TEMPLE CAMPUS

EMERGENCY OPERATIONS PLAN

SEPTEMBER 2020
SIGNATURES OF APPROVAL

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

This plan shall apply to all persons participating in mitigation, preparedness, response and recovery efforts on the Temple 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: ___________________________ Date: ________________

Olga Rodriguez
Associate Vice President and Chief of Staff
Texas A&M University Health Science Center

Approved: ___________________________ Date: ________________

Dr. Scott Wieters
Interim Associate Dean – Temple Campus
Texas A&M University Health Science Center

Approved: ___________________________ Date: ________________

Christopher M. Meyer
Associate Vice President, Safety & Security
Texas A&M University

Approved: ___________________________ Date: ________________

Greg Hartman
Senior Vice President
Texas A&M University Health Science Center
# Table of Contents

Purpose .................................................................................................................. 4
Scope ..................................................................................................................... 4
Situation Overview................................................................................................. 4
  General ................................................................................................................ 4
  Hazard Analysis .................................................................................................. 4
  Capabilities Assessment ........................................................................................ 5
Planning Assumptions ......................................................................................... 5
Concept of Operations ......................................................................................... 6
  General ................................................................................................................ 6
  Emergency Authorities ........................................................................................ 7
Population Protective Actions ............................................................................... 7
Emergency Notification and Warning ................................................................. 7
Emergency Public Information ........................................................................... 8
Emergency Communications .............................................................................. 8
Interface with Local Responders ........................................................................ 8
Interface with TAMU College Station Campus .................................................. 9
Organization and Assignment of Responsibilities ............................................... 9
  Organization ....................................................................................................... 9
  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
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorities</td>
<td>14</td>
</tr>
<tr>
<td>Plan Contact Information</td>
<td>15</td>
</tr>
<tr>
<td>Record of Change</td>
<td>16</td>
</tr>
<tr>
<td>Attachment 1: Team composition and contacts</td>
<td>17</td>
</tr>
<tr>
<td>Temple Campus: Senior Administrators</td>
<td>17</td>
</tr>
<tr>
<td>Temple Campus: Emergency Management Team</td>
<td>17</td>
</tr>
<tr>
<td>Temple Campus: Notification and Warning Team</td>
<td>17</td>
</tr>
<tr>
<td>Local Entities</td>
<td>17</td>
</tr>
<tr>
<td>Texas A&amp;M Health Science Center</td>
<td>18</td>
</tr>
<tr>
<td>Texas A&amp;M University – College Station</td>
<td>18</td>
</tr>
<tr>
<td>Attachment 2: Notification and Warning</td>
<td>19</td>
</tr>
<tr>
<td>Attachment 3: Safe Shelter Locations</td>
<td>21</td>
</tr>
<tr>
<td>Medical Education Center (MEC)</td>
<td>21</td>
</tr>
<tr>
<td>Medical Research Building (MRB)</td>
<td>21</td>
</tr>
<tr>
<td>Shelter-In-Place</td>
<td>21</td>
</tr>
<tr>
<td>Active Shooter</td>
<td>22</td>
</tr>
<tr>
<td>Attachment 4: Altered Operations for Inclement Weather</td>
<td>24</td>
</tr>
<tr>
<td>Purpose</td>
<td>24</td>
</tr>
<tr>
<td>Authorities</td>
<td>24</td>
</tr>
<tr>
<td>Procedure</td>
<td>24</td>
</tr>
<tr>
<td>Resources</td>
<td>25</td>
</tr>
<tr>
<td>Attachment 5: Medical Aid</td>
<td>26</td>
</tr>
<tr>
<td>Attachment 7: Loss of Building Utilities</td>
<td>29</td>
</tr>
<tr>
<td>Attachment 8: Bomb Threats</td>
<td>30</td>
</tr>
<tr>
<td>Attachment 9: Tornado Response</td>
<td>31</td>
</tr>
<tr>
<td>Definitions</td>
<td>31</td>
</tr>
<tr>
<td>Alerts and Warnings</td>
<td>31</td>
</tr>
<tr>
<td>Protective Actions</td>
<td>31</td>
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PURPOSE

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

- Helps prepare Temple Campus employees, students, tenants, and visitors to successfully respond to an emergency
- Defines clear roles, responsibilities, and authorities in managing emergency situations
- Describes effective coordination among emergency organizations of the university; health system; local, state, and federal authorities for clear, rapid, factual, and coordinated communication when emergencies occur

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 Temple Campus and the immediately adjacent parking lots that are utilized by HSC personnel.

