

Texas A&M Health



DALLAS CAMPUS EMERGENCY OPERATIONS PLAN

SIGNATURES OF APPROVAL

This Emergency Operations Plan and its contents is a guide to how the Texas A&M Health Dallas Campus prepares for and responds to emergency situations. It is intended to capture specific authorities and best practices for managing incidents of any size and scope that may impact the facility or its operations.

This plan shall apply to all persons participating in mitigation, preparedness, response and recovery efforts for the Dallas Campus. Furthermore, tasked departments shall maintain their own procedures and actively participate in the training, exercising and maintenance needed to support this plan.

This plan and its supporting contents are hereby approved, supersedes all previous editions, and is effective immediately upon the signing of all signature authorities noted below.

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PURPOSE

The purpose of this plan is to outline the Dallas Campus' approach for organizing, coordinating and directing available resources toward effective emergency operations. The plan includes an organizational structure establishing the authority and assigns responsibility for various emergency tasks. The plan is intended to provide a flexible and scalable framework, which:

- Helps prepare the Dallas Campus staff to successfully respond to an emergency
- Allows the staff to attend promptly and efficiently to all individuals requiring medical attention in an emergency situation
- Defines clear roles, responsibilities, and authorities in managing emergency situations
- Provides processes for clear, rapid, factual, and coordinated communication for emergencies
- Describes effective coordination among emergency organizations of the university; health system; local, state, and federal authorities

SCOPE

Texas A&M Health has a responsibility to ensure the safety and security of its students, faculty, staff, and visitors. This scope of this plan is limited to the Dallas Campus, to include the Cooper Clinic, and the immediately adjacent parking lots that are utilized by Texas A&M Health personnel.

SITUATION OVERVIEW

General

The Dallas Campus is located in Dallas, Texas adjacent to the Baylor University Medical Center which consists of the School of Medicine and the School of Dentistry. The School of Dentistry consists of 5 buildings: the College of Dentistry Main Building, the Sciences Building, the Imaging Center, the Clinical Building, and the Cooper Clinic.

The School of Dentistry Main Building is a 7-story concrete block building with a basement, sub-basement, and a mechanical penthouse. It contains dental clinics, laboratories, lecture halls, conference rooms, and office spaces. The dental clinics occupy space on the 1st, 2nd 3rd, 6th and 7th floors and sees approximately 500 patients daily. Laboratories are located on the basement, 1st, 2nd, 3rd, 4th, 6th and 7th floors. Lecture halls, conference rooms, and office spaces are located on the basement, 1st, 2nd, 3rd, 4th, 5th, 6th and 7th floors. The School of Dentistry Main Building receives power from the Baylor University Medical Center (primary and backup power). It also contains its own emergency generator.

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The Sciences Building is a 2-story concrete block building that contains multiple biomedical research laboratories. The building also contains office spaces throughout. It receives power from TXU Energy. It also contains its own emergency generator.

The Imaging Center is a single-story concrete block building primarily with office and storage spaces.

The DCEF is a 9 story facility located at 3000 Gaston Avenue Dallas, TX 75246. The first 3 stories consist of a parking garage for patients, the 4th floor is a student lounge area that includes office spaces and classrooms, and floors 5 through 8 are clinical operations. The 9th floor is home to the mechanical area which includes two boilers and the HVAC system. There is a 250 gallon emergency generator located in room 223 and a 3000 gallon backup diesel tank located in room 113.

In addition to the main campus located on Gaston Avenue, the Dental School owns and operates a state-of-the-art offsite clinic strategically located in South Dallas, 10 minutes away and adjacent to Dallas' public railway system. This free-standing 4,200 square foot one-story facility features a spacious waiting room, eight operatories, digital X-ray capabilities, a consultation room, and a classroom/conference room.

The School of Medicine is embedded within Baylor University Medical Center, with additional classroom and administrative space on the second floor of the adjacent medical office building, Wadley Tower, in Suites 280 and 285. The School of Medicine facilities within Baylor University Medical Center receive primary and backup power from Baylor University Medical Center. Wadley Suites 280 and 285 receive power from an external retail supply.

Hazard Analysis

The Dallas Campus is exposed to hazards – natural and man-made – that have the potential for disrupting the normal working operations, causing casualties, and damaging or destroying the facilities. A summary of major hazards is provided in the table below.

