The Texas A&M University-Corpus Christi

The Texas A&M University-Corpus Christi Emergency Management Plan is hereby approved. This manual is effective immediately and supersedes all previous editions.

Dr. Kelly Miller, President/CEO

Ms. Jaclyn Mahlmann, Vice President for Finance & Administration

Date

Date
**Texas A&M University-Corpus Christi**

**Emergency Management Plan**

**Change Form**

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<th>Annex</th>
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<td>82</td>
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<td>Removal of Appendix 3: Division of Student Engagement and Success Emergency Guidelines, as per Ann DeGaish.</td>
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<td>5/2018</td>
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INTRODUCTION

The President of Texas A&M University-Corpus Christi (TAMUCC) has primary responsibility for effectively managing any declared 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 is the action taken to save lives. Being able to act responsibly and safely depends on how prepared you are and how you respond to a crisis. Response activities take place during an emergency. Recovery is the action taken once the immediate danger is over. This may include actions taken to return to normal or even to a safer situation following an emergency. This may include getting financial assistance to help pay for repairs.

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.
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.

Adoption of NIMS

We have adopted the National Incident Management System (NIMS) in accordance with the Homeland Security Presidential 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 non-governmental organizations.

At a minimum, members of the Emergency Management Team will complete:
- IS-700: An Introduction to the National Incident Management System (NIMS).
- IS-100: Introduction to the Incident Command System (ICS); and
- IS-200: ICS for Single Resources and Initial Action Incidents.
I. 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.

A. 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.
II. 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.

### HAZARD SUMMARY

*Figure 1*

<table>
<thead>
<tr>
<th>HAZARD TYPE:</th>
<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><strong>Natural</strong></td>
<td></td>
<td>Low</td>
<td>Medium</td>
</tr>
<tr>
<td>Drought</td>
<td>High</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Low</td>
<td>Medium</td>
<td>Low</td>
</tr>
<tr>
<td>Flash Flooding</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Flooding (rain or tidal)</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Hurricane</td>
<td>High</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Subsidence</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Tornado</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Wildfire</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Winter Storm</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airborne/Foodborne Illness</td>
<td>Medium</td>
<td>Medium</td>
<td>Low</td>
</tr>
<tr>
<td><strong>Technological</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Energy/Fuel Shortage</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Fire/Smoke</td>
<td>Low</td>
<td>Medium</td>
<td>Low</td>
</tr>
<tr>
<td>Hazmat/Oil Spill (fixed site)</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Hazmat/Oil Spill (transport)</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Loss of Utilities/Disruption</td>
<td>Medium</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Major Structural Fire</td>
<td>Low</td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td>Nuclear Facility Incident</td>
<td>Low</td>
<td>Low</td>
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</tr>
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<td>Water System Failure</td>
<td>Low</td>
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<td>Power Outage</td>
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<tr>
<td><strong>Security</strong></td>
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<td>Active Shooter</td>
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<td>Bomb Threat/Explosive</td>
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<td>Medium</td>
<td>High</td>
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<tr>
<td>Building Evacuation</td>
<td>Medium</td>
<td>Low</td>
<td>Low</td>
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<tr>
<td>Crime in Progress</td>
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<td>Low</td>
<td>Low</td>
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<tr>
<td>Civil Disorder</td>
<td>Low</td>
<td>Medium</td>
<td>Low</td>
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<tr>
<td>Demonstration/Disturbance</td>
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<td>Medium</td>
<td>Low</td>
</tr>
<tr>
<td>Enemy Military Attack</td>
<td>Low</td>
<td>High</td>
<td>Medium</td>
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<tr>
<td>Evacuate Persons/Disabilities</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Injury/Death of Employee</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Terrorism</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
</tr>
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</table>

*Likelihood of Occurrence: Low, Medium, High

A summary of our major hazards is provided in Figure 1.
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. Declared emergencies on the TAMU-CC campus may 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, 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 previously noted, 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.
III. CONCEPT OF OPERATIONS

Declaration

The President or their designee, 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 the furnishing of 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. They 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 under this Plan shall retain all the rights, privileges, and immunities of University employees.

A. Operational Guidance

1. Initial Response. Our Tier I and Tier II 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 briefing (ICS form 201) should be initiated at this time. See Appendix 9, Emergency Operations Center.

3. Sources and Use of Resources.

   a. We will use our own resources to respond to emergency situations, purchase supplies and equipment as 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 (MOU).
      - A record of contracts and MOU’s are held by Contracts Administration.
      - 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 the TAMU-CC ICS, as 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 2, Distribution List/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 8, Organization for Emergency Management/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 9, Emergency Operations Center. 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 (DDC), 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 or 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 Appendix I: Authority, 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 Standard Operating Procedures (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.
IV. 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 8: Organization for Emergency Management/NIMS Summary depicts our emergency organization.

2. President’s Cabinet (reference Appendix 2: Distribution list/ICS Structure)
   The Cabinet is responsible for decisions related to administrative services or changes in the present system of administrative management.

3. Incident Command System (ICS) (reference Appendix 2: Distribution List/ICS Structure)
   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.

B. Assignment of Responsibilities

1. For most emergency functions, successful operations require a coordinated effort from several 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.
Incident Commander
a. The Incident Commander’s responsibility is the overall management of the incident.
b. Pre-approved broad policy relative to “All Hazards” incidents.
c. Establish an Incident Command Post.
d. Establish an appropriate organization based on the Incident Command System.
e. Establish the immediate priorities.
f. Ensure planning meetings are scheduled as required.
g. Ensure that adequate safety measures are in place.
h. Communicate with the Chancellor and advise on the university's state of readiness.
i. Decides when an incident may require a campus evacuation.

Deputy Incident Commander
a. Assume the duties of the Incident Commander, as authorized by the President.
b. Serve as the Deputy to the Incident Commander.
c. Communicate with the President and advise on the university's state of readiness.

Liaison Officer
a. Serve as the liaison for TAMUCC operations at the Island and Momentum campus, the Harte Research Institute, Flour Bluff Building, Antonio Garcia Center, Art Museum of South Texas, Chaparral Building and the Islander Gallery at Hamlin Center.
b. Point of contact for Agency Representatives.
c. Maintain communications with cooperating and assisting agencies.
d. Update supporting agencies of the incident status.

Section Chief Academic Planning & Operations:
 a. Communicate to the Deans when classes are to be cancelled.
b. Communicate emergency instructions to the Deans and the Academic units.
c. Inform Deans/Academic Units of the decision timeline to close and evacuate the campus.
d. Activate Planning Section positions, as necessary

Section Chief Student Engagement and Success:
 a. Implement actions necessary to evacuate students from the campus.
b. Develop a plan for resident students with no transportation for evacuation.
c. Establish shelter locations for evacuating specially identified students.
d. Coordinate evacuation of special student body population.
e. Coordinate with athletics for the evacuation and/or sheltering of traveling student athletic teams.
Section Chief Information Technology
   a. Serve as the IT Operations Section Chief.
   b. Oversee IT Hurricane disaster preparation and defense.
   c. Responsible for the emergency planning, coordination, and management of
      the media, telecommunications, and computer servers of TAMUCC.
   d. Establish IT service at remote Operations Center.

Section Chief Finance and Administration
   a. Serve as Section Chief for the Finance and Administration Section.
   b. Oversee hurricane preparation for Finance and Administration Section.
   c. Identify financial requirements for planned and expected operations.

Section Chief Facilities Operations
   a. Serve as the Facilities Operations Section Chief.
   b. Oversee Facilities Services hurricane disaster preparation and defense.
   c. Procure, store, and maintain in an operable condition all supplies and
      equipment necessary to this plan.
   d. Take necessary steps to effect hurricane defense measures as outlined in
      this plan.

Public Information Officer:
   a. Serve as the Public Information Officer.
   b. Determine from the Incident Commander if there are any limits on
      information release.
   c. Develop material for use in media briefings.
   d. Obtain Incident Commanders approval of media release.
   e. Inform media and conduct media briefings
   f. Arrange for tours, other interviews or briefings that may be required.
   g. Develop and implement communication plan for campus evacuation, return
      to campus, and media response during assessment stage following an
      incident.
   h. Communicate with the Incident Commander regarding public
      announcements to be made during and after an incident.
   i. Establish the operation of the Information Hotlines.

Security Officer:
   a. All UPD personnel report to the Security Officer for assignments.
   b. Coordinate the closure and evacuation of the campus buildings
   c. Organize Campus Emergency Response Team (CERT).
   d. Responsible for campus security.
   e. Establishes a presence in the Emergency Operations Center in Island Hall
   f. Establish a field command post if warranted by the incident.
   g. Serve as the Emergency Operation Center Manager.
Section Chief Logistics
   a. Serve as Logistics Section Chief.
   b. Organize and staff Logistics Section, as appropriate.
   c. Coordinate with campus vendors and businesses to secure University Services operations.

Safety Officer:
   a. Ensure that the Emergency Management Plan is updated and reviewed annually.
   b. Develop and recommend measures for assuring personnel safety, and to assess hazardous and unsafe conditions.
V. 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 President will assume the role of Incident Commander and provides overall direction of the response activities of all our departments. During major emergencies and disaster, they will normally carry out those responsibilities from the EOC or from an alternate location.

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 are 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. 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, (361) 825-3164, located in Corpus Christi Hall. Texas A&M University-Corpus Christi is located at 6300 Ocean Drive, Corpus Christi, Texas.

C. Incident Command Post (ICP)

The Incident Command Post (ICP) conducts all operations using the Incident/Unified Command System (ICS). Command is usually established prior to activation of the EOC. The Incident 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: The Incident Commander or Designee assumes command. The On-Scene Commander determines the location of the ICP, 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:

1. Upon notification of EOC activation, the members summoned by the Incident Commander/Deputy Incident Commander will report to the primary EOC located in the Dugan Wellness Center, Room 307. The secondary location is the Chapman Conference Room 274, located in Corpus Christi Hall.

2. **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.

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

4. **The Incident Commander or designee determines the priority of work required to activate the EOC.**

a. **Incident Commander/Deputy Incident Commander:**
   - Alerts the Public Information Officer or designee to establish the media center/press room and notify news media through official news releases, as necessary.
   - Establishes, if applicable, communication with City of Corpus Christi Emergency Management (361)-826-1106.

b. **Security Officer:**
   - Establishes communications with the Incident Command Post and provide resources as requested. Sets up maps, charts, and aerial photos as required.
   - Establishes radio communications with University departments in accordance with *Appendix 9: Emergency Operations Center*. 
c. **IT Operations:**
   - Establishes internal telephone communications.
   - Establishes computer network links.

d. **All:** Performs other duties as required by the situation.

E. **Authority and Responsibilities of the EOC:**

1. The following individuals or their designees 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 may staff the EOC.

F. **Line of Succession**

1. The line of succession for the EOC/ICP.
   - Dr. Kelly Miller, President/CEO, Incident Commander
   - Ms. Jaclyn Mahlmann, VP, Finance & Administration-Deputy
   - Dr. Ahmed Mahdy, VP, Research and Innovation-Deputy
G. 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 274.

The EOC Staff coordinates the activities of all the TAMU-CC units during an Incident. Reference Chain of Command. See Appendix 2: Distribution List/ICS Structure.

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, vendors, 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.

H. 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 in NIMS/ICS and have the proper authority to carry out actions that are necessary to respond to the incident. IT Operations will assign a staff member for technical support.
VI. 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. See Appendix 3: Readiness Levels/NIMS Incident Types.

VII. 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. See Appendix 7: Active Emergency Service Agreement.

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. 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 10: After Action Report.
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 unit’s Business Continuity Plan must include the method to protect vital records.

   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 Office of General Council, 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. See Appendix 10: After Action Report template.

   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 Incident Commander.
VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The President/CEO is responsible for approving and promulgating this plan.

The Emergency Management Policy Review Group: Vice President for Finance & Administration, Vice President for Research and Innovation, Associate Vice President for Information Technology, Vice President for Marketing and Communication, Associate Vice President of Operations, Chief Compliance Officer, Chief University Police Department, Director, Environmental, Health & Safety and other Department Heads as deemed necessary by the 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, as appropriate public or non-public 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 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. See Appendix 2, Distribution List/ICS Structure.
C. Review

1. The Emergency Management Plan and its Appendices shall begin revision annually on March 1, by the Environmental, Health & Safety Department.

2. The Plan shall be submitted to the Executive Vice President for Finance and Administration by April 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 May 31.

D. Exercise

An Annual exercise shall be held to train response personnel and evaluate the adequacy of the Emergency Management Plan. An After-Action Report of the exercise shall be prepared by participating departments and submitted to the Incident Commander.

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.
# IX. EXPLANATION OF TERMS AND DEFINITIONS

## A. ACRONYMS

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<td>AAR</td>
<td>After Action Report</td>
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<td>ARC</td>
<td>American Red Cross</td>
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<td>CCFD</td>
<td>Corpus Christi Fire Department</td>
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<td>CCPD</td>
<td>Corpus Christi Police Department</td>
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<td>CDC</td>
<td>Centers for Disease Control</td>
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<td>CERCLA</td>
<td>Comprehensive Environmental Response, Compensation, and Liability Act of 1980</td>
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<td>CERT</td>
<td>Citizens Emergency Response Team</td>
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<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>CHEMTREC</td>
<td>The Chemical Emergency Transportation Center</td>
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<td>DDC</td>
<td>Disaster District Committee</td>
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<td>DEM</td>
<td>Texas Division of Emergency Management</td>
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<td>DHS</td>
<td>Department of Homeland Security</td>
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<td>DPS</td>
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<td>DRC</td>
<td>Disaster Recovery Center</td>
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<td>EAS</td>
<td>Emergency Alert System</td>
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<td>Emergency Management Coordinator</td>
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<td>Emergency Management Plan</td>
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<td>Emergency Operations or Operating Center</td>
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<td>FBI</td>
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<td>FCP</td>
<td>Field Command Post</td>
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<td>GDEM</td>
<td>Governor's Division of Emergency Management</td>
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<td>Hazmat</td>
<td>Hazardous Material</td>
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<td>IC</td>
<td>Incident Commander</td>
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<td>ICS</td>
<td>Incident Command System</td>
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<td>IDLH</td>
<td>Immediately Dangerous to Life or Health</td>
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<td>IIR</td>
<td>Initial Incident Report</td>
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<td>IP</td>
<td>Improvement Plan</td>
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<td>JFO</td>
<td>Joint Field Office</td>
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<td>JIC</td>
<td>Joint Information Center</td>
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<td>LEPC</td>
<td>Local Emergency Planning Committee</td>
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<tr>
<td>SDS</td>
<td>Safety Data Sheet</td>
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NIMS  National Incident Management System
NRC  Nuclear Regulatory Commission
NRP  National Response Plan
NWS  National Weather Service
OCP  On-site Command Post
OSC  On-Scene Commander
OSHA  Occupational Safety & Health Administration
PIO  Public Information Officer
RACES  Radio Amateur Civil Emergency Service
RCRA  Resource Conservation and Recovery Act of 1976
RLO  Regional Liaison Officer
RM  Radiological Monitor
RSO  Radiation Safety Officer
SA  Staging Area
SCBA  Self Contained Breathing Apparatus
SCO  State Coordinator Officer
SO  Sheriff’s Office
SOC  State Operations Center
SOG  Standard Operating Guidelines
SOPs  Standard Operating Procedures
TRRN  Texas Regional Response Network
TSD  Treatment, Storage and Disposal Facility
UPD  University Police Department

B. DEFINITIONS

**Academic Operations Chief.** Coordinates pre and post incident command strategies and decisions to the academic colleges, research and other academic units and develops the Academic portion of the IAP.

