 20. Texas Government Code, Section 418.106; City of Corpus Christi Code of Ordinances, Chapter 15, Emergency Management. See: [http://www.txdps.state.tx.us/dem/](http://www.txdps.state.tx.us/dem/)

60. **Unified Command.** In ICS, Unified Command is a unified team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. The operations section chief is responsible for implementing the incident action plan.

61. **University Police Department (UPD).** Provides quality, professional law enforcement by enforcing laws and regulations which ensures a safe and secure learning and working environment.
IV. SITUATIONS AND ASSUMPTIONS

A. Situation

Our University 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. A summary of our major hazards is provided in Figure 1.

<table>
<thead>
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<th>HAZARD TYPE:</th>
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<table>
<thead>
<tr>
<th>Likelihood of Occurrence*</th>
<th>Estimated Impact on Public Health &amp; Safety</th>
<th>Estimated Impact on Property</th>
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<tbody>
<tr>
<td>Low</td>
<td>Medium</td>
<td>High</td>
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* Likelihood of Occurrence: Low, Medium, High
1. Any employee of Texas A&M University Corpus Christi may be tasked by this plan.
2. The local police and fire departments will respond, where support agreements or mutual aid agreements exist.
3. Texas A&M University-Corpus Christi is included in the City of Corpus Christi’s 911 system. To access the University Police Department for emergency services, dial extension 4444 from campus telephones, or 825-4444 from off campus. If there is an imminent threat to life dial 911.
4. Most emergencies on the TAMU-CC campus will involve multiple responding units including but not limited to, the University Police, Facilities Services, Environmental, Health & Safety, and other appropriate university units. Additional emergency response from the City of Corpus Christi Fire and EMS Departments, Police Department and other appropriate City/County departments and/or state agencies may be requested.
5. Depending on the type and complexity of the incident, the TAMU-CC Incident Commander may cede command to local fire and law enforcement agencies.
6. All emergency responses will utilize the Incident/Unified Command System as required by the Federal Emergency Management Agency (FEMA).
7. The University Health Center is a freestanding, ambulatory care facility with no emergency room. It is not equipped to receive patients from mass casualty incidents. Casualties will be transported to area hospitals by the appropriate agency.
8. Other agencies operating on the TAMU-CC campus shall coordinate their emergency actions with this plan.

Because of its geographic location, proximity to the Corpus Christi Naval Air Station and Corpus Christi Army Depot, population concentration, multi-story buildings, and highway traffic, maritime shipping and other risk factors, TAMU-CC is exposed to many hazards, some of which have the potential for disrupting the university community and causing property damage and casualties.

Possible natural hazards include, but are not limited to tornadoes, fires, and hurricane/tropical storms and tidal flooding. There is also the threat of terrorism related activities associated with biological, nuclear, incendiary, chemical, and explosive weapons. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, civil disorder, disease or other unknown or unpredictable occurrences.
B. Assumptions

1. TAMU-CC will continue to be exposed to the hazards and situations noted above, as well as lesser hazards and others that may develop in the future.
2. Outside assistance will be available in most emergency situations affecting the University. Although these guidelines define procedures for coordinating such assistance, it is essential for the University to be prepared to carry out disaster response and short-term actions on an independent basis.
3. It is possible for a major disaster to occur any time and any place in or near the University. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many disasters and events can, and will, occur with little or no warning.
4. University officials and representatives must recognize their responsibilities for the safety and well-being of employees, students, clientele, and the general public; and assume their responsibilities in the implementation of this emergency plan.
5. Proper implementation of these guidelines will reduce or prevent disaster-related losses.
6. Regardless of the threat or type of emergency, it is possible that the following results may be encountered:
   a. Death or injury to people and animals.
   b. Interruption or disruption to transportation.
   c. Interruption or disruption to normal communications.
   d. Interruption or disruption to utilities and other essential services.
   e. Congregation of large numbers of people at the scene, at central locations, at shelters, etc.
   f. Significant numbers of people being displaced, requiring some or all of the following: evacuation, shelter, feeding, welfare, and other assistance.
   g. Structural damage to streets, buildings, utilities, or other property.
   h. Contamination of food, water, personnel, vehicles, property, and other substances.
   i. Shortages of essential items.
   j. Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.
   k. Initial confusion of the affected population, with probable delays in University response due to disaster events.
   l. Extensive need for public information.
   m. Disruption of business activities.
   n. Other matters of minor to serious impact or inconvenience.
V. CONCEPT OF OPERATIONS

[Diagram of organizational structure with roles and branches listed]
Declaration

The president may declare a campus state of disaster or emergency. The effect of the declaration is to activate the recovery and rehabilitation aspects of the plan and to authorize furnishing aid and assistance. When the needs for the emergency exceed local capability to respond, outside assistance will be requested from neighboring jurisdictions and/or the state government.

1. TAMU-CC has the responsibility for emergency disaster operations within its jurisdiction. The University may cede command to local agencies responding to a request for assistance.

2. Whenever a large-scale emergency occurs within any of the emergency management cooperating jurisdictions and it is determined necessary that all resources in the county area are required, a joint university/city/county operation will generally be initiated.

3. The services of the City of Corpus Christi Emergency Management Coordinator will normally be available to each political subdivision, whether the disaster is localized or countywide. He/she may serve as advisor to the City Mayor, County Judge, TAMU-CC Incident Commander, or other local government agency upon request.

4. Emergency response activities will employ the Incident/Unified Command System (ICS) to the maximum, practicable extent.

5. The University assumes no liability for injury or death of volunteers in the performance of their duties as volunteers except that which is imposed by state law. University employees assigned to duty as part of the Guidelines for Emergency Operations shall retain all the rights, privileges, and immunities of University employees.

A. Operational Guidance

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. 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 may seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.

2. Implementation of ICS

   a. The first TAMU-CC emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an
assessment of the situation to University officials, identify response resources required, and direct the on-scene response from the ICP. An Initial Incident Report (IIR) should be initiated at this time. See Appendix 6, (IIR).

3. Sources and Use of Resources.

a. We will use our own resources, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. If additional resources are required, we will:

- Summon those resources available to us pursuant to contracts, local agreements and Memorandum of Understanding.
- A record of contracts and MOU's are held by Purchasing.
- Request assistance from volunteers or individuals active in disasters.
- Request assistance from industry or individuals who have resources needed to deal with the emergency situation.

b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS/ICS.

B. Incident Command System (ICS)

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Appendix 4, (ICS Structure).

2. The incident commander is responsible for carrying out the ICS function of command – managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.

3. An Incident Commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.

4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally
desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Appendix 4 (NIMS Summary) provides additional information on Unified and Area Commands.

C. ICS – EOC Interface

For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. See Appendix 5, (EOC). When the EOC is activated, it is essential to establish a division of responsibilities between the Field Command Post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

1. The EOC Manager is generally responsible for:
   a. Providing resource support for the incident command operations.
   b. Coordinate activation of the EOC and supervise its operation.

2. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

3. The incident commander is generally responsible for field operations, including:
   a. Isolating the scene.
   b. Managing the incident
   c. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
   d. Warning the population in the area of the incident and providing emergency instructions to them.

D. State, Federal & Other Assistance

1. State and Federal Assistance

   a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

   b. Requests for state assistance should be made to the Disaster District Committee Chairperson, who is located at the Department of Public Safety District Office in
Corpus Christi, Texas. A request for state assistance must be made by the chief elected official the County Judge/Mayor and may be made by telephone, fax. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.

c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the state Operations center (SOC) in Austin for action.

E. Emergency Authorities

a. Key federal, state, system and local legal authorities pertaining to emergency management are listed in Section I of this plan.
b. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations.

F. Actions by Phases of Emergency Management

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

a. Mitigation:
   We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

b. Preparedness:
   We will conduct preparedness activities to develop the response capabilities needed in the event of emergency. Among the preparedness activities included in our emergency management program are:
   
   - Providing emergency equipment and facilities.
   - Emergency planning, including maintaining this plan, its Appendices, and appropriate SOPs.
   - Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteers who assist us during emergencies.
   - Conducting periodic drills and exercises to test our plans and training.
c. Response:
We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its Appendices is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

d. Recovery:
If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the University and provide for the basic needs of the campus community. Long-term recovery focuses on restoring the University to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges.

For information regarding disaster recovery:
http://www.fema.gov/rebuild/recover/index.shtm
VI. ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES

A. Organization

1. General
   Many University departments have emergency response duties in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our organization for emergencies complies with the NIMS ICS. Appendix 4, (ICS Organization) depicts our emergency organization.

2. President’s Cabinet
   Dr. Kelly Quintanilla, President
   Mr. Terry Tatum, Executive Vice President for Finance and Administration
   Dr. Ted Guffy, Interim, Provost and Vice President for Academic Affairs
   Dr. Mary Sherwood, Chief of Staff
   Dr. Luis Cifuentes, Vice President for Research, Commercialization and Outreach
   Dr. Don Albrecht, Vice President for Student Engagement and Success
   Dr. Mary Jane Garza, Interim, Vice President for Institutional Advancement

   The Cabinet is responsible for decisions related to administrative services or changes in the present system of administrative management.

3. Incident Command System (ICS)
   Incident Command Staff include members made up of representatives of key departments which may be called upon to provide emergency services, damage assessment and develop immediate response plans in time of limited or major emergencies.

4. Volunteer and Other Services
   This includes organized volunteers and businesses that have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. For most emergency functions, successful operations require a coordinated effort from a number of departments and agencies. To facilitate a coordinated effort, supervisors of the university departments, colleges, agency directors, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, agencies, and system members may be assigned support responsibilities for specific emergency functions.
2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function.

Approval to:

a. Executive VP for F&A or designee assumes the role of Incident Commander
   - Activate the EOC when required.
   - Designate an Emergency Manager to coordinate EOC operations.
   - Monitor the emergency response during disaster situations and provides direction where appropriate.
   - With the assistance of the Public Information Officer, keep the public informed during emergency situations.
   - Coordinate the operational response of TAMU-CC emergency services.
   - Request assistance from local government, the TAMU System, the State or other external sources.

b. Provost and Vice President for Academic Affairs
   - Serve as the Deputy Incident Commander.
   - The Provost and Vice President for Academic Affairs and or designee will have the responsibility to inform and assign responsibility to the faculty and academic units.

c. Chief of Staff
   - Serve as the Liaison Officer
   - Serve as the advisor to the President on emergency management matters.
   - Keep the President and university administration apprised of our preparedness status and emergency management needs.
   - Function as a Point of Contact (POC) for representatives from assisting, and cooperating agencies, and volunteer organizations.

d. Vice President Research, Commercialization & Outreach
   - Serves as Academic Operations Section Chief.
   - Communicate to the Deans when classes are to be cancelled.
   - Communicate emergency instructions to the Deans and the Academic units.
   - Inform Deans/Academic Units of the decision time line to close and evacuate the campus.

e. Vice President for Student Engagement and Success
   - Serve as the Student Engagement and Success Operations Section Chief
   - The Vice President for Student Engagement and Success, or designee, will have the responsibility to serve as the liaison with the applicable organizations to ensure the safe and orderly evacuation and relocation of students.
   - Organize and implement shelter and arrangements for student evacuees
f. **Vice Provost, Associate VP for Academic Affairs**
   - Serve as the Planning Section Chief
   - Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies for the incident. Responsible for developing the Incident Action Plan.

g. **Associate Vice President for Information Technology**
   - Serve as the Information Technology Operations Section Chief
   - Responsible for maintaining appropriate media, telecommunications and computer infrastructure in support of the Emergency Management Plan.
   - Ensure that the required service and communication systems to operate the EOC are maintained in a state-of-readiness.
   - Establish an emergency telephone information center to handle telephone calls.

h. **Executive Director, Administrative Services**
   - Serves as the Finance & Administration Section Chief
   - Responsible for all financial and cost analysis aspects of the Incident and for supervising members of the Finance/Administration Section.

i. **Director, Facilities Services, SSC**
   - Serves as the Facilities Service Section Chief
   - The Director of Facilities Services will have the responsibility to furnish and direct manpower and equipment to restore buildings to functional use; perform damage assessment and determine if buildings are structurally sound before being occupied. The Director will also have the responsibility to furnish and direct manpower and equipment to establish cleanup operations.
   - Maintain emergency resource inventory and equipment, i.e. Emergency Generators. *Appendix 8, (SSC/Facilities Services).*

j. **Director, Communications and Public Affairs**
   - Serves as Public Information Officer
   - Has the responsibility for coordinating with the media and for providing news releases via campus announcements social media and the conventional media. *See Appendix 10, (Media Contacts).*
   - Issue campus community-wide warnings, instructions and information.
   - Issue instructions and provide information to the general public.

k. **Chief of University Police**
   - Serve as the Security Officer
• The Chief of the University Police Department will have the responsibility of furnishing and directing manpower and equipment to cordon and maintain security in the affected area; maintain crowd control.
• Organize and implement large-scale evacuations.
• Coordinate traffic control for large scale campus evacuations.

l. Director, University Services
   • Serve as the Logistics Section Chief.
   • Responsible for providing facilities, services, and material in support of the incident.

m. Director, Environmental, Health & Safety
   • Serve as the Safety Officer
   • Coordinate local planning and preparedness activities and the maintenance of this plan.
   • Liaison with the state emergency management staff and other local emergency management personnel.
   • Conduct training and emergency management exercises.
   • Provide the EMP to the City of Corpus Christi Emergency Management Coordinator.
   • Develops a Site Safety Plan.
VII. DIRECTION AND CONTROL

A. General

1. The Emergency Management Team is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS.

2. The Executive Vice President for Finance & Administration will assume the role of Incident Commander and provides overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.

3. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at the EOC/Incident Command Post, or from the Incident Command Post.

4. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as common communications protocol, may be adopted to facilitate coordinated effort.

5. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer organizations, or the State. The process for requesting State or federal assistance is covered in Section V of this plan. External agencies are expected to conform to the general guidance and direction provided by our command staff.

B. Emergency Facilities

1. Emergency Operations Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located in the Dugan Wellness Center, Room 307, 361-825-2222, or the Chapman Conference Room 274, telephone # 825-5808, located in Corpus Christi Hall.

C. Field Command Post (FCP)

The Field Command Post (FCP) conducts all operations using the Incident/Unified Command System (ICS). Command is usually established prior to activation of the EOC. The Field Command Post provides the initial securing of the perimeter of the area, coordinates the actions of the operating units, and remains operational during the field actions (rescue, response, recovery, etc.) phases, as required.
On-Scene Commander: Chief of UPD or Designee assumes command. The On-Scene Commander determines the location of the FCP, determines the need for EOC activation if not already activated, which streets are 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 On-Scene Commander also determines security boundaries, notifies University Police Department Dispatch of needs, including personnel recall from other departments as required.

D. EOC Activation:

Upon notification of EOC activation, the members will report to the primary EOC located in the Dugan Wellness Center, Room 307, 6300 Ocean Drive. The secondary location is the Chapman Conference Room 274, located in Corpus Christi Hall.

The EOC shall activate when: The Incident Commander, and/or Deputy Incident Commander, or their designee elects to activate the entire EOC or only those elements deemed necessary for response and recovery.

The EOC will: Have as its primary responsibility to provide support to the Incident Commander and maintain constant contact with the Field Command Post.

The priority of work in activating the EOC is as follows:

1. Establish communications with the Field Command Post and provide resources as requested.
2. Establish radio communications with University departments in accordance with Appendix 5, EOC Activation Checklist.
3. Establish internal telephone communications.
4. If applicable, establish communications with City of Corpus Christi Emergency Management (361)-826-4636.
5. If applicable, notify DPS Corpus Christi (361)-698-5500 / (361)-698-5625 of current status and submit an Initial Incident Report to the DPS in Corpus Christi fax: (361)-698-5528 and the Division of Emergency Management (DEM) in Austin fax: (512) 424-2444/7160). See Appendix 6, (TAMU-CC Initial Incident Report) for report format.
7. Set up maps, charts, and aerial photos as required.
8. Alert the Public Information Officer or designee to establish the media center/press room, and notify news media through official news releases as necessary.
9. Perform other duties as required by the situation.
Authority and Responsibilities of the EOC:

1. The following individuals are authorized to activate the EOC:
   - Incident Commander
   - Deputy Incident Commander

2. The general responsibilities of the EOC are to:
   - Assemble accurate information on the emergency situation and current resource data to allow University officials to make informed decisions on courses of action.
   - Work with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
   - Provide resource support for emergency operations.
   - Suspend or curtail university operations, recommend the closure of the university and cancellation of university events, public events, closure of private businesses operating on campus, coordinate with State and Federal tenants.
   - Organize and activate evacuation and mass care operations.
   - Provide emergency information to the public.

3. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Section VII, D. The interface between the EOC and the Field Command Post is described in Section V, C.

E. Line of Succession

1. The line of succession for the EOC/ICP.
   - Incident Commander- Terry Tatum
   - Deputy Incident Commander- Ted Guffy
   - Academic Operations Section Chief - Luis Cifuentes
Emergency Operations Center and Staffing

The TAMU-CC Emergency Operations Center (EOC) is located at the Dugan Wellness Center, Room 307. Should this location be destroyed or be inaccessible, the alternate location of the EOC will be the Communications Center in the Chapman Conference Room.

The EOC Staff coordinate the activities of all the TAMU-CC units during an Incident. Reference Chain of Command Flow Chart. (See ICS Structure, page 26).

Specific functions performed in the EOC during an Incident include:

- Taking charge of disruption in University operations until normal operations are restored.
- Notifying all TAMU-CC units, Federal and State Agencies, business and church organizations of the emergency condition, delays, adjustments and response.
- Dispatching UPD and other appropriate emergency response personnel to the scene.
- Maintaining communication with Vice Presidents, Deans, Directors and Unit Supervisors of affected facilities to provide information and instruction to students and employees.
- Directing appropriate personnel to investigate cause of emergency and to conduct damage assessment.
- Maintaining liaison with the City of Corpus Christi’s Emergency Operations Center (EOC) via direct line telephone, or the WebEOC software.
- Disseminate information concerning emergencies to media, campus community, parents, and others, as necessary.

EOC Staffing:

The Incident Commander and the Deputy Incident Commander and or their designees will be responsible for taking command of the EOC and issuing directives necessary to effect orderly evacuation, rescue, cleanup, or other operations as required. EOC staff must be properly trained, and have the proper authority to carry out actions that are necessary to respond to the incident.
VIII. READINESS LEVELS

A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. Readiness Levels will be determined by the Emergency Management Team. General actions to be taken at each readiness level are outlined in the Appendices to this plan; more specific actions will be detailed in departmental or agency SOPs.

B. The following NIMS Incident Types will be used as a means of increasing our alert posture.

NIMS Incident Types

Type 5
- The incident can be handled with one or two single resources with up to six personnel managed by a Type 5 Incident Commander.
- Command and General Staff positions (other than the Incident Commander are not activated).
- Primarily local resources used.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on the scene.
- Additional resources or logistical support are not usually required.
- Written Incident Action Plan (IAP) is not required.

Type 4
- Command and General Staff functions are activated only if needed and managed by a Type 4 Incident Commander.
- Primarily local resources used.
- Resources vary from a single resource to multiple resource assessment groups or strike teams.
- The incident is usually limited to one operational period in the control phase.
- Written IAP is not required, but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator/official includes operational plans, including objectives and priorities. The agency administrator/official may have briefings, and ensure the complexity analysis and delegation of authority is updated.

Type 3
- Ad-hoc or pre-established Type 3 organization managed by a Type 3 Incident Commander.
- Some or all of the Command and General Staff positions may be activated, as well as Division/Department supervisor and/or Unit Leader level positions.
- When capabilities exceed initial action, the appropriate ICS positions should be added to match the complexity of the incident. The Incident Commander is responsible to continually reassess the complexity of the incident.
- Local and non-local resources are used.
- Resources vary from several resources to several assessment groups/strike teams.
May be divided into divisions. May require Staging Areas and an incident base.

The incident may extend into multiple operational periods.
A written IAP may be required for each operational period.

**Type 2**
- A Type 2 incident may require the response of resources out of area, including regional and/or national resources to effectively manage the operations and command and general staffing. The incident is managed by a Type 2 Incident Commander.
- Most of all of the Command and General Staff positions are filled.
- Operations personnel may exceed 200 per operational period and total incident personnel may exceed 500.
- Many of the functional units are needed and staff.
- Geographic and functional area divisions are established. Incident command post, base, camps, staging areas are established.
- The incident extends into multiple operational periods.
- A written IAP is required for each operational period.
- Requires a written Delegation of Authority to the Incident Commander.
- The agency administrator/official is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.

**Type 1**
- This type of incident is the most complex, requiring national resources to safely and effectively manage and operate. A Type 1 Incident Commander manages the incident.
- All Command and General Staff positions are activated. Most ICS functional units are required and staffed.
- Operations personnel often exceed 500 per operational period and total incident personnel will usually exceed 1,000.
- Geographic and functional divisions are established. May require branching to maintain adequate span of control.
- Incident command post, base, camps, staging areas established.
- Use of resource advisors at the incident base is recommended.
- Incident extends into multiple operational periods.
- Written IAP is required for each operational period.
- Requires a written Delegation of Authority for the Incident Commander.
- The agency administrator/official will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.
IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

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

B. Reports

1. Hazardous Materials/Oil Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the Environmental, Health & Safety Department shall make the required report. Notify the National Response Center at 1-800-424-8802, State Spill Response 1-800-832-8224 to report the spill. If the party responsible for a reportable spill cannot be located, the Director, Environmental, Health & Safety shall ensure that the required report(s) and notifications are made to the applicable agency.

2. Initial Incident Report (IIR). This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Appendix 6, (IIR) for the format and instructions for this report.

3. Daily Incident Status Summary Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Appendix 6, (Daily Incident Status Summary Report) for the format of and instructions for this report.

4. A Type 1, 2, 3, 4 or Type 5 incident After Action Report may be submitted to the Emergency Management Committee at the discretion of the Incident Commander. See Appendix 6, (AAR).
C. Records

1. Record Keeping for Emergency Operations

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

a. Unit Logs, ICS Form 214. The EOC/Incident Command Post shall maintain accurate logs recording key response activities, including:

- Activation or deactivation of emergency facilities.
- Emergency notifications to other local governments and to state and federal agencies.
- Significant changes in the emergency situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the campus community.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

b. Incident Costs: All department and agencies should maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

c. Emergency or Disaster Costs: For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain details of costs for emergency operations to include:

- Personnel costs, especially overtime costs
- Equipment operations costs
- Costs for leased or rented equipment
- Costs for contract services to support emergency operations
- Costs of specialized supplies expended for emergency operations

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

a. In order to continue normal university operations following an emergency situation disaster, vital records must be protected. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of Appendices to this plan will include protection of vital records in its SOPs.

b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

D. Training

It will be the responsibility of each unit director to ensure that their personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the TAMU System Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The Emergency Management Team is responsible for organizing and conducting a critique following the conclusion of a significant emergency incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

No mandatory written Incident Action Plan (IAP) is required for a Type 4 or 5 incident, however, upon request departments that experience a Type 4 or 5 incident will develop an After Action Report to be submitted to the Executive Vice President for Finance and Administration.
X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The Executive Vice President for Finance and Administration is responsible for approving and promulgating this plan.

