

2024

Emergency Operations Plan



TEXAS A&M
UNIVERSITY
KINGSVILLE

Prepared by Enterprise Risk Management

3/11/2024

President's Statement



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Texas A&M University-Kingsville is committed to providing a safe campus environment. However, Texas A&M-Kingsville realizes that crises, or critical incidences, may occur within the university community; and an effective and timely response is crucial to mitigate the effects of the incident.

Texas A&M-Kingsville has created an **EMERGENCY MANAGEMENT TEAM** consisting of university administrators and staff, to respond to the needs of the university community before, during, and after the occurrence of a critical situation.

Each student and employee are ultimately responsible for his or her own personal safety; but by working together to understand and practice appropriate safety procedures in times of critical incidences, Texas A&M-Kingsville will become a safer place to work, study, and enjoy.

Dr. Robert H. Vela Jr.
President

Revision Schedule

The Emergency Operations Plan was created in 1996. Throughout the years the Plan has been through many revisions adding sections and modifying the format. As of 2009, the changes and modifications to the Plan will be identified in the following table:

Section	Description of Change/Modification	Date
11	Added information; added evacuation maps pg 59	Aug 2005
10	Modified UPD procedures pg 46 and Physical Plant procedures pg 47	Apr 2007
R S	REVISION SCHEDULE moved to pg 9 from pg 86	Dec 2008
5	CrisisCom Network Updated to add positions and personnel pg 16	Dec 2008
8	I C S Organization updated to include Personnel and Positions pg 35 - 40	Dec 2008
9	Added 4 th "BEM" team to Personnel Recall Procedures pg 41	Dec 2008
11	Added 4 th duty to Physical Plant Director, item d. pg 54	Dec 2008
12	Modified UPD procedures; Modified "All Personnel and Students procedures" pg 65	Dec 2008
13	Modified University Personnel procedures pg 69	Dec 2008
6	Modified Positions and Position descriptions pgs 17 - 22	Jan 2009
5	CrisisCom Network Updated to add positions and personnel pg 16	Jan 2008
8	Modified and Updated Incident Command section and structure pg 35-40	Jan 2009
9	Removed Section 9 "Damage Assessment"; Updated and modified following sections for new numbering order	Jan 2009
10 - 23	Updated and modified sections to include E M T Procedures	Jan 2009
APPX. I	Added Appendix I: Behavioral Intervention Team pg 144—145	Jan 2009
1, 5 - 23	Updated and modified sections for inclusion of more positions, personnel, and position descriptions as needed by the E M T	Feb 2009
T C	Finalized a Table of Contents and layout of EMP pg 1 - 6	Feb 2009
6	Added Training and Tenant Information pg 22	Mar 2009
6	Modified President's declaration of an emergency pg 17	Mar 2009
6	Added Responsibilities for Director Of Risk Management-Planning Chief pg 18	Mar 2009
Appx. C	Reworded an aspect of Glossary item "Multiagency Coordination Entity" pg 122	Mar 2009
Appx. G	Added Chancellor to EMP Distribution List pg 139	Mar 2009
Appx. F	Added a Submission and Reporting section pg 137	Mar 2009
Appx. J	Added as per TCEQ direction	Jul 2009
Appx. K	Added Guidance from the Department of Education for Natural Disasters	May 2016

PLAN	Complete plan revision.	Dec 2022
Sec 16	Added HAZMAT Line of Secession	Jan 2024
Title Page	Title change	Mar 2024

Section 1: Introduction to Emergency Management

The goals of the EMERGENCY MANAGEMENT TEAM are as follows:

1. To plan for and coordinate the University's response to critical incidents with a focus on the safety and security needs of all members of the university community;
2. To offer appropriate support to members of the university community and their families;
3. To use critical incidents, when appropriate, as teachable experiences to enhance the quality of life for members of the university community impacted by a critical incident.

The EMERGENCY MANAGEMENT TEAM will make every effort to accomplish these goals when dealing with a critical incident on campus.

The **EMERGENCY MANAGEMENT TEAM** will meet every quarter to review procedures and once a year specifically to discuss and update the Emergency Operations Plan (**EOP**) as necessary. The team will also conduct post-incident meetings to evaluate the effectiveness of the Emergency operations procedures. The **EMERGENCY MANAGEMENT TEAM** consists of the following personnel:

- **Chair**

- Exec. Dir. Enterprise Risk Management

- **Operations**

- Chief of Police
- Chief Marketing and Communications Officer
- AVP, Academic Affairs

- **Planning**

- AVP Facilities Planning & Construction
- Chief Information Officer

- **Logistics**

- Dean of Students
- Exec. Dir. of Physical Plant
- Director, Property Mgmt. & Aux. Services

- **Finance/Administration**

- V.P. for Finance: CFO
- AVP Financial Services

The EMT Core consists of the Chair; Chief of Police; Chief, Marketing & Communications; AVP, FP&C; Dean of Students; AVP, Academic Affairs; and AVP, Financial Services.

Section 2: Authority / Purpose of Emergency

This Emergency Operations Plan (**EOP**) is promulgated under the authority of the Texas A&M University System policy 34.07. This Plan shall not be construed in a manner that limits the use of prudent judgment and best practices in matters not covered by the elements of this **EMP**.

The **EMP** outlined in this manual is intended to provide a means for mitigating emergencies that are of such magnitude to cause a significant disruption of the normal operations of all or portions of the Texas A&M-Kingsville campus. The basic emergency procedures are designed to protect life, property, and the environment through the effective use of available resources.

Each emergency requires a specific response in terms of needed resources and proper procedures. This **EMP** addresses emergencies on an individual basis; however, these procedures are designed to be flexible to accommodate contingencies of various types and magnitudes. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency or a disaster may occur at any time of the day, night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this manual, should serve only as a guide and a checklist, and may require field modifications to meet the requirements of the emergency.
- A major emergency or a disaster may be declared if the information indicates that such conditions are developing or probable.
- Community-wide disasters may affect the entire city of Kingsville. City and county emergency services may not be available to assist, particularly for the first day or two. The worse the disaster, the more Texas A&M-Kingsville will be left on its own. Therefore, the university must be prepared to be self-sufficient in the event of an emergency or disaster.

Section 3: Emergency Identification

Texas A&M-Kingsville has Identified critical incidences in which the ***EMERGENCY MANAGEMENT TEAM*** will intervene. These include, but are not limited to, the following:

- Natural Disasters
 - Hurricane
 - Tornado
 - Flood
- Fire/Explosion with injuries or damages
- Hazardous Material Release
- Major Utility Failure
- Bomb Threat
- Campus Disturbance
 - Riot
 - Shooting
 - Hostage Situation
 - Sit-in / Demonstration
- Death of a Student (on or off campus)
- Life-Threatening Injury/Illness
 - Vehicle Incident
 - Drug/Alcohol Overdose
- Violent Crimes
 - Sexual Assault
 - Robbery
 - Aggravated Assault
- Mental Health Crisis
 - Attempted Suicide
- International Travel Incident
- Infectious Diseases

Texas A&M University-Kingsville recognizes that the list above may not cover all situations that warrant ***EMERGENCY MANAGEMENT TEAM*** intervention. It is also recognized that there may be some incidences that do not require the response of the ***EMERGENCY MANAGEMENT TEAM***.

Section 4: Emergency Classifications

The classification of critical incidences that could occur on the campus of Texas A&M-Kingsville are as follows:

Isolated Critical Incident

An isolated critical incident is defined as an occurrence impacting only a small part of the university community or university physical property and not affecting the overall functioning capacity of Texas A&M University-Kingsville. Examples would include, but are not limited to:

- Death or illness of a university community member
- Violent Crime
- Mental Health Crisis
- Small localized fire
- Small localized hazardous material spill
- Isolated power outage

Even though an isolated incident may be considered small or insignificant, it is by no means to be taken lightly. Immediate attention must be given to mitigate the situation as quickly as possible.

Upon the occurrence of an isolated critical incident, the priority is the safety of all individuals involved. This would include the safety of individuals directly affected by the incident and the safety of individuals within the area.

An isolated critical incident may not require the intervention of the **EMERGENCY MANAGEMENT TEAM** as a whole; however, selected members of the **EMERGENCY MANAGEMENT TEAM** may be involved as necessary, with appropriate notifications to other members.

Major Critical Incident

A major critical incident is defined as a serious emergency that completely disrupts one or more operations of Texas A&M University-Kingsville. Examples would include, but are not limited to, the following:

- Major fire

- Civil disturbance
- Widespread power outage

Major policy considerations and operational decisions would usually be required. Outside emergency services, as well as major efforts from various university departments, would be required. The ***EMERGENCY MANAGEMENT TEAM*** would be activated.

Disaster

A disaster is defined as a university or city-wide emergency which seriously impairs or halts the operations of Texas A&M University-Kingsville. Examples would include:

- Hurricane
- Tornado
- Human-caused

Major policy considerations and operational decisions would always be required. Outside emergency services would be essential, but may not always be available. The ***EMERGENCY MANAGEMENT TEAM*** would be activated.

Section 5: Emergency-Reporting Procedures

Any member of the Texas A&M-Kingsville community, faculty, staff, or student, upon learning of any emergency from any source, should immediately communicate such information to the University Police Department (UPD).

CALL UPD IMMEDIATELY!

Off-Campus Dial 593-2611

On-Campus Dial 2611

Emergency 911

Personnel should not assume that UPD has already learned about the emergency. As much information as possible should be communicated to UPD, but at a minimum, this should include:

- Nature of emergency, including the extent of damage and possible assistance required
- Location of emergency
- How information was received
- Time the information was received

Emergency Management Team Members

In the event of any critical incident, the ***EMERGENCY MANAGEMENT TEAM*** will be notified through email and/or text messaging.

Declaration of Emergency

In the event of any critical incident, the University Police Department supervisor in charge shall follow UPD standard operating procedures. If the emergency warrants, the supervisor shall communicate immediately with the Chief of Police or designee; and depending on the magnitude of the incident, the EMT Chair or Alternate will communicate with the President or the President's alternate and determine if an emergency declaration is required.