SITUATION OVERVIEW

General

The Temple Campus is located in Temple, Texas on the grounds of the Baylor Scott & White Medical Center (BSW) and the Central Texas Veterans Health Care System (CTVHCS). College of Medicine employees work within three Temple Campus buildings: the Medical Research Building (MRB), the Medical Education Center (MEC).

The MRB is a three-story building primarily a biomedical research facility containing multiple laboratories. The building contains office and learning spaces on the first floor with laboratories on the second and third floors. The building also contains an emergency generator.

The MEC is a four-story office building connected to BSW. The first floor contains offices, classrooms and a large occupancy lecture hall. The second floor contains classroom spaces. The third floor contains office space and a large library. The fourth floor contains office spaces. BSW manages and maintains the MEC facility to include the fire protection system, utilities, and general facility issues.

Hazard Analysis

The Temple 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.
<table>
<thead>
<tr>
<th>Hazard Type</th>
<th>Likelihood of Occurrence</th>
<th>Estimated Impact on Public Health and Safety</th>
<th>Estimated Impact on Property</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Low</td>
<td>Medium</td>
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<tr>
<td><strong>Man-Made Hazards</strong></td>
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<td>Medium</td>
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<td>Civil Disorder</td>
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<td>Low</td>
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<td>HazMat Release</td>
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<td>Terrorism</td>
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<td>Medium</td>
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<td>Water System Failure</td>
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<td>Medium</td>
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<td><strong>Natural Hazards</strong></td>
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<td>Medium</td>
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<td>Flash Flooding</td>
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<td>Tornado</td>
<td>Medium</td>
<td>High</td>
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</tr>
<tr>
<td>Winter Storm</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
</tbody>
</table>

* 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 Temple Campus does not maintain its own emergency services nor security department; therefore, emergency services are provided by the City of Temple and BSW.

Facility access control for the MRB is coordinated through the site safety officer. Facility access control for the MEC is coordinated through the BSW Security Department.

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

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Primary</th>
<th>Secondary</th>
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</thead>
<tbody>
<tr>
<td>Emergency Medical Services</td>
<td>Temple Fire Department</td>
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<tr>
<td>Fire Services</td>
<td>Temple Fire Department</td>
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</tr>
<tr>
<td>Law Enforcement</td>
<td>Temple Police Department</td>
<td>BSW Security Department Bell County Sheriff’s Office</td>
</tr>
<tr>
<td>Public Health</td>
<td>Bell County Health Department</td>
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</table>

**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 Temple Campus.

1. The Temple Campus will continue to be exposed to and subject to the impact of the hazards described above, as well as lesser hazards and others that may develop in the future.
2. 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.

3. The Temple 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.

4. Proper planning and preparedness activities with local emergency services will ensure an effective and coordinated response.

5. 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.

6. The Temple 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.

7. Proper implementation of these guidelines will reduce or prevent disaster-related losses.

**CONCEPT OF OPERATIONS**

**General**
The Temple 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, in order of importance:

- Protection of life and safety of students, faculty, staff and visitors;
- Secure critical infrastructure and facilities which are, in priority order:
  - Facilities used for clinical procedures;
  - 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 Interim Associate Dean – Temple Campus, as the campus administrator, is the primary local authority. For rapid onset emergencies (e.g., building fire, chemical spill, active shooter, etc.), the Interim Associate Dean – Temple Campus 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 Interim Associate Dean – Temple Campus, 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 4 of this plan.

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

Population Protective Actions
Depending on the nature of the emergency, the Round Rock campus 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 (maintained under a separate title);
- Sheltering-in-place for hazardous materials releases; or
- Seeking safe shelter for acts of violence, tornado warnings, etc.

See Attachment 3 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 Interim Associate Dean – Temple Campus and/or safety officer has made the decision to act on an emergency that affects the Temple Campus, the following actions will be initiated:
• Notify local emergency responders

• Determine if the event requires activation of the HSC Alert message system based upon criteria found in Attachment 2 of this document. If activation of the HSC Alert message system is warranted, a member of the Notification and Warning Team will immediately initiate an HSC Alert message.

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 Temple 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 Assistant Vice President for Marketing and Communications.

