

HEALTH SCIENCE CENTER



# McAllen 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 Health Science Center – McAllen 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 building. Additionally, this plan is intended to maintain communication with personnel who are working out in the field, i.e., Outreach Workers.

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

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

Recommended

for Approval: \_\_\_\_\_ SIGNED \_\_\_\_\_ Date: \_\_\_12-20-2017\_\_\_\_\_

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## Purpose

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

- To help prepare McAllen campus employees, students, 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 McAllen campus and to those areas in which personnel are working out in the field, i.e., Outreach Workers.

## Situation Overview

### General

The McAllen campus is located at 2101 South McColl Road, McAllen, Texas. It is a single-story building that contains general office spaces, conference rooms, class rooms, and a Biosafety Level 1 (BSL1) Laboratory.

The McAllen campus also serves as the regional site for Texas A&M Healthy South Texas (HST) initiatives implemented in the four-county region of Cameron, Hidalgo, Starr and Willacy. HST Programs include educational programs and follow-up for individuals participating in asthma and diabetes programs, a medication assistance program, and general community outreach. The latter is conducted by Outreach Workers and programmatic staff who work out in the field.

The McAllen campus offices staff from:

- School of Public Health (Texas A&M University);
- College of Nursing (Texas A&M University);
- Healthy South Texas (TAMUHSC); and
- Grant funded programs.

### Hazard Analysis

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

Hazard Type	Likelihood of Occurrence*	Estimated Impact on Public Health and Safety	Estimated Impact on Property
	Low Medium High	Low Medium High	Low Medium High
<b>Man-Made Hazards</b>			
Civil Disorder	Low	Low	Low
Energy/Fuel Shortage	Medium	Medium	Low
HazMat Release	Medium	Medium	Medium
Structural Fire	Low	Medium	Medium
Terrorism	Medium	Medium	Medium
Water System Failure	Low	Medium	Medium
<b>Natural Hazards</b>			
Flash Flooding	Medium	Medium	Medium
Flooding (river or tidal)	Medium	Medium	Medium
Hurricane	Medium	High	High
Tornado	Low	Medium	Medium
Winter Storm	Low	Medium	Medium

\* 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 McAllen campus does not maintain its own emergency services nor does it maintain a security department; therefore, emergency services are provided by the City of McAllen. The McAllen campus administration – through the School of Public Health – maintains building access and coordinates with local responding agencies, etc.

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

Agency Type	Primary	Secondary
Emergency Medical Services	McAllen Fire Department	
Fire Services	McAllen Fire Department	
Law Enforcement	McAllen Police Department	Hidalgo County Sheriff's Office
Public Health	Hidalgo 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 McAllen campus.

- The McAllen Campus will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
- 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 McAllen campus is reliant on emergency services from the local jurisdictions. Therefore, it is essential for us to be prepared to carry out the basic initial 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 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 McAllen campus 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 McAllen campus 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 McAllen Campus Director, as the campus administrator, has the primary authority for the McAllen campus. For rapid onset emergencies (e.g., building fire, chemical spill, active shooter, etc.), the McAllen Campus 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 McAllen Campus 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 McAllen campus trained personnel must implement population protective actions prior to the arrival of local emergency personnel. Population protective actions include:

- Partial or full evacuation in accordance with the Fire Safety 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 McAllen Campus Director has made the decision to act on an emergency that affects the McAllen campus, and after local emergency responders have been notified, a member of the Alert 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 McAllen campus 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 who reports to the Chief of Staff.

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 personnel who work out in the field, i.e., Outreach Workers, the campus community and emergency response partners.

### Communications Systems

- Telephones, cellular or landlines, are the primary means of communication for contacting key emergency responders and Emergency Management Team members.
- Email
- SMS (text messaging)

## Interface with Local Responders

The McAllen campus officials and representatives rely on the City of McAllen for emergency services as described in “Capabilities Assessment” above. In the event that an emergency at the McAllen campus requires law enforcement, fire, or EMS assistance, the first available person should call 911 from a campus phone to notify emergency responders immediately. McAllen Campus Director or designee should be notified immediately after calling 911 so that a McAllen campus representative 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 Assistant Director, as a member of the Emergency Management Team, will serve as a liaison between the McAllen campus and local emergency responders.

## Interface with TAMU College Station Campus

The McAllen campus’ 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, McAllen Campus

## **Emergency Management Team**

The McAllen campus 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 campus.
- Have a thorough knowledge of the building's operational needs.
- Are able and willing to serve as a liaison to emergency responders and/or 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 on the McAllen campus.
- 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.

## **Alert and Warning Team**

The Alert 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 Alert 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, 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

### Director, McAllen Campus

The Director will serve as the lead of the Emergency Management Team. In this capacity, the Director is the lead administrator for the McAllen campus 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 McAllen campus EMT emergency operations center in Room 153.
- Initiate building and center internal emergency notification lists when the emergency is verified by the Assistant Director or designee.
- Deploy Fire Wardens for evacuation or sheltering-in-place as required.
- Notify TAMU Office of Safety & Security of the nature of emergency.