Section 6: Responsibilities for Emergency

The following section outlines key personnel and departmental responsibilities as they pertain to Emergency operations conditions.

University President

As the Chief Executive Officer for Texas A&M University-Kingsville, the President has the responsibility for the overall management of the emergency as follows:

1. Declares the emergency classification based on reports and information from the ***EMERGENCY MANAGEMENT TEAM*** or other university administrative personnel.
2. Authorizes university evacuation orders.
3. Directs the ***EMERGENCY MANAGEMENT TEAM*** to perform a Damage Assessment to assess damages from the emergency and prepare the university's appropriate specific responses.

Provost

1. Assumes the responsibilities of the Chief Executive Officer for Texas A&M University-Kingsville in the absence of the President.
2. Determines the status of academic classes during emergencies, which includes the cancelation of classes.

Chief Financial Officer

1. Identifies funding sources necessary for emergency response.

AVP Financial Services

1. Create emergency response funding account.

Director Property Management & Auxillary Services

1. Appoints and leads the Damage Assessment process, with the assistance of appropriate agencies, to ascertain the damage in each building and reports the findings to the President and Provost through the CFO.
2. Serves as the EOC Manager.

Chief of Police – Operations Chief

1. Serves as Operations Section Chief and begins assessment of the emergency condition, communicating with and coordinating the Federal/State/Local Government agencies, Public Information, and Internal Responders functions.
2. Establishes an Emergency Operations Center (EOC) in Lewis Hall if necessary, and checks all lines of communications.
3. Maintains the University Police Department in a state of constant readiness.
4. Notifies and conducts liaison activities with the Kingsville Police and Fire Departments, Kleberg County Sheriff & Emergency Management, and other appropriate governmental agencies. Maintains communications with representatives of these agencies throughout the duration of the emergency.

Executive Director of Enterprise Risk Management – Planning Chief (Chair)

1. Coordinated the activities and response of the ***Emergency Management Team***.
2. Serves as Planning Section Chief, collecting, evaluating, and disseminating tactical information pertaining to the incident, and coordinates emergency planning for campus agencies, faculty, staff, students, and facilities.
3. Implement an exercise/drill to test the EMP utilizing table-top or functional scenarios, and revise them annually. A full-scale exercise shall be performed at least once every three years.
4. Actual emergency situations serious enough to require activation of the emergency operations plan and activation of the campus Emergency Operations Center will not suffice to meet the requirements for a full-scale exercise as provided above.

Dean of Students – Logistics Chief

1. Serves as Logistics Section Chief, communicating with and coordinating information systems, supplies, transportation, medical and mental health, and food and shelter functions.
2. Manages logistical support for Emergency response.
3. Initiates communication with Student Health and Wellness (if necessary).
4. Assesses and decides whether to go to the incident site (or hospital) or directs others to do so.

5. Maintains contact with UPD in regards to the incident.

Executive Director Physical Plant

1. Appoints Physical Plant personnel to serve on the **Incident Support Team** to perform shutdown procedures, control hazardous areas, supply barricades, assist emergency personnel with evacuation procedures and support the **EMERGENCY MANAGEMENT TEAM** as necessary.
2. Provides vehicles, equipment, and operators for movement of personnel and supplies, and assigns vehicles for emergency use as required by the Operations Chief.

Chief Marketing and Communications

1. Establishes liaison with the news media for dissemination of information as directed by the President.
2. Prepares releases for the news media concerning the major emergency or disaster.
3. Establishes liaison with local radio and television stations for public announcements.
4. Arranges for photographic and audio-visual services.
5. Develops and initiates recorded messages for the voice mail system and the Recall Hotline.

AVP, Facilities, Planning, and Construction

1. Provides technical knowledge about university facilities, e.g., blue print information, HVAC information, and wiring information.
2. Serves as a member of the Damage Assessment Team.

Environmental Health & Safety Coordinator

1. Provides or arranges for appropriate on-site coordination whenever there is a hazardous material release.
2. Provides assistance to the **Emergency Management Team** as directed by the Operations Section Chief.
3. Serves as a member of Damage Assessment Team.

Deans, Department Chairs, and Director

1. Provides employees and/or students in his/her department or area of responsibility with general information concerning Texas A&M University-Kingsville emergency procedures, as well as any specific information regarding safety in their building(s).
2. Informs staff and/or students in his or her department or area of responsibility in an emergency, and if appropriate, initiates emergency procedures.
3. Assists students, staff, and other faculty in responding correctly to building evacuation guidelines and directs them to report to their designated assembly point.

Emergency Preparedness

1. Appoints a Building Emergency Manager (BEM) for every building in which his or her department has an activity. Provides the **EMERGENCY MANAGEMENT TEAM** with the names, titles and phone numbers of these designated individuals and with any changes that occur subsequent to their designation. Post BEM contact information at all entrances of the building. The **EMERGENCY MANAGEMENT TEAM** has the responsibility to see that this person is trained and understands his or her responsibilities.
2. Assures that on-the-job-training of employees is provided during normal working hours. This training is the responsibility of the **EMERGENCY MANAGEMENT TEAM** and includes, but is not limited to, instruction on emergency techniques (such as use of fire extinguisher use of emergency exits, building evacuation procedures, and proper assembly points in case of a community-wide disaster).

Emergency Conditions

1. Informs all employees under his or her direction of the emergency situation.

Building Emergency Managers

Emergency Preparedness

1. Maintains the emergency kits for his/her building or area.
2. Keeps a roster of all employees in his/her building or area who have been trained in Cardio Pulmonary Resuscitation (CPR).
3. Completes training in emergency techniques, such as fire extinguisher usage and

building evacuation plan and procedures.

4. Keeps an up-to-date roster of all employees with special needs or other unique situations in his/her building or area. Has identified and instructed these employees in appropriate evacuation procedures.
5. Keeps an up-to-date roster of all employees working in his/her building or area.
6. Serves as the communication link or contact for his/her building or area with university administration in all matters concerning emergency preparedness.

Emergency Conditions

1. When appropriate, takes immediate action to contain emergency. Building Emergency Managers must wear the vest that is provided in the kit for easy identification.
2. Informs all employees of emergency condition.
3. When appropriate, distributes flashlights, and first aid kits.
4. When appropriate, directs those trained in CPR to persons in need.
5. When a building is evacuated, verify that all employees have exited building.
6. From the emergency site, maintains radio or telephone contact with departmental, college, or campus personnel.
7. Continues to disseminate status of emergency conditions to departmental personnel.

Incident Support

Every member of the Incident Support Team as appointed by the Exec. Director of Physical Plant has the following responsibilities in the event of an emergency or disaster:

1. Report to the Physical Plant Department to obtain the appropriate equipment or additional information on how to assist during the emergency or disaster.

Emergency Management Team Training Requirements

1. Primary and alternate members of the command structure and the Emergency Management Team shall be trained to at least the minimum requirements outlined by NIMS.
2. Courses required will be FEMA IS100 Intro to Incident Command System and IS

200 Single Resources and Initial Action Incidents. Training Courses are available through the Texas A&M University System Train Traq.

All University Personnel

1. Becomes familiar with general information concerning Texas A&M-Kingsville emergency procedures and any specific information regarding safety in his/her building.
2. Initiates emergency procedures when appropriate.
3. Unless building evacuation is initiated, remains at work station to assist any of the emergency personnel who enter his/her building.
4. Learns appropriate building evacuation routes from his or her workstation.

Tenants of University

When one system member is a tenant on another member's campus or facility, Campus Affiliates External Agencies, and Associated Campus Agencies, the tenant will be responsible to create their own individual Emergency Operations Plan.

1. The tenant shall coordinate their emergency operations plans with those of the host system member and defer to the host on emergency response activities.

Section 7: Evacuation Procedures

Evacuation procedures are divided into two categories: campus evacuation and building evacuation.

Campus Evacuation

In case of a community-wide disaster, such as a hurricane, it may be necessary to evacuate all of the buildings at Texas A&M University-Kingsville.

1. Announcement of a campus-wide evacuation will come from the Office of the President and managed by the ***Emergency Management Team***.
2. Employees should leave their building by the nearest marked exit and alert others to do the same.
3. After community and/or TAMUK officials have declared **ALL CLEAR**, employees shall follow the Personnel Recall procedures as outlined in Section 9.

Building Evacuation

Building evacuation is the result of a situation when it is no longer safe to remain inside a building. The procedure is as follows:

1. An evacuation will occur when the fire alarm sounds and/or notification is made by the University Police Department, the Building Emergency Manager, *Emergency Management Team*, Kingsville Fire Dept., or the Kingsville Police Department.
2. All employees, faculty, staff, and students, should leave by the nearest marked exit and alert others to do the same.
3. Disabled individuals should be assisted in exiting the building.
4. Elevators must not be used to evacuate the building.
5. Once outside the building, individuals should proceed to the designated assembly area as directed. Streets, fire lanes, hydrants, and walkways must be kept clear for emergency vehicles and personnel.

Building Emergency Managers Procedures

Upon a building evacuation, Building Emergency Managers should conduct the following procedures.

1. When appropriate, takes immediate action to contain emergency. Building Emergency Managers must wear the vest that is provided in the kit for easy identification.
2. Informs all employees of emergency condition.

3. When appropriate, distributes flashlights, first aid kits, and radios.
4. When appropriate, directs those trained in CPR to persons in need.
5. When a building is evacuated, assembles the building occupants at the designated Assembly Area.
6. Conducts employee verification to determine if all employees have evacuated the building.
7. Communicates the status of employee evacuation to UPD Officers and/or to ***EMERGENCY MANAGEMENT TEAM*** members
8. From the assembly area, maintains radio or telephone contact with departmental, college, or campus personnel.