Should the Assistant Vice President for Marketing and Communications 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.

- Handheld radios utilized by facilities

- Email

- SMS (text messaging)

**Interface with Local Responders**

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

**Interface with TAMU College Station Campus**

The Temple 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 Associate Vice President for Administration and should include status updates, as appropriate, until the situation is resolved. The HSC Associate Vice President for 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**

- Interim Associate Dean – Temple Campus

**Emergency Management Team**

The Temple 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 following characteristics:

- Authority to make overall decisions for the campus.
- Thorough knowledge of the building’s operational needs.
- Liaison to emergency responders and/or HSC administrators regarding, but not limited to, emergency needs, status reports, and communications.
- Obtains and distributes information to building occupants, including students, employees, and visitors.
• Maintains financial or administrative records involved in the emergency and post-action recovery.

• Assigns team members’ roles and responsibilities to ensure 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.

In addition, the Emergency Management Team is also responsible for:

• 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;

• 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 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 emergency evacuation plan (plan maintained under a separate title).

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

Interim Associate Dean - Temple Campus

The Interim Associate Dean - Temple Campus will serve as the lead of the Emergency Management Team. In this capacity, the Interim Associate Dean - Temple Campus is the lead administrator for the Temple Campus and maintains authority of TAMHSC operations during emergency situations. The Interim Associate Dean – Temple Campus will coordinate with BSW regarding operations within the MEC. Assistant Dean, College of Nursing

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 Temple Campus EMT emergency operations center.
- Initiate the campus emergency notification lists when the emergency is verified by the safety officer or his/her designee.
- Deploy Fire Wardens for evacuation or sheltering-in-place as required.
- Notify TAMU Office of Safety & Security of the nature of emergency.

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
Interim Associate Dean – Temple Campus
  • Secondary: Director, Operations for College of Medicine Business Affairs
Site Safety Officer
  • Secondary: Assistant Director, TAMU EHS – HSC Locations
Facilities Manager
  • Secondary: Operations Manager
Health Science Center Administration
  • Primary: Associate Vice President for Administration, Health Science Center
  • Secondary: 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 407H of the MEC. 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 Temple 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
- Agreement with BSW regarding facilities and space.

**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 for the Temple campus beyond those authorities listed in the Texas A&M University Emergency Operations Plan.
**PLAN CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Name and Position</th>
<th>Phone Number</th>
<th>Alternate Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loria Lynce</td>
<td>254-724-4969</td>
<td></td>
</tr>
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</table>

**E-Mail:**
lynce@tamhsc.edu

**Department:**
College of Medicine
## RECORD OF CHANGE

<table>
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<tr>
<th>Change Number</th>
<th>Date of Change</th>
<th>Description of Change</th>
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<td>1</td>
<td>10/18/2018</td>
<td>Updated local authority on signature page, plan point of contact, and contact information</td>
<td>Lutz</td>
</tr>
<tr>
<td>2</td>
<td>3/7/2019</td>
<td>Annual Review, general updates to titles, updated name of campus administrator, updated contact list</td>
<td>Lutz</td>
</tr>
<tr>
<td>3</td>
<td>9/25/2020</td>
<td>Update signature page, contacts, and Attachment 4 revision.</td>
<td>Lutz/Walton</td>
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</table>
ATTACHMENT 1: TEAM COMPOSITION AND CONTACTS

Temple Campus: Senior Administrators

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Telephone</th>
<th>Cell Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Scott Wieters</td>
<td>Interim Associate Dean – Temple</td>
<td>254.724.8878</td>
<td></td>
<td>wieters@ tamu.edu</td>
</tr>
<tr>
<td></td>
<td>Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loria Lynce</td>
<td></td>
<td>254.724.4969</td>
<td></td>
<td><a href="mailto:lynce@tamu.edu">lynce@tamu.edu</a></td>
</tr>
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</table>

Temple Campus: Emergency Management Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Telephone</th>
<th>Cell Phone</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Frank Smith</td>
<td></td>
<td>254.742.7091</td>
<td></td>
<td><a href="mailto:Frank.smith@sscserv.com">Frank.smith@sscserv.com</a></td>
</tr>
<tr>
<td>Dan Clawson</td>
<td></td>
<td>512.341.4947</td>
<td></td>
<td><a href="mailto:dan.clawson@sscserv.com">dan.clawson@sscserv.com</a></td>
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Temple Campus: Notification and Warning Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Telephone</th>
<th>Cell Phone</th>
<th>Email Address</th>
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<tr>
<td>Dr. Scott Wieters</td>
<td></td>
<td>254.724.8878</td>
<td></td>
<td>Wieters@ tamu.edu</td>
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Local Entities