Hazard Type	Likelihood of Occurrence (Low Medium High)	Estimated Impact on Public Health and Safety (Low Medium High)	Estimated Impact on Property (Low Medium High)
Civil Disorder	Low	Low	Low
Energy/Fuel Shortage	Low	Low	Low
HazMat Release	Low	Low	Low
Structural Fire	Low	Medium	Medium
Terrorism	Low	Medium	Low
Water System Failure	Low	Medium	Low
Flash Flooding	Low	Medium	Low

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Infectious Disease Outbreak	Low	High	Medium
Tornado	Medium	High	High
Winter Storm	High	Medium	Low

* High likelihood means the hazard happens frequently and low likelihood means the hazard rarely happens or has not happened.

** High impact means significant injuries/illness or loss of life as well as a large loss of assets; whereas low impact means no impact, no injuries, minor loss of assets.

Capabilities Assessment

The Dallas campus does not maintain its own emergency services with the exception of an Advanced Life Support team lead by the Department of Oral and Maxillofacial Surgery in case of a patient, employee or visitor emergency (with limited capabilities), therefore emergency services are provided by the City of Dallas. However, it does maintain a non-commissioned security department that controls building access, coordinates with local responding agencies, etc.

The School of Medicine’s facilities in Baylor University Medical Center and Wadley Tower are provided security services through the Baylor University Medical Center Department of Public Safety, which is a fully licensed police force.

The primary and secondary agencies for emergency services are listed below.

Agency Type	Primary	Secondary
Emergency Medical Services	Dallas Fire-Rescue Department	Baylor University Medical Center
Fire Services	Dallas Fire-Rescue Department	
Law Enforcement	Dallas Police Department	Dallas County Sheriff’s Office
Public Health	Dallas County Health Department	

PLANNING ASSUMPTIONS

In addition to the planning assumptions listed in the Texas A&M University’s Emergency Operations Plan, the following are planning assumptions specific to the Dallas Campus.

- The Dallas Campus will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.

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- Emergencies may occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- The Dallas Campus is reliant on emergency services from the local jurisdictions. Therefore, it is essential for us to be prepared to carry out the basic initial life safety actions since it may take time for emergency services to arrive.
- Proper planning and preparedness activities with local emergency services will ensure an effective and coordinated response.
- Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
- The Dallas Campus staff must recognize their responsibilities for the safety and well-being of employees, students, patients, and visitors; and assume their responsibilities in the implementation of this emergency plan.
- Proper implementation of these guidelines will reduce or prevent disaster-related losses.

CONCEPT OF OPERATIONS

General

The Dallas Campus staff have the responsibility to protect public health and safety and preserve property from the effects of an emergency. As such, the response priorities are:

- Protection of life and safety of employees, students, patients, and visitors;
- Providing prompt and effective emergency medical care;
- Securing critical infrastructure and facilities which are, in priority order:
 - Facilities critical to health and safety;
 - Facilities that sustain emergency response;
 - Patient and clinical facilities;
 - Classroom and research facilities; and
 - Administrative facilities;
- Resume teaching and research programs, and dental operations.

Emergency Authorities

In order to meet these priorities, the officials and representatives must implement appropriate population protection activities (e.g. evacuations or sheltering in place), issue timely emergency notifications and warnings, coordinate emergency public information, ensure interoperable emergency communications, and coordinate with local emergency services personnel.

Due to the nature of some emergencies, rapid decisions for the sudden onset emergencies (e.g., building fire, chemical spill, active shooter, etc.) must be made. Some decisions include, but are not limited to:

- The issuance of population protective actions;
- The alteration of personnel schedules in support of an emergency response; and
- The identification of trained personnel as deemed essential for maintaining critical campus operations.

For emergencies with longer lead times (e.g., winter weather), the senior administrators, in consultation with the Texas A&M Health Administration Coordination Group, may alter campus operations in support of an emergency response or for the safety and well-being of the campus community. Specific authorities related to altered campus operations due to inclement weather can be found in Attachment 3 of this plan.

Any implementation of emergency authorities will be communicated to the Texas A&M Health Administration Coordination Group for coordination with Texas A&M University Executive Management and Texas A&M Health administration.