**Academic Units.** Academic Testing, Admissions and Records, Bell Library, Colleges and Departments, Community Engagement, Core Curriculum, Center for Faculty Excellence Center, Faculty Senate, Financial Assistance, Honors Program, Research and Scholarly Activities, Title V and TRIO and the Tutoring and Learning Center.

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

**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.


*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).

**CERT** – Citizens Emergency Response Team.

*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 chemicals 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).

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

**Deputy Incident Commander.** The Incident Commander may have one or more Deputies. Deputies may be assigned at the Incident Command, Section, or Branch levels. The only ICS requirement regarding the use of a Deputy is that the Deputy must be fully qualified and equally capable to assume the position.

*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.

*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.
**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.

**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.

**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).

**Emergency Management (EM).** A framework for organizing and managing emergency protection efforts. There are four phases – mitigation, preparedness, response, and recovery – in the all hazards approach.

**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.

**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.

**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.

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

**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/)

**Emergency Operations Center (EOC).** Specially equipped facilities from which university officials exercise direction and control and coordinate necessary resources.
in an emergency situation. The Emergency Operations Center is located in Room 307, Dugan Wellness Center or Corpus Christi Hall, Room 207, 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.

**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.

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

**Emergency Response Contractors.** Contractors trained to respond in emergency.

**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:

- **Incident.** An incident is a situation that is limited in scope and potential effects.
- **Emergency.** An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.
- **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.

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

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

**Facilities Operations Section.** Provides maintenance, reactive repair services, minor alterations, access control and emergency facilities response for all campus buildings. Develops the Facilities portion of the IAP.

**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).

**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.
**Finance and Administration Section.** Responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance Section. This section determines the level of fiscal progress required.

**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.

**Homeland Security Exercise and Evaluation Program (HSEEP).** Provides a set of guiding principles for exercise programs, as well as common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

**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.

**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.

**Incident Command Post.** According to the National Incident Management System, and the Incident Command System, the Incident Command Post is one of five predesignated temporary facilities and signifies the physical location of the tactical-level, on-scene incident command and management organization.

**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.

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

**Information Technology Operations Section.** Provides appropriate medial and computer infrastructure and related communication services. Develops the IT portion of the IAP.
**Liaison Officer.** A member of the command staff responsible for interacting with representatives from cooperating and assisting agencies.

**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.

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

**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.

**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.

**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.

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

**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).

**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).
Operations Section Chief. Manages all incidents tactical activities and implements the Incident Action Plan (IAP). The Operations Section Chief may have one or more deputies (preferable from other agencies in multijurisdictional incidents). Deputies will be qualified to a similar level as the Operations Section Chief. An Operations Section Chief should be designated for each operational period and will have direct involvement in the preparation of the IAP for the period of responsibility.

Planning Section. Prepare contingency plans, develop an incident action plan.

Planning Section Chief. The planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings, and prepared the IAP for each operational period. This individual will normally come from the jurisdiction with primary incident responsibility and may have one or more deputies from other participating jurisdictions.

President’s Cabinet. The President’s Cabinet consists of the President, the Provost and Vice President for Academic Affairs, the Executive Vice President for Finance and Administration, the Vice President for Institutional Advancement, the Vice President for Student Engagement and Success and others who may be appointed by the President. The Cabinet is responsible for decisions related to administrative services of changes in the present system of administrative management.

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.

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.

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).

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).

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

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.
**Resources List.** A current list of all resources (equipment, personnel, supplies), which can be used by emergency services in response to local disaster/emergencies.

**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.

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

**Safety Officer.** Is responsible for monitoring and assessing hazardous and unsafe situations and for developing measures to ensure personnel safety. Develops the site safety plan and identifies hazardous situations associated with an incident.

**Security Officer:** Responsible for law enforcement and campus security.

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

**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.

**Sheriff Office (SO).** Nueces County Sheriff’s Office.

**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.

**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.

**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/)
**Student Engagement and Success.** Implements actions necessary to assist student’s pre and post hurricane to include the evacuation, and accommodation of student residing in housing on the Island and Momentum Campus. Develops the Student Affairs portion of the IAP.

**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.

**University Police Department (UPD).** Provides quality, professional law enforcement by enforcing laws and regulations which ensures a safe and secure learning and working environment.
APPENDIX 1
Authority

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).

System/Texas A&M University-Corpus Christi

1. TAMU System Policy 34.07 Emergency Management (revised 08/16/2018).
2. TAMU System Regulation 34.07.01 Emergency Management Plan for System University Campuses (revised 01/24/2019).
Policy Summary

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.

Policy

1. GENERAL

   1.1 The chancellor will establish for the System Offices (SO) and require each member to establish, at the direction of the respective chief executive officer (CEO) or designee, 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 must apply:

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

   2.2 System property and other resources must be protected and preserved wherever possible, consistent with the primacy of human health and safety.
2.3 The system will, 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 will 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) must 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 must designate in the plan(s) a single individual or committee that is responsible for emergency planning and coordination.

2.7 The plan(s) must comply with all applicable regulations set forth by the U.S. Department of Education and other governing authorities concerning procedures for emergency response, evacuation, notification, training, and testing.

2.8 The System Office of General Counsel will be consulted in cases where the legal responsibilities of the system are unclear.

3. COMMUNICATIONS

3.1 Communications will 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 must 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 will, in turn, keep board members properly informed.

3.3 The plan(s) must 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

34 Code of Federal Regulations 668.46

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 Risk Management
(979) 458-6330
In accordance with System Policy 34.07, *Emergency Management*, this regulation provides the essential elements that each member of The Texas A&M University System (system) must develop in its emergency management plan(s) to address emergency situations which might threaten system resources and the physical safety of employees, students, clientele and the general public. For the purposes of this regulation, the terms “emergency management plan (EMP)” and “emergency operations plan (EOP)” are interchangeable.

### Regulation

1. **EMERGENCY MANAGEMENT PLAN ESSENTIAL ELEMENTS**

   Each member’s EMP must comply with the following:

   1.1 The EMP is to be written using an all-hazards approach that considers potential threats and hazards identified in an annual hazard vulnerability analysis or risk assessment; response activities to specific situations may be included as appendices.

   1.2 The EMP will be written following national and state emergency planning guidelines and will also include those provisions outlined in Tex. Educ. Code § 51.217.

   1.3 The position(s) authorized to declare an emergency and/or activate the emergency management personnel and the Emergency Operations Center (EOC) will be clearly identified.

   1.4 Primary and secondary EOCs will be established and identified in the EMP.

   1.5 The EMP must address the five mission areas identified in the National Preparedness Goal which include prevention, protection, mitigation, response, and recovery.

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

   1.7 The responsibilities and emergency contact information for key personnel must be addressed by the EMP and alternates must be identified. Published plans will omit names and contact information to protect the privacy of individuals.
1.8 When one member conducts operations on another member’s campus or facility, the member will defer to and follow the direction of the host member’s EMP.

2. EMERGENCY MANAGEMENT PLAN ADDITIONAL REQUIREMENTS

In addition to the requirements referenced in Section 1, a member’s EMP must provide for the following:

(a) Employee training in responding to an emergency;

(b) Drills/exercises to prepare for responding to an emergency. Additional requirements for exercises are listed in Section 5;

(c) Measures to ensure coordination with the Department of State Health Services, local emergency management agencies, law enforcement, health departments and fire departments; and

(d) The implementation of a safety and security audit as described below:

(1) 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 will follow audit guidelines approved by the Texas Division of Emergency Management (TDEM).

(2) 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.

(e) The lead administrator(s) for each occupied facility is responsible for developing and maintaining a Building Emergency Action Plan that covers protective actions for life safety in that facility. This plan should support the member’s EMP. The Building Emergency Action Plan should be reviewed at least annually and provide specific guidance regarding immediate actions building occupants should take in the event of a building evacuation, shelter in place or lockdown.

3. EMERGENCY MANAGEMENT PERSONNEL ESSENTIAL ELEMENTS

The following are elements specific to each member’s emergency management personnel and must also be present in each member’s EMP. For the purposes of this regulation, the term “emergency management personnel” refers to any position expected to play a key role in an emergency or incident response.
3.1 Emergency management personnel will be organized consistent with the management structures outlined in the National Incident Management System (NIMS).

3.2 The EMP must describe the duties and expected responsibilities of emergency management personnel.

3.3 Emergency management personnel should represent a cross-section of the member’s functional areas and have a good working knowledge of their areas of expected responsibility. Members should also consider involving contractors, community partners and other key stakeholders in their emergency management planning efforts.

3.4 All emergency management personnel will complete the baseline courses outlined by the NIMS Training Program. Additional trainings should be assessed and assigned based on expected roles and responsibilities during an emergency.

4. EMERGENCY NOTIFICATION SYSTEMS

4.1 All member EMPs will provide for an effective means of communication with employees, students, clientele, and the general public, and will include a satisfactory method of emergency notification that meets the requirements set forth in Tex. Educ. Code § 51.218.

4.2 Member EMPs will also provide for emergency notification requirements outlined in 34 CFR §668.46 or Clery Act.

5. EMERGENCY MANAGEMENT PLAN TESTING AND EXERCISES

5.1 The EMP must be tested at least annually with a discussion-based level exercise or higher. Current Homeland Security Exercise and Evaluation Program (HSEEP) doctrine will be used to define specific exercise requirements. This annual test is in addition to the annual test requirements for institutions per 34 CFR §668.46 or Clery Act.

5.2 An operations-based exercise will be conducted at least once every three years.

5.3 Exercises must meet all of the following criteria:

   (a) Be scheduled;

   (b) Be designed, developed, and documented based on HSEEP guidance;

   (c) Identify desired exercise objectives and associated core capabilities; and
(d) Contain follow-through activities that include the development of an After-Action Report/Improvement Plan (AAR/IP).

5.4 The agencies and emergency response entities that will interface with member officials during an actual emergency situation will be invited to participate in at least the operations-based exercises.

5.5 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, but exercise planners should consult AARs developed after an actual emergency event to design future exercises.

6. PLAN SUBMISSION AND REPORTING

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

6.2 Each member must submit a copy of at least one exercise AAR/IP annually.

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

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**Related Statutes, Policies, or Requirements**

**Tex. Educ. Code § 51.217**

**Tex. Educ. Code § 51.218**

**20 USC § 1092**

**34 CFR §668.46**

**Texas Governor’s Executive Order RP 40**


**National Incident Management System (NIMS)**

**National Incident Management System (NIMS) Training Program**
Homeland Security Exercise and Evaluation Program (HSEEP)

System Policy 34.07, Emergency Management

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

System Office of Risk Management
(979) 458-6330
Texas A&M University-Corpus Christi will have plans in place to properly protect personnel and property in an emergency situation.

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.

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 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 tabletop 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

This procedure supersedes:
- 34.07.99.C1, Hurricane/Tropical Storm Preparedness
- 34.07.99.C1.02, Hurricane/Tropical Storm Preparedness

Appendix

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

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

Contact for Interpretation:  Vice President for Finance and Administration
                          (361) 825-2321
President’s Cabinet
  President
  Provost & Vice President Academic Affairs
  Vice President Finance & Administration
  Vice President for Institutional Advancement
  Vice President for Student Engagement & Success
  Vice President for Research and Innovation
  Vice President for Marketing & Communications
  Athletic Director
  Chief Information Officer

EMT Members

  Incident Commander - Kelly Miller
    Deputy Incident Commander - Jaclyn Mahlmann

  Public Information Officer - Cheryl Cain
    Assistant Public Information Officer - Luisa Buttler

  Safety Officer - Roy Coons
    Assistant Safety Officer - Nathan Galvan

  Liaison Officer - John LaRue
    Assistant Liaison Officer - Joseph Miller

  Security Officer/EOC Manager - Alan Gutierrez
    Assistant Security Officer - Melissa Perkins

  Planning and Operations Section Chief - Clarenda Phillips
    Deputy - Ahmed Mahdy

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

  IT Operations Section Chief Edward Evans
    Deputy - Ben Soto

  Facilities Operations Section Chief - John Dawson
    Deputy - Minerva Alaffa

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

  Logistics Section Chief - Susan Layton
    Deputy - Kim Miller
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 staffed.
- 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 manage and operate safely and effectively. 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.
## APPENDIX 4

**CONFIDENTIAL - EMERGENCY TELEPHONE NUMBERS**

<table>
<thead>
<tr>
<th>Dialing from an On-Campus Phone</th>
<th>9-911</th>
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<tbody>
<tr>
<td>Emergency Assistance</td>
<td>911</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Dialing from a Cell Phone or an off-campus phone</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police</td>
<td>361-825-4444</td>
</tr>
<tr>
<td>University Health Center</td>
<td>361-825-2601</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>361-825-2324</td>
</tr>
<tr>
<td>Poison Control</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Poison Non-Emergency</td>
<td>361-886-2600</td>
</tr>
<tr>
<td>American Electric Power (Customer Service)</td>
<td>877-373-4858</td>
</tr>
<tr>
<td><em>For outages</em></td>
<td>866-223-8508</td>
</tr>
</tbody>
</table>