<table>
<thead>
<tr>
<th>Name Title</th>
<th>Entity</th>
<th>Phone Number</th>
<th>Email Address</th>
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<tr>
<td></td>
<td>Temple Fire Department</td>
<td>254.298.5500</td>
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</tr>
<tr>
<td></td>
<td>Temple Police Department</td>
<td>254.298.5682</td>
<td></td>
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</tr>
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</table>
### Texas A&M Health Science Center

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Telephone</th>
<th>Cell Phone</th>
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<tbody>
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<table>
<thead>
<tr>
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<th>Office Telephone</th>
<th>Cell Phone</th>
<th>Email Address</th>
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</tr>
</tbody>
</table>
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: SAFE SHELTER LOCATIONS

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

Medical Education Center (MEC)

<table>
<thead>
<tr>
<th>Location/Room Number</th>
<th>Floor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rm 109</td>
<td>1st</td>
<td>Interior class rooms</td>
</tr>
<tr>
<td>Rm 110</td>
<td>1st</td>
<td>Interior class rooms</td>
</tr>
<tr>
<td>Rm 111</td>
<td>1st</td>
<td>Interior class rooms</td>
</tr>
</tbody>
</table>

Medical Research Building (MRB)

<table>
<thead>
<tr>
<th>Location/Room Number</th>
<th>Floor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corridor in front of Rm 115</td>
<td>1st</td>
<td></td>
</tr>
<tr>
<td>Restrooms</td>
<td>1st</td>
<td></td>
</tr>
</tbody>
</table>

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.

**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 4: ALTERED OPERATIONS FOR INCLEMENT WEATHER

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

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

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

Procedure
Each campus will:

- Monitor local weather to determine if altered campus operations are warranted.
- Coordinate their decisions to alter campus operations with other TAMU components in the same jurisdiction.
- Take into consideration the actions of local school districts or other higher education institutions.
  - If local school districts and/or other higher education institutions alter their operations, the respective campus may alter their operations.
  - If local school districts and/or other higher education institutions remain open, the respective campus should remain open.
- Notify the following individuals, via a group email or text message, of the determination of altered operations and the reason for such determination. Note: If the decision is made after 10pm or before 6am, the campus does not have to wait on a reply from any individual listed below to issue an HSC Alert.
  - Olga Rodriguez (HSC Central Administration)
  - Joe Pettibon (TAMU Office of the Provost)
  - Christopher Meyer (TAMU Office of Safety & Security)
  - Monica Martinez (TAMU Office of Safety & Security)
  - Leslie Lutz (TAMU Office of Safety & Security)
- Issue the HSC Alert for their respective campus, if campus operations will be altered.

Upon notification of altered campus alterations, the TAMU Office of Safety & Security will:

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

### Resources

<table>
<thead>
<tr>
<th>Entity</th>
<th>URL</th>
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<tbody>
<tr>
<td>TXDOT Highway Conditions</td>
<td><a href="http://www.drivetexas.org">http://www.drivetexas.org</a></td>
</tr>
</tbody>
</table>
ATTACHMENT 5: MEDICAL AID

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

There are individuals within the MEC and MRB 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.

There is two automated external defibrillator (AEDs) located on the first and third floor of the MRB. There are two AEDs located on the first and fourth floor of the MEC.
ATTACHMENT 6: 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 (340-332-1842) 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 the Site Safety Officer that an ambulance was called so that the Site Safety Officer 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 Site Safety Officer (340-332-1842). Provide the Site Safety Officer with the information in Item (3).
ATTACHMENT 7: LOSS OF BUILDING UTILITIES

Both the Medical Education Center (MEC) and Medical Research Building (MRB) have 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 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 site safety officer immediately. The site safety officer will notify the Interim Associate Dean – Temple Campus, 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 emergency evacuation 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 Site Safety Officer will request emergency response assistance from the Temple Police Department Bomb Squad. The Site Safety Officer will also notify the BSW Security Department.
ATTACHMENT 9: 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 HSC Alert Activation 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.