Population Protective Actions

Depending on the nature of the emergency, the Dallas Campus trained personnel must implement population protective actions prior to the arrival of local emergency personnel. Population protective actions include:

- Partial or full evacuation in accordance with the Fire Safety and Evacuation Plan (maintained under a separate title);
- Sheltering-in-place for hazardous materials releases; or
- Seeking safe shelter for acts of violence, tornado warnings, etc.

Emergency Notification and Warning

Timely warnings of emergency conditions are essential to preserve the safety and security of the campus and are critical to an effective response and recovery.

When the senior administrators, the safety officer, or the security manager have made the decision to act on an emergency that affects the campus, and after local emergency responders have been notified, an HSC Alert publisher will immediately initiate an HSC Alert message if it meets the criteria for activation of the system. Decision criteria for

issuing warnings can be found in Attachment 2 of the Emergency Operations Plan (EOP).

HSC Alert publishers include the Security Manager, the Security Captain, and the Environmental Health and Safety Specialist. These individuals have been trained on the use of HSC Alert and are authorized to issue an alert in accordance with HSC Alert Standard Operating Procedures.

Alternative methods for notification to the campus community may be implemented depending on the nature of the incident. For a list of all the warning mechanisms, see Attachment 2 of the EOP.

Periodic updates should be provided to the campus community utilizing the most appropriate notification method until the emergency has been resolved.

Emergency Public Information

The Advancement, Communications and Alumni Relations Department handles media relations as part of their normal responsibilities. During an emergency, the Executive Director will be responsible for interfacing with media who may be interested in covering the incident. Additionally, all media inquiries should be coordinated with the Texas A&M Health Assistant Vice President for Marketing and Communications.

Should the Assistant Vice President for Marketing and Communications become overwhelmed with media requests, the Texas A&M University (TAMU) Division of Marketing & Communications – in College Station – can assist by implementing their Emergency Communications Plan.

Emergency Communications

Reliable and interoperable communications systems are essential to obtain the most complete information during emergencies and share information amongst the Emergency Management Team as well as the campus community and emergency response partners.

Communications Equipment

- Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and Emergency Management Team members.
- Midland radios utilized by facilities, safety and security.

Interface with Local Responders

The Dallas Campus officials and representatives rely on the City of Dallas for emergency services as described in “Capabilities Assessment” above. In the event that an emergency at the Dallas Campus requires law enforcement, fire, or Emergency Medical Services (EMS) assistance, the first available person should call 911 from a campus phone to notify emergency responders immediately. Security should be notified

immediately after calling 911 so that a security officer can serve as the initial point of contact for arriving emergency responders.

Prior to the arrival of emergency responders, members of the Local Emergency Management Team should take actions as appropriate per their training in response to the incident.

Upon arrival to the campus, emergency responders may choose to establish an Incident Command Post (ICP) per their policies/procedures. The security manager or site safety officer, as members of the Local Emergency Management Team, will serve as a liaison between the Dallas Campus and local emergency responders.

Interface with TAMU College Station Campus

The Dallas Campus's first priority during the emergency is to protect life safety and property. After emergency actions have been initiated per the EOP, notifications to the Texas A&M Health Administration Coordination Group should be made. While the Texas A&M Health Administration Coordination Group receives emergency notifications from HSC Alert, additional information concerning the nature of the incident, number/type of injuries, status of the facility, etc. should be provided and should include status updates, as appropriate, until the situation is resolved. The Texas A&M Health Administration Coordination Group will forward updates to others within Texas A&M Health Administration and to the Texas A&M University Executive Management through normal chains of command.

For larger or prolonged incidents, additional support staff may be sent from College Station to assist. Additional support staff may include, but not limited to, emergency management personnel, law enforcement or security personnel, or communications personnel as needed. Due to travel distances, however, it may take up to 8 hours before additional support arrives in Dallas.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization

Senior Administrators

- School of Dentistry Dean
- School of Medicine Associate Dean

Local Emergency Coordination Team

The Dallas Campus staff have identified key individuals to be members of the Local Emergency Coordination Team, to act in their specific roles and bear the responsibilities listed below. Members of the Local Emergency Coordination Team include:

- Chief of Staff, School of Dentistry
- Associate Dean for Clinical Affairs, School of Dentistry

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- Environmental Health & Safety Specialist Supervisor
- Environmental Health & Safety Specialist
- Security Manager
- Security Captain
- Director of Marketing and Communications, School of Dentistry

The Local Emergency Coordination Team:

- Has the authority to make overall decisions for the campus.
- Have a thorough knowledge of the building's operational needs.
- Are able and willing to serve as a liaison to emergency responders and/or Texas A&M Health administrators regarding, but not limited to, emergency needs, status reports, and communications.
- May distribute information to building occupants or gather information as needed for dissemination to clinicians, staff, resident students, and visitors of the Dallas Campus.
- May maintain financial or administrative records involved in the emergency and post-action recovery.
- Should understand other team members' roles and responsibilities to provide the team continuity and support if one or more members are unavailable during an emergency.