Physical Plant Department (PPD) Procedures

Physical Plant Department responsibilities to evacuating a building are listed below:

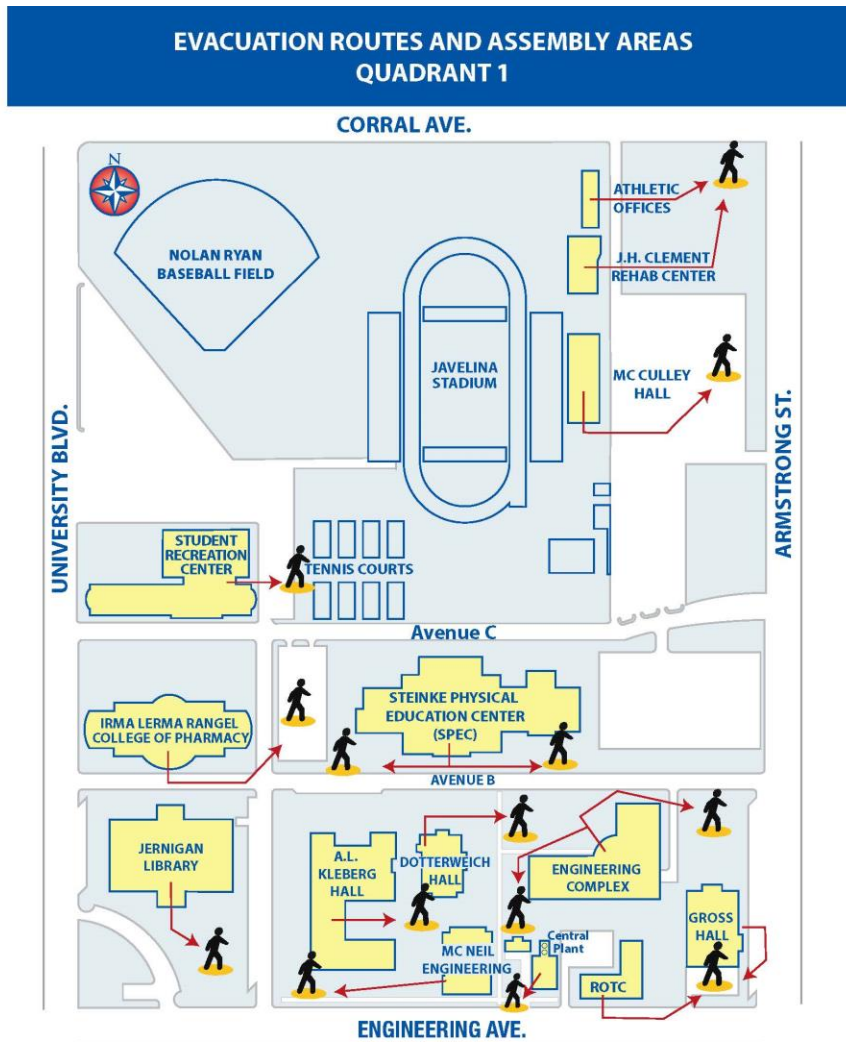
1. Dispatch maintenance employees to determine source of alarm as directed by UPD.
2. Dispatch **Incident Support Team** with radios to assist with crowd/traffic control as directed by UPD.
3. Verify that elevators are locked on the first floor.

Incident Support Team Procedures

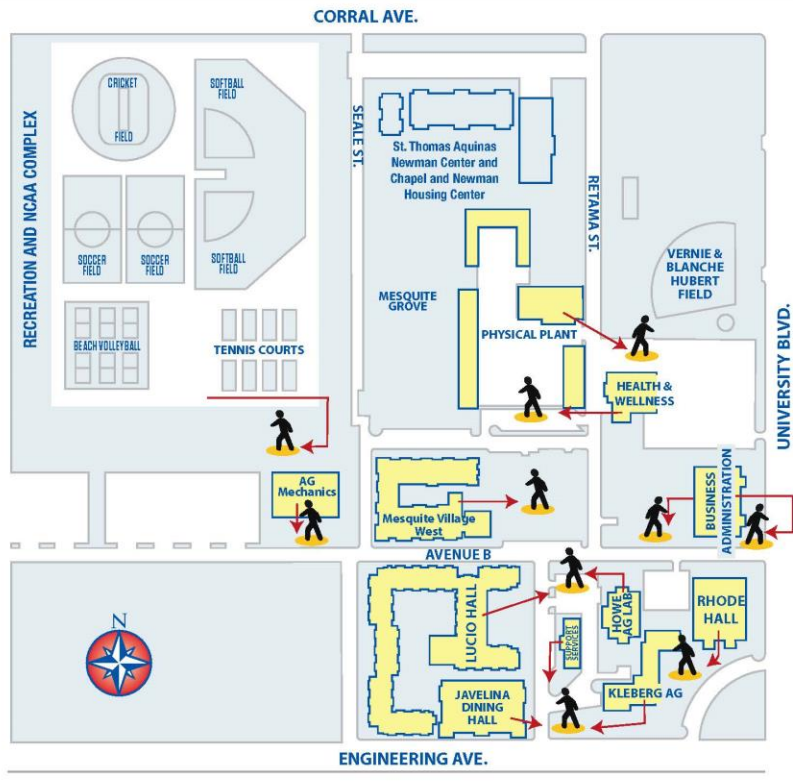
1. Incident Support personnel are to remain at the dispatched site for the purpose of assisting in maintaining crowd/traffic control and assisting first responders or members of ***EMERGENCY MANAGEMENT TEAM*** as needed.
2. Incident Support personnel are to monitor the building and restrict entrance only to authorized personnel.
3. Incident Support personnel are to remain at the dispatched site until given further instruction.

Evacuation Procedures

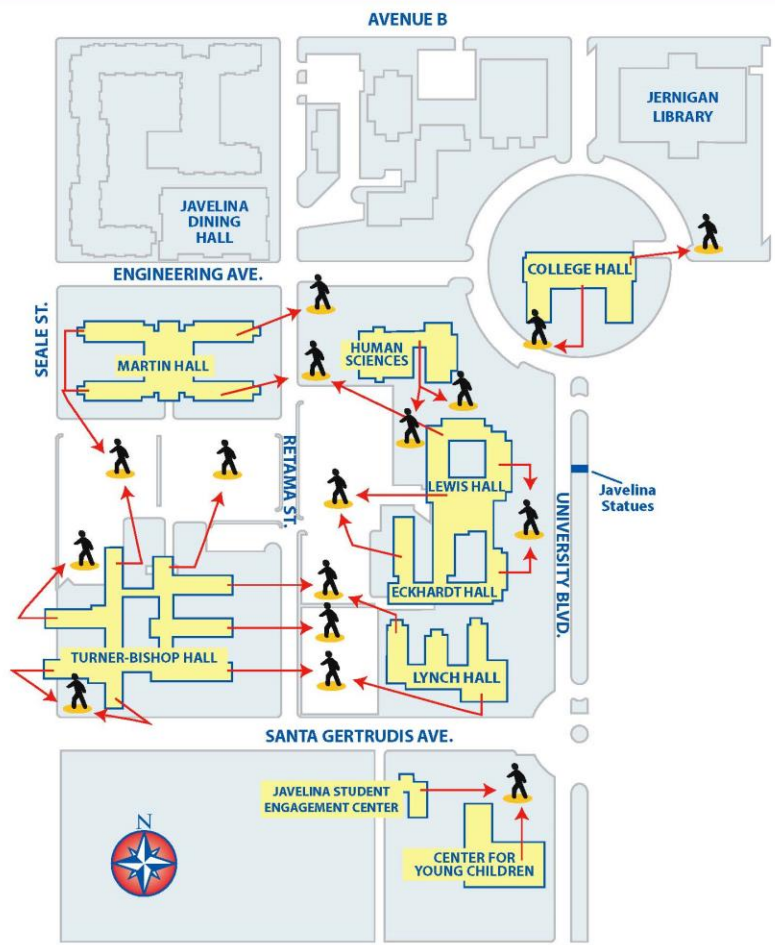
The campus has been divided into four quadrants. The following pages identify areas for employees to assemble in the event of a building evacuation. Building specific [Fire Evacuation Routes](#).



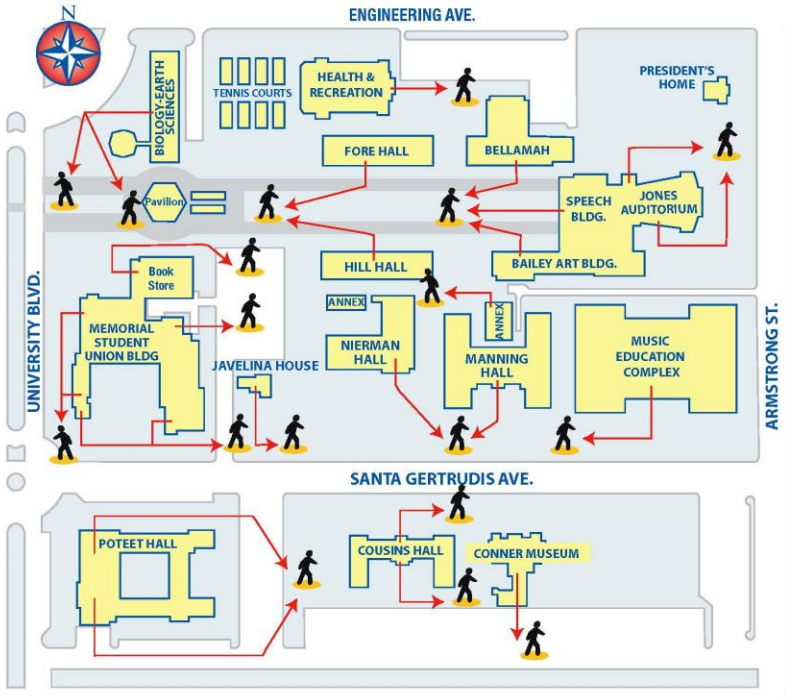
EVACUATION ROUTES AND ASSEMBLY AREAS QUADRANT 2



EVACUATION ROUTES AND ASSEMBLY AREAS QUADRANT 3



EVACUATION ROUTES AND ASSEMBLY AREAS QUADRANT 4



Section 8: Emergency Coordination

INCIDENT COMMAND SYSTEM RESPONSIBILITY

We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.

The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.

An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.

