

HEALTH SCIENCE CENTER



Dallas Campus Emergency Operations Plan

November 2017

Signatures of Approval

This Emergency Operations Plan and its contents is a guide to how the Texas A&M University College of Dentistry – the Health Science Center 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 within the College of Dentistry. 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.

Recommended
for Approval: _____ SIGNED _____ Date: ___12-20-2017_____

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Purpose

The purpose of this plan is to outline the College of Dentistry's 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
- Help prepare the College of Dentistry staff to successfully respond to an emergency
- Allow the staff to attend promptly and efficiently to all individuals requiring medical attention in an emergency situation
- Define clear roles, responsibilities, and authorities in managing emergency situations
- Clear, rapid, factual, and coordinated communication for emergencies
- Effective coordination among emergency organizations of the university; health system; local, state, and federal authorities

Scope

The (Health Science Center) HSC 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 and the immediately adjacent parking lots that are utilized by HSC personnel.

Situation Overview

General

The College of Dentistry is located in Dallas, Texas adjacent to the Baylor University Medical Center. The college consists of (3) buildings: the College of Dentistry Main Building, the Sciences Building, and the Imaging Center.

The College 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 College of Dentistry Main Building receives power from the Baylor University Medical Center (primary and backup power). It also contains its own emergency generator.

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.

Hazard Analysis

The College of Dentistry 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	Estimated Impact on Public Health and Safety	Estimated Impact on Property
	Low Medium High	Low Medium High	Low Medium High
Man-Made Hazards			
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
Natural Hazards			
Flash Flooding	Low	Medium	Low
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 College of Dentistry 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 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	
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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 College of Dentistry.

- The College of Dentistry 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.
- 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 College of Dentistry is reliant on emergency services from the local jurisdictions. Therefore, it is essential for us to be prepared to carry out the basic initial emergency response 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 College of Dentistry 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 College of Dentistry 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 or clinical facilities;
 - Classroom and research facilities; and
 - Administrative facilities;
- Resume teaching and research programs, and dental operations.

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.

Emergency Authorities

The College of Dentistry Dean, as the campus administrator, is the primary local authority for the College of Dentistry. For rapid onset emergencies (e.g., building fire, chemical spill, active shooter, etc.), the College of Dentistry Dean has the authority to:

- Issue population protective actions;
- Alter personnel schedules in support of an emergency response; and
- Identify trained personnel as deemed essential for maintaining critical campus operations.

For emergencies with longer lead times (e.g., winter weather), the College of Dentistry Dean, in consultation with HSC Administration as stated in the “Lines of Succession” below, 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 5 of this plan.

Any invocation of emergency authorities will be communicated to the HSC Senior Associate Vice President for Finance & Administration for coordination with Texas A&M University Executive Management and the Health Science Center administration.

Population Protective Actions

Depending on the nature of the emergency, the College of Dentistry 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 (see Attachment 3);
- Sheltering-in-place for hazardous materials releases; or
- Seeking safe shelter for acts of violence, tornado warnings, etc.

See Attachment 4 for action plans regarding sheltering-in-place and safe shelter locations.

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 College of Dentistry Dean and/or safety officer or the security manager has made the decision to act on an emergency that affects the college, and after local emergency responders have been notified, a member of the Notification and Warning Team 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).

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 HSC Public Relations Director who reports to the Chief of Staff.

Should the Public Relations Director 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 College of Dentistry 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 College of Dentistry 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 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 Emergency Management Team, will serve as a liaison between the College of Dentistry and local emergency responders.

Interface with TAMU College Station Campus

The College of Dentistry’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 HSC Administration should be made. HSC Administration receives emergency notifications from HSC Alert. However, additional information concerning the nature of the incident, number/type of injuries, status of the facility, etc. will be reported to the HSC Senior Associate Vice President for Finance & Administration and should include status updates, as appropriate, until the situation is resolved. The HSC Senior Associate Vice President for Finance & Administration will forward updates to others within HSC Administration and to the TAMU Associate Vice President for Safety & Security for routing to the Texas A&M University Executive Management.

Organization and Assignment of Responsibilities

Organization

Senior Administrators

- College of Dentistry Dean

Emergency Management Team

The College of Dentistry staff have identified key individuals to be members of the Emergency Management Team, to act in their specific roles and bear the responsibilities listed below. See Attachment 1 for a list of Emergency Management Team members and their contact information.