### President's Cabinet:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Kelly Miller</td>
<td>President &amp; CEO</td>
</tr>
<tr>
<td>Ms. Jaclyn Mahlmann</td>
<td>Exec. VP Fin. &amp; Admin</td>
</tr>
<tr>
<td>Dr. Clarenda Phillips</td>
<td>Provost/VP Acad. Affairs</td>
</tr>
<tr>
<td>Dr. Ahmed Mahdy</td>
<td>VP for Research and Innovation</td>
</tr>
<tr>
<td>Dr. Don Albrecht</td>
<td>VP Student Engagement &amp; Success</td>
</tr>
<tr>
<td>Ms. Jamie N. Barrera</td>
<td>Acting VP Institutional Advance.</td>
</tr>
<tr>
<td>Mr. Edward Evans</td>
<td>Assoc. VP for Information Tech.</td>
</tr>
<tr>
<td>Mr. Jon Palumbo</td>
<td>Athletic Director</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Miller</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>John LaRue</td>
<td>Liaison Officer</td>
</tr>
<tr>
<td>Cheryl Cain</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>Alan Gutierrez</td>
<td>Security Officer</td>
</tr>
<tr>
<td>Roy D. Coons</td>
<td>Safety Officer</td>
</tr>
<tr>
<td>Clarenda Phillips</td>
<td>Academics Section Chief</td>
</tr>
<tr>
<td>Don Albrecht</td>
<td>Student Engage. Section Chief</td>
</tr>
<tr>
<td>Edward Evans</td>
<td>Operations IT Section Chief</td>
</tr>
<tr>
<td>Judy Harral</td>
<td>F&amp;A Section Chief</td>
</tr>
<tr>
<td>John Dawson</td>
<td>Facilities Section Chief</td>
</tr>
<tr>
<td>Amy Aldridge Sanford</td>
<td>Planning Section Chief</td>
</tr>
<tr>
<td>Susan Layton</td>
<td>Logistics Section Chief</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Miller</td>
<td>361-825-2621</td>
</tr>
<tr>
<td>John LaRue</td>
<td>361-825-3175</td>
</tr>
<tr>
<td>Cheryl Cain</td>
<td>361-825-2427</td>
</tr>
<tr>
<td>Alan Gutierrez</td>
<td>361-825-5762</td>
</tr>
<tr>
<td>Roy D. Coons</td>
<td>361-825-5555</td>
</tr>
<tr>
<td>Clarenda Phillips</td>
<td>361-825-2722</td>
</tr>
<tr>
<td>Don Albrecht</td>
<td>361-825-3394</td>
</tr>
<tr>
<td>Edward Evans</td>
<td>361-825-5983</td>
</tr>
<tr>
<td>Judy Harral</td>
<td>361-825-2495</td>
</tr>
<tr>
<td>John Dawson</td>
<td>361-825-2422</td>
</tr>
<tr>
<td>Amy Aldridge Sanford</td>
<td>361-825-2852</td>
</tr>
<tr>
<td>Susan Layton</td>
<td>361-825-5712</td>
</tr>
</tbody>
</table>
**Incident Command Staff:** Deputy Incident Commander, Assistant Liaison Officer, Public Information Officer, Assistant Security Officer, Deputy Academic Operations, Deputy Student Engage./Success, Deputy IT, Deputy Finance & Admin., Deputy Facilities Operations, Deputy Planning Section Chief, Deputy Logistics.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaclyn Mahlmann</td>
<td>Deputy Incident Commander</td>
<td>361-825-2321</td>
</tr>
<tr>
<td>Joseph Miller</td>
<td>Assistant Liaison Officer</td>
<td>361-825-5967</td>
</tr>
<tr>
<td>Luisa Buttler</td>
<td>Public Information Officer</td>
<td>361-825-6705</td>
</tr>
<tr>
<td>Melissa Perkins</td>
<td>Assistant Security Officer</td>
<td>361-825-3791</td>
</tr>
<tr>
<td>Nathan Galvan</td>
<td>Assistant Safety Officer</td>
<td>361-825-5585</td>
</tr>
<tr>
<td>Ahmed Mahdy</td>
<td>Deputy Academic Operations</td>
<td>361-825-3881</td>
</tr>
<tr>
<td>Ann Degaish</td>
<td>Deputy Student Engage./Success</td>
<td>361-825-2481</td>
</tr>
<tr>
<td>Ben Soto</td>
<td>Deputy IT</td>
<td>361-825-2494</td>
</tr>
<tr>
<td>Becky Torres</td>
<td>Deputy Finance &amp; Admin.</td>
<td>361-825-2775</td>
</tr>
<tr>
<td>Minerva Alaffa</td>
<td>Deputy Facilities Operations</td>
<td>361-825-2019</td>
</tr>
<tr>
<td>Michael Rendon</td>
<td>Deputy Planning Section Chief</td>
<td>361-825-2414</td>
</tr>
<tr>
<td>Kim Miller</td>
<td>Deputy Logistics</td>
<td>361-825-2784</td>
</tr>
</tbody>
</table>

**Academic Affairs Notification Group:** Dean, Associate Dean, Director, Principal, Ex. Director.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Marc Hartlaub</td>
<td>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. Bunny Forgione</td>
<td>Dean, College of Nursing &amp; Health</td>
<td>361-825-2740</td>
</tr>
<tr>
<td>Dr. David Scott</td>
<td>Dean, College of Ed</td>
<td>361-825-5730</td>
</tr>
<tr>
<td>Dr. Karen McCaleb</td>
<td>Dean, Graduate Studies &amp; Research</td>
<td>361-825-3847</td>
</tr>
<tr>
<td>Mr. James Moore</td>
<td>Director, Performing Arts Center</td>
<td>361-825-2374</td>
</tr>
<tr>
<td>Mr. Sebastián Garzón</td>
<td>Director, Antonio García Ed. Center</td>
<td>361-825-3560</td>
</tr>
<tr>
<td>Ms. Kellye Loving</td>
<td>Principal, ECDC</td>
<td>361-825-5953</td>
</tr>
<tr>
<td>Mr. Russell Franques</td>
<td>Director, CBBIC</td>
<td>361-825-3525</td>
</tr>
<tr>
<td>Mr. Michael Sanders</td>
<td>Exe. Director, LSUASC</td>
<td>361-825-5731</td>
</tr>
</tbody>
</table>

**Academic Affairs Notification Group:** Associate Dean, Acting Director, Assistant Dean.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Susan Murphy</td>
<td>Assoc. Dean, College of Liberal Arts</td>
<td>361-825-5990</td>
</tr>
<tr>
<td>Dr. Anita Reed</td>
<td>Assoc. Dean, College of Business</td>
<td>361-825-2434</td>
</tr>
<tr>
<td>Dr. L.D. Chen</td>
<td>Assoc. Dean College of Sci &amp; Engin.</td>
<td>361-825-3046</td>
</tr>
<tr>
<td>Dr. Sara Baldwin</td>
<td>Assoc. Dean, College of Nursing</td>
<td>361-825-3439</td>
</tr>
<tr>
<td>Dr. Richard Ricard</td>
<td>Assoc. Dean, College of Education</td>
<td>361-825-2731</td>
</tr>
<tr>
<td>Dr. Colleen Fitzgerald</td>
<td>Assoc. VP Research &amp; Innovation</td>
<td>361-825-2751</td>
</tr>
</tbody>
</table>

**IT Operations Notification Group:** Director, Manager, Information Technology, Management.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Gonzalez</td>
<td>Director, Information Technology</td>
<td>361-825-2576</td>
</tr>
<tr>
<td>Jonathan Payne</td>
<td>IT Manager</td>
<td>361-825-2240</td>
</tr>
<tr>
<td>Alexandra Janney</td>
<td>Asst. Director, Distance Learning</td>
<td>361-825-2956</td>
</tr>
<tr>
<td>Melissa Asbury</td>
<td>Help Desk Manager</td>
<td>361-825-5984</td>
</tr>
<tr>
<td>Margaret Barnett</td>
<td>Manager, Software Development</td>
<td>361-825-3458</td>
</tr>
</tbody>
</table>
**Liaison Contacts:**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>South Texas School of Christian Studies</strong></td>
<td>Tony Celelli, President</td>
<td><a href="mailto:tcelelli@stscs.org">tcelelli@stscs.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>361-991-9403</td>
</tr>
<tr>
<td><strong>John Henry Newman Catholic Center</strong></td>
<td>Joshua Segundo</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>361-876-6591</td>
</tr>
<tr>
<td><strong>Texas Sea Grant College Program</strong></td>
<td>Morgan Ayers</td>
<td>361-825-6216</td>
</tr>
<tr>
<td></td>
<td>Christine Hale</td>
<td>361-825-6215</td>
</tr>
<tr>
<td><strong>Texas Commission on Environmental Quality</strong></td>
<td>Susan Clewis, Regional Director</td>
<td>361-825-3104</td>
</tr>
<tr>
<td></td>
<td>Kelly Ruble, Air Section Manager</td>
<td>361-825-3106</td>
</tr>
<tr>
<td><strong>Texas A&amp;M Forest Service</strong></td>
<td>Leo Duran</td>
<td>361-825-2822</td>
</tr>
<tr>
<td></td>
<td>Luis Diaz</td>
<td>361-825-2822</td>
</tr>
<tr>
<td></td>
<td>-College Station</td>
<td>979-458-6650</td>
</tr>
<tr>
<td><strong>Texas Parks &amp; Wildlife Department</strong></td>
<td>Leslie Koza, Ecosystem Resource Program</td>
<td>361-825-2329</td>
</tr>
<tr>
<td></td>
<td>Lower Coast Team Leader</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Faye Grubbs, Upper Laguna Madre Ecosystem</td>
<td>361-825-3281</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>Director</td>
<td>361-825-2220</td>
</tr>
<tr>
<td>Jose Vera</td>
<td>Electrical Supervisor</td>
<td>361-825-3052</td>
</tr>
<tr>
<td>Ruben Saldaña</td>
<td>Facilities Maint. Manager</td>
<td>361-825-5724</td>
</tr>
<tr>
<td>MaryAnn Brooks</td>
<td>Admin. Services Manager</td>
<td>361-825-2190</td>
</tr>
<tr>
<td>Joshua Brewer</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>
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</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>Amanda Morales</td>
<td><a href="mailto:amanda.morales@tamucc.edu">amanda.morales@tamucc.edu</a></td>
<td>361-825-6290</td>
</tr>
<tr>
<td>Moses Olukoya</td>
<td><a href="mailto:molukoya@americancampus.com">molukoya@americancampus.com</a></td>
<td>361-825-4367</td>
</tr>
<tr>
<td>Kristy Stone</td>
<td><a href="mailto:kstone@americancampus.com">kstone@americancampus.com</a></td>
<td>361-825-3821</td>
</tr>
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### Chartwells:

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

### Follett Bookstore:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley Alligood</td>
<td><a href="mailto:2165mgr@follett.com">2165mgr@follett.com</a></td>
<td>361-825-2603</td>
</tr>
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### Restoration: (Notified by Facilities Services)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
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</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>
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### Relief Agencies:

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>American Red Cross</td>
<td></td>
<td>361-887-9991</td>
</tr>
<tr>
<td>Salvation Army</td>
<td></td>
<td>361-884-9498</td>
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</table>
# NAVAL AIR STATION/CORPUS CHRISTI ARMY DEPOT

### Naval Air Station:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>Officer of the Day</td>
<td>361-961-2384</td>
</tr>
<tr>
<td>Non-Emergency Line</td>
<td>361-961-3492</td>
</tr>
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### Corpus Christi Army Depot:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Emergency Management, Juan Hernández</td>
<td>361-961-5899</td>
</tr>
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# CITY, COUNTY & STATE

## City of Corpus Christi:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</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 Administrator</td>
<td>361-826-3960</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>Wastewater 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</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 361-826-7200</td>
</tr>
</tbody>
</table>

## State Agencies:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Texas Division of Emergency Management</td>
<td></td>
</tr>
<tr>
<td>Assistant Director – Nim Kidd</td>
<td>512-424-2436</td>
</tr>
<tr>
<td>Department of Public Safety – CC District Office</td>
<td>361-698-5625</td>
</tr>
<tr>
<td>DPS -State Operations -operating 24/7</td>
<td>512-424-2208 or 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>

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APPENDIX 5
EMERGENCY GUIDELINES

❖ Active Threat
❖ Airborne or Foodborne Illness
❖ Biological Agent Threat
❖ Bomb Threat or Explosive Device
❖ Building Evacuation
❖ Crime in Progress
❖ Demonstration/Civil Disturbance
❖ Evacuation of Persons with Disabilities
❖ 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: Hurricane/Tropical Storm Defense
ACTIVE THREAT

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. Should you ever find yourself in the middle of an active shooter incident, your survival may depend on whether or not you have a plan. The plan does not have to be complicated. There are three things you could do that make a difference: RUN. HIDE. FIGHT

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 into 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, handgun, 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 EHS which will begin immediate investigation to determine nature of illness and simultaneously contact appropriate University and medical personnel for assistance. EHS will notify the University Health Center medical personnel and will coordinate actions and activities as necessary, to assist the student population.

EHS 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 16: TAMUS Pandemic Influenza Planning*. 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 envelope into an empty clear 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”.
**Building Evacuation**

The University Police Department, upon receipt of information concerning a possible major interruption of University operations, will immediately notify pertinent building contacts, Housing Business Operations Manager, 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 may be called in to assist on scene.

**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.
## FOR EVACUATING (Evac-U-Trac locations) MOBILITY IMPAIRED INDIVIDUALS

<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 #2, 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>Tidal Hall</td>
<td>Third Floor in the north fire exit stairwell</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>
Crime in Progress

Observed criminal activity, including theft and crimes of violence will be reported to the University Police Department at 825-4444 or x 4444 from a campus phone.

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>
<tbody>
<tr>
<td><strong>Supervisor/s</strong></td>
<td>Administrative Procedures –</td>
<td>Administrative Procedures –</td>
</tr>
<tr>
<td>(I.E., Deans/Directors, Instructors, Vice Presidents, Faculty and Staff)</td>
<td>• Supervisors must confer with physical impaired employee(s) under their authority. Develop with physically impaired person(s) best method(s) for evacuation. <strong>Instructional Procedures</strong> – Be prepared to explain how and where person(s) should provide support. Practice instructions beforehand.</td>
<td>• Confer with physically impaired person(s) under their authority. Develop with physical impaired person(s) best method(s) for evacuation. <strong>Instructional Procedures</strong> – Be prepared to explain how and where persons(s) should provide support. Practice instructions beforehand.</td>
</tr>
<tr>
<td></td>
<td>Call UPD x4444</td>
<td>Call UPD x4444</td>
</tr>
<tr>
<td></td>
<td>Supply UPD Dispatcher with appropriate information.</td>
<td>Supply Dispatch with appropriate information.</td>
</tr>
<tr>
<td></td>
<td>Name and title of caller</td>
<td>Name and title of caller</td>
</tr>
<tr>
<td></td>
<td>Building location and address</td>
<td>Building location and address.</td>
</tr>
<tr>
<td></td>
<td>Explain emergency situation</td>
<td>Explain non-emergency situation</td>
</tr>
<tr>
<td><strong>Physically Impaired Person(s)</strong></td>
<td>• Seek out persons who would be able to assist in an emergency.</td>
<td>• Convey to supervisor or instructor the need for evacuation assistance.</td>
</tr>
<tr>
<td></td>
<td>• Carry a loud whistle, horn, or similar device. It may be used to alert people of location if trapped.</td>
<td></td>
</tr>
</tbody>
</table>


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 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 EHS 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 leaks
- 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 a % of the Lower Explosion Limit (LEL) in a confined space.
6. Any reading of a % LEL 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. EHS utilizes the MultiRae gas detection 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 fire alarm systems or Code Blue System.