In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

Incident Command System Responsibility and Organization

INCIDENT COMMANDER

The type of incident and personal qualifications will dictate the individual assigned as the Incident Commander and will direct and coordinate the specific campus-wide response activities and campus support operations during the incident response.

Depending upon the type of emergency or disaster, the Incident Commander will direct appropriate Texas A&M University-Kingsville employees to assist the Kingsville Police Department, the Kingsville Fire Department, Kleberg County Emergency Management or the Red Cross during response and recovery.

INCIDENT COMMAND POST (ICP)

If an emergency involves only one building, or a small part of the campus, a University Police vehicle, stationed near the emergency scene, will serve as the field command post. At least one University Police Officer will staff the command post at all times until the emergency ends.

Field emergency command post equipment will include police barricades and barrier tape, portable hand radios, a University Police vehicle equipped with radio, a first aid kit, a cellular telephone, access to necessary contact information.

EMERGENCY OPERATIONS CENTER (EOC)

If an emergency involves a large part of the campus, and a major emergency or a disaster is declared, the EOC will be stood up in Lewis Hall by the University Police Department. Members of the ***EMERGENCY MANAGEMENT TEAM*** should report to the EOC and establish the standard ICS organization with identified lines of succession.

Section 9: Personnel Call

If the emergency or disaster occurs during normal working hours, employees should evacuate the building, assemble in the designated assembly locations and await further instructions from the Building Emergency Managers.

If the disaster occurs during non-working hours, employees should first care for their immediate family. If the President or designee determines that it is appropriate to initiate a plan, special announcements will be made using the campus Teir II notification system. Employees are advised to check the university web page for additional information.

If power is available, the university will also initiate employee recall information via the internet and e-mail. Recall information will be posted on the university's home page at <http://www.tamuk.edu> and recall information will be sent to university employees' e-mail addresses.

In order to expedite recall of the Texas A&M University-Kingsville staff and faculty to the campus, all employees will be divided into three teams as follows:

- **RED TEAM** - includes UPD employees; Physical Plant employees; Information Technology Services (ITS) staff; Emergency Management Team; and those employees who have responsibility to reinstate operational activities to the university.
- **BLUE TEAM** - includes all staff personnel who are not assigned to the Red Team.
- **WHITE TEAM** - includes faculty and students.
- **BEM's**— includes assigned faculty and staff (assist with operational assessment)

Note: It is the responsibility of each departmental supervisor to ensure that all employees know his or her team association.

If employees are recalled, they will be asked to return to their place of work and await further instructions.

If all communications are disabled, all RED TEAM members are asked to return to their place of work once their family needs are satisfied. All other team members should remain at home until communications can be established.

Section 10: Emergency Procedures for Fires

Building Occupants Procedures

Building occupants (staff, faculty, or students) should learn the location of exits and fire alarm system devices.

All building occupants should follow the university's **FIRE-E** procedures when dealing with fire emergencies:

Fire If you see or smell smoke, **FIND** the source. You should try to determine the extent of fire (wastebasket, part of the building etc.), the type of fire (paper, grease, electrical, etc.) and the location.

Initiate **INITIATE** the alarm by alerting the people in the vicinity of the danger as quickly as possible. Pull the fire alarm station and instruct other people to assist in the evacuation of the building.

**NEVER TRY TO CONTROL A FIRE PRIOR TO ALERTING OTHER
PEOPLE AND PRIOR TO NOTIFYING UPD**

Report It **REPORT** the fire. Instruct someone to call UPD at extension 2611. If you are alone, call UPD before any attempts at extinguishing the fire. Provide UPD the following information:

- Building Name
- Floor
- Room Number

UPD WILL NOTIFY THE KINGSVILLE FIRE DEPARTMENT

Extinguish Attempt to **EXTINGUISH** the fire only if it is small enough to be contained AND you have been trained to operate the extinguisher. Place yourself between the fire and an exit to prevent from being trapped by the fire.

Or

Evacuate If the fire can not be extinguished, **EVACUATE!** Use stairways to exit the building. Do not use elevators. As you exit the building, close as many doors as possible to contain the fire.

Once outside, proceed to your evacuation assembly area, and contact your Building Emergency Manager for further information.

University Police Department Procedures

University Police responsibilities to a reported fire are listed below:

1. Upon notification, the Police Dispatcher should immediately dispatch UPD Officers to the scene and if the reported fire is during business hours, contact Physical Plant Department at extension 3312, 3313, or 2207 to have the HVAC Crew respond to the scene. If after hours, contact HVAC on-call personnel. If CYC proceed immediately dispatch Kingsville Fire Dept.

STEP 1

- Upon arriving at the scene and there is **NO** evidence of smoke or flames from the building, UPD Officers and HVAC Crew must investigate and assess the situation.
 - *Historically, fire alarms have been activated due to dusty fire sensors; faulty fluorescent light ballasts and; broken air-handler drive belts. All of these conditions may generate smoke or the smell of smoke, however these conditions are not life-threatening. **Regardless of the cause of the alarm, the building must be evacuated and investigated by University authorities.***
- Upon completing the investigation and determining that the alarm was **NOT** caused by a fire, the HVAC Crew will notify UPD Officers to announce an "All Clear" message to BEM in order for the occupants to return to the building.

STEP 2

- If upon arriving at the scene and there **IS** evidence of smoke or flames from the building or after completing the investigation a source of flames **IS** discovered, Officers must contact UPD Dispatch to have Kingsville Fire Department respond.
 - Officers to assist in evacuating any personnel from the building.
 - Officers to ensure that elevators are on the first floor and locked open.
 - Officers to provide directions for Fire Department personnel entering the building.
 - Officers to direct traffic and provide crowd control.
 - Officers to ensure that fire lanes are accessible for fire trucks.
 - Officers to establish on-site radio communications with UPD.
2. The Police Dispatcher should contact the Chief of Police, the AVP Facilities

Planning & Construction, and the Executive Director, Enterprise Risk Management if the alarm is a confirmed emergency.

Section 11: Hurricane Procedures

You can prepare for a hurricane and the chaotic days afterwards by following some basic procedures. Prior to a storm, establish a plan as to what you and your family will do. Also, establish an emergency contact - a relative or a friend - that lives outside of the strike area.

You should inform your emergency contact of your evacuation plans; also establish a date and time when you will contact them after the hurricane has passed.

It is extremely important to establish this contact person because if for any reason your family becomes separated, there will be a pre-determined person for all of your family members to contact in order to relay information.

Please refer to <https://texasready.gov> for additional information on preparedness, essential supplies, evacuation routes, and live weather updates.

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

Geographical information

Texas A&M University-Kingsville

Geographical Location:

27.5 N Latitude
97.8 W Longitude
Altitude 70 feet above sea level

Conditions of Readiness

- **COR IV:** Destructive winds (50 mph) forecasted within 72 hours.
- **COR III:** Destructive winds forecasted within 48 hours.
- **COR II:** Destructive winds forecasted within 24 hours.
- **COR I:** Destructive winds forecasted within 12 hours.

Hurricane Season:

June 1 — November 30

- **Tropical Disturbance:** A cluster of poorly organized tropical thunderstorms occurring for at least 24 hours.
- **Tropical Depression:** A cluster of tropical thunderstorms organized around a closed, central circulation having surface winds < 38 mph.
- **Tropical Storm:** An organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39—73 mph.
- **Hurricane:** An intense tropical weather system with a well defined circulation and maximum sustained winds of 74 mph or higher.
 - Category 1:** 74-95 mph winds
 - Category 2:** 96-110 mph winds
 - Category 3:** 111-130 mph winds
 - Category 4:** 131-155 mph winds
 - Category 5:** > 156 mph winds

University Status

For information about campus status during and following the storm, call the Faculty/Staff Recall Hotline at **(361) 592-0131** or view the university's website at: <http://www.tamuk.edu>

Community Information

Faculty and staff should listen to local radio and TV stations for information about returning back to work such as the following:

- KTAI (FM 91.1) local university station and; KEYS (AM 1440), KZFM (95.5 FM), KRYS (99.1 FM), or KNCN (101.3 FM) are the primary Emergency Alert System stations for the Corpus Christi and Kingsville areas
- NOAA Weather Radio (Corpus Christi 162.550 MHz).

Important Emergency Numbers

University Police Department on campus 2611 off campus (361) 593-2611	American Red Cross Coastal Bend Chapter (361) 887-9991 or 1 (800) 656-9991
City Police / Fire / EMS on campus 2611 off campus 911	National Weather Service (361) 289-1861
Department of Transportation 1(800) 558-9368 or (800) 452-9292	KIII TV 3 Weather Report (361) 814-9463

Implementation of Hurricane Procedures

June 1—November 30 is designated as hurricane season. During this timeframe, Texas A&M-Kingsville will remain in a heightened state of awareness known as Condition of Readiness (COR) IV. With the onset of a tropical depression or tropical storm entering the Gulf of Mexico, the Senior Vice President for Student Affairs and University Administration will keep the President apprised of the disturbance's continuing developments. The President will ultimately activate and direct the implementation of the following hurricane procedures when hurricane conditions are imminent.

