



TEXAS A&M  
UNIVERSITY  
KINGSVILLE

# *HURRICANE...*



"THE GREAT HURRICANE"

# NATURE'S

# *FURY!*

Hurricane Guidelines for  
Texas A&M University-Kingsville

## HURRICANE PROCEDURES

### IMPLEMENTATION OF PROCEDURES

With the onset of a tropical depression or tropical storm entering the Gulf of Mexico, the Associate Vice President for Support Services will keep the President apprised of the hurricane's continuing developments. The President will ultimately activate and direct the implementation of these hurricane procedures when hurricane conditions are imminent.

Immediately following the directive from the President, the University Police Chief and the Associate Vice President for Support Services will implement the procedures outlined here.

### RESPONSIBILITIES FOR HURRICANE PROCEDURES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the following responsibilities apply to the university's hurricane procedures.

#### University President

1. Authorizes the directive for the implementation of the university's hurricane procedures.
2. Authorizes university evacuation orders.

#### Associate Vice President for Support Services

1. Serves as the Crisis Operations Officer for Command Post (Crisis Operations Center).
2. Coordinates the activities of the ***C R I S I S M A N A G E M E N T T E A M***.

#### Environmental Health & Safety Manager

1. Serves as the university's Hurricane Preparedness Coordinator.
2. Monitors the course and conditions of the tropical depression or tropical storm and activates the CrisisCom Network.
3. Maintains liaison with the Red Cross and other community officials.

#### University Police Chief

1. Implements CrisisCom Network.
2. Establishes a central Command Post in Seale Hall and checks all lines of communication within the campus and with community emergency coordinators.
3. Directs Command Post operations and serves as the focal point for all information and activities relating to the storm.
4. Ensures campus is secure and emergency vehicles are available.
5. Distributes hand-held radios for emergency communication as necessary.

## HURRICANE PROCEDURES

### Director of Physical Plant

1. Ensures that appropriate hurricane preparedness measures as outlined in this section are initiated, especially those measures pertaining to personnel responsible for buildings and grounds preparation.
  - a. Secure all loose objects throughout the campus;
  - b. Turn off gas, water and electricity as required;
  - c. Ensure all windows are closed and doors are locked.
2. Procures, stores, and maintains supplies and equipment necessary to implement these procedures.

### Director of Public Affairs

Maintains liaison with the President for the purpose of issuing public announcements to the university community.

### Dean of Students

1. At the beginning of all semesters, obtains a roster of those students who do not have the means to evacuate the area upon evacuation notice.
2. Notifies the ***C R I S I S M A N A G E M E N T T E A M*** of the number of students needing evacuation.

### All University Personnel

Within area of responsibility, safeguards equipment, records and other items that may be susceptible to water and wind damage and/or to utility outages.

- All university vehicles must be returned to the Physical Plant Department.
- For those departments hosting on-campus activities, the activity supervisor must contact the Office of Dean of Students at extension 3606 and provide number of individuals participating in the activity.
- Follow procedures for hurricane conditions as outlined on page 28.

### All University Students

1. Students who are living on campus and do not have the means to evacuate should contact the Director of Housing at 3419 for instructions.
2. Students who are living off campus and do not have means to evacuate should contact the Office of Dean of Students at 3606 for instructions.
3. Keep vehicles in good repair with full tank of gas.
4. Secure personal items within dormitory room or apartment; evacuate when ordered.
5. Establish an emergency contact person outside of the strike area who family members and friends can call for information on student's evacuation plans.