The Emergency Management Team:

- Has the authority to make overall decisions for the college.
- Have a thorough knowledge of the building's operational needs.
- Are able and willing to serve as a liaison to emergency responders and/or HSC 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 within the College of Dentistry.
- May maintain financial or administrative records involved in the emergency and post-action recovery.
- Should have an understanding of 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 Emergency Management 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.

Notification and Warning Team

The Notification and Warning Team is a component of the Emergency Management Team. The team is comprised of individuals from safety, security, and administration. This team has been trained on the use of HSC Alert and are authorized to issue an alert in accordance with HSC Alert Standard Operating Procedures. See Attachment 1 for a list of Notification and Warning Team members and their contact information.

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 (see Attachment 3).

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

College of Dentistry Dean

The College of Dentistry Dean will serve as the lead of the Emergency Management Team. In this capacity, the College of Dentistry Dean is the lead administrator for the College of Dentistry and maintains authority of building operations during emergency situations.

Emergency Management 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 College of Dentistry EMT 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 TAMU Office of Safety & Security 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

- 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

College of Dentistry Dean

- Secondary: Associate Dean for Clinical Affairs

Site Safety Officer

- Secondary: Assistant Director, TAMU EHS – HSC Locations

Security Manager

- Secondary: Assistant Chief of Security

Facilities Services Director

- Secondary: Facilities Manager

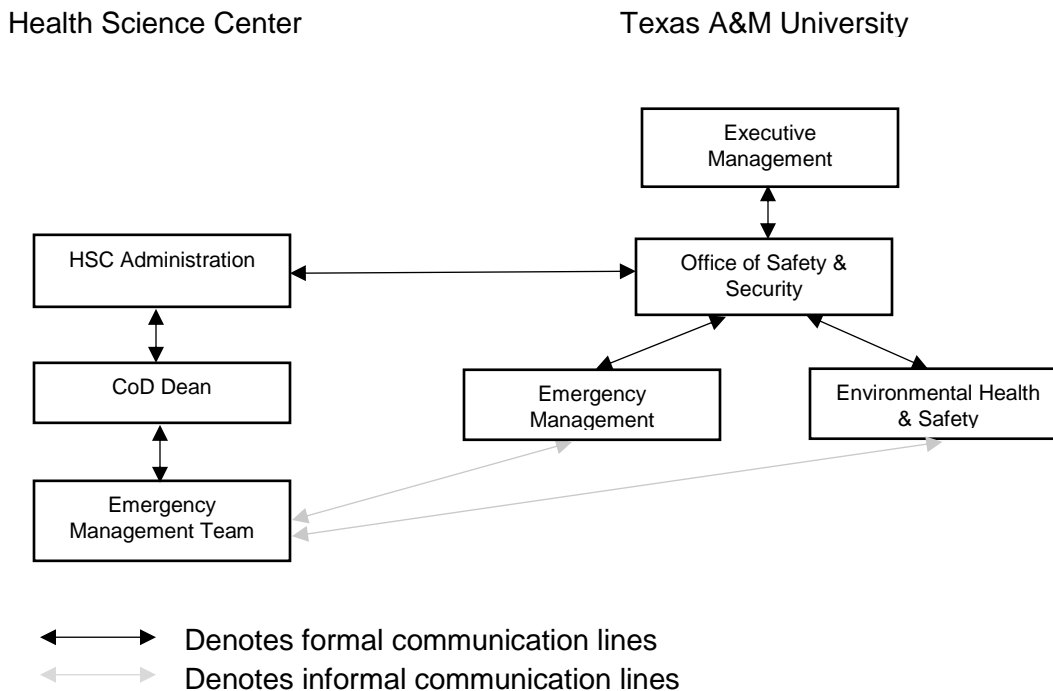
Health Science Center Administration

- Primary: Senior Associate Vice President for Finance & Administration, Health Science Center
- Secondary: Chief of Staff, Health Science Center
- Tertiary: Assistant Emergency Management Coordinator, Texas A&M University

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.



Emergency Operations Center

The Emergency Operations Center (EOC) is located in Room 22. The EOC serves as the centralized location in which the EMT 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 EMT 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 College of Dentistry 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 the TAMU Office of Safety & Security. The TAMU Office of Safety & Security 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 College of Dentistry Security.

Agreements and Contracts

There are no agreements or contracts specific to the College of Dentistry.