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
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 EHS.
“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, tenants 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 (EHS) 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 EHS Spill Response Team to provide additional support in containment and cleanup.
The EHS 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**

**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:**
   - The Associate Vice President for Operations notifies the Vice President for F&A about the water line outage.
   - The Associate Vice President for Operations 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.
   - Associate Vice President for Operations 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 social media.
   - PIO send out the “What Do I Do?” information found on page 86 in the Emergency Management Plan.
   - PIO continues to send out timely water outage updates to the campus community.
   - PIO manages local media contact and interviews.

3. **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 paraphenylenediamine) 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.
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. 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.
- Remove ice from ice makers.

5. Environmental, Health & Safety (EHS) 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 on page 89.
- 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 P-Card 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.

6. Issuing a Water Interruption Notification:
   □ IC makes the determination to issue a Water Outage Notice to the campus.
   □ Facilities Services reports what sections of the campus were affected and close restrooms, cover water fountains and place signage, as necessary.
   □ If American Campus Community (AAC) resident hall are affected by the water outage, ACC Management will send emails and text messages to the residents. If an outage is expected to last more than a few hours, fliers may be posted with alternative options (i.e. if showers will be available at Dugan Wellness Center, bottle water available in the office/Rec. Center.
   □ PIO releases a campus announcement explaining the water outage.
   □ Logistics alerts the campus food outlets and sets up water stations around the campus.

7. Restrooms, Icemakers, Water Fountains and Sinks
   □ Restrooms, water fountains, ice machines and sinks in affected areas are to be shut down.
   □ ICERT members, FS personnel to cover building drinking fountains and break room sinks water faucets.
   □ ICERT, FS personnel place “Out of Service” signs on the restroom doors.
   □ Do not use swimming pool water for drinking or cooking.

8. 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.
   □ 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 water outage notice is lifted run two-cycles of ice through the ice machines before allowing for human consumption.
   □ Remove all signs placed on the exterior and interior of campus buildings.
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 Outage Notice”.

“What Do You Do?”

Q: What do you do during a Water Outage 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.

**Follett 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 at Food Vending locations**
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, Bottom Line Deli, Einstein Brothers Bagels, and Chick-n-Grill).

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.
PUBLIC WATER SUPPLIER RESPONSE TO LOSS OF PRESSURE TO ALL OR PARTS OF THE DISTRIBUTION SYSTEM

START

Did distribution pressures drop below 20 psi during the maintenance/repair/emergency incident?

Yes

Was the distribution line fully or partially dewatered?

Yes

Can the affected distribution lines be disinfected in accordance with AWWA standards?

Yes

Disinfect in accordance with AWWA standards

No

Can the affected distribution lines be adequately flushed?
(See below)

Yes

Flush until the chlorine residual reaches normal operating levels or until a minimum of two volumes of the affected line is flushed, whichever is greater. If the water is not clear after the prescribed flushing, continue to flush until water clears.

Immediately collect bacteriological samples from the affected portion of the distribution system and return the affected portion to service.

Are all samples negative?

Yes

STOP

No further action necessary

Are any samples fecal positive?

No

Notify TNRCC Regional Office.

Yes

Immediately issue a boil Water Notification to affected area in accordance with 30 TAC 290.46(g) and TNRCC directions, Notify TNRCC Regional Office.

*De-watering occurs when the distribution system is depressurized to perform line repair or replacement.
1. **PURPOSE**
   This plan is intended to acquaint personnel with hurricane/tropical storm hazards, to indicate the action required to overcome or minimize these hazards, and to delineate responsibility in carrying out such action.

2. **GENERAL**
   A hurricane is a cyclonic storm which, as a unit, normally travels at about 8 to 12 miles per hour and has a small center area of relative calm with an area of high wind velocity revolving counterclockwise about this central area. Hurricane winds are defined as those having a force greater than 75 MPH; however, they have been recorded well over 180 MPH.

3. **POLICY**
   A. The Incident Commander will ensure the implementation of this plan.

   B. All personnel not assigned to remain on campus will evacuate when tropical storm winds are imminent. Classes will be closed at the discretion of the Incident Commander upon notification that a storm threatens to hit the area. The campus will be closed within 8 hours of that notification. Campus buildings are not designated public shelters. Persons must seek shelter elsewhere.

   C. All University sponsored functions within the Corpus Christi geographical area are cancelled.
PRE-STORM TEAM ROLES/RESPONSIBILITIES

TRIGGER POINT #1: Beginning on May 1

- The Public Information Officer sends out a campus announcement that hurricane season begins June 1 through November 30 and requests that all departments review the TAMU-CC Hurricane/Tropical Storm Defense Plan and their Business Continuity plans. In addition, all academic departments should review their Academic Continuity plan as noted in Procedure 34.07.01.C0.02.
- Review list of hurricane supplies required to secure your areas of responsibility.
- Update your departmental Hurricane/Tropical Storm telephone tree.
- Review procurement card validity and emergency purchasing procedures.
- IT/UPD Tests all emergency notifications systems.
- Human Resources requests that all employees update emergency information in the HR system.
- SEAS requests that students update their emergency information in the student information system.
- The Liaison Officer contacts the City of Corpus Christi Emergency Management Office concerning re-entry letters.

FACILITIES SERVICES

- Commences preseason preparations.
- Checks roofs of buildings for loose debris; insures drain heads are cleared.
- Inspects supplies for adequate materials (mops, buckets, squeegees, batteries, and battery-powered lights, trash bags, kitty litter, etc.).
- Ensures adequate fuel (gasoline and diesel) is on hand for operation of emergency generators and vehicles.
- Checks inventory and replenishes emergency supplies.
- Ensures adequate supply of sandbags.

TRIGGER POINT #2:

Hurricane Risk Indicator – RPA +: StormGeo Weather’s Response Plan Activator (RPA) is a long-range tool that identifies a possible hurricane risk to your location over the next 5-7 days.

- Incident Command monitors StormGeo Weather Service and the National Hurricane Center.
- Incident Commander sends out a notice to the Incident Command staff to review storm procedures.

For additional decision guidance, consider accelerating actions if the Max Forecast HSI (Hurricane Severity Index) value is greater than 25. Consider decelerating actions if the HSI value is less than 15.
TRIGGER POINT #3:

Worst Case Scenario (WSC) 39 mph < 72 hrs. and Probability of Wind Impact (PWI) 58 mph > 20%: The earliest arrival of the 39-mph wind field is less than 72 hours from the location and the probability of wind impact by the 58 mph wind field is greater than 20%. The following actions should be considered.

Due to the unpredictable nature of a Hurricane/Tropical Storm, it is extremely difficult to base an action on the storm’s course and speed. Response actions indicated in this plan are based on advisories from StormGeo Weather Service, the National Hurricane Center, and the City of Corpus Christi Emergency Operations Center. National Hurricane Center forecast models have an inherent error of 200 miles on either side of the track for the 72 hours forecast period, 150 miles for the 48-hour forecast track and 75 miles for the 24-hour forecast track. The action guidelines listed may be adjusted accordingly as more information on the storm’s track becomes available.

Incident Commander
- Activates the Hurricane/Tropical Storm Defense Plan.
- Calls for an Incident Command Staff meeting to prepare the campus for possible closure.
- Directs the Public Information Officer to announce that the campus is monitoring a storm.
- Schedules Command meetings throughout the Storm Watch to plan storm preparations.
- Obtains status report from Section Chief and Command Staff Officers.

Liaison Officer
- Implements their unit section plans.
- Notifies the State tenants, religious affiliations, CCISD, Antonio Garcia Center, Flour Bluff Building, Art Museum of South Texas, Chaparral Building and Hamlin Center to prepare for possible campus closure.

Public Information Officer
- Implements their unit section plans.
- Prepares messages for campus announcements, news, and social media.

Security Officer
- Implements their unit section plans.
- Ensures that plans are in place to close and clear occupants from campus buildings.

Safety Officer
- Implements their unit section plans.
- Identifies hazardous situations associated with the incident.
- Coordinates with IT and UPD to prepare the EOC for emergency management operations.

Finance and Administration Section Officer
- Implements their unit section plans.
- Secures hotel rooms for administrative personnel evacuating.
- Contacts FAMIS to put production of checks and reports on hold.

Academic Planning & Operations Section Chief
- Implements their unit section plans.
- Provides EHS a list of Chemical, Biohazard and Pathogens inventory for Academics and Research laboratories.
- Provides EHS an inventory of living animals used in research, their locations, list of responsible personnel, IACUC for animal protocol.
- Reviews personnel that will be on vacation.
- Provides a list of field trip schedules and personnel traveling out of Corpus Christi on business to Academic Planning.
- Provides a list of college activities, University events calendar and meetings planned to the Incident Commander.

Facilities Services Operations Section
- Implements their unit section plans.
- Prepares to secure University Buildings.
- Notifies contractors to secure equipment and supplies.
- Makes final check for loose debris, clears drain heads, secures outside furniture.
- Assists Art Museum in securing their priority collection.

Logistics Section Chief
- Implements their unit section plans.
- Works with campus vendors to secure University Services.
- Works with campus vendors to secure Food Service operations.

IT Operations Section Chief
- Implements their unit section plans.
- Releases Emergency Hotline Numbers at this time.
- Prepares for Web Service, contacting TAMU-San Antonio as an alternate location and secures lab computers.
- Alerts campus to back-up computer files located on their desktop.
- Performs backup of student records, library catalog, alumni records, and other relevant data.

Student Engagement and Success Operations Section Chief
- Implements their unit section plans.
- Verifies bus transportation to evacuate students.
- Coordinates with TAMIU for temporary shelter.

Holding Pattern: Sustained winds forecast to drop below 39 mph: Assessment Time
TRIGGER POINT #4:

Worst Case Scenario WCS 39 mph < 48 hrs. and Probability of Wind Impact PWI 58> 30%:-
The earliest arrival of the 39 mph wind field is less than 48 hours from our location and the probability of wind impact by the 58 mph wind field is greater than 30% the following checklist actions should be considered.

President notifies the Chancellor of current campus status.

Incident Commander
- Obtains status report from Section Chief and Command Staff Officers.
- Meets with the Incident Command members to plan for the closure.
- Decision made to close the campus.

Public Information Officer
- Utilizes campus announcements, social media to inform the campus community of actions being taken by the University.
- Notifies the media of the campus closure and evacuation

Security Officer
- Obtains incident briefing from the Incident Commander.
- All UPD personnel report to Security Officer for assignments.
- Performs final security check of campus to ensure persons not working directly with the Incident Command Team have evacuated the campus.
- Verifies that all personnel have left the campus and buildings are secured.
- Notifies the Incident Commander that the campus is closed and secured.
- Notifies City of Corpus Christi Emergency Management when the campus is fully evacuated with the exception of security personnel.
- Maintains keys to University vehicles that are stored on-site.

Safety Officer
- Obtains incident briefing from the Incident Commander.
- Coordinates the activation of the EOC with IT and UPD.
- Assists departments with the evacuation process.

Finance and Administration Section Chief
- Increases P-Card user credit limits.
- Ensures assigned employees of F&A have laptops prior to departure.
- Issues to the Emergency Management Team
  - Activity Log
  - Disaster Time Sheets to track hours
  - Daily purchase log
**Academic Operations Section Chief**
- Notifies Deans to dismiss classes.
- Notifies Research Institutes to secure their projects.
- Coordinates securing boats and vehicles with UPD. Deliver keys to UPD.

**Facilities Operations Section Chief**
- Fuels and stores all Facilities Services vehicles.
- Verifies that utilities to all buildings have been shut off.
- Shuts down Central Plant.
- Maintains receipts of all transactions until Procurement and Disbursement Department is able to return to campus and reestablish operations.

**IT Operations Section Chief**
- All Information Technology personnel report to supervisors for hurricane team assignments.
- Prepares to activate web server at TAMU-SA
- Places a temporary phone greeting informing of the University’s status.

**Student Engagement and Success Section Chief**
- There is a time difference between when bus transportation is notified of the need and when the buses have to leave. We have to notify the transportation providers as soon as possible but no later than 60 hours prior to landfall that we need transportation. The contracts state we have to leave campus no later than 36 hours prior to landfall. TAMUS buses will depart College Station no later than 48 hours prior to landfall to ensure they have adequate time to travel to CC.
**DURING STORM**

Only authorized personnel approved by Incident Commander will stay on campus. Authorized personnel will normally consist of Law Enforcement personnel and will have re-entry letter on file with the City of Corpus Christi.

**PROCEDURES FOR THOSE THAT REMAIN ON CAMPUS**

These authorized employees will be located at the Dugan Wellness Center – Emergency Operations Center (EOC).

The EOC will be furnished with the following:

- Food supply for five (5) days
- Sleeping accommodations
- Water
- Cell phone / chargers
- Satellite phone
- 2-way radios

**PROCEDURES FOR THOSE THAT DISPATCH TO OTHER LOCATIONS**

(ICS members)

- Incident Commander will authorize travel arrangements for designated personnel to destination(s) to be determined.
- IT department Section Chief will send designated employees to Texas A&M University-San Antonio for operation of back up servers.
- Section Chiefs will review departmental plan to determine location of any other personnel.
POST-STORM

DAMAGE ASSESSMENT PLANS
The Incident Commander contacts members of the Incident Command staff to meet on campus or at a designated site to evaluate damage and develop immediate response plans.

Incident Command Team Assignments:
- Incident Command develops and carries out a plan to resume university operations.
- UPD secure campus from unauthorized access and looting.
- Facilities Services and EHS survey the campus to identify and isolate safety hazards (chemical, biological, electrical, structural, gas leaks, etc.).
- Facilities Services completes assessment of damage to campus facilities and buildings. Contact Cotton and JOC’s for remediation.
- Public Information Officer establishes media communication networks, handles immediate media inquiries.
- IT Operation Section Chief establishes emergency telephone communications, assesses damage to telecommunications systems, initiates repair procedures, establishes emergency computing stations, assesses damage to computing services and initiates repair procedures.
- Incident Commander authorizes a call for any additional personnel as needed to resume University operations.