Procedures for CATEGORY 1 or CATEGORY 2 Hurricane	Responsibility
COR IV (72 Hours)	
• Review hurricane procedures.	All employees and students
• Practice good housing-keeping techniques.	All applicable departments
• Inspect roofs of all buildings for loose debris and ensure drain heads are cleared.	Physical plant Dept. (PPD)
• Inspect custodial supplies to ensure that adequate materials and supplies, such as mops buckets, squeegees, etc., are available.	PPD
• TAMUK Animal Unit Disaster Plan	IACUC
• Obtain accurate count of the number of students who can not evacuate.	DEAN OF STUDENTS
• Prepare evacuation procedures.	EMT- LOGISTICS
COR III (48 Hours)	
• Initiate an announcement to the university community of intensified hurricane threat.	EMT CHAIR/PIO
• Secure all loose lumber, sheet metal, drums, and other items that might be carried away by high winds. (Including on-site contractors)	All applicable departments
• All window blinds will be lowered and windows will be closed and locked if possible.	All departments
• Secure and remove electronic and/or sensitive equipment from floor.	All departments
• Establish a secure shadow site for University's web page	CIO
• Obtain waterproof sheeting and other protective safety equipment.	All departments
• Finalize evacuation and assembly procedures.	All employees and students
COR II (24 Hours)	
• Continue announcement to the university community of the imminent hurricane threat.	EMT CHAIR/PIO
• Complete all actions required for previous conditions.	All employees and students
• Dismiss classes and close campus facilities to all students and non-emergency personnel.	President
• Lock all doors after buildings are cleared.	PPD
• Secure boards on windows of selected buildings.	PPD
COR I (12 HOURS)	
• Stand-up EOC in Lewis Hall for EMT operations. No other buildings shall be occupied during this time.	EMT-OPERATIONS
• Place all RED TEAM personnel on emergency status.	EMT chair
• Assign university vehicles to personnel for use after all clear.	EMT- Logistics
• Conserve water and remain indoors until all clear.	All employees and students

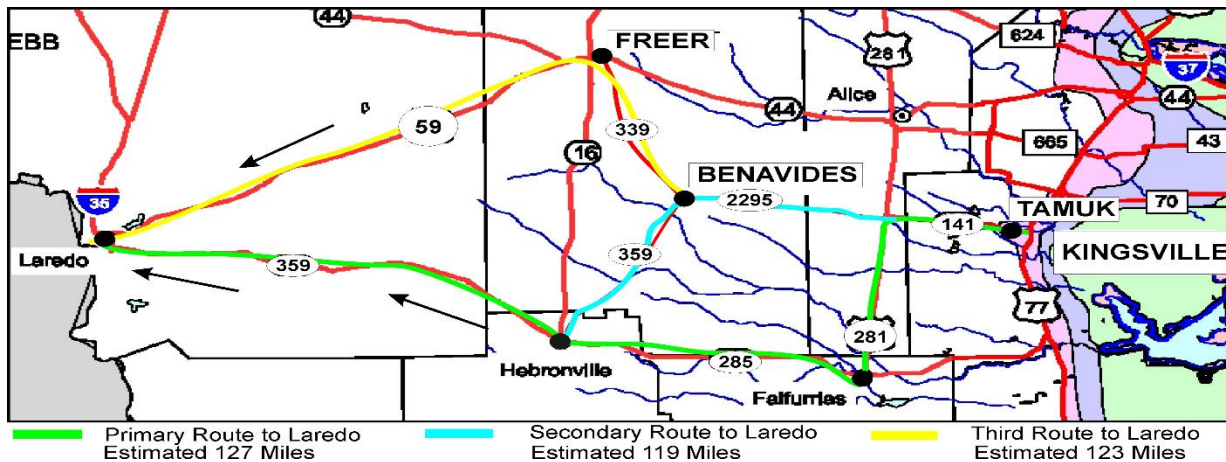
Procedures for CATEGORY 3, CATEGORY 4 or CATEGORY 5 Hurricane	Responsibility
COR IV (72 HOURS)	
• Review hurricane procedures.	All employees and students
• Practice good housing-keeping techniques.	All applicable departments
• Inspect roofs of all buildings for loose debris and ensure that drain heads are cleared.	PPD
• Inspect custodial supplies to ensure that adequate materials and supplies, such as mops buckets, squeegees, etc., are available.	PPD
• Contact Mutual Agreement agencies to initiate transportation response.	EMT-LOGISTICS
• Contact Mutual Agreement agencies to initiate housing response.	EMT-LOGISTICS
• Obtain accurate count of the number of students who can not evacuate.	DEAN OF STUDENTS
• Prepare evacuation procedures.	EMT-LOGISTICS
COR III (48 HOURS)	
• Initiate notifications and announcements to the university community of possible hurricane threat.	EMT CHAIR/PIO
• Issue university announcement for all students needing transportation to assemble at the Health & Recreation Building at an established time.	DEAN OF STUDENTS
• Issue a formal evacuation notice through the Office of the President.	President and EMT CHAIR/PIO
• Finalize evacuation and procedures. Maintain contact with Mutual Agreement Agencies regarding evacuation procedures.	EMT-LOGISTICS
• Establish a secure shadow site for University's web page	CIO
COR II (24 HOURS)	
• Complete all actions required for previous conditions.	All employees and students
• Dismiss classes and close campus facilities to all students and non-emergency personnel.	President
• Secure all loose lumber, sheet metal, drums, and other items that might be carried away by high winds. (Including on-site contractors)	All applicable departments
• Protect window draperies subject to water damage. All window blinds will be lowered and windows will be closed and locked if possible.	All departments
• Secure and remove electronic and/or sensitive equipment from floor.	All departments
• Lock all doors after buildings are cleared.	PPD
• Secure boards on windows of selected buildings.	PPD
COR I (12 HOURS)	
• Stand-up EOC in Lewis Hall for EMT operations. No other buildings shall be occupied during this time.	EMT-OPERATIONS
• Place all RED TEAM personnel on emergency status.	EMT CHAIR
• Assign university vehicles to personnel for use after all clear.	EMT-Logistics
• Conserve water and remain indoors until all clear.	All employees and students

Evacuation

The following map indicates evacuation routes to Laredo, Texas. The University is only providing this information as alternative routes to evacuate the Kingsville area. It is the responsibility of each individual to determine his or her best evacuation route.

Additional evacuation routes can also be found at:

<https://www.txdot.gov/safety/severe-weather/hurricane-preparation.html>



Operational Status during Hurricane

- A Command Post will be maintained with essential UPD personell.
- University Facilities will be monitoring for damages and repairs will be initiated when safe to do so.
- The **RED TEAM** will evacuate after all buildings and campus grounds are secured.
- A temporary Command Post may need to be established at the evacuation site, either in Laredo or at another predetermined area.

Operational Status after Hurricane

- The **RED TEAM** will reassemble at the EOC in Lewis Hall within 24 hours after all clear declared.
- The **RED TEAM** will establish communication lines; notify University President on the status and condition of the campus; and communicate with those EMT members who are not on campus.

Termination of Hurricane

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

1. All personnel will report for work in accordance to the Personnel Recall procedures.
2. The Damage Assessment Team will initiate surveys of equipment and furnishings and take appropriate measures to minimize further damage.
3. All other personnel will assist with major cleanup efforts when required.
4. Classes will resume and normal operations will commence upon notification by University officials.

Section 12: Tornado Procedures

Tornadoes are violent, local storms with whirling winds that can reach 200-400 miles per hour. The width of a tornado path ranges generally from 200 yards to one mile. The south central, southeastern, and mid-western parts of the United States are particularly susceptible to conditions favoring tornadoes.

A tornado may travel "on the ground" from a few hundred yards to fifty miles at speeds of 30 - 75 miles per hour. It is virtually impossible to outrun a tornado; therefore, one should seek shelter whenever a tornado warning is issued.

The National Weather Service issues severe weather warnings using the following terms:

- A "**tornado watch**" means that tornadoes could develop in the designated area.
- A "**tornado warning**" means that a tornado has been sighted in the area or is indicated by radar.
- A "**severe thunderstorm watch**" indicates the possibility of thunderstorms, frequent lightning and/or damaging winds, hail, and heavy rain.
- A "**severe thunderstorm warning**" means that a severe thunderstorm imminent the area or is indicated by radar.

Tornadoes occur with little or no warning; thus, little or no advance planning can be accomplished. If in a building, one should move away from outside rooms and go to a center hallway. An interior area at the bottom level of the building is preferable. One should avoid auditoriums or gymnasiums or other areas with wide, free span roofs. If caught outside with no time to reach an inside shelter, lie flat in the nearest ditch, ravine, or culvert, with hands and arms shielding one's head. Be sure to leave the ditch, ravine, or culvert immediately after the tornado has passed to avoid the possibility of flash flooding. If in an automobile, follow the same rules as outlined above.

Section 13: TeleCommunications Failure

This section assumes that no other emergency or disaster has occurred requiring building evacuations or halting daily business activities.

Emergency situations causing telecommunications failure can be the result of a variety of incidents from a simple power outage to a major hurricane. In the event the campus telephone system should become inoperable, there are ten (10) emergency office telephones located in key areas about the campus that will allow key personnel and the University Police Department to communicate with individuals on or off the campus. Itech personnel or UPD personnel will activate the emergency telephone system.

Each emergency phone is clearly marked with a label stating "EMERGENCY PHONE" and "EMERGENCY PHONE NUMBER 592-XXXX". In the event of a power outage, **the normal university extension number will not be operational,** and the number of the emergency phone will have to be given to those you call in order for them to call you back.

The following table identifies the location and the phone numbers of the emergency office phones.

EMERGENCY OFFICE PHONES

EXT. #	EMERGENCY NO.	DEPT.	LOCATION
2611	592-5763	University Police	Lewis Hall # 128

Section 14: Electrical Failure

Even though electrical outages are rare, there will be occasions when electrical failures occur. These outages could range from transformer failure, which may affect a small portion of the campus, or a complete campus power outage caused by a hurricane.

In the event that the power outage involves only one building or a small portion of the campus, the appropriate Physical Plant personnel will contact American Electric Power-Texas (AEP). If Physical Plant personnel are not available, the University Police Dispatcher should contact AEP and the Chief of Police.

AEP has designated Texas A&M-Kingsville as one of the top priority institutions for the return of electrical power. AEP officials will coordinate with University Facilities to determine the university's priorities.