The Emergency Management Policy Review Group: Executive VP for Finance & Administration, Associate VP for Information Technology, Executive Director for Administration, Chief, University Police Department, Director, Facilities Services, Director, Environmental, Health & Safety and other Department Heads as deemed necessary by the Executive Vice President for Finance & Administration.

- Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- Implement policies and decision of the governing body relating to emergency management.
- Organize the emergency management program and identifies personnel, equipment, and facility needs.
- Assign emergency management program tasks to departments and agencies.
- Determine appropriate training for University emergency management personnel and emergency responders.
- Coordinate periodic emergency exercises to test our plan and training.
- Develop procedures for its operation.

The Incident Commander shall schedule an annual review of the EMP document, approve changes to the plan and ensure that required emergency exercises are held.

B. Distribution of Planning Documents

1. The Emergency Management Policy Review Group: shall determine the distribution of this plan and its Appendices. In general, copies of plans and Appendices should be distributed to those individuals, departments, agencies, tenants and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Emergency Management Plan should include a distribution list (See Appendix 1, (Distribution List) that indicates who receives copies of the Emergency Management Plan. Each unit or department identified as having a role in this EMP is responsible for communicating the content of the EMP to its staff.
C. Review

1. The Emergency Management Plan and its Appendices shall begin revision annually on June 1, by the Environmental, Health & Safety Department.
2. The Plan shall be submitted to the Executive Vice President for Finance and Administration by August 1 for review.
3. The Emergency Management Team has the responsibility to ensure that the TAMU-CC Emergency Management Plan is consistent and compatible with applicable plans and regulations of state and local governments and other outside agencies.
4. Annually the Plan shall be submitted to the System Risk Management and Safety on or before August 31.

D. Exercise

An Annual exercise shall be held to train response personnel and evaluate the adequacy of the EMP. An After Action Report of the exercise shall be prepared by participating departments and submitted to the Executive Vice President for Finance & Administration.

E. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or response management occur.
2. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
XI. NATIONAL INCIDENT MANAGEMENT SYSTEM

Adoption of NIMS

We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
Emergency Management Plan

President’s Cabinet
President
Executive Vice President Finance & Administration
Provost & Vice President Academic Affairs
Chief of Staff
Vice President for Research, Commercialization & Outreach
Vice President for Student Engagement & Success
Vice President for Institutional Advancement

ICS Members

Incident Commander- Terry Tatum
Deputy Incident Commander- Ted Guffy

Public Information Officer- Jaime Nodarse
Assistant Public Information Officer- Luisa Buttler

EOC Manager/Safety Officer- Roy Coons
Assistant Safety Officer- Sara Ussery

Liaison Officer- Mary Sherwood
Assistant Liaison Officer- Joseph Miller

Security Officer- Alan Gutierrez
Assistant Security Officer- Melissa Wright

Planning Section Chief- Amy Aldridge Sanford
Deputy- Leona Urbish

Academics Operations Section Chief- Luis Cifuentes
Deputy- David Billeaux

Student Engagement & Success Operations Section Chief- Don Albrecht
Deputy- Ann DeGaish

IT Operations Section Chief Edward Evans
Deputy- Ben Soto

Facilities Operations Section Chief- Kevin Brown
Deputy- Hank Roraback

Finance/Administration Section Chief – Judy Harral
Deputy- Becky Torres

Logistics Section Chief- Reginald Wade
Deputy- Kimberly Miller
# APPENDIX 2

**CONFIDENTIAL - EMERGENCY TELEPHONE NUMBERS**

Revised 06/17

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## Dialing from an On-Campus Phone

<table>
<thead>
<tr>
<th>Emergency Assistance</th>
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## Dialing from a Cell Phone or an off campus phone

| University Police | 361-825-4444 |
| University Health Center | 361-825-2601 |
| Facilities Services | 361-825-2324 |
| Poison Control | 800-222-1222 |
| Poison Non-Emergency | 361-886-2600 |
| American Electric Power (Customer Service) | 877-373-4858 |
| • For outages | 866-223-8508 |

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## President's Cabinet:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Kelly Quintanilla</td>
<td>President &amp; CEO</td>
<td>361-825-2621</td>
</tr>
<tr>
<td>Mr. Terry Tatum</td>
<td>VP Finance &amp; Administration</td>
<td>361-825-2322</td>
</tr>
<tr>
<td>Dr. Ted Guffy</td>
<td>Interim Provost/VP Acad. Affairs</td>
<td>361-825-2721</td>
</tr>
<tr>
<td>Dr. Mary Sherwood</td>
<td>Chief of Staff</td>
<td>361-825-3175</td>
</tr>
<tr>
<td>Dr. Luis Cifuentes</td>
<td>VP Research, Comm., &amp; Outreach</td>
<td>361-825-3881</td>
</tr>
<tr>
<td>Dr. Don Albrecht</td>
<td>VP Student Affairs</td>
<td>361-825-3394</td>
</tr>
<tr>
<td>Dr. Mary Jane Garza</td>
<td>Interim, VP Institute Advance</td>
<td>361-825-6005</td>
</tr>
<tr>
<td>Dr. Leona Urbish</td>
<td>Assoc. VP Planning &amp; Inst. Research</td>
<td>361-825-5785</td>
</tr>
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## Incident Command Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Terry Tatum</td>
<td>Incident Commander</td>
<td>361-825-2322</td>
</tr>
<tr>
<td>Mary Sherwood</td>
<td>Liaison Officer</td>
<td>361-825-3175</td>
</tr>
<tr>
<td>Jaime Nodarse</td>
<td>Public Information Officer</td>
<td>361-825-3320</td>
</tr>
<tr>
<td>Alan Gutierrez</td>
<td>Security Officer</td>
<td>361-825-5762</td>
</tr>
<tr>
<td>Roy D. Coons</td>
<td>Safety Officer</td>
<td>361-825-5555</td>
</tr>
<tr>
<td>Luis Cifuentes</td>
<td>Academics Section Chief (SC)</td>
<td>361-825-3881</td>
</tr>
<tr>
<td>Don Albrecht</td>
<td>Student Engagement (SC)</td>
<td>361-825-3394</td>
</tr>
<tr>
<td>Edward Evans</td>
<td>Operations IT (SC)</td>
<td>361-825-5983</td>
</tr>
<tr>
<td>Judy Harral</td>
<td>F&amp;A SC</td>
<td>361-825-2495</td>
</tr>
<tr>
<td>Kevin Brown</td>
<td>Operations FS (SC)</td>
<td>361-825-2220</td>
</tr>
<tr>
<td>Amy A. Sanford</td>
<td>Planning SC</td>
<td>361-825-2852</td>
</tr>
<tr>
<td>Leona Urbish</td>
<td>Planning SC</td>
<td>361-825-5785</td>
</tr>
<tr>
<td>Reginald Wade</td>
<td>Logistics SC</td>
<td>361-825-5712</td>
</tr>
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</table>
**Incident Command Staff:** Deputies, Section Chief Deputies and Command Staff Assistants

<table>
<thead>
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<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Ted Guffy</td>
<td>Deputy Incident Commander</td>
<td>361-825-2721</td>
</tr>
<tr>
<td>Joseph Miller</td>
<td>Assistant, Liaison Officer</td>
<td>361-825-5967</td>
</tr>
<tr>
<td>Luisa Buttler</td>
<td>Assistant, PIO</td>
<td>361-825-6705</td>
</tr>
<tr>
<td>Melissa Wright</td>
<td>Assistant, Security Officer</td>
<td>361-825-3791</td>
</tr>
<tr>
<td>Sara Ussery</td>
<td>Assistant Safety Officer</td>
<td>361-825-5555</td>
</tr>
<tr>
<td>Nathan Gavan</td>
<td>Assistant Safety Officer</td>
<td>361-825-5555</td>
</tr>
<tr>
<td>David Billeaux</td>
<td>Deputy Academic Operations</td>
<td>361-825-2393</td>
</tr>
<tr>
<td>Ann Degaish</td>
<td>Deputy, Student Engagement/Success</td>
<td>361-825-2481</td>
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<tr>
<td>Lisa Perez</td>
<td>Deputy, Student Engagement/Success</td>
<td>361-825-5207</td>
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<tr>
<td>Ben Soto</td>
<td>Deputy, IT Operations</td>
<td>361-825-2494</td>
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<tr>
<td>Becky Torres</td>
<td>Deputy, Finance &amp; Admin.</td>
<td>361-825-2775</td>
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<tr>
<td>Hank Roraback</td>
<td>Deputy, Facilities Service</td>
<td>361-825-2421</td>
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<tr>
<td>Christine Shupala</td>
<td>Deputy, Planning</td>
<td>361-825-3383</td>
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<tr>
<td>Kim Miller</td>
<td>Deputy, Logistics</td>
<td>361-825-2784</td>
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**Academic Affairs Notification Group:** Deans and Directors

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Dr. Marc Hartlaub</td>
<td>Interim Dean, College of Liberal Arts</td>
<td>361-825-2659</td>
</tr>
<tr>
<td>Dr. John Gamble</td>
<td>Dean, College of Business</td>
<td>361-825-2713</td>
</tr>
<tr>
<td>Dr. Frank Pezold</td>
<td>Dean, College of Science &amp; Tech.</td>
<td>361-825-2349</td>
</tr>
<tr>
<td>Dr. Mary Jane Hamilton</td>
<td>Dean, College of Nursing &amp; Health</td>
<td>361-825-2649</td>
</tr>
<tr>
<td>Dr. Karen McCaleb</td>
<td>Dean, College of Education</td>
<td>361-825-2449</td>
</tr>
<tr>
<td>Dr. JoAnn Canales</td>
<td>Dean, Graduate Studies &amp; Research</td>
<td>361-825-3847</td>
</tr>
<tr>
<td>Dr. Lari Young</td>
<td>Director, Performing Arts Center</td>
<td>361-825-2374</td>
</tr>
<tr>
<td>Ms. Andrea Elizondo</td>
<td>Director, Antonio Garcia Center</td>
<td>361-825-3600</td>
</tr>
<tr>
<td>Dr. Criselda Castillo</td>
<td>Principal, ECDC</td>
<td>361-825-5953</td>
</tr>
<tr>
<td>Mr. Jerry Hendrix</td>
<td>Exe. Director, LSUASC</td>
<td>361-825-4103</td>
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**Academic Affairs Notification Group:** Associate Deans and Directors

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<thead>
<tr>
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<tbody>
<tr>
<td>Dr. Susan Murphy</td>
<td>Assoc. Dean, College of Liberal Arts</td>
<td>361-825-5990</td>
</tr>
<tr>
<td>Dr. Margaret Lucero</td>
<td>Assoc. Dean, College of Business</td>
<td>361-825-6015</td>
</tr>
<tr>
<td>Dr. Mario Garcia</td>
<td>Assoc. Dean College of Sci &amp; Engin.</td>
<td>361-825-3478</td>
</tr>
<tr>
<td>Dr. Bunny Forgione</td>
<td>Assoc. Dean, College of Nursing</td>
<td>361-825-2740</td>
</tr>
<tr>
<td>Dr. Richard Ricard</td>
<td>Assoc. Dean, College of Education</td>
<td>361-825-3725</td>
</tr>
<tr>
<td>Ms. Mayra Hough</td>
<td>Director, Sponsored Programs</td>
<td>361-825-3882</td>
</tr>
<tr>
<td>Mr. David Fonseca</td>
<td>Incubator Manager, CBBIC</td>
<td>361-825-3540</td>
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**IT Operations Notification Group:**

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<tbody>
<tr>
<td>Joshua Gonzalez</td>
<td>Director, Information Technology</td>
<td>361-825-2576</td>
</tr>
<tr>
<td>Jonathan Payne</td>
<td>Manager, IT</td>
<td>361-825-2240</td>
</tr>
<tr>
<td>Kris Rios</td>
<td>Manager, IT</td>
<td>361-825-5909</td>
</tr>
<tr>
<td>Lionel Cassin</td>
<td>Information Security Officer</td>
<td>361-825-2124</td>
</tr>
<tr>
<td><strong>Liaison Contacts:</strong></td>
<td><strong>Office</strong></td>
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<tr>
<td><strong>Corpus Christi ISD</strong></td>
<td>361-695-7405</td>
<td></td>
</tr>
<tr>
<td>Superintendent- Roland Hernandez</td>
<td>361-695-7440</td>
<td></td>
</tr>
<tr>
<td>Assistant Superintendent- Bernadine Cervantes</td>
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<tr>
<td><strong>South Texas School of Christian Studies</strong></td>
<td>361-991-9403</td>
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<tr>
<td>Tony Celelli, President <a href="mailto:toeelli@stscs.org">toeelli@stscs.org</a></td>
<td></td>
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<tr>
<td><strong>John Henry Newman Catholic Center</strong></td>
<td>361-882-6191</td>
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<tr>
<td>Amy Barragree <a href="mailto:abarragree@diocese.cc.org">abarragree@diocese.cc.org</a></td>
<td></td>
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<tr>
<td><strong>Texas Facilities Commission</strong>, Executive Director, Terry Keel</td>
<td>512-463-3446</td>
<td></td>
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<tr>
<td>Koy Livingston-Property Management (Austin)</td>
<td>512-776-7248</td>
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<td><strong>Texas Facilities Commission Emergency Response</strong></td>
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<tr>
<td><strong>Texas Sea Grant College Program</strong></td>
<td>361-825-3460</td>
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<tr>
<td><strong>Texas Commission on Environmental Quality</strong></td>
<td>361-825-3104</td>
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<tr>
<td>Susan Clewis, Regional Director</td>
<td>361-825-3106</td>
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<tr>
<td>Kelly Ruble, Air Section Manager</td>
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<td>Shelley Watkins</td>
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<td><strong>Texas Department of State Health Services</strong></td>
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<td>Mike Ordner, Seafood</td>
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<td><strong>Texas A&amp;M Forest Service</strong></td>
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<td>Leo Duran</td>
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<td>- College Station</td>
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<tr>
<td><strong>Texas General Land Office</strong></td>
<td>361-825-3038</td>
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<tr>
<td>Amy Nunez, Regional Manager</td>
<td>512-463-5200</td>
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<tr>
<td>Rene Truan, Deputy Commissioner</td>
<td>361-825-3030</td>
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<td>- Field Operations</td>
<td>361-825-3300</td>
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<tr>
<td>Jimmy Martinez, Region 3- Regional Director</td>
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<tr>
<td>- Oil Spill Prevention/Response</td>
<td>361-825-3007</td>
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<tr>
<td>Jay Veselka, Assistant Director</td>
<td>512-475-1575</td>
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<tr>
<td>- Austin Office</td>
<td>361-825-3050</td>
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<tr>
<td>Jesse Solis, Permit Service Center</td>
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<td><strong>Texas Secretary of State</strong></td>
<td>361-825-2877</td>
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<td>Sinoel Contreras</td>
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<tr>
<td><strong>Texas Parks &amp; Wildlife Department</strong></td>
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</tr>
<tr>
<td>Leslie Koza, Ecosystem Resource Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower Coast Team Leader</td>
<td>361-825-3281</td>
<td></td>
</tr>
<tr>
<td>Faye Grubbs, Upper Laguna Madre Ecosystem</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SSC/Facilities Operations Notification Group:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Osuch</td>
<td>Maintenance Manager</td>
<td>361-825-2983</td>
</tr>
<tr>
<td>Jose Vera</td>
<td>Mechanical Maint. Supervisor</td>
<td>361-825-5724</td>
</tr>
<tr>
<td>Josegelo Trevino</td>
<td>Building Maint. Supervisor</td>
<td>361-825-6154</td>
</tr>
<tr>
<td>MaryAnn Brooks</td>
<td>Admin. Services Manager</td>
<td>361-825-2190</td>
</tr>
<tr>
<td>Bradley Pointon</td>
<td>Grounds Manager</td>
<td>361-825-2328</td>
</tr>
<tr>
<td>Cris Calabria</td>
<td>Custodial Manager</td>
<td>361-825-2423</td>
</tr>
<tr>
<td>James Eckhart</td>
<td>Project Coordinator</td>
<td>361-825-2839</td>
</tr>
<tr>
<td>Chris Majors</td>
<td>AGCM Contractor</td>
<td></td>
</tr>
</tbody>
</table>

### Housing Contact Information: (Notified by Student Engagement & Success)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Drum</td>
<td><a href="mailto:amanda.drum@tamucc.edu">amanda.drum@tamucc.edu</a></td>
<td>361-825-2614</td>
</tr>
<tr>
<td>Stephanie Box</td>
<td><a href="mailto:Stephanie.box@tamucc.edu">Stephanie.box@tamucc.edu</a></td>
<td>361-825-6290</td>
</tr>
<tr>
<td>Richard Whatcott</td>
<td><a href="mailto:rwhatcott@camdenliving.com">rwhatcott@camdenliving.com</a></td>
<td></td>
</tr>
<tr>
<td>Amy Funk</td>
<td><a href="mailto:afunk@camdenliving.com">afunk@camdenliving.com</a></td>
<td>713-354-2834</td>
</tr>
<tr>
<td>Mike Archer</td>
<td><a href="mailto:marcher@camdenliving.com">marcher@camdenliving.com</a></td>
<td>713-354-2533</td>
</tr>
<tr>
<td>Steve Brickhouse</td>
<td><a href="mailto:sbrickhouse@camdenliving.com">sbrickhouse@camdenliving.com</a></td>
<td>713-354-2545</td>
</tr>
<tr>
<td>Bobby Rivers</td>
<td><a href="mailto:brivers@camdenliving.com">brivers@camdenliving.com</a></td>
<td>713-354-2546</td>
</tr>
</tbody>
</table>

### Chartwells:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jude Martin</td>
<td>361-825-2760</td>
</tr>
<tr>
<td>Karla Coker</td>
<td>361-825-3694</td>
</tr>
</tbody>
</table>

### Barnes & Noble:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olivia Santos</td>
<td>361-825-6059</td>
</tr>
</tbody>
</table>

### Restoration: (Notified by Facilities Services)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotton (Britney Smith)</td>
<td><a href="mailto:britneys@cottonteam.com">britneys@cottonteam.com</a></td>
<td>713-849-9300</td>
</tr>
<tr>
<td>5443 Katy Hockey Cutoff Rd.</td>
<td></td>
<td>512-801-3533</td>
</tr>
<tr>
<td>Cotton (Robert Tucker)</td>
<td><a href="mailto:Robert.tucker@cottonteam.com">Robert.tucker@cottonteam.com</a></td>
<td>713-849-9300</td>
</tr>
<tr>
<td>Christopher Cron – FM Global</td>
<td><a href="mailto:Christopher.cron@fmglobal.com">Christopher.cron@fmglobal.com</a></td>
<td>972-377-4808 x 1990</td>
</tr>
</tbody>
</table>

Granite Park Two,
5700 Granite Parkway, Suite 700, Plano, TX 75024
Relief Agencies:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Red Cross</td>
<td>361-887-9991</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>361-884-9498</td>
</tr>
</tbody>
</table>

Naval Air Station/Corpus Christi Army Depot

<table>
<thead>
<tr>
<th>Naval Air Station:</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer of the Day</td>
<td>361-961-2384</td>
</tr>
<tr>
<td>Emergency Management, Captain Morris</td>
<td>361-961-1717</td>
</tr>
<tr>
<td>Safety Officer, Ron Retzlaff</td>
<td>361-961-1725</td>
</tr>
<tr>
<td><a href="mailto:Ronnie.retzlaff@navy.mil">Ronnie.retzlaff@navy.mil</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corpus Christi Army Depot:</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Management, Clifford Chapman</td>
<td>361-961-5899</td>
</tr>
<tr>
<td>Environmental Division Chief,</td>
<td>361-961-6928</td>
</tr>
</tbody>
</table>

| Non-Emergency Line                     | 361-961-3492     |

CCISD SCHOOL DISTRICT

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Roland Hernandez</td>
<td>Superintendent</td>
<td>361-695-7405</td>
</tr>
<tr>
<td>Dr. Maria Luisa Guerra</td>
<td>Deputy Superintendent</td>
<td>361-695-7440</td>
</tr>
<tr>
<td>Leanne Winkler Libby</td>
<td>Office of Communications</td>
<td>361-695-7410</td>
</tr>
<tr>
<td>Kirby Warnke</td>
<td>Chief of Police</td>
<td>361-289-9247</td>
</tr>
<tr>
<td></td>
<td>After 4:30 p.m.</td>
<td>361-886-9275</td>
</tr>
</tbody>
</table>
CITY, COUNTY & STATE
EMERGENCY TELEPHONE LIST – May 2014

City of Corpus Christi:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Hall</td>
<td>361-880-3000</td>
</tr>
<tr>
<td>Ambulance Administration (EMS)</td>
<td>361-826-3942</td>
</tr>
<tr>
<td>Gas Division</td>
<td>361-885-6910</td>
</tr>
<tr>
<td>Emergency Operations Center (Billy Delgado)</td>
<td>361-826-1106</td>
</tr>
<tr>
<td>City of Corpus Christi EOC Duty Officer</td>
<td>361-826-1100</td>
</tr>
<tr>
<td>Local Emergency Planning Committee Admin</td>
<td>361-826-3960</td>
</tr>
<tr>
<td>Corpus Christi, Office of Emergency Management (Ernesto Paiz)</td>
<td>361-826-1108</td>
</tr>
<tr>
<td>Emergency Management Specialist (<a href="mailto:ernestop@ctexas.com">ernestop@ctexas.com</a>)</td>
<td></td>
</tr>
<tr>
<td>Corpus Christi Fire Department Administration</td>
<td>361-826-3900</td>
</tr>
<tr>
<td>Corpus Christi Police Department Switch Board</td>
<td>361-886-2600</td>
</tr>
<tr>
<td>Storm Water Division</td>
<td>361-826-1888</td>
</tr>
<tr>
<td>Waste Water Emergencies</td>
<td>361-826-1818</td>
</tr>
<tr>
<td>Waste Emergencies</td>
<td>361-826-1888</td>
</tr>
</tbody>
</table>

Nueces County:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nueces County Sheriff’s Office</td>
<td>361-887-2222</td>
</tr>
<tr>
<td>City/County Public Health District</td>
<td>361-826-7205 or</td>
</tr>
<tr>
<td></td>
<td>361-826-7200</td>
</tr>
</tbody>
</table>

State Agencies:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Facilities Commission, Executive Director, Terry Keel</td>
<td>512-463-3446</td>
</tr>
<tr>
<td>Koy Livingston-Property Management (Austin)</td>
<td>512-776-7248</td>
</tr>
<tr>
<td>Texas Facilities Commission Emergency Response</td>
<td>512-463-3600</td>
</tr>
<tr>
<td>Texas Division of Emergency Management</td>
<td>512-424-2436</td>
</tr>
<tr>
<td>Assistant Director – Nim Kidd</td>
<td></td>
</tr>
<tr>
<td>Department of Public Safety – CC District Office</td>
<td>512-424-2208</td>
</tr>
<tr>
<td>DPS-State Operations -operating 24/7</td>
<td>512-424-2000</td>
</tr>
<tr>
<td>Texas Department of Transportation- Martin Horst</td>
<td>361-808-2500</td>
</tr>
<tr>
<td>Emergency Road Conditions</td>
<td>800-525-5555</td>
</tr>
<tr>
<td>Mobile phones can dial (*DPS)</td>
<td>(*377)</td>
</tr>
</tbody>
</table>

59
• Active Shooter Protocol
• Airborne or Foodborne Illness / Pandemic Threats & Influenza
• Biological Agent Threat
• Bomb Threat or Explosive Device
• Building Evacuation
• Crime in Progress
• Demonstration/Civil Disturbance
• Evacuation of Persons with Disabilities
• Evacu-Trac Building Locations
• Fire/Smoke
• Injury/Death of an Employee
• Loss of Building Utilities – Disruption
• Shelter-In-Place
• Terrorism – Homeland Security
• Toxic Chemical or Oil Spill or Release
• Waterline Breaks
• Weather Emergency
Texas A&M University-Corpus Christi
Police Department

ACTIVE SHOOTER PROTOCOL

If you witness an individual with a weapon on campus at any time contact the University Police Department at extension 4444 from a campus classroom or office phone. Calling from an off campus site or from a cell phone dial: 825-4444. For out of area cell phones dial (361) 825-4444. Please follow the response procedures below in responding to an Active Shooter in your building. If you can evacuate the area, please do so in as safe a manner as possible. Refer to Procedure 34.06.02.C1 “Carry Concealed Handgun on Campus”, which becomes effective on August 1, 2016.