Remaining personnel wait to report to campus upon notification by immediate supervisor or through an announcement on the local media services, campus website or University Facebook page.

- Faculty and Staff to listen to local radio/TV stations for information.  
  NOTE: Listen to radio/TV for announcements of when to return to campus. Monitor University website or contact the University via the Public Information Hotline 361-825-0000. NOAA Weather Radio (Corpus Christi 162.44 MHZ).

- For information about campus status during and following the storm, call the Faculty/Staff Information Hotline: 361-825-9999 or the Toll-Free Number 888-234-4005 or the University Police: 361-825-4444. Or visit university website at http://www.facebook.com/islanduniversity

- If you are not assigned to the Emergency Management Team, do not return to Campus until contacted by the Incident Commander or his/her designee or your supervisor.

- Department Heads, once notified to return, will go through normal administrative channels, initiate surveys of department status.
HURRICANE HAZARDS AND PREVENTIVE MEASURES

A. A wind blowing against a building produces a positive pressure on the windward side and negative pressure, or suction, on the opposite side of the building. A common occurrence in hurricanes is the breaking of windows or opening of doors on the windward side of a building. Through such openings, the wind enters the building and creates a positive pressure on the underside of the roof or on the inner side of the wall. This force in combination with external suction pressure often carries off roofs or forces out the sides of buildings. It is important, therefore, that all access areas be secured as strongly as possible.

B. Electrical hazards due to downed transmission wires are a major cause of hurricane deaths. Extreme care must be exercised to avoid fallen wires.

C. Flying debris from damaged buildings and loose objects picked up and carried by the wind are responsible for much of the storm damage. Personnel must remain under cover during winds of hurricane velocity. It is required that all loose lumber, sheet metal, drums, pallets, outside trash containers, etc., be secured. Roofs of buildings in particular shall be checked and drain heads cleared.

D. Damage caused by the entry of water into buildings through leaky doors, windows, and roofs, broken windows and backed up storm drains can be expected. Sandbags deployed at selected locations, lifting items from the floor, and covering equipment are common remedies.
**HURRICANE WEBSITES**

1. National Hurricane Center  
   [www.nhc.noaa.gov/](http://www.nhc.noaa.gov/)

2. Federal Emergency Management  
   [www.fema.gov/](http://www.fema.gov/)

3. City of Corpus Christi Hurricane Preparedness  

   [www.nws.noaa.gov/](http://www.nws.noaa.gov/)

5. Storm Tracking by Year  
   [http://leonardo.met.tamu.edu/weather/](http://leonardo.met.tamu.edu/weather/)

6. The Weather Channel  
   [www.weather.com/](http://www.weather.com/)

7. Texas Department of Public Safety  
   [www.txdps.state.tx.us/](http://www.txdps.state.tx.us/)

8. Conrad Blucher Institute for Surveying and Science  
   [www.cbi.tamucc.edu/](http://www.cbi.tamucc.edu/)

9. StormGeo (Impact Weather)  

10. City of Corpus Christi  

11. NOAA daily weather briefing  
    [www.weather.gov/briefing/](http://www.weather.gov/briefing/)

12. Spaghetti Model  
    [http://spaghettimodels.com](http://spaghettimodels.com)

13. Skeetobite Weather  
    [http://skeetobiteweather.com](http://skeetobiteweather.com)

14. Hurricane Forecast/University of Wisconsin-Milwaukee  
    [http://derecho.math.uwm.edu/models/](http://derecho.math.uwm.edu/models/)
EVACUATION ROUTES

The Texas Department of Public Safety has worked out a system to ease traffic flow problems when great numbers of people leave the city, as they did during Hurricane Allen. The following highways are recommended depending upon your destination:

- Houston – U.S. 77, 77A to U.S. 59
- San Antonio or Austin – Interstate 37 or U.S. 181
- West of Corpus Christi – FM 624 west from Corpus Christi and I-35 North from Cotulla.

NOTE: Texas Highway 35 along the coast is very often impassable due to high tides pushed in front of a hurricane. This route is not recommended. Consider a route which will take you directly away from the coast, not parallel to it.

For up to date information visit:

Advisory:
Official information issued by tropical cyclone warning centers describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe: (a) tropical cyclones prior to issuance of watches and warnings and (b) subtropical cyclones.

Best Track:
A subjectively-smoothed representation of a tropical cyclone's location and intensity over its lifetime. The best track contains the cyclone's latitude, longitude, maximum sustained surface winds, and minimum sea-level pressure at 6-hourly intervals. Best track positions and intensities, which are based on a post-storm assessment of all available data, may differ from values contained in storm advisories. They also generally will not reflect the erratic motion implied by connecting individual center fix positions.

Center:
Generally speaking, the vertical axis of a tropical cyclone, usually defined by the location of minimum wind or minimum pressure. The cyclone center position can vary with altitude. In advisory products, refers to the center position at the surface.

Center / Vortex Fix:
The location of the center of a tropical or subtropical cyclone obtained by reconnaissance aircraft penetration, satellite, radar, or synoptic data.

Central North Pacific Basin:
The region north of the Equator between 140W and the International Dateline. The Central Pacific Hurricane Center (CPHC) in Honolulu, Hawaii is responsible for tracking tropical cyclones in this region.

Cyclone:
An atmospheric closed circulation rotating counterclockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

Direct Hit:
A close approach of a tropical cyclone to a particular location. For locations on the left-hand side of a tropical cyclone’s track (looking in the direction of motion), a direct hit occurs when the cyclone passes to within a distance equal to the cyclone’s radius of maximum wind. For locations on the right-hand side of the track, a direct hit occurs when the cyclone passes to within a distance equal to twice the radius of maximum wind. Compare indirect hit, strike.

Eastern North Pacific Basin:
The portion of the North Pacific Ocean east of 140W. The National Hurricane Center in Miami, Florida is responsible for tracking tropical cyclones in this region.

Eye:
The roughly circular area of comparatively light winds that encompasses the center of a severe tropical cyclone. The eye is either completely or partially surrounded by the eyewall cloud.

Eyewall / Wall Cloud:
An organized band or ring of cumulonimbus clouds that surround the eye, or light-wind center of a tropical cyclone. Eyewall and wall cloud are used synonymously.

Extratropical:
A term used in advisories and tropical summaries to indicate that a cyclone has lost its "tropical" characteristics. The term implies both poleward displacement of the cyclone and the conversion of the cyclone's primary energy source from the release of latent heat of condensation to baroclinic (the temperature contrast between warm and cold air...
masses) processes. It is important to note that cyclones can become extratropical and still retain winds of hurricane or tropical storm force.

**Extratropical Cyclone:**
A cyclone of any intensity for which the primary energy source is baroclinic, that is, results from the temperature contrast between warm and cold air masses.

**Fujiwhara Effect:**
Is the tendency of two nearby tropical cyclones to rotate cyclonically about each other?

**Gale Warning:**
A warning of 1-minute sustained surface winds in the range 34 kt (39 mph or 63 km/hr) to 47 kt (54 mph or 87 km/hr) inclusive, either predicted or occurring and not directly associated with tropical cyclones.

**High Wind Warning:**
A high wind warning is defined as 1-minute average surface winds of 35 kt (40 mph or 64 km/hr) or greater lasting for 1 hour or longer, or winds gusting to 50 kt (58 mph or 93 km/hr) or greater regardless of duration that are either expected or observed over land.

**Hurricane / Typhoon:**
Is a tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr) or more. The term hurricane is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific tropical cyclones north of the Equator west of the International Dateline.

**Hurricane Local Statement:**
A public release prepared by local National Weather Service offices in or near a threatened area giving specific details for its county/parish warning area on (1) weather conditions, (2) evacuation decisions made by local officials, and (3) other precautions necessary to protect life and property.

**Hurricane Risk Indicator (HRI):**
StormGeo’s Hurricane Risk Indicator (HRI) is a long-range tool that identifies a possible hurricane risk to your location over the next 5-7 days.

**Hurricane Severity Index (HSI):**
StormGeo’s Hurricane Severity Index (HSI) is an enhanced hurricane rating system which more accurately defines the strength and destructive capability of a given storm than other scales currently utilized. By incorporating not only the intensity of the winds but the size of the area the winds cover.

**Hurricane Season:**
The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from June 1 to November 30. The hurricane season in the Eastern Pacific basin runs from May 15 to November 30. The hurricane season in the Central Pacific basin runs from June 1 to November 30.

**Hurricane Warning:**
An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

**Hurricane Watch:**
An announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.
Indirect Hit:
Generally refers to locations that do not experience a direct hit from a tropical cyclone, but do experience hurricane force winds (either sustained or gusts) or tides of at least 4 feet above normal.

Invest:
A weather system for which a tropical cyclone forecast center (NHC, CPHC, or JTWC) is interested in collecting specialized data sets (e.g., microwave imagery) and/or running model guidance. Once a system has been designated as an invest, data collection and processing is initiated on a number of government and academic web sites, including the Naval Research Laboratory (NRL) and the University of Wisconsin Cooperative Institute for Meteorological Satellite Studies (UW-CIMSS). The designation of a system, as invest, does not correspond to any particular likelihood of development of the system into a tropical cyclone; operational products such as the Tropical Weather Outlook or the JTWC/TCFA should be consulted for this purpose.

Landfall:
The intersection of the surface center of a tropical cyclone with a coastline. Because the strongest winds in a tropical cyclone are not located precisely at the center, it is possible for a cyclone’s strongest winds to be experienced over land even if landfall does not occur. Similarly, it is possible for a tropical cyclone to make landfall and have its strongest winds remain over the water. Compare direct hit, indirect hit, and strike.

Major Hurricane:
A hurricane that is classified as Category 3 or higher.

National Geodetic Vertical Datum of 1929 [NGVD 1929]:
A fixed reference adopted as a standard geodetic datum for elevations determined by leveling. The datum was derived for surveys from a general adjustment of the first order leveling nets of both the United States and Canada. In the adjustment, mean sea level was held fixed at observed at 21 tide stations in the United States and 5 in Canada. The year indicates the time of the general adjustment. A synonym for Sea-level Datum of 1929. The geodetic datum is fixed and does not consider the changing stands of sea level. Because there are many variables affecting sea level, and because the geodetic datum represents a best fit over a broad area, the relationship between the geodetic datum and local mean sea level is not consistent from one location to another in either time or space. For this reason, the National Geodetic Vertical Datum should not be confused with mean sea level.

Post-storm Report:
A report issued by a local National Weather Service office summarizing the impact of a tropical cyclone on its forecast area. These reports include information on observed winds, pressures, storm surges, rainfall, tornadoes, damage, and casualties.

Post-tropical Cyclone:
A former tropical cyclone. This generic term describes a cyclone that no longer possesses sufficient tropical characteristics to be considered a tropical cyclone. Post-tropical cyclones can continue carrying heavy rains and high winds. Note that former tropical cyclones that have become fully extratropical...as well as remnant lows...are two classes of post-tropical cyclones.

Preliminary Report:
Now known as the "Tropical Cyclone Report". A report summarizing the life history and effects of an Atlantic or eastern Pacific tropical cyclone. It contains a summary of the cyclone life cycle and pertinent meteorological data, including the post-analysis best track (six-hourly positions and intensities) and other meteorological statistics. It also contains a description of damage and casualties the system produced, as well as information on forecasts and warnings associated with the cyclone. NHC writes a report on every tropical cyclone in its area of responsibility.

Present Movement:
The best estimate of the movement of the center of a tropical cyclone at a given time and given position. This estimate does not reflect the short-period, small scale oscillations of the cyclone center.

Probability of Wind Impact (PWI):
The probability of wind impact by the wind field with a given percentage.

**Radius of Maximum Winds:**
The distance from the center of a tropical cyclone to the location of the cyclone’s maximum winds. In well-developed hurricanes, the radius of maximum winds is generally found at the inner edge of the eye wall.

**Rapid Deepening:**
An increase in the maximum sustained winds of a tropical cyclone of at least 30 kt in a 24-h period.

**Relocated:**
A term used in an advisory to indicate that a vector drawn from the preceding advisory position to the latest known position is not necessarily a reasonable representation of the cyclone's movement.

**Remnant Low:**
A post-tropical cyclone that no longer possesses the convective organization required of a tropical cyclone...and has maximum sustained winds of less than 34 knots. The term is most commonly applied to the nearly deep-convection-free swirls of stratocumulus in the eastern North Pacific.

**Saffir-Simpson Hurricane Wind Scale:**
The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane’s intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The following table shows the scale broken down by winds. Visit [http://www.nhc.noaa.gov/sshws.html](http://www.nhc.noaa.gov/sshws.html) for detailed description.

<table>
<thead>
<tr>
<th>Category</th>
<th>Wind Speed (mph)</th>
<th>Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>74 - 95</td>
<td>Very dangerous winds will produce some damage</td>
</tr>
<tr>
<td>2</td>
<td>96 - 110</td>
<td>Extremely dangerous winds will cause extensive damage</td>
</tr>
<tr>
<td>3</td>
<td>111 - 130</td>
<td>Devastating damage will occur</td>
</tr>
<tr>
<td>4</td>
<td>131 - 155</td>
<td>Catastrophic damage will occur</td>
</tr>
<tr>
<td>5</td>
<td>&gt; 155</td>
<td>Catastrophic damage will occur</td>
</tr>
</tbody>
</table>

**Storm Surge:**
An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

**Storm Tide:**
The actual level of sea water resulting from the astronomic tide combined with the storm surge.

**Storm Warning:**
A warning of 1-minute sustained surface winds of 48 kt (55 mph or 88 km/hr) or greater, predicted or occurring, not directly associated with tropical cyclones.

**Strike:**
For any particular location, a hurricane strike occurs if that location passes within the hurricane’s strike circle, a circle of 125 n mi diameter, centered 12.5 n mi to the right of the hurricane center (looking in the direction of motion). This circle is meant to depict the typical extent of hurricane force winds, which are approximately 75 n mi to the right of the center and 50 n mi to the left.
Subtropical Cyclone:
A non-frontal low-pressure system that has characteristics of both tropical and extratropical cyclones. This system is typically an upper-level cold low with circulation extending to the surface layer and maximum sustained winds generally occurring at a radius of about 100 miles or more from the center. In comparison to tropical cyclones, such systems have a relatively broad zone of maximum winds that is located farther from the center, and typically have a less symmetric wind field and distribution of convection.