In addition, the Local Emergency Coordination Team is also responsible for:

- The development and maintenance of this plan for presentation to and approval by the senior administrators – as listed in this plan – for final approval and signature;
- The preview and maintenance of information, additions, and changes to the plan at all times;
- Plan oversight; coordination with applicable stakeholders; and scheduling, training, and implementing annual drills.

Fire Wardens

The Fire Wardens are responsible for assisting with notification and safe evacuation of occupants from their offices, classrooms, or other work areas among other responsibilities as defined in the Fire Safety and Evacuation Plan (maintained under a separate title).

Essential Personnel

Some university employees (e.g., security, critical physical plant personnel, animal care, etc.), because of the nature of their jobs, may be identified as “essential personnel”. Essential personnel will be identified as such by their supervisors based on their roles and responsibilities during an emergency.

Assignment of Responsibilities

Senior Administrators

The senior administrators will serve as the lead of the Local Emergency Coordination Team. In this capacity, the senior administrators are the lead administrators for the Dallas Campus and maintains authority of building operations during emergency situations.

Local Emergency Coordination Team

- Create and establish annual training and exercise schedules to test functionality of the plan.
- Establish building and departmental internal emergency notification lists.
- Solicit a list of self-identified persons (students, employees, and/or visitors) with functional needs using the facility at any given time (Americans with Disabilities Act requirement).
- Maintain a “Go Kit” – each member should maintain a “Go Kit”. Each “Go Kit” will be unique and should include items such as a copy of the Emergency Operations Plan, key contact lists, and any files specific to the member’s position on the EMT. “Go kits” can be kept on memory sticks (flash drives) and will be encrypted or password protected if possible.
- Report to the Dallas Campus emergency operations center.
- Initiate building and center internal emergency notification lists when the emergency is verified by the safety officer, security manager, or their designee.
- Deploy Fire Wardens for evacuation or sheltering-in-place as required.
- Notify Texas A&M University Emergency Management of the nature of emergency.

Safety Office

- Report to the established command post and provide assistance as needed to emergency responders.
- Convey specific information about hazards in the building.
- Notify immediate supervisor.

Security

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- Meet and assist emergency responders upon arrival and convey specific information about hazards in the building, access, locations of persons with functional and access needs.
- If appropriate initiate HSC Alert protocols, as part of the HSC Alert Team.
- Establish command post with EHS, senior administrators, and emergency responders.
- Notify immediate supervisor.
- Shut off medical gasses when directed by Oral Surgery or Periodontics.
- Maintain communication with the Dean and Fire Wardens.

Facilities

- Initiates procedures to secure facility for hazardous weather conditions.
- Furnishes emergency power and lighting systems to the extent possible.
- Provides technical knowledge about the facility.
- Directs emergency repairs and protects equipment.

Receiving

- Allow no one to use the freight elevator except to the Dallas Fire-Rescue Department.
- Restrict access to the building through the loading dock area.
- Close all doors including the alcohol storage room.

Oral & Maxillofacial Surgery (OMS)

- Designate staff members to stand by those patients on continuous ventilation or oxygen.
- Designate staff member to know the location of all zone oxygen feeds.
- Notify Security to shut off main medical gas feeds.
- The Director will categorize patients as either ambulatory or non-ambulatory for potential evacuation. Assist all patients out of the building during an evacuation.
- The senior person providing care for an anesthetized patient will designate the first available person to report to the fire alarm panel on the SW corner of the 1st floor, retrieve information on the emergency and report it to the senior person.

Individuals

- Familiarize themselves with emergency procedures and evacuation routes in the building.