Preparing for an Emergency:
- Be aware of your surroundings
- Have a personal safety plan (know your capabilities and limits)
- Program UPD’s phone number in to your cell phone (361-825-4444)
- Review law enforcement role, notification, and procedures for securing your safety.

Notifying Law Enforcement of an Incident (What to Report):
- Your specific location – building name and office/room number
- Assailant(s) identity if known
- Assailant(s) location, physical description (sex, race, hair, clothing, etc.),
- Description of weapon(s) (long barrel gun, hand gun, explosives)
- Number of injured, types of injuries, if known
- Number of people at your location

Securing Your Safety:
- Lock and/or barricade doors with any available object(s) (chairs, desks, etc.)
- Turn of lights and close window blinds
- Remain calm, quiet, and keep others calm
- Take adequate coverage
- Silence cell phones and pagers
- Remain in place until instructed by law enforcement
- Do not approach or make any gestures towards responding law enforcement
- Comply with law enforcement’s directions or demands, clearly showing open hands.

Law Enforcement Response:
- University Police will immediately respond to area
- Local law enforcement agencies will respond to assist UPD
- Law Enforcement’s goal is to locate, contain, and stop the assailant
- First responding officers will not treat injured or begin evacuation until the threat is neutralized
- Once safe to do so, treat injured and evacuate
AIRBORNE OR FOODBORNE ILLNESS

Airborne transmission of an illness occurs when bacteria or viruses travel on dust particles or on small respiratory droplets that may become aerosolized when people sneeze, cough, laugh, or exhale. They can travel over considerable distances and are loaded with infectious particles.

Foodborne illnesses are caused by a variety of foodborne pathogenic bacteria, viruses, prions or parasites that contaminate food. Commonly referred to as food poisoning, foodborne illness is any illness resulting from the consumption of food.

If there is a concern toward the possibility of an airborne or foodborne illness, notify your dean, director, supervisor of the affected facility. They in turn will notify E, H&S which will begin immediate investigation to determine nature of illness and simultaneously contact appropriate University and medical personnel for assistance. E, H&S will notify the University Health Center medical personnel and will coordinate actions and activities as necessary, to assist the student population.

E, H&S contacts the Corpus Christi-Nueces County Health District for assistance.

Medical staff will authorize treatment on-site or request transport by EMS of affected personnel to available medical facilities for treatment.

In the event of a suspected airborne or foodborne illness, University Health Center personnel will immediately contact E, H&S and will coordinate activities as necessary.

Pandemic Threats

In the case of a pandemic threat, such as pandemic influenza, actions will be taken based on the location and level of transmission of a virus. Faculty, students and staff of Texas A&M Corpus Christi will be directed to follow actions given by the university based on the level of outbreak.

- Influenza (Swine) Information

Pandemic Influenza

Effective responses to emergencies are coordinated on campus through the guidance of the TAMUS Pandemic Plan, see (Appendix 11). This plan outlines the specific process for managing emergencies that threaten the health and safety of the campus community and disrupt its programs and activities. The plan identifies departments and individuals that are directly responsible for emergency response and critical support services, responses and actions that need to be taken, and provides a management structure for coordinating and deploying essential resources.
The TAMU-CC response to pandemic influenza will be guided by the TAMUS Pandemic Plan, information from the Center for Disease Control and Prevention, guidance from the Texas Department of State Health Services and direction from the City/County Public Health District. Due to complicated issues posed by a pandemic and the anticipated extended length of time needed for response, TAMU-CC will follow directives from public health organizations to best protect the health of our students, staff and faculty. It would be up to the public health organizations to issue quarantine orders, require facilities to close for the public good, and to provide critical information about designating key healthcare facilities as well as distribution of anti-viral medications.
**BIOLOGICAL AGENT THREAT**

**Suspicious Mail / Package**
If you receive a suspicious-looking envelope or package (no return address or from an unconventional source), do not open it. Follow the procedures below.

If you do open a letter that says it has been contaminated with a biological agent, place the letter and the envelop into an empty plastic trash can bag. Carefully close the bag and notify University Police Department x 4444.

**Emergency Response**
Approach from upward, uphill or upstream. Isolate immediate area in all directions of at least 300 feet. Keep unauthorized persons away (Crowd Control). Stay upwind.

**Notification**
If not already on scene, notification should be made to the following agencies according to local notification procedures:
- Local law enforcement agencies (police, sheriff)
- Hazardous Materials Team (HAZMAT) (Corpus Christi Fire Department)
- City of Corpus Christi / Nueces County Health District

**Area Isolation**
- Shut down ventilation systems serving the affected areas if necessary.
- Maintain isolation of areas suspected of being contaminated until a decision is made by public health and law enforcement to release the area. It may not be possible to make the decision to allow re-entry until laboratory results are available (24-48 hours)
- Law enforcement personnel should be responsible for ensuring that the affected area remains isolated and guarded until the area is deemed safe.

**Some characteristics of suspicious packages and letters include the following...**

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Excessive security material such as masking tape, string, etc.
- Oily stains, discolorations or odor
- Shows a city or state in the postmark that does not match the return address
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive weight
- Visual distractions
- Ticking sound
- No return address
- Misspellings of common words
- Excessive weight
**Bomb Threat or Explosive Device**

Because of the seriousness of the situation and the possibility of physical injury to the parties concerned, initial precaution must be taken in the case of a bomb threat or presence of explosive devices. If you suspect an object to be a bomb or explosive, do not handle it.

**Do Not Handle or Touch the Object**

The building or area where the object is found will be evacuated immediately according to evacuation procedure (see Building Evacuation) or other existing evacuation procedures.

All bomb threats and suspected explosive devices will be reported through to the University Police at 4444. Information will include:

- Description of object and exact location
- Name and unit/department of person supplying information

*Radio communication or fire alarm system WILL NOT* be used in the vicinity of suspected bombs or explosive devices. It is essential that the object *NOT BE TOUCHED OR MOVED*. It is critical that deans and directors make their staff aware of bomb and explosive device procedures.

**University Police Department**

Upon notification, UPD will dispatch a sufficient number of officers and supervisors to the scene in accordance with University Police procedures.

Upon arrival at the scene, a command post may be established depending on the seriousness of the circumstance.

Unauthorized personnel **WILL NOT** handle any object suspected of being a bomb or explosive device.

UPD may request off-campus emergency response depending on the seriousness of the circumstance.

UPD will act in accordance with University Police bomb/explosive procedures.

An After Action Report will be supplied according to established internal reporting procedures.

Bomb Threat instructions are listed in the “Quick Reference Guide to Campus Emergencies”.

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BUILDING EVACUATION

The University Police Department, upon receipt of information concerning a possible major interruption of University operations, will immediately notify pertinent building managers, dormitory resident director, deans, department heads, and/or directors.

University Police, after analyzing the situation, may establish an On-Site Command Post.

Formal order to evacuate will be given by one of the following:

- Incident Commander
- University Police
- Environmental, Health & Safety
- Facilities Services

University supervisory personnel can order immediate evacuation IF DANGER IS IMMINENT.

Nothing within this instruction shall be construed to interfere with individual building or unit evacuation procedures.

An After Action Report will be supplied according to established internal reporting procedures.

The appropriate City of Corpus Christi Public Safety Organization will be called in to assist on scene.
**Crime in Progress**

Observed criminal activity, including theft and crimes of violence will be reported to the University Police Department.

Information will include:

- Your name
- Type of crime
- Exact location of crime
- Answers to any questions which you may be asked
- Phone number at the scene

A person reporting a crime should not get involved in trying to prevent it unless it involves self-defense.

Gather as much information as possible about the criminal. If at all possible, take the time to note height, weight, sex, race, age, clothing, vehicles involved, and if the individual is armed or not.

**University Police Department**

Upon notification, University Police personnel will respond to the scene.

Appropriate action will be taken and support summoned if necessary.
DEMONSTRATION/CIVIL DISTURBANCE

In the event that riots, looting, political violence and/or similar civil disturbance should occur, TAMU-CC has capabilities that, if used promptly and properly, can minimize loss and damage to its resources resulting from such disturbances.

In the event of civil disturbance, University Police will dispatch a sufficient number of officers and supervisors to the scene, implementing civil disturbance control in accordance with University Police procedures.

Upon arrival at the scene, a Field Command Post may be established depending on the seriousness of the circumstance.

University Police will make the determination to request off-campus emergency response based on the seriousness of the circumstance.

An After Action Report will be supplied according to established internal reporting procedures.
## Evacuation of Persons with Disabilities

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Emergency Situation</th>
<th>Non-emergency Situation</th>
</tr>
</thead>
</table>
| **Supervisor/s**  | Administrative Procedures –  
  (I.E., Deans/Directors, Instructors, Vice Presidents, Faculty and Staff)  
  - Supervisors must confer with physically impaired employee(s) under their authority.  
  - Develop with physically impaired person(s) best method(s) for evacuation.  
  - Instructional Procedures –  
    Be prepared to explain how and where person(s) should provide support. Practice instructions beforehand.  
    - Call 4444  
    - Supply UPD Dispatcher with appropriate information.  
    - Name and title of caller  
    - Building location and address  
    - Explain emergency situation | Administrative Procedures –  
  - Confer with physically impaired person(s) under their authority.  
  - Develop with physically impaired person(s) best method(s) for evacuation.  
  - Instructional Procedures –  
    Be prepared to explain how and where persons(s) should provide support. Practice instructions beforehand.  
    - Call UPD Dispatch 4444  
    - Supply Control Center with appropriate information.  
    - Name and title of caller  
    - Building location and address.  
    - Explain non-emergency situation |
| **Physically Impaired Person(s)** |  
  - Seek out persons who would be able to assist in an emergency.  
  - Carry a loud whistle, horn or similar device. It may be used to alert people of location if trapped. |  
  - Convey to supervisor or instructor the need for evacuation assistance. |
<table>
<thead>
<tr>
<th>BUILDING (27 installed)</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Hall</td>
<td>Hallway next to room 363</td>
</tr>
<tr>
<td></td>
<td>Hallway next to room 210</td>
</tr>
<tr>
<td>Center for the Arts</td>
<td>Lounge area, in front of CA-201</td>
</tr>
<tr>
<td>Center for Instruction</td>
<td>Hallway, across from CI-347</td>
</tr>
<tr>
<td>Center for Sciences</td>
<td>Hallway, next to CS-226</td>
</tr>
<tr>
<td>Classroom East</td>
<td>Hallway, next to room 202</td>
</tr>
<tr>
<td>Classroom West</td>
<td>Hallway, outside 212</td>
</tr>
<tr>
<td>Coastal Bend Business Innovation Center</td>
<td>East stairwell, third floor</td>
</tr>
<tr>
<td>Corpus Christi Hall</td>
<td>Sliding door, across from CCH-241</td>
</tr>
<tr>
<td>Dugan Soccer and Track Stadium</td>
<td>Custodial closet 2nd floor</td>
</tr>
<tr>
<td>Dugan Wellness Center</td>
<td>Stair #2 (top of stair)</td>
</tr>
<tr>
<td></td>
<td>Stair #4 (top of stair)</td>
</tr>
<tr>
<td></td>
<td>Stairway near room 206</td>
</tr>
<tr>
<td>Early Childhood Development</td>
<td>In front of ECDC-211</td>
</tr>
<tr>
<td>Engineering</td>
<td>Hallway, next to room 301</td>
</tr>
<tr>
<td>Faculty Center</td>
<td>East stairway in front of room 253</td>
</tr>
<tr>
<td>Harte Research Institute</td>
<td>Stairway, in front of HRI-303</td>
</tr>
<tr>
<td>Island Hall</td>
<td>Stair #2, next to IH-317</td>
</tr>
<tr>
<td>Library</td>
<td>Stairway near room 204</td>
</tr>
<tr>
<td>Natural Resource Center</td>
<td>Stairway in front of NRC-3230</td>
</tr>
<tr>
<td>O'Connor College of Business</td>
<td>Hallway, in front of OCN-344</td>
</tr>
<tr>
<td>PAC</td>
<td>Stairway near room M300</td>
</tr>
<tr>
<td></td>
<td>Stairway near room M201</td>
</tr>
<tr>
<td>Student Service Center</td>
<td>Mezzanine, in front of SSC-215</td>
</tr>
<tr>
<td>University Center</td>
<td>Hallway next to room 215</td>
</tr>
<tr>
<td></td>
<td>Hallway next to room 315</td>
</tr>
<tr>
<td>University Service Center</td>
<td>Break room area, USC-216, near elevator</td>
</tr>
</tbody>
</table>
**FIRE/SMOKE**

All fire/smoke conditions will be reported to the University Police Department. UPD Dispatch will radio the "Campus Emergency Response Team" via the “all call” radio channel. The Team consists of University Police Department, Facilities Services and Environmental, Health & Safety personnel.

- Nature of fire/smoke and exact location
- Name and department of person supplying information to UPD Dispatcher
- Dispatcher will make the notification to the Corpus Christi Fire Department

**Building occupants** will evacuate the building and remain at a distance of 100 feet to ensure:

- Personal safety
- Safe performance of firefighting and rescue operations
- Treatment and removal of the injured

**University Police Department**

Upon notification, assigned University Police Department personnel will respond to the scene.

- Secure the fire area and assign crowd control
- Assist the fire department in establishing a Field Command Post, as necessary
- Number and extent of casualties
- Senior officer will contact Executive VP for Finance and Administration and the Public Information Officer.

**Facilities Services**

Upon notification, Facilities Services will dispatch an electrician to the fire panel on scene. The Facilities Services electrician will notify UPD dispatch and his/her Facilities Services supervisor that they are on scene. Additional duties may include the following.

- Facilities Services personnel will assist emergency responders with building information, provide a fire pump operator, building access, building utilities control, and availability of other resources.
- Facilities Services personnel shall coordinate facility recovery efforts after the facility is cleared for reentry.
- Facilities Services will conduct damage assessment.

**Environmental, Health and Safety**

EHS will dispatch a representative to the scene. The EHS representative will gather information to assess the following:

- Probable cause of incident
- Extent of property damage
- Follow up report to the State Fire Marshal
- A Fire at a TAMU-CC operated facility must be reported to the State Fire Marshal

An After Action Report of the incident will be supplied to TAMU-CC Administration.
**INJURY / DEATH OF AN EMPLOYEE**

Upon the serious injury or death of an employee, the primary responding unit will notify UPD. UPD will notify the Executive Vice President for Finance & Administration.

Procedures for handling such employee emergencies will be determined by the Executive Vice President for Finance and Administration.

An After Action Report will be supplied according to established internal reporting procedures.
LOSS OF BUILDING UTILITIES - DISRUPTION

The disruption or loss of electricity, telephone, potable water, natural gas, sanitary disposal or other building utility may severely affect student residents, classroom activities, and research or staff activity.

Facilities Services
Upon notification, Facilities Services responds to loss of utility(s).
An After Action Report will be supplied according to established internal reporting procedures.

University Police Department
Receives direct notification of building utility loss.
Will notify Facilities Services Work Order Desk, who will notify appropriate personnel.

Upon arrival at the scene, may establish an On-Site Command Post if necessary.
UPD and E, H&S personnel will do a security sweep of the building to assist occupants as necessary.

Natural Gas Incidents
These hazards will include, but are not limited to, the following:

- Under pressure in the gas system
- Overpressure in the gas system
- Uncontrolled escaping gas
- Fire or explosion near or directly involving pipeline facility
- Any gas leak
- Danger to major segment(s) of the system

Incident Priorities and Criteria for Action

Priorities
1. The first priority of action for all incidents involving natural gas will be directed toward life safety first followed by property. Immediate care shall be given to any injured person(s).
2. Determine the Incident Level based upon criteria listed in this outline.
3. The surrounding area may be evacuated to reduce risk of additional casualties.

Definition
A leak that represents an existing or probable hazard to persons or property. Requires immediate repair or continuous action until the conditions are no longer hazardous.

Action Criteria
Requires prompt action* to protect life and property, and continuous action until the conditions are no longer hazardous.
*The prompt action in some instances may require one or more of the following (not necessarily in this order):

- Notifying University Police Department and Corpus Christi Gas and Fire Departments
- Evacuating a suitable area based on size of the leak
- Blocking off an area
- Rerouting traffic
- Eliminating sources of ignition
- Venting the area
- Stopping the flow of gas by closing valves or other means

**Examples:**

1. Any leak, which in the judgment of operating personnel at the scene, is regarded as an immediate hazard.
2. Escaping gas that has ignited.
3. Any indication of gas that has migrated into or under a building or into a tunnel.
4. Any reading at the outside wall of a building or where gas would likely migrate to an outside wall of a building.
5. Any reading of 10% Lower Explosion Limit (LEL) or greater in a confined space.
6. Any reading of 10% LEL or greater in small substructures (other than gas-associated substructures) from which gas would likely migrate to the outside wall of a building.
7. Any leak that can be seen, heard or felt, and which is in a location that may endanger the general public or property.
8. E, H&S has the MultiRae instrument to measure for LEL.
**Electrical Utilities Failure**
For momentary electrical failure not related to violent weather, remain at your workstation or, if your workstation is in an inside area, move to an area near windows.

If an electrical failure continues beyond a reasonable time, (longer than 5 minutes) and is relevant to only your building evacuate and notify University Police x4444. In some cases emergency lighting is only good for one (1) hour.

If electrical failure occurs in conjunction with violent weather, move away from windows and follow tornado evacuation procedures.

- University Police Department and Environmental, Health & Safety will respond to assist building occupants
- Perform Safety and Security sweep of the building
- Check elevators for trapped occupants
- Facilities Services will perform an evaluation of the building’s electrical circuitry to determine the problem
- University Police Department and/or elevator contractor will assist with rescue if applicable
- Facilities Services will ensure that all elevators are re-set as well as security systems reactivated and other alarms are re-set
- University Police department gives the all clear, occupants may return to the building.
SHELTER-IN-PLACE

Upon receipt of information concerning a possible major interruption of University Operations an immediate notification will go out via the University’s Notification System, classroom telephones, building security systems or outdoor sirens.

A shelter-in-place procedure may be implemented for severe weather, hazardous material spill, or other dangerous situations that may be or are affecting the building(s).

The formal order to shelter-in-place will be given by either/or:
Campus Notification System
Outdoor Voice and Sound Alarm System
Building annunciator associated with the Fire Alarm System
University Police Department
Environmental, Health & Safety
University Official

Go to the nearest building if you are outside when the Shelter-In-Place order is given.

Facilities Services will shut down the building HVAC system to minimize contamination of the building environment, if appropriate. Close all doors and windows.

Occupants will remain in the building until the “All Clear” is given via the Notification System, UPD and/or E, H&S.
“Terrorism”

Threat Advisory Guidelines for the Specific Geographical Area Which Includes Texas A&M University-Corpus Christi

Elevated Threat Alert
 Warns of a credible terrorist threat against the United States.

Imminent Threat Alert
 Warns of a credible, specific, and impending terrorist threat against the United States.

Sunset Provision
 An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

When there is credible information about a threat, a National Terrorism Alert System (NTAS) Alert will be shared with the American public. It may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat. The advisory will clearly indicate whether the threat is Elevated, if we have no specific information about the timing or location, or Imminent, if we believe the threat is impending or very soon.

The NTAS Alert informs the American public about credible terrorism threats, and encourages citizens to report suspicious activity. Where possible and applicable, NTAS Alerts will include steps that individuals and communities can take to protect themselves to help prevent, mitigate or respond to the threat. Individuals should review the information contained in the alert, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families. An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

The TAMU-CC Emergency Management Plan will be enacted should an NTAS Alert affect the Corpus Christi Geographical Area. Information and instructions will be disseminated to the campus community through emergency management channels to include our campus Code Blue Systems.
**TOXIC CHEMICAL OR OIL SPILL OR RELEASE** (An After Action Report of the incident will be submitted as required by this plan)

Whenever toxic solids, liquids or vapors are unintentionally released on TAMU-CC property every effort shall be made to protect students, employees, visitors, and members of participating response units and agencies assisting at the incident site.

**Chemical Release**
Each department or unit that works with chemicals will employ its own containment/ spill procedures in the event of a small unintentional release of less than 1 liter and not a chemical that is extremely toxic.

At the onset of release, the department will notify Environmental, Health and Safety (E, H&S) of chemical type and approximate quantity.
Each TAMU-CC laboratory has a spill containment kit.
Lab Supervisors and Teaching Assistants are trained in spill removal procedures.

If release cannot be abated with on-site containment procedures, laboratory personnel will notify Environmental, Health and Safety of chemical type, approximate quantity and need for additional assistance.

Environmental, Health and Safety will dispatch the E, H&S Spill Response Team to provide additional support in containment and cleanup.
The E, H&S representative will determine whether to evacuate and/or request off-campus emergency response, as necessary.

**Chemical Release- worst case scenario**
If chemical release is extremely toxic or in an amount larger than can be contained locally, the 911 District Dispatcher/University Police/EHS will notify the Corpus Christi Fire Department by direct line telephone and will supply the following information:
- Nature of emergency and exact location
- Name and unit/department of person supplying information
- Name of Laboratory Emergency Contact Person
- Name and quantity of chemical released, if known

Building occupants will be evacuated from the building and kept at a safe distance, upwind, until:
- Chemical release containment and cleanup have been resolved
- Persons who have been exposed or injured have been removed
- The Corpus Christi Fire Department declares the building safe to re-enter
- If the chemical release is from an off campus location a “Shelter in Place Order” maybe given via the Campus Notification Systems.
- Information concerning a chemical release that affects certain geographic areas of the City will be disseminated by the LEPC or the City of Corpus Christi Emergency Management Office.
**Waterline Breaks/Boil Water Notice**

Standard Operating Procedures (S.O.P.)

**Task:**
Perform the necessary steps to resolve a water failure that represents an existing or probable hazard to persons or property from the moment it was discovered until it is repaired and operations have resumed. Requires immediate repair or continuous action until conditions are no longer hazardous.

**Conditions:**
Facilities Services (FS) initiates repair operations and makes the determination whether it can be repaired in house or by an outside contractor. The Incident is managed using the Incident Command System.