Subtropical Depression:
A subtropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

Subtropical Storm:
A subtropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 34 kt (39 mph or 63 km/hr) or more.

Synoptic Track:
Weather reconnaissance mission flown to provide vital meteorological information in data sparse ocean areas as a supplement to existing surface, radar, and satellite data. Synoptic flights better define the upper atmosphere and aid in the prediction of tropical cyclone development and movement.

Tropical Cyclone:
A warm-core non-frontal synoptic-scale cyclone, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined center. Once formed, a tropical cyclone is maintained by the extraction of heat energy from the ocean at high temperature and heat export at the low temperatures of the upper troposphere. In this they differ from extratropical cyclones, which derive their energy from horizontal temperature contrasts in the atmosphere (baroclinic effects).

Tropical Cyclone Plan of the Day:
A coordinated mission plan that tasks operational weather reconnaissance requirements during the next 1100 to 1100 UTC days or as required, describes reconnaissance flights committed to satisfy both operational and research requirements, and identifies possible reconnaissance requirements for the succeeding 24-hour period.

Tropical Depression:
A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

Tropical Disturbance:
A discrete tropical weather system of apparently organized convection -- generally 100 to 300 NMI in diameter -- originating in the tropics or subtropics, having a nonfrontal migratory character, and maintaining its identity for 24 hours or more. It may or may not be associated with a detectable perturbation of the wind field.

Tropical Storm:
A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph or 63 km/hr) to 63 kt (73 mph or 118 km/hr).

Tropical Storm Warning:
An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected somewhere within the specified area within 36 hours.

Tropical Storm Watch:
An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) is possible within the specified area within 48 hours.
**Tropical Wave:**
A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere.

**Worst Case Scenario (WCS):**
The earliest arrival of sustained winds greater than 39 mph and greater than 58 mph.
## APPENDIX 7
### ACTIVE EMERGENCY SERVICE AGREEMENTS

<table>
<thead>
<tr>
<th>Contract Report by Name</th>
<th>Identifier:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alamo Community College District on behalf of Palo Alto College (2018-2021)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Active Non PO Contracts</strong></td>
<td><strong>Obligation: $0.00</strong></td>
</tr>
<tr>
<td><strong>Effective Date:</strong> 5/1/2016</td>
<td><strong>Last Revised:</strong></td>
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<tr>
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<td><strong>Alarm is:</strong></td>
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<tr>
<td><strong>Expiration Date:</strong> 5/31/2021</td>
<td><strong>Alarm is:</strong></td>
</tr>
<tr>
<td><strong>Category Name</strong></td>
<td><strong>Key Element</strong></td>
</tr>
<tr>
<td><strong>Evaluation Services Agreement</strong></td>
<td><strong>Estimated Contract Value</strong></td>
</tr>
</tbody>
</table>

| **Colton Commercial USA, Inc. (2017-2022)** (emergency services) | **identifier: 20170233** | 
| **Active Non PO Contracts** | **Obligation: $0.00** |  
| **Effective Date:** 3/24/2017 | **Last Revised:** | **Retention Date:** |  
| **Review By:** 3/22/2021 | **Alarm is:** | **Lead:** |  
| **Expiration Date:** 3/23/2022 | **Alarm is:** | **Lead:** |  
| **Category Name** | **Key Element** | **Date** | **Alarm** | **Lead** | **Short Text** | **Monetary Value** | **Key Element Note** |  
| **Emergency Services** | **Estimated Contract Value** | **Off** | **0** | | | **$0.00** |  

| **StormGeo, Inc. (2018-2022)** | **identifier: 20171075** | 
| **Active PO Contracts** | **Obligation: $30,308.00** |  
| **Effective Date:** 9/1/2019 | **Last Revised:** | **Retention Date:** |  
| **Review By:** 5/2/2022 | **Alarm is:** | **Lead:** |  
| **Expiration Date:** 8/31/2022 | **Alarm is:** | **Lead:** |  
| **Category Name** | **Key Element** | **Date** | **Alarm** | **Lead** | **Short Text** | **Monetary Value** | **Key Element Note** |  
| **Weather consulting services** | **Estimated Contract Value** | **Off** | **0** | | **AB6473355 / R2017423134 (5 yes)** | **$30,308.00** |  

Page 1 of 2
<table>
<thead>
<tr>
<th>Contract Name</th>
<th>Texas A&amp;M International (Laredo) University (emergency evacuation) (2014-2021)</th>
<th>Identifier:</th>
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<tbody>
<tr>
<td>Status:</td>
<td>Active Non PO Contracts</td>
<td>Obligation:</td>
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<td>Effective Date:</td>
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<tr>
<td>Category Name</td>
<td>Evacuation Services Agreement</td>
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</tr>
<tr>
<td>Short Text</td>
<td>student evacuation in emergency only</td>
<td></td>
</tr>
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<td>Monetary Value</td>
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</table>

<table>
<thead>
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<th>Contract Name</th>
<th>Texas A&amp;M University Kingsville &amp; TAMU (emergency bus contract) (2005-2020)</th>
<th>Identifier:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Active Non PO Contracts</td>
<td>Obligation:</td>
</tr>
<tr>
<td>Contract is with:</td>
<td>Texas A&amp;M University - College Station</td>
<td></td>
</tr>
<tr>
<td>Effective Date:</td>
<td>3/10/2005</td>
<td></td>
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<tr>
<td>Review By:</td>
<td>7/1/2020</td>
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<tr>
<td>Expiration Date:</td>
<td>3/10/2020</td>
<td></td>
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<td>Category Name</td>
<td>Evacuation Services Agreement</td>
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</tr>
<tr>
<td>Key Element</td>
<td>Estimated Contract Value</td>
<td></td>
</tr>
<tr>
<td>Short Text</td>
<td>hurricane emergency bus services</td>
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</tr>
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<td>Monetary Value</td>
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<td></td>
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<table>
<thead>
<tr>
<th>Contract Name</th>
<th>Tuloso-Midway Independent School District (TMISD) (evacuation) (2010-2018)</th>
<th>Identifier:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Active Non PO Contracts</td>
<td>Obligation:</td>
</tr>
<tr>
<td>Contract is with:</td>
<td>Tuloso-Midway Independent School District</td>
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</tr>
<tr>
<td>Effective Date:</td>
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<tr>
<td>Review By:</td>
<td>4/5/2021</td>
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</tr>
<tr>
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<td>5/30/2021</td>
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<tr>
<td>Category Name</td>
<td>Evacuation Services Agreement</td>
<td></td>
</tr>
<tr>
<td>Key Element</td>
<td>Emergency Services Contract</td>
<td></td>
</tr>
<tr>
<td>Short Text</td>
<td>Emergency Evacuations Services</td>
<td></td>
</tr>
<tr>
<td>Monetary Value</td>
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<td></td>
</tr>
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</table>
ICS Organization

APPENDIX 8
ORGANIZATION FOR EMERGENCY MANAGEMENT/NIMS SUMMARY
NIMS Summary

BACKGROUND

Texas A&M University-Corpus Christi 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 include interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.

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.

b. 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.

c. 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.
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.

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.
___ ___ 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

Username:
Password:
INTRODUCTION TO ICS FORMS

The National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet, FEMA 502-2, is designed to assist emergency response personnel in the use of ICS and corresponding documentation during incident operations. This booklet is a companion document to the NIMS ICS Field Operations Guide (FOG), FEMA 502-1, which provides general guidance to emergency responders on implementing ICS. This booklet is meant to complement existing incident management programs and does not replace relevant emergency operations plans, laws, and ordinances. These forms are designed for use within the Incident Command System and are not targeted for use in Area Command or in multiagency coordination systems.

These forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities. Personnel using the forms should have a basic understanding of NIMS, including ICS, through training and/or experience to ensure they can effectively use and understand these forms. These ICS Forms represent an all-hazards approach and update to previously used ICS Forms. While the layout and specific blocks may have been updated, the functionality of the forms remains the same. It is recommended that all users familiarize themselves with the updated forms and instructions.

A general description of each ICS Form’s purpose, suggested preparation, and distribution are included immediately after the form, including block-by-block completion instructions to ensure maximum clarity on specifics, or for those personnel who may be unfamiliar with the forms.

The ICS organizational charts contained in these forms are examples of how an ICS organization is typically developed for incident response. However, the flexibility and scalability of ICS allow modifications, as needed, based on experience and particular incident requirements.

These forms are designed to include the essential data elements for the ICS process they address. The use of these standardized ICS Forms is encouraged to promote consistency in the management and documentation of incidents in the spirit of NIMS, and to facilitate effective use of mutual aid. In many cases, additional pages can be added to the existing ICS Forms when needed, and several forms are set up with this specific provision. The section after the ICS Forms List provides details on adding appendixes or fields to the forms for jurisdiction- or discipline-specific needs.

It may be appropriate to compile and maintain other NIMS-related forms with these ICS Forms, such as resource management and/or ordering forms that are used to support incidents. Examples of these include the following Emergency Management Assistance Compact (EMAC) forms: REQ-A (Interstate Mutual Aid Request), Reimbursement Form R-1 (Interstate Reimbursement Form), and Reimbursement Form R-2 (Intrastate Reimbursement Form).
## ICS FORMS LIST

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

**Notes:**
- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command. Local time is typically used.

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<th>Form Title</th>
<th>Typically Prepared by:</th>
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<tbody>
<tr>
<td>ICS 201</td>
<td>Incident Briefing</td>
<td>Initial Incident Commander</td>
</tr>
<tr>
<td>*ICS 202</td>
<td>Incident Objectives</td>
<td>Planning Section Chief</td>
</tr>
<tr>
<td>*ICS 203</td>
<td>Organizational Assignment List</td>
<td>Resources Unit Leader</td>
</tr>
<tr>
<td>*ICE 204</td>
<td>Assignment List</td>
<td>Resources Unit Leader and Operations Section Chief</td>
</tr>
<tr>
<td>*ICS 205</td>
<td>Incident Radio Communication Plan</td>
<td>Communications Unit Leader</td>
</tr>
<tr>
<td>**ICS 205A</td>
<td>Communications List</td>
<td>Communications Unit Leader</td>
</tr>
<tr>
<td>*ICS 206</td>
<td>Medical Plan</td>
<td>Medical Unit Leader (reviewed by Safety Officer)</td>
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<tr>
<td>ICS 207</td>
<td>Incident Organization Chart <em>(Wall-mount size, optional 8 ½” x 14”)</em></td>
<td>Resources Unit Leader</td>
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<tr>
<td>**ICS 208</td>
<td>Safety Message/Plan</td>
<td>Safety Officer</td>
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<tr>
<td>ICS 209</td>
<td>Incident Status Change</td>
<td>Situation Unit Leader</td>
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<tr>
<td>ICS 210</td>
<td>Resources Status Change</td>
<td>Communications Unit Leader</td>
</tr>
<tr>
<td>ICS 211</td>
<td>Incident Check-In List <em>(optional 8 ½” x 14” and 11” x 17”)</em></td>
<td>Resources Unit/Check-In Recorder</td>
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<tr>
<td>ICS 213</td>
<td>General Message <em>(3-part form)</em></td>
<td>Any Message Originator</td>
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<tr>
<td>ICS 214</td>
<td>Activity Log <em>(optional 2-sided form)</em></td>
<td>All Sections and Units</td>
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<tr>
<td>ICS 215</td>
<td>Operational Planning Worksheet <em>(optional 8 ½” x 14” and 11” x 17”)</em></td>
<td>Operations Section Chief</td>
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<td>ICS 215A</td>
<td>Incident Action Plan Safety Analysis</td>
<td>Safety Officer</td>
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<tr>
<td>ICS 218</td>
<td>Support Vehicle/Equipment Inventory <em>(optional 8 ½” x 14” and 11” x 17”)</em></td>
<td>Ground Support Unit</td>
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<tr>
<td>ICS 219-1 to ICS 219-8, ICS 219-10 <em>(Cards)</em></td>
<td>Resources Status Card <em>(T-Card)</em> <em>(may be printed on cardstock)</em></td>
<td>Resources Unit</td>
</tr>
<tr>
<td>ICS 220</td>
<td>Air Operations Summary Worksheet</td>
<td>Operations Section Chief or Air Branch Director</td>
</tr>
<tr>
<td>ICS 221</td>
<td>Demobilization Check-Out</td>
<td>Demobilization Unit Leader</td>
</tr>
<tr>
<td>ICS 225</td>
<td>Incident Personnel Performance Rating</td>
<td>Supervisor at the Incident</td>
</tr>
</tbody>
</table>

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

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.1

**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.
**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.

**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.

**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 actioning 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.

**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.
APPENDIX 11
COMMUNICATIONS/CODE BLUE

Texas A&M University-Corpus Christi a comprehensive alert system which can connect with students, faculty, and staff during emergency situations. The notifications include emails, text, and pre-recorded messages, as appropriate. Emergencies can include severe weather warnings, threats, school closures, delays, evacuations, and other incidents which disrupt regular campus activities. It is important to keep emergency contact information up to date.

Students will be prompted to update their phone, email, and emergency contact information when they register. This information can be updated at codeblue.tamucc.edu.

Faculty and Staff should update their emergency contact information through Workday and will need to submit their Mobile Phone Number at codeblue.tamucc.edu. In case of an emergency, your emergency notification information may be used. Keep your information current.

Parents, Tenants, Non-TAMUCC Employees, Contractors, and the surrounding Community can sign up to receive Code Blue Emergency Notification messages and/or other university notices through the Code Blue Public Portal at codeblue.tamucc.edu. The University may send “test” messages at its discretion reminding users that they are in the system. In addition, users will receive a message when their number is added to the system.

**Code Blue Emergency Notification System**
The University uses a third-party emergency notification system that can 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 call will come from:
  - 361-825-7777 emergency
  - 361-825-5700 non-emergency
- A text message will come from:
  - 23177 emergency
  - 53291 non-emergency
- An email alert will come from:
  - TAMU-CC Code Blue (codeblue@tamucc.edu)
  - Texas A&M-Corpus Christi (notices@tamucc.edu)

For more information, call the Division of Information Technology at 361-825-2692.
**University Web Site, Social Media**
Special notices will be posted on the University's Web site home page [www.tamucc.edu](http://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 campus in Laredo.

The University’s official (top tier) social media accounts, such as Facebook and Twitter, serve to reach the public. In the event of an emergency, notifications like the messaging received via the Code Blue Emergency Notification System will be posted to these social platforms.

- In the event of an emergency, the University's website and social media accounts would be updated frequently. For example, a notification would be posted following a hurricane evaluation meeting by the University’s Incident Command Team or in the event of an ongoing power outage.

