

HEALTH SCIENCE CENTER



Houston Campus – Alkek Building Emergency Operations Plan

October 2017

Signatures of Approval

This Emergency Operations Plan and its contents is a guide to how the Texas A&M University Health Science Center – Houston Campus-Alkek Building 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 building.

This plan shall apply to all persons participating in mitigation, preparedness, response and recovery efforts within the Alkek Building. 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: ___10-12-2017_____

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Table of Contents

Signatures of Approval.....	2
Purpose	5
Scope	5
Situation Overview	5
General	5
Hazard Analysis	5
Capabilities Assessment	6
Planning Assumptions.....	7
Concept of Operations	7
General	7
Emergency Authorities	8
Population Protective Actions	8
Emergency Notification and Warning.....	8
Emergency Public Information	9
Emergency Communications.....	9
Interface with Local Responders.....	9
Interface with TAMU College Station Campus	9
Organization and Assignment of Responsibilities.....	10
Organization	10
Assignment of Responsibilities	11
Lines of Succession.....	12
Direction, Control, and Coordination	12
General	12
Emergency Operations Center	13
Administration, Finance, and Logistics	13
After Action Reviews	13
Agreements and Contracts	14
Plan Development and Maintenance.....	14
Maintenance.....	14
Testing and Exercising	14
Annual Plan Submission and Reporting.....	14
Authorities and References	14
Authorities	14

Plan Contact Information.....15
Record of Change.....16
Attachment 1: Team Composition and Contacts17
Attachment 2: Notification and Warning19
Attachment 3: Fire Safety Plan.....21
Attachment 4: Safe Shelter Locations22
Attachment 5: Altered Operations for Inclement Weather.....24
Attachment 6: Medical Aid27
Attachment 7: Hazardous Materials Incidents28
Attachment 8: Loss of Building Utilities29
Attachment 9: Bomb Threats.....30
Attachment 10: Animal Incident Response Plan.....31
Attachment 11: Hurricane Plan32
Attachment 12: Tornado Response.....38

Purpose

The purpose of this plan is to outline the Houston Campus-Alkek Building 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.

- To help prepare Houston Campus-Alkek Building employees, students, tenants, and visitors to successfully respond to an emergency
- 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 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 Houston Campus-Alkek Building and the immediately adjacent parking lots that are utilized by HSC personnel.

Situation Overview

General

The Alkek building is located at 2121 West Holcombe Boulevard, Houston, Texas within the Texas Medical Center. It is a fully-sprinkled high-rise building with (11) stories and a basement. The Alkek building is primarily a biomedical research facility containing multiple laboratories. Additionally, it does contain several office spaces, conference rooms, and a 160-person lecture hall.

The Alkek building offices several organizations from different entities. Within the facility are organizations from:

- College of Medicine, Institute of Biosciences & Technology (Texas A&M University Health Science Center);
- College of Medicine, Center for Clinical/Translational Medicine (Texas A&M University Health Science Center);
- College of Pharmacy (Texas A&M University Health Science Center);
- College of Engineering (Texas A&M University); and
- MD Anderson Cancer Center (University of Texas)

Hazard Analysis

The Houston Campus – Alkek building 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	Medium	Low
HazMat Release	Low	High	Medium
Structural Fire	Low	High	High
Terrorism	Low	High	High
Water System Failure	Medium	Medium	Low
Natural Hazards			
Flash Flooding	High	Medium	Low
Flooding (river or tidal)	Low	Low	Low
Hurricane	Medium	Medium	High
Infectious Disease Outbreak	Low	High	Medium
Tornado	Low	High	High
Winter Storm	Low	Low	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 Alkek building does not maintain its own emergency services, therefore emergency services are provided by the City of Houston and/or Texas Medical Center. 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	Houston Fire Department	Acadian
Fire Services	Houston Fire Department	
Law Enforcement	Houston Police Department	Texas Medical Center Police Department Harris County Sheriff's Office
Public Health	Houston Health Department	Harris 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 Houston Campus – Alkek Building.

- The Houston Campus – Alkek Building 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 Houston Campus – Alkek building 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 Houston Campus - Alkek Building officials and representatives must recognize their responsibilities for the safety and well-being of faculty, staff, students 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 Houston Campus – Alkek Building officials and representatives 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 students, faculty, staff and visitors;
- Secure critical infrastructure and facilities which are, in priority order:
 - Facilities critical to health and safety;
 - Facilities that sustain emergency response;
 - Classroom and research facilities; and
 - Administration facilities
- Resume teaching and research programs.

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 IBT Director, as the campus administrator, is the primary local authority for the Houston Campus – Alkek building. For rapid onset emergencies (e.g., building fire, chemical spill, active shooter, etc.), the IBT Director 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, hurricanes, etc.), the IBT Director, 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 Houston Campus – Alkek Building 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 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 IBT Director and/or safety officer or the security manager has made the decision to act on an emergency that affects the Alkek building, 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 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 Houston Campus – Alkek building does not have a person that handles media relations as part of their normal responsibilities. Therefore, all media inquiries will be routed through the HSC Public Relations Director within the Office of Governmental and Public Affairs.

Should the Public Relations Director become overwhelmed with media requests, the 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
- A Motorola radio to coordinate with the Texas Medical Center is located at the security desk

Interface with Local Responders

The Alkek building officials and representatives rely on the City of Houston and the Texas Medical Center for emergency services as described in “Capabilities Assessment” above. In the event that an emergency at the Alkek building requires law enforcement, fire, or 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 Alkek building and local emergency responders.

Interface with TAMU College Station Campus

The Alkek building’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

- Director, Institute of Biosciences & Technology or designee
- Associate Director of Administration, Institute of Biosciences & Technology

Emergency Management Team (formerly Crisis Management Team)

The Alkek building officials and representatives 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 building and/or centers.
- 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 students, employees, and visitors within the Alkek building.
- 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 Plan (see Attachment 3).

Essential Personnel

Some university employees (e.g., security, critical physical plant personnel, 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

Office of IBT Director

The IBT Director will serve as the lead of the Emergency Management Team. In this capacity, the IBT Director is the lead administrator for the Alkek building 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 (ADA 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 Alkek building EMT emergency operations center in Room 202A.
- 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

- Immediately contact the IBT Director and begin assessment of the emergency condition.
- May serve as a liaison with local fire department
- Provide information to emergency responders about chemical inventories, research operations, etc. that may impact the response

Security

- Immediately contact the IBT Director and begin assessment of the emergency condition.
- Serves as a liaison with local law enforcement
- Provides access control of the building

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

PAR Vivarium

- Initiate established emergency procedures

Individuals

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

Lines of Succession

IBT Director

- Secondary: Associate Director of Administration
- Tertiary: Director, Center for Infectious & Inflammatory Diseases

Site Safety Officer

- Secondary: Security Manager
- Tertiary: Assistant Director, TAMU EHS – HSC Locations

Security Manager

- Secondary: Site Safety Officer
- Tertiary: Assistant Director, TAMU EHS – HSC Locations

Facilities Manager

- Secondary: Mechanic On Call
- Tertiary: SSC Regional Manager

PAR Manager

- Secondary: Coordinator, PAR

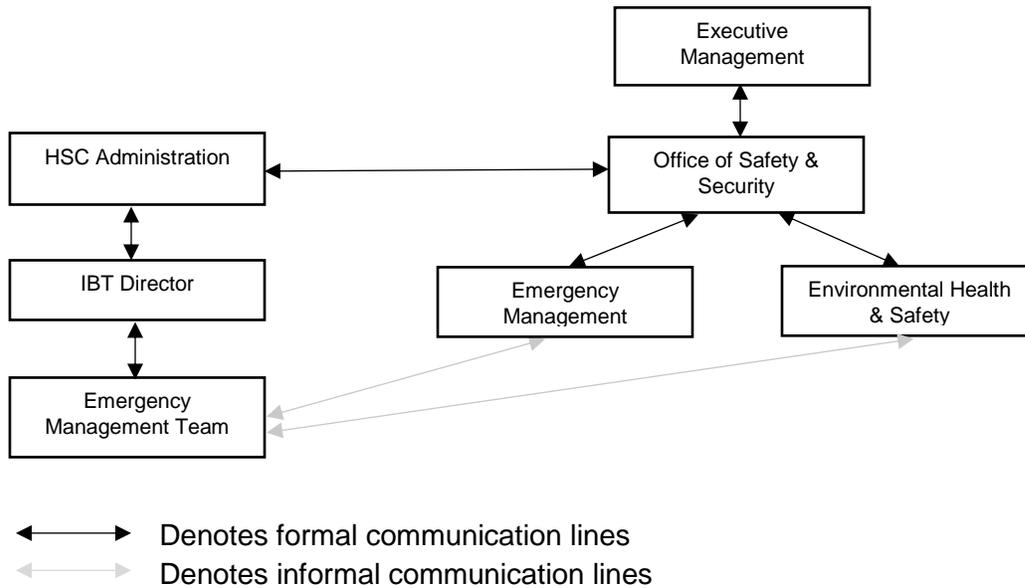
Health Science Center Administration

- 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 202A of the Alkek building. 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.

In the event the Alkek building is secured and access is limited, EMT members are to enter the building at Loading Dock door 120. If the gate to the loading dock is closed, an alternate entrance to the building for EMT members is at the front portico. Appropriate campus identification will be necessary to proceed to the EOC.

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 Alkek building 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 Health Science Center Site Safety Officer.

Agreements and Contracts

- Agreement with University of Houston regarding temporary re-location of research animals.

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

In addition to the authorities listed in the Texas A&M University Emergency Operations Plan, the following are authorities specific to the Houston Campus – Alkek building.

- Houston Fire Code for high rise buildings

Plan Contact Information

Name and Position	Phone Number	Alternate Phone Number
Stephanie Colman Env Health & Safety Officer	713.677.7953	[REDACTED]
E-Mail: colman@tamhsc.edu		
Department: Environmental Health & Safety		

Record of Change

Change Number	Date of Change	Description of Change	Change Made By:
1	04-18-17	Initial plan revision	LDL

Attachment 1: Team Composition and Contacts

Houston Campus – Alkek Building

Senior Administrators			
Name Title	Office Telephone	Cell Phone	Email Address
Dr. Peter Davies Director, IBT	713.677.7473	██████████	pdavies@ibt.tamhsc.edu
Kellie Garret-Ekeland	713.677.7435	██████████	ekeland@ibt.tamhsc.edu

Emergency Management Team			
Name Title	Office Telephone	Cell Phone	Email Address
Stephanie Colman Env Health & Safety Officer	713.677.7953	██████████	colman@tamhsc.edu
Dr. Sonny Smith Manager, Security	713.677.7700	██████████	sonnysmith@tamhsc.edu
Terry Hoppe SSC Director of Operations	713.677.7700	██████████	terrance.hoppe@sscserv.com
Kelly Garrett-Ekeland Associate Director	713.677.7435	██████████	ekeland@ibt.tamhsc.edu
Efren Pena Program Coordinator	713.677.7477	██████████	pena@ibt.tamhsc.edu

Notification and Warning Team			
Name Title	Office Telephone	Cell Phone	Email Address
Stephanie Colman Site Safety Officer	713.677.7953	██████████	colman@tamhsc.edu
Dr. Sonny Smith Manager, Security	713.677.7700	██████████	sonnysmith@tamhsc.edu
Kelly Garrett-Ekeland Associate Director	713.677.7435	██████████	ekeland@ibt.tamhsc.edu

Local Entities

Name Title	Entity	Phone Number	Email Address
Carey Drayton TMC Police Superintendent	Texas Medical Center	713.795.0000 (Operations Center)	cdrayton@tmc.edu
	Houston Emergency Management		
	University of Texas- Houston Health Science Center		

Texas A&M Health Science Center

Name Title	Office Telephone	Cell Phone	Email Address
Dr. Barry Nelson Vice President for Finance & Administration	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 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
Auditorium	2 nd Floor	Enter from second floor.

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.

If hazardous materials are involved:

- Turn off all ventilation systems and close all inlets from the outside.
- Select a room(s) which is easy to seal and, if possible, has a water supply and access to restrooms.
- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth, and breathe through it in a normal a fashion as possible.

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 IBT Director and EMT members will access information and review the physical condition of the Houston Campus-Alkek Building and surrounding areas. HSC Administration will solicit input from the IBT Director, 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 SSC staff on campus and road conditions.
- Status of utilities (water, gas, electricity) to campus building.
- Closing of other local institutions (Houston Independent School District, Rice University, University of Houston, University of Texas Health Science Center-Houston, etc).
- Current and projected weather conditions.
- Decisions from partners on the Houston Campus-Alkek Building occupants, such as UT MD Anderson Cancer Center and/or College of Medicine, Center for Translational Medicine.

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 on the Houston Campus-Alkek Building.

- The SSC Facilities Director will advise the IBT Director 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 physical plant personnel, 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 in the Houston Campus-Alkek Building 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 Houston Campus-Alkek Building 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 any designated closure (holiday, inclement weather or crisis event), Houston Campus-Alkek Building will be secured and door access card readers will be placed in locked state by Security.

Resources

Entity	URL
City of Houston Emergency Management	http://houstontx.gov/oem/
Harris County Emergency Management	http://readyharris.org/
Texas Medical Center	http://www.tmc.edu/
Local News – Weather	http://abc13.com/weather/ http://www.khou.com/weather http://www.click2houston.com/weather
National Weather Service	http://www.weather.gov/houston
Harris County Flood Warning System	https://www.harriscountyfws.org/
Brays Bayou Flood Alert System	http://fas3.flood-alert.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 Alkek building 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 in the Alkek building lobby.

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 (713.677.7953) and/or the Security Officer on duty (713.677.7464) 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 (713.677.7464). Provide the Security Officer with the information in Item (3). Security will notify the Site Safety Officer.

Attachment 8: Loss of Building Utilities

The Alkek building 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 IBT director, or designee, 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 the Fire Safety Plan.

Radio communication WIL 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 Houston Police Department Bomb Squad according to established security procedures.

Attachment 10: Animal Incident Response Plan

The Houston IACUC maintains the Animal Incident Response Plan under a separate title.

Attachment 11: Hurricane Plan

General

It is incumbent for the coastal campuses to prepare for and secure the respective facilities from potential high winds and/or flooding. In general coastal campuses should:

- Complete a pre-landfall survey around each building and/or campus and rooftop where accessible. This will identify possible loose items that should be secured, as well as allow for the determination of pre-impact condition of the facility.
- Identify and document equipment that is on emergency power, where applicable
- Secure facilities, loose items and equipment
- Park fueled vehicles in a safe, secure location – in a parking garage or in parking lots away from trees. The location of the vehicle, the keys and identified responsible person should be noted.

It takes a collective effort of all individuals on these campuses in this endeavor; therefore, all respective colleges, centers, departments and units should develop a unit hurricane preparedness plan prior to hurricane season. The following sections provide guidelines and checklists for preparing and securing research laboratories and office spaces for potential hurricane impacts.

Critical Assets Resource Support

When identifying equipment that is on generator power, the campus should verify that piece of equipment must remain on generator power. If not, that piece of equipment should be removed from generator power. This will allow for a lighter generator load and/or allow for other pieces of equipment to be placed on generator power that is otherwise not on generator power.

For research laboratories, campuses should identify the critical assets (e.g., research animals) for which support and/or tending must be provided and specific resources that may be needed. For example, additional water sources or a back-up water supply may be needed for tending to research animals. Additionally, the campus needs to account for the storage/stock-pile requirements for these critical asset resources.

Research Laboratory Preparation Guidelines

Hurricane hazards can come in many forms, including heavy rainfall, high winds, flooding, and tornadoes. Advance preparation of specialized areas, such as laboratories, can help avoid certain dilemmas posed by the threat of a severe storm.

Hurricane Preparedness: Hurricane Season Begins

1. Consider a careful selection of hazardous materials storage areas.
2. Plan ahead for the permanent placement of sensitive equipment away from windows and other high risk areas.
3. Plan not to be at the building during or immediately after a hurricane.

Hurricane Watch: 48 hours in advance of the anticipated onset of tropical storm force winds

1. Place large garbage bags near each piece of electronic equipment.

Remember to have bags available before they are needed.

2. Shelf and secure all glassware, microscopes, etc.
3. Containerize and seal all hazardous wastes.
4. Discuss re-entry precautions should the area be damaged by the storm:
Are any special re-entry precautions potentially necessary?
If so, what actions should/should not be taken, and by whom?
5. Decide if heat-labile materials will require additional or backup cooling/freezing capability?
Consider obtaining dry ice for use in such freezers or refrigerators, and remember to order extra liquid nitrogen if you are getting low.

Remember:

Do not add additional freezers to emergency circuits, as this may overload circuits causing all to go down. Contact the Facilities Office in advance for advice on available circuits in your area.

Hurricane Warning: 36 hours in advance of the anticipated onset of tropical-storm-force winds

1. Wrap up all experiments in progress, and halt the use of chemical, radiological, or biohazardous agents.
2. Radioactive, chemical, and biological hazards should be stored in secured compartments appropriate to their hazard (e.g., solvents in flammable solvent cabinets, corrosives in acid/base cabinets, radioactive materials in their shipping containers with adequate shielding, biologicals in incubators, etc.).
3. No hazardous materials should be left on counter-tops, open shelves, or on floors. Small numbers of small, breakable containers or objects (e.g., test tubes, petri plates, microscope slides, etc.) should be emptied and stored.
4. Large numbers of small, breakable containers or objects can be placed in secondary containers such as plastic restaurant bus trays, or 5 gallon utility buckets. The secondary containers or trays can then be securely stored in cabinets located in areas of low flood potential.
5. Protect equipment in areas with windows from hazards associated with broken glass, driven rain, and wind; leave all floors and counter space clear of equipment, papers, chemicals, etc.
6. Turn off power to electronic equipment. Cover all electronic equipment with garbage bags or suitable plastic, regardless of whether windows are present in the immediate area.
7. Lock or tape shut all refrigerators, freezers, incubators, etc.
8. Unplug all non-critical electronic equipment.

Administrative Office Preparation Guidelines

Hurricane Watch

1. Place large garbage bags near each piece of electronic equipment.
2. Place all loose papers and important documents in cabinets or files.

Hurricane Warning

1. Turn off power and unplug electronic equipment.
2. Cover all electronic equipment with garbage bags or suitable plastic.

Research Laboratory Checklist

Please check if you are **NOT** responsible for a lab area.

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible	
			Primary	Alternate
	Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available. Red outlets typically designate emergency power.			
	Place recording maximum/minimum thermometers in refrigerators and freezers containing temperature critical supplies and samples.			
	Plug incubators into emergency power outlets if you must maintain cultures in vitro.			
	Cover and secure or seal vulnerable equipment with plastic.			
	Remove or secure equipment from outdoor and rooftop locations.			
	Ensure arrangements have been made for the care and feeding of laboratory animals. Follow recommended actions of Animal Care Services.			
	In areas subject to flooding, relocate or elevate equipment, chemicals, wastes and other important items from the floor to prevent damage.			
	Secure radioactive isotopes, biohazardous agents, recombinant materials and hazardous chemicals to prevent breakage and release.			
	Fill dewars and cryogen reservoirs for sample storage and/or critical equipment.			
	Over-pack reactive chemicals in plastic, waterproof containers.			
	Remove regulators and cap gas cylinders, except for CO2 needed to maintain cell cultures. Ensure all cylinders are secure.			
	Autoclave or inactivate infectious or rDNA waste.			
	Due to the possibility of power outages, store volatile, toxic materials in tightly sealed, break-resistant containers rather than fume hoods or open room.			

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible	
			Primary	Alternate
	Protect valuable files, research samples and notebooks in place or move to a safer location.			
	Protect notebooks and secure samples/data as necessary for colleagues unable to reach the lab.			

Administrative Office Checklist

Please check if you are **NOT** responsible for an office area.

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible	
			Primary	Alternate
	Cover and secure vulnerable equipment with plastic.			
	When possible, move equipment and other valuable items into interior areas of the building away from windows. Tag moved equipment with department contact information for easy identification and retrieval.			
	In areas subject to flooding, relocate equipment and other valuable items to a higher floor or elevate. Tag moved equipment with department contact information for easy identification and retrieval.			
	Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in.			
	Place important records and files in cabinets and cover with plastic.			
	Close and latch (or secure with tape if needed) filing cabinets and cupboards.			
	Back-up electronic data and store in multiple locations.			
	Follow IT provider instructions for computer equipment preparations.			
	Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.			
	Place telephone in desk drawer if the cord is long enough. Do not unplug telephones.			
	Take personal possessions home. The HSC is not responsible for personal items damaged.			
	Secure windows and close blinds.			
	Change voice mail to indicate closure.			
	Close and lock all doors, including office doors, before leaving.			

Attachment 12: 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.