**Standard:**

1. **Incident Command Notifications:**
   - Director, Facilities Services notifies the Executive VP for F&A about the water line outage.
   - The Director, Facilities Services is the Incident Commander for water outage incidents.
   - Incident Commander notifies Command members of the water line break. Incident Commander may call a Command Staff and Section Chiefs meeting to discuss strategy.
   - Director, Facilities Services advises Command as to what areas of the campus are without water services.
   - Coordinate with the applicable units to develop a Water Outage Action Plan.

2. **Public Information Officer Responsibilities:**
   - PIO to craft a water disruption campus announcement message.
   - PIO send out message using the Code Blue system.
   - PIO to place notice on TAMU-CC Facebook, Twitter pages.
   - PIO send out the “What Do I Do?” information found in the Emergency Management Plan. *(attachment)*
   - PIO continues to send out timely water outage updates to the campus community.
   - PIO manages local media contact and interviews.

3. **Planning Section Responsibilities:**
   - Coordinate with the Command and the General Staff to draft a water outage Action Plan.
Provide a Campus Events calendar to aid in the decision making process in the event that campus operations will be disrupted longer than for (4) hours.

4. **Facilities Services Waterline Repair Responsibilities:**
   - Determine if a contractor must make the necessary line repairs.
   - Did the distribution pressure drop below 20psi during the maintenance/repair/emergency incident?
   - Was the distribution line fully or partially de-watered?
   - Disinfect water line according to the listed American Water Works Association (AWWA) standards.
   - Spray household bleach to disinfect tools, pipe, clamps, pipe fittings, etc.
   - Consider applying HTC chlorine powder to disinfect around the work area.
   - Chlorinate line with bleach or make an HTC paste from powered chlorine, before installing the clamp. Never use the solid form of HTC for this step
   - De-chlorinate, remove contaminants from the line by opening the applicable fire hydrants. Flush the line in at least two directions.
   - Flush until the chlorine residual reaches the normal operating level or until a minimum of two volumes of the affected line is flushed.
   - Take chlorine readings using the dpd (diethyl paraphenylene diamine) indicator test using a comparator. The residual chlorine levels should be between 0.2 and 0.5 mg/l.
   - If water service is disrupted for more than 4 Hours turn off all appliances that draw water, such as ice makers, water heaters, heat pumps, etc., to prevent damage.
   - Close restrooms that do not have water service.
   - Restrooms can remain open during the Boil Water Notice. Sinks must be covered and/or signage displayed.

5. **University Services:**
   - Notifies the food service vendors of the water outage.
   - For a campus water outage more than 4 hours, set up bottled water distribution stations at strategic locations around the campus.
   - Shut off ice makers used for human consumption.

6. **Environmental, Health & Safety (E, H&S) Responsibilities:**
   - Notify the CCFD that affected fire hydrants and sprinkled building fire pumps are out of service.
   - Follow TCEQ Loss of Water Pressure Flow Chart found in the Emergency Management Plan. *(attachment)*
   - Verify that FS has taken residual chlorine level readings after water line has been disinfected, flushed and placed back into service.
Immediately collect bacteriological samples from the affected portion of the distribution system.
Transport the iced down samples to the Nueces County Health Department. Mark the samples “Priority”.
Contact Purchasing to allow PCard use at the Nueces County Health Department.
Contact Nueces County Health Department for sample results: 826-7213.
If any of the samples are fecal positive, notify the TCEQ Regional Office immediately.
Additional measures up to and including the issuance of a Water interruption Notification to affected area may be required.

7. Issuing and Rescinding a Water Interruption Notification:
- EHS makes the determination to issue a Water Interruption Notice based on bacteriological results being positive.
- EHS follows the TCEQ instructions “How to Issue a Water Interruption Notice to Customers of Non-Community Public Water System (PWS). (attachment)
- Facilities Services reports what sections of the campus were affected by the water disruption, for posting the notice on applicable buildings.
- If Camden Miramar is affected by the water outage, Academic Operations contact Miramar to distribute “Water interruption Notices”; RA’s (day or night will distribute the notices) (attachment)
- PIO to place campus announcement explaining the water outage.
- Logistics to alert campus food outlets to the “Water Interruption Notice”
- Logistics sets up water stations around the campus.
- ICERT/Facilities Services/Environmental, Health & Safety place “Water Interruption Advisories” in conspicuous places within the area served by the system.
- When it is no longer necessary for the campus to water interruption issue another notice in the same way you initiated the original notice as described in Step 4 – TCEQ.

8. Restrooms, Icemakers, Water Fountains and Sinks
- Restrooms, water fountains, ice machines and sinks in affected areas are to be shut down.
- ICERT members, FS and E, H&S personnel to cover building drinking fountains and break room sinks water faucets.
- ICERT, FS and/or E, H&S personnel place “Out of Service” signs on the restroom doors.
- Building specific sink and water fountain covers are stored in the NRC Room 1116, in the E, H&S offices.
- Do not use swimming pool water for drinking or cooking.
9. After water service has been restored and cleared to drink remove all signs in building’s exterior and interior.

*Water service restored prior to receiving sample results from the City/County Health Department.*
- Restrooms can be re-opened.
- Sinks remain closed, hand sanitizer to be placed in each restroom to provide for personal hygiene.

*Water service restored and cleared to drink based on City/County sample results.*
- Remove all signs placed on the exterior and interior of campus buildings.
- Flush all drinking water fountains and break room faucets for a minimum of two minutes. If water is turbid continue to flush.
- Flush all drinking fountains and break room faucets for a minimum of two minutes. If water is turbid continue to flush.
- After the boil notice is lifted run two-cycles of ice through the ice machines before allowing for human consumption.

**What Do We Do?**

Repairing pipe breaks is of the highest priority. Following repair, we flush the water system to ensure water quality. Bacteriological samples are taken to the Nueces County Health Department for testing. Upon confirmation from the laboratory that the water is safe to drink we lift the “Water interruption Notice”.

**“What Do I Do?”**

**Q:** What do I do during a Water Interruption Advisory or Notice?

- Bring water to a boil and keep at a rolling boil for at least one minute. Cool before using. This includes water used for brushing teeth, making ice, washing raw foods, and preparing drinks, as well as water for pets. Water used for bathing, laundry and lawn irrigation does not need to be boiled.
- Note: To improve the flat taste of boiled water, aerate it by pouring it back and forth from one container to another and allow it to stand for a few hours, or add a pinch of salt for each quart or liter of water boiled.
- Throw away ice made during the time of the Advisory. Run all cold water faucets in your area of responsibility for one minute, flush automatic ice makers by making and discarding several batches of ice, and run drinking water fountains for one minute.
• Use hot, soapy water (add one tablespoon of bleach per gallon as a precaution) to wash dishes, and rinse them with boiled water.

• Flush the water out of your distribution lines. Start with an outdoor faucet furthest from your meter and flush all outdoor faucets. Run hot water through each indoor faucet until you notice a change in water temperature. Remove the aerator before flushing kitchen and bathroom sink faucets. Run enough hot water to flush the water heater.

• If you have an automatic ice maker with your refrigerator unit, empty the ice tray several times to ensure that the line to the ice maker is flushed.

• Ice Machines After boil notice is lifted run two cycles of ice through the machine before allowing for human consumption.

• If you are unable to boil your water, we suggest using bottled water for drinking, cooking and brushing teeth.

• Turn off the incoming water valve and power to the electric water heater. Water may be drawn through the valve at the bottom of the heater. The water from the heater can be used to flush the toilet. When water service is restored, make sure the tank has refilled before restoring power to the heater.

• If your toilet works, but you do not have running water to refill the tank, use pool water or other non-disinfected water, and minimize flushing. If there is no way to refill the tank, you can line the toilet with a plastic garbage bag. After use, tie the bag tightly and store in a secure container, such as a garbage can with a tight lid, for later disposal.
**Water Boil Restoration Plan for University Services Partners**, developed by Director, University Services.

**B&N Book Store**
Assure that items in C-store that require filters are replaced.
Inventory applicable equipment and replace filters as needed.

**Islander Dining**
Assure that items in the various dining venues are inventoried for filter replacement.

**University Center Cove/Catering and Starbucks**
Provide list of dining equipment requiring filters that are impacted by water boil (ice machines, fountain machines, coffee makers, etc.). Provide replacement cost estimate to UNSV.
To assure that ice machines do not contain contaminated ice check the following
- Was water supply to ice machines cut off?
- If so what date?
- If not certain that ice machine water supply was cut off timely, we need to discard ice in hopper(s) impacted. (Starbucks, UC, Dining Hall, BLC and EBB).

Prioritize filter replacement base on operational need (e.g. UC, Starbucks, Cove, etc.)
All other closed dining locations addressed during summer at time of beverage changeover, as applicable.
Need SSC to provide filter model numbers for machine type dining wide. We need to look at purchasing filters in bulk for periodic replacement throughout the year.
- All filters should depict the actual date installed thereon and placed on preventative maintenance schedule for periodic replacement.
- Inventory of filters on hand should be maintained by SSC with monthly report to UNSV.

**Note:** All coffee and tea makers that receive water directly from water supply should be equipped with an inline filter.
How to Issue a Water interruption Notice to Customers of a Non-community PWS

Step-by-step instructions for notifying customers to water interruption. Links to templates for preparing mandatory language as well as to related forms.

These instructions apply to you if you own or operate a non-community public water system—for example, the water system at a camp, prison, school, or similar facility. When necessary to tell your customers to water interruption before using it for drinking, food preparation, or washing, you must:

Notify customers as soon as possible. [Title 30 Texas Administrative Code (30 TAC) Paragraph 290.122(a)(2)]
Using the appropriate mandatory language, prepare a water interruption notice in English and, if necessary, Spanish [30 TAC Subsection 290.47(e)].

Issue the notice in at least one of these ways [30 TAC Subparagraphs 290.122(b)(2)(B)&(C)]:

- by hand delivery
- or-
- by continuously posting the notice in conspicuous places within the area served by your PWS until we tell you that you may take it down [30 TAC Subparagraphs 290.122(a)(2)(D)&(a)(3)(C)]

Within 10 days of when you issue this or any other notice mentioned in these steps, send a copy of the actual notice and the signed Certificate of Delivery of Public Notice to Customers (form TCEQ-20469) to us by mail at:

TCEQ
Drinking Water Quality Team Public Notice Coordinator MC-155
PO Box 13087
Austin TX 78711-3087
or by fax to 512/239-3666
[30 TAC Paragraph 290.122(a) (5) & 30 TAC Subsection 290.122(f)].

If you hand-delivered the initial notice, then, for as long as the violation exists, hand-deliver a follow-up notice every three months. [30 TAC Paragraph 290.122(a)(3)(C)] After each follow-up notice, complete TCEQ-20469 as described in Step 4 and submit it to us with a copy of the notice issued.

When it is no longer necessary for your customers to water interruption, issue another notice in the same way you issued the original notice. [30 TAC Paragraph 290.122(a)(4)] Then, as described in Step 4, complete TCEQ-20469 and submit it to us with a copy of this notice.

If you have any questions about these instructions, e-mail us at pdws@tceq.texas.gov or call 512/239-4691 and ask to speak with a “coliform” or “Bac-T” expert in our Public Drinking Water Section.
Public Notice to Water Interruption

Due to a water line break the Texas Commission on Environmental Quality (TCEQ) has required Texas A&M University-Corpus Christi to notify customers of the need to boil their water prior to consumption.

To ensure destruction of all harmful bacteria and other microbes, water for drinking, cooking, and making ice should be boiled and cooled prior to use. The water should be brought to a vigorous, rolling boil and then boiled for two minutes. In lieu of boiling, you may purchase bottled water or obtain water from some other suitable source.

When it is no longer necessary to boil the water, the water system officials will notify you that the water is safe for consumption. Instructions to discontinue boiling will be issued in the same manner as this notice.

If you have questions concerning this matter, you may contact the Director of Environmental, Health & Safety at 825-5555.
WEATHER EMERGENCY

TAMU-CC Incident Commander or Deputy

Incident Commander
Upon best available information submitted by the Department of Public Safety, National Weather Service, StormGeo and/or local weather sources, makes the determination to evacuate or shelter in place.

Approves content of official news releases, announcements and voice mail messaging.

Announces condition to all internal units including all Vice Presidents.

TAMU-CC University Public Information Officer
Provides news releases and interfaces with news media.
Activates the mass notification system.

TAMU-CC University Police Department
Implements sheltering or evacuation orders.
Summons support resources necessary to accomplish those tasks.
Activates Emergency Notification System.
NIMS Summary

BACKGROUND

Texas A&M University Corpus Christi University will use the National Incident Management System (NIMS) as its standard for incident management in compliance with the Homeland Security Presidential Directive (HSPD) 5 and the State of Texas Executive Order RP40. This will provide a consistent nationwide approach for Federal, State local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size, or complexity. The six major components of NIMS help to standardize the following:

- Command and Management system structure
- Planning and preparedness processes
- Mechanisms for Resource Management
- Effective communication and information management
- Interoperability for supporting technologies
- Support ongoing management and maintenance of the NIMS Integration Center

NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.

NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

COMPONENTS

1. COMMAND AND MANAGEMENT. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency incidents such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

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:
a. Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.

b. Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.

c. Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.

d. Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

e. Use of Position Titles. All ICS positions have distinct titles.

f. Reliance on an 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. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

g. Integrated Communications. Integrated communications includes 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.

h. Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.
Unified Command

a. Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.

b. ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

Area Command

a. An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.

a. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.

b. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, emergency communications, and public affairs functions. More information on JICs can be obtained in the DHS National Incident Management System Plan, dated March 2004.
2. **PREPAREDNESS.** Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.

3. **RESOURCE MANAGEMENT.** All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.

4. **COMMUNICATIONS AND INFORMATION MANAGEMENT.** Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.

5. **SUPPORTING TECHNOLOGIES.** This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.

6. **ONGOING MANAGEMENT AND MAINTENANCE.** The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.
APPENDIX 5
EMERGENCY OPERATIONS CENTER

OPERATIONS PROCEDURE

1. All personnel reporting shall come equipped for the long term, to the maximum predictable and practical extent, bringing with them all essential support personnel, equipment, and materials as may be required for the conduct of their duties. Cell phones and chargers are particularly useful in most situations.

2. Each person staffing a position in the EOC shall utilize some reasonable method for continuously recording incoming and outgoing messages, requests for assistance, responses to requests, anticipated requirements, and the entire spectrum of information and communication flow that typically takes place in an emergency situation. Documentation is essential! Message forms are available in the EOC and must be utilized regularly and without exception. Paper tablets, such as steno pads, are a good method of keeping track of events. All entries should have a time of occurrence entry, with attention given to date changes if the event runs long term. Event tracking and documentation, NIMS ICS Forms, software programs, if available and operational, will be the primary method of recording actions or events which take place, with message forms and notes utilized as backup and secondary means.

3. The “EOC log” record keeper must be kept informed of all information and communications so that the official log will accurately reflect the disaster sequence of events. Proper utilization of the message forms, and other information dissemination forms, will greatly aid in the preparation of this log. Information flow to this position is essential.

4. EOC personnel will normally staff their assigned positions, with the associated phone number assigned to that position at their disposal. The use of these lines for “incoming” calls, and the use of a cell phone for “outgoing” calls are recommended if practical.

5. All positions in the EOC are essential, and must remain staffed at the levels specifically indicated in this document throughout the emergency, unless the person in charge of the operation expressly stands down the position. Any such deactivation should be an EOC log entry, to document the matter.

6. As it is likely that an emergency situation will require turnover in EOC personnel, each position should maintain a record of information as to what has taken place to date, what is in progress, and what is anticipated. This information shall be used in briefing any newly arriving person regarding the specifics of the situation, and will create a smooth transition from one person to another. The EOC log entries, any individualized record keeping method, message duplicates, and so on, may serve to satisfy this purpose. In no case should a person vacate or turn over responsibility for their position, until they are certain that the new arrival has been briefed on the requirements of the position.
7. The person in charge of the EOC should routinely conduct situational updates. These briefings need not be lengthy, regularly scheduled, or overly complex. The intent is to keep everyone involved informed as to the current and projected situations, and to ensure that each person is aware of what the others are doing.

8. A status sheet or similar format, such as a listing on one of the marks-a-lot boards, shall be maintained informing EOC personnel of the current senior elected and appointed officials present in the facility.

9. Message handling methods and procedures must be promulgated and rigidly adhered to by every participant. Except when otherwise stipulated, message forms will be thoroughly completed by any participant, and properly routed.
Emergency Operations Center Activation Checklist

**YES / NO (Answer all that apply)**

___ ___ 1. Are the phones operational?
___ ___ 2. Has an EOC duty log been started and organizational chart displayed?
___ ___ 3. Has a media center, pressroom, or Joint Information Center been established?
___ ___ 4. Has an initial press release been initiated?
___ ___ 5. Have any requests for outside assistance been made?
___ ___ 6. Have any provisions been made for 24-hour operation of the EOC?
___ ___ 7. Satellite phones and instructions staged at the EOC.
___ ___ 8. Relocate air monitoring instruments to the EOC.
___ ___ 9. Place a confidential copy of the EMP and the Hurricane Plan in the EOC.
___ ___ 10. Provide ample supply of ICS Forms.
___ ___ 11. Battery chargers, AAA, AA, D cell batteries for EOC.
___ ___ 12. Tuff Book goes to EOC.
___ ___ 13. ICS laminated charts.
___ ___ 14. Motorola radios and chargers (3) E, HS.
___ ___ 15. ICS Vests.
___ ___ 16. 5 Master copies of ICS Forms.
___ ___ 17. EOC Thumb Drive.
___ ___ 18. NIOSH Pocket Guide.
___ ___ 21. Office supplies.
   Pens, pencils, paper, writing tablets, stapler/staples/staple remover, markers, folders/file folder labels, paper clips/binder clamps, notebook binders/3 hole punch, date stamp, message pad, scissors, calendar, scotch tape.
___ ___ 22. Log In: Islander_admin Network: for wireless access
   User Name:
   Password:
## Incident Status Summary (ICS-209)

<table>
<thead>
<tr>
<th>1: Date</th>
<th>2: Time</th>
<th>3: Initial</th>
<th>Update</th>
<th>Final</th>
<th>4: Incident Number</th>
<th>5: Incident Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6: Incident Kind</td>
<td>7: Start Date</td>
<td>8: Cause</td>
<td>9: Incident Commander</td>
<td>10: IMT Type</td>
<td>11: State-Unit</td>
<td></td>
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</tr>
<tr>
<td>12: County</td>
<td>13: Latitude and Longitude</td>
<td>Lat:</td>
<td>Long:</td>
<td>14: Short Location Description (in reference to nearest town):</td>
<td></td>
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</tbody>
</table>

### Current Situation

| 15: Size/Area Involved | 16: % Contained or MMA | 17: Expected Containment Date: Time: | 18: Line to Build | 19: Costs to Date | 20: Declared Controlled Date: Time: |
|------------------------|------------------------|------------------------------------|------------------|------------------|
|                        |                        |                                    |                  |                  |                                 |

<table>
<thead>
<tr>
<th>21: Injuries this Reporting Period:</th>
<th>22: Injuries to Date:</th>
<th>23: Fatalities</th>
<th>24: Structure Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Type of Structure</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Residence</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Commercial Property</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Outbuilding/Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>25: Threat to Human Life/Safety: Evacuation(s) in progress</th>
<th>No evacuation(s) imminent</th>
<th>Potential future threat</th>
<th>No likely threat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation(s) in progress</td>
<td>No evacuation(s) imminent</td>
<td>Potential future threat</td>
<td>No likely threat</td>
</tr>
</tbody>
</table>

26: Communities/Critical Infrastructure Threatened (in 12, 24, 48 and 72 hour time frames):

- 12 hours:
- 24 hours:
- 48 hours:
- 72 hours:

27: Critical Resource Needs (kind & amount, in priority order):

1.
2.
3.
28: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.

29: Resources threatened (kind(s) and value/significance):

30: Current Weather Conditions
   Wind Speed: mph  Temperature:
   Wind Direction:  Relative Humidity:

31: Resource benefits/objectives (for prescribed/wild land fire use only):

32: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.

33: Today’s observed fire behavior (leave blank for non-fire events):

34: Significant events today (closures, evacuations, significant progress made, etc.):

### Outlook

<table>
<thead>
<tr>
<th>35: Estimated Control Date and Time:</th>
<th>36: Projected Final Size:</th>
<th>37: Estimated Final Cost:</th>
<th>38: Tomorrow’s Forecasted Weather</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wind Speed: mph</td>
<td>Temperature:</td>
<td>Wind Speed: mph</td>
<td>Temperature:</td>
</tr>
<tr>
<td>Wind Direction:</td>
<td>Relative Humidity:</td>
<td>Wind Direction:</td>
<td>Relative Humidity:</td>
</tr>
</tbody>
</table>

39: Actions planned for next operational period:

40: Projected incident movement/spread during next operational period:

41: For fire incidents, describe resistance to control in terms of:

1. Growth Potential -

2. Difficulty of Terrain -
42: How likely is it that containment/control targets will be met, given the current resources and suppression/control strategy?

43: Projected demobilization start date:

44: Remarks:

### 45: Committed Resources

<table>
<thead>
<tr>
<th>Agency</th>
<th>CRW1 SR</th>
<th>CRW2 ST</th>
<th>HEL1 SR</th>
<th>HEL2 SR</th>
<th>HEL3 SR</th>
<th>ENGS SR</th>
<th>DOZR ST</th>
<th>WTDR ST</th>
<th>OVHD SR</th>
<th>Camp Crews</th>
<th>Total Personnel</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

46: Cooperating and Assisting Agencies Not Listed Above:

### Approval Information

47: Prepared by:  
48: Approved by:  
49: Sent to:  

by:

Date:  
Time:
INITIAL INCIDENT REPORT

1. Date and time report (24-Hour Clock):

2. What happened?

3. When?

4. Where?

5. Extent of damage or loss, best information available?

6. Best estimate of injured, homeless, and fatalities:

7. Type and extent of assistance required, if known:

8. Additional pertinent remarks:

9. Name of official making report:
   Title:
   Location:
   Phone:
   Cell Phone:
   Fax:
   Pager:
   Email (if available):

10. Name of official making report:
    Title:
    Location:
    Phone:
    Cell Phone:
    Fax:
    Pager:
    Email (if available):
AFTER ACTION REPORT


Executive Summary:

Exercise Overview:

Exercise Goals & Objectives:

Exercise Events Synopsis:

Analysis of Mission Outcomes:

Analysis of Critical Task Performance:

- Task Number and Description
- Issue Number and Description
- References
- Summary
- Consequence
- Analysis
- Recommendation
- Improvement Action

Conclusion:
AFTER ACTION REPORT TEMPLATE

Executive Summary

Note: The “Executive Summary” section should be used to briefly describe a summary of the information contained in an After Action Report (AAR) to highlight the way in which the report will assist agencies in striving for preparedness excellence and should include the following:

- Brief overview of the exercise
- Major strengths demonstrated during the exercise
- Areas that require improvement

Chapter 1: Exercise Overview

Note: The “Exercise Overview” section should be used to briefly describe the following:

- Describes the specific details of the exercise
- Identifies the agencies and organizations that participated in the exercise
- Describes how the exercise was structured
- Describes how the exercise was implemented and carried out

Listed below are the exercise specifications that are required in the AAR “Exercise Overview” section. The information contained in this section will be gathered in a database on the National Exercise Program and will be available for planning, scheduling, and evaluation purposes.
Exercise Name: List formal name of exercise(s).