**Campus 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, the phone will ring, and it will play a pre-recorded message with information and/or instructions. For more information on emergency phone services, call the Division of Information Technology at 361-825-2692.

Classroom phones may also be used call the University Police Department (ext. 4444) or 911 Emergency if there is an emergency in the classroom.

**Special Campus Announcements**
Special notices are sent using emails assigned by the university to employees and students. These email blasts are sent at the discretion of the Incident Command Team. Language crafted for these e-blasts are often used for postings to the University’s website and top-tier social media accounts. For more information contact Marketing and Communications at 361-825-2420.

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

**Area Television Stations, Radio Stations and the Caller-Times**
Corpus Christi media outlets, including television, radio, print and digital, are excellent University partners in the dissemination of information about campus emergencies to the public. The Incident Command Team often sends emergency messaging to local media outlets, so they can then broadcast these messages to their viewership and readership.

**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 will contain pre-recorded messages that are updated regularly during an emergency.

- Information Hotline: (local) 361-825-9999 or 361-825-0000 or email [islanderhelp@tamucc.edu](mailto:islanderhelp@tamucc.edu)
**What to do in the event of an emergency:**
If you are involved in an emergency, call the University Police Department at 361-825-4444 (ext. 4444), 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 located on the walls of each classroom can be used to call the University Police Department (ext. 4444) or 911 Emergency.

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 at [http://safety.tamucc.edu](http://safety.tamucc.edu)
APPENDIX 12
SSC/FACILITIES SERVICES

PRE-STORM UNIVERSITY PROCEDURES

BUILDING PREPARATION PLANS - March—2016 (Sandbags deployed at select locations).

BAY HALL
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors

BAYSIDE PARKING GARAGE
BM All loose material cleared from roof
BM All roof drains cleared
C Remove all trash containers

BELL LIBRARY
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors
BM Secure all shutters
G/R Seal main doors at front entrance (east side). Utilize overhead doors

CENTER FOR INSTRUCTION
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors
BM Secure all shutters

CENTER FOR THE ARTS
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors
BM Secure all shutters

CENTER FOR THE SCIENCES
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors

CENTRAL PLANT
BM All loose material cleared from roof
C Move all smoking receptacles and newspaper stands / furnishings indoors
BM All roof drains cleared
CENTRAL WAREHOUSE/RECEIVING
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands /furnishings indoors

CHEMICAL STORAGE BUILDING
G/C All loose material cleared from roof
BM All roof drains cleared

CLASSROOM EAST
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands /furnishings indoors

CLASSROOM WEST
BM All loose material cleared from roof
BM All roof drains cleared

CONRAD BLUCHER INSTITUTE
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands /furnishings indoors

CORPUS CHRISTI HALL
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishing indoors
BM Secure all shutters

DINING HALL
BM All loose materials, including bike racks
BM All roof drains cleared

DUGAN WELLNESS CENTER
BM All loose materials
BM All roof drains cleared

DUGAN SOCCER AND TRACK STADIUM
BM All loose materials
BM All roof drain cleared

ECDC
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishing indoors
BM Disassemble and store portable buildings in cafeteria
G/R Check picnic tables and move loose furniture into building
ENGINEERING BUILDING
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands/furnishings indoors

ENTRY STATIONS/KIOSKS
C Move all trash containers inside

EXTERIOR CAMPUS – HIKE/BIKE; PARKING LOTS; BEACH
C Move all trash containers indoors

FACILITIES SERVICES COMPLEX
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors
BM Secure all shutters
G/R Park all equipment indoors

FACULTY CENTER
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors

FIELD HOUSE
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishing indoors

FLOUR BLUFF BUILDING
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors

GARCIA CENTER
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors
BM Secure all shutters

GLASSCOCK
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors
BM Secure all shutters
HAMLIN BUILDING
BM  All loose material cleared from roof
BM  All roof drains cleared
C    Move all smoking receptacles and newspaper stands / furnishings indoors
BM  Secure all shutters

HARTE RESEARCH INSTITUTE
BM  All loose material cleared from roof
BM  All roof drains cleared
C    Move all smoking receptacles and newspaper stands / furnishings indoors

ISLAND HALL
BM  All loose material from roof
BM  All roof drains cleared
C    Move all smoking receptacles and newspaper stands

MOTOR POOL/BOAT STORAGE
BM  Secure building

NATURAL RESOURCES CENTER
BM  All loose material cleared from roof
BM  All roof drains cleared
C    Move all smoking receptacles and newspaper stands / furnishings indoors

O'CONNOR BUILDING
BM  All loose material cleared from roof
BM  All roof drains cleared
C    Move all smoking receptacles and newspaper stands / furnishings indoors

PERFORMING ARTS CENTER
BM  All loose material cleared from roof
BM  All roof drains cleared
C    Move all smoking receptacles and newspaper stands / furnishings indoors

PRESS BOX
BM  All loose material cleared from roof
BM  Secure all shutters

PRINT SHOP
C    Move all smoking receptacles and newspaper stands / furnishings indoors

PROCUREMENT BUILDING
BM  All loose material cleared from roof
BM  All roof drains cleared
SCIENCE LABORATORIES 1 & 2
G/C All loose material cleared

SANDPIPER/DRIFTWOOD BUILDINGS
C Move all smoking receptacles and newspaper stands / furnishings indoors

STUDENT SERVICES CENTER (Round Building)
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors

TENNIS CENTER
G/C All loose material cleared
G/C All drains cleared
G/C Move all smoking receptacles and newspaper stands / furnishings indoors

TIDAL HALL
BM All loose materials cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors

UNIVERSITY CENTER
BM All loose materials cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors

UNIVERSITY SERVICES CENTER
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors

UPD SUBSTATION- MOMENTUM CAMPUS
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors

WOO SUNG LEE ALUMNI WELCOME CENTER
BM All loose material cleared from roof
BM All roof drains cleared
C Move all smoking receptacles and newspaper stands / furnishings indoors

ON-GOING CONSTRUCTION RELIGIOUS AFFILIATES
STUDENT HOUSING
C Custodians
BM Building Maintenance
G/C Grounds/Custodians
G/R Grounds/Recycling
SUPPLIES FOR SHUTTING DOWN OFFICES

Custodial Rooms – Hurricane Trash Can Liners
Are stored as follows: (Please note **HURRICANE USE ONLY** written on side of box)

<table>
<thead>
<tr>
<th>Building</th>
<th>Custodial Closet</th>
<th>Quantity Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Hall</td>
<td>#119</td>
<td>3</td>
</tr>
<tr>
<td>Bell Library</td>
<td>#112 D1</td>
<td>3</td>
</tr>
<tr>
<td>Blucher Institute</td>
<td>#115</td>
<td>3</td>
</tr>
<tr>
<td>Center for Instruction</td>
<td>#134</td>
<td>3</td>
</tr>
<tr>
<td>Center for the Arts</td>
<td>#139</td>
<td>2</td>
</tr>
<tr>
<td>Center for the Sciences</td>
<td>#102</td>
<td>3</td>
</tr>
<tr>
<td>Classroom East</td>
<td>#111</td>
<td>2</td>
</tr>
<tr>
<td>Classroom West</td>
<td>#105</td>
<td>1</td>
</tr>
<tr>
<td>Corpus Christi Hall</td>
<td>#120</td>
<td>3</td>
</tr>
<tr>
<td>Dining Hall</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Driftwood</td>
<td>#110</td>
<td>1</td>
</tr>
<tr>
<td>Dugan Wellness Center</td>
<td>#122</td>
<td>3</td>
</tr>
<tr>
<td>Early Childhood Development Center</td>
<td>#120</td>
<td>2</td>
</tr>
<tr>
<td>Engineering Science Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Services/Physical Plant</td>
<td>#108</td>
<td>3</td>
</tr>
<tr>
<td>Faculty Center</td>
<td>#160</td>
<td>3</td>
</tr>
<tr>
<td>Flour Bluff Building</td>
<td>#115</td>
<td>3</td>
</tr>
<tr>
<td>Glasscock</td>
<td>#148</td>
<td>2</td>
</tr>
<tr>
<td>Hamlin Center</td>
<td>Large wooden cabinet (open studio)</td>
<td>1</td>
</tr>
<tr>
<td>Harte Research Institute</td>
<td>#125</td>
<td>3</td>
</tr>
<tr>
<td>Island Hall</td>
<td>#149A</td>
<td>3</td>
</tr>
<tr>
<td>Lee Welcome Center</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Momentum West (Soccer/Track)</td>
<td>119</td>
<td>3</td>
</tr>
<tr>
<td>Moody Sustainer Fieldhouse</td>
<td>100G</td>
<td>1</td>
</tr>
<tr>
<td>Natural Resources Center</td>
<td>#1013</td>
<td>3</td>
</tr>
<tr>
<td>O’Connor Building</td>
<td>#119</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>#231</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>#337</td>
<td>1</td>
</tr>
<tr>
<td>Performing Arts Center</td>
<td>#113</td>
<td>1</td>
</tr>
<tr>
<td>Procurement/Purchasing</td>
<td>#106</td>
<td>1</td>
</tr>
<tr>
<td>Sandpiper</td>
<td>#121</td>
<td>1</td>
</tr>
<tr>
<td>Science &amp; Technology (Engineering)</td>
<td>#121</td>
<td>3</td>
</tr>
<tr>
<td>Student Services Building</td>
<td>#116</td>
<td>3</td>
</tr>
<tr>
<td>Tidal Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Center</td>
<td>#214</td>
<td>3</td>
</tr>
<tr>
<td>University Services Center</td>
<td>#100 B</td>
<td>3</td>
</tr>
</tbody>
</table>
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
   - 125kW 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. **Ferguson 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
7. **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

8. **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

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

10. **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

11. **Tidal Hall**
    - 500kW diesel generator 1506 gal (full load 36 gal/hr. = 36 hrs.)
    - Fire alarm/emergency lightening
    - General Purpose outlets
    - Sump pump/fire jockey pumps
    - Elevators
    - Card reader doors

12. **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  7. Driftwood  13. Lee Welcome Center  
3. Classroom East  9. Faculty Center  15. Sandpiper  

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
CAMPUS ELEVATION- Island Campus
CAMPUS ELEVATION-Momentum Campus
## APPENDIX 14
### MEDIA CONTACTS

### Television Stations

1. KIII-TV (ABC) Channel 3
   - News Hotline: 361-855-6397
   - Weather Info Line: 361-814-9463

2. KRIS-TV (NBC) Channel 6
   - News Desk: 361-884-6666 / Main Line: 361-886-6100

3. KZTV (CBS) Channel 10
   - News Desk: 361-884-6666 / Main Line: 361-886-6100

4. KORO TV
   - Main line: 361-883-2823

5. KAJA-TV
   - Main line: 361-886-6101 / News Director: 361-886-6173

### Newspaper

1. Caller Times
   - Main Line: 361-886-3665 / -844-900-7096

### Radio Stations

1. KBSO FM
   - Main line: 361-299-0999

2. KKTX AM
   - Main line: 361-289-0111 / Newsroom: 361-560-5589

4. KRYX FM (K-99)
   - Main line: 361-289-0111 / Newsroom: 361-826-9903

5. KUNO AM
   - Main line: 361-289-0111 / Newsroom: 361-560-5866

6. KNCN FM (C101)
   - Main line: 361-289-0111 / Newsroom: 361-560-5101

7. KMXR FM (93.9)
   - Main line: 361-289-0111 / Newsroom: 361-560-5697

8. KSAB FM (99.9)
   - Main line: 361-289-0111 / Newsroom: 361-560-5722

9. K-SIX AM
   - Main line: 361-882-5749

### Emergency Alert Systems (EAS)

1. City of Corpus Christi/Nueces County LEPC
   - Main line: 361-826-3960
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19, Monday</td>
<td>Faculty Start Date</td>
</tr>
<tr>
<td>August 20-22, Tuesday-Thursday</td>
<td>Aloha Days</td>
</tr>
<tr>
<td>August 20, Tuesday</td>
<td>Miramar Residence Hall Move In Date</td>
</tr>
<tr>
<td>August 21, Wednesday</td>
<td>Miramar Apartments &amp; Momentum Village Move In Date</td>
</tr>
<tr>
<td>August 26, Monday</td>
<td>Classes begin Regular Fall &amp; 1st 7-Week Session</td>
</tr>
<tr>
<td>October 1, Friday</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>October 14, Monday</td>
<td>Last day to late register or add a class</td>
</tr>
<tr>
<td>October 16, Wednesday</td>
<td>Last day to drop for the 1st 7-Week Session</td>
</tr>
<tr>
<td>October 16-30, Wednesday-Wednesday</td>
<td>Last day of classes for 1st 7-Week Session and final exams</td>
</tr>
<tr>
<td>November 8, Friday</td>
<td>First day of classes for 2nd 7-Week Session</td>
</tr>
<tr>
<td>November 11, Monday</td>
<td>Grades due for 1st 7-Week Session</td>
</tr>
<tr>
<td>November 14, Thursday</td>
<td>Mid-Term Grading</td>
</tr>
<tr>
<td>November 16, Thursday</td>
<td>Last day to drop a class</td>
</tr>
<tr>
<td>November 17, Thursday</td>
<td>Last day to drop for the 2nd 7-Week Session</td>
</tr>
<tr>
<td>November 30, Tuesday</td>
<td>Last day to apply for December graduation</td>
</tr>
<tr>
<td>December 2, Thursday</td>
<td>Reading Day-No Class</td>
</tr>
<tr>
<td>December 2, Friday</td>
<td>Thanksgiving Holidays</td>
</tr>
<tr>
<td>December 3, Tuesday</td>
<td>Last day to withdraw from the University</td>
</tr>
<tr>
<td>December 4, Wednesday</td>
<td>Last day of classes Regular Fall &amp; 2nd 7-week Session</td>
</tr>
<tr>
<td>December 5, Thursday</td>
<td>Final Exams 2nd 7-Week Session</td>
</tr>
<tr>
<td>December 6, Friday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>December 9-12, Monday-Thursday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>December 13-16, Friday-Monday</td>
<td>Grading days</td>
</tr>
<tr>
<td>December 14, Saturday</td>
<td>Fall Commencement</td>
</tr>
<tr>
<td>December 17, Tuesday</td>
<td>Fall grades due at noon</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20, Monday</td>
<td>Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>January 21, Tuesday</td>
<td>Classes begin Regular Spring and 1st 7-Week Session</td>
</tr>
<tr>
<td>January 28, Tuesday</td>
<td>Last day to register or add a class</td>
</tr>
<tr>
<td>March 4-25, Wednesday-Wednesday</td>
<td>Mid-Term Grading</td>
</tr>
<tr>
<td>March 9-13, Monday-Friday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 13, Friday</td>
<td>Campus Closed</td>
</tr>
<tr>
<td>March 17, Tuesday</td>
<td>Last Day of classes for 1st 7-Week Session and Final Exams</td>
</tr>
<tr>
<td>March 18, Wednesday</td>
<td>First Day of Classes 2nd 7-Week session</td>
</tr>
<tr>
<td>March 20, Friday</td>
<td>Grades due for 1st 7-Week session</td>
</tr>
<tr>
<td>April 10, Friday</td>
<td>Last day to drop a class</td>
</tr>
<tr>
<td>April 16, Thursday</td>
<td>Last day to apply for Spring graduation</td>
</tr>
</tbody>
</table>
May 5, Tuesday  Last day to withdraw from the University
May 6, Wednesday  Last day of classes Regular Spring & 2nd 7-Week Session
      Final exams 2nd 7-Week Session
May 7, Thursday  Reading Day
May 8, Friday;  Final examinations
11-14, Monday-Thursday
May 15-18, Friday-Monday  Grading days
May 16, Saturday  Spring Commencement
May 19, Tuesday  Spring grades due
May 22, Friday  Faculty End Date