Lines of Succession

School of Dentistry Dean

- Secondary: Associate Dean for Clinical Affairs

School of Medicine Associate Dean

- Secondary: School of Medicine Dean

Environmental Health & Safety Specialist Supervisor

- Secondary: Environmental Health & Safety Specialist
- Tertiary: Assistant Director, TAMU EHS – HSC Locations

Security Manager

- Secondary: Security Captain

Facilities Services Director

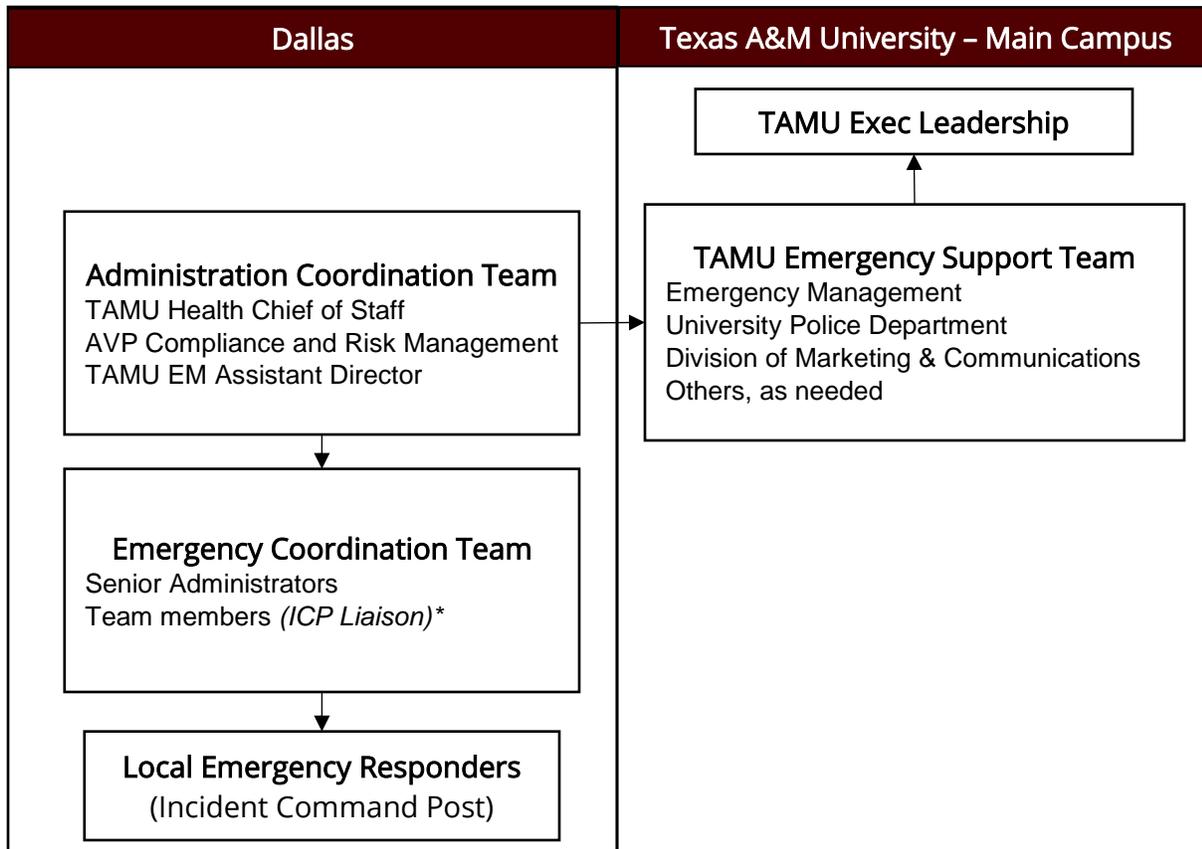
- Secondary: Facilities Manager

DIRECTION, CONTROL, AND COORDINATION

General

The emergency management structure and communication flow will generally follow normal day-to-day operations. However, some emergency situations may require a more structured organization to facilitate communication and coordination more easily. The below diagram depicts the emergency management structure and flow of communication during an emergency.

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Emergency Operations Center

The Emergency Operations Center (EOC) is located in Room 22 of the main dentistry building. The EOC serves as the centralized location in which the Local Emergency Coordination Team will operate and make executive level decisions during an emergency. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC.

Alternate EOC locations are the Imaging Center and Sciences Building.