Duration: List the total length of the exercise(s).

Exercise Date: List the Month, Day, and Year of the exercise(s).

Sponsor: List the Federal sponsoring agency of the exercise(s).

Type of Exercise: List the type of exercise from the seven available exercise types in the HSEEP as described in Volume I, on Page 19: Seminar, Workshop, Drill, Game, Tabletop, Functional Exercise, or Full-Scale Exercise.

Funding Source: List the agency receiving the funding for the exercise(s).

Program: List the name of the program under which the funding for the exercise is originating from.

Focus: List the appropriate focus of the exercise: Response, Recovery, Prevention, or Other.

Classification: List the appropriate classification of the exercise: Unclassified (U), For Official Use Only (FOUO), or By Invitation Only (IO).

Scenario: List the scenario of the exercise: Chemical release or threat (C), Biological release or threat (B), Radiological release or threat (R), Nuclear release or threat (N), Explosive release or threat (E), Cyber (Y), or Other/Specify (O).

Location: List all applicable information regarding the specific location of the Exercise, including the City, State, Federal Region, International Country, and Military Installation.

Participating Organizations: List the organization or agency names of the Cosponsors of the exercise, including the Local, State, and Federal agencies as well as Contract Support, if applicable.

Participants: List the individual participating organizations or agencies, including the Federal, State, and Local agencies as well as International Agencies, if applicable.

Number of Participants: List the total number of players, victim role players, controllers, evaluators, and observers.

Exercise Overview: Briefly describe the exercise components and what it was designed to accomplish.

Exercise Evaluation: Briefly describe the specific evaluative tools in place for this exercise, including where evaluators were positioned and the date of the Exercise Evaluation Conference that follows the exercise.
Chapter 2: Exercise Goals and Objectives

**Note:** The “Exercise Goals and Objectives” section should be used to briefly list the goals and objectives for the exercise. These are developed during the exercise planning and design phase and are used to define the scope and content of the exercise as well as the agencies and organizations that will participate. List each Goal followed by the Objective for the respective Goal.

Chapter 3: Exercise Events Synopsis

**Note:** The “Exercise Events Synopsis” section should be used to provide an overview of the scenario used to facilitate exercise play and the actions taken by the players to respond to the simulated terrorism attack. The activities are presented in the general sequence and timeline that they happened at each site. The events synopsis provides officials and players with an overview of what happened at each location and when. It is also used to analyze the effectiveness of the response, especially the time sensitive actions. It provides a means of looking at the ramifications of one action not happening when expected on actions taken by other players and on the overall response. The “Exercise Events Synopsis” should include the synopsis, the modules for the exercise, and a timeline of events for each element of play.

Chapter 4: Analysis of Mission Outcomes

**Note:** The “Analysis of Mission Outcomes” section provides an analysis of how well the participating agencies/jurisdictions addressed the mission outcomes. Mission outcomes are those broad outcomes or functions that the public expects from its public officials and agencies. As defined in the Office of Domestic Preparedness’ (ODP’s) Homeland Security Exercise and Evaluation Program – Volume II: Exercise Evaluation and Improvement, the mission outcomes include: prevention/deterrence, emergency assessment, emergency management, hazard mitigation, public protection, victim care, investigation/apprehension, recovery/remediation. The exercise goals and objectives will define the mission outcomes that are addressed by the exercise and that should be analyzed in this section of the AAR.
This section analyzes how well the participating jurisdictions as a whole achieved the expected mission outcomes in their response to the simulated terrorist event. The focus of this analysis is on outcomes rather than processes. The mission outcomes are actions the public expects from its public officials and agencies when faced with a terrorist threat or attack. Results for each mission outcome should be summarized by outcome area. A detailed analysis of the activities and processes that contributed to results related to the mission outcomes will be in the following chapter.

**Chapter 5: Analysis of Critical Task Performance**

Note: The “Analysis of Critical Task Performance” section reviews performance of the individual tasks, as defined in the evaluation guides. Each task that was identified by the exercise planning team as a critical task to be performed to respond to the simulated attacked defined by the scenario should be discussed in this section. Those tasks that were performed as expected require only a short write up that describes how the task was performed and generally would be not be followed by recommendations. For tasks that were not performed as expected, the write-up should describe what happened or did not happen and the root causes for the variance from the plan or established procedures or agreements. Recommendations for improvement should be presented for these tasks. This section should indicate if the variance from expected performance resulted in an improved response, which may result in a recommendation that plans or procedures be changed. Innovative approaches that were used during the response should be highlighted and described. To facilitate tracking of recommendations and improvements, acronyms should be spelled out in each recommendation.

At some point in the future, when the performance criteria have been validated and enhanced, jurisdictions will be asked to rate the performance of each task and then provide an overall performance rating for the exercise.

Following the review and validation of the draft report findings by key officials from the participating agencies/jurisdictions (during the debriefing meeting), the officials define the actions that will be taken to address the recommendations. These improvement actions are presented following each recommendation and include the action, the responsible party/agency, and the timeline for completion.
Below is the format that each Task should be presented in.

**Task**: List the overall task and number.

**Issue**: List the issue number and statement.

**Reference**: List the reference Exercise Evaluation Guide (EEG) task and number.

**Summary of Issue**: Briefly describe the issue.

**Consequence**: Briefly state the consequence of the action.

**Analysis**: Briefly explain the issue and the consequences.

**Recommendations**: List the recommendation that would help to rectify the issue.

**Actions**: List the action steps required to ensure that the recommendation is followed.

**Conclusions**

**Note**: The “Conclusions” section of the report should be used as a summary of all the sections of the AAR. It should include the following:

- Participants demonstrated capabilities

- Lessons learned for improvement and major recommendations

- A summary of what steps should be taken to ensure that the concluding results will help to further refine plans, procedures, training for this type of incident.

**Improvement Plan**

The improvement plan outlines the actions that the exercising jurisdiction plans to take to address recommendations contained in the after action report. It lists the recommendation, action and party responsible for implementing the recommendation.

Examples include: updates to existing plans, policies, procedures, protocols, systems, equipment, training, and facilities developed to mitigate against, prepare for, respond to, and recover from the effects of Weapons of Mass Destruction (WMD) terrorism.
Code Blue Emergency Notification System

Texas A&M University-Corpus Christi uses a comprehensive alert system to send students, faculty and staff messages during emergency situations. The notifications include emails and text as appropriate. These emergencies can include hurricane warnings, school closures, delays and evacuations.

Students must submit a form requesting their phone and email for such notifications when they register. Updates can also be made through their SAIL account.

Faculty and Staff can update their Code Blue contact information through HR Connect.

**Code Blue Emergency Notification System**

The University uses a third-party emergency notification system that has the ability to contact students and employees by work phone, cell phone, text message and/or email. The severity of the emergency will determine how many forms of contacts are used.

- A phone or text message will come from:
  - 361-825-7777 emergency
  - 361-825-5700 non-emergency

- An email alert will come from:
  - TAMU-CC Code Blue ([codeblue@tamucc.edu](mailto:codeblue@tamucc.edu))
  - Texas A&M-Corpus Christi ([notices@tamucc.edu](mailto:notices@tamucc.edu))

The Code Blue Emergency Notification system can also reach classroom telephones and each of the residences at Camden Miramar. For more information call Institutional Advancement at 361-825-2420.

**Outdoor Voice & Sound Alarm**

The University has an outdoor broadcast sound system that can be heard throughout the campus similar to emergency sirens and stadium speakers. The system will be utilized for warning the campus community regarding active emergencies where there is concern for the safety of students, employees and visitors. Such incidents include, but are not limited to, sudden, severe weather emergencies; threats to human life; and fires or other physical incidents where campus evacuation may be necessary. The system provides both audible signals and public address, where spoken notifications can be easily heard by those who are outdoors. The System is routinely tested (two blasts) the first Tuesday of every month between the hours of 2:00 p.m. and 4:00 p.m. No action is required on your part.
University Website, Social Media
Special notices will be posted on the University’s Web site home page www.tamucc.edu.

When the University undergoes an evacuation, a mirrored Web site that has fundamental operations is activated. The site is located at the Texas A&M-International (Laredo) campus.

Social Media, such as Facebook and Twitter, serve to reach the public. Notifications are posted on these platforms that have language similar to what has been crafted on email blasts to the campus and through the Code Blue Emergency Notification System.

Web and Social Media notices are updated periodically with frequency increasing as the storm approaches. As an example, a notification would be posted following a storm review meeting of the Incident Command group and the University President. Within that posting will be a notice of when the public would receive an updated notification. For more information contact Institutional Advancement.

Campus Work Phones
A voicemail message may be sent to all campus telephones. A voicemail message may be deployed in the event of an emergency with a pre-recorded message. For more information call Information Technology Department at 361-825-2100.

Classroom Telephones
Telephones with red lights have been placed in all classrooms. If an emergency occurs and it is necessary to communicate with people in classrooms, the red light will blink and the phone will ring. The phones may be used to dial 4444 if there is an emergency in the classroom. For more information call the Information Technology Department at 361-825-2100.

Special Campus Announcements
Special notices are sent using emails assigned by the university to employees and students. These email blasts are sent with frequency that aligns with meetings undertaken by the Incident Command and President when storms are being monitored. Language crafted for these e-Blasts is used for postings on the Web and Social Media. All emergency notices will receive a point of reference. For more information contact Institutional Advancement.

Campus Monitors
A message may be displayed on the campus monitor system. For more information call the Information Technology Department at 361-825-2692.

Area Television Stations, Radio Stations and the Caller-Times
Corpus Christi radio and television stations and the Caller-Times daily newspaper are very supportive in helping the University inform its people regarding weather notifications and emergencies. Notifications and updates are sent with frequency to all media resources so that they can broadcast these messages to their viewership and readership. The media co-communicates using their radio or television outlet, as well as their Web sites. For more information contact Institutional Advancement at 361-825-2420.
**Information Hotline Telephones**
The University maintains two information hotlines that may be activated to place information of interest to faculty, staff and students. These hotlines are recorded messages that are updated regularly during an emergency. For up to date information go to the University’s Web site home page [www.tamucc.edu](http://www.tamucc.edu) or call Institutional Advancement at 361-825-2420.

**Emergency Information Hotlines**
- Faculty/Staff Information Hotline: (local) 361-825-9999 or toll free 1-888-234-4005
- Student Information Hotline: (local) 361-825-0000 or toll free 1-888-234-4887

**What to do in the event of an emergency**
If you are involved in an emergency, call the University Police Department at 825-4444 (on campus: x4444) or dial 911. The University Police Department is available 7 days/week, 24 hours/day.

**Classroom Emergencies**
In the event of an emergency in the classroom, phones can be used to call University Police (x4444) or 911 Emergency. For more information contact the University Police Department.

For additional information, please refer to the “Quick Reference Guide to Campus Emergencies” provided by the Environmental, Health & Safety Department for specific information on different types of emergencies.

Click on the following link if you would like to “opt out” of emergency notifications.

Note: This means you will not receive notifications such as hurricane events, campus closures and power outages.

[https://codeblue.tamucc.edu](https://codeblue.tamucc.edu)
EMERGENCY GENERATORS

1. **Bay Hall**- 132 Mech. room
   - 350kw generator 500 gal (full load 25.1 gal/hr. = 34 hrs.)
   - Fire alarm/emergency lightening
   - General Purpose outlets
   - Sump pump/fire jockey pumps
   - Elevators
   - Card reader doors and Student Services Center telecom room

2. **Bayside Parking Garage**
   - Fire alarm/emergency lightening
   - Sump pump/fire jockey pumps
   - Elevators

3. **Center for Instruction**- 124 Mech. room
   - 150kw generator 200 gal (full load 10.9 gal/hr. = 18 hrs.)
   - Fire alarm/emergency lightening
   - Sump pump/fire jockey pumps
   - Elevators

4. **Central Plant/Physical Plant**- 107 Mech. Room
   - 125kf generator 250 gal (full load 9.1 gal/hr.=27.5 hrs.)
   - Fire alarm/emergency lightening
   - Sump pump/fire jockey pumps

5. **Dugan Wellness Center**- 125 Mech. room
   - 1060kw generator 5200 gal outside tank/250gal inside tank (full load)
   - Fire alarm/emergency lightening
   - General Purpose outlets
   - Sump pump/fire jockey pumps
   - Elevators
   - Card reader doors
   - Emergency Command center data/HVAC

6. **Harte Research Institute**- 113 Mech. Room
   - 300kw generator 750 gal outside tank 250 gal inside tank (full load 21.5 gal/hr. = 46.5 hrs.)
   - Fire alarm/emergency lightening
   - General Purpose outlets
   - Sump pump/fire jockey pumps
   - Elevators
   - Card reader doors
7. **Natural Resources Center** - Outside by the loading dock
   125kw generator 300 gal (full load 9.1 gal/hr. = 33 hrs.)
   Fire alarm/emergency lightening
   Sump pump/fire jockey pumps
   Elevators
   Sea water lab
   Third floor data center/HVAC

8. **O’Connor** - Outside of Building
   515kw generator 660 gal (full load)
   Fire alarm/emergency lightening
   General Purpose outlets
   Sump pump/fire jockey pumps
   Elevators

9. **Performing Arts Center** Outside by M103 room
   300kw generator 300 gal (full load 21.5 gal/hr. = 14 hrs.)
   Fire alarm/emergency lightening
   General Purpose outlets
   Sump pump/fire jockey pumps
   Elevators
   Card reader doors

10. **Science & Engineering** - 110 Mech. Room
    250kw generator 300 gal (full load 10.9 gal/hr. = 27.5 hrs.)
    Fire alarm/emergency lightening
    General Purpose outlets
    Sump pump/fire jockey pumps
    Elevators
    Card reader doors

11. **University Center** – 141 Mech. rooms
    250kw generator 250 gal (full load 18 gal/hr. = 14 hrs.)
    Fire alarm/emergency lightening
    General Purpose outlets
    Sump pump/fire jockey pumps
    Elevators

**Buildings without Generators**

1. Center for the Arts
2. Center for Science
3. Classroom East
4. Classroom West
5. Conrad Blucher
6. Corpus Christi Hall
7. Driftwood
8. ECDC/MSA
9. Faculty Center
10. Field House
11. Flour Bluff Building
12. Glasscock
13. Lee Welcome Center
14. Library
15. Sandpiper
16. Student Services Building
17. University Service Center
18. Momentum Campus
EMERGENCY EQUIPMENT

1. Bobcat 763 Skid-Loader
2. Komatsu Forklift
3. Bobcat Sweeper Attachment
4. Massey Ferguson Tractor
5. Kubota Tractor
6. Flatbed Trailer, 16’
7. Flatbed Trailer, 8’
8. Water Tank w/Trailer, 1,000 gal.
10. Sprayer, 50 gal.
11. Portable Air Compressor
12. Snorkel Man lift
13. JLG Man lift
14. Echo Chain Saws (x12 units)
15. Echo Backpack Blower (x10 units)
16. Echo Handheld Blower (x6 units)
17. Terex Backhoe/Loader
APPENDIX 9

CAMPUS MAP – http://www.tamucc.edu/about/campusmap.html
<table>
<thead>
<tr>
<th><strong>Television Stations</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. KIII-TV (ABC) Channel 3</td>
<td>Newsroom: 361-855-6397</td>
<td></td>
</tr>
<tr>
<td>2. KORO TV</td>
<td>Main line: 361-883-2823</td>
<td></td>
</tr>
<tr>
<td>4. KAJA-TV</td>
<td>Main line: 361-886-6101/News Director: 361-886-6173</td>
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<tr>
<td>5. KZTV (CBS) Channel 10</td>
<td>Main line: 361-883-7070 /News Director: 361-886-6173</td>
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<th><strong>Radio Stations</strong></th>
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<tr>
<td>1. KBSO FM</td>
<td>Main line: 361-289-0999</td>
<td></td>
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<tr>
<td>2. KXAI FM</td>
<td>Main line: 888-937-2471 (no longer KOUL)</td>
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<tr>
<td>3. KKTX AM</td>
<td>Main line: 361-289-0111 /News Director: 361-826-9903</td>
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<td>4. KRRS FM</td>
<td>Main line: 361-289-0111 /News Director: 361-826-9903</td>
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<td>5. KUNO AM</td>
<td>Main line: 361-289-0111 /News Director: 361-826-9903</td>
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<td>6. KNCN FM</td>
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<td>7. KMXR FM</td>
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<td>8. KSAB FM</td>
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<th><strong>EAS – Emergency Alert Systems</strong></th>
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<tr>
<td>1. KLUX 89.5 FM</td>
<td>Main line: 361-289-2487</td>
<td></td>
</tr>
<tr>
<td>2. Info Line</td>
<td>Main line: 361-826-4636 [INFO]</td>
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The Texas A&M University System

Pandemic Influenza Planning

October 30, 2009
Background

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

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

Major Planning Assumptions

A pandemic influenza outbreak will result in the rapid spread or infection throughout the world. The pandemic influenza virus will affect the population in multiple waves. The pandemic influenza attack rate may affect 40% of the University student population. Illness rates may be higher with school-aged children and middle aged adults (25-40).

Populations most at-risk for severe illness from the current H1N1 are: pregnant women, all people between 6 months and 24 years old, health care providers and emergency medical services personnel, people between 25 and 64 years old with health conditions associated with higher risk of medical complications from influenza, and people who live with or provide care for infants younger than 6 months.

The number of ill requiring medical care may overwhelm the local health care system. The demand for home care and social services will increase dramatically. Vaccines for Pandemic Influenza strains will not be immediately available and may require an additional 4-6 months. It is important to note that Seasonal Influenza vaccine is not protective against the current pandemic influenza strain (H1N1). Therefore, protection from Pandemic Influenza can only be obtained through a separate pandemic influenza immunization. Absenteeism may be up to 40% (or higher in certain professions). With respect to public schools, the state may set arbitrary rates of absenteeism as triggers for the need to close a local educational facility. There may be a significant disruption of public and privately owned critical infrastructure including transportation, businesses, utilities, public safety, and communications. External resources may be exhausted, increasing the reliance on internal resources to solve local problems. The implementation of quarantine measures within populations will be a decision of federal, state and local officials.
Selected Definitions Related to Pandemic Influenza

1. Community Disease Control Measures – Practices in public health that aim to reduce disease exposure within the population (e.g., social distancing)

2. Contact – A person who has been exposed to an influenza case in some way during the infectious period, but who has not become ill.

3. Emergency Operations Center – A command and control location where people gather to perform sustained emergency management operations for an organization.


5. Executive Management Team – The senior management /leadership of the local Texas A&M system member.

6. Incubation Period – The time from exposure to an infectious disease to symptom onset. The incubation period for influenza is usually 2 days but can vary from 1 to 5 days.

7. Infection Control Measures – Actions taken to decrease the risk for transmission of infectious agents in health care settings (e.g., stay at home).

8. Influenza-like-illness – an individual with the following symptoms: Fever 100⁰ degrees Fahrenheit or higher, AND cough, AND/OR sore throat (CDC case definition, accessed 10/28/2009)

9. Isolation – The separation and restriction of movement of people with a specific communicable disease to contain the spread of that illness to susceptible people.


11. Pandemic Influenza -- A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time (WHO – accessed 10/29/09). Currently the strain has been identified as H1N1.

12. Personal Protective Equipment (PPE) – Barrier (e.g., masks, gloves, gowns) protection to be used by an individual to prevent disease transmission.

13. Prophylactic Drugs – Drugs used to prevent disease, such as antivirals.

14. Quarantine – Measures to separate and restrict movement of well people who may have been exposed to an infectious agent, but who are not ill at this time.

15. Seasonal Influenza – Contagious respiratory illness caused by influenza viruses, affecting 5-20% of the US population annually and causing 200,000 hospitalizations and 36,000 deaths (CDC website).

16. Surge Capacity – The accommodation to transient sudden rises in demand for services following an incident. It is the ability of a health system to expand beyond normal operations to meet a sudden increased demand for service.
The Texas A&M University System Pandemic Influenza Planning
Emergency Response Levels

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

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

The Texas A&M University System Pandemic Influenza Emergency Response Level I:
This is the expected level when there is no pandemic in progress. Activities during these times focus on monitoring of world-wide influenza activity, and emergency response planning.

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

The Texas A&M University System Pandemic Influenza Emergency Response Level III:
Pandemic influenza virus has been identified within the boundaries of the United States, but not in Texas. Campus emergency response plans should be reviewed, and essential personnel identified. Measures to slow the spread of virus (e.g., hygiene and immunization) should be promoted or implemented.

The Texas A&M University System Pandemic Influenza Emergency Response Level IV:
At this level, pandemic influenza has been identified in Texas. It is time to start identifying cases on campus, maintaining essential operations while focusing on additional measures to protect the health of students, faculty and staff.
EMERGENCY RESPONSE LEVEL PLANNING MEASURES

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

Level I: No pandemic influenza virus activity is occurring

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

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

1. Monitor the transmission of influenza activity via local, state and CDC information resources.
2. Communicate with Texas A&M System and local and state health department and other relevant health and civic organizations and resources, including the American College Health Association.
3. Information regarding visits to student health services for influenza-like illness, and class absenteeism should be systematically collected, collated, analyzed and shared with appropriate campus personnel for baseline and monitoring purposes. Information should be shared with Texas A&M System and with your local health department.
4. Issue communications to the campus community regarding status of disease spread, self-protection and member response.
5. Encourage hand hygiene and cough etiquette for well and ill students, faculty, and staff. For more information, see: www.cdc.gov/cleanhands.
6. Assure that travelers have the latest travel health information for affected areas (international and domestic), based upon recommendations from local, state, and federal health agencies. See: http://www.cdc.gov/travel.
7. Planning measures should include consideration for handling persons who return from abroad from affected areas, who become ill with influenza-like-illness (e.g., confirmation, isolation, standing recommendations.
8. Inform employees of campus policies regarding working from home, travel, using sick leave, and other human resources policies as applicable.
9. Plan for influenza monitoring. Information regarding student health services and class absenteeism should be systematically collected, collated, analyzed and shared with appropriate Texas A&M System personnel for baseline and monitoring purposes.
Level III: Pandemic influenza virus activity identified in the United States, but none documented in Texas

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

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

Key Planning Assumptions

If the severity of illness increases (higher mortality or increasing hospitalizations), more stringent disease control measures may be required to protect the health and well-being of students, faculty and staff.

Consequently, Level IV has been divided into two levels of Pandemic Influenza for organizing the emergency response: mild-moderate Pandemic Influenza (IV.A) and severe Pandemic Influenza (IV.B), for organizing the emergency response.

Mild-Moderate Emergency Response – Level IV.A (Current State)
Severe Emergency Response – IV.B

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

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

1. Fully support the operations of student health services including deployment of additional resources as needed and available. Tracking the impact in our student populations and workers will be paramount to our ability to maintain essential operations. The primary goal at this point is to slow the spread of disease. This level of severity is not expected to impinge on essential services.

2. Information regarding visits to student health services for influenza-like illness, and class absenteeism should be systematically collected, collated, analyzed and shared with appropriate System Member personnel for baseline and monitoring purposes. Information should be shared with Texas A&M System leadership and with your local health department. During the height of the epidemic, there may be a daily reporting cycle.