Maymester 2020

May 15, Friday  Classes begin & last day to register or add a class
May 25, Monday  Memorial Day Holiday
May 29, Friday  Last day of Maymester
May 30, Saturday  Maymester final examinations
June 2, Tuesday  Maymester grades due

Summer Session I 2020*

June 1, Monday  Classes begin
June 2, Tuesday  Last day to register or add a class
June 19, Friday  Last day to drop a class
July 1, Wednesday  Last day to withdraw from the University
July 3, Friday  Last day of classes
      Summer Session I final examinations
      Last day to apply for Summer graduation
July 7, Tuesday  Summer I Grades Due

Summer Session II 2020*

July 6, Monday  Classes begin
July 7, Tuesday  Last day to register or add a class
July 27, Monday  Last day to drop a class
August 5, Wednesday  Last day to withdraw from the University
August 7, Friday  Last day of classes
      Summer Session II final examinations
August 8, Saturday  Summer Commencement
August 11, Tuesday  All Summer grades due

*Some summer session courses will follow a different schedule. Please see the class schedule for information on when courses are offered.

Note: Dates of holidays are tentative, pending approval by The Texas A&M University System Board of Regents. For the latest information on dates and deadlines, please consult the appropriate class schedule.
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The basis of the Texas A&M University-Corpus Christi Infectious Disease Response Plan 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.
ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Roles and Responsibilities

The President retains authority for making decisions affecting the campus community. 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 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. 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)

Upon learning of an incident involving university facilities, students, faculty, staff, or events, the University Leadership will utilize the following position roles and expected actions as guidelines to implement:

Infectious Disease Response Team (IDRT)

- Incident Commander
- Chief Compliance Officer
- Marketing and Communications
- University Police Department
- University Health Center
- Administrative Operations
- Administrative Services
- Student Engagement & Success
- Environmental, Health and Safety
- Facilities Services (SSC Service Solutions)
- Human Resources
- Information Technology
- College of Nursing
In the event of a suspected infectious disease incident or a national/international level threat, Advanced Readiness Levels 2-4 will activate the IDRT. Examine current University policies, plans, procedures, and guidelines as they relate to the incident in question.

- Provide technical expertise to assist the Administration in tailoring a coordinated response.
- Support the collaborative efforts and communication flow between the University, Health District, and the Department of State Health Services as the situation warrants.
- Ensure that information regarding a potential infectious disease case will flow through pre-existing lines of communication.
- The IDRT is the University’s primary coordinator for all external and internal communication and notification related to the outbreak, with guidance and support of Marketing and Communications.
- A collective communication and coordinated effort will most likely occur to address the need to inform not only the University population, but the public as well, of important information or protective actions.
- Additionally, the IDRT Departments may be called upon to support the operation with personal, department expertise, etc.

**Incident Commander**
- Collaborate with members of the IDRT.
- Activates EOC

**Liaison Officer**
- Provide information to TAMUCC satellite operations.
- Point of contact for agency and religious affiliations.
- If the EOC is activated, report to the primary location unless notified otherwise.

**Public Information Officer**
- Activate their communication plan and collaborate with members of the IDRT and the Incident Commander.
- Support the efforts of Health District, Texas Department of State Health Services, or IDRT as appropriate.
- If the EOC is activated, report to the primary location unless notified otherwise.

**Academic Operations Section Chief/Academic Planning Section**
- Activates the Academic Business Continuity Plan
- Coordinate with ECDC to determine their plans to activate their infectious disease plan.
If the EOC is activated, report to the primary location unless notified otherwise.

**Student Engagement and Success Section**
- Adhere to reporting requirements of illnesses as required by the Department of State Health Services.
- Coordinate vaccination efforts for student population.
- Advise on planning to include student activities and events.
- Provide accurate public education in coordination with Public Information Officer.
- Support the efforts of Health District, Texas Department of State Health Services, or IDRT as appropriate.
- Liaison with American Campus Communities Housing managers.
- Report the number of infectious disease cases treated at the University Health Center.
- Coordinate with athletics pertaining to travel schedules.
- If the EOC is activated, report to the primary location unless notified otherwise.

**Facilities Operations Section**
- Facility decontamination as directed in accordance with health department or CDC guidance.
- Support the efforts of Health District, Texas Department of State Health Services, or IDRT as appropriate.
- Provide and maintain disinfection products throughout the campus.
- If the EOC is activated, report to the primary location unless notified otherwise.

**Finance and Administration Section**
- Provide guidance for absenteeism and leave policies
- Data collection of absenteeism information
- Support the efforts of Health District, Texas Department of State Health Services, or IDRT as appropriate.
- If the EOC is activated, report to the primary location unless notified otherwise.

**Information Technology Section**
- Support telecommuting
- Support the efforts of Health District, Texas Department of State Health Services, or IDRT as appropriate.
- Activate the IT disaster recovery plan if applicable.
- If the EOC is activated, report to the primary location unless notified otherwise.
**Logistics Section**
- Support efforts for feeding of isolated / quarantined on-campus students.
- Support the efforts of Health District, Texas Department of State Health Services, or IDRT as appropriate.
- Work with campus vendors to secure University Services.
- If the EOC is activated, report to the primary location unless notified otherwise.

**Security Officer**
- Investigate any incident that could involve criminal acts.
- Support the efforts of Health District, Texas Department of State Health Services, or IDRT as appropriate.
- If the EOC is activated, report to the primary location unless notified otherwise.

**Safety Officer**
- Assist in the investigation of the situation if applicable.
- Support the activities of the IDRT.
- Support the efforts of the multi-agency planning group.
- Activate the E,H&S Business Continuity Plan.
- If the EOC is activated, report to the primary location unless notified otherwise.
EMERGENCY RESPONSE LEVELS

Each emergency response level has specific actions that are recommended to address infectious diseases. Constant communication and consultation with appropriate local and state health officials are essential for effective emergency operations. Actions taken during all levels of an infectious disease 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:**
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.

**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 contact their local health departments.

**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.

**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.
LEVEL I: NO VIRUS ACTIVITY IS OCCURRING

**Public Information Officer**
- Monitor the transmission of influenza via local, state and CDC information resources.
- Encourage influenza immunization for faculty/staff/students.

**Safety Officer**
- Review, evaluate, drill, and adapt current member Infectious Disease Response plans.
LEVEL II: VIRUS ACTIVITY IDENTIFIED IN THE UNITED STATES, BUT NONE DOCUMENTED IN TEXAS

Incident Commander
☐ 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.

Public Information Officer
☐ Monitor the transmission of influenza activity via local, state and CDC information resources.
☐ Issue communications to the campus community regarding status of disease spread, self-protection and member response.
☐ Encourage hand hygiene and cough etiquette for well and ill students, faculty, and staff. For more information, see: www.cdc.gov/cleanhands.

Liaison Officer
☐ 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.

Student Engagement and Success Section
☐ Report 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.

☐ 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).

☐ 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.

Finance and Administration Section
☐ Inform employees of campus policies regarding working from home, travel, using sick leave, and other human resources policies as applicable.
LEVEL III: VIRUS ACTIVITY IDENTIFIED IN THE UNITED STATES, BUT NONE DOCUMENTED IN TEXAS

**Incident Commander**
- Designate or activate Emergency Operation Center (EOC) activities, particularly with respect to communications.

**Public Information Officer**
- Provide information regarding community control measures such as social distancing, and “stay at home if ill” recommendations.
- Provide necessary communications.

**Academic Planning Section**
- Implement influenza-like monitoring and refine reporting measures.

**Student Engagement and Success Section**
- Review infection control procedures.
  - a) Health Center- 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](http://www.cdc.gov/h1n1flu/masks.htm).
  - b) Determine how students who reside on campus will be managed if they become ill.

**Facilities Operations Section**
- Distribute appropriate disinfectants (e.g. hand sanitizers) and encourage widespread use.
- Adjust procedures for cleaning public areas to reduce viral spread.

**Safety Officer**
- 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](http://www.cdc.gov/h1n1flu/masks.htm).
LEVEL IV: VIRUS 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 University leadership in consultation with public health officials at the local and state level.
LEVEL IV.A: FOR MILD TO MODERATE INFLUENZA ILLNESS (SIMILAR TO SEASONAL INFLUENZA)

Incident Commander

☐ All continuity of operations plans is activated to ensure essential service is provided
☐ Continue to encourage hand hygiene and cough etiquette for all.

Liaison Officer

☐ Maintain communication capacity to coordinate official Member communicates with system and other responders.
☐ Provide necessary communications regarding the status of the Member.
☐ It is important that you receive information and that university members provide information to their local health departments during all phases of the outbreak.
☐ Continue to encourage hand hygiene and cough etiquette for all.

Academic Planning and Operations Section

☐ Tracking the impact in our student populations 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.
☐ 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.
☐ Continue to encourage hand hygiene and cough etiquette for all.

Student Engagement and Success Section

☐ Fully support the operations of student health services including deployment of additional resources as needed and available.
☐ 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.
☐ Review and disseminate student absenteeism and 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.
☐ 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 as long as recommended by Health Officials.
☐ Discourage attendance at campus events by ill persons.
☐ Actively communicate with your local health department to optimize the best response measures during the outbreak.
☐ If a new vaccine is available, make every effort to ensure as many campus students, faculty, and staff are vaccinated.
☐ Continue to encourage hand hygiene and cough etiquette for all.

**Finance and Administration Section**
☐ Tracking the impact in our worker populations 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.
☐ Review and disseminate staff/faculty absenteeism and 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.
☐ If a new vaccine is available, make every effort to ensure as many campus students, faculty, and staff are vaccinated.
☐ Continue to encourage hand hygiene and cough etiquette for all.

**Facilities Operations Section**
☐ Establish regular cleaning procedures and schedules for high-touch surfaces (bathrooms, doorknobs, keyboards). Provide disposable wipes for use on high-touch surfaces.
☐ Continue to encourage hand hygiene and cough etiquette for all.

**Logistics Section**
☐ Work with vendors to curtail services

**Safety Officer**
☐ Distribute personal protective equipment (PPE) to essential personnel as set out in your response plan if PPE is part of your response plan.
☐ Continue to encourage hand hygiene and cough etiquette for all.
LEVEL IV.B: FOR SEVERE INFLUENZE ILLNESS (EPIDEMIC BEGINS TO IMPINGE ON ESSENTIAL SERVICES

Incident Commander

☐ 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.

☐ 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.

Liaison Officer

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

Academic Planning and Operations Section

☐ 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.

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

Student Engagement and Success Section

☐ Continue voluntary isolation of close contacts. Extend the self-isolation period for as long as recommended by health officials.

☐ Enhance the medical support to accommodate increased isolation, if appropriate.

Finance and Administration Section

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

Facilities Operations Section

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

IT Operations Section

☐ Maintain critical infrastructure and services.

Logistics Section

☐ Work with campus vendors to secure university services

☐ Works with campus vendors to delay food service delivery
**ALL UNITS**

- Fully enact policies regarding non-essential personnel.
- 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.
- Initiate planning for recovery as set out in your plan.
PHASES OF EMERGENCY MANAGEMENT

The Infectious Disease Response Plan also employs key areas of emergency planning and incident management that include mitigation, preparedness, response, and recovery.

**Mitigation:** Examples of activities that support mitigation include:
- Infectious Disease Clinics offer vaccine
- Preparedness Materials: Distribution of printed materials, such as “Wash Your Hands” and “Cover Your Cough” posters
- Website references and suggested videos
- Distribution of hand sanitizers
- Literature distributed by the University and the Health District on communicable diseases
- Collaboration and coordination between law enforcement, public health, and environmental officials
- Investigation and surveillance
- Information sharing and early notification to and collaboration with appropriate agencies

**Preparedness:** Examples of activities that support preparedness include:
- On-going training of the TAMUCC EMP.
- Multi-jurisdictional exercises continue to be designed, executed, and analyzed on an on-going basis.

**Response:** Examples of activities that support response include:
- Activation of the IDRT
- Early notification to and collaboration with appropriate local, regional, private sector, volunteer, and state agencies
- Campus communications to include mass email, Code Blue, listservs, etc, to students, faculty, staff, and parents, as appropriate
- Prepare an Incident Action Plan (IAP), if applicable
- Review Departmental Business Continuity Plan

**Recovery:** Examples of activities that support recovery include:
- Medical reporting and continuing epidemiological surveillance and investigation
- Analyze data collected during the response
- Hold debriefing session with response staff in preparation for the development of an After-Action Report (AAR) and Improvement Plan (IP)
- Student Engagement and Success to support student and family needs during and after an outbreak
A. **Continuity of Operations**
   1. Continuity of Operations 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, environmental, health 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 services (SSC) information technology. Selected essential services relevant to the System are listed below:

B. **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/Code Blue section of the Emergency Management 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 the Emergency 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.

C. 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 District (or the DSNS 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 Infectious Diseases on campus.

D. 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.

E. 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.

F. 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 Infectious Disease response plans.
Contact. A person who has been exposed to an influenza case in some way during the infectious period, but who has not become ill.

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


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

Influenza-like-illness. An individual with the following symptoms: Fever 100° degrees Fahrenheit or higher, AND cough, AND/OR sore throat (CDC case definition, accessed 10/28/2009)

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

Pandemic. An epidemic on a world-wide scale.

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 COVID-19.

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

Prophylaxis. Drugs used to prevent disease, such as antivirals.

Self-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.