ADMINISTRATION, FINANCE, AND LOGISTICS

After Action Reviews

Following an activation of the Emergency Operations Plan, members of the Local Emergency Coordination Team and senior administrators shall conduct an after action review. The review of emergency responses can yield valuable feedback to the emergency planning process and enable the Dallas Campus officials and representatives to improve future emergency responses. The scope of after action reviews may range from small to large depending upon the complexity of the response.

An After Action Report should be generated following the review that captures the nature of the incident, response descriptions, and outcomes – what worked well and

areas for improvement – and recommendations for future planning. A copy of the report will be provided to Texas A&M University Emergency Management. Texas A&M University Emergency Management will submit all after action reports to the Texas A&M University System Risk Management office in accordance with Texas A&M University System Policy for Emergency Management (34.07 and 34.07.01). A copy of the report will be available through the School of Dentistry Security.

Agreements and Contracts

There are no agreements or contracts specific to the Dallas Campus.

PLAN DEVELOPMENT AND MAINTENANCE

Maintenance

The Local Emergency Coordination Team is responsible for maintaining and updating this plan. The plan shall be reviewed annually and updated based upon deficiencies identified during actual emergency situations and exercises and when changes in hazards, resources, capabilities or organizational structure occur. A revised or updated plan will be provided to all departments and individuals tasked in this plan in addition to Texas A&M University Emergency Management.

Testing and Exercising

With the assistance and cooperation of Texas A&M University Emergency Management, Local Emergency Coordination Team members will outline and arrange training reflective of their responsibilities for students, faculty, and staff to participate in annually.

Annual exercises will be held so Local Emergency Coordination Team members can practice their skills and evaluate the adequacy of the EOP. An After Action Report (AAR) for each exercise shall be developed and submitted to Texas A&M University Emergency Management. All exercises will be conducted in accordance with Texas A&M System Policy for Emergency Management.

Annual Plan Submission and Reporting

Texas A&M University Emergency Management is responsible for submissions and reporting of required plans and executive summaries to the TAMUS Office of Risk Management in accordance with System Regulation 34.07.01 for Emergency Plans.

AUTHORITIES AND REFERENCES

Authorities

There are no authorities specific to the Dallas Campus beyond those listed in the Texas A&M University Emergency Operations Plan.

PLAN CONTACT INFORMATION

Name and Position	Phone Number	Alternate Phone Number
Onyekachi Udeka Environmental Health & Safety Specialist Supervisor	214.828.8302	832.339.2867
E-Mail: oudeka@exchange.tamu.edu		
Department: Environmental Health and Safety		

RECORD OF CHANGE

Change Number	Date of Change	Description of Change	Change Made By:
1	10/18/2018	Updated HSC Administration points of contact	Lutz
2	3/7/2019	Annual Review, general updates to titles, update to contact information	Lutz
3	8/4/2020	Added the clinic building description, updated the Attachment 4	Lutz
4	5/27/2021	Updated contacts, added clinical building description	Lutz
5	8/25/2022	Updates to titles. Updated senior administrators list. Revisions to the "Organization" section. Inclusion of Medicine operations in Dallas.	Lutz
6	1/12/2023	Update Signature Page	Lutz
7	8/16/2023	Updated Communications Diagram, changed Emergency Management Team to Emergency Coordination Team, Removed Attachments 3, 5, 7, 8, and 10	Lutz

ATTACHMENT 1: ADDITIONAL RESOURCES

Local Response Entities

Name	Business Telephone	Emergency Telephone
Dallas County Office of Homeland Security and Emergency Management	214.653.7980	24/7 On Call: 469.865.9461
Dallas County Health and Human Services	214.819.2000	214.819.2004 and 877.605.2660 After Hours
Dallas County Sheriff's Department	214.749.8641	9-1-1
City of Dallas Fire-Rescue Department	214.670.5466	9-1-1
City of Dallas Police Department	Dispatch 24/7: 214.749.8641	9-1-1
Baylor University Medical Center	214.820.0111	9-1-1
Texas Department of State Health Services – Region 3	817.264.4500	
Texas Department of State Health Services – Austin	512.776.7111 or 1.888.963.7111	

ATTACHMENT 2: NOTIFICATION AND WARNING

Warning messages must be accurate, clear and consistent. All messages should include information describing the situation, actions to take, and where to get additional information.

Many warning mechanisms can be activated individually such as fire alarms and campus email. Alternatively, some of the mechanisms can be activated through HSC Alert.