Plan Development and Maintenance

Maintenance

The Emergency Management 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 the TAMU Office of Safety & Security.

Testing and Exercising

With the assistance and cooperation of the TAMU Office of Safety & Security, EMT 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 EMT 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 the TAMU Office of Safety & Security. All exercises will be conducted in accordance with Texas A&M System Policy for Emergency Management.

Annual Plan Submission and Reporting

The TAMU Office of Safety & Security 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 College of Dentistry beyond those listed in the Texas A&M University Emergency Operations Plan.

Plan Contact Information

Name and Position	Phone Number	Alternate Phone Number
Hiram Patterson Environmental Health and Safety Coordinator III	214.828.8301	[REDACTED]
E-Mail: hmpatterson@tamu.edu		
Department: Environmental Health and Safety		

Record of Change

Change Number	Date of Change	Description of Change	Change Made By:

Attachment 1: Team Composition and Contacts

College of Dentistry

Senior Administrators			
Name Title	Office Telephone	Cell Phone	Email Address
Dr. Lawrence Wolinsky Dean, College of Dentistry	214-828-8300	██████████	wolinsky@tamhsc.edu

Emergency Management Team			
Name Title	Office Telephone	Cell Phone	Email Address
Hiram Patterson Environmental Health & Safety Officer	214.828.8301	██████████	hpatterson@tamhsc.edu
Sam McDonald Manager, Security	214-828-8335	██████████	smcdonald@tamhsc.edu

Notification and Warning Team			
Name Title	Office Telephone	Cell Phone	Email Address
Hiram Patterson Site Safety Officer	214.828.8301	██████████	hpatterson@tamhsc.edu
Sam McDonald Manager, Security	214-828-8335	██████████	smcdonald@tamhsc.edu

Local 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		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	

Texas A&M Health Science Center

Name Title	Office Telephone	Cell Phone	Email Address
Dr. Barry Nelson Special Assistant to the HSC Senior Vice President	979.436.9202	██████████	nelson@tamhsc.edu
Rayellen Milburn Senior Associate Vice President	979.436.9204	██████████	rmilburn@tamhsc.edu
Holly Shive Public Relations Director	979.436.0613	██████████	hschive@tamhsc.edu
Dr. Carrie Byington Chief Executive Officer		██████████	byington@tamhsc.edu

Texas A&M University – College Station

Name Title	Office Telephone	Cell Phone	Email Address
John Fellers Assistant Director	979.862.8116	██████████	jwfellers@tamu.edu
Leslie Lutz Assistant EMC	979.821.1040	██████████	leslielutz@tamu.edu
Monica Martinez EMC	979.821.1040	██████████	mmartinez@tamu.edu
Chris Meyer Associate VP	979.845.1362	██████████	c-m-meyer@tamu.edu

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.

The HSC maintains a robust warning system. Therefore, below is a non-comprehensive listing of available warning mechanisms.

- Text Messages*
- Email*
- HSC Website*
- RSS Feeds*
- Social Media*
- Alertus Beacons*
- Local Media
- Building Fire Alarms

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

Because some HSC components reside on other institutions campuses, the HSC also rely on hosting campuses to provide immediate warnings as well. Therefore, all HSC students, faculty, and staff on hosting campuses should be aware of existing warning mechanisms and should take steps to receive such warning messages.

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 HSC 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
 - What is the hazard? (Building fire, tornado, hazardous materials release)
 - What is the impact to the HSC or component? (Minor, major, catastrophic)
 - What is the potential for the situation to worsen?
 - Is the situation under control?
2. Life safety and property protection
 - What is the potential for death?
 - What is the potential for serious injury?
 - What is the potential for minor injury?
 - What is the potential for property damage?
 - What is the potential for disruption to normal course of business?
3. Urgency
 - How soon does the message need to go out? (Seconds, hours, days)
 - Is there time for approval?

4. Audience
 - Who needs to be warned? (Students, faculty, staff, administrators, tenants, guests)
 - How many people need to be warned? (Few, dozens, hundreds, thousands)
5. System(s) capabilities
 - What are the limitations of each system? (Limited audience, lengthy delivery time)
 - How quickly can the messages be sent? (Immediately, minutes, hours)

Attachment 3: Fire Safety and Evacuation Plan

Maintained under a separate title

Attachment 4: Safe Shelter Locations

The below table indicates identified safe locations for severe weather (e.g., tornadoes).