3. Review and disseminate student absenteeism and staff/faculty sick leave policies. Assure that such policies support staying at home when ill or caring for an ill family member. Do not require physician note to confirm illness.

4. Facilitate self-isolation of residential students with influenza-like illness within their dorm rooms or campus apartments. Non-residential students, faculty and staff should self-isolate at home for at least 24 hours after they no longer have a fever.

5. Discourage attendance at campus events by ill persons.

6. Maintain communication capacity to coordinate official Member communicates with system and other responders.

7. All continuity of operations plans are activated to ensure essential services is provided.

8. Establish regular cleaning procedures and schedules for high-touch surfaces (bathrooms, doorknobs, keyboards). Provide disposable wipes for use by students on high-touch surfaces.

9. Prepare to activate the point(s) of distribution for medications or vaccines as recommended by local public health department and as set out in points of dispensing plans. Determine thresholds for activation.
10. If a new vaccine is available, make every effort to ensure as many campus students, faculty, and staff are vaccinated.

11. Provide necessary communications regarding the status of the Member.

12. Continue to encourage hand hygiene and cough etiquette for all.

13. Distribute personal protective equipment (PPE) to essential personnel as set out in your response plan, if PPE is part of your response plan.

14. Actively communicate with your local health department to optimize the best response measures during the outbreak. It is important that you receive information and that university members provide information to their local health departments during all phases of the outbreak.
Level IV.B: For Severe Influenza Illness (epidemic begins to impinge on essential services)

1. Continue all previous emergency response level actions. Consider the spread and severity of illness and seek guidance from state and local health departments and member consultants regarding deciding on a course of action. **The primary goal at this point is to slow the spread of the disease and maintain essential member services.**

2. Consider suspending university special events and what trigger and procedures will result in the suspension of classes. If classes/events are suspended, have a process in place for resumption of classes and events.

3. Continue voluntary isolation of close contacts. Extend the self-isolation period to 7 days after the onset of their symptoms.

4. Reinforce stay-at-home policies for ill persons.

5. Expand communication capacity, as necessary, to coordinate official Member communiqués with system and other responders.

6. Ensure essential university operations are performed, even if some member functions must be curtailed.

7. Consider closing research facilities as set out in your response plan, except those that are deemed critical (e.g., animal care).

8. Maintain critical infrastructure and services.

9. Fully enact policies regarding non-essential personnel.

10. Fully utilize health/medical assistance, housing, food, telecommuting, and other assistance to reduce infection and support those who are ill, self-isolated or are unable to go home, while maintaining essential university operational duties.

11. Enhance the medical support to accommodate increased isolation, if appropriate, for your campus.

12. Initiate planning for recovery as set out in your plan.
The Texas A&M System  
Pandemic Influenza  
Emergency Response Levels  

Summary

<table>
<thead>
<tr>
<th>Level</th>
<th>CDC reports no cases related to Pandemic Influenza worldwide</th>
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<tbody>
<tr>
<td>Level I</td>
<td>CDC reports Pandemic Influenza cases outside of the United States</td>
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<tr>
<td>Level III</td>
<td>CDC reports Pandemic Influenza cases within the continental United States</td>
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<tr>
<td>Level IV</td>
<td>Texas DSHS reports Pandemic Influenza cases within Texas</td>
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<tr>
<td>IV.A.</td>
<td>Mild-moderate influenza illness reported nationally</td>
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<tr>
<td>IV.B.</td>
<td>More severe influenza illness reported nationally</td>
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</table>
Planning Considerations Related to Pandemic Influenza Emergency Responses

A. General

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

The basic order of operational priorities is:

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

B. Direction and Control

General

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

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

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

1. Continuity of Operations and Essential Services planning is critical before an influenza pandemic. Maintaining continuity of operations will mitigate disruptions to critical services and infrastructure caused by pandemic influenza. As well as mitigating these disruptions, Continuity of Operations Planning enhances the recovery efforts caused by pandemic influenza.

2. Services critical to member operations are financial services, human resources, risk management and safety, university police department, student health services, dining services, residential life, study abroad, and academic and Student Engagement & Success. Critical infrastructure support will also be critical from facilities management and information technology. Selected essential services relevant to the System are listed below:

   - Security
   - Campus Health and Safety, including worker safety
   - IT Support
   - Human Resources, including policies and procedures for absenteeism and leave
   - Financial Operations
   - Campus Housing
   - Food Services
   - Maintaining Critical Infrastructure
   - Educational Services
   - Research

3. Planning should also identify essential personnel and duties.

4. Continuity of operation and essential service plans should be routinely updated and a copy forwarded to the System, c/o Kevin McGinnis at mcginnis@tamu.edu.

5. For more information on planning for continuity of operations, please refer to www.fema.gov.
D. Communications

1. General
   a. Pandemic influenza imposes exceptional communications requirements. Effective communication is comprised of redundant communication systems, effective internal communication and effective external communication (communication with external agencies and the general public). This information is usually found in the Communications Section of your system member “all hazards” emergency response plan.
   b. In an emergency, one or more communication strategies/systems can become disabled or ineffective. Therefore, it is critical that planning takes into consideration the need for backup communication modes, diversity of communication modes and redundancy.
   c. Each system member is requested to identify a Point of Contact for critical communications between system and system members related to Pandemic Influenza.

2. Communication with member(s) of the system community traveling in affected regions must consider:
   a. Affiliates of the Member that are traveling to affected regions as part of a member-sanctioned event will provide contact information before departure to the leading/sponsoring department and/or the Study Abroad Office per existing university policies.

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

4. Internal Communications
   a. General information regarding pandemic influenza will be distributed in the form of public service announcements (PSAs) through any and all available modes of communication (i.e., internet, email, telephone, radio, television, etc.) as appropriate. Reference your crisis management plan for more information.
   b. During a Pandemic Influenza emergency response internal communication may need to include information related to the following areas:
      - Updates from local, state, and federal agencies
      - University response activities
      - Health guidelines
      - Media information
      - Emergency bulletins
5. External Communications
All public information made available through A&M system members will be directed through their Public Information Officer or other designated official. During a Pandemic Influenza response, there may need to be coordination with external communications by system and other members.

E. Major Health Service Considerations During a Pandemic

1. Medical Support
   a. System members will have the initial responsibility for the health care services needed by students during a pandemic. In general, Student Health Services (or similar responsible party) should be enlisted to facilitate this planning.

   b. The local Health Department (or the DSHS Regional Health Department) will serve as the public health authority and as a resource related to management of the pandemic (e.g., screening, vaccine delivery, local case counts, tracking the course of the epidemic).

2. Isolations
   a. During the early stages of a pandemic, people who are known to be ill with pandemic influenza will be advised to voluntarily isolate themselves from others, typically in their own homes. For ill students housed on campus and unable to be isolated at home, a pre-designated location and support may need to be included in your planning.

      However, at some point in the emergency response, it may be impractical to isolate all victims who are ill because of the overwhelming numbers of those affected.

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

F. Management of Vaccines and Prophylaxis

   a. Currently, Pandemic Influenza vaccines are being provided through the appropriate local Health Department and distributed in accordance with the local government’s emergency response plan. In the future, it is important to note that vaccines may be distributed through other sites, such as Student Health Services. If mass vaccination is part of your planning for Pandemic Influenza, delineate how this will be accomplished and who is responsible for implementing these programs.

   b. Currently The Texas A&M University System has no plan to recommend or provide mass prophylaxis of antivirals to students, faculty or staff.
G. Mass Fatalities Management

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

H. Employee Well-being and Support

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

Additional Pandemic Influenza Information Sources

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

Texas Department of State Health Services [http://www.dshs.state.tx.us](http://www.dshs.state.tx.us)
Pandemic Flu (comprehensive pandemic flu Information) [http://www.flu.gov](http://www.flu.gov)

**Of special interest:**
[http://www.pandemicflu.org/professional/school/higheredguidance.html](http://www.pandemicflu.org/professional/school/higheredguidance.html)


Centers for Disease Control and Prevention [http://www.cdc.gov](http://www.cdc.gov)

APPENDIX 12
EARLY CHILDHOOD DEVELOPMENT CENTER

Corpus Christi Independent School District

EMERGENCY OPERATIONS PLAN (EOP)

Early Childhood Development Center
# Corpus Christi Independent School District
## Emergency Operations Plan
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The Corpus Christi Independent School District (District) is committed to the safety and security of students, faculty, staff, and visitors on its campus(es). In order to support that commitment, the Board of Trustees has asked for a thorough review of the District and this school’s emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural- and human-caused disasters.

The Emergency Operations Plan that follows is the official policy of the District and this school. It is a result of a comprehensive review and update of school policies in the context of its location in Corpus Christi, Texas, and in the current world situation. We support its recommendations and commitment of District/school resources for ongoing training, exercises, and maintenance required to maintain an up-to-date Plan.

This Plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the District’s and this school’s community, outlining clear communication with emergency management officials and supporting ongoing monitoring of emergency management practices and advisories.

This campus Emergency Operations Plan is hereby approved. It is effective immediately and supersedes all previous editions.

Superintendent of Schools ___________________________ Date ___________________________
From the U.S. Department of Education

EMERGENCY PLANNING FOR AMERICA’S SCHOOLS

The U.S. Department of Education, working with school safety experts from around the United States, has made available a model emergency response and crisis management plan. Excerpts of the model are shown below:

Emergency Plans:
If you don’t have a school crisis plan in partnership with public safety agencies, including law enforcement and fire, health, mental health and local emergency preparedness agencies, develop one. Ensure that it addresses traditional crises and emergencies such as fires, school shootings and accidents, as well as biological, radiological, chemical and other terrorist activities.

If you do have a crisis plan, review it. Ensure that it addresses issues related to terrorism, such as biological, radiological and chemical attacks.

Train, practice and drill. Documents on a shelf don’t work in a crisis.

Ensure that your school district crisis plan addresses the unique circumstances and needs of individual schools. Districts are encouraged to develop a separate plan for each school building. Each school crisis plan should address four major areas – prevention/mitigation; preparedness; response and recovery.

Prevention/Mitigation:
- Conduct an assessment of each school building. Identify those factors that put the building, students and staff at greater risk, such as proximity to tracks that regularly transport hazardous materials or facilities that produce highly toxic material or propane gas tanks, and develop a plan for reducing the risk. This can include plans to evacuate students away from these areas in time of crisis and to reposition propane tanks or other hazardous materials away from school buildings.
- Work with businesses and factories in close proximity to the school to ensure that the school’s crisis plan is coordinated with their crisis plans.
- Ensure a process is in place for controlling access and egress to the school. Require all persons who do not have authority to be in the school to sign in.
- Review traffic patterns, and where possible, keep cars, buses, and tracks away from school buildings.
- Review landscaping, and ensure buildings are not obscured by overgrowth of bushes or shrubs where contraband can be placed or persons can hide.

Preparedness:
- Have site plans for each school facility readily available and ensure they are shared with first responders and agencies responsible for emergency preparedness.
- Ensure there are multiple evacuation routes and rallying points. Your first or second evacuation site options may be blocked or unavailable at the time of the crisis.
• Practice responding to crises on a regular basis.
• Ensure a process is established for communicating during a crisis.
• Inspect equipment to ensure it operates during crisis situations.
• Have a plan for discharging students. Remember that during a crisis many parents and guardians may not be able to get to the school to pick up their child. Make sure every student has a secondary contact person and have contact information readily available.
• Have a plan for communicating information to parents for quelling rumors. Cultivate relationships with the media ahead of time, and identify a public information officer to communicate with the media and the community during a crisis.
• Work with law enforcement officials and emergency preparedness agencies on a strategy for sharing key parts of the school crisis plans.

Response:
Develop a command structure for responding to a crisis. The roles and responsibilities for educators, law enforcement and fire officials, and other first responders in responding to different types of crises need to be developed, reviewed and approved.

Recovery:
• Return to the business of teaching and learning as soon as possible.
• Identify and approve a team of credentialed mental health workers to provide mental health services to faculty and students after a crisis. Understand that recovery takes place over time and that the services of this team may be needed over an extended time period.
• Ensure the team is adequately trained.
• The plan needs to include notification of parents on actions that the school intends to take to help students recover from the crisis.

For more information go to the following website:

www.ed.gov/emergencyplan/
Philosophy

The Corpus Christi Independent School District and this school have undertaken the task of planning for different emergencies. It is our contention that by thinking through possible crises and providing possible solutions to them, all persons involved in dealing with these situations will be prepared to handle them as they arise.

The Emergency Operations Planning Committee has approached the emergency response issue by providing safe, logical, and humane steps to be considered when faced with a crisis situation. The primary goals of the Emergency Operations Plan are the protection of lives and property, being able to respond to emergencies promptly and properly, and the ability to mitigate the effects of a disaster and aid in disaster recovery.

It is the policy of Corpus Christi ISD and this school that no guarantee is implied by this Plan of a perfect response system. As personnel and resources may be overwhelmed, the District/school can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.
Organization and Assignment of Responsibilities

The Principal or Designee will:
1) Act as the school’s Incident Commander (IC).
2) Implement the policies and decisions of the governing body relating to emergency management.
3) Organize the school’s emergency management program and identify personnel, equipment, and facility needs.
4) Ensure that the Plan is coordinated with District plans and policies.
5) Assign selected staff members to the Emergency Operations Planning Team, who will develop the school’s Emergency Operations Plan, using the basic guidelines shown in this template.
6) Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
7) Conduct drills and initiate Plan revisions based on results of the drills.
8) Encourage incorporation of emergency preparedness material into regular curriculum.
9) Provide copies of the school Plan to the District’s superintendent and the city’s Local Emergency Planning Committee (LEPC).
10) Monitor developing situations such as weather conditions or incidents in the community that may impact the school.
11) Establish an Incident Command Post.
12) Assign school emergency responsibilities to staff as required.
13) Coordinate emergency assistance and recovery.
14) Coordinate use of building as public shelter for major emergencies occurring in the city or county.

The Emergency Operations Planning Team will:
1) Create and maintain the Emergency Operations Plan in conjunction with District and local emergency services procedures.
2) Conduct hazard analyses with assistance of District and local emergency management officials.
3) Organize emergency response teams.
4) Recommend training for emergency response teams.
5) Establish a partner system to pair teachers and classes so that teachers assigned to an emergency response team can fulfill duties.
6) Provide information to staff, student, and community regarding emergency procedures.
7) Provide assistance during an emergency in accordance with designated roles.
8) Conduct debriefings at conclusion of emergencies to evaluate the effectiveness of the Emergency Operations Plan, and recommend changes if necessary.

Teachers will:
1) Be prepared to use classroom emergency (“room crisis”) kits.
2) Participate in training, drills, and exercises.
3) Direct and supervise students’ en-route to pre-designated safe areas within school grounds or to an off-site evacuation shelter.

4) Maintain order while in student assembly area.

5) Verify the location and status of every student. Report the condition of any student needing additional assistance to the Incident Commander or designee.

6) Establish a partner system for students and teachers with disabilities.

7) Remain with assigned students throughout the duration of the emergency (unless otherwise assigned through a partner system) or until every student has been officially released.
BEFORE A CRISIS OCCURS. . .

Develop Emergency Operations Planning Team

Responses to crisis situations require a clear chain of command between all campus staff and the Emergency Operations Planning (EOP) team. Your team needs to be organized and have duties assigned to key members before a crisis happens. When considering assignments, be sure to list backup members in the event that the primary leader is unavailable. Be sure the form “Emergency Operations Plan Team Roster (for City Crisis Enforcement Officials)” is completed, updated each year, and placed in your EOP manual.

In addition, the form “Staff Skills Survey and Inventory” can be a useful tool for assessing your staff’s skills to be utilized during an emergency – it can be found in the Forms section of this manual.

The EOP chain of command is as follows:

**Incident Commander (IC):**
The IC is responsible for every person and the school as a whole. This person assesses if a crisis exists and its magnitude, implements the response, directs actions of the campus Emergency Operations Planning team, and generally manages the crisis from beginning to end. The IC maintains communication among all relevant staff at designated locations, coordinates crisis response with first responders (police, fire department, etc.), and establishes what information needs to be communicated to staff, students, families, and the community. *The IC is usually the principal of the school, but can also be the assistant principal, counselor or other administrative designee.*

**Safety and Operations Leader:**
This person would manage and have overall control of staff conduct, organization, and student and staff protection. This person would also be responsible for the safety of individuals at the scene, which could include the control over release of students to parents (after Superintendent approval), and locating and assigning staff to fill various tasks (such as carrying messages to various other members of the EOP team). *The Safety and Operations Director could be an assistant principal, PE coach, security staff member, section leader, or other designee.*

**Teacher Section Leader:**
Each Section Leader should be responsible for groups, blocks, areas, or wings of teachers. This person would insure that their areas of oversight have received and properly reacted to any crisis response issued by the school office.

**Teacher/Student Care Giver:**
Each teacher will be responsible for the safety and well-being of their students, which is their first priority. Their role is to account for and manage all students under their control and to familiarize themselves with crisis response procedures.
**Communication Liaison:**
A person (other than the IC) should be designated as being responsible for all communication outside the school between the EOP team, district administrators, emergency responders, families, community groups, and the media. Another duty might be documentation of the crisis and crisis response.
*Suggested Communication Director might be an assistant principal, counselor, or other administrative designee.*

**Medical Care Leader:**
The Medical Care Director provides medical services as needed. A second person should be designated to assist.
*The Medical Care Director is usually the school nurse. Medical care assistants could be attendance clerk, librarian, or other designee.*

**Custodial Logistics Leader:**
This person must know available resources and locations and would focus on any supplies needed for the group. The Custodial Logistics Leader would be responsible for taking the School Crisis Kit to the designated Command Post during an evacuation.
*The Custodial Logistics Leader could be the head custodian, other custodian, paraprofessional, or other designee.*
BEFORE A CRISIS OCCURS . . .

Designate Safe Areas

To determine safe school areas, choose rooms with the lowest rooflines, lowest floor, and having the least amount of windows and doors – an interior hallway is best. Avoid long-spanned rooms such as cafeterias and gyms. In winged schools, avoid sheltering in “end of row” rooms.

The following areas should be identified prior to a crisis - determine safe areas for both on- and off-campus incidents, along with alternate areas for both:

- Command post - where the Incident Commander will manage the crisis
- Student assembly area(s)
- Student release area(s)
- Emergency medical treatment location
- Media location
BEFORE A CRISIS OCCURS. . .

Prepare Crisis Kits

The following supplies should be included in each crisis kit:

**School Office Crisis Kit:**

*Take during evacuation:*
- Complete copy of current Emergency Operation Plan
  (should include EOP team roster, campus maps, emergency phone numbers, sample communications, etc.)
- Updated student disposition forms
- Updated emergency data cards
- Updated staff roster
- Master keys
- Set of floor plans

*Leave in office:*
- Flashlights/extra batteries
- Portable radio/extra batteries
- Duct tape
- Clear plastic to cover windows
- Towels
- Laminated “NO SCHOOL ACCESS” signs

**Teacher/Classroom Crisis Kit:**

*Take during evacuation:*
- Current class roster
- Grade book
- Classroom copy of Emergency Operations Plan
- First aid supplies (in plastic zip lock bag):
  - Antiseptic, band aids, bandage wrap, gauze pads, gloves, safety pins, scissors, porous tape roll, alcohol swabs, etc.

*Leave in classroom:*
- Flashlights/extra batteries
- Portable radio/extra batteries
- Duct tape
- Clear plastic to cover windows
- Towel
- Laminated “NO ROOM ACCESS” signs
Nurse’s Crisis Kit:

Student/staff emergency medicines
Medical devices (blood pressure cuff, thermometers, etc.)
First aid kit
Medical cards
BEFORE A CRISIS OCCURS. . .

Emergency Operations Planning Drills

The key to success in responding to a crisis is training and practicing. A plan cannot be effective unless it is tested – the purpose of a drill is to find weaknesses in a plan, and to anticipate and overcome them in the next drill or during a real-life emergency.

Review, evaluate, and revise your Emergency Operations Plan often, using drill results and input solicited from your Emergency Operations Planning Team. Any revisions should be communicated to the District for review and possible changes to the District’s EOP.

Pre-Drill Planning Exercise
The purpose of the pre-planning exercise is to:

- allow your EOP team to informally review responsibilities
- discuss simulated emergencies
- review procedures
- resolve coordination issues
- promote group problem-solving
- test the ability of school personnel to identify and use resources within their school during an emergency
- assess the ability of school personnel to implement their EOP

A planning exercise can consist of complete written scenarios and “injects” – additional pieces of information or circumstances that can be injected to alter the scenario. Some example injects might be “suspicious person with firearm behind school” to “electrical service to cafeteria interrupted.” Injects usually include a list of possible responses to assist the facilitator of the planning exercise.

It might also be helpful to have your team “visualize” a scenario by using full-sized building/property plans and objects representing team members.

It is recommended that a pre-planning meeting be held by each Emergency Operations Planning team at the beginning of each school year (before students return) and prior to each live drill.
Emergency Response Drills
The following crisis response procedures are outlined in this manual. They include:

- Evacuation
- Lockdown – Security Reasons
- Lockdown – Severe Weather
- Shelter in Place
- Drop, Cover and Hold

When considering a live drill, practicality is important. Since EVACUATION is already practiced through fire drills regularly throughout the school year, it is recommended that LOCKDOWN or SHELTER IN PLACE scenarios be used for drills to test your EOP.

After the completion of each drill, the Emergency Operations Planning Team should evaluate the school’s response, by using the “Emergency Drill Evaluation” form. Weaknesses should be identified and corrected in either (or both) the school’s or District’s EOP.

Emergency Response Drill Schedule
Emergency response drills must be conducted annually in accordance with the following schedule:

**Shelter in Place**
(Scenario to be selected by principal/designee)
conducted no later than October 15

**Lockdown**
(Scenario to be selected by principal/designee)
conducted either prior to September 1 or March 1

In addition to conducting annual fall and spring emergency response drills by above deadlines, at-random drills may be initiated by District administrative staff to ensure that readiness levels remain at the highest level.
EMERGENCY DRILL EVALUATION

Campus: ECDC Date: ____________________

Type of Drill Performed: ☐ Evacuation ☐ Shelter in Place
☐ Lockdown – Security Reasons ☐ Drop, Cover, and Hold
☐ Lockdown – Severe Weather

Drill Start Time: ________________ Drill End Time: ________________

Number of Students Participating: ________________

Total Drill Effectiveness Score: ____________________________ (poor, fair, good, excellent)

<table>
<thead>
<tr>
<th>Team Participants</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Commander</td>
<td>Dr. Criselda I. Castillo</td>
<td>Principal</td>
</tr>
<tr>
<td>Safety &amp; Operations Leader</td>
<td>Charles Drillen</td>
<td>Coach</td>
</tr>
<tr>
<td>Communication Liaison</td>
<td>Xochitl Noble</td>
<td>Parent Liaison</td>
</tr>
<tr>
<td>Medical Care Leader</td>
<td>Amanda Patlan</td>
<td>Nurse</td>
</tr>
<tr>
<td>Custodial Logistics Leader</td>
<td>Nancy Rodriguez</td>
<td>Custodian</td>
</tr>
<tr>
<td>Other(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Drill Performance, Execution and Efficiency**

1) Were the teachers aware of the proper response action, and properly informed students of their expected responsibilities and actions?
2) Did all the students properly respond to the directions given by the teachers?
3) Did all teachers respond to the school office instructions?
4) Were school or classroom assembly (or safe) areas known by all teachers and adhered to?
5) Did the conduct of the drill flow smoothly, or were there glitches?
6) Were the crisis response procedures reasonable and efficient?