Texas A&M Health maintains a robust warning system. Therefore, below is a non-comprehensive listing of available warning mechanisms.

- Text Messages*
- Email*
- HSC Website*
- Social Media*
- Mobile Application*
- Local Media
- Building Fire Alarms

The warning mechanisms denoted above by (*) can be activated by HSC Alert. HSC Alert is the Texas A&M Health's opt-out emergency notification system that gives Texas A&M Health the ability to send emergency information advising of imminent threat to Texas A&M Health components through text messaging and mass email.

In addition to emergency messaging, timely warnings, as defined by The Clery Act, will be issued if a situation arises (either on or off campus) which in the best judgment of the Clery Compliance Officer or designee constitutes an ongoing or continuing threat to the Texas A&M Health community.

Many factors are taken into account when deciding to and how to disseminate warnings. Below are some broad considerations for warning dissemination.

1. Type of Hazard
 - a. What is the hazard? (Building fire, tornado, hazardous materials release)
 - b. What is the impact to the HSC or component? (Minor, major, catastrophic)
 - c. What is the potential for the situation to worsen?
 - d. Is the situation under control?
2. Life safety and property protection

- a. What is the potential for death?
 - b. What is the potential for serious injury?
 - c. What is the potential for property damage?
 - d. What is the potential for disruption to normal course of business?
3. Urgency
- a. How soon does the message need to go out? (Seconds, hours, days)
 - b. Is there time for approval?
4. Audience
- a. Who needs to be warned? (students, faculty, staff, administrators, tenants, guests)
 - b. How many people need to be warned? (few, dozens, hundreds, thousands)
5. System(s) capabilities
- a. What are the limitations of each system? (limited audience, lengthy delivery time)
 - b. How quickly can the messages be sent? (immediately, minutes, hours)

ATTACHMENT 3: ALTERED OPERATIONS FOR INCLEMENT WEATHER

Purpose

This procedure is to outline the authorities, operations, and responsibilities for altering campus operations due to the threat of or actual inclement weather. Alteration of campus operations is defined as the early dismissal, delayed opening, or campus closure.

Authorities

Each campus retains local authority for the decisions relating to altering campus operations due to inclement weather.

Each campus retains local authority to issue an HSC Alert to the campus population regarding the altered operation.

Procedure

Each campus will:

- Monitor local weather to determine if altered campus operations are warranted.
- Coordinate their decisions to alter campus operations with other TAMU components in the same jurisdiction.
- Take into consideration the actions of local school districts or other higher education institutions.
 - If local school districts and/or other higher education institutions alter their operations, the respective campus may alter their operations.
 - If local school districts and/or other higher education institutions remain open, the respective campus should remain open.
- Notify the following individuals, via a group email or text message, of the determination of altered operations and the reason for such determination.
 - Chief of Staff
 - Chief of Staff, Provost Office
 - Executive Director of Emergency Management, TAMU
 - Assistant Director of Emergency Management, TAMU
- Issue the HSC Alert for their respective campus, if campus operations will be altered.

Upon notification of altered campus alterations, Texas A&M University Emergency Management will:

- Notify Texas A&M Health Marketing & Communications for media releases.
- Notify the Texas A&M Health Webmaster to post alerts on appropriate websites.
- Send out on HSC Alert covering multiple campuses if inclement weather impacts multiple campuses simultaneously, rather than multiple campuses sending out HSC Alerts individually.

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Resources

Entity	URL
City of Dallas Office of Emergency Management	http://dallascityhall.com/departments/officeemergencymanagement/Pages/default.aspx
Dallas County Office of Homeland Security and Emergency Management	https://www.dallascounty.org/departments/hsem/
Baylor University Medical Center	https://www.bswhealth.com/locations/dallas/Pages/default.aspx
Local News – Weather	http://www.fox4news.com/ http://www.wfaa.com/ http://dfw.cbslocal.com/ http://www.kera.org/
National Weather Service	http://www.weather.gov/
Dallas Independent School District	https://www.dallasisd.org/
TXDOT Highway Conditions	http://www.drivetexas.org

ATTACHMENT 4: HAZARDOUS MATERIALS INCIDENTS

Each laboratory that works with chemicals and/or radioactive materials will employ its own containment/spill procedures in the event of a small unintentional release of less than 1 liter and not extremely toxic chemical or a small volume of radioactive material.