Location/ Room Number	Floor	Description
Rooms 3, 4 and 30	Basement	Student Laboratories
Room 6	Basement	Lecture Hall
Room 134	First	Lecture Hall
Room 211	Second	Lecture Hall

Shelter-In-Place

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

- Move indoors or remain there – avoid windows and areas with glass.
- If available, take a radio or television to the room to track emergency status.
- Keep telephone lines free for emergency responders. Do not call 911 for information.

Active Shooter

During an active shooter situation, there are three things that an individual can do to protect themselves: Run. Hide. Fight.

Run. When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent others from entering the area.
- Call 911 when you are safe.

Hide. If an evacuation is not possible, find a place to hide and:

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

Your hiding place should:

- Be out of the shooter's view.

- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.

Fight. As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

Arriving law enforcement's first priority is to engage and stop the shooter as soon as possible. Officers will form teams and immediately proceed to engage the shooter, moving towards the sound of gunfire.

When law enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.

Attachment 5: Altered Operations for Inclement Weather

This procedure outlines the order of advisement, notification, and services related to a weather-related closing of the campus during the week or for weekend classes and operations.

Order of Advisement

During inclement weather, if the current environment or predictions indicate hazardous conditions, the College of Dentistry Dean and EMT members will access information and review the physical condition of the college and surrounding areas. HSC Administration will solicit input from the College of Dentistry Dean, or designee, and will make a determination based on that input in concert with advisories from the National Weather Service and other weather authorities. In all cases, the final determination of whether a campus' operating hours will be modified rests with HSC Administration, and all HSC Alerts regarding delays and closures will be initiated from HSC Administration.

- If at any time an inclement weather event is predicted or unfolding, announce the observance of inclement weather procedures through e-mail to the campus community.
- Overnight hazardous conditions, a decision should be made and communicated as close to 4:00 AM as possible, if weather conditions warrant closure or delayed opening for business.
- It may not be possible to anticipate all weather events. Any decision to close the campus after it has already opened for the day will follow the same process, taking into account unsafe travel conditions that may be encountered by people leaving the campus property.
- A decision should be made by 2:00 PM, when possible, if events that occur after normal hours of business should be cancelled.
- If monitoring of inclement weather continues, again notify staff through e-mail by 4:00 PM to monitor their phones and e-mail for possible notifications of closing.
- By 10:00 PM, a decision should be made based upon the available information and conditions whether to close or delay opening the following day.

The information and RESOURCES considered include:

- Consultations with local emergency management, law enforcement, and weather experts.
- Eyewitness report from HSC and Southeast Service Corporation (SSC) staff on campus and road conditions.
- Status of utilities (water, gas, electricity) to campus building.
- Closing of other local institutions (Dallas Independent School District, Southern Methodist University, Baylor University Medical Center, etc.).
- Current and projected weather conditions.

Order of Notification

The HSC Senior Vice President for Finance & Administration will notify the TAMU Assistant Emergency Management Coordinator to issue an HSC Alert, as necessary, indicating any delays or closures.

The TAMU Assistant Emergency Management Coordinator will notify:

- The Public Relations Director to contact local media outlets of any campus delays or closures; and
- The HSC Webmaster to post the HSC Alert banner on applicable HSC webpages.

The same message sent out for the HSC-Alert system will be syndicated onto our official Facebook (<https://www.facebook.com/TAMUhealthsciences/>) and twitter accounts (<https://twitter.com/tamhsc>).

- Refrain from altering or modifying the details of the message.
- All other social media channels representing an official entity of the University or as a representative of the University (i.e. employee) should only syndicate the same message the University social media channels are posting (i.e., “Share” for Facebook, “ReTweet” for Twitter).

Services

A decision to close the University applies to all facilities, activities, and services at the College of Dentistry.

- The SSC Facilities Director will advise the College of Dentistry Dean whether the campus roadways and walkways which lead to the requested facility can be made reasonably safe.
- In the event that the requested facility cannot be made safe and secure in a reasonable manner, the facility will remain closed.

Essential Personnel Designation

Some university employees (e.g., security, critical facilities services personnel, animal care, etc.), because of the nature of their jobs, are identified as “essential personnel” during times of inclement weather. Essential personnel will be identified as such by their supervisors. A list of employees identified as essential personnel will be maintained by each department and updated each semester.