Emergency Generator

There are 13 University buildings which are equipped with emergency generators to provide **limited** power. The location and purpose of these generators are indicated in the following table:

BUILDING	LOCATION	PURPOSE
College Hall	West end of Building	Provide limited vital power
Biology	South East Corner of Building	Provide limited vital power
Nierman	North West Corner of Building	Provide limited vital power
Steinke Physical Education Center	Northside of building	Provide limited vital power
Jernigan Library	Small building on north side of Library	Provide limited vital power
Engineering Building Complex	Small building on east side Eng. complex bldg.	Provide limited vital power
College of Pharmacy	Small building on east side of building	Provide limited vital power
Kleberg Hall Eng.	Pad mounted on west side of building	Provide limited vital power
Lewis Hall	West Side Lewis Hall	Provide limited vital power
Pharmacy Research Facility	North end of building	Provide limited vital power
Student Rec. Center	East side of building	Provide limited vital power
Music Education Complex	West end of building	Provide limited vital power
Vivarium	Northwest end of bilding	Provide limited vital power
ADDITIONAL GENERATORS		
(1) Trailer mounted generator	Physical Plant Department	Provide limited vital power at a designated location
(2) Small portable generators	Physical Plant Department	To power hand tools and portable lights

Section 15: Bomb Threat Procedures

Bomb threats and other threats of violence are serious emergencies that require prompt attention. Although bomb threats are rare, they are most likely to occur during scheduled activities/events.

Even though evacuations are disruptive, personnel will be required to evacuate; and a safety perimeter of **400 yards** will be established around the affected buildings in the event of a bomb threat.

If you receive a bomb threat over the phone, remain calm and act courteous. If feasible, notify another person to listen on another extension. Take notes on the caller's threat, tone, voice characteristics, and background noise. Upon receiving a threatening call, complete the bomb threat checklist (see Appendix B). Notify UPD IMMEDIATELY (ext. 2611).

Section 16: Hazardous Material Incident

All hazardous material releases should be dealt with immediately. All departments that use hazardous materials are responsible for establishing department procedures to minimize the effects of a hazardous material release. This entails the following:

- Ensure that an adequate spill kit is accessible to the area where hazardous materials are used.
- Ensure that Safety Data Sheets (SDSs) for all hazardous materials are accessible to employees within the work area.
- Ensure that employees who work with hazardous materials have received instructions to immediately contain the hazardous material release in order to minimize the spread of the hazardous material.

Environmental Health & Safety Procedures

Upon receiving notification of a hazardous material release, Environmental Health and Safety (EHS) responsibilities are as follows:

1. The EHS Coordinator will ensure containment of the hazardous material release.
2. The EHS Coordinator will obtain information on the chemical through SDSs and other available means.
3. The EHS Coordinator will evaluate the extent of the release.
4. The EHS Coordinator will conduct clean-up procedures or will contact the Emergency Response contractor.

HAZMAT Emergency Coordinators Line of Secession

PRIMARY	University Police Department	X 2611
Secondary	EHS Coordinator	X 2646
Tertiary	Exec. Dir. ERM	X 2237

Section 17: Media Coordination

A primary objective of the **EMP** is to arrange opportunities for the university to present complete statements of fact about an Emergency and to be decisive, responsive, and proactive in doing so. It is equally important for the university to avoid the appearance of being ineffective and to avoid being placed on the defensive.

In accordance with the authority of this **EMP**, Marketing and Communications is responsible for coordinating and implementing all communications related to an Emergency or controversy that could negatively affect the public perception or reputation of Texas A&M University-Kingsville. Controversies include crimes against students, faculty or staff; suicides; student demonstrations; inappropriate conduct by faculty, staff or students; academic freedom issues; fiscal irregularities; and personnel issues.

The Chief Marketing and Communications should be notified of the Emergency immediately.

Media Interaction

Both the public's legitimate right to know the essential facts and privacy concerns -- especially those related to individual rights, personal security, and legal liability -- must be determined and considered before any public statements are made.

An appropriate spokesperson (or persons) close to the situation will be identified and counseled by the Office of Marketing and Communications. In the absence of a designated spokesperson, the Chief Marketing and Communications will be the spokesperson. Complicated situations may call for more than one spokesperson. In these situations, a news conference may be called to respond to news media as quickly as possible and to prevent reporting crews from camping in offices and parking lots.

If a news conference is called, all appropriate spokespersons should be thoroughly briefed beforehand on confining remarks to the information in the fact sheet and on how to respond to questions. At the news conference, all spokespersons should be present and should give ample time for questions.

Appropriate background information also may be distributed to the media prior to the start of the news conference.

Some situations may require the university to initiate communications with the news media about a crisis. In these instances, the Office of Marketing and Communications will distribute information based on the situation fact sheet to the media.

The university may choose not to participate in the news conference, especially if the Office of Marketing and Communications judges the issue not to be newsworthy. If so,

efforts will be made to explain the university's position. "No comment" is not sufficient and will not be used. The university is under no obligation to respond to unreasonable demands or unprofessional conduct by the media.

Section 18: Emergency Response to a Student Death

This section of the **EMP** addresses the notification process in the event of death of a Texas A&M-Kingsville student. This section assumes that all necessary emergency response personnel have already been notified with mitigation efforts in process.

Call UPD Immediately !

Off-campus dial 593-2611

On-campus dial 2611

University Police Department

Upon receiving notification of the death of a university student, the responsibilities for UPD are as follows:

1. Dispatcher is to obtain the following information:
 - When and where did the incident occur?
 - What specifically happened? What are the nature of the injuries?
 - Who was involved? What is the student status?
 - Are the local media involved and/or on scene?
 - Has the family of the involved students been contacted? Which family members have been contacted?
 - Confirm if involved parties are actually university students.
2. Notify EMT Core Team.
3. Dispatcher continues to update and maintain contact with the Dean of Students and onsite Police Officers.
4. Provide local police the names of next of kin as necessary.

Dean of Students

1. Manage the Emergency and inform the EMT Chair.
2. Contact Counseling Services in Student Health and Wellness.
3. Assess the situation to decide which university official, if any, should go to the site or to the hospital.
4. 4Maintain direct contact with UPD.
5. Activates the *Behavior Intervention Team* per Appendix I

Counseling Services

1. Confirm with the Dean of Students that next of kin has been contacted within two hours of incident.
2. Contact Campus Housing, Registrar, and faculty as necessary.
3. Set up counseling sessions as needed.
4. Initiate debriefing session within 72 hours of incident with students, Dean of Students, and Assistant Dean of Students, Student Wellbeing.

Section 19: Emergency Response to a Life Threatening Injury or Illness

This section of the **EMP** addresses life threatening injuries and illnesses, vehicle accidents, falling from ledges, balconies, or roofs, public health threats, or other similar incidences involving members of the Texas A&M University-Kingsville campus community. This section assumes that all necessary emergency response personnel have already been notified and that the Emergency is being mitigated.

Call UPD Immediately !

Off-campus dial 593-2611

On-campus dial 2611

University police Department Procedures

Upon receiving notification of an accident, injury, or illness the responsibilities for UPD are as follows:

1. Dispatcher is to obtain the following information:
 - When and where did the incident occur?
 - What specifically happened? What are the nature of the injuries?
 - Who was involved? What is their student status?
 - Are the local media involved and/or on scene?
 - Have the families of the involved students been contacted? Which family members have been contacted?
 - Confirm if involved parties are actually university students.
2. Notify the EMT Core Team.
3. Dispatcher continues to update and maintain contact with the Asst. V.P. of Student Affairs and Dean of Students and onsite Police Officers.
4. Provide local police the names of next of kin as necessary.

Dean of Students Procedures

Upon receiving notification of an accident, injury, or illness involving a university student, the responsibilities of the Dean of Students are as follows:

1. Manage the Emergency and inform the Vice President, Student Affairs and Athletic Director (if applicable). .
2. Contact Counseling Services in Student Health and Wellness.
3. Assess the situation to decide which university official, if any, should go to the site or to the hospital.
4. Maintain direct contact with UPD.
5. Activates the *Behavior Intervention Team* per Appendix I

Student Health & Wellness Procedures

Upon receiving notification of an accident, injury, or illness involving a university student, the responsibilities of Student Health & Wellness are as follows:

1. Confirm with the Dean of Students that next of kin has been contacted within two hours of incident.
2. Contact Campus Housing, Registrar and faculty as necessary.
3. Set up counseling sessions as needed.
4. Initiate debriefing session within 72 hours of incident with students, Dean of Students and Assistant Dean of Students, Student Wellbeing.
5. Take appropriate measures to contain public health emergencies as applicable.
6. Issue campus warning of public health emergencies as applicable.

Section 20: Emergency Response to a Violent Crime

This section of the **EMP** addresses violent crimes including rape, sexual assault, date rape, and an active shooter involving members of the Texas A&M University-Kingsville campus community. This section assumes that all necessary emergency response personnel have already been notified and that the Emergency is being mitigated.

Call UPD Immediately !

Off-campus dial 593-2611

On-campus dial 2611

University Police Department Procedures

Upon receiving notification of a violent crime the responsibilities for UPD are as follows:

1. Dispatcher is to obtain the following information:
 - When and where did the incident occur?
 - What specifically happened? What are the nature of the injuries?
 - Who was involved? What is the student status?
 - Are the local media involved and/or on scene?
 - Have the families of the involved students been contacted? Which family members have been contacted?
 - Confirm if involved parties are actually university students.
 - Are the local police involved?
2. Notify EMT Core Team.
3. Secure the incident area, officer assesses incident, and contacts emergency personnel as applicable.
4. Dispatcher continues to update and maintain contact with the Dean of Students and onsite Police Officers.

Dean of Students Procedures

Upon receiving notification of a violent crime involving a university student, the

responsibilities of the Dean of Students are as follows:

1. Manage the Emergency and inform the Vice President, Student Affairs.
2. Notify Title IX Coordinator and Athletic Director and/or International Student & Scholar Services (if applicable).
3. Contact Counseling Services in Student Health and Wellness.
4. Assess the situation to decide which university official, if any, should go to the site or to the hospital.
5. Maintain direct contact with UPD.
6. Provide information to all students regarding the nature of the incident and if additional security or care while on campus is needed.
7. Activates the *Behavior Intervention Team* per Appendix I

Student Health & Wellness Procedures

Upon receiving notification of a violent crime involving a university student, the responsibilities of Student Health & Wellness are as follows:

1. Contact Campus Housing, Registrar, and faculty as necessary.
2. Set up counseling sessions as needed.
3. Initiate debriefing session within 72 hours of incident with students, Dean of Students and Assistant Dean of Students, Student Wellbeing.
4. Medical Staff conduct examination of individual, as applicable.