**HURRICANE PROCEDURES**

**PROCEDURES FOR HURRICANE CONDITIONS**

With the onset of a National Weather Service forecast of a hurricane threat to the Coastal Bend, the responsible departments will implement the following progressive procedures:

<b>Procedures for Hurricane Forecast</b> <b>HURRICANE EXISTS AND MAY STRIKE AREA WITHIN 72 HOURS OR LESS</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>◦ Initiate notifications and announcements to the university community of possible hurricane threat.</li> </ul>	<b>CRISIS MANAGEMENT TEAM</b>
<ul style="list-style-type: none"> <li>◦ Review hurricane procedures.</li> </ul>	All employees and students
<ul style="list-style-type: none"> <li>◦ Take preliminary steps to secure non-essential equipment against possible storm damage.</li> </ul>	All applicable departments
<ul style="list-style-type: none"> <li>◦ Inspect roofs of all buildings for loose debris and ensure that drain heads are cleared.</li> </ul>	Physical Plant
<ul style="list-style-type: none"> <li>◦ Inspect custodial supplies to ensure that adequate materials and supplies, such as mops buckets, squeegees, etc., are available.</li> </ul>	Physical Plant
<ul style="list-style-type: none"> <li>◦ Prepare evacuation procedures.</li> </ul>	All employees and students

<b>Procedures for Hurricane Watch</b> <b>HURRICANE EXISTS AND MAY STRIKE AREA WITHIN 24-36 HOURS</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>◦ Initiate an announcement to the university community of intensified hurricane threat.</li> </ul>	<b>CRISIS MANAGEMENT TEAM</b>
<ul style="list-style-type: none"> <li>◦ Secure all loose lumber, sheet metal, drums, and other items that might be carried away by high winds.</li> </ul>	All applicable departments
<ul style="list-style-type: none"> <li>◦ Protect window draperies subject to water damage.</li> </ul>	All departments
<ul style="list-style-type: none"> <li>◦ All window blinds will be lowered and windows will be closed and locked if possible.</li> </ul>	All departments
<ul style="list-style-type: none"> <li>◦ Secure electronic and/or sensitive equipment.</li> </ul>	All departments
<ul style="list-style-type: none"> <li>◦ Obtain waterproof sheeting and other protective safety equipment.</li> </ul>	All departments
<ul style="list-style-type: none"> <li>◦ Finalize evacuation procedures.</li> </ul>	All employees and students

<b>Procedures for Hurricane Warning</b> <b>HURRICANE CONDITIONS ARE EXPECTED WITHIN 24 HOURS OR LESS</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>◦ Initiate an announcement to the university community of the imminent hurricane threat.</li> </ul>	<b>CRISIS MANAGEMENT TEAM</b>
<ul style="list-style-type: none"> <li>◦ Complete all actions required for previous conditions.</li> </ul>	All employees and students
<ul style="list-style-type: none"> <li>◦ Dismiss classes and close campus facilities to all students and non-emergency personnel.</li> </ul>	President
<ul style="list-style-type: none"> <li>◦ Issue a formal evacuation notice through the Office of the President and establish a Command Post in Seale Hall from which emergency personnel will conduct operations. <b>No other buildings shall be occupied during this time.</b></li> </ul>	President and <b>CRISIS MANAGEMENT TEAM</b>
<ul style="list-style-type: none"> <li>◦ Secure boards on windows of selected buildings.</li> </ul>	Physical Plant
<ul style="list-style-type: none"> <li>◦ Place all Physical Plant and University Police personnel on emergency status.</li> </ul>	Assoc. VP Support Services
<ul style="list-style-type: none"> <li>◦ Lock all doors after buildings are cleared.</li> </ul>	Physical Plant
<ul style="list-style-type: none"> <li>◦ Assign university vehicles to personnel for use after the hurricane threat passes.</li> </ul>	Physical Plant Director

## HURRICANE PROCEDURES

### TERMINATION OF HURRICANE PROCEDURES

Personnel who have been identified as **RED TEAM** members should return to work as soon as possible after community and TAMUK officials have declared that the emergency has passed. When practical after notification issued through the President's Office, the following actions will be taken:

1. All personnel will report for duty in accordance to the Personnel Recall procedures (see page 23).
2. Telephone switchboard operations will resume.
3. The Damage Assessment Team will initiate surveys of equipment and furnishings and take appropriate measures to minimize further damage.
4. All other personnel will stand ready to assist with major cleanup efforts.
5. Classes will resume and normal operations will commence upon notification by TAMUK officials.

**NOTE: The university will not manage community emergency shelters during hurricane conditions. Evacuation from the hurricane zone is advised.**