Miscellaneous

During closings or delays in opening, employees normally scheduled to work will be compensated as if they had actually worked during those time periods.

All auxiliary activities and service centers at the College of Dentistry will develop their own guidelines, in accordance with these procedures, to assure the safety and security of their clients and to protect the University from loss and liability.

If the College of Dentistry is open during inclement weather, faculty and staff should make every attempt to get to work within the bounds of their personal safety. Faculty and staff who face particularly dangerous hazards in transit to work during inclement weather should consult with their supervisors. Faculty shall notify students by email and copy their Academic Dean/Director of School, Department Heads/Associate Director, and departmental administrative assistants if they are unable to travel to class. Each employee is their own ultimate decision maker on their own person safety.

- When an office or worksite closes because of hazardous conditions or unsafe travel conditions, the employees scheduled to work will be granted emergency leave for the time the work site is closed. Employees who are required to work due to designation as

essential personnel due the time an office or worksite is closed will accrue compensatory time.

- The President or designee may also grant emergency leave when the campus does not officially close, but hazardous or unsafe travel conditions delay or prevent an employee from being at work during his or her scheduled time.

During a designated closure (holiday, inclement weather, etc.) use of door access card readers is required to enter the College of Dentistry. During an emergency building closure (crisis event such as a bomb threat, fire, or other condition requiring a full evacuation) the College of Dentistry will be secured and door access card readers will be placed in locked state by Security.

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 6: Medical Aid

For emergencies, 9-1-1 should be notified immediately. Then, Security should be notified if possible. This will allow Security to meet and escort the emergency personnel to the appropriate location.

There are individuals within the College of Dentistry that have been trained in cardiopulmonary resuscitation (CPR) and minor First Aid. These individuals can provide immediate assistance prior to the arrival of emergency personnel. A current list of individuals is available at the security desk.

First Aid kits are located throughout the building that may be available for use.

There is one automated external defibrillator (AEDs) located on every floor by the elevators of the building.

Attachment 7: 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
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 8: Loss of Building Utilities

The College of Dentistry has an emergency power generator. In the event of an electrical failure the emergency generator should supply power to selected areas and outlets. The red-colored electrical outlets are on generator power.

In the event the emergency generator fails to work and the facility has no power, all faculty, staff, and students should secure their area (e.g., placing perishables in refrigerators, shielding radioactive material experiments, closing chemical containers, etc.) then exit the building as soon as possible. All personnel should leave the building and congregate at the designated assembly area including essential personnel until it is determined that the building is safe for limited occupancy by the facilities manager and/or site safety officer.

Attachment 9: Bomb Threats

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 an employee or a student suspects an object to be a bomb or explosive, she/he will IN NO WAY HANDLE OR TOUCH THE OBJECT.

Notify security immediately. The security manager will notify the College of Dentistry Dean or the Associated Dean for Clinical Affairs, and all areas affected.

The building or area where the object is found will be evacuated immediately in accordance with the evacuation procedures contained in Attachment 3.

Radio communication WILL NOT be used in the vicinity of suspected bombs or explosive devices. It is essential that the object NOT BE TOUCHED OR MOVED by employees or students.

Security will request emergency response assistance from the Dallas Police Department Bomb Squad according to established security procedures.

Attachment 10: Animal Incident Response Plan

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

Attachment 11: Tornado Response

Definitions

Tornado Watch: Conditions are favorable for the development of tornadoes in and close to the watch area. A tornado watch will generally cover a large area and may last for several hours.

Tornado Warning: A tornado has been sighted or indicated by weather radar. A tornado warning is issued for a small area – portion of a county – and lasts for several minutes.

Alerts and Warnings

The National Weather Service will issue tornado warnings through the Emergency Alert System (EAS) to weather radios, radio and television, and cell phones. If time allows, the tornado warning may be reissued via:

- HSC Alert by a member of the Notification and Warning Team; or
- Over the building's public address system by security.

Protective Actions

Upon the National Weather Service issuing a tornado warning, individuals should immediately move to the most interior rooms on the lowest floors of the building. Most importantly, stay away from exterior walls and windows. Refer to attachment 4 of this plan for the most suitable locations for seeking safe shelter during a tornado warning.

To the extent possible, researchers should stop experiments, store chemicals, turn off any open flames, and ensure hazardous equipment are secure – as to prevent any incidents due to unattended experiments.

Attachment 12: 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 13: 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.