Section 21: Emergency Response to a Mental Health Crisis

This section of the **EMP** addresses any situation in which a Texas A&M University-Kingsville student's behavior puts them at risk of hurting themselves or others. This section assumes that the situation is occurring or is about to occur.

Call UPD Immediately !

Off-campus dial 593-2611

On-campus dial 2611

University Police Department Procedures

Upon receiving notification of a mental health crisis, i.e., risk of harm to self or others, the responsibilities for UPD are as follows:

1. Dispatcher obtains the following information:
 - Does the person have the means to hurt self or others?
 - Name of person calling / phone number.
 - Location.
 - Is the media aware?
 - Are any family members present or aware of situation?
 - Are other friends involved or present?
 - Coordinate confirmation of student status.
2. Immediately dispatch an officer to the scene (ambulance if needed).
3. Notify EMT Core Team.
4. Dispatcher continue to update and maintain contact with the Dean of Students and onsite Police Officers. Initiate contact with MHMR if necessary.
5. Provide information to local police of student's next of kin as appropriate.

Dean of Students Procdures

Upon receiving notification of a university student's harm to self or others, the responsibilities of the Dean of Students are as follows:

1. Manage the Emergency and inform the Vice President, Student Affairs and Athletic Director and/or International Student & Scholar Services (if applicable).
2. Contact Counseling Services in Student Health and Wellness.
3. Assess the situation to decide which university official, if any, should go to the site or to the hospital.
4. Maintain direct contact with UPD.
5. If student lives on campus, maintain contact with the senior Housing staff member responding to the incident.
6. Activates the *Behavior Intervention Team* per Appendix I

Student Health and Wellness Procedures

Upon receiving notification of a university student's attempted suicide, the responsibilities of Student Health & Wellness are as follows:

1. If situation is ongoing, reports to scene to assist student and staff and outside agencies as appropriate.
2. If student is at hospital, visits student and confers with hospital staff to assess situation and follow up steps that will be needed once student is released from hospital.
3. Maintains direct contact with the Dean of Students and MHMR personnel as necessary.
4. Contacts Campus Housing, Registrar, and faculty as necessary.
5. Schedules counseling sessions as needed.
6. Initiates debriefing session within 72 hours of incident with students, Dean of Students, and Assistant Dean of Students, Student Wellbeing.

Section 22: Response to an International Travel

This section of the **EMP** addresses the University's communications procedures upon discovering that a kidnapping or hostage situation involving members of the Texas A&M University-Kingsville campus community has occurred while traveling internationally on University business. This section assumes that appropriate procedures for international travel were followed.

In the event a member of the Texas A&M University-Kingsville campus community has been abducted in a foreign country, the University will most likely discover this information through the national media or other media sources. Agencies other than the University will be expected to take the lead during any negotiation process.

Office of Marketing and Communications Procedures

Upon receiving information of a kidnapping or hostage situation involving members of the Texas A&M University-Kingsville campus community, the Chief of Marketing and Communications or designee will confirm the information. The Chief of Marketing and Communications will meet with all applicable university personnel to:

1. Provide a briefing of the crisis.
2. Prepare an initial fact sheet as soon as sufficient details are available.
 - The fact sheet will be prepared in consultation with those closest to the situation and should be analyzed to balance the public's right to know with privacy and security concerns.
3. After the next of kin has been notified, prepare a brief statement that can be distributed to administrators, faculty, staff, and anyone else who may receive phone calls from the media before more detailed information is available.
 - Even if the statement says very little, it serves two purposes:
 1. Those answering calls will be more comfortable with a script to follow, and;
 2. It conveys that the university is on top of the situation.
 - Those answering the telephones should be instructed to obtain each caller's name, news media affiliation, telephone number, and to note the time of each call. Calls generally will be returned in the order they are received.
4. Identify key audiences.
 - When feasible, faculty, staff, and students will be addressed first, beginning with those closest to the occurrence. Immediate attention also may be

required for persons related to those involved in the occurrence, such as parents or spouses. The news media and other external audiences should be considered next.

5. Determine the best method of communication.

- A statement is prepared from the basic fact sheet with appropriate procedural and other information included for each audience.

Employee Services

1. Upon receiving information of a kidnapping or hostage situation involving a University faculty or staff member, the Chief of People and Workplace Culture or designee will obtain the individual's next of kin contact information in order for the University to contact family members. This information will be provided to the Assistant Dean of Students, Student Wellbeing.

Dean of Students

1. Activates the *Behavior Intervention Team* per Appendix I

Student Health & Wellness Procedures

Upon receiving the contact information for the family members of the individual(s) involved in a kidnapping or hostage situation, the responsibilities:

1. Contacts next of kin.
2. Provides family members counseling support as appropriate.
3. Initiates debriefing session when appropriate to University administration and ***EMERGENCY MANAGEMENT TEAM.***

Enterprise Risk Management

1. Coordinate CISI recovery and evacuation efforts with TAMUS Risk Management.

Section 23: Response to a Public Health Threat

This section of the **EMP** addresses the University's response upon discovering that a member of the Texas A&M University-Kingsville campus community has contracted a communicably infectious disease.

The EMT Chair will function as the Public Health threat coordinator with an initial team consisting of the Core EMT and expanding as necessary for preparedness, response, and recovery planning.

Chief of Marketing and Communications Procedures

1. Collaborate with the Core EMT to establish an emergency communication plan and revise regularly. This plan should identify key contacts with local and state public health officials as well as the state's higher education officials (including back-ups) and the chain of communications, including alternate mechanisms.
2. Share what you have learned from developing your preparedness and response plan with other colleges/universities to improve community response efforts.
3. In coordination with Academic Affairs, develop and disseminate alternative procedures for remote learning in the event of college/university closures.
4. Develop a dissemination plan for communication with members of the campus community, including lead spokespersons and links to other communication networks.
5. Advise the campus community where to find up-to-date and reliable Public Health threat information from federal, state, and local public health agencies.
6. Disseminate information about the college/university's Public Health threat and response plan including the potential impact of the threat on student housing closure, and the contingency plans for students who depend on student housing and campus food service, including how student safety will be maintained for those who remain in student housing if allowed.
7. Disseminate information from public health agencies covering non-pharmaceutical interventions to prevent the spread of disease including signs and symptoms, modes of transmission, and quarantine and isolation recommendations.
8. Anticipate and plan communications to address mental health of the campus community.

Executive Director of Risk Management Procedures

1. Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college/university. Identify and review the college/university's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare on campus.
2. In collaboration with Executive Leadership develop a reopening/recovery plan to deal with consequences of the Public Health threat (e.g., loss of students, loss of faculty/staff, financial and operational disruption).
3. Ensure that Public Health threat planning is consistent with any existing college/university emergency operations plan, and is coordinated with the Public health plan of the community, Texas A&M University System, and the Texas Higher Education Coordinating Board.

AVP Financial Services Procedures

1. Adopt CDC travel recommendations (www.cdc.gov/travel/) during an influenza pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas.

Chief Information Officer Procedures

1. Assess readiness to meet communications needs in preparation for a Public Health threat, including regular review, testing, and updating of communications plans that link with public health authorities and other key stakeholders.
2. Develop and test platforms (e.g., dedicated websites, local radio or television emergency communication) for communicating college/university response and actions to the campus community.
3. Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
4. Test the linkages between the college/university's Incident Command System and the Incident Command Systems of the local and/or state health departments, Texas A&M University System, and the Texas Higher Education Coordinating Board.

Director, Center for Academic Technology Procedures

1. Coordinate with Academic Affairs for the development and delivery of remote learning in the event of college/university closures.

Student Health and Wellness Procedures

1. Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college/university and community during and after a Public Health threat.
2. Implement infection control policies and procedures that help limit the spread of influenza on campus (e.g. promotion of hand hygiene, cough/sneeze etiquette). Encourage students, faculty, and staff to get annual vaccinations.
3. Establish a Public Health threat plan for campus-based healthcare facilities that addresses issues unique to healthcare settings. Ensure health services and clinics have identified critical supplies needed to support a surge in demand and take steps to have those supplies on hand.

Dean of Students Procedures

1. In collaboration with Academic Affairs establish sick leave and excused absence policies for students suspected to be ill or who become ill on campus. Students with known or suspected Public Health disease should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus.
2. Activates the *Behavior Intervention Team* per Appendix I

AVP FP&C Procedures

1. Procure, store, and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, sanitizing wipes and receptacles for their disposal).
2. Establish maximum room occupancies.

Chief of People and Workplace Culture Procedures

1. In collaboration with the Texas A&M University System establish policies for employee and student sick leave absences unique to the Public Health threat (e.g., remote work, non-punitive, liberal leave).
2. In collaboration with the Texas A&M University System establish sick leave policies for employees suspected to be ill or who become ill on campus. Employees with known or suspected Public Health disease should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus.
3. Recall nonessential employees working in or near an affected geographic area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

**APPENDIX A
STUDENT CRITICAL INCIDENT REPORT**

This form completed by: _____	Date: _____
Incident Witnessed by Whom: _____	Date: _____ Time: _____

NAME	SSN	PHONE
LOCAL ADDRESS	CITY	STATE ZIP
CLASSIFICATION: FR. SOPH. JR. SR. GRAD. COLLEGE:		

NAME OF PARENT OR GUARDIAN	PHONE	DATE/TIME CONTACTED	CONTACTED BY WHOM
ADDRESS	CITY	STATE	ZIP
NAME OF ROOMMATE	PHONE	DATE/TIME CONTACTED	CONTACTED BY WHOM
NAME OF SPOUSE / SIGNIFICANT OTHER	PHONE	DATE/TIME CONTACTED	CONTACTED BY WHOM