**Team Organization**

1) Was the EOP Team effective in dealing with adverse situations quickly?
2) Was EOP Team interaction of tasks/roles effective?
3) Were Team roles sufficient?
4) Should more roles be considered/added?

**Communications**

1) Was the announcement of the start of the drill effective (was the warning clearly understood by all)?
2) Were all teachers/team members aware of the specific response action required?
3) Was there confusion on which response to implement?
4) Did communication between the school and Central Office administration flow smoothly?
# Emergency Drill Evaluation Form

**Page 2**

<table>
<thead>
<tr>
<th>Overall Conduct of the Drill</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Overall, was the drill conducted effectively and expeditiously?</td>
<td></td>
</tr>
<tr>
<td>2) Overall, did the students conduct themselves appropriately and adhere to the requirements of the drill?</td>
<td></td>
</tr>
<tr>
<td>3) Had the drill been a real emergency, would the health and safety of each person been protected?</td>
<td></td>
</tr>
<tr>
<td>4) Did the movement of students create any hazards?</td>
<td></td>
</tr>
</tbody>
</table>

If any of the above evaluation items were answered “no”, please document below:

What aspect of the drill did not function well?  Provide suggestions for improvement.  [Use extra sheets if necessary.]

Drill Performance:

________________________________________
________________________________________
________________________________________

Team Organization:

________________________________________
________________________________________
________________________________________

Communications:

________________________________________
________________________________________
________________________________________

Overall Conduct:

________________________________________
________________________________________
________________________________________

What aspect of the drill worked most effectively?

________________________________________
________________________________________
________________________________________

*Keep original; send copy to Office of Police & Security and School Director within 5 days after the drill exercise.*
Sample Annual Notification Letter to Parents/Guardians
[on campus letterhead]

It is recommended that this letter be sent home to all parents/guardians each year

[Date]

Dear Parents:

Should an emergency or disaster situation ever occur in our area while school is in session, we want you to be aware that our District—and this school—has made preparations in order to respond effectively to such situations. We want to assure you that the safety of your child(ren) is our primary concern, and that a detailed emergency operations plan has been designed with student safety in mind. You can assist us in our efforts to protect your child(ren) by being aware of the following procedures and information:

In the event of a serious emergency, students may be kept at their schools until the District allows release to an adult that has been identified on the school emergency card (this card is completed by parents at the beginning of each school year). Please be sure you consider the following when you authorize another person to pick up your child(ren) at school:

- He/she is 18 years of age or older
- He/she is usually home during the day
- He/she could walk to school, if necessary
- He/she is known to your child(ren)
- He/she is both aware and able to assume this responsibility

Students will only be released to adults identified on the school emergency card. During an extreme emergency, students may be released at designated areas located on the school campus. It is asked that parents be patient and understanding with the student release process. It’s important that you also tell your child(ren) they should always follow the directions of school personnel in times of emergency.

DO NOT telephone the school during an emergency – telephone lines are needed for emergency communication. Turn your radio to KLUX 89.5 FM or local television channels for announcements. Additionally, the Communication Department (695-7410) can be contacted for further information.

If students are being transported by bus during an emergency situation, every effort will be made to deliver them to their destination.

Thank you for your cooperation with helping the District – and this school – is better prepared in keeping all students safe.

Sincerely,

Principal
[Note: You can view this school’s Emergency Operations Plan by visiting the campus administration office.]
It is recommended that this letter be sent home to all parents/guardians each year

Sample Annual Notification Letter to Parents/Guardians

[on campus letterhead]

Estimados Padres:

En caso de que una situación de emergencia o un desastre llega a ocurrir en nuestra área cuando la escuela esta en sesión, nosotros queremos que usted este informado que nuestro Distrito — y esta escuela — a hecho preparaciones en orden de responder efectivamente a semejantes situaciones. Nosotros deseamos decirle que la seguridad de su hijo(s) es nuestra primera preocupación, y que se ha diseñado un plan de operaciones de emergencia consientes de la seguridad del estudiante. Usted puede ayudarnos en nuestros esfuerzos de proteger a sus hijo(s) estando enterado de los siguientes procedimientos y información:

En el evento de una emergencia grave, los estudiantes se quedarán en la escuela hasta que el Distrito permita dejarlos salir con un adulto que haya sido identificado en la tarjeta de emergencia (esta tarjeta es llenada por los padres al principio del año). Favor de estar seguro de lo siguiente cuando de permiso a otra persona a ir por sus hijo(s):

- El/ella tiene 18 años o mas de edad
- El/ella esta usualmente en casa durante el día
- El/ella puede caminar a la escuela si es necesario
- El/ella es conocido por su hijo(os)
- El/ella esta enterado y puede asumir esta responsabilidad

Solamente se dejaran salir a los estudiantes con el adulto identificado en la tarjeta de emergencia. Durante una extrema emergencia, se dejaran salir a los estudiantes en áreas designadas situadas en los terrenos de la escuela. Se pide a los padres que tengan paciencia y comprendan el proceso de salida de los estudiantes. Es muy importante que le diga a su hijo(os) que siempre deben de seguir las direcciones del personal de la escuela durante tiempos de emergencia.

FAVOR DE NO hablar por teléfono a la escuela durante una emergencia — las líneaes de teléfono se necesitan para comunicaciones de emergencia. Ponga su radio en KLUX 89.5 FM o su televisión en canal local para escuchar anuncios. En adición, para mas información puede llamar a la oficina de Información Publica (Publica Información 695-7410).

Si los estudiantes están siendo transportados en un bus durante la situación de emergencia, todos los esfuerzos se van hacer para llegar con ellos a su destinación.

Gracias por su cooperación para ayudar al Distrito — y a la escuela — estar mejor preparada en tener a todos los estudiantes seguros.

Atentamente,

Director(a)

Nota: You can view this school’s Emergency Operations Plan by visiting the campus administration office.
Crisis Response Procedures

SECURE

SEEK HELP

STAY IN CONTROL

EVACUATION – Requires all staff and students to leave the building. Evacuation can be highly effective if it can be completed before the arrival of the hazard; can involve fires, bomb threats, and gas leaks.

REVERSE EVACUATION – Requires all staff and student to go to safe places in the building from outside the building; can involve severe weather conditions or violent situations near the school.

LOCK DOWN – All exterior doors and classroom doors are locked and students and staff in their classrooms; can involve bomb threats, severe weather conditions, terrorist threats, death and/or suicide at school, and civil disruption.

SHELTER-IN-PLACE – Students and staff are held in the building, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials, which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.

Drop, Cover and Hold – Students and staff drop low, take cover under furniture, cover eyes and protect internal organs; can involve explosions and tornado.

Bomb Threat – The campus administrator makes the decision to evacuate the campus or to lock down the campus while a search of the building is conducted.
EVACUATION

THE BUILDING IS UNSAFE:
ALL STUDENTS AND STAFF MUST EXIT IMMEDIATELY

Examples:
- Earthquake
- Explosion
- Fire
- Gas Leak
- Severe Building Structural Failure
- Bomb Threat

School Office Response:

1) Notify entire campus that immediate EVACUATION is required.
2) Provide special needs assistance – consider age, limited English, mobility, visual, and hearing impairments.
3) Communicate with school director.
4) Maintain communication among all relevant staff at pre-designated locations.
5) Follow assigned evacuation routes to pre-designated assembly locations a minimum of 300 feet from the building – in an area avoiding hazards such as power lines, fire hydrants, fire lanes and driveways that could be used by emergency responders.
6) Have school crisis kit placed at Command Post near the assembly area.
7) The second in command should remain in the front of the school (near the office) with extra master keys and set of floor plans to assist first responders, or to direct parents to the assembly area.
8) Determine what information needs to be communicated to staff, students, families, and the community.
9) Locate and notify classroom staff having an off-campus activity.
10) If the evacuation is prolonged, consider offsite movement and transportation to a nearby school or local community building after receiving approval from school director.
11) Communicate “all clear” to staff when crisis is over.

Teacher/Classroom Response:

1) EVACUATE IMMEDIATELY upon notification from the school office.
2) Follow fire drill and emergency evacuation procedures.
3) Bring personal belongings and room crisis kit items with you.
4) Turn off all electronic equipment and lights; shut, but do not lock all doors and windows.
5) Control students at all times – students should remain in single file until roll is taken after reaching the pre-designated safe assembly area; class will remain together in the assembly area.
6) Report all student injuries or health issues to school nurse.
7) Periodically check class roster to account for all students.
8) Remain calm and alert to avoid hazards or to take further action, if necessary.
9) Do not release students to a parent until approved by the principal.
LOCKDOWN
SECURITY RISK
SECURE ALL AREAS OF THE CAMPUS
DO NOT LEAVE ROOM

Examples:
Abduction
Armed Person
Assault
Death on Campus
Drive-By Shooting
Drug Overdose
Gang Fight
Hostage Situation
Hostile/Irate Intruder
Sexual Assault
Shots Fired
Sniper
Stabbing
Suicide (Attempt)
Suspicious Package
Suspicious Person in Building
Weapon on Campus
Workplace Violence

School Office Response:
1) Notify entire campus that a LOCKDOWN - SECURITY RISK response is required.
2) Immediately move all staff and students indoors into designated classrooms; cancel all outside activity.
3) Call 911 and CCISD Police Services at 289-9247.
4) Communicate with school director.
5) Establish one point of entry (preferably at the front of the campus); post a front door monitor for security and to limit access.
6) Lock all other exterior doors; do not chain any door panic hardware from the inside; lock all school office doors and windows; post signs at all locked entrances designating NO SCHOOL ACCESS.
7) Do not allow ANYONE to enter or exit the office or campus.
8) Do not allow students to change classes or leave for the day.
9) Locate and notify classroom staff having an off-campus activity.
10) Parents may not pick up their children until after approval is received from school director.
11) Communicate “all clear” to staff when crisis is over.

Teacher/Classroom Response:
1) Inform school office immediately if you become aware of any LOCKDOWN - SECURITY RISK situation.
2) Immediately move all staff and students indoors into designated classrooms.
3) If shots are heard, yell to students to “drop to the ground” or “drop to the floor.” Don’t wait for a response action to be announced from the office – act immediately.
4) Lock the classroom door; close, lock, and cover window, if possible.
5) Call 911 only if you cannot reach the school office.
6) Stay away from doors and windows.
7) Do not allow student cell phone use.
8) Do not allow students to exit the classroom or leave for the day until approved by the principal.
9) Be sure all students are accounted for; report any extra or missing students to the school office.
10) Report any health issues to the school nurse.
11) Remain calm and alert - await further instructions from the principal.
LOCKDOWN
SEVERE WEATHER/NATURAL DISASTER
SECURE ALL AREAS OF THE CAMPUS

Examples:
Flood
Severe storm containing heavy rain, lightning, hail or high winds
Tornado warning and/or watch:
Less Severe: Tornado watch - means no funnel clouds have been sighted, but conditions are favorable for tornadoes to occur
More Severe: Tornado warning - means a funnel cloud has been sighted and direction of travel is usually given in the warning broadcast; be prepared to “drop, cover, and hold”

School Office Response:
1) Notify entire campus that LOCKDOWN - SEVERE WEATHER response is required.
2) Immediately move all staff and students indoors into designated classrooms – all portables are to evacuate to main building; cancel all outside activity.
3) Limit student and staff movement to only essential necessities.
4) Establish one point of entry, preferably at the front of the campus; lock all other exterior doors; do not chain any door panic hardware from the inside; post signs at all locked entrances designating the front door as the only entrance and exit.
5) Communicate with school director.
6) Locate and notify classroom staff having an off-campus activity.
7) Monitor news on TV and radio (KLUX 89.5 FM or Tone Alert radio); update staff as necessary.
8) If a “tornado watch” is issued, begin preparing for “tornado warning.”
9) Parents may not pick up their children until approval is received from school director.
10) Allow students to change classes or leave at the end of the day.
11) Communicate “all clear” to staff when crisis is over.

Teacher/Classroom Response:

Less Severe:
1) Immediately move all staff and students indoors into designated classrooms – all portables are to evacuate to main building; cancel all outside activity.
2) Lock and secure all doors and windows.
3) Take attendance; immediately report names of any missing or extra students to principal.
4) Continue to teach; await further instructions.
5) Allow students to change classes or leave at the end of the day.

More Severe:
If moving to a pre-designated safe area (tornado warning):
1) Bring personal belongings and room crisis kit items with you.
2) Control students at all times – students should remain in single file until roll is taken after reaching the pre-designated safe area.
3) Have students and staff assume a protective posture kneel facing the interior wall with head down and hands protecting the back of the neck and head.
4) Do not allow student cell phone use.
5) Report attendance to principal; report names of any missing or extra students immediately.
6) Report all student injuries or health issues to school nurse.
7) Periodically check class roster to account for all students.
8) Remain calm and alert to avoid hazards or to take further action, if necessary.
9) Do not release students until approved by the principal.

If an individual classroom is the safest place for the students:
1) Place tables and desks into the strongest area of the room; lock and secure all doors and windows.
2) Secure items that may act as missiles.
3) Do not allow student cell phone use.
4) Take and report attendance to principal; report names of any missing or extra students immediately.
5) Do not allow ANYONE to enter or exit the room; post sign on door stating NO ROOM ACCESS.
6) Report all student injuries or health issues to school nurse.
7) Remain calm and alert to avoid hazards or to take further action, if necessary.
8) Do not allow students to change classes or leave at the end of the day until approved by the principal.
SHELTER IN PLACE
INSIDE THE BUILDING IS SAFER THAN OUTSIDE
DO NOT LEAVE ROOM

Examples:
- Biological Attack
- Chemical Accident

School Office Response:
1) For chemical emergencies, call 911.
2) Notify entire campus that SHELTER IN PLACE response is required.
3) Immediately move all staff and students indoors into designated classrooms and cancel all outside activity.
4) Lock doors and windows, seal with duct tape; place wet towels under all exterior doors.
5) Turn off all campus cooling/heating systems and change thermostats so that cooling/heating will not turn on.
6) Turn off main gas supply.
7) For information call concerning a chemical spill call Local Emergency Planning Committee (LEPC) at 826-4636.
8) Communicate with school director.
9) Do not allow ANYONE to enter or exit the campus; place signs on all main building entrances stating NO SCHOOL ACCESS.
10) Monitor news on TV and radio (KLUX 89.5 FM or Tone Alert radio); update staff as necessary; do not call 911 for information.
11) Locate and notify classroom staff having an off-campus activity.
12) Prepare to evacuate if told to do so.
13) Parents may not pick up students until approval is received from the school director.
14) Remain in place until the “all clear” is issued by the school director.

Teacher/Classroom Response:
1) Immediately move all staff and students indoors into designated classrooms and cancel all outside activity.
2) Turn off classroom cooling/heating system and change room thermostat so that cooling/heating will not turn on.
3) Lock doors and windows, seal with duct tape; place wet towels under all exterior doors; after sealing, stay away from doors and windows.
4) Take attendance; immediately report names of any missing or extra students to principal.
5) Do not allow student cell phone use.
6) Do not allow ANYONE to enter or exit the room; place sign on classroom door stating NO ROOM ACCESS.
7) Report any health issues to the school nurse.
8) If possible, monitor news on TV and radio (KLUX 89.5 FM, or Tone Alert radio).
9) Do not allow students to change classes or leave at the end of the day until approved by the principal.
10) Be prepared to evacuate if told to do so.
11) Remain in sealed areas until informed by the principal that the campus is clear and safe.
DROP, COVER AND HOLD

Examples:
  Explosion
  Tornado is Imminent

School Office AND Teacher/Classroom Response:

- If tornado is imminent (sound of “freight train” is heard) and you are inside:
  1) Immediately place tables and desks into the strongest area of the room.
  2) Move all students away from classroom doors and windows.
  3) Have students and staff assume a protective posture kneel facing the interior wall with head down and hands protecting the back of the neck and head
  4) DROP: Immediately get under the tables or desks; huddle together.
  5) COVER: Protect heads, faces, and internal organs by sitting/facing wall, pulling knees to chest, crossing arms over knees, and ducking head into arms.
  6) HOLD: Maintain position until school office provides instructions to relocate or resume normal activities.

- If you are outside and tornado is imminent:
  1) Try to move behind solid, stationary object (wall, building, etc.).
  2) Lie on your stomach with face away from the source of the event.

- If you hear an explosion:
  1) DROP
  2) COVER
  3) HOLD
BOMB THREAT PROCEDURES

Immediate Response:

School Office Response:

1) If the threat is made by phone, the person taking the call should ascertain as much information as possible by using a standard Bomb Threat Checklist. (see pages 46-47)
2) DO NOT HANG UP THE TELEPHONE!
3) Place the receiver on the desk next to your telephone; or if the caller does not hang up stay on the phone with the caller and notify another employee to call the operator.
4) Proceed to another telephone to call Police Services (886-9275) and explain that you have received a threatening telephone call.
5) If the threat is written, notify the Principal, Police Services (886-9275), and the appropriate Director.
6) Should a bomb threat exist, the principal is to be notified immediately. The principal will then make all the necessary notifications.
7) The principal should notify the campus crisis team.
8) At this point, walkie-talkies should be turned off since certain types of radio signals could cause detonation of the bomb.
9) Have school crisis kit placed at Command Post near the assembly area.
10) Based on initial information, the need for evacuation will be determined by the ranking school administrator (see Level 1, 2, or 3; pages 48-50).

The administrator should take the following into consideration
1) Bomb threat was written on a bathroom wall.
2) Bomb threat was written on toilet paper or notebook paper.
3) Bomb threat note was found on floor.
4) Testing is in progress.
5) If called in, the threat is unrealistic
6) Caller is obviously a young child.

If the evacuation option is chosen, a predetermined signal should be sent throughout the building and an orderly evacuation to a designated safe area should be carried out.
1) Follow assigned evacuation routes to pre-designated safe area outside the building, a minimum of 300 feet from the building. Avoid hazards such as power lines, fire hydrants, fire lanes and driveways that could be used by emergency responders.
2) While awaiting the emergency agencies, account for all students and staff.
3) Staff members must take grade books out of the building and take attendance.
4) The principal or his/her designee will check the attendance of every teacher.
5) Emergency data forms, for both students and staff, must be taken out of the building by the principal or his/her designee for all evacuations.
6) Everyone is to remain outside until the re-entry is approved by the appropriate emergency and/or school official.
7) If re-entry is not possible, the Principal will make transportation arrangements.
Teacher/Classroom Response:

1) Conduct a search of their classroom.
2) Notify the principal if any suspicious packages are found.
3) Do not touch anything suspicious.
4) Place a door hanger on door knob indicating that the room was searched.
5) Make sure students are aware of exit routes and “safe areas”.
6) Leave lights on.
7) Leave all room doors closed but unlocked.
8) Take attendance at the “safe area.” Account for any missing students—report unaccounted students to the principal immediately.
9) Report any possible relevant student rumors to the office.

The student’s responsibility includes:

1) Evacuate the building as directed as quickly as possible.
2) Take backpacks and other personal belongings with them.
3) Report to the safe area and remain there until released by the teacher.
4) Identify any missing students.
5) Contact the teacher if you have any information related to the bomb threat.

If the evacuation option is not chosen, 
1) Staff should be alerted that a bomb search of the building is to take place.
2) Teachers will search their classrooms.
3) If a questionable object is discovered, the teacher should ask the students for any pertinent information.

Whether evacuation does or does not occur,
1) A systematic search of the building by designated staff members under the direction of the principal should take place.
2) Designated staff members should include the custodian and school police officer.
3) If a bomb or suspicious object is found, it should not be moved or touched in any way.
4) At this point, law enforcement should be notified that a possible bomb has been found.

The Principal will, when appropriate, give the all-clear signal to re-enter the building.

The Public Information Office should be notified regarding the release of information to the media.

Parents should ALWAYS be notified of the incident and given pertinent information regarding the safety of their children.
LOCATION-SPECIFIC INFORMATION
Corpus Christi Independent School District

Emergency Operations Planning Team Roster

School Year: 2015-2016

Campus Name: Early Childhood Development Center

Principal: Dr. Criselda I. Castillo

Main Phone: (361) 825-3366

Principal's Direct Phone: (361) 825-5953

<table>
<thead>
<tr>
<th>Team Function</th>
<th>Primary Contact</th>
<th>Alternate Contacts</th>
</tr>
</thead>
</table>
| Incident Commander             | Dr. Castillo          | 1. Emily Figueroa
|                                |                       | 2. Xochitl Noble
|                                |                       | 3. Amanda Patlan
| Safety & Operations Leader     | Charles Drillen       | 1. Emily Figueroa
|                                |                       | 2. Xochitl Noble
|                                |                       | 3. Amanda Patlan
| Communication Liaison          | Xochitl Noble         | 1. Mehmet Karaman
|                                |                       | 2. Karina Hinojosa
|                                |                       | 3. Emily Figueroa
| Medical Care Leader            | Amanda Patlan         | 1. Karina Hinojosa
|                                |                       | 2. Mehmet Karaman
| Custodial Logistics Leader     | Nancy Rodriguez       | 1. TAMU-CC Supervisor
| Other Assignments:             | Brenda Mares          | School Counselor
| Cafeteria                      | Christina Moreno      | 1. Charles Drillen
| Section Leaders                | 101, 103, & 104-Diaz  | 1. 101, 103, & 104-Sanchez
|                                | 112, 113, 114, & 116-Aldridge | 3. 112, 113, 114, & 116-O’Kelley
|                                | Cafeteria/Gym-Drillen | 4. Cafeteria/Gym-C. Moreno
|                                | Library-Murphy        | 5. Library-Murphy

Pre-Designated Areas:

<table>
<thead>
<tr>
<th>On-site + Alternate</th>
<th>Off-site + Alternate</th>
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<tbody>
<tr>
<td>Incident Command Post</td>
<td>University Center</td>
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<tr>
<td>Student Assembly Area(s)</td>
<td>University Center</td>
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<tr>
<td>Student Release Area(s)</td>
<td>University Center</td>
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<tr>
<td>Medical Care Area</td>
<td>University Center</td>
</tr>
<tr>
<td>Media Area</td>
<td>University Center</td>
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</tbody>
</table>
Campus Map

Regular Fire Exit
Alternate Fire Exit

FireAlarm = Leave Building
Oral "All Clear" to Return

* = Incident Command Post – Main Office (135 or 125)
W = Window
Additional maps of the surrounding area can also be included on separate sheets

Remember that classroom evacuation routes (both primary and alternate) should be placed in each room).