### Academics (School of Public Health and College of Nursing)

- Immediately contact the Director, or designee, 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
- 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

### Individuals

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

## Lines of Succession

Director

- Secondary: Assistant Director
- Tertiary: TAMU Assistant Emergency Management Coordinator

Assistant Director

- Secondary: Business Administrator I
- Tertiary: TAMU Assistant Emergency Management Coordinator

Facilities Building Attendant

- Secondary: TAMUHSC Facilities & Construction Manager
- Tertiary: TAMU Assistant Emergency Management Coordinator

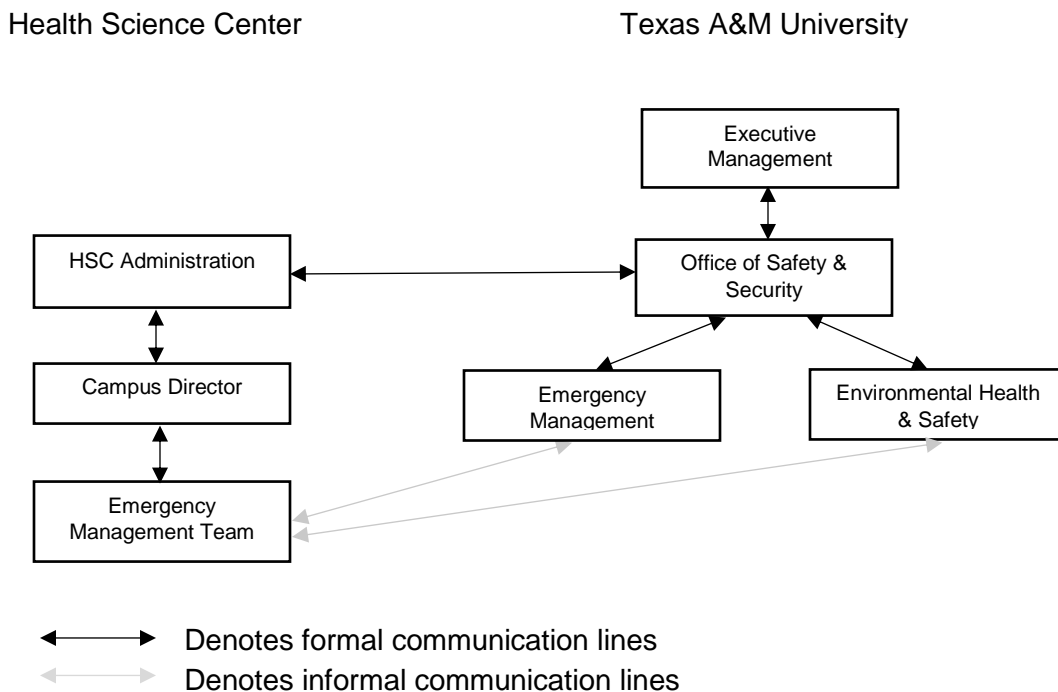
Health Science Center Administration

- 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 153 of the McAllen campus. 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.

## 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 McAllen campus officials and representatives to improve future emergency responses. The scope of after action reviews may range from small to large depending upon the complexity of the response.

An After Action Report should be generated following the review that captures the nature of the incident, response descriptions, and outcomes – what worked well and areas for improvement – and recommendations for future planning. A copy of the report will be provided to 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

- El Milagro Clinic
- Knapp Community Care Foundation
- South Texas College, Respiratory Therapy Department
- Texas A&M Healthy South Texas
- Medication Assistance Program and community partners

## 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 additional authorities beyond those listed in the Texas A&M University Emergency Operations Plan.

## Plan Contact Information

<b>Name and Position</b>	<b>Phone Number</b>	<b>Alternate Phone Number</b>
Rose L. Lucio Assistant Director	956.668.6314	956.668.6300
<b>E-Mail:</b> lucio@tamhsc.edu		
<b>Department:</b> Administration		

## Record of Change

<b>Change Number</b>	<b>Date of Change</b>	<b>Description of Change</b>	<b>Change Made By:</b>



## Attachment 1: Team Composition and Contacts

### McAllen Campus

<b>Senior Administrator</b>			
<b>Name Title</b>	<b>Office Telephone</b>	<b>Cell Phone</b>	<b>Email Address</b>
Olga Gabriel Director	956.668.6303	██████████	gabriel@tamhsc.edu

<b>Emergency Management Team</b>			
<b>Name Title</b>	<b>Office Telephone</b>	<b>Cell Phone</b>	<b>Email Address</b>
Olga Gabriel Director	956.668.6303	██████████	gabriel@tamhsc.edu
Rose L. Lucio Assistant Director	956.668.6314	██████████	lucio@tamhsc.edu
Reynaldo Escobedo Building Attendant	956.668.6306	██████████	escobedo@tamhsc.edu
Glen Samford Network Engineer I	956.668.6340	██████████	samford@tamhsc.edu