If a chemical release involves an extremely toxic chemical or in an amount larger than can be contained by laboratory personnel, the Site Safety Officer (214-828-8301) and/or the Security Officer on duty (214-828-8335) shall be notified. The following information should be given:

- Nature of the emergency and exact location
- Name of person supplying information
- Identity and quantity of chemical released
- Information about injured personnel (if any)

Upon notification of the incident, the Site Safety Officer will respond to the emergency location, assess the emergency, and notify the appropriate response personnel.

The following procedures should be followed by all personnel.

1. Remove all personnel from the immediate danger area
2. If the chemical incident involves injury to personnel:
 - a. Dial 9-1-1 to call for an ambulance transport
 - b. Notify Security that an ambulance was called so that Security can escort the paramedics or emergency medical technicians (EMTs) to the location of the injury
 - c. Immediately decontaminate the victim with running water for at least 15 minutes or until medical assistance arrives
 - d. Send the chemical name, bottle label, or Safety Data Sheet (SDS) with the victim
3. Contact the Site Safety Officer concerning the incident and provide the following information:
 - a. Name or other description and quantity of chemical spilled
 - b. Location of spill
 - c. Any injuries resulting from the spill
4. Avoid breathing vapors or dust from the spilled material

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5. If the spilled chemical is flammable, turn off all ignition and heat sources, if possible.
6. Leave any contaminated, or potentially contaminated, materials (e.g., lab coats, gloves, etc.) in the laboratory or area of spill
7. If the spill occurs in a laboratory, close the door. Post a “Do Not Enter, Chemical / Radioactive Material Spill” sign on the door
8. If the spill occurs in a corridor, elevator or other public area:
 - a. Close or block off the area
 - b. Notify Security
9. If the spill occurs after normal work hours or on weekends, notify the Security Officer on duty (214-828-8335). Provide the Security Officer with the information in Item (3). Security will notify the Site Safety Officer.

ATTACHMENT 5: ANIMAL INCIDENT RESPONSE PLAN

The Associate Dean for Research and Graduate Studies maintains the Animal Incident Response Plan under a separate title.

ATTACHMENT 6: FLOOD EMERGENCY PLAN

Facilities Services will initiate the internal disaster protocol upon the determination that water is breaching the facility at a level that represents a significant threat to life and safety of the occupants or property.

- Emergency sump pumps located in the sub-basement will be activated to protect operating systems during flood conditions.
- All vital facility areas including the main electrical vault, telephone operations and the emergency generator will be barricaded from water flow using sand bags located in Electrical Room 8C.
- Flood door panels will be installed on the external main electrical vault and dock door entry.
- Status report updates on flood conditions will be available on the College of Dentistry Emergency Announcement Telephone Line (214-928-8900).
- When telephone service has been impaired, announcements will be made through the Simplex Fire and Safety Control System by Security and/or Facilities personnel. Additional notifications will be made using other appropriate methods.
- After the building is evacuated, notifications will continue via announcements on 214-828-8900, broadcast voice mail and outsourced services to keep people informed until telephone systems are restored.

ATTACHMENT 7: CARE FOR PATIENTS

Patient Triage

During an emergency, victims of an internal or external disaster will be triaged to determine their necessary level of care. Patients will be assigned to one of the following triage categories:

- Immediate Treatment
- Delayed Treatment Area
- Minor Treatment
- Deceased

Patients whose clinical needs fall outside of the scope of services or ability of the College of Dentistry to care for them should be promptly identified and transferred to a healthcare facility equipped to provide appropriate care.

Patient Scheduling

Depending on the nature, scope, and duration of the emergency, non-urgent tests, procedures, diagnostic studies, and care appointments may need to be delayed or canceled. When possible, patients should be notified of any delay or cancellation and when routine service is expected to resume. A record should be maintained of any cancellations so that patients can be contacted at the conclusion of the emergency to have their care needs met.

Staff Scheduling

Depending on the nature, scope, and duration of the emergency, additional staffing or altered staff schedules may be required to insure adequate patient care.

The Department Chairs and their designees will work with the clinicians to assess staff deployment and job descriptions, to place staff in high-need areas. Staff will be given appropriate training to perform any functions or services that are not part of their normal description (e.g., billing staff may be enlisted to answer phones).

The Department Chairs and their designees will work with clinicians to create new, temporary disaster-schedules that include longer or additional shifts.