ON CAMPUS LOCATION: NATURE OF INCIDENT:	OFF CAMPUS LOCATION:																
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; padding: 5px;">ACCIDENTAL DEATH</td> <td style="border-right: 1px solid black; padding: 5px;">DEATH IN FAMILY</td> <td style="border-right: 1px solid black; padding: 5px;">INFECTIOUS DISEASE</td> <td style="padding: 5px;">MISSING STUDENT</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;">SUICIDE</td> <td style="border-right: 1px solid black; padding: 5px;">MENTAL CRISIS</td> <td style="border-right: 1px solid black; padding: 5px;">NATURAL DISASTER</td> <td style="padding: 5px;">HOSTAGE</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;">SERIOUS INJURY</td> <td style="border-right: 1px solid black; padding: 5px;">SEXUAL ASSULT</td> <td style="border-right: 1px solid black; padding: 5px;">FIRE IN RESIDENCE HALL</td> <td style="padding: 5px;">STALKING</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;">HOSPITALIZATION</td> <td style="border-right: 1px solid black; padding: 5px;">ALCOHOL/ DRUG O.D.</td> <td style="border-right: 1px solid black; padding: 5px;">RIOT / DEMONSTRATION</td> <td style="padding: 5px;">OTHER: _____</td> </tr> </table>	ACCIDENTAL DEATH	DEATH IN FAMILY	INFECTIOUS DISEASE	MISSING STUDENT	SUICIDE	MENTAL CRISIS	NATURAL DISASTER	HOSTAGE	SERIOUS INJURY	SEXUAL ASSULT	FIRE IN RESIDENCE HALL	STALKING	HOSPITALIZATION	ALCOHOL/ DRUG O.D.	RIOT / DEMONSTRATION	OTHER: _____	
ACCIDENTAL DEATH	DEATH IN FAMILY	INFECTIOUS DISEASE	MISSING STUDENT														
SUICIDE	MENTAL CRISIS	NATURAL DISASTER	HOSTAGE														
SERIOUS INJURY	SEXUAL ASSULT	FIRE IN RESIDENCE HALL	STALKING														
HOSPITALIZATION	ALCOHOL/ DRUG O.D.	RIOT / DEMONSTRATION	OTHER: _____														

**APPENDIX A
STUDENT CRITICAL INCIDENT REPORT**

	Contact Date / Time	Contacted by Whom
University President	_____	_____
Provost	_____	_____
Sr. VP Student Affairs	_____	_____
Dean of Students	_____	_____
Director of International Student and Scholar Services	_____	_____
University Police	_____	_____
Director of Life Services	_____	_____
Director of Housing	_____	_____
College Dean	_____	_____
Academic Department	_____	_____
Office of Public Affairs	_____	_____
Other: _____	_____	_____

STUDENT NEEDED MEDICAL ATTENTION:	HOSPITAL:
	OTHER: _____
STUDENT REMAINED AT RESIDENCE:	_____
STUDENT WAS RELOCATED TO:	

**APPENDIX B
BOMB THREAT CHECK LIST**

When receiving a threatening phone call, remain calm and take notes. Try to find out as much as possible about the caller and threat. Ask the following type of questions:

When is the bomb going to explode?	Where is the bomb located?	What kind of bomb is it?	What does the bomb look like?
What will cause it to explode?	How do you know about this bomb?	What is your name?	Why are you wanting to hurt or kill people?

EXACT WORDING OF THE THREAT:

Caller's Identity:	Male	Female	Approximate Age:	Race:
---------------------------	------	--------	------------------	-------

Voice Characteristics:	Calm	Angry	Excited	Loud
	Slow	Rapid	Soft	Crying
	Slurred	Nasal	Stutter	Deep
	Normal	Distinct	Cracking Voice	Laugh
	Whisper			

Language of Threat:	Excellent Grammar	Poor Grammar	Foul Language
	Fair Grammar		Message read by caller

Background Sounds:	Street Noises	Motor Noise	Music in Background	Clear Line
	Animal Noises	Other Voices	Local Call	Static Line
			Long Distance	Line

Appendix C: Glossary of Terms, Acronyms & Abbreviations

[FEMA Glossary of Terms](#)

[FEMA Acronyms & Abbreviations](#)

Appendix D: Requests for State, Federal, and Other Assistance

State & Federal Assistance

If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to entities is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. Initial requests for assistance must be through the Kleberg County Local Emergency Planning Committee.

Requests for state assistance should be made to the Disaster District Chair (DDC) Chairperson. A [STAR](#) request can be used to request state assistance.

The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.

Other Assistance

If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

Tests and exercises will include the agencies and emergency response entities from the county and/or city which will interface with campus officials during an emergency situation.

For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Plan (NRP)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.

FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.

The NRP applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRP implementation is possible under a greater range of incidents.

Appendix E: Mutual Agreements Guidelines

1. Our resource management, in accordance with the NIMS, involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. In order to facilitate resource management, coordination activities will take place in the EOC.
2. When necessary, a Multi-agency Coordination System will be organized. Multi-agency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response, information sharing, and facilitating communication.
3. As established in the NIMS, resource management is based on four guiding principles:
 - The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources
 - The classification of kinds and types of resources required to support incident management
 - The use of a credentialing system linked to uniform training and certification standards
 - The incorporation of resources from non-traditional sources, such as the private sector and nongovernmental organizations.
4. It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. We will commit our available resources to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.
5. As a basis for employing our resources to their greatest capacity during emergency situations, we will develop and maintain a current inventory of our dedicated emergency resources and other resources that may be needed during emergency operations. All of our resources, pursuant to the NIMS, are classified by kinds and types. A complete list of our resources is included in the annex to this Appendix .
6. In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, we will execute agreements in advance

with those groups and individuals for use of their resources. Mutual Aid Agreements will be maintained as an Annex to the Emergency Operations Plan.

7. Some of the resources needed for emergency operations may be available only from businesses. Hence, we will establish emergency purchasing and contracting procedures.
8. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Logistics Chief shall maintain a list of local and nearby suppliers for these essential needs items.
9. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions, such a medical care and fire protection.
10. It is important to maintain detailed records of resources expended in support of emergency operations:
 - As a basis for future department/agency program and budget planning.
 - To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

Appendix F: [FEMA Disaster Financial Management Guide](#)

Texas A&M University-Kingsville is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established University policies and standard cost accounting procedures.

Appendix G: Plan Promulgation and Distribution

Plan Development

The President, Texas A&M University-Kingsville is responsible for approving and promulgating this plan.

Distribution of Planning Documents

The Chair of the Emergency Management Team, Texas A&M University-Kingsville shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.

Appendix H: [The National Incident Management System](#)

We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

Appendix I: Behavioral Intervention Team

Chaired by: Dean of Students

Membership: The Team consists of the Dean of Students, Assistant Dean of Students, Student Wellbeing, Chief of Police, Director of Counseling Services, Director of Residence Life, and A.V.P. for Academic Affairs. Other staff may be utilized to assist and provide expertise to the team as needed.

Function: The Team is an interdisciplinary committee of university officials that meets to discuss incidents or behaviors that are of concern and to ensure a systematic university response. Its functions are:

1. Serve as the eyes and ears of the University by referring students who are exhibiting behaviors indicative of high risk in their respective areas across campus for review.
2. Assess situations involving student(s) who pose a potential risk of harm to persons or property in the University Community or are a substantial disruption to the educational process in accordance with policies stated in the Student Code of Conduct.
3. Consult with the administration, faculty, staff and other students affected by the inappropriate behaviors of a student to ascertain the facts of the situation. Review of cases/incidents that may occur on a certain location of the campus to discern if there is a pattern or connection with incidents occurring in other parts of the campus.
4. Develop a specific strategy to manage the situation with regard to the safety and rights of others and to minimize the disruption to the campus community.
5. Coordinate the university response and follow up consistent with university policy, established protocols, state, and federal laws. Following a situation, the team will meet to debrief, evaluate the outcome, and make recommendations to the appropriate university officials.

The Team meets once a month, but more often if necessary, depending on an “as needed” basis. University Police reports and incidents referred to the Dean of Students by other entities on campus are reviewed. The team works closely with the university’s Emergency Management Team. The Team advises the University Administration on critical incidents and will make recommendations to the Vice President and other university officials regarding the immediate suspension of certain individuals who may be deemed dangerous to themselves or others on campus. The Team may recommend timely warnings be sent to the University community.

Appendix J: Hazmat Emergency Equipment

EMERGENCY RESPONSE TRAILER 1st Responder Equipment List

- 1- 6' by 10' Pull trailer License plate # 907712
- 1- 55 gal. Metal Drum w/ removable lid
- 1- 20 gal. Poly Drum
- 1- 5 gal. water cooler
- 1- stainless steel chemical electric siphon
- 10 - 25# bags floor dry
- 1- 4cu.ft. bag vermiculite
- 4- jack stands
- 4- Orange safety cones
- 1- box alcohol wipes
- Chemical Goggles
- Assortment of gloves (leather, nitrile, latex, chemical resistant etc.)
- 1- box of 3mil clean up bags
- 1-case wyp-all
- Air horns
- Spray Adhesive
- 1- 16 oz eye & skin wash
- Roll Hazardous Waste adhesive labels
- Drum lid opener
- Yellow chemical resistant disposable coveralls
- 1- Box disposable earplugs
- Miscellaneous PPE and tools (knee pads, face shields, hammers, batteries, flashlights, etc.)
- Rubber boots
- Assortment of Tyvek disposable coveralls
- Assortment MSA air filter cartridges
- 1 – 10 # ABC fire extinguisher
- Acid and Base Neutralizers (wet and Dry)
- 1st Responder Personal equipment bag

APPENDIX K: Natural Disaster Guidance and Regulatory Relief

In events when the President declares a disaster, the Department of Education (ED) provides general guidance for regulatory relief to students, institutions, lenders, guaranty agencies, and their servicers in administering the federal student financial aid programs authorized by Title IV of the Higher Education Act of 1965 (HEA), as amended.

Unless stated otherwise, the regulatory relief described in the [Dear Colleague Letter](#) applies to all recipients of Title IV aid and their families who at the time of a disaster were residing in, employed in, or attending an institution located in a federally-declared disaster area in the United States. An institution experiencing a more localized disaster or an institution with a large number of eligible noncitizens who are from a country experiencing a significant natural disaster may seek relief from its School Participation Division.