The following information should be on your map or diagram:

- Primary evacuation routes
- Alternate evacuation routes
- Handicap evacuation areas
- Incident command post
- Utility access/shut-offs for
  - Gas
  - Water
  - Electricity
  - HVAC system
  - Telephone system
- Heaters/boilers
- Room numbers
- Door and window locations
- Fire extinguisher locations
- Other information suggested by your EOP team

It is recommended that you develop a diagram of the school site and surrounding area. Blueprints of the site should be available in addition to the map or diagram for use in certain fire or tactical situations.
Community Emergency Phone Numbers  
Corpus Christi, Texas

AMBULANCE ................................................................. 911
FIRE DEPARTMENT .........................................................911
POLICE EMERGENCY ..................................................911

POLICE DEPARTMENT .....................................................886-2600

CHILD PROTECTIVE SERVICES .................................. 854-2011
1-800-252-5400

TEXAS DEPARTMENT OF PUBLIC SAFETY ......................... 698-5625

COUNTY SHERIFF ..........................................................887-2222

CITY EMERGENCY OPERATIONS CENTER ...................... 880-3700
888-0497

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) ...........826-3960

ANIMAL CONTROL .........................................................882-4630

HOSPITALS

Christus-Spohn System
Shoreline .................................................................. 881-3000
South ............................................................... 985-5000
Memorial .......................................................... 902-4000

Driscoll Children’s Hospital ....................................... 694-5000

Corpus Christi Medical Center
Bay Area ................................................................ 761-1200
Doctor’s Regional .................................................. 761-1400
The Heart Hospital .................................................. 761-6800
## SCHOOL DISTRICT EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>PERSON/OFFICE</th>
<th>OFFICE #</th>
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<tbody>
<tr>
<td><strong>ADMINISTRATOR</strong></td>
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<tr>
<td>SUPERINTENDENT</td>
<td></td>
</tr>
<tr>
<td>Dr. Roland Hernandez</td>
<td>695-7405</td>
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<tr>
<td><strong>EMERGENCY COORDINATORS</strong></td>
<td></td>
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<tr>
<td>DEPUTY SUPERINTENDENT</td>
<td></td>
</tr>
<tr>
<td>Dr. Maria Luisa Guerra</td>
<td>695-7440</td>
</tr>
<tr>
<td>CHIEF ADMINISTRATIVE OFFICER</td>
<td></td>
</tr>
<tr>
<td>Brigitte Clark</td>
<td>695-7400</td>
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<tr>
<td><strong>OFFICE OF COMMUNICATIONS</strong></td>
<td></td>
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<tr>
<td>Leanne Winkler Libby- Director</td>
<td>695-7410</td>
</tr>
<tr>
<td><strong>LEGAL</strong></td>
<td></td>
</tr>
<tr>
<td>Brian Nelson</td>
<td>695-7426</td>
</tr>
<tr>
<td><strong>OFFICE OF FACILITIES &amp; OPERATIONS</strong></td>
<td></td>
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<tr>
<td>Ralph Smith- Director</td>
<td>886-9269</td>
</tr>
<tr>
<td>Brett Bostain- Administrative Officer</td>
<td>886-9260</td>
</tr>
<tr>
<td>Buster Terry</td>
<td>878-1464</td>
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<tr>
<td><strong>OFFICE OF FOOD SERVICES</strong></td>
<td></td>
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<tr>
<td>Jody Houston</td>
<td>844-0222</td>
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<td></td>
<td>X0230</td>
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<tr>
<td><strong>DISTRICT POLICE</strong></td>
<td></td>
</tr>
<tr>
<td>Kirby Warnke, Chief of Police</td>
<td>289-9247</td>
</tr>
<tr>
<td>J. D. Villarreal</td>
<td></td>
</tr>
<tr>
<td>Suzanne Gonzales</td>
<td></td>
</tr>
<tr>
<td>CENTRAL STATION (after 4:30 PM)</td>
<td>886-9276</td>
</tr>
<tr>
<td><strong>TRANSPORTATION</strong></td>
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<tr>
<td>Kyle Pelichet- Director</td>
<td>695-7200</td>
</tr>
<tr>
<td><strong>STUDENT HEALTH SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td>Angie Guerrero, RN</td>
<td>878-2680</td>
</tr>
<tr>
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<td>X44923</td>
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</tbody>
</table>
TEACHER QUICK RESPONSE FOLDER
Classroom __________________

EVACUATION

THE BUILDING IS UNSAFE:
ALL STUDENTS AND STAFF MUST EXIT IMMEDIATELY

Examples:
- Earthquake
- Explosion
- Gas Leak
- Severe Building Structural Failure
- Fire
- Gas Leak

1) When you hear the fire alarm or other emergency announcement, begin campus building evacuation immediately and student accountability procedures.
2) Instruct students to calmly leave the building. If purses and backpacks are within arm length, students may take these items outside with them.
3) Follow fire drill and emergency evacuation procedures.
4) Bring personal belongings and room crisis kit items with you.
   Room Crisis Kit checklist:
   - Current class roster
   - Grade book
   - Classroom copy of Emergency Operations Plan
   - First aid supplies (in plastic zip lock bag)
5) Turn off all electronic equipment and lights; shut, but do not lock all doors and windows.
6) Control students at all times – students should remain in single file until roll is taken after reaching the pre-designated safe assembly area; class will remain together in the assembly area.
7) Report all student injuries or health issues to school nurse.
8) Take roll to account for all students
9) If all students are accounted for, hold up GREEN status card.
10) Hold up RED status card if you
    - Cannot account for all students, Have a medical emergency, Have noted something suspicious
11) Remain calm and alert to avoid hazards or to take further action, if necessary.
12) Do not re-enter building until directed by the principal.
13) If relocation is necessary, account for all students before they get on the bus and again when they arrive at the new location.
14) Do not release students to a parent until approved by the principal.

Handicap
Evacuation Area

TO FRONT OF BUILDING
Classroom ________________

LOCKDOWN
SECURITY RISK

SECURE ALL AREAS OF THE CAMPUS
DO NOT LEAVE ROOM

Examples:
Abduction
Active Shooter
Assault
Death on Campus
Drive-By Shooting
Drug Overdose
Gang Fight
Hostage Situation
Hostile/Irate Intruder
Sexual Assault
Sniper
Stabbing
Suicide (Attempt)
Suspicious Package
Suspicious Person in Building
Weapon on Campus
Workplace Violence
1) Inform school office immediately if you become aware of any LOCKDOWN - SECURITY RISK situation.
2) Immediately move all staff and students indoors into designated classrooms.
3) Lock the classroom door; close, lock, and cover window, if possible and turn off lights.
4) If you cannot lock classroom door;
   □ Take students to the neighboring classroom that can be locked
   □ Join that class and follow teacher’s instructions.
5) If shots are heard, yell to students to “drop to the ground” or “drop to the floor.” Don’t wait for a response
    action to be announced from the office – act immediately.
6) Call 911 only if you cannot reach the school office.
7) Stay away from doors and windows.
8) Do not allow student cell phone use.
9) Do not allow students to exit the classroom or leave for the day until approved by the principal.
10) Take roll to account for all students.
11) If all students are accounted for post GREEN status card in door window or slide the card under door, if there
    is not a door window.
12) Post RED status card in door window if you cannot account for all students, have a medical emergency, or
    have noted something suspicious.
13) Report any health issues to the school nurse.
14) Remain calm and alert - await further instructions from the principal.
15) If students are outside the building, supervising staff should move them to the nearest room within the
    building or to a portable and follow the instructions above.
16) If students cannot be moved safely into a secure area, they should be evacuated a safe distance off campus
    and the police and/or principal notified of their whereabouts as soon as possible.

If confronted by a suspicious person, be courteous and confident. Keep a distance between yourself and the
individual and avoid confrontation.
Classroom __________________

LOCKDOWN
SEVERE WEATHER/NATURAL DISASTER

SECURE ALL AREAS OF THE CAMPUS

Examples:
Flood
Severe storm containing heavy rain, lightning, hail or high winds
Tornado warning and/or watch:
  Less Severe: Tornado watch - means no funnel clouds have been sighted, but conditions are favorable for tornadoes to occur
  More Severe: Tornado warning - means a funnel cloud has been sighted and direction of travel is usually given in the warning broadcast;
  Be prepared to “drop, cover, and hold”

Less Severe:
1) Immediately move all staff and students indoors into designated classrooms after hearing LOCKDOWN - SEVERE WEATHER notification – all portables are to evacuate to main building; cancel all outside activity.
2) Lock and secure all doors and windows.
3) Take attendance; immediately report names of any missing or extra students to principal.
4) If all students are accounted for post GREEN status card in door window or slide the card under door, if there is not a door window.
5) Post RED status card in door window if you cannot account for all students, have a medical emergency.
6) Continue to teach; await further instructions.
7) Allow students to change classes or leave at the end of the day (tornado watch).

More Severe:
If you are notified that a tornado has been sighted in the immediate area --do the following:

1) Take attendance immediately. Report names of any missing or extra students to principal.
2) Place tables and desks into the strongest area of the room; lock and secure all doors and windows.
3) Seat students in one row whenever possible, facing the interior walls. If needed, seat students in multiple rows facing the same direction.
4) If all students are accounted for post GREEN status card in door window or slide the card under door, if there is not a door window.
5) Post RED status card in door window if you cannot account for all students, have a medical emergency.
6) Secure items that may act as missiles.
7) Be aware that electrical power and phone service may be disrupted.
8) Periodically check class roster to account for all students.
9) Remain calm and alert to avoid hazards or to take further action, if necessary.
10) Do not allow students to change classes or leave at the end of the day until approved by the principal.
If moving to a pre-designated safe area (tornado warning):

Bring personal belongings and room crisis kit items with you.

Room Crisis Kit checklist:
- Current class roster
- Grade book
- Classroom copy of Emergency Operations Plan
- First aid supplies (in plastic zip lock bag)

1) Control students at all times – students should remain in single file until roll is taken after reaching the pre-designated safe area.
2) Place tables and desks into the strongest area of the room; lock and secure all doors and windows.
3) Seat students in one row whenever possible, facing the interior walls. If needed, seat students in multiple rows facing the same direction.
4) If all students are accounted for post GREEN status card in door window or slide the card under door, if there is not a door window.
5) Post RED status card in door window if you cannot account for all students, have a medical emergency.
6) Secure items that may act as missiles
7) Sheltered areas should be 30 feet or more away from exterior glass doors.
8) Avoid gyms or large areas with high walls and roofs.
9) The best shelter is on the first floor in a multi-floor structure, away from exterior windows.
10) Do not allow student cell phone use.
11) Remain calm and alert to avoid hazards or to take further action, if necessary.
12) Do not allow students to change classes or leave at the end of the day until approved by the principal.

[Individual classroom’s pre-designated safe area evacuation route (from portables to main building) should be placed here.]
Classroom ______________________

SHELTER IN PLACE

INSIDE THE BUILDING IS SAFER THAN OUTSIDE
DO NOT LEAVE ROOM

Examples:
  Biological Attack
  Chemical Accident

1) Immediately move all staff and students indoors into designated classrooms after hearing the SHELTER IN PLACE notification and cancel all outside activity.
2) Turn off classroom cooling/heating system and change room thermostat so that cooling/heating will not turn on.
3) Lock doors and windows, seal with duct tape; place wet towels under all exterior doors; after sealing, stay away from doors and windows.
4) Take attendance; immediately report names of any missing or extra students to principal.
5) Do not allow student cell phone use.
6) Do not allow ANYONE to enter or exit the room; place sign on classroom door stating NO ROOM ACCESS.
7) Report any health issues to the school nurse.
8) If possible, monitor news on TV and radio (KLUX 89.5 FM, or Tone Alert radio).
9) Do not allow students to change classes or leave at the end of the day until approved by the principal.
10) Be prepared to evacuate if told to do so (see EVACUATION procedures).
11) Remain in sealed areas until informed by the principal that the campus is clear and safe.

[Individual classroom’s pre-designated safe area evacuation route (from portables to main building) should be placed here.]
Classroom ______________________

BOMB THREAT PROCEDURES

Teacher/Classroom Response:

If the evacuation option is not chosen

1) Conduct a search of the classroom.
2) If a bomb or suspicious object is found; do not move or touch anything.
3) Notify the principal if any suspicious packages are found.
4) Place a door hanger on door knob indicating that the room was searched.
5) Make sure students are aware of exit routes and “safe areas”.
6) Leave lights on.
7) Leave all room doors closed but unlocked.
8) Take attendance at the “safe area.” Account for any missing students—report unaccounted students to the principal immediately.
9) Report any possible relevant student rumors to the office.

The student’s responsibility includes:

1) Evacuate the building as directed as quickly as possible.
2) Take backpacks and other personal belongings with them.
3) Report to the safe area and remain there until released by the teacher.
4) Identify any missing students.
5) Contact the teacher if you have any information related to the bomb threat.

If the evacuation option is chosen, a predetermined signal should be sent throughout the building and an orderly evacuation to a designated safe area should be carried out.

1) The designated safe area outside the building should be at least 300 feet from the building.
2) While awaiting the emergency agencies, account for all students and staff.
3) Staff members must take grade books out of the building and take attendance.
4) The principal or his/her designee will check the attendance of every teacher.
5) Emergency data forms, for both students and staff, must be taken out of the building by the principal or his/her designee for all evacuations.
6) Everyone is to remain outside until the re-entry is approved by the appropriate emergency and/or school official.
7) The Principal will, when appropriate, give the all-clear signal to re-enter the building.
8) If re-entry is not possible, the Principal will make transportation arrangements.
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<th>Change #</th>
<th>Date of Change</th>
<th>Approved by:</th>
<th>Entered by:</th>
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</table>
STAFF SKILLS SURVEY & INVENTORY

School Year: _______________

School: _________________________________________________________

Name of Staff Member: ____________________________________________

During any emergency situation, it is important to be able to draw from all available resources. Knowing the special skills and training of our staff will be helpful when assigning duties during an emergency. Please indicate the areas that apply to you and return this survey to your administrator.

Please check any of the following in which you have expertise and/or training:

- First Aid (current card? circle one: yes / no)
- CPR (current card? circle one: yes / no)
- Triage
- Firefighting
- Law Enforcement
- Search and Rescue
- Survival Training
- Emergency Planning
- Construction (circle type: electrical / plumbing / carpentry)
- Mechanical Ability
- Structural Engineering
- Shelter Management
- Food Preparation
- Bus/Truck Driver (class 1 license? circle one: yes / no) (class 2 license? circle one: yes / no)
- Ham Radio Operator
- CB Radio
- Journalism
- Camping
- Waste Disposal
- Recreational Leader
- Bi- or multi-lingual? What language(s)?

________________________________________
Do you keep a personal emergency kit: □ in your room? □ in your car?

Do you have (or have access to) materials or equipment at school that could be used during an emergency? If yes, list: ________________________________________________
________________________________________________________________________________

What would make you feel more prepared should a disaster strike while you were at school? __________
________________________________________________________________________________

Comments _________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Emergency Status Card
(Print on red paper)

Need Assistance
O.K.
BOMB THREAT CHECKLIST
CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT
CORPUS CHRISTI, TEXAS

Exact time and date of call: ____________________________________________

How reported: _______________________________________________________

EXACT words of caller: _______________________________________________

____________________________________________________________________
____________________________________________________________________

Questions to ask: (REMAIN CALM AND SPEAK DISTINCTLY)
1. Tell caller that the school building is occupied and innocent people will be hurt. When
   is the bomb going to explode?
   ______________________________________

2. Where is the bomb right now? ______________________________________

3. What kind of bomb is it? __________________________________________

4. What does it look like? ____________________________________________

5. Where are you calling from?
   ______________________________________

6. Did you place the bomb? _________________________________________

7. Why did you place the bomb? ______________________________________
   (Try to keep the caller talking as long as possible.)

8. What is your name? _______________________________________________

DESCRIPTION OF CALLER’S VOICE
Male ______ Female _______ Middle Age ______ Old _______ Child _______

Accent ___________________________ Tone of Voice ______________________

Caller appeared to be: Calm_______ Angry_______ Nervous_____ Drunk_______ Sober_
BOMB THREAT CHECKLIST

Comments: ____________________________________________________________
________________________________________________________
Background Noise ______________________________________________________
Is voice familiar? _______ If so, who does it sound like? ____________________
Other voice characteristics ______________________________________________
Time caller hung up _______________ Remarks _____________________________
________________________________________________________

Name of person receiving call: ___________________________________________

ACTION REQUIRED: Immediately notify the principal or his designee. Be prepared to also contact the Police Department at 911.
**Bomb Threat Only (LEVEL 1)**

**Definition:** A bomb threat is correspondence or a call that leads a receiver of that information to believe that there is an explosive device in the facility.

*Note: All information received must be recorded on Bomb Threat Instruction Card*

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<table>
<thead>
<tr>
<th>Establish Facts of Situation</th>
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<tbody>
<tr>
<td>• Keep person talking</td>
<td>LEVEL 1: Threat only</td>
<td>• Believe the messenger</td>
<td>• Based on facts, decide if school should be evacuated immediately, thus guaranteeing safety of students and staff, or kept in regular session</td>
<td>• Declare all clear and follow normal operating procedure when appropriate</td>
<td>• Early morning meeting with Safe School Team to update and revise plans if needed</td>
<td>In accordance with school policies, make appropriate judgment after evaluating all risks</td>
</tr>
<tr>
<td>• Follow Bomb Threat Instruction Card directions</td>
<td>THINGS TO CONSIDER</td>
<td>• If imminent danger exists (package identified) dial 911 and notify school police immediately</td>
<td>• If determined that this is a Level II incident, (suspicious package found) follow Level II instructions</td>
<td>• Principal, police and appropriate central level staffs hold joint press conference; if needed, give specific details</td>
<td>• Meet with parents if needed to update them on incident</td>
<td></td>
</tr>
<tr>
<td>• Ask questions; location, time bomb will go off, description of device, why it has been placed, name and location of caller, etc.</td>
<td></td>
<td>• Inform immediate supervisor and/or director</td>
<td>• Activate and brief Campus Crisis Team. Use all available resources if needed</td>
<td>• Give superintendent update</td>
<td>• Summon counselors, social workers or other needed staff</td>
<td></td>
</tr>
<tr>
<td>• Determine age, sex and race of caller</td>
<td></td>
<td>• Principal uses his/her discretion in evacuation process</td>
<td>• Brief all personnel on initial call</td>
<td>• Principal meets with Campus Crisis Team for update and evaluate</td>
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<tr>
<td>• Notify principal and explain</td>
<td></td>
<td></td>
<td>• Determine plan for day</td>
<td>• Hold staff meeting giving details and answering questions</td>
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<tr>
<td>• Conduct visual search of school with 2 persons familiar with building</td>
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<td></td>
<td></td>
<td>• Summon counselors or others as needed</td>
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</tbody>
</table>

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**NOTE: DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES NEAR ANY SUSPICIOUS PACKAGES. IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT.**

**Remember:**
- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times, unless an actual device is located or explosion occurs.
- If a device is found, law enforcement will assume control of site. If an explosion occurs, the Fire Department will assume the lead role.
**Bomb Threat with Suspicious Package Found (LEVEL 2)**

**Definition:** A bomb threat is correspondence or a call that leads a receiver of that information to believe that there is an explosive device in the facility, and as a result of visual search, a suspicious package is found.

*Note: All information received must be recorded on Bomb Threat Instruction Card*

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</thead>
<tbody>
<tr>
<td>• Believe the messenger</td>
<td>LEVEL II: Threat and Suspicious Package Found</td>
<td>• Believe the messenger</td>
<td>• Activate and brief Campus Crisis Team</td>
<td>• Declare all clear and follow normal operating procedure when appropriate</td>
<td>• Early morning meeting with Campus Crisis Team to update and revise plans if needed</td>
<td>In accordance with school policies, make appropriate judgment after evaluating all risks</td>
</tr>
<tr>
<td>• Keep person talking</td>
<td></td>
<td>• Dial 911 immediately. Notify School Police immediately</td>
<td>• Use all available resources if needed</td>
<td>• Principal, police and appropriate central level staffs hold joint press conference; if needed, give specific details</td>
<td>• Meet with parents if needed to update them on incident</td>
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<tr>
<td>• Ask questions: location, time bomb will go off, description of device, why it has been placed, name and location of caller, etc.</td>
<td></td>
<td>• Inform central office staff immediately</td>
<td>• Brief all personnel on initial call</td>
<td>• Give superintendent update</td>
<td>• Summon counselors or others as needed</td>
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<tr>
<td>• Determine age, sex and race of caller</td>
<td></td>
<td>• Activate Campus Crisis Team and give all information received</td>
<td>• Determine plan for day</td>
<td>• Principal meets with Safe School Team for update and evaluate</td>
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<tr>
<td>• Notify law enforcement agency</td>
<td></td>
<td>• Evacuate building, relocating staff and students more than 300 yards (use your Emergency Preparedness Plan evacuation procedures)</td>
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<td>• Hold staff meeting giving details and answering questions</td>
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<tr>
<td>• Conduct visual search of school with 2 persons familiar with building</td>
<td></td>
<td>• Teachers take roll books</td>
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<td>• Summon counselors, social workers or other needed staff</td>
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<td>• Teachers check and report missing students</td>
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<td>• Have a staff person stand outside to direct emergency vehicles</td>
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<td>• Provide emergency personnel a description and location of the package</td>
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<td></td>
<td>• Secure area and prevent persons from entering the building</td>
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<td>• Allow law enforcement to take control of the site</td>
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Remember:
- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times, unless an actual device is located or explosion occurs.
- If a device is found, law enforcement will assume control of site. If an explosion occurs, the Fire Department will assume the lead role.
**Actual Bomb Explosion (LEVEL 3)**

**Definition:** An actual bomb explosion is the explosion of a device fused to detonate or explode with sudden violence under specified conditions.

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<tbody>
<tr>
<td>If a call comes in, keep person talking – follow Bomb Threat Instruction Card</td>
<td>LEVEL III: Actual Bomb Explosion</td>
<td>Call 911 for police and fire emergency service then call school police</td>
<td>Activate and brief Safe School Team</td>
<td>Declare all clear and follow normal operating procedure when appropriate</td>
<td>Early morning meeting with Safe School Team to update and revise plans if needed</td>
<td>In accordance with school policies, make appropriate judgment after evaluating all risks</td>
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<td></td>
<td>Activate Campus Crisis Team</td>
<td>Use all available resources</td>
<td>Principal, police and appropriate central level staffs hold joint press conference; if needed, give specific details; stage media in pre-designated area</td>
<td>Meet with parents if needed to update them on incident</td>
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<td>Notify central office staff immediately</td>
<td>Brief all personnel</td>
<td>Give superintendent update</td>
<td>Summon counselors or others as needed</td>
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<td>Evacuate building, relocating staff and students in pre-designated area</td>
<td>Determine plan for day</td>
<td>Principal meets with Safe School Team for update and evaluate</td>
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<td>Attempt to keep students calm and in one location</td>
<td>Notify parents of injured students, if necessary</td>
<td>Hold staff meeting giving details and answering questions</td>
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<td>Have designated staff member to meet emergency vehicles</td>
<td>Notify transportation for possible emergency relocation</td>
<td>Summon counselors, social workers or other needed staff</td>
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<td>Provide emergency personnel (police and fire) with all information upon arrival</td>
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<td>Meet with parents, if needed</td>
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<td>Direct medical personnel to injured persons and provide names and ages</td>
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<td></td>
<td>Teachers take roll books with them</td>
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<td>Teachers conduct a roll call of students and report any missing students</td>
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<td>Beware there might be other blasts</td>
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<td>Allow Fire Department/Bomb Squad to take control of the site</td>
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