<b>Alert and Warning Team</b>			
<b>Name Title</b>	<b>Office Telephone</b>	<b>Cell Phone</b>	<b>Email Address</b>
Olga Gabriel Director	956.668.6303	██████████	gabriel@tamhsc.edu
Rose L. Lucio Assistant Director	956.668.6314	██████████	lucio@tamhsc.edu
Julissa Rivera Business Coordinator I	956.668.6304	██████████	Julissa.rivera@tamhsc.edu

## Local Entities

Name Title	Entity	Phone Number	Email Address
McAllen Fire Department	McAllen Emergency Management	██████████	
McAllen Police Department	Police Department	██████████	
Hidalgo County Sheriff's Department	Sheriff's Department	██████████	
Texas Department of Public Safety	Department of Public Safety	██████████	

## 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	██████████	<a href="mailto:nelson@tamhsc.edu">nelson@tamhsc.edu</a>
Rayellen Milburn Senior Associate Vice President	979.436.9204	██████████	<a href="mailto:rmilburn@tamhsc.edu">milburn@tamhsc.edu</a>
Holly Shive Public Relations Director	979.436.0613	██████████	<a href="mailto:hschive@tamhsc.edu">hschive@tamhsc.edu</a>
Dr. Carrie Byington Chief Executive Officer		██████████	<a href="mailto:byington@tamhsc.edu">byington@tamhsc.edu</a>

## Texas A&M University – College Station

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

## 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 by the emergency management team.

## Attachment 4: Safe Shelter Locations

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

Location/ Room Number	Floor	Description
Room 102	1 <sup>st</sup> Floor	Board Room
Room 139	1 <sup>st</sup> Floor	Wellness Exercise Room
Hallway 103A	1 <sup>st</sup> Floor	Interior Hallway in the South Wing (Administrative Area)
Hallway 1C2	1 <sup>st</sup> Floor	Hallway in the West Wing (Faculty Area)

### 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 Director and EMT members will access information and review the physical condition of the McAllen campus and surrounding areas. HSC Administration will solicit input from the 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 on 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 staff on campus and road conditions.
- Status of utilities (water, gas, electricity) to campus building.
- Closing of other local institutions (McAllen Independent School District, City or County offices, 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 on the McAllen campus.

- The Facilities Manager will advise the 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 within the respective business continuity plans.

## 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 on the McAllen campus will develop their own guidelines, in accordance with these procedures, to assure the safety and security of their clients and to protect the McAllen campus from loss and liability.

If the McAllen campus 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 University closure (holiday, inclement weather or crisis event), all academic buildings will be secured and door access card readers will be placed in locked state.

### Resources

Entity	URL
City of McAllen Emergency Management	<a href="http://www.mcallen.net/departments/emergency/home">http://www.mcallen.net/departments/emergency/home</a>
Hidalgo County Emergency Management	<a href="https://tx-hidalgocounty.civicplus.com/index.aspx?NID=85">https://tx-hidalgocounty.civicplus.com/index.aspx?NID=85</a>
McAllen Independent School District	<a href="http://www.mcallenisd.org/">http://www.mcallenisd.org/</a>
South Texas College	<a href="https://www.southtexascollege.edu/">https://www.southtexascollege.edu/</a>
University of Texas Rio Grande Valley	<a href="http://www.utrgv.edu/en-us/">http://www.utrgv.edu/en-us/</a>
Local News – Weather	<a href="http://www.krgv.com/weather">http://www.krgv.com/weather</a> <a href="http://valleycentral.com/weather">http://valleycentral.com/weather</a>
National Weather Service	<a href="https://www.weather.gov/bro/">https://www.weather.gov/bro/</a>
TXDOT Highway Conditions	<a href="http://www.drivetexas.org">http://www.drivetexas.org</a>

## Attachment 6: Medical Aid

For emergencies, 9-1-1 should be notified immediately. Then, the Director or designee should be notified if possible. This will allow a McAllen Campus administrator to meet and escort the emergency personnel to the appropriate location.

There are individuals on the McAllen campus 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.

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

There are two automated external defibrillators (AEDs) located in the North and South Wings of the building by the bathrooms.

## Attachment 7: Loss of Building Utilities

The McAllen campus 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 the Director.

## Attachment 8: 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 the Assistant Director immediately. The Assistant Director will notify the 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 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.

The Director or designee will request emergency response assistance from the McAllen Police Department Bomb Squad according to established security procedures.

## Attachment 9: 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. Following sections provide guidelines and a checklist for preparing and securing research laboratories, as well as providing guidelines and a checklist for preparing and securing administrative 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.

### 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.

## 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 10: 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 Alert and Warning